

**Agenda**  
**Tuscola County Board of Commissioners**  
**Committee of the Whole Monday, September 28, 2020 – 8:00 A.M.**  
**HH Purdy Building - 125 W. Lincoln, Caro, MI**

**RESIDENTS OF TUSCOLA COUNTY PLEASE TAKE NOTICE**

Electronic Remote Access - In accordance with Michigan Governor's Executive Order 2020-154, will be implemented in response to COVID-19 social distancing requirements and Michigan Governor's Executive Order 2020-160

*To participate in the Electronic Meeting you can:*

*Join by phone: (US) +1 216-755-4623 PIN: 698 107 106#*

*Join by Hangouts Meet: [meet.google.com/qcp-fyks-afn](https://meet.google.com/qcp-fyks-afn)*

**Finance/Technology**

Committee Leaders-Commissioners Young and Jensen

**Primary Finance/Technology**

1. 2021 State Revenue Sharing Changes (See A)
2. 2021 Budget Prep Update
3. Workers Compensation (See B)
4. Emergency Management Performance Grant Agreement (See C)
5. CRLGG Update (Coronavirus Relief Government Grants) Potential Uses (See D)

**On-Going and Other Finance**

**Finance**

1. State Revenue Sharing Distributions
2. Fund Balance History Reports
3. Preparation of Multi-Year Financial Planning
4. 2021 Budget Preparation

**Technology**

1. GIS Update
2. Increasing On-Line Services/Updating Web Page

## **Building and Grounds**

Committee Leaders-Commissioners Jensen and Grimshaw

### **Primary Building and Grounds**

1. **Adult Probation Building Fence**
2. **Purdy Building ADA Compliance Walk Through**
3. **Update of 1<sup>st</sup> Week of Purdy Building Being Open**

### **On-Going and Other Building and Grounds**

1. State Police Building-Water and Annexation
2. County Jail Construction-Amortization for Cost/Potential Citizens at Large Group
3. Space Needs for Courthouse
4. ***Legislative Representation RFP Review – Board Tabled Until Meetings Are in Person***
5. County Physical and Electronic Record Storage Needs – Potential Use of Recycling Pole Building

## **Personnel**

Committee Leader-Commissioner Vaughan and Bardwell

### **Primary Personnel**

1. **Update on Hazard Pay**

### **On-Going and Other Personnel**

1. Strengthen and Streamline Year-End Open Enrollment
2. Wage Study Comparisons
3. MAC 7<sup>th</sup> Meeting Updates

### **Primary Other Business as Necessary**

1. MIFSM Cremation Fees – Closed Session Scheduled on 10-1-20
2. Elected Officials Involvement with Ballot Initiatives - Letter

### **On-Going Other Business as Necessary**

1. Animal Control Ordinance
2. Board Rules of Order – Possible Revisions Within Six Months (1-13-20)
3. Policy Updates
4. Senate Bill 46 (MREC)

**Public Comment Period**

A

GENERAL GOVERNMENT: TREASURY

**DEPARTMENT OF TREASURY  
Summary: Conference Report  
Article 5, House Bill 5396 (S-1) CR-1**

**Analyst: Ben Gielczyk**

	FY 2019-20 YTD as of 2/6/20	FY 2020-21 Conference	Difference: Conference From FY 2019-20 YTD	
			Amount	%
IDG/IDT	\$12,905,600	\$13,112,800	\$207,200	1.6
<b>Federal</b>	27,242,500	27,421,800	179,300	0.7
<b>Local</b>	13,215,800	13,059,500	(156,300)	(1.2)
<b>Private</b>	27,500	28,900	1,400	5.1
<b>Restricted</b>	1,786,008,300	1,789,352,600	3,344,300	0.2
<b>GF/GP</b>	210,476,800	323,667,200	113,190,400	53.8
<b>Gross</b>	<b>\$2,049,876,500</b>	<b>\$2,166,642,800</b>	<b>\$116,766,300</b>	<b>5.7</b>
FTEs	1,884.5	1,934.5	50.0	2.7

Notes:

- (1) FY 2019-20 year-to-date figures are as of release of the executive budget on February 6, 2020 and do not include mid-year budget adjustments.
- (2) Appropriation figures include all proposed appropriation amounts and amounts designated as "one-time."
- (3) Because of revenue uncertainty due to the COVID-19 pandemic, separate FY 2020-21 budget bills were not passed by the House or the Senate.

Overview

The Department of Treasury is the chief fiscal agency of the state and the primary source of advice to the governor on tax and fiscal policy issues. The department's mission is to collect state taxes; to invest, control, and disburse state monies; and to protect the state's credit rating and that of its cities. The department manages one of the nation's largest pension funds, administers revenue sharing, and administers the student financial aid programs. It also investigates fraudulent financial activity, provides assistance on all property tax-related issues and advises issuers of municipal obligations. The Bureau of State Lottery, the Michigan Gaming Control Board (MGCB), and State Building Authority (SBA) are autonomous agencies housed within the department.

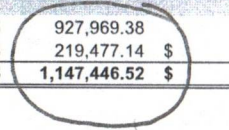
<u>Major Budget Changes From FY 2019-20 YTD Appropriations</u>		<u>FY 2019-20 Year-to-Date (as of 2/6/20)</u>	<u>FY 2020-21 Conference Change</u>
<b>1. Constitutional Revenue Sharing</b>	<b>Gross</b>	<b>\$865,441,900</b>	<b>(\$13,571,600)</b>
Decreases by \$13.6 million of restricted sales tax revenue relative to the FY 2019-20 budget act appropriated amount. Appropriation reflects August 2020 CREC estimate for FY 2020-21.	Restricted	865,441,900	(13,571,600)
	GF/GP	\$0	\$0
<b>2. City, Village, and Township (CVT) Revenue Sharing</b>	<b>Gross</b>	<b>\$261,024,600</b>	<b>\$0</b>
Retains current year funding levels for CVT Revenue Sharing.	Restricted	261,024,600	0
	GF/GP	\$0	\$0
<b>3. County Revenue Sharing/County Incentive Program</b>	<b>Gross</b>	<b>\$226,508,100</b>	<b>\$21,300</b>
Retains FY 2019-20 revenue sharing levels for eligible counties and includes \$21,300 to accommodate the return of Leelanau County to state revenue sharing payments after it exhausts its revenue sharing reserve fund in 2021.	Restricted	226,508,100	21,300
	GF/GP	\$0	\$0
<b>4. Michigan Infrastructure Council</b>	FTE	NA	3.0
Includes \$850,000 Gross (\$600,000 GF/GP) and authorizes 3.0 FTE positions to support ongoing activities of the Michigan Infrastructure Council created under 2018 PA 323. Activities of the council have been supported with \$1.5 million in work project appropriations from FY 2017-18.	<b>Gross</b>	<b>NA</b>	<b>\$850,000</b>
	IDG	NA	250,000
	GF/GP	NA	\$600,000

**County Revenue Sharing (CRS) and County Incentive Program (CIP)  
Projected Payment Amounts  
Fiscal Year 2020**

Calculated as of October 14, 2019

Note: Amounts are projected based on the FY 2020 appropriation (2019 Public Act 56). Projected amounts may change based on changes made by the legislature and/or changes in the economy. Additionally, actual activity in an individual county's revenue sharing reserve fund can affect the projected amounts for all counties and the projected date a county is expected to return to county revenue sharing.

County	Payment Type	Projected October 2019	Projected December 2019	Projected February 2020	Projected April 2020	Projected June 2020	Projected August 2020	Total	Forfeited CIP
Otsego	County Revenue Sharing (CRS)	\$ 62,258.00	\$ 62,258.00	\$ 62,258.00	\$ 62,258.00	\$ 62,258.00	\$ 103,765.02	\$ 415,055.02	
	County Incentive Program (CIP)	\$ 16,361.00	\$ 16,361.00	\$ 16,361.00	\$ 16,361.00	\$ 16,361.00	\$ 16,361.05	\$ 98,166.05	\$ -
	<b>Total</b>	<b>\$ 78,619.00</b>	<b>\$ 78,619.00</b>	<b>\$ 78,619.00</b>	<b>\$ 78,619.00</b>	<b>\$ 78,619.00</b>	<b>\$ 120,126.07</b>	<b>\$ 513,221.07</b>	<b>\$ -</b>
Ottawa	County Revenue Sharing (CRS)	\$ 594,658.00	\$ 594,658.00	\$ 594,658.00	\$ 594,658.00	\$ 594,658.00	\$ 991,094.98	\$ 3,964,384.98	
	County Incentive Program (CIP)	\$ 156,272.00	\$ 156,272.00	\$ 156,272.00	\$ 156,272.00	\$ 156,272.00	\$ 156,269.95	\$ 937,629.95	\$ -
	<b>Total</b>	<b>\$ 750,930.00</b>	<b>\$ 750,930.00</b>	<b>\$ 750,930.00</b>	<b>\$ 750,930.00</b>	<b>\$ 750,930.00</b>	<b>\$ 1,147,364.93</b>	<b>\$ 4,902,014.93</b>	<b>\$ -</b>
Presque Isle	County Revenue Sharing (CRS)	\$ 39,778.00	\$ 39,778.00	\$ 39,778.00	\$ 39,778.00	\$ 39,778.00	\$ 66,295.15	\$ 265,185.15	
	County Incentive Program (CIP)	\$ 10,453.00	\$ 10,453.00	\$ 10,453.00	\$ 10,453.00	\$ 10,453.00	\$ 10,454.83	\$ 62,719.83	\$ -
	<b>Total</b>	<b>\$ 50,231.00</b>	<b>\$ 50,231.00</b>	<b>\$ 50,231.00</b>	<b>\$ 50,231.00</b>	<b>\$ 50,231.00</b>	<b>\$ 76,749.98</b>	<b>\$ 327,904.98</b>	<b>\$ -</b>
Roscommon	County Revenue Sharing (CRS)	\$ 64,381.00	\$ 64,381.00	\$ 64,381.00	\$ 64,381.00	\$ 64,381.00	\$ 107,298.42	\$ 429,203.42	
	County Incentive Program (CIP)	\$ 16,919.00	\$ 16,919.00	\$ 16,919.00	\$ 16,919.00	\$ 16,919.00	\$ 16,917.33	\$ 101,512.33	\$ -
	<b>Total</b>	<b>\$ 81,300.00</b>	<b>\$ 81,300.00</b>	<b>\$ 81,300.00</b>	<b>\$ 81,300.00</b>	<b>\$ 81,300.00</b>	<b>\$ 124,215.75</b>	<b>\$ 530,715.75</b>	<b>\$ -</b>
Saginaw	County Revenue Sharing (CRS)	\$ 579,211.00	\$ 579,211.00	\$ 579,211.00	\$ 579,211.00	\$ 579,211.00	\$ 965,353.34	\$ 3,861,408.34	
	County Incentive Program (CIP)	\$ 152,212.00	\$ 152,212.00	\$ 152,212.00	\$ 152,212.00	\$ 152,212.00	\$ 152,214.59	\$ 913,274.59	\$ -
	<b>Total</b>	<b>\$ 731,423.00</b>	<b>\$ 731,423.00</b>	<b>\$ 731,423.00</b>	<b>\$ 731,423.00</b>	<b>\$ 731,423.00</b>	<b>\$ 1,117,567.93</b>	<b>\$ 4,774,682.93</b>	<b>\$ -</b>
Sanilac	County Revenue Sharing (CRS)	\$ 116,210.00	\$ 116,210.00	\$ 116,210.00	\$ 116,210.00	\$ 116,210.00	\$ 193,685.59	\$ 774,735.59	
	County Incentive Program (CIP)	\$ 30,539.00	\$ 30,539.00	\$ 30,539.00	\$ 30,539.00	\$ 30,539.00	\$ 30,540.31	\$ 183,235.31	\$ -
	<b>Total</b>	<b>\$ 146,749.00</b>	<b>\$ 146,749.00</b>	<b>\$ 146,749.00</b>	<b>\$ 146,749.00</b>	<b>\$ 146,749.00</b>	<b>\$ 224,225.90</b>	<b>\$ 957,970.90</b>	<b>\$ -</b>
Schoolcraft	County Revenue Sharing (CRS)	\$ 23,427.00	\$ 23,427.00	\$ 23,427.00	\$ 23,427.00	\$ 23,427.00	\$ 39,043.78	\$ 156,178.78	
	County Incentive Program (CIP)	\$ 6,156.00	\$ 6,156.00	\$ 6,156.00	\$ 6,156.00	\$ 6,156.00	\$ 6,158.37	\$ 36,938.37	\$ -
	<b>Total</b>	<b>\$ 29,583.00</b>	<b>\$ 29,583.00</b>	<b>\$ 29,583.00</b>	<b>\$ 29,583.00</b>	<b>\$ 29,583.00</b>	<b>\$ 45,202.15</b>	<b>\$ 193,117.15</b>	<b>\$ -</b>
Shiawassee	County Revenue Sharing (CRS)	\$ 182,825.00	\$ 182,825.00	\$ 182,825.00	\$ 182,825.00	\$ 182,825.00	\$ 304,705.38	\$ 1,218,830.38	
	County Incentive Program (CIP)	\$ 48,045.00	\$ 48,045.00	\$ 48,045.00	\$ 48,045.00	\$ 48,045.00	\$ 48,044.65	\$ 288,269.65	\$ -
	<b>Total</b>	<b>\$ 230,870.00</b>	<b>\$ 230,870.00</b>	<b>\$ 230,870.00</b>	<b>\$ 230,870.00</b>	<b>\$ 230,870.00</b>	<b>\$ 352,750.03</b>	<b>\$ 1,507,100.03</b>	<b>\$ -</b>
St Clair	County Revenue Sharing (CRS)	\$ 476,216.00	\$ 476,216.00	\$ 476,216.00	\$ 476,216.00	\$ 476,216.00	\$ 793,690.38	\$ 3,174,770.38	
	County Incentive Program (CIP)	\$ 125,146.00	\$ 125,146.00	\$ 125,146.00	\$ 125,146.00	\$ 125,146.00	\$ 125,145.55	\$ 750,875.55	\$ -
	<b>Total</b>	<b>\$ 601,362.00</b>	<b>\$ 601,362.00</b>	<b>\$ 601,362.00</b>	<b>\$ 601,362.00</b>	<b>\$ 601,362.00</b>	<b>\$ 918,835.93</b>	<b>\$ 3,925,645.93</b>	<b>\$ -</b>
St Joseph	County Revenue Sharing (CRS)	\$ 174,218.00	\$ 174,218.00	\$ 174,218.00	\$ 174,218.00	\$ 174,218.00	\$ 290,365.66	\$ 1,161,455.66	
	County Incentive Program (CIP)	\$ 45,783.00	\$ 45,783.00	\$ 45,783.00	\$ 45,783.00	\$ 45,783.00	\$ 45,784.76	\$ 274,699.76	\$ -
	<b>Total</b>	<b>\$ 220,001.00</b>	<b>\$ 220,001.00</b>	<b>\$ 220,001.00</b>	<b>\$ 220,001.00</b>	<b>\$ 220,001.00</b>	<b>\$ 336,150.42</b>	<b>\$ 1,436,155.42</b>	<b>\$ -</b>
Tuscola	County Revenue Sharing (CRS)	\$ 139,195.00	\$ 139,195.00	\$ 139,195.00	\$ 139,195.00	\$ 139,195.00	\$ 231,994.38	\$ 927,969.38	
	County Incentive Program (CIP)	\$ 36,580.00	\$ 36,580.00	\$ 36,580.00	\$ 36,580.00	\$ 36,580.00	\$ 36,577.14	\$ 219,477.14	\$ -
	<b>Total</b>	<b>\$ 175,775.00</b>	<b>\$ 175,775.00</b>	<b>\$ 175,775.00</b>	<b>\$ 175,775.00</b>	<b>\$ 175,775.00</b>	<b>\$ 268,571.52</b>	<b>\$ 1,147,446.52</b>	<b>\$ -</b>



**County Revenue Sharing (CRS) and County Incentive Program (CIP)  
Projected Payment Amounts  
Fiscal Year 2020**

Calculated as of October 14, 2019

Note: Amounts are projected based on the FY 2020 appropriation (2019 Public Act 56). Projected amounts may change based on changes made by the legislature and/or changes in the economy. Additionally, actual activity in an individual county's revenue sharing reserve fund can affect the projected amounts for all counties and the projected date a county is expected to return to county revenue sharing.

County	Payment Type	Projected October 2019	Projected December 2019	Projected February 2020	Projected April 2020	Projected June 2020	Projected August 2020	Total	Forfeited CIP
Van Buren	County Revenue Sharing (CRS)	\$ 195,099.00	\$ 195,099.00	\$ 195,099.00	\$ 195,099.00	\$ 195,099.00	\$ 325,167.29	\$ 1,300,662.29	
	County Incentive Program (CIP)	\$ 51,271.00	\$ 51,271.00	\$ 51,271.00	\$ 51,271.00	\$ 51,271.00	\$ 51,268.98	\$ 307,623.98	\$ -
	<b>Total</b>	<b>\$ 246,370.00</b>	<b>\$ 246,370.00</b>	<b>\$ 246,370.00</b>	<b>\$ 246,370.00</b>	<b>\$ 246,370.00</b>	<b>\$ 376,436.27</b>	<b>\$ 1,608,286.27</b>	<b>\$ -</b>
Washtenaw	County Revenue Sharing (CRS)	\$ 876,214.00	\$ 876,214.00	\$ 876,214.00	\$ 876,214.00	\$ 876,214.00	\$ 1,460,356.34	\$ 5,841,426.34	
	County Incentive Program (CIP)	\$ 230,263.00	\$ 230,263.00	\$ 230,263.00	\$ 230,263.00	\$ 230,263.00	\$ 230,260.27	\$ 1,381,575.27	\$ -
	<b>Total</b>	<b>\$ 1,106,477.00</b>	<b>\$ 1,106,477.00</b>	<b>\$ 1,106,477.00</b>	<b>\$ 1,106,477.00</b>	<b>\$ 1,106,477.00</b>	<b>\$ 1,690,616.61</b>	<b>\$ 7,223,001.61</b>	<b>\$ -</b>
Wayne	County Revenue Sharing (CRS)	\$ 6,343,652.00	\$ 6,343,652.00	\$ 6,343,652.00	\$ 6,343,652.00	\$ 6,343,652.00	\$ 10,572,756.08	\$ 42,291,016.08	
	County Incentive Program (CIP)	\$ 1,667,065.00	\$ 1,667,065.00	\$ 1,667,065.00	\$ 1,667,065.00	\$ 1,667,065.00	\$ 1,667,064.58	\$ 10,002,389.58	\$ -
	<b>Total</b>	<b>\$ 8,010,717.00</b>	<b>\$ 8,010,717.00</b>	<b>\$ 8,010,717.00</b>	<b>\$ 8,010,717.00</b>	<b>\$ 8,010,717.00</b>	<b>\$ 12,239,820.66</b>	<b>\$ 52,293,405.66</b>	<b>\$ -</b>
Wexford	County Revenue Sharing (CRS)	\$ 85,218.00	\$ 85,218.00	\$ 85,218.00	\$ 85,218.00	\$ 85,218.00	\$ 142,031.50	\$ 568,121.50	
	County Incentive Program (CIP)	\$ 22,395.00	\$ 22,395.00	\$ 22,395.00	\$ 22,395.00	\$ 22,395.00	\$ 22,393.32	\$ 134,368.32	\$ -
	<b>Total</b>	<b>\$ 107,613.00</b>	<b>\$ 107,613.00</b>	<b>\$ 107,613.00</b>	<b>\$ 107,613.00</b>	<b>\$ 107,613.00</b>	<b>\$ 164,424.82</b>	<b>\$ 702,489.82</b>	<b>\$ -</b>
	County Revenue Sharing (CRS)	\$ 27,477,433.00	\$ 27,477,433.00	\$ 27,477,433.00	\$ 27,477,433.00	\$ 27,477,433.00	\$ 45,795,735.00	\$ 183,182,900.00	
	County Incentive Program (CIP)	\$ 7,220,872.00	\$ 7,220,872.00	\$ 7,220,872.00	\$ 7,220,872.00	\$ 7,220,872.00	\$ 7,220,840.00	\$ 43,325,200.00	\$ -
	<b>Grand Total</b>	<b>\$ 34,698,305.00</b>	<b>\$ 34,698,305.00</b>	<b>\$ 34,698,305.00</b>	<b>\$ 34,698,305.00</b>	<b>\$ 34,698,305.00</b>	<b>\$ 53,016,575.00</b>	<b>\$ 226,508,100.00</b>	<b>\$ -</b>

Prepared By: Office of Revenue and Tax Analysis, Michigan Department of Treasury

Filename: V:\ORTA\revshare\County\FY 2020\FY 2020 County Payment Amounts - 10 14 19.xlsm]Projected County Pymt FY20  
 Updated: 10/16/19  
 Printed: 10/16/19

## TUSCOLA COUNTY WORKMAN'S COMPENSATION

### WORKERS' COMPENSATION ACCOUNT ACTIVITY

- Explanation of Workers' Comp percentage not being set correctly and how the departments must make up for the error.
  - Work Comp was not charged to departments until January of 2019 as we were working to spend down a large fund balance that was accrued prior to MAC.
  - Inadvertently following our Work Comp Audit the correct percentage was not updated in our new software system in BS&A.
  - It is proposed to allocate the shortfall amounts by department.
  
- Dividends Received
 

○ 2018 Dividend Received 1/7/2020	\$ 19,874.00
○ 2017 Dividend Received 10/30/2018	\$ 9,958.00
○ 2016 Dividend Received 11/21/2017	\$ 14,688.00

Dividends were received as revenue and credited to the Fund Balance to be used for the subsequent year Workman Comp expense.

#### Proposal:

With the Board's approval, it is proposed that the dividend Tuscola County received be applied across all departments to makeup this shortfall. The remainder of the Dividend after the allocation to the departments would be accounted for a usual cost by the county.

#### Recommendation:

The Dividend remains in the Workman's Comp Fund to offset future costs.



Tuscola County

Clayette Zechmeister &lt;zclay@tuscolacounty.org&gt;

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**FY 2020 Emergency Management Performance Grant-Grant Agreement**

1 message

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**Steve Anderson** <tcemanderson@tuscolacounty.org>

Tue, Sep 22, 2020 at 9:00 AM

To: Clayette Zechmeister &lt;zclay@tuscolacounty.org&gt;

Clayette,

I have attached the FY 2020 EMPG Grant Agreement from the State. With this agreement, my position is reimbursed just over 30% of my wage and fringe benefits. I have also attached a small chart showing what the county has been reimbursed since 2014 since the percentage fluctuates year to year.

Just looking for a quick/simple motion to approve the agreement and get all appropriate signatures so we can get it submitted by the deadline of October 27, 2020.

Thanks,

steve

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*Deputy Steven Anderson**Emergency Services Coordinator**420 Court St. Suite #1**Caro, MI 48723**Office # 989-673-5181**Cell # 989-450-0147**Fax # 989-673-8164*

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**2 attachments** **Tuscola County FY 2020 EMPG Grant Agreement.pdf**  
439K **Tuscola County EMPG awards 2014-2020.pdf**  
9K



STATE OF MICHIGAN  
DEPARTMENT OF STATE POLICE  
LANSING

GRETCHEN WHITMER  
GOVERNOR

COL. JOSEPH M. GASPER  
DIRECTOR

August 28, 2020

Dear Local Emergency Management Coordinator:

Enclosed is the Fiscal Year 2020 Emergency Management Performance Grants (EMPG) Grant Agreement package. Please return the required grant documentation listed on the enclosed ***Subrecipient Checklist*** to our office via email:

Attention: Mr. Paul Lounsberry  
Emergency Management and Homeland Security Division  
Michigan Department of State Police  
LounsberryP@michigan.gov

Reimbursement for the EMPG program is contingent upon completion of the activities in the signed *Emergency Management Annual Work Agreement*. To remain eligible for EMPG funding, current and adequate plans must be maintained, and exercise requirements must be met. If a work activity is not completed in the designated quarter, reimbursement may not be made until the work is completed. The Emergency Management and Homeland Security Division District Coordinators may make recommendations on reimbursement, but final approval remains with the Deputy State Director of Emergency Management and Homeland Security Division, who may or may not approve a delay in the completion of the activity. If work activities (for which funds have been withheld) have not been completed by the end of the fiscal year, forfeiture of those funds may be required. For specific responsibilities and requirements, please refer to Section II (Statutory Authority) and Section IV (Responsibilities of the Subrecipient) in the Fiscal Year 2020 EMPG Grant Agreement.

This grant agreement and all required attachments must be completed, signed, and returned **no later than October 27, 2020**. If this requirement is not met, this grant agreement will be invalid after October 12, 2019, unless a prior written exception is provided by the Michigan State Police, Emergency Management and Homeland Security Division.

Sincerely,

Capt. Kevin Sweeney, Commander  
Deputy State Director, Emergency Management  
and Homeland Security Division



Michigan State Police  
Emergency Management  
and  
Homeland Security  
Division



Grant Agreement

**FEDERAL AWARD IDENTIFICATION**

SUBRECIPIENT NAME County of Tuscola	GRANT NAME Emergency Management Performance Grants	CFDA NUMBER 97.042
SUBRECIPIENT IRS/VENDOR NUMBER 069080575	FEDERAL AWARD IDENTIFICATION NUMBER (FAIN) EMC-2020-EP-00005	FEDERAL AWARD DATE 7/9/2020
SUBRECIPIENT DUNS NUMBER 38-6004893	SUBAWARD PERFORMANCE PERIOD FROM 10/1/2019 TO 9/30/2020	
RESEARCH & DEVELOPMENT  N/A	<b>Funding</b>	<b>Total</b>
	Federal Funds Obligated by this Action	\$30,999
INDIRECT COST RATE  None on file	Total Federal Funds Obligated to Subrecipient	\$30,999
	Total Amount of Federal Award	\$9,073,402

FEDERAL AWARD PROJECT DESCRIPTION

2020 Emergency Management Performance Grants

DETAILS

The 2020 EMPG allocation is 34.83% of the Subrecipient's emergency program manager's salary and fringe benefits. A cost-match is required under this program. The Federal share used towards the EMPG budget shall not exceed 50 percent of the total budget.

FEDERAL AWARDDING AGENCY

Federal Emergency Management Agency  
Grant Operations  
245 Murray Lane – Building 410, SW  
Washington DC 20528-7000

PASS-THROUGH ENTITY (RECIPIENT) NAME

Michigan State Police  
Emergency Management and  
Homeland Security Division  
PO Box 30634  
Lansing, MI 48909

# State of Michigan FY 2020 Emergency Management Performance Grant Grant Agreement

October 1, 2019 to September 30, 2020

CFDA Number: 97.042 Grant Number: EMC-2020-EP-00005
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This Fiscal Year (FY) 2020 Emergency Management Performance Grant (EMPG) grant agreement is hereby entered into between the Michigan Department of State Police, Emergency Management and Homeland Security Division (hereinafter called the Recipient), and the

**COUNTY OF TUSCOLA**  
(hereinafter called the Subrecipient)

## I. Purpose

The purpose of this grant agreement is to provide federal pass-through funds to the Subrecipient for the development and maintenance of an emergency management program capable of protecting life, property, and vital infrastructure in times of disaster or emergency.

The FY 2020 EMPG program plays an important role in the implementation of the National Preparedness System (NPS) by supporting the building, sustainment, and delivery of core capabilities essential to achieving the National Preparedness Goal of a secure and resilient Nation. The objective of the NPS is to facilitate an integrated, all-of-nation/whole community, risk driven, capabilities-based approach to preparedness.

In support of the National Preparedness Goal, the FY 2020 EMPG supports a comprehensive, all-hazard emergency preparedness system to build and sustain core capabilities across the Prevention, Protection, Mitigation, Response, and Recovery mission areas.

For more information on the NPS, federally designated priorities, and the FY 2020 EMPG objectives, as well as guidance on allowable costs and program activities, please refer to the FY 2020 EMPG Notice of Funding Opportunity (NOFO) and the FEMA Preparedness Grants Manual located at <https://www.fema.gov>.

## II. Statutory Authority

Funding for the FY 2020 EMPG is authorized by Section 662 of the *Post-Katrina Emergency Management Reform Act of 2006* (PKEMRA), as amended, (Pub. L. No. 109-295) (6 U.S.C. § 762); the *Robert T. Stafford Disaster Relief and Emergency Assistance Act*, as amended (Pub. L. No. 93-288) (42 U.S.C. §§ 5121 et seq.); the *Earthquake Hazards Reduction Act of 1977*, as amended (Pub. L. No. 95-124) (42 U.S.C. §§ 7701 et seq.); and the *National Flood Insurance Act of 1968*, as amended (Pub. L. No. 90-448) (42 U.S.C. §§ 4001 et seq.).

Appropriation authority is provided by the *Department of Homeland Security Appropriations Act, 2020*, (Pub. L. No. 116-93).

The Subrecipient agrees to comply with all FY 2020 EMPG program requirements in accordance with the FY 2020 EMPG NOFO located at <https://www.fema.gov/emergency-management-performance-grant-program>; the FEMA Preparedness Grants Manual Version 2 located at <https://www.fema.gov/grants>; the *Michigan Emergency Management Act* of 1976, as amended (Public Act 390) at <http://www.legislature.mi.gov/doc.aspx?mcl-Act-390-of-1976>; and the *Robert T. Stafford Disaster Relief and Emergency Assistance Act*, as amended (Pub. L. No. 93-288) (42 U.S.C. §§ 5121 et seq.) located at <http://www.fema.gov/robert-t-stafford-disaster-relief-and-emergency-assistance-act-public-law-93-288>-amended, and the *FY 2020 EMPG Agreement Articles Applicable to Subrecipients*. The *FY 2020 EMPG Agreement Articles Applicable to Subrecipients* document is included for reference in the grant agreement packet.

The Subrecipient shall also comply with the most recent version of:

- A. 2 CFR, Part 200 of the Code of Federal Regulations (CFR), *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* located at <http://www.ecfr.gov>.
- B. 44 CFR, Part 10, *Environmental Considerations*.

### III. Award Amount and Restrictions

- A. The **County of Tuscola** is awarded **\$30,999** or 34.83% of the Subrecipients local emergency manager's salary and fringe benefits under the **FY 2020 EMPG**. The Subrecipient may receive less than the allocated amount if the Subrecipient's cost share (match) of wages and fringe benefits paid to the local emergency manager are less than the total allocation. The Subrecipient's EMPG program budget must be documented on the Local Budget for Emergency Management Performance Grant form (EMD-17).
- B. The FY 2020 EMPG covers eligible costs from October 1, 2019 to September 30, 2020. The funds awarded in the grant agreement shall only be used to cover allowable costs that are incurred during the agreement period. Grant funds shall not be used for other purposes. For guidance on allowable costs, please refer to the EMPG Appendix in the FEMA Preparedness Grants Manual.
- C. This grant agreement designates EMPG funds for the administration and oversight of an approved emergency management program. **The Subrecipient may utilize grant funds for the reimbursement of salary, overtime, compensatory time off, and associated fringe benefits for the local emergency manager, and up to 5% of the total allocation may be utilized for organization costs.** No other expenditures are allowed. If organization costs are claimed, a narrative must be submitted detailing the expenses that are included in these costs.
- D. The FY 2020 EMPG program has a 50% cost share (cash or in-kind) requirement, as authorized by the *Robert T. Stafford Disaster Relief and Emergency Assistance Act*, as amended, (Pub. L. No. 93-288) (42 U.S.C. §§ 5121 et seq.), specifically, Title VI, sections 611(j) and 613. Federal funds cannot exceed 50% of eligible costs. Unless otherwise authorized by law, federal funds cannot be matched with other federal funds.

The Federal Emergency Management Agency (FEMA) administers cost sharing requirements in accordance with 2 CFR § 200.306. To meet matching requirements, the Subrecipient contributions must be reasonable, allowable, allocable, and necessary under the grant program and must comply with all federal requirements and regulations.

See the FY 2020 EMPG NOFO and FEMA Preparedness Grants Manual for additional cost share guidance, definitions, basic guidelines, and governing provisions.

- E. All EMPG funded personnel must complete either the Independent Study courses identified in the Professional Development Series or the National Emergency Management Basic Academy delivered either by the Emergency Management Institute or a sponsored state, local, tribal, territorial, regional or other designated location and record proof of completion. All EMPG funded personnel must also participate in exercises consistent with the requirements outlined in the EMPG Guidebook and work agreement.

EMPG programs are required to complete a quarterly training and exercise report identifying training and exercises completed during the quarter. Guidance for accomplishing these requirements is provided by the Recipient.

- F. Upon request, the Subrecipient must provide to the Recipient information necessary to meet any state or federal subaward reporting requirements.
- G. In the event that the U.S. Department of Homeland Security (DHS) determines that changes are necessary to the award document after an award has been made, including but not limited to, changes to period of performance or terms and conditions, Subrecipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate Subrecipient acceptance of the changes to the award.

#### IV. Responsibilities of the Subrecipient

- A. **Grant funds must supplement, not supplant, state or local funds.** Federal funds must be used to supplement existing funds, not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be carefully reviewed in subsequent monitoring reviews and audits. Subrecipients may be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.
- B. The Subrecipient agrees to comply with all applicable federal and state regulations; the FY 2020 EMPG NOFO; the FEMA Preparedness Grants Manual Version 2; the *Agreement Articles Applicable to Subrecipients: Fiscal Year 2020 Emergency Management Performance Grants*, included with the grant agreement package for reference; and the EMPG Guidebook (EMD-PUB 208),
- C. The subrecipient shall not use FY 2020 EMPG funds to generate program income.
- D. In addition to this grant agreement, the Subrecipient shall complete, sign, and submit to the Recipient the following documents, which are incorporated by reference into this grant agreement:
  - 1. Subrecipient Risk Assessment Certification
  - 2. Standard Assurances
  - 3. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
  - 4. Audit Certification (EMD-053)
  - 5. Request for Taxpayer Identification Number and Certification (W-9)
  - 6. Other documents that may be required by federal or state officials
- E. Complete and submit quarterly work reports, the Quarterly Training and Exercise Worksheet, and the Annual Training and Exercise Plan Worksheet in accordance with the schedule outlined in the FY 2020 EMPG Work Agreement/Quarterly Report (EMHSD-31).
- F. Enact enabling legislation establishing the local emergency management program and ensure a copy of the local resolution or ordinance is on file with the Recipient.

- G. Appoint an emergency management program manager who is able to assume responsibility for the functions outlined in section 4 of the EMPG Guidebook.
- H. Provide the Recipient with a complete job description for the federally funded EMPG local emergency manager, including non-EMPG duties.
- I. Notify the Recipient immediately of any changes in the EMPG funded local emergency manager's position.
- J. The Subrecipient will contribute to the development and maintenance of the state's multi-year Training and Exercise Plan (TEP). This will include conducting exercises that comply with local, state, and federal requirements, including the Homeland Security Exercise and Evaluation Program (HSEEP) and the EMPG Guidebook, to accomplish this goal.
- K. Ensure the EMPG funded local emergency manager completes specific training as required by the annual EMPG Work Agreement.
- L. Have an approved and current emergency operations plan on file with the MSP/EMHSD District Coordinator.
- M. The Subrecipient agrees to prepare the form EMHSD-007 - EMPG Quarterly Billing Cover Sheet. The Subrecipient agrees to submit this form with supporting documentation, including all required authorized signatures and required reimbursement documentation to the appropriate MSP/EMHSD District Coordinator by the due date following the end of **each** quarter, as identified in FY 2020 Emergency Management Report Schedule. The most current EMHSD-007 form must be used and can be obtained from the MSP/EMHSD District Coordinator, or by visiting [www.michigan.gov/emhsd](http://www.michigan.gov/emhsd) under Grant Programs, EMPG, Grant Forms, Finance Forms.
- N. Comply with applicable financial and administrative requirements set forth in the current edition of 2 CFR, Part 200, including, but not limited to, the following provisions:
  - 1. Account for receipts and expenditures, maintain adequate financial records, and refund expenditures disallowed by federal or state audit.
  - 2. Retain all financial records, statistical records, supporting documents, and other pertinent materials for at least three years after the grant is closed by the awarding federal agency for purposes of federal and/or state examination and audit.
  - 3. Non-federal organizations which expend \$750,000 or more in all federal funds during their current fiscal year are required to have an audit performed in accordance with the Single Audit Act of 1984, as amended, and 2 CFR, Part 200.
- O. Comply with all reporting requirements, including special reporting, data collection, and evaluation requirements, as prescribed by law or program guidance.
- P. Maintain a valid Data Universal Numbering System (DUNS) number at all times during the performance period of this grant.
- Q. The Subrecipient must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff. The Subrecipient also agrees to require any subrecipients, contractors, successors, transferees, and assignees to acknowledge and agree to comply with these same provisions. Detailed information on record access provisions can be found in the *DHS Standard Administrative Terms and Conditions* located at <https://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions>, specifically in the DHS Specific Acknowledgements and Assurances on page 1.

- R. Subrecipients must carry out their programs and activities in a manner that respects and ensures the protection of civil rights for protected populations. These populations include but are not limited to individuals with disabilities and others with access and functional needs, individuals with limited English proficiency, and other diverse racial and ethnic populations, in accordance with Section 504 of the *Rehabilitation Act of 1973*, Title VI of the *Civil Rights Act of 1964*, and Executive Order 13347.

#### V. Responsibilities of the Recipient

The Recipient, in accordance with the general purposes and objectives of this grant agreement, will:

- A. Administer the grant in accordance with all applicable federal and state regulations and guidelines and submit required reports to the awarding federal agency.
- B. Provide direction and technical assistance to the Subrecipient.
- C. Provide to the Subrecipient any special report forms and reporting formats (templates) required for administration of the program.
- D. Reimburse the Subrecipient, in accordance with this grant agreement, based on appropriate documentation submitted by the Subrecipient.
- E. At its discretion, independently, or in conjunction with the federal awarding agency, conduct random on-site reviews of the Subrecipient(s).

#### VI. Reporting Procedures

- A. The Subrecipient agrees to prepare quarterly work reports using the FY 2020 EMPG Work Agreement/Quarterly Report (EMHSD-31) and submit them through EMHSD's online reporting tool by the due date following the end of each quarter. Reimbursement of expenditures by the Recipient is contingent upon the Subrecipient's completion of scheduled work activities. Reporting periods and due dates are listed in the FY 2020 EMPG Work Agreement/Quarterly Report (EMHSD-31). The FY 2020 EMPG Work Agreement can be located at [www.michigan.gov/emhsd](http://www.michigan.gov/emhsd) under Grants Programs, EMPG.
- B. If the Subrecipient fails to complete the scheduled work activities during a quarter, the Recipient will withhold reimbursement until either the work is completed, or the Deputy State Director of Emergency Management and Homeland Security approves a delay in the completion of the activity. Forfeiture of funds may result if scheduled work activities are not completed according to established deadlines.
- C. A Subrecipient that fails to complete the annual exercise requirements, as scheduled within the FY 2020 EMPG Work Agreement/Quarterly Report, may be ineligible for EMPG funding for that quarter and all subsequent quarters.
- D. The Subrecipient's failure to fulfill the quarterly reporting requirements, as required by the grant, may result in the suspension or loss of grant funding.

## VII. Payment Procedures

- A. The Subrecipient agrees to prepare the form EMHSD-007 - EMPG Quarterly Billing Cover Sheet. The Subrecipient agrees to submit this form with supporting documentation, including all required authorized signatures and required reimbursement documentation, to the MSP/EMHSD District Coordinator by the due date following the end of each quarter, as identified in FY 2020 Emergency Management Report Schedule. The most current EMD-007 form must be used and can be obtained from the MSP/EMHSD District Coordinator, or by visiting [www.michigan.gov/emhsd](http://www.michigan.gov/emhsd) under Grant Programs, EMPG, Grant Forms, Finance Forms.
- B. If the Subrecipient submits required quarterly reports that are late or incomplete, the reimbursement may not be processed until the following quarter. Forfeiture of funds may result if quarterly reports are not completed according to established deadlines.
- C. The Subrecipient agrees to return to the Recipient any unobligated balance of funds held by the Subrecipient at the end of the agreement period or handle them in accordance with the instructions provided by the Recipient.

## VIII. Employment Matters

The Subrecipient shall comply with Title VI of the *Civil Rights Act of 1964*, as amended; Title VIII of the *Civil Rights Act of 1968*; Title IX of the *Education Amendments of 1972 (Equal Opportunity in Education Act)*; the *Age Discrimination Act of 1975*; Titles I, II and III of the *Americans with Disabilities Act of 1990*; the *Elliott-Larsen Civil Rights Act*, 1976 PA 453, as amended, MCL 37.2101 *et seq.*; the *Persons with Disabilities Civil Rights Act*, 1976 PA 220, as amended, MCL 37.1101 *et seq.*, and all other federal, state and local fair employment practices and equal opportunity laws and covenants. The Subrecipient shall not discriminate against any employee or applicant for employment, to be employed in the performance of this grant agreement, with respect to his or her hire, tenure, terms, conditions, or privileges of employment; or any matter directly or indirectly related to employment because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, limited English proficiency, or handicap that is unrelated to the individual's ability to perform the duties of a particular job or position. The Subrecipient agrees to include in every contract or subcontract entered into for the performance of this grant agreement this covenant not to discriminate in employment. A breach of this covenant is a material breach of the grant agreement.

The Subrecipient shall ensure that no subcontractor, manufacturer, or supplier of the Subrecipient for projects related to this grant agreement appears on the Federal Excluded Parties List System located at <https://www.sam.gov>.

## IX. Limitation of Liability

The Recipient and the Subrecipient to this grant agreement agree that each must seek its own legal representative and bear its own costs, including judgments, in any litigation that may arise from performance of this contract. It is specifically understood and agreed that neither party will indemnify the other party in such litigation.

*This is not to be construed as a waiver of governmental immunity for either party.*

## X. Third Parties

This grant agreement is not intended to make any person or entity, not a party to this grant agreement, a third party beneficiary hereof or to confer on a third party any rights or obligations enforceable in their favor.

#### **XI. Grant Agreement Period**

This grant agreement is in full force and effect from October 1, 2019 to September 30, 2020. No costs eligible under this grant agreement shall be incurred before the starting date of this grant agreement, except with prior written approval. This grant agreement package consists of two identical grant agreements, simultaneously executed; each is considered an original having identical legal effect. This grant agreement may be terminated by either party by giving thirty (30) days written notice to the other party stating reasons for termination and the effective date, or upon the failure of either party to carry out the terms of the grant agreement. Upon any such termination, the Subrecipient agrees to return to the Recipient any funds not authorized for use, and the Recipient shall have no further obligation to reimburse the Subrecipient.

#### **XII. Entire Grant Agreement**

This grant agreement is governed by the laws of the State of Michigan and supersedes all prior agreements, documents, and representations between the Recipient and the Subrecipient, whether expressed, implied, or oral. This grant agreement constitutes the entire agreement between the parties and may not be amended except by written instrument executed by both parties prior to the grant end date. No party to this grant agreement may assign this grant agreement or any of his/her/its rights, interest, or obligations hereunder without the prior consent of the other party. The Subrecipient agrees to inform the Recipient in writing immediately of any proposed changes of dates, budget, or services indicated in this grant agreement, as well as changes of address or personnel affecting this grant agreement. Changes in dates, budget, or services are subject to prior written approval of the Recipient. If any provision of this grant agreement shall be deemed void or unenforceable, the remainder of the grant agreement shall remain valid.

The Recipient may suspend or terminate grant funding to the Subrecipient, in whole or in part, or other measures may be imposed for any of the following reasons:

- A. Failure to expend funds in a timely manner consistent with the grant milestones, guidance, and assurances.
- B. Failure to comply with the requirements or statutory objectives of federal or state law.
- C. Failure to make satisfactory progress toward the goals or objectives set forth in the annual EMPG Work Agreement.
- D. Failure to follow grant agreement requirements or special conditions.
- E. Failure to submit required reports.
- F. Filing of a false certification in the application or other reports or documents.

Before taking action, the Recipient will provide the Subrecipient reasonable notice of intent to impose corrective measures and will make every effort to resolve the problem informally.

#### **XIII. Business Integrity Clause**

The Recipient may immediately cancel the grant without further liability to the Recipient or its employees if the Subrecipient, an officer of the Subrecipient, or an owner of a 25% or greater share of the Subrecipient is convicted of a criminal offense incident to the application for or performance of a state, public, or private grant or subcontract; or convicted of a criminal offense, including, but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees; convicted under state or federal antitrust statutes; or convicted of any other criminal offense which, in the sole discretion of the Recipient, reflects on the Subrecipient's business integrity.



#### **XIV. Freedom of Information Act (FOIA)**

Much of the information submitted in the course of applying for funding under this program, or provided in the course of grant management activities, may be considered law enforcement-sensitive or otherwise critical to national security interests. This may include threat, risk, and needs assessment information; and discussions of demographics, transportation, public works, and industrial and public health infrastructures. Therefore, each Subrecipient agency Freedom of Information Officer will need to determine what information is to be withheld on a case-by-case basis. The Subrecipient should be familiar with the regulations governing Protected Critical Infrastructure Information (6 CFR, Part 29) and Sensitive Security Information (49 CFR, Part 1520), as these designations may provide additional protection to certain classes of homeland security information.

XV. Official Certification

For the Subrecipient

The individual or officer signing this grant agreement certifies by his or her signature that he or she is authorized to sign this grant agreement on behalf of the organization he or she represents. The Subrecipient agrees to complete all requirements specified in this grant agreement.

Tuscola County  
Subrecipient Name

069080575  
Subrecipient's DUNS Number

For the Chief Elected Official

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For the Local Emergency Manager

Deputy Steven Anderson  
Printed Name

Emergency Manager  
Title

[Signature]  
Signature

9-2-20  
Date

For the Recipient (Michigan State Police, Emergency Management and Homeland Security Division)

Capt. Kevin Sweeney, Commander  
Printed Name

Deputy State Director, Emergency Management and Homeland Security Division  
Title

[Signature]  
Signature

8/26/20  
Date

<b>Fiscal Year</b>	<b>Amount Received</b>	<b>Percentage</b>
2014	\$27,729.44	38.0896
2015	\$30,146.00	36.7635
2016	\$28,412.00	35.6931
2017	\$29,504.00	35.69
2018	\$29,575.00	35.69
2019	\$31,232.00	35.69
2020	\$30,999.00	34.83

D

# RECEIPT



## TUSCOLA COUNTY

Pat Donovan-Gray, Treasurer  
125 W Lincoln St.  
Caro, MI 48723

NUMBER:	116170
DATE:	09/11/2020
CASHIER:	GS
RECEIVED OF:	STATE OF MICHIGAN
THE SUM OF:	\$417,467.00

Notes: CORONAVIRUS RELIEF LOCAL GOVT GRANT

### Detail of Charges:

101-000-503.000	CORONAVIRUS RELIEF LOCAL GOV GRAN	\$417,467.00
	Total	\$417,467.00
TENDERED:	ELECTRONIC FUN	\$417,467.00
		** CHANGE ** \$0.00

A handwritten signature in black ink, appearing to be "JG", written over a horizontal line.



Quotation #: 20-0827-07

Quote Date: 08/27/2020

Budget Purposes:

End User: Eean Lee, CIO

Tuscola County - IS

SIS, LLC, 165 Barr St Lexington, KY 40507

Email: shorn@thinksis.com, 586-907-7482

Expiration Date: Pending Approvals

**VM Ware NSX + VRNI + ENT+1YR Support**

				VMW UNIT LIST	VMW UNIT EXT	FI UNIT PRICE	FI UNIT EXT PRICE
1	12	NX-DC-ADV-C	VMware NSX Data Center Advanced (per Processor)	\$ 5,495.00	\$ 65,940.00	\$ 3,846.50	\$ 46,158.00
2	12	NX-DC-ADV-P-SSS-C	Production Support/Subscription for VMware NSX Data Center Advanced per Processor	\$ 1,374.00	\$ 16,488.00	\$ 1,305.30	\$ 15,663.60
3	12	VR-NI-ENXC-C	VMware vRealize Network Insight Enterprise (per CPU)	\$ 2,245.00	\$ 26,940.00	\$ 1,683.75	\$ 20,205.00
4	12	VR-NI-ENXC-P-SSS-C	Production Support/Subscription for VMware vRealize Network Insight Enterprise (per CPU)	\$ 561.00	\$ 6,732.00	\$ 532.95	\$ 6,395.40
5	12	VS7-STD-EPL-UG-C-T3	CUSTOMER PURCHASING PROGRAM T3 UPGRADE: VMWARE VSPHERE 7 STANDARD TO VSPHERE 7	\$ 2,574.00	\$ 30,888.00	\$ 1,930.50	\$ 23,166.00
6	2	EMC SSD PDC/RDC	(2 drives + hot-spare Mirror) 800GB SSD (Net add of 630GB) w/ 12 months support	\$ 13,202.00	\$ 26,404.00	\$ 6,601.00	\$ 13,202.00
7	1	NSX MANAGER	(1) Cisco UCS C240 SERVER (2) SOCKET14C EA, 384GB OF MEMORY (2) 240GB SATA DRIVES	\$ 57,000.00	\$ 57,000.00	\$ 22,000.00	\$ 22,000.00
8	40	SIS SERVICES	SIS NSX DEPLOYMENT SERVICES	\$ 225.00	\$ 9,000.00	\$ 225.00	\$ 9,000.00
				SUB TOTAL	\$ 239,392.00	SUB TOTAL	\$ 155,790.00
				DISCOUNT	\$ (83,602.00)	DISCOUNT	
				SUB TOTAL	\$ 155,790.00	SUB TOTAL	\$ 155,790.00

Tuscola County has 59.5 hours under (2) SIS Customer Care SOW's



Quotation #: 20-0916-07  
 Quote Date: 09/16/2020  
 Budget Purposes:

End User: Eean Lee, CIO  
 Tuscola County - IS

SIS, LLC, 165 Barr St Lexington, KY 40507  
 Email: shorn@thinksis.com, 586-907-7482  
 Expiration Date: Pending Approvals

		VM Ware NSX + VRNI + ENT+ 1YR Support		VMW UNIT LIST	VMW UNIT EXT	TC UNIT PRICE	TC UNIT EXT PRICE
1	12	NX-DC-ADV-C	VMware NSX Data Center Advanced (per Processor)	\$ 5,495.00	\$ 65,940.00	\$ 3,846.50	\$ 46,158.00
2	12	NX-DC-ADV-P-SSS-C	Production Support/Subscription for VMware NSX Data Center Advanced per Processor	\$ 1,374.00	\$ 16,488.00	\$ 1,305.30	\$ 15,663.60
3	12	VR-NI-ENXC-C	VMware vRealize Network Insight Enterprise (per CPU)	\$ 2,245.00	\$ 26,940.00	\$ 1,683.75	\$ 20,205.00
4	12	VR-NI-ENXC-P-SSS-C	Production Support/Subscription for VMware vRealize Network Insight Enterprise (per CPU)	\$ 561.00	\$ 6,732.00	\$ 532.95	\$ 6,395.40
5	12	VS7-STD-EPL-UG-C-T3	CUSTOMER PURCHASING PROGRAM T3 UPGRADE: VMWARE VSPHERE 7 STANDARD TO VSPHERE 7	\$ 2,574.00	\$ 30,888.00	\$ 1,930.50	\$ 23,166.00
6	2	EMC SSD PDC/RDC	(2 drives + hot-spare Mirror) 800GB SSD (Net add of 630GB) w/ 12 months support	\$ 13,202.00	\$ 26,404.00	\$ 6,601.00	\$ 13,202.00
7	1	NSX MANAGER	(1) Cisco UCS C240 SERVER (2) SOCKET14C EA, 384GB OF MEMORY (2) 240GB SATA DRIVES	\$ 57,000.00	\$ 57,000.00	\$ 22,000.00	\$ 22,000.00
8	40	SIS SERVICES	SIS NSX DEPLOYMENT SERVICES	\$ 225.00	\$ 9,000.00	\$ 225.00	\$ 9,000.00

Tuscola County has 59.5 hours under (2) SIS Customer Care SOWs

		SUB TOTAL		\$ 239,392.00	SUB TOTAL		\$ 155,790.00
		DISCOUNT		\$ (83,602.00)	DISCOUNT		
		SUB TOTAL		\$ 155,790.00	SUB TOTAL		\$ 155,790.00

		LENOVO SERVERS + UMBRELLA+DUO+KASPERSKY+MS LIC		UNIT LIST	UNIT EXT	TC UNIT PRICE	TC UNIT EXT PRICE
1	100	20S6004DUS	LENOVO TP T15 G1 I5/1.7 4C 15.6 16GB 256GB W10P	\$ 1,689.00	\$168,900.00	\$ 1,620.32	\$ 162,032.00
2	100	4X30M56887	ESSENTIAL WLS MSE TP	\$ 19.99	\$ 1,999.00	\$ 17.40	\$ 1,740.00
3	100	4X40E77328	ESSENTIAL TOPLOAD CASE THINKPAD	\$ 32.99	\$ 3,299.00	\$ 26.57	\$ 2,657.00
4	1	UMBRELLA-SUB	UMBRELLA CLOUD SECURITY SUBSCRIPTION	\$ -	\$ -	\$ -	\$ -
5	100	UMB-INSIGHTS-K9	UMBRELLA INSIGHTS	\$ 62.04	\$ 6,204.00	\$ 52.74	\$ 5,274.00
6	1	CTR-CLOUD-LIC	CISCO THREAT RESPONSE FOR BUNDLING WITH XAAS OFFERS	\$ -	\$ -	\$ -	\$ -
7	1	UMB-SUPT-B	UMBRELLA SUPPORT - BASIC	\$ -	\$ -	\$ -	\$ -
8	100	DUO-ACCESS	STANDARD CISCO DUO ACCESS EDITION	\$ 72.00	\$ 7,200.00	\$ 60.03	\$ 6,003.00
9	1	SVS-DUO-SUP-B	CISCO DUO BASIC SUPPORT	\$ -	\$ -	\$ -	\$ -
10	100	KL4867AATFE	Kaspersky Endpoint Security for Business – Advanced 1 year	\$ 33.00	\$ 3,300.00	\$ 28.39	\$ 2,839.00
11	1	MS ANNUAL BILLING	100 UNITS Microsoft Apps for Business (Office Online, Office Desktop, 1TB OneDrive)	\$ 9,327.00	\$ 9,327.00	\$ 9,327.00	\$ 9,327.00

Tuscola County has 59.5 hours under (2) SIS Customer Care SOWs

		SUB TOTAL		\$ 200,229.00	SUB TOTAL		\$ 189,872.00
		DISCOUNT		\$ (10,357.00)	DISCOUNT		
		SUB TOTAL		\$ 189,872.00	SUB TOTAL		\$ 189,872.00

LIST PRICE	\$439,621.00	TC PRICE	\$ 345,662.00
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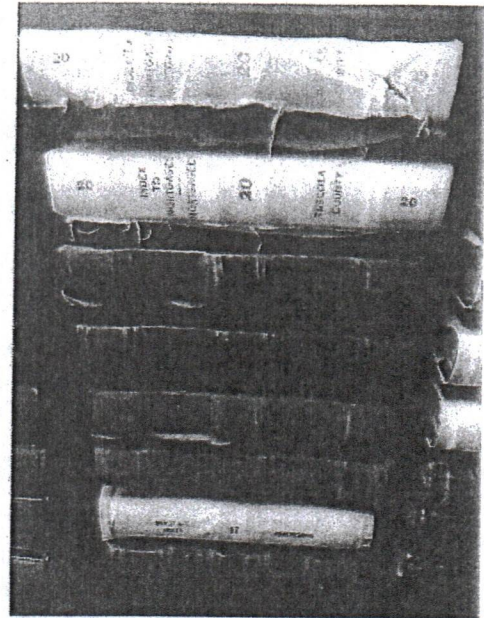
September 1, 2020

Honorable John Bishop  
Tuscola County Register of Deeds  
125 W. Lincoln St., Suite 400  
Caro, MI 48723-1591

RE: Preservation, Archival Digitization, & Indexing of Property Records

Dear Hon. John Bishop,

This proposal addresses the preservation, archival digitization, and indexing of Mortgage Index Books and Mortgage Records for the Tuscola County Register of Deeds' Office. Services for the Index Books include conservation, deacidification, and re-housing in new binders. All volumes will receive image capture and processing, creation of archival microfilm, archival indexing, and loading to the County's existing *CountyFusion™* System. Additionally, Deed Libers 1-588 are already in the *CountyFusion™* System will receive linking and indexing only. This project includes a Good Faith Estimate of 628,905 pages and 285,962 documents. These services may be eligible for reimbursement under the CARES Act.



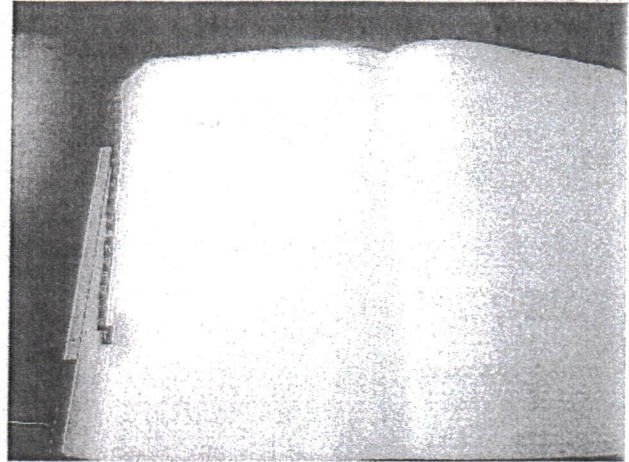
## SCOPE OF SERVICES

Services applicable as identified above include the following.

### (PRV) Preservation—*Conservation Treatments, Deacidify, Encapsulate, & Bind*

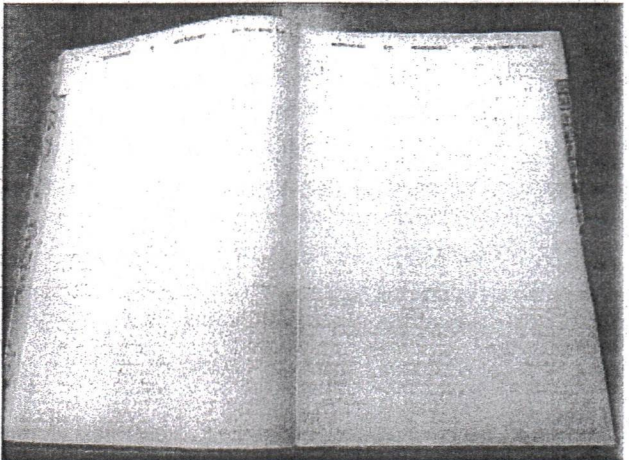
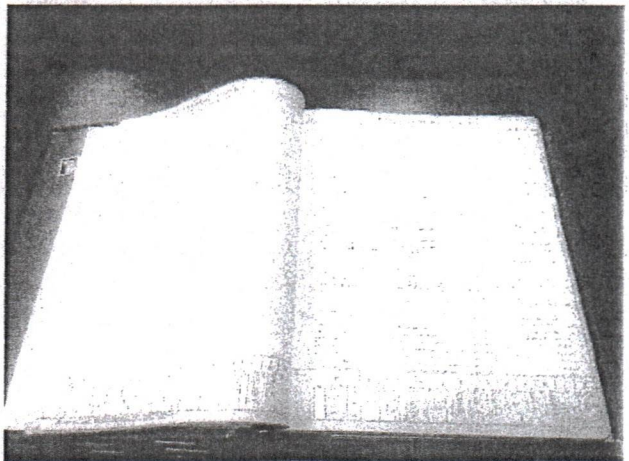
- A permanent log is created for each volume to record condition, page order, and services/treatments. A final quality check references this log.
- Dismantle volumes. Sheets are inspected and control numbered as necessary.
- Surface clean sheets to remove materials and deposits—e.g., dust, soot, airborne particulate, sediment from water damage, mold/mildew residue, active micro-organics, insect detritus, or biological/mineral contaminants. Tools include a microspatula, soft dusting brush, latex sponge, powdered vinyl eraser, or soft block eraser.
- Flatten and humidify sheets, as needed. Tools to 'flatten' documents include tacking irons, heat presses, and a custom Ultrasonic Humidification Chamber (also known as a paper suction table).
- Remove any non-archival repairs, adhesives, residual glues, or fasteners to the extent possible without causing damage to paper and inks.
- Mend tears and guard burns on back side of sheets with acid free and reversible mending materials. Sheets are mended with either Japanese tissue and methyl cellulose adhesive or Filmoplast R® (an acrylic-based, heat set tissue). Japanese paper usually utilized is Kozo paper, in both natural and white finish, because of its strength and transparent nature after application.
- Deacidify sheets (each side of each sheet) after careful testing with Bookkeepers®. This commercial solution of magnesium oxide, which neutralizes acidic inks and paper by providing an alkaline reserve (after pH and compatibility testing). Random testing ensures an 8.5 pH with a deviation of no more than  $\pm .5$ .

- Encapsulate each sheet in a Lay Flat Archival Polyester Pocket™. Each custom envelope is composed of Skyroll SH72S® Mylar and includes a patented lay flat design. Dimensions match the “book block” dimensions, with a 1¼” binding margin.
- Re-bind in custom-fitted and stamped *Heritage Recorder* binders to match previous orders. If encapsulated, a volume may return split, depending on page count. A dedication/treatment report is included in each binder. Index tabs are repaired or replaced, as necessary.



### (IM) Archival Digitization—Image Capture, Processing, & Enhancements

- Capture images at a minimum of 300 dpi at 256 gray levels, ensuring the highest quality for poor contrast and illegibility. Gray-scale ensures optimum resolution for each page.
- Images accumulate as Group IV bi-tonal images in a standard PDF or TIFF format. [multi-page]
- IMAGE PERFECT is Kofile’s proprietary software, ensures the optimum image quality with custom image clean up and enhancements such as deskew, despeckle, character repair, polarity reversal, and zonal processing.
- Image cropping, as applicable.
- Images are named (tagged for the directory file structure) by Book, Volume, and Page.
- Page Validation (automated PG. numbering for validation).
- When multiple documents (Deeds, Birth Record, etc.) exist on a single page, images are split so that each document is viewable individually. In the case of Vitals, this service incurs additional charges.
- If requested, annotations are supported to allow the electronic addition (either custom or Book/Volume/Page) on the re-created image to assist in recording keeping.
- Multi-level Quality Control (QC) for data and images. Each image is certified and sight-checked to ensure there are no missing pages, double feeds, and to account for “A” pages (added to the original).
- The County receives a MASTER (e.g., CD, DVD, ftp, flash drive) in a medium suitable to the project size.



### (MM) Archival Microfilm

- Create archival 16 mm microfilm from the newly captured images as security backups.



(ID) Archival Indexing

- Key and blind re-key documents. Real property indexing fields as identified herein.
  - ◇ Signed Date
  - ◇ Transfer Tax
  - ◇ Brief Legal Description
  - ◇ Return Date
  - ◇ Grantor
  - ◇ Address
  - ◇ Consideration
  - ◇ Grantee
  - ◇ Associated Filings
- Link to newly captured images for upload into the *CountyFusion™* System

Other Included Services:

- Deeds, Libers 1-588 are already in the *CountyFusion™* System and will be linked to new indexes.
- Pricing includes loading all image and index metadata into the County's existing *CountyFusion™* Records Management System.
- Kofile can store electronic copies off-site as disaster recovery backups. All data is solely the property of the County, and Kofile does not sell or grant unauthorized access to the County's records or data.

PROJECT PRICE QUOTE

All pricing is based on estimated page and document counts. Final billing occurs on actuals per the applicable unit pricing herein, not to exceed the P.O. without written authorization. Without a signed

KEY

(Sheet) Format & Notes  
 M Manuscript PH Negative Photostat  
 BD Bound LL Loose Leaf

agreement, prices are good for 90 days. Please note that oversized volumes (with the shortest sheet edge measures greater than 12") incur additional charges.

TUSCOLA COUNTY REGISTER OF DEEDS, MI PROJECT PRICE QUOTE													
RECORDS SERIES TITLE	VOLUME	QUANTITY			PAGE SIZE	FOR-MAT	NOTES	LEVEL OF SERVICE	UNIT PRICING				TOTAL PRICE
		VOL. COUNT	EST. PAGE COUNT	EST. DOC. COUNT					PRV	IM	MM	ID	
Mortgage Index Book	1	1	500		16.75x10.75"	M/BD	<i>Binding in poor shape, lots of faded writing</i>	PRV/IM/MM	\$5.00	\$0.75	\$0.05	n/a	\$2,900.00
	2-10	9	4,500		17.5x11.5"	M/BD	<i>Bk 10 has tabs</i>	PRV/IM/MM	\$5.00	\$0.75	\$0.05	n/a	\$26,200.00
	11	1	600		17.75x14"	M/LL		PRV/IM/MM	\$6.00	\$1.50	\$0.05	n/a	\$4,530.00
	12-13	2	1,200		17.75x14"	M/LL	<i>Bk 12 has approx 75 blank pages, books have tabs</i>	PRV/IM/MM	\$6.00	\$1.50	\$0.05	n/a	\$9,260.00
Mortgagor Index Books	14-20	7	4,200		17.75x14"	M/LL		PRV/IM/MM	\$6.00	\$1.50	\$0.05	n/a	\$31,710.00
Mortgagee Index Books	14-20	7	4,200		17.75x14"	M/LL		PRV/IM/MM	\$6.00	\$1.50	\$0.05	n/a	\$31,710.00

TUSCOLA COUNTY REGISTER OF DEEDS, MI PROJECT PRICE QUOTE													
RECORDS SERIES TITLE	VOLUME	QUANTITY*			PAGE SIZE	FOR-MAT	NOTES	LEVEL OF SERVICE	UNIT PRICING				TOTAL PRICE
		VOL. COUNT	EST. PAGE COUNT	EST. DOC. COUNT					PRV	IM	MM	ID	
Record of Mortgages	1-120 (1857-1905)	120	60,000	40,000	17.5x11.5"	M/BD		IM/MM/ID	n/a	\$1.25	\$0.05	\$3.50	\$218,000.00
	121-157 (1905-1925)	37	22,200	14,800	17.5x11.5"	M/LL		IM/MM/ID	n/a	\$0.75	\$0.05	\$3.50	\$69,560.00
	158, 160, 161, 165	4	2,400	1,600	17.5x11.5"	M/BD		IM/MM/ID	n/a	\$1.25	\$0.05	\$3.50	\$8,720.00
	159, 162, 163, 164, 166-198	37	22,200	14,800	17.5x11.5"	M/LL		IM/MM/ID	n/a	\$0.75	\$0.05	\$3.50	\$69,560.00
	199-273 (except below exceptions)	68	40,800	27,200	14.5x9"	PH/LL		IM/MM/ID	n/a	\$0.95	\$0.05	\$2.25	\$102,000.00
	200, 203, 208, 215, 222, 231, 240	7	4,200	2,800	17.5x11.5"	M/BD		IM/MM/ID	n/a	\$1.25	\$0.05	\$3.50	\$15,260.00
	Deeds	Liber 1-588	588	461,905	184,762		T	In CountyFusion™	Link/ID	n/a	Link: \$0.15	n/a	\$2.25
TRANSPORTATION** (One Round Trip Transportation of Volumes)												\$12,000.00	
TOTAL (888 volumes, 628,905 pages, 285,962 documents)												\$1,086,410.25	

\*Document counts calculated at 1.5 pages per document for Mortgage Books and 2.5 pages per document for the Deeds.  
 \*\*The Transportation Fee reflects pick up and delivery of volumes in one round trip. If the project is divided into multiple phases, the Transportation Fee will apply for each round trip.

COUNTY ACCEPTANCE	
_____ <i>Signature of Authorized Official/Title</i>	_____ <i>Date</i>

## RECORD ACCESSIBILITY

Records held at Kofile that are in the process of being scanned are viewed as private and confidential and treated as such. The Tuscola County Register of Deeds is guaranteed access to records via email or toll-free fax at our expense. Upon receipt of a records request, Kofile flags the requested record and verify inventory control, pull supporting paperwork, and email/fax a response to the approved requester or alternate. The turnaround time will meet or exceed the County's requirements.

Please note that all records (including volumes, documents, digital images, metadata, or microfilm) serviced by Kofile shall remain the property of the County. This policy is applicable to any agreement, verbal or written, between Tuscola County and Kofile.

- ▣ The records are not used by Kofile other than in connection with providing the services pursuant to any agreement between Kofile and the County.
- ▣ Records are not disclosed, sold, assigned, leased, or otherwise provided to third parties.
- ▣ The records are not commercially exploited by or on behalf of Kofile, its employees, officers, agents, invitees, or assigns, in any respect.

Please let me know if you have any questions.

Sincerely,

*Craig Jones*

Craig Jones  
Account Executive  
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586.909.1692

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