AGENDA

St. Clair County Board of Commissioners
Judiciary/Public Safety Committee

Board of Commissioners' Room
County Administrative Office Building, 2nd Floor
200 Grand River Avenue
Port Huron, MI 48060

September 1, 2022 at 6:00 PM

1. Roll Call/Opening

2. Additions/Deletions/Changes to the Agenda

3. Citizens to be Heard

4. Updates

5. Conceptual Initiatives

6. Old Business

7. New Business

   A. FY 2023 Emergency Management Program Grant (EMPG) Work Agreement:
   B. County Emergency Management Plan Update, 2022
   C. FY 2023 Traffic Enforcement Program Grant Application

8. Other Judiciary/Public Safety Matters

9. Information Only

10. Receive and File Packets

11. Adjournment

Committee Chair: Greg McConnell

Note: The County complies with the "Americans with Disabilities Act" and if auxiliary aids or services are required at the meeting for individuals with disabilities, please contact Administrator/Controller's Office, Suite

203, 200 Grand River Avenue, Port Huron, MI 48060, (810) 989-6900 three days prior to said meeting.

FY 2023 Emergency Management Program Grant (EMPG) Work Agreement:

Summary:

ATTACHMENTS:

	Description	Upload Date	Type
🗋	2023 EMPG Work Agreement Memo	8/18/2022	Cover Memo
🗋	2023 EMPG_Work_Agreement	8/18/2022	Cover Memo

COUNTY OF ST. CLAIR
Office of Homeland Security/Emergency Management
295 Airport Drive, Kimball, MI 48074
Phone: 810-989-6965 Fax: 810-364-4603

Memo:

Date: July 19, 2022

To: Jeff Bohm, St Clair County Board of Commissioners, Chairman

From: Justin Westmiller, St Clair County Homeland Security & Emergency Management Director

Subject: FY 2023 Emergency Management Program Grant (EMPG) Work Agreement:

The annual Work Agreement is a document for the local emergency management programs to ensure that Michigan has a consistent, measurable, and effective emergency management system. Objectives are determined yearly based on Emergency Management (EM) priorities nationally and within the state.

An approved Work Agreement is required for a local jurisdiction to be eligible for the following fiscal program:

- Department of Homeland Security (DHS) Emergency Management Program Grant (EMPG) Grant funding.

State/Local EMPG funding assistance is dependent upon the timely completion of identified work objectives. Failure to complete work objectives may result in the delay or forfeiture of that quarter's allocation until the work objective is completed. Difficulty in completing a work objective shall be discussed with the respective District Coordinator (DC) before the end of the quarter to avoid loss of funding.

EMHSD-31 Michigan State Police Emergency Management and Homeland Security Division	**St. Clair County** **Emergency Management** Fiscal Year 2023 **Emergency Management Performance Grant (EMPG)** **Work Agreement/Quarterly Report**	☒ Initial Work Agreement	
☐ 1st Quarter	☐ 2nd Quarter	☐ 3rd Quarter	☐ 4th Quarter

SIGNATURE OF CHIEF ELECTED OFFICIAL	DATE	SIGNATURE OF EMERGENCY MANAGEMENT COORDINATOR	DATE
SIGNATURE OF EMERGENCY MGMT. PROGRAM MANAGER	DATE	SIGNATURE OF DISTRICT COORDINATOR	DATE

Purpose

This survey functions as the 2023 EMPG work agreement/quarterly report. The objectives of this work agreement are based upon standards identified in the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) Publication 206 - Local Emergency Management Program Standards Workbook. Activities for each objective have been determined by a group of local and state emergency management subject matter experts who maintain a baseline set of standards for emergency management programs in the state of Michigan. Survey responses will assist in the assessment of emergency management programs, determine how EMPG funds are utilized and help validate the importance of these emergency management activities to all levels of government.

(1) ADMINISTRATION AND FINANCE

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

	Planned Activities	Action Taken (Local EM Status Report)
1st	§ Submit documents for 2023 EMPG work agreement to EMHSD financial staff by 10/1/22. § Verify that the jurisdiction submitted the previous	Position Description Submitted: Yes/No EMHSD-17 Form Submitted: Yes/No EMHSD-31 Form Submitted: Yes/No

	quarter's EMPG work agreement/quarterly report timely, and that the current quarterly EMPG work agreement/report, with signatures, will be submitted by 1/10/23. § Verify that the jurisdiction submitted the previous quarter's EMPG quarterly expense report timely, and that current EMPG quarterly expense report, with signatures, will be submitted by 1/20/23. §	EMPG work agreement/quarterly report was submitted: Yes/No EMPG quarterly expense report was submitted: Yes/No
2nd	§ Verify that the jurisdiction submitted the previous quarter's EMPG work agreement/quarterly report timely, and that the current quarterly EMPG work agreement/report, with signatures, will be submitted by 4/10/23. § Verify that the jurisdiction submitted the previous quarter's EMPG quarterly expense report timely, and that current EMPG quarterly expense report, with signatures, will be submitted by 4/20/23.	EMPG work agreement/quarterly report was submitted: Yes/No EMPG quarterly expense report was submitted: Yes/No
3rd	§ Verify that the jurisdiction submitted the previous quarter's EMPG work agreement/quarterly report timely, and that the current quarterly EMPG work agreement/report, with signatures, will be submitted by 7/10/23. § Verify that the jurisdiction submitted the previous quarter's EMPG quarterly expense report timely, and that current EMPG quarterly expense report, with signatures, will be submitted by 7/20/23.	EMPG work agreement/quarterly report was submitted: Yes/No EMPG quarterly expense report was submitted: Yes/No

4th	§ Verify that the jurisdiction submitted the previous quarter's EMPG work agreement/quarterly report timely, and that the current quarterly EMPG work agreement/report, with signatures, will be submitted by 10/10/23.	EMPG work agreement/quarterly report was submitted: Yes/No
	§ Verify that the jurisdiction submitted the previous quarter's EMPG quarterly expense report timely, and that current EMPG quarterly expense report, with signatures, will be submitted 10/20/23.	EMPG quarterly expense report was submitted: Yes/No
	§ Submit documents for 2024 EMPG work agreement to EMHSD financial staff by 10/1/23.	Position Description Submitted: Yes/No EMHSD-17 Form Submitted: Yes/No EMHSD-31 Form Submitted: Yes/No

(2) LAWS AND AUTHORITIES

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

	Planned Activities	**Action Taken (Local EMC Status Report)**
1st	§ Attend quarterly district EM meetings held between 10/1/22-12/31/22.	Quarterly meeting attended: Yes/No
	§ Report attendance at other EM related meetings held between 10/1/22-12/31/22.	*Meeting Type/Number of Meetings* ESF #1 - Transportation #________ ESF #2 - Communications #________ ESF #3 - Public Works and Engineering #_____ ESF #4 - Firefighting #______ ESF #5 - Information and Planning #_____ ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services #______ ESF #7 - Logistics #______

		ESF #8 - Public Health and Medical Services #______ ESF #9 - Search and Rescue #______ ESF #10 - Oil and Hazardous Materials #______ ESF #11 - Agriculture and Natural Resources #______ ESF #12 - Energy #______ ESF #13 - Public Safety and Security #______ ESF #14 - Cross-Sector Business and Infrastructure #______ ESF #15 - External Affairs #______ Local #______ District #______ Regional #______ State #______ Federal # ______
2nd	§ Attend quarterly district EM meetings held between 1/1/23-3/31/23. § Report attendance at other EM related meetings held between 1/1/23-3/31/23.	Quarterly meeting attended: Yes/No *Meeting Type/Number of Meetings* ESF #1 - Transportation #________ ESF #2 - Communications #________ ESF #3 - Public Works and Engineering #_____ ESF #4 - Firefighting #______ ESF #5 - Information and Planning #_____ ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services #______ ESF #7 - Logistics #______ ESF #8 - Public Health and Medical Services #______ ESF #9 - Search and Rescue #______ ESF #10 - Oil and Hazardous Materials #______ ESF #11 - Agriculture and Natural Resources #______ ESF #12 - Energy #______ ESF #13 - Public Safety and Security #______

		ESF #14 - Cross-Sector Business and Infrastructure #______ ESF #15 - External Affairs #______ Local #______ District #______ Regional #______ State #______ Federal # ______
3rd	§ Attend quarterly district EM meetings held between 4/1/23-6/30/23. § Report attendance at other EM related meetings held between 4/1/23-6/30/23.	Quarterly meeting attended: Yes/No *Meeting Type/Number of Meetings* ESF #1 - Transportation #________ ESF #2 - Communications #________ ESF #3 - Public Works and Engineering #_____ ESF #4 - Firefighting #______ ESF #5 - Information and Planning #_____ ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services #______ ESF #7 - Logistics #______ ESF #8 - Public Health and Medical Services #______ ESF #9 - Search and Rescue #______ ESF #10 - Oil and Hazardous Materials #______ ESF #11 - Agriculture and Natural Resources #______ ESF #12 - Energy #______ ESF #13 - Public Safety and Security #______ ESF #14 - Cross-Sector Business and Infrastructure #______ ESF #15 - External Affairs #______ Local #______ District #______ Regional #______ State #______ Federal # ______

4th	§ Attend quarterly district EM meetings held between 7/1/23-9/30/23. § Report attendance at other EM related meetings held between 7/1/23-9/30/23.	Quarterly meeting attended: Yes/No *Meeting Type/Number of Meetings* ESF #1 - Transportation #________ ESF #2 - Communications #________ ESF #3 - Public Works and Engineering #_____ ESF #4 - Firefighting #______ ESF #5 - Information and Planning #_____ ESF #6 - Mass Care, Emergency Assistance, Temporary Housing and Human Services #______ ESF #7 - Logistics #______ ESF #8 - Public Health and Medical Services #______ ESF #9 - Search and Rescue #______ ESF #10 - Oil and Hazardous Materials #______ ESF #11 - Agriculture and Natural Resources #______ ESF #12 - Energy #______ ESF #13 - Public Safety and Security #______ ESF #14 - Cross-Sector Business and Infrastructure #______ ESF #15 - External Affairs #______ Local #______ District #______ Regional #______ State #______ Federal # ______

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

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

	Planned Activities	Action Taken (Local EM Status Report)
1st	§ Document any hazard identification, risk assessment, or consequence analysis activities performed between 10/1/22-12/31/22.	*Type of Risk Assessment/Number Completed:* County: #___ Municipal: #____ Facilities: #____ Special Events: #____
	§ Did you utilize the I.P. Gateway tool for any of the performed hazard identification, risk assessment, or consequence analysis activities performed between 10/1/22-12/31/22?	I.P. Gateway tool utilized: Yes/No
2nd	§ Document any hazard identification, risk assessment, or consequence analysis activities performed between 1/1/23-3/31/23.	*Type of Risk Assessment/Number Completed:* County: #___ Municipal: #____ Facilities: #____ Special Events: #____
	§ Did you utilize the I.P. Gateway tool for any of the performed hazard identification, risk assessment, or consequence analysis activities performed between 1/1/23-3/31/23?	I.P. Gateway tool utilized: Yes/No
3rd	§ Document any hazard identification, risk assessment, or consequence analysis activities performed between 4/1/23-6/30/23.	*Type of Risk Assessment/Number Completed:* County: #___ Municipal: #____ Facilities: #____ Special Events: #____

	§ Did you utilize the I.P. Gateway tool for any of the performed hazard identification, risk assessment, or consequence analysis activities performed between 4/1/23-6/30/23?	I.P. Gateway tool utilized: Yes/No
4th	§ Document any hazard identification, risk assessment, or consequence analysis activities performed between 7/1/23-9/30/23. § Did you utilize the I.P. Gateway tool for any of the performed hazard identification, risk assessment, or consequence analysis activities performed between 7/1/23-9/30/23?	*Type of Risk Assessment/Number Completed:* County: #___ Municipal: #____ Facilities: #____ Special Events: #____ I.P. Gateway tool utilized: Yes/No

(4) HAZARD MITIGATION

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

	Planned Activities	**Action Taken (Local EM Status Report)**
1st	• Document whether your community has developed a hazard mitigation plan. • Confirm the date of the jurisdiction's hazard mitigation plan.	HM plan: Yes/No/Adopted County Plan Plan is expired: Yes/No Expiration Date: ___/____/_____

	• Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 10/1/22-12/31/22. § Report how many action items listed in the hazard mitigation plan have been completed between 10/1/22-12/31/22.	Check appropriate steps ☐ Assemble a local planning team ☐ Collect information about local hazard impacts ☐ Identify vulnerabilities ☐ Edit the document ☐ Offer the document for stakeholder and public review ☐ Meeting(s) to identify or select hazard mitigation actions ☐ Describe the details of action item implementation ☐ Official plan adoption by participating jurisdictions Total action items: # _____ Action items completed: #_____
2nd	§ Report how many action items listed in the hazard mitigation plan have been completed between 1/1/23-3/31/23. § Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 1/1/23-3/31/23.	Total action items: # _____ Action items completed: #_____ Check appropriate steps ☐ Assemble a local planning team ☐ Collect information about local hazard impacts ☐ Identify vulnerabilities ☐ Edit the document ☐ Offer the document for stakeholder or public review ☐ Meeting(s) to identify or select hazard mitigation actions ☐ Describe the details of action item implementation ☐ Official plan adoption by participating jurisdictions
3rd	§ Report how many action items listed in the hazard mitigation plan have been completed between 4/1/23-6/30/23.	Total action items: # _____ Action items completed: #_____

	§ Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 4/1/23-6/30/23.	Check appropriate steps ☐ Assemble a local planning team ☐ Collect information about local hazard impacts ☐ Identify vulnerabilities ☐ Edit the document ☐ Offer the document for stakeholder and public review ☐ Meeting(s) to identify or select hazard mitigation actions ☐ Describe the details of action item implementation ☐ Official plan adoption by participating jurisdictions
4th	§ Report how many action items listed in the hazard mitigation plan have been completed between 7/1/23-9/30/23. § Document appropriate steps taken by your jurisdiction to create a new or update an expired plan between 7/1/23-9/30/23. § Disseminate EMHSD hazard mitigation information announcements and notices of funding availability for Hazard Mitigation Assistance to all local jurisdictions within your EMP.	Total action items: # _____ Action items completed: #_____ Check appropriate steps ☐ Assemble a local planning team ☐ Collect information about local hazard impacts ☐ Identify vulnerabilities ☐ Edit the document ☐ Offer the document for stakeholder and public review ☐ Meeting(s) to identify or select hazard mitigation actions ☐ Describe the details of action item implementation ☐ Official plan adoption by participating jurisdictions Information Was Disseminated: Yes/No Does not apply: _____

(5) PREVENTION

The Emergency Management Program (EMP) has a strategy among disciplines to coordinate prevention activities, to monitor the identified threats and hazards, and adjust the level of prevention activity commensurate with the risk and has procedures for exchanging information between internal and external stakeholders to prevent incidents.	
Planned Activities	**Action Taken (Local EM Status Report)**
§ Identify prevention activities that the jurisdiction participated in between 10/1/22-9/30/23.	*Check all that apply* ☐ Assigning prevention activities to each agency identified in the jurisdiction's basic plan portion of the emergency plan. ☐ Establishing a jurisdiction-wide prevention activities coordinator to coordinate with all agencies in prevention activities. ☐ Participating in the Homeland Security Information Network (HSIN). ☐ Developing a Critical Infrastructure Protection Plan and identifying roles and responsibilities. ☐ Utilizing MI CIMS or another monitoring system to identify and coordinate prevention activities within the EOC. ☐ Establishing procedures that coordinate reporting with the Regional MIOC liaison and State MIOC. ☐ Conducting information sharing procedures. ☐ Other: ______

(6) OPERATIONAL PLANNING

	The Emergency Management Coordinator (EMC) shall ensure the jurisdiction is compliant with P.A. 390 of 1976, as amended, by maintaining a current Emergency Operation Plan (EOP) or Emergency Action Guidelines (EAG) that meets the criteria in the MSP/EMHSD Publication (Pub) 201a. The EMC shall verify that each jurisdiction whose population exceeds 10,000 also complies with P.A. 390 of 1976, as amended, by maintaining an emergency support plan. The local emergency manager must verify that the EOP (or EAG), and supplemental emergency support plans are updated every four years. The EMC will ensure that the jurisdiction's current Chief Elected Official (CEO) has signed the updated/revised EOP, EAG, and emergency support plans.	
	Planned Activities	**Action Taken (Local EM Status Report)**
1st	§ Report the number of Local Planning Team (LPT) meetings that occurred between 10/1/22-12/31/22. § Host four LEPC meetings by 9/30/2023. § Confirm the date of the jurisdiction's EOP/EAG and verify if the plan will expire between 10/1/22 - 9/30/23. § Identify EOP/EAG annexes that were reviewed and/or updated between 10/1/22 - 12/31/23. Ensure that any section/annex updates are still in compliance with Pub 201a. § Report participation in EM activities with school officials that took place between 10/1/22-12/31/22. § Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, identified by MSP/EMHSD between 10/1/22-12/31/22. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the District Coordinator (DC).	Attended/Hosted #_____ LPT meetings. Hosted #______ LEPC meetings. EOP/EAG is current: Yes/No Expiration Date: ___/____/_____ Reviewed Annexes: #_____ Total Annexes: #_____ Annexes Updated: # _____ *School Activities/Number of Activities:* Planning: #_____ Seminars: #_____ Outreach: #______ Special Events: #_______ Total Support Plans: #_____ Current plans: #_______ Does Not Apply: ____
2nd	§ Report the number of Local Planning Team (LPT)	Attended/Hosted #_____ LPT meetings.

	meetings that occurred between 1/1/23-3/31/23.	
	§ Host four LEPC meetings by 9/30/2023.	Hosted #______ LEPC meetings.
	§ Verify that the CEO original signature is current in the EOP/EAG, if new CEO, forward contact information to the DC.	EOP/EAG CEO signature is current: Yes/No Current CEO contact information was sent to DC: Yes/No Does not apply ____
	§ Identify EOP/EAG annexes that were reviewed and/or updated between 1/1/23 - 3/31/23. Ensure that any section/annex updates are still in compliance with Pub 201a.	Reviewed Annexes: #_____ Total Annexes: #_____ Annexes Updated: # _____
	§ Report participation in EM activities with school officials that took place between 1/1/23-3/31/23.	*School Activities/Number of Activities:* Planning: #_____ Seminars: #_____ Outreach: #______ Special Events: #_______
	§ Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, between 1/1/23-3/31/23. that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the DC.	Total Support Plans: #_____ Current plans: #_______ Does Not Apply: ____

3rd	§ Report the number of Local Planning Team (LPT) meetings that occurred between 4/1/23-6/30/23. § Host four LEPC meetings by 9/30/2023. § Identify EOP/EAG annexes that were reviewed and/or updated between 4/1/23 - 6/30/23. Ensure that any section/annex updates are still in compliance with Pub 201a. § Report participation in EM activities with school officials that took place between 4/1/23-6/30/23. § Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, between 4/1/23-6/30/23. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the DC. § Report the status of SARA Title III plans and report any problem areas.	Attended/Hosted #_____ LPT meetings. Hosted #______ LEPC meetings. Reviewed Annexes: #_____ Total Annexes: #_____ Annexes Updated: # _____ *School Activities/Number of Activities:* Planning: #_____ Seminars: #_____ Outreach: #______ Special Events: #_______ Total Support Plans: #_____ Current plans: #_______ Does Not Apply: ____ Total Sites: #_____ Total Plans: #_______ Problem Areas:________ Does not apply: _____

4th	§ Report the number of Local Planning Team (LPT) meetings that occurred between 7/1/23-9/30/23. § Host four LEPC meetings by 9/30/23. § Identify EOP/EAG annexes that were that were reviewed and/or updated between 7/1/23 - 9/30/23. Ensure that any section/annex updates are still in compliance with Pub 201a. § Verify the status of emergency support plans for jurisdictions with a population of 10,000 or more, between 7/1/23-9/30/23. Ensure that the plan is signed by the current CEO. Emergency Management programs are encouraged to submit new or updated support plans to the DC. § Report participation in EM activities with school officials that took place between 7/1/23-9/30/23 and supply any planning guidance/templates that are available. § Verify receipt by 9/15/23 and distribution of scheduled drill days for school buildings operated by the school, school district, intermediate school district, or public academy, for the 2023-2024 school year.	Attended/Hosted #____LPT meetings Hosted #______ LEPC meetings. Reviewed Annexes: #_____ Total Annexes: #_____ Annexes Updated: # _____ Total Support Plans: #_____ Current plans: #_______ Does Not Apply: ____ *School Activities/Number of Activities:* Planning: #_____ Seminars: #_____ Outreach: #______ Special Events: #_______ Drill distribution was received: Yes/No Drill distribution was distributed: Yes/No

(7) INCIDENT MANAGEMENT

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

	Planned Activities	Action Taken (Local EM Status Report)
1st	§ Update EOC call list, including the CEO, and submit a copy to the DC by 12/31/22.	EOC call list is updated: Yes/No EOC call list has been sent to the DC: Yes/No
2nd	§ Update EOC call list and submit a copy to the DC by 3/31/23, only if changes have been made.	Changes have been made: Yes/No Changes have been sent to the DC: Yes/No
3rd	§ Update EOC call list and submit a copy to the DC by 6/30/23, only if changes have been made.	Changes have been made: Yes/No Changes have been sent to the DC: Yes/No
4th	§ Perform an EOC call-out for a drill or an actual event between 10/1/22 and 9/30/23.	EOC call-out drill has been performed: Yes/No EOC call-out for an actual event has been performed: Yes/No
	§ Update EOC call list and submit a copy to the DC by 9/30/23, only if changes have been made.	Changes have been made: Yes/No Changes have been sent to the DC: Yes/No
	§ Conduct EOC orientation session between 10/1/22 and 9/30/23.	EOC orientation was conducted: Yes/No
	§ Submit the EMHSD-71 NIMS Implementation, Training Progress and Resource Inventory Certification by 9/30/23.	EMHSD-71 NIMS Implementation, Training Progress and Resource Inventory Certification submitted by 9/30/23: Yes/No

(8) RESOURCE MANAGEMENT, LOGISTICS, AND MUTUAL AID

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

	Planned Activities	Action Taken (Local EM Status Report)
1st	§ Train and track deployable EMPG-funded personnel in accordance with the Nations Qualification System (NQS).	EMPG-funded deployable personnel are trained and tracked in accordance with the NQS? Yes/No
2nd		
3rd		
4th	§ Report new, updated, or current MAA/MOUs within the emergency management program. § Report any MEMAC membership additions that occurred between 10/1/22 and 9/30/23. § Verify that the jurisdiction's NIMS-typed resources are current in the MI CIMS Resource Inventory Board and complete the resource portion of form EMHSD-071 NIMS Implementation, Training Progress and Resource Inventory Certification by 9/30/23. § Train and track deployable EMPG-funded personnel in accordance with the Nations Qualification System (NQS).	New MAA/MOUs: #_______ Updated MAA/MOUs: #_______ Current MAA/MOUs: #________ MEMAC Member Name: EMHSD-071 NIMS Implementation, Training Progress and Resource Inventory Certification Report submitted: Yes/No EMPG-funded deployable personnel are trained and tracked in accordance with the NQS? Yes/No

(9) COMMUNICATIONS AND WARNING

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

	Planned Activities	Action Taken (Local EM Status Report)
1st	§ Identify the primary and backup public alerting system used in the jurisdiction. (i.e., Emergency Alert System (EAS) & Wireless Emergency Alerts (WEA), sirens, weather radio, etc.).	Primary Public Alerting System:_________________ Backup Public Alerting System: ______________
	§ Identify the primary and backup public opt-in mass notification systems used in the jurisdiction.	Primary Mass Notification System:______________ Backup Mass Notification System:____________
	§ Verify if the jurisdiction is an Integrated Public Alert & Warning System (IPAWS) alerting authority.	Jurisdiction is an IPAWS alerting authority: Yes/No/IPAWS alerting authority is at the County Level.
	§ If jurisdiction is not IPAWS compliant, document if your jurisdiction is in the process of becoming an IPAWS alerting authority.	Jurisdiction is in the process of becoming an IPAWS alerting authority: Yes/No/IPAWS alerting authority is at the County level.
	§ If jurisdiction is not working towards becoming an IPAWS alerting authority; indicate reason.	Reason why jurisdiction is not working towards becoming an IPAWs alerting authority: ____________________
	§ Participated in monthly IPAWS proficiency demonstrations with the IPAWS Test Lab between 10/1/22-12/31/-22.	IPAWS Proficiency Demonstrations Completed: #_______
	§ Participated in district and/or statewide radio testing between 10/1/22-12/31/22.	*Radio Test Type/Number:* District: #________ State: #________ Other: #_____
	§ Participated in district and/or statewide MI CIMS drills/exercises between 10/1/22-12/31/22.	*MI CIMS Drill/Exercise Type/Number:*

	§ Document the jurisdiction's participation in any additional communication tests between 10/1/22-12/31/22.	District: #_______ State: #_______ *Communication Tests Type/Number:* Communication Tests: _________, #_________
2nd	§ Participated in monthly IPAWS proficiency demonstrations with the IPAWS Test Lab between 1/1/23-3/31/23. § Participated in district and/or statewide radio testing between 1/1/23-3/31/23. § Participated in district and/or statewide MI CIMS drills/exercises between 1/1/23-3/31/23. § Document the jurisdiction's participation in any additional communication tests between 1/1/23-3/31/23.	*IPAWS Proficiency Demonstrations Completed:* #_______ *Radio Test Type/Number:* District: #________ State: #________ Other: #______ *MI CIMS Drill/Exercise Type/Number:* District: #_______ State: #_______ *Communication Tests Type/Number:* Communication Tests: _________, #_________
3rd	§ Participated in monthly IPAWS proficiency demonstrations with the IPAWS Test Lab between 4/1/23-6/30/23. § Participated in district and/or statewide radio testing between 4/1/23-6/30/23. § Participated in district and/or statewide MI CIMS drills/exercises between 4/1/23-6/30/23. § Document the jurisdiction's participation in any additional communication tests between 4/1/23-6/30/23.	*IPAWS Proficiency Demonstrations Completed:* #_______ *Radio Test Type/Number:* District: #________ State: #________ Other: #______ *MI CIMS Drill/Exercise Type/Number:* District: #_______ State: #_______ *Communication Tests Type/Number:* Communication Tests: _________, #_________

4th	§ Participated in monthly IPAWS proficiency demonstrations with the IPAWS Test Lab between 7/1/23-9/30/23. § Participated in district and/or statewide radio testing between 7/1/23-9/30/23. § Participated in district and/or statewide MI CIMS drills/exercises between 7/1/23-9/30/23. § Document the jurisdiction's participation in any additional communication tests between 7/1/23-9/30/23. § Meet with Local Emergency Communications Committee (LECC)/Michigan Association of Broadcasters (MAB) area representatives between 10/1/22-9/30/23. § Review and compare your jurisdiction's alert and warning plan for compliancy with regional EAS plan by 9/30/23.	*IPAWS Proficiency Demonstrations Completed:* #_______ *Radio Test Type/Number of Radio Tests:* District: #________ State: #________ Other: #_______ *MI CIMS Drill/Exercise Type/Number:* District: #_______ State: #_______ *Communication Tests Type/Number:* Communication Tests: _________, #_________ LECC/MAB regional meetings were held – Yes/No Attended: #_______ Regional LECC/MAB Meeting. Jurisdiction has an alert and warning plan: Yes/No Jurisdiction's plan was compared with regional EAS Plan: Yes/No

(10) OPERATIONS, PROCEDURES, AND FACILITIES

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

	Planned Activities	**Action Taken (Local EM Status Report)**
1st	§ Verify that the procedures for Requesting a Governor's Emergency or Disaster Declaration and State Assistance are up to date in the jurisdiction's plans or procedures by 12/31/22.	Procedures are up to date in plans or procedures: Yes/No

	§ Report updates to EOC activation procedures for the jurisdiction's EOC, provide a copy to the DC by 12/31/22. § Report any update working with EMHSD and the Public Service Commission on the statewide energy assurance initiative to develop and maintain local energy assurance plans.	EOC activation, operation, and deactivation procedures are current: Yes/No Procedures have been sent to DC: Yes/No Actions were taken on energy assurance initiative to develop and maintain local energy assurance plans: Yes/No
2nd	§ Ensure that procedures for declaring a local "State of Emergency" and requesting a Governor's Emergency or disaster declaration, and state assistance are reviewed with the jurisdiction's public officials by 3/31/23. § Report any major updates to EOC activation, operation, and deactivation procedures between 1/1/23 and 3/31/23. § Report any update working with EMHSD and the Public Service Commission on the statewide energy assurance initiative to develop and maintain local energy assurance plans.	Procedures have been reviewed with public officials: Yes/No Major updates have been made: Yes/No Major updates have been sent to DC: Yes/No Actions were taken on energy assurance initiative to develop and maintain local energy assurance plans: Yes/No
3rd	§ Report any major updates to EOC activation, operation, and deactivation procedures between 4/1/23 and 6/30/23. § Report any update working with EMHSD and the Public Service Commission on the statewide energy assurance initiative to develop and maintain local energy assurance plans.	Major updates have been made: Yes/No Major updates have been sent to DC: Yes/No Actions were taken on energy assurance initiative to develop and maintain local energy assurance plans: Yes/No
4th	§ Report any major updates to EOC activation, operation, and deactivation procedures between 7/1/23 and 9/30/23. § Report any update working with EMHSD and the Public Service Commission on the statewide energy assurance initiative to develop and maintain local energy assurance plans.	Major updates have been made: Yes/No Major updates have been sent to DC: Yes/No Actions were taken on energy assurance initiative to develop and maintain local energy assurance plans: Yes/No

(11) TRAINING

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

	Planned Activities	**Action Taken (Local EM Status Report)**
1st	§ Promote emergency management courses between 10/1/22-12/31/22.	Emergency management course schedule has been promoted: Yes/No
2nd	§ Promote emergency management courses between 1/1/23-3/31/23.	Emergency management course schedule has been promoted: Yes/No
3rd	§ Promote emergency management courses between 4/1/23-6/30/23.	Emergency management course schedule has been promoted: Yes/No
4th	§ Promote emergency management courses between 7/1/23-9/30/23.	Emergency management course schedule has been promoted: Yes/No

(12) EXERCISES, EVALUATIONS, AND CORRECTIVE ACTIONS

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

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

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

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

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

	Planned Activities	Action Taken (Local EM Status Report)
1st	§ Submit EMD-065 – Quarter Training and Exercise Report by 1/10/23.	EMD-065 has been submitted: Yes/No
2nd	§ Submit EMD-065 – Quarter Training and Exercise Report by 4/10/23. §	EMD-065 has been submitted: Yes/No
3rd	§ Submit EMD-065 – Quarter Training and Exercise Report by 7/10/23.	EMD-065 has been submitted: Yes/No
	§ Submit EMD-065 – Quarter Training and Exercise Report	

4th	by 10/10/23. § Develop and submit the EMD-006 – Annual Training and Exercise Plan Worksheet for FY2023 – FY2025 by 9/30/23.	EMD-065 has been submitted: Yes/No EMD-006 has been submitted: Yes/No

(13) CRISIS COMMUNICATIONS, PUBLIC EDUCATION, AND INFORMATION

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

	Planned Activities	**Action Taken (Local EM Status Report)**
1st	§ Document efforts to educate the public about preparedness activities occurring between 10/1/22-12/31/22. Report the data presented and the media by which this was accomplished. § Document any Citizen Corps activity that occurred between 10/1/22-12/31/22.	*Data Presented/Type of Media:* Awareness Weeks: _______, Media: ________ Speaking Engagement: _______, Media: _____ See Something/Say Something: Yes/No: Media: _____ Signs of terrorism: Yes/No: Media: ______ Ok2Say: Yes/No, Media: ___________ Other: __________, Media: _______ *Citizen Corps Activity Type/Number of Citizen Corps Activities:* Training: #________ Deployment/Activation: #_______
2nd	§ Document efforts to educate the public about preparedness activities occurring between 1/1/23-3/31/23. Report the data presented and the media by which this was accomplished. § Document any Citizen Corps activity that occurred between 1/1/23-3/31/23.	*Data Presented/Type of Media:* Awareness Weeks: _______, Media: ________ Speaking Engagement: _______, Media: _____ See Something/Say Something: Yes/No, Media:_____ Signs of terrorism: Yes/No, Media: ______ Ok2Say: Yes/No, Media: ___________ Other: __________, Media: _______ *Citizen Corps Activity Type/Number of Citizen Corps Activities:* Training: #________ Deployment/Activation: #_______

3rd	§ Document efforts to educate the public about preparedness activities occurring between 4/1/23-6/30/23. Report the data presented and the media by which this was accomplished. § Document any Citizen Corps activity that occurred between 4/1/23-6/30/23.	*Data Presented/Type of Media* Awareness Weeks: _______, Media: ________ Speaking Engagement: _______, Media: _____ See Something/Say Something: Yes/No, Media: _____ Signs of terrorism: Yes/No, Media: ______ Ok2Say: Yes/No, Media: ___________ Other: __________, Media: _______ *Citizen Corps Activity Type/Number of Citizen Corps Activities:* Training: #________ Deployment/Activation: #_______
4th	§ Document efforts to educate the public about preparedness activities occurring between 7/1/23-9/30/23. Report the data presented and the media by which this was accomplished. § Document any Citizen Corps activity that occurred between 7/1/23-9/30/23.	*Data Presented/Type of Media* Awareness Weeks: _______, Media: ________ Speaking Engagement: _______, Media: _____ See Something/Say Something: Yes/No, Media: _____ Signs of terrorism: Yes/No, Media: ______ Ok2Say: Yes/No, Media: ___________ Other: __________, Media: _______ *Citizen Corps Activity Type/Number of Citizen Corps Activities:* Training: #________ Deployment/Activation: #_______

(14) OTHER - Unscheduled EMERGENCY MANAGEMENT ACTIVITIES

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

	Activities	**Action Taken**
1st		
2nd		
3rd		
4th		

CONTACTS FOR ASSISTANCE

The following is a list Subject Matter Experts (SME) to assist with the information required on this report.

	Name of SME	Contact Information	Specialty
	Lt. Jeff Yonker	yonkerj@michigan.gov **517-719-9767**	District 1 Coordinator
	Lt. Timothy Ketvirtis	KetvirtisT@michigan.gov **517-202-5597**	District 2N Coordinator
	Vacant	Vacant	District 2S Coordinator
	Lt. Charles Barker	BarkerC@michigan.gov **810-233-8466**	District 3 Coordinator
	Lt. Josh Collins	CollinsJ1@michigan.gov **517-202-5545**	District 5 Coordinator
	Lt. Orville Theaker	TheakerO@michigan.gov **269-953-6099**	District 6 Coordinator
	Lt. Michael DeCastro	DecastroM@michigan.gov **231-499-8266**	District 7 Coordinator
	Lt. Steven Derusha	DerushaS1@michigan.gov **517-898-5055**	District 8 Coordinator
	F/Lt. Gabe Covey	CoveyG@michigan.gov **517-927-5362**	State and Local Support Section Manager
	Penny Burger	BurgerP@michigan.gov **517-898-0551**	Grants and Financial Management Section Manager
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	Kim Richmond	RichmondK@michigan.gov **517-204-0221**	Grants Unit Manager
	Marie Douville	DouvilleM@michigan.gov **517-230-0011**	Emergency Management Performance Grant Coordinator
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	Mike Sobocinski	SobocinskiM@michigan.gov **517-881-2512**	Local Mitigation Planner
	Henrik Hollaender	HollaenderH@michigan.gov **517-898-4235**	Local Planner/NIMS
	Brenna Roos	RoosB@michigan.gov **517-582-2846**	HMEP/LEPC/ SARA Title III
	Brianna Briggs	BriggsB3@michigan.gov **517-230-2949**	Operations Management Section Manager

	Larry St. George	StGeorgeL@michigan.gov **517-449-0470**	Emergency Operations Unit Manager
	Matt Cook	CookM1@michigan.gov **517-730-1689**	MI CIMS Coordinator
	Jaclyn Barcroft	BarcroftJ@michigan.gov 517-230-2379	Emergency Communications Specialist
	Jackie Hampton	HamptonJ@michigan.gov **517-243-0149**	Training and Exercise Section Manager
	Dale George	GeorgeD5@michigan.gov **517-243-4439**	Training, Exercise, and Radiological Unit Manager
	Danica Frederick	FrederickD3@michigan.gov **517-285-9714**	Training Officer
	Shawn Ewing	EwingS2@michigan.gov **517-897-7576**	Exercise Officer
	Sherrie Loader	LoaderS@michigan.gov **517-285-7495**	Auditor
	Insp. Michele Sosinski	SosinskiM1@michigan.gov **517-388-6726**	MSP/EMHSD Assistant Commander
	Capt. Kevin Sweeney	SweeneyK@michigan.gov **517-719-1195**	MSP/EMHSD Commander

County Emergency Management Plan Update, 2022

Summary:

ATTACHMENTS:

	Description	Upload Date	Type
🗋	County Emergency Management Plan Update, 2022	8/22/2022	Cover Memo
🗋	New Basic Plan 2023	8/22/2022	Cover Memo

COUNTY OF ST. CLAIR

OFFICE OF HOMELAND SECURITY/EMERGENCY MANAGEMENT

JUSTIN WESTMILLER
Director

MEMO

To: Board of Commissioners

From: Justin Westmiller, Director

Date: August 22, 2022

Re: Comprehensive Emergency Management Plan Update 2022

---

1. This update is being presented to the board after the State reviewed and provided suggested changes to meet State requirements. This also allowed our staff to make changes that reflected current needs within the county. There are no major or programmatic changes, only small changes that align with FEMA, MSP and NIMS protocol.

2. I am happy to answer any questions and can be reached at jwestmiller@stclaircounty.org or (810) 689-8022 at any time.

COMPREHENSIVE EMERGENCY MANAGEMENT PROGRAM

for

ST. CLAIR COUNTY

I certify that this Comprehensive Emergency Management Program is the official emergency management planning document for St. Clair County. The policies and guidelines contained herein do not discriminate on the basis of race, color, national origin, religion, sex, age, handicap or political beliefs.

____ ___________

Chairperson **Date**
Board of Commissioners

The St. Clair County Homeland Security - Emergency Management (HSEM) Office ensures that necessary changes and revisions to the plan are prepared, coordinated, published and distributed.

HSEM will review and exercise elements of the CEMP annually and submit an updated plan to Michigan State Emergency Management Division (EMD) every four years.

The plan will undergo revision whenever:

- Any other condition occurs that causes conditions to change.
- It fails during emergency.
- Exercises, drills reveal deficiencies or “shortfall (s)”.
- Local government structure changes.
- Community situations change.

HSEM will maintain a list of individuals and organizations which have controlled copies of the plan. Only those with controlled copies will automatically be provided updates and revisions. Plan holders are expected to post and record these changes. Revised copies will be dated and marked to show where changes have been made.

Date	Organization	Name
	Algonac	
	Berlin Twp	
	Brockway Twp	
	Burtchville Twp	
	Capac	
	Casco Twp	
	China Twp	
	Clay Twp	
	Clyde Twp	
	Columbus Twp	
	Cottrellville Twp	
	East China Twp	
	Emmett Twp	
	Emmett	
	Fort Gratiot Twp	
	Grant Twp	
	Greenwood Twp	
	Ira Twp	
	Kenockee	
	Kimball Twp	
	Lynn Twp	
	Marine City	
	Marysville	
	Memphis	
	Mussey Twp	
	Port Huron	
	Port Huron Twp	
	Riley Twp	

	St Clair	
	St Clair Twp	
	Wales Twp	
	Yale	

NOTE: Recipients of the St. Clair County CEMP will be asked to insert additions and/or modifications of this Plan into their copy. The St. Clair County Homeland Security - Emergency Management Office is the approving authority for revisions to this Plan.

Record of Changes

Nature of Change	Date of Changes	Page(s) Affected	Changes Made By
Full Document Edit	06/13/2022	4,8,12,16,17,18,19,20,	Mark White
		22,37,38,41,42,43,44	

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It is the mission of government jurisdictions of St. Clair County in order to protect lives, property, and the environment and in cooperation with other elements of the community, to endeavor to mitigate, prepare for, respond to and recover from natural and technological emergencies and disasters. To carry out this mission, government jurisdictions' goals are to develop citizen awareness and self-sufficiency, have procedures in an emergency or disaster, and create an atmosphere of interagency cooperation in emergency and disaster operations.

I. EXECUTIVE SUMMARY

This plan describes emergency response procedures for St. Clair County. The structure is based on the National Incident Management System (NIMS), which includes prescribed incident command structures that will be used by local emergency responders. This plan serves as an emergency management link between local municipalities and state government while incorporating the federal organizational concepts of the National Response Framework (NRF).

This plan employs a functional, all-hazards approach that manages the assistance the County is likely to need or provide by defining 15 Emergency Support Functions (ESFs). The ESFs will be supported by logistics, planning and finance sections. The plan is laid out in four sections, as outlined below. All sections are published separately to allow the portions that may contain personal or sensitive information to be kept confidential.

Section I. Basic Plan

The Basic Plan describes procedures and principles for organizing emergency response throughout the county. It contains overarching structures and assigns responsibilities to various organizations in the county. A listing of Related Supporting Plans that:

- depend on this plan for assignment of responsibilities and operational principles and may supplement this plan during specific emergencies
- because of regulatory requirements or the specific nature of the hazards they address, should stand alone
- are published separately, and incorporated into this plan by reference
- in some cases contain personal or sensitive information and are exempted from the provision of the Right-to-Know Law, and from release to the general public
- Appendices that provide additional information (definitions, maps, etc.) that will be helpful during emergency response.

Section II Emergency Support Function Annexes

ESF Annexes that describe the 15 Emergency Support Functions and how they will be accomplished. The following is a summary of the 15 Emergency Support Functions:

1. Transportation: Coordinate transportation resources and infrastructure.
2. Communications: Coordinate all forms of communication and Information Technology (IT) resources.
3. Public Works & Engineering: Coordinate engineering and heavy equipment support, oversee debris removal and management.
4. Firefighting: Coordinate and assist local firefighting efforts. Functions; collect/share/analyze/disseminate information.
5. Information & Planning: Coordinate countywide emergency response functions; collect/share/analyze/disseminate information.
6. Mass Care, Shelter, & Human Services: Coordinate shelter and feeding operations. Coordinate emergency assistance and other human services to victims.
7. Logistics Management and Resource Support: Coordinate facilities, equipment, supplies, resources; track resources. Arrange for the reception and distribution of goods.
8. Public Health & Medical Services: Coordinate medical care, public and crisis counseling and mortuary services.
9. Search & Rescue: Coordinate search and rescue missions including: water, technical, urban, wilderness and underground.
10. Oil & Hazardous Materials Response: Respond/assist in incidents involving the release of hazardous materials that may harm humans or the environment.
11. Agriculture & Natural Resources: Coordinate bulk food supplies; coordinate the monitoring of animal feed and food production facilities and the health of livestock and food crops; coordinate the protection of natural, cultural and historic resources.
12. Energy: Monitor and coordinate the maintenance and restoration of the supply of energy and energy distribution infrastructure.
13. Public Safety & Security: Coordinate physical security for citizens and their property; suppress criminal activity.
14. Cross-Sector Business and Infrastructure: Be informed of and assess cascading impacts regarding infrastructure, service disruptions, and de-conflict/prioritize any needs or requirements.
15. External Affairs: Provide information to the public through direct means and through the public media. Manage Public Inquires and community outreach.

Section III Functional Checklists

Functional Checklists that outline suggested actions to be taken for each position in the Emergency Operations Center (EOC).

Section IV Notification and Resource Manual

The Notification and Resource Manual that contains the information on where to find the electronically stored lists of those resources, facilities, personnel, equipment and supplies that are available to the County, along with contact information that will be needed to procure that resource for use during an emergency.

II. PURPOSE AND SCOPE

A. Purpose

This plan describes basic strategies, assumptions and mechanisms through which departments/agencies within government jurisdictions will mobilize resources and conduct activities to guide and support local emergency management efforts through response and recovery. To facilitate effective intergovernmental operations, this plan contains Emergency Support Function's that serve as the primary mechanism through which assistance is managed in an effective area.

In further carrying out the mission, the purpose of the St. Clair County Comprehensive Emergency Management Program (CEMP) is to provide government, associated agencies and volunteer organizations guidance for the following:

- Mitigation, preparedness, response and recovery policy and procedures.
- Disaster and emergency responsibilities.
- Emergency management training and public education activities.

This plan is strategic and "responsibility oriented", and addresses:

- Coordinated county-wide evacuation, shelter, and post-disaster response and recovery.
- The local, state and federal National Incident Management System (NIMS)
- Rapid deployment and pre-deployment of resources.
- Communication and warning systems.
- Annual exercises to determine the ability to respond to emergencies.
- Clearly defined responsibilities for departments/agencies, cities, villages and townships, associated agencies and volunteer organizations through a "functional" approach to planning and operations.

B. Goals

- Develop citizen self-sufficiency.
- Develop first responder capabilities.
- To have a plan (framework, strategy) that will guide organizational behavior (response) during emergency(ies) or disaster(s).

C. Scope

This plan provides for an orderly means to prevent or minimize (mitigation strategies), prepare for, respond to and recover from emergencies or disasters that threaten life, property, economy, and the environment within St. Clair County boundaries.

D. Priorities

The St. Clair County Homeland Security – Emergency Management Office adheres to policies established the St. Clair County Board of Commissioners.

Top priorities for incident management are to:

- Save lives and protect the health and safety of the public, responders, and recovery workers.
- Ensure security of the county
- Prevent an imminent incident, including acts of terrorism, from occurring.
- Protect and restore critical infrastructure and key resources.
- Conduct law enforcement investigations to resolve the incident, apprehend the perpetrators, and collect and preserve evidence for prosecution and/or attribution.
- Protect property and mitigate the damage and impact to individuals, communities, economy, and the environment.
- Facilitate recovery of individuals, families, businesses, governments, and the environment.

E. Authorities, Guidance Documents, Mutual Aid Agreements

1. Authorities

a. Federal
   (1) Public Law (P.L.) 93-288, Disaster Relief Act of 1974, as amended by P.L.100-707 (The Stafford Act).
   (2) Emergency Management and Assistance, 44 U.S. Code 2.1 (October 1, 1980) P.L. 81-920, Federal Civil Defense Act of 1950, as amended.
   (3) P.L. 99-499, Title III, Emergency Planning and Community Right to Know (EPCRA), October 17, 1986.

b. State
   (1) Emergency Management Act, PA 390 of 1976 .

c. Local
   (1) St. Clair County Resolution 06-01

2. Documents

a. National Response Framework

3. Agreements and Understandings

a. *Agreement for Mutual Aid for Emergencies and Disasters in St. Clair County.*
b. *UASI Region Mutual Aid Agreement*
c. *Other County Mutual Aid Agreements*

III. SITUATION AND ASSUMPTIONS

A. Situation

1. Description of County

St. Clair County is unique for its combination of high concentration of critical infrastructure, relatively low tax base, and population. The county has an approximate population of 160,000 that reside in 22 townships, 7 cities, and 2 villages. Sitting adjacent Ontario Canada's Chemical Valley, St. Clair County is the Nation's primary entry point for carriers of hazardous, radioactive, flammable materials between the United States and Canada. It is the second ranked entry point in the United States for hazardous materials imports; the second busiest northern border crossing in America and third ranked commercial point of entry for the North American Continent crossing for 4,800 commercial trucks and 12,000 passenger vehicles daily and 5.8 million commercial and passenger vehicles annually.

2. Threat and Hazard Identification and Risk Assessment (THIRA).

The St. Clair County Hazard Analysis identifies and analyzes the potential for different natural, technological and human-related threats, hazards and emergency situations that could cause widespread or severe damage, injury, loss of life or property, or other adverse impacts. The CEMP addresses these and other identified threats, hazards and emergency situations in the following Disaster-Specific Procedures sections:

Due to location and geological features, St. Clair County is vulnerable to the damaging effects of numerous hazards that include, but are not limited to:

- Natural: Drought, Extreme Cold, Extreme Heat, Fires, Floods, snow/ice, windstorm, tornado, epidemic/pandemic (human/animal).
- Technological: Hazardous Materials (fixed facility and transportation), Transportation Accident (rail, aircraft, motor vehicle), civil/political disorder, Weapons of Mass Destruction.
- Man-made Events: Any type of CBRNE event

NOTE: A list of facilities that use, produce, and/or store extremely hazardous substances and hazardous materials are on file at the St. Clair County Homeland Security - Emergency Management Office.

Disaster response efforts are often hampered by equipment and facility damage, communication failures, inclement weather, responder injury and death, and many other limiting factors. In the event of an emergency or disaster that exceeds the available resources; the public should understand and be prepared for a minimum 72 hour delay for emergency response services.

B. Planning Assumptions

1. Governmental officials within the county recognize their responsibilities regarding the safety and well being of the public and they will assume their responsibilities when the Comprehensive Emergency Management Program is implemented. In

addition the City of Port Huron, the Charter Township of Fort Gratiot and Port Huron are the communities with a population exceeding 10,000 and maintains a support plan to the CEMP.

2. The County maintains a continuity of government program that includes vital records protection. The HSEM office also works with partners to establish local continuity and vital record protection.

3. Most incidents that result in the need to implement the CEMP will be “no-notice” or “little-notice” incidents, meaning the County will receive little if any warning or notification prior to incident occurrence. At best, the County may receive advance notice prior to a nuclear military attack, the outset of a major pandemic, or a strike or work stoppage; however, even that may not be possible. As a result, the decision regarding whether or not to implement the plan and implement response and recovery operations will normally be made when an incident is imminent or immediately after it has occurred.

4. All disasters start and end at the local level.

5. Using the tiered response system, resources and capabilities from municipalities and other counties may be requested through already established mutual aid agreements.

6. County-level response and recovery efforts must be rapid, well organized, and well publicized to ensure that public confidence in government remains high. Lack of information regarding an incident and how it is being effectively dealt with may cause widespread misinformation, rumors, lack of social and economic stability, and loss of governmental credibility.

7. A catastrophic incident that prompts the need for implementation of the CEMP may render portions, or all, of the County’s information technology infrastructure unusable for a temporary period of time. This may be due to physical destruction of facilities and/or infrastructure; loss of system functionality due to lack of power, deliberate sabotage; lack of personnel to properly maintain and/or operate the system; or other causes. As a result, back-up systems and processes may have to be utilized during response and recovery operations for an extended period of time. (Such systems are described in the Warning and Communications ESF.)

8. Functional needs populations (e.g., the elderly, homebound individuals, persons with disabilities, severely impoverished individuals, institutionalized individuals, young children, pregnant women, persons with pets, etc.) are especially vulnerable in catastrophic incidents. These populations will require particular attention and must be quickly identified and appropriately dealt with in the incident response and recovery phases.

9. Each department or agency will develop internal operating procedures or implementing instructions to ensure that responsibilities assigned in this plan are executed.

10. General Conditions: When a community experiences an emergency or disaster, its surviving citizens fall into three broad categories: (a) those directly affected through personal or family injury or property damage; (b) those indirectly affected by an interruption of the supply of basic needs; and (c) those that are not personally impacted. These guidelines were designed to promote citizen self confidence and independence in the face of an emergency or disaster. Following these guidelines will allow the emergency organization within the county to concentrate first on helping those citizens directly affected by an event.

11. Citizens affected by the incident will generally have, at best, basic provisions to be self-sufficient for no more than three days (72 hours). The vast majority of those affected will not even have this basic level of preparedness and will require immediate attention. It is expected that each individual or head of a household will develop a family disaster plan and maintain the essential supplies to be self-sufficient for a minimum of 72 hours.

12. Businesses are expected to develop internal disaster plans that will integrate and be compatible with local government resources and this plan.

    NOTE: This plan is not intended to limit or restrict initiative, judgment, or independent action required to provide appropriate and effective emergency and disaster mitigation, preparation, response and recovery.

C. Limitations

1. It is the policy of St. Clair County government jurisdictions that no guarantee is implied by this plan of a perfect response system. As government assets and systems may be overwhelmed, jurisdictions can only endeavor to make every reasonable effort to respond based on the situation, and information and resources available at the time.

2. Adequate funding is needed to support this plan and its programs. The performance of the assigned tasks and responsibilities will be dependent on appropriations and funding to support this plan. Lack of funding may degrade the services envisioned under this plan.

   NOTE: The inability of departments/agencies, cities, villages and townships to carry out their responsibilities as indicated in both Basic Plan and Emergency Support Services due to lack of staff and funding may lower the “emergency declaration threshold.”

D. Policy

1. General Policy. It is the policy of St. Clair County government jurisdictions to cooperate with and support each other in disaster and emergency mitigation, preparedness, response and recovery efforts.

2. Citizen Preparedness Policy. Because of the nature of an emergency or disaster, government may be limited in its response capabilities. It is the policy of St. Clair

County government jurisdictions that citizens are encouraged to be self-sufficient for at least three days should an emergency or disaster occur.

3. Nondiscrimination. It is the policy of St. Clair County government jurisdictions that no services will be denied on the basis of race, color, national origin, religion, sex, age or disability and no special treatment will be extended to any person or group in an emergency or disaster over and above what normally would be expected in the way of county services. Local activities pursuant to the Federal/State Agreement for Major Disaster Recovery will be carried out in accordance with Title 44, CFR, Section 205.16.-- Nondiscrimination. Federal Disaster Assistance is conditional on full compliance with this rule.

III. CONCEPT OF OPERATIONS

A. General

1. The primary objective for homeland security and emergency management in St. Clair County is to provide a standardized and coordinated effort from all supporting county, city, village, township and non-governmental jurisdictions in the preparation for, response to, and relief from injury, damage and suffering resulting from either a localized or county-wide disaster. Under the St. Clair County Resolution 09-17, the HSEM Director is the focal point for emergency management within the county. However, homeland security and emergency management responsibilities extend beyond this office, to all county, city, township, village government departments/agencies, non-governmental, private, and ultimately, to each individual citizen. In addition the City of Port Huron, the Charter Townships of Fort Gratiot and Port Huron are the communities with a population exceeding 10,000 and maintains a support plan to the CEMP

2. It is important to note that a basic responsibility for emergency planning and response also lies with individuals and heads of households. When the situation exceeds the capabilities of individuals, families and volunteer organizations, a county, city, village, township emergency may exist. It is then the responsibility of government to undertake comprehensive homeland security and emergency management activities. Local government has the responsibility for emergency management activities. When the emergency exceeds local government capabilities, the HSEM Director will request assistance from mutual aid jurisdictions and/or the state government; the federal government will provide assistance to the state when requested, if possible. In addition, private sector and voluntary organizations may be requested to provide aid and assistance.

3. In addition to the HSEM Director, emergency management is the day-to-day function of certain county and jurisdictional departments, such as law and fire services. While the routine functions of most county, city, village, township departments are not of an emergency nature, pursuant to this plan, all officers and employees of the county and cities should plan to meet emergencies threatening life or property. This entails a day to-day obligation to assess and report the impact of an emergency or disaster event. It requires monitoring conditions and

analyzing information that could signal the on-set of one of these events. Disasters may require county, village, township and city departments to perform extraordinary functions. In these situations, every attempt will be made to preserve organizational integrity and assign tasks which parallel the norm. However, it may be necessary to draw on people's basic capabilities and use them in areas of greatest need. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required to perform those functions may be redirected to accomplish emergency tasks.

4. All emergency response within the county will follow the National Incident Management System (NIMS) that has been specified by the U.S. Department of Homeland Security. This includes:
   - The designation of an Incident Commander and, if necessary, an Incident Management structure;
   - The use of resource definitions specified by NIMS; and
   - Communication and planning protocols used in NIMS.

5. In accordance to Michigan Act 390, the County Basic Emergency Operations Plan provides the framework for the response and recovery efforts for all-hazards incidents. This plan is designed to be flexible to meet the needs of every incident. Additional hazard specific plans will complement but not override this plan.

   The Director of the Homeland Security – Emergency Management is the single point of contact to serve as the coordinator for the County's incident management system and is responsible for activating this plan. This plan can be activated at any time as needed to support the actual or anticipated response and recovery efforts of a disaster. After plan activation, the personnel supporting this plan will work with municipal, county, regional, state, private sector, and other emergency management partners to coordinate the response and recovery efforts.

B. Emergency Management Phases

St. Clair County jurisdictions should meet their responsibilities for protecting life and property from the effects of hazardous events by acting within each of the four phases of emergency management.

Mitigation. Actions accomplished before an event to prevent it from causing a disaster, or to reduce its effects if it does, save the most lives, prevents the most damage and are the most cost effective. Jurisdictions should enforce public safety mandates to include land use management and building codes; and recommend to governing bodies measures to improve the emergency readiness of the jurisdiction.

Federal policies require a formal mitigation program implementation plan any time an area is subject of a Presidential Disaster Declaration and federal disaster monies are received. This program requires:

1. Working knowledge of related federal regulations, guidelines, reports.

2. Significant follow through for the duration of the recovery phase.
3. Ability to implement this structure during emergencies.
4. Ability to effectively manage the system during the response and recovery phases.

Philosophically, there are three things we can do to mitigate. We can:

1. Act on the hazard (the cause of the emergency).
2. Act on the people (the population effected by the emergency).
3. Act on the interaction between the hazard and the people.

Mitigation activities may be undertaken before a hazard event or afterwards. Pre event mitigation activities are highly desirable, since the period immediately following a hazard event is often a difficult one in which to make mitigation decisions. If put in place soon enough, these activities can sometimes reduce the damage caused by the next event. Also worth noting is mitigation can break the cycle of repeated destruction resulting from hazard events. Mitigation typically is a difficult, long-term task, but is well worth the effort.

Preparedness. Preparedness consists of any pre-disaster action which is assured to improve the safety or effectiveness of disaster response. Preparedness consists of those activities that have the potential to save lives, lessen property damage, and increase individual and community control over the subsequent disaster response. Jurisdictions should prepare for disasters by developing detailed SOPs to accomplish the extraordinary tasks necessary to integrate the jurisdiction’s total capabilities into a disaster response. Disaster SOPs should complement this plan and jurisdictions should ensure that their employees are trained to implement emergency and disaster procedures and instructions.(However it must be noted that occurring incidents may require on the fly modifications/improvisation to these SOP’s and agencies must be prepared to do so). Jurisdictions should validate their level of emergency readiness through internal drills and participation in exercises appropriate to the hazard impacting their jurisdiction. Other jurisdictions within and outside county/jurisdictional boundaries should also be encouraged to participate in these exercises. Exercise results should be documented and used in a continuous planning effort to improve the jurisdiction’s emergency readiness posture. This joint, continuous planning endeavor should culminate in revisions to this plan in the on-going attempt to achieve a higher state of readiness for an emergency or disaster response.

Community emergency preparedness activities coordinated by the St. Clair County HSEM Office include:

1. Encouraging critical facilities (hospitals, schools, nursing homes, utilities) to develop and maintain response, recovery plans.
2. Response resource development.
3. Standardized response guideline development and evaluation
4. Equipment, supply acquisition for emergency response to include terrorism.
5. Disaster drills and exercises.
6. Emergency communications tests.
7. Emergency public information tests.
8. Emergency power tests.

Response. The active use of resources to address the immediate and short-term effects of an emergency or disaster constitutes the response phase and is the focus of the jurisdiction's emergency and disaster standing operating procedures, mutual aid agreements, and this plan. Emergency and disaster incident responses are designed to minimize suffering, loss of life, and property damage, and to speed recovery. They include initial damage assessment, emergency and short-term medical care, and the return of vital life support systems to minimum operating conditions. When any jurisdiction within the county receives information about a potential emergency or disaster, it should conduct an initial assessment, determine the need to alert others, and set in motion appropriate actions to reduce risk and potential impacts.

Emergency response activities should be described in jurisdiction Standard Operating Procedures (SOP) and may involve activating the Emergency Coordination Center (ECC) for coordination of support. Jurisdictions should strive to provide support to warning and emergency public information, save lives and property, supply basic human needs, maintain or restore essential services, and protect vital resources and the environment. Responses to declared emergencies and disasters should be guided by this plan.

The *Community Emergency Management System,* commonly referred to as CEMS/NIMS, addresses these problems by standardizing the principles and methods of emergency response in St. Clair County. It provides for:

1. Organizational levels for managing emergencies
2. Standardized emergency management methods
3. Standardized training for emergency responders and managers
4. Incorporating the National Incident Management System (NIMS)

Recovery. Emergency and disaster recovery efforts aim at returning to pre disaster community life. They involve detailed damage assessments, restoration of vital infrastructure systems, financial assistance and long-term restoration. There is no definite point at which response ends and recovery begins. However, recovery efforts should occur concurrently with the emergency response.

C. ESF Concept

Emergency Support Functions to the CEMP contain responsibilities that may be activated and performed during emergencies and disasters. While the concept of operations should always remain the same, those ESF's activated will be dependent on the emergency/disaster type and scope.

Based on the responsibilities identified within the ESF, agencies/organizations must maintain current Standard Operating Procedures, Resource Lists and other documentation to support those responsibilities.

ESF	FUNCTION	PRINCIPAL DUTY
1	Transportation	Coordinate transportation resources and infrastructure.
2	Communications	Coordinate all forms of communication and Information Technology (IT) resources.
3	Public Works & Engineering	Coordinate engineering and heavy equipment support, oversee debris removal and management.
4	Firefighting	Coordinate and assist local firefighting efforts.
5	Emergency Management	Coordinate countywide emergency response functions; collect/share/analyze/disseminate information.
6	Mass Care, Shelter, & Human Services	Coordinate shelter and feeding operations. Coordinate emergency assistance and other human services to victims.
7	Logistics Management and Resource Support	Coordinate facilities, equipment, supplies, resources; track resources. Arrange for the reception and distribution of goods.
8	Public Health & Medical Services	Coordinate medical care, public and crisis counseling and mortuary services.
9	Search & Rescue	Coordinate search and rescue missions including: technical, urban, wilderness and underground.
10	Oil & Hazardous Materials Response	Respond/assist in incidents involving the release of hazardous materials that may harm humans or the environment.
11	Agriculture & Natural Resources	Coordinate bulk food supplies; coordinate the monitoring of animal feed and food production facilities and the health of livestock and food crops; coordinate the protection of natural, cultural and historic resources.
12	Energy	Monitor and coordinate the maintenance and restoration of the supply of energy and energy distribution infrastructure.
13	Public Safety & Security	Coordinate physical security for citizens and their property; suppress criminal activity.
14	Cross-Sector Business and Infrastructure Recovery- Long Term	Be informed of and assess cascading impacts regarding infrastructure, service disruptions, and de-conflict/prioritize any needs or requirements.
15	External Affairs	Provide information to the public through direct means and through the public media. Manage Public Inquires and community outreach.

Emergency Support Functions, by formal definition, are groupings of department / agency capabilities into broad, functional organizational structures to provide the support, resources, program implementation, and services that are most likely to be needed to prevent injuries, save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following a disaster or emergency. Capabilities can include but are not limited to personnel, equipment, material goods, professional knowledge and expertise, financial resources, legal authorities and facilities.

Basically, an ESF is a problem identifying, problem solving, and resource coordinating group whose aim is to rapidly assess a situation, determine issues to be resolved, determine appropriate responses, and then coordinate actions to ensure the issues are dealt with quickly, efficiently and effectively. ESFs are based on the premise that a consensus-based group approach and "synergistic" thinking will better identify problems, constraints and probable consequences of actions taken (or not taken).

Each ESF is headed by a Lead Department / Agency, with one or more departments / agencies designated as Support Departments / Agencies based on their resources and capabilities to support the function. The ESFs serve as the primary operational-level mechanism through which departments / agencies provide assistance to local communities.

Within the EOC, the ESFs have been assigned, primarily to the Operations Section of the incident command structure providing better coordination and control. As situations require, direct collaboration between ESFs will be conducted. The remaining sections are filled out with the traditional ICS staffing positions. In those cases where a position is not staffed, ICS doctrine dictates that responsibilities and activities of that position revert to the branch director, then section chief, then EOC director.

For the integration of response, recovery, and mitigation actions, precedence is given to immediate response operations to save lives, protect property, and meet basic human needs over recovery and mitigation operations. Intelligence gathering and recovery actions will be coordinated and based upon availability of resources. Mitigation opportunities will be considered throughout disaster operations.

D. Phases of EOC Activation

The chart below outlines the phased levels of activation of the EOC. Ranging from normal operations (Level IV) to full activation (Level I).

LEVEL	ACTIVATION DESCRIPTION	ACTIVITY/STAFFING	SITUATION EXAMPLES
LEVEL IV Continuous Monitoring	9-1-1 center monitoring the situation. HSEM Director/Deputy Dir on call or staffed at the EOC.	Continuously monitor weather and/or current significant events. Provide situation reports	Day to day operations based on pre-identified trigger points.
LEVEL III Limited	To monitor a developing situation or incident with limited impact. Actions may include preparing to provide or providing necessary assistance	ESF- 4 Fire Operations ESF- 5 Emergency Management (Communications, MI-CIMS) ESF- 13 Law Enforcement ESF- 3 Public Works ESF- 8 EMS ESF- 15 Public Information (PIO, Social Media) Planning Section Chief	Severe weather warnings, Events occurring in adjoining counties including Canada

LEVEL II Partial	Responds to an actual event that has significant impact to a community(ies).	Level III staff Logistics Section Chief Critical Infrastructure Branch Director Human Services Branch Director ESF's as necessary	Active severe flooding, Snow emergency Direct hit from a storm with moderate damage (damage assessment may be required) Moderate utility failure. Multiple law enforcement/terrorism event Mass casualty
LEVEL I Full	Catastrophic damage to community(ies). Potential or state of emergency declaration incident	Full mobilization of EOC Staff. All ESF's staffed.	Major storms with extensive damage Widespread utility failure Terrorist attack Widespread civil unrest

The County Emergency Operations Center (EOC) is routinely operating at Level IV Operations with the off hours covered by the HSEM Director/Deputy Director. The HSEM Director will decide to expand the EOC to the appropriate level based on the potential or actual events. Level III staffing will come from Emergency Services.

ESF responsibilities are created to avoid duplication of services and to ensure that the most appropriate agency is assisting in supporting the different needs during an incident.

<u>County Elected Officials</u>

Prevention and Preparedness Phases

- Responsible for establishing a county emergency management organization.
- Establish lines of succession for key positions.
- Prepare and maintain this EOP in consonance with the State EOP.
- Support the intelligence community and prevention activities undertaken by appropriate organizations.

Response and Recovery Phases

- Utilizing the Protective Action Measures Support Annex, provide Protective Action Recommendations (PAR) (to evacuate or to shelter in place) as needed.
- If the situation warrants, issue a declaration of disaster emergency upon finding a disaster has occurred or is imminent.
- Apply for federal post-disaster funds, as available.

<u>Homeland Security - Emergency Management Director</u>

Prevention and Preparedness Phases

- Prepare and maintain an EOP for St. Clair County that meets state and federal guidelines

- Establish, equip, and staff an EOC.
- Maintain coordination with the municipal partners, i.e.: (city managers, mayors, township supervisors).
- Collect, analyze, and disseminate information.
- Recruit, develop, and maintain qualified personnel to staff the EOC.
- Provide individual and organizational training programs and/or training exercises or drills to insure prompt, efficient and effective disaster emergency services.
- Identify resources within St. Clair County that can be used to respond to a major emergency or disaster situation.
- Coordinate prevention activities with appropriate organizations.
- Support and actively participate in the intelligence community.
- Develop and maintain current emergency response checklists appropriate for the emergency needs and resources of the community.
- Attend training and workshops to maintain proficiency in emergency management, response, planning, and procedures.

Response and Recovery Phases

- Mobilize the EOC and act as, or designate, the EOC Director during an emergency.
- Provide prompt and accurate information of an emergency to the Board of Commissioners and MSP EMHSD.
- Organize, prepare and coordinate all locally available staff, materials, supplies, equipment, facilities and services necessary for disaster emergency readiness, response and recovery.
- Compile cost figures for the conduct of emergency operations above normal operating costs.
- Request any needed resources from MSP EMHSD.
- Decide the need for and coordinate all Damage Assessment activities for the incident.
- During a proclamation of a disaster by the Governor, acquire sites required for installation of temporary housing for disaster victims as necessary.

Mitigation Phases

- Identify hazards and vulnerabilities that may affect the municipalities in coordination with municipal partners, i.e.: (city managers, mayors, township supervisors).
- Adopt and implement precautionary measures to mitigate the anticipated effects of a disaster.

<u>Agency Directors / St. Clair County Department Heads</u>

Prevention and Preparedness Phases

- All agencies designated as a primary agency for the emergency support functions shall work to fulfill the prevention and preparedness measures outlined in each emergency support function annex.
- Support training for staff that may be called upon to staff the Emergency Operations Center.

Response and Recovery Phases

- Provide staff support and resources.
- Provide guidance, direction, and authority to agency / department personnel who support the EOC.

Mitigation Phase

- Identify potential disaster mitigation projects and relay that information to Emergency Management ESF.
- Assist in supporting mitigation projects as needed.

The responsibilities outlined below for all of the EOC staff are a general overview for all EOC positions.

<u>All EOC Staff</u>

Prevention and Preparedness Phases

- Assist in the development and maintenance of the checklist for their respective position.
- Attend training on the duties of their respective position.
- Participate in drills/exercises as needed.
- Participate in prevention projects as needed
- Support prevention activities undertaken by appropriate organizations
- Support the intelligence community as needed.

Response and Recovery Phases

- Respond to the EOC or the field, as needed.
- Ensure that proper check in and time procedures are followed.
- Perform the duties of the position to the best of their abilities.
- Keep detailed logs, records, and documentation of all activities.
- Advise the EOC chain of command regarding the respective position activities and any unmet needs.
- Identify and inform Emergency Management ESF of potential mitigation projects.

Mitigation Phase

- Identify potential disaster mitigation projects and relay that information to Emergency Management ESF.
- Assist in supporting mitigation projects as needed.

IV. DIRECTION AND CONTROL

A. <u>General</u>

Guidance for the direction, control and coordination of emergency management activities; the preparation of proclamations and making requests for assistance.

B. Operational Concepts

1. Direction and control of emergency management activities within St. Clair County government rests with the County Commissioners, the CEO of the cities, villages and townships, and governing bodies of jurisdictions with emergency response responsibilities.

2. The following list of management priorities, listed in order of importance, are provided to guide St. Clair County jurisdictions' policy making before, during and after an emergency or disaster:
    - Protect health and life.
    - Protect the environment.
    - Protect public and private property.
    - Assess the situation.
    - Alert and inform citizens.
    - Evacuate citizens to a safe place.
    - Restore essential services.
    - Document and record decisions, costs, lessons learned, etc.
    - Provide support and guidance for rebuilding.
    - Take steps to mitigate future disasters.

3. It is the policy of St. Clair County government jurisdictions to establish overall direction, control and coordination through a jurisdiction Emergency Coordination Center (ECC) to support the community response to a disaster. This will include coordination among department/agency heads for the continuity of operations of essential government services. Documentation of response coordination and documentation will utilize MI CIMS and individual communities will be responsible for utilization of this tool. Training will be provided though the HSEM office.

4. The Chief Elected Official is responsible for the direction and control of the organization, administration and operation of the emergency management program for their jurisdiction. (SCC Resolution 09-17 and Michigan Act 390)

5. The Chief Elected Official's emergency management responsibilities include providing overall direction and control, issuing the proclamation of a state of emergency, requesting assistance from and through the Governor, coordinating with the elected council or commission concerning disaster legislative needs, and providing emergency public information.

C. Line of Succession

Board of Commissioners

- Chairperson, St. Clair County Board of Commissioners
- Vice Chairperson
- Committee Chairperson, Judiciary and Public Safety

Homeland Security – Emergency management

- Director

- Deputy Director
- Regional Homeland Security Planner

D. Coordination

1. The HSEM Office is the lead agency for facilitating coordination among local, county, state, Federal and private sector agencies and groups in St. Clair County. To facilitate coordination among local governments, each government jurisdiction should appoint personnel to work with the HSEM on mitigation, preparedness, response, and recovery issues.

2. Each local jurisdiction should also make staff available to assist in emergency operations in the local ECC. This shall include, but not be limited to, appropriate training for such activities as public information support, documentation, operations, and damage assessment. Costs for these activities shall be the responsibility of the respective local government.

3. To assist the Chief Elected Official in maintaining overall direction and control, each department should keep the ECC informed of what has happened, what the department can do about it, and what the department needs are, whenever the department is supporting an ECC activation.

E. Organizational/Response Levels and Activation Requirements

1. Field Response Level. The field response level is where emergency response personnel and resources, under the command of an appropriate authority, carry out tactical decisions and activities in direct response to an incident or threat. CEMS/NIMS requires the use of ICS at the field response level of an incident.

2. Local Jurisdiction Level. Local jurisdictions, including St. Clair County, the cities, villages and townships, manage and coordinate the overall emergency response and recovery activities within their jurisdiction. Local jurisdictions should establish an ECC to manage emergency operations. Local jurisdictions are required to use CEMS/NIMS when their emergency operations center is activated or a local emergency is declared or proclaimed.

3. Operational Area Level. Under CEMS/NIMS, the Operational Area encompasses the political subdivisions located within the county including special districts. The Operational Area manages and/or coordinates information, resources, and priorities among local jurisdictions within the Operational Area, and serves as the coordination and communication link between the local jurisdiction level and the state level.

4. Mutual Aid - Incidents frequently require responses that exceed the resource capabilities of the affected response agencies and jurisdictions. When this occurs other agencies, local jurisdictions, and the state provide mutual aid. Mutual aid is voluntary aid and assistance by the provision of services and facilities including

but not limited to: fire, police, medical and health, communications, transportation, and utilities. Mutual aid is intended to provide adequate resources, facilities, and other support to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation. Mutual aid is provided between and among St. Clair County, the cities, villages and townships under the terms of the Agreement for Mutual aid for Emergencies and Disasters in St. Clair County and specific discipline agreements.

To facilitate mutual aid, discipline-specific mutual aid systems work through designated mutual aid coordinators at the Operational Area level. The basic role of a mutual aid coordinator is to receive mutual aid requests, coordinate the provision of resources from within the County and to pass on unfilled requests to the state.

Emergency management staff at the Operational Area level handles mutual aid requests that do not fall into one of the discipline-specific mutual aid systems. Operations Officers may function from the EOC, their normal departmental location, or other locations depending on the circumstances. Some incidents require mutual aid but do not necessitate activation of the affected local jurisdiction emergency coordination center (ECC) or EOC because of the incident's limited impacts. In such cases, Operations Officers typically handle requests from their normal work location. When an EOC is activated, Operational Officers should be at the EOC to facilitate coordination and information flow.

F. <u>Levels of Emergency</u>

- **Incident Commander – Community Emergency**
  The Incident Commander has the option of declaring a "Community Emergency" which activates the CEMP plan and assets for up to 24 hours. This level of activation does not require action by the CEO which is required for potential disaster reimbursements.

  This proclamation is optional for the Incident Commander and upon issuance the following can be utilized:
  - ✓ County assets
  - ✓ Implementation of policies, procedures and guidelines contained within or associated with the CEMP process
  - ✓ Utilized for up to a 24 hour period

  Activation of the County EOC and/or a local or District ECC's may be required.

- **Chief Elected Official – Heightened State of Alert**
  Authorizing the Chairperson to safeguard the interests of the County, to prepare for impending manmade or natural emergencies, for a specific period of time, using powers provided in Act 390 of 1976 as amended, when good cause for action exists.

- **Chief Elected Official – State of Emergency**

"Local state of emergency" means a declaration by the County Chairperson pursuant to the act and this resolution which implements the response and recovery aspects of the St. Clair County Comprehensive Emergency Management Program and authorizes certain actions as described in this resolution.

- **Chief Elected Official – Disaster Declaration**
  If a disaster or emergency occurs that has not yet been declared to be a state of disaster or a state of emergency by the Governor, the Board hereby delegates to the Chairperson the authority to determine if the situation is beyond the control of the county. If the disaster or emergency is considered to be beyond the county's control, the Chairperson may request state assistance.

G. <u>Proclamation of Emergency/Disaster</u>

1. A Proclamation of Emergency/Disaster is the legal method which authorizes extraordinary measures to solve disaster problems. A proclamation allows for the emergency use of resources, by-passing hearings and the competitive bid process, and activates extraordinary measures as outlined in this plan. It is a prerequisite for state assistance.

2. It is the policy of St. Clair County jurisdictions that Proclamations of Emergency/Disaster should be coordinated with the HSEM Office. (Michigan Public Act 390).

3. In preparing a proclamation for State of Emergency or Disaster Declaration, a description of the event and the necessary emergency authorizations need to be documented. The State Emergency Management Division will be informed and provided a copy of the proclamation, and a news release made as soon as possible when a Proclamation of Emergency is signed.

4. Jurisdictions should establish a line of succession authorizing the issuance of a Proclamation of Emergency.

H. <u>Request for Assistance</u>

1. If the situation is beyond local capability, a second proclamation is issued, requesting state assistance or requesting the Governor request Federal Assistance. The "Proclamation of Emergency" and the "Request for Assistance" are two separate actions, although they may be combined. Part of this proclamation includes the County Commission proclaiming the county "a disaster area". Although there is no statutory basis for this designation, it is suggested by the state Comprehensive Emergency Management Plan and fulfills public expectations that local leadership is responding to the situation. Cities, villages or townships in St. Clair County may enact their own request proclamation or may request the County Commission, through the HSEM, to proclaim it on their behalf.

2. There are some forms of assistance which due to an immediate need may be obtained without this proclamation; however, there are many ramifications involving state expenditures, Federal Assistance, and audit trails which make obtaining one advisable.

3. This proclamation is coordinated by the HSEM, signed by the Chief Elected Official, and then sent to the State Emergency Management Division for consideration and presentation to the Governor.

I. Termination of a Proclamation

The decision to terminate a proclamation should be coordinated with the jurisdictions which were part of the emergency operation. They may have different response needs which will influence the decision.

V. ADMINISTRATION AND LOGISTICS

A. General

During and after emergency/disaster events, normal fiscal and administrative functions and regulations may need to be temporarily modified or suspended in order to support emergency operations in a timely manner. Additionally, if certain emergency costs can be documented, certain reimbursements from state and federal sources may be possible.

B. Policies

1. It is the policy of St. Clair County government jurisdictions, departments and agencies to designate personnel to be responsible for documentation of disaster costs and establish or utilize existing administrative methods to keep accurate records separating disaster operational expenditures from day to day expenditures. During disaster operations, budget personnel may work from the jurisdiction Emergency Coordination Center (ECC) to provide guidance and instructions to departments on appropriate record keeping.

2. It is the policy of St. Clair County government jurisdictions to incur disaster expenditures with currently appropriated local funds in accordance with Michigan Public Act 390, and local codes. The Chief Elected Official will be responsible for identifying other sources of funds to meet disaster related expenses if department budgets are exceeded.

3. Accurate emergency logs and expenditure records must be kept from the very beginning of an event to receive the maximum amount of entitled reimbursement should Federal Assistance become available. Records should be kept in such a manner to separate disaster expenditures from general ongoing expenditures and accurately document expenditures for potential audit or for state and/or Federal Disaster Assistance programs.

4. When the EOC is activated, a special program number and budget position number should be assigned in order to track all expenditures and payroll activity directly and to avoid having to transfer costs at a later date. Emergency purchases during non-business hours should be coordinated through the County EOC. The County should be assigned pre-authorized requisition numbers from Purchasing for use in an emergency.

   Emergency fiscal procedures should follow guidelines and procedures established by local ordinance or resolution.

5. Responsibility for the various functions relating to fiscal activities for emergency expenditures is shared by departments with response costs and damages.

6. Any department which incurs disaster related expenditures or damages is responsible for completing and submitting appropriate documentation to the County EOC. Response cost and damage estimates should be submitted on the appropriate forms.

7. St. Clair County Emergency Operations Center shall use the Michigan Critical Incident Management System (MI CIMS) to managing crisis information, emergency response and non-emergency events for documentation of activity logs, EM program status, resource requests and all significant events to align with the State Emergency Operations Center.

8. All county departments and local municipalities are required to identify critical records and ways to secure and protect essential records in an emergency and for the reestablishment

C. <u>General Administrative Guidelines</u>

1. It is the policy of St. Clair County government jurisdictions that during emergency operations, non-essential administrative activities may be suspended, and personnel not assigned to essential duties may be assigned to other departments to provide emergency support.

2. HSEM is responsible for registering emergency workers. When emergency workers are utilized by government agencies, these agencies are responsible for keeping records of the name, Emergency Worker Registration Number, arrival time, duration of utilization, departure time and other information relative to the service of emergency workers, as well as documentation of any injuries, lost or damaged equipment, and any extraordinary costs.

3. It is the policy of St. Clair County government jurisdictions that emergency workers are advised to carry personal insurance on themselves, vehicles, and equipment.

D. <u>Fiscal</u>

1. Local government purchasing personnel should facilitate the acquisition of supplies, equipment, and services necessary to support the emergency response actions of their jurisdiction.

2. A complete and accurate record of purchases, a complete record of properties commandeered to save lives and property, and an inventory of supplies and equipment purchased in support of the emergency response should be maintained.

3. Though certain formal procedures may be waived, this in no way lessens the requirement for sound financial management and accountability. Jurisdictions, departments/agencies should identify personnel to be responsible for documentation of disaster costs and utilize existing administrative methods to keep accurate records separating disaster operational expenditures from day-to-day expenditures. Documentation should include: logs, formal records and file copies of expenditures, receipts, personnel time sheets.

9. A separate Emergency Operations Center (EOC) “Finance Section” may be formed to handle the monetary and financial functions during large emergencies, disasters.

10. Jurisdictions may qualify for reimbursements of certain emergency costs from state and federal disaster recovery programs. Jurisdictions may also collect damages from its insurance carriers. Successful documentation of expenditures will maximize the reimbursements and assistance that jurisdictions within St. Clair County and its citizens will receive. Departments/agencies are expected to include requirements for emergency fiscal record keeping in their SOPs.

E. Logistics

1. Jurisdictions, departments/agencies responding to emergencies and disasters should first use their available resources. Then this plan is implemented, the County EOC Logistics Section becomes the focal point for procurement, distribution and replacement of personnel, equipment and supplies. The Logistics Section should also provide services and equipment maintenance beyond the integral capabilities of elements of the emergency organization. Scarce resources should be allocated according to established priorities and objectives of the County EOC.

2. Logistics will be needed to support the field operations, the County EOC operations and disaster victims.

3. Jurisdictions, departments/agencies are expected to maintain an inventory of non-consumable items, to include their disposition after the conclusion of the emergency proclamation. Items that are not accounted for, or that are placed in local government inventory as an asset will not be eligible for reimbursement.

4. The Agreement for Mutual Aid for Emergencies and Disasters in St. Clair County will be implemented to respond to resource shortfalls.

F. <u>Insurance</u>

Local governments, jurisdictions, departments/agencies should maintain insurances for property, workers compensation, general and automotive liability. Insurance coverage information will be required by the federal government in the post disaster phase as per 44 CFR “subpart i”. Information on insurance needs to be available following a disaster.

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VI. TRAINING AND EXERCISE

The purpose of the St. Clair County Homeland Security – Emergency Management Multi Year Training and Exercise Plan (TEP) is to provide a documented guidance to the St. Clair County in accordance with the Homeland Security Strategy. It is a living document that will be reviewed and revised at least on an annual basis and will provide a roadmap to follow in accomplishing the priorities, goals and objectives through performance-based initiatives based upon the guidance from the Homeland Security Exercise and Evaluation Program (HSEEP). The goal of the plan is to identify training and exercise within the county, using the building block approach, to ensure successful progression in exercise design, complexity execution and applicable training.

The St. Clair County Comprehensive Emergency Management Program (CEMP) contains departmental emergency responsibilities and tasks, which translate to actions found within each department’s emergency plans and standing operational procedures. Jurisdictions having emergency/disaster responsibilities will need to educate, train, and equip their personnel to insure that planned responsibilities become reality. Further, emergency preparedness education programs for the general public will reduce disaster demands. An informed general public will also be more self-reliant.

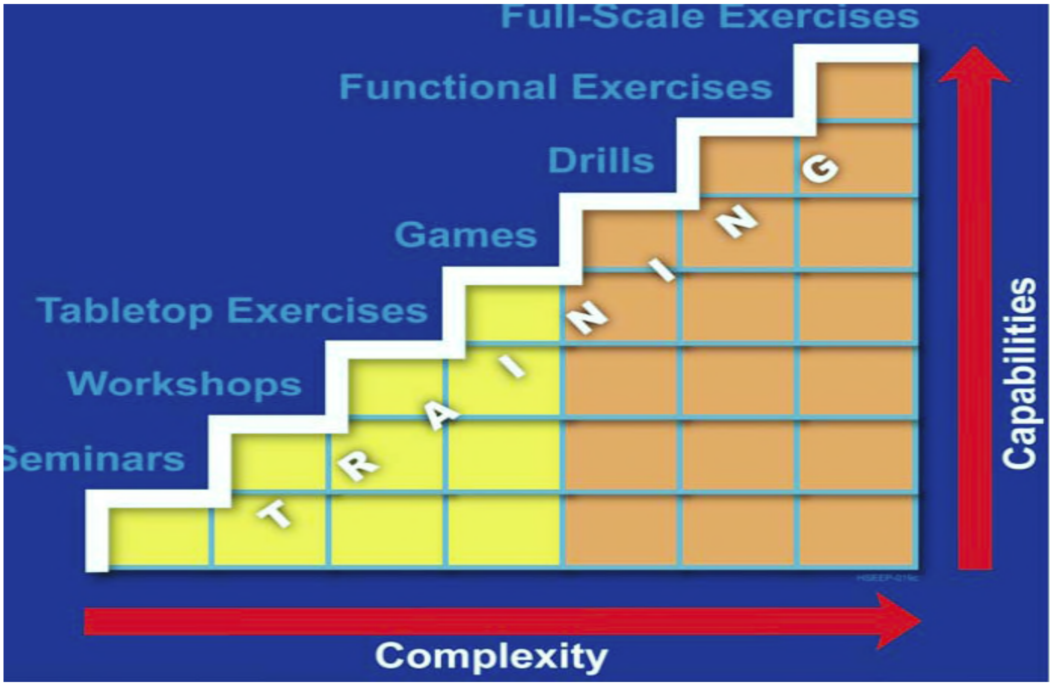
The St. Clair County HSEM Office will coordinate involvement of the cities/villages/townships, department heads, and key staff in necessary training requirements and for exercises, situational drills, table top or functional exercises to validate the CEMP, and the jurisdiction’s capability to respond to emergencies. Records of participation will be maintained by the HSEM Office.

The planning process will follow the natural progression that should take place in accordance with the HSEEP building block approach.

<u>Methodology</u>

The St. Clair County Multi-Year Training and Exercise Plan (TEP) follows the Federal Emergency Management Agency’s (FEMA) Homeland Security Exercise and Evaluation Program (HSEEP).

By using the guidelines outlined in HSEEP, exercises are developed using the building block approach. The building block approach allows programs to develop and expand training and exercising in a natural progression.



Within the St. Clair County program area, the threats, vulnerabilities, roles, responsibilities, and tasks to perform are too varied, numerous, and complex to be exercised within a single exercise design.

HSEEP is a cyclical approach for exercise development to ensure each exercise is built upon complexity and is appropriately integrated into a total, sustainable preparedness program. Each step of the program allows for development, training, exercising, and identifying gaps and lessons learned as well as allowing for improvement planning and corrective action. This model ensures that training and exercising will progress over time, increasing in complexity and identifying gaps at high levels and on a regional scale.

The St. Clair County Homeland Security – Emergency Management Strategy identifies the specific regional threats and vulnerabilities. Training, exercises and equipment purchases are based upon those identified threats and vulnerabilities. Training and exercises use a combination of scenario and capabilities based activities. The County will conduct regular exercises and training will support those exercise as well as other identified gaps.

Evaluation

Each exercise will contain an evaluation process. Providing for an emergency planning team comprised of representatives from all departments as identified and utilized through this plan development for: continuing review and revision of the plan;

exercise planning and evaluation; reviewing and offering recommendations on emergency management initiatives

Once complete, evaluations will be forwarded to the EOC Joint Operations Group for review. This group will evaluate the findings and present potential operations procedural recommendations to the Homeland Security – Emergency Management (HSEM) Office for possible implementation into the Comprehensive Emergency Management Program (CEMP). Issues involving potential policy changes will be forwarded to the EOC Policy Group for discussion.

An after action report will be created by the HSEM Office for presentation to the HSEM Advisory Council and Board of Commissioners. This will occur within 60 days of the event and will follow the HSEEP process.

VII. PLAN DEVELOPMENT, MAINTENANCE AND DISTRIBUTION

A. Development and Maintenance Responsibilities

The county HSEM Office will coordinate development and maintenance of this plan. Writing, review and update of specific portions of the plan will be accomplished by those staff members/agencies with the best knowledge of the subject matter.

As the philosophy of the HSEM Office of a whole community planning, the office maintains a HSEM Advisory Committee that is comprised of 30 members from all disciplines (public and Private) which provides recommendations and advice pertaining to HSEM issues and plans.

Based upon legislation, regulation or state directive, incident-specific annexes require an annual review. All other plan components will be reviewed and updated at least biennially. Whenever portions of this plan are implemented in an emergency event or exercise, a review will be conducted to determine any necessary changes.

Whether or not used in an actual event, a review of each section of the plan will be conducted at least biennially.

At the conclusion of each biennial review, HSEM will:

- If the biennial review indicates a need to change the plan, page changes will be published, approved by the St. Clair County Board of Commissioners, and distributed as below.
- The biennial review indicates so many changes that a revised plan should be published, it should be approved by the St. Clair County Board of Commissioners, and distributed as below.
- If the biennial review indicates that no changes are necessary, document the

- review on the "Certificate of Biennial Review" (pg vi) and forward a copy of the certificate to the MSP EMHS District Coordinator. The original of the certificate will be maintained with the "master" copy of the plan.

B. <u>Distribution</u>

- This plan and its supporting material are controlled documents. While the basic plan is open to the public, the other sections of this plan are not considered to be subject to the Right-to-Know Law and are unavailable to the general public. Distribution is based upon a regulatory or functional "need to know" basis. A copy of this plan will be distributed to all agencies that have a role in this plan.

- The plan is distributed to:

  Community Government
  Law Enforcement Heads
  Fire Department Heads
  Tri-Hospital EMS
  EOC Position Representatives
  ESF Leads

APPENDIX A: TERMS and DEFINITIONS

Access and Functional Needs Populations
Populations whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized settings; who are elderly; who are children; who are from diverse cultures; who have limited English proficiency or are non-English speaking; or who are transportation disadvantaged.

Access Control Points (ACP)
Manned posts established primarily by State or local law enforcement and augmented as necessary by Fire or the National Guard on roads leading into a disaster area for the purpose of controlling entry during an emergency.

All-Hazards
Any incident or event, natural or human caused, that requires an organized response by a public, private, and/or governmental entity in order to protect life, public health and safety, values to be protected, and to minimize any disruption of governmental, social, and economic services.

ARES
Amateur Radio Emergency Services - An American Radio Relay League - sponsored emergency organization of amateur radio operators that provides communications resources.

Coordination
Arranging in order, activities of equal importance to harmonize in a common effort. (For use in context of this document: authorizing and/or providing for coordination of activities relating to emergency disaster prevention, preparedness, response and recovery by State, local governments and Federal agencies.)

EAS - Emergency Alert System
A voluntary program of the broadcast industry which allows the use of its facilities to transmit emergency information to the public as prescribed by the President, the Governor or authorized state, or municipal officials.

Emergency Management
The judicious planning, assignment and coordination of all available resources in an integrated program of prevention, mitigation, preparedness, response and recovery for emergencies of all
kinds, whether from enemy attack, human-made or natural sources.

Emergency Services
Firefighting services, police services, medical and health services, hazmat operations, rescue, engineering, disaster warning services, communications, radiological protection, shelter, evacuation of persons from stricken areas, emergency welfare services, emergency transportation, emergency resources management, existing or properly assigned functions of plant protection, temporary restoration of public utility services and other functions related to civilian protection.

APPENDIX A: TERMS and DEFINITIONS- cont.

Governor's Proclamation of "Disaster Emergency"
A proclamation by the Governor upon finding that a disaster has occurred or that the occurrence or the threat of a disaster is imminent. This proclamation authorizes municipalities (including counties) to exercise certain powers without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements).

Hazardous Materials (HAZMAT)
Any substance or material in a quantity or form that may be harmful or injurious to humans, domestic animals, wildlife, crops or property when released into the environment. Hazardous materials may be chemical, biological, radiological, or explosive.

Hazards Vulnerability Analysis (HVA)
A compilation of natural, human-caused and technological hazards and their predictability, frequency, duration, intensity and risk to population and property.

Human-Caused Disaster
Any condition, including an attack on the United States by a hostile foreign state or by a domestic or foreign terrorist, or any industrial, nuclear or transportation accident, explosion, conflagration, power failure, natural resource shortage or other condition resulting from failure of industrial or transportation systems such as oil spills and other injurious environmental contamination, that threatens or causes substantial damage to property, human suffering, hardship or loss of life.

Improvement Plan (IP)
A set of activities that are designed to bring gradual, but continual improvement to a plan.

Initial Damage Report
Reports compiled during the response phase of an emergency that list numbers of damaged facilities, and other essential information. The IDR information is originated at the local level, compiled at the county and forwarded on to MSP-EMHAD. IDR data should be submitted as soon as possible since it is used to determine operational needs and to identify the location and scope of damages for more formal damage assessments that come in the recovery phase of the emergency.

Local Declaration of a Disaster Emergency
The condition declared by the local governing body when, in their judgment, the threat or actual occurrence of a disaster requires coordinated local government action to prevent or alleviate the damage, loss, hardship or suffering threatened or caused. A local emergency can be at the municipal or county level.

Long Term Recovery Committee (LTRC)
A group of volunteer organizations established to provide recovery assistance to victims of a disaster or emergency beyond those services available from government sources. The LTRC should work in coordination with county and local government in order to ensure maximum utility from all available resources.

APPENDIX A: TERMS and DEFINITIONS- cont.

Mass Distribution of Medical Countermeasures (MDMC)
A broader concept of distributing emergency medicine to the public, MDMC includes but is not limited to the scope of the Strategic National Stockpile (SNS) program.

Mass Care Centers
Fixed facilities suitable for providing emergency lodging for victims of disaster left temporarily homeless. Mass Care centers are capable of providing all essential social services. Feeding may be done within a mass care center (in suitable dining facilities) or nearby.

Municipality
A city or town that has its own government to deal with local problems; also : the group of people who run such a government

Natural Disaster
Any hurricane, tornado, storm, flood, high water, wind driven water, earthquake, snowstorm, drought, fire, explosion or other catastrophe which results in substantial damage to property, hardship, suffering or possible loss of life.

Points of Distribution- PODs
Points of Distribution are centralized locations where the public picks up life sustaining commodities following a disaster or emergency. Commodities usually include shelf stable food and water.

Political Subdivision
Any county, city, village, township or incorporated town within the State, as well as school districts, and water, sewer and other authorities that have governmental or taxing authority.

Presidential Declaration of "Emergency"
"Emergency" means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

> IMPORTANT NOTE - Before federal assistance can be rendered, the Governor must first determine that the situation is of such severity and magnitude that effective response is beyond the capabilities of the State and affected county and local governments and that Federal assistance is necessary.

Preliminary Damage Assessment
A mechanism used to determine the impact and magnitude of damage and the resulting unmet needs of private and public sectors. Information collected is used by the state as a basis for a governor's request for a presidential declaration, and by the Department of Homeland Security to document the recommendation made to the President in response to the governor's request.

Protective Action
Any action taken to eliminate or avoid a hazard or eliminate, avoid or reduce its risks.

APPENDIX A: TERMS and DEFINITIONS- cont.

Public Information Statements
Public announcements made by the state or county official spokespersons via newspapers, radio, television and/or social media to explain government actions being taken to protect the public in the event of any public emergency.

RACES-Radio Amateur Civil Emergency Service
An organization of licensed amateur radio operators that provide radio communications for federal, state and municipal governments in time of emergency.

Reception Center
A pre-designated site outside the disaster area through which evacuees needed mass care support will pass through to obtain information and directions to mass care centers

Reentry
The return to the normal community dwelling and operating sites by families, individuals, governments, and businesses once the evacuated area has been declared safe for occupancy.

Service Animal
Any guide dog, signal dog or other animal individually trained to provide assistance to an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair or fetching dropped items.

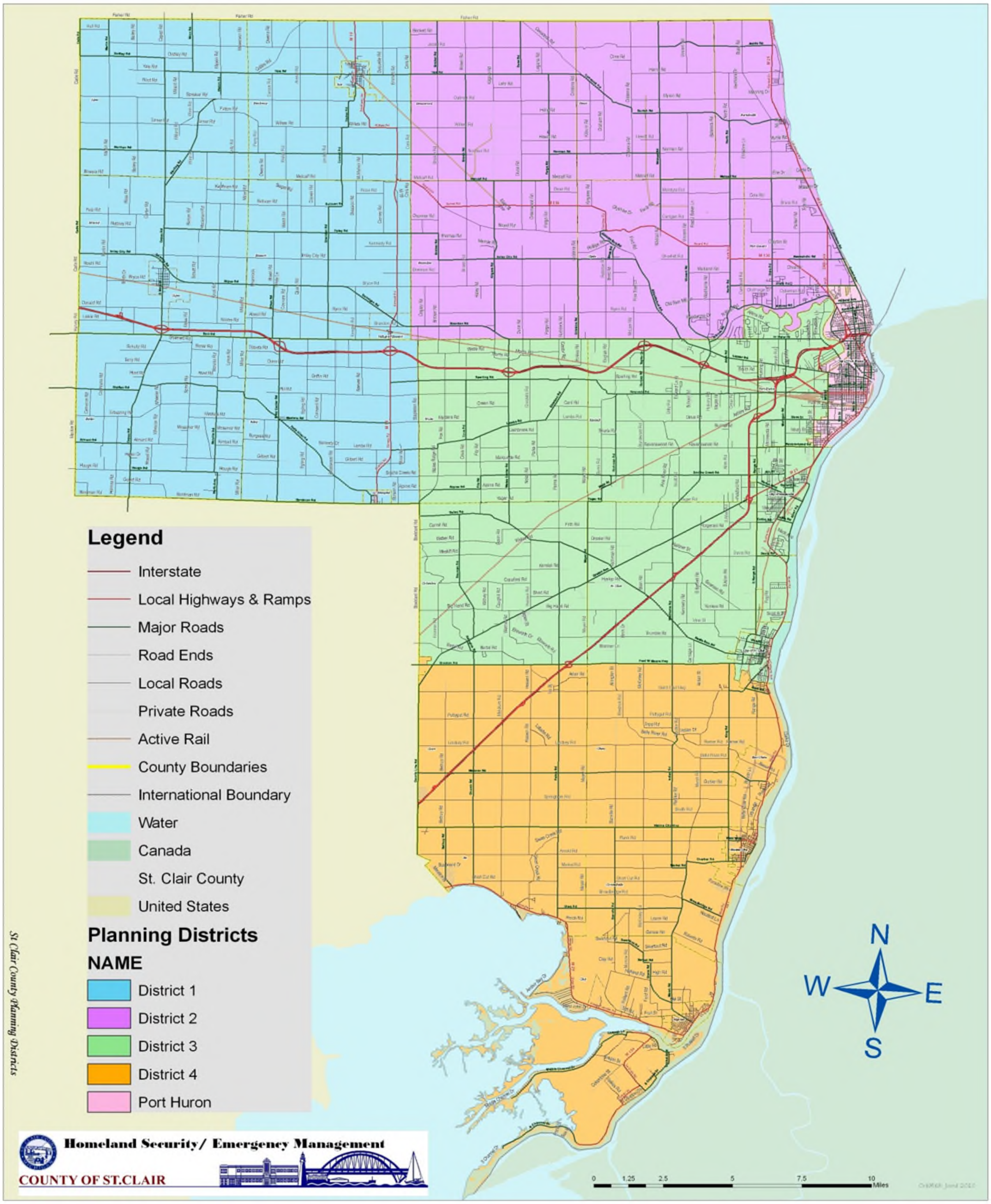
Search and Rescue (SAR)
Search-and-rescue (SAR) involves the location, rescue (extrication), and initial medical stabilization of victims trapped in confined spaces. Structural collapse is most often the cause of victims being trapped, but victims may also be trapped in transportation accidents, mines and collapsed trenches.

Strategic National Stockpile (SNS)
A program headed by the federal Centers for Disease Control that maintains large stocks of medications for distribution to the public during emergencies. The SNS relies on the state and county governments to have plans and play a major part in the distribution of the medications. This is done through a series of PODs (Points of Dispensing) that are located throughout the county.

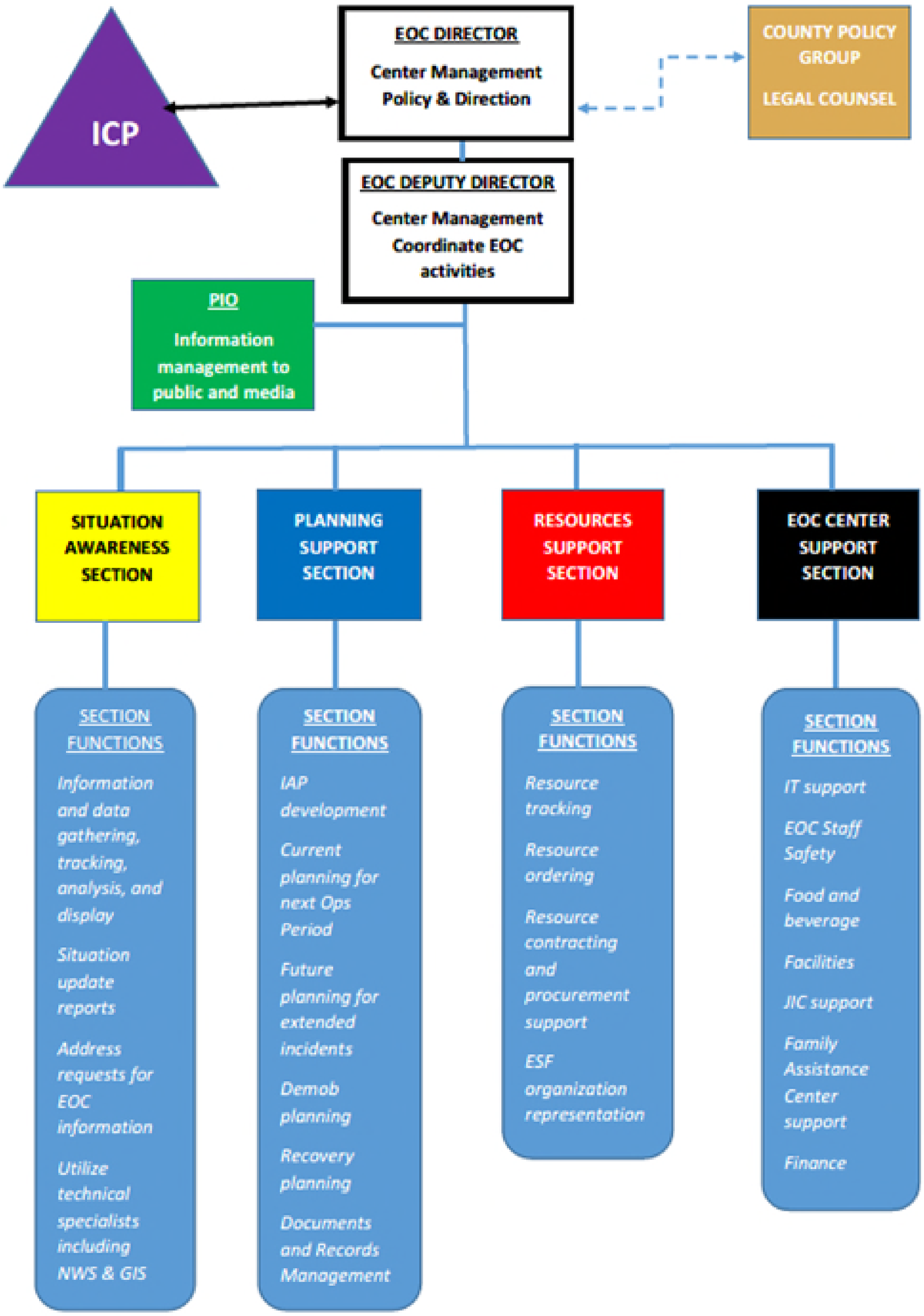
Traffic Control Points (TCP)
Manned posts established at critical road junctions for the purpose of controlling or limiting traffic. TCPs are used to control evacuation movement when an emergency situation requires it.

Unmet Needs
Capabilities and/or resources required to support emergency operations but neither available nor provided for at the respective levels of government

APPENDIX B: PLANNING DISTRICTS



APPENDIX C: EOC ORGANIZATIONAL CHART



APPENDIX D: ESF ASSIGNMENT MATRIX

ESF	FUNCTION	PRINCIPAL DUTY	ASSIGNMENT
1	Transportation	Coordinate transportation resources and infrastructure.	BWATA SCC RC
2	Communications	Coordinate all forms of communication and Information Technology (IT) resources.	SCC Central Dispatch SCC IT
3	Public Works & Engineering	Coordinate engineering and heavy equipment support. Oversee debris removal and management.	SCC Road Commission
4	Firefighting	Coordinate and assist local firefighting efforts.	SCC Fire Chiefs
5	Emergency Management	Coordinate countywide emergency response functions. Collect, share, analyze, and disseminate information.	SCC HSEM
6	Mass Care, Shelter, & Human Services	Coordinate shelter and feeding operations. Coordinate emergency assistance and other human services to victims.	SCC Community Mental Health
7	Logistics Management and Resource	Coordinate facilities, equipment, supplies, resources; track resources. Arrange for the reception and distribution of goods.	SCC HSEM
8	Public Health & Medical Services	Coordinate medical care, public and crisis counseling and mortuary services.	SCC HD SCC CMH Hospitals (3) SCC ME Office
9	Search & Rescue	Coordinate search and rescue missions including: technical, urban, wilderness and underground.	SCC Fire Chiefs SCC CJA
10	Oil & Hazardous Materials Response	Respond/assist in incidents involving the release of hazardous materials that may harm humans or the environment.	SCC Hazmat
11	Agriculture & Natural Resources	Coordinate bulk food supplies; coordinate the monitoring of animal feed and food production facilities and the health of livestock and food crops; coordinate the protection of natural, cultural and historic resources.	SCC Health Department USDA
12	Energy	Monitor and coordinate the maintenance and restoration of the supply of energy and energy distribution infrastructure.	DTE Energy SEMCO Energy ITC
13	Public Safety & Security	Coordinate physical security for citizens and their property; suppress criminal activity.	SCC CJA
14	Business and Infrastructure Recovery- Long Term	Be informed of and assess cascading impacts regarding infrastructure, service disruptions, and de-conflict/prioritize any needs or requirements.	SCC HSEM
15	External Affairs	Provide information to the public through direct means and through the public media. Manage Public Inquires and community outreach.	SCC HSEM

APPENDIX E: SARA Title III Facility list

ALD Thermal Treatment
AT&T - Port Huron
AT&T, Algonac substation
AT&T, Fort Gratiot substation
AT&T, Marine City substation
AT&T, Marysville substation
AT&T, St. Clair substation
Auto Anodics Inc.
Blue Water Energy Center
Comcast, China Township
Consumers Energy
Detroit Edison, Dean Peakers
Detroit Edison, Belle River Power Plant
Detroit Edison, Greenwood Power Plant
Detroit Edison, St. Clair Power Plant
Domtar
Earl's Battery and Charger Service Inc.
Emmett - Star of the West Milling Co.
Great Lakes Water Authority
IAC Port Huron, LLC
Intertape Polymer Group
ITC Transmission - Fitz Station
Magna International
Marysville Ethanol
Marysville GSW-FCA US LLC
Metalor Technologies
Mueller Brass Co
Mueller Impacts
Port Huron Headend (Comcast)
Sam's Club, 32nd St
Smiths Creek Landfill
SMR Automotive-Marysville Facility
SMR Automotive-Plant 4 16th St.
SMR Automotive-Plant 5 16th St
TI Fluid Systems
US Farathane (JCIM Interiors)
ZF Marysville LLC

APPENDIX F: EOC/ALTERNATE EOC/DCC Centers

Emergency Operations Centers:

Primary EOC: St Clair County Emergency Operation Center 295 Airport Drive Kimball, MI 48074

Secondary EOC: St Clair County Administration Building 200 Grand River Ave Port Huron, MI 48060

Tertiary EOC: Clay Twp 911 Dispatch/Training Room

District Coordination Centers

<u>District One:</u>

Mussey Twp Office 135 N Main St Capac MI 48014
Village of Capac 131 Main St Capac, MI 48014

<u>District Two:</u>

Burtchville Twp Hall 4000 Burtch Rd, Lakeport, Mi 48059
Fort Gratiot Twp Hall 3720 Keewahdin Rd Fort Gratiot, MI 48059

<u>District Three:</u>

Port Huron Twp Fire Hall 3848 Lapeer Rd Port Huron, MI 48060
Kimball Township Hall 2160 Wadhams Rd Kimball, MI 48074

<u>District Four:</u>

East China Twp Hall 5111 River Rd, East China, MI 48054
Ira Twp Fire Department 7065 Meldrum Rd, Fair Haven MI 48023

APPENDIX G: Media Outlets

Radio Stations

All Radio First Stations
Main Phone line: (810) 982-9000
Newsroom Line: (810) 966-6397
Fax Line: (810) 488-8234
Address: 808 Huron Ave., Port Huron, MI 48060

- **WPHM (RadioFirst) 1380 AM**
  - Studio Line (810) 966-1380
- **WSAQ (RadioFirst) 107.1 FM**
  - Studio Line: (810) 982-1071
- **WHLS (RadioFirst) *W288BT-* 105.5FM**
  - Studio Line: (810) 984-1055
- **WHLS (RadioFirst) 1450 AM**
  - Studio Line: (810) 984-1055
- **WHLX (RadioFirst) 1590 AM**
- **WHLX (RadioFirst) *W224DT- 92.7 FM***
- **WBTI (RadioFirst) 96.9 FM**

- **WGRT (Port Huron Family Radio) 102.3 FM**
  - Main Phone: (810) 987-3200
  - Fax: (810) 987-3325
  - Address: 624 Grand River Ave. Port Huron, MI 48060

- **WNFA (Wonderful News Radio) 88.3FM**
  - Main Phone: (810) 985-3260
  - Fax: (810) 985-7712
  - Address: 908 Military St., Port Huron, MI 48060

- **WNFR (Wonderful News Radio) 90.7 FM**
  - Main Phone: (810) 985-3260
  - Fax: (810) 985-7712
  - Address: 908 Military St., Port Huron, MI 48060

- **WRSX (Port Huron's NPR News Station) 91.3FM**
  - Main Phone: (810) 364-8990
  - Address: St. Clair County RESA, 499 Range Rd., Marysville, MI 48040

- **CHKS (Blackburn Radio) Sarnia 106.3FM**
- **CFGX (Blackburn radio) Sarnia 99.9FM**

Main Phone: (519) 542-5500
Newsroom Phone: (519) 541-6397
Fax: (519) 541-6397
Address: 1415 London Rd Sarnia, ON N7S 1P6

APPENDIX G: Media Outlets- cont.
Television Stations

Channel 6 (East China, Marine City, St. Clair)
Main Phone: (810) 329-5297
Fax: (810) 329-5291
Address: 547 N. Carney Drive St. Clair, MI 48079

Channel 6 (Algonac)
Main Phone: (810) 794-9361 EXT 214
Fax: (810) 794 4804
Address: 805 St. Clair Drive Algonac, MI 48001 P.O. Box 454

Channel 6 (Marysville)
Main Phone: (810) 455-6055
Fax: (810) 364-878
Address: 555 E. Huron Blvd., Marysville, MI 48040

Channel 6 (Armada Village)
Main Phone: (586) 784-0066
Fax: (586) 784-0066
Address: 74500 Burk St. Armada, MI 48005

Channel 6 (Port Huron)
Email: phschoolstv@phasd.us
Main Phone: (810) 984-6621
Address: 2720 Riverside Drive Port Huron, MI 48060

Channel 2 (FOX 2 Detroit)
Email: fox2newsdesk@foxtv.com
News Desk Main Phone: (248) 557-2000
Address: 16550 West Nine Mile Rd. Southfield, MI 48037

Channel 4 (WDIV News)
Email: newsrelease@clickondetroit.com
Main number: 313-222-0444
Newsroom Phone: (313) 222-0500
Address: 550 W. Lafayette Detroit, MI 48226

Channel 7 (WXYZ Action News)
Email: news@wxyz.com
Main Phone: (248) 827-7777
Newsroom Phone: (248) 827-9407
Address: 20777 W. 10 Mile Rd. Southfield, MI 48075

EBW.TV (On-line TV)
Email: news@ebw.tv
Main Phone: (810) 987-6776
Address: 2706 14th Ave. Port Huron, Mi 48060

APPENDIX G: Media Outlets- cont.

Print

Brown City Banner

Main Phone: (810) 664-0811
Fax: (810) 667-6309
Address: 1521 Imlay City Rd., Lapeer, MI 48446

Detroit Free Press

Main Newsroom Phone: (800) 395-3300
Fax: (313) 222-5981
Address: 160 W. Fort St. Detroit, MI 48226

Sanilac County News

Main Phone: (810) 648-4000
Fax: (810) 648-4526
Address: 65 S. Elk St. Sandusky, MI 48471 P.O. Box 72

The Detroit News

Main Phone: (800) 395-3300
News Desk: (313) 222-2533
Fax: (313) 496-5400
Address: 160 W. Fort St. Detroit, MI 48226

The Voice

Main Phone: (888) 464-6860
Fax: (586) 716-8533
Address: 6250 Metropolitan Parkway, Dock D, Sterling Heights, MI 48312

The Yale Expositor

Main Phone: (810) 387-2300
Fax: (810) 387-9490
Address: 21 S. Main St. Yale, MI 48097

The Times Herald

Main Phone: (810) 985-7171
Newsroom Phone: (810) 989-6257
Address: 1411 Third St., Suite E, Port Huron, MI 48060

Tri-City Times

Main Phone: (810) 724-2615
Fax: (810) 724-8552
Address: 594 N. Almont Ave. Imlay City, MI 48444

Production

Camelot Studios

Main Phone: (810) 385-9522 Cell Phone: (586) 495-0864 Fax: (810) 385-9522
Address: 5900 Carrigan Rd. North Street, MI 48049

APPENDIX H: St Clair County Homeland Security & Emergency Management Advisory Council Membership

<u>Agencies/Sector Representatives:</u>

Voting Members

St Clair County Administrator
St Clair County Homeland Security & Emergency Management
St Clair County Sheriff's Department
St Clair County Health Department
St Clair County Community Mental Health
St Clair County Metropolitan Planning Commission
St Clair County Medical Control – Hospitals
St Clair County Medical Control – EMS
St Clair County Schools
St Clair County Information Technology
St Clair County Central Dispatch
St Clair County Criminal Justice Association
St Clair County Fire Chiefs Association
St Clair County Commissioners
St Clair County Hazardous Materials Operations Team
St Clair County Board of Commissioners
Port Huron Fire Department
Port Huron Police Department
Township Government
City Government
Risk Analysis / Chemical Workgroup
Private Security
Business – Commercial
Transportation – Rail
Transportation – Bus
Utilities – Gas
Utilities - Electric
United Way and 211
Public Works
Clergy
Citizen
Labor
Volunteer

Non-Voting Members

Michigan State Police - Emergency Management and Homeland Security Division
Southeast Michigan Urban Area Security Initiative - Coordinator

FY 2023 Traffic Enforcement Program Grant Application

Summary:

ATTACHMENTS:

	Description	Upload Date	Type
🗋	Memo OHSP Grant application FY23	8/25/2022	Cover Memo
🗋	TrafficEnforcementGrant	8/25/2022	Cover Memo

COUNTY OF ST. CLAIR
OFFICE OF THE ADMINISTRATOR/CONTROLLER

KARRY HEPTING
Administrator/Controller

MEMO

To: Board of Commissioners

From: Marsha M. Adamkiewicz, Staff Accountant and Matthew Pohl, Road Patrol Captain

Date: August 24, 2022

Re: FY 2023 Traffic Enforcement Program Grant application

The St. Clair County Sheriff's Office would like to apply for the FY 2023 Traffic Enforcement Program grant.

This grant is a Federal grant with no local match required.

This grant is used to enforce the laws for safety belt usage and driving under the influence of alcohol. This grant reimburses the County for overtime wages and certain fringe benefits of Sheriff Deputies who work patrols in these areas of enforcement. The only other agency included in the application is the City of Port Huron. The State has restricted the enforcement zones to include only the City of Port Huron.

The St. Clair County Sheriff's Office receives this grant on an annual basis. The total amount the Sheriff's Office is requesting is $50,890.

The FY 2022 award amount was $56,601
The FY 2021 award amount was $39,028
The FY 2020 award amount was $33,912
The FY 2019 award amount was $34,972
The FY 2018 award amount was $64,826
The FY 2017 award amount was $72,432
The FY 2016 award amount was $74,999

We recommend approving the attached grant application for the Sheriff's Office at the September 15, 2022 Board of Commissioners meeting.

Application Information

Instructions

- All fields marked with a red asterisk (*) are required.
- After completing all required fields, click **SAVE** to store the information on this page.
- To clear all information on this page, click **DELETE**.
- To navigate to the next application form, you may use the Next Form navigation button at the bottom of the page.
  NOTE: Using the navigation buttons at the bottom of the page will automatically **SAVE** the page.
- **Completion of this page is required for application submission.**

Project Information

Instructions

- Enter the specified information about the proposed project.
- Activity Dates must be within the Office of Highway Safety Planning Grant Cycle (October 1st - September 30th).
- Enforcement grants must specify the following additional information:
  - Type of enforcement
  - If the proposed project includes multiple agencies
  - If the proposed project includes part-time officers

* Project Title *St. Clair County Overtime Distracted Driving, Impaired, Seat Belt, and Speed Enforcement.*

* Activity Dates Start Date *10/1/2022* End Date *9/30/2023*

* Grant Type ☐Highway Safety Truck Safety

* Project Type ☐Enforcement Non-Enforcement

* Enforcement Type ☐Traffic Pedestrian & Bicycle Other *(Specify)*

* Multiple Agencies? ☐Yes No

* Part-Time Officers? Yes ☐No

* OHSP Program Coordinator *Ms. Pat Eliason*

Area(s) Served

Instructions

- Select applicable counties in which the project will operate.
- Select **Statewide** if the project will operate across the whole state in every county.
- At least one (1) selection is required.

* Counties of Operation

Statewide	**Alcona**	**Alger**	**Allegan**	**Alpena**	**Antrim**
Arenac	**Baraga**	**Barry**	**Bay**	**Benzie**	**Berrien**
Branch	**Calhoun**	**Cass**	**Charlevoix**	**Cheboygan**	**Chippewa**
Clare	**Clinton**	**Crawford**	**Delta**	**Dickinson**	**Eaton**
Emmet	**Genesee**	**Gladwin**	**Gogebic**	**Grand Traverse**	**Gratiot**
Hillsdale	**Houghton**	**Huron**	**Ingham**	**Ionia**	**Iosco**
Iron	**Isabella**	**Jackson**	**Kalamazoo**	**Kalkaska**	**Kent**
Keweenaw	**Lake**	**Lapeer**	**Leelanau**	**Lenawee**	**Livingston**
Luce	**Mackinaw**	**Macomb**	**Manistee**	**Marquette**	**Mason**
Mecosta	**Menominee**	**Midland**	**Missaukee**	**Monroe**	**Montcalm**

Montmorency	**Muskegon**	**Newaygo**	**Oakland**	**Oceana**	**Ogemaw**
Ontonagon	**Osceola**	**Oscoda**	**Otsego**	**Ottawa**	**Presque Isle**
Roscommon	**Saginaw**	**St. Clair** ☐	**St. Joseph**	**Sanilac**	**Schoolcraft**
Shiawassee	**Tuscola**	**Van Buren**	**Washtenaw**	**Wayne**	**Wexford**

Problem Statement

Instructions

- All fields marked with a red asterisk (*) are required.
- After completing all required fields, click **SAVE** to store the information on this page.
- To clear all information on this page, click **DELETE**.
- To navigate to the next application form, you may use the Next Form navigation button at the bottom of the page.
  NOTE: Using the navigation buttons at the bottom of the page will automatically **SAVE** the page.
- **Completion of this page is required for application submission.**

STATEMENT OF THE PROBLEM AND BACKGROUND INFORMATION

Instructions:

- Describe the traffic safety problem or deficiency that the proposed project is intended to correct.
- Identify the data, statistics or facts relevant to the problem.
- Use the most recent information possible. State the purpose of the project and the overall goal.
- Explain how you propose to solve the problem. Your solution should show a logical relationship to the problem.
- Indicate how the project will be evaluated.

* **Problem Statement:**

According to comprehensive research from the National Highway Traffic Safety Administration (NHTSA), 94 percent of all crashes are the result of driver error.

The U.S. Code: Title 23: Section 404 requires a statewide, high-visibility special traffic enforcement program (STEP) for impaired driving and occupant protection and that emphasizes publicity during three campaigns – impaired driving in December, occupant protection in May, and impaired driving in August.

Distracted driving represents a dangerous behavior on today's roadways. The National Highway Traffic Safety Administration (NHTSA) defines distracted driving as anything that diverts the driver's attention from the primary tasks of driving the vehicle and responding to critical events, anything that takes the driver's eyes off the road (visual distraction), hands off the wheel (manual distraction), or mind off the driving task (cognitive distraction).

Michigan traffic crash data from 2016-2020 identified the high number of people seriously injured or killed where the crash was coded as alcohol-involved and/or drug-involved, or the occupants were in passenger vehicles and the crash was coded as no belts used or child restraint not used/used improperly, or the crashes included at least one driver was speeding, or the crashes that are coded as driver distraction.

An evaluation of fatal and serious injuries will be conducted and included as part of the final progress report.

Traffic safety campaigns are most successful when accompanied by public information. The St. Clair County Sheriff's Office will be used to request that OHSP develop and assist with distribution of public information materials on their behalf to enhance the enforcement campaigns.

Goals & Activities

Instructions

- All fields marked with a red asterisk (*) are required.
- After completing all required fields, click **SAVE** to store the information on this page.
- To clear all information on this page, click **DELETE**.
- To navigate to the next application form, you may use the Next Form navigation button at the bottom of the page.
  NOTE: Using the navigation buttons at the bottom of the page will automatically **SAVE** the page.
- **Only one goal per page is allowed. Multiple activities are allowed for each goal; however, each goal must be entered on separate pages. To enter additional goals:**
  - Click the **ADD** button at the top of the page and complete the blank form.
  - After the second page has been **SAVED**, a folder icon followed by a right arrow icon will appear next to the Goals & Activities menu item in the left navigation menu.
  - Clicking the arrow next to the folder will display a sub-menu containing the list of the pages that have already been entered.
  - Click one of the links in the sub-menu to **access a page**.
- **Completion of at least one instance of this page is required for application submission.**

Anticipated Project Goals & Activities

Instructions

- List an anticipated goal and/or outcome for the proposed project.
- Describe activities to be performed by the applicant agency to reach anticipated goal and/or outcome.
- Provide a date of anticipated activity completion.
- Goals serve as the foundation upon which the project is built. Use the **SMART** model. Goals must be **S**pecific, **M**easurable, **A**chievable, **R**ealistic, and **T**ime bound.

Anticipated Goal

* **Goal**

Prevent an increase in the number of traffic fatalities by 2.2 percent from 22 in 2020 to 23 and suspected serious injuries by 11.5 percent from 93 in 2020 to 104 by September 30, 2023.

Project Activity

*** Activities**

Project Activity 1: Each grant-funded agency will conduct grant-funded overtime traffic enforcement details between the following mandatory enforcement periods:

- *December 1, 2022-February 28, 2023 (speed enforcement)*
- *December 16, 2022-January 1, 2023 (impaired driving enforcement)*
- *May 15-June 4, 2023 (seat belt enforcement)*
- *July 1-30, 2023 (impaired driving, seat belt, and speed enforcement)*
- *August 10-September 4, 2023 (impaired driving enforcement)*

Each grant-funded agency may conduct enforcement details between the following elective enforcement periods:
- *November 21-27, 2022 (impaired driving enforcement)*
- *April 1-30, 2023 (distracted driving enforcement)*

Officers will stop vehicles for hazardous moving violations and take appropriate enforcement action each week during the enforcement periods.
Project Activity 2: Each grant-funded agency will promote enforcement efforts by utilizing public information materials provided by OHSP through September 30, 2023.

Project Activity 3: As applicable, each grant-funded agency will report required enforcement activity by the following dates:
- *December 5, 2022*
- *January 9, 2023*
- *March 7, 2023*
- *May 8, 2023*
- *June 12, 2023*
- *August 6, 2023*
- *September 11, 2023*

*** Date of Anticipated Activity Completion** *9/30/2023*

Audit Requirements

Instructions

- All fields marked with a red asterisk (*) are required.
- After completing all required fields, click **SAVE** to store the information on this page.
- To clear all information on this page, click **DELETE**.
- To navigate to the next application form, you may use the Next Form navigation button at the bottom of the page.
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- **Completion of this page is required for application submission.**

Acceptance of Audit Requirements

Instructions

- Full completion of this page is required if the political jurisdiction responsible for the overall administration of the grant will receive $750,000 or more in federal financial assistance in the time period beginning October 1 through September 30.
- If the audit requirement period for the applicant agency exceeds 365 days, sections 1.b. and 2.b. must be utilized to complete the audit requirement dates.
- For example, if your agency's fiscal year is July 1, through June 30, then both 1a. and 1b. must be completed.
- **Consult with your Financial Officer for accurate completion of this page.**

* Does the reporting entity* receive less than $750,000 a year? YES ☐NO

* NOTE: The reporting entity is the government unit responsible for the overall administration of the grant, not just your agency.
For example - for a County Sheriff's Office the reporting entity would be the County.

Audit Information

The following information on the next organization-wide audit(s) which will include this agency:

1.a. Audit Period: Beginning *1/1/2022* Ending *12/31/2022*

2.a. Audit or written certification will be submitted to MSP by: *9/30/2023*

1.b. Audit Period: Beginning *1/1/2023* Ending *12/31/2023*

2.b. Audit or written certification will be submitted to MSP by: *9/30/2024*

Please mail audit reports to: ATTN: Matt Opsommer, Michigan State Police Headquarters, 3rd Floor, 7150 Harris Drive, Dimondale, MI 48821

Sub-Recipient Information

Instructions

- All fields marked with a red asterisk (*) are required.
- After completing all required fields, click **SAVE** to store the information on this page.
- To clear all information on this page, click **DELETE**.
- To navigate to the next application form, you may use the Next Form navigation button at the bottom of the page.
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Sub-recipient Informational Form

SAM.Gov Unique Entity ID (UEI) Information

Instructions

- The UEI is a 12-character alphanumeric ID assigned to an entity by the System for Award Management (SAM).
- Existing registered entities can find their UEI by following the steps located here.
- New or unregistered entities can request a UEI at SAM.gov.

* Sub-recipient SAM UEI *LDRRE6AP5KB3*

Federal Funding Information

Instructions

- If your agency receives less than $25,000 of federal funding from the Office of Highway Safety Planning, select 'YES'; otherwise, select 'NO'.
- **Consult with your Financial Officer for accurate completion of this section.**

YES NO

* Does the sub-recipient agency or institution receive less than $25,000 of federal funding from the Office of Highway Safety Planning? ☐

Annual Gross Revenue

Instructions

- ***Complete this section if the sub-recipient agency receives more than $25,000 of federal funding from the Office of Highway Safety Planning.*.**
- **Consult with your Financial Officer for accurate completion of this section.**

YES NO

* In the preceding fiscal year, did your agency or institution receive 80 percent or more of its annual gross revenues in federal award? ☐

YES NO

* In the preceding fiscal year, did the sub-recipient agency's or institution's annual gross revenues equal or exceed $25,000,000 in federal awards? ☐

Highest Compensation Officers

Local Contribution

Instructions

- All fields marked with a red asterisk (*) are required.
- After completing all required fields, click **SAVE** to store the information on this page.
- To clear all information on this page, click **DELETE**.
- To navigate to the next application form, you may use the Next Form navigation button at the bottom of the page.
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- **Completion of this page is required for application submission.**

LOCAL CONTRIBUTION

Instructions:

- List any local funds or in-kind contributions that will be used to assist in funding this highway safety project grant.

* **Local Contribution:**

1. Provide patrol vehicles and/or motorcycles where applicable. This will include fuel, maintenance and proper police equipment.
2. Assume liability incurred using volunteers, including, but not limited to, personal injury, civil liability, and workman's compensation responsibility.
3. Pay dispatchers and officer wages for training and court time.
4. Attend meetings and/or media events as requested by OHSP.

Project Continuation

Instructions

- All fields marked with a red asterisk (*) are required.
- After completing all required fields, click **SAVE** to store the information on this page.
- To clear all information on this page, click **DELETE**.
- To navigate to the next application form, you may use the Next Form navigation button at the bottom of the page.
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- **Completion of this page is required for application submission.**

PROJECT CONTINUATION

Instructions

- Use the drop-down list to select the best option that identifies how project activities will be supported when federal funding ends for this project.
- Use the text area to enter a description if Other is selected.

* **Project Continuation**

Project continuation is contingent on NHTSA funding.

If Other is selected, a description of how project activities will be supported when federal funding ends for this project is required.

Risk-Based Assessment

Instructions

- Complete each section based on knowled
- After completing all applicable and required fields, click **SAVE** to store the information on this page.

Subrecipient Monitoring Risk-Based Assessment

Identify Moderate and High-Risk Agencies That Will Require Additional Monitoring

Instructions

- For each section, select the radio-button in the column that best describes the subrecipient agency.
- Upon save, the point value assigned to the selected radio-button will appear in the Points Awarded Column.
- The total amount of Points Awarded will determine the risk-level associated with the subrecipient agency based on the evaluator's discretion.

Subrecipient Agency Name

St. Clair County Sheriff's Office

Risk Level	Risk Level	Risk Level
High	*Moderate*	*Low*

Grant Amount

Grant Amount	Small Amount <= $150,000	Medium $150,000 < Amount <= $300,000	Large Amount > $300,000	Points Awarded
Indicate the requested amount of this grant.	☐			*1*

Grant Experience

Grant Experience	No Experience 0 years	Some Experience 0 - 3 years	Highly Experienced 3+ years	Points Awarded
Indicate prior years of OHSP grant experience.		☐		*5*

Program Complexity

Programs with complex compliance requirements have a higher risk of non-compliance. In your determination of complexity, consider whether the program has complex grant requirements.

Following are some examples of reasons a program would be considered more complex:

- Matching funds are required.
- Personnel and/or contract funds are required.
- Program has complex eligibility requirements (e.g. multiple funding sources, match requirements, etc.).
- Prior non-compliance issues with previously awarded OHSP grants.
- Delinquent reporting history with previously awarded OHSP grants.

Program Complexity	Not Complex	Slightly Complex	Moderately Complex	Highly Complex	Points Awarded
Rank the complexity of the program.	☐				*0*

Subrecipient Risk

Rank your agency, as it pertains to any previous OHSP grants, based on your best knowledge of the items listed in the table below. Has/Does your agency have:	No	Yes	N/A	Points Awarded
a. A fiscal or compliance monitoring in the past two (2) years (e.g., single audit, OHSP on-site review, etc.)?	☐			*0*
b. Frequent turnover of key staff or other staff related to OHSP grant management and operation?	☐			*0*
c. Any agency wide financial management problems or financial instability?	☐			*0*
d. Any significant findings or questioned costs related to your program from a prior audit (e.g. single audit, OHSP on-site review, etc.)?	☐			*0*
e. Recurring and/or unresolved issues (e.g., internal control/financial management) as a result of an OHSP monitoring or any other audits?	☐			*0*
f. Prior issues with OHSP programmatic performance or non-compliance (e.g. failure to comply with grant management requirements)?	☐			*0*
g. Attendance with OHSP grant program orientations and trainings in the past two (2) years?	☐			*5*
h. Inadequate, inaccurate or late financial and/or progress reports as it pertains to previously awarded OHSP grants?	☐			*0*
i. Issues with inadequate segregation of duties? (*This can be a question for the fiscal officer.)*			☐	*0*
j. Frequent complaints from employees or constituents?	☐			*0*
k. Inadequate financial management system (e.g. software malfunctions, outdated, non-reliable, etc.)?	☐			*0*
l. Other issues that may indicate high-risk of non-compliance? Explain:				
The answers provided above are true and accurate to the best of my knowledge.		☐		*0*
			TOTAL AGENCY POINTS	*11*

Low Risk Most of the following attributes must be present to be considered low risk. • No, or very insignificant audit, or other monitor findings. • No known financial management problems or financial instability. • High quality programmatic performance. • Timely and accurate financial and performance reports. • Program likely does not have complex compliance requirements. • Agency has received some form of monitoring (e.g., single audit, on-site review, or FSR review, etc.). • No suspicious items identified in FSR review.	☐	**0 - 13 points**

Moderate Risk • Agencies that fall between low risk and high risk are considered moderate risk.	☐	**14 - 26 points**
High Risk One or more of the following attributes can be present for an agency to be considered high risk. • High amount of award. • High percent of overall program grant. • Program has highly complex compliance requirements. • Lack of contact with agency or any prior monitoring. • Financial management problems. • Financial instability. • Significant findings or questioned costs from prior audit. • Recurring/unresolved issues. Suspicious items identified in FSR review. • History of unsatisfactory performance. • Untimely, inadequate, inaccurate reports. • Inadequate financial management system.	☐	**27 + points**

Multi-Agency Projects

Instructions

- All fields marked with a red asterisk (*) are required.
- After completing all required fields, click **SAVE** to store the information on this page.
- To clear all information on this page, click **DELETE**.
- To navigate to the next application form, you may use the Next Form navigation button at the bottom of the page.
  NOTE: Using the navigation buttons at the bottom of the page will automatically **SAVE** the page.
- **Only one agency per page is allowed. To enter additional agencies:**
  - Click the **ADD** button at the top of the page and complete the blank form.
  - After the second page has been **SAVED**, a folder icon followed by a right arrow icon will appear next to the Mutli-Agency Projects menu item in the left navigation menu.
  - Clicking the arrow next to the folder will display a sub-menu containing the list of the pages previously completed.
  - Click one of the links in the sub-menu to **access a page**.
- **Completion of at least one instance of this page is required for application submission.**

Multi-Agency Grant Project

Instructions

- Grantees acting as a manager of a multi-agency grant shall complete the Multi-Agency Agreement including contact information for all agencies participating in the grant.
- Complete one page for each representing agency. **Do not include your department.**
- To add individuals from multiple different agencies:
  1. Complete one page and click **Save,** then click **Add.** The first page will be saved and a new, blank page will appear.
  2. Type the information for the second representing individual on the page, **saving the page** and clicking **Add** as necessary until all individuals have been added.
- To navigate through the individuals, select the name of the person from the left-navigation menu.
- To delete an individual, navigate to their page of information and click **Delete.** Their information will be removed from the application.
- Do not save a blank page, do not create a double entry, and do not enter your own agency on this form.

Participating Agency Information

The undersigned individuals authorized to represent the participating agencies in this grant project have reviewed the OHSP Grant Management Requirements (found in the left-navigation menu, titled Grant Management Requirements) and agree to comply with all conditions and requirements set forth.

*** Name**

Brian Kerrigan

*** Title**

Captain

*** Agency**

Port Huron Police Department

*** Address**

100 McMorran Blvd

*** City**

Port Huron

*** State**

Michigan

*** Email**

kerrigab@porthuron.org

*** Phone**

(810) 984-8415

Fax

*** Sub-recipient SAM UEI**

GL6FPGJ7MM26

Multi-Agency Supporting Documentation

Instructions

- Download the documentation form provided by the hyperlink below.
- **This form must be sent via email by the lead agency to all multi-agencies accounted for under this grant.**
- Supporting Documentation includes:
  1. Grant Management Requirement Acknowledgement (Page 1)
  2. Benefit to Local form (Page 2)
  3. Risk Assessment form (Page 3)
- Multi-Agencies should complete the supporting documentation forms and return them back to the Lead Agency via email.
- **The Lead Agency must upload the completed documentation form below by OCTOBER 1st.**
- Any delay in uploading the documentation forms completed by the Multi-Agency may result in **delayed funds.**
- Use the space provided below to attach **completed Multi-Agency Supporting Documents** from the participating agency.
- To attach files:
  - Click the **Select** button to open File Explorer.
  - Search for the file to upload, and click **Open** in File Explorer.
  - Once the file is selected, the path to the file will appear in the **Document Source** field.
  - Acceptable file type extensions are: **.bmp, .gif, .jpg, .png, .tif, .rtf, .wpd, .txt, .pdf, .doc, .docx, .ppt, .pptx, .xls, .xlsx, .vsd, .xml, .mp3, .mp4**

    NOTE: When the file is named to be uploaded, **DO NOT** leave any spaces, place a period between the words OR use any special characters, e.g. "/", in the file name. The descriptive title entered does not have to be the same as the file name, and it can include spaces.
- Use the add/delete [+]/[-] buttons at the end of each row to attach/detach additional files.
- Click the **SAVE** button to store the uploaded file(s) into the system.
- The **combined total** of attached documents cannot exceed 10MB **per Save** *(large files should be attached one at a time)*. However, the total size of all uploads at page completion may exceed 10MB.
- Attachments larger than 10MB will not be accepted.

*** Zip Code**

48060

Click here to download the Multi-Agency Supporting Documentation form.

Completed Documentation

Title	Document Source	
	PHPD Multi Agency Form	doc11761320220812084350.pdf

Personnel - Salaries & Wages

Instructions

- All fields marked with a red asterisk (*) are required.
- After completing all required fields, click **SAVE** to store the information on this page.
- To clear all information on this page, click **DELETE**.
- To navigate to the next budget line item form, you may use the Next Form navigation button at the bottom of the page.
  NOTE: Using the navigation buttons at the bottom of the page will automatically **SAVE** the page.
- **Only one personnel position should be entered on each page. To enter additional pages:**
  - Click the **ADD** button at the top of the page and complete the blank form.
  - After the second Salaries & Wages page has been **SAVED**, a folder icon followed by a right arrow icon will appear next to the Salaries & Wages menu item in the left-navigation menu.
  - Clicking the arrow will display a sub-menu containing the list of the pages previously completed.
  - Click one of the links to **access a page**.
- The total requested amount on each page must be greater than $0. Click **DELETE** to remove this page if this budget category is not applicable to the proposed project.

Budget Category: Personnel - Salaries & Wages

Instructions

- For all funded project personnel of positions, enter the salary information as described below.
- Include each employee classification separately, and identify the employee's function in relationship to the grant.
- Enter the hourly rate of pay and total number of hours worked and/or percentage of time to calculate the total Federal/State amount to be charged to the grant.

Personnel Salaries & Wages

* Position Title and/or Description	* Hours	* Hourly Rate
		$

	Federal/State	Local Match	Total
Salaries & Wages Expenses	$	$	$

Personnel Fringe Benefits

Instructions

- Specify whether fringe benefits are associated with the position.
- If applicable, enter the specified information about fringe benefits as they apply to the position.
- For each benefit type, enter the rate for the specified position to calculate the total overall rate.
  NOTE: Expenditures for fringe benefits are limited for projects that include overtime to only those costs that increase as a result of the overtime, usually FICA, workers compensation and retirement.
- The total overall rate is total fringe benefits divided by total wages.
  NOTE: Use the example below to see how the salary & wages, fringe benefits, and overall rate are calculated with sample data.

Calculate Total Salaries & Wages ($)
- Salary Wages: $20.00 x 20 hours = $400.00
- Total Salaries & Wages = $400.00

Calculate Total Fringe Benefits ($)
- FICA Rate: 7.65%
  - .0765 x $400 = $30.60
- Worker Compensation Rate: 2.34%
  - .0234 x $400 = $9.36
- Retirement Rate: 1.45%
  - .0145 x $400 = $5.80
- Total Fringe Benefits:
  - $30.60 + $9.36 + $5.80 = $45.76

Calculate Overall Fringe Benefits Rate (%)
- Overall Rate:
  - $45.76 ÷ $400 = .1144
  - .1144 x 100 = 11.44%

* Are there Fringe Benefits expenses associated with this position? YES NO

* Select all fringe benefits that apply to this position to be included in the requested grant funds amount.

Benefit Type	Rate (%)	Federal/State
FICA		$
Workers Compensation		$
Retirement		$
Unemployment Insurance		$
Insurances		$

Other		$
Overall Totals	%	$

* If Other, please describe.

* If the overall rate is greater than 40%, an explanation is required.

	Federal/State	Local Match	Total
Fringe Benefits Expenses	$	$	$

Personnel - Salaries & Wages Expense Request

	Federal/State	Local Match	Total
$			
$			
$			
Salary & Wage Expense Request			
$			
$			
$			
Fringe Benefits Expense Request			
$			
$			
$			
			Total

Personnel - Overtime

Instructions

- All fields marked with a red asterisk (*) are required.
- After completing all required fields, click **SAVE** to store the information on this page.
- To clear all information on this page, click **DELETE**.
- To navigate to the next budget line item form, you may use the Next Form navigation button at the bottom of the page.
  NOTE: Using the navigation buttons at the bottom of the page will automatically **SAVE** the page.
- **Only one overtime personnel position should be entered on each page. To enter additional pages:**
  - Click the **ADD** button at the top of the page and complete the blank form.
  - After the second Overtime page has been **SAVED**, a folder icon followed by a right arrow icon will appear next to the Overtime menu item in the left-navigation menu.
  - Clicking the arrow will display a sub-menu containing the list of the pages previously completed.
  - Click one of the links to **access a page**.
- The total requested amount on each page must be greater than $0. Click **DELETE** to remove this page if this budget category is not applicable to the proposed project.

Budget Category: Personnel - Overtime Salaries & Wages

Instructions

- For all funded project personnel of positions, enter the overtime information as described below.
- Include each employee classification separately, and identify the employee's function in relationship to the grant.
- Enter the hourly rate of pay and total number of hours worked and/or percentage of time to calculate the total Federal/State amount to be charged to the grant.

Personnel Overtime Salaries & Wages

* Position Title and/or Description	* Hours	* Hourly Rate	
Deputy Sheriff	*744.00*	*$51.11*	
	Federal/State	Local Match	Total
Overtime Salaries & Wages Expenses	*$38025.84*	*$*	***$38025.84***

Personnel Overtime Fringe Benefits

Instructions

- Specify whether fringe benefits are associated with the position.
- If applicable, enter the specified information about fringe benefits as they apply to the position.
- For each benefit type, enter the rate for the specified position to calculate the total overall rate.
  NOTE: Expenditures for fringe benefits are limited for projects that include overtime to only those costs that increase as a result of the overtime, usually FICA, workers compensation and retirement.
- The total overall rate is total fringe benefits divided by total wages.
  NOTE: Use the example below to see how the salary & wages, fringe benefits, and overall rate are calculated with sample data.

Calculate Total Overtime Wages ($)
- Overtime Wages: $20.00 x 20 hours = $400.00
- Total Overtime Wages = $400.00

Calculate Total Fringe Benefits ($)
- FICA Rate: 7.65%
  - .0765 x $400 = $30.60
- Worker Compensation Rate: 2.34%
  - .0234 x $400 = $9.36
- Retirement Rate: 1.45%
  - .0145 x $400 = $5.80
- Total Fringe Benefits:
  - $30.60 + $9.36 + $5.80 = $45.76

Calculate Overall Fringe Benefits Rate (%)
- Overall Rate:
  - $45.76 ÷ $400 = .1144
  - .1144 x 100 = 11.44%

* Are there Fringe Benefits expenses associated with this position? ☐ YES NO

* Select all fringe benefits that apply to this position to be included in the requested grant funds amount.

	Benefit Type	Rate (%)		Federal/State
	FICA			*$0.00*
	Workers Compensation			*$0.00*
	Retirement			*$0.00*
	Unemployment Insurance		*N/A*	*$0.00*
	Insurances		*N/A*	*$0.00*
☐	**Other**	*33.8300*		*$12,864.14*

Overall Totals	*33.83 %*	*$12,864.14*

* If Other, please describe.

"other" is the combined fringe rate

* If the overall rate is greater than 40%, an explanation and supporting documentation are required.

	Federal/State	Local Match	Total
Overtime Fringe Benefits Expenses	*$12864.1417*	*$*	***$12864.1417***

Personnel - Overtime Expense Request

	Federal/State	Local Match	Total
Overtime Expense Request	***$38025.84***	***$0***	***$38025.84***
Fringe Benefits Expense Request	***$12864.1417***	***$0***	***$12864.1417***
Total	***$50889.9817***	***$0***	***$50889.9817***

Contractual Services

Instructions

- All fields marked with a red asterisk (*) are required.
- After completing all required fields, click **SAVE** to store the information on this page.
- To clear all information on this page, click **DELETE**.
- To navigate to the next budget line item form, you may use the Next Form navigation button at the bottom of the page.
  NOTE: Using the navigation buttons at the bottom of the page will automatically **SAVE** the page.
- **Only one contract or sub-contract should be entered on each page. To enter additional pages:**
  - Click the **ADD** button at the top of the page and complete the blank form.
  - After the second Contractual Services page has been **SAVED**, a folder icon followed by a right arrow icon will appear next to the Contractual Services menu item in the left-navigation menu.
  - Clicking the arrow will display a sub-menu containing the list of the pages previously completed.
  - Click one of the links to **access a page**.
- The total requested amount on each page must be greater than $0. Click **DELETE** to remove this page if this budget category is not applicable to the proposed project.

Budget Category: Contractual Services

Instructions

- For all contractual and sub-contractual expenses for this project, enter the information as described below.
- Contractual services are services provided by individual consultants or consulting firms pertinent to the proposed highway safety project.
- All grantees or sub-grantees awarding contracts or sub-contracts shall comply with the terms and conditions I of Title 49 Code of Federal Regulations, Part 18 - Uniform Administrative Requirements For Grant And Cooperative Agreements To State And Local Governments, §18.36 Procurement. A copy of this documentation is available from the OHSP upon request.

Contractual Services Expenses

		Federal/State	Local Match	Total
* **Provide a specific item description.**				
		$	*$*	*$*
* **Specify whether an existing contract is in place.**	YES		NO	

* **Explain why there is no contract in place.**

Contract Documentation

Instructions

- Use the space provided below to attach **a copy of the contract** or contractual agreement for the services specified.
- To attach files:
  - Click the **Select** button to open File Explorer.
  - Search for the file to upload, and click **Open** in File Explorer.
  - Once the file is selected, the path to the file will appear in the **Document Source** field.
  - Acceptable file type extensions are: **.bmp, .gif, .jpg, .png, .tif, .rtf, .wpd, .txt, .pdf, .doc, .docx, .ppt, .pptx, .xls, .xlsx, .vsd, .xml, .mp3, .mp4**

    NOTE: When the file is named to be uploaded, **DO NOT** leave any spaces, place a period between the words OR use any special characters, e.g. "/", in the file name. The descriptive title entered does not have to be the same as the file name, and it can include spaces.
- Use the add/delete [+]/[-] buttons at the end of each row to attach/detach additional files *(limit three (3) attachments)*.
- Click the **SAVE** button to store the uploaded file(s) into the system.
- The **combined total** of attached documents cannot exceed 10MB **per Save** *(large files should be attached one at a time)*. However, the total size of all uploads at page completion may exceed 10MB.
- Attachments larger than 10MB will not be accepted.

Title	Document Source

Travel

Instructions

- All fields marked with a red asterisk (*) are required.
- After completing all required fields, click **SAVE** to store the information on this page.
- To clear all information on this page, click **DELETE**.
- To navigate to the next budget line item form, you may use the Next Form navigation button at the bottom of the page.
  NOTE: Using the navigation buttons at the bottom of the page will automatically **SAVE** the page.
- **Only one travel item should be entered on each page. To enter additional pages:**
  - Click the **ADD** button at the top of the page and complete the blank form.
  - After the second page has been **SAVED**, a folder icon followed by a right arrow icon will appear next to the Travel menu item in the left-navigation menu.
  - Clicking the arrow will display a sub-menu containing the list of the pages previously completed.
  - Click one of the links to **access a page.**
- The total requested amount on each page must be greater than $0. Click **DELETE** to remove this page if this budget category is not applicable to the proposed project.

Budget Category: Travel

Instructions

- For all travel expenses for this project, enter the information as described below.
- The nature or purpose or travel is only required for out-of-state travel; otherwise, completion of this field is optional.

Travel
* **Provide a specific item description.**

* **Specify whether the costs entered below for this budget item include Out-of-State travel.** **YES** **NO**

Describe the nature or purpose of travel. ***(Required for out-of-state travel.)***

Travel Cost Type	Unit Price	Quantity	Total
Lodging *per night*	$		$
Meals *per day*	$		$
Transportation		$	

	Federal/State	Local Match	Total
Travel Expenses	$	$	$

Out-of-State Travel

Instructions

- **Items classified as Out-of-State travel are required to submit a travel request form for authorization to receive reimbursement.**
- Download the WORD DOCUMENT (.doc) template provided by the hyperlink below.
- Complete the template, print, sign and scan to a local file.
- **The completed form must be submitted to the OHSP no later than 30 days prior to the actual date of travel.**
- To attach the completed template:
  - Use the space provided below to enter a title/description for each file to be uploaded.
  - Search for the file to upload, and click **Open** in File Explorer.
  - Once the file is selected, the path to the file will appear in the **Document Source** field.
  - Click the **SAVE** button to store the uploaded file(s) into the system.
  - Acceptable file type extensions are: **.bmp, .gif, .jpg, .png, .tif, .rtf, .wpd, .txt, .pdf, .doc, .docx, .ppt, .pptx, .xls, .xlsx, .vsd, .xml, .mp3, .mp4**
  - Attachments larger than 10MB will not be accepted.

  NOTE: When the file is named to be uploaded, **DO NOT** leave any spaces, place a period between the words OR use any special characters, e.g. "/", in the file name. The title/description entered does not have to be the same as the file name, and it can include spaces.

Click here to download the Out-of-State Travel Request form.

Title/Description	Document Source

Supplies & Operating

Instructions

- All fields marked with a red asterisk (*) are required.
- After completing all required fields, click **SAVE** to store the information on this page.
- To clear all information on this page, click **DELETE**.
- To navigate to the next budget line item form, you may use the Next Form navigation button at the bottom of the page.
  NOTE: Using the navigation buttons at the bottom of the page will automatically **SAVE** the page.
- **Only one supplies and/or operating item should be entered on each page. To enter additional pages:**
  - Click the **ADD** button at the top of the page and complete the blank form.
  - After the second page has been **SAVED**, a folder icon followed by a right arrow icon will appear next to the Supplies & Operating menu item in the left-navigation menu.
  - Clicking the arrow will display a sub-menu containing the list of the pages previously completed.
  - Click one of the links to **access a page.**
- The total requested amount on each page must be greater than $0. Click **DELETE** to remove this page if this budget category is not applicable to the proposed project.

Budget Category: Supplies & Operating

Instructions

- For all supplies to be purchased and operating expenses for this project, enter the information as described below.
- Supplies and operating costs are costs such as traveling supplies, office supplies, postage, printing, and fuel.
- Use the space provided to include any additional comments.

Supplies & Operating

* **Provide a specific item description.**	* **Unit Price**	* **Quantity**	
	$		
	Federal/State	**Local Match**	**Total**
Supplies & Operating Expenses	$	$	$

Comments

Equipment

Instructions

- All fields marked with a red asterisk (*) are required.
- After completing all required fields, click **SAVE** to store the information on this page.
- To clear all information on this page, click **DELETE**.
- To navigate to the next budget line item form, you may use the Next Form navigation button at the bottom of the page.
  NOTE: Using the navigation buttons at the bottom of the page will automatically **SAVE** the page.
- **Only one equipment type should be entered on each page. To enter additional pages:**
  - Click the **ADD** button at the top of the page and complete the blank form.
  - After the second page has been **SAVED**, a folder icon followed by a right arrow icon will appear next to the Equipment menu item in the left-navigation menu.
  - Clicking the arrow will display a sub-menu containing the list of the pages previously completed.
  - Click one of the links to **access a page.**
- The total requested amount on each page must be greater than $0. Click **DELETE** to remove this page if this budget category is not applicable to the proposed project.

Budget Category: Equipment

Instructions

- For all equipment to be purchased for this project, enter the information as described below.
- Each equipment item may require a cash match in the Local Match field.
- Only items specifically detailed in the budget will be eligible for federal reimbursement.
- Any equipment purchased through this grant must be used for highway safety purposes during its useful life.
- Equipment purchased through a grant to a state agency must also adhere to all state equipment control procedures.

Equipment

* Provide a specific item description.	* Unit Price	* Quantity	
	$		
	Federal/State	Local Match	Total
Equipment Expenses	$	$	$

Comments

Equipment Records Form

Instructions

- **Items with a Unit Price of $5000 or more are required to submit an Equipment System Records Form prior to requesting reimbursement.**
- Download the WORD DOCUMENT (.doc) template provided by the hyperlink below.
- Complete the template, print, sign and scan to a local file.
- **The completed form must be submitted upon requesting reimbursement for this item.**
- To attach the completed template:
  - Use the space provided below to enter a title/description for each file to be uploaded.
  - Search for the file to upload, and click **Open** in File Explorer.
  - Once the file is selected, the path to the file will appear in the **Document Source** field.
  - Click the **SAVE** button to store the uploaded file(s) into the system.
  - Acceptable file type extensions are: **.bmp, .gif, .jpg, .png, .tif, .rtf, .wpd, .txt, .pdf, .doc, .docx, .ppt, .pptx, .xls, .xlsx, .vsd, .xml, .mp3, .mp4**
  - Attachments larger than 10MB will not be accepted.

  NOTE: When the file is named to be uploaded, **DO NOT** leave any spaces, place a period between the words OR use any special characters, e.g. "/", in the file name. The title/description entered does not have to be the same as the file name, and it can include spaces.

Click here to download the Equipment Records System form.

Title/Description	Document Source

Indirect Costs

Instructions

- All fields marked with a red asterisk (*) are required.
- After completing all required fields, click **SAVE** to store the information on this page.
- To clear all information on this page, click **DELETE**.
- To navigate to the next budget line item form, you may use the Next Form navigation button at the bottom of the page.
  NOTE: Using the navigation buttons at the bottom of the page will automatically **SAVE** the page.

Indirect Costs

Instructions

- Enter applicable indirect cost rates.
- If other or multiple indirect cost rates apply to this grant budget request, select the override checkbox and enter the total indirect cost amount.
- Click **SAVE** to store the calculated totals.

NOTE ⚠: **The following documentation will be required before final grant approval:**

- A copy of the approve indirect cost rate from your cognizant agency.
- If applicable, documentation of calculations used to derive the **override** total indirect cost amount.

Override Indirect Cost Rates

Select this checkbox to override the indirect cost rates section and to enter the total indirect cost amount.
NOTE: Only applicable if multiple rates other than the categories listed below apply to this request.

Indirect Cost Rates

Indirect Cost Category	Rate	Federal/State	Indirect Cost
Personnel - Salaries & Wages	*0.00*	*$*	*$0.00*
Personnel	*0.00*	*$50889.9817*	*$0.00*
Total Direct Costs	*0.00*	*$50889.9817*	*$0.00*
		Total Indirect Costs	*$0.00*

Override Indirect Cost Expenses

Approved Indirect Cost Rate Documentation

Instructions

- Use the space provided below to attach **a copy of the approved indirect cost rate** documentation.
- To attach files:
  - Click the **Select** button to open File Explorer.
  - Search for the file to upload, and click **Open** in File Explorer.
  - Once the file is selected, the path to the file will appear in the upload field.
  - Acceptable file type extensions are: **.bmp, .gif, .jpg, .png, .tif, .rtf, .wpd, .txt, .pdf, .doc, .docx, .ppt, .pptx, .xls, .xlsx, .vsd, .xml, .mp3, .mp4**

    NOTE: When the file is named to be uploaded, **DO NOT** leave any spaces, place a period between the words OR use any special characters, e.g. "/", in the file name. The descriptive title entered does not have to be the same as the file name, and it can include spaces.
- Click the **SAVE** button to store the uploaded file(s) into the system.
- Attachments larger than 10MB will not be accepted.

⚠ **Approved Indirect Cost Rate**

Override Indirect Cost Rate Documentation

Budget Summary

Instructions

- This is a **view-only** page that displays an overview of values entered on each individual budget page.
- If any changes are made to the budget pages after the initial first load of this page, this page must be revisited to obtain and store updated budget values before document submission.
- This page automatically saves upon each page load to store updated budget values; no **SAVE** button is needed.

Budget Request Summary

Instructions

- Review all of the information in the summary table below.
- If data looks incorrect, return to the necessary budget page(s) and adjust values as needed.
- The total State Grant Funds amount requested must be greater than $0.

FEIN	STARTING DATE	ENDING DATE	FISCAL YEAR
	10/1/2022	*9/30/2023*	*2023*

Line Item Summary

Line Items	**Federal/State**	**Local Match**	**Total**
Personnel - Salaries & Wages	*$0*	*$0*	*$0*
Personnel - Fringe Benefits	*$0*	*$0*	*$0*
Personnel - Overtime	*$38026*	*$0*	*$38026*
Personnel - Overtime Fringe Benefits	*$12864*	*$0*	*$12864*
Contractual Services	*$0*	*$0*	*$0*
Travel	*$0*	*$0*	*$0*
Supplies & Operating	*$0*	*$0*	*$0*
Equipment	*$0*	*$0*	*$0*
Indirect	*$0*		*$0*
Total	***$50890***	***$0***	***$50890***

Cost Category Summary

Cost Category Function Title	**Federal/State**	**Local Match**	**Total**
Personnel Costs	*$50890*	*$0*	*$50890*
Contractual Service Costs	*$0*	*$0*	*$0*
Operating Costs	*$0*	*$0*	*$0*
Equipment Costs	*$0*	*$0*	*$0*
Indirect Costs	*$0*		*$0*
Total	***$50890***	***$0***	***$50890***

Certification of Grant Officials

Instructions

- Click **SAVE** to populate and store the information on this page.
- If any of the three (3) required roles (Project Director, Authorized Official, or Financial Officer) are not assigned, an error message will appear. Click the **Add/Edit People** link in the left navigation menu to assign the required roles.
- Once all of the required roles are assigned, return to this page to **SAVE** and store the updated information.
- To navigate to the next application form, you may use the Next Form navigation button at the bottom of the page.
  NOTE: Using the navigation buttons at the bottom of the page will automatically **SAVE** the page.
- **Successful completion of this page (without error) is required for application submission.**

Certification of Grant Officials

Certification by Project Director

I certify and agree that a grant received as a result of this application is subject to the general requirements governing Office of Highway Safety Planning projects and Grant Management Requirements, including special conditions; to comply with provisions of the Act governing these funds and all other federal laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the Applicant to perform the tasks of Project Director as they relate to the terms and conditions of this grant application; that costs incurred prior to grant approval may result in the expenses being absorbed by the subgrantee; and, that funds received through OHSP will not be used to supplant state or local funds.

NAME *Sgt. Daniel Bueche*	**TITLE**
ADDRESS *1170 Michigan Rd Port Huron Michigan-48060*	
AGENCY NAME *St. Clair County Sheriff's Office*	**PHONE NUMBER** *(810) 987-1734*
EMAIL ADDRESS *dbueche@stclaircounty.org*	**FAX NUMBER**

Agency Contact Person

(if different from Project Director)

NAME	**TITLE**
ADDRESS	
AGENCY NAME *St. Clair County Sheriff's Office*	**PHONE NUMBER**
EMAIL ADDRESS	**FAX NUMBER**

Certification by Financial Officer

I certify and agree that a grant received as a result of this application is subject to the general requirements governing Office of Highway Safety Planning projects and Grant Management Requirements, including special conditions; to comply with provisions of the Act governing these funds and all other federal laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the Applicant to perform the tasks of Financial Officer as they relate to the fiscal terms and conditions of this grant application; that costs incurred prior to grant approval may result in the expenses being absorbed by the subgrantee; and, that funds received through OHSP will not be used to supplant state or local funds.

NAME *Ms. Marsha Adamkiewicz*	**TITLE** *Staff Accountant*
ADDRESS *200 Grand River Avenue Port Huron Michigan-48060*	
AGENCY NAME *St. Clair County Sheriff's Office*	**PHONE NUMBER** *(810) 989-6301*
EMAIL ADDRESS *madamkiewicz@stclaircounty.org*	**FAX NUMBER**

Certification by Official Authorized to Sign

I certify and agree that a grant received as a result of this application is subject to the general requirements governing Office of Highway Safety Planning projects and Grant Management Requirements, including special conditions; to comply with provisions of the Act governing these funds and all other federal laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized to commit the applicant to these requirements; that costs incurred prior to grant approval may result in the expenses being absorbed by the subgrantee; and, that funds received through OHSP will not be used to supplant state or local funds.

NAME *Mr. Jeffrey Bohm*	**TITLE** *County Commissioner*
ADDRESS *200 Grand River Avenue Port Huron Michigan-48060*	
AGENCY NAME *St. Clair County Sheriff's Office*	**PHONE NUMBER** *(810) 989-6900*

EMAIL ADDRESS	FAX NUMBER
jbohm@stclaircounty.org	

Michigan State Police
Office of Highway Safety

7150 Harris Drive
P.O.Box 30634
Dimondale, Michigan 48821

(517) 284-3332

* * * * * *

1. PROJECT TITLE *St. Clair County Overtime Distracted Driving, Impaired, Seat Belt, and Speed Enforcement.*	
2. APPLICANT *St. Clair County Sheriff's Office*	
3. ADDRESS OF APPLICANT *1170 Michigan Road Port Huron, MI 48060*	
4. FEDERAL IDENTIFICATION NO.	**5. ANTICIPATED ACTIVITY START-UP DATE** *10/1/2022*

Highway Safety Grant Management Requirements

MICHIGAN OFFICE OF HIGHWAY SAFTETY PLANNING
FY2023 GRANT MANAGEMENT REQUIREMENTS (GMRs)

1. All correspondence to the Office of Highway Safety Planning (OHSP) regarding this project shall include the project number, example: OP-23-01.

2. Each grant is required to have, at a minimum, three separate individuals responsible for grant management: one serving as an authorizing official, one as a project director, and one as a financial officer. A change in project director, agency contact, financial officer, authorizing official, addresses, email, or telephone numbers requires written notification to the OHSP. The project director will be responsible for also making these changes in the online grant management system.

3. The OHSP is required by the National Highway Traffic Safety Administration (NHSTA) to evaluate and document the risk for each entity applying for federal grant funds prior to making an award. The grantee (and all sub-recipients and contractors) must register or annually update their registration in the online System for Award Management (SAM) to be eligible for federal and state grants. The OHSP will verify, within the SAM, there are no outstanding issues or concerns. Grantees must update their FY2023 online grant application with their new Unique Entity Identifier (UEI).

4. The OHSP may conduct a monitoring review of highway safety grants in accordance with Title 2 CFR 200, NHSTA regulations, and these GMRs to determine adherence to project objectives, to review financial procedures, and to ensure compliance with grant requirements. All grantees (and all sub-recipients and contractors) are expected to cooperate with all reasonable requests for information as part of the monitoring review process.

5. A subrecipient must take reasonable measures to safeguard protected, personally identifiable information. This information and other information is based on what the NHTSA or the OHSP designate as sensitive or that the subrecipient considers sensitive consistent with applicable federal, state, and local laws regarding privacy and obligations of confidentiality as prescribed under 2 CFR Part 200.303.

6. The published information generated from this project must include the following disclosure statement:

    This was prepared in cooperation with the Michigan Office of Highway Safety Planning and U.S. Department of Transportation, National Highway Traffic Safety Administration. The opinions, findings, and conclusions expressed are those of the author(s) and are not necessarily those of the Michigan Office of Highway Safety Planning or the U.S. Department of Transportation, National Highway Traffic Safety Administration.

NONDISCRIMINATION
(APPLIES TO SUB-RECIPIENTS AS WELL AS STATES)

The State highway safety agency will comply with all Federal statutes and implement regulations relating to nondiscrimination ("Federal Nondiscrimination Authorities"). These include but are not limited to:

1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin) and 49 CFR part 21.

2. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects).

3. Federal-Aid Highway Act of 1973, (23 U.S.C. 324 *et seq.*), and Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686) (prohibit discrimination on the basis of sex).

4. Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability) and 49 CFR part 27.

5. The Age Discrimination Act of 1975, as amended, (42 U.S.C. 6101 *et seq.*), (prohibits discrimination on the basis of age).

6. The Civil Rights Restoration Act of 1987, (Pub. L. 100-209), (broadens scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, sub-recipients, and contractors, whether such programs or activities are Federally funded or not).

7. Titles II and III of the Americans with Disabilities Act (42 U.S.C. 12131-12189) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38.

8. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations); and

9. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (guards against Title VI national origin discrimination/discrimination because of limited English proficiency (LEP) by ensuring that funding recipients take reasonable steps to ensure that LEP persons have meaningful access to programs (70 FR at 74087 to 74100).

The State highway safety agency—

a. Will take all measures necessary to ensure that no person in the United States shall, on the grounds of race, color, national origin, disability, sex, age, limited English proficiency, or membership in any other class protected by Federal Nondiscrimination Authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of its programs or activities, so long as any portion of the program is Federally-assisted.

b. Will administer the program in a manner that reasonably ensures that any of its sub-recipients, contractors, subcontractors, and consultants receiving Federal financial assistance under this program will comply with all requirements of the Non-Discrimination Authorities identified in this Assurance.

c. Agrees to comply (and require any of its sub-recipients, contractors, subcontractors, and consultants to comply) with all applicable provisions of law or regulation governing US DOT's or NHTSA's access to records, accounts, documents, information, facilities, and staff, and to cooperate and comply with any program or compliance reviews, and/or complaint investigations conducted by US DOT or NHTSA under any Federal Nondiscrimination Authority.

d. Acknowledges that the United States has a right to seek judicial enforcement with regard to any matter arising under these Non-Discrimination Authorities and this Assurance.

e. Insert in all contracts and funding agreements with other State or private entities the following clause:

During the performance of this contract/funding agreement, the contractor/funding recipient agrees—(insert this clause, including paragraphs a through d, in every subcontract and sub-agreement and in every solicitation for a subcontract or sub-agreement, that receives Federal funds under this program)

a. To comply with all Federal nondiscrimination laws and regulations, as may be amended from time to time.

b. Not to participate directly or indirectly in the discrimination prohibited by any Federal non-discrimination law or regulation, as set forth in Appendix B of 49 CFR part 21 herein.

c. To permit access to its books, records, accounts, other sources of information, and its facilities as required by the State highway safety office, US DOT, or NHTSA.

d. That, in event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding agreement, the State highway safety agency will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/funding recipient under the contract/agreement until the contractor/funding recipient complies; and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part.

POLITICAL ACTIVITY (HATCH ACT)
(APPLIES TO SUB-RECIPIENTS AS WELL AS STATES)

The State will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

CERTIFICATION REGARDING FEDERAL LOBBYING
(APPLIES TO SUB-RECIPIENTS AS WELL AS STATES)
CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

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

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. 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, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the ward documents for all sub-award at all tiers (including subcontracts, sub-grants, and contracts under grant, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

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 the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

RESTRICTION ON STATE LOBBYING
(APPLIES TO SUB-RECIPIENTS AS WELL AS STATES)

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION
(APPLIES TO SUB-RECIPIENTS AS WELL AS STATES)
INSTRUCTIONS FOR PRIMARY CERTIFICATION (STATES)

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR Parts 180 and 1300.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.

4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms *covered transaction, debarment, suspension, ineligible, lower tier, participant, person, primary tier, principal, and voluntarily excluded,* as used in this clause, have the meaning set out in the Definitions and coverage sections of 2 CFR Part 180. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by NHTSA.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR Parts 180 and 1300.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the list of Parties Excluded from Federal Procurement and Non-Procurement Programs.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered

transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, the department or agency may disallow costs, annul or terminate the transaction, issue a stop work order, debar or suspend participants or take other remedies as appropriate.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS-PRIMARY COVERED TRANSACTIONS

1. The prospective primary participant certifies to the best of its knowledge and belief, that its principals:

   a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

   b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of record, making false statements, or receiving stolen property;

   c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

   d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

2. Where the prospective primary participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

INSTRUCTIONS FOR LOWER TIER PARTICIPANT CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR Parts 180 and 1300.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was established. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms ***covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded***, as used in this clause, are defined in 2 CFR Parts 180 and 1300. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, Subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR Parts 180 and 1300.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, Subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusion's website.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

BUY AMERICA ACT (APPLIES TO SUB-RECIPIENTS AS WELL AS STATES)

The State and each sub-recipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or sub-recipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification to and approved by the Secretary of Transportation.

PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE (APPLIES TO SUB-RECIPIENTS AS WELL AS STATES)

The State and each sub-recipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

POLICY ON SEAT BELT USE

In accordance with Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, the grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information and resources on traffic safety programs and policies for employers, please contact the Network of Employers for Traffic Safety (NETS), a public-private partnership dedicated to improving the traffic safety practices of employers and employees. You can download information on seat belt programs, costs of motor vehicle crashes to employers, and other traffic safety initiatives on www.trafficsafety.org. The NHTSA website also provides information on statistics, campaigns, and program evaluations and references.

POLICY ON BANNING TEXT MESSAGING WHILE DRIVING

In accordance with Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to adopt and enforce workplace safety policies to decrease crashes caused by distracted driving, including policies to ban text messaging while driving company-owned or -rented vehicles, Government-owned, leased or rented vehicles, or privately-owned when on official Government business or when performing any work on or behalf of the Government. States are also encouraged to conduct workplace safety initiatives in a manner commensurate with the size of the business, such as establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving, and education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

PUBLIC INFORMATION AND EDUCATION REQUIREMENTS

1. All original electronic files including designs, concepts, photographs, video, and audio financed with grant funds shall be delivered to the OHSP by an agreed upon due date between the OHSP and the grantee (and all sub-recipients and contractors). The items will remain the property of the OHSP and shall not be subject to copyright protection by the vendor or their agents. Items will be submitted to the OHSP immediately after production of the item. The **OHSP will hold the final grant reimbursement until all the above items have been submitted.** The grantee (and all sub-recipients and contractors) shall not enter into an agreement that includes any time limits on rights for music, talent, artwork, or photographs. The grantee (and all sub-recipients and contractors) shall inform all vendors, subcontractors, or their agents of this requirement before authorizing work to be performed.

2. All printed public information and education materials and videos are required to contain logos as designated by the OHSP, which are available in electronic formats upon request. See printing requirements below for more details. Audio materials must include an OHSP tag line, (see State of Michigan Printing Requirements #3 below). All materials, including audio and video materials and scripts must be submitted for review and approval by the OHSP prior to production.

3. All businesses performing printing services must meet one of the following conditions: (a) bear the label of the branch of the allied printing trades council of the locality in which it is printed; (b) have on file 48 CFR Part 9,

Subpart 9.4 with the secretary of state, a sworn statement indicating that work is performed; or (c) have a collective bargaining agreement in effect formed by an organization that is not in any way influenced or controlled by management. (Per State of Michigan Procurement Policy Manual-Revised 6/12/18-Section: 1.3.13-State Printing Act)

4. All videos, print photography, or graphics shall depict drivers and passengers to be properly restrained by seat belts or child passenger safety devices unless the lack of restraints is for demonstration or educational purposes. Helmets and other protective equipment shall be depicted for motorcyclists, motorcycle passengers, and bicyclists.

5. Messaging costs which are of a public relations nature and designed in-whole or in-part to promote either an individual or an agency is prohibited and not eligible for reimbursement.

6. Materials compliance with American Disabilities Act:

   Closed Captioning: All DVDs must be closed captioned. This includes online videos.
   a. Printed publications must be available in audio files via the Michigan Braille and Talking Book Library.
   b. See ADA Guidance from the Department of Justice published March 2022.

7. Social Media Use and Approval: The creation of social media accounts such as Instagram, Snapchat, Tik Tok, and Twitter, etc. with federally funded grants and projects require prior approval from the OHSP before release to the public.

8. The purchase of program advertising space by grantees on TV, radio, magazines, newspapers, billboards, etc., may be approved on a case-by-case basis.

9. The following items require the prior approval of the OHSP program coordinator:

   a. flyers, posters, brochures
   b. training curriculum, excluding those developed by nationally approved agencies (i.e., NHTSA, International Association of Chiefs of Police (IACP), etc.)
   c. annual reports
   d. newsletters

10. Funding requirement statement: The following byline shall be placed on all printed public information and education materials:

    "This material was developed through a project funded by the Michigan Office of Highway Safety Planning and the U.S. Department of Transportation."

11. The State of Michigan (SOM) prohibits use of the OHSP and/or MSP logos on non-SOM websites.

COPIES

1. The OHSP will require one electronic copy of any publication produced with traffic safety grant funds if print copies are not available or if the items are not distributed statewide, and it is not available online. The copy can be submitted via email, CD, or flash drive.

2. The OHSP will require one copy of any of the following produced with traffic safety grant funds if they are distributed statewide and are not available online. This copy is distributed throughout the SOM's library system:

    a. annual reports
    b. manuals, handbooks, and training materials
    c. news releases
    d. statistics

3. The OHSP will require two of any of the following produced with traffic safety grant funds if they are distributed statewide and are not available online. These copies are housed as part of the SOM's library system:

    a. posters
    b. brochures
    c. flyers

4. If the publication is available on a publicly accessible website, no printed copy is required. However, an email that includes a link to the document must be provided to the OHSP. The SOM's library system will then include it in its digital archive.

PROGRAM REQUIREMENTS

1. Progress reports are required to be submitted throughout the grant period. The due dates for progress reports are specified in the grant approval letter and must be submitted in the online grant management system. Reports shall describe activities undertaken to accomplish each project goal, reason for non-activity if necessary, activities planned for the next quarter, and obstacles encountered or anticipated. Progress reports must be submitted and approved by the OHSP Program Coordinator for the OHSP to process financial reimbursement. For traffic safety enforcement projects, enforcement reports must also be submitted in the online grant management system for the OHSP to process and approve financial reimbursement.

2. The final progress report is due on the date stated in the grant approval letter and shall include a summary of all activities and accomplishments for the entire grant period. Include the following information in the project summary:

   a. A list of significant accomplishments or activities of this project that addressed the project objectives.
   b. If no activity took place, a report must be submitted stating as such and reasons why.
   c. If goals were not met, a statement must be provided on why the goal was not achieved.
   d. Explanation of Impact that the project has had in the grantee's community or jurisdiction.

3. Out-of-state travel requires prior written approval by the OHSP Division Director. The OHSP Grantee Out-of-State Travel Request form, and appropriate support documentation, shall be submitted at least 30 days in advance of anticipated travel. Financial commitment (i.e., travel arrangements, conference fees, hotel reservations, etc.) shall not be made prior to the OHSP approval.

4. If a project revision is required, the grantee shall contact the OHSP Program Coordinator for prior approval.

5. Grantees must have written, and established policies and procedures listed below, where applicable, as required by Title 2 Code of Federal Regulations 200 and were outlined elsewhere in these requirements.

   Shall meet the standards outlined in:
   a. Procurement 2 CFR 200.318 and 2 CFR 200.320
   b. Salary and Wages – 2 CFR 200.430
   c. Fringe Benefits – 2 CFR 200.431
   d. Travel – 2 CFR 200.474
   e. Internal Controls – 2 CFR 200.303
   f. Contracting 2 CFR 200.320 and 2 CFR 200.323
   g. Indirect Costs 2 CFR 200.414
   h. Conflict of Interest 2 CFR 200.112
   i. Accounting/Finance 2 CFR 200.302 and 2 CFR 200.400

6. <u>For Overtime Traffic Enforcement Grants Only:</u>

   a. The grantee (and all sub-recipients and contractors) shall verify all officers working the OHSP federally funded overtime have completed the Standardized Field Sobriety Testing (SFST) refresher course every three years. This does not apply to administrative staff hours billed to the grant

   b. All law enforcement officers participating in an OHSP grant-funded traffic enforcement detail shall wear a properly fastened seat belt in accordance with state law. Officers found in violation of this requirement while working a grant-funded detail may be ineligible for funding reimbursement from the OHSP.

   c. Law enforcement agencies are encouraged to have a written vehicle pursuit policy in place.

   d. Traffic enforcement activity data shall be submitted to the OHSP within five days of the conclusion of the enforcement period if requested by the OHSP. Agencies shall use the enforcement report in the online grant management system, or a form provided by the OHSP.

   e. Only Michigan Commission on Law Enforcement Standards certified police officers shall be used on enforcement projects, unless it is for commercial motor vehicle enforcement which may use commercial motor vehicle enforcement officers.

f. Grant funds **CANNOT** be used for activities such as response to calls for service, traffic control, property inspections, motorcades, or dignitary protection. The OHSP grant funds can only be used for activities approved in the grant.

g. Emergency response: A law enforcement emergency is defined as an imminent threat to life or property. If a law enforcement emergency occurs during a grant-funded detail and response is required by an officer(s) working that detail:

- The officer is allowed up to one hour of grant-time to respond and return to the traffic enforcement patrol.
- The agency must incur the costs (i.e. the grant cannot be charged) beyond an hour or for additional emergencies that arise during the detail.
- Response to non-emergency calls while on grant time must be charged to the agency.
- All emergency responses must be documented with a brief description on the officer daily.

h. Traffic enforcement shifts shall be scheduled for a minimum of two consecutive hours.

i. Traffic enforcement efforts shall be promoted to the community.

- As applicable, the grantee (and all sub-recipients and contractors) shall assist the OHSP with media events that will be conducted locally.
- Banners or other signage provided by the OHSP shall be displayed during the enforcement period.
- Traffic safety messages provided by the OHSP shall be posted on social media.

j. The grantee recipient (and all sub-recipients and contractors) and the chief or sheriff or post commander from each participating agency will sign the OHSP GMRs Acknowledgement and Agreement form signifying receipt of the GMRs and their agreement to comply with them as part of the online grant application process.

k. Law enforcement agencies receiving funding for overtime traffic enforcement cannot offer comp time in lieu of overtime pay.

l. The grantee (and all sub-recipients and contractors) must keep track of funds spent. In some cases, multiple funding sources are assigned to law enforcement grants. In these situations, the grantee must assign, document, and monitor expenditures to each designated funding source separately. Separate accounts must be established for each funding source. Each grant and federal funding source may not be used interchangeably. In the event the grantee overspends, the difference will need to be covered by the grantee. Additional funding will not be provided to support overspending of any federal program.

m. A daily activity log with a listing of activities performed must be completed for all time requested for reimbursement. It must include the following information in the body of the document to be acceptable documentation:

- The start time of the grant-funded enforcement detail.
- A brief description of every stop.
- The end time of the grant-funded detail.
- All grant time must be accounted for and documented at a minimum of every hour, regardless of whether a traffic stop is made. This includes time spent on traffic stops, arrest, transporting and lodging of arrested subjects, report writing, serving as "zone spotters".

n. Total personnel hours billed to the grant reported on the enforcement reports must match the hours requested for reimbursement on the financial report.

o. The time on the daily must match the hours requested for reimbursement and supervisor approval must be documented electronically or in writing. If supervisors' approval is given by means other than a signature on the daily, explanation of the approval process must be provided at the OHSP's request and kept as grant documentation records.

GENERAL FINANCIAL REQUIREMENTS

Compliance with the Federal Funding Accountability and Transparency Act (FFATA) of 2006 is required. Signed into law on September 26, 2006, the Federal Funding Accountability Act provides the public with a single, searchable database of federal awards and sub-awards. The MSP is responsible for reporting data into the FFATA database for each NHTSA sub-recipient award that equals or exceeds $25,000. The FFATA reporting procedure also requires each sub-recipient agency to maintain current registration in the federal SAM at https://www.sam.gov/ and obtain their Unique Entity Identifier (UEI) in FY2023.

1. Only program activities and expenses detailed in the approved grant budget and incurred during the grant period are eligible for reimbursement. Expenses incurred that are not detailed in the approved grant budget or outside of the grant period will not be reimbursed. Costs cannot EXCEED the approved grant award.
2. Goods purchased through the grant shall be received in acceptable condition. If goods are not received in acceptable condition within 30 days prior to the grant ending date, the grantee shall contact the OHSP program coordinator.
3. The grantee (and all sub-recipients and contractors) shall use generally accepted accounting principles.
4. Costs charged to this grant cannot be charged to any other program.
5. All costs shall be actual and supported by source documentation. Financial reimbursement will be delayed until all backup documentation is received by the OHSP. A document entitled "Acceptable Backup Documentation for Federal Cost Claims" is available from the OHSP to assist with identifying adequate backup documentation.
6. A separate account or fund must be established for this project. A separate account is required to be maintained by all agencies receiving grant funds from the OHSP regardless of the dollar amount. In addition, the grantee (and all sub-recipients and contractors) receiving funds from the OHSP for multiple grant projects must have a separate account for each grant project and funding type. It is the responsibility of the lead agency to ensure all sub-agencies meet this requirement. The general ledgers of the sub-agencies are not required to be submitted with requests for payment unless specifically requested by the OHSP.
7. Costs reported on the final Financial Status Report (FSR) must match the agency's separate account or fund that has been established for this project inside the agency's accounting system.
   - **Financial documents must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award.**
8. Comingling of funds on either a program-by-program or project-by-project basis is prohibited. The sub-grantee's accounting system must maintain a clear audit trail for each source of funding for each fiscal budget period and include the following:
   a. Separate accountability of receipts, expenditures, disbursements and balances.
   b. Itemized records supporting all grant receipts, expenditures, and match contributions in sufficient detail to show exact nature of activity.
   c. Data and information for each expenditure and match contribution with proper reference to be a supporting voucher or bill properly approved.
   d. Maintenance of payroll authorization and vouchers.
   e. Maintenance of records supporting charges of fringe benefits.
   f. Maintenance of inventory records for equipment purchased, rented, and donated.
   g. Maintenance of billing records for consumable supplies (i.e., paper, printing) purchased.
   h. Provisions for payment by check.
   i. Maintenance of travel records (i.e., mileage logs, parking, hotels, meal receipts).
   j. Lease agreements, contracted services, and equipment purchases that adhere to established procurement processes.

9. Costs must be net of all applicable credits such as purchase discounts, rebates or adjustments of overpayments, or erroneous charges.
10. The following deviations from the approved budget require PRIOR approval from the OHSP: Once approved, appropriate revisions will need to be made to the grant agreement.
    a. A specific item of cost not included in the approved budget.
    b. An increase in the number of a specific item over and above the total authorized.
    c. A transfer between major budget categories in excess of 10 percent of the budget category title being increased. (Personnel Costs, Contractual Services, Supplies & Operating Costs, Equipment, and Indirect – not the individual budget line-item titles.)
11. Procurement Methods
    a. **Competition**: The grantee shall conduct all procurement and contractual transactions, without regard to dollar value, to provide maximum, open, and free competition. Maximum, open, and free competition shall be assured through the distribution of an adequate number of proposal solicitations.

b. **Small Purchase Procedures:** Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than $25,000 in total. If small purchase procedures are used, price or rate quotations must be obtained from at least three (3) Buy America Act qualified sources.

c. The grantee shall follow their competitive bid process providing it is at least as restrictive as the process required by the Title 2 Code of Federal Regulations 200.320, the State of Michigan and complies with the Buy America Act. (A copy of the State of Michigan procurement policy is available upon request.) The grantee (and all sub-recipients and contractors) agrees to ensure that minority business enterprises, as defined in 49 CFR Part 23, have the maximum opportunity to participate in the performance of contracts and subcontracts financed, in whole or in part, with funds provided under this agreement. The grantee must document that multiple bid were sought in a competitive bidding process. When two or more responses were not received, the grantee shall indicate the selected bid was the only response.

d. No employee, officer or agent of the grantee shall participate in selection, or in the award or administration of a contract or bid supported by Federal funds if a conflict of interest, real or apparent, would be involved.

e. A copy of the subrecipient's established procurement procedures must be readily available for audit purposes upon request from the OHSP. Records must sufficiently detail the procurement history for all purchases and should detail the rationale for the method of procurement and selection of contract type, written selection procedures, documented reasons for rejections, and the basis for the contract price.

12. Documentation for costs shall be maintained for three years following final reimbursement.

13. Any program income received shall be used exclusively to further traffic safety project activities. Program income is defined as gross income earned by the prospective primary participant from grant supported activities. Some examples are proceeds from the sale of items purchased or developed with grant funds, or revenue received from attendees at trainings or conferences paid for with grant funds. Program income must be netted against costs incurred within the grant or returned to the OHSP, unless prior permission is obtained from the OHSP to use the funds for other traffic safety projects. Contact the OHSP for further information.

14. **Local Match:** non-federal, in-kind costs that the grantee (and sub-recipients) contributes to the grant project. The FAST Act 405(h) Nonmotorized Safety grant funds require a minimum 20% local match for the entire grant project cost. Local match costs must be supported with documentation. With prior approval from the Federal awarding agency, program income may be used to meet the cost sharing or matching requirement of the Federal award. For additional information on local match or "cost sharing" please reference 2 CFR 200.306.

15. **General Cost of Business (formerly referred to as Supplanting):** The replacement of routine and/or existing expenditures with the use of state or federal grant funds for costs of activities that constitute general expenses required to carry out the overall responsibilities of a state or local agency or other grantee is general cost of business and is not allowable.

    The grantee (and all sub-recipients and contractors) shall not use grant funds to replace state or local funds, or other resources that would otherwise have been made available for this program. Further, if a position created by a grant is filled from within, the vacancy created by this action must be filled within 30 days. If the vacancy is not filled within 30 days, the grantee (and all sub-recipients and contractors) must stop charging the grant for the new position. Upon filling the vacancy, the grantee (and all sub-recipients and contractors) may resume charging the grant position.

    The Financial Officer or Authorizing Official's straight time costs may not be funded under this grant.

16. All other Financial management requirements as listed in Title 2 Code of Federal Regulations 200.302 (Financial Management).

COST REIMBURSEMENT

1. All OHSP projects are based on the cost reimbursement concept; i.e., state, local, or private funds shall be expended before reimbursement is provided.

2. Reimbursement is based on submission and approval of progress, enforcement, and financial reports. All requested information should be submitted electronically through the online grant management system whenever possible. Otherwise backup information may be submitted via US mail, by fax, or by email. A financial report submitted to the OHSP by the grantee shall contain the following to be considered complete:

   a. Electronic signatures for the agency's Financial Officer, Project Director, Authorizing Official, or employee(s)/contractor(s)/officer(s).

   b. A copy of a report for the current period generated by the grantee's official accounting system which shows a description of the item and the actual amount spent. Some examples of acceptable reports include a detailed general ledger, a transaction ledger, a payroll journal, or a detailed budget/expenditure report. The report must match the amount being requested for reimbursement.

   c. For enforcement grants: Officer names, dates, and amounts paid for each agency participating in grant funded patrols.

   d. For non-enforcement grants with personnel costs: Activity logs as described in "Personnel Costs" under "Budget Cost Category Requirements."

   e. Copies of invoices must be included.

   f. Additional documentation as requested by the OHSP.

3. Financial reports are due, at a minimum, on a quarterly basis. Financial report due dates are specified in the grant approval letter. Financial reports must be submitted even when the project experiences no costs. In this case, a "zero" financial report shall be submitted. The submission of financial reports is mandatory, and non-compliance can result in termination of the grant. Financial reports will be considered delinquent if not submitted by the due dates specified in the grant approval letter.

4. The Project Director shall ensure that financial reports are submitted in compliance with reporting deadlines. If the financial report is submitted electronically without backup documentation, the financial report is not considered submitted and the grantee will receive a delinquent letter stating the same.

5. A delay in submitting support documentation may result in the suspension of all grant activity.

6. Failure to submit cost statements with adequate supporting documentation prior to the fiscal year close out deadline will result in non-reimbursement of those costs. Costs from one fiscal year cannot be paid in a subsequent fiscal year.

AUDIT REQUIREMENTS

This section applies to grantees designated as subrecipients by the OHSP.

1. **Required Audit or Audit Exemption Notice**
   Grantees must submit to the OHSP either a Single Audit, Financial Related Audit, or Audit Exemption Notice as described below. A Financial Related Audit is applicable to for-profit grantees that are designated as subrecipients. If submitting a Single Audit or Financial Related Audit, grantees must provide explanations in writing for any audit findings that impact the OHSP-funded programs, and management letter (if issued) with a corrective action plan.

   a. **Single Audit**
   Grantees that are a state, county/local government, or non-profit organization that expend $750,000 or more in federal awards during the grantee's fiscal year, must submit a Single Audit to the OHSP, regardless of the amount of funding received from the OHSP. The Single Audit must comply with the requirements of Title 2 Code of Federal Regulations, Subpart F. The Single Audit reporting package must include all components described in Title 2 Code of Federal Regulations, Section 200.512(c).

   b. **Financial Related Aid**
   Grantees that are for-profit organizations that expend $750,000 or more in federal awards during the grantee's fiscal year must submit either a financial related audit prepared in accordance with Government Auditing Standards relating to all federal awards; or an audit that meets the requirements contained in Title 2 Code of Federal Regulations, Subpart F, if required by the federal awarding agency.

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

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

3. **Other Audits**
   The OHSP or federal agencies may also conduct or arrange for "agreed upon procedures" or additional audits to meet their needs.

BUDGET COST CATEGORY REQUIREMENTS

(Refer to the following for specific requirements of budget cost categories. Only requirements for cost categories contained within your approved grant budget apply.)

PERSONNEL COSTS

1. Includes itemized monthly or hourly salary rate. Fringe benefits are included under personnel costs.

2. Payments for salaries and wages shall be supported by a time and attendance report, based on an after-the-fact distribution of time, which shows details of the activities performed. All time and attendance reports must be signed by the employee and supervisor. Electronic signatures are accepted.

3. Federal guidelines prohibit using federal grant funds to pay for routine and/or existing state or local expenditures.

4. If the grant contains personnel services as part of the award, a job description for each position listed in the budget must be available to the OHSP upon request.

For enforcement grants (and all sub-recipients and contractors) - See program requirements Section 5.

For non-enforcement grants – The grantee (and all sub-recipients and contractors) must maintain activity logs which document the actual amount of time spent on the grant project and describe the nature of the activities performed. If the grant is funded from multiple sources, the logs must show the activity by fund source. This documentation must be submitted with the financial reimbursement request.

5. Reimbursement for wages and fringe benefits shall be based on actual costs NOT budgeted rates. Only those fringe benefit costs that increase because of hours worked on this project can be claimed for reimbursement. For overtime wages, those costs typically include FICA, workers comp, and retirement, but if any of these costs are structured so that they do not increase with overtime, they cannot be reimbursed. For straight-time grant-funded positions, all fringe benefits associated with the position may be claimed to the extent that the position has been approved for reimbursement (e.g., if 50% of the position is grant funded, 50% of the fringes benefits can be claimed.) Fringe benefit rates must be reasonable and in accordance with federal cost principles.

6. The rate of pay for grant-funded enforcement shall be determined according to the grantee's (and all sub-recipients and contractors) policy, contract, or employment agreement. Overtime rates must be applied consistently to all activities of an agency – higher rates may not be established just for federal grants.

7. Agencies shall comply with all state labor laws.

CONTRACTUAL SERVICES

The grantee must have a written and established Contracting policy that it will utilize when engaging in contracting services. At a minimum this policy should include cost or price analysis, bid vs buy decision process, bid acquisition methods, and contractor monitoring. The contracting policy should follow Title 2 Code of Federal Regulations part 200.318, 200.321, 200.323, 200.326, 200.330, and Appendix II to Part 200.

Contractual services are services of individual consultants or consulting firms engaged in performing special services pertinent to highway safety. Contracts are allowable when necessary, to achieve the goals of the grant agreement. Costs are allowable for products, highway safety consultants, personal services, and/or individuals for support services, provided applicable state and local procurement procedures are followed and documentation is available that describes the official contract and procurement practices. Contracts and procurements must include "special provisions" as provided by the OHSP. The grantee is responsible for verifying contractor eligibility by checking the national List of Parties Excluded from Federal Procurement and Non-Procurement Programs list available at www.govinfo.gov or adding a self-certification clause or condition to the contract.

All grantees (and all sub-recipients and contractors) awarding contracts or sub-contracts shall comply with the terms and conditions of Title 49 Code of Federal Regulations, Part 18-Uniform Administrative Requirements for Grant and Cooperative Agreements to State and Local Governments, §18.36 Procurement. A signed copy of the contract, including the fully listed federal certifications and assurances, shall be submitted to the OHSP upon completion and is required for processing and approval of financial reimbursement requests.

The grantee is responsible for managing all contracts issued using the OHSP grant funds including:

a. Ensuring the contractor complies with all contract provisions.
b. Ensuring services are performed according to the quality, quantity, objectives, timeframes, and manner specified in the contract.
c. Ensuring that all work is completed and accepted before the contract expires.
d. Assessing and requesting amendments, renewals or new contracts as required allowing sufficient time to process and execute these changes before the contract expires to prevent lapse in service.
e. Ensuring that contracts are amended after any grant agreement revision that affects the contract terms.
f. Reviewing and approving invoices for payment, ensuring payments are made in accordance with contract terms, all costs are budgeted and allowable, and work has been performed.
g. Monitoring contract expenditures to ensure there are sufficient funds to pay for all services rendered as required by the contract.
h. Verifying all requirements of the contract are fulfilled before submitting the final invoice.
i. Ensuring that all Personnel Activity log requirements are met.

SPECIAL PROVISIONS

The grantee must insert in all contracts and funding agreements the following clause:

During the performance of this contract/funding agreement, the contractor/funding recipient agrees—
(insert this clause, including paragraphs a through d in every subcontract and sub-agreement and in every solicitation for a subcontract or sub-agreement, that receives Federal funds under this program.)

a. To comply with all Federal nondiscrimination laws and regulations, as may be amended from time to time.

b. Not to participate directly or indirectly in the discrimination prohibited by any Federal non-discrimination law or regulation, as set forth in Appendix B of 49 CFR part 2l herein.

c. To permit access to its books, records, accounts, other sources of information, and its facilities as required by the State highway safety office, US DOT, or NHTSA.

d. That, in the event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding agreement, the State highway safety agency will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/funding recipient under the contract/agreement until the contractor/funding recipient complies; and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part.

OPERATING COSTS

1. Only eligible operating costs specifically listed in the approved grant budget will be reimbursed. These are costs not covered under other budget categories, including services not requiring contractual agreements and minor equipment such as office supplies, printing, and educational materials.

2. Automotive expenses submitted shall be based on actual costs incurred. In most cases, this will be calculated by multiplying actual miles driven times a mileage rate. The rate will be determined when the grant is approved but will generally be the Internal Revenue Service (IRS) business mileage rate. With prior approval, reimbursement may be allowed based on the actual costs incurred for gasoline, maintenance, insurance, and other vehicle expenses.

3. Postage, telephone, and grant-related travel costs shall be documented by log or meter and submitted with the reimbursement request.

TRAVEL COSTS

Out-of-state travel funded by federal grant funds requires prior written approval by the OHSP Division Director. A written request shall be submitted on the form provided. Requests shall be submitted at least 30 days in advance of anticipated travel. Financial commitment (i.e., travel arrangements, conference fees, hotel reservations, etc.) shall not be made prior to the OHSP approval.

REIMBURSEMENT

The grantee will be reimbursed for travel cost (including mileage, meals, and lodging) budgeted and incurred related to services provided under this agreement. The grantee will have established and follow documented Travel Policies.

1. Reimbursements for travel (meals, lodging, mileage, etc.) cannot exceed the lesser of the grantee's published travel rates or the allowable State of Michigan travel rates. Exceptions require OHSP approval during the grant application process. Grantees requesting an exception will attach their organization's travel policy when the first grant draft is submitted. The policy must be applicable to all organization travel. Policies will be reviewed by the OHSP fiscal manager for approval, and cannot exceed the current federal travel reimbursement rates.

2. SOM travel rates may be found at the following website: https://www.michigan.gov/dtmb/0,5552,7-358-82548_13132---,00.html

EQUIPMENT (INCLUDES SOFTWARE)

1. Only eligible equipment specifically listed in the equipment section of the approved grant budget will be reimbursed. Equipment costs shall be reimbursed according to the match requirements as specified in the approved grant budget.

2. Equipment purchases shall be initiated within the time period specified in the approved grant. "Initiated" means bids were solicited, accepted, and items have been ordered. If there is a reason a grantee is unable to meet this requirement, the OHSP program coordinator shall be contacted immediately.

3. Equipment purchased through this grant shall be used only for highway safety activities throughout its useful life, whether the project or program continues to be supported by the Federal award.

4. Equipment with a cost of $5,000 or more shall be tagged by the grantee for inventory control purposes. In addition, the OHSP Equipment Record System Form with all applicable information completed shall be submitted with the prospective participant's or sub-recipient's reimbursement request. The grantee (and all sub-recipients and contractors) shall complete an equipment inventory form sent to them by the OHSP each year that the value remains $5,000 or more and shall make the item available for physical review by the OHSP staff when requested.

5. All equipment purchases with NHTSA funds shall comply with the Buy America Act requirements before costs will be reimbursed. Please refer to section eleven under the heading Grant Management Requirements for specific terms of the Buy America Act.

DIRECT COST ALLOCATION PRINCIPLES

If a cost benefits two or more projects or activities in proportions that can be determined without undue effort or cost, the cost must be allocated to the projects based on the proportional benefit. If a cost benefits two or more projects or activities in proportions that cannot be determined because of the interrelationship of the work involved, the costs may be allocated or transferred to benefitted projects on any reasonable documented basis. Where the purchase of equipment or other capital asset is specifically authorized under a Federal award, the costs are assignable to the Federal award regardless of the use that may be made of the equipment or other capital asset involved when no longer needed for the purpose for which it was originally required.

DISPOSITION OF EQUIPMENT

1. If the equipment is to be disposed of or ceases to be used for highway safety activities the grantee is required to contact the OHSP prior to such disposition action. The OHSP reserves the right to follow 2 CFR 200.331(e) Disposition. This section gives the awarding agency the right to transfer the property to another grantee who could utilize the equipment for their grant related project. If no grantee can be found, the OHSP will contact NHTSA for disposition instruction as NHTSA could transfer the property to another state for utilization of the equipment. If the equipment is determined to have a Current Fair Market Value of $5,000 or more, the OHSP must contact NHTSA for disposition instructions. If no response is provided within 120 days, the OHSP reserves the right to retain or transfer title of all items.

   If the equipment is then sold, the OHSP will deduct $500 or ten percent of the proceeds, whichever is less, for the selling and handling expenses. The OHSP will decide whether to share those proceeds with the grantee.

2. The OHSP may allow the holder of the equipment to retain title of the equipment and reimburse the federal or State share of the fair market value of such equipment. The Current Fair Market Value shall be determined as follows:

   a. Appraisal by an independent source with expertise in valuation of similar items is the preferred method of valuation for equipment.

   b. For vehicles, Kelly Blue Book, National Automobile Dealer Association (NADA) Guides, or a similar third-party vehicle valuation service, may be used when valuing the condition of the vehicle.

   c. If a fair market value based on appraisal or a third-party valuation service cannot be determined, the value may be based on IRS depreciation schedules. Only straight-line depreciation may be used.

COLLECTION OF UNALLOWABLE COSTS

Payments made for costs determined to be unallowable by either the Federal awarding agency, cognizant agency for indirect costs, or pass-through entity, either as direct or indirect costs, must be refunded (including interest) to the Federal Government in accordance with instructions from the Federal agency that determined the costs are unallowable unless Federal statute or regulation directs otherwise. See also Subpart D—Post Federal Award Requirements of this part, and Part 200.300 Statutory and National Policy Requirements through 200.309 Period of Performance.

INDIRECT COSTS

Title2 CFR 200 provides guidance on indirect cost as follows:
Section 200.414 Indirect (F&A) Cost -(F): In addition to the procedures outlined in the appendices in paragraph (e) of this section, any non-Federal entity that has not negotiated an indirect cost rate, except for those non-Federal entities described in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph D.1.b, may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in §200.403 factors affecting allowability of costs, costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.

CONFLICT OF INTEREST AND CODE OF CONDUCT STANDARDS

1. The grantee is subject to the provisions of 1968 PA 317, as amended, 1973 PA 196, as amended, and Title 2 Code of Federal Regulations Section 200.318 (c) (1) and (2). 2 CFR 1201.112.

2. The grantee must have established conflict of interest policies, in accordance with Title 2 Code of Federal Regulations Section 200.112.

3. The grantee will uphold high ethical standards and is prohibited from:

   a. Holding or acquiring an interest that would conflict with this agreement.
   b. Doing anything that creates an appearance of impropriety with respect to the award or performance of this agreement.
   c. Attempting to influence or appearing to influence any state employee by the direct or indirect offer of anything of value; or
   d. Paying or agreeing to pay any person, other than employees and consultants upon the award of this agreement.

MANDATORY DISCLOSURES

1. Disclose to the Department in writing within 14 days of receiving notice of any litigation, investigation, arbitration, or other proceeding (collectively, "proceeding") involving grantee, a subcontractor, or an officer or director of grantee or subcontract, or that arises during the term of this agreement including:

   a. All violations of federal and state criminal law involving fraud, bribery, or gratuity violations potentially affecting the agreement.
   b. A criminal proceeding;
   c. A proceeding under the Sarbanes-Oxley Act;
   d. A civil proceeding involving a claim that might reasonably be expected to adversely affect grantee's viability or financial stability; or
   e. A governmental or public entity's claim or written allegation of fraud;

2. Notify the Department, at least 90 calendar days before the effective date, of a change in grantee's ownership and/or executive management.

TERMINATION

The OHSP retains the right to terminate a grant for failure to meet the grant management requirements or for not satisfying project goals or objects, which is to be decided by an OHSP management review. When a grant is terminated by the OHSP, the grantee or sub-recipient shall not be eligible to seek grant funding for a period of two years. To obtain a grant after the two-year period, the grantee or sub-recipients will be required to submit written assurance that the identified deficiencies have been corrected. Additionally, the agency may be required to submit monthly financial reports to allow for increased financial monitoring.

REFERENCES

Statute
Highway Safety Act of 1996: U.S.C. Chapter 4

Rules
The rules which govern the Highway Safety Grant Programs is available at:
Part 1300 - Uniform procedures for state highway safety grant programs
Title 2: Grants and agreements Part 200 (2 CFR 200) Uniform administrative requirements, cost principles, and audit requirements for federal awards
Federal Electronic Code of Regulations

Other
NHTSA allowable and unallowable costs
NHTSA Highway Safety Grants Program Resource Guide

Draft Application Signature Approval

Project Director Agreement

* ☐ Click here to affirm that you have read and agree to comply with the Grant Management Requirements.

Final Application Signature Approval

Authorized Official Agreement

* Click here to affirm that you have read and agree to comply with the Grant Management Requirements.