



**BOARD COORDINATOR
GENESEE COUNTY BOARD OF COMMISSIONERS**

1101 BEACH STREET, ROOM 312
FLINT, MICHIGAN 48502

TELEPHONE: (810) 257-3020
FAX: (810) 257-3008

AMY ALEXANDER
COORDINATOR

**HUMAN SERVICES COMMITTEE
Monday, April 3, 2017 at 9:30 a.m.
AGENDA**

I. CALL TO ORDER

II. ROLL CALL

III. MINUTES – March 13, 2017

IV. PUBLIC COMMENT TO COMMITTEE

V. COMMUNICATIONS

VI. OLD BUSINESS

VII. NEW BUSINESS

A. GCCARD

1. H040317VIIA1: Request to amend professional services contract with AL-CAR Unlimited Solutions, LLC from March 1, 2017 – February 28, 2018 – Attached **(ROLL CALL VOTE REQUESTED)**
2. H040317VIIA2: Request to accept City of Flint CDBG Contract for emergency repair services in the amount of \$260,000 from July 1, 2016 to June 30, 2017 – Attached **(ROLL CALL VOTE REQUESTED)**
3. H040317VIIA3: Request acceptance of Memorandum of Understanding between GCCARD and Metro Community Development to establish the roles entered into between Metro Community Development and the Flint/Genesee Continuum of Care effective July 1, 2016 through December 31, 2017 – Attached – **(ROLL CALL VOTE REQUESTED)**

4. H040317VIIA4: Request approval of the 4th amendment between Oakland Livingston Human Service Agency Head Start Fiscal and Personnel Agreement to reflect the additional 2016-2017 personnel costs for the Early Head Start Expansion Grant – Attached
5. H040317VIIA5: Request approval to accept the Health and Human Services Grant Award in the amount of \$2,321,318 for the Early Head Start Expansion funding from March 1, 2017 through August 31, 2018. – Attached
6. H040317VIIA6: Request approval to accept the Michigan Department of Education Feeding Service Program grant to operate the Summer Food Service program – Attached **(ROLL CALL VOTE REQUESTED)**
7. H040317VIIA7: Request authorization to enter into a Memorandum of Understanding with United Way to accept a grant in the amount of \$30,000 to provide staffing to expand the capacity to process requests from Flint residents for assistance related to water bill payments – Attached **(ROLL CALL VOTE REQUESTED)**
8. H040317VIIA8: Request authorization to enter into a Memorandum of Understanding with United Way to accept a grant in the amount of \$50,000 to provide oversight and implementation of a water assistance program for City of Flint residents – Attached **(ROLL CALL VOTE REQUESTED)**

B. HEALTH DEPARTMENT

1. H040317VIIB1: Request approval for Sheila Moore, to attend the Great Lakes Homeland Security Training Conference and Expo and Annual Local Health Department and Tribal Face to Face Meeting, May 8-11, 2017 in Grand Rapids, Michigan – Attached **(ROLL CALL VOTE REQUESTED)**

VIII. OTHER BUSINESS

IX. ADJOURNMENT



Genesee County Community Action Resource Department
601 N. Saginaw St., Ste 1B • Flint, MI 48502-2009 • (810) 232-2185 • Fax (810) 762-4986 • TDD: (810) 768-4654

Commissioners

Bryant Nolden
District 1

Brenda Clack
District 2

Ellen Ellenburg
District 3

Kim Courts
District 4

Mark Young
District 5

Drew Shapiro
District 6


Martin Cousineau
District 7

Ted Henry
District 8

David Martin
District 9

MEMORANDUM

TO: Commissioner Brenda Clack, Chairperson
Human Services Committee

FROM: Matthew Purcell, Executive Director 

SUBJECT: Request to Amend Professional Services Contract

DATE: April 3, 2017

BACKGROUND:

GCCARD is requesting authorization to exercise an extension in the Professional Services Contract between the County and AL-CAR Unlimited Solutions, LLC. This extension will be for one year and cover the period of March 1, 2017 through February 28, 2018.

REQUESTED ACTION:

GCCARD requests authorization from this Committee, with a recommendation to the Full Board at the next scheduled meeting, to extend for one year the Professional Services Contract between Genesee County and AL-CAR Unlimited Solutions, LLC. **Due to time constraints, a roll-call vote is requested.**

Attachments

MAP/dp

Administration

Matthew A. Purcell
Executive Director

Stephanie L. Howard
Deputy Executive Director

Program Directors

Daniel Newcombe
*Neighborhood Services
Director*

Tamitha Taylor
*Nutritional Services
Asst. Director*

Chevon Wilborn
*Nutritional Services
Asst. Director*

Andre Strater
Asst. GCCARD Director

Matthew Odette
Home Maint. Asst. Director

Kelli Webb
Head Start Director



AMENDMENT TO PROFESSIONAL SERVICES CONTRACT

This Amendment is effective March 1, 2017, and is between Genesee County, Michigan, a Michigan municipal corporation whose principal place of business is located at 1101 Beach Street, Flint, Michigan 48502 (the "County"), and AL-CAR Unlimited Solutions, LLC, a State of Michigan, Domestic Limited Liability Company, whose principal place of business is located at 1710 West Genesee Street, Flint, MI 48504 (the "Contractor") (the Contractor and the County together, the "Parties").

WHEREAS, the Parties executed a Professional Services Contract effective March 1, 2015 (the "Agreement"), pursuant to which the Contractor would provide professional process re-engineering consultation services; staff training; compliance monitoring and program evaluation; program and financial analysis; and management systems reviews and recommendations; and other described services; and

WHEREAS, the Agreement authorized two one-year extension terms; and

WHEREAS, the Parties wish to amend the Agreement to exercise the first extension term.

NOW THEREFORE, the Parties agree as follows:

1. The County hereby exercises its option under the Agreement to extend the term of the Agreement for one additional year, commencing March 1, 2017, and continuing through February 28, 2018.
2. Paragraph 5 is amended as follows: For the first extension term, the total amount paid to the Contractor shall not exceed \$225,000.
3. The remaining terms of the agreement remain unchanged and in full effect.
4. Execution of this Amendment is authorized by Resolution # _____ issued by the Genesee County Board of Commissioners.

AL-CAR UNLIMITED SOLUTIONS, LLC

COUNTY OF GENESEE

By: _____
Russell A. Carson
Managing Member

By: _____
Mark Young, Chairperson
Board of County Commissioners

Date: _____

Date: _____

Approved as to form:

Office of the Prosecutor-Civil Division



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/23/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Bois Insurance Agency Inc 1456 E. Pierson Road P.O. Box 420 Flushing MI 48433	CONTACT NAME: Cheryl Matuszewski PHONE (A/C, No, Ext): (810) 659-7330 FAX (A/C, No): (810) 659-8910 E-MAIL: cheryl@boisinsurance.com ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A Home-Owners Insurance Company NAIC # 26638 INSURER B Auto-Owners Insurance Co 18988 INSURER C Markel Insurance INSURER D: INSURER E: INSURER F:
INSURED Al-Car Unlimited Solutions Llc 1710 W Genesee St Flint MI 48504-2514	

COVERAGES

CERTIFICATE NUMBER: CL1732301240

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	4904813500	1/6/2017	1/6/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ Included GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Liab and Med Exp \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		4904813500	1/6/2017	1/6/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		4904813501	1/12/2017	1/12/2018	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	14034911	1/6/2017	1/6/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	Professional Liab		MG847087	1/12/2017	1/12/2018	1,000,000 per Claim 2,000,000 per Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Additional insureds include Genesee County, as required under terms of the written contract and as it pertains to the General Liability.

CERTIFICATE HOLDER

CANCELLATION

Genesee County Administration Building Michelle Kline 1101 Beach St Flint, MI 48502	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Robert C. Bois/CHERYL
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GENESEE COUNTY BOARD OF COUNTY COMMISSIONERS
REVIEW CHECKLIST

Committee: _____
Department: GCCARD
Phone: 4903

Document: Al-Car Professional Service Contract
Dept. Contact: Donita
Desired due date: _____

Submit a completed copy of this form with document when seeking Board Chair signature.

If a proposed agenda item requires an appropriation or a budget transfer and exceeds \$5,000.00, it must be reviewed by the Controller prior to submission to Committee. If the item does not require an appropriation or budget transfer, the Controller's approval is not required.

This item requires an appropriation or budget transfer and it has been reviewed to be in accordance with the County's budget and accounting practices.

Controller's Office

If a proposed agenda item requires Board approval of a contract, lease, application, agreement, or memorandum of understanding, it must be reviewed by Purchasing, Risk Management, and the Prosecuting Attorney - Civil Division.

1. Procurement (choose one)

- ____ This transaction is subject to the Genesee County Administrative Control of Funds Regulations.
____ This transaction is in compliance with the Genesee County Purchasing Regulations.

Controller's Office

2. Risk Management

The insurance, indemnity, and bond provisions contained in this document are sufficient to meet the County's fiscal obligations.

[Signature] 3/24/17
Risk Manager

3. Legal

This document is approved as to form and legality.

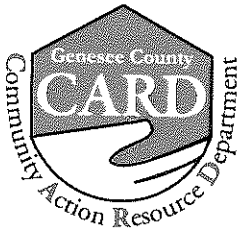
[Signature] 3/14/17
Prosecuting Attorney - Civil Division

4. Department (choose one)

This document is approved by roll call vote on _____ (date).

This document is approved by Resolution # _____

I certify that this document is the document approved by the above listed departments: _____



Genesee County Community Action Resource Department
601 N. Saginaw St., Ste 1B • Flint, MI 48502-2009 • (810) 232-2185 • Fax (810) 762-4986 • TDD: (810) 768-4654

Commissioners

Bryant Nolden
District 1

Brenda Clack
District 2

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Kim Courts
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Martin Cousineau
District 7

Ted Henry
District 8

David Martin
District 9

MEMORANDUM

TO: Commissioner Brenda Clack, Chairperson
Human Services Committee

FROM: Matt Purcell, Executive Director 

SUBJECT: Request to Accept City of Flint CDBG Contract

DATE: April 3, 2017

BACKGROUND:

GCCARD has received notification from The City of Flint for a renewal of funding in the amount of \$260,000 of Community Development Block Grant funds to provide City Wide Emergency Repairs. The Contract would provide emergency repair services to 27 homes at an average cost of \$7,500. The contract would be in effect from July 1, 2016 to June 30, 2017. The majority of the work will be bid out to local contractors.

REQUESTED ACTION:

GCCARD requests authorization from the Human Services Committee to accept the contract for Emergency Repair Services in the amount of \$260,000 and recommendation of approval by the full Genesee County Board of Commissioners at their next regularly scheduled meeting. **Due to time constraints, a Roll Call Vote is requested.**

MAP/dp

Administration

Matthew A. Purcell
Executive Director

Stephanie L. Howard
Deputy Executive Director

Program Directors

Daniel Newcombe
*Neighborhood Services
Director*

Tamitha Taylor
*Nutritional Services
Asst. Director*

Chevon Wilborn
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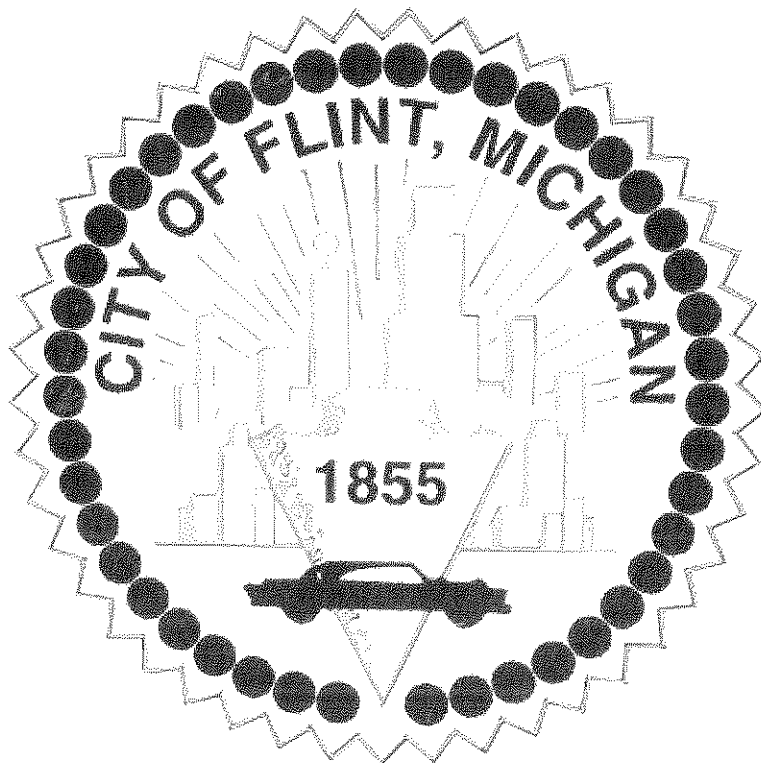
Kelli Webb
Head Start Director



DCED

16-082

CITY OF FLINT MICHIGAN



Genesee County Community Action
Resource Department (GCCARD)
FY 2016-2017
CDBG – City Wide Emergency Repair
Program (CWE)
\$260,000.00

CONTRACTS

160376.1

RESOLUTION NUMBER: _____

PRESENTED: 8-09-2016

ADOPTED: RTAB 9-14-16

Resolution Authorizing Submission of the
2016-17 Annual Action Plan of the Consolidated Plan
to the U.S. Department of Housing and Urban Development,
and Approval of the Proposed Uses and Funding Recommendations
for Community Development Block Grant , HOME Investment Partnerships
and Emergency Solutions Grant Funds for the 2016-17 Program Year

BY THE MAYOR:

~~The City of Flint anticipates it will receive Title I Community Development Block Grant (CDBG) entitlement funds in the amount of \$3,615,454, HOME Investment Partnerships (HOME) entitlement funds in the amount of \$691,589, and Emergency Solutions Grant (ESG) in the amount of \$325,669 for federal fiscal year 2016-17, covering the period of July 1, 2016, through June 30, 2017, as well as any subsequent years that HUD continues to make any balances available to the City; pursuant to submission of an application to the U.S. Department of Housing and Urban Development (HUD).~~

The City of Flint anticipates receipt of program income in an amount up to \$30,000 from CDBG and HOME repayments of rehabilitation and economic development loans.

In order to receive this funding, the U.S. Department of Housing and Urban Development requires the City of Flint to submit an annual Action Plan of the Consolidated Plan as a component of the 5-year Consolidated Plan. This plan includes the annual Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), and Emergency Solutions Grant (ESG) application.

City Administration finalized funding recommendations to for the proposed Action Plan in May 2016.

It is resolved, that City Officials approve the funding amounts and projects for the agencies listed below for the City's FY 2016-17 Community Development Block Grant program in the amount of \$3,615,454, FY 2016-17 HOME Investment Partnerships program in the amount of \$691,589, and FY 2016-17 Emergency Solutions Grant program in the amount of \$325,669, and include any program income which might become available as a result of receipt of these funds.

CDBG USES

ADMINISTRATION/PLANNING	
<u>DCED – Administration</u>	<u>\$723,090</u>
TOTAL PLANNING/ADMINISTRATION	\$723,090
SECTION 108 LOAN REPAYMENT	\$245,000
ACTIVITY DELIVERY	\$105,151
PUBLIC SERVICES	
Youth Activities – Big Brothers/Big Sisters	\$60,000
Youth Initiatives – Boys and Girls Club	\$20,000
Youth Recreation – United Way	\$80,000
Youth Activities – Flint PAL	\$58,000
Literacy Coalition – Mott Community College	\$100,000
Southside Choice Neighborhood Safety – Flint Police Dept	\$100,000
Housing Discrimination Testing – Legal Services of Eastern MI	\$24,000
Senior Service Programs – Valley Area Agency on Aging (VAAA)	\$50,000
<u>Mental Health Services – Ennis Center</u>	<u>\$50,000</u>
TOTAL PUBLIC SERVICE ALLOCATIONS	\$542,000
HOUSING	
Emergency Home Repairs - GCCARD	\$260,000
Owner Occupied Rehab – Habitat for Humanity	\$200,000
<u>Ramps – The Disability Network</u>	<u>\$15,000</u>
TOTAL HOUSING	\$475,000
FACILITY IMPROVEMENTS	
<u>Parks Facility Improvements – DPD</u>	<u>\$35,000</u>
TOTAL FACILITY IMPROVEMENTS	\$35,000
BLIGHT ELIMINATION ACTIVITIES	
Residential and Commercial Demolition – GCLBA	\$684,213
Residential and Commercial Demolition – DPD	\$117,000
Code Enforcement – DPD	\$499,000
Neighborhood Enhancements Program – DPD	\$100,000
<u>Neighborhood Cleanups – DPD</u>	<u>\$90,000</u>
TOTAL BLIGHT ACTIVITIES	\$1,490,213
TOTAL CDBG USES	\$3,615,454

HOME USES

City of Flint – Administration	\$69,158
Homebuyer New Construction – Habitat for Humanity	\$230,850
Mixed Income Multi-family development – tbd	\$166,581
CHDO Operating – Habitat for Humanity	\$25,000
<u>Housing Loan Fund Financing/DPA – Metro Comm Dev</u>	<u>\$200,000</u>
TOTAL HOME USES:	\$691,589

ESG USES

ADMINISTRATION	
DCED Administration	\$4,884
<u>Metro Community Development Administration</u>	<u>\$19,540</u>
TOTAL ADMINISTRATION	\$24,424

SHELTER ESSENTIAL SERVICES	
My Brother's Keeper	\$20,000
Genesee County Youth Corporation – REACH	\$30,000
Shelter of Flint	\$38,000
<u>YWCA</u>	<u>\$10,000</u>
TOTAL ESSENTIAL SERVICES	\$98,000

SHELTER OPERATIONS	
My Brother's Keeper	\$8,000
Genesee County Youth Corporation – REACH	\$16,325
Shelter of Flint	\$58,000
<u>YWCA</u>	<u>\$18,000</u>
TOTAL SHELTER OPERATIONS	\$100,325

HOMELESSNESS PREVENTION	
GCCARD	\$75,000
<u>Legal Services – Housing Utility Law Assistance</u>	<u>\$8,000</u>
TOTAL HOMELESSNESS PREVENTION	\$83,000

DATA COLLECTION	
<u>Metro Community Development</u>	<u>\$19,920</u>
TOTAL DATA COLLECTION	\$19,920

TOTAL ESG USES	\$325,669
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Further resolved, that funds in an estimated amount of up to \$20,000 in CDBG program income received from loan repayments, shall be made available for use as part of the FY 2016-17 Community Development Block Grant program and the budget amended as received;

Further resolved, that funds in an estimated amount of up to \$10,000 in HOME program income received from loan repayments, shall be made available for use as part of the FY 2016-17 HOME Investment Partnerships program and the budget amended as received;

Further resolved, that all subrecipient agencies shall conform to the standards and bidding procedures maintained by the City of Flint and such bid processes shall be approved as to form by the Chief Legal Officer of the City of Flint. Subrecipients may not obligate any funds, incur any costs, nor implement any physical activities until the Division of Community and Economic Development has completed the Environmental Review Record and/or received a release of funds from the U.S. Department of HUD and has issued a written notice to proceed to the subrecipient.

Further resolved, following notification that HUD has approved the 2016-17 Annual Action Plan through execution of a Grant Agreement with the City of Flint, the appropriate City Officials are authorized to do all things necessary to enter into sub-grantee agreements with the various agencies listed above.

Further resolved, upon receipt of the official award document from HUD, CDBG funds, the estimated revenues shall be increased to recognize receipt of such funds and an appropriation in the amount of \$3,615,454 shall be made to the Division of Community and Economic Development to fund the FY 2016-17 Community Development Block Grant program;

Further resolved, upon receipt of the official award document from HUD, HOME funds, the estimated revenues shall be increased to recognize receipt of such funds and an appropriation in the amount of \$691,589 shall be made to the Division of Community and Economic Development to fund the FY 2016-17 HOME Investment Partnerships program;

Further resolved, upon receipt of the official award document from HUD, ESG funds, the estimated revenues shall be increased to recognize receipt of such funds and an appropriation in the amount of \$325,669 shall be made to the Division of Community and Economic Development to fund the FY 2016-17 Emergency Solutions Grant program;

Further resolved, that the appropriate officials are hereby authorized to do all things necessary to set up the appropriate accounts in the 274 Fund.

Further resolved, that the appropriate city officials are hereby authorized to do all things necessary to move remaining unspent and available CDBG, HOME and ESG funds to fiscal year 2017.

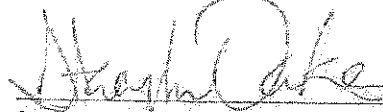
Further resolved, that the appropriate City Officials are hereby authorized to transfer the authority to oversee the agency implementation of the City's Emergency Solutions Grant (ESG) program to Metro Community Development and the ability to request ESG reimbursement in an amount not to exceed \$301,245 on behalf of the agencies identified herein and according to the terms of the agreement.

APPROVED AS TO FINANCE:



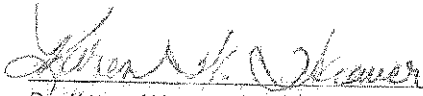
David Sabuda, Interim Chief Financial Officer

APPROVED AS TO FORM:



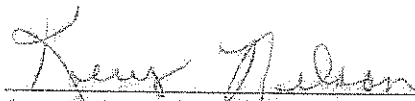
Stacy Erwin Oakes, City Attorney

ADMINISTRATION:



Dr. Karen W. Weaver, Mayor

CITY COUNCIL:



Kerry Nelson, Council President

PRESENTED TO CITY
COUNCIL:

8-09-2016

ADOPTED BY CITY
COUNCIL:

8-09-2016

RECEIVERSHIP TRANSITION ADVISORY BOARD:

**ADOPTED BY THE
RECEIVERSHIP TRANSITION
ADVISORY BOARD
SEPTEMBER 14, 2016**

CITY OF FLINT
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
CONTRACT

BETWEEN
THE CITY OF FLINT
AND
GENESEE COUNTY COMMUNITY ACTION RESOURCE DEPARTMENT (GCCARD)

THIS AGREEMENT, entered this **15th day of January, 2017**, by and between the City of Flint (herein called the "CITY") and **Genesee County Community Action Resource Department (GCCARD)** (herein called the "Subrecipient").

The City has applied for and received funds from the United States Government under Title I of the Housing and Community Development Act of 1974, Public Law 93-383 (CDBA 14.218); and

The Subrecipient assures that it possesses the legal authority to enter into this Agreement, and that a resolution, motion, or similar action has been duly adopted or passed as an official act of the Subrecipient's governing body authorizing the filing of the project plans. This should include all understandings and assurances contained therein, and direct and authorize the person(s) identified as the contracting official(s) of the Subrecipient to execute contractual documents on behalf of the Subrecipient, to act in connection with this Agreement, and to provide such additional information as may be required by the CITY; and

The City agrees to awards funds in an amount not to exceed \$260,000.00 to Genesee County Community Action Resource Department; and

The City wishes to engage the Subrecipient to assist the City in utilizing such funds; and

It is agreed between the parties that:

I. SCOPE OF SERVICE(S)

A. Activities

The Subrecipient will be responsible for administering CDBG funds in a manner satisfactory to the City and consistent with any standards required by the City as a condition of providing these funds. Funds for which these activities have been awarded shall be eligible under the Community Development Block Grant Program and be in accordance with all Federal laws and regulations.

The Subrecipient shall provide all of the materials, labor, equipment, supplies, machinery, tools, superintendence, insurance and other accessories and services necessary to

complete the project in accordance with the proposals submitted in 2016.

Subrecipient shall perform the work in accordance with the Standard General Conditions and any Special Conditions provided for in this contract and warrants to the City that all materials and equipment furnished under this contract will be new unless otherwise specified, and that all work will be of good quality, free from faults and defects, and in conformance with the contract documents. All work not conforming to these requirements, including substitutions not properly approved and authorized, may within one year of the date of substantial completion of work, or within one year after acceptance by the City, or within such longer period of time as may be prescribed by law, any of the work is found to be defective or not in accord with the contract documents, Subrecipient shall correct promptly after receipt of a written notice from the City to do so, unless the City has previously given Subrecipient a written acceptance of such condition.

Activities include:

1. Statement of work

GCCARD will provide emergency repair services to 27 homes at an average cost of \$7,500.00 per unit. Services will be provided to geographic areas identified by the City of Flint or City wide with approval from the City. Services will be provided to income qualifies households as defined by the City of Flint.

2. Program Activities

(See Attached Proposal)

3. Tasks and Timelines

1st Quarter (July -Sept)

- Establish eligibility list of applicants
- Acquire updated training and updated HDP software
- Qualify 7 applicants, inspect structure, write specs, bid out specs and issue contracts
- Monitor progress on open jobs

2nd Quarter (Oct – Dec)

- Qualify 7 applicants, inspect structure, write specs, bid out specs and issue contracts
- Monitor progress on open jobs

3rd Quarter (Jan – Mar)

- Qualify 7 applicants, inspect structure, write specs, bid out specs and issue contracts

- Monitor progress on open jobs

4th Quarter (Apr – June)

- Qualify 7 applicants, inspect structure, write specs, bid out specs and issue contracts
- Monitor progress on open jobs
- Close out program year

4. Budget -	
Salaries / Wages	\$34,700.00
Fringes	\$19,779.00
Postage	\$150.00
Office Supplies / Software	\$504.00
Office Equipment	\$595.00
Other: Contract Services	<u>\$204,272.00</u>
Total	\$260,000.00

Performance Measures

Objective – Providing Decent Housing
Outcome – Sustainability

The City reserves the right to impose additional requirements on the Subrecipient, as may be necessary to insure compliance with HUD regulations, as well as the goals and objectives of its overall program.

B. Performance Monitoring (2 CFR 200 Subpart D)

The Subrecipient agrees to comply with the requirements of Title 24 Code of Federal Regulations, Part 570 of the Housing and Urban Development regulations concerning Community Development Block Grants (CDBG) where applicable, 2 CFR 200 Subpart D where applicable, and all federal regulations and policies issued pursuant to these regulations.

The City will monitor the performance of the Subrecipient against goals and performance standards as required. Substandard performance as determined by the City will constitute non-compliance with this agreement. (Substandard performance may include, but is not limited to; lack of project readiness, insufficient project resources, not meeting identified performance goals, unresponsiveness, lack of cooperation during HUD monitoring reviews, lack of spending timeliness, refusal to submit required monthly reports, etc). If action to correct such substandard performance is not taken by the Subrecipient within a reasonable period of time after being notified by the City, contract suspension or termination procedures will be initiated.

Obligated funds are defined as those funds, which the Subrecipient has committed by placing orders, awarding contracts, receiving goods or services, or completing similar documented transactions that require payment in the future. (For purposes of housing rehabilitation activities, funds become obligated when the rehabilitation contract is signed by both the homeowner and contractor.)

In addition to any other remedies the City may have, if, within one (1) year of the date of substantial completion of work, or within one (1) year after acceptance by the City, or within such longer period of time as may be prescribed by law, any of the work is found to be defective or not in accord with the contract documents, the Subrecipient shall correct promptly after receipt of a written notice from the City to do so, unless the City has previously given the Subrecipient a written acceptance of such condition.

C. Performance Measurements

The Subrecipient agrees to comply with all elements of performance measurement systems as described in 2 CFR 200 Subpart D where applicable, and the March 7, 2006 Federal Register "Notice on the Outcome Performance Measurement System for Community Planning and Development's Formula Grant Programs" where applicable.

D. National Objectives

The Subrecipient agrees to maintain documentation that demonstrates that the activities carried out with funds provided under this contract meet one or more of the CDBG program's national objectives: 1) benefit low/moderate income persons, 2) aid in the prevention or elimination of slums or blight, 3) meet community development needs having a particular urgency - as defined in 24 CFR Part 570.208.

E. Compliance with Federal Acts

The Subrecipient agrees to comply with all applicable provisions of Title I of the Housing and Community Development Act of 1974, as amended, and the regulations pertaining thereto; to all other applicable federal laws and regulations; and to policies of the U.S. Department of Housing and Urban Development (HUD). The Subrecipient further agrees to comply with all subsequent revisions, modifications, and amendments to the above acts, laws, rules, regulations, and procedures which will become immediately effective in this Agreement upon their enactment or promulgation. Failure by the Subrecipient to accept or comply with rules, regulations, and procedures which affect the terms of this Agreement, and which the City shall present in writing, shall be sufficient basis for termination by the City.

II. TIME OF PERFORMANCE

A. **Start/End**

Subrecipient's services shall commence immediately upon receipt of the notice to proceed and shall be carried out forthwith and without reasonable delay.

Services of the Subrecipient shall start on this **15th day of January, 2017** and end on this **31st day of December, 2017**.

Funds not expended as of the termination date noted above shall be subject to recapture and reprogramming by the City.

The final payment request must be submitted to the City of Flint within 15 days following the end of this contract. The City of Flint is not obligated to reimburse any expenditure incurred after the completion date of this contract, (**December 31, 2017**).

Unspent funds will not be available to the Subrecipient under this Agreement unless and until such time as appropriate City officials have executed a Contract amendment.

B. **Contract Amendment**

The Division of Community and Economic Development (DCED) may grant a contract amendment to extend the time period for a grant award and/or revise the scope of services to the initial award. DCED will evaluate a request for an amendment for compliance with Consolidated Plan objectives, reporting and financial obligations governing the Community Development Block Grant Program and City and federal contractual requirements. Contract amendments may be approved for a maximum of two six- month terms. The Subrecipient must complete a Contract Amendment Request Form and submit to DCED at least 45 days before the expiration of this written agreement.

DCED's criteria for approval of a contract amendment request are as follows:

1. The request for an amendment must evidence information that impacted the Subrecipient's ability to expend funds and perform services as outlined in the scope of services
2. Financial and Activity reports must have been filed on a monthly basis

DCED reserves the right to request additional information or to assess extenuating circumstances in order to substantiate a need for a contract amendment.

DCED will execute an approved contract amendment between the Department and the Subrecipient to extend the time frame of the written agreement and/or change the scope of the agreement prior to the expiration of the initial agreement if all contract amendment conditions are met. For all contract amendments not approved by DCED, all unspent funds will be subject to reprogramming as a component of grant close out procedures.

C. Failure to Perform

a. If, through cause, the Subrecipient shall fail to fulfill in timely and proper manner the obligations of this Agreement, the City shall thereupon have the right to:

1. Give a detailed written notice to the Subrecipient of such violation.
2. Allow the Subrecipient a specified period of time to correct said violation.

b. If, after the specified period of time, the violation has not been corrected to the satisfaction of the CITY, the CITY shall specify a termination date of this Agreement, if not previously stated in the detailed written notice.

c. No specific corrective actions of the Subrecipient shall deprive the CITY of any additional rights and remedies under the terms of this Agreement.

D. Force Majeure

Neither party shall be responsible for damages or delays caused by Force Majeure nor other events beyond the control of the other party and which could not reasonably have been anticipated or prevented. For purposes of this Agreement, Force Majeure includes, but is not limited to, adverse weather conditions, floods, epidemics, war, riot, strikes, lockouts, and other industrial disturbances; unknown site conditions, accidents, sabotage, fire, and acts of God. Should Force Majeure occur, the parties shall mutually agree on the terms and conditions upon which the services may continue.

III. COMPENSATION AND PAYMENT

The City shall pay for such services as have been set forth herein, a contract price not to exceed **Two Hundred Sixty Thousand Dollars and 00/100 (\$260,000.00)** dollars upon submission of proper invoices, releases, affidavits, and other supporting documentation as required.

Subrecipient shall submit supporting documentation and itemized invoices for all services provided under this Agreement identifying:

- A. The date of service
- B. The name of the person providing the service and a specific description of the service provided
- C. The unit rate and the total amount due
- D. A bill setting forth each of the services rendered and the price of the services
- E. Any and all documentation relied on to justify the expense

Payment for eligible expenses shall be made against the line items specified in the budget and in accordance with performance. The City reserves the right to disallow payments to the Subrecipient. Reasons for disallowance may include, but are not limited to, the following: lack of information, calculation errors, ineligible requests, lack of appropriate supporting documentation, lack of prior City approval when required, etc.

The Subrecipient agrees to utilize funds available under this Agreement to supplement rather than supplant funds otherwise available.

Payments may be contingent upon certification of the Subrecipient's financial management system in accordance with the standards specified in **2 CFR 200 Subpart D "Standards for Financial and Program Management."**

Original Monthly Financial Reports and Performance Evaluation and Activity Reports, including all support documentation must be submitted to:

Division of Community and Economic Development
City Of Flint
1101 S. Saginaw Street, S8
Flint, MI 48502

A copy of the Monthly Financial Report should be mailed to:
City of Flint
Accounts Payable
P.O. Box 246
Flint, MI 48501 – 0246

IV. NOTICES

Notices to the City of Flint shall be deemed sufficient if in writing and mailed, postage prepaid, addressed to **The Division of Community and Economic Development, and Inez Brown, City Clerk, City of Flint, 1101 S. Saginaw Street, Flint, Michigan 48502**, or to such other address as may be designated in writing by the City from time to time.

Notices to the Subrecipient shall be deemed sufficient if in writing and mailed, postage prepaid, addressed to **Dan Newcombe, Genesee County Community Action Resource Department, 601 North Saginaw Street, Flint, Michigan, 48502, (810) 762-4893, dnewcombe@co.genesee.mi.us** or to such other address as may be designated in writing by the Subrecipient from time to time.

V. GENERAL CONDITIONS

A. Amendments

The City or Subrecipient may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, and are executed in writing, signed by an authorized representative of both organizations, and approved by the City. Such amendments shall not invalidate this Agreement, nor relieve or release City or Subrecipient from its obligations under this Agreement.

The City may amend this Agreement to conform with federal, state, or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule, of the activities to be undertaken as part of this Agreement, such modifications will be incorporated by written amendment signed by both the CITY and Subrecipient.

B. Applicable Law

Unless otherwise stated to the contrary in this agreement, this contract shall be governed by and interpreted according to the laws of the State of Michigan pertaining to contracts made and to be performed in this state. Notwithstanding any term or condition of this Agreement to the contrary, it is understood by all the parties hereto that nothing in this Agreement will relieve any of the parties from adherence to applicable federal, state, and local laws and regulations.

C. Applicability of OMB Circulars

The Subrecipient shall comply with the policies, guidelines and requirements of 2 CFR 200 as they relate to the acceptance and use of CDBG funds.

D. Arbitration

Subrecipient agrees that for all claims, disputes, and other matters arising out of or relating to this agreement, Subrecipient must request the City's consent to arbitrate within 30 days from the date the Subrecipient knows or should have known the facts giving rise to the claim, dispute or question.

1. Notice of a request for arbitration must be submitted in writing by certified mail or personal service upon the City Attorney.

2. Within 60 days from the date a request for arbitration is received by the City, the City shall inform Subrecipient whether it agrees to arbitrate. If the City does not consent, Subrecipient may proceed with an action in a court of competent jurisdiction within the State of Michigan. If the City does consent, then within 30 days of the consent each party shall submit to the other the name of one person to serve as an arbitrator. The two arbitrators together shall then select a third person, the three together shall then serve as a panel in all proceedings. Any unanimous decision of the three arbitrators shall be a final binding decision. The City's failure to respond to a timely, conforming request for arbitration is deemed consent to arbitration.
3. The costs of the arbitration shall be split and borne equally between the parties and such costs are not subject to shifting by the arbitrator.
4. Subrecipient's failure to comply with any portion (including timeliness) of this provision shall be deemed a permanent waiver and forfeiture of the claim, dispute, or question.
5. These provisions shall survive the expiration and/or termination of this Contract in perpetuity.

E. Certification, Licensing, Debarment, Suspension and Other Responsibilities

Subrecipient warrants and certifies that Subrecipient and/or any of its principals are properly certified and licensed to perform the duties required by this contract in accord with laws, rules, and regulations, and is not presently debarred, suspended, proposed for debarment or declared ineligible for the award of federal contracts by any Federal agency. Contract may not continue to or be compensated for any work performed during any time period where the debarment, suspension or ineligibility described above exists or may arise in the course of Subrecipient contractual relationship with the City.

Failure to comply with this section constitutes a material breach of this Contract. Should it be determined that the Subrecipient performed work under this contract while in non-compliance with this provision, Subrecipient agrees to reimburse the City for any costs that the City must repay to any and all entities.

F. City Income Tax Withholding

Subrecipient and any subcontractor engaged in this contract shall withhold from each payment to their employees the City income tax on all of their compensation subject to tax, after giving effect to exemptions as follows:

1. Residents of the City:

At a rate equal to one per cent (1%) of all compensation paid to the employee who is a resident of the City of Flint.

2. **Non-residents:**

At a rate equal to one-half of one per cent (1/2%) of the compensation paid to the employee for work done or services performed in the City of Flint.

These taxes shall be held in trust and paid over to the City of Flint in accordance with City ordinances and State law. Any failure to do so shall constitute a substantial and material breach of contract.

G. Compliance

The Subrecipient agrees to comply with all applicable federal requirements of 24 CFR part 570, state and local laws, and all other regulations governing the funds provided under this contract.

H. Disclaimer of Contractual Relationship with Subcontractors

Nothing contained in the Contract Documents shall create any contractual relationship between the City, and a Subrecipient, subcontractor or Sub-Subrecipient, retained or working in association with the Subrecipient.

I. Good Standing

Subrecipient must remain current and not be in default of any obligations due to the City of Flint, including but not limited to, the payment of taxes, fines, penalties, licenses or other monies due to the City of Flint. Violations of this clause shall constitute a substantial and material breach of this contract. Such a breach shall constitute good cause for the termination of this contract; should the City of Flint decide to terminate on a basis other than conveniences.

J. Liability

Each party to this Agreement will remain responsible for any claims arising out of that party's performance of this Agreement, as provided for in this Agreement or by law. This Agreement is not intended to either increase or decrease either party's liability to or immunity from tort claims. This Agreement is not intended to give, nor will it be interpreted as giving, either party a right of indemnification either by contract or at law for claims arising out of the performance of this Agreement.

K. Independent Contractor

Nothing contained in this agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. It is hereby expressly understood and agreed that

Subrecipient is an "independent contractor" as that phrase has been defined and interpreted by the courts of the State of Michigan and, as such, Subrecipient is not entitled to any benefits not otherwise specified herein. The Subrecipient shall at all times remain an independent contractor with respect to the services to be performed under this agreement. The CITY shall be exempt from Payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers' Compensation Insurance as the Subrecipient is an independent contractor.

L. Insurance/Worker's Compensation

The Subrecipient shall not commence work under this contract until he has procured and provided evidence of the insurance required under this section. All coverage shall be obtained from insurance companies licensed and authorized to do business in the State of Michigan unless otherwise approved by the City's Risk Manager. Policies shall be reviewed by the City's Risk Manager for completeness and limits of coverage. All coverage shall be with insurance carriers acceptable to the City of Flint. The Subrecipient shall maintain the following insurance coverage for the duration of the contract.

(1) Commercial General Liability coverage of not less than one million dollars (\$1,000,000) combined single limit. This coverage shall be written on an ISO occurrence basis form and shall include: Bodily Injury, Personal Injury, Property Damage, Contractual Liability, Products and Completed Operations, Independent Contractors; Broad Form Commercial General Liability Endorsement, (XCU) Exclusions deleted and a per contract aggregate coverage.

(2) Workers' Compensation Insurance in accordance with Michigan statutory requirements including Employers Liability coverage.

(3) Commercial Automobile Insurance in the amount of not less than \$1,000,000 combined single limit per accident. This coverage shall be written on ISO business Auto forms covering Automobile Liability, code "any auto".

(4) Professional Liability - Errors and Omissions. All projects involving the use of Architects, civil engineers, landscape design specialists and other professional services must provide the City of Flint with evidence of Professional Liability coverage in an amount not less than one million dollars (\$1,000,000). Evidence of this coverage must be provided for a minimum of three years after project completion.

The Subrecipient shall furnish the City with two certificates of insurance for all coverage requested. The Subrecipient must provide, upon request, certified copies of all insurance policies. If any of the above policies are due to expire

during the term of this contract, the Subrecipient shall deliver renewal certificates and copies of the new policies to the City of Flint at least ten days prior to the expiration date.

The Subrecipient shall ensure that all Subcontractors utilized obtain and maintain all insurance coverage required by this provision.

M. Liability for Damages and Disallowing Costs

Notwithstanding any term or condition of this Agreement to the contrary, the Subrecipient shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of the Agreement by the Subrecipient, or any disallowed cost; and the City shall have the right to demand of the Subrecipient the return of any Agreement funds used for such disallowed costs, and the Subrecipient agrees to comply with such demand.

N. No Third-Party Beneficiary

No Subcontractor, sub-subcontractor, mechanic, material man, laborer, vendor, or other person dealing with the principal Subrecipient shall be, nor shall any of them be deemed to be, third-party beneficiaries of this contract, but each such person shall be deemed to have agreed (a) that they shall look to the principal Subrecipient as their sole source of recovery if not paid, and (b) except as otherwise agreed to by the principal Subrecipient and any such person in writing, they may not enter any claim or bring any such action against the City under any circumstances. Except as provided by law, or as otherwise agreed to in writing between the City and such person, each such person shall be deemed to have waived in writing all rights to seek redress from the City under any circumstances whatsoever.

O. Non-Assignability

The Subrecipient shall not assign or transfer any interest in this contract without the prior written consent of the City provided, however, that claims for money due or to become due to Subrecipient from the City under this contract may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the City.

P. Non-disclosure/confidentiality

The Subrecipient understands that client information collected under this contract is private and the use or disclosure of such information, when not directly connected with the administration of the City's or Subrecipient responsibilities with respect to services provided under this contract, is prohibited by the Michigan Privacy Act unless written consent is obtained from such person receiving service and, in the case of a minor, that of a responsible

parent/guardian.

Q. Non-Discrimination:

In addition to any other non-discrimination requirements under State or Federal law, Subrecipient will not discriminate against any employee or applicant for employment because of race, color, creed, religion, ancestry, national origin, sex, disability or other handicap, age, marital status, sexual orientation, gender identity or expression, or status with regard to public assistance. The Subrecipient will take affirmative action to insure that all employment practices are free from such discrimination. Such employment practices include but are not limited to the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Subrecipient agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting agency setting forth the provisions of this nondiscrimination clause.

R. Payment of Withholding and Corporation Taxes and Judgments

During the term of this Agreement, the Subrecipient agrees to provide to the Department of Community and Economic Development, within three working days, a copy of any of the following:

1. Notice from the Internal Revenue Service, the Michigan Department of Treasury, the City of Flint and/or other governmental taxing unit relating to liens, levies, past-due obligations, or judgments of any court; and/or other actions taken by the taxing unit against the Subrecipient.
2. Notice from a bank or other institution of a levy by any of the above taxing units against the account(s) of the Subrecipient.
3. Missing a scheduled payment of withholding and/or corporation taxes and/or scheduled filing of withholding or corporation tax reports to any of the above taxing units.
4. Correspondence generated by the Subrecipient, or any agent acting on their behalf, to any of the taxing units in response to actions taken by that unit. Failure of the Subrecipient to comply with any of these requirements in full, and in a timely manner, will result in immediate withholding of funds to the Subrecipient until the matter is resolved to the City's satisfaction. Failure on the part of Subrecipient to promptly and fully resolve any outstanding tax problems may result in a recommendation by City staff to the City Council for termination of the Agreement.

This certification is required by the City to determine if the Subrecipient is complying with all the terms and conditions of the Agreement and that it is not intended to be a guarantee to any taxing unit that taxes have been or will be paid.

S. R-12 Prevailing Wages and Union compliance

The Subrecipient is aware of City of Flint Resolution #R-12 dated April 8, 1991, which is hereby incorporated by reference, and agrees to abide by all of the applicable covenants and requirements set forth in said resolution which is attached hereto.

Subrecipient agrees to comply with all regulations and requirements of any national or local union(s) that may have jurisdiction over any of the materials, facilities, services, or personnel to be furnished by the City.

T. Records/Proprietary Interests of City

All documents, information, reports and the like prepared or generated by the Subrecipient as a result of this contract shall become the sole property of the City of Flint.

U. Rights and Obligations of the City

1. Rights: The CITY shall have the right to:
 - A. Have access to and examine the books, records, and files of the Subrecipient insofar as is necessary to determine compliance with the terms and conditions of this Agreement.
 - B. Visit any site, interview any beneficiary, and observe any action covered by this Agreement.
 - C. Determine the allowability of any cost or expenditure and require of Subrecipient, in writing and within a specified period of time, the reimbursement to the City of any disallowed cost or expenditure paid for by the City. Moreover, if the allowability of expenditures cannot be determined because records or documentation are inadequate, the questionable cost will be declared disallowed and the Subrecipient shall reimburse the City for the amount of such disallowed cost.
 - D. Promulgate and require adherence to standards, forms, instructions, and procedures for record keeping and reporting by the Subrecipient, and to unilaterally modify or amend those standards, forms, instructions, and procedures to which the Subrecipient must adhere.
2. Obligations: The CITY shall have the obligation to:
 - A. Make available for review by the Subrecipient each and every act, regulation, rule, and law that is specifically named and incorporated into this Agreement.
 - B. Notify the Subrecipient of any changes in such act, regulation, rule, and law that is specifically named and incorporated in this Agreement, which may affect the Subrecipient's performance under the terms and conditions of this Agreement.

C. Provide the Subrecipient with reporting forms, along with written instructions and procedures, as required by the City.

V. Safeguarding of Assets Related to Grants/Loans (If Applicable)

The Subrecipient shall perform the following actions:

1. Execute documents, whether modifications of existing agreements or new agreements, naming the City of Flint ("Flint") in place of the Subrecipient as lender and/or obligee as with all documents executed in connection with any loan(s) or grant(s) received by the Subrecipient;
2. Execute any documents required under the Subrecipient's original agreement(s) relating to its CDBG grant(s)/loan(s) that have not been executed, if any. These shall name Flint as the lender/obligee;
- 3.
4. Execute any and all other documents necessary to grant Flint all of the rights that Subrecipient had under the terms of the loan(s) or grant(s) received by the Subrecipient.
5. Execute any documents necessary to satisfy the requirements of the United States Department of Housing and Urban Development or any other branch of the United States government having jurisdiction.

The documents necessary to effectuate this requirement shall be subject to the sole approval of Flint. The documents shall insure that Flint all the same priority as to any secured property as Subrecipient.

W. Severability

In the event that any provision contained herein shall be determined by a court or administrative tribunal to be contrary to a provision of state or federal law or to be unenforceable for any reason, then, to the extent necessary and possible to render the remainder of this Agreement enforceable, such provisions may be modified or severed by such court or administrative tribunal so as to, as nearly as possible, carry out the intention of the parties hereto, considering the purpose of the entire Agreement in relation to such provision.

The invalidation of one or more terms of this contract shall not affect the validity of the remaining terms.

X. Suspension or termination/reversion of assets

Either party may terminate this contract at any time by giving written notice at least 30 days before the effective date of such termination to the other party of such termination and specifying the effective date. Partial terminations of the scope of service in paragraph I (A) above may only be undertaken with the prior approval of the city. In the event of any termination for convenience, all finished or unfinished documents, data, studies, surveys, maps, models, photographs,

reports or other materials prepared by Subrecipient under this agreement shall, at the option of the city, become the property of the city, and Subrecipient shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to the termination. The Subrecipient agrees to adhere to all requirements as outlined in 2 CFR 200 Subpart D, §200.339 - §200.342. These requirements include all contracts in excess of \$10,000 must address termination for cause and for convenience by the non-federal entity including the manner by which it will be effected and the basis for settlement.

The CITY may also suspend or terminate this Agreement if Subrecipient materially fails to comply with any term of this Agreement, or with any of the rules, regulations or provisions referred to herein; and the CITY may declare the Subrecipient ineligible for any further participation in CITY contracts in accordance with 2 CFR 200.

This agreement may be terminated by the CITY for reasons of substandard or non-performance, diminution of funds, or any reasons related to changing objectives of the Community Development Block Grant Program or the Agency. The CITY reserves the right to cancel Subrecipient contracts for non-compliance with Section VI (C) requirements. Three months of non-compliance may result in automatic termination.

Upon termination and/or expiration of this Agreement, the Subrecipient shall transfer to the City any CDBG funds on hand, and any accounts receivable attributable to the use of CDBG funds.

Upon expiration of this Agreement, any real property under the Subrecipient's control that was acquired or improved in whole or in part with CDBG funds in excess of \$25,000 is either:

1. Used to meet one of the national objectives in 24 CFR 570.208 until five years after expiration of the agreement, or for such longer period of time as determined to be appropriate by the City; or
2. Not used in accordance with the above paragraph, in which event the Subrecipient shall pay to the City an amount equal to the current market value of the property less any portion of the value attributable to expenditures of non-CDBG funds for the acquisition or improvement to, the property.

Y. Standards of Performance

The Subrecipient agrees to exercise independent judgment and to perform its duties under this contract in accordance with sound professional practices. The

CITY is relying upon the professional reputation, experience, certification and ability of the Subrecipient. The Subrecipient agrees that all of the obligations required by them under this Contract shall be performed by them or by others employed by them and working under their direction and control. The continued effectiveness of this contract during its term or any renewal term shall be contingent, upon the Subrecipient maintaining his certification in accordance with the requirements of the state law.

Z. Subcontracting

No subcontract work, if permitted by the CITY, shall be started prior to the written approval of the subcontractor by the CITY. The CITY reserves the right to accept or reject any subcontractor. Any Subagreement (or Contract) entered into by the Subrecipient, for the performance of functions or provision of services under this Agreement, shall be in writing and shall provide that the Subagreement (or Subcontract) recipient shall be bound by all of the applicable terms and conditions of this Agreement, with City of Flint approval

AA. Waiver

Failure of the CITY to insist upon strict compliance with any of the terms, covenants, or conditions of this Agreement shall not be deemed a waiver of any term, covenant, or condition. Any waiver or relinquishment of any right or power hereunder at any one or more times shall not be deemed a waiver or relinquishment of that right or power at any other time.

VI. ADMINISTRATIVE REQUIREMENTS

A. Financial Management

1. Accounting Standards

- a. The Subrecipient agrees to comply with Section 2 CFR 200 Subpart D and agrees to adhere to the accounting principles and procedures required, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.
- b. The Subrecipient agrees to record all project costs following generally accepted accounting principles and to file reports as required on a cash accounting basis unless waived in writing by the CITY. A separate account number (Fund) or cost recording system must separate all direct and indirect project costs from the Subrecipient's other or general expenditures.
- c. The Subrecipient agrees to establish and follow a cost-allocation plan approved by the CITY for those costs in this Agreement's budget being shared with other projects or funds operated by the Subrecipient.

2. Cost Principles
The Subrecipient shall administer its program in conformance with 2 CFR 200 Subpart E as applicable;
 3. Deposit of Advanced Agreement Funds
All Agreement funds deposited before expenditure (advance) shall be deposited in a non-interest bearing account at a federally insured financial institution. The earning of interest on advanced Agreement funds is prohibited.
- B. Documentation and Record-Keeping**
1. Records to be maintained:
The Subrecipient shall maintain all records required by the federal regulations specified in 2 CFR 200 Subpart D, and that are pertinent to the activities to be funded under this Agreement. Such records shall include but not be limited to:
 - A. Records providing a full description of each activity undertaken;
 - B. Records demonstrating that each activity undertaken meets one of the National Objectives of the CDBG program;
 - C. Records required to determine the eligibility of activities;
 - D. Records required to document the acquisition, improvement, use of disposition of real property acquired or improved with CDBG assistance;
 - E. Records documenting compliance with the fair housing and equal opportunity components of the CDBG program;
 - F. Financial records as required by 2 CFR 200; and
 - G. Other records necessary to document compliance with Subpart K of 24 CFR 570, where applicable.
 2. Access to Records
The Subrecipient shall grant access to the City of Flint, HUD, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records which are directly pertinent to this contract, for the purpose of making audit, examination, excerpts, and transcriptions. Failure of a Subrecipient to cooperate during a HUD monitoring review may result in suspension or termination of existing, and potentially, future, contracts.
 3. Retention
The Subrecipient shall retain all records pertinent to expenditures incurred under this contract for a period of seven (7) years after the termination of all activities funded under this agreement, or after the resolution of all Federal audit findings, which ever occurs later. Records for non-expendable property acquired with funds under this contract shall be retained for seven (7) years after final disposition of such property. Records for any displaced person must be kept for

seven (7) years after final payment.

4. Client Data

The Subrecipient shall maintain data demonstrating applicant/participant eligibility. Such data shall include, but not be limited to applicant name, address, income level, or other basis for determining eligibility. Such information shall be made available to the City for review, in the format and frequency determined by the City.

5. Property Records/Management

The Subrecipient shall maintain real property inventory records which clearly identify properties purchased, improved, or sold. Properties retained shall continue to meet eligibility criteria and shall conform with the "changes in use" restrictions specified in 2 CFR Part 200 Subpart D, as applicable.

- a. The City retains title to all non-expendable personal property acquired with Agreement funds or transferred by the City to the Subrecipient for use in carrying out Agreement activities.
- b. The Subrecipient agrees to establish and maintain a property management system whenever it purchases, with Agreement funds (either in whole or in part), tangible personal property having a useful life of one year or more and an acquisition cost of \$500 or more per unit. Such a system shall also include items transferred by the City to the Subrecipient for use in carrying out Agreement activities.
- c. The Subrecipient shall maintain a record of each item included in the property management system that shall include the following:
 1. A description of the property
 2. Manufacturer's model and serial numbers, Federal stock number, national stock number, City identification number, or other identification number
 3. Source of the property, including grant or other agreement number
 4. Whether title is vested in the Subrecipient, the City, or the Federal Government
 5. Acquisition date (or date received if the properties as furnished by the Federal Government or by the City) and unit acquisition cost

6. Location, use and condition of the property and the date the information was reported

7. Ultimate disposition data, including date of disposal and sales price or the method used to determine current fair market value where a recipient compensates the Federal sponsoring agency or the City for its share

8. Percentage (at the end of the budget year) of Federal or City participation in the cost of the item

- d. The Subrecipient shall conduct an annual physical inventory of items in the property management system, and shall reconcile that to the property record.
- e. At the City's convenience, a determination shall be made by the City regarding the disposition of each of the property items.
- f. The Subrecipient's property management system shall include safeguards to prevent loss, damage or theft of the property. Any loss, damage, or theft of nonexpendable property shall be investigated by the Subrecipient and fully documented and reported to the City.
- g. The Subrecipient agrees to implement adequate maintenance procedures to keep the property in good condition.
- h. The Subrecipient agrees that it will not cause or allow the property to become encumbered in any manner, sold, or otherwise disposed of without written consent of the City.

6. Close-Outs

The Subrecipient's obligation to the City shall not end until all close-out requirements are completed. Activities during this close-out period shall include, but are not limited to: making final payments, disposing of program assets (including the return of all unused materials, equipment, unspent cash advances, program income balances, and receivable accounts to the City,) and determining the custodianship of records. Subrecipient shall adhere to regulations as outlined in 2 CFR Part 200 Subpart D, where applicable.

7. Audits & Inspections

The Subrecipient shall submit a copy of an audit of its financial records, performed by an independent Certified Public Accountant, for each fiscal year of

the Subrecipient that includes any part of the period of performance of this Agreement. Such audit reports are subject to the audit requirements of 2 CFR Part 200 Subpart F, as applicable, and shall be completed using a reporting format approved in writing by the City and submitted within 180 days following the close of the Subrecipient's fiscal year. The auditor must also prepare an IRS Form-990 and a Management Letter and/or Report on Internal Controls relating to the audit, and a copy of those must be submitted with the audit report. The cost of these audits shall be borne by the Subrecipient.

All Subrecipient records with respect to any matters covered by this agreement shall be made available to the City, their designees or the Federal Government, at any time during normal business hours, as often as the City deems necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be fully cleared by the Subrecipient within 30 days after receipt by the Subrecipient. Failure of the Subrecipient to comply with the above audit requirements will constitute a violation of this contract and may result in the withholding of future payments. The Subrecipient hereby agrees to have an annual agency audit conducted in accordance with current City policy concerning Recipient audits, and as applicable, 2 CFR Part 200 Subpart F.

8. Copyrights and Rights to Data

If this contract results in any copyrightable materials, HUD and the City of Flint reserves the right to royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize to use, the work or materials for government purposes.

If this contract results in any discovery or invention, HUD and the City of Flint shall retain any and all patent rights which arise or is developed in the course of or under said contract.

The Subrecipient shall adhere to regulations as outlined in 2 CFR Part 200 Appendix II(F).

C. Reporting and payment Procedures (2 CFR Part 200 Subpart D)

1. Budgets

The Subrecipient will submit a detailed contract budget of a form and content prescribed and approved by the City. The City and the Subrecipient may agree in writing to revise the budget from time to time in accordance with existing City policies.

2. Program Income

a.) The Subrecipient shall retain all program income, and report same to the City

on a monthly basis. The use of program income by the Subrecipient shall comply with the requirements set forth in 2 CFR 200 Subpart D. Furthermore, all program income will be utilized only for eligible project costs. Additionally, program income must be expended prior to requesting additional funds.

- b.) The amount of program income received by the Subrecipient does not increase the amount available under the agreement, but is incorporated into the total amount available for use during the contract period.
- c.) Failure to comply with the requirements shall result in the Subrecipient being required to return all program income to the City for use in other eligible program activities.

3. Indirect Costs

In order to charge indirect costs, the Subrecipient must develop an indirect cost allocation plan to determine the appropriate City share of administrative costs. This plan must be approved by both the City and HUD prior to implementation.

4. Payment Procedures

The City will pay to the Subrecipient funds available under this contract based upon information submitted by the Subrecipient and consistent with any approved budget and City policy concerning payments. Payments will be made for eligible expenses actually incurred by the Subrecipient, not to exceed actual cash requirements. In addition, the City reserves the right to liquidate funds available under this contract for costs incurred by the City on behalf of the Subrecipient.

5. Reimbursement of Ineligible Expenses

If funds disbursed to Service Provider are later determined to be ineligible expenses according to HUD, the Service Provider will be required to reimburse the City of Flint in full for all such determined ineligible activities.

The Service Provider agrees to reimburse the City of Flint for any cost disallowed by HUD, which result in the City repaying said costs to HUD.

6. Progress Reports

The Subrecipient shall submit regular monthly Progress Reports to the City in the form and content required by the City. Activity reports shall be submitted to the City by the 15th day of the following month, for the previous month's activities. These are required even if the agency is not submitting a request for reimbursement.

D. **Procurement**

1. Compliance

The Subrecipient shall comply with current city policy concerning the purchase of equipment and shall maintain inventory records of all non-expendable personal

property as defined by such policy as may be procured with funds provided herein. All program assets (unexpended program income, property, equipment, etc.) shall revert to the City upon termination of this contract.

2. Federal Procurement Standards

The Subrecipient shall procure materials in accordance with standards as outlined in 2 CFR Part 200 Subpart D, §200.317 - § 200.326.

3. Women/Minority-owned Business Enterprises (W/MBE)

The Subrecipient will afford minority and women-owned business enterprises the maximum practicable opportunity to participate in the performance of this contract. The term minority and female business enterprise means a business at least fifty-one (51) percent owned and controlled by minority group members or women. For the purpose of this definition, minority group members are Afro-Americans, Spanish-speaking, Spanish surnamed or Spanish-heritage Americans, Asian-Americans, and American Indians. The Subrecipient may rely on written representations by businesses regarding their status as minority and female business enterprises in lieu of an independent investigation.

4. Notifications

The Subrecipient will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract, a notice advising the labor union or worker's representative of the Subrecipient's commitments hereunder, and shall post copies of the notice in conspicuous places.

5. Equal Employment Opportunity/Affirmative Action (EEO/AA) Statement

The Subrecipient will, in all solicitations or advertisements for employees placed by or on behalf of the Subrecipient, state that it is a Federally Regulated Equal Employment Opportunity or Affirmative Action employer.

The applicant hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the regulations of the Secretary of Labor at 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant, contract, loan, insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, the following equal opportunity clause:

During the performance of this contract, the contractor agrees as follows:

(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender

identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

(4) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The contractor will furnish all information and reports required by Executive

Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist

the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings

The Subrecipient shall comply with Executive Order 11246 of September 24, 1965, entitled Equal Employment Opportunity, as amended by Executive Order 11375 of October 13, 1967, and as supplemented by regulations at 41 CFR 60, Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor and take affirmative action in hiring, training, and promoting minority group persons and women to bring about reasonably representative integration of their employees. For purposes of this Agreement, a "minority group person" includes one of the following:

- a. Black (all persons having origins in any of the Black African racial groups not of Hispanic origin)
- b. Hispanic (all persons of Mexican, Puerto Rican, Cuban, Central and South American, or other Spanish Culture or origin, regardless of race)
- c. Asian and Pacific Islander (all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands)
- d. American Indian or Alaskan Native (all persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation of community identification).

The equal opportunity clause published at 41 CFR 60-1.4(b) is required to be included in, and is a part of, all nonexempt federally assisted construction contracts and subcontracts. In addition to the clauses described above, all Federal contracting officers, all applicants and all nonconstruction contractors, as

applicable, shall include the specifications set forth in this section in all Federal and federally assisted construction contracts in excess of \$10,000.

The Notice of Requirement for Affirmative Action to Ensure Equal Employment Opportunity (outlined at Executive Order 11246 and included in the CITY's Standard Operating Procedures) is required to be included in all nonexempt Federal and federally assisted construction contracts in excess of \$10,000.

The Subrecipient further agrees to review or examine with the City relevant employment data and other information pertaining to its hiring practices.

6. Subcontract Provisions

The City of Flint is required to follow the Federally Regulated Affirmative Action Compliance Program. The Subrecipient will include the provisions of Paragraphs VII A, Civil Rights, and B, Affirmative Action, in every subcontract or purchase order, specifically or by reference, so that such provisions will be binding upon each Subrecipient or vendor.

7. Bid Opening Procedures

- a. Bids shall be submitted sealed to the Subrecipient and shall be identified as a sealed bid on the envelope.
- b. Opening of bids shall be done in public at the time and place stated (at the City of Flint, Division of Community and Economic Development – **PLEASE REFER TO STANDARD OPERATING PROCEDURES FOR BID PROCESS**).
- c. A tabulation of all bids received must be made available for public inspection. A copy of the bid opening and tabulation form must be sent to the Program Monitor for approval before formal awarding of bid.
- d. The Subrecipient shall submit a copy of its purchasing policies and procedures annually to the City.

E. **Travel**

The Subrecipient shall obtain written approval from the City for any travel outside the metropolitan area with funds provided under this contract.

F. **Relocation, Acquisition and Displacement**

The Subrecipient agrees to comply with 2 CFR Part 200 Subpart D relating to the acquisition and disposition of all real property utilizing grant funds, and to 49 CFR Part 24 regarding the displacement of persons, businesses, nonprofit organizations and farms occurring as a direct result of any acquisition of real property utilizing grant funds. The Subrecipient agrees to comply with applicable Ordinances, Resolutions, and Policies concerning displacement of individuals from their residences.

VII. PERSONNEL & PARTICIPANT CONDITIONS

A. Civil Rights

1. Compliance

The Subrecipient agrees to comply with Title VI of the Civil Rights Act of 1964 as amended, Title VIII of the Civil Rights Act of 1968 as amended, Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Executive Order 11063, and with Executive Order 11246 as amended by Executive Orders 11375 and 12086. (24 CFR 85.36(l)(3))

2. Nondiscrimination

The Subrecipient will not discriminate against any employee or applicant for employment because of race, color, creed, religion, ancestry, national origin, sex, disability or other handicap, age, marital status, sexual orientation, gender identity or expression, or status with regard to public assistance. The Subrecipient will take affirmative action to insure that all employment practices are free from such discrimination. Such employment practices include but are not limited to the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Subrecipient agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting agency setting forth the provisions of this nondiscrimination clause.

This nondiscrimination requirement is in accordance with one or more of the following Federal and State laws, regulations, and executive orders:

- a. Fair Housing Act (42 U.S.C. 3601 et seq) and implementing regulations at 24 CFR part 100
- b. Executive Order 11063 and implementing regulations at 24 CFR Part 107
- c. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4) and implementing regulation at 24 CFR Part 1
- d. Age Discrimination Act of 1975 (42 U.S.C. 6101-6107) and implementing regulations at 24 CFR Part 146
- e. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 CFR Part 8
- f. Executive Order 11246 and the regulations issued at 41 CFR Chapter 60;
- g. Executive Orders 11625, 12432, and 12138
- h. Elliott-Larsen Civil Rights Act, Act. No. 453, Michigan Public Acts of 1976, as amended

3. Land Covenants

This contract is subject to the requirements of Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and 24 CFR 570.601 and 602. In regard to the sale, lease, or other transfer of land acquired, cleared or improved with assistance provided under this contract, the Subrecipient shall cause or require a covenant running with the land to be inserted in the deed or lease for such transfer, prohibiting discrimination as defined, in the sale, lease or rental, or in the use or occupancy of such land, or in any improvements erected or to be erected thereon, providing that the City and the United States are beneficiaries of and entitled to enforce such covenants. The Subrecipient, in undertaking its obligation to carry out the program assisted hereunder, agrees to take such measures as are necessary to enforce such covenant.

4. Section 504

The Subrecipient agrees to comply with any federal regulations issued pursuant to compliance with Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 706) which prohibits discrimination against the handicapped in any federally assisted program.

B. Employment Restrictions

1. Prohibited Activity

CDBG funds shall not be used to finance the use of facilities or equipment for political purposes or to engage in other partisan political activities, such as candidate forums, voter transportation, or voter registration. However, a facility originally financed in whole or in part with CDBG funds may be used on an incidental basis to hold political meetings, candidate forums, or voter registration campaigns, provided that all parties and organizations have access to the facility on an equal basis, and are assessed equal rent or use charges, if any.

The Subrecipient is also prohibited from using funds provided herein or personnel employed in the administration of the program for political activities, sectarian or religious activities.

No funds, materials, property, or services provided directly or indirectly under this Agreement shall be used for publicity or propaganda purposes designed to support or defeat legislation pending before the Congress of the United States, the legislature of the State of Michigan, or any local legislative body unless such use of funds is authorized in writing by the City.

No CDBG funds shall be paid, by or on behalf of the Subrecipient, to any

person of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than CDBG funds have been or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The Subrecipient shall require that the language in this section be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

2. OSHA

Where employees are engaged in activities not covered under the Occupational Safety and Health Act of 1970, they shall not be required or permitted to work, be trained, or receive services in buildings or surroundings or under working conditions which are unsanitary, hazardous or dangerous to the participants' health or safety.

3. Right to Know

Participants employed or trained for dangerous occupations, e.g., fire or police jobs, shall be assigned to work in accordance with reasonable safety practices. The Subrecipient will comply with the Michigan Right to Know Act.

4. Labor Standards (2 CFR Part 200, Appendix II)

a. **Copeland "Anti-Kickback" Act (U.S.C. 874)**

The Subrecipient shall comply with the Copeland Anti-Kickback Act as supplemented by Department of Labor regulations (29 CFR Part 3, Contractors and Subcontractors on Public Building or public Work Financed in Whole or in Part by Loans or Grants from the United States.) The Act provides that contractors or subcontractors shall be prohibited from inducing by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which they are otherwise entitled. All suspected or reported violations must be

reported to HUD.

b. Davis-Bacon Act (40 U.S.C. 276A-7)

The Subrecipient shall comply with the Davis-Bacon Act, as supplemented by Department of Labor regulations (29 CFR Part 5, Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. All suspected or reported violations must be reported to HUD.

c. Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333)

The Subrecipient shall comply with the Contract Work Hours and Safety Act, as supplemented by Department of Labor regulations (29 CFR Part 5). Under the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard workweek of 40 hours. Work in excess of the standard workweek is permissible provided that the worker is compensated at a rate of not less than 1½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The Act also provides that no laborer or mechanic shall be required to work in surroundings or under working conditions that are unsanitary, hazardous or dangerous. These requirements do not apply to the purchase of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

The Subrecipient shall maintain documentation, which demonstrates compliance with hour and wage requirements. Such documentation shall be made available to the City for review upon request.

The Subrecipient shall cause or require to be inserted in full, in all such contracts subject to such regulations, provisions meeting the requirements of this paragraph, for such contracts in excess of \$ 10,000.00.

The Subrecipient agrees that, except with respect to the rehabilitation or construction of residential property of less than eight (8) households, all contractors engaged under contracts in

excess of \$2,000.00 for construction, renovation or repair of any building or work financed in whole or in part with assistance provided under this contract, shall comply with federal requirements adopted by the City pertaining to such contracts and with the applicable requirements of the regulations of the Department of Labor, under 29 CFR, Parts 1, 3, 5 and 7 covering the payment of wages and ratio of apprentices and trainees to journeymen; provided, that if wage rates higher than those required under the regulations are imposed by state or local law, nothing is intended to relieve the Subrecipient of its obligation, if any, to require payment of the higher wage.

5. "Section 3" Clause

a. **Compliance**

Compliance with the provisions of Section 3, the regulations set forth in 24 CFR 135, and all applicable rules and orders issued hereunder prior to the execution of this contract, shall be a condition of the federal financial assistance provided under this contract and binding upon the City, the Subrecipient and any Subrecipients. Failure to fulfill these requirements shall subject the City, the Subrecipient and any Subrecipients, their successors and assigns, to those sanctions specified by the agreement through which federal assistance is provided. The Subrecipient certifies and agrees that no contractual or other disability exists which would prevent compliance with these requirements. The Subrecipient further agrees to comply with these "Section 3" requirements and to include the following language in all subcontract executed under this agreement:

"The work to be performed under this contract is a project assisted under a program providing direct federal financial assistance from HUD and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given to lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the areas of the project."

Section 3 compliance is triggered when the normal completion of construction and rehabilitation projects and projects arising from such, creates the need for new employment, contracting or

training opportunities. The Subrecipient should refer to the CITY's Standard Operating Procedures for full Section 3 reporting and monitoring requirements.

The Subrecipient certifies and agrees that no contractual or other disability exists which would prevent compliance with the requirements.

b. Notifications

The Subrecipient agrees to send to each labor organization or representative of workers with which it has a collective bargaining agreement or other contract or understanding, if any, a notice advising said labor organization or worker's representative of its commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.

c. Subcontracts

The Subrecipient will include this Section 3 clause in every subcontract and will take appropriate action upon finding that the Subrecipient is in violation of regulations issued by the City. The Subrecipient will not subcontract with any Subrecipient where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR 135 and will not let any subcontract unless the Subrecipient has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.

C. Conduct

1. Hatch Act

The Subrecipient agrees that no funds provided, nor personnel employed under this contract, shall be in any way or to any extent engaged in the conduct of political activities in violation of Chapter 15 of Title V United States Code, per the Hatch Act of 1939, as amended.

2. Conflict of Interest

In addition to the conflicts-of-interest requirements in 2 CFR Part 200 Subpart B, §200.112, no person-

- a. Who is an employee, agent, consultant, officer, or elected or appointed official of the Subrecipient and who exercises or has exercised any functions or responsibilities with respect to assisted activities, or
- b. Who is in a position to participate in a decision making process

orgain inside information with regard to such activities - may obtain a personal or financial interest or benefit from the activity, or have an Interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for him or herself or for those with whom he or she has family or business ties, during his or her tenure, or for one year thereafter, unless a waiver is obtained from HUD.

The Subrecipient must inform the City, in writing, of all cases of potential conflict of interest for a determination of applicability of this requirement.

3. Subcontracts (2 CFR Part 200, Subpart D)

a. **Selection and Approvals**

No subcontract work, if permitted by the City, shall be started prior to the written approval to the Subrecipient by the City. The City reserves the right to accept or reject any subcontractor.

The Subrecipient shall insure that all subcontracts included in the performance of this agreement shall be awarded on a fair and open competition basis. Executed copies of all subcontracts shall be forwarded to the City along with documentation concerning the selection process.

b. **Monitoring**

The Subrecipient will monitor all subcontracted services on a regular basis to assure contract compliance. Results of monitoring efforts shall be summarized in written reports and supported with documented evidence of follow-up actions taken to correct areas of noncompliance.

c. **Content**

The Subrecipient shall cause all of the provisions of this contract in its entirety to be included in and made a part of any subcontract executed in the performance of this agreement.

4. Religious Organization

The Subrecipient agrees that funds provided under this contract will not be utilized for religious activities, to promote religious interests, or for the benefit of a religious organization in accordance with the federal regulations specified in 24 CFR 570.200(j).

5. Lobbying (31 U.S.C. 1352)

The Subrecipient hereby certifies that:

- a. No federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee or any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions;
- c. It will require that the language of paragraph (d) of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all Subrecipients shall certify and disclose accordingly; and
- d. *Lobbying Certification*
This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file this required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

VIII. ENVIRONMENTAL CONDITIONS

The Subrecipient shall comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 7401-7671), Section 508 of the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), Executive Order 1738, and Environmental Protection Agency regulations (40 CFR Part 15).

The Subrecipient agrees to comply with the following regulations as they apply to the performance of this contract:

- A. Clean Air Act & Federal Water Pollution Control Act (2 CFR Part 200, Appendix II)**
Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- B. Flood Disaster Protection**
The Subrecipient agrees to comply with the requirements of the Flood Disaster Protection Act of 1973 (P.L.-2234) in regard to the sale, lease or other transfer of land acquired, cleared or improved under the terms of this contract, as it may apply to the provisions of this contract.
- C. Lead-Based Paint**
The Subrecipient shall comply with all applicable requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846) and implementing regulations at 24 CFR part 35 and the Community Development Block Grant regulations regarding lead based paint at 24 CFR 570.608. Such regulations pertain to all HUD-assisted housing and require that all owners, prospective owners, and tenants or properties constructed prior to 1978 be properly notified that such properties may include lead-based paint. Such notification shall point out the hazards of lead-based paint and explain the symptoms, treatment and precautions that should be taken when dealing with lead-based paint poisoning.
- D. Historic Preservation**
The Subrecipient agrees to comply with the Historic Preservation requirements set forth in the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470) and the procedures set forth in 36 CFR, Part 800, Protection of Historic Properties, insofar as they apply to the performance of this contract.
- In general, this requires concurrence from the State Historic Preservation Officer for all rehabilitation and demolition of historic properties that are fifty years old or older or that are included on a Federal, State, or local historic property list.
- The Subrecipient also agrees to comply with the provision of the City Ordinance governing Historic properties and districts, and the City's Environmental Standard Operating Procedures.
- E. Energy Efficiency Standards (24 CFR 85.36(l)(13))**
The Subrecipient shall comply with all mandatory standards and policies relating to energy efficiency, which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).

IX. WHOLE AGREEMENT/IDENTIFICATION OF CONTRACT DOCUMENTS

This written agreement, including documents cited herein or affixed hereto (Attachment A), embody the entire agreement between the parties. Any additions, deletions or modifications hereto must be in writing and signed by both parties.

IN WITNESS WHEREOF, the Parties have executed this contract as of the date first written above.

SUBRICIPIENT:

WITNESS:

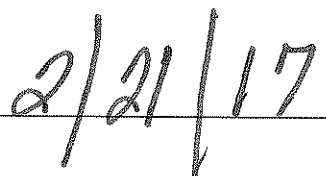
Date

Date

APPROVED AS TO FORM:

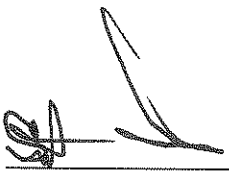


Legal Officer



Date

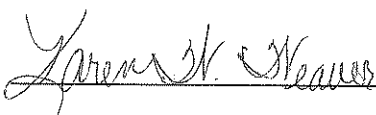
CITY OF FLINT, a Michigan Municipal Corp.:

By: 

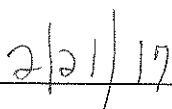
Sylvester Jones, Jr., City Administrator



Date

By: 

Dr. Karen Weaver, Mayor



Date

F9-2070-4/3/91

PRESENTED: 4/8/91

ADOPTED: 4/6/91

2-12
BY THE MAYOR:

WHEREAS, it is in the best interests of the people of the City of Flint that the construction work performed on its property, with its money and for the benefit of its citizens, be done by contractors and subcontractors who pay prevailing wages and fringe benefits.

NOW, THEREFORE, BE IT RESOLVED, by this City Council that:

1. Every Contract, as defined herein, entered into by the City of Flint or with its contracting agent must contain the following express covenants:

(a) The rates of wages and fringe benefits paid to each construction mechanic employed by the contractor and any subcontractor, who furnishes labor on the project which is the subject of this contract, shall be not less than the prevailing wages and fringe benefits for such labor in the City of Flint.

(b) The contractor and any subcontractor shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment because of race, color, religion, national origin, ancestry, sex or age during the term of this contract.

2. Every contract executed between the City of Flint, or its contracting agent, and a successful bidder as Contractor, which Contract requires or involves the employment of construction mechanics, and which is financed in whole or in part by the City, shall contain a wage and fringe benefits schedule for each class of construction mechanic called for by the contract, which respective wage and fringe benefits schedule shall be, at least, the prevailing wage and fringe benefits rates paid to that class of construction mechanics

RECOMMENDED BY:
FINANCE COMM.
DATE 4/3/91

in the City of Flint as determined by collective bargaining agreements or understandings between bona fide organizations of construction mechanics and their employers. Such agreements or understandings, to meet the requirements of this paragraph, shall not be controlled in any way by either an employee or employer organization. Each schedule of prevailing rates of wages and fringe benefits shall be made a part of the specifications for the work, to be performed.

3. Every contractor and subcontractor shall keep posted on the construction site, in a conspicuous place, a copy of all prevailing wage and fringe benefits rates prescribed in the contract and shall keep accurate records showing the name and occupation of, and actual wages and benefits paid to each construction mechanic employed by said contractor or subcontractor in connection with said contract.

4. If the contractor or subcontractor violates or is in breach of either covenant set forth in paragraph 1 above, the Purchasing Agent, or the contracting agent, if any, shall proceed to enforce said covenant in accordance with the terms of the contract and/or by seeking any remedy authorized by state law.

5. Any construction mechanic of a contractor under contract with the City of Flint, or its contracting agent, or a construction mechanic of a subcontractor of such contractor, or any bona fide organization representing construction mechanics, may file a written complaint with the Purchasing Agent of the City of Flint, or its contracting agent, if any, challenging the compliance by the contractor or subcontractor with the covenants of paragraph 1. The Purchasing Agent or contracting agent shall then conduct an investigation to determine whether to proceed as provided in paragraph 4 above.

6. In addition to any other lawful remedy, any contractor or subcontractor

found by a court of competent jurisdiction to be in violation of this resolution and/or in breach of the covenants of a contract with the City of Flint or its contracting agent shall be subject to the provisions of Section 18-21.1(J) of the Flint City Code.

7. As used herein,

(a) "Contracting Agent" means any officer, board, commission, department, agency, or organization authorized to enter into a contract by or on behalf of the City of Flint.

(b) "Contract" means any agreement as a result of competitive bids or otherwise, for new construction, alteration, repair, installation, painting, decorating, completion, demolition, conditioning, reconditioning or improvement of public buildings, works, bridges, highways or roads, which is to be performed in the City of Flint and either on City of Flint property or financed by or through the City of Flint.

(c) "Construction Mechanic" means any skilled or unskilled mechanic, laborer, worker, helper, assistant, apprentice or driver, but shall not include executive administrative, professional, office employees, and shall not include City of Flint employees who are working pursuant to a collective bargaining agreement between said city and a bonafide labor organization.

8. Contracts which contain provisions requiring the payment of prevailing wages as determined by the United States Secretary of Labor pursuant to the Federal Davis-Bacon Act (United States Code, title 40, Section 276a et seq.) or which contain provisions requiring the payment of prevailing wages as determined by the Michigan Department of Labor pursuant to 1965 PA 166, as amended, being MCL 408.551 et seq., are exempt from the provisions of this resolution.

9. Any lease of property owned by the City of Flint shall include a provision that new construction, alteration, repair, installation, painting,


decorating, completion, demolition, conditioning, reconditioning or improvement of buildings, works, bridges, highways or roads on such proeprty shall be considered work on public buildings, work, bridges, highways or roads within the meaning of paragraph 7(b) of this resolution and that the lessee or sub-lessee will be bound by the provisions of this resolution.

10. It is the intent of this City Council that every contracting agent shall adopt the preceding paragraphs of this ordinance.

11. The City of Flint Purchasing Agent, the City of Flint Finance Director and the City of Flint Affirmative Action Officer are hereby authorized to effectuate this resolution on behalf of the City of Flint within their respective spheres of responsibility.

12. The City of Flint Clerk is hereby directed to forward to each City of Flint Council member, elected official, agency and department a copy of this resolution and a notation of the adoption of same.

APPROVED AS TO FORM:


Raymond J. Branch,
Deputy Chief Legal Officer

City of Flint
CONTRACT DEVELOPMENT PACKET
CDBG/ESG Program Year 16-17

Project Name: City Wide Emergency
(Complete one packet for each project)

Select Project Type

1. ESG	_____	4. Facility Improvements	_____
2. Public Service	_____	5. Economic Development	_____
3. Housing	<u>XX</u>	6. Public Improvements	_____
		7. Interim Assistance	_____

Name of Agency: Genesee County Community Action Resource Department "GCCARD"

Address: 601 N Saginaw St
Flint, MI 48502

Contact Person: Dan Newcombe Phone: 810-762-4893

Fax: 810-762-4986 Email: dnewcombe@co.genesee.mi.us

Total CDBG/ESG Funds Approved: \$260,000

Please provide a detailed scope of services to be performed, including population to be served, estimated number of persons or households served, and geographic area of services (census tracts or city-wide). Also indicate how your project is ready to implement. Attach documents, i.e., evidence of site control, summary cost estimates, availability of utilities, preliminary plans and specifications, other financing commitments, evidence of proper zoning, etc. (Attach additional sheet if needed)

GCCARD will provide a single emergency repair service to 27 homes at an average cost of
\$7,500 per unit. Services will be provided in geographic areas identified by the City of Flint
or City wide with approval from the City. Services will be provided to income qualified
households as defined by the City of Flint.

Project Schedule/ Benchmarks

List all services/activities for each reporting quarter separately. Include estimates of number of clients served, stage of project completion, progress of program participants, etc. What will your project or program accomplish each quarter? Please be specific. This information will be used to evaluate how well your programs or projects are meeting the needs of the community based on established objectives and output indicators.

1st Quarter Activities: From July 1, 2016 To September 30, 2017

Establish eligibility list of applicants
Acquire updated training and updated HDP software
Qualify 7 applicants, Inspect structure. Write up Specs, Bid and Issue contracts
Monitor progress on open jobs

2nd Quarter Activities From October 1, 2016 To December 31, 2017

Qualify 7 applicants, Inspect structure. Write up Specs, Bid and Issue contracts
Monitor progress on open jobs

3rd Quarter Activities From January 1, 2017 To March 31, 2017

Qualify 7 applicants, Inspect structure. Write up Specs, Bid and Issue contracts
Monitor progress on open jobs

4th Quarter Activities From April 1, 2017 To June 30th 2017

Qualify 2 applicants, Inspect structure. Write up Specs, Bid and Issue contracts
Monitor progress on open jobs
Close out program year

Project Budget

[illegible]

Performance Measurement System

Using the objective and outcome performance choices you select below, please explain how performance will be measured to ensure that productivity is achieved and impact is obtained to reflect your agency's progress toward addressing the issue for which your program was designed to address.

Please select the **Objective** which best reflects the goal or purpose of the program. (What is the larger community need that you are seeking to address?) Select **only** one of the following three objectives.

- ☐ 1. Creating Suitable Living Environments
- ☒ 2. Providing Decent Housing
- ☐ 3. Creating Economic Opportunities

Please select the **Outcome** which best reflects the goal or purpose of the program. (What type of change or result are you seeking?) Select **only** one of the following three outcomes.

- ☐ 1. Availability/Accessibility
- ☐ 2. Affordability
- ☒ 3. Sustainability

GCCARD proposes to provide suitable living environments for house-

holds participating in the program by addressing emergency related

repairs on items that would create an unsuitable environment.

Repairs would provide some sustainability for low-income households

that may not have been able to address the crisis on their own.

Attachment

Performance Measurement System Reference Sheet

Objectives

Creating Suitable Living Environments - relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment.

Providing Decent Housing - This objective focuses on housing activities whose purpose is to meet individual family or community housing needs.

Creating Economic Opportunities - Applies to activities related to economic development, development, commercial revitalization, or job creation.

Outcomes

Availability/Accessibility applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low and moderate-income people including persons with disabilities.

Affordability - applies to activities that provide affordability in a variety of ways to low - moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation and daycare.

Sustainability - applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low-and moderate-income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

Please do not submit this page with your Contract Development Packet.

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
Position 1 GCCARD Assistant Director	(70,000 X 10%)	\$7,000.00
Position 2 Finance Director	(52,000 X 2%)	\$900.00
Position 3 Home Maintenance Assistant Director	(50,000 X 35%)	\$17,500.00
Position 4 Clerical Assistant	(24,000 X 30%)	\$7,200.00
Position 5 Finance Specialist	(42,000 X 5%)	\$2,100.00
Position 6		
SUB-TOTAL		\$34,700.00

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position	Computation	Cost
Fringe benefit 1, (Tax, Health, retirement, Work comp)	(\$34,700 X 57%)	\$19,779.00
Fringe benefit 2		
Fringe benefit 3		
Fringe benefit 4		
Fringe benefit 5		
SUB-TOTAL		\$19,779.00
Total Personnel & Fringe Benefits		\$54,479.00

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
Travel entry 1, two lines per entry				
Travel entry 2				
Travel entry 3				
Travel entry 4				
Travel entry 5				
Travel entry 6				
Travel entry 7				

TOTAL \$0.00

D. Equipment - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the "supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
Equipment entry 1, Keyboard	(1 X \$95.00)	\$95.00
Equipment entry 2 Software HDP		\$500.00
Equipment entry 3		
Equipment entry 4		
Equipment entry 5		

TOTAL \$595.00

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
Supply item 1, Office Supplies	(\$42/month X 12 months)	\$504.00
supply item 2 Postage	(\$12.5/month X 12 months)	\$150.00
supply item 3		
supply item 4		
supply item 5		
supply item 6		
supply item 7		
supply item 8		
supply item 9		
		TOTAL \$654.00

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
four lines per entry, use boxes below or an additional page for more space if required		
		TOTAL \$0.00

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation	Cost
Supply item 1, one line per entry	maximum of three lines		
Supply item 1, one line per entry			
Supply item 1, one line per entry			
Supply item 1, one line per entry			
			<i>Subtotal</i> \$0.00

Consultant Expenses: List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation	Cost
Consultant expense entry 1, one line per	maximum of three lines		
	maximum of three lines		
Consultant expense entry 1, one line per	maximum of three lines		
			<i>Subtotal</i> \$0.00

Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Cost
All procurement will be conducted according to federal and county policies. Licensed Mechanical contractors. Licensed Builders for Roof replacements and construction safety hazard repairs. Licensed Electrical Contractors for electrical repairs.	\$204,272.00
Direct cost for emergency jobs: $27.23 \text{ jobs} \times 7500 = 204,272.00$ This is an average and more jobs will be completed if average cost is lower than the 7500.	
<i>Subtotal</i> \$204,272.00	
TOTAL \$204,272.00	

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
four lines per entry, use boxes below or an additional page for more space if required		
TOTAL		\$0.00

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

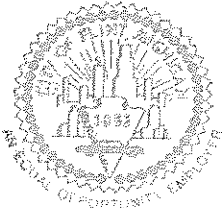
Description	Computation	Cost
one line per entry		
one line per entry		
TOTAL		\$0.00

Budget Summary- When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

Budget Category	Amount
A. Personnel	<u>\$34,700.00</u>
B. Fringe Benefits	<u>\$19,779.00</u>
C. Travel	<u>\$0.00</u>
D. Equipment	<u>\$595.00</u>
E. Supplies	<u>\$654.00</u>
F. Construction	<u>\$0.00</u>
G. Consultants/Contracts	<u>\$204,272.00</u>
H. Other	<u>\$0.00</u>
Total Direct Costs	<u>\$260,000.00</u>
I. Indirect Costs	<u>\$0.00</u>
TOTAL PROJECT COSTS	<u>\$260,000.00</u>

Federal Request _____

Non-Federal Amount _____



Department of Community & Economic Development

Dr. Karen Weaver
Mayor

Sylvester Jones Jr.
City Administrator

Good Standing Certification

Applicant and/or Business Clearance

All applicants for City of Flint funded programs, including federal programs, must remain current and not in default on any obligations related to taxes, fines, penalties, water service, licenses or other forms of penalties.

APPLICANT NAME:

HOME ADDRESS:

DBA:

Genesee County Community Action Resource Department

BUSINESS ADDRESS:

601 North Saginaw Street, Flint, Michigan 48502

Please include addresses of all properties in the name of other current and/or former businesses, parent company, subsidiaries and/or divisions. Also, please include all former names used while conducting business with the City.

This section to be completed by the Department of Finance - Customer Service Div.

Please check the following divisions for the status of current and delinquent obligations owed to the City of Flint. Please circle the appropriate response for each division.

WATER DIV.

PROPERTY TAXES DIV.

INCOME TAX DIV.

ENFORCEMENT

CURRENT

CURRENT

CURRENT

CURRENT

DELINQUENT

DELINQUENT

DELINQUENT

DELINQUENT

This section to be completed by the Department of Community and Economic Development

DCED/EDC:

CURRENT

DELINQUENT

N/A

(108 Loans, EDC loans, mortgage repayments, etc)

[Signature]
City of Flint DCED Representative and Date

If delinquencies exist, please indicate the date, type and amount of obligation:

[Signature]
DCED Staff Person and Date

[Signature]
City of Flint Customer Serv. Representative and Date

USER NAME

PASSWORD

LOG IN

[Forgot Username?](#)

[Forgot Password?](#)

[Create an Account](#)

Search Results

Current Search Terms: genesee* county* community* action* resource* department*

Notice: This printed document represents only the first page of your SAM search results. More results may be available. To print your complete search results, you can download the PDF and print it.

No records found for current search.

Glossary

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Status](#)

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Type](#)

SAM | System for Award Management 1.0

IBM v1.P.60.20161222-1237

WWW1

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/8/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 300 Ottawa N.W. Suite 301 Grand Rapids MI 49503-2308	CONTACT NAME: PHONE (A/C, No, Ext): 616-233-0910 FAX (A/C, No): 616-233-0923 E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A : Safety National Casualty Corporatio 15105 INSURER B : Safety Specialty Insurance Company 13815 INSURER C : INSURER D : INSURER E : INSURER F :
INSURED Genesee County 1101 Beach Street 3rd Floor Flint MI 48502	

COVERAGES

CERTIFICATE NUMBER: 400549888

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			GLA-405-2188	12/15/2016	12/15/2017	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$Excluded PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> SIR- \$350,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						
A	AUTOMOBILE LIABILITY			CAA-405-2189	12/15/2016	12/15/2017	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SIR-\$350K <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			AGC4056107	12/15/2016	12/15/2017	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$2,000,000 E.L. DISEASE - EA EMPLOYEE \$2,000,000 E.L. DISEASE - POLICY LIMIT \$2,000,000
B	Public Officials & Employment Practices Liability			POC4056122	12/15/2016	12/15/2017	Each Occurrence \$2,000,000 Aggregate \$2,000,000 SIR \$350,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Excess Workers' Compensation & Excess Employer's Liability Self-Insured Retention \$500,000.

CERTIFICATE HOLDER**CANCELLATION**City of Flint
1101 S. Saginaw Street
Flint MI 48502

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CONTRACT REVIEW FORM

FROM: Kevin L. Miller
NAME

DATE January 4, 2017
CONTRACT# 16-082

DEPARTMENT: CED

NO. _____

Contractor: GCCARD

Law Office Login # _____

CONTRACT SUBJECT MATTER:

City Wide Emergency Repair Program

Date in: 1/6/17

1. CONTRACT - CED PROGRAM MANAGER

The attached CONTRACT is approved by a Program Manager in the Division. By signing, the Program Manager approves this CONTRACT/C.O. to be processed for signatures.

By: Emily Doerr
Program Manager

DATE: 1/6/17
(Date)

Date in: _____

2. CONTRACT REVIEW - LAW DEPARTMENT


REVIEW AND APPROVAL:

DATE IN

DATE OUT

INITIALS

City Attorney


Legal Officer



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/23/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER Bois Insurance Agency Inc 1456 E. Pierson Road P.O. Box 420 Flushing MI 48433		CONTACT NAME: Cheryl Matuszewski PHONE (A/C, No. Ext): (810) 659-7330 FAX (A/C, No): (810) 659-8910 E-MAIL: cheryl@boisinsurance.com ADDRESS:	
INSURED Al-Car Unlimited Solutions Llc 1710 W Genesee St Flint MI 48504-2514		INSURER(S) AFFORDING COVERAGE INSURER A: Home-Owners Insurance Company NAIC # 26638 INSURER B: Auto-Owners Insurance Co. 18988 INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER: CL1732301240** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBROGATION WAIVED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X	4904813500	1/6/2017	1/6/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ Included GEN'L AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Lib on Med Exp \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		4904813500	1/6/2017	1/6/2018	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		4904813501	1/12/2017	1/12/2018	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	14034911	1/6/2017	1/6/2018	<input checked="" type="checkbox"/> STATUTE <input type="checkbox"/> OTHER EL D CH ACCIDENT \$ 100,000 EL D LEASE - EA EMPLOYEE \$ 100,000 EL D LEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Additional insureds include Genesee County, as required under terms of the written contract and as it pertains to the General Liability.

CERTIFICATE HOLDER Genesee County Administration Building Michelle Kline 1101 Beach St Flint, MI 48502	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Robert C. Bois/CHERYL
---	---

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GENESEE COUNTY BOARD OF COUNTY COMMISSIONERS REVIEW CHECKLIST

Committee: _____ Document: CDBG funding - City of Flint Emergency
Department: GCCARD Dept. Contact: Matt Purcell Repairs!
Phone: _____ Desired due date: _____

If a proposed agenda item requires an appropriation or a budget transfer and exceeds \$5,000.00, it must be reviewed by the Controller prior to submission to Committee. If the item does not require an appropriation or budget transfer, the Controller's approval is not required.

This item requires an appropriation or budget transfer and it has been reviewed to be in accordance with the County's budget and accounting practices.

Controller's Office

If a proposed agenda item requires Board approval of a contract, lease, application, agreement, or memorandum of understanding, it must be reviewed by Purchasing, Risk Management, and the Prosecuting Attorney - Civil Division.

1. Procurement (choose one)

- ____ This transaction is not subject to the Genesee County Purchasing Regulations.
____ This transaction is in compliance with the Genesee County Purchasing Regulations.

Purchasing

2. Risk Management

The insurance, indemnity, and bond provisions contained in this document are sufficient to meet the County's fiscal obligations.



Risk Manager

3. Legal

This document is approved as to form and legality.

/s/ Celeste D. Bell 09 March 2017
Prosecuting Attorney - Civil Division

4. Department (choose one)

This document is approved by roll call vote on _____ (date).

This document is approved by Resolution # _____.

I certify that this document is the document approved by the above listed departments. _____

Submit a completed copy of this form with document when seeking Board Chair signature.

c:\users\cooper1\slappdata\local\microsoft\windows\temporary internet files\content.outlook



Genesee County Community Action Resource Department
601 N. Saginaw St., Ste 1B • Flint, MI 48502-2009 • (810) 232-2185 • Fax (810) 762-4986 • TDD: (810) 768-4654

Commissioners

Bryant Nolden
District 1

Brenda Clack
District 2

Ellen Ellenburg
District 3

Kim Courts
District 4

Mark Young
District 5

Drew Shapiro
District 6


Martin Cousineau
District 7

Ted Henry
District 8

David Martin
District 9

MEMORANDUM

TO: Commissioner Brenda Clack, Chairperson
Human Services Committee

FROM: Matt Purcell, Executive Director 

SUBJECT: Request to Accept Memorandum of Understanding between
GCCARD and Metro Community Development.

DATE: April 3, 2017

Administration

Matthew A. Purcell
Executive Director

Stephanie L. Howard
Deputy Executive Director

Program Directors

Daniel Newcombe
*Neighborhood Services
Director*

Tamitha Taylor
*Nutritional Services
Asst. Director*

Chevon Wilborn
*Nutritional Services
Asst. Director*

Andre Strater
Asst. GCCARD Director

Matthew Odette
Home Maint. Asst. Director

Kelli Webb
Head Start Director

BACKGROUND:

GCCARD has been awarded the Emergency Service Grant, in the amount of \$75,000 from the City of Flint, to assist with homeless prevention. Therefore GCCARD is requesting authorization to establish a Memorandum of Understanding (MOU) Between GCCARD and Metro Community Development. This MOU is to establish the roles entered into between Metro Community Development and the Flint/ Genesee Continuum of Care. This MOU will begin effective, July 1, 2016 and will continue through December 31, 2017.

REQUESTED ACTION:

GCCARD requests authorization from this committee, with a recommendation to the Full Board at the next scheduled meeting, to accept this Memorandum of understanding (MOU) between GCCARD and Metro Community Development.

Due to time constraints, a Roll Call Vote is requested.

MAP/sm



Memorandum of Understanding

THIS DOCUMENT IS INTENDED TO PROVIDE ASSISTANCE IN FORMATING YOUR COMMUNITY'S
MEMORANDUM OF UNDERSTANDING BETWEEN KEY PARTNERS FOR THE PURPOSE OF
ADMINISTERING THE EMERGENCY SOLUTIONS GRANT. COMMUNITIES MAY USE THIS DOCUMENT
'AS IS' OR THE INFORMATION MAY BE ENHANCED TO DESCRIBE ADDITIONAL ROLES,
RESONSIBILITIES OR CRITERIA AS AGREED UPON BY YOUR COMMUNITY COC AND PARNTERS.

**Memorandum of Understanding
Between the Continuum of Care body and
Metro Community Development
ESG Sub-grantee Agency's Name
Genesee County Community Action Resource Department
Genesee County Youth Corporation
Legal Services of Eastern Michigan
My Brother's Keeper
Shelter of Flint
YWCA of Greater Flint**

I. This ***Memorandum of Understanding (MOU)*** is to establish the roles entered into between; (a). Metro Community Development, and (b.) the Flint/Genesee Continuum of Care (hereafter referred to as the CoC) and; (c.) Genesee County Action Resource Department, Genesee County Youth Corporation, Legal Services of Eastern Michigan, My Brother's Keeper, Shelter of Flint and YWCA of Greater Flint. The CoC, Administrative Agency, Single Point of Entry Agency, and Sub-grantees are collectively referred to as "Key Partners" and the administrative offices and authorized representatives of the Key Partners are listed in the attached document labeled "**Attachment A - Participating Organizations**", which is incorporated by reference into this MOU and made a part hereof.

WHEREAS, the sole purpose of this ***Memorandum of Understanding*** is to encourage cooperation between the Key Partners, and to further detail and separate the distinct roles and responsibilities of each party; and

WHEREAS, the CoC body is selecting Metro Community Development as the Administrative Agency and the CoC and Administrative Agency agree to provide services as specified in the attached document labeled "**Attachment B: Roles and Responsibilities**"; and

WHEREAS, the CoC body has selected Genesee County Community Action Resource Department, Genesee County Youth Corporation, Shelter of Flint, Legal Services of Eastern Michigan, and YWCA of Greater Flint as Sub-grantees who agree to provide services as specified in the attached document labeled "**Attachment B: Roles and Responsibilities**"; and

WHEREAS, the Key Partners understand that the individuals served may require case management and/or ESG funds which are unique and specialized; and that the coordination of housing, supportive services and funding is critical to helping the individuals attain and sustain housing; and,

WHEREAS, individuals voluntarily participate in the services provided by the Key Partners; and

THEREFORE, the Key Partners agree that it is in the best interests of all concerned to enter into this ***Memorandum of Understanding***.

II. GUIDING PRINCIPLES

WHEREAS, Key Partners to this MOU Jointly recognize that individuals with very low-income are diverse in terms of their strengths, motivation, goals, backgrounds, needs and disabilities;

- They are members of the community with all the rights, privileges, opportunities accorded to the greater community;
- They have the right to privacy, and the right to determine for themselves matters affecting their lives;
- They must include in the creation and implementation of their personal housing plan which will lead to self-sufficiency.

III. Commitment to Ending Homelessness

WHEREAS, Key Partners to this Memorandum of Understanding are committed to ending homelessness in their community; they hereby pledge to:

- Work as a team to assure ESG funds are used as outlined in the NOFA;
- Complete all HMIS data entry by the 15th day of the following month.
- Meet quarterly to review program activities, how many and who were served, and outcomes. Data (from the HMIS for all but DV providers) should be available for each partner as well as the entire project. DV providers should be prepared to provide aggregate data in a similar format.
- Provide detailed (positive as well as negative) ESG outcomes and openly share with the entire CoC Body including discussion of barriers and problem solving activities;
- Become acutely aware of all funding sources within the CoC and work with the CoC Chairperson/Body to realign the services and/or funding to prevent or rapidly re-house homeless people;
- Develop a plan that includes all local funding sources (community, state, federal and private) to optimize and coordinate services to homeless and at risk persons.
- Prioritize services to the literally homeless with a focus on housing persons/households that have a history of multiple homeless events.
- Identify gaps in prevention and rapid re-housing activities and suggest change to fill those gaps;
- Act as a catalyst for change- assisting the community to engage in system change that forwards their 10-Year Plan to End Homelessness.
- Engage all members of the CoC meeting, assisting members to distinguish how their agency's role could change in order to meet the community's goal of ending homelessness;
- Work with the CoC Body to develop a community model that will eliminate the need for shelter for many persons and as a result in reduces length of stays for those that do not enter temporary shelter.
- Summarize annually the funding committed to serve those who are homeless or at risk, e.g. at the beginning of the year, gather information from DHS to see the amount spent on hotels/motels and other sources of emergency housing funds to understand the total amount spent in the last year, assess how funds/services might be re-aligned to reach yearly milestones in ending homelessness.
- Submit quarterly reports on activities, service population, and outcomes. The report will include a discussion of problem solving activities related to planning requirements, prioritization of service/funds, and outcomes.
- Any other requirements imposed by the City of Flint.

IV. FUNDING

Some or all of the Key Partners have been awarded City of Flint ESG funds to provide shelter, case management, prevention, rapid re-housing, and legal services, and are committed to providing appropriate and exceptional services to the individuals, and are committed to doing so throughout the grant term.

V. TERM

This MOU Agreement will begin effective the date of July 1, 2016 and will continue through December 31, 2017. This Agreement may be terminated in accordance with the section on Termination below.

VI. TERMINATION

Key Partners may terminate their participation with this Agreement for any reason by giving the other parties ninety (90) days prior written notice. All remaining ESG funds held by the terminating agency must be returned to the CoC Body for redistribution or returned to the City of Flint.

VII. CONFIDENTIALLY.

The Key Partners agree that by virtue of entering into this Agreement they will have access to certain confidential information regarding each other's operations related to this program. The Key Partners agree that they will not disclose confidential information and/or material. Key Partners must sign a Qualified Services Organization Business Associates Agreement (QSOBBA) to share local information to assist Individuals in sustaining or securing housing. Confidential information will be handled with the utmost discretion and judgment.

VIII. NONDISCRIMINATION.

There shall be no discrimination of any individual on account of race, color, creed, religion, sex, marital status, sexual orientation, age, handicap, ancestry or national origin in the administration of this program.

IX. SEVERABILITY.

In the event any provision of this Agreement shall be found to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect the validity, legality and enforceability of the remainder of the MOU.

X. AMENDMENTS.

This MOU may be amended only with the mutual consent of the Key Partners.

XI. CERTIFICATION OF AUTHORITY TO SIGN MOU.

The persons signing this MOU on behalf of the Key Partners hereto certify by said signatures that they are duly authorized to sign this document.

Signed: _____ Date: _____
Jane O'Dell
CoC Chairperson

Signed: _____ Date: _____
Ravi Yalamanchi
Administrative Agency

Signed: _____ Date _____
Robert Edgar
Sub-grantee 1 Genesee County Youth Corporation

Signed: _____ Date _____
Anne Grantner
Sub-grantee 2 Shelter of Flint

Signed: _____ Date _____
Jill Nylander
Sub-grantee 3 Legal services of Eastern Michigan

Signed: _____ Date _____
Heidi McAra
Sub-grantee 4 YWCA of Greater Flint

Signed: _____ Date _____
Matthew Purcell
Sub-grantee 5 Genesee County Community Action Resource Department

Signed: _____ Date _____
Debra Hayes
Sub-grantee 6 My Brother's Keeper

ATTACHMENT A: PARTICIPATING ORGANIZATIONS

CoC Chairperson	Jane O'Dell
Agency	Community Resolution Center
Street Address	315 E. Court Suite 200
City, MI and Zip Code	Flint, MI 48502
Administrative Contact Name	Jameca Patrick-Singleton
Agency	Metro Community Development
Street Address	503. S. Saginaw St.
City, MI and Zip Code	Flint MI 48502
*Sub-grantee	Robert Edgar
Agency	Genesee County Youth Corporation
Street Address	914 Church St.
City, MI and Zip Code	Flint MI 48502
*Sub-grantee	Anne Grantner
Agency	Shelter of Flint
Street Address	902 Cedar St.
City, MI and Zip Code	Flint MI 48503
*Sub-grantee	Heidi McAra
Agency	YWCA of Greater Flint
Street Address	801 Saginaw St.
City, MI and Zip Code	Flint, MI 48501
*Sub-grantee	Jill Nylander
Agency	Legal Services of Eastern Michigan
Street Address	436 S. Saginaw St.
City, MI and Zip Code	Flint MI 48502
*Sub-grantee	Matthew Purcell
Agency	Genesee County CARD
Street Address	601 N. Saginaw St.
City, MI and Zip Code	Flint, MI 48502
*Sub-grantee	Debra Hayes
Agency	My Brother's Keeper
Street Address	101 N Grand Traverse St.
City, MI and Zip Code	Flint, MI 48503

ATTACHMENT B: ROLES AND RESPONSIBILITIES

Continuum of Care (CoC) Coordinator along with the Lead Administrative agency will:

- Develop a CoC culture that teaches and makes decision based upon outcomes;
- Strategize with CoC members to re-align program dollars to end homelessness;
- Require ESG grantees to embrace strength-based case management;
- Develop program performance measures supported by HMIS data that identifies successful outcomes for clients;
- Evaluate the quality of services/housing delivery and provide oversight of the sub-grantees based upon documented outcomes;
- Assure that services provided by the Fiduciary, HARA and Sub-grantees are meeting the needs of the community and that critical issues are addressed;

Administrative Agency: The Administrative Agency will be responsible for:

- Execution of grant documents for the community's allocation, including:
 - Memorandum of Understanding with the CoC Body and with all Key Partners,
 - Sign contract and applicable documents required by ;
 - Initiate and execute sub-grants as needed.
- Provide a copy of the executed grant agreement to sub-grantees;
- Assure use of funds is in accordance with the grant agreement;
- Provide support in partnership with the City of Flint to ensure timely expenditures of funds;
- Maintain records to support billings.

Sub-grantees: Sub-grantees will be responsible for:

- Work with the Administrative Agency to re-align program dollars, where possible, to fill gaps to end homelessness;
- Embrace strength-based case management;
- Provide allowable services as defined in the MOU.
- Enter client information on HMIS (Domestic Violence use alternative system)
- Routinely review and correct HMIS data quality issues and monitor outcome performance;
- Maintain financial and client level reports to support billings – retain records for five years;
- Request payment and provide necessary supportive documentation to the Administrative Agency;
- Submit quarterly Progress Reports that address specific performance outcomes supported by HMIS data to the Lead Administrative Agency as outlined in the grant contract;
- Ensure compliance with grant terms and provide Lead Administrative Agency and the City of Flint access to financial and program records.

The following are allowable uses for ESG funds:

A. Operating Expenses are expenses associated with the operation of a shelter, transitional housing, or related service facility, included (but not limited to):

- Maintenance (including minor and routine repairs)
- Food
- Furnishings
- Rent
- Equipment
- Security
- Fuel
- Insurance
- Utilities
- Supplies necessary for the operation of the emergency shelter
- Hotel or motel voucher for family or individual*

*Hotel or motel vouchers are only eligible when no appropriate emergency shelter is available.

B. Emergency Shelter Essential Services cover expenses associated with individuals/ families who are homeless and residing in an emergency shelter:

- Case Management
- Life Skills
- Child Care
- Mental Health Services
- Education Services
- Employment Assistance and Job Training
- Outpatient Health Services
- Legal Services
- Substance Abuse Treatment Services
- Transportation
- Services For Special Populations

C. Legal Services have allowable expenses pertaining to:

- Hourly fees for legal advice and representation by licensed attorneys and certain other fees-for-service.
- Client intake, preparation of cases for trial, provision of legal advice, representation at hearings, and counseling.
- Filing fees and other necessary court costs.

D. Homeless Prevention covers expenses associated with individuals/families who meet the At-Risk criteria of homelessness:

- Short-term rental assistance: up to 3 months of rent.
- Medium-term rental assistance: more than 3 months but no more than 24 months' rent.
- Payment of rental arrearages consists of a one-time payment for up to 6 months of rent in arrears, including any late fees on those arrears.
- Rental assistance may be tenant-based or project-based.

- Rental application fees
- Security deposits equal to no more than 2 month`s rent.
- Last month`s rent.
- Utility deposits.
- Utility payments: Up to 24 months of utility payments per program participant, per service, including up to 6 months of utility payments in arrears, per service. A partial payment of a utility bill counts as one month.
- Moving costs.

Homeless Re-Housing covers expenses associated with individuals/families who meet the Category 1; Literally Homeless criteria:

- Short term rental assistance: Up to 3 months
- Medium-term rental assistance 4-24 months
- Payment of rental arrears: One-time payment up to 6 months, including any late fees on those arrears
- Combination of Three Types of Rental Assistance: Total not to exceed 24 months, during any 3 year period, including any payment for last month`s rent
- Rental application fees
- Security Deposits; equal to no more than 2 month`s rent
- Last Month`s rent: paid to the owner of housing at the time security deposit and first month`s rent are paid
- Moving costs
- Utility costs
- Utility payments: Up to 24 months of utility payments per participant, per service, (i.e. gas, electric, water/sewage), including up to 6 months of arrearages per service.

ATTACHMENT C: AGENCY FUNDING AND LINE ITEMS

Emergency Shelter Operations

GCYC-REACH	\$16,325.00
Shelter of Flint	\$58,000.00
MBK	\$8,000.00
YWCA-DVSAS Safehouse	\$18,000.00

Emergency Shelter Essential Services

GCYC- REACH	\$30,000.00
Shelter of Flint	\$38,000.00
MBK	\$20,000.00
YWCA-DVSAS	\$10,000.00

Homeless Prevention

LSEM	\$8,000.00
GCCARD	\$75,000.00

HMIS

Metro Community Development	\$19,920.00
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/8/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 300 Ottawa N.W. Suite 301 Grand Rapids MI 49503-2308	CONTACT NAME:		
	PHONE (A/C, No, Ext): 616-233-0910	FAX (A/C, No): 616-233-0923	
INSURED Genesee County 1101 Beach Street 3rd Floor Flint MI 48502	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Safety National Casualty Corporation		15105
	INSURER B: Safety Specialty Insurance Company		13815
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES

CERTIFICATE NUMBER: 400549888

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			GLA-405-2188	12/15/2016	12/15/2017	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$Excluded PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> SIR- \$350,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						
A	AUTOMOBILE LIABILITY			CAA-405-2189	12/15/2016	12/15/2017	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SIR-\$350K <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED						\$
	RETENTION \$						
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			AGC4056107	12/15/2016	12/15/2017	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$2,000,000 E.L. DISEASE - EA EMPLOYEE \$2,000,000 E.L. DISEASE - POLICY LIMIT \$2,000,000
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A				
B	Public Officials & Employment Practices Liability			POC4056122	12/15/2016	12/15/2017	Each Occurrence \$2,000,000 Aggregate \$2,000,000 SIR \$350,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Excess Workers' Compensation & Excess Employer's Liability Self-Insured Retention \$500,000.

CERTIFICATE HOLDER

City of Flint
1101 S. Saginaw Street
Flint MI 48502

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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GENESEE COUNTY BOARD OF COUNTY COMMISSIONERS REVIEW CHECKLIST

Committee: _____

Document: ESG MOU

Department: GCCARD

Dept. Contact: Matt Purcell

Phone: _____

Desired due date: _____

Submit a completed copy of this form with document when seeking Board Chair signature.

If a proposed agenda item requires an appropriation or a budget transfer and exceeds \$5,000.00, it must be reviewed by the Controller prior to submission to Committee. If the item does not require an appropriation or budget transfer, the Controller's approval is not required.

This item requires an appropriation or budget transfer and it has been reviewed to be in accordance with the County's budget and accounting practices.

Controller's Office

If a proposed agenda item requires Board approval of a contract, lease, application, agreement, or memorandum of understanding, it must be reviewed by Purchasing, Risk Management, and the Prosecuting Attorney – Civil Division.

1. Procurement (choose one)

- ____ This transaction is not subject to the Genesee County Purchasing Regulations.
____ This transaction is in compliance with the Genesee County Purchasing Regulations.

Purchasing

2. Risk Management

The insurance, indemnity, and bond provisions contained in this document are sufficient to meet the County's fiscal obligations.

N/A
Risk Manager

3. Legal

This document is approved as to form and legality.

/S/ Celeste D. Bell 03/09/17
Prosecuting Attorney – Civil Division

4. Department (choose one)

This document is approved by roll call vote on _____ (date).

This document is approved by Resolution # _____.

I certify that this document is the document approved by the above listed departments: _____



Genesee County Community Action Resource Department

601 N. Saginaw St., Ste 1B • Flint, MI 48502-2009 • (810) 232-2185 • Fax (810) 762-4986 • TDD: (810) 768-4654

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Martin Cousineau
District 7

Ted Henry
District 8

David Martin
District 9

**GCCARD HEAD START
MEMORANDUM**

TO: Brenda Clack, Chairperson, Human Services Committee

FROM: Matt Purcell, Executive Director *(Signature)*

SUBJECT: Request Acceptance of the Amendment to the 2010-2011 Oakland Livingston Human Service Agency Head Start Fiscal and Personnel Agreement to Reflect the additional 2016-2017 personnel costs for the Early Head Start Expansion grant.

DATE: April 3, 2017

BACKGROUND INFORMATION:

This is the fourth amendment to this agreement. This amendment adds \$1,653,060.00 to this agreement. The addition is due to the receipt of the Early Head Start Expansion funding to provide services to an additional 104 children in 13 center based classrooms, with prioritization to children and families impacted by lead.

Administration

Matthew A. Purcell
Executive Director

Stephanie L. Howard
Deputy Executive Director

REQUESTED ACTION:

Program Directors

Daniel Newcombe
Neighborhood Svcs. Director

Tamitha Taylor
Nutritional Svcs Asst. Director

Chevon Wilborn
Nutritional Svcs Asst. Director

Andre Strater
Finance Director

Matthew Odette
Home Maint. Asst. Director

Kelli Webb
Head Start Director

Genesee County Community Action Resource Department (GCCARD) requests approval of the Oakland Livingston Human Service Agency Head Start Fiscal and Personnel Agreement amendment between the Genesee County Community Action Resource Department and the Oakland Livingston Human Service Agency by this committee and recommendation of acceptance by the full Genesee County Board of Commissioners at their next regularly scheduled meeting.

MP/KW/bmh

Enclosure

C:\USERS\BARBID\DOCUMENTS\CENTRAL OFFICE\CORRESPONDENCE\16-17 OLHSA AMENDMENT 4.DOCX



AMENDMENT-4
2016-2017
OAKLAND-LIVINGSTON HUMAN SERVICE AGENCY
FISCAL AND PERSONNEL AGENT AGREEMENT

This amendment to the Oakland-Livingston Human Service Agency Fiscal and Personnel Agent Agreement is entered into as of this 3rd day of April 2017 by and between the County of Genesee, Michigan, a Michigan Municipal Corporation acting by and through the Community Action Resource Department, 601 N. Saginaw St., Suite 1B, Flint, Michigan 48502, hereinafter referred to as "GCCARD", and the Contractor, Oakland-Livingston Human Service Agency, 196 Oakland Avenue, Pontiac, Michigan 48342, hereinafter referred to as "OLHSA".

WITNESSETH THAT:

WHEREAS, GCCARD entered into a three year agreement with OLHSA on August 1, 2010 to be the fiscal and personnel agent for the GCCARD Head Start Program.

WHEREAS, GCCARD desires to amend the agreement entered into August 1, 2010 to include funds from Health and Human Services and the Department of Education to cover the 2016-2017 costs of salaries and fringes for the Regular Head Start, Early Head Start, Early Head Start Supplemental Funding, State Funded, Community Service Bock Grant, Early Child Development Home Visiting Grant, and Early Head Start Expansion Grant dependant on receiving the grant award.

NOW THEREFORE, GCCARD and OLHSA do mutually agree as follows:

The contract first above mentioned is hereby amended to now provide money for the third year of the contract:

- A. \$10,054,988 will be issued to OLHSA, to be used to pay the 7th year (2016-2017) cost for salaries and fringe benefits and miscellaneous costs to staff in accordance with the 2016-2017 grant proposals and the 2010-2011 OLHSA Fiscal and Personnel Agent Agreement.

- B. The expenses are outlined in Exhibit A.
- C. GCCARD shall have the right to terminate this agreement by giving written notice to OLHSA of such termination and the effective date thereof. Such notice must be delivered at least forty-five (45) days before the effective date of such termination.
- D. All rules and regulations in the Head Start Contract entered into by the parties hereto on August 1, 2010 shall apply to these funds. All other terms and conditions of the Head Start contract entered into as of August 1, 2010 and signed by all parties, hereto shall remain the same.

IN WITNESS WHEREOF, GCCARD and OLHSA have executed this Agreement as of the date first above written.

GENESEE COUNTY BOARD OF COMMISSIONERS:

Date by:
MARK YOUNG, Chairperson
Genesee County Board of Commissioners

GENESEE COUNTY COMMUNITY ACTION RESOURCE DEPARTMENT

Date by:
MATT PURCELL, Executive Director
Genesee County Community Action Resource Department

OAKLAND-LIVINGSTON HUMAN SERVICE AGENCY:

Date by:
SUSAN HARDING, Chief Executive Officer
Oakland-Livingston Human Service Agency

APPROVE AS TO LEGAL FORM:

Date by:
GENESEE COUNTY CORPORATION COUNSEL

BENEFITS	(Grant Period - 7/1/16 - 6/30/17)					Grant Period (10/1/16 - 9/30/17)				Grant period (3/1/17 - 3/1/18)	
	HEAD START	EARLY HEAD START	HEAD START T/TA	HEAD START T/TA	EARLY HEAD START T/TA	EHS Supplemental	MI Great Start Readiness Program	MDCH - Home Visiting Grant	CSBG	EHS Expansion (05HP000093)	TOTALS
SALARIES	\$ 1,892,338.00	\$ 1,919,502.00	\$ 3,000.00	\$ 3,000.00	\$ 2,500.00	\$ 187,965.00	\$ 333,721.00	\$ 207,138.00	\$ 207,706.00	\$ 1,067,040.00	\$ 5,820,910.00
FICA	\$ 152,118.00	\$ 157,474.00	\$ 230.00	\$ 230.00	\$ 191.00	\$ 15,117.00	\$ 24,176.00	\$ 16,639.00	\$ 17,207.00	\$ 81,629.00	\$ 464,781.00
UNEMPLOYMENT	\$ 87,493.00	\$ 90,574.00	\$ 132.00	\$ 132.00	\$ 110.00	\$ 8,695.00	\$ 13,592.00	\$ 9,570.00	\$ 9,897.00	\$ 47,466.00	\$ 267,529.00
WORKMAN'S COMPENSATION	\$ 36,588.00	\$ 37,876.00	\$ 55.00	\$ 55.00	\$ 45.00	\$ 3,636.00	\$ 5,684.00	\$ 4,002.00	\$ 4,139.00	\$ 19,634.00	\$ 111,659.00
LIFE DISABILITY	\$ 33,510.00	\$ 35,455.00	\$ -	\$ -	\$ -	\$ 3,947.00	\$ 6,060.00	\$ 3,651.00	\$ 4,362.00	\$ 22,093.00	\$ 109,078.00
MEDICAL and DENTAL	\$ 679,488.00	\$ 604,695.00	\$ -	\$ -	\$ -	\$ 123,670.00	\$ 106,474.00	\$ 63,987.00	\$ 63,841.00	\$ 250,000.00	\$ 1,892,155.00
LONGEVITY	\$ 61,887.00	\$ 56,818.00	\$ -	\$ -	\$ -	\$ 1,500.00	\$ 12,404.00	\$ 2,053.00	\$ 8,986.00	\$ 28,000.00	\$ 171,648.00
RETIREMENT	\$ 86,756.00	\$ 86,222.00	\$ -	\$ -	\$ -	\$ 13,627.00	\$ 16,076.00	\$ 7,034.00	\$ 12,352.00	\$ 40,300.00	\$ 262,367.00
UNUSED SICK DAYS	\$ 34,247.00	\$ 82,163.00	\$ -	\$ -	\$ -	\$ 8,138.00	\$ 5,184.00	\$ 8,311.00	\$ 8,236.00	\$ -	\$ 146,279.00
HSSI	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL FRINGES	\$ 1,172,087.00	\$ 1,151,277.00	\$ 417.00	\$ 417.00	\$ 346.00	\$ 178,330.00	\$ 189,650.00	\$ 115,247.00	\$ 129,020.00	\$ 489,122.00	\$ 3,425,496.00
TOTAL SALARIES & FRINGES	\$ 3,064,425.00	\$ 3,070,779.00	\$ 3,417.00	\$ 3,417.00	\$ 2,846.00	\$ 366,295.00	\$ 523,371.00	\$ 322,385.00	\$ 336,726.00	\$ 1,556,162.00	\$ 9,246,406.00
TEMPORARY LABOR	\$ 109,055.00	\$ 61,855.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000.00	\$ 174,910.00
TRAVEL	\$ 25,235.00	\$ 3,788.00	\$ 9,600.00	\$ 9,600.00	\$ 28,295.00	\$ -	\$ 500.00	\$ 6,000.00	\$ -	\$ 13,681.00	\$ 87,099.00
LEGAL FEES	\$ 3,840.00	\$ 2,520.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ 6,860.00
SUPPLIES	\$ 2,000.00	\$ 2,000.00	\$ 1,724.00	\$ 1,724.00	\$ 2,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,224.00
LIABILITY INSURANCE	\$ 15,370.00	\$ 11,130.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,500.00
CELLULAR PHONES	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
FIDUCIARY	\$ 191,609.00	\$ 156,949.00	\$ 776.00	\$ 776.00	\$ 1,682.00	\$ 18,315.00	\$ 22,685.00	\$ 16,420.00	\$ 16,836.00	\$ 78,717.00	\$ 503,989.00
TOTAL CONTRACT	\$ 3,412,534.00	\$ 3,309,021.00	\$ 15,517.00	\$ 15,517.00	\$ 35,323.00	\$ 384,610.00	\$ 546,556.00	\$ 344,805.00	\$ 353,562.00	\$ 1,653,060.00	\$ 10,054,988.00

**GENESEE COUNTY BOARD OF COUNTY COMMISSIONERS
REVIEW CHECKLIST**

Committee: _____

Document: 4th OLHSA Amendment for 2016-17

Department: GCCARD

Dept. Contact: Matt Purcell

Phone: _____

Desired due date: _____

Submit a completed copy of this form with document when seeking Board Chair signature.

If a proposed agenda item requires an appropriation or a budget transfer and exceeds \$5,000.00, it must be reviewed by the Controller prior to submission to Committee. If the item does not require an appropriation or budget transfer, the Controller's approval is not required.

This item requires an appropriation or budget transfer and it has been reviewed to be in accordance with the County's budget and accounting practices.

Controller's Office

If a proposed agenda item requires Board approval of a contract, lease, application, agreement, or memorandum of understanding, it must be reviewed by Purchasing, Risk Management, and the Prosecuting Attorney – Civil Division.

1. Procurement (choose one)

____ This transaction is subject to the Genesee County Administrative Control of Funds.

____ This transaction is in compliance with the Genesee County Purchasing Regulations.

Purchasing

2. Risk Management

The insurance, indemnity, and bond provisions contained in this document are sufficient to meet the County's fiscal obligations.

N/A sc 3/27/17
Risk Manager

3. Legal

This document is approved as to form and legality.

/s/ Brian MacMillan 03/24/2017
Prosecuting Attorney – Civil Division

4. Department (choose one)

This document is approved by roll call vote on _____ (date).

This document is approved by Resolution # _____.

I certify that this document is the document approved by the above listed departments: _____.



Genesee County Community Action Resource Department
601 N. Saginaw St., Ste 1B • Flint, MI 48502-2009 • (810) 232-2185 • Fax (810) 762-4986 • TDD: (810) 768-4654

Commissioners

Bryant Nolden
District 1

Brenda Clack
District 2

Ellen Ellenburg
District 3

Kim Courts
District 4

Mark Young
District 5

Drew Shapiro
District 6

Martin Cousineau
District 7

Ted Henry
District 8

David Martin
District 9

**GCCARD HEAD START
MEMORANDUM**

TO: Brenda Clack, Chairperson, Human Services Committee

FROM: Matt Purcell, Executive Director 

SUBJECT: Request Authorization to Accept the Health and Human Services Administration for Children and Families Grant Award in the amount of \$2,321,318 for Early Head Start Expansion funding from March 1, 2017 through August 31, 2018

DATE: April 3, 2017

BACKGROUND INFORMATION:

The GCCARD Head Start Program will provide services to an additional 104 infants and toddlers and their families living throughout Genesee County with priority given to families impacted by the Flint water crisis. The designated service area will be zip codes: 48503, 48504, 48505, 48506, 48519 and 48529.

REQUESTED ACTION:

Genesee County Community Action Resource Department (GCCARD) requests authorization to accept the Health and Human Services Grant Award in the amount of \$2,321,318 for the EHS Expansion services in Genesee County to 104 additional infants and toddlers from March 1, 2017 through August 31, 2018 from this committee and recommendation of acceptance by the full Genesee County Board of Commissioners at their next regularly scheduled meeting.

MP/KW/bmh

Enclosure

C:\USERS\BARB\DOCUMENTS\CENTRAL OFFICE\CORRESPONDENCE\HSC\WARDS\17-18 EHS-EXPANSION GRANT AWARD.DOCX

Administration

Matthew A. Purcell
Executive Director

Stephanie L. Howard
Deputy Executive Director

Program Directors

Daniel Newcombe
Neighborhood Svcs. Director

Tamitha Taylor
Nutritional Svcs Asst. Director

Chevon Wilborn
Nutritional Svcs Asst. Director

Andre Strater
Finance Director

Matthew Odette
Home Maint. Asst. Director

Kelli Webb
Head Start Director



**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES
NOTICE OF AWARD**

SAI NUMBER:

PMS DOCUMENT NUMBER:

1. AWARDING OFFICE: Office of Head Start		2. ASSISTANCE TYPE: Discretionary Grant	3. AWARD NO.: 05HP000093-01-00	4. AMEND. NO. 0
5. TYPE OF AWARD: Service		6. TYPE OF ACTION: New	7. AWARD AUTHORITY: 42 USC 9801 ET SEQ	
8. BUDGET PERIOD: 03/01/2017 THRU 08/31/2018		9. PROJECT PERIOD: 03/01/2017 THRU 08/31/2021		10. CAT NO.: 93.600
11. RECIPIENT ORGANIZATION: Genesee County 1101 Beach St Flint, MI 48502-1428 Grantee Authorizing Official: Mark Young , Board Chair			12. PROJECT / PROGRAM TITLE: Early Head Start Expansion	
13. COUNTY: Genesee	14. CONGR. DIST: 05	15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR: Matt Purcell Executive Director		
16. APPROVED BUDGET:		17. AWARD COMPUTATION:		
Personnel..... \$ 1,067,040.00		A. NON-FEDERAL SHARE..... \$ 261,149.00 10.11%		
Fringe Benefits..... \$ 489,122.00		B. FEDERAL SHARE..... \$ 2,321,318.00 89.89%		
Travel..... \$ 13,681.00		18. FEDERAL SHARE COMPUTATION:		
Equipment..... \$ 0.00		A. TOTAL FEDERAL SHARE..... \$ 2,321,318.00		
Supplies..... \$ 270,010.00		B. UNOBLIGATED BALANCE FEDERAL SHARE..... \$ 0.00		
Contractual..... \$ 83,217.00		C. FED. SHARE AWARDED THIS BUDGET PERIOD... \$ 0.00		
Facilities/Construction..... \$ 0.00		19. AMOUNT AWARDED THIS ACTION:		\$ 2,321,318.00
Other..... \$ 212,938.00		20. FEDERAL \$ AWARDED THIS PROJECT PERIOD:		\$ 2,321,318.00
Direct Costs..... \$ 2,136,008.00		21. AUTHORIZED TREATMENT OF PROGRAM INCOME:		
Indirect Costs..... \$ 185,310.00		Additional Costs		
At % of \$				
In Kind Contributions..... \$ 0.00		22. APPLICANT EIN: 386004849	23. PAYEE EIN: 1386004849A4	24. OBJECT CLASS: 41.51
Total Approved Budget..... \$ 2,321,318.00				
25. FINANCIAL INFORMATION:				
ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.
	05HP00009301	75-1617-1536	7-G055128	\$1,918,504.00
	05HP00009301	75-1617-1536	7-G055121	\$47,963.00
	05HP00009301	75-1718-1536	7-G057121	\$47,963.00
26. REMARKS: (Continued on separate sheets)				

DUNS 078404738

UNOBLIG. NONFED %

27. SIGNATURE - ACF GRANTS OFFICER		DATE:	28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY	
Eric P Staples		03/17/2017	Mr. Omar Barrett	
29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S)		DATE:		
Ms. Kay Willmoth - Regional Program Manager		03/17/2017		

DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES
NOTICE OF AWARD

SAI NUMBER:

PMS DOCUMENT NUMBER:

1. AWARDING OFFICE: Office of Head Start		2. ASSISTANCE TYPE: Discretionary Grant	3. AWARD NO.: 05HP000093-01-00	4. AMEND. NO. 0
5. TYPE OF AWARD: Service		6. TYPE OF ACTION: New	7. AWARD AUTHORITY: 42 USC 9801 ET SEQ	
8. BUDGET PERIOD: 03/01/2017 THRU 08/31/2018		9. PROJECT PERIOD: 03/01/2017 THRU 08/31/2021		10. CAT NO.: 93.600
11. RECIPIENT ORGANIZATION: Genesee County				

ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	UNOBLIG.	NONFED%
	05HP00009301	75-1718-1536	7-G057128	\$306,888.00		

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES
NOTICE OF AWARD**

SAI NUMBER:

PMS DOCUMENT NUMBER:

1. AWARDING OFFICE: Office of Head Start		2. ASSISTANCE TYPE: Discretionary Grant	3. AWARD NO.: 05HP000093-01-00	4. AMEND. NO. 0
5. TYPE OF AWARD: Service		6. TYPE OF ACTION: New	7. AWARD AUTHORITY: 42 USC 9801 ET SEQ	
8. BUDGET PERIOD: 03/01/2017 THRU 08/31/2018		9. PROJECT PERIOD: 03/01/2017 THRU 08/31/2021		10. CAT NO.: 93.600
11. RECIPIENT ORGANIZATION: Genesee County				

STANDARD TERMS

1. Paid by DHHS Payment Management System (PMS), see attached for payment information. This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to you based on your recipient type and the purpose of this award.

This includes requirements in Parts I and II (available at <http://www.hhs.gov/grants/grants/policies-regulations/index.html>) of the HHS GPS. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 75, directly apply to this award apart from any coverage in the HHS GPS. This award is subject to requirements or limitations in any applicable Appropriations Act. This award is subject to the requirements of Section 106 (g) of the trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>.

This award is subject to the Federal Financial Accountability and Transparency Act (FFATA or Transparency) of 2006 subaward and executive compensation reporting requirements. For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>. This award is subject to requirements as set forth in 2 CFR 25.110 Central Contractor Registration (CCR) and DATA Universal Number System (DUNS). For full text go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>.

Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the HHS awarding agency, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner, in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the awarding agency and to the HHS OIG at the following addresses:

The Administration for Children and Families U.S. Department of Health and Human Services Office of Grants Management ATTN: Grants Management Specialist 330 C Street, SW., Switzer Building Corridor 3200 Washington, DC 20201 AND
U.S. Department of Health and Human Services Office of Inspector General ATTN: Mandatory Grant Disclosures, Intake Coordinator 330 Independence Avenue, SW, Cohen Building Room 5527 Washington, DC 20201 Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or Email: MandatoryGranteeDisclosures@oig.hhs.gov
Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371 Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180 & 376 and 31 U.S.C. 3321).

This award is subject to the requirements as set forth in 45 CFR Part 87. This award is subject to HHS regulations codified at 45 CFR Chapter XIII, Parts 1301, 1302, 1303, 1304 and 1305. Attached are terms and conditions, reporting requirements, and payment instructions. Initial expenditure of funds by the grantee constitutes acceptance of this award.

AWARD ATTACHMENTS

Genesee County

05HP000093-01-00

1. Genesee County Remarks for NOA EHS Expansion 2017 -- 3-16-2017

Under the Consolidated Appropriations Act of 2016 (Public Law 114-113) and Further Continuing and Security Assistance Appropriations Act, 2017 (Public Law 114-254), this grant action awards Genesee County funds for the 03/01/2017 – 08/31/2021 project period for the operation of the Early Head Start program in the designated service area. This grant action awards partial funds for Early Head Start operations and training and technical assistance (T/TA) to provide services to 104 children for the initial 03/01/2017 – 08/31/2018 budget period of the 54 month project period. The 54 month project period consists of the initial 18 month budget period and three succeeding budget periods of 12 months.

This initial grant action includes the following amounts for 12 months of services, T/TA calculated at five percent of ongoing operations, and start-up costs under the respective Common Accounting Numbers (CAN):

Funding Category	CAN	Amount
Operations	7-G055128	\$1,918,504
T/TA	7-G055121	\$47,963
T/TA	7-G057121	\$47,963
Start-up	7-G057128	\$306,888
Total		\$2,321,318

The approved amounts and purposes for start-up costs are:

Amount	Purpose
\$218,648	Classroom and program supplies to outfit 13 new classrooms, including refrigerators, furniture and computers, and office supplies
\$2,600	Phone installation for 13 centers
\$7,000	Consultants for local workshops and registrations
\$17,000	Childcare licensing fees for 13 new centers
\$34,700	Classroom repairs, including new carpet and tile in seven classrooms, ramp installation and other minor repairs
\$5,050	Advertising, local travel, liability insurance and postage
\$21,890	Indirect costs

The projected total funding levels for the initial 18 month budget period, subject to the final appropriation for the Head Start program for Fiscal Year 2017, are \$2,877,756 for Early Head Start operations and \$143,889 for T/TA. The balance of six months of operations and T/TA funds will be awarded at a later date.

For each of the succeeding 12 month budget periods, the projected annual funding level for Early Head Start operations is \$1,918,504, and the projected T/TA allocation at 2.5 percent of ongoing operations is \$47,963.

Early Head Start population: 104 children.

Designated Early Head Start service area: ZIP codes 48506, 48519 and 48529 in Genesee County; and ZIP codes 48503, 48504 and 48505 shared with Genesee Intermediate School District.

Approved program options: Center-based.

This grant action approves a waiver for a portion of the non-federal match requirement. This action reduces the amount of matching funds from \$580,330 to \$261,149 for the March 1, 2017 – August 31, 2018 budget period.

This grant is subject to the requirements for contribution of the non-federal match and approval of key staff, the limitations on development and administrative costs and employee compensation, and prior written approval for the purchase of equipment and other capital expenditures and the purchase, construction and major renovation of facilities as specified in Attachment 1. This grant is also subject to the requirements and conditions in Attachment 2.

Attachment 1

Recipient Organization: Genesee County

This grant is subject to Section 640(b) of the Head Start Act and 45 C.F.R. § 1303.4 requiring a non-federal match of 20 percent of the total cost of the program. This grant is also subject to the requirements in Section 644(b) of the Head Start Act and 45 C.F.R. § 1303.5 limiting development and administrative costs to a maximum of 15 percent of the total costs of the program, including the non-federal match contribution of such costs. The requirements for a non-federal match of 20 percent and the limitation of 15 percent for development and administrative costs apply to the 03/01/2017 – 08/31/2018 budget period unless a waiver is approved. Any request for a waiver of the non-federal match, or a portion thereof, that meets the conditions under Section 640(b)(1)-(5) of the Head Start Act and 45 C.F.R. § 1303.4 or a waiver of the limitation on development and administrative costs that meets the conditions under 45 C.F.R. § 1303.5 must be submitted in advance of the end of the budget period. Any waiver request submitted after the expiration of the project period will not be considered.

The HHS Uniform Administrative Requirements (see 45 C.F.R. § 75.308(c)(1)(ii)) provide the authority to ACF to approve key staff of Head Start grantees. For the purposes of this grant, key staff is defined as the Head Start Director or person carrying out the duties of the Head Start Director if not under that title and the Chief Executive Officer, Executive Director and/or Chief Fiscal Officer if any of those positions is funded, either directly or through indirect cost recovery, more than 50 percent with Head Start funds.

Section 653 of the Head Start Act prohibits the use of any federal funds, including Head Start grant funds, to pay any portion of the compensation of an individual employed by a Head Start agency if that individual's compensation exceeds the rate payable for Level II of the Executive Schedule.

Prior written approval must be obtained for the purchase of equipment and other capital expenditures as described in 45 C.F.R. § 75.439(a). Prior written approval must also be obtained under 45 C.F.R. § 75.439(b)(3) and 45 C.F.R. Part 1303 Subpart E – Facilities to use Head Start grant funds for the initial or ongoing purchase, construction and major renovation of facilities. No Head Start grant funds may be used toward the payment of one-time expenses, principal and interest for the acquisition, construction or major renovation of a facility without prior written approval of the Administration for Children and Families.

Attachment 2
Budget Period 01 of the Project Period

Recipient Organization: Genesee County

Head Start Grantees must comply with the terms and conditions for the project period award in the specified timeframes.

Health and Safety

- Conduct a screening of the health and safety environment of each center and/or family child care home where services are provided according to the following schedule, as applicable:
 - within 45 days of the start of the program or school year;
 - within 45 days of children receiving services in a new center and/or family child care home; and/or
 - within 45 days of the start of the project period when the project period begins during the program or school year.See <http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/operations/mang-sys/monitoring/HealthandSafety.htm>.
- Complete a certification of compliance with all Office of Head Start (OHS) health and safety requirements within 75 days of the start of the program or school year, or within 75 days of the start of the project period when the project period begins during the program or school year. See <https://eclkc.ohs.acf.hhs.gov/hslc/tta-system/operations/mang-sys/monitoring/Certificationof.htm>.
- Submit the certification to the OHS in the Head Start Enterprise System (HSES) under the DRS tab, NoA Conditions in the folder titled "*Certification of Compliance with Health & Safety Requirements*" and notify your Program and Grants Management Specialists of its availability in the Correspondence tab immediately thereafter.

Governance

- Conduct a screening of the organization's governance and leadership capacity within 60 days of the start of the project period. See <http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/operations/mang-sys/program-gov/GovernanceLeade.htm>.
- Complete a certification that the governance and leadership capacity screening was conducted and a training plan was developed within 75 days of the start of the project period. See <http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/operations/mang-sys/program-gov/Certificationof.htm>.
- Submit the certification to the OHS in HSES under the DRS tab, NoA Conditions in the folder titled "*Certification of Governance and Leadership Capacity Screening*" and notify your Program and Grants Management Specialists of its availability in the Correspondence tab immediately thereafter.

See <http://eclkc.ohs.acf.hhs.gov/hslc/grants/5-yr-cycle> for resources and information.



Genesee County Community Action Resource Department
601 N. Saginaw St., Ste 1B • Flint, MI 48502-2009 • (810) 232-2185 • Fax (810) 762-4986 • TDD: (810) 768-4654

Commissioners

Bryant Nolden
District 1

Brenda Clack
District 2

Ellen Ellenburg
District 3

Kim Courts
District 4

Mark Young
District 5

Drew Shapiro
District 6


Martin Cousineau
District 7

Ted Henry
District 8

David Martin
District 9

MEMORANDUM

TO: Commissioner Brenda Clack, Chairperson
Human Services Committee

FROM: Matt Purcell, Executive Director 

SUBJECT: Request to Accept MDE Summer Feeding Service Program (SFSP)
Grant.

DATE: April 3, 2017

Administration

Matthew A. Purcell
Executive Director

Stephanie L. Howard
Deputy Executive Director

Program Directors

Daniel Newcombe
*Neighborhood Services
Director*

Tamitha Taylor
*Nutritional Services
Asst. Director*

Chevon Wilborn
*Nutritional Services
Asst. Director*

Andre Strater
Asst. GCCARD Director

Matthew Odette
Home Maint. Asst. Director

Kelli Webb
Head Start Director

BACKGROUND:

GCCARD has received notification from The Department of Education about being awarded \$811,197 for the 2016-2017 Flint Declaration of Emergency Section 401- Summer Food Service Program Nutrition Grant. This grant has been awarded to expand access to fresh, healthy food, and expand the knowledge around the importance of eating healthy foods for residents impacted by the Flint drinking water crisis. This grant is effective 3/20/2017- 9/30/2017.

REQUESTED ACTION:

GCCARD requests authorization from this committee, with a recommendation to the Full Board at the next scheduled meeting, to accept the grant award from The Department of Education to operate the Summer Food Service Program (SFSP).

Due to time constraints, a Roll Call Vote is requested.

MAP/sm





STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

BRIAN J. WHISTON
STATE SUPERINTENDENT

March 20, 2017

GRANT AWARD NOTIFICATION

Mr. Matthew Purcell
Executive Director
Genesee County Community Action Resource Department
601 N Saginaw Street
Flint, MI 48502

Dear Mr. Purcell:

I am pleased to inform you that Genesee County Community Action Resource Department has been awarded \$811,197 for the 2016-2017 Flint Declaration of Emergency Section 401 - Summer Food Service Program Nutrition Grant. This grant has been awarded to expand access to fresh, healthy food and expand the knowledge around the importance of eating healthy foods for residents impacted by the Flint drinking water crisis. The enclosed form will provide complete details regarding the grant award, including dates of fiscal obligation.

Questions regarding this grant may be directed to Diane Golzynski, Assistant Director, Office of School Support Services at 517-373-4013.

Sincerely,

Brian J. Whiston
State Superintendent

Enclosure

cc: Tamitha Taylor, GCCARD

STATE BOARD OF EDUCATION

CASANDRA E. ULBRICH – CO-PRESIDENT • RICHARD ZEILE – CO-PRESIDENT
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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • 517-373-3324

MICHIGAN DEPARTMENT OF EDUCATION

608 W. Allegan P.O. Box 30008
Lansing, Michigan 48909

GRANT AWARD NOTIFICATION

1	Recipient Entity Name and Address: Genesee County Community Action Resource Department 601 N Saginaw Street Flint, MI 48502 District/Recipient Code: 250000016	5	Recipient Business Contact: Name: Tamitha Taylor Position: Telephone: 810-235-3567 Email: ttaylor@co.genesee.mi.us									
2	Award Information Grant Title: Flint Declaration of Emergency Section 401 Summer Food Service Program Nutrition Grant Fiscal Year: 2016-2017 Funding Source (check one): <input type="checkbox"/> Federal <input checked="" type="checkbox"/> State <input type="checkbox"/> Other: _____ Subaward Type (select): Other Designated Grant Number – Project Number: 2016-2017 Grant Code: 377	6	Authorized Funds: <table style="width: 100%;"> <thead> <tr> <th></th> <th style="text-align: center;">Date:</th> <th style="text-align: center;">Amount:</th> </tr> </thead> <tbody> <tr> <td>Original Approved Amount:</td> <td style="text-align: center;">3/20/17</td> <td style="text-align: center;">\$811,197</td> </tr> <tr> <td colspan="3">Amendments:</td> </tr> </tbody> </table> Current Authorized Amount: \$811,197		Date:	Amount:	Original Approved Amount:	3/20/17	\$811,197	Amendments:		
	Date:	Amount:										
Original Approved Amount:	3/20/17	\$811,197										
Amendments:												
3	Report Due Dates: Final Expenditure Report: 11/29/2017 Final Performance Report: 10/23/2017	7	Expenditure Period: Beginning date: 3/20/2017 Ending date: 9/30/2017									
4	MDE Program Staff Contact: Name: Diane Golzynski MDE Office: School Support Services Telephone: 517-373-3383 Email: golzynskid@michigan.gov	8	Method of Obtaining Payment: Request online at: https://mdoe.state.mi.us/cms/ Payment Contact: CMS Help Line: 517-335-0534									
9	Legislative Authority Pertaining to Award: Public Act 269 of 2016, Section 401(1)(f) http://www.legislature.mi.gov/documents/2015-2016/publicact/pdf/2016-PA-0269.pdf											
10	Authorizing Official: Brian J. Whiston, State Superintendent <div style="text-align: right;">Date: 03/20/2017</div>											

**COVER PAGE for
Supplemental Summer Food Service Program Assistance Residents
Impacted by the Declared Drinking Water Crisis
(SFSP Nutrition Grants)**

APPLICANT ORGANIZATION	Legal Name of Applicant: Genesee County Community Action Resource Department	Phone Number: 810-235-3567	District Code:
	Street Address: 601 N Saginaw St	County: Genesee	City: Flint
			Zip Code: 48502

CONTACT PERSON	Name of Contact Person: Tamitha Taylor	Phone Number: 810-235-3567	Fax Number:
	Street address of Contact Person: 601 N Saginaw St	City:	Zip Code:
	E-Mail Address of Contact Person: ttaylor@co.genesee.mi.us		

TOTAL FUNDS REQUESTED: \$ 811,197.00

APPLICANT CERTIFICATION: By signing this statement, the applicant certifies that it agrees to perform and adhere to all grant requirements, to perform all actions and support all intentions stated in the Assurances and Certifications, and to comply with all state and federal regulations and requirements pertaining to this program. The applicant further certifies that the information submitted on this application is true and correct.

SIGNATURE OF AUTHORIZED OFFICIAL: Matthew Purcell

DATE: 3-1-17

TYPED NAME and TITLE: Matthew Purcell, Executive Director

Attach the following Certifications and Assurances, a project summary, project narrative, budget and budget detail.

CERTIFICATIONS AND ASSURANCES FOR STATE GRANTS

☒ By checking this box, the applicant organization agrees to the assurances and certifications included below.

ASSURANCE REGARDING SANCTIONS AGAINST IRAN-LINKED BUSINESSES

The applicant assures that, for any request for proposals or contract renewal for work performed under this grant, it will collect a certification from each bidder that the bidder is not an Iran-Linked Business. An Iran-linked business is not eligible to submit a bid on a request for proposal with a public entity. Recipients must comply with all conditions under P.A. 517 of 2012, "Iran Economic Sanction Act," April 1, 2013.

ASSURANCE CONCERNING MATERIALS DEVELOPED WITH FUNDS AWARDED UNDER THIS GRANT

The grantee assures that the following statement will be included on any publication or project materials developed with funds awarded under this program, including reports, films, brochures, and flyers: "These materials were developed under a grant awarded by the Michigan Department of Education."

CERTIFICATION REGARDING NONDISCRIMINATION UNDER FEDERALLY AND STATE ASSISTED PROGRAMS

The grantee hereby agrees that it will comply with all federal and Michigan laws and regulations prohibiting discrimination and, in accordance therewith, no person, on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education or the Michigan Department of Education.

CERTIFICATION REGARDING TITLE II OF THE AMERICANS WITH DISABILITIES ACT (ADA), P.L. 101-336, STATE AND LOCAL GOVERNMENT SERVICES

The Americans with Disabilities Act (ADA) provides comprehensive civil rights protections for individuals with disabilities. Title II of the ADA covers programs, activities, and services of public entities. Title II requires that, "No qualified individual with a disability shall, by reason of such disability be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by such entity." In accordance with Title II ADA provisions, the applicant has conducted a review of its employment and program/service delivery processes and has developed solutions to correcting barriers identified in the review.

**CERTIFICATION REGARDING TITLE III OF THE AMERICANS WITH
DISABILITIES ACT (ADA), P.L. 101-336, PUBLIC ACCOMMODATIONS AND
COMMERCIAL FACILITIES**

The Americans with Disabilities Act (ADA) provides comprehensive civil rights protections for individuals with disabilities. Title III of the ADA covers public accommodations (private entities that affect commerce, such as museums, libraries, private schools and day care centers) and only addresses existing facilities and readily achievable barrier removal. In accordance with Title III provisions, the applicant has taken the necessary action to ensure that individuals with a disability are provided full and equal access to the goods, services, facilities, privileges, advantages, or accommodations offered by the applicant. In addition, a Title III entity, upon receiving a grant from the Michigan Department of Education, is required to meet the higher standards (i.e., program accessibility standards) as set forth in Title III of the ADA for the program or service for which they receive a grant.

**ASSURANCE REGARDING COMPLIANCE WITH GRANT PROGRAM
REQUIREMENTS**

Grantee agrees to comply with all applicable requirements of all state statutes, federal laws, executive orders, regulations, policies, and award conditions governing this program. Grantee understands and agrees that if it materially fails to comply with the terms and conditions of the grant award, the Michigan Department of Education may withhold funds otherwise due to the grantee from this grant program, any other federal grant programs or the State School Aid Act of 1979 as amended, until the grantee comes into compliance or the matter has been adjudicated and the amount disallowed has been recaptured (forfeited). The Department may withhold up to 100 percent of any payment based on a monitoring finding, audit finding or pending final report.

**CERTIFICATION REGARDING NONDISCRIMINATION UNDER FEDERALLY
AND STATE ASSISTED PROGRAMS**

The applicant hereby agrees that it will comply with all federal and Michigan laws and regulations prohibiting discrimination and, in accordance therewith, no person, on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education or the Michigan Department of Education.

Part C – Project Summary

GCCARD has participated in the Summer Food Service Program (SFSP) for over forty years. We were among the first Michigan sponsors to offer hot meals and continue to do so. The quality of our meals and service, an analytical framework (that we pioneered), along with investments by community partners like the Community Foundation of Greater Flint, the W.K. Kellogg Foundation, United Way of Southeast Michigan, and others have enabled us to nearly double SFSP outcomes in each of the past two summers. The collaborative effort has enabled us to launch a growing after-school program for at risk kids. Our success in securing the resources offered by this request for proposals will enable us to nearly double the children reached and meals served for a third summer in a row.

Nation-wide, less than 20% of the kids eligible for the free and reduced price meals during the school year also participate in the summer meals program. The problem appears to be much more severe in Genesee County. The USDA offers a web-based Capacity Builder application that allows users to estimate the level of underutilization in their community. GCCARD used the application to assess the need in approximately 34 block groups within Genesee County. The application suggests that over 9,000 eligible kids reside within areas defined by the 34 block groups that we examined. Our review of available data suggests that less than 5 percent of the eligible kids participate in summer meals program.

Our results can best be illustrated in terms of the number of lunch/supper meals distributed. In 2014, GCCARD operated 11 sites and distributed 10,477 lunch meals. For 2015, the partnerships and our analysis enabled GCCARD to grow and operate 22 while distributing 23,658 lunch/supper meals. In 2016, the collaborative effort resulted in the operation of 37 summer sites, the distribution of 41,092 lunch/supper meals and the launch of an after-school program.

From 2015 to 2016, lunch/supper meals distributed by Genesee County SFSP sponsors grew by 3%. Ten sponsors, collectively, experienced a 21,942 decline in meals served. GCCARD grew by 18,802 meals and accounted for 89% of all meal distribution growth in Genesee County.

Our outcome objectives for this summer's program are to:

1. Increase lunch/supper meal distribution by 85%.
2. Expand by increasing meal distribution sites to at least 50 locations.
3. Make meals more accessible to kids by increasing the average number of days each site operates to 78% of the days GCCARD prepares meals. (Last year sites operated 62% of the days that GCCARD was available to supply meals.)
4. Increase the average number of kids served per site, per day, by approximately 15% -- from 36 to 48 first servings.
5. Expand our year-round program to provide meals to at-risk kids by 5 sites -- resulting in 20 operating locations.

Part D - Project Narrative

The funding requested by GCCARD will be used to **make SFSP nutrition services more readily accessible to low income families**. This objective will be achieved by: 1) adding at least 15 additional sites; 2) increasing the number of sites offering afternoon snacks and supper meals; 3) increasing the number of sites that served meals in outdoor settings in areas where indoor facilities are not available by 5; 4) extend mobile meal service to 5 areas where neither indoor or outdoor approaches are viable options; and 5) conduct a minimum of 8 special events to enhance the community's awareness of the program and the availability services in throughout the area.

Achieving the above milestones will require a \$438,488 investment in building the capacity of meal distribution sites to provide services. An additional \$372,709 will need to be invested in GCCARD infrastructure, personnel, and services.

GCCARD will increase access to healthy foods by providing SFSP meals to communities impacted by the crisis. An emphasis will be given to foods that are good sources of Vitamin-C, iron, and calcium. In pursuit of healthy meals, GCCARD is engaged in an initiative to replace canned meal inputs with frozen fruits and/or vegetables. The water crisis emphasizes the need and importance of this effort relative to SFSP. The resources sought through this grant will enable GCCARD to enhance the Vitamin-C, iron, and calcium content of the meals/food SFSP offers.

Wherever it is practical given menu considerations, GCCARD proposes that an additional milk or 100% juice carton be offered with every breakfast, lunch, snack, or supper meal that is distributed. This action will improve meal attractiveness and make more food available to combat the effects of *elevated lead levels* (ELL). For example, breakfast meals that feature a dry cereal, previously offered only a single carton of milk. The single carton of milk was used to make the "bowl of cereal". Implementation of our proposal will mean that the child may also have an additional beverage (milk or 100% juice) to consume along with his/her bowl of cereal. GCCARD is seeking approximately \$52,208 to support this element of our proposal.

Whenever practical menu considerations will allow, GCCARD proposes that an additional fresh fruit/vegetable serving be offered as part of every breakfast, lunch, snack, or supper meal that is distributed. This action will also contribute to enhancing meal attractiveness and make more food available to combat the effects of *elevated lead levels* (ELL). A snack serving can be used to demonstrate the benefit of the proposal. Previously, a snack may have featured a granola bar and a carton of milk. This proposal will result in the snack being expanded to include a fresh fruit/vegetable. GCCARD is seeking approximately \$163,150 to support this element of our proposal.

In 2016 MDE funded an "extra fresh fruit/vegetable snack" at a reimbursement rate of \$0.50 per snack. Besides being introduced during mid-summer, the initiative exhibited several drawbacks. First, proper preparation and packaging (to insure

Part D - Project Narrative

safe consumption) of a fresh fruit/vegetable snack is labor intensive. The reimbursement rate was insufficient to address the labor reality. Second, MDE required the distribution of the "extra fresh fruit/vegetable snack" be documented separately – an additional meal count form was added. Satisfying the requirement was cumbersome relative to packaging, transportation, distribution, and documentation. Incorporating the "extra snack" as an additional component of breakfast, lunch, snack, or supper servings will eliminate/minimize much of the additional burden. The costs we have proposed for the additional beverage and food calculates to approximately \$0.66 per serving. We suggest that the distribution of the additional component be documented via meal delivery tickets and purchase records.

Our proposal provides a means of increasing the capacity of sites to provide healthy food to their community. To achieve this objective, GCCARD will need to provide sites with the resources to facilitate each site averaging 42 days of SFSP participation. We believe the capacity of many potential sites, to participate in SFSP, is often constrained by the following factors:

1. They lack human resources necessary to appropriately order, receive shipments, serve and document meals distributions. Our budget allocates \$36,054 to hire staff to properly conduct and document meal service distribution at sites who lack the staff to do so themselves.
2. Site decision-makers may lack sufficient information that may enable them to better support community efforts to address problems such as child nutrition and ELL. We intend to address this issue through the use of community forums.

Forums, which will resemble a town hall meeting format, will be conducted as part of a campaign to market SFSP to the community. The events will enable GCCARD to attract the attention of potential sites. The events will also offer the opportunity to alert and inform their decision-makers as to the nature and scope of the child nutrition problem that plagues our community. The forums will serve as a recruiting vehicle for prospective site attendants. The forums will begin in April and should produce a broad group of better informed community members – especially site-decision-makers. The effort should also yield a pool of possible site attendants no later than the beginning of May.

GCCARD will enhance its approach to site training by conducting a series of SFSP workshops for supervisors and attendants. A stipend of \$10.00/session will be offered as a participation incentive. Trainee background checks and assessments will be conducted over the course of the workshops. The process will be completed by the end of May. This should allow GCCARD to avoid delays in site start-ups due to the lack of available, informed, and qualified site attendants. We have budgeted \$2,770 to support this effort.

Part D - Project Narrative

GCCARD is committed to increasing SFSP participation. In addition to adding the sites previously mentioned, GCCARD seeks to increase SFSP participation by addressing the following issues:

1. **Site activities** are the primary driver of the number of kids who appear at a site and therefore are present to consume meals. Hosting activities that will attract larger numbers of kids is often a challenge for many sites. In addition to pursuing collaborative efforts with community partners to provide activities at little or no additional cost, the budget addresses this challenge by providing \$125,364 of support. The resources will be used to establish and coordinate approximately 10 teams (one or more people) who are trained and outfitted to conduct activity sessions at sites. The teams will be rotated among requesting sites to provide a variety of activity.
2. **Adult participation in meal service** was explored last summer as a means of increase child participation. The tactic appeared to demonstrate some success and warrants further examination. The budget includes \$58,943 for this activity.

Table 8 (in the budget section) **forecasts our ability to expend the grant resources during the grant period (March, 2017 through September 30, 2017).** That table references our awareness of the required reporting deadlines.

Key Personnel --

Karen Moton – Youth Services Coordinator; 11 years of experience coordinating, monitoring and establishing documentation for SFSP and youth programs.

Chevon Wilborn – Assistant Director, Nutrition Services; 5 years of experience operating CACFP and SFSP.

Tamitha Taylor – Assistant Director, Nutrition Services; 5 years of experience in Nutrition Service, 2 years SFSP operations.

Andre Strater – Finance Director; 20 experience in accounting with for profit and non-profit organizations, 2 years of experience with GCCARD.

Russell Carson – Consultant; 34 years of experience in project development, process evaluation and management consulting, 23 years SFSP operations.

GCCARD expects to achieve greater economies of scale and the enhanced community basis of support to result from a significantly expanded 2017 SFSP. We anticipate making use of these benefits and gap funding from our collaborating partners as an **initial plan to support the SFSP Nutrition Grants project in future years.**

Part E -- Project Budget

Budget Summary

<u>A</u>		<u>B</u>	<u>C</u>	<u>D</u>
<u>Expense</u>		<u>Cost</u>	<u>Sub-Total</u>	<u>Total</u>
<u>Site Capacity Building</u>				
1	Additional Beverage Component	\$ 52,208.08		
2	Fresh Fruit/Vegetable Component	\$ 163,150.26		
3	Paid Site Attendants	\$ 36,053.51		
4	Site Attendant Training	\$ 2,770.00		
5	Site Activity Teams	\$ 125,363.75		
6	Adult Meals	\$ 58,942.68		
7			\$ 438,488.28	
<u>GCCARD Infrastructure, Personnel & Services</u>				
8	Delivery Vehicles	\$ 251,700.00		
9	Additional GCCARD Staff	\$ 66,300.00		
10	Contracted Services	\$ 5,900.00		
11	10% GCCARD Central Services Costs	\$ 48,808.72		
12			\$ 372,708.72	
13	Total Proposal		\$ 811,197.00	

Part E - Project Budget Detail

Table 1 – Additional Beverage Costs

	A	B	C	D
	Meal	Expected Servings	Add'l Cost/ Serving	Total Cost
1	Breakfast	35,168	\$ 0.32	\$ 11,253.68
2	Lunch/Supper	92,148	\$ 0.32	\$ 29,487.50
3	Snack	35,834	\$ 0.32	\$ 11,466.90
4	Total	163,150		\$ 52,208.08

Table 2 – Fresh Fruit/Vegetable Costs

	A	B	C	D
	Meal	Expected Servings	Add'l Cost/ Serving	Total Cost
1	Breakfast	35,168	\$ 1.00	\$ 35,167.74
2	Lunch/Supper	92,148	\$ 1.00	\$ 92,148.45
3	Snack	35,834	\$ 1.00	\$ 35,834.07
4	Total	163,150		\$ 163,150.26

Table 3 – Adult Meal Costs

	A	B	C	D
	Meal	Expected Servings	Add'l Cost/ Serving	Total Cost
1	Breakfast	4,587	\$ 2.13	\$ 9,781.98
2	Lunch/Supper	12,019	\$ 3.75	\$ 45,012.52
3	Snack	4,674	\$ 0.89	\$ 4,148.18
4	Total	21,280		\$ 58,942.68

Part E - Project Budget Detail

Table 4 – Site Attendant Costs

A	B	C	D
Item	Cost Per Individual	Expected # of	Program Cost
1 Avg Weekly Wages	\$ 200.25		
2 Avg Weekly Benefits	\$ 23.33		
3 Avg Weekly Cost	\$ 223.58		
4 Weeks		11	
5 Expected Cost	\$ 2,459.37		
6 Site Attendants		14.660	\$ 36,053.51

Table 5 – Site Attendant Training Costs

A	B	C	D
Item	# of	Cost	Total
1 # of Participants	50		
2 # of Sessions	4		
3 Stipend Amount		\$ 10.00	
4 Stipend Payments			\$ 2,000.00
5 Supplies and Materials			\$ 770.00
6 Total			\$ 2,770.00

Part E - Project Budget Detail

Table 6 – Activity Team Costs

A		B	C	D
Item		Cost Per Individual	Expected # of	Program Cost
1	Avg Weekly Wages	\$ 281.25		
2	Avg Weekly Benefits	\$ 32.77		
3	Avg Weekly Cost	\$ 314.02		
4	Weeks		10	
5	Expected Cost	\$ 3,140.16		
6	Activity Team Members		24	\$ 75,363.75
7	Support, Coordination & Other			\$ 50,000.00
8	Total			\$ 125,363.75

GCCARD intends to contract with community partners who possess expertise in specific activity areas. We anticipate that these entities will be able to develop curriculums for activities that can be conducted at SFSP and after-school program sites. The partnering organizations will be responsible for hiring, outfitting, and coordinating the delivery of their activity/activities at meal distribution sites. The activities shall be design and delivered in a manner that allows them to be rotated among the participating sites. This network of services will enable sites to offer a variety of activities that are tailored to the interests of their kids. The delivery of these services will be critical to enhancing SFSP and after-school program participation.

Part E - Project Budget Detail

Table 7 - GCCARD Infrastructure, Personnel, and Service Costs

A Item	B Est Cost	C # of	D Sub-Total ¹	E Sub-Total ²	F Total
<u>Transportation Infrastructure</u>					
1 New Hotshot Vehicles	\$50,000	3	\$150,000.00		
2 Conversion of Existing Vehicles	\$32,000	3	\$96,000.00		
3 Customization - racks & equipment	\$350	6	\$2,100.00		
4 Vehicle Lettering	\$600	6	\$3,600.00		
5				\$251,700.00	
<u>Additional Staff and Services</u>					
6 Project Assistant	\$ 27,300.00	1	\$ 27,300.00		
7 Clerical Assistants	\$ 19,500.00	2	\$ 39,000.00		
8 Contracted Services			\$ 5,900.00		
9 GCCARD Central Services			\$ 48,808.72		
10				\$ 121,008.72	
11					\$372,708.72

Part E - Project Budget Detail

Table 8 - GCCARD Expenditure and Reporting Schedule

Expenditure	March	April	May	June	July	August	September	October	Total
1 Add'l Beverage	\$ -	\$ -	\$ -	\$ 17,403	\$ 17,403	\$ 17,403	\$ -	\$ -	\$ 52,208
2 Fresh Fruit/Veggies	\$ -	\$ -	\$ -	\$ 54,383	\$ 54,383	\$ 54,383	\$ -	\$ -	\$ 163,150
3 Adult Meals	\$ -	\$ -	\$ -	\$ 19,648	\$ 19,648	\$ 19,648	\$ -	\$ -	\$ 58,943
4 Site Attendants	\$ -	\$ -	\$ -	\$ 12,018	\$ 12,018	\$ 12,018	\$ -	\$ -	\$ 36,054
5 Site Att'd Training	\$ -	\$ -	\$ 2,770	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,770
6 Site Activities	\$ -	\$ -	\$ 35,000	\$ 30,121	\$ 30,121	\$ 30,121	\$ -	\$ -	\$ 125,364
7 GCCARD Vehicles	\$ -	\$ 83,900	\$ 83,900	\$ 83,900	\$ -	\$ -	\$ -	\$ -	\$ 251,700
8 Staff & Services	\$ -	\$ 20,168	\$ 20,168	\$ 20,168	\$ 20,168	\$ 20,168	\$ 20,168	\$ -	\$ 121,009
9 Total	\$ -	\$ 104,068	\$ 141,838	\$ 237,641	\$ 153,741	\$ 153,741	\$ 20,168	\$ -	\$ 811,197

Reporting Deadlines:

Report Due
April 7th
8:00AM

Report Due
July 7th
8:00AM

Report Due
October 23rd
8:00AM



Genesee County Community Action Resource Department
601 N. Saginaw St., Ste 1B • Flint, MI 48502-2009 • (810) 232-2185 • Fax (810) 762-4986 • TDD: (810) 768-4654

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District 7

Ted Henry
District 8

David Martin
District 9

M E M O R A N D U M

TO: Commissioner Brenda Clack, Chairperson
Human Services Committee

FROM: Matt Purcell, Executive Director 

SUBJECT: Request to Accept Memorandum of Understanding between
GCCARD and the United Way of Genesee County

DATE: April 3, 2017

BACKGROUND:

GCCARD has been awarded a grant from the United Way of Genesee County in the amount of \$30,000 to provide staffing to expand the capacity to process requests from Flint residents for assistance related to water bill payments. Should this program exceed distribution of more the \$400,000 in total water support the United Way will consider the allocation of additional funds to support this capacity. Therefore, GCCARD is requesting authorization to enter into the Memorandum of Understanding (MOU) between GCCARD and the United Way of Genesee County.

REQUESTED ACTION:

GCCARD request authorization from this committee, with a recommendation to the Full Board at the next scheduled meeting, to accept MOU between GCCARD and the United Way of Genesee County. **Due to time constraints, a roll call vote is requested.**

Attachments

MAP/dp



Memorandum of Understanding United Way of Genesee County – 2016-2017

The purpose of this Memorandum is to outline the responsibilities and expectations of the partnership between United Way of Genesee County and the Genesee Community Action Resource Department (GCARD) hereinafter referred to as the agency. The relationship between the named entities is based on adherence to the Eligibility Criteria, Standards and Practices and Expectations, as outlined by the United Way of Genesee County.

To be eligible for United Way funds and/or continuation funding, the agency agrees that it will adhere to all terms and conditions as set forth in this Memorandum.

Governance:

The agency is recognized as a nonprofit and/or government agency by the Internal Revenue Code for a minimum of three (3) years, and will observe the non-discrimination policies of the laws, statutes and ordinances of all local, state and federal governmental jurisdictions.

Services and Solicitation:

The agency will provide expanded capacity to process requests from Flint residents for assistance related to water bill repayment.

Reporting Requirements:

The agency will be required to a final report to the United Way of Genesee County. The report will include a brief description of activities completed.

At the discretion of the Board of Trustees, all or part of unexpended funds may be required to be returned if the agency fails to adhere to the signed contractual agreement or demonstrate progress toward established outcomes.

The Agency may be asked to provide United Way of Genesee County additional reports from time to time as reasonably requested. All reports should be submitted to Jamie-Lee Venable, Director of Community Impact via email to Jvenable@unitedwaygenesee.org.

Scope of Work:

The purpose of this grant is to support the implementation of the "Scope of Work" as defined by the Services and Solicitation section of this memorandum.

Mutual Commitment: United Way of Genesee County and the agency agree to:

- ✓ Keep each other informed on agency, community related issues and activities.
- ✓ Seek community input in the planning and decision-making process related to issues of concern and the development of future activities.
- ✓ Co-market the partnership when submitting material to the media and display the United Way logo on all appropriate materials. All communication relative to this funding award announcement should be submitted to United Way for prior approval. United Way will provide the agency with digital files of the United Way logo for display on print material and letterhead. For questions regarding correct usage of electronic versions of the logo or to update your information on the United Way

website, please contact Jamie-Lee Venable, Director of Community Impact, via email to Jvenable@unitedwaygenesee.org or phone at (810) 762-5826.

United Way of Genesee County agrees to provide funds for capacity expansion in the amount of \$30,000. **Should this program exceed distribution of more than \$400,000 in total water support the United Way will consider the allocation of additional funds to support this capacity.**

You will receive your allocation from the United Way of Genesee County in one payment commencing upon receipt of signed memorandum. Any questions regarding payments, please contact the United Way Finance Department.

Compliance:

Failure to adhere to the terms and conditions as set forth in this memorandum may result in immediate withdrawal of funding.

By countersigning below, you indicate that you understand and agree to all terms and conditions set forth in this memorandum. Retain a copy for your files and return the original to Jamie-Lee Venable.

AGENCY and/or ORGANIZATION

UNITED WAY of GENESEE COUNTY

Chief Professional Officer (please print)

Chief Executive Officer (please print)

Chief Professional Officer Signature

CEO Signature

Date

**GENESEE COUNTY BOARD OF COUNTY COMMISSIONERS
REVIEW CHECKLIST**

Committee: _____

GCCARD-United Way MOU re:
Document: Water Payment – Water Support

Department: _____

Dept. Contact: _____

Phone: _____

Desired due date: _____

Submit a completed copy of this form with document when seeking Board Chair signature.

If a proposed agenda item requires an appropriation or a budget transfer and exceeds \$5,000.00, it must be reviewed by the Controller prior to submission to Committee. If the item does not require an appropriation or budget transfer, the Controller's approval is not required.

This item requires an appropriation or budget transfer and it has been reviewed to be in accordance with the County's budget and accounting practices.

Controller's Office

If a proposed agenda item requires Board approval of a contract, lease, application, agreement, or memorandum of understanding, it must be reviewed by Purchasing, Risk Management, and the Prosecuting Attorney – Civil Division.

1. Procurement (choose one)

- ____ This transaction is subject to the Genesee County Administrative Control of Funds.
- ____ This transaction is in compliance with the Genesee County Purchasing Regulations.

Purchasing

2. Risk Management

The insurance, indemnity, and bond provisions contained in this document are sufficient to meet the County's fiscal obligations.

N/A 3/24/17
Risk Manager

3. Legal

This document is approved as to form and legality.

APM 3/28/17
Prosecuting Attorney – Civil Division

4. Department (choose one)

This document is approved by roll call vote on _____ (date).

This document is approved by Resolution # _____.

I certify that this document is the document approved by the above listed departments: _____.



Genesee County Community Action Resource Department
601 N. Saginaw St., Ste 1B • Flint, MI 48502-2009 • (810) 232-2185 • Fax (810) 762-4986 • TDD: (810) 768-4654

Commissioners

Bryant Nolden
District 1

Brenda Clack
District 2

Ellen Ellenburg
District 3

Kim Courts
District 4

Mark Young
District 5

Drew Shapiro
District 6


Martin Cousineau
District 7

Ted Henry
District 8

David Martin
District 9

M E M O R A N D U M

TO: Commissioner Brenda Clack, Chairperson
Human Services Committee

FROM: Matt Purcell, Executive Director 

SUBJECT: Request to Accept Memorandum of Understanding between
GCCARD and United Way of Genesee County

DATE: April 3, 2017

Administration

Matthew A. Purcell
Executive Director

Stephanie L. Howard
Deputy Executive Director

Program Directors

Daniel Newcombe
Neighborhood Svcs. Director

Tamitha Taylor
Nutritional Svcs Asst. Director

Chevon Wilborn
Nutritional Svcs Asst. Director

Andre Strater
Asst. Director

Matthew Odette
Home Maint. Asst. Director

Kelli Webb
Head Start Director

BACKGROUND:

GCCARD has been awarded a grant from the United Way of Genesee County in the amount of \$50,000 to provide oversight and implementation of a water assistance program for City of Flint residents. The program will match up to \$350 for Flint residents that have income up to 150% of poverty level. Therefore, GCCARD is requesting authorization to enter into the Memorandum of Understanding (MOU) between GCCARD and the United Way of Genesee County.

REQUESTED ACTION:

GCCARD request authorization from this committee, with a recommendation to the Full Board at the next scheduled meeting, to accept this MOU between GCCARD and the United Way of Genesee County. **Due to time constraints, a roll call vote is requested.**

Attachments

MAP/dp



Memorandum of Understanding United Way of Genesee County – 2016-2017

The purpose of this Memorandum is to outline the responsibilities and expectations of the partnership between United Way of Genesee County and the Genesee Community Action Resource Department (GCARD) hereinafter referred to as the agency. The relationship between the named entities is based on adherence to the Eligibility Criteria, Standards and Practices and Expectations, as outlined by the United Way of Genesee County.

To be eligible for United Way funds and/or continuation funding, the agency agrees that it will adhere to all terms and conditions as set forth in this Memorandum.

Governance:

The agency is recognized as a nonprofit and/or government agency by the Internal Revenue Code for a minimum of three (3) years, and will observe the non-discrimination policies of the laws, statutes and ordinances of all local, state and federal governmental jurisdictions.

Services and Solicitation:

The agency will provide oversight and implementation of a water assistance program that adheres to the following principals:

1. The program is for Flint residents
2. The program is a "match" program that will match up to \$350
3. The program will target Flint residents with income up to 150% of Poverty (Attached)
4. The match may be braided with other sources of water support but the match must be met by the resident
5. Once applied the match must at a minimum bring the resident into compliance with the City of Flint requirements of current months bill plus 10% of past due bill
6. The matching assistance is available only one time per account. This match may not be applied to an account more than one time.

Reporting Requirements:

The agency will be required to a final report to the United Way of Genesee County. The report will include a brief description of activities completed.

At the discretion of the Board of Trustees, all or part of unexpended funds may be required to be returned if the agency fails to adhere to the signed contractual agreement or demonstrate progress toward established outcomes.

The Agency may be asked to provide United Way of Genesee County additional reports from time to time as reasonably requested. All reports should be submitted to Jamie-Lee Venable, Director of Community Impact via email to jvenable@unitedwaygenesee.org.

Scope of Work:

The purpose of this grant is to support the implementation of the "Scope of Work" as defined by the Services and Solicitation section of this memorandum.

Mutual Commitment: United Way of Genesee County and the agency agree to:

- ✓ Keep each other informed on agency, community related issues and activities.
- ✓ Seek community input in the planning and decision-making process related to issues of concern and the development of future activities.
- ✓ Co-market the partnership when submitting material to the media and display the United Way logo on all appropriate materials. All communication relative to this funding award announcement should be submitted to United Way for prior approval. United Way will provide the agency with digital files of the United Way logo for display on print material and letterhead. For questions regarding correct usage of electronic versions of the logo or to update your information on the United Way website, please contact Jamie-Lee Venable, Director of Community Impact, via email to Jvenable@unitedwaygenesee.org or phone at (810) 762-5826.

United Way of Genesee County agrees to provide funds for capacity expansion in the amount of **\$50,000**. **The United Way is seeking matching funds for this program with a goal of providing \$500,000 in support. Additional funds can only be distributed if they are committed to the project. The United Way will stay in regular communication and will add to these funds as funds are committed.**

You will receive your allocation from the United Way of Genesee County in one payment commencing upon receipt of signed memorandum. Any questions regarding payments, please contact the United Way Finance Department.

Compliance:

Failure to adhere to the terms and conditions as set forth in this memorandum may result in immediate withdrawal of funding.

By countersigning below, you indicate that you understand and agree to all terms and conditions set forth in this memorandum. Retain a copy for your files and return the original to Jamie-Lee Venable.

AGENCY and/or ORGANIZATION

UNITED WAY of GENESEE COUNTY

Chief Professional Officer (please print)

Chief Executive Officer (please print)

Chief Professional Officer Signature

CEO Signature

Date

GENESEE COUNTY BOARD OF COUNTY COMMISSIONERS REVIEW CHECKLIST

Committee: _____

GCCARD-United Way MOU re:
Document: Water Capacity – Water Support

Department: _____

Dept. Contact: _____

Phone: _____

Desired due date: _____

Submit a completed copy of this form with document when seeking Board Chair signature.

If a proposed agenda item requires an appropriation or a budget transfer and exceeds \$5,000.00, it must be reviewed by the Controller prior to submission to Committee. If the item does not require an appropriation or budget transfer, the Controller's approval is not required.

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Controller's Office

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1. Procurement (choose one)

____ This transaction is subject to the Genesee County Administrative Control of Funds.

____ This transaction is in compliance with the Genesee County Purchasing Regulations.

Purchasing

2. Risk Management

The insurance, indemnity, and bond provisions contained in this document are sufficient to meet the County's fiscal obligations.

N/A
Risk Manager

3. Legal

This document is approved as to form and legality.

E. M. [Signature] 3/28/17
Prosecuting Attorney – Civil Division

4. Department (choose one)

This document is approved by roll call vote on _____ (date).

This document is approved by Resolution # _____.

I certify that this document is the document approved by the above listed departments: _____.

Mark Valacak, MPH
Health Officer



Gary K. Johnson, MD, MPH
Medical Director

MEMORANDUM

To: Brenda Clack, Chairperson
Human Services Committee

From: Mark Valacak, MPH *MV*
Health Officer

Date: April 3, 2017

Subject: Approval for Sheila Moore, Emergency Preparedness Coordinator, to attend the Great Lakes Homeland Security Training Conference & Expo and Annual Local Health Department and Tribal Face to Face Meeting

Requested Action

Board approval and referral by the Health Officer to the appropriate committee of the Board of Commissioners. ROLL CALL VOTE REQUESTED.

Amount: \$659.11

Funding source: 221.00.00.6083.0889

For the Period: May 8-11, 2017

Purpose: To learn more about emergency preparedness.

Discussion

Sheila Moore, Emergency Preparedness Coordinator, is requesting to attend the Great Lakes Homeland Security Training Conference and Expo and 2017 Local Health Department and Tribal Face to Face Meeting May 8-11, 2017. All of the face to face meetings are required by the state for this role. This conference is a great experience to learn more about emergency preparedness and how it can help the Health Department. Kate Stevens and Sheila Moore are sharing a hotel room for the nights of May 9 and 10, 2017. The hotel cost for May 9th and 10th is on Kate's travel request form. The hotel cost for the night of May 8, 2017 is being requested on Sheila's request form. **No County appropriation required.**

GENESEE COUNTY
OVERNIGHT TRAVEL REQUEST

Reso #: _____

Name: Sheila Moore

Date: 3/15/2017

Conference Title: 2017 Great Lakes Homeland Security Conference and annual meeting

Date(s) of Conference: May 8,9,10, and 11, 2017

Location: Grand Rapids, MI

Charge to: Department: 6083

Acct (choose one): 0889

Expenditure Detail

Personal Vehicle Mileage: 123 Miles @ \$0.535 per mile= \$65.81
(If over 50 miles you must attain approval)

Airfare: _____

Other Transportation Costs (detail): Parking \$84.00

Conference Registration: _____

Lodging: 1 nights @ \$136.85 per night= \$136.85

of Meals: 0 bkfst @ \$6.00 + .90 tip= \$6.90 \$0.00

2 lunch @ \$9.00 + 1.35 tip= \$10.35 \$20.70

3 dinner @ \$15.00 + 2.25 tip= \$17.25 \$51.75

\$72.45

Other costs (detail): Registration for conference \$300.00

TOTAL COSTS: \$659.11

Prepayments requested:

Airfare: _____

Lodging Deposit: _____

Registration Fees: \$300.00

Other: _____

TOTAL PREPAYMENTS REQUESTED: \$300.00

ALLOWABLE ADVANCE PAYMENT: \$359.11

APPROVALS

Supervisor: [Signature]

Date: 3-20-17

Director: [Signature]

Date: 3/20/17

Accounting: [Signature]

Date: 3.21.17

Health Officer: _____

Date: _____



MICHIGAN STATE POLICE
EMERGENCY MANAGEMENT AND HOMELAND SECURITY
2017 GREAT LAKES HOMELAND SECURITY CONFERENCE

INVOICE

Issued under authority of MICHIGAN STATE POLICE.

Failure to submit payment by the date due will result in a penalty as prescribed by law.

GENESEE CO. HEALTH DEPT.
630 S. SAGINAW ST STE 4
FLINT, MI 48502

Invoice Number:	551-483977
Customer Id:	37628
Invoice Date:	March 13, 2017
Total Due:	\$300.00

Genesee Co. Health Dept.
630 s. saginaw st ste 4
flint, MI 48502

CONTACT:EMHSTC@michigan.gov or 517-322-5519.

Invoice Item	Qty	Unit Cost	Sales Tax	Total Cost
Registration Fee for Course:2017 Great Lakes Homeland Security Training Conference & Expo 11-MAY-17-sheila moore	1.00	\$300.00	\$0.00	\$300.00

To pay online, visit: <http://mistatepolicepmts.state.mi.us>

Total Invoice: **\$300.00**

Payment Due: April 12, 2017

REMIT PAYMENT TO: **STATE OF MICHIGAN (FEDERAL ID # 38-6000134)**
TO ENSURE PROPER CREDIT, SEND THIS PORTION WITH PAYMENT TO:

**MICHIGAN STATE POLICE
CASHIERS OFFICE
P O Box 30266
LANSING, MI 48909**

INVOICE NUMBER 551-483977 EMD 17GL
--

(Please note or make any address corrections below.)

GENESEE CO. HEALTH DEPT.
630 S. SAGINAW ST STE 4
FLINT, MI 48502

Total Due: **\$300.00**

- [English] (#en)
- [German] (#de)
- [Japanese] (#ja)
- [Chinese] (#zh-CN)
- [Russian] (#ru)
- [French] (#fr)
- [Spanish] (#es)
- [Portuguese] (#pt)

Congratulations! You are now signed up for The Amway Grand Newsletter.

- [Facebook

] (<https://www.facebook.com/sharer/sharer.php?u=http://amwaygrand.com/contact/faqs>)

- [Twitter

] (<https://twitter.com/home?status=Check%20this%20out:%20http://amwaygrand.com/contact/faqs>)

- [Pinterest

] (https://pinterest.com/pin/create/button/?url=http://amwaygrand.com/contact/faqs%26media=http://amwaygrand.com/uploads/contact/marquee_Whitney_Tae_Jen_Lynne_Phography0013.jpg%26description=Amway_Grand_Plaza_Hotel-Grand_Rapids_Kent_County_Michigan.html)

- [TripAdvisor

] (https://www.tripadvisor.com/UserReviewEdit-g42256-d90043-a_placetype.10023-e_2F_Hotel__5F_Review__2D_g42256__2D_d90043__2D_Reviews__2D_Amway__5F_Grand__5F_Plaza__5F_Hotel__2D_Grand__5F_Rapids__5F_Amway_Grand_Plaza_Hotel-Grand_Rapids_Kent_County_Michigan.html)

- [Email

] (<mailto:?subject=Amway Grand Plaza&body=Check out the link below:%0D%0A%0D%0Ahttp://amwaygrand.com/contact/faqs>)

FAQs

- [Parking and Transportation] (#parking-and-transportation)
- [Services] (#services)
- [Hotel Policy] (#hotel-policy)
- [Firearms Policy] (#firearms-policy)

Parking and Transportation

How much is parking for registered hotel guests?

\$24 per night for self-parking ^[1] \$29 per night for valet parking ^[1] (Both allow 24-hour in-and-out access).

Are both valet and self-parking available?

Valet and self-parking are available to overnight guests. Valet parking is located in the motor lobby off of the Pearl Street entrance. Self-parking is available in the Amway Grand Parking Ramp. The Amway Grand Parking Ramp entrance is located on the corner of Pearl Street and Monroe Avenue with entrances on Campau and Pearl Streets.

Where is the motor lobby/main hotel entrance located?

If heading south on Monroe Avenue, make a right onto Pearl Street to locate valet and self-parking. If headed north on Monroe Avenue, make a left onto Pearl Street to locate valet and self-parking.

Is parking for oversized vehicles available?

Yes, oversized vehicle parking is available. Please proceed to the motor lobby for directions to our oversized lot.

Do you have a hotel shuttle?

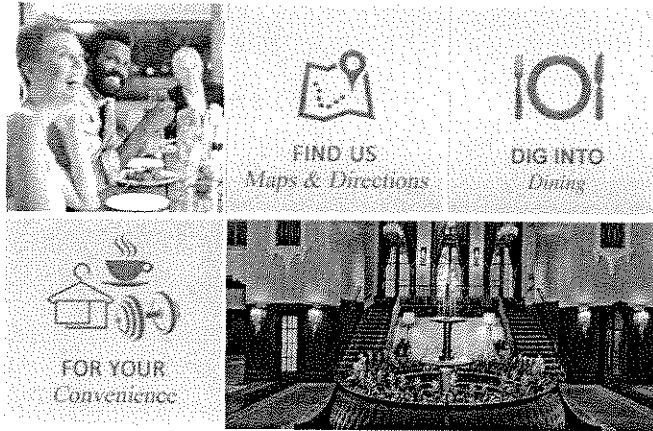
No. Cabs are available; speak with a concierge or a valet for more information.

Can I earn air miles for my stay?

The hotel participates in the Hilton HHonors Rewards program. In addition to the base points you earn for your stay, you can also earn airline/rail miles with one of our participating travel partners when you select the "Points & Miles" earning style in your My Way benefits through Hilton HHonors.

[Back to Top] (#top-of-page)

Services



KATHRYN STEVENS ,
 ENJOY A SPECIAL ROOM
 UPGRADE FOR ONLY **\$16**

[SHOW MY CUSTOM UPGRADE](#) 

*Your Room
 Information:*

2 QUEEN BEDS,
 Non-Smoking

Rooms:	1
Guests:	1 Adult
Check In:	May 08 4:00 PM
Check Out:	May 11 11:00 AM

Your Plan Information:

GL HOMELAND SECURITY

Rate per night
 : 119.00 USD

Total for Stay per Room

Rate: 357.00 USD

Taxes: 53.55 USD

Total: 410.55 USD

Total for Stay :410.55 USD

- 273.70 - Kate's request

136.85

← Sheila's request

Moore, Sheila


From: Stevens, Kate
Sent: Monday, March 13, 2017 4:18 PM
To: Moore, Sheila
Subject: Fwd: Your 08 May 2017 Confirmation #3323876283

Follow Up Flag: Follow up
Flag Status: Flagged

Sent from my iPhone


Begin forwarded message:

From: "Curio - A Collection by Hilton Confirmed" <curio-acollectionbyhilton@res.hilton.com>
Date: March 13, 2017 at 3:39:47 PM EDT
To: "kstevens@gchd.us" <kstevens@gchd.us>
Subject: Your 08 May 2017 Confirmation #3323876283
Reply-To: confirmationhelp@hiltonres.com

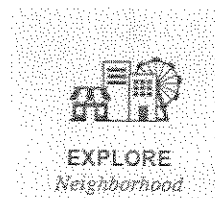


**Amway Grand Plaza, Curio
Collection by Hilton**
187 Monroe NW, Grand
Rapids, MI 49503
T: 1 616-774-2000

May. 08, 2017 – May. 1
1, 2017
Confirmation Number: 3
323876283

 UPDATE

*Kathryn
Stevens,
see you on May 08, 2017*





Beginning March 26, 2017 through August, 2017, please excuse our dust as we undergo exciting enhancements in our main lobby. Thank you in advance for your cooperation.



**Start Earning Free
Hotel Stays. Joining is SIGN UP NOW,
Free!**



*The New App is
Waiting for you!
Text 2HiltonApp to
55000 to download
our app*

With features like
Choose Your Room,
Digital Key & Order
Ahead, traveling with
Hilton has never been
easier!



Great Prices, Earn Points

Rent a Car Today

Alamo Enterprise National

RENT NOW


Moore, Sheila

From: Stevens, Kate
Sent: Monday, March 13, 2017 4:52 PM
To: Moore, Sheila
Subject: FW: Your 09 May 2017 Confirmation #3323876283

Follow Up Flag: Follow up
Flag Status: Flagged


Here is the original invoice.

From: Curio - A Collection by Hilton Confirmed [mailto:curio-acollectionbyhilton@res.hilton.com]
Sent: Friday, March 03, 2017 4:13 PM
To: Stevens, Kate
Subject: Your 09 May 2017 Confirmation #3323876283

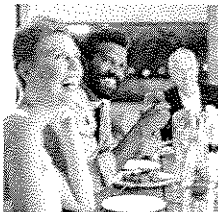


Amway Grand Plaza, Curio Collection by Hilton
187 Monroe NW, Grand Rapids, MI 49503
T: 1 616-774-2000

May. 09, 2017 – May. 11, 2017
Confirmation Number: 3323876283

 UPDATE

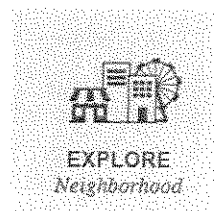
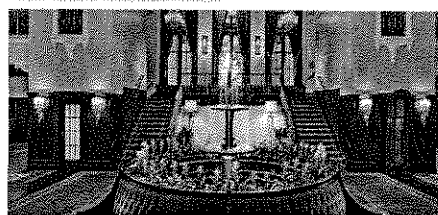
Kathryn Stevens,
see you on May 09, 2017



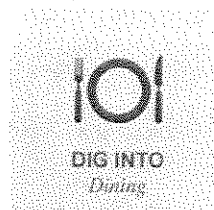
FOR YOUR
Convenience



FIND US
Maps & Directions



EXPLORE
Neighborhood



DIG INTO
Dining

KATHRYN STEVENS ,
ENJOY A SPECIAL ROOM
UPGRADE FOR ONLY **\$16**

[SHOW MY CUSTOM UPGRADE](#) 

Your Room Information:

2 QUEEN BEDS,
Non-Smoking

Rooms:	1
Guests:	1 Adult
Check In:	May 09 4:00 PM
Check Out:	May 11 11:00 AM

Your Plan Information:

GL HOMELAND SECURITY

Rate per night : 119.00 USD

Total for Stay per Room

Rate: 238.00 USD

Taxes: 35.70 USD

Total: 273.70 USD

Total for Stay : 273.70 USD

*on Kate's
request*



Hilton
HONORS

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Stays. Joining is Free!*



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*The New App is Waiting for you!
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Digital Key & Order Ahead, traveling
with Hilton has never been easier!



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[View online](#)

COMMENTS AND REQUESTS:

Force sell OK per OK AS PER RESMAX.,,

ADDITIONAL INFORMATION:


Tax:
















- 9.00% per room per night
- 6.00% per room per night


- Valet parking: 29.00/night
- Self parking: 24.00/night

RATE RULES AND CANCELLATION POLICY:

- Your reservation is guaranteed for late arrival.
- Please contact us should you need to cancel your reservation.
- Cancellations are required by 11:59 PM on May 07, 2017 local hotel time.
- Cancellation penalties may apply.







*Standard Wi-Fi is free for Hilton Honors members. Premium, if available, has a fee (except for Diamond members). Wi-Fi access is not free in meeting spaces or at properties with a resort charge.

†Visit [hilton.com/bestprice](#) to learn more about our Best Price Guarantee.

** Service of alcoholic beverages is subject to state and local laws. Must be of legal drinking age. Hilton Requests Upon Arrival™ items are subject to availability.

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If you use a debit/credit card to check in, a hold may be placed on your card account for the full anticipated amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such hold may not be released for 72 hours from the date of check-out or longer at the discretion of your card issuer.

If you need to **MODIFY** or **CANCEL** your reservation, [click here](#).

Any change to the arrival date, departure date or room type of this reservation is subject to the hotel's availability at the time the change is requested and may result in a possible rate change or an additional fee. For example, shortening or lengthening your reservation is subject to availability and may not be possible at a later date. For more information, please [click here](#) to see all the rules and

been sent to you in error or if you have questions regarding your reservation, [click here](#)

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Hilton Reservations and Customer Care | 2050 Chennault Drive | Carrollton, Texas 75006, USA

[View online](#)

Moore, Sheila

From: Valacak, Mark
Sent: Wednesday, March 15, 2017 2:41 PM
To: Moore, Sheila
Cc: Howard, Kathie; Cupal, Suzanne
Subject: Re: Permission to use own car for travel

Yes

Sent from my iPhone

On Mar 15, 2017, at 12:36 PM, "Moore, Sheila" <smoore@gchd.us> wrote:

<image001.gif>

Hi Mark,

May I use my own personal vehicle to travel from my home to the 2017 Great Lakes Homeland Security Conference and Annual meeting in Grand Rapids, Michigan. The dates are May 8, 9, 10, and 11, 2017.

Thanks,

Sheila C. Moore, MPH

Health Educator

Genesee County Health Department

630 S. Saginaw Street, Suite 4

Flint, Michigan 48502

smoore@gchd.us

Ph. (810) 341-5239

Fax. (810) 257-3147

<image002.png>

*NOTICE: This e-mail, including attachments, is intended for the exclusive use of the addressee and may contain proprietary, confidential or privileged information. If you are not the intended recipient, any disclosure, use, distribution, copying, or taking of any action in reliance of the contents of this e-mail is strictly prohibited. If you have received this e-mail in error, please notify me via e-mail and permanently delete the original and destroy all copies. Thank you.

For a copy of the Health Department's Notice of Information Practices, contact the Health Department or visit the Health Department's website at <http://www.gchd.us>

2017 Great Lakes Homeland Security Training Conference & Expo

Schedule for sheila, moore

Conference Course ID: 1069069

Cost(US\$): 350.00

Start Date: 05/09/2017

End Date: 05/11/2017

Registration Deadline: 04/21/2017

Time Zone: (GMT-05:00) Eastern Time (US & Canada)

Conference Description: If you are a school employee and interested in the School Track, please register using course ID 1069111.

The 2017 Great Lakes Homeland Security Training Conference & Expo is expected to bring together nearly 1,200 attendees from all levels of government and the private sector, including the disciplines of emergency management, homeland security, law enforcement, fire, emergency medical services, public health and healthcare, and education.

This year's theme is "Protecting Our Homeland," and will draw attendees into the pertinent world of terrorism. The threats we face are real, increasing in occurrence, and recognize no boundaries. We must expand our knowledge and unite in our efforts to combat terrorism and protect our homeland. A dynamic line-up of speakers has been confirmed, including keynotes: Ed Davis, former Boston Police Commissioner, portrayed by actor John Goodman in Patriots Day (2017) General Wesley Clark, former NATO Supreme Allied Commander and Presidential Candidate.

Certificate: N/A

Sponsor: MSP, MDHHS, FBI-Detroit Division

Breakout Session Set: Opening Session

Mandatory: False **Tracks:** N/A

Session Name	Cost
Day: Tuesday 5/9/2017	
1:00 PM - 4:30 PM Conference Opening	
National Anthem	
Ms. Lori Higgins, Vocalist	
Welcome and Updates	
Capt. Chris Kelenske, Michigan Department of State Police (MSP)	
Col. Kriste Kibbey Etue, Michigan Department of State Police (MSP)	
Dr. Eden Wells, Chief Medical Executive, Michigan Department of Health and Human Services	
Security Briefing	
SAC David P. Gefios, Federal Bureau of Investigation, Detroit Division	
Keynote: Dr. Mary Ellen O'Toole	
Keynote: Deputy Chief Orlando Rolon - Pulse Nightclub Shooting	
Location:	
Ballroom AB	

Breakout Session Set: Wednesday 8:00 - 9:00

Mandatory: False **Tracks:** N/A

Session Name	Cost
Day: Wednesday 5/10/2017	
8:00 AM - 9:00 AM 6 A.L.I.C.E Citizens Response To An Active Shooter Tpr. Daniel Thomas, Michigan Department of State Police	
Alert: Lockdown: Inform: Counter: Evacuate:	
This course covers the ALICE training which is based on the premise that information, authorization, and proactive training is the key to surviving an active shooter.	
Location:	

Breakout Session Set: Wednesday 9:20 -10:20**Mandatory:** False **Tracks:** N/A

Session Name	Cost
Day: Wednesday 5/10/2017	
9:20 AM - 10:20 AM 6 OK2SAY Mary Drew, Department of Attorney General, Consumer Program Administer	
Michigan's student safety program, OK2SAY, enables Michigan students to confidentially report harmful behavior that threatens their safety or the safety of professionals who can help prevent tragedies before they occur. Using a confidential and reliable communication system, OK2SAY facilitates information submission through text, mobile app, email, website, and telephone. Students confidentially report school safety threats to trained OK2SAY professionals 24/7. Learn more about how this program can be successfully implemented in your county.	
Location:	

Breakout Session Set: Wednesday 10:40 - 11:40**Mandatory:** False **Tracks:** N/A

Session Name	Cost
Day: Wednesday 5/10/2017	
10:40 AM - 11:40 AM 1 No Notice Response Planning for Multi-Agency Response to Active Threat/Mass Casualty Incident (MCI) SSA Nick Zambeck, Federal Bureau of Investigation	
This presentation will discuss planning considerations and response priorities for developing a multi-agency response plan. Speaker will highlight ongoing effort and progress of building a no notice response plan for city of Detroit.	
Location:	

Breakout Session Set: Wednesday 1:00 - 2:00**Mandatory:** False **Tracks:** N/A

Session Name

Cost

Day: Wednesday 5/10/2017

1:00 PM - 2:00 PM **4 Boston Children's Hospital – Lessons Learned Following Three Snowstorms in Four Weeks**
Michelle Carestia- Boston Children's Hospital

For hospitals, there are no snow days. In a city that sees every kind of weather, the Boston Children's Hospital Emergency Management team had responded to many storms. What they hadn't dealt with was four consecutive snowstorms within a period of 21 days, resulting in almost 80 inches of snow. This unprecedented situation posed new challenges, including public transportation failures, resource tracking across multiple incidents, staff fatigue and coordinating sleep space for hundreds of employees. Although the responses were an overall success, the team learned many lessons. Inefficient processes led to hours of wasted effort and left supplies unused. Poor communication between government agencies and hospitals led to mixed messages. The team at Boston Children's views these lessons as opportunities, and has developed tools and strategies to improve future complex responses.

Location:

Breakout Session Set: Wednesday 2:20 - 3:20

Mandatory: False Tracks: N/A

Session Name

Cost

Day: Wednesday 5/10/2017

2:20 PM - 3:20 PM **1 Occupation of the Malheur National Wildlife Refuge Part 1 of 2**
ASAC Larry Karl, Federal Bureau of Investigation, Portland Division
Sheriff Dave Ward, Harney County Sheriff's Office

Location:

Breakout Session Set: Wednesday 3:40 - 4:40

Mandatory: False Tracks: N/A

Session Name

Cost

Day: Wednesday 5/10/2017

3:40 PM - 4:40 PM **4 Recovering from the San Bernardino County Health Department Shooting**
Corwin Porter, Assistant Director, San Bernardino County Health Department

This presentation will focus on the recovery efforts of the health department and the environmental health division from the mass shooting at the health department.

Location:

Breakout Session Set: Closing Session

Mandatory: False Tracks: N/A

Session Name

Cost

Day: Thursday 5/11/2017

Session Name

Cost

8:00 AM - 12:00 PM

General Session Resumes**Closing Speaker: A Morning with Wesley Clark, General Wesley Clark (ret.)****Closing Speaker: Garland: Behind the Scenes, SA Christopher Jancosko and
IA Weldon (Gil) Hedgwood, Federal Bureau of Investigation Dallas Division****Closing Speaker: Policing in America: The Changing Landscape of Our Cities
& Law Enforcement Roles in Protecting Our Communities, Former Boston
Police Commissioner Ed Davis****Location:**

Session Name

Mandatory

Cost

No records to display.

2017 Local Health Department and Tribal Emergency Preparedness Coordinator Annual Meeting*

May 8 and 9, 2017

Eberhard Center – Grand Valley State University (GVSU)

This annual meeting is to provide information to both new and seasoned Emergency Preparedness Coordinators (EPCs) at both Tribal and Local Health Departments (LHDs). The morning session on May 8, 2017 is intended to provide a broad picture of preparedness to **new** EPCs and Public Health Emergency Preparedness (PHEP) staff. The Monday afternoon session, beginning at 1 PM as well as Tuesday morning session, would be applicable to **all** LHD and Tribal EPCs and PHEP funded staff.

Attendance is highly encouraged and there is no registration cost for this meeting.

Register for the 2017 LHD and Tribal EPC Annual Meeting at the MI-TRAIN website (<https://mi.train.org/>) with Course ID Number: 1069391.

Registration is required by **April 27, 2017**.

Agenda for May 8 – 9, 2017

Monday, May 8, 2017	Day One: 2017 LHD and Tribal EPC Annual Meeting*
7:30 AM – 8:15 AM	Registration and Breakfast (provided)
8:30 AM – 10:45 AM	Orientation to Local Public Health Emergency Preparedness (National): A View from the National Association of County and City Health Officials (NACCHO) Landscape Program as presented by Jennifer Sorek, Ottawa County Department of Public Health. As a NACCHO trainer, Jennifer will present on a portion of the Roadmap to Ready training and mentoring program for new EPCs.
10:45 AM – 11 AM	Break
11 AM – 12 PM	Importance of Partnerships Panel Presentation: How partners work together to protect citizens of Michigan. <ul style="list-style-type: none">• Lt. Mark Russo, Michigan State Police, Emergency Management Homeland Security Division District 6 Coordinator• Lt. Jack Stewart, Kent County Emergency Management Emergency Manager• Karla Black, Kent County Health Department, EPC• Justin Henderson, Michigan Department of Agriculture and Rural Development• Mike Gregg, Region 6 Healthcare Coalition Coordinator
12 PM – 1 PM	Lunch (provided)

2017 Local Health Department and Tribal Emergency Preparedness Coordinator Annual Meeting*

May 8 and 9, 2017

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Monday, May 8, 2017

Day One: 2017 LHD and Tribal EPC Annual Meeting*

1 PM – 5 PM

Intersection of Environmental Preparedness

1. **Michigan Department of Health and Human Services Arbovirus Plan** presented by Dr. Kim Signs, Epidemiologist, Bureau of Epidemiology and Population Health
2. **Thallium and Other Chemical Exposures Experience from the Field** presented by Jim Rutherford, Health Officer, Kalamazoo County Health and Community Services Department
3. **Radiological Preparedness Overview for non-Radiological LHDs** presented by Jennifer Zordan, EPC, Van Buren Cass District Health Department; Steve Torres, EPC, Berrien County Health Department

Exercise Design and Facilitation presented by Karla Black, EPC, Kent County Health Department, Larry Zimmerman, Exercise and Technical Support Coordinator, Division of Emergency Preparedness and Response (DEPR)

The Centers for Medicare & Medicaid Services (CMS) Emergency Preparedness Rules: What is the Role of the LHD? Presented by Amber Pitts, Healthcare Preparedness Analyst, DEPR

Medical Countermeasure (MCM) Operational Readiness Review (ORR) Statewide Report Overview presented by Jason Smith, Medical Countermeasure Specialist, DEPR

The Michigan Health Alert Network (MIHAN) New Tips and Tricks presented by Craig Henry-Jones, MIHAN Coordinator, DEPR

Tuesday, May 9, 2017

Day Two: 2017 LHD and Tribal EPC Annual Meeting*

7:30 AM – 8 AM

Registration and Breakfast (provided)

8 AM – 11:30 AM

The CDC Preparedness Field Assignee and potential LHD Support presented by Kevin Griffy, Director, Preparedness Field Assignee Program, Field Services Branch, Division of State and Local Readiness

Isolation and Quarantine: Tying Public Health to the Constitution presented by Gregory Sunshine, JD Chenega Professional & Technical Services, LLC Public Health Analyst, Public Health Law Program Office for State, Tribal, Local, and Territorial Support, CDC

The LHD and Tribal Work Plan, Domains, Capabilities, and Integration: Moving Forward Discussion with PHEP Staff

11:30 AM

Adjourn | Lunch will not be provided

The 2017 Great Lakes Homeland Security Conference begins at 1 PM