



AGENDA
Committee on Ways and Means
Friday, August 28, 2020 @ 8:30 a.m.

<https://us02web.zoom.us/j/84070360390>; ID: 840 7036 0390; Dial In: (646) 876-9923
email comments prior to the meeting to sherrie.boak@lansingmi.gov

Councilmember Wood, Chair
Councilmember Spadafore, Vice Chair
Council Member Jackson, Member

1. Call to Order

2. Approval of Minutes

- August 3 , 2020

3. Public Comment on Agenda Items

4. Discussion/Action:

A.) RESOLUTION – Grant Acceptance; Lansing Economic Development Corporation grant for Economic Recovery Resource Developer Position

B.) RESOLUTION – Grant Acceptance; Michigan Department of Treasury First Responder Hazard Pay Premiums Program; Hazard Pay for Law Enforcement Officers, Firefighters, Emergency Medical Technicians, Paramedics and Correction Officers

C.) DISCUSSION- Fiscal Year 2021/2022 Budget Priorities

5. Other

6. Adjourn

With Executive Order 2020-4, Governor Whitmer declared a statewide State of Emergency due to the spread of the novel coronavirus (COVID-19). To mitigate the spread of COVID-19 and to provide essential protections to vulnerable Michiganders and this State's health care system and other critical infrastructure, it is crucial that all Michiganders take steps to-limit in-person contact, particularly in the context of large groups. Therefore, the above meetings will be conducted via audio/video conference.

The meetings are being held electronically in accordance with the Open Meetings Act in an effort to protect the health and safety of the public. Members of the public wishing to participate in the meeting may do so by logging into or calling into the meetings using the website or phone number above, and meeting ID provided. Michigan Executive Order 2020-154 provides temporary authorization of remote participation in public meetings and hearings. Persons with disabilities who need an accommodation to fully participate in these meetings should contact the City Council Office at 517-483-4177 (TTY 711) 24 hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodation requests.

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MINUTES

Committee on Ways and Means Special Meeting Monday, August 3, 2020 @ 12:00 p.m.

Via Zoom: <https://us02web.zoom.us/j/86349636821>; Meeting ID: 863 4963 6821; Dial In: (312) 626 6799

CALL TO ORDER

The meeting was called to order at 12:00 p.m.

Members Present via audio/video

Council Member Carol Wood, Chair
Council Member Peter Spadafore, Vice Chairperson
Council Member Brian T Jackson, Member- absent

OTHERS PRESENT

Sherrie Boak, City Council Office Manager
Chief Green, LPD
Judy Kehler, Chief Strategy Officer
Joe McClure, LPD
Jake Brower, Budget Director
Jim Smiertka, City Attorney
Lisa Hagen, Assistant City Attorney

Minutes

MOTION BY COUNCIL MEMBER SPADAFORE TO APPROVE THE MINUTES FROM JULY 24, 2020 AS PRESENTED. MOTION CARRIED 2-0.

Public Comment

No public present at this time.

Discussion/Action

REPORT – Chief Strategy Officer Update on Police Budget Details

Council Member Wood asked staff to share the screen with the report from the Chief Strategy Officer. Ms. Kehler began with the General Fund breakdown on the dedicated mill and fees specific to the LPD. Council Member Wood asked Council Member Spadafore if based on the fact the revenues come into the general pot, does this meet his request. Council Member Spadafore stated it does get him what is discretionary dollars. Ms. Kehler asked for his definition of discretionary, and Council Member Spadafore stated his definition would be discretionary in applying the funds to other areas after removing the fixed costs or voter millage. Ms. Kehler noted it is not discretionary, there is a statue on what funds can be spent on. The mills are designated

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and the fees are tied to ordinance. Council Member Spadafore asked if there was any language with BWL contract on where those funds from return on equity have to be spent with law enforcement, and was told that was correct. Ms. Kehler added that General Fund dollars by definition have to be based on public use, then referred the Committee to the document from the last meeting on general revenue standards. Council Member Spadafore stated then that it is discretionary and legal, the general funds are not tied to LPD, it could be used under legal guidance for other areas in the City.

The discussion then moved to the breakdown on the legacy costs. After the review of those items on the report, Council Member Spadafore asked if salaries could be broken down to patrol, investigator, social workers, etc. Council Member Wood noted that is already in the budget line item, and that could be added to this report. Ms. Kehler noted that there is \$300,000 contractual or salaried for crossing guards with the school. Mr. McClure noted the crossing guards are contracted out. The Committee moved into the overview of the operating items. Council Member Wood pointed out the line for Contractual does list the \$300,000 for the previous discussion on crossing guards. She then asked Ms. Kehler to detail that out, in addition to detailing out vehicle rental, information technology, utilities, communication and phones, building rent, equipment rental and insurance and bonds noting that those lines items all have to happen to have a police department. Regarding uniforms, Chief Green noted that uniforms can encompass camera batteries, protective equipment, so more items then just an actual uniform. Council Member Wood encouraged making a change to have a note detailing out the uniform line item.

Regarding the topic of Special Revenue Funds, Ms. Kehler stated these are specifically appropriate from Council. She then asked for confirmation on the definition she used for General Funds. It was determined by Committee it was appropriate and could be moved to the first page where the General Fund is at.

Lastly the Committee reviewed page 3, which listed out the staffing for FY2019, FY2020 and FY2021 with total personnel. It was noted in the graph that in the 247 of FY 2021 there are 12 community officers and 1 social worker. The bottom of that graph outlined the legacy costs in percentage. Council Member Spadafore asked if the final is exclusive legacy costs, and asked that a line be included to stated inclusive and then one for non-legacy costs.

Council Member Wood asked Ms. Boak to email Ms. Kehler outlining under the Michigan Taxes that speaks to the fact that police and fire do not receive social security, and since she was not sure if the public was aware of that, it would be worth noting in the report. Ms. Boak sent the email to Ms. Kehler at this time (12:31 p.m). Council Member Wood asked Ms. Kehler to included LPD history, budget process and Chapter 23, to include the social security information to that.

Ms. Kehler was asked if the most recent updates could be provided by end of day so the Committee on Equity, Diversity and Inclusion has it for their meeting tonight. Ms. Kehler stated that was possible, and Council Member Spadafore noted it will also appear on the overview for discussion at the Council meeting.

Other

No other topics of discussion.

ADJOURN

Adjourned at 12:32 p.m.

Submitted by,

Sherrie Boak, Council Office Manager

Lansing City Council

Approved by the Committee on _____



LANSING CITY COUNCIL

GRANT INFORMATION FORM

(Required for all grant applications and acceptances)

REFERRAL DATE: 8/24/2020
GRANT NAME: Economic Recovery Resource Developer (ERRD)
DEPARTMENT: Dept of Economic Development and Planning - EDP (Grantee, ERRD Management/Supervision)
Lansing Economic Development Corporation - LEDC (Grantor)

CONTACT PERSON (INCLUDE EMAIL AND PHONE):
EDP: Brian McGrain, Director, brian.mcgrain@lansingmi.gov, 517-483-4060
LEDC: Kris Klein, LEAP, kris@purelansing.com, 517-599-1136

APPLICATION DATE: N/A AWARD DATE: 8/7/2020 (ERRD Contract approved by LEDC Board)

GRANT CYCLE: 12 Months (from date of ERRD hire) Check One: Annual One-Time

FUND AMOUNT: \$100,000 (Breakdown below should total this amount)

GOODS & SERVICES	<u>\$100,000.00</u> (Contract for Services)
PERSONNEL	<u>\$0.00</u>
CONSTRUCTION	<u>\$0.00</u>
LAND	<u>\$0.00</u>
OTHER (Training)	

CITY MATCH (IF APPLICABLE): \$0

GRANT PAYS FOR: Fulltime contracted person to serve as the City's ERRD

FUND ALLOCATIONS (Please describe the purpose of the grant and allowable uses):

[See page two]

The COVID-19 pandemic has had sudden, severe, and lasting economic impacts on the City's local economy. The City, in coordination with the LEDC, has implemented the Lansing Small Business Recovery Program ("LSBRP") to identify the urgent needs of small businesses and provide immediate relief and assistance; help with restart operations and work to strengthen surviving businesses; and identify programs and resources available to provide programming and financial assistance to surviving businesses so they can rebound by adapting to the changed economic and social environments.

The City and the LEDC, to achieve the goals of the LSBRP, have recognized the need for a fulltime contracted person to serve as the City's COVID-19 Economic Recovery Resource Developer ("ERRD"). The ERRD would concentrate on identifying funding opportunities and potential partners to coordinate with fundraising efforts; building or tapping into a network of businesses to identify and better understand immediate and long-term needs, including minority owned businesses and other disproportionately impacted groups; creating linkages between various funding opportunities and qualified local applicants who can apply for those funds; fostering mutually-beneficial relationships with current and future partners at the local, state, and federal level; and communicating and building relationships with private industry and potential funders.

Subject to the terms of the ERRD Contract, the LEDC will provide up to \$100,000 of funding to support the ERRD position ("LEDC Funding"). The City may expend the LEDC Funding only for the following purposes: (1) to compensate and provide benefits to the ERRD for services performed through December 31, 2021; (2) to pay program expenses in connection with the ERRD position; (3) to otherwise provide resources directly in support of the ERRD position; and (4) for other purposes to which the LEDC consents in writing or by email.

BY THE COMMITTEE ON WAYS AND MEANS
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, due to the ongoing effects of the COVID-19 pandemic on the businesses within the City of Lansing, the City and the Lansing Economic Development Corporation (LEDC) have determined that there is a need for a single position responsible for locating and obtaining additional funds to assist business recovery; and

WHEREAS, the LEDC will provide the City with \$100,000.00 in funding for such a position, with no City match, if the City will administrate and establish the contract for the position.

NOW, THEREFORE, BE IT RESOLVED, that the Lansing City Council approves acceptance of the \$100,000.00 grant for the purposes of funding an Economic Recovery Resource Developer position;

BE IT FINALLY RESOLVED, the Administration is authorized to execute any documents necessary to accept the funds, receive the funds, create the necessary accounts, and make necessary transfers for administration in accordance with the requirements of the LEDC.

**CONTRACT BETWEEN
THE CITY OF LANSING
AND
THE LANSING ECONOMIC DEVELOPMENT CORPORATION
TO HIRE A
COVID-19 ECONOMIC RECOVERY RESOURCE DEVELOPER**

This Contract is entered into between the Lansing Economic Development Corporation, a non-profit corporation organized and existing under the laws of the state of Michigan (the “LEDC”), and the City of Lansing, a Michigan municipal corporation (the “City”).

BACKGROUND

The COVID-19 pandemic has had sudden, severe, and lasting economic impacts on the City’s local economy.

The City, in coordination with the LEDC, has implemented the Lansing Small Business Recovery Program (“LSBRP”) to identify the urgent needs of small businesses and provide immediate relief and assistance; help with restart operations and work to strengthen surviving businesses; and identify programs and resources available to provide programming and financial assistance to surviving businesses so they can rebound by adapting to the changed economic and social environments.

The City and the LEDC, to achieve the goals of the LSBRP, have recognized the need for a fulltime contracted person to serve as the City’s COVID-19 Economic Recovery Resource Developer (“ERRD”). The ERRD would concentrate on identifying funding opportunities and potential partners to coordinate with fundraising efforts; building or tapping into a network of businesses to identify and better understand immediate and long-term needs, including minority-owned businesses and other disproportionately impacted groups; creating linkages between various funding opportunities and qualified local applicants who can apply for those funds; fostering mutually-beneficial relationships with current and future partners at the local, state, and federal level; and communicating and building relationships with private industry and potential funders.

The City and the LEDC have identified the opportunity to support the City’s engagement of an ERRD under the terms of this Contract.

AGREEMENT

1. ERRD Position

a. The City will engage an ERRD as a City employee or independent contractor by December 30, 2020. The initial term of the ERRD’s position will run at least through December 31, 2021. The parties will cooperate to modify this Contract as appropriate if the City is unable to hire a qualified ERRD for at least the 2021 calendar year.

b. The ERRD will be an employee or independent contractor of the City, and not of the LEDC. Except as provided in this Agreement, the City retains complete discretion and responsibility regarding the ERRD's position, engagement (which for all purposes of this Contract means employment or retention as an independent contractor, as applicable), activities, compensation, and related matters. The City will pay all expenses and provide all resources in support of the ERRD position, except only that the LEDC will provide the LEDC Funding as required by this Contract. The City will comply with all laws affecting the ERRD's engagement, activities, and related matters.

c. The ERRD will be supervised by the City's Director of Economic Development and Planning. The ERRD will be responsible for supporting the continued implementation and development of the LSBRP, including by performing the tasks described below.

i. *Pursuing opportunities*: Identify public and private funding opportunities, respond to opportunities, develop proposals, and coordinate with City partners to secure resources to advance economic recovery efforts. Position the City and entities within Lansing to apply for and receive funding.

ii. *Coordination and collaboration*: Liaise closely with the Community Response Cabinet, City departments, commercial districts, LEAP, LEDC, and the Lansing Regional Chamber of Commerce. Work to support and coordinate related fundraising efforts of these partners.

iii. *Build a networked community of businesses*: Understand their immediate and long-term needs, including minority-owned businesses and other disproportionately impacted groups.

iv. *Matchmaking*: Curate resources and opportunities. Create linkages between opportunities discovered and the most appropriate local entity to pursue opportunity.

v. *Relationship building*: Foster mutually-beneficial relationships with current and future partners at the local, state, and federal level. Communicate and build relationships with private industry and funders.

vi. *Other Duties*: Such other duties as may be prescribed by the City to the ERRD. The City will prescribe duties to the ERRD that the LEDC reasonably requests. The ERRD will not be asked to perform duties that do not support the economic recovery efforts in the City.

2. **LEDC Funding**

a. Subject to the terms of this Contract, the LEDC will provide up to \$100,000 of funding to support the ERRD position through December 31, 2021 (the "**LEDC Funding**"). In no event will the LEDC's responsibility under this Contract exceed \$100,000.

b. The City may expend the LEDC Funding only for the following purposes: (1) to compensate and provide benefits to the ERRD for services performed through December 31, 2021; (2) to pay program expenses in connection with the ERRD position; (3) to otherwise provide

resources directly in support of the ERRD position; and (4) for other purposes to which the LEDC consents in writing or by email. The City agrees to repay to the LEDC any LEDC Funding that the LEDC has advanced to the extent that the City does not timely expend that funding for a purpose permitted by this Agreement.

c. The LEDC will advance the LEDC Funding to the City on the following schedule, provided that the ERRD remains engaged and that the LEDC's Board of Directors is satisfied with the ERRD's performance through the relevant date:

- i. \$22,500 after the ERRD's start date;
- ii. \$22,500 after the City has employed the ERRD for 90 days;
- iii. \$22,500 after the City has employed the ERRD for 180 days;
- iv. \$22,500 after the City has employed the ERRD for 270 days; and

v. \$10,000 as a performance payment after the City has employed the ERRD for one year, provided that the ERRD's performance is at that time evaluated as highly satisfactory by both the City and the LEDC's Board of Directors.

The advance described in i. is conditioned on the City delivering to the LEDC an executed copy of the employment or independent contractor agreement between the City and the ERRD, as well as the City's other compliance with Section 3.a. Each of the advances described in ii. through iv. is conditioned on the City providing a satisfactory Quarterly Report to the LEDC covering the prior 90 days. The performance payment described in v. is conditioned on the City providing a satisfactory Annual Narrative Report covering the prior year.

d. The City will notify the LEDC when the conditions to an advance become satisfied. The City will include with the notice an invoice requesting the relevant advance, as well as the other required documentation (e.g., report). The LEDC will pay each advance within ten days of it determining that the conditions to the advance have been satisfied.

e. If the LEDC's Board of Directors determines that it is unsatisfied with the ERRD's performance, the Chairman of the Board will notify the City's Director of Economic Development and Planning of the LEDC's concerns and whether the LEDC intends to withhold future advances, or the circumstances under which the LEDC may withhold future advances. The City will then work promptly with the ERRD to address the concerns. The LEDC's obligations to make further advances are conditioned on the concerns being addressed to the LEDC's Board's satisfaction.

f. The LEDC will not advance LEDC Funding after the termination of the ERRD's engagement or this Contract, nor will the LEDC advance LEDC Funding with respect to services performed after December 31, 2021.

3. Reporting and Related Matters

a. *Position Documentation.* The City will provide the LEDC an opportunity to review and comment on the proposed agreements and other relevant documentation

establishing the relationship between the City and the ERRD and otherwise regulating the ERRD's activities. This documentation includes the ERRD's work plan or other demonstration of how the ERRD's activities are anticipated to achieve the tasks described above, which will be provided within a month of hiring the ERRD and promptly finalized after LEDC comment. All such agreements and documentation must be consistent with this Agreement. The City will provide a copy of each executed agreement and final document to the LEDC.

b. *Quarterly Reporting.* Promptly after each of the first three 90-day periods of the ERRD's employment, the City will provide the LEDC a report that summarizes in reasonable detail the ERRD's fundraising activities, partnership engagement, and other material activities for the prior 90 days (the "Quarterly Report"). The City will also regularly update the LEDC and share with it information and materials relating to the ERRD's fundraising efforts, including fundraising prospect lists, funder contact tracking and engagement, pitch decks, and research around partner funding opportunities.

c. *Annual Reporting.* By January 31, 2022, or earlier if reasonably possible, the City will provide a report to the LEDC that summarizes in reasonable detail the ERRD's efforts and successes through December 31, 2021 (the "Annual Narrative Report"). The report will include information regarding how the ERRD has assisted the City with working with local economic development partners and helped to contribute to their success, and a summary of fundraising related successes and challenges.

d. *Other Information.* The City will retain reasonably detailed records and other information regarding the ERRD and his or her activities and programs, including any records or other information that the LEDC reasonably requests that the City retain. The City will provide the LEDC with access to such records and other information as the LEDC reasonably requests. The City will comply with its standard recordkeeping policies and requirements with respect to the retention of such records and information.

4. **Miscellaneous**

a. *Indemnification.* The City will reimburse the LEDC for all damages, expenses (including reasonable attorneys' fees), and other liabilities that the LEDC incurs to the extent resulting from the City's breach of this Contract. The LEDC will reimburse the City for all damages, expenses (including reasonable attorneys' fees), and other liabilities that the City incurs to the extent resulting from the LEDC's breach of this Contract. The City will include the LEDC in indemnification provisions in any independent contractor agreement with the ERRD.

b. *Termination.* Either party may terminate this Contract should the other party materially breach this Contract and fail to cure that breach within 10 days of the other party providing written or email notice of the breach. Promptly upon termination of this Contract, the City must return any unspent portion of advanced LEDC Funding (without limiting the City's other liabilities under this Contract). The party's obligations that accrued prior to the termination of this Contract (including a party's indemnification obligations), will survive the termination of this Contract, as well as Sections 1.b. (with no further obligation to engage the ERRD), 2.b., 3.d., and Section 4.

c. *Severability.* The invalidity or unenforceability of a provision of this Contract does not affect the validity or enforceability of any other provision of this Contract. If a

provision is determined to be unenforceable, then the parties agree that the court making that determination is directed to modify the provision to the least extent possible to make it enforceable, and to enforce the provision as modified.

d. *Amendment, etc.* This Contract may be modified or amended only by a written agreement signed by both parties. A party's waiver of a breach of this Contract is limited to that breach, and does not waive any future breach. A party's failure to exercise a remedy for a breach of this Contract is not a waiver of the party's rights with respect to that or any future breach. Neither party may assign, transfer, or delegate its rights and obligations under this Contract without the written consent of the other party.

e. *Entire Agreement.* This Contract contains the entire understanding among the parties and supersedes any previous or contemporaneous discussions and agreements between them regarding its subject matter. The LEDC makes no implied or express guarantee, offer, or representation regarding future funding beyond that promised in this Contract.

f. *Counterparts.* This Contract may be executed in counterparts and in hard copy or by electronic transmission, including facsimile, scanned and e-mailed documents, or electronic contracting software. When so executed, the counterparts taken together comprise a single, complete, and original agreement.

Each of the parties evidences its agreement to this Contract by executing it below.

CITY OF LANSING

BY: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

LANSING ECONOMIC DEVELOPMENT CORPORATION

BY: Calvin L. Jones

PRINTED NAME: Calvin L. Jones

TITLE: Chair, LEDC Board of Directors

DATE: 8/13/2020



LANSING CITY COUNCIL

GRANT INFORMATION FORM

(Required for all grant applications and acceptances)

REFERRAL DATE: 8/24/2020

GRANT NAME: First Responders Hazard Pay Premium Program

DEPARTMENT: Finance

CONTACT PERSON (INCLUDE EMAIL AND PHONE): Rob Widigan, robert.widigan@lansingmi.gov, 517-483-4594

APPLICATION DATE: 7/22/2020

AWARD DATE: Anticipated, advance funding requested

GRANT CYCLE: FY2021

Check One: Annual One-Time

FUND AMOUNT: \$381,000 (Breakdown below should total this amount)

GOODS & SERVICES

PERSONNEL \$381,000

CONSTRUCTION \$0.00

LAND \$0.00

OTHER (Training)

CITY MATCH (IF APPLICABLE): FICA/Medicare

GRANT PAYS FOR: Hazard pay premiums for first responders performing hazardous duty or work involving physical hardship related to COVID-19.

FUND ALLOCATIONS (Please describe the purpose of the grant and allowable uses):

The grant provides \$1,000 in hazard pay per qualifying first responder (Law Enforcement Officer, Firefighter, EMT, Paramedic, and Corrections Officers) who have performed hazardous duty or work involving physical hardship related to COVID-19, and whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. Hazard pay must be issued no later than September 30 to be applicable. The City has applied for advance funding which is anticipated 8/24/2020.

BY THE COMMITTEE ON WAYS AND MEANS
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

That the following grant acceptance is approved:

WHEREAS the Coronavirus Aid, Relief, and Economic Security (CARES) Act, Public Law 116-136 provides for funding to reimburse and/or pay for qualifying hazard pay premiums for first responders who have performed hazardous duty or work involving physical hardship related to COVID-19.

WHEREAS the City of Lansing has applied to the Michigan Department of Treasury's First Responder Hazard Pay Premiums Program (FRHPPP) on July 22, 2020 and submitted a request for advance funding August 5, 2020.

WHEREAS the program provides up to \$1,000 in hazard pay for Law Enforcement Officers, Firefighters, Emergency Medical Technicians, Paramedics, and Corrections Officers whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

WHEREAS the Michigan Department of Treasury has not yet announced grant awards for the FRHPPP program as of August 20, 2020.

NOW, THEREFORE, BE IT RESOLVED, the Lansing City Council approves the acceptance of the FRHPPP funds up to the requested amount of \$381,000, once awarded by the Michigan Department of Treasury; and,

BE IT FURTHER RESOLVED, the administration is authorized to create appropriation accounts and to make the necessary operating transfers for the expenditure and control of the balance of the awarded grant funds; and,

BE IT FINALLY RESOLVED, the administration is authorized to issue the awarded hazard pay premiums at any date following receipt of advance funding.



Michigan Department of
TREASURY

**First Responder Hazard Pay Premiums Program
Application Packet
2020 Public Act 123**

Coronavirus Aid, Relief, and Economic Security (CARES) Act,
Public Law 116-136

Application Period: July 7 – September 30, 2020

NOTE: As U.S. Department of the Treasury issues future guidance and clarifications, the specific guidelines listed in this document are subject to change. Changes will be addendums to this document.

Michigan Department of Treasury
First Responder Hazard Pay Premiums Program (FRHPPP)
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**Michigan Department of Treasury
First Responder Hazard Pay Premiums Program (FRHPPP)
Application Instructions**

The purpose of this document is to provide guidance to eligible applicants that would like to apply for Coronavirus Relief Funding under the Michigan Department of Treasury's First Responder Hazard Pay Premiums Program.

To receive reimbursement, eligible applicants must review, complete, and sign this entire application packet. All pages will either be initialed or signed. Pages 1 through 15 must be returned to the Michigan Department of Treasury via email or fax, as outlined in the document.

If you need to enter more employees than the Hazard Pay Premiums Payment Report (page 13) will allow, the data for the remaining employees must be submitted on additional reports. An excel template can be found at https://www.michigan.gov/treasury/0,4679,7-121-1751_2197-532758--,00.html

Signatures are required on pages 10 and 15. After verifying the entire application packet and reviewing all the requirements and terms and conditions of the grant, the same person needs to initial and date each page and sign both pages 10 and 15. The contact person on Form 5723, the signatory on that form, the page initials, and the certification at the end of the packet must all be the same person.

Questions, contact the Michigan Department of Treasury at: Treas-CARES@michigan.gov or 517-335-0155.

Michigan Department of Treasury
First Responder Hazard Pay Premiums Program (FRHPPP)
Program Information

Program Description

The program was created by 2020 Public Act 123 to reimburse and/or pay for qualifying first responder hazard pay premiums provided to first responders who have performed hazardous duty or work involving physical hardship related to COVID-19. The program is funded under the Coronavirus Aid, Relief, and Economic Security (CARES) Act, Public Law 116-136.

Reimbursements and payments will be on a first-come, first-served basis. An application is deemed to be submitted when all required supporting documentation has been emailed or faxed to the Michigan Department of Treasury.

Eligible Expenditures

Eligible hazard pay premiums must be paid to employees by September 30, 2020 to qualify for the program.

Eligible hazard pay premiums are for:

- Law Enforcement Officers
- Firefighters
- Emergency Medical Technicians (EMTs)
- Paramedics
- 9-1-1 Operators
- Local Unit of Government Corrections Officers
- Airport Public Safety Officers
- Eligible personnel associated with ambulance operations licensed under section 20920 of the Public Health Code (1978 PA 368; MCL 333.20920)
- Private EMTs and paramedics that contract with municipalities or hospitals, if the hazard pay premiums are paid through the applicant

Eligible Applicants

- Cities
- Villages
- Townships
- Counties
- Public Airport Operators
- Ambulance Operations licensed under section 20920 of the Public Health Code (1978 PA 368; MCL 333.20920)

Available Program Amount

- \$100,000,000

Maximum Available Limits

- \$1,000 per eligible employee
- \$5,000,000 to any one applicant

Michigan Department of Treasury
First Responder Hazard Pay Premiums Program (FRHPPP)
Program Information

Application Period

- July 7 – September 30, 2020

Method of Submission

- The entire application packet must be submitted, with all the required forms, signatures, and initials, to the Michigan Department of Treasury via Email (Treas-CARES@michigan.gov) or fax (517-335-3298) by 11:59 p.m. EST on the last day of the application period.

Distributions

- Payments and Reimbursements will be on a first-come, first-served basis.
- Payments will be made no later than November 14, 2020.

Reporting Requirements

1. Each eligible applicant that applies for a subaward must register with the Federal System for Award Management (SAM). For applications submitted on or before July 26, 2020 the applicant has until July 26, 2020 to register in the SAM system. Applicants that apply after July 26, 2020, must register in the SAM system prior to sending an application to the Michigan Department of Treasury. The SAM website is: <https://www.sam.gov/SAM/>.
2. Each applicant must fully complete and return the application packet by the submission deadline with each page dated and initialed including the completion of the following documents in the packet:
 - a. FRHPPP Reimbursement Request (Form 5723)
 - b. Hazard Pay Premiums Payment Report
 - c. Certification

The Michigan Department of Treasury may request an applicant to submit detailed backup (including payroll reports) to support the hazard pay premiums requested to be reimbursed/paid. Please do not submit any detailed backup unless the Michigan Department of Treasury requests submission from the applicant.

Contact Information

Treasury CARES Grant Programs Hotline
517-335-0155

Email Address
Treas-CARES@michigan.gov

Michigan Department of Treasury
First Responder Hazard Pay Premiums Program (FRHPPP)
Subrecipient Information

Subrecipient Information

Funds were awarded to the State of Michigan as Federal Financial Assistance from the U.S. Department of Treasury. The funds were awarded under the Social Security Act, as amended by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") <https://home.treasury.gov/policy-issues/cares/state-and-local-governments> as the Coronavirus Relief Fund (CRF).

CFDA #: 21.019

FAIN #: SLT0040 and SLT0247

Coronavirus Relief Funds are considered federal financial assistance and have been assigned a Catalog of Federal Domestic Assistance (CFDA) or Assistance Listing Number of 21.019. Fund payments are considered to be federal financial assistance subject to the Single Audit Act (31 U.S.C. Sections 7501 – 7507) and the related provisions of the Uniform Guidance, 2 Code of Federal Regulations (CFR) Section 200.303 regarding internal controls, Section 200.330 – 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements. Under the Single Audit Act, local jurisdictions will need to report expenditures under this program using the CFDA number 21.019.

The State of Michigan is making these funds available to eligible applicants for reimbursement/payment of first responder hazard pay premiums provided to first responders who have performed hazardous duty or work involving physical hardship related to COVID-19. Eligible applicants, including but not limited to the certifying local official submitting this application, are required to review the CRF guidance and associated FAQs and other documents to certify their compliance with the terms and conditions of the grant at <https://home.treasury.gov/policy-issues/cares/state-and-local-governments>.

Coronavirus Relief Funds are considered federal financial assistance subject to the Single Audit Act and the Uniform Guidance. The following Uniform Guidance provisions have been identified as significant and summarized below. Applicants must review the Uniform Guidance at https://www.ecfr.gov/cgi-bin/text-idx?SID=6214841a79953f26c5c230d72d6b70a1&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl for complete requirements.

Use of Funds

The CARES Act requires that the payments from the Coronavirus Relief Fund only be used to cover expenses that:

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19)
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020

Hazard pay means additional pay for performing hazardous duty or work involving physical hardship, in each case that is related to COVID-19. The Guidance says that funding may be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are **substantially dedicated** to mitigating or responding to the COVID-19 public health emergency. Hazard pay is a form of payroll expense and is subject to this limitation, so Fund payments may only be used to cover hazard pay for such individuals.

Michigan Department of Treasury
First Responder Hazard Pay Premiums Program (FRHPPP)
Subrecipient Information

Utilization of CARES Act for this Program

For this First Responder Hazard Pay Premiums Program (FRHPPP), eligible applicants can request reimbursement/payment for hazard pay premiums paid or will be paid to eligible employees no later than September 30, 2020. The amount of hazard pay premiums is limited to \$1,000 per employee and \$5,000,000 per applicant.

Coronavirus Relief Fund payments are not required to be used as the source of funding of last resort. However, as noted below, recipients may not use payments from the Fund to cover expenditures for which they will receive reimbursement. For this reason, the State of Michigan's First Responder Hazard Pay Premiums Program, Reimbursement Request (Form 5723) requires each applicant to affirm that the amounts for which reimbursement/payment is being requested have not been submitted or will not be submitted to another federal source of funding (for example, FEMA) for reimbursement/payment.

To obtain a payroll reimbursement for employees that are not normally classified as public safety and public health, but are "similar" in the context of the guidance (e.g. employees who are substantially dedicated to COVID-19 response), each jurisdiction's chief administrative officer must decide if their costs are appropriate to charge to the Coronavirus Relief Fund and document the justification for that decision.

Subaward Period of Performance and Available Funding

Under the First Responder Hazard Pay Premiums Program (FRHPPP), reimbursements/payments from the State of Michigan will be issued on a first-come, first-served basis and will cover hazard pay premiums paid to eligible employees during the period of time of March 1, 2020 – September 30, 2020. Eligible applicants receiving funding under this program may not use the proceeds to establish a sub-award to another entity.

The last date of the performance period for the subawards is September 30, 2020.

The total amount of Coronavirus Relief Funds available for the First Responder Hazard Pay Premiums Program is \$100,000,000. Funding will be issued on a first-come, first-served basis once an eligible applicant submits all the required documentation to the Michigan Department of Treasury.

Michigan Department of Treasury
First Responder Hazard Pay Premiums Program (FRHPPP)
Subrecipient Information

Responsibilities, Records, Repayments & Future Audits

The U.S. Department of Treasury has indicated that the two provisions of the Uniform Guidance, 2 Code of Federal Regulations (CFR) Section 200.303 regarding internal controls, Section 200.220 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements are applicable to all CRF subawards at this time. However, guidance is evolving, and jurisdictions will be required to comply with additional guidance as it is published. Effective internal controls must be established and maintained (2 CFR Section 200.303). All reimbursements requested under this program should be accounted for with supporting documentation. Eligible applicants should maintain documentation evidencing that the funds were expended in accordance with federal, state, and local regulations. In accordance with federal Uniform Guidance, funds received under this program shall be included on the eligible applicant's Schedule of Expenditures of Federal Awards (SEFA) and included within the scope of the eligible applicant's Single Audit.

Any funds received under the authorizing legislation for this program expended by the eligible applicant in a manner that does not adhere to the Coronavirus Aid, Relief, and Economic Security Act, Public Law 116-136 or Uniform Guidance 2 CFR 200, as applicable, shall be returned to the state. If it is determined that an eligible applicant receiving funds under this act expends any funds under this act for a purpose that is not consistent with the requirements of the Coronavirus Aid, Relief, and Economic Security Act, Public Law 116-136, or Uniform Guidance 2 CFR 200, the state budget director is authorized to withhold payment of state funds, in part or in whole, payable from any state appropriation.

All subawards are subject to future audits and eligible applicants must allow the State of Michigan, any of its duly authorized representatives and/or the State of Michigan's Office of the Auditor General access to the eligible applicant's records and financial statements to ensure compliance with Federal statutes, regulations and the terms and conditions of the grant award.

Registration

Each eligible applicant that receives a subaward must register with the Federal System for Award Management (SAM). For applications submitted on or before July 26, 2020 the applicant has until July 26, 2020 to register in the SAM system. Applicants that apply after July 26, 2020, must register in the SAM system prior to applying to the Michigan Department of Treasury. The SAM website is: <https://www.sam.gov/SAM/>.

Uniform Guidance

The Coronavirus Relief Fund Frequently Asked Questions accessible at <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf> confirm that CRF payments are subject to the following requirements in the OMB Uniform Guidance (2 CFR Part 200): section 2 CFR 200.303 regarding internal controls, sections 2 CFR 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements. These Uniform Guidance provisions are summarized below. If further clarification is needed, the Uniform Guidance is available in the electronic Code of Federal Regulations: https://www.ecfr.gov/cgi-bin/text-idx?SID=6214841a79953f26c5c230d72d6b70a1&tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

2 CFR 200.303 Internal Controls - The non-Federal entity must:

- 1 Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award.
- 2 Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
- 3 Evaluate and monitor the non-Federal entity's compliance with statutes, regulations and the terms and conditions of Federal awards.
- 4 Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- 5 Take reasonable measures to safeguard protected personally identifiable information.

Michigan Department of Treasury
First Responder Hazard Pay Premiums Program (FRHPPP)
Subrecipient Information

2 CFR 200.330 – 200.332 Subrecipient Monitoring and Management

The First Responder Hazard Pay Premiums Program subawards are for an individual eligible applicant's direct hazard pay premiums cost. The eligible applicant receiving the subaward shall not issue any subawards to any other entity.

Subpart F – Audit Requirements

200.501 – Audit Requirements.

- (a) *Audit required.* A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.

200.508 – Auditee Responsibilities

The auditee must:

1. Procure or otherwise arrange for the audit required.
2. Prepare appropriate financial statements, including the schedule of expenditures of Federal awards.
3. Promptly follow up and take corrective action on audit findings.
4. Provide the auditor with access to personnel, accounts, books, records, supporting documentation, and other information as needed for the auditor to perform the audit.

Record Retention Requirements

Recipients of Coronavirus Relief Fund payments shall maintain and make available to the U.S. Department of Treasury, Office of Inspector General, upon request, all documents and financial records sufficient to establish compliance with subsection 601(d) of the Social Security Act, as amended, (42 U.S.C. 801(d)), which provides:

d) USE OF FUNDS.—A State, Tribal government, and unit of local government shall use the funds provided under a payment made under this section to cover only those costs of the State, Tribal government, or unit of local government that—

1. *are necessary expenditures incurred due to the public health emergency with respect to COVID-19;*
2. *were not accounted for in the budget most recently approved as of the date of enactment of this section for the State or government; and*
3. *were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.*

Records to support compliance with subsection 601(d) may include, but are not limited to, copies of the following:

1. general ledger and subsidiary ledgers used to account for (a) the receipt of Coronavirus Relief Fund payments and (b) the disbursements from such payments to meet eligible expenses related to the public health emergency due to COVID-19;
2. budget records for 2019 and 2020;
3. payroll, time records, human resource records to support costs incurred for payroll expenses related to addressing the public health emergency due to COVID-19;
4. receipts of purchases made related to addressing the public health emergency due to COVID-19;
5. contracts and subcontracts entered into using Coronavirus Relief Fund payments and all documents related to such contracts;
6. grant agreements and grant subaward agreements entered into using Coronavirus Relief Fund payments and all documents related to such awards;

Michigan Department of Treasury
First Responder Hazard Pay Premiums Program (FRHPPP)
Subrecipient Information

7. all documentation of reports, audits, and other monitoring of contractors, including subcontractors, and grant recipient and subrecipients;
8. all documentation supporting the performance outcomes of contracts, subcontracts, grant awards, and grant recipient subawards;
9. all internal and external email/electronic communications related to use of Coronavirus Relief Fund payments; and
10. all investigative files and inquiry reports involving Coronavirus Relief Fund payments.

Records shall be maintained for a period of five (5) years after final payment is made using Coronavirus Relief Fund monies. These record retention requirements are applicable to prime recipients and their grantees and subgrant recipients, contractors, and other levels of government that received transfers of Coronavirus Relief Fund payments from prime recipients.

First Responder Hazard Pay Premiums Program Reimbursement Request

Issued under authority of 2020 Public Act 123. Filing is mandatory to qualify for payments.

The First Responder Hazard Pay Premiums program is to reimburse and/or pay for first responder hazard pay premiums provided to first responders who have performed hazardous duty or work involving physical hardship related to COVID-19.

Eligible applicants are: Cities, Villages, Townships, Counties, Public Airport Operators and Ambulance Operations (licensed under section 20920 of the Public Health Code, 1978 PA 368, MCL 333.20920).

Applicants must:

1. Submit to the Michigan Department of Treasury (Treasury) a signed *First Responder Hazard Pay Premiums Program, Reimbursement Request* (Form 5723).
2. Submit to Treasury a detailed report that supports the requested reimbursement amounts. The report shall include by employee, the employees name, eligible employee type, amount of first responder hazard pay premium being requested, and date the first responder hazard pay premium was paid/will be paid to the employee.

Reimbursement Requests must be submitted to Treasury no later than September 30, 2020; however, reimbursements will be processed on a first-come, first-served basis until all funding has been exhausted.

PART 1: APPLICANT INFORMATION			
Applicant Name City of Lansing	Applicant County Name Ingham	Federal Identification Number 38-6004628	
Applicant Local Unit Code 33-2020	Contact Name Jake Brower	SAM DUNS Number 0698358820000	
Contact E-Mail Address jake.brower@lansingmi.gov	Contact Title Interim Finance Director	Contact Telephone Number (517) 512-0447	Extension
PART 2: FIRST RESPONDER HAZARD PAY PREMIUMS			
For each Eligible Employee Type, enter the total amount of Hazard Pay Premiums. Attach a report listing the name of each employee, the eligible employee type, payment date, and the employee's hazard pay amount being requested. Reimbursements are limited to \$1,000 per eligible employee.			
Eligible Employee Types	Number of Employees	Total Amount Requested	
Law Enforcement Officers	193	\$ 193,000.00	
Firefighters	12	\$ 12,000.00	
Emergency Medical Technicians	49	\$ 49,000.00	
Paramedics	110	\$ 110,000.00	
9-1-1 Operators			
Local Unit of Government Corrections Officers	17	\$ 17,000.00	
Airport Public Safety Officers			
Private EMTs/Paramedics (if paid for by the applicant)			
Ambulance Operations (licensed under section 20920 of the Public Health Code)			

PART 3: QUESTIONS

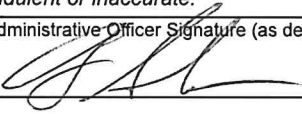
1. Were/will any of the above entered first responder hazard pay premiums been/be reimbursed or funded by any other federal funds?
 Yes No

2. Were/are any of the above entered first responder hazard pay premiums included in a reimbursement request under the Public Safety and Public Health Payroll Reimbursement (PSPHPR) program?
 Yes No

3. Did you attach a detailed report to support the reimbursement request?
 Yes No The report shall include by employee, the employees name, eligible employee type, amount of first responder hazard pay premium being requested, and date the first responder hazard pay premium was paid/will be paid to the employee.

PART 4: CERTIFICATION

The undersigned hereby certifies to the Michigan Department of Treasury that the above requested hazard pay premium amounts are accurate, that no more than \$1,000 per employee has been requested, and that the hazard pay premiums have been paid to eligible employees of the applicant or will be paid to eligible employees by September 30, 2020. The undersigned additionally certifies that none of the above hazard pay premium amounts have been or will be paid for with any other federal funds or are being requested for reimbursement under the State of Michigan's Public Safety and Public Health Payroll Reimbursement program. The applicant agrees to reimburse the State of Michigan if any of the above amounts are deemed to be fraudulent or inaccurate.

Chief Administrative Officer Signature (as defined in MCL 141.422b) 	Printed Name of Chief Administrative Officer (as defined in MCL 141.422b) Andy Schor
Title Mayor	Date 7/22/2020

Completed and signed form (including required documentation) should be E-mailed to: Treas-CARES@michigan.gov.

If you are unable to submit via E-mail, fax the completed form and required documentation to 517-335-3298.

For questions, call 517-335-0155.

Instructions for *First Responder Hazard Pay Premiums Program, Reimbursement Request (Form 5723)*

PART 1: APPLICANT INFORMATION

Applicant Name: Enter the name of the eligible applicant. Eligible applicants are: Cities, Villages, Townships, Counties, Public Airport Operators and Ambulance Operations (licensed under section 20920 of the Public Health Code, 1978 PA 368, MCL 333.20920).

Applicant County Name: Enter the county name that the eligible applicant is located in.

Federal Identification Number: Enter the applicant's Federal Employer Identification Number (FEIN).

Applicant Local Unit Code: For Cities, Villages, Townships, and Counties enter the revenue sharing [local unit code](#). Public Airport Operators and Ambulance Operations can leave this field blank.

Contact Name: Enter the Full name of the individual that can answer any questions related to the form being submitted, including required attachment.

SAM DUNS Number: Enter the federal System for Award Management (SAM) DUNS Number. Applicants that apply on or before July 26, 2020 have until July 26, 2020 to register in the SAM system. All applicants that apply after July 26, 2020 must register in the SAM system prior to sending an application packet to the Michigan Department of Treasury.

Contact E-Mail Address/Contact Title/Contact Telephone Number/Extension: Enter the information for the contact person that can answer any questions regarding the reimbursement request.

PART 2: FIRST RESPONDER HAZARD PAY PREMIUMS

For each of the eligible employee types listed, enter the total number of employees and total amount of first responder hazard pay premiums being requested for reimbursement.

PART 3: QUESTIONS

Question 3: To complete the Detailed Report, use the form provided in the First Responder Hazard Pay Premiums Program Application packet.

Michigan Department of Treasury
First Responder Hazard Pay Premiums Program (FRHPPP)
Hazard Pay Premiums Payment Report – Instructions

Hazard Pay Premiums Payment Report – Instructions

1. Enter the requested information on the Hazard Pay Premiums Payment Report on page 13 for each eligible employee that was or will be paid an eligible hazard pay premium.
 - a. There could be multiple lines for the same employee.
 - b. The total of the chart should equal the hazard pay premiums amounts being requested for reimbursement on Form 5723 *First Responder Hazard Pay Premiums Program, Reimbursement Request*.
 - c. Attach additional sheets if needed.
 - d. Eligible Employee Types are:
 - i. Law Enforcement Officers
 - ii. Firefighters
 - iii. Emergency Medical Technicians (EMTs)
 - iv. Paramedics
 - v. 9-1-1 Operators
 - vi. Local Unit of Government Corrections Officers
 - vii. Airport Public Safety Officers
 - viii. Eligible personnel associated with ambulance operations licensed under section 20920 of the Public Health Code (1978 PA 368; MCL 333.20920)
 - ix. Private EMTs and paramedics that contract with municipalities or hospitals, if the hazard pay premiums are paid through the applicant

2. Guidelines:
 - a. Do not include any hazard pay premiums that the eligible applicant requested to be reimbursed under the Public Safety and Public Health Payroll Reimbursement Program.
 - b. The program will only reimburse the actual hazard pay premium paid to the employee, not the associated fringes and payroll taxes.

**Michigan Department of Treasury
 First Responder Hazard Pay Premiums Program (FRHPPP)
 Hazard Pay Premiums Payment Report**

	Employee Name	Eligible Employee Type	Payment Date	Hazard Pay Amount
1	(see attached)			
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
Subtotal from attached reports				\$381,000
Total				\$381,000

Michigan Department of Treasury
First Responder Hazard Pay Premiums Program (FRHPPP)
Certification

I, Andy Schor, am the chief executive of City of Lansing (eligible applicant's legal name), and I certify that:

1. I have the authority on behalf of City of Lansing (eligible applicant's legal name) to request a First Responder Hazard Pay Premiums Program payment from the State of Michigan pursuant to Section 601 of 2020 Public Act 123, from the allocation of funds to the State of Michigan from the Coronavirus Relief Fund as created in the CARES Act.
2. I understand that the State of Michigan will rely on this certification as a material representation in issuing a First Responder Hazard Pay Premiums Program payment to City of Lansing (eligible applicant's legal name).
3. City of Lansing (eligible applicant's legal name) is receiving the First Responder Hazard Pay Premiums Program payment as a reimbursement/payment to reimburse and/or pay for first responder hazard pay premiums provided to first responders who have performed hazardous duty or work involving physical hardship related to COVID-19 and will be used only to cover those costs.
4. Any funds provided as a reimbursement/payment from the State of Michigan under the First Responder Hazard Pay Premiums Program that are found to be based on inaccurate, non-qualifying, or fraudulent information will be returned to the State of Michigan.
5. Funds provided as a reimbursement/payment under the First Responder Hazard Pay Premiums Program from the State of Michigan pursuant to this certification must adhere to official federal guidance (2 CFR 200) issued or to be issued on what constitutes a necessary expenditure as described in the guidance for the U.S. Treasury Coronavirus Relief Fund at <https://home.treasury.gov/policy-issues/cares/state-and-local-governments>. I reviewed the guidance prior to completing this request for reimbursement. I understand and agree that any funds expended by an eligible applicant in any manner that does not adhere to official federal guidance shall be returned to the State of Michigan.
6. Any eligible applicant receiving funds under the First Responder Hazard Pay Premiums Program shall retain documentation supporting the reimbursement/payment request, including but not limited to payroll records and timesheets. Such documentation shall be provided to the State of Michigan upon request and maintained by the jurisdiction for five (5) years.
7. Program funds provided pursuant to this application and certification cannot be used as a revenue replacement for lower than expected tax or other revenue collections.
8. Program funds received pursuant to this application and certification cannot be used for expenditures for which the eligible applicant has received any other emergency COVID-19 supplemental funding (whether state, federal or private in nature) for that same expense.
9. Program funds received pursuant to this application and certification cannot be used to reimburse or subaward another entity or local unit of government.
10. I have read and agree on behalf of City of Lansing (eligible applicant's legal name) to comply with all applicable provisions and requirements corresponding to the receipt of funds required in the Coronavirus Aid, Relief, and Economic Security Act, Public Law 115-136, and Uniform Guidance, 2 CFR 200.
11. Further, that I understand and agree on behalf of City of Lansing (eligible applicant's legal name) that any funds received under this act and expended by itself or a sub-recipient in any manner that does not comply with the Coronavirus Aid, Relief, and Economic Security Act, Public Law 116-136, or Uniform Guidance, 2 CFR 200, as applicable shall be returned to the State of Michigan.

**Michigan Department of Treasury
First Responder Hazard Pay Premiums Program (FRHPPP)
Certification**

12. Further, that I understand and agree on behalf of City of Lansing (eligible applicant's legal name) that expenditures are not eligible for reimbursement under this section if such expenses have been or will be reimbursed by any other federal funds, and if such expenditure is reimbursed by any other federal funds the undersigned eligible applicant will return said funds to the State of Michigan.
13. The governing body has been notified of the submission of this application, and are aware of the Federal statutes, regulations and terms and conditions of the grant award.

I certify under the penalties of perjury set forth in the Michigan Penal Code, MCL 750.423, that I have read the above certification and my statements contained herein are true and correct to the best of my knowledge.

By: Andy Sehor
Signature: [Signature]
Title: Mayor
Date: 7/22/2020

Subscribed and sworn to before me this 22nd day of July, 2020.

[Signature]
Notary Public

My commission expires 9-20-2023

PATRICK J. KAPP
NOTARY PUBLIC - STATE OF MICHIGAN
COUNTY OF INGHAM
My Commission Expires September 20, 2023
Acting in the County of INGHAM

BY THE COMMITTEE OF THE WHOLE
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, the Charter of the City of Lansing requires the Council to adopt an annual statement of Budget Policies and Priorities serving to guide the Administration in developing and presenting the Fiscal Year 2021/2022 Budget; and

WHEREAS, the City Council established the following Mission/Vision and goals; and

The City of Lansing's mission is to ensure quality of life by:

- I. Promoting a vibrant, safe, healthy and inclusive community that provides opportunity for personal and economic growth for residents, businesses and visitors
 - a. The City's diverse economy generates and retains (sustains) high quality stable jobs that strengthen the sales and property tax base and contribute to an exceptional quality of life.
 - b. The City is governed in a transparent, efficient, accountable and responsive manner on behalf of all citizens.
 - c. The City's neighborhoods have various resources that allow them to be on a long term viable and appealing basis.
 - d. Support economic development initiatives that promote and retain new industries and markets.

- II. Securing short and long term financial stability through prudent management of city resources.
 - a. Wise stewardship of financial resources results in the City's ability to meet and exceed service demands and obligations without compromising the ability of future generations to do the same.
 - b. Pursue and facilitate shared services regionally that allow for cost savings and revenue enhancement.
 - c. Support initiatives that build the City's property and income tax base.

- III. Providing reliable, efficient and quality services that are responsive to the needs of residents and businesses.
 - a. The City's core services and infrastructure are efficiently, effectively and strategically delivered to enable economic development and to maintain citizen's health, safety and general welfare.

- IV. Adopting sustainable practices that protect and enhance our cultural, natural and historical resources.
 - a. Seek partnership opportunities with educational and corporate institutions and to maintain and expand our talent base.
 - b. Create vibrant places, support events and activities that showcase our waterfront and green spaces.

- c. Raise the level of support for projects and initiatives that showcase local and state history.

V. Facilitating regional collaboration and connecting communities.

- a. The City has a safe efficient and well connected multimodal transportation system that contributes to a high quality of life and is sensitive to surrounding uses.
- b. Seek a balanced distribution of affordable housing in the tri-county region.

WHEREAS, the City Council would like to continue its commitment, if funding is available, to:

- Maintain and improve the City's infrastructure;
- Preserve and ensure clean, safe, well-maintained housing and neighborhoods;
- Provide comprehensive and affordable recreational programs and youth and family services;
- Explore alternatives for improved efficiency in service and delivery; and

WHEREAS, in considering these Fiscal Year **2021/2022** Budget Priorities, the Administration is encouraged to ascertain the feasibility of funding any new programs through either the reduction of spending in existing program areas or the exploration of new funding sources that would assure the sustainability of the program; and

WHEREAS, the Administration was encouraged to supplement, not supplant any existing resources for police, fire and local roads with the General Fund revenues collected under this millage; and

WHEREAS, the Administration is requested to include in its Fiscal Year **2021/2022** Budget, the necessary funding to accomplish all requested plans, studies, evaluations, reviews, report submissions, program assessments, and analyses noted within this resolution below, or alternatively documentation as to why such activities are prohibitively costly; and

WHEREAS, the Lansing City Charter states that the budget proposal due on the fourth Monday in March of each year shall contain "the necessary information for understanding the budget" and how the proposal addresses the priorities proposed by the City Council.

NOW BE IT RESOLVED, that the Lansing City Council, hereby, acknowledges that the City will likely need to adopt, at best, a budget which recognizes the structural changes that are the result of lost revenues and future liabilities, encourages the Administration to prudently develop next year's budget with the following conditions:

- Protection of public and emergency services.

BE IT FURTHER RESOLVED, that the Administration is requested to review the attached statement of policies and priorities and implement those items that would boost efficiencies to increase productivity or reduce costs, that could replace existing

programming, or if funding becomes available, that could be considered as new programming; and

BE IT FURTHER RESOLVED, that the Administration is requested, to the extent practicable, to include non-appropriations clauses and other similar out provisions in existing and future leases, and vendor contracts upon review of City Council; and

NOW THEREFORE BE IT FURTHER RESOLVED that the Administration is requested to develop and provide all plans, studies, evaluations, reviews, report submissions, program assessments, and analyses noted as set forth below in this resolution, or alternatively, documentation as to why such activities were prohibitively costly, by the fourth Monday in March 2021.

- I. Promoting a vibrant, safe, healthy and inclusive community that provides opportunity for personal and economic growth for residents, businesses and visitors.
 - a) The City's diverse economy generates and retains (sustains) high quality stable jobs that strengthen the sales and property tax base and contribute to an exceptional quality of life
 - (1) Economic Development For presentation to City Council beautification standard/expectation and a storm water mitigation plan for all proposed development projects that receive incentives from the City. Such standards should serve as a planning and economic development tool that will enhance property values, create jobs, and revitalize neighborhoods and business areas. These standards and plan should be presented to the City Council.
 - b) The City is governed in a transparent efficient accountable and responsive manner on behalf of all citizens.
 - (1) A delineation of recommendations of the Financial Health Team, noting which recommendations have been implemented, which are in the FY 2021/2022 proposed Budget, which are planned to be implemented at a future time, and which have been determined not to be implemented at any time. A timetable for future implementation is requested.
 - (2) Supplemental Accounting Level Detail. A plan and timeline for the implementation of performance-based budgeting.
 - (3) Development and analysis of a cost recovery schedule for City services.

- (4) Development of a return on investment analysis for all proposed changes in City services.
- (5) Identification of, and a complete and ongoing analysis of, the City's structural deficits and the Administration's plan to eliminate the same.
- (6) Incorporate into the proposed Budget a 5-Year projection of revenues and expenditures.
- (7) Continue to invest one-time money into Retirement & OPEB obligations and how to increase funding.
- (8) Continue to invest one-time money into Infrastructure, including sidewalks.
- (9) Continue to invest one-time money into hardware and software investments for City operations.

IF THE FOLLOWING TASKS WERE DONE IN FY2020/2021 THEY CAN BE REMOVED:

- (10) Hire a full time or part time individual housed in the LPD or OCA who focuses on FOIA redactions in working in cooperation with Ingham County over funding.
 - (11) Additional support for increases in capabilities and technologies efficiencies for Finance, Treasury, and Human Resources departments.
 - ERP Migration – Possible Replacement of One Solution
 - Outside Specialized Consulting – Plant & Moran
 - Possible addition of in house staff as determined
- c) The City's neighborhoods have various resources that allow them to be long term viable and appealing.
- (1) A researched report on surrounding community models for neighborhood organization technical support structure within the City.
 - (2) Working with the City Attorney and Code Compliance Division to expedite improvements or closure of abandoned, neglected, and burned out houses and commercial buildings by using the International Property Maintenance Code (IPMC) and adopt the latest version of the IPMC from the State of Michigan. Development of aggressive policies to deal with problematic property owners.

- (3) Food Access: Together with the City of Lansing Economic Development Corporation development of a plan should increase quality food access throughout the City using all incentives available.
 - (4) Code Compliance: Assurance that the Code Compliance Department is conducting the appropriate inspections and issuing appropriate fines to ensure the buildings in our City are safe and that we have quality neighborhoods and conduct a study of Code Compliance to determine a level of service for first time inspections and re-inspections assuring the safety of the housing stock for residential and mobile homes.
 - (5) Further expand down payment assistance programs with employers to encourage employees to live in the City of Lansing, and encourage employment of Lansing Residents.
- d) Support economic development initiatives that will promote and retain new industries and markets.
 - e) Funding through HRCS for a G.E.D. program that targets lower income areas.
- II. Securing short and long-term financial stability through prudent management of City resources.
- a) Wise stewardship of financial resources results in the City's ability to meet and exceed service demands and obligations without compromising the ability of future generations to do the same.
 - (1) Administration is requested to submit the following list of deliverables when they are due per City Charter and State Statute and adhere to them based on these priorities.
 - (a) Comprehensive Annual Financial Audit (CAFR) annually, no later than December 31st of each year, in accordance with the State Statute.
 - (b) During the months of October, January and April of each fiscal year, the Director of Finance's written report showing the control of expenditures. (Charter- Article 7-110)
 - (c) By September 1st of each fiscal year, a written budget update report so that Council can review their standings on current budget items in preparation for the Council required creation of Budget Policies and Priorities that need to be adopted by October 1, 2020. (Charter- Article 7-102)

- (d) No later than the last regular City Council meeting in January of each year, a State of the City report to the City Council and to the public. (Charter- Article 4 -102.4)
 - (e) The Proposed Budget with annual estimate of all revenues and annual appropriation of expenditures no later than the 4th Monday in March of each year. (Charter – Article 7-101)
 - (f) A presentation to Council of each department budget in preparation for Council to adopt the Budget Resolution no later than the 3rd Monday in May each year.
- b) Pursue and facilitate shared services regionally that allow for cost savings and revenue enhancement.
- (1) Pursue partnerships with stakeholders, (intra municipal and intergovernmental), to align services in relation to public services.
 - (2) Facilities Plan: Submit to the City Council a five and ten-year Master Facilities Plan including school and county facilities that are used for current and future City uses. City Council is also requesting that the Administration continue to work on any delayed maintenance issues with regard to all City Facilities.
- c) Support initiatives that build City's property and income tax base
- III. Providing reliable, efficient and quality services that are responsive to the needs of residents and businesses.
- a) The City's core services and infrastructure are efficiently, effectively and strategically delivered to enable economic development and to maintain citizen's health, safety and general welfare.
- (1) Establish funding for two additional Code Compliance Officers as well as an additional support staff to track down property owners that have not scheduled re-inspection and to research properties suspected of being unregistered rentals.
 - (2) City-wide Emergency Preparedness: Allocation of sufficient funding for the Emergency Management Division to prepare City Employees with appropriate emergency training, continue efforts to prepare the public and neighborhood groups to assist in emergencies, and provide basic search and rescue operations and necessary emergency equipment at key City facilities, and communicate the plan to the Lansing City Council and the public. Updated and

continual training should be provided. The Administration shall assist residents in times of unforeseen disasters.

- (3) Fire Facilities Maintenance: The Administration is to conduct a study of the maintenance needs of all fire stations and report to City Council an update of the status of the study by the 4th Monday of March. Along with a funding recommendation for short and long-term improvement to these structures.
- (4) Regionalism: The Administration should continue with the current regional efforts and look into the possibility of expanding the efforts.
- (5) Police-Community Relations: Designate funding to help the Police Department to ensure the improvement of police-community relations. Reaffirming the City's commitment to equality and freedom for all people regardless of actual or perceived race, sex, religion, ancestry, national origin, color, age, height, weight, student status, marital status, familiar status, housing status, military discharge status, sexual orientation, gender identification or express, mental or physical limitation, and legal source of income.
- (6) Crime Prevention: Designate funding to invest in programs for long-term crime prevention strategies.
- (7) Allocate Overtime for Problem Solving Area: Designate sufficient funding for overtime for police officers to address problem solving to help certain crime and address quality of life issues.
- (8) Community Policing: Continue and increase funding along with searching for grant funds for COPs in neighborhoods with a goal not only to reduce crime but to stabilize the neighborhood over an extended period of time that will help to ensure its ability to rebound.

IF THE FOLLOWING TASK WAS DONE IN FY2020/2021 IT CAN BE REMOVED:

- (9) Establish a Community Policing within the 2nd Ward.
- (10) Leadership vacancies: Develop and implement a plan and timeline to fill all funded vacancies and provide a report to City Council.
- (11) Front-loading of Police Officers: Continue to front-load Police Officers so that we have officers ready to take the road when officers retire.
- (12) Ensure adequate safe equipment to increase street sweeping, especially areas heavily traversed by bikes.

- (13) A study to determine the effectiveness of traffic calming and what measures may be successful and funding to implement.
- (14) Establish funding to address usability, accessibility, quality of life, and better means of aging in place through the City of Lansing Parks. The Administration will consider the list of ADA Accessible Amenities from the 2018 Report from Capital Area Disability Network. (Attachment A)

IV. Adopting sustainable practices that protect and enhance our cultural, natural and historical resources.

- a) Seek partnership opportunities with educational and corporate institutions and to maintain and expand our talent base.
- b) Create vibrant places, support events and activities that showcase our waterfront and green spaces.
 - (1) Trail/Greenways Encouraging the Parks and Recreation Department to work collaboratively with the Tri-County Planning Commission to develop/expand our citywide/regional trail system and seek opportunities to reduce expenses in this effort. Additionally, look at the feasibility of connecting the River Trail (through bike lanes/Greenways to Trails) where there is currently no access to the trail.
- c) Raise the level of support for projects and initiatives that showcase local and state history.
- d) Corridor Façade Grants- generate guidelines with LEAP describing the area and requirements for the distribution of the Corridor Façade Grants, and review annually.

IF THE FOLLOWING TASK WAS DONE IN FY2020/2021 IT CAN BE REMOVED:

- e) Designate funding for a City Sustainability Coordinator to implement the deliverables, findings and recommended steps from the Lansing Climate Action Planning Project and/or general sustainability efforts including but not limited to reducing Lansing's carbon footprint and align with the Paris-Accord.

V. Facilitating regional collaboration and connecting communities

- a) The City has a safe efficient and well-connected multimodal transportation system that contributes to a high quality of life and is sensitive to surrounding uses.

- (1) Corridor: City Council encourages the Administration continue to develop a plan and report its status to the Lansing City Council that seeks to revitalize and enhance all major corridors that lead into the City.
- b) Seek a balanced distribution of affordable housing in the tri-county region.

PENDING ANY SUBMISSION FROM THE BOARD OF PUBLIC SERVICE, THE BELOW COULD CHANGE OR BE REMOVED:

RESOLVED, recognizing the financial challenges facing the City of Lansing (“City”) and its Public Service Department (“Department”), including the Department’s obligations to comply with numerous mandates, including unfunded mandates, the Lansing Board of Public Service supports the efforts of the Department.

RESOLVED, the Board of Public Service supports and recommends the following budget priorities to the Lansing City Council for consideration with Council's Budget Policies and Priorities for the Fiscal Year July 1, 2020– June 30, 2021:

1. General Fund levels should be increased for implementation of the City's Street System Asset Management Plan, and for additional funding for reconstructing neighborhood streets with a Pavement Surface Evaluation Rating of 4 or lower. We encourage support for the department to look for new and innovative ways to extend the life of our existing streets and seek additional funding.
2. Increase compliance with the City’s Complete Streets Ordinance, and additional funding of the sidewalk gap closure program, sidewalk repairs and right-of-way maintenance and improvement, consistent with keeping safety a priority for Lansing residents and visitors, while meeting or exceeding the compliance with the Americans with Disabilities Act.
3. Increase funding to update and improve the fleet of city vehicles, with specific priority for the Public Service Department;
4. Increase funding for the cleaning and maintenance of our wastewater aeration basins to remove sludge and silt buildup from the bottom of these tanks and repairing them once cleaned. This will allow us to be at or above the recommended guidelines.
5. The City should approve a budget to: (i) expand opportunities for multi-family residential and business recycling; and (ii) implement organic waste recovery;
6. Follow recommendations of the energy audit of all facilities and properties to save on energy and cut costs by replacing wasteful devices with ones that are energy efficient and reduce the carbon footprint of the City of Lansing.

7. Fund training and work with federal, state, county, local municipalities, and organizations to become a leader in PFAS regulation, testing, monitoring and enforcement.



Andy Schor, Mayor

PUBLIC SERVICE DEPARTMENT

Wastewater Division

1625 Sunset Avenue

Lansing, Michigan 48917

(517) 483-4404

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<http://publicservice.cityoflansingmi.com/pubwater/>

August 20, 2020

Mr. Chris Swope
City Clerk
City Hall
Lansing, Michigan

RE: Board of Public Service: Budget Priorities Resolution for FY 2021/22

Dear Mr. Swope:

The attached resolution was adopted at the Board of Public Service meeting held August 20, 2020.

Please place on the Council Agenda.

Please let me know if you have any questions.

Respectfully submitted,

Janette Tate
Recording Secretary

Attachment

LANSING BOARD OF PUBLIC SERVICE BUDGET PRIORITIES RESOLUTION

AUGUST 20, 2020

RESOLVED, recognizing the financial challenges facing the City of Lansing (“City”) and its Public Service Department (“Department”), including the Department’s obligations to comply with numerous mandates (including unfunded mandates) the Lansing Board of Public Service supports the efforts of the Department.

RESOLVED, the Board of Public Service supports and recommends the following budget priorities to the Lansing City Council for consideration with Council's Budget Policies and Priorities for the Fiscal Year July 1, 2021–June 30, 2022:

1. Increase general fund support for implementation of the City's Street System Asset Management Plan, with a priority placed on reconstructing and preserving neighborhood streets, especially in those areas of the city which have been historically underserved. We encourage the Department to continue utilizing new and innovative ways to extend the life of our existing streets;
2. Maintain and expand funding for sidewalk repairs and right-of-way maintenance and improvement, with a priority placed on underserved areas; this should all be done while keeping safety a priority for Lansing residents and visitors, and meeting or exceeding the compliance with the Americans with Disabilities Act;
3. Maintain and expand funding to update and improve the fleet of city vehicles, with specific priority for the Department;
4. Establish Lansing as a leader in PFAS regulation, testing, monitoring and enforcement through maintaining and increasing funding for educational and training purposes, and working with relevant federal, state, county and local governments, and non-government organizations;
5. Expand opportunities for multi-family residential and business recycling;
6. Follow recommendations (to the greatest extent feasible) of the energy audit of all facilities and properties to save on energy and cut costs by replacing wasteful devices with ones that are energy efficient and reduce the carbon footprint of the City of Lansing.

RESOLVED, as the Department generates savings through improved efficiencies in service delivery and other areas, these savings should be maintained within the Department.