



# **TUSCOLA COUNTY**

## **Committee of the Whole**

### **MEETING AGENDA**

**Monday, September 8, 2025 - 8:00 AM**

**H. H. Purdy Building Board Room**  
**125 W. Lincoln St., Caro, MI 48723**

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***Public may participate in the meeting electronically:***  
***Join by phone:*** (US) +1 929-276-1248 PIN:112 203 398#  
***Join by Hangouts Meeting ID:*** [meet.google.com/mih-jntr-jya](https://meet.google.com/mih-jntr-jya)

8:00 AM            Call to Order - Chairperson Vaughan  
                      Roll Call - Deputy Clerk Katie Robinson

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#### **New Business**

- |    |  |         |
|----|--|---------|
| 1. | Tuscola County Advisory Council on Aging Bylaws - Jane Rymarczyk,<br>Council on Aging Secretary<br><a href="#">Council on Aging Bylaws</a>   | 3       |
| 2. | Parks and Recreation Request to Approve Site Plan Estimates by<br>Spicer for Kayak Launch on the Cass River - Michael Clinesmith, Parks<br>and Recreation Chair<br><a href="#">Parks &amp; Recreation Minutes</a><br><a href="#">Spicer Letter of Agreement for Canoe/Kayak Launch Services</a><br><a href="#">PARKS AND REC Revenue and Expenditure Report 9.5.2025</a> | 4 - 16  |
| 3. | Sheriff's Request to Purchase Tactical Shields - Ryan Robinson, Sheriff<br>and Robert Baxter, Undersheriff<br><a href="#">Sheriff Letter for Tactical Shields and Quotes</a>   | 17 - 20 |
| 4. | Tuscola FY26 County Veterans Services Fund (CVSF) Grant<br>Agreement - Erica Dibble, Controller/Administrator<br><a href="#">Tuscola FY26 County Veterans Services Fund (CVSF) Award Packet</a>  | 21 - 70 |
| 5. | Michigan Counties Workers Compensation Fund Update -Thomas<br>Bardwell, Commissioner   |         |

#### **Old Business**

#### **Finance/Technology**

Committee Leader **Commissioner Bardwell** and Commissioner Koch

**Primary Finance/Technology**

1. General Fund Budget Adjustment Request - Erica Dibble, Controller/Administrator  
[General Fund Budget Sweep 9.5.2025](#)  
[General Fund Budget Sweeps Proposed Amendment](#)

71 - 72

**On-Going and Other Finance**

**On-Going and Other Technology**

**Building and Grounds**

Committee Leader **Commissioner Lutz** and Commissioner Koch

**Primary Building and Grounds**

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

**Personnel**

Committee Leader **Commissioner Vaughan** and Commissioner Goodchild

**Primary Personnel**

1. Sheriff's Request to Hire Raelyn Sonnenberg - Robert Baxter, Undersheriff
2. Dispatch Director's Request to Hire Nicole McMullen - Jon Ramirez, Dispatch Director
3. Dispatch Director's Request to Hire Remington Lough - Jon Ramirez, Dispatch Director
4. Prosecutor's Request to Hire Rosemary Kuebitz - Erica Dibble, Controller/Administrator

**On-Going and Other Personnel**

**Other Business as Necessary**

**Public Comment Period**

**Adjournment**

## **Tuscola County Advisory Council on Aging Bylaws**

### **Purpose:**

The Council accepts responsibility for overseeing senior services as well as being prepared for emergency situations that may arise.

### **Membership:**

1. Council members need to be age sixty years old or above to be council members.
2. Council Officers include Chairperson, Vice-Chairperson, Treasurer, Secretary, and Council Delegates.
3. Officers and shall service one-year terms.
4. Elections for Officers shall be on the third Monday of September for the upcoming year.
5. Whenever a vacancy occurs the Chairperson shall declare the office vacant and inform the Tuscola County Clerk.
6. Removal of an officer shall be by a unanimous vote for unexcused absences or conduct unbecoming an officer.
7. The Tuscola County Board of Commissioners shall approve all members of the Tuscola County Advisory Council.

### **Dissolution:**

1. If Tuscola County dissolves the Tuscola County Advisory Council on Aging, the county will provide written and dated correspondence to each council member notifying them of the dissolution.
2. If the Tuscola County Advisory Council on Aging is dissolved all funds held by the council (after satisfying any outstanding debts) at the time of dissolution will revert to Tuscola County within 30 days of council notification.

**Revised 21 July 2025**

# **Tuscola County Parks and Recreation Commission**

## **Meeting Minutes**

### **Special Meeting**

**Tuesday August 19, 2025, 8:00 AM**

**Tuscola County Purdy Building Conference Room**

**125 West Lincoln Street, Caro, MI 48723**

#### **Call to Order:**

At 8:08 A.M., Michael Clinesmith, Chairperson, called the meeting to order.

#### **Pledge of Allegiance:**

Michael Clinesmith led the Pledge of Allegiance.

#### **Roll Call:**

Mark Putnam, Secretary, called the Roll.

*Appointed Members Present: Michael Clinesmith, Chairperson; Nancy Barrios, Vice-chairperson; Mark Putnam, Secretary; Kim Vaughan, Tuscola County Board of Commissioners.*

*Appointed Members Absent: Vacant, Vacant, & Vacant.*

*Ex-Officio Present: Dara Hood, Drain Commissioner; and Julie Matuszak, Road Commissioner.*

*Ex-Officio Absent: Rick Boylan, Planning Commissioner.*

*Public Present: None.*

*Ex-officio Members Elevated to Voting Status:*

*Michael Clinesmith elevated Dara Hood and Julie Matuszak to voting status.*

*A quorum was present.*

#### **Approval of Agenda:**

Mark Putnam, seconded by Nancy Barrios, moved to approve the August 19, 2025, agenda as presented.

Motion carried.

### **Approval of Minutes:**

Since this was a Special Meeting, we did not approve the July 15, 2025, Minutes.

### **Public Comment:**

None.

### **Review & Acceptance of Financial Reports:**

Mark Putnam noted that the total number of campers—or, more accurately, the number of Camping Sites Filled—in July 2025 could be determined by dividing the total “Vanderbilt Park Camping Fees” collected (\$1,806) by the cost of an average campsite fee.

Updated Analysis [August 27, 2025]:

- **Camping Fees (July 2025):**  
With a weekly site fee of \$68, July’s total camping revenue of \$1,806 equates to:  
 $\$1,806 \div \$68 \text{ per week} \div 7 \text{ days} \approx 3.8 \text{ Camping Sites Filled per day in July.}$
- **Camping Fees (January–July 2025):**  
Total camping revenue of \$12,168 over 7 months equates to:  
 $\$12,168 \div 7 \text{ months} \div \$68 \text{ per week} \div 7 \text{ days} \approx 3.65 \text{ Camping Sites Filled per day.}$   
This equals 104% of the budget for 7 months. This is a positive result.
- **Parking Fees:**  
Using an estimated \$3 daily fee (parking is \$3 per day or \$20 per season):
  - July 2025 shows zero cars parked in the month.
  - January–July over 7 months equates to:  
 $\$4,371 \div 7 \text{ months} \div \$3 \text{ per day} \div 30 \text{ days} \approx 6.95 \text{ cars parked per day or}$
  - The January-July deposits are 375% over the budget for the first 7 months while July deposits are zero.
  - The Park Host may not have deposited the money for cars parked in July; the county accountant may not have recorded it; or someone put the money in the Vanderbilt Park - Camping Fees account. The amount should be about \$625 for cars parked in July. Mark Putnam remembers the Park Host saying there were no people parking at the county park or something to that effect if he remembers correctly. We need to investigate this. Maybe the Park Host is not collecting parking fees now. This is a negative result.
- **Total Revenue:**  
Overall, revenue for the first seven months of FY 2025 stands at 105% of the budget for the first 7 months.

Nancy Barrios, seconded by Dara Hood, moved to accept the financial reports [August 19, 2025].

Motion carried.

### **County Support Regarding Parcels Improvements:**

Tuscola County added a \$5,000 line item labeled “Historical Grant” under County Parks & Recreation – Revenue. A corresponding \$5,000 line item for “Historical Sign” was added under County Parks & Recreation – Expenditures.

In addition, it was noted that \$12,000 has been designated under County Parks & Recreation – Expenditures for “Vanderbilt Park Renovations.”

Potential Site Plan Bids: Nancy presented to the TCP&RC commission three bids submitted for engineering services, each addressing studies and plans related to kayak launch feasibility and preliminary design:

- BMJ Engineers & Surveyors, Inc. – \$8,500
- Rowe Professional Services Company – \$4,600
- Spicer Group, Inc. – \$6,500

Background:

- BMJ has not previously completed plans for the Cass River.
- Rowe developed plans for the Evergreen Park Kayak Launch in Sanilac County on the Cass River.
- Spicer created plans for seven kayaking launch sites on the Cass River.

After discussion, and with no further comments, Nancy Barrios, seconded by Mark Putnam, moved that the Tuscola County Parks & Recreation Committee approve and accept the Spicer bid of \$6,500, and forward this recommendation to the Tuscola County Board of Commissioners.

Motion carried unanimously.

After discussion and with no further comments, Michael Clinesmith, seconded by Nancy Barrios, move that the Tuscola County Parks & Recreational Commission recommends that the Tuscola County Board of Commissioners add a line item in the amount of \$6,500 for Site Plan under Expenditures for Fund 208 - County Parks & Recreation.

Motion carried unanimously.

### **Renaming of “The Parcels”**

Nancy Barrios suggested that the Indian Dave Memorial Landing could serve as the name for the proposed Parcels launch site.

At a prior meeting, Michael Clinesmith had raised the idea that local schools might be a source of input for renaming. At this July 2025 meeting, Nancy reported that institutions such as the

Tuscola Intermediate School District may not be able to participate in promotional naming, as they are restricted from advertising for outside entities.

After reflection, Mark Putnam proposed the name “Heartt Sawmill Landing.” He explained that the Heartt Sawmill—and likely also a grist mill—once operated on the opposite side of the Cass River at Wahjamega. The name *Wahjamega* itself is derived from the initials “W.A.H.,” referring to William A. Heartt, the principal and final owner of the Wahjamega Sawmill. The Heartt Sawmill and Dam were located along the north bank of the Cass River, positioned between a small creek that runs along Wells Road and empties into the river, and the settlement that later became Wahjamega.

Mark further noted that using the name Indian Dave may be redundant, since it is already represented in a mural across from the Tuscola County Courthouse in downtown Caro, and there is also a Chippewa Landing at the intersection of M-24 and the Cass River. He added that a future park at the Caro Dam might be an appropriate location to honor Native American heritage with a name such as Chippewa Village. The Caro Dam itself, he emphasized, is a significant part of local history and should be incorporated into future planning for recognition of both Native American and logging eras.

#### **America250Grant Project Updates:**

It was discussed that the foundation for the kiosk must be installed before the ground freezes, possibly by using a template in place of the actual structure. The narrative and photographs for the kiosk have already been prepared by Premier Productions and are now in the process of final submission to Pannier, the manufacturer, for production

#### **Vanderbilt Park:**

- **Update to Park Condition:**

- Mark Putnam raised a concern regarding a recent post on his Quanicassee Facebook page, where a photograph showed four young adults climbing on the historic Trail Marker Tree at Vanderbilt County Park. The tree, created around 1930, stands as a monument to the Chippewa Fishing Village and the trails that once passed through the site. Members of the commission suggested that a protective fence should be placed around the Trail Marker Tree to prevent future incidents. Mark emphasized that the individuals in the photo were seeking notoriety for their actions, adding, *“That’s exactly what these hoodlums wanted to achieve.”* He further suggested offering a reward to help identify and hold them accountable. Among the group—two boys and two girls—Mark noted that the apparent ringleader was a young woman distinguished by wearing a hoodie, the only one of the four to do so. Mark expressed urgency, stating, *“We need to put a stop to these types of activities.”* He reminded the commission that the Fall America250MI grant process could provide resources for signage and preservation efforts. He shared both the photo of the vandals on the tree and a separate image he took of the freestanding Trail Marker itself. While acknowledging Mark’s strong feelings on the matter, the commission agreed on the central point: protecting and

preserving Vanderbilt County Park, its Trail Marker Tree, and its Native American heritage for generations to come.

- **Project Equipment Bids:**

- Nancy Barrios contributed valuable ideas and presented bids and estimates for both children's and adult recreational equipment for our review.
- The volleyball court wasn't in use. Mark questioned if the sand was clean but pointed out that it cushions a fall. He also observed that the park and campground no longer have a beach-themed atmosphere. Maybe it could be used as a foundation for something else?
- Julie Matuszak noted that older children are using and damaging equipment meant for younger children. Mark commented that they are reliving their childhood. We need to purchase more durable playground equipment.
- The cement "corn-hole game" was found to have hard, sharp edges; using wood or possibly rubber (noting potential environmental concerns) was suggested. Mark Putnam proposed securing the playground equipment like a tire lock. It should remain movable and ADA compliant.

- **Potential Grants:**

- The group discussed the Fall America250MI Grant. Requests are due in January. The main goal of the application is to fund signage and preservation of the 1930 Native American Trail Marker Tree.

- **Potential Fencing:**

- Nancy Barrios brought bids and pictures of cement cones that could be used as barriers for drivers entering and leaving the park and campground. These cones would direct traffic around the park & campground in a slow and safe manner. These cones later could be moved or removed and sold—they weigh about 400 pounds. Cement cones seem to be a good item. Cones could be painted. They set on the ground. The current posts forming a barrier, anchored in the ground, need to be removed.
- It is essential for us to acquire items that are durable, portable, and historically relevant, aligning with the overall theme of Vanderbilt Park & Campground.

**Other:**

None.

Kim Vaughan left the meeting at 9:33 AM.

**Adjournment:**

Julie Matuszak, seconded by Nancy Barrios, moved to adjourn.

Motion carried.

The Tuscola County Parks & Recreation Commission adjourned the meeting at 9:40 A.M.



**The next meeting is scheduled for October 21, 2025, at 8 A.M. at the Tuscola County Purdy Building Conference Room located at 125 West Lincoln Street, Caro, MI 48723.**

Mark Putnam, Secretary, respectfully, submits the minutes:

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September 3, 2025

Mike Clinesmith, Chairman  
Tuscola County Parks and Recreation  
125 W. Lincoln Street  
Caro, MI 48723

RE: Concept Design – Canoe/Kayak Launch  
Tuscola County, MI  
Letter Agreement for Professional Services

Dear Mike:

Per your request, we are furnishing you with a letter agreement to develop a complete concept plan and cost estimate to develop a canoe/kayak launch site along the Cass River Water Trail.

## **PROJECT BACKGROUND**

The County would like to develop a canoe/kayak launch facility on the Cass River. The proposed location would be a new park along Chambers Road approximately 3 miles southeast of Caro. The proposed improvements to the park include, but not limited to, a canoe/kayak launch, parking with ADA accessible spaces, and amenities such as an interpretive sign, bench and/or picnic area with grills.

Listed below is our proposed scope of work to develop the conceptual plan and cost estimate for your project.

## **SCOPE OF WORK**

Spicer Group's proposed services follow. They are phased to reflect the orderly and reasonable progress of the project and, unless otherwise directed by you, we will only proceed from one phase to the next with your concurrence and approval.

### **1. CONCEPT PLAN**

- Develop an overall concept plan for the park using an aerial image as the base with potential improvements depicted as overlay images.
  - a. Visit the park and review the park features.
  - b. Develop a concept plan for the proposed improvements which may include a Ramped Canoe/Kayak Launch with ADA transfer, Parking, and amenities such as an interpretive sign, bench and/or picnic area with grills.
- Develop a preliminary estimate of cost for the proposed improvements.
- Submit the concept plan and estimate to you for review and discussion.
- Complete the concept plan and estimate based on the review.

## **ADDITIONAL SERVICES**

Additional services related to this project will be furnished by us after you authorize the work. Our fee for the additional services will be determined at the time they are agreed to and rendered.

### SERVICES NOT INCLUDED

The following services are not included in this proposal, however, may be desired or necessary to complete to move the project forward. If we find this to be the case, we will notify you, discuss it and seek your approval prior to commencing with the work.

1. Grant Assistance – Funding this project may need grant assistance. If it is determined the County would like to pursue a grant, we can determine the cost for these services at that time.

### FEE SCHEDULE

Our proposed fee schedule follows. We will bill you hourly based upon our effort completed during the billing period. We will submit invoices to you for our professional services, any additional authorized services, and any reimbursable expenses.

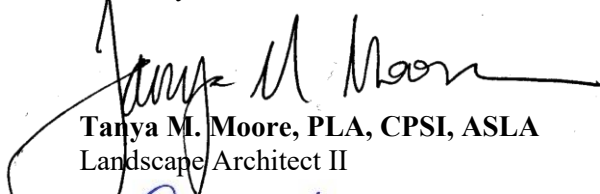
**Concept Plan and Preliminary Estimate of Cost:** An estimated hourly amount of **\$6,500**

We have calculated these fees based on our understanding of what you want us to do and what you have told us. Should we approach the amount of the fee for any reasons before we are finished with the work, if the scope changes or our understanding was incorrect, we will notify you and discuss with you the option of adjusting the amount of the fee or adjusting the scope of services.


If this proposal meets with your approval, please acknowledge this approval with an authorized signature below and return one of the enclosed copies to us.

We deeply appreciate your confidence in Spicer, and we look forward to working with you and for you on your project.

Sincerely,



**Tanya M. Moore, PLA, CPSI, ASLA**  
Landscape Architect II



**Cynthia A. Todd, PLA**  
Director of Planning

### SPICER GROUP, INC.

230 S. Washington Avenue  
Saginaw, MI 48607  
Phone: (989) 754-4717 ext. 5522  
Fax: (989) 754-4440  
mailto: [cynthia.todd@spicergroup.com](mailto:cynthia.todd@spicergroup.com)

Cc: SGI File 139275SG2025  
KSC, Acctg.

Attachments: General Conditions

\_\_\_\_\_  
Above proposal accepted and approved by Owner.

**TUSCOLA COUNTY**

By: \_\_\_\_\_  
Authorized Signature

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

\_\_\_\_\_  
Title

Date: \_\_\_\_\_

## GENERAL CONDITIONS FOR PROFESSIONAL SERVICES

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### SECTION 1 - GENERAL

**1.1 The Agreement.** This Agreement is made by and between SPICER GROUP, INC. (hereinafter referred to as "PROFESSIONAL") and the client who accepted the attached proposal (hereinafter referred to as "CLIENT"). The Agreement between the parties consists of these General Conditions for Professional Services, as well as the attached proposal, and any exhibits or attachments noted in the proposal. Together, these items shall constitute the entire Agreement between the parties and supersedes any prior negotiations, correspondence, or agreements either written or oral. Any changes to this Agreement must be mutually agreed to in writing between the parties. CLIENT represents that it has full authority to enter into this Agreement and that the representative signing this Agreement for CLIENT has full authority to do so. CLIENT further represents that it has all right, title and interest to the project to which the services under this Agreement are being provided.

**1.2 Ownership of Instruments of Service.** All reports, plans, specifications, computer files, field data, notes and other documents and instruments prepared by PROFESSIONAL are instruments of service and shall remain the property of PROFESSIONAL. PROFESSIONAL shall retain all common law, statutory and other reserved rights, including the copyrights thereto.

**1.3 Covenant not to Hire.** CLIENT agrees that during the term of this Agreement and for a period of one (1) year thereafter that it will not hire for its own employment any person employed by PROFESSIONAL.

**1.4 Standard of Care.** Services performed by PROFESSIONAL under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing in the same locality under the same or similar conditions. PROFESSIONAL provides no warranty, guarantee or other representation, express, implied or otherwise, in connection with this Agreement, or in any report, opinion, document or other deliverable or instruments of service.

**1.5 Defects in Service.** CLIENT and CLIENT's personnel, contractors and subcontractors shall, upon discovery, promptly notify PROFESSIONAL in writing of any defects or deficiencies in PROFESSIONAL's services, in order that PROFESSIONAL may take measures which in PROFESSIONAL's opinion will minimize the consequences of such defect or deficiency in service. PROFESSIONAL shall not be responsible for additional costs due to delay in reporting defects in service.

**1.6 Reimbursable Expenses.** Reimbursable expenses mean the actual expenses incurred by PROFESSIONAL or PROFESSIONAL's independent professional associates or consultants, directly or indirectly in connection with the project, such as expenses for; transportation and subsistence incidental thereto; obtaining bids or proposals from contractor(s); providing and maintaining field office facilities including furnishings and utilities; subsistence and transportation of Resident Project Representatives and their assistants; toll telephone calls and courier services; reproduction of reports, drawings, specifications, bidding documents, and similar project-related items; and, if authorized in advance by CLIENT, overtime requiring higher than regular rates.

**1.7 Standard Hourly Rates.** The standard hourly rates used as a basis for payment mean those rates in effect at the time that the service is performed, for all PROFESSIONAL's personnel engaged directly on the project, including, but not limited to, architects, engineers, Spicer Group, Inc.

surveyors, designers, planners, drafters, specification writers, estimators, other technical and business personnel. The Standard Hourly Rates include salaries and wages, direct and indirect payroll costs and fringe benefits. The Standard Hourly Rates of personnel of PROFESSIONAL will be adjusted periodically to reflect changes in personnel and in PROFESSIONAL's overall compensation procedures and practices.

**1.8 Limitation of Liability.** In recognition of the relative risks and benefits of the project to both PROFESSIONAL and CLIENT, the risks have been allocated such that the CLIENT agrees, to the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, that the total liability, in the aggregate, of PROFESSIONAL and PROFESSIONAL's officers, directors, partners, employees and subconsultants, and any of them, to the CLIENT and anyone claiming by or through the CLIENT, for any and all claims, losses, costs or damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees, costs and expenses, shall not exceed \$6,500, or the total compensation received by PROFESSIONAL under this Agreement, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

**1.9 Indemnification.** PROFESSIONAL agrees, to the fullest extent permitted by law, to indemnify and hold harmless the CLIENT, its officers, directors and employees from and against damages or liabilities, to the extent caused by the PROFESSIONAL's negligent performance of professional services under this Agreement including that of its subconsultants or anyone for whom the PROFESSIONAL is legally liable.

CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless the PROFESSIONAL, its officers, directors, employees and subconsultants from and against damages or liabilities, to the extent caused by CLIENT's negligent acts, errors or omissions in connection with the project as well as the acts, errors or omissions of its contractors, subcontractors or consultants or anyone for whom CLIENT is legally liable.

Neither CLIENT nor PROFESSIONAL shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.

**1.10 Severability.** Any term or provision of this Agreement found to be invalid under any applicable statute or rule of law shall be deemed omitted and the remainder of this Agreement shall remain in full force and effect.

**1.11 Survival.** Notwithstanding completion or termination of this Agreement for any reason, all rights, duties and obligations of the parties to this Agreement shall survive such completion or termination and remain in full force and effect until fulfilled.

**1.12 Assignment.** Neither party to this Agreement shall transfer, sublet or assign any rights under or interest in this Agreement (including but not limited to monies that are due or monies that may be due) without the prior written consent of the other party. Subcontracting to subconsultants normally contemplated by the PROFESSIONAL shall not be considered an assignment for purposes of this Agreement.

**1.13 Betterment.** In no event will the PROFESSIONAL be responsible for any cost or expense that provides betterment, upgrades,

or added value to the project, regardless of whether PROFESSIONAL or PROFESSIONAL's officers, directors, partners, employees or subconsultants is determined to have caused or contributed to such cost or expense.

**1.14 Mediation.** Any claims or disputes made during design, construction or after completion of the project between the CLIENT and PROFESSIONAL shall be submitted to non-binding mediation. CLIENT and PROFESSIONAL agree to include a similar mediation agreement with all contractors, subcontractors, consultants, suppliers and fabricators, thereby providing mediation as the primary method for dispute resolution between all parties. Unless otherwise agreed in writing, the mediation shall be governed by the current Construction Industry Mediation Rules of the American Arbitration Association ("AAA"). Mediation shall be a condition precedent to the initiation of any other dispute resolution process, including court actions.

**1.15 Changed Conditions.** If, during the term of this Agreement, circumstances or conditions that were not originally contemplated by or known to PROFESSIONAL are revealed, to the extent that they affect the scope of services, compensation, schedule, allocation of risks or other material terms of this Agreement, PROFESSIONAL may request an appropriate adjustment of this Agreement. PROFESSIONAL shall notify CLIENT of the changed conditions necessitating an adjustment, and PROFESSIONAL and CLIENT shall promptly and in good faith enter into discussions for an appropriate adjustment of this Agreement to address the changed conditions.

**1.16 Hazardous Materials.** Both parties acknowledge that PROFESSIONAL's scope of services does not include any services related to the presence of any hazardous or toxic materials. As such, under no circumstance shall PROFESSIONAL have any responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the project site or any adjacent area that may affect the project.

**1.17 Governing Law & Jurisdiction.** CLIENT and PROFESSIONAL agree that this Agreement and any legal actions concerning its validity, interpretation and performance shall be governed by the laws of the State of Michigan.

## SECTION 2 – FINANCIAL & USE OF DOCUMENTS

**2.1 Billing and Payment Terms.** *Payment Due:* Invoices shall be submitted by PROFESSIONAL (monthly) payment is due upon presentation and shall be considered past due if not paid within thirty (30) calendar days of the due date. *Interest:* If payment in full is not received by PROFESSIONAL within thirty (30) calendar days of the due date, invoices shall bear interest at one-and one-half (1.5) percent of the PAST DUE amount per month, which shall be calculated from the invoice due date. Payment thereafter shall first be applied to accrued interest and then to the unpaid principal.

**2.2 Suspension of Services.** If CLIENT fails to make payments when due or otherwise is in breach of this Agreement, PROFESSIONAL may elect to suspend performance of service upon ten (10) calendar days notice to CLIENT. PROFESSIONAL shall have no liability whatsoever to CLIENT for any costs or damages as a result of such suspension caused by any breach of this Agreement by CLIENT. Upon payment in full by CLIENT, PROFESSIONAL shall resume services under this Agreement, and the time scheduled and compensation shall be equitably adjusted to compensate for the period of suspension plus any other reasonable time and expenses necessary for PROFESSIONAL to resume performance.

**2.3 Termination of Services.** If CLIENT fails to make payment to PROFESSIONAL in accordance with the payment terms herein, this Spicer Group, Inc.

shall constitute a material breach of this Agreement and shall be cause for termination of this Agreement by PROFESSIONAL upon ten (10) calendar days' notice to CLIENT. PROFESSIONAL shall be paid in full for all services performed and expenses incurred through the date of termination upon presentment of PROFESSIONAL's final invoice. CLIENT shall have no right to withhold, back-charge or set-off against any amounts owed to PROFESSIONAL, regardless of whether the invoice or amount owed is for a monthly, suspension or termination related invoice.

**2.4 Collection of Costs.** In the event legal action is necessary to enforce the payment terms of this Agreement, PROFESSIONAL shall be entitled to collect from CLIENT any sums due, plus reasonable attorneys' fees, court costs and other expenses incurred by PROFESSIONAL in connection therewith and, in addition, the reasonable value of PROFESSIONAL's time and expenses spent in connection with such collection action, according to PROFESSIONAL's hourly fee schedule.

**2.5 Delays.** The CLIENT agrees that PROFESSIONAL is not responsible for damages arising directly or indirectly from any delays for causes beyond PROFESSIONAL's control. For purposes of this Agreement, such causes include, but are not limited to, strikes or other labor disputes; severe weather disruptions or other natural disasters; fires, riots, war or other emergencies or acts of God; failure of any government agency to act in timely manner; failure of performance by CLIENT or CLIENT's contractors or consultants; or discovery of any hazardous substances or differing site conditions.

In addition, if the delays resulting from any such causes increase the cost or time required by PROFESSIONAL to perform its services in an orderly and efficient manner, PROFESSIONAL shall be entitled to an equitable adjustment to its schedule and/or compensation.

**2.6 Delivery and Use of Electronic Files.** In accepting and utilizing any drawings, reports and data on any form of electronic media generated and furnished by the PROFESSIONAL, CLIENT agrees that all such electronic files are instruments of service of PROFESSIONAL, who shall be deemed the author, and shall retain all common law, statutory law and other rights, including copyrights.

CLIENT agrees not to reuse these electronic files, in whole or in part, for any purpose other than for the project. CLIENT agrees not to transfer these electronic files to others without the prior written consent of PROFESSIONAL. CLIENT further agrees to waive all claims against PROFESSIONAL resulting in any way from any unauthorized changes to or reuse of the electronic files for any other project by anyone other than PROFESSIONAL.

CLIENT and PROFESSIONAL agree that any electronic files furnished by either party shall conform to the original specifications. Any changes to the original electronic specifications by either CLIENT or PROFESSIONAL are subject to review and acceptance by the other party. Additional services by PROFESSIONAL made necessary by changes to the electronic file specifications shall entitle PROFESSIONAL to additional compensation.

Electronic files furnished by either party shall be subject to an acceptance period of fourteen (14) days during which the receiving party agrees to perform appropriate acceptance tests. The party furnishing the electronic file shall correct any discrepancies or errors detected and reported within the acceptance period. After the acceptance period, the electronic files shall be deemed to be accepted and neither party shall have any obligation to correct errors or maintain electronic files.

CLIENT is aware that differences may exist between the electronic files delivered and the printed hard-copy construction documents. In the event of a conflict between the signed construction documents prepared by PROFESSIONAL and electronic files, the signed or sealed hard-copy construction documents shall govern.

In addition, CLIENT agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless PROFESSIONAL, its officers, directors, employees and subconsultants from and against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising from any changes made to the electronic file by anyone other than PROFESSIONAL or from any reuse of the electronic files without the prior written consent of PROFESSIONAL.

Under no circumstances shall delivery of electronic files for use by CLIENT be deemed a sale by PROFESSIONAL, and PROFESSIONAL makes no warranties, either expressed or implied, of merchantability and/or fitness for any particular purpose. In no event shall PROFESSIONAL be liable for indirect or consequential damages as a result of CLIENT's use or reuse of the electronic files.

**2.7 Opinions of Probable Construction Costs.** In providing opinions of probable construction cost, CLIENT understands that PROFESSIONAL has no control over the cost or availability of labor, equipment or materials, or over market conditions or the contractor's method of pricing, and that PROFESSIONAL's opinions of probable construction costs are made on the basis of PROFESSIONAL's judgment and experience. PROFESSIONAL makes no warranty, express or implied that the bids or the negotiated cost of any construction work will not vary from PROFESSIONAL's opinion of probable construction costs.

### SECTION 3 – PROJECT PERFORMANCE

**3.1 Design Without Construction Administration.** Unless Authorized, it is understood and agreed that PROFESSIONAL's Basic Services under this Agreement do not include project observation or review of the contractor's performance or any other construction phase services, and that such services will be arranged by CLIENT. CLIENT assumes all responsibility for interpretation of the Contract Documents and for construction observation, and CLIENT waives any claims against PROFESSIONAL that may be in any way connected thereto.

**3.2 Record Drawings.** If authorized by the Agreement, upon completion of the construction work, PROFESSIONAL shall compile for and deliver to CLIENT a reproducible set of Record Documents based upon the marked-up record drawings, addenda, change orders and other data furnished by the contractor. These Record Documents will show significant changes made during construction. Because these Record Documents are based on unverified information provided by other parties, which PROFESSIONAL is entitled to rely upon, PROFESSIONAL cannot and does not warrant or make any other representation as to the accuracy of the Record Documents.

**3.3 Contingency Fund.** CLIENT and PROFESSIONAL agree that certain increased cost and changes may be required because of possible errors, omissions, ambiguities or inconsistencies in the drawings and specifications prepared by PROFESSIONAL and, therefore, that the final construction cost of the project may exceed the estimated construction cost and/or the cost of the work in any construction contract. CLIENT agrees to set aside a minimum reserve in the amount of not less than 10 percent of the project construction costs as a contingency to be used, as required, to pay for any such increased costs and changes. CLIENT further agrees to make no claim directly or through any other party against PROFESSIONAL or its subconsultants with respect to any increased costs within the contingency because of such Spicer Group, Inc.

changes or because of any claims made by the contractor relating to such changes.

**3.4 Lenders' Requirements.** PROFESSIONAL shall not be required to execute any documents subsequent to the signing of this Agreement that in any way might, in the sole judgment of PROFESSIONAL, increase PROFESSIONAL's contractual or legal obligations or risks, or adversely affect the availability or cost of its professional or general liability insurance.

**3.5 Client Requested Substitutions.** Upon request by CLIENT, PROFESSIONAL shall evaluate and make recommendations regarding substitutions of materials, products or equipment proposed by CLIENT's consultants or contractors. PROFESSIONAL shall be compensated for these services, as well as any services required to modify and coordinate the construction documents prepared by PROFESSIONAL with those of PROFESSIONAL's subconsultants and CLIENT's consultants, as additional services. PROFESSIONAL also shall be entitled to an adjustment in schedule caused by this additional effort.

**3.6 Certifications, Guarantees and Warranties.** PROFESSIONAL shall not be required to sign any documents, no matter by whom requested, that would result in PROFESSIONAL having to certify, guarantee or warrant the existence of conditions whose existence the PROFESSIONAL cannot ascertain. CLIENT also agrees not to make resolution of any dispute with PROFESSIONAL or payment of any amount due to PROFESSIONAL in any way contingent upon PROFESSIONAL's signing any such certification.

**3.7 Underground Improvements.** If requested, PROFESSIONAL and/or its subconsultants will provide services to conduct research that, in its professional opinion, is necessary and will prepare a plan indicating the locations for subsurface penetrations with respect to assumed locations of existing underground improvements. Such services by PROFESSIONAL and/or its subconsultant will be performed in a manner consistent with PROFESSIONAL'S professional standard of care. CLIENT understands and recognizes, however, that such research may not identify all underground improvements and that the information upon which PROFESSIONAL reasonably relies may contain errors or may be incomplete. Therefore, CLIENT agrees, to the fullest extent permitted by law, to waive all claims and causes of action against the Consultant and anyone for whom the Consultant may be legally liable for damages to underground improvements resulting from subsurface penetrations in locations established by PROFESSIONAL that are based on properly filed and available records of said underground improvements.

**3.9 Permits and Approvals.** PROFESSIONAL shall assist CLIENT in applying for those permits and approvals normally required by law for projects similar to the one for which PROFESSIONAL's services are being engaged. This assistance shall consist of completing and submitting forms to the appropriate regulatory agencies having jurisdiction over the construction documents, and other services normally provided by PROFESSIONAL and included in the scope of services of this Agreement.

**3.10 Jobsite Safety.** Neither the professional activities of PROFESSIONAL, nor the presence of PROFESSIONAL or its employees and subconsultants at a construction/project site, shall relieve the contractor of its obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending and coordinating the construction work in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. PROFESSIONAL and its personnel have no



authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. CLIENT agrees that the contractor shall be solely responsible for jobsite safety and warrants that this intent shall be carried out in CLIENT's contract with the contractor. CLIENT also agrees that its contract with the contractor shall provide that CLIENT, PROFESSIONAL, and PROFESSIONAL's subconsultants shall be indemnified by the contractor and shall be made additional insureds under the contractor's policies of general liability insurance.

**3.11 Construction Observation.** PROFESSIONAL shall visit the site, if requested and authorized, at intervals appropriate to the stage of construction, or as otherwise agreed to in writing by CLIENT and PROFESSIONAL, to generally observe the construction work and answer any questions that CLIENT may have. However, PROFESSIONAL shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the construction work, or to determine whether the construction work is being constructed in accordance with the contract documents. If CLIENT desires PROFESSIONAL to perform more frequent or comprehensive observations of the construction work, this Agreement shall be amended to specifically state the additional scope of service, along with the additional compensation to be paid to PROFESSIONAL for performing such service.

PROFESSIONAL shall not supervise, direct or have control over the contractor's work nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the contractor nor for the contractor's safety precautions or programs in connection with the construction work. These are solely the obligation and responsibility of the contractor.

PROFESSIONAL shall not be responsible for any acts or omissions of the contractor, subcontractor, any entity performing any portions of the construction work, or any agents or employees of any of them. PROFESSIONAL shall not be responsible for the contractor's failure to perform its work in accordance with the contract documents, the construction documents, or any applicable laws, codes, rules or regulations.

**3.12 Verification of Existing Conditions.** Inasmuch as the remodeling and/or rehabilitation of existing structures requires that certain assumptions be made by PROFESSIONAL regarding existing conditions, and because some of these assumptions may not be verifiable without CLIENT expending substantial sums of money or destroying otherwise adequate or serviceable portions of the structure, CLIENT agrees to bear all costs, losses and expenses, including the cost of any necessary additional services of PROFESSIONAL, arising from the discovery of concealed or unknown conditions in any existing structures that are part of the project and PROFESSIONAL'S scope of service.

**3.13 Construction Layout.** If requested by CLIENT, or other authorized party, as detailed in the scope of services or as an additional service to this Agreement, PROFESSIONAL shall provide construction layout stakes sufficient for construction purposes. The stakes will reflect pertinent information from the construction bidding and contract documents. The stakes shall be set in place one time by PROFESSIONAL, staged and scheduled as requested by the contractor. After the stakes are set, it shall be the contractor's exclusive responsibility to protect the stakes from damage or removal. Once the stake is set, if the stake becomes unusable due to the contractor's negligence it shall be reset by PROFESSIONAL at the direction of CLIENT. The cost for resetting the stakes shall be paid to PROFESSIONAL by CLIENT.

**3.14 Right of Entry.** If applicable to the scope of services, CLIENT shall provide for PROFESSIONAL's right to enter from time to time property owned or controlled by CLIENT and/or other(s) in order for PROFESSIONAL to fulfill the scope of services indicated hereunder. CLIENT understands that use of testing or other equipment may unavoidably cause some damage, the correction of which is not the responsibility of PROFESSIONAL.

**3.15 Buried Utilities.** If applicable to the scope of services, CLIENT will furnish to PROFESSIONAL information identifying the type and location of utility lines and other man-made objects beneath the site's surface. PROFESSIONAL will take reasonable precautions to avoid damaging these man-made objects and will, prior to penetrating the site's surface furnish to CLIENT a plan indicating the locations intended for these penetrations with respect to what PROFESSIONAL has been told are the locations of utilities and other man-made objects beneath the site's surface. CLIENT will approve the location of these penetrations prior to their being made and will authorize PROFESSIONAL to proceed.

**3.16 Third-Party Beneficiaries.** Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the CLIENT or PROFESSIONAL. PROFESSIONAL'S services under this Agreement are being performed solely for CLIENT'S benefit, and no other party or entity shall have any claim against PROFESSIONAL because of this Agreement or the performance or nonperformance of services hereunder.

**3.17 Waiver of Consequential Damages.** CLIENT and PROFESSIONAL waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination or suspension of this Agreement.

**3.18 Contractor Submittals.** If requested, PROFESSIONAL shall review contractor's submittals such as shop drawings, product data and samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the plan and specifications issued by PROFESSIONAL. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the contractor's responsibility. PROFESSIONAL's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by PROFESSIONAL, of any construction means, methods, techniques, sequences or procedures. PROFESSIONAL's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

**3.19 Project Information.** PROFESSIONAL shall be entitled to rely on the accuracy and completeness of services and information furnished by CLIENT, including services and information provided by other design professionals or consultants directly to CLIENT. These services and information include, but are not limited to, surveys, tests, reports, diagrams, drawings and legal information.

## **SECTION 4 – MODIFICATIONS TO THE GENERAL CONDITIONS**

**4.1 None.**

09/05/2025 REVENUE AND EXPENDITURE REPORT FOR TUSCOLA COUNTY					
PERIOD ENDING 09/30/2025		A	B	C	D
			YTD BALANCE	AVAILABLE	
		2025	09/30/2025	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	USED
			AMOUNT USED AS OF 9/5/25	C = A - B	
Fund 208 - COUNTY PARKS & RECREATION					
Revenues					
Dept 000 - CONTROL					
208-000-643.100	VANDERBILT DUMP STATION	100.00	50.00	50.00	50.00
208-000-646.000	HISTORICAL GRANT	5,000.00	0.00	5,000.00	0.00
208-000-651.100	VANDERBILT PARK CAMPING FEES	20,000.00	16,942.00	3,058.00	84.71
208-000-652.000	VANDERBILT PARK- PARKING FEES	2,000.00	4,371.00	(2,371.00)	218.55
Total Dept 000 - CONTROL		27,100.00	21,363.00	5,737.00	78.83
TOTAL REVENUES		27,100.00	21,363.00	5,737.00	78.83
Expenditures					
Dept 000 - CONTROL					
208-000-707.000	PARKS COMMISSION PER DIEMS	2,500.00	1,505.00	995.00	60.20
208-000-715.000	F.I.C.A.	200.00	114.85	85.15	57.43
208-000-718.000	RETIREMENT	10.00	12.00	(2.00)	120.00
208-000-718.100	POB IN LIEU OF RETIREMENT	30.00	100.98	(70.98)	336.60
208-000-727.100	VANDERBILT PARK - SUPPLIES	1,000.00	860.49	139.51	86.05
208-000-801.100	CONT. SVCS VANDERBILT PARK	5,000.00	4,338.25	661.75	86.77
208-000-801.200	TREE TRIMMING/REMOVAL	2,500.00	1,625.00	875.00	65.00
208-000-851.010	CELLULAR PHONE	545.00	29.06	515.94	5.33
208-000-861.000	TRAVEL	700.00	589.75	110.25	84.25
208-000-920.100	UTILITIES VANDERBILT PARK	10,000.00	8,156.05	1,843.95	81.56
208-000-936.100	GROUND CARE/MAINT VANDERBILT	1,500.00	1,074.02	425.98	71.60
208-000-961.000	HISTORICAL SIGN	5,000.00	1,875.00	3,125.00	37.50
208-000-970.100	VANDERBILT PARK RENOVATIONS	12,000.00	0.00	12,000.00	0.00
Total Dept 000 - CONTROL		40,985.00	20,280.45	20,704.55	49.48
TOTAL EXPENDITURES		40,985.00	20,280.45	20,704.55	49.48
Fund 208 - COUNTY PARKS & RECREATION:					
TOTAL REVENUES		27,100.00	21,363.00	5,737.00	78.83
TOTAL EXPENDITURES		40,985.00	20,280.45	20,704.55	49.48
NET OF REVENUES & EXPENDITURES		(13,885.00)	1,082.55	(14,967.55)	7.80

PARKS AND REC FUND BALANCE 1/1/2025 \$29,573.49

NET OF REVENUES AND EXPENDITURES (COLUMN B) \$1,082.55

EXPECTED ENDING FUND BALANCE \$30,656.04





# TUSCOLA COUNTY SHERIFF'S OFFICE

**SHERIFF**  
**Ryan Robinson**

**UNDERSHERIFF**  
**Robert Baxter**

20 Court Street  
Tuscola, MI 48723

**Phone:**  
(889) 673-8161  
**Fax:**  
(889) 673-8164

**Website:**  
[tuscolacounty.org/sheriff](http://tuscolacounty.org/sheriff)

## **MISSION STATEMENT:**

The Tuscola County Sheriff's Office will serve the public by providing assistance, coordination, and delivery of law enforcement, corrections, and protection of people and property with respect to the constitutional rights of all citizens.

To Whom it may Concern:

To outfit our officers with light weight shields that offer them needed ballistics protection we have gotten several quotes.

These shields will allow responding officers maneuver ability by being small in size and lighter in weight while providing Level III+ protection compared to other manufactures. Which means they will stop penetration of 5.56 x 45mm 55gr ball ammo and below i.e. handgun rounds such as 9mm. These shields will fit in the front seat of patrol cars if the officer chooses so they will be easier and more convenient to obtain when they are needed in high stress situations.

First Quote and the Shields we would like to purchase is from Huron Valley Gun located in New Hudson MI. They are the dealer for USI who manufactures the Shields in Traverse City. These shields are approximately 16"x 27.5" and weigh approximately 11.45 LBS.

These Shields are Level III+ per unit are \$2,825.00 carry bag is additional \$72 we have 21 patrol units in service not including K9 cars. Total with shipping = \$61,587.00

Second Quote CMP Distributors Lansing MI

The smallest Shield they offer is 20"x 30" and weighs approximately 14.8 LB. Level III protection units are priced at \$6,499.00 each

Third Quote GC Patrol Shields out of Rhode Island

GC shield offers a shield that's 35"x20" in size and weighs around 10lbs. However, this shield retails for \$3,900

Sgt B. Hemerline





CMP Distributors, Inc.  
 16753 Industrial Parkway  
 Lansing, MI 48906  
 Phone # 517-721-0970  
 Fax # 517-721-0974

# Quote

Date	Quote #
8/11/2025	16250

Bill To	Ship To
Tuscola County Sheriffs Office 420 Court Street Caro, MI 48723	

Sales Rep	Account #	Terms	Expiration Date	Shipping Terms
CMP	1586	Net 30	9/10/2025	Best Way

Description	Qty	Price	Total
Point Blank Vanguard-VS Ballistic Shield, 20" x 30" with Viewport and No Light - Threat Level III - Rifle Threat Protection	1	6,499.00	6,499.00T
<b>** OR **</b>			
Point Blank Vanguard-VS Ballistic Shield, 20" x 30" with Viewport and Light - Threat Level III - Rifle Threat Protection	1	6,999.00	6,999.00T
Shipping and Handling	1	75.00	75.00T

**Shipping & Handling Terms:**  
 - Freight to be added at time of shipment  
 - Ships UPS Ground

<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$13,573.00

This is a quotation on the goods named, subject to the conditions noted below:  
 1. Pricing is good for 30 days unless otherwise noted.  
 2. Please include the quote number on all correspondence to insure proper pricing when ordered.  
 3. To accept this quotation, please sign and return.

Customer Signature \_\_\_\_\_



## [EXTERNAL] Follow Up

1 message

Darren Delaney <darren@graphenecomposites.com>

Fri, Aug 8, 2025 at 2:44 PM

To: Bryan Hemerline <bhemerline@tuscolacounty.org>

Hello Deputy Hemerline,

Thank you for your interest in the GC Patrols Shields. Our rifle rated shields will help save the lives of your colleagues, staff and students. The shields have unique features that are highly suitable for school environments and will enhance your active shooter response plans.

We have three rifle rated shields. The GC RF2 Shield was recently released as a companion to our Ultralight GC Patrol Shield and smaller GC Patrol Shield. The GC RF2 Shield has the added advantage of stopping the 5.56x45mm "green tip" round, in addition to the NIJ Level III threat and other special threats that all the GC Patrol Shields can stop. Our shields are constructed with advanced materials, rather than ceramic tiles or metals, which means it is not only lighter than conventional shields, but also captures rounds, which eliminates ricocheting or sprawling. I've attached some materials on all our shields for your consideration. We can also set up an online Demo by clicking on the link on our website.

One additional note that will interest you is all our GC Shields have the capabilities to stop multiple edge shots and stacked rounds, this sets our shields completely apart from others in the market.

**Here's a brief video** to give you a flavor of how our shield performed in this testing.

The GC RF2 Shield retails at \$12,000/unit, the GC Patrol Shield retails at \$6,500/unit, with both offering coverage of 35"x20", at weights of 28 and 19lbs, respectively. The smaller GC Patrol Shield which is half the size and weighs only 10lbs. retails for \$3,900. -

Please let me know your availability for a brief call so that we can learn more about your requirements and can share responsive information with you about our shields.

### Additional information:

Our customers are impressed with the GC Patrol Shield because of its ultralight ballistic protection, simple flat design making it ideal for storage and retrieval with an ambidextrous handle system.

In addition, two shields easily connect and disconnect to form a shield wall. These features make the GC Patrol Shield the most maneuverable rifle rated shield on the market AND its size and shape mean that it will be easily stored, quickly deployed and readily available when you need it.

The GC Patrol Shield is also highly suitable in non threatening environments because of its incredibly effective yet non intimidating design. If you want to further soften the look for pre-deployment (at schools, sporting events, etc.) of the GC Patrol Shield we have options to cover it with any logo, image or design you would like. See below for an image of us holding a disguised GC Patrol Shield.

GC Shields comes with a 10 YEAR warranty and it even FLOATS.

Thank you and stay safe!

Respectfully,

Darren H. Delaney, Captain Rhode Island State Police (Ret.)

225 Dyer Street

Providence, RI 02903

Darren@graphenecomposites.com

401-480-3179 (mobile)

**GC Patrol Shield with a Shield Cover:**



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
**MICHIGAN VETERANS AFFAIRS AGENCY**  
LANSING

BRIAN L. LOVE  
DIRECTOR

August 19, 2025

Kim Vaughan  
125 W. Lincoln St.  
Ste. 500  
Caro, MI 48723

Dear Mr. Vaughan:

Congratulations! The Michigan Veterans Affairs Agency (MVAA) has accepted Tuscola county's application for the 2026 County Veteran Service Fund (CVSF) Grant.

The grant award will be funded for up to \$56,568 of approved costs during the grant period of October 1, 2025, to September 30, 2026, once the Grant Agreement is signed by both the county and the State of Michigan.

Upon request by the Grantee and approval by the State Budget Office, the Grantee may receive an initial advance payment of \$50,000 or 50 percent of the total CVSF grant award, whichever is less. The remaining balance or entire grant funding shall be disbursed on a reimbursement basis in accordance with program requirements.

The grant award will be carried out under the direction of John Boggs as stated in the grant application.

All grant activities will be supervised by MVAA. For communications related to the grant, please e-mail [MVAAGrants@michigan.gov](mailto:MVAAGrants@michigan.gov) and include your county name and "CVSF" in the subject line.

As a Grantee, you must be registered to do business with the State of Michigan. Registration is available at the following website: [www.michigan.gov/SIGMAVSS](http://www.michigan.gov/SIGMAVSS). Failure to register will delay payment.

To accept the grant award, please review and sign the Grant Agreement and return in its entirety to [MVAAGrants@michigan.gov](mailto:MVAAGrants@michigan.gov) by **5pm EST on September 18, 2025**.

Sincerely,

*Kate Preston*

**Grants Manager**  
517-230-8535  
[PrestonK2@michigan.gov](mailto:PrestonK2@michigan.gov)

**GRANT AGREEMENT**  
BETWEEN THE  
MICHIGAN DEPARTMENT OF MILITARY AND VETERANS AFFAIRS,  
MICHIGAN VETERANS AFFAIRS AGENCY  
and TUSCOLA COUNTY

This Grant Agreement ("Agreement") is made between the Michigan Department of Military and Veterans Affairs, (DMVA) **Michigan Veterans Affairs Agency** ("MVAA"), and **Tuscola County** ("Grantee"). The parties in this agreement will be referred to as the State (DMVA or MVAA) and Grantee (County Recipient).

The purpose of this Agreement is to provide funding in exchange for work to be performed for the project named below. The State is authorized to provide grant assistance pursuant to Public Act 192 of 1953 MCL 35.623a, County Veteran Service Fund. This Agreement is subject to the terms and conditions specified herein.

Project Name: Tuscola County FY26 CVSF Grant

Grant #: TBD

Amount of Grant: \$56,568.00

Start Date (date executed by DMVA): 10/1/2025

End Date: 09/30/2026

**GRANTEE CONTACT:**

Kim Vaughan

\_\_\_\_\_  
Name/Title

Tuscola County

\_\_\_\_\_  
Organization

125 W. Lincoln St. Ste. 500

\_\_\_\_\_  
Address

Caro, MI 48723

\_\_\_\_\_  
Address

989-239-4602

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
Fax number

kvaughan@tuscolacounty.org

\_\_\_\_\_  
E-mail address

\_\_\_\_\_  
Federal ID number – (Required for Federal Funding)

\_\_\_\_\_  
Grantee DUNS number - (Required for Federal Funding)

**STATE'S CONTACT:**

Kate Preston, Grants Manager

\_\_\_\_\_  
Name/Title

MVAA

\_\_\_\_\_  
Division/Bureau/Office

3423 N. Martin Luther King Jr. Blvd. (Bldg. 32)

\_\_\_\_\_  
Address

Lansing, MI 48906

\_\_\_\_\_  
Address

517-230-8535

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
Fax number

PrestonK2@michigan.gov

\_\_\_\_\_  
E-mail address

[Program will add a Remittance address if different than the above.]

The undersigned certify that they are duly elected and authorized officers of the Grantee and that, as such, are authorized to accept this grant on behalf of the Grantee, to obligate the Grantee to observe all the terms and conditions placed on this grant, and in connection with this grant to make, execute and deliver on behalf of the Grantee all grant agreements, representations, receipts, reports, and other instruments of every kind.

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature/MVAA Project Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature/DMVA Chief Financial Officer

\_\_\_\_\_  
Date

## **I. PROJECT SCOPE**

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

- (A) The scope of this project is to create a county department of veterans' affairs in certain counties, and to prescribe its powers and duties; and to transfer the powers and duties of the soldier's relief commission in such counties (MCL 35.621 to 35.624).
- (B) Grants are provided to counties for county veteran service operations. "Veteran service operations" means assistance and programming of any kind to meet the needs of the veterans in this state. Veteran service operations include, but are not limited to, providing assistance, programming, and services for the purpose of assisting veterans in this state and providing advice, advocacy, and assistance to veterans, servicemembers, dependents, or survivors by an accredited veteran service officer to obtain United States Department of Veterans Affairs health, financial, or memorial benefits for which they are eligible.
- (C) Grants shall be used to enhance the connection between Michigan veterans, eligible dependents, and survivors and the federal benefits they may be entitled but have not yet accessed. In alignment with the State's strategic objective to exceed the national average in federal benefit connection rates, the performance of this grant program will be monitored based on the success in increasing benefit connection outcomes. The Grantee is expected to implement targeted strategies that contribute to measurable improvements in the number of veterans, eligible dependents, and survivors to federal benefits. Performance will be assessed based on the following key indicators:
- Number of new federal benefit claims initiated as a direct result of grant-funded activities.
  - Number of federal benefit claims approved, linked to grant-funded activities.
  - Percentage increase in county's federal benefit connection rates compared to the prior grant cycle or baseline data, where available.
- (D) The scope of this project is limited to the activities specified in Appendix A and such activities as are authorized by the State under this Agreement. Any change in project scope requires prior written approval in accordance with Section III, Changes, in this Agreement. Failure to obtain written prior approval from the State may result in expenses not being approved or reimbursed.
- (E) By acceptance of this Agreement, the Grantee commits to complete the project identified in Appendix A within the time period allowed for in this Agreement and in accordance with the terms and conditions of this Agreement.

## **II. AGREEMENT PERIOD**

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

## **III. CHANGES**

Any changes to this Agreement shall be requested by the Grantee or the State in writing and implemented only upon approval in writing by the State. The Grantee must submit amendments in advance using the form provided by the State.

Common changes include but are not limited to the following conditions:



- (A) Personnel changes for the Project Director, Financial Officer, or Authorized Official
- (B) Change in contact information (email addresses, phone numbers, etc.) for the Project Director, Financial Officer, or Authorized Official
- (C) Change in program objectives/initiatives
- (D) Change in program expenditures

Each change request should include an explanation of the reason for and effect of the proposed alternation along with a detailed description of each deviation. Changes to program expenditures need to include an updated budget request form and supporting documentation, if applicable.

The State reserves the right to deny requests for changes to the Agreement or to the appendices. No changes can be implemented without written approval by the State. All amendments must be received by the State no later than June 30, 2026.

#### **IV. GRANTEE DELIVERABLES AND REPORTING REQUIREMENTS**

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

- (A) The Grantee must complete and submit monthly financial and quarterly progress reports according to a form and format prescribed by the State and must include supporting documentation of eligible project expenses. Monthly financial reports must be submitted by the 10<sup>th</sup> of each month.

The quarterly reports shall be due according to the following schedule:

<b>Reporting Period</b>	<b>Due Date</b>
October 1 – December 31	January 10, 2026
January 1 – March 31	April 10, 2026
April 1 – June 30	July 10, 2026
July 1 – September 30	October 5, 2026

If the report's due date falls on a weekend or holiday, it will be due the last business day prior to the due date.

- (B) The Grantee is responsible for the timely, complete, and accurate submission of each required report. Inaccurate reports will be returned to the Grantee for correction. If any report is submitted late or does not have all the required supporting documentation included upon submission, those expenditures will be denied. Grantees have the opportunity to submit corrected or late reports for review during the following month. If late or incomplete reports occur for three consecutive months, it may result in termination of the Agreement.

- (C) If requested, the Grantee shall provide a final project report in a format prescribed by the State. The Grantee shall submit the final status report, including expenditure documentation, along with the final project report and any other outstanding requests for information.

- (D) Due to the State's year-end closing procedures, there will be an accelerated due date for the report covering September 1 – September 30. The last day to submit requests for reimbursement is October 5, 2025. If the report's due date falls on a weekend or holiday, it will be due the last business day prior to the due date.

- (E) The Grantee must provide copies of all documents and deliverables in accordance with Appendix A. The forms provided by the State shall be submitted to [mvaagrants@michigan.gov](mailto:mvaagrants@michigan.gov). All required supporting documentation (invoice, proof of payment, canceled checks, credit card receipt, or general ledger, refer to Appendix A for further clarification) for expenses must align with



the Grant Agreement and be included with the report.

## **V. GRANTEE RESPONSIBILITIES**

- (A) The Grantee agrees to abide by all applicable local, state, and federal laws, rules, ordinances, and regulations in the performance of this Agreement.
- (B) The Grantee, by signature of this Agreement, attests that all persons served under this Agreement are veterans, spouses, or eligible dependents of veterans with separation status in accordance with county policy for eligibility. The Grantee must maintain documentation of veteran eligibility on file and available to the State upon request. Acceptable forms of documentation include copies of: DD Form 214, NGB 22, Veteran Health Identification Card, VA Healthcare Enrollment Card, Military Retiree ID Card, Uniformed Services ID Card, SQUARES verification, or a Michigan Driver's License with the Veteran Designator.
- (C) All local, state, and federal permits, if required, are the responsibility of the Grantee. The award of this grant is not a guarantee of permit approval by the State.
- (D) The Grantee shall be solely responsible to pay all applicable taxes and fees on the purchase of goods, services, or equipment, if any, that arise from the Grantee's receipt or execution of this Agreement. However, allowable taxes and fees directly associated with payroll taxes, approved out-of-state travel expenses and emergency assistance programs may be reimbursed when consistent with program guidelines and subject to prior approval.

For out-of-state travel-related costs, this includes, but is not limited to, taxes and fees applied to airfare, lodging (e.g., city, county, or state occupancy taxes), ground transportation, and rental vehicles. These taxes and fees must be directly tied to the authorized out-of-state travel activity and properly documented as part of the travel expense reimbursement request.

For emergency assistance provided through the program, allowable taxes and fees may include, but is not limited to, delinquent property taxes necessary to prevent foreclosure or late rent payment fees to support housing stability and utility-related taxes (e.g. taxes applied to gas, electric, or water bills) or reconnection fees that are part of an approved emergency utility assistance payment. All such tax-related and fee reimbursements must be clearly itemized, justified in accordance with the program's intent, is supported by appropriate documentation, and aligns with all applicable funding restrictions.

Emergency assistance initiatives must attest that all other available public resources have been fully explored and utilized to the extent possible. Grant funds may only be used as funds of last resort, and only when no other means of assistance are available or sufficient to meet the immediate need.

- (E) The Grantee agrees to have internal controls in place to provide reasonable assurance that administrative and programmatic objectives of the grant will be achieved. Grantees must maintain distinct and accurate accounting for all expenditures associated with the grant program. These records must clearly delineate grant-related transactions to ensure transparency, accountability, and compliance with program requirements. All documentation must be maintained in an organized and readily accessible manner to support timely financial reporting and to ensure full audit readiness upon request by the State
- (F) In cases where the Grantee receives advance funds, the Grantee is expected to maintain separate accounts and records for each source of funds (e.g., Federal, State, other) used to support the project and to maintain separate records for matching funds and program income funds if applicable. Grantees receiving advanced payment of grant funds must submit a bank statement or general ledger to the State within ten (10) business days of

receiving the advanced payment verifying the deposit. Grantees must include a projected timeline of when remaining advanced funds are expected to be expended in their Quarterly Progress Reports.

- (G) The Grantee agrees to fulfill all matters within the grant guidance as requested and enforced. This may include, but is not limited to, mandatory training(s) for Project Directors and Financial Officers or designees, to learn the correct reporting format.
- (H) The Grantee is responsible for the professional quality, technical accuracy, timely completion, and coordination of all reports and other services submitted to the State under this Agreement. The Grantee shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in reports or other services. The State's review, approval, acceptance, or payment for any of the services shall not be construed as a waiver of any rights under this Agreement or any cause of action arising out of the performance of this Agreement. If no response is received from the Grantee after two written requests from the Grantor, the request for reimbursement will be voided.
- (I) The Grantee acknowledges that it is a crime to knowingly and willingly file false information with the State for the purpose of obtaining this Agreement or any payment under the Agreement, and that any such filing may subject the Grantee, its agents, and/or employees to criminal and civil prosecution and/or termination of the Agreement.
- (J) Supplanting, sponsorships, gifts, and donations are not allowed.
- (K) No profits shall be made from grant-funded products or materials. Any funds received from the sale of a product be used for the purchase of the new product if the Grantee requests to replace it.
- (L) The Grantee will complete training as provided by the MVAA. Travel/training costs may be reimbursed by the grant as budgeted. The training is required and will be coordinated with all Grantees providing Veteran Service Officer services to Michigan citizens.

## **VI. USE OF MATERIAL**

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

The State, and federal awarding agency, if applicable, retains a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, and use in whole or in part, and authorize others to do so, any copyrightable material or research data submitted under this Agreement whether the material is copyrighted by the Grantee or another person. The Grantee will only submit materials that the State can use in accordance with this paragraph.

Marketing/advertising products shall be acknowledged as "paid for in part or in whole by the Michigan Veterans Affairs Agency" if space allows.

## **VII. RELATIONSHIP**

- (A) It is understood that the Grantee is not an employee of the State of Michigan (SoM), DMVA, or MVAA. No employee, agent, or subcontractor of the Grantee is an employee of the SoM, DMVA, or MVAA.
- (B) The Grantee and any employees compensated through this grant shall not be considered an employee of the SoM, DMVA, or MVAA. Accordingly, they are not eligible for, nor may

participate in, any benefits offered by the State, including but not limited to retirement benefits, pension rights, insurance coverage, fringe benefits, training, holiday pay, sick leave, vacation pay, or any other entitlements or obligations arising from an employment relationship with the State.

Employees whose salaries are supported by this grant may receive compensation and employee benefits as provided under the Grantee's own organizational policies and salary packages.

(C) The Grantee does not have the authority to enter into agreements on behalf of the State.

(D) The Grantee shall not direct the work or commit the working time of any State employee through this Agreement.

(E) The State reserves the right to require the removal of any personnel from the grant-funded positions at its sole discretion. This includes, but is not limited, cases involving misconduct, violations of professional standards, or actions that jeopardize the integrity of the grant program.

- a. Grantee supervisory personnel are required to inform their staff of all applicable rules, standards of conduct and work performance expectations associated with grant-funded duties.
- b. The Grantee must notify the State immediately of any disciplinary action and/or dismissal involving grant-funded staff to any of the following infractions, which may warrant removal from the grant-funded position:
  - i. Negligence in the performance of duties
  - ii. Dishonest actions with the intent to deceive
  - iii. Theft
  - iv. Misappropriation or unauthorized use of grant funds or failure to report knowledge thereof
  - v. Failure to maintain accreditation with the U.S. Department of Veterans Affairs (USDVA)
  - vi. Reporting for work under the influence of alcohol or illicit mind-altering drugs not prescribed by a physician
  - vii. Providing clients with alcohol or illicit mind-altering drugs while in the performance of their duties
  - viii. Unauthorized release of confidential information
  - ix. Employee is charged or convicted of any criminal offense.
  - x. Any willful acts that knowingly jeopardize the health, safety, and wellbeing of any others
- c. Failure of the Grantee to report any of these acts may result in immediate termination of this Agreement.

## **VII. ASSIGNABILITY**

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

## **VIII. SUBCONTRACTS**

The State reserves the right to deny the use of any consultant, contractor, associate, or other personnel to perform any portion of the project. The Grantee is solely responsible for all contractual activities performed under this Agreement. Further, the State will consider the Grantee to be the sole point of contact regarding contractual matters, including payment of all charges resulting from the anticipated Agreement. Verification of any documentation is the responsibility of the Grantee; the State can request detail at any time if necessary. All subcontractors used by the Grantee in performing projects shall be subject to the provisions of this Agreement and shall be qualified to perform the duties required. Subcontractors shall report activities and services to the Grantee in a form and manner prescribed by the Grantee. The Grantee shall provide signed copies of all subcontracts to the State within 14 days of execution. The Grantee is subject to local procurement policy.

## **IX. NON-DISCRIMINATION**

The Grantee shall comply with the Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended MCL 37.2101, *et seq.*, the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended MCL 37.1101, *et seq.*, and all other federal, state, and local fair employment practices and equal opportunity laws and covenants that it shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex (as defined in Executive Directive 2019-09), height, weight, marital status, partisan considerations, any mental or physical disability, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position. The Grantee agrees to include in every subcontract entered into for the performance of the Agreement this covenant not to discriminate in employment. A breach of this covenant is a material breach of this Agreement.

## **X. UNFAIR LABOR PRACTICES**

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

## **XI. LIABILITY**

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

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

## **XII. CONFLICT OF INTEREST**

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

The Grantee or any of its agents will not approve or deny expenditures incurred by themselves, an immediate family member as defined: spouse, mother, father, sister, brother, son, daughter, stepchild, or in-law. In instances where one family member directly supervises a defined family member, internal controls will be instituted to prevent any appearance of impropriety.

The Grantee shall provide a copy of their Conflict of Interest policy to the State within 14 days of

execution and submit in writing an affidavit that no potential conflicts of interest, or the disclosure of potential conflicts of interest. The Grantee is subject to local Conflict of Interest policy.

### **XIII. ANTI-LOBBYING**

If all or a portion of this Agreement is funded with federal funds, then in accordance with Office of Management and Budget Circular A-21, A-87, or A-122, as appropriate, the Grantee shall comply with the Anti-Lobbying Act, which prohibits the use of all project funds regardless of source, to engage in lobbying the state or federal government or in litigation against the State. Further, the Grantee shall require that the language of this assurance be included in the award documents of all subawards at all tiers.

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

### **XIV. DEBARMENT AND SUSPENSION**

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

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

### **XV. AUDIT AND ACCESS TO RECORDS**

The State reserves the right to conduct a programmatic and financial audit of the project, and the State may withhold payment until the audit is satisfactorily completed. The Grantee will be required to maintain all pertinent records and evidence pertaining to this Agreement, including grant and any required matching funds, in accordance with generally accepted accounting principles and other procedures specified by the State. The State or any of its duly authorized representatives must have access, upon reasonable notice, to such books, records, documents, and other evidence for the purpose of inspection, audit, and copying. Within 10 calendar days of providing notice, the State and its authorized representatives or designees have the right to enter and inspect

the Grantee's premises or any other places where Grant Activities are being performed, and examine, copy, and audit all records related to this Grant. The Grantee must cooperate and provide reasonable assistance. All records must be maintained for a minimum of five years after the final payment has been issued to the Grantee by the State.

All Grantees will be subject to grant monitoring of performance, including data collection according to a form and format prescribed by the State. A Progress and Activity Report will be required quarterly. Upon approval of the quarterly audit, Grantees will have two weeks to dispute any decisions made by the State. After two weeks, the audit will be finalized and closed. Grant and performance monitoring will be conducted by the State. If the State determines, by audit or otherwise, that a Grantee expended the grant funds received for purposes other than approved veteran service operations under this Agreement, the State shall reduce the grant disbursement provided to the Grantee in the succeeding fiscal year by an amount equal to the total of all amounts improperly expended. The State reserves the right to require payment of misspent funds if funds are not appropriated, or the Grantee does not apply for appropriated grant funding, in the subsequent year.

#### **XVI. INSURANCE**

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

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

#### **XVII. OTHER SOURCES OF FUNDING**

The Grantee guarantees that any claims for reimbursement made to the State under this Agreement must not be financed by any source other than the State under the terms of this Agreement. If funding is received through any other source, the Grantee agrees to delete from the Grantee's billings, or to refund to the State, within 14 business days, the total amount representing such duplication of funding.

#### **XVIII. COMPENSATION**

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

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

(C) Grantees receiving advanced payment of grant funds must submit a bank statement or general ledger to the State within ten (10) business days of receiving the advanced payment and it must be coded in a way that clearly identifies the grant funds. Grantees must include a projected timeline of when remaining advanced funds are expected to be expended in their Quarterly Progress Reports.

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

(E) The State reserves the right to request additional information necessary to substantiate reimbursement requests.

- (F) Payments under this Agreement may be processed by Electronic Funds Transfer (EFT). The Grantee may register to receive payments by EFT at the SIGMA Vendor Self Service website <https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService>.
- (G) The Grantee acknowledges that salary payments made to grant-funded staff shall be exclusively for the performance of work directly related to the grant. Compensation may include employee benefits such as paid time off and holidays, as provided for under the Grantee's established employment policies and salary packages. However, such salary and benefits must be proportionally applied to the staff's grant-related duties and documented accordingly.

## **XIX. CLOSEOUT**

- (A) A determination of project completion, which may include a site inspection and an audit, shall be made by the State after the Grantee has met any match obligations, satisfactorily completed the activities, and provided products and deliverables described in Appendix A.
- (B) Upon issuance of final payment from the State, the Grantee releases the State of all claims against the State arising under this Agreement. Unless otherwise provided in this Agreement or by State law, final payment under this Agreement shall not constitute a waiver of the State claims against the Grantee.
- (C) The Grantee receiving advances shall refund to the State any payments in excess of the costs allowed by this Agreement, within 14 days of the State's demand. Monies (debts) which have been due and owing to the State for more than 180 days may be referred to the Michigan Department of Treasury for collection.
- (D) The Grantee has a right to request an administrative review of audit findings if they believe the findings contain errors or misrepresentations of performance data; contain errors or misrepresentations of financial expenditures; misapply regulations, policies, or grant agreement terms; fail to consider relevant supporting documentation provided by the grantee. Grantees must submit their request for an administrative review to [mvaagrants@michigan.gov](mailto:mvaagrants@michigan.gov) within 30 days of receiving their final audit from the State.

## **XX. CANCELLATION**

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

## **TERMINATION**

This Agreement may be terminated by the State as follows:

- (A) Upon 30 days written notice to the Grantee:
- a. If the Grantee fails to comply with the terms and conditions of the Agreement, or with the requirements of the authorizing legislation cited on page 1, or the rules promulgated thereunder, or other applicable law or rules.
  - b. If the Grantee knowingly and willingly presents false information to the State for the purpose of obtaining this Agreement or any payment under this Agreement.

- c. If the State finds that the Grantee, or any of the Grantee's agents or representatives, offered or gave gratuities, favors, or gifts of monetary value to any official, employee, or agent of the State in an attempt to secure a subcontract or favorable treatment in awarding, amending, or making any determinations related to the performance of this Agreement.
  - d. If the Grantee or any subcontractor, manufacturer, or supplier of the Grantee appears in the register of persons engaging in unfair labor practices that is compiled by the Michigan Department of Licensing and Regulatory Affairs or its successor.
  - e. During the 30-day written notice period, the State shall withhold payment for any findings under subparagraphs a through d, above and the Grantee will immediately cease charging to the grant and stop earning match for the project (if applicable).
- (B) Immediately and without further liability to the State if the Grantee, or any agent of the Grantee, or any agent of any subcontract is:
- f. Convicted of a criminal offense incident to the application for or performance of a State, public, or private contract or subcontract.
  - g. Convicted of a criminal offense, including but not limited to any of the following: embezzlement, theft, forgery, bribery, falsification, or destruction of records, receiving stolen property, or attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees.
  - h. Convicted under State or federal antitrust statutes.
  - i. Convicted of any other criminal offense that, in the sole discretion of the State, reflects on the Grantee's business integrity; or
  - j. Added to the federal or state Suspension and Debarment list.
- (C) If the Agreement is terminated, the State reserves the right to require the Grantee to repay all or a portion of funds received under this Agreement.
- (D) The Grantee acknowledges that continuation of the Agreement is subject to appropriation or availability of funds for the grant. If funds are not appropriated or otherwise made available, the State must terminate the Agreement.

## **XXI. IRAN SANCTIONS ACT**

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

## **XXII. DISCLOSURE OF INFORMATION**

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



## **PROJECT SCOPE**

This grant program is designed to enhance the connection between Michigan veterans, eligible dependents, and survivors and the federal benefits they may be entitled but have not yet accessed. In alignment with the State's strategic objective to exceed the national average in federal benefit connection rates, the performance of this grant program will be monitored based on the success in increasing benefit connection outcomes. The Grantee is expected to implement targeted strategies that contribute to measurable improvements in the number of veterans, eligible dependents, and survivors to federal benefits. Please see Appendix C for the most recently published connection rates available through the National Center for Veterans Analysis and Statistics.

Funded initiatives may also prioritize activities that raise awareness and understanding of available benefits and services at the federal, state, and local levels. As such, Grantees are expected to implement outreach and engagement strategies that ensure veterans, and their families are well-informed and supporting in navigating the benefits system. In addition, the program also aims to address critical service gaps that impact the overall well-being of veterans. Approved projects could foster a coordinated and comprehensive support network that is responsive to the specific and diverse need of Michigan's veteran population.

Performance will be assessed based on the following key indicators:

- Number of new federal benefit claims initiated as a direct result of grant-funded activities.
- Number of federal benefit claims approved, linked to grant-funded activities.
- Percentage increase in county's federal benefit connection rates compared to the prior grant cycle or baseline data, where available.

The scope of the project is outlined in the Grantees approved Fiscal Year 2026 County Veteran Service Fund Grant Application.

## **GRANTEE REIMBURSEMENT**

- (A) The Grant Amount shall not exceed the amount listed on page 1 and the Grantee will be reimbursed as specified below, not to exceed the actual costs incurred by the Grantee, which will, under no circumstances, exceed the Grant Amount.
- (B) Upon request by the Grantee and approval by the State Budget Office, the Grantee may receive an initial advance payment of \$50,000 or 50% of the total CVSF Grant award, whichever is less. The remaining balance or entire grant funding shall be disbursed on a reimbursement basis in accordance with program requirements.
- (C) All grant funds expended must be spent in accordance with this Agreement and grant scope. Costs that do not directly support this Agreement and scope are considered disallowable. If an item or service is not listed within this Agreement, it is considered disallowable and will be incurred at the expense of the Grantee. Please see Appendix B for more information.
- (D) The Grantee shall be solely responsible to pay all applicable taxes and fees on the purchase of goods, services, or equipment, if any, that arise from the Grantee's receipt or execution of this Agreement. However, allowable taxes and fees directly associated with payroll taxes, approved out-of-state travel expenses and emergency assistance programs may be reimbursed when consistent with program guidelines and subject to prior approval.

For out-of-state travel-related costs, this includes, but is not limited to, taxes and fees applied to airfare, lodging (e.g., city, county, or state occupancy taxes), ground transportation, and rental vehicles. These taxes and fees must be directly tied to the authorized out-of-state travel activity and properly documented as part of the travel expense reimbursement request.

For emergency assistance provided through the program, allowable taxes and fees may include, but is not limited to, delinquent property taxes necessary to prevent foreclosure or late rent payment fees to support housing stability and utility-related taxes (e.g. taxes applied to gas, electric, or water bills) or reconnection fees that are part of an approved emergency utility assistance payment. All such tax-related and fee reimbursements must be clearly itemized, justified in accordance with the program's intent, is supported by appropriate documentation, and aligns with all applicable funding restrictions.

Emergency assistance initiatives must attest that all other available public resources have been fully explored and utilized to the extent possible. Grant funds may only be used as funds of last resort, and only when no other means of assistance are available or sufficient to meet the immediate need.

- (E) If applicable, at the end of the Fiscal Year (September 30, 2026), there are unspent funds remaining from the initial advance payment the Grantee will return the balance of those funds to the State upon demand.

## **GRANTEE REIMBURSEMENT PROCESS AND GRANTEE REPORTING REQUIREMENTS**

- (A) The Grantee will provide verification of funds spent down from the original advance, if applicable, and/or reimbursable expenditures with the Monthly Reports in the form and format prescribed by the State. Examples of verification of expenditures include, but are not limited to, certified time sheets, itemized receipts, invoices, and proof of payment or other appropriate documentation to support and verify expenditures. Upon request, bank account records must be produced. Proper proof of payment includes:

- Bank copy of cleared check (front and back) or documents reflecting proof of payment/electronic funds transfer
- Detailed credit card receipt and statement showing payee, amount, date of payment
- Detailed receipt indicating item, service, date, and method of payment
- Financial institution system-generated report showing outlay of funds
- Internal financial system generated report showing outlay of funds (screenshots must show payee, amount, invoice reference, date)

- (B) Receipt and Invoice requirements for General Goods and Services:

- Recipient/Sub-recipient Name
- Remittance Address
- Contact Name
- Period of Performance
- Invoice Date
- Due Date
- Itemized Goods/Services
- Description of additional charges (service delivery, taxes, etc.)

- (C) A combination of supporting documents may be needed to substantiate all elements of the expense.

- (D) All reporting and invoicing will be due as indicated below and shall be sent to:

[mvaagrants@michigan.gov](mailto:mvaagrants@michigan.gov):

- Monthly reports are due to the MVAA by the end of the day on the 10th of each month with the exception of reports for the period of September 1 through September 30. Reports for the period September 1 through September 30 are due by the end of day on October 5th due to accelerated year end closing deadlines. If the report's due date falls on a weekend or holiday, it will be due the last business day prior to the due date.
- The quarterly reports shall be due according to the following schedule:

<b>Reporting Period</b>	<b>Due Date</b>
October 1 – December 31	January 10, 2026
January 1 – March 31	April 10, 2026
April 1 – June 30	July 10, 2026
July 1 – September 30	October 5, 2026

- All reports will be submitted in the form and format prescribed by the State.

- (E) Failure to properly complete progress reports, activity reports, financial reports, and reimbursement requests may delay payments and/or result in termination of the grant agreement.
- (F) Travel rates, lodging, meals, and mileage reimbursement will be paid up to the allowable State of Michigan travel rates and in accordance with State of Michigan Standardized Travel Regulations, DMVA, and MVAA policy. Expenses above the State of Michigan rates will be the sole responsibility of the Grantee. Be cautious of using travel sites such as Expedia, if the site cannot provide a detailed invoice for hotel, airfare, or car, the expense will not be reimbursed.
- (G) Grant funds may not be used to support contracts, services, or purchases prior to October 1, 2025, or beyond September 30, 2026.
- (H) All purchases must be paid for no later than September 30, 2026, with the exception of payroll charged to the grant. The last day to submit requests for reimbursement is October 5, 2025. If the report's due date falls on a weekend or holiday, it will be due the last business day prior to the due date.

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**As the Grantee, it is your responsibility to review the following reporting criteria and supply appropriate supporting documents as it applies to your grant.**

**Reports should be succinct and have all Personally Identifiable Information (PII) and Personal Health Information (PHI) redacted prior to submission.**

	GRANTEE MUST HOLD PHYSICAL COPIES FOR 5 YRS. FROM DATE OF LAST CVSFS GRANT PAYMENT	GRANTEE MUST INCLUDE WITH MONTHLY REPORTS
<b>Travel/meetings:</b>		
Airline ticket receipt	X	X
Airline baggage fee receipt	X	X
Hotel Receipt (itemized for each traveler)	X	X
Receipts for transportation (such as tolls, parking, taxis, shuttles, ferries, and public transportation)	X	X
Mileage (if requesting reimbursement) proof (MapQuest or similar), to/from the destination is required if the mileage is being charged by the Grantee directly. If contracting with an outside transportation service, a map is not required.	X	X
Training/conference receipt (when applicable)	X	X
Agenda (when applicable)	X	X
Itemized Meal receipts (when applicable)	X	X
<i>Travel insurance is not a reimbursable expense.</i> <i>Air travel is limited to commercial coach fare only including taxes and fees. Additional costs incurred due to changing travel arrangements for the benefit of passenger preference is at the expense of the Grantee.</i> <i>Air travel must be at the lowest available airfare.</i> <i>Reimbursement of baggage for one piece of personal luggage is allowed; reimbursing overweight or additional baggage fees is not an allowable expense.</i>		
<i>The cost of transportation from the traveler's home or official workstation, whichever is closer, to and from a training, station or terminal is reimbursable.</i> <i>Mileage reimbursement for privately owned and Grantee-owned vehicles for business is based on actual miles traveled.</i> <i>Requests for fuel purchase will be denied (exception only for rental vehicles).</i> <i>Mileage reimbursement for privately owned vehicles may be reimbursable at the SoM premium rate. Local policy prevails, if less than SoM rates. Mileage reimbursement for Grantee-owned vehicles will be at the standard SoM mileage rate.</i>		
<i>If staying at a conference site, reimbursement will be made at the conference hotel rate including taxes and fees.</i> <i>Travelers are eligible for reimbursement for the day prior to the conference start date and the day after the conference ends.</i> <i>Hotel rates above SoM rates will be the sole responsibility of the Grantee unless approval is granted from the Grantor prior to the stay. Prior authorization includes submitting three quotes for hotels to the Grantor (showing the Grantee met the requirement of searching for the best rate) no less than two weeks prior to the stay.</i>		
<i>Reimbursement for actual costs of meals cannot exceed the applicable maximum published state rate including tax and gratuities.</i>		
<b>County hosted events/meetings:</b>		
MVAA sign-in sheet for meetings where meals are served includes: Veteran/spouse/eligible dependent full name, address (verifies state/county residence), and proof of how eligibility was determined.	X	X
Agenda/program	X	X
Detailed invoices/receipts for food/catering	X	X
Detailed invoices/receipts for other meeting costs	X	X
Proof of payment	X	X
<i>Reimbursement for costs of catered meals cannot exceed the applicable maximum published state rate including tax and gratuities.</i> <i>Morning and/or afternoon snacks and refreshments are allowed at a rate of \$5.00 per person per snack/refreshment.</i>		
<b>Emergency relief:</b>		
Veteran/spouse/eligible dependent full name, address (verifies state/county residence), and proof of how eligibility was determined.	X	X
Veteran application/request for service	X	
Dates of military service	X	
Character of discharge	X	

Itemized detailed receipt	X	X
Proof of payment	X	X
Members of review panel (if applicable)	X	
Appeal process (if case denied)	X	
<b>Vouchers/gift cards/gas cards to veterans:</b>		
MVAA log including veteran/spouse/eligible dependent's full name, address (verifies state/county residence), and how proof of eligibility was determined.	X	X
Veteran application/request for service	X	
Copy of receipt for purchase of cards	X	X
Copy of itemized receipt(s) with store name and date of purchases made by veteran/spouse/eligible dependent with card(s).	X	X
<i>Veterans must return receipts for purchases with gift/gas cards. Itemized receipts are not required for <b>food or fuel only</b> gift cards/vouchers. A log with first name, last initial of veteran/spouse/eligible dependent is required for every item given out except swag.</i>		
<b>Dental/medical/psychological services:</b>		
Patient full name, address (verifies state/county residence), and proof of how eligibility was determined	X	X
Date of service and service provided	X	X
Veteran application/request for services (proof of need if applicable)	X	
Proof of payment	X	X
<b>Advertising:</b>		
Copy of subcontract for ad services	X	
Invoice (including dates ads have run)	X	X
Proof of payment	X	X
<b>Transportation services:</b>		
Veteran/spouse/eligible dependent's full name, address (verifies state/county residence), and proof of how eligibility was determined.	X	X
Veteran application/request for services (proof of need if applicable)	X	
Date of transport	X	X
Copy of subcontract (if applicable)	X	
Invoice if subcontracted; mileage proof with MapQuest (or similar) to/from destination if requesting mileage reimbursement	X	X
Proof of payment	X	X
<b>Personal services for veterans:</b>		
Copy of subcontract with provider	X	
Veteran application/request for service	X	
Copy of invoice	X	X
Receipt/proof of payment	X	X
<b>Payroll of Grant Funded Positions:</b>		
Time Certification Form	X	X
Payroll Register/Journal	X	X
Paystubs/Individual Payroll Reports	X	X
Detailed individual payroll records for all staff charged to the grant	X	X
<b>Office Support:</b>		
Receipts for Supplies, Equipment Rentals, Equipment Purchases, Telephone/Cellular bills	X	X

## **PROJECT COMPLETION**

The State will make the final payment or request that any unspent funds remaining from applicable advance payment be returned after the project is complete. Project completion means all of the following:

- (A) Obtain a PIV card by September 24, 2026, which will be verified by the State.
- (B) Must provide no less than 20 hours of veteran service operations per week.
- (C) The Grantee has submitted the final Financial Report, including all supporting financial documentation and all complete Progress and Activity Reports.

The State shall decide a project is completed based on all the following:

- (A) A review of the project file, including all Request for Payment forms, all supporting financial documentation, and all reports submitted by the Grantee, to verify that the requirements of this Agreement have been met and that the reimbursement amounts are correct.

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**Purpose**

To list common cost categories for Michigan Veterans Affairs Agency's (MVAA) grant programs and provide guidance on whether they are allowable or unallowable. This section is not intended to be all-inclusive. If grantees have questions after reviewing this section they should contact the applicable Grant Analyst.

**Allowable Costs:** Charges incurred by a MVAA grantee that are consistent with State of Michigan legislation and the guidelines established in the grant agreement. Therefore, these charges **can be reimbursed when provided in an approved application/budget, serve programmatic intent and are reasonable/allocable (CFR Part 200, Subpart E).**

**Unallowable Costs:** Charges incurred by a MVAA grantee that don't meet the criteria established by State of Michigan legislation or the grant agreement. Therefore, these charges **cannot** be reimbursed.

**Reasonable Costs:** A cost is reasonable if it does not exceed an amount that a prudent person would incur under the circumstances prevailing when the decision was made to incur the cost (refer to Page X for determining the reasonableness of a given cost).

**Allocable Costs:** A cost is allocable to an award or other cost objective if the cost is assignable to that award or in accordance with relative benefits received (refer to Page X for determining if a cost is allocable).

**Definitions**

ALLOWABILITY OF COSTS & ACTIVITIES		
Cost Category	Affected MVAA Grant Program(s)	Explanation of Allowable Costs
Advertising & Marketing	CVSF/SVSPG	<b>Allowable</b> for radio, newspaper, television, direct mail, billboards or electronic/computer transmittals.
Air Travel	CVSF/SVSPG	<b>Allowable</b> when in travel status, consistent with Department of Technology, Management and Budget's (DTMB) Standardized Travel Regulations (STR) for the current Fiscal Year (FY), Department of Military and Veterans Affairs' (DMVA) Travel Policy, and at the lowest rate available.
Alcoholic Beverages	All	<b>Unallowable</b>
Apparel	All	<b>Unallowable</b>
Bonuses	All	<b>Unallowable</b>
Buildings and Land Construction	MIVHPG	<b>Allowable</b> for the acquisition of buildings or land to make improvements, modifications, replacements, renovations or alterations to an existing building. This also includes construction and construction related materials such as wood, nails, concrete, asphalt, roofing, gravel, sand, paint, insulation, drywall or plumbing.
Business/Travel Insurance	All	<b>Unallowable</b>
Conferences	CVSF/SVSPG	<b>Allowable</b> if the conference fulfills the purpose of a grant program's legislated purpose. Allowable conference costs may include rental of facilities, speakers' fees, costs of meals (see meals for restrictions), refreshments, local transportation and registration fees. If renting a building or room for training, the grantee should use the most cost-effective facility.
Contractual/Consulting/Professional Services	All	<b>Allowable</b> in an approved application/budget.
Contributions or Donations	All	<b>Unallowable</b>
Dental Services	CVSF	<b>Allowable</b> in an approved application/budget and in accordance with grant-supported project/initiative.
Dues or Memberships Fees	CVSF/SVSPG	<b>Allowable</b> for costs of business, technical and professional organizations when in an approved application/budget. <b>Unallowable</b> for civic or community organizations.
Entertainment	CVSF	<b>Unallowable</b> including amusement, diversion and social activities (e.g., bands, dance groups, tickets to shows) except where specific costs have a programmatic purpose (e.g., Modern Warrior Live production).
Fees	All	<b>Allowable</b> for Emergency Services only (e.g., late fees, fees associated with delinquent taxes for approved initiatives).
Fines or Legal Settlements	All	<b>Unallowable</b>
Food Cards/Vouchers	CVSF	<b>Allowable</b>
Fringe Benefits	All	<b>Allowable</b> to include, but not limited to, the costs of annual/personal or sick leave, holidays, employee insurance, and unemployment benefits.
Fuel	CVSF/SVSPG	<b>Allowable</b> for rental vehicles only.
Fundraising	All	<b>Unallowable</b>
Furniture	CVSF/MIVHPG	<b>Allowable</b> in an approved application/budget for office use or to furnish permanent or temporary shelter (e.g., desks, desk chairs, tables, beds, dressers).
Gas Cards	CVSF	<b>Allowable</b>
Gifts or Prizes	All	<b>Unallowable</b>
Legal Services	CVSF	<b>Allowable</b> in an approved application/budget and in accordance with the grant-supported project/initiative.
Lobbying	All	<b>Unallowable</b>
Lodging	CVSF/SVSPG	<b>Allowable</b> when in travel status, consistent with DTMB's STR's for the current Fiscal Year (FY), and reasonable.
Lottery	All	<b>Unallowable</b>
Maintenance and Repair Costs	All	<b>Allowable</b> for Emergency Services in an approved application/budget.
Meals	CVSF/SVSPG	<b>Allowable</b> for meals consumed while in travel status and consistent with DTMB's STR's established meal reimbursement rates for the current FY and DMVA's Travel Policy. <b>Unallowable</b> for meals consumed while not in travel status and/or amounts exceeding DTMB's STR's established meal reimbursement rates for the current FY, grocery items (e.g., loaf of bread, lunch meat, lettuce, mayonnaise and mustard to make a "meal").
Meal Tips	CVSF/SVSPG	<b>Allowable</b> with sit-down meals. Maximum 20%. <b>Unallowable</b> on take-out or at fast food restaurants.
Membership & Subscription Costs	CVSF/SVSPG	<b>Allowable</b> for business, technical and professional services. <b>Unallowable</b> for civic or community organizations.
Mileage	CVSF/SVSPG	<b>Allowable</b> for organizational or privately owned vehicles for business, based on actual miles traveled consistent with DTMB's STR, local policy prevails. <b>Unallowable</b> between home and official or remote work locations.
Office Equipment	All	<b>Allowable</b> for purchase or rent, the rental agreement must terminate at the end of the grant cycle (e.g., copiers, computers, laptops). If replacing equipment previously purchased with the grant, greater than \$5,000, a depreciation schedule must be submitted to demonstrate the equipment has surpassed its useful lifespan.
Office Rent/Mortgage	All	<b>Unallowable</b>
Office Supplies	All	<b>Allowable</b>
Organizational Cell Phones	All	<b>Allowable</b>
Payroll Taxes	All	<b>Allowable</b>
Per Diems	CVSF	<b>Allowable</b> for applicable staff attending committee meetings in an approved application/budget.
Pre/Post-Award Costs	All	<b>Unallowable</b> for expenses incurred outside of the grant cycle.
Printing and Publications	All	<b>Allowable</b> for informational brochures, flyers, manuals and publications relating to an approved project.
Promotional Items	CVSF/SVSPG	<b>Allowable</b> for marketing activities directly related to the funded project (e.g., signs, table tents, t-shirts, hats, coasters).
Recreational Therapy	All	<b>Unallowable</b>
Rental/Mortgage Assistance	CVSF/MIVHPG	<b>Allowable</b>
Salaries & Wages	All	<b>Allowable</b> as part of employee compensation for personnel services in relation to the amount of time an employee devotes to the grant-supported project/program. <b>Unallowable</b> for staff who devote time to activities that do not meet the legislated intent of the grant program.
Sales Tax	All	<b>Unallowable</b>
Service/Emotional Support Animals	All	<b>Unallowable</b>
Service Charges	All	<b>Allowable</b> for charges that are unavoidable (e.g., credit card processing fee)
Snacks/Refreshments	All	<b>Allowable</b> consistent with DMVA's Group Meetings Policy.
Software Licenses	CVSF/SVSPG	<b>Allowable</b> consistent with the Office of Financial Management guides's expense cut off.
Sponsorships	All	<b>Unallowable</b>
Stipends	All	<b>Unallowable</b>
Tobacco	All	<b>Unallowable</b>
Training	CVSF/SVSPG	<b>Allowable</b> when meeting the legislative intent of the grant program and in an approved application/budget.
Transportation Services	CVSF	<b>Allowable</b> in an approved application/budget and in accordance with the grant-supported project/initiative.
Travel	CVSF/SVSPG	<b>Allowable</b> when in travel status, consistent with DTMB's STR's for the current FY, and reasonable.
Utility Assistance	CVSF/MIVHPG	<b>Allowable</b> for Emergency Services in an approved application/budget.
Vehicles	All	<b>Allowable</b> to rent while in travel status. <b>Unallowable</b> to purchase.
Warranties	All	<b>Unallowable</b>

	Region	FY23 Receiving Disability Comp	FY23 Vet Population	% Receiving Disability Comp
ALGER	1	267	835	32.0%
BARAGA	1	281	622	45.2%
CHIPPEWA	1	1,019	2,982	34.2%
DELTA	1	1,298	3,137	41.4%
DICKINSON	1	977	2,091	46.7%
GOGEBIC	1	380	1,404	27.1%
HOUGHTON	1	1,047	2,203	47.5%
IRON	1	436	986	44.2%
KEWEENAW	1	123	216	57.1%
LUCE	1	156	496	31.5%
MACKINAC	1	310	924	33.5%
MARQUETTE	1	2,070	5,301	39.0%
MENOMINEE	1	578	1,958	29.5%
ONTONAGON	1	319	688	46.3%
SCHOOLCRAFT	1	285	655	43.5%
	Total	9,546	24,498	<b>39.0%</b>
ANTRIM	2	492	1,881	26.2%
BENZIE	2	424	1,377	30.8%
CHARLEVOIX	2	451	1,807	25.0%
EMMET	2	573	2,183	26.2%
GRAND TRAVERSE	2	1,547	6,028	25.7%
KALKASKA	2	396	1,514	26.2%
LEELANAU	2	371	1,311	28.3%
MANISTEE	2	528	2,022	26.1%
MISSAUKEE	2	266	1,025	26.0%
WEXFORD	2	685	2,582	26.5%
	Total	5,733	21,731	<b>26.4%</b>
ALCONA	3	347	1,208	28.7%
ALPENA	3	646	2,306	28.0%
CHEBOYGAN	3	637	2,237	28.5%
CRAWFORD	3	477	1,384	34.5%
IOSCO	3	789	2,868	27.5%
MONTMORENCY	3	348	981	35.5%
OGEMAW	3	520	1,720	30.2%
OSCODA	3	236	855	27.6%
OTSEGO	3	622	1,975	31.5%
PRESQUE ISLE	3	387	1,250	31.0%
ROSCOMMON	3	684	2,731	25.0%
	Total	5,693	19,514	<b>29.2%</b>
ALLEGAN	4	1,234	5,064	24.4%
BARRY	4	930	3,638	25.6%



IONIA	4	794	3,516	22.6%
KENT	4	5,684	28,744	19.8%
LAKE	4	289	1,191	24.3%
MASON	4	520	2,117	24.6%
MECOSTA	4	713	2,607	27.4%
MONTCALM	4	1,010	3,876	26.1%
MUSKEGON	4	2,608	11,508	22.7%
NEWAYGO	4	927	3,572	26.0%
OCEANA	4	488	1,804	27.1%
OSCEOLA	4	484	1,907	25.4%
OTTAWA	4	2,659	11,705	22.7%
	Total	18,340	81,248	<b>22.6%</b>
ARENAC	5	331	1,059	31.3%
BAY	5	1,954	6,309	31.0%
CLARE	5	783	2,737	28.6%
GLADWIN	5	609	2,139	28.5%
GRATIOT	5	696	2,182	31.9%
ISABELLA	5	845	3,211	26.3%
MIDLAND	5	1,614	4,555	35.4%
SAGINAW	5	3,031	10,848	27.9%
	Total	9,863	33,040	<b>29.9%</b>
GENESEE	6	5,443	23,181	23.5%
HURON	6	550	2,122	25.9%
LAPEER	6	1,539	5,032	30.6%
SANILAC	6	657	2,551	25.8%
SHIAWASSEE	6	1,193	4,265	28.0%
ST. CLAIR	6	3,092	9,988	31.0%
TUSCOLA	6	1,189	3,261	36.5%
	Total	13,663	50,400	<b>27.1%</b>
CLINTON	7	934	4,235	22.1%
EATON	7	1,620	6,765	23.9%
INGHAM	7	2,647	12,631	21.0%
	Total	5,201	23,632	<b>22.0%</b>
BERRIEN	8	1,861	8,444	22.0%
BRANCH	8	603	2,452	24.6%
CALHOUN	8	2,486	9,005	27.6%
CASS	8	740	3,194	23.2%
KALAMAZOO	8	2,691	12,566	21.4%
ST. JOSEPH	8	696	3,582	19.4%
VAN BUREN	8	1,012	4,173	24.3%
	Total	10,089	43,416	<b>23.2%</b>

HILLSDALE	9	723	2,811	25.7%
JACKSON	9	2,181	9,327	23.4%
LENAWEE	9	1,560	5,723	27.3%
LIVINGSTON	9	2,869	9,418	30.5%
MONROE	9	2,261	8,860	25.5%
WASHTENAW	9	3,071	13,450	22.8%
	Total	12,665	49,590	<b>25.5%</b>
MACOMB	10	9,897	41,547	23.8%
OAKLAND	10	10,514	49,575	21.2%
WAYNE	10	15,987	78,567	20.3%
	Total	36,398	169,689	<b>21.4%</b>
Michigan Total		127,191	516,758	<b>24.6%</b>



## FY26 COUNTY VETERAN SERVICE FUND GRANT APPLICATION TEMPLATE

This is the only approved template for use in submitting the County Veteran Service Fund (CVSF) grant request.

Definitions to determine the proper individual to list as a contact can be found in the Grant Guidance. The Authorized Official is the person able to accept funds and enter the County into agreements and contracts. This is usually the Chairperson of the Board of Commissioners. The three contacts listed must all be different individuals.

Requested Total Grant Amount is the total of all initiatives/programs/salaries and must balance with the total of all Budget Request Forms and Staff Salary Budget Request Forms.

### CONTACT INFORMATION

<b>Applicant County</b>	Tuscola County Veterans Affairs		
<b>Requested Total Grant Amount</b>	<del>\$56,572.00</del>	<b>Adjusted Total Grant Amount: \$56,568</b>	
<b>SIGMA Vendor Code</b>	CV0048120	<b>SIGMA Address Code</b>	001

<b>Project Director</b>	John W. Boggs
<b>Mailing Address</b>	1309 Cleaver Rd. Caro, MI 48723
<b>Phone</b>	989 673 -8148
<b>E-mail Address</b>	jboggs@tchd.us

<b>Financial Officer</b>	Ashley Bennett
<b>Mailing Address</b>	125 W Lincoln St. Ste. 300 Caro, MI 48723
<b>Phone</b>	989 672- 3890
<b>E-mail Address</b>	abennett@tuscolacounty.org

<b>Authorized Official</b>	Kim Vaughan Chairman Tuscola County Board Of Commissioners
<b>Mailing Address</b>	125 W Lincoln St. Ste. 500 Caro, MI 48723
<b>Phone</b>	989 239-4602
<b>E-mail Address</b>	kvaughan@tuscolacounty.org

All assistance, programming, and service initiatives must be submitted with separate Project Narrative, Budget Narrative/Justification, and Budget Request Forms. Duplicate forms as needed for each initiative and attach supporting documentation (quotes, contracts, etc.) as necessary.

## PROJECT DETAIL

Enter the name of the initiative in the Project Title and which of the four initiative categories listed in the Grant Guidance the initiative falls into in the Grant Focus Area.

<b>Project Title</b>	<b>Flag Initiative</b>
<b>Grant Focus Area</b>	<b>Veteran Benefits and Services Outreach and Awareness</b>

## PROJECT NARRATIVE

Describe, in detail, the project/initiative and how grant funds will be used to execute. Include how the project/initiative links to the Grant Focus Area.

Our goal for the FY/26 Veterans Service Fund Grant is to promote our office by connecting with the widows and families of Veterans. The number of veterans and families connected to VA benefits through our flag initiative continues to grow, despite many variables. Since the Tuscola County Veterans Affairs Office began issuing U.S. veteran grave markers and 12x8 American flags, we have seen our veteran population decrease annually by over 95 individuals due to passing away.

When a veteran passes away in Tuscola County, the County Clerk's Office provides our office with a copy of their death certificate. We then send a letter to the next of kin, informing them that we have a U.S. veteran grave marker and flag ready to be placed at their loved one's grave site.

Through this flag initiative, we've helped families access several important benefits:

1. Dependency and Indemnity Compensation (DIC) for surviving spouses
2. VA burial benefits for service-connected deaths or for those who passed away in a VA facility
3. Ordering government-issued grave markers or niches
4. Presidential Memorial Certificates for family members
5. County burial benefits, when eligible
6. Widow's pension benefits, including Aid and Attendance, for those who qualify
7. Assistance for cemetery personnel and volunteers, including veterans, in placing flags annually in May.

In addition, this initiative has helped us reconnect many families to VA benefits they didn't know they were eligible for.

From 2017 to 2023, the average VA annual expenditure per veteran in Tuscola County increased from \$7,824.11 to \$16,392.52. The flag initiative played a major role in achieving this growth. It serves as a vital tool for reaching veterans and their families and guiding them through the process of securing their earned benefits.

Thanks to this program, we connect a minimum of 100 veterans and their families each year, which results in over \$1.5 million in VA benefits being brought into our community annually. With only about \$20,000 invested into the flag initiative, this return shows that it is not only effective, it's an incredible value and a benefit to our county. If the amount goes higher per item, we will not exceed the approved initiative amount.

## BUDGET NARRATIVE/JUSTIFICATION

Describe the budget and include an **itemized list** of all planned expenditures. The items listed below must be included on the Budget Request Form(s) or Staff Salary Budget Request Form(s) and balance with the Requested Total Grant Amount.

12"x18 American flags to be placed in the US Veteran Holder across all the Cemeteries in Tuscola County 9000 @ \$1.25 = \$11,250.00

US Veteran Markers which 12"x18" American Flags are placed in across all our Cemeteries. 750@ \$11.00 = \$8,250.00

5'x8' American Flag= 1 @\$72.00

## PROGRAMMING/INITIATIVE JUSTIFICATION

Describe how the requested programming/initiative meets the purpose of the grant, to enhance the connection between veterans, eligible dependents, survivors and the federal veteran benefits they may have not accessed previously. Include how each initiative links to the Grant Focus Area identified in the Project Narrative.

The Flag Initiative meets the intent of the grant by helping/promoting dependents or survivors to educate and promote memorial benefits or more. For example; surviving spouses and dependent children of veterans may be eligible for Dependency and Indemnity Compensation (DIC). This benefit is available when a service member dies while on active duty or if the veteran's death occurs after military service due to a service-connected disability that either directly caused or significantly contributed to their passing. We would have a VSO work with widow, and make sure they file for what they deserve.

## County Veteran Service Fund Grant Budget Request

One initiative per page. Make additional sheets for each initiative.					
Applicant County		Grant Number		SIGMA Vendor Code	
Tuscola County Veterans Affairs		FOR MVAA USE ONLY		CV0048120-001	
<b>I. Project / Initiative Name</b>					
Flag Initiative					
<b>II. Project Total (Amount requested for this initiative)</b>					
					19,572.00
<b>III. Expenditure Details</b>					
Item / Service Description		Quantity	Cost Per Unit	Cost	
Burial Flags		9000	\$1.25	\$11,250.00	
Burial Markers with US Veteran on them a metal rod		750	\$11.00	\$8,250.00	
5x8 American Flag		1	\$72.00	\$72.00	
				\$0.00	
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				\$0.00	
				\$0.00	
			<b>Total</b>	\$19,572.00	



## QUOTE/BID

FROM:  
Division of Bridge Associates  
189 COBB PKWY N. SUITE C-4  
MARIETTA, GA 30062

Phone: 770-919-0058  
Fax: 770-499-9919  
EMAIL: al@usflagmaker.net

BILL TO: Tuscola County  
Veterans' Affairs  
1309 Cleaver Road  
Caro MI 48723  
Attn: Jessica Vanochten  
989-673-8148 Office  
989-912-9911 Cell  
jvanochten@tchd.us

DATE: 6/16/2025  
**SHIPPING ADDRESS**  
TUSCOLA COUNTY HEALTH  
DEPARTMENT  
ATTN: VETERANS  
AFFAIRS/JESSICA  
1309 CLEAVER RD. STE B  
CARO, MI 48723  
989-673-8114

ITEM NUMBER	DESCRIPTION	QUANTITY EACH	QUANTITY IN GROSS	PRICE PER FLAG	PRICE PER GROSS	LINE TOTAL
12188	12" x 18" AMERICAN MADE U.S. Polycotton Flag, Hemmed on all four edges, attached to smooth Natural Wood Dowel 30" x 3/8" with Gold Gilted Wood Spear Tip	9000	62.5	\$1.25	\$180.00	\$11,250.00
	<b>Includes shipping and liftgate delivery</b>					
Thank you for your business! Terms: Net 30 days after shipment						





New England Manufacturing, LLC  
PO Box 1016  
Romney, WV 26757  
+13048228011  
accounting@nemfg.com

## Quote 1949

DATE 06/20/2025	TOTAL \$8,250.00	EXPIRATION DATE 05/29/2026
--------------------	---------------------	----------------------------------

### ADDRESS

Jessica Johnson  
Tuscola County Veterans Affairs  
1309 Cleaver Road Suite B  
Caro, MI 48723

### SHIP TO

Jessica Johnson  
Tuscola County Veterans Affairs  
1309 Cleaver Road Suite B  
Caro, MI 48723

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	US Veteran Grave Marker (METAL) and Rod	750	11.00	8,250.00
	Shipping included in above pricing			
Quote for 2026. Request confirmation of order by April 1st 2026	SUBTOTAL			8,250.00
	TOTAL			\$8,250.00

THANK YOU.

Accepted By

Accepted Date



Customer Name: Tuscola County Health Dep -  
Npp  
6-23-2025

\$	Quote Summary
Total	\$72.00



Advantus The United States of America Flag, 60"H x 96"W (MBE002270)

Quantity 1

SKU: 641582

New Price: \$72.00 (Staples UOM Price: \$72.00)

TOTAL: \$72.00

## PROJECT DETAIL

Enter the name of the initiative in the Project Title and which of the four initiative categories listed in the Grant Guidance the initiative falls into in the Grant Focus Area.

<b>Project Title</b>	Advertising and Promotional Initiative
<b>Grant Focus Area</b>	Veteran Benefits and Services Outreach and Awareness

## PROJECT NARRATIVE

Describe, in detail, the project/initiative and how grant funds will be used to execute. Include how the project/initiative links to the Grant Focus Area.

For the advertising component of our promotional initiative, we are trying to target all age groups of Veterans. To effectively reach them, we have selected traditional advertising methods, including local newspapers and Spectrum Reach. Spectrum Reach will handle video commercials and display ads through streaming services, allowing us to focus on reaching our target audience across all age groups and categories.

For our promotional efforts, we actively engage with the community by attending local events, where we distribute promotional items that feature our contact information. This makes it easier for veterans and their families to reach out to us. Our plan is to participate in as many local community events as possible, connecting not only with veterans but also with their families, widows, and community partners. By doing so, we aim to build strong relationships and create opportunities for veterans to visit our office and explore the benefits and services they may qualify for. If due to inflation the amount of the items goes higher, we will not exceed the approved initiative amount,

## BUDGET NARRATIVE/JUSTIFICATION

Describe the budget and include an **itemized list** of all planned expenditures. The items listed below must be included on the Budget Request Form(s) or Staff Salary Budget Request Form(s) and balance with the Requested Total Grant Amount.

Our goal for the Advertising and Promotional initiative is to widely promote the Tuscola County Veterans Affairs office and connect with as many Veterans, family members of Veterans, and widows as possible. Our office has found that advertising through local newspapers and distributing high-quality promotional items that are useful and easily accessible has been very successful. This approach has proven to be one of the most effective ways to reach veterans and educate them about the services our office offers. As a result, we receive numerous calls from veterans and their families, many of whom then visit our office, where our accredited VSO's (Veteran Service Officers) are able to advise, assist, and advocate on their behalf.

We are requesting funding to continue expanding our outreach across multiple platforms:

- Advertising:

Spectrum Reach: Monthly Breakdown in the Quote Provided totaling \$16500.

Campaign to target local Veterans in Tuscola County.

Campaign to run October 2025 through September 2026.

Plan includes:

- Streaming Television Ads with a 30 second commercial. Delivering 171,875 impressions at a \$32 CPM. (Cost per Thousand)
- Addressable Display Ads. Delivering 423,077 impressions at a \$13 CPM(Cost Per Thousand)
- Online video with a 30 second commercial. Delivering 239,130 impressions at a \$23 CPM. (Cost per Thousand)
- Production of a :30 commercial and of graphic banner ads included

Local newspapers (Tuscola County Advertiser ext.):

Burial Ads 3x per month November 25- August 26

30 Ads@ \$48 each = \$1440

Internet Ad 100.00 per month for 10 months =\$1000.00

Veterans day Ad in November 2025 = \$150

Memorial Day Ad May 2026= \$150.00

2x4 Ad 4 times per month for 10 months 40 ads @\$56.50= \$2260

Local Newspaper Totaling

\$5,000

- Promotional Items:

2027 Custom Calendars: 500 @ \$8:00 = \$4,000

Custom promotional T-shirts:Long Sleeve 125 @16.00=\$2000 / T shirts 160 @ 12.50=\$2000.00 Totally \$4,000

Challenge coins:500 coins @ 7.50 a piece= \$3,750

## PROGRAMMING/INITIATIVE JUSTIFICATION

Describe how the requested programming/initiative meets the purpose of the grant, to enhance the connection between veterans, eligible dependents, survivors and the federal veteran benefits they may have not accessed previously. Include how each initiative links to the Grant Focus Area identified in the Project Narrative.

We are requesting funding for advertising and promotional items based on the outstanding results achieved in previous years. We believe that this type of outreach significantly increases the number of veterans who visit our office to meet with an accredited VSO (Veteran Service Officer) and access the benefits they have earned and deserve.

**County Veteran Service Fund Grant  
Budget Request**

One initiative per page. Make additional sheets for each initiative.			
Applicant County	Grant Number	SIGMA Vendor Code	
Tuscola County Veterans Affairs	FOR MVAA USE ONLY	CV0048120-001	
<b>I. Project / Initiative Name</b>			
Advertising /Promotion Initiative			
<b>II. Project Total (Amount requested for this initiative)</b>			
			33,250.00
<b>III. Expenditure Details</b>			
Item / Service Description	Quantity	Cost Per Unit	Cost
2027 Custom Calenders	500	\$8.00	\$4,000.00
Custom Promotional T shirts	160	\$12.50	\$2,000.00
Custom Promtional Long sleeve Shirts	125	\$16.00	\$2,000.00
Custom Challenge Coins with Office Info	500	\$7.50	\$3,750.00
Burial Ads 3x per month 30 in total	30	\$48.00	\$1,440.00
Internet Advertisement	10	\$100.00	\$1,000.00
Veterans Day Advertisement	1	\$150.00	\$150.00
Memorial Day Advetisement	1	\$150.00	\$150.00
2x4 ad 4x's per month for 10 months 40 ads			\$0.00
Rotating in the Shoppers Advatange and Advertiser	40	\$56.50	\$2,260.00
Streaming TV Ads with a 30 second commercial Spectrum	171875	<del>\$0.03</del>	\$5,500.00
Addressable Display Ads With Spectrum Reach	423077	<del>\$0.01</del>	\$5,500.00
Online video with a 30 second commercial w/Spectrum	239130	<del>\$0.02</del>	\$5,500.00
		*Impressions	\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
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			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
		<b>Total</b>	\$33,250.00



603 E. Frank Street  
PO Box 522  
Caro, MI 48723  
(989) 823-3000

# ESTIMATE

## EST-12284

www.larsengraphics.com

Payment Terms: Net 30

Created Date: 6/16/2025

**DESCRIPTION:** 2025 Challenge Coins

**Bill To:** Tuscola County Veterans Affairs  
1309 Cleaver Road  
Caro, MI 48723  
US

**Pickup At:** Larsen Graphics, Inc.  
603 E. Frank Street  
PO Box 522  
Caro, MI 48723  
US

**Requested By:** Jess Vanochten  
Email: jvanochten@tchd.us  
Cell Phone: (989) 912-9911

**Salesperson:** House LGI

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	Challenge Coins w/ Office Info	500	\$7.50	\$3,750.00
<b>Subtotal:</b>				\$3,750.00
<b>Taxes:</b>				\$0.00
<b>Grand Total:</b>				\$3,750.00

Estimates given prior to completed/approved artwork and install times are a baseline only. Pricing may change depending on what the artwork reflects and if the art prep requires more time or if the install takes longer then quoted.

New customers will need to call and put down a 50% deposit. Customers who have established a rapport with LGI can disregard.

Estimates are valid for 15 days

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Quote #13145

QUOTE

Thank you for your business!

TCVA Shirts 2025 Grant



**Larsen Graphics Inc**  
 603 E. Frank Street  
 P.O. Box 522  
 Caro, Michigan 48723  
 (989) 823-3000  
<http://www.larsengraphics.com>  
[estimates@larsengraphics.com](mailto:estimates@larsengraphics.com)

**Created** June 16, 2025  
**Customer Due Date** June 16, 2025  
**Terms** Net 30  
**Total** \$4,000.00  
**Outstanding** \$4,000.00

**Customer Billing**

Larsen Graphics Inc.  
 Jaylee Burnham  
 603 East Frank Street  
 Caro, Michigan 48723  
[textile@larsengraphics.com](mailto:textile@larsengraphics.com)

**Customer Shipping**

Larsen Graphics Inc.  
 Jaylee Burnham  
 603 East Frank Street  
 Caro, Michigan 48723

**Customer Notes**

CONTACT: Jess Vanochten - [jvanochten@tchd.us](mailto:jvanochten@tchd.us)  
 Tuscola County Veteran's Affairs

Category	Item #	Color	Description	XS	S	M	L	XL	2XL	3XL	Qty	Items	Price	Taxed	Total
Screenprint	3001	Red	BELLA + CANVAS - Jersey Tee - 3001		20	25	45	45				135	\$12.50	-	\$1,687.50
Screenprint	3001	Red	BELLA + CANVAS - Jersey Tee - 3001						15			15	\$12.50	-	\$187.50
Screenprint	3001	Red	BELLA + CANVAS - Jersey Tee - 3001							10		10	\$12.50	-	\$125.00
Screenprint	3501	Red	BELLA + CANVAS - Jersey Long Sleeve Tee - 3501		22	22	28	28				100	\$16.00	-	\$1,600.00
Screenprint	3501	Red	BELLA + CANVAS - Jersey Long Sleeve Tee - 3501						17			17	\$16.00	-	\$272.00
Screenprint	3501	Red	BELLA + CANVAS - Jersey Long Sleeve Tee - 3501							8		8	\$16.00	-	\$128.00

Category	Item #	Color	Description	XS	S	M	L	XL	2XL	3XL	Qty	Items	Price	Taxed	Total
Design												0	\$0.00	-	\$0.00
															

Fee	Description	Qty	Amount	Taxed	Total
	Our invoice needs to match theirs.	1	\$0.00	-	\$0.00

**Total Quantity** 285  
**Item Total** \$4,000.00  
**Fees Total** \$0.00  
**Sub Total** \$4,000.00  
**Tax** \$0.00  
**Total Due** \$4,000.00  
**Paid** \$0.00  
**Outstanding** \$4,000.00

Please note that quotes are good for from the original date sent. Prices are subject to change without notice. ALL designs have a MAX of 3 revisions, anything over is subjected to additional art/design fees. Thank you!

Estimates given prior to completed/approved artwork is a baseline only. Pricing may change depending on what the artwork reflects and if the art prep requires more time. New customers will need to call and put down a 50% deposit. Customers who have established a rapport with LGI can disregard.





603 E. Frank Street  
PO Box 522  
Caro, MI 48723  
(989) 823-3000

# ESTIMATE

## EST-12283

www.larsengraphics.com

Payment Terms: Net 30

Created Date: 6/16/2025

**DESCRIPTION:** 2026 Grant Calendars(2027)

**Bill To:** Tuscola County Veterans Affairs  
1309 Cleaver Road  
Caro, MI 48723  
US

**Pickup At:** Larsen Graphics, Inc.  
603 E. Frank Street  
PO Box 522  
Caro, MI 48723  
US

**Requested By:** Jess Vanochten  
Email: jvanochten@tchd.us  
Cell Phone: (989) 912-9911

**Salesperson:** House LGI

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	Art Prep	1	\$0.00	\$0.00
2	2026 Calendars	500	\$8.00	\$4,000.00

Estimates given prior to completed/approved artwork and install times are a baseline only. Pricing may change depending on what the artwork reflects and if the art prep requires more time or if the install takes longer then quoted.

<b>Subtotal:</b>	\$4,000.00
<b>Taxes:</b>	\$0.00
<b>Grand Total:</b>	\$4,000.00

New customers will need to call and put down a 50% deposit. Customers who have established a rapport with LGI can disregard.

Estimates are valid for 15 days

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Tuscola County Health Department

## Veteran Affairs 2025 Proposal



### FIND

Target Audience:  
Adults 35+, Retired Military & Military

### REACH

Precise Targeting Across Screens:  
Data-informed targeting reaches your desired audience more precisely – meaning your ads are efficiently delivered to the right households.

### MEASURE

Performance & Transparency:  
AudienceTrak, 24/7 access with detailed metrics allows you to view campaign impressions, geography and creative to refine strategy as needed.

### CAMPAIGN DETAILS

Details	Est. Total Impressions	Gross Investment
Streaming TV	171,875	\$5,500.00
Addressable Display	423,077	\$5,500.00
Addressable Online Video	239,130	\$5,500.00
<b>TOTAL</b>	<b>834,082</b>	<b>\$16,500.00</b>



\*Subject to change based on availability at time of booking. Monthly Impressions subject to fluctuations based on user activity. All digital campaigns will deliver in full by campaign end. Targeting options may be adjusted for delivery and performance optimization. 30 day written cancellation required.

Client Name

Date

Client Signature



## ADVERTISING PROPOSAL

### TUSCOLA COUNTY VETERANS' AFFAIRS 2025/26

**\*BURIAL ADS 3X PER MONTH FROM NOV - AUG in the Advertiser**

30 ads for \$48 ea. beginning Nov 5, 2025	\$1440
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**\*Internet ad \$100 per month Nov-Aug**

**\$1000**

**\*Veterans Day ad in Nov 2025**

**\$150**

**\*Memorial Day ad in May 2026**

**\$150**

**\*2x4 ad 4 times per month for 10 months (40 ads) beginning Nov 8, 2025**

Rotating in Shoppers Advantage and the Advertiser

**\$2260**

**On every printed ad \*Funded in whole or in part by the Michigan Veterans Affairs Agency**

**TOTAL COST OF ADVERTISING**

**\$5,000**

## PROJECT DETAIL

Enter the name of the initiative in the Project Title and which of the four initiative categories listed in the Grant Guidance the initiative falls into in the Grant Focus Area.

<b>Project Title</b>	Office Upgrade Initiative
<b>Grant Focus Area</b>	Veteran Service Office Capacity Building

## PROJECT NARRATIVE

Describe, in detail, the project/initiative and how grant funds will be used to execute. Include how the project/initiative links to the Grant Focus Area.

Our goal for the FY 26 Veterans Service Fund Grant with the Office Upgrade Initiative is to enhance our facilities to better serve our Veterans and community. This initiative aims to make our office more welcoming, professional, and functional, providing Veterans with a secure and convenient environment for their appointments and interactions with our Veteran Service Officers (VSOs). Some Veterans have trouble getting up from the chairs we previously have. We would like to accommodate them where they are comfortable and feel safe.

## BUDGET NARRATIVE/JUSTIFICATION

Describe the budget and include an **itemized list** of all planned expenditures. The items listed below must be included on the Budget Request Form(s) or Staff Salary Budget Request Form(s) and balance with the Requested Total Grant Amount.

### Interior Comfort and Functionality for our Veterans

Provide high hip chairs that are oversized for our Veterans who have trouble sitting lower to the ground, These chairs provide the Veterans comfort, and it is easier to get out of the chairs while applying for benefits.

High hip Chairs- 4 chairs @\$499= \$1996.00

Normal Waiting Room Chairs 7 chairs @ \$250.00= \$1750.00

## PROGRAMMING/INITIATIVE JUSTIFICATION

Describe how the requested programming/initiative meets the purpose of the grant, to enhance the connection between veterans, eligible dependents, survivors and the federal veteran benefits they may have not accessed previously. Include how each initiative links to the Grant Focus Area identified in the Project Narrative.

These upgrades will help our office improve service, provide a professional environment, making veterans feel more comfortable and respected during their visits. By undertaking these upgrades, we aim to create a welcoming, secure, and professional environment that honors our Veterans and enhances the effectiveness of our services.

**County Veteran Service Fund Grant  
Budget Request**

One initiative per page. Make additional sheets for each initiative.			
Applicant County	Grant Number	SIGMA Vendor Code	
Tuscola County Veterans Affairs	FOR MVAA USE ONLY	CV0048120-001	
<b>I. Project / Initiative Name</b>			
Office Upgrade Initiative			
<b>II. Project Total (Amount requested for this initiative)</b>			
		\$3746	3750
<b>III. Expenditure Details</b>			
Item / Service Description	Quantity	Cost Per Unit	Cost
High Hip Chairs for Disabled Clients	4	\$499.00	\$1,996.00
Regular Waiting room Chairs	7	\$250.00	\$1,750.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
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			\$0.00
		<b>Total</b>	\$3,746.00



Customer Name: Tuscola County Health Dep -  
Npp  
6-17-2025

\$ Quote Summary	
Total	\$3,500.00



**Boss Office Products Box Arm Faux Leather Guest Chair, Black/Mahogany (B619)**

Quantity 7

SKU: 310007

TOTAL: \$1,750.00

New Price: \$250.00 (Staples UOM Price: \$250.00)



**Alera Madaris Soft-Touch Leather Guest Chair With Wood Trim Legs, Mahogany/Black**

Quantity 7

SKU: ALEMA43ALS10M

TOTAL: \$1,750.00

New Price: \$250.00 (Staples UOM Price: \$250.00)



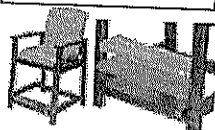
ome > Drive Medical >

*for the road ahead™*  
**drive**



Drive Hip-High Chair, Maple Wood  
Frame Construction Adjustable Footrest

**Larger Photo**



**Drive Hip-High Chair,  
Maple Wood Frame  
Construction Adjustable  
Footrest**

*0Reviews*

Drive Hip-High Chair, Maple Wood  
Frame Construction Adjustable  
Footrest

[Add To Cart](#)

~~List Price: \$998.00~~

**Our Price: \$499.00**

**You save \$499.00!**

**Ships WARNING:** This product can expose you to chemicals, including di(2-ethylhexyl)phthalate (DEHP), which is known to the State of California to cause cancer. For more information go to [www.P65Warnings.ca.gov](http://www.P65Warnings.ca.gov).

Product Code: DRIVE-17100-  
HIPHIGHCHAIR

**Description**

**Drive Hip-High Chair, Maple Wood Frame Construction Adjustable Footrest**

This Drive Medical Hip-High Chair is constructed of solid maple hardwood and has been designed for people recovering from hip surgery allowing them to sit without over stressing the hip joint. A chair like this is also useful for the person who has a difficult time arising from a lower seat. The armrests make sitting down or pushing up to get out of the chair safe and easy. The vinyl seat and backrest are comfortable, durable and water resistant. There are three footrest height adjustments providing maximum comfort and an ideal ergonomic fit.

- Designed for post-hip surgery residents.
- Provides sitting without bending at the hip.
- Armrests make sitting down or pushing up to get out from the chair safe and easy.

## BUDGET STATUS REPORT

Fund 295 VOTED VETERANS

Tuscola County

Department 446 CONTROL

Period Ending Date: December 31, 2017

Account Number Account Name	Previous Actual	Current Year Appropriated Budget	Current Year Total Amended Budget	Month-to-date Actual	Current Year-to-date Actual	Current Budget Balance	Percentage Spent/Received
Fund 295 VOTED VETERANS							
Fiscal Year 2017							
Department 446 CONTROL							
Revenues							
446-402-000							
CURRENT/DELINQUENT TAXES	240,140.88	249,542.00	249,542.00	73.62	238,699.62	10,842.38	95.66%
446-402-891							
CURRENT TAX WIND REVENUE	56,605.65	43,832.00	43,832.00	0.00	54,396.36	-10,564.36	124.10%
446-539-000							
VETERANS STATE GRANT	2,473.39	0.00	15,000.00	0.00	15,000.00	0.00	100.00%
446-665-000							
INTEREST REVENUE	593.97	0.00	1,000.00	376.69	1,624.06	-624.06	162.41%
Revenues Total	299,813.89	293,374.00	309,374.00	450.31	309,720.04	-346.04	100.11%
Expenses							
446-700-000							
WAGE/FRINGE HD	83,695.46	97,000.00	97,000.00	23,697.00	105,270.93	-8,270.93	108.53%
446-727-000							
SUPPLIES	6,966.11	6,231.00	6,231.00	5,750.00	10,278.81	-4,047.81	164.96%
446-801-000							
COMPUTER/CONTRACTUAL	0.00	0.00	5,100.00	0.00	5,096.69	3.31	99.94%
446-802-000							
LEGAL	1,396.04	0.00	1,000.00	178.93	955.30	44.70	95.53%
446-809-000							
MEMBERSHIP AND SUBSCRIPTIONS	165.00	110.00	110.00	110.00	242.00	-132.00	220.00%
446-833-000							
VETERANS BURIAL	7,750.00	10,000.00	10,000.00	600.00	8,525.00	1,475.00	85.25%
446-851-000							
PHONE	1,648.69	1,800.00	1,800.00	484.00	2,159.98	-359.98	120.00%
446-861-000							
MILEAGE	0.00	1,620.00	1,620.00	0.00	759.38	860.62	46.88%
446-865-910							
LIABILITY INSURANCE	174.32	970.00	970.00	287.00	310.11	659.89	31.97%
446-891-000							
ESCROW PORTION OF WIND REVENUE	0.00	10,450.00	10,450.00	0.00	0.00	10,450.00	0.00%
446-901-000							
ADVERTISING	927.85	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00%
446-931-000							
REPAIRS AND MAINTENANCE	854.74	0.00	0.00	0.00	0.00	0.00	0.00%
446-934-000							
EQUIPMENT MAINTENANCE	881.87	400.00	400.00	165.00	375.81	24.19	93.95%
446-935-000							
OFFICE FURNITURE/EQUIPMENT	1,205.15	6,700.00	6,700.00	2,402.00	2,402.00	4,298.00	35.85%

# BUDGET STATUS REPORT

Fund 295 VOTED VETERANS

Tuscola County

Department 446 CONTROL

Period Ending Date: December 31, 2017

Account Number	Previous Actuals	Current Year Appropriated Budget	Current Year Total Amended Budget	Month-to-date Actual	Current Year-to-date Actual	Current Budget Balance	Percentage Spent/Received
Account Name							
446-936-000 JUSTICE DATA SYSTEM	0.00	0.00	0.00	0.00	650.00	-650.00	100.00%
446-940-000 SPACE RENT	4,369.80	4,629.00	0.00	0.00	0.00	0.00	0.00%
446-957-000 TRAINING	1,845.16	1,000.00	1,000.00	0.00	403.13	596.87	40.31%
446-964-000 REFUNDS & REBATES	0.00	0.00	70.00	0.00	65.20	4.80	93.14%
446-965-101 GF LOAN PAYBACK ON ADVANCE	34,500.00	0.00	0.00	0.00	0.00	0.00	0.00%
446-981-000 VETERANS VAN	16,072.60	16,500.00	16,500.00	0.00	0.00	16,500.00	0.00%
446-999-101 INDIRECT COST GF (NON SPACE)	0.00	0.00	451.00	0.00	451.00	0.00	100.00%
446-999-102 INDIRECT COSTS GF (SPACE)	0.00	0.00	2,967.00	0.00	2,967.00	0.00	100.00%
446-999-221 INDIRECT COST HEALTH DEPT	27,350.41	25,200.00	25,200.00	5,414.00	24,131.14	1,068.86	95.76%
446-999-293 TRANSFER SOLDIERS RELIEF	40,000.00	40,000.00	40,000.00	0.00	40,000.00	0.00	100.00%
Expenses Total	229,803.20	223,610.00	228,569.00	39,087.93	205,043.48	23,525.52	89.71%
CONTROL Dept Total	70,010.69	69,764.00	80,805.00	-38,637.62	104,676.56	-23,871.56	129.54%
Revenues Total	299,813.89	293,374.00	309,374.00	450.31	309,720.04	-346.04	100.11%
Expenses Fund Total	229,803.20	223,610.00	228,569.00	39,087.93	205,043.48	23,525.52	89.71%
Net (Rev/Exp)	70,010.69	69,764.00	80,805.00	-38,637.62	104,676.56	-23,871.56	
Beginning/Adjusted Balance	70,490.27						
	+	YTD Revenues	YTD Expenses	Current Fund Balance			
		309,720.04	205,043.48	= 175,166.83			

REVENUE AND EXPENDITURE REPORT FOR TUSCOLA COUNTY

PERIOD ENDING 01/31/2025

GL NUMBER	DESCRIPTION	END BALANCE	2025		YTD BALANCE	ACTIVITY FOR	AVAILABLE	BDGT USED
		12/31/2024 NORM (ABNORM)	ORIGINAL BUDGET	2025 AMENDED BUDGET	01/31/2025 NORM (ABNORM)	MONTH 01/31/25 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 295 - VOTED VETERANS								
Revenues								
Dept 000 - CONTROL								
295-000-573.000	PPT REIMBURSEMENT	0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 000 - CONTROL		0.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
Dept 100 - CONTROL								
295-100-402.000	CURRENT/DELINQUENT TAXES	313,264.08	336,956.00	336,956.00	100.14	100.14	336,855.86	0.03
295-100-402.891	CURRENT TAX WIND REVENUE	58,905.75	53,022.00	53,022.00	0.00	0.00	53,022.00	0.00
295-100-573.000	PPT REIMBURSEMENT	1,700.87	0.00	0.00	0.00	0.00	0.00	0.00
295-100-665.000	INTEREST REVENUE	3,655.15	3,000.00	3,000.00	181.61	181.61	2,818.39	6.05
295-100-674.000	PRIVATE CONTRIBUTIONS AND DONA	19,545.93	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
Total Dept 100 - CONTROL		397,071.78	402,978.00	402,978.00	281.75	281.75	402,696.25	0.07
TOTAL REVENUES		397,071.78	404,978.00	404,978.00	281.75	281.75	404,696.25	0.07
Expenditures								
Dept 100 - CONTROL								
295-100-700.000	WAGEFRINGE HD	299,925.65	316,702.00	316,702.00	0.00	0.00	316,702.00	0.00
295-100-727.000	SUPPLIES, PRINTING & POSTAGE	464.26	1,704.00	1,704.00	0.00	0.00	1,704.00	0.00
295-100-801.000	COMPUTER/CONTRACTUAL	1,959.75	1,449.00	1,449.00	0.00	0.00	1,449.00	0.00
295-100-802.000	LEGAL	126.70	0.00	0.00	0.00	0.00	0.00	0.00
295-100-809.000	MEMBERSHIP AND SUBSCRIPTIONS	319.99	440.00	440.00	0.00	0.00	440.00	0.00
295-100-833.000	VETERANS BURIAL	5,100.00	9,000.00	9,000.00	0.00	0.00	9,000.00	0.00
295-100-851.000	PHONE	992.48	342.00	342.00	0.00	0.00	342.00	0.00
295-100-861.000	MILEAGE	599.58	450.00	450.00	0.00	0.00	450.00	0.00
295-100-865.910	LIABILITY INSURANCE	793.36	1,791.00	1,791.00	0.00	0.00	1,791.00	0.00
295-100-901.000	ADVERTISING	0.00	500.00	500.00	0.00	0.00	500.00	0.00
295-100-934.000	EQUIPMENT MAINTENANCE	1,390.92	510.00	510.00	0.00	0.00	510.00	0.00
295-100-940.000	SPACE RENT	13,747.20	13,747.00	13,747.00	0.00	0.00	13,747.00	0.00
295-100-957.000	TRAINING	483.81	2,920.00	2,920.00	0.00	0.00	2,920.00	0.00
295-100-999.101	INDIRECT COST GF (NON SPACE)	3,601.00	2,817.00	2,817.00	704.25	704.25	2,112.75	25.00
295-100-999.221	INDIRECT COST HEALTH DEPT	73,860.20	77,260.00	77,260.00	0.00	0.00	77,260.00	0.00
Total Dept 100 - CONTROL		403,364.90	429,632.00	429,632.00	704.25	704.25	428,927.75	0.16
TOTAL EXPENDITURES		403,364.90	429,632.00	429,632.00	704.25	704.25	428,927.75	0.16
Fund 295 - VOTED VETERANS:								
TOTAL REVENUES		397,071.78	404,978.00	404,978.00	281.75	281.75	404,696.25	0.07
TOTAL EXPENDITURES		403,364.90	429,632.00	429,632.00	704.25	704.25	428,927.75	0.16
NET OF REVENUES & EXPENDITURES		(6,293.12)	(24,654.00)	(24,654.00)	(422.50)	(422.50)	(24,231.50)	1.71
G. FUND BALANCE		46,910.55	46,910.55	46,910.55	46,910.55			
NET OF REVENUES/EXPENDITURES - 2024					(6,293.12)		(6,293.12)	
ND FUND BALANCE		40,617.43	22,256.55	22,256.55	40,194.93			



## **FY26 COUNTY VETERAN SERVICE FUND GRANT**

### **PIV Verification Form for Affiliates**

By digitally signing this form you are certifying that you currently have an active VA PIV Card and are providing the full date of expiration that is displayed on the lower section of the card. Providing false information relating to a government ID card can result in disciplinary action and removal of the access by the Agency.

Instructions: Forward form to your VA.gov email and open while signed into Citrix. Select certificates (side margin area), fill out the form, then look for "digitally sign" at the top. To sign, highlight the signature block and then "sign" with current PIV credentials. Please return completed form to [mvaagrants@michigan.gov](mailto:mvaagrants@michigan.gov) on or before September 24, 2026. Thank you.

**Tuscola**

County

**John W. Boggs**

Name on PIV Card

**08/15/2025**

Date of expiration (month, day, and year)

**JOHN BOGGS (Affiliate)**

Digitally signed by JOHN BOGGS (Affiliate)

Date: 2025.06.12 10:56:39 -04'00'

Signature of Employee (must digitally sign using PIV Card)

## SUBMISSION OF APPLICATION

Type an "X" in the box for confirmation of the following statements

I understand that my County must become registered to do business with the State of Michigan prior to receiving any grant funding. Registration is available at the following website: <a href="http://www.michigan.gov/SIGMAVSS">www.michigan.gov/SIGMAVSS</a> .	X
I have included a digitally signed FY26 PIV Verification Form indicating active remote access to the United States Department of Veterans Affairs computing systems or will submit one no later than <b>September 25, 2026</b> .	X
I understand that my County must submit Michigan Veterans Trust Fund applications for emergency assistance prior to utilizing the County Veteran Service Fund when applicable.	X
I have included itemized Budget Request Forms for each initiative/program/salary request.	X
I have included a FY17 and current year county budget for the veteran service office that provides assistance to veterans and/or family members.	X
I understand that I should receive an email confirmation of submission of my application within 24 business hours, and if I do not receive an email confirmation, I should contact the agency for confirmation.	X
I understand that the grant agreement must be signed by the <b>Authorized Official</b> before grant funds can be expended.	X

Signature: \_\_\_\_\_

Authorized Official

Date: \_\_\_\_\_

7-23-2025

REVENUE REPORT FOR TUSCOLA COUNTY  
PERIOD ENDING 09/30/2025

09/04/2025

		A	B	C	D	E	
			YTD BALANCE	AVAILABLE			
		2025	09/30/2025	BALANCE	% BDGT	BUDGET	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)	USED	AMENDMENT	REQUESTED
		Original Budget + any approved	Amount used to date	Unused = Budget - used funds = Available A - B = C	% of Budget used B / A = D		
Fund 101 - GENERAL FUND							
Revenues							
Dept 000 - CONTROL							
101-000-580.253	STATE JURY REIMB	\$15,000.00	\$16,808.60	-\$1,808.60	\$112.06	\$2,000.00	Budget to actual
101-000-628.215	CLERK LIVESCAN FEES	\$0.00	\$1,290.00	-\$1,290.00	\$100.00	\$2,295.00	based on trending revenue
101-000-672.390	USE OF FUND BALANCE	\$620,256.00	\$0.00	\$620,256.00	\$0.00	(\$192,084.00)	reduce budgeted us of fund balance
REIMBURSEMENT ELECTION							
101-000-676.090	INSPECTORS	\$0.00	\$43,906.59	-\$43,906.59	\$100.00	\$44,000.00	Budget to actual
REIMBURSEMENTS-TREASURER							
101-000-676.253	REIMB - SCHOOL ELECTION	\$1,000.00	\$104,867.26	-\$103,867.26	\$10,486.73	\$103,626.00	Budget to actual
COST							
101-000-677.191	REIMB-TWP ELECTION	\$6,000.00	\$18,547.45	-\$12,547.45	\$309.12	\$13,000.00	Budget to actual
SUPPLIES							
101-000-678.191		\$2,500.00	\$29,622.91	-\$27,122.91	\$1,184.92	\$27,163.00	Budget to actual
Total Dept 000 - CONTROL		17,132,142.00	7,430,499.61	9,701,642.39	43.37		
TOTAL REVENUES		17,132,142.00	7,430,499.61	9,701,642.39	43.37		
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		17,132,142.00	7,430,499.61	9,701,642.39	43.37		

101-000-672-390 BUDGETED USE OF FUND BALANCE		
2025 ORIGINAL BUDGET	01/01/2025	\$650,958
MOTION 2025-M-022	02/10/2025	(\$30,702)
Budget As of	09/05/2025	\$620,256
nt due to budget sweeps		(\$192,084)
oposed amendment		\$428,172

# BUDGET ADJUSTMENT

BATCH:

09/05/2025

Account	Description	INCREASE	DECREASE
<b>General Fund Revenue</b> Budget Sweep			
101-000-580-253	STATE JURY REIMB	2,000	
101-000-628-215	CLERK LIVESCAN FEES	2,295	
101-000-672-390	USE OF FUND BALANCE		192,084
101-000-676-090	REIMB ELECTION INSP	44,000	
101-000-676-253	REIMB TREASURER	103,626	
101-000-677-191	REIMB SCHOOL ELECTION	13,000	
101-000-678-191	REIMB TWP ELEC SUPP	27,163	
		192,084	192,084