AGENDA

Committee of the Whole
September 9, 2024 at 6:30 PM

Lansing City Hall, Tony Benavides Lansing City Council Chambers
124 W. Michigan Avenue, 10th Floor
To provide input or ask questions on any item that is listed on the agenda,
members of the public may contact the City Council at city.council@lansingmi.gov or (517) 483-4177 prior to the meeting.
To view the meeting live and participate in virtual public comment: https://www.lansingmi.gov/1212/Council-Committee-Meetings

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Council Member Garza, Chairperson
Council Member Hussain, Vice Chairperson

1. **Call to Order**
2. **Roll Call**
3. **Minutes**
   A. August 26, 2024
4. **Public Comment on Agenda Items (Up to 3 Minutes)**
5. **Discussion/Action:**
   B. RESOLUTION - Grant Acceptance; USDA Forestry
   C. DISCUSSION - Budget Priorities
6. **Other**
7. **Adjourn**

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.

MINUTES
Committee of the Whole
Monday, August 26, 2024 @ 5:30 p.m.
Tony Benavides Lansing City Council Chambers

CALL TO ORDER
Council Vice President Hussain called the meeting to order at 5:30 p.m.

PRESENT
Councilmember Peter Spadafore
Councilmember Adam Hussain
Councilmember Tamera Carter- excused
Councilmember Trini Pehlivanoglu
Councilmember Jeffrey Brown
Councilmember Ryan Kost
Councilmember Jeremy Garza - excused
Councilmember Brian T. Jackson

OTHERS PRESENT
Sherrie Boak, Council Staff
Lisa Hagen-Lawrence, OCA
Greg Venker, OCA
Christopher Mumby, Mayor's Office
Jake Brower, CSO
Elizabeth O'Leary, HR Director
Dennis Parker, Chief Labor Negotiator

Minutes
MOTION BY COUNCIL MEMBER SPADAFORE TO APPROVE THE MINUTES FROM AUGUST 12, 2024, AS PRESENTED. MOTION CARRIED 6-0.

Public Comment
No public comment at this time.

Discussion/Action
DISCUSSION – Human Services General Fund Allocations, Third Quarter Report- HRCS
Council Member Hussain recalled for the Committee, that per the Budget Policies are submitted quarterly. Typically the department is not present unless Council has questions or concerns. If there are questions or concerns after this meeting, please direct to Council leadership.

MOTION BY COUNCIL MEMBER SPADAFORE TO PLACE ON FILE. MOTION CARRIED 6-0.

DISCUSSION – Changes to the Michigan Minimum Wage and Sick Leave Laws- Chief Strategy Officer

Recently Michigan Supreme Court decision that will impact minimum wage and sick leave, and so Mr. Brower was asked to attend speak on the impact.

Mr. Brower, Ms. O'Leary and Mr. Parker were present. Mr. Brower stated there was an initiate and that was changed in July 2024. For the minimum wage there is a scale of multiple years and he outlined the scale. IN 2025 the estimate is $12.48 and overall not impact many employees at the City, but could impact interns and temporary in the park system. The City will be in compliance, and will also impact all businesses over the state. The law will be in effect in February 2025, and there after the increases have not been determined. The Administration will pay attention to the requirements. Regarding to the sick leave will be expanded to all employees. The administration will go through all union contracts and also groups out of the other contracts. With regard to the GASB reporting, a review of compensated absences was done on unpaid leave. It is not a hard expense at this time, but a hard liability. Overall the rule clarifies it and the outside auditors will work with the City. This will be effective with the 2025 audit, but could potentially be implemented earlier.

Council Member Jackson asked for clarification on the intern and temporary employees that will be impacted. Mr. Brower stated most temporary would be parks and recreation and they will look at their contract agreements. Council Member Jackson asked what jobs are lower than $12. Ms. O'Leary noted referees, camp staff, and camp leaders.

DISCUSSION – EXECUTIVE ORDER 2024-001; Moving Office of Financial Empowerment (OFE) to Economic Development & Planning (EDP)

Council Member Hussain noted that currently that office sits in NACE and there is also a budget amendment on the agenda for this.

Mr. Mumby stated the general thinking was that this division has worked well in NACE, but a lot of their activities align with EDP. Mr. Van Fossen is open to the concept.

Council Member Hussain asked them to include location, operations adjustment, etc.

Mr. Van Fossen explained that OFE is self-efficient and housed with Lansing PROMISE in old REO School. With this change they will not move to the EDP offices, they will remain in the current location. There is past history with EDP and OFE, and OFE was born out of the former Planning & Development Department. In that past, EDP is the receipt of CDBG and so funded the OFE program. With internal discussions, there is capacity in EDP leadership and works well with the Community Development Division.

Council Member Hussain noted there is so many divisions in EDP, and there was confusion with the shift.

Council Member Kost noted the date is August 24th and asked if the move was done earlier than that date. Mr. Mumby stated that Mr. Van Fossen has taken on assistance with OFE, and this is just memorializing the move and the Mayor does not need the Council approval for the Executive Order. Mr. Van Fossen stated the budget move would make it permanent, over the last 30-45 days there has been direction between OFE with EDP. The OFE has been self-efficient. Council Member Kost noted that if moved in July how was it funded and managed. Mr. Van Fossen confirmed he is her director, but with the budget there needs to be an amendment.

Council Member Brown noted HRCS co-collaborated with OFE providing funds for residents. Over the last year, it was communicated that services for financial empowerment have decreased, so why not move OFE to HRCS. Mr. Van Fossen stated that a couple months ago, Financial Empowerment is fully staffed, and they are now able to pick up services. In comparison from EDP and HRCS, there are quite a bit of similar services, his opinion is that OFE has been worked with EDP for front line services. Council Member Brown asked what his strategy to ensure that individuals have access to services. Mr. Van Fossen confirmed continued services in the past, let people know the services are available, outreach models, and let people know it is a free service.

MOTION BY COUNCIL MEMBER SPADAFORE TO PLACE EXECUTIVE ORDER 2024-001 ON FILE. MOTION CARRIED 6-0.

RESOLUTION – Fiscal Year 2024/2025 Budget Amendment; Neighborhoods Arts & Citizen Engagement funds to Economic Development & Planning

Mr. Brower stated that overall they are taking the funds from the NACE attributed to OFE to EDP. This allows the appropriations so that at year end the finances are coming from the correct department.

Council Member Kost asked the OCA if Council should have approved the funds before the department moved. Mr. Venker stated there is no legal requirement, and in his opinion makes sense to do them at the same. It sounded like to him that nothing operationally is changing. Council Member Kost it appears the department was following orders from the new director before the funding changes. He asked the Administration in the future to have the funding and changes done at the same time the move is done. Mr. Brower stated that at some degree it is lump sum, as long as there is available balance to cover the temporary cost, overall ideally this built into the budget process by implementing later. Mr. Mumby concurred with Council Member Kost that it would make more sense to do it in the future.

Council Member Brown and Hussain concurred with Council Member Kost. Council Member Hussain also referred to 2019 when parking was moved to EDP it was done as Council Member Kost proposed.

MOTION BY COUNCIL MEMBER SPADAFORE TO APPROVE THE RESOLUTION FOR A BUDGET AMENDMENT MOVING THE OFFICE OF FINANICIAL EMPOWERMENT BUDGET FROM NEIGHBORHOODS ARTS AND CITIZEN ENGAGEMENT TO THE ECONOMIC DEVELOPMENT AND PLANNING DEPARTMENT. MOTION CARRIED 6-0.

DISCUSSION - Overview of the Economic Development & Planning Department- Director Van Fossen

Council Member Hussain noted there is a lot under the umbrella of EDP, earlier at his hiring there was discussion potential reorganization, and how this office fits. Mr. Van Fossen stated that EDP is 4th or 5th in terms of staff, and now OFE is the 5th division of EDP. Mr. Van Fossen acknowledged his strong department members and how the divisions work together. He then summarized the hiring efforts in all divisions.

Council Member Hussain noted that in 2025 budget code was approved, and asked what was decided with that position. Mr. Van Fossen stated he has not vetted through all the way through, and they have a plan. They are looking for a leadership position instead of just an enforcement position. Council Member Hussain stated that the discussion started with the Administration and the idea was to lighten the load and add more enforcement districts. He voiced his concern that what he stated does not seem to focus on that. Mr. Van Fossen stated they look to have someone in the field but also provide a leadership position to the current 11 positions. Council Member Hussain asked the Administration outside of the meeting on the BS&A conversion because of the frustration in the field on the process. Mr. Van Fossen acknowledged they are still going through the implementation stage, and when it comes to full capabilities, they will have better access. The administration is offering additional training with BS&A for all departments in the City. Currently they are also utilizing PAYIT for payment, but their understanding is to have the two programs merge. The conversion has caused delays and he believes over the next couple weeks the merge will occur.

DISCUSSION – BUDGET PRIORITIES FOR BUDGET FISCAL YEAR 2025/2026
Council Member Hussain updated the Committee that annually these are adopted by October 1st and will be finalized at Committee of the Whole and Council on September 30, 2024. The documents will appear in the Committee meetings in September for Committee specific input. Per the Charter the Administration addresses these in the budget they present, and this is an important document.

CLOSED SESSION
MOTION BY COUNCIL MEMBER SPADAFORE TO RECESS INTO CLOSED SESSION FOR STRATEGY AND NEGOTIATION SESSIONS CONNECTED WITH THE NEGOTIATION OF A COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CITY OF LANSING AND CAPITOL CITY LABOR PROGRAM INC, NON-SUPERVISORY UNIT AS REQUESTED BY THE CITY. ROLL CALL VOTE – MOTION CARRIED 6-0.

RECONVENE
Council Member Hussain reconvened the meeting at 6:20 pm

OTHER
RESOLUTION – Capitol City Labor Program (CCLP) non-Supervisory Tentative Agreement for the CBA
MOTION BY COUNCIL MEMBER SPADAFORE TO APPROVE THE RESOLUTION FOR THE CCLP NON -SUPERVISORY TENTATIVE AGREMENT FOR THE CBA WHICH INCLUDE TWO ECONOMIC ITEMS AND 9 ITEMS RELATING TO . MOTION CARRIED 6-0.

Adjourn
The meeting adjourned at 6:21 pm
Respectfully Submitted by,
Sherrie Boak Recording Secretary,
Lansing City Council
Approved by the Committee

LANSING CITY COUNCIL

FY25 GRANT INFORMATION FORM

(Required for all grant applications and acceptances)

PREFERRED REFERRAL DATE: - 9/9/2024

GRANT NAME: - Restoring Roots, Greater Lansing Urban and Community Forestry Program

GRANT AGENCY: - USDA

ASSISTANCE LISTING (CDFA): - 10.727

DEPARTMENT: - Public Service

CONTACT NAME: - Lori Welch

CONTACT PHONE: - 517-483-4599

GRANT PERIOD START: - 1/1/2024

GRANT PERIOD END: - 7/12/2029

APPLICATION DATE: - 5/28/2024

AWARD DATE: - 9/3/2024

TOTAL AMOUNT: - $5,000,000

ADMINISTRATIVE COST RECOVERY AMOUNT: - $448,632

SUMMARY OF GRANT PURPOSE AND ALLOWABLE USES:

Funds will be used for tree planting and maintenance, community engagement,
work force development and educational pathways, holistic management of existing canopy,
and demonstration of the use of urban wood waste in a nail-laminated timber project in Lansing.

PROJECTED ACCOUNT CODE DETAIL (OBJECT MINIMUM):

Account	Description	Amount
702000	Salaries	$257,700
715400	Fringe	$107,982
961743	Community Engagement Firm	$224,000
	Tree Planting	$1,095,232
	Lansing Board of Water & Light	$1,415,065
	Lansing School District	$990,800
	Michigan State University Forest Carbon and Climate Program	$154,441
	Michigan State University Nail Laminated Timber Program	$306,148
961600	Sub Grant Admin Costs	$448,632
		$5,000,000

MATCHING FUNDS ACCOUNT CODE DETAIL (IF APPLICABLE):

Account	Description	Amount
N/A		

OMB Number: 4040-0004
Expiration Date: 11/30/2025

Application for Federal Assistance SF-424

* 1. Type of Submission: ☐ Preapplication ☒ Application ☐ Changed/Corrected Application	* 2. Type of Application: ☒ New ☐ Continuation ☐ Revision	* If Revision, select appropriate letter(s): * Other (Specify):
* 3. Date Received: 05-28-2024	4. Applicant Identifier:	
5a. Federal Entity Identifier:	5b. Federal Award Identifier: 24-DG-11094200-185	

State Use Only:

6. Date Received by State:	7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: ~~CITY OF LANSING~~ Lansing, City of

* b. Employer/Taxpayer Identification Number (EIN/TIN): 38-6004628	* c. UEI: VARBEGGYV751

d. Address:

* Street1:	~~City Hall - Public Service Department~~ 124 W Michigan AVE FL 8
Street2:	~~124 W. Michigan Ave. FL 7~~
* City:	L lANSING
County/Parish:	
* State:	MI: Michigan
Province:	
* Country:	USA: UNITED STATES
* Zip / Postal Code:	48933-~~1679~~ 1665

06-17-2024: Updated to match SAM.gov - PBerry

e. Organizational Unit:

Department Name: PUBLIC SERVICE DEPARTMENT	Division Name: SUSTAINABILITY

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:	Ms.
* First Name:	LORI
Middle Name:	
* Last Name:	WELCH
Suffix:	
Title:	SUSTAINABILITY MANAGER
Organizational Affiliation:	
* Telephone Number:	517-483-4599
Fax Number:	
* Email:	LORI.WELCH@LANSINGMI.GOV

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

USDA FOREST SERVICE

11. Catalog of Federal Domestic Assistance Number:

CFDA Title:

*** 12. Funding Opportunity Number:**

10.727

* Title:

Inflation Reduction Act Urban and Community Forestry

13. Competition Identification Number:

USDA-FS-2023-UCF-IRA-01

Title:

2023 Inflation Reduction act for Urban and Community Forestry

06-17-2024: Added competition information. - PBerry

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment | Delete Attachment | View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Restoring Roots: Greater Lansing Urban & Community Forestry Program

Inflation Reduction Act: Restoring Roots: Greater Lansing Urban and Community Forestry Program

Attach supporting documents as specified in agency instructions.

06/17/2024: Added title per FS naming convention - PBerry

Add Attachments | Delete Attachments | View Attachments

1

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant: MI-007

* b. Program/Project: MI-007

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 05/01/2024

* b. End Date: ~~04/30/2029~~

08/29/2029

18. Estimated Funding ($):

* a. Federal	5,000,000.00
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	5,000,000.00

Updated period of performance per program guidance. - PBerry

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment | Delete Attachment | View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:

* First Name: Shelbi

Middle Name:

* Last Name: Frayer

Suffix:

* Title: Deputy Mayor, City of Lansing

* Telephone Number: 517-483-4107

Fax Number:

* Email: shelbi.frayer@lansingmi.gov

* Signature of Authorized Representative: Shelbi Frayer

* Date Signed: 5/28/24

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 02/28/2025

SECTION A - BUDGET SUMMARY

	Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
			Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.	Inflation Reduction Act - Urban & Community Forestry	10.727	$	$	$ 5,000,000.00	$	$ 5,000,000.00
2.							
3.							
4.							
5.	Totals		$	$	$ 5,000,000.00	$	$ 5,000,000.00

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SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total
	(1) Inflation Reduction Act - Urban & Community Forestry	(2)	(3)	(4)	(5)
a. Personnel	$ 257,700.00	$	$	$	$ 257,700.00
b. Fringe Benefits	107,982.00				107,982.00
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual	4,185,686.00				4,185,686.00
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)	4,551,368.00				$ 4,551,368.00
j. Indirect Charges	448,632.00				$ 448,632.00
k. TOTALS (sum of 6i and 6j)	$ 5,000,000.00	$	$	$	$ 5,000,000.00
7. Program Income	$	$	$	$	$

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SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8. Inflation Reduction Act - Urban & Community Forestry	$	$	$	$
9.				
10.				
11.				
12. TOTAL (sum of lines 8-11)	$	$	$	$

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	$	$	$	$	$
14. Non-Federal	$				
15. TOTAL (sum of lines 13 and 14)	$	$	$	$	$

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b)First	(c) Second	(d) Third	(e) Fourth
16. Inflation Reduction Act - Urban & Community Forestry	$	$	$	$
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	$	$	$	$

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges: 4551368	22. Indirect Charges: 448632

23. Remarks:

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Grant Narrative for

Restoring Roots, Greater Lansing Urban and Community Forestry Program

City of Lansing

FY2024

Subaward detailed budgets, as highlighted below in yellow, were not reviewed, approved, nor incorporated into the original application package for this award. The Cooperator (pass-through entity) is responsible for establishing, managing, and monitoring subaward activities supported by this award. (FSH 1509.11 Ch 23.51). - PBerry

Funding Amount: $5,000,000

Grant Period: January 1, 2024-~~March 31~~, 2029

07/12/2029

Primary Project Contact:

Lori Welch, City of Lansing, Sustainability Manager
124 W. Michigan, Lansing, MI 48933
517-243-5668
Lori.welch@lansingmi.gov

Primary Financial Contact:

Zachary McElroy, City of Lansing, Strategy Analyst
124 W. Michigan Ave, Lansing, MI 48933
517.643.2585
zachary.mcelroy@lansingmi.gov

Proposal Abstract:

The vision for this proposal is to enact a community-led investment in the maintenance and development of the urban tree canopy, focused in Lansing's most disadvantaged neighborhoods. Funds will be used for tree planting and maintenance, community engagement, work force development and educational pathways, holistic management of existing canopy, and demonstration of the use of urban wood waste in a nail-laminated timber project in Lansing. Project partners will all play key roles in the implementation of this comprehensive proposal.

Project Partners:

The Lansing School District will contribute Urban Forestry career pathway program development and implementation; adult education career pathway program development and implementation; K12 education experiences program development and implementation; and partnership with community engagement team.

Lansing Board of Water & Light (BWL) will provide subject matter expertise to the performance of the grant through certified arborist and forestry tree maintenance staff, environmental services and sustainability department, communications and government relations department, Geographic Information System (GIS) modeling, grants and program management department, and carbon neutrality team to support the overall goals of the grant. BWL will work to inform the community engagement and educational components of the grant in support of proper siting and selection and work with neighborhoods in managing the canopy and providing actual work opportunities through internships, co-ops and direct hire opportunities. BWL will direct the utilization of tree waste whether to Nail Laminated Timber or other re-use streams. BWL will work with the community engagement team and neighborhood associations to maximize the urban canopy while promoting an understanding of stakeholder priorities and needs.

MassTimber@MSU is currently leading a pair of nail-laminated timber (NLT) demonstration projects in Michigan's Upper Peninsula. The City of Lansing through this grant will be partnering with MassTimber@MSU on an NLT demonstration project harvesting urban wood to create nail-laminated timber for eventual use in the city of Lansing. The nail-laminated timber will be made in partnership with Lansing Tech, the Career and Technical Education (CTE) high school run by Lansing School District, using wood acquired through local urban forestry activities.

The Michigan State University Forest Carbon and Climate Program (FCCP) will contribute to the project goals in three key ways: 1. Provide training to annual cohorts of 20 through FCCP's Urban Forests and Climate Change course; 2. Create visual content including hyper-realistic renderings and animations through its Forest + Climate Visualization Partnership to educate and engage residents and stakeholders in key urban forestry and tree equity concepts; and 3. Develop and distribute a data-driven case study (including a white paper and short video) that highlights project activities and outcomes to model the program for other communities.

The City of Lansing's Public Service Department will lead the project and facilitate the procurement of the public engagement specialist, the tree planting and maintenance contract and other related activities. Additionally, the forestry staff will work closely with project partners to develop the intern program and all relevant city staff will be closely involved with the advisory council and engagement activities.

Lansing Area Tree Coalition – Members of this long-standing coalition include representatives of Lansing's Forestry division, Michigan DNR, MSU and others. They will provide ongoing support and expertise.

In coordination with the contracted public engagement specialist, the **City of Lansing's Department of Neighborhood, Arts and Citizen Engagement** – Support citizen engagement process and distribution of education and outreach materials.

Project Scope Alignment:

Restoring Roots, Greater Lansing Urban and Community Forestry Program (RR), aligns closely with the goals of the NUCFAC Ten-Year Action Plan, congressional Justice40 priorities, and the State Forest Action Plans goals. The City of Lansing (COL), together with the Lansing School District (LSD), Lansing Board of Water & Light (BWL), and Michigan State University (MSU) in partnership with multiple community stakeholders, propose an ambitious community effort to increase canopy coverage, reduce coverage disparities, and support career pathways into urban forestry, while fostering community participation and involvement. Our project plan is centered on the disadvantaged communities in and around the COL, Michigan's capital city, as identified by the White House Council on Environmental Quality's Climate and Economic Justice Screening Tool (CEJST). These communities make up over 71% of the COL's population. The COL and BWL provide services vital to life, including water, sewer, electricity, steam, and chilled water to the region. LSD provides education to 10,000 city youth and includes a strong and growing Career and Technical Education hub. A 2013 ice storm devastated the region's tree canopy leaving many areas of the city treeless. Storm damage in August 2023 resulted in more than 33,000 power outages. With United States Forest Service (USFS) support, Lansing can develop a responsible urban forestry management program that will demonstrate how well-managed, affordable, equitable, and healthy cities can successfully combine economic growth, exemplary stewardship of natural resources, and thoughtful pathways to Living Wage jobs.

USDA NUCFAC Goals Alignment: Integrate Urban and Community Forestry into all scales of planning. The team will integrate Urban and Community Forestry into regional planning by providing suggested content and language for adoption by neighborhood associations, community-based organizations (CBOs), and residential and commercial stakeholders. We will facilitate, siting and species selection to promote canopy health and longevity. **Promote the Role of Urban and Community Forestry in Human Health and Wellness.** Our community outreach plan includes an awareness campaign about the benefits to health and wellness of urban forests. Through LSD, students in Lansing schools will have an opportunity to engage in natural resources inventory work, learn about the importance of urban forests to human health and wellness, and plant and care for trees. Through community engagement the grant will connect urban forestry with healthy lifestyles and active living. Our connections to MSU will support integration of urban agriculture with urban forestry. **Cultivate Diversity, Equity and Leadership within the Urban Forestry Community**. Lansing will work alongside the contracted engagement specialist to engage underserved communities and low canopy neighborhoods through extensive outreach and lead the establishment of a Community Urban and Forestry Advisory Council (CUFAC) (which will include Lansing students as members). This effort will include identify career pathway options for students and adults to access forestry careers. **Strengthen Urban and Community Forestry Health and Biodiversity for Long-term Resilience**. Existing Forestry professionals, arborists and new staff will work with MSU, an internationally recognized leader in Forestry sciences, and the Michigan Department of Natural Resources (MDNR) to support a wide range of species planting, cognizant of invasive species mitigation. A focus on long- and near-term planning with emphasis on the Right Tree, Right Place will support a healthy, long life community canopy for generations. **Improve Urban and Community Forestry Management.** Lansing will focus on the forest life cycle including repurposed product development like nail laminated timber (NLT), composting and mulch. The BWL through its Hometown Energy Savers program will integrate the Arbor Day's tree siting guidance into its placement guidance for local residential buildings to reduce energy expense. The CUFAC will provide urban forestry educational resources to neighborhood associations. **Diversify, Leverage and Increase Funding for Urban and Community Forestry**. Investigate utilization of urban wood for use in NLT. Explore new funding streams through outreach to governmental, civic and community organizations. Educate elected and governing officials on the community benefits of a vibrant urban forestry.

<u>Implementation Strategy/Methodology/Timeline:</u>

The goals for the project are: **Establish community-wide involvement in, and leadership of, Lansing's forestry efforts.** Work with contracted public engagement specialist to conduct extensive community stakeholder engagement with residents, community organizations, educational institutions, businesses, and government. *Establish a CUFAC. **Center environmental justice, equity, and diversity in all our efforts**. *Identify and work to eliminate existing disparities in tree cover. *Identify forestry career pathways for students. *Create inclusive educational planting and maintenance programs that provide access to meaningful work and community-based experiences. *Promote accessibility of and access to the urban forest. **Develop an integrated approach to canopy planning, addressing key environmental issues**. *Incorporate heat island mitigation and stormwater management. *Develop preferred species and siting support while mitigating the presence or intrusion of invasive species. *Perform canopy maintenance within disadvantaged communities. *Planting and maintenance of 2000 or more trees to work toward the 41% State Forestry tree canopy goal.

The team will succeed by implementing these strategies:

1. **Create a robust public engagement program.** The COL will procure a professional public engagement specialist to work with project partners and build a citizen and stakeholder led engagement program. It is a priority to work with residents in the identified areas to gain feedback and hear from those most impacted by the effects of tree deserts.
2. **Develop education and outreach tools**. As the engagement process informs the initiative, the contracted public engagement specialist will work with local communications staff to develop new educational materials to create awareness and cultivate an environmental ethic that focuses on the value of trees and community. Student ambassadors will be equipped to promote canopy maintenance in their neighborhoods.
3. **Plant and maintain 2000 or more trees in disadvantaged communities** as defined within this proposal, provide labor and training for proper tree care and maintenance. A 2022 canopy assessment documented annual losses to the tree canopy of 0.84% Without action, the tree canopy will shrink by 61 acres per year, yielding a projected tree canopy cover of 26.4% by 2040.
4. **Offer learning opportunities and forestry career pathways with an emphasis on outreach to underrepresented groups.** The LSD is positioned to lead the educational initiative as the operator of 24 schools in Lansing, and the Ebersole Environmental Education Center. The LSD will create powerful hands-on learning experiences for Lansing students and families across grades PreK-12, including: interdisciplinary science workshops across elementary and middle school grades that promote student/family participation in

tree counts, tree plantings, and natural resources inventories; middle school forestry career experience at the Ebersole Environmental Education Center, a high school career pathway to urban forestry, including paid work-based learning experience through the Lansing Tech High School (Lansing's Career and Technical Education school). This pathway will be available for 8-10 students per year (with an initial goal of 10) for each year of the grant obtaining on the job learning in forestry with COL and BWL. The Lansing Tech program will include participation in MSU's online training modules developed by the Forest Carbon and Climate Program (FCCP) centered on urban forestry in the context of climate change. Participants will learn emerging priorities and linkages between urban forest management, climate change, and impacts to community well-being, and will earn a certificate of completion from MSU Department of Forestry. Students in the Lansing Tech program will participate in paid forestry internships with BWL and the COL as well as caring for the school district's trees.

5. **Create a paid internship program** within the COL and BWL Forestry Divisions. MSU will administer professional development training for interns via online training modules developed by the Forest Carbon and Climate Program (FCCP) centered on urban forestry in the context of climate change. Participants will learn emerging priorities and linkages between urban forest management, climate change, and impacts to community well-being, and will earn a certificate of completion from MSU Department of Forestry.
6. MassTimber@MSU will **lead a demonstration project** as one of the learning modules within the Lansing Tech building trades and/or forestry pathway. By utilizing felled urban trees and salvaged urban wood, the project will produce sustainable, larger, and aesthetically pleasing building materials. NLT, being a low-tech mass timber, is highly suitable for on-site production, making it an ideal solution for urban and community forests.
7. **Develop a data driven visual content case study**, that focuses on equity, urban forestry, and reforestation in Lansing and share with neighborhood associations and other communities working on similar initiatives.

Project schedule/timeline with goals/milestones (5-year plan)

January 1-March 2024:

- Coordinate with project partners

April-June 2024:

- Project Kick-off will begin with stakeholder engagement
- Public engagement firm bid
- Planning and recruiting for career pathway launch

July-August 2024:

- Create Community Urban and Forestry Advisory Council (CUFAC)
- NLT pilot project begins
- Curriculum development
- Vocational workforce development training coordinating
- University coursework development & research plan for data collection and analysis

August – October 2024

- Analysis of stakeholder engagement input and other datasets related to planting and maintenance.
- Determine tree procurement process and procure contracted work to plant and maintain trees.

September 2024

- Launch of school district's forestry career pathway program

January – April 2025

- COL/LSD/BWL: Forestry and Sustainability Internship – pilot cohort (3-year commitment)

- Tree planting begins

May 2026

- COL/LSD/BWL: Forestry and Sustainability Internship – pilot cohort graduates
- Graduates eligible to apply for MSU's undergraduate forestry program

June 2028

- Visualization resources from the State University of New York College of Environmental
- Science and Forestry (SUNY ESF) Landscape Visualization Studio provided

Jan-March 2029

- MSU creates and publishes case studies leading to a white paper in 2026

Expected Accomplishments/Measurable Outcomes

- Local forestry crews receive support for responsible tree planting and maintenance.
- Citizens residing in disadvantaged areas of Greater Lansing benefit from the planting of 2,100 or more trees that will ultimately cool the air, clean the water, and make people healthier.
- Partners will work with contracted public engagement specialist and local advocacy groups to establish Community Urban and Forestry Advisory Council (CUFAC).
- COL and BWL staff will spend 2 hours/month attending CUFAC meetings.
- Career pathways will be identified, opening the doors to valuable forestry jobs at the local level.
- Three internship positions will be created.
- Visualization resources will be created and shared.
- NLT/Mass Timber demonstration project will be used to create awareness of potential for urban wood waste/resources.

Project Assessment/Evaluation Methods: Examine the public perception of the connection between urban forestry, social determinants of health, and neighborhood cohesion. Measurement of health and environmental indicators utilizing mapping tools. Development of internship and workforce training programs to measure progress toward education and employment goals.

Standards and Best Management Practices

All tree-related work completed under this grant will follow the latest relevant ANSI standards (e.g., ANSI Z60.1 Nursery Stock Standards, A300 Standards for Tree Care Operations) and International Society of Arboriculture Best Management Practices or equivalent.

For planting projects, species lists will be developed by a technical expert knowledgeable of local climate, site characteristics, and tree species. Planting projects will not install any state-listed invasive species, including invasive species listed as "restricted," "pending further review," or "non-restricted," or that are on a watch list.

Capability and Capacity:

City of Lansing: Serving as Michigan's capital since 1848, the COL was incorporated in 1859 and operates under a strong mayoral form of government established by 1978 Charter revision. The COL incorporates 34.7 square miles and is in the lower middle of Michigan's Lower Peninsula. Lansing is a mature core city with a population of 112,644 according to the 2020 Census. Lansing has set an ambitious target of full carbon neutrality by 2050, with an interim goal of 59% reduction in GHG by 2030. Several forestry-related sustainability goals have been outlined in the 2022 Sustainability Action Plan. Expanding tree cover, creating a healthy urban tree canopy, and supporting forestry initiatives are key elements of the plan. A recent canopy assessment indicates Lansing's current canopy is at 31%. Local forestry experts and advocates agree with the guidance found in the State Forest Action Plan, that a healthier canopy goal is closer to 41%. **Lori Welch**, Sustainability Manager, 20+ years' experience environmental programs; responsible for Lansing's sustainability and climate action plans; project lead on behalf of the COL. **Zachary McElroy**, Strategy Analyst, City of Lansing Mayor's office staff member and city-wide grant administrator. **Erin Buitendorp,** Operations Specialist.15+ years in higher education, 5+ years in local government; leads projects and community engagement for Public Service Department. **Dominic Fucciolo** Forestry and Grounds Senior Supervisor. One of Lansing's three certified arborists will oversee contracted work. **Irene Cahill,** Forestry Supervisor. Certified arborist will oversee contracted work. **Nathan Arnold**, Operations and Maintenance Division Superintendent. 12+ years with COL. **Scott Bean,** Communications & Digital Media Director for the City of Lansing. **Lansing Board of Water & Light (BWL)** is the local municipal utility for the region with more than 100,000 electric, 58,0000 water, 150 steam and 19 chilled water customers. BWL owns and maintains more than 3,000 miles of electrical transmission & distribution both above and below grade and more than 800 miles of underground watermain, along with associated distribution for the steam and chilled water services. BWL performs vegetation management for utility line clearance and has 8 full-time certified arborists on staff. **John Rademacher**, Supervisor of Forestry. Certified Arborist, 10+ years in vegetation management. John's team will oversee on the job training opportunities for forestry program students/graduates. **Claire Drolshagen-Puck**, Environmental Stewardship Administrator. 10+ years in natural resources, land use; advanced degree in justice and environmental change will support the neighborhood engagement process and educational content on environmental justice. **Breina Pugh**, Government & Community Relations Manager. 8+ years in community and public relations. Breina will coordinate areawide communications and supportive messaging to the grants program including printing and content creation/coordination. **Lori Myott**, Manager of Environmental Services. 25 years in environmental engineering and regulatory compliance. BWL will provide tree siting, species selection and maintenance training to residents and property owners. **Anna Munie**, Manager of Carbon Neutrality. 10+ years in the energy and utility industry, environmental and long-term resource planning roles. BWL will being awareness to the National Arbor Day tree siting platform which assists building owners in siting tree plantings to help reduce overall energy consumption. **Briena Pugh**, Grants Program Manager and lead organizational liaison to the grant team. **Lansing School District** will lead the community learning plan that will provide inclusive access to careers in urban forestry and will contribute to community engagement. **Sergio Keck**, Deputy Superintendent for Special Populations. 17+ years' experience, leads CTE, Adult Ed, English Learner, special education, alternative education, and the Ebersole Environmental Center; recognized leader in the immigrant community of Lansing; former principal of high performing school serving English learner population. **Nicole Millsap,** Director of Career and Technical Education. Leads revival of high-quality career and technical education programs in Lansing; strong in higher ed access. **Benjamin Botwinski**, Director of Ebersole Environmental Education Center. Developed innovative nature-based K-12 educational programming, strong forestry, and experiential education experience. **GreenLink Education**, sustainability planning partner for Lansing School District. Team includes **Karin Goldmark**, former Deputy Chancellor of NYC school system, and **Anthony deGuzman**, former COO of Washington DC schools. Experience in green school yards, CTE programs, experiential learning, community engagement. MWBE business. **Michigan State University - MassTimber@MSU** leverages research, education, outreach, communications, policy and partnerships to advance sustainable mass timber construction and manufacture in Michigan and the surrounding region. This program will work on behalf of the COL with an NLT Contractor to design and implement the NLT demonstration project. **Sandra Lupien**, MPP, Director, MassTimber@MSU, MSU. Lupien leads a broad range mass timber market and ecosystem development activities in Michigan and the Great Lakes Region. With Berghorn, below, she is leading a project to pilot NLT in two Michigan buildings. **George Berghorn**, PhD, Assistant Professor of Construction Management & Research Director, MassTimber@MSU, MSU. With 20 years in the building construction industry, and numerous applied mass timber research projects in his portfolio, Berghorn will lead and collaborate to design and implement the NLT elements of this project including feedstock identification, grading, testing, and certification; NLT assembly workforce training and certification. The master's student reporting to him will be qualified to lead, co-lead, or support related activities as needed. **Forest Carbon and Climate Program (MSU FCCP)** - Connects a wide range of people with the value of forested lands and forest products in addressing climate change. **Daphna Gadoth-Goodman**, Senior Research Assistant. 10+ years' experience, forest sciences, natural resource management, synthesis, science communication/education**. Emily Esch**, Digital Media and Learning Specialist / Professional Support Staff, 5+ years' experience, graphic design, animation, creative media, remote/virtual learning. **Evan Beresford**, Research Assistant, 5+ years' experience, forest sciences, natural resource management, research, synthesis, development of educational programming. **Forest + Climate Visualization Partnership (FCVP**) - Collaboration of MSU FCCP and SUNY ESF Climate and Applied Forest Research Institute (CAFRI), the premier US forest climate visualization initiative using immersive virtual reality experiences. **Aidan Ackerman**, Assistant Professor, SUNY ESF.20+ years landscape ecology, geospatial 3D modeling, real time rendering, design, virtual reality media.

Communications Plan: There will be a comprehensive communication plan for this grant proposal that will be implemented in various phases as the project progresses. The COL will make a public announcement through a press release acknowledging the receipt of the grant funds and will display signage to acknowledge the funding source. As the community is involved, the importance of the USDA's support in making this project a reality will be highlighted. The communication plan will focus on community engagement, with the public engagement specialist helping to involve stakeholders effectively. Various methods will be used, such as focus groups, surveys, and digital platforms to reach as many community members as possible. Additionally, relationships with neighborhood associations, civic organizations, and faith-based communities will be leveraged to spread the word. Communication efforts will continue to evolve throughout the various stages of the project. Different platforms, such as social media, websites, TV, digital, bill inserts, and speaking engagements, will be used to keep everyone informed.

There is a high level of commitment to ensure that the communication plan is comprehensive, effective, and inclusive, as work towards the successful implementation of this project is done.

Evidence of Disadvantaged Community Status: In the COL, environmental justice issues such as health, housing, legacy pollution, transportation, water and wastewater, and workforce development, particularly in disadvantaged communities, have been identified. Increasing the canopy coverage can help reduce depression, anxiety, and increase mental resiliency. Workforce development programs provide job skills and additional labor options. Within the grant service area, there are 29.4 sq. mi of disadvantaged community, consisting of Census tracts that meet more than one burden threshold and the associated socioeconomic threshold, according to the Climate and Economic Climate Justice Screening Tool (CEJST). Of this, 20.9 sq mi lies within the COL's boundary. Nearly 71% of the city's area falls within these tracks. According to the canopy survey, 3.7 sq. mi of planting area are considered moderate to very high priority, of which 2.9 sq mi are within the disadvantaged communities. Data alongside a communication plan will inform the COL's targeted planting strategy coupled with a workforce development model. All work will be conducted in CEJST Census tracts. The COL will partner with MSU to document the outcomes and impacts of this initiative. This partnership will make research-based policy and management practices come to fruition.

List or Table of Census Tracts where Project Work is Planned/Eligible:

Our project plan is centered on the disadvantaged communities in and around the COL, Michigan's capital city, as identified by the White House Council on Environmental Quality's Climate and Economic Justice Screening Tool (CEJST). These communities make up over 71% of the COL's population. If changes occur to work locations during grant implementation, an updated list will be provided to the U.S. Forest Service grant monitor for review. CEJST tracts according to version 1.0 as of May 9, 2024 are listed below.

Lansing, MI – city limits

1. 26065003301
2. 26065003200
3. 26065000100
4. 26065006600

5. 26065006800
6. 26065000700
7. 26065000600
8. 26065006500
9. 26065006700
10. 26065003500
11. 26065001703
12. 26045020202
13. 26065003602
14. 26065003700
15. 26065002600
16. 26065002800
17. 26065005304

Reporting and Acknowledgment:

Required text: Semi-annual progress reports for periods ending June 30 and December 31 will be submitted to SM.FS.R9SPFgrants@usda.gov and the U.S. Forest Service (USFS) grant monitor no later than July 31 and January 31 each year. Project updates outside of these timeframes and any additional future reporting requirements will be provided upon request.

The U.S. Forest Service and Inflation Reduction Act will be acknowledged as a funding source for work performed under this grant, including any future signage requirements. The USDA non-discrimination statement will be present on products resulting from this grant (including online content). Use of the USFS logo will be pre-approved through the USFS grant monitor.

The Forest Service grant monitor will be included when sharing communication products, making announcements, and conducting other significant outreach efforts regarding this grant.

Non-Federal Funds Match Waiver:

Required text: A match waiver has been authorized for this grant, requiring that 100% of work takes place in or benefits disadvantaged communities. Match waiver will be passed on to any sub-awardees.

Budget:

Instructions: Outline the federal grant amount based on the scope of work and methodology. A suggested table format is provided below for inserting budget information by each Object Class Category that is summarized in the SF 424A. Delete or add lines as needed to reflect work in this narrative. If any of these grant funds will be passed to a third party to complete the work, via sub-grants, provide that amount in the "Other" category.

Budget Items by **SF 424A Object Class Categories**	**Federal** **$5,000,000.00**
a. Personnel	
Core Team - Manager of Sustainability	$39,000.00
Core Team - Operations Specialist	$32,500.00
Core Team - Forestry Supervisor	$7,200.00
Core Team - Strategy Analyst	$26,000.00
Forestry Supervisor	$18,000.00
Community Engagement - Internships	$135,000.00
Personnel Total	**$257,700.00**
b. Fringe Benefits	
Core Team – Fringe = Salaries X 66%	$69,102.00

8/28/24: Revised fringe rate per correspondence with partner. - PBerry

Community Engagement Forestry Supervisor – Fringe = Salary X 66%	$11,880.00
Internships – Fringe = Salaries X ~~66%~~ 20%	$27,000.00
Fringe Benefits Total	**$107,982.00**
c. Travel	
d. Equipment*	
e. Supplies	
f. Contractual	
Community Engagement Firm	$224,000.00
Tree Planting	$1,095,232.00
Lansing Board of Water & Light	$1,415,065.00
Lansing School District	$990,800.00
Michigan State University Forest Carbon and Climate Program	$154,441.00
Michigan State University Nail Laminated Timber Program	$306,148.00
Contractual Total	**$4,185,686.00**
g. Construction (Not allowable expense)	
h. Other	
i. Total Direct Charges **<u>(sum of a-h)</u>**	**$4,551,368.00**
j. Indirect Charges	**$448,632.00**
k. Totals **<u>(i + j)</u>**	**$5,000,000**
l. Program Income**	–

Budget Narrative:

Core Team

The Core team, led by the City of Lansing (COL), and inclusive of staff from the Lansing Board of Water & Light (BWL), an administrative board of COL established by City Charter, and the Lansing School District (LSD) is responsible for the administration and performance of the grant. The team consists of three representatives from COL, and three from BWL. The team will coordinate workflow, reporting, goal setting, reimbursements, and achievement of the grant goals. The team will formally meet bi-weekly for coordination and reporting. The work burden for each core team member is estimated to be 5 hours bi-weekly (including meeting and work activities), 130 hours per year, or 650 hours over the 5-year grant performance and reporting periods.

Community Urban and Community Forestry Advisory Council (CUCFAC)

The CUCFAC will be formed initially with support from a community engagement/outreach firm specializing in building community involvement. The community engagement firm will have a two-year contract. The COL, and BWL will each be represented by one Forestry and/or outreach specialist who will attend 2 hours of meetings per month and work 3 hours per month doing follow up, small team meetings, and content development. Funding is requested to support the CUCFAC for 5 years and the long-term goal is to make it a self-sustaining community partnership with the citizens of Lansing, COL, LSD, and BWL.

PERSONNEL

City of Lansing:

The City of Lansing plans to hire the following staff for the 5-year term of the grant contract. This team will be responsible for maintaining and managing the contract received for the 2000 trees planted by funds from this grant (small and large trim projects) aside from Lansing Board of Water and Light's Right of Ways, as well as, performing summer health and hazard surveys, compiling list of trims needed in the disadvantaged communities, check for hazards/overall health/disease, and manage trees in imminent danger zones, including perimeter of parks and high traffic areas. These staff will be responsible for managing the forestry and sustainability internship program implemented at the city for students who enrolled with the Lansing School District Forestry Curriculum. This program will be modeled from the current Lansing School District Fire Academy.
Community Engagement Interns (3): 3,000 hours X 3 interns @ $15 per hour = $135,000.00

The City of Lansing plans to allocate existing staff to manage the grant administration and reporting. The city and its core team will be responsible for managing the core partner team (Lansing Board of Water and Light, Michigan State University, and Lansing School District) and facilitating the bi-weekly, 2-hour meetings that will be held among the core partner team to plan, coordinate, administer, and report on the grant. City of Lansing personnel to make up the core team will include Lori Welch, Sustainability Manager, Erin Buitendorp, Operations Specialist, and Zachary McElroy, Strategy Analyst.

Core Team Budget (5-year terms)	**Hours**	**Rate**	**Base Rate**	**Benefits**	**Benefits Total**
Strategy Analyst	650	$40	$26,000	66%	$17,160
Operations Supervisor/Specialist	650	$50	$32,500	66%	$21,450
Sustainability Manager	650	$60	$39,000	66%	$25,740
Forestry Supervisor	120	$60	$7,200	66%	$4,752
Section Total			**$104,700**		**$69,102**
Table Total (Base + Fringe)					**$173,802**

Forestry Supervisor will provide support and Participate in Community Urban and Community Forestry Advisory Council (CUCFAC) (60 sessions) 2~~5~~ hours per month for 60 months. A representative from COL and BWL will be present at every CUCFAC meeting.

Community Urban and Community Forestry Advisory Council (CUCFAC)	Hours	Rate	Base Rate	Benefits	Benefits Total
Forestry Supervisor/Outreach Specialist	300	$60	$18,000.00	66%	11,880.00
Function Total					

FRINGE BENEFITS

City of Lansing:
Fringe benefits for eligible employees contracted with the City of Lansing are calculated at 66% of offered compensation. 8/28/24: Internship program is 20%fringe rate totaling $27,000.

CONTRACTUAL Updated per correspondence with partner - PBerry

All contracts must go through the City of Lansing's procurement process and go out for bidding. No direct contracts are outlined but the following contracts will go out to bid. All costs will conform to 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

- Contract with an organization(s) for the Tree Planting and Transplanting Services of the 2150 trees accounted for in the project narrative. This contract will cover cost of labor, cost of trees, cost of site prep and maintenance outside of BWL and Light Right of Way areas. The costs estimate is budgeted based on planting 2150 trees in disadvantaged communities at a rate of $500/tree ($509.41 to be exact), for a total of $1,095,232. Cost per tree is reflective of a healthy medium sized tree ranging from 1-2.5 inches in diameter.

- Contract with Public Relations firm to manage stakeholder and community engagement, costs including but not limited to project kick-off, branding, initial community engagement and launch, fees for 2 years, and additional costs, such as printing and space rental for engagement sessions. Their role is to lead the development of the CUCFAC. $224,000 total

Lansing Board of Water and Light:

The Lansing Board of Water & Light (BWL) plans to allocate existing staff to support the performance of the grant program, except as it relates to job opportunities for interns. As a core team member, BWL will be integrally involved in supporting the management and performance of the grant program. BWL's core team representation will include:

Core Team Support Staff (5 hours bi-weekly)
Grants Program Manager
Environmental Justice and Sustainability Administrator
Consultative support includes:

- Supervisor of Forestry (1 hour per month)
- Government and Community Relations Manager (2 hours per month)

Core Team Budget (5-year)	Hours	Rate/hr	Base Rate	Benefits (70%)	Benefits Total
Grants Program Manager	650	$55	$35,750.00	X 70%	$25,025.00
Government and Community Relations Manager	120	$50	$6,000.00	X 70%	$4,200.00
Environmental Stewardship Administrator	650	$50	$32,500.00	X 70%	$22,750.00
Forestry Supervisor	60	$60	$3,600.00	X 70%	$2,520.00
Manager of Environmental	-	-	-		-
Manger of Carbon Neutrality	-	-	-		-
Section Total			**$77,850.00**		**$54,495.00**
Function Total (Base + Benefits)					**$132,345.00**

Support and Participate in Community Urban and Community Forestry Advisory Council (CUCFAC) (60 sessions) 5 hours per month for 60 months.

Community Urban and Community Forestry Advisory Council (CUCFAC)	Hours	Rate/hr	Base Rate	Benefits	Benefits Total
Forestry Supervisor/Outreach Specialist	60	$60	$3,600.00	70%	$2,520.00
Function Total (Base + Benefits)					**$6,120.00**

Perform canopy maintenance as needed for line clearances and utility right of way that is supportive of long-term canopy resiliency and utility reliability. The work to be performed here is partly through BWL forestry crews and with the 3rd party vendor support.

- BWL Forestry Crews (arborists, forestry professionals, maintenance, and pesticide management technicians) = $455,000 over 5 years.

Canopy Maintenance/Line Clearances - ROW (5 years)	Hours	Rate/hr	Base Rate	Benefits (70%)	Benefit Total
Forestry Supervisor	500	$60	$30,000.00	X 70%	$21,000.00
Utility Line Clearance Trimmers	15000	$40	$600,000.00	X 70%	$420,000.00
Tree Auditor	500	$40	$20,000.00	X 70%	$14,000.00
Total – Base Rate is Contractual. Explained below under "Contractual Forestry Maintenance".			**$650.000.00**		**$455,000.00**
Total (Base + Benefits)					**1,105,000.00**

On-the-job training and internships. BWL will provide up to 3 one-year internships and on-the-job experience for 3 interns. Interns' benefits rate is 30%.

On-the-Job Training/Internships	Hours	Rate	Base Rate	Benefits	Benefit Total
Interns	6000	$22	$132,000	6.6	$39,600

Function Total		**$171,600**

Contractual Forestry Maintenance
3rd party tree trimming professionals = $650,000 over 5 years. The basis for this estimate is feedback from a BWL 3rd party tree maintenance vendor assuming 29 square miles of disadvantaged community space. Work to be performed on an as needed basis as the grants teamwork with neighborhood to identify canopy priorities.

All BWL Totals including Contracted Services of $650,000.00 = $1,415,065.00

Lansing School District:

- Forestry Careers Pathway Coordinator (4 years)
- Forestry Curriculum Developer
- Adult Education Pathway Coordinator (Part-time for 2 years then Quarter-time for 3 years)
- Director of Onsite Forestry Work (5 years)

SALARIES TOTALING $280,000.00.

FRINGE BENEFITS CALCULATED @ 61% TOTALING FRINGE BENEFITS @ $170,800.00
Fringe benefits for eligible employees contracted with the Lansing School District are calculated at 61% of offered compensation.

Contractual Expenses	
Student Work-Based Learning – 5 years, $1000 stipend/semester = $2000/year. 20 Students/year for total of 100 over 5 years.	$200,000.00
Adult Learning Pathway WBL – 8 Adults per year, 4 years total. Stipends per person are $2125. Total # of people = 32.	$68,000.00
Middle School Forestry Career Camp – 1 year, 48 students. $250/student.	$12,000.00
Enrollment Fees – Dual Enrollment High-School Course (Dual Enrollment with University) – 4 years, 20 students per year = 80 students total.	$180,000.00
Forestry Career Pathway and Curriculum Technical Assistance	$80,000.00
Total Contractual Expenses	**$540,000.00**

Lansing School District Budget Total: $990,800.00

MSU NLT/MassTimber@MSU

Personnel within the MassTimber@MSU are required for the utilization plan for tree trimmings and excess wood. Based on current contracts of personnel, the hourly rates below are an estimate based off salary provided on contract. Personnel costs are reflected for S. Lupien at 12.5% of total salary provided by Michigan State University (MSU). Personnel costs are reflected for G. Berghorn at 10% of total salary provided by MSU. Personnel costs are $179,585, Fringe Benefits $66,446, Grad Assistance, Engineering costs of $35,000.

Budgetary Costs for Mass Timber is $306,148.

- Senior Personnel, Sandra Lupien: $33,826
    - Year 1: 229.04 hours @ $47.79 per hour = $10,944
    - Year 2: 229.04 hours @ $49.22 per hour = $11,272
    - Year 3: 229.04 hours @ $50.70 per hour = $11,610
- Senior Personnel, George Berghorn: $75,156
    - Year 1 AY: 150.4 hours @ $70.57 per hour = $10,614
    - Year 1 Summer: 251.9 hours @ $70.20 per hour = $17,690
    - Year 2 AY: 150.4 hours @ $72.69 per hour = $10,933
    - Year 2 Summer: 167.9 hours @ $72.31 per hour = $12,147
    - Year 3 AY: 150.4 hours @ $74.87 per hour = $11,261
    - Year 3 Summer: 167.9 hours @ $74.47 per hour = $12,511
- Graduate Assistant: $94,382
    - Year 1: 1,560 hours @ $29.95 per hour = $46,724
    - Year 2: 1,559.9 hours @ $30.55 per hour = $47,658
- Graduate Hourly: $31,718
    - Year 1: 525.9 hours @ $29.85 per hour = $15,701
    - Year 2: 526 hours @ $30.45 per hour = $16,017

Fringe benefits for eligible employees at MSU – NLT are calculated as followed:

- Senior Personnel, Sandra Lupien:
    - Year 1: 33.99%
    - Year 2: 33.92%
    - Year 3: 33.85%
- Senior Personnel, George Berghorn AY:
    - Year 1: 32.93%
    - Year 2: 32.87%
    - Year 3: 32.81%
- Senior Personnel, George Berghorn Summer:
    - Year 1: 7.65%
    - Year 2: 7.65%
    - Year 3: 7.65%

MSU – FCCP

Based on current contracts of personnel, the hourly rates below are an estimate based off salary provided on contract. Personnel costs are reflected for Research Assistant, D. Gadoth-Goodman at 4.2% of total salary provided by Michigan State University (MSU). Personnel costs are reflected for Learning & Media Specialist, E. Esch at 8.3% of total salary provided by MSU. Personnel costs are reflected for Communications Manager, A. Sutton at 4.2% of total salary provided by MSU. Personnel costs are reflected for Research Assistant, E. Beresford at 4.2% of total salary provided by MSU.

Personnel costs are $78,340, fringes are $36,309, State University of New York forestry software, and program training of $20,000.

Total section budget is $154,441.

- Research Assistant, D. Gadoth-Goodman: $13,808
    - Year 1: 86.67 hours @ $30.01 per hour = $2,601
    - Year 2: 86.67 hours @ $30.91 per hour = $2,679
    - Year 3: 86.67 hours @ $31.84 per hour = $2,759
    - Year 4: 86.67 hours @ $32.97 per hour = $2,842
    - Year 5: 86.67 hours @ $33.77 per hour = $2,927
- Learning & Media Specialist, E. Esch: $25,100
    - Year 1: 173.34 hours @ $27.27 per hour = $4,728

- Year 2: 173.31 hours @ $28.09 per hour = $4,869
    - Year 3: 173.35 hours @ $28.94 per hour = $5,016
    - Year 4: 173.33 hours @ $29.80 per hour = $5,166
    - Year 5: 173.33 hours @ $30.70 per hour = $5,321
- Communications Manager, A. Sutton: $15,949
    - Year 1: 86.66 hours @ $34.66 per hour = $3,004
    - Year 2: 86.65 hours @ $35.70 per hour = $3,094
    - Year 3: 86.66 hours @ $36.77 per hour = $3,187
    - Year 4: 86.67 hours @ $37.88 per hour = $3,283
    - Year 5: 86.66 hours @ $39.01 per hour = $3,381
- Research Assistant, E. Beresford: $11,393
    - Year 1: 86.67 hours @ $24.76 per hour = $2,146
    - Year 2: 86.65 hours @$25.50 per hour =$2,210
    - Year 3: 86.65 hours @ $26.27 per hour = $2,277
    - Year 4: 86.67 hours @ $27.06 per hour = $2,345
    - Year 5: 86.66 hours @ $27.87 per hour = $2,415
- Undergraduates: 500 hours @ $20 per hour = $10,000

Experts at MSU FCCP will collaborate with experts at the State University of New York's College of Environmental Science and Forestry (SUNY ESF) Climate and Applied Forest Research Institute (CAFRI), for the Forest + Climate Visualization Partnership (FCVP).

- Senior Personnel, A. Ackerman: $10,464.31
    - Year 1: 40 hours @ 49.27 per hour = $1,971
    - Year 2: 40 hours @ 50.75 per hour = $2,030.13
    - Year 3: 40 hours @ 52.27 per hour = $2,091.03
    - Year 4: 40 hours @ 53.82 per hour = $2,153.76
    - Year 5: 40 hours @ 55.45 per hour = $2,218.38
- 4 Undergraduate Students: $15,889.31

Fringe Benefits – MSU FCCP

- Research Assistant, D. Gadoth-Goodman:
    - Year 1: 44.27%
    - Year 2: 44.14%
    - Year 3: 44.01%
    - Year 4: 43.87%
    - Year 5: 43.79%
- Learning & Media Specialist, E. Esch:
    - Year 1: 46.80%
    - Year 2: 46.65%
    - Year 3: 46.52%
    - Year 4: 46.36%
    - Year 5: 46.27%
- Communications Manager, A. Sutton:
    - Year 1: 40.89%
    - Year 2: 40.77%
    - Year 3: 40.66%
    - Year 4: 40.54%
    - Year 5: 40.47%
- Research Assistant, E. Beresford:
    - Year 1: 46.62%
    - Year 2: 49.47%
    - Year 3: 49.31%
    - Year 4: 49.14%
    - Year 5: 49.03%
- Undergraduates: 7.65%
- Senior Personnel, A. Ackerman:
    - Year 1: 64.45%
    - Year 2: 65.45%
    - Year 3: 66.84%
    - Year 4: 68.28%
    - Year 5: IFR

Total Project Other & INDIRECT COSTS:

The team has chosen to apply the de minimis rate of 10% to the project direct costs: **$448,632.00.**

“Other”. An allowable expense within the NOFO designed for sub-awards only.

LEVERAGE:

BWL in-kind contributions include:

1. Contribution to recommendation on species selection for optimal forestry health and elimination of invasive species in the planting plans.
2. Develop and share guidance for planting within the Utility of Right of Way or areas with overhead lines.
3. Support and promote the utilization of tree waste for its best use.

Fringe benefits for BWL employees are calculated as a payroll burden rate of 66%.

Grants Certifications Report

LANSING, CITY OF

Unique Entity ID **VARBEGGYV751** CAGE/NCAGE **36KM2**	Certification Validity From: **Mon Apr 01 15:14:36 EDT 2024** Certification Validity To: **Tue Apr 01 15:14:36 EDT 2025**	Purpose of Registration **Federal Assistance Awards Only**

Financial Assistance General Certifications and Representations

As the duly authorized representative of the LANSING, CITY OF, I certify that LANSING, CITY OF:

(1) Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability to ensure proper planning, management and completion of any financial assistance project covered by this Certifications and Representations document (See 2 C.F.R. § 200.113 Mandatory disclosures, 2 C.F.R. § 200.214 Suspension and debarment, OMB Guidance A- 129, "Policies for Federal Credit Programs and Non-Tax Receivables");

(2) Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives (See 2 C.F.R. § 200.302 Financial Management and 2 C.F.R. § 200.303 Internal controls);

(3) Will disclose in writing any potential conflict of interest to the Federal awarding agency or pass through entity in accordance with applicable Federal awarding agency policy (See 2 C.F.R. § 200.112 Conflict of interest);

(4) Will comply with all limitations imposed by annual appropriations acts;

(5) Will comply with the U.S. Constitution, all Federal laws, and relevant Executive guidance in promoting the freedom of speech and religious liberty in the administration of federally-funded programs (See 2 C.F.R. § 200.300 Statutory and national policy requirements and 2 C.F.R. § 200.303 Internal controls);

(6) Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and public policies governing financial assistance awards and any Federal financial assistance project covered by this certification document, including but not limited to:

- (a) Trafficking Victims Protection Act (TVPA) of 2000, as amended, 22 U.S.C. § 7104(g);
- (b) Drug Free Workplace, 41 U.S.C. § 8103;
- (c) Protection from Reprisal of Disclosure of Certain Information, 41 U.S.C. § 4712;
- (d) National Environmental Policy Act of 1969, as amended, 42 U.S.C. § 4321 et seq.;
- (e) Universal Identifier and System for Award Management, 2 C.F.R part 25;
- (f) Reporting Subaward and Executive Compensation Information, 2 C.F.R. part 170;
- (g) OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Non-procurement), 2 C.F.R. part 180;
- (h) Civil Actions for False Claims Act, 31 U.S.C. § 3730;
- (i) False Claims Act, 31 U.S.C. § 3729, 18 U.S.C. §§ 287 and 1001;
- (j) Program Fraud and Civil Remedies Act, 31 U.S.C. § 3801 et seq.;
- (k) Lobbying Disclosure Act of 1995, 2 U.S.C. § 1601 et seq.;
- (l) Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.;
- (m) Title VIII of the Civil Rights Act of 1968, 42 U.S.C. § 3601 et seq.;
- (n) Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. § 1681 et seq.;
- (o) Section 504 of the Rehabilitation Act of 1973, as amended, 42 U.S.C. § 794; and.
- (p) Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6101 et seq.

I have read each of the certifications and representations presented on this page. By submitting this certification, I, Jake Brower, am attesting to the accuracy of the certifications and representations contained herein. I understand that I may be subject to criminal prosecution under Section 1001, Title 18 of the United States Code or civil liability under the False Claims Act if I misrepresent LANSING, CITY OF by providing false, fictitious, or fraudulent information to the U.S. Government.

(End of Provision)

The Forest Service awarded more than $1 billion to community and faith-based organizations, Tribes, cities, towns, and others partners.

THE CITY OF LANSING WAS SELECTED AS ONE OF THE RECIPIENTS AND WILL BE RECEIVING A GRANT OF $5 MILLION.

This will help increase and support management of the City's tree population.

: USDA Forest Service

Andy Schor, Mayor

FEDERAL FINANCIAL ASSISTANCE
AWARD OF DOMESTIC GRANT 24-DG-11094200-185
Between
LANSING, CITY OF
And The
USDA, FOREST SERVICE
EASTERN REGION, STATE, PRIVATE AND TRIBAL FORESTRY

Project Title: INFLATION REDUCTION ACT: RESTORING ROOTS: GREATER LANSING URBAN AND COMMUNITY FORESTRY PROGRAM

Upon execution of this document, an award to Lansing, City of, hereinafter referred to as "the Recipient," in the amount of **$5,000,000.00**, is made under the authority of Cooperative Forestry Assistance Act, P.L. 95-313 as amended, 16 USC 2105 and Public Law 117-169, Subtitle D, Section 23003(a). The Federal Assistance Listing (formerly Catalog of Federal Domestic Assistance - CFDA) number and name are 10.727, Inflation Reduction Act Urban & Community Forestry Program. Lansing, City of accepts this award for the purpose described in the application narrative. Your application for Federal financial assistance, dated 05-28-2024, and the attached Forest Service provisions, 'Forest Service Award Provisions,' are incorporated into this letter and made a part of this award.

The Urban & Community authority requires a 1:1 match, however match has been waived under the provision of Public Law 117-169 (Inflation Reduction Act) and based on assurance from the Cooperator that 100% of the work and funding will benefit disadvantaged communities.

JUSTICE 40 INITIATIVE. Executive Order (EO) 14008, Tackling the Climate Crisis at Home and Abroad, was signed on January 27, 2021. This EO commits federal agencies to providing 40% of federal benefits to disadvantaged communities. When the cooperator is considering a sub-award or contract to be executed under this agreement, the cooperator shall consider the requirements of EO 14008, section 223, OMB M-21-28 and OMB-23-09.

Investing in America Signage. For any Bipartisan Infrastructure Law or Inflation Reduction Act funded public construction projects over $250,000, the Cooperator shall visibly post clear and prominent signs acknowledging the source of funding. See Office of Management and Budget Memorandum CA-23-6.
For any construction project less than $250,000 or a non-construction project, the Cooperator is encouraged to display a poster or utilize other appropriate Investing in America media. Specific sign and poster design criteria may be found in the USDA Style Guide. Production costs of Investing in America signs shall be reasonable. To maintain reasonable costs, the Cooperator is encouraged to use recycled or recovered materials when producing signs. In the event production of such signs and/or posters will result in unreasonable costs, expenses or burden to the Cooperator, production will not be required and the Forest Service should be notified.

This is an award of Federal financial assistance. Prime and sub-recipients to this award are subject to the OMB guidance in subparts A through F of 2 CFR Part 200 as adopted and supplemented by the USDA in 2 CFR Part 400. Adoption by USDA of the OMB guidance in 2 CFR 400 gives regulatory effect to the OMB guidance in 2 CFR 200 where full text may be found.

Electronic copies of the CFRs can be obtained at the following internet site: www.ecfr.gov. If you are unable to retrieve these regulations electronically, please contact your Grants and Agreements Office at sm.fs.r9grants@usda.gov .

The following administrative provisions apply to this award:

A. LEGAL AUTHORITY. The Recipient shall have the legal authority to enter into this award, and the institutional, managerial, and financial capability to ensure proper planning, management, and completion of the project, which includes funds sufficient to pay the non-Federal share of project costs, when applicable.

B. PRINCIPAL CONTACTS. Individuals listed below are authorized to act in their respective areas for matters related to this award.

Principal Cooperator Contacts:

Cooperator Program Contact	Cooperator Administrative Contact
Lori Welch 124 W. Michigan Ave. Lansing, MI 48933 (517) 243-5668 Lori.welch@lansingmi.gov	Zachary McElroy 124 W. Michigan Ave. Lansing, MI 48933 (517) 643-2585 zachary.mcelroy@lansingmi.gov

Principal Forest Service Contacts:

Forest Service Program Manager Contact	Forest Service Administrative Contact
Joan Scales 1992 Folwell Ave. Saint Paul, MN 55108 (651) 649-5266 Joan.Scales@usda.gov	D Penny Berry 626 E. Wisconsin Ave. Milwaukee, WI 53202-3101 (934) 899-0167 Penny.Berry@usda.gov

C. SYSTEM FOR AWARD MANAGEMENT REGISTRATION REQUIREMENT (SAM). The Recipient shall maintain current organizational information and the original Unique Entity Identifier (UEI) provided for this agreement in the System for

Award Management (SAM) until receipt of final payment. This requires annual review and updates, when needed, of organizational information after the initial registration. More frequent review and updates may be required for changes in organizational information or agreement term(s). Any change to the original UEI provided in this agreement will result in termination of this agreement and de-obligation of any remaining funds. For purposes of this agreement, System for Award Management (SAM) means the Federal repository into which an entity must provide information required for the conduct of business as a Cooperative. Additional information about registration procedures may be found at the SAM Internet site at www.sam.gov.

D. ADVANCE AND REIMBURSABLE PAYMENTS – FINANCIAL ASSISTANCE. Advance and reimbursable payments are approved under this award. Only costs for those project activities approved in (1) the initial award, or (2) modifications thereto, are allowable. Requests for payment must be submitted on Standard Form 270 (SF-270), Request for Advance or Reimbursement, and must be submitted no more than monthly. In order to approve a Request for Advance Payment or Reimbursement, the Forest Service shall review such requests to ensure advances or payments for reimbursement are in compliance and otherwise consistent with OMB, USDA, and Forest Service regulations.

Advance payments must not exceed the minimum amount needed or no more than is needed for a 30-day period, whichever is less. If the Recipient receives an advance payment and subsequently requests an advance or reimbursement payment, then the request must clearly demonstrate that the previously advanced funds have been fully expended before the Forest Service can approve the request for payment. Any funds advanced, but not spent, upon expiration of this award must be returned to the Forest Service.

The Program Manager reserves the right to request additional information prior to approving a payment.

The invoice must be sent by one of three methods:	Send a copy to:
EMAIL (preferred): SM.FS.asc_ga@usda.gov FAX: 877-687-4894 POSTAL: USDA Forester Service Budget & Finance - Grants and Agreements 4000 Masthead St, NE Albuquerque, NM 87109	Joan.Scales@usda.gov

E. ELECTION OF DE MINIMIS INDIRECT RATE. The Recipient has elected to use the *de minimis* indirect cost rate of 10% of modified total direct costs (MTDC) as allowed under 2 CFR 200.414 (f). This rate must be used consistently for all Federal awards until such time as The Recipient chooses to negotiate for a rate, which they may apply to do at any time. If a new rate is negotiated and utilized the *de minimis* rate can no longer be utilized.

F. PRIOR WRITTEN APPROVAL. The Recipient shall obtain prior written approval pursuant to conditions set forth in 2 CFR 200.407.

G. MODIFICATIONS. Modifications within the scope of this award must be made by mutual consent of the parties, by the issuance of a written modification signed and dated by all properly authorized signatory officials, prior to any changes being performed. Requests for modification should be made, in writing, at least 90 days prior to implementation of the requested change. The Forest Service is not obligated to fund any changes not properly approved in advance.

H. PERIOD OF PERFORMANCE. This agreement is executed as of the date of the Forest Service signatory official signature. Pre-award costs are authorized as of 05/01/2024.

The end date, or expiration date is **08/29/2029.** This instrument may be extended by a properly executed modification. *See Modification Provision above*.

I. <u>AUTHORIZED REPRESENTATIVES</u>. By signature below, each party certifies that the individuals listed in this document as representatives of the individual parties are authorized to act in their respective areas for matters related to this award. In witness whereof the parties hereto have executed this award.

Date

LANSING, CITY OF

ROBERT LUECKEL, Deputy Regional Forester | Date
State, Private and Tribal Forestry

The authority and the format of this award have been reviewed and approved for signature.

DIONNE BERRY Digitally signed by DIONNE BERRY Date: 2024.09.03 11:50:10 -04'00' 9/3/24

D. PENNY BERRY | Date
Forest Service Grants Management Specialist

ATTACHMENT A: FOREST SERVICE AWARD PROVISIONS

A. COLLABORATIVE ARRANGEMENTS. Where permitted by terms of the award and Federal law, The Recipient a may enter into collaborative arrangements with other organizations to jointly carry out activities with Forest Service funds available under this award.

B. FOREST SERVICE LIABILITY TO THE RECIPIENT**.** The United States shall not be liable to The Recipient for any costs, damages, claims, liabilities, and judgments that arise in connection with the performance of work under this award, including damage to any property owned by The Recipient or any third party.

C. NOTICES. Any notice given by the Forest Service or the Recipient will be sufficient only if in writing and delivered in person, mailed, or transmitted electronically by e-mail or fax, as follows:

To the Forest Service Program Manager, at the address specified in the award.

To the Recipient, at the address shown in the award or such other address designated within the award.

Notices will be effective when delivered in accordance with this provision, or on the effective date of the notice, whichever is later.

D. SUBAWARDS. Prior approval is required to issue subawards under this grant. The intent to subaward must be identified in the approved budget and scope of work and approved in the initial award or through subsequent modifications. Approval of each individual subaward is not required, however the cooperator must document that each sub-recipient does NOT have active exclusions in the System for Award Management (sam.gov).

The Cooperator must also ensure that they have evaluated each subrecipient's risk in accordance with 2 CFR 200.332 (b).

Any subrecipient under this award must be notified that they are subject to the OMB guidance in subparts A through F of 2 CFR Part 200, as adopted and supplemented by the USDA in 2 CFR Part 400. Any sub-award must follow the regulations found in 2 CFR 200.331 through .333.

All subawards $30,000 or more must be reported at fsrs.gov in compliance with 2 CFR 170. *See Attachment B for full text.*

E. FINANCIAL STATUS REPORTING. A Federal Financial Report, Standard Form SF-425 (and Federal Financial Report Attachment, SF-425A, if required for reporting multiple awards), must be submitted semi-annually. These reports are due 30 days after the reporting period ending June 30 and December 31. The final SF-425 (and SF-425A, if applicable) must be submitted either with the final payment request or no later than 120 days from the expiration date of the award. These forms may be found at grants.gov/forms/forms-repository/post-award-reporting-forms

F. PROGRAM PERFORMANCE REPORTS. The recipient shall perform all actions identified and funded in application/modification narratives within the performance period identified in award.

In accordance with 2 CFR 200.301, reports must relate financial data to performance accomplishments of the federal award.

The Recipient shall submit semi-annual performance reports. These reports are due 30 days after the reporting period ending June 30 and December 31. The final performance report shall be submitted either with the Recipient's final payment request, or separately, but not later than 120 days from the expiration date of the award.

- Additional pertinent information:

To prevent payment delays, all reports should be emailed to SM.FS.R9SPFgrants@usda.gov and the U.S. Forest Service Program Manger prior to their respective due dates. Please ensure the subject line of the email contains the award number (24-DG-11094200-185) and the name of the report being submitted.

The final performance report must be submitted and approved prior to approval of the final SF-270 payment request.

To support consistent and transparent public access to project outcomes funded through the Inflation Reduction Act, grantees are required to report quantitative and qualitative project accomplishments for reporting periods ending June 30 and December 31 to a public-facing Impact Reporting Platform. Grantees will be provided instructions for project impact reporting.

G. NOTIFICATION. The Recipient shall immediately notify the Forest Service of developments that have a significant impact on the activities supported under this award. Also, notification must be given in case of problems, delays or adverse conditions that materially impair the ability to meet the objectives of the award. This notification must include a statement of the action taken or contemplated, and any assistance needed to resolve the situation.

H. CHANGES IN KEY PERSONNEL. Any revision to key personnel identified in this award requires notification of the Forest Service Program Manager by email or letter.

I. USE OF FOREST SERVICE INSIGNIA. In order for The Recipient to use the Forest Service insignia on any published media, such as a Web page, printed publication, or audiovisual production, permission must be granted by the Forest Service's Office of Communications (Washington Office). A written request will be submitted by Forest

Service, Program Manager, to the Office of Communications Assistant Director, Visual Information and Publishing Services prior to use of the insignia. The Forest Service Program Manager will notify The Recipient when permission is granted.

J. FUNDING EQUIPMENT. Federal funding under this award is not available for reimbursement of the Recipient's purchase of equipment. Equipment is defined as having a fair market value of $5,000 or more per unit and a useful life of over one year. Supplies are those items that are not equipment.

K. PUBLIC NOTICES. It is Forest Service's policy to inform the public as fully as possible of its programs and activities. The Recipient is encouraged to give public notice of the receipt of this award and, from time to time, to announce progress and accomplishments.

The Recipient may call on Forest Service's Office of Communication for advice regarding public notices. The Recipient is requested to provide copies of notices or announcements to the Forest Service Program Manager and to Forest Service's Office Communications as far in advance of release as possible.

L. FOREST SERVICE ACKNOWLEDGED IN PUBLICATIONS, AUDIOVISUALS, AND ELECTRONIC MEDIA. The Recipient shall acknowledge Forest Service support in any publications, audiovisuals, and electronic media developed as a result of this award. Follow direction in USDA Supplemental 2 CFR 415.2.

M. COPYRIGHTING. The Recipient is/are granted sole and exclusive right to copyright any publications developed as a result of this award. This includes the right to publish and vend throughout the world in any language and in all media and forms, in whole or in part, for the full term of copyright and all renewals thereof in accordance with this award.

No original text or graphics produced and submitted by the Forest Service shall be copyrighted. The Forest Service reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the work for federal government purposes.

This right shall be transferred to any sub-awards or subcontracts.

This provision includes:

- The copyright in any work developed by the Recipient under this award.
- Any right of copyright to which the Recipient purchase(s) ownership with any federal contributions.

N. NONDISCRIMINATION STATEMENT – PRINTED, ELECTRONIC, OR AUDIOVISUAL MATERIAL. The Recipient shall include the following statement, in full, in any printed, audiovisual material, or electronic media for public distribution developed or printed with any Federal funding.

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at https://www.ocio.usda.gov/document/ad-3027, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue SW, Washington, D.C. 20250-9410; o
(2) Fax: (833) 256-1665 or (202) 690-7442; or
(3) Email: program.intake@usda.gov.

If the material is too small to permit the full Non-Discrimination Statement to be included, the material will, at a minimum, include the alternative statement:
"This institution is an equal opportunity provider."

O. DISPUTES. In the event of any issue of controversy under this agreement, the parties may pursue Alternate Dispute Resolution (ADR) procedures to voluntarily resolve those issues. These procedures may include, but are not limited to conciliation, facilitation, mediation, and fact finding.

Should the parties be unable to resolve the issue of controversy through ADR, then the Signatory Official will make the decision. A written copy of the decision will be provided to the Cooperator.

Decisions of the Signatory Official shall be final unless, within 30 days of receipt of the decision of the Signatory Official, the Cooperator appeals the decision to the Forest Service's Deputy Chief, State, Private, and Tribal Forestry (SPTF). Any appeal made under this provision shall be in writing and addressed to the Deputy Chief, SPTF, USDA, Forest Service, Washington, DC 20024. A copy of the appeal shall be concurrently furnished to the Signatory Official.

A decision under this provision by the Deputy Chief, SPTF, is final. The final decision by the Deputy Chief, SPTF, does not preclude the Cooperator from pursuing remedies available under the law.

P. AWARD CLOSEOUT. The Recipient must submit, no later than 120 calendar days after the end date of the period of performance, all financial, performance, and other reports as required by the terms and conditions of the Federal award.

Any unobligated balance of cash advanced to The Recipient must be immediately refunded to the Forest Service, including any interest earned in accordance with 2 CFR 200.344(d).

If this award is closed without audit, the Forest Service reserves the right to disallow and recover an appropriate amount after fully considering any recommended disallowances resulting from an audit which may be conducted later.

Q. TERMINATION. This award may be terminated, in whole or part pursuant to 2 CFR 200.340.

R. DEBARMENT AND SUSPENSION. The Recipient shall immediately inform the Forest Service if they or any of their principals are presently excluded, debarred, or suspended from entering into covered transactions with the federal government according to the terms of 2 CFR Part 180. Additionally, should the Recipient or any of their principals receive a transmittal letter or other official federal notice of debarment or suspension, then they shall notify the Forest Service without undue delay. This applies whether the exclusion, debarment, or suspension is voluntary or involuntary. The Recipient shall adhere to 2 CFR Part 180 Subpart C in regards to review of sub-recipients or contracts for debarment and suspension.

All subrecipients and contractors must complete the form AD-1048, Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion, Lower Tier Covered Transactions. Blank forms are available electronically. Completed forms must be kept on file with the primary recipient.

S. MEMBERS OF CONGRESS. Pursuant to 41 U.S.C. 22, no member of, or delegate to, Congress shall be admitted to any share or part of this award, or benefits that may arise therefrom, either directly or indirectly.

T. SCIENTIFIC INTEGRITY: USDA is committed to the highest levels of integrity in all of our scientific activities and decision making. This includes to performing, recording and reporting the results of scientific activities with honesty, objectivity, and transparency. All persons performing under this agreement shall adhere to the principles of scientific integrity described in Departmental Regulation (DR) 1074-001.

U. GEOSPATIAL DATA. All data collected will meet the requirements of the Geospatial Data Act of 2018 where applicable. This will always include the documentation of all relevant metadata standards, use of standard data formats; description of quantitative measures of uncertainty and source of uncertainty and sources of uncertainty associated with the data. Additionally, the data must meet specific standards specified elsewhere to ensure the data is useful to support the USDA's mission. The recipient/cooperator agrees to comply with USDA's Department-wide enterprise geospatial data management policy implemented in Departmental Regulation 3465-001 which establishes the USDA policy for defining the strategic direction necessary to optimize the management of the USDA geospatial data and geospatial infrastructure, including all geospatial data created for, by, and enhanced by USDA.

V. PUBLIC ACCESS TO SCHOLARLY PUBLICATIONS AND DIGITAL SCIENTIFIC RESEARCH DATA. The recipient agrees to comply with USDA's Department-wide public access policy implemented in Departmental Regulation 1020-006 which establishes the USDA policy for public access to scholarly publications and digital scientific research data assets. The USDA will make all peer-reviewed, scholarly publications and digital scientific research data assets arising from unclassified scientific research supported wholly or in part by the USDA accessible to the public, to the extent practicable.

W. BUY AMERICA BUILD AMERICA. Recipients of an award of Federal financial assistance from a program for infrastructure are hereby notified that none of the funds provided under this award may be used for an infrastructure project unless:

(1) All iron and steel used in the project are produced in the United States—this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;

(2) All manufactured products used in the project are produced in the United States— this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard that meets or exceeds this standard has been established under applicable law or regulation for determining the minimum amount of domestic content of the manufactured product; and

(3) All construction materials are manufactured in the United States—this means that all manufacturing processes for the construction material occurred in the United States. The construction material standards are listed below.

Incorporation into an infrastructure project. The Buy America Preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America Preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project, but are not an integral part of the structure or permanently affixed to the infrastructure project.

Categorization of articles, materials, and supplies. An article, material, or supply should only be classified into one of the following categories: (i) Iron or steel products; (ii) Manufactured products; (iii) Construction materials; or (iv) Section 70917(c) materials. An article, material, or supply should not be considered to fall into multiple categories. In some cases, an article, material, or supply may not fall under any of the categories listed in this paragraph. The classification of an article, material, or supply as falling into one of the categories listed in this paragraph must be made based on its status at the time it is brought to the work site for incorporation into an infrastructure project. In general, the work site is the location of the infrastructure project at which the iron, steel, manufactured products, and construction materials will be incorporated.

Application of the Buy America Preference by category. An article, material, or supply incorporated into an infrastructure project must meet the Buy America Preference for only the single category in which it is classified.

Determining the cost of components for manufactured products. In determining whether the cost of components for manufactured products is greater than 55 percent of the total cost of all components, use the following instructions:

(a) For components purchased by the manufacturer, the acquisition cost, including transportation costs to the place of incorporation into the manufactured product (whether or not such costs are paid to a domestic firm), and any applicable duty (whether or not a duty-free entry certificate is issued); or

(b) For components manufactured by the manufacturer, all costs associated with the manufacture of the component, including transportation costs as described in paragraph (a), plus allocable overhead costs, but excluding profit. Cost of components does not include any costs associated with the manufacture of the manufactured product.

Construction material standards. The Buy America Preference applies to the following construction materials incorporated into infrastructure projects. Each construction material is followed by a standard for the material to be considered "produced in the United States." Except as specifically provided, only a single standard should be applied to a single construction material.

(1) Non-ferrous metals. All manufacturing processes, from initial smelting or melting through final shaping, coating, and assembly, occurred in the United States.

(2) Plastic and polymer-based products. All manufacturing processes, from initial combination of constituent plastic or polymer-based inputs, or, where applicable, constituent composite materials, until the item is in its final form, occurred in the United States.

(3) Glass. All manufacturing processes, from initial batching and melting of raw materials through annealing, cooling, and cutting, occurred in the United States.

(4) Fiber optic cable (including drop cable). All manufacturing processes, from the initial ribboning (if applicable), through buffering, fiber stranding and jacketing, occurred in the United States. All manufacturing processes also include the standards for glass and optical fiber, but not for non-ferrous metals, plastic and polymer-based products, or any others.

(5) Optical fiber. All manufacturing processes, from the initial preform fabrication stage through the completion of the draw, occurred in the United States.

(6) Lumber. All manufacturing processes, from initial debarking through treatment and planning, occurred in the United States.

(7) Drywall. All manufacturing processes, from initial blending of mined or synthetic gypsum plaster and additives through cutting and drying of sandwiched panels, occurred in the United States.

(8) Engineered wood. All manufacturing processes from the initial combination of constituent materials until the wood product is in its final form, occurred in the United States.

Waivers. When necessary, recipients may apply for, and the agency may grant, a waiver from these requirements. The agency should notify the recipient for information on the process for requesting a waiver from these requirements.

When the Federal agency has made a determination that one of the following exceptions applies, the awarding official may waive the application of the Buy America Preference in any case in which the agency determines that:

(1) applying the Buy America Preference would be inconsistent with the public interest;

(2) the types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality; or

(3) the inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent.

A request to waive the application of the Buy America Preference must be in writing. The agency will provide instructions on the format, contents, and supporting materials required for any waiver request. Waiver requests are subject to public comment periods of no less than 15 days and must be reviewed by the Made in America Office.

There may be instances where an award qualifies, in whole or in part, for an existing waiver described at USDA Buy America Waivers for Federal Financial Assistance | USDA.

Definitions

"Buy America Preference" means the "domestic content procurement preference" set forth in section 70914 of the Build America, Buy America Act, which requires the head of each Federal agency to ensure that none of the funds made available for a Federal award for an infrastructure project may be obligated unless all of the iron, steel, manufactured products, and construction materials incorporated into the project are produced in the United States.

"Construction materials" means articles, materials, or supplies that consist of only one of the items listed in paragraph (1) of this definition, except as provided in paragraph (2) of this definition. To the extent one of the items listed in paragraph (1) contains as inputs other items listed in paragraph (1), it is nonetheless a construction material.

(1) The listed items are:

(i) Non-ferrous metals;

(ii) Plastic and polymer-based products (including polyvinylchloride, composite building materials, and polymers used in fiber optic cables);

(iii) Glass (including optic glass);

(iv) Fiber optic cable (including drop cable);

(v) Optical fiber;

(vi) Lumber;

(vii) Engineered wood; and

(viii) Drywall.

(2) Minor additions of articles, materials, supplies, or binding agents to a construction material do not change the categorization of the construction material.

“Infrastructure” means public infrastructure projects in the United States, which includes, at a minimum, the structures, facilities, and equipment for roads, highways, and bridges; public transportation; dams, ports, harbors, and other maritime facilities; intercity passenger and freight railroads; freight and intermodal facilities; airports; water systems, including drinking water and wastewater systems; electrical transmission facilities and systems; utilities; broadband infrastructure; and buildings and real property; and structures, facilities, and equipment that generate, transport, and distribute energy including electric vehicle (EV) charging.

“Infrastructure project” means any activity related to the construction, alteration, maintenance, or repair of infrastructure in the United States regardless of whether infrastructure is the primary purpose of the project. See also paragraphs (c) and (d) of 2 CFR 184.4.

“Iron or steel products” means articles, materials, or supplies that consist wholly or predominantly of iron or steel or a combination of both.

X. TRAFFICKING IN PERSONS.

1. Provisions applicable to a Recipient that is a private entity.

   a. You as the Recipient, your employees, Subrecipients under this award, and Subrecipients’ employees may not:
      (1) Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
      (2) Procure a commercial sex act during the period of time that the award is in effect; or
      (3) Use forced labor in the performance of the award or subawards under the award.

   b. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a Subrecipient that is a private entity:
      (1) Is determined to have violated a prohibition in paragraph a.1 of this award term; or
      (2) Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either:

i. Associated with performance under this award; or
ii. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, ‘‘OMB Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement),’’.

2. Provision applicable to a Recipient other than a private entity. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity:
   a. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
   b. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either—
      (1) Associated with performance under this award; or
      (2) Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, ‘‘OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),’’

3. Provisions applicable to any recipient.
   a. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
   b. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
      (1) Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
      (2) Is in addition to all other remedies for noncompliance that are available to us under this award.
   c. You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.

4. Definitions. For purposes of this award term:
   a. ‘‘Employee’’ means either:
      (1) An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
      (2) Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
   b. ‘‘Forced labor’’ means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
   c. ‘‘Private entity’’:

(1) Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.
(2) Includes:
  i. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).
  ii. A for-profit organization.

d. ‘‘Severe forms of trafficking in persons,’’ ‘‘commercial sex act,’’ and ‘‘coercion’’ have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

Y. DRUG-FREE WORKPLACE.

1. The Recipient agree(s) that it will publish a drug-free workplace statement and provide a copy to each employee who will be engaged in the performance of any project/program that receives federal funding. The statement must
   a. Tell the employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in its workplace;
   b. Specify the actions the Recipient will take against employees for violating that prohibition; and
   c. Let each employee know that, as a condition of employment under any award, the employee:

      (1) Shall abide by the terms of the statement, and
      (2) Shall notify The Recipient in writing if they are convicted for a violation of a criminal drug statute occurring in the workplace, and shall do so no more than 5 calendar days after the conviction.

2. The Recipient agree(s) that it will establish an ongoing drug-free awareness program to inform employees about
   a. The dangers of drug abuse in the workplace;
   b. The established policy of maintaining a drug-free workplace;
   c. Any available drug counseling, rehabilitation and employee assistance programs; and
   d. The penalties that you may impose upon them for drug abuse violations occurring in the workplace.

3. Without the Program Manager’s expressed written approval, the policy statement and program must be in place as soon as possible, no later than the 30 days after the effective date of this instrument, or the completion date of this award, whichever occurs first.

4. The Recipient agrees to immediately notify the Program Manager if an employee is convicted of a drug violation in the workplace. The notification must be in writing, identify the employee’s position title, the award number of each award on

which the employee worked. The notification must be sent to the Program Manager within 10 calendar days after The Recipient learns of the conviction.

5. Within 30 calendar days of learning about an employee's conviction, the Recipient must either
   a. Take appropriate personnel action against the employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 (29 USC 794), as amended, or
   b. Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a Federal, State or local health, law enforcement, or other appropriate agency.

Z. PROHIBITION AGAINST USING FUNDS WITH ENTITIES THAT REQUIRE CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS.

1. The recipient may not require its employees, contractors, or subrecipients seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting them from lawfully reporting that waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.
2. The recipient must notify its employees, contractors, or subrecipients that the prohibitions and restrictions of any internal confidentiality agreements inconsistent with paragraph (1) of this award provision are no longer in effect.
3. The prohibition in paragraph (1) of this award provision does not contravene requirements applicable to any other form issued by a Federal department or agency governing the nondisclosure of classified information.
4. If the Government determines that the recipient is not in compliance with this award provision, it;
   a. Will prohibit the recipient's use of funds under this award in accordance with sections 743, 744 of Division E of the Consolidated Appropriations Act, 2016, (Pub. L. 114-113) or any successor provision of law; and
   b. May pursue other remedies available for the recipient's material failure to comply with award terms and conditions.

AA. ELIGIBLE WORKERS. The Recipient shall ensure that all employees complete the I-9 form to certify that they are eligible for lawful employment under the Immigration and Nationality Act (8 U.S.C. 1324(a)). The Recipient shall comply with regulations regarding certification and retention of the completed forms. These requirements also apply to any contract or supplemental instruments awarded under this award.

BB. FREEDOM OF INFORMATION ACT (FOIA). Public access to award or agreement records must not be limited, except when such records must be kept confidential and would have been exempted from disclosure pursuant to Freedom of Information regulations (5 U.S.C. 552). Requests for research data are subject to 2 CFR 315(e).

Public access to culturally sensitive data and information of Federally-recognized Tribes may also be explicitly limited by P.L. 110-234, Title VIII Subtitle B §8106 (2009 Farm Bill).

CC. TEXT MESSAGING WHILE DRIVING. In accordance with Executive Order (EO) 13513, "Federal Leadership on Reducing Text Messaging While Driving," any and all text messaging by Federal employees is banned: a) while driving a Government owned vehicle (GOV) or driving a privately owned vehicle (POV) while on official Government business; or b) using any electronic equipment supplied by the Government when driving any vehicle at any time. All Cooperators, their Employees, Volunteers, and Contractors are encouraged to adopt and enforce policies that ban text messaging when driving company owned, leased or rented vehicles, POVs or GOVs when driving while on official Government business or when performing any work for or on behalf of the Government.

DD. PROMOTING FREE SPEECH AND RELIGIOUS FREEDOM. As a recipient of USDA financial assistance, you will comply with the following:

1. Do not discriminate against applicants for sub-grants on the basis of their religious character.
2. 7 Code of Federal Regulations (CFR) part 16.3(a), Rights of Religious Organizations.
3. Statutory and National policy requirements, including those prohibiting discrimination and those described in Executive Order 13798 promoting free speech and religious freedom, 2 CFR 200.300.

EE. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT. The cooperator (including subrecipients) is responsible for compliance with the prohibition on certain telecommunications and video surveillance services or equipment identified in 2 CFR 200.216. See Public Law 115-232, Section 889 for additional information.

In accordance with 2 CFR 200.216, the grantee (including subrecipients) is prohibited from obligating or expending loan or grant funds for covered telecommunications equipment or services to:

(1) procure or obtain, extend or renew a contract to procure or obtain;
(2) enter into a contract (or extend or renew a contract) to procure; or
(3) obtain the equipment, services or systems.

ATTACHMENT B: 2 CFR PART 170

Appendix A to Part 170—Award Term

I. Reporting Subawards and Executive Compensation

a. *Reporting of first-tier subawards.*
   1. *Applicability.* Unless you are exempt as provided in paragraph d. of this award term, you must report each action that equals or exceeds $30,000 in Federal funds for a subaward to a non-Federal entity or Federal agency (see definitions in paragraph e. of this award term).
   2. *Where and when to report.*
      i. The non-Federal entity or Federal agency must report each obligating action described in paragraph a.1. of this award term to *http://www.fsrs.gov.*
      ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)
   3. *What to report.* You must report the information about each obligating action that the submission instructions posted at *http://www.fsrs.gov specify.*

b. *Reporting total compensation of recipient executives for non-Federal entities.*
   1. *Applicability and what to report.* You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—
      i. The total Federal funding authorized to date under this Federal award equals or exceeds $30,000 as defined in 2 CFR 170.320;
      ii. in the preceding fiscal year, you received—
         (A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards), and
         (B) $25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and,
      iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at *http://www.sec.gov/answers/execomp.htm*.)
   2. *Where and when to report.* You must report executive total compensation described in paragraph b.1. of this award term:
      i. As part of your registration profile at *https://www.sam.gov.*
      ii. By the end of the month following the month in which this award is made, and annually thereafter.

c. *Reporting of Total Compensation of Subrecipient Executives.*
   1. *Applicability and what to report.* Unless you are exempt as provided in paragraph d. of this award term, for each first-tier non-Federal entity subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most

highly compensated executives for the subrecipient's preceding completed fiscal year, if—

i. in the subrecipient's preceding fiscal year, the subrecipient received—
   (A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards) and,
   (B) $25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and
ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at *http://www.sec.gov/answers/execomp.htm.*)

2. *Where and when to report.* You must report subrecipient executive total compensation described in paragraph c.1. of this award term:
   i. To the recipient.
   ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (*i.e.,* between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

d. *Exemptions.*
If, in the previous tax year, you had gross income, from all sources, under $300,000, you are exempt from the requirements to report:
   i. Subawards, and
   ii. The total compensation of the five most highly compensated executives of any subrecipient.

e. *Definitions.* For purposes of this award term:
   1. Federal Agency means a Federal agency as defined at 5 U.S.C. 551(1) and further clarified by 5 U.S.C. 552(f).
   2. Non-Federal *entity* means all of the following, as defined in 2 CFR part 25:
      i. A Governmental organization, which is a State, local government, or Indian tribe;
      ii. A foreign public entity;
      iii. A domestic or foreign nonprofit organization; and,
      iv. A domestic or foreign for-profit organization
   3. *Executive* means officers, managing partners, or any other employees in management positions.
   4. *Subaward:*
      i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
      ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR 200.331).
      iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

5. *Subrecipient* means a non-Federal entity or Federal agency that:
   i. Receives a subaward from you (the recipient) under this award; and
   ii. Is accountable to you for the use of the Federal funds provided by the subaward.
6. *Total compensation* means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)).

END OF ATTACHMENT B: 2 CFR PART 170

ATTACHMENT C: WHISTLEBLOWER NOTICE

Whistleblowers perform an important service to USDA and the public when they come forward with what they reasonably believe to be evidence of wrongdoing. They should never be subject to reprisal for doing so. Federal law protects federal employees as well as personal services contractors and employees of Federal contractors, subcontractors, grantees, and subgrantees against reprisal for whistleblowing. USDA bears the responsibility to ensure that nothing in a non-disclosure agreement which a contractor, subcontractor, grantee, or subgrantee requires their employees to sign should be interpreted as limiting their ability to provide information to the Office of Inspector General (OIG).

41 U.S.C. § 4712 requires the head of each executive agency to ensure that its contractors inform their workers in writing of the rights and remedies under the statute. Accordingly, it is illegal for a personal services contractor or an employee of a Federal contractor, subcontractor, grantee, or subgrantee to be discharged, demoted, or otherwise discriminated against for making a protected whistleblower disclosure. In this context, these categories of individuals are whistleblowers who disclose information that the individual reasonably believes is evidence of one of the following:

- Gross mismanagement of a Federal contract or grant;
- A gross waste of Federal funds;
- An abuse of authority relating to a Federal contract or grant;
- A substantial and specific danger to public health or safety; or
- A violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or grant.

To be protected under 41 U.S.C. § 4712, the disclosure must be made to one of the following:

- A Member of Congress, or a representative of a committee of Congress;
- The OIG;
- The Government Accountability Office (GAO);
- A Federal employee responsible for contract or grant oversight or management at USDA;
- An otherwise authorized official at USDA or other law enforcement agency;
- A court or grand jury; or
- A management official or other employee of the contractor, subcontractor, or grantee who has the responsibility to investigate, discover, or address misconduct.

Under 41 U.S.C. § 4712, personal services contractors as well as employees of contractors, subcontractors, grantees, or subgrantees may file a complaint with OIG, who will investigate the matter unless they determine that the complaint is frivolous, fails to allege a violation of the prohibition against whistleblower reprisal, or has been addressed in another proceeding. OIG's investigation is then presented to the head of the executive agency who evaluates the facts of the investigation and can order the contractor, subcontractor, grantee, or subgrantee to take remedial action, such as reinstatement or back pay.

Federal Acquisition Regulation (FAR) Subpart 3.903, *Whistleblower Protections for Contractor Employees, Policy*, prohibits government contractors from retaliating against a contract worker for making a protected disclosure related to the contract. FAR Subpart 3.909-1 prohibits the Government from using funds for a contract with an entity that requires its employees or subcontractors to sign internal confidentiality statements prohibiting or restricting disclosures of fraud, waste, or abuse to designated persons. This prohibition does not contravene agreements pertaining to classified information. The regulation also requires contracting officers to insert FAR clause 52.203-17, *Contractor Employee Whistleblower Rights and Requirement to Inform Employees of Whistleblower Rights,* in all solicitations and contracts that exceed the Simplified Acquisition Threshold as defined in FAR Subpart 3.908. This clause requires notification to contractor employees that they are subject to the whistleblower rights and remedies referenced in 41 U.S.C. § 4712.

In order to make a complaint alleging any of the violations mentioned above, one should complete the OIG Hotline form located at: https://www.usda.gov/oig/hotline. For additional information, they may also visit the WPC's webpage at: https://www.usda.gov/oig/wpc or they may directly contact the WPC at OIGWPC@oig.usda.gov.

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

WHEREAS, The Inflation Reduction Act contains funding under the authority of Cooperative Forestry Assistance Act, P.L. 95-313 as amended, 16 USC 2105 and Public Law 117-169; and

WHEREAS, USDA has awarded a grant to the City of Lansing in a sum not to exceed Five Million dollars ($5,000,000) to provide funding to the City of Lansing for Urban and Community Forestry; and

WHEREAS, the Urban & Community authority typically requires a 1:1 match, however match has been waived under the provision of Public Law 117-169 and based on assurance from the Cooperator that 100% of the work and funding will benefit disadvantaged communities; and

WHEREAS, the City of Lansing received a draft award agreement from USDA on September 3, 2024 requesting a partially executed award letter by Tuesday, September 10 in order to ensure full execution prior to the end of the Federal Government's fiscal-year end to guarantee availability of funding.

NOW, THEREFORE, BE IT RESOLVED that the Lansing City Council hereby accepts the USDA Grant, subject to the terms of the grant agreement.

BE IT FINALLY RESOLVED, the Administration is authorized to create appropriate accounts and to make the necessary operating transfers for the expenditure and control of the balance of the grant funds, and to execute any necessary agreements upon approval as to form by the City Attorney.

DRAFT

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 2025/2026 Budget; and

.

WHEREAS, the City Council established the following Mission;

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,
II. Securing short- and long-term financial stability through prudent management of city resources,
III. Providing reliable, efficient and quality services that are responsive to the needs of residents and businesses,
IV. Adopting sustainable practices that protect and enhance our cultural, natural and historical resources,
V. Facilitating regional collaboration and connecting communities; and

WHEREAS, the standing committees of the City Council have met to evaluate the budget and recommend an annual statement of budget policies and priorities to guide the Administration in developing and presenting the Fiscal Year 2025/2026 budget.

NOW, THEREFORE BE IT RESOLVED, that the Lansing City Council has established the following as its Fiscal Year 2025/2026 Budget Policies and Priorities and requests that the Administration review them and encourages that they, to the extent practical, be included in the Administration's budget presented due to the City Council by the fourth Monday in March 2025.

BE IT FURTHER RESOLVED, the **Committee of the Whole** has established the following priorities:

1. $100,000: (1) FTE focus specifically on housing legal assistance for tenants and homeowners in the City.
2. Fund sidewalk repair by $200,000 for a total of $600,000, with a priority placed on underserved areas.
3. Fund local street repair funding by $1.7 million for a total of $7 million, with a priority placed on underserved areas.
4. Funding for GED prep and passage program.
5. Sustainability; $134,000 Funding for marketing, training, professional development, needed risk assessments and updated plans, along with an additional part-time employee.

6. $400,000: Funding for additional staff arborists and equipment in forestry to more efficiently survey and maintain tree inventory consisting of hundreds of thousands of trees in what is known as a USA City of Trees.
7. $75,000; Feasibility Study for a community center located in southeast Lansing.

BE IT FURTHER RESOLVED, the **Committee on Development and Planning** has established the following priorities:

1. $80,000: (1) FTE LEDC; RE: Focus on Small Business, Minority Businesses; Female Owned Businesses
2. $250,000: Increase funding for the Façade Improvement Grant Program
3. Analysis of Facade Improvement Grant Program to include Return on Equity Report on Previous Façade Grants provided to small businesses including a statistical breakdown of what wards have been impacted by the program.
    a. It's requested that this report be submitted to City Council no later than ______________.
4. $40,000: Initiate an RFP for Engagement of Stakeholders and Completion of Community Facilities Plan, including school and county buildings, complete with inventory of assets and goals/objectives for facilities, that will serve as the basis for community facility decisions into the future.
5. $80,000: (1) FTE compliance employee to ensure all development agreements are being followed including but not limited to: income tax collection, TIFAs, PILOTS, and Brownfields.

BE IT FURTHER RESOLVED, the **Committee on City Operations** has established the following priorities:

NOTHING IN FY 2024/2025 RESOLUTION

BE IT FURTHER RESOLVED, the **Committee on Equity, Diversity, and Inclusion** has established the following priorities:

1. ~~The City of Lansing will include in their FY2024/2025 Budget public safety planning, a commitment, support, and a partnership with Advance Peace which will help lives and reduce the life altering trauma experienced by people living in the impacted communities and by the service providers who support them, including law enforcement. Council asks the Administration to focus the budget allocations to fully fund the City portion for FY2024/2025.~~
2. ~~$80,000: (1) FTE Human Resources Employee; RE: Focus on DEI in the hiring process to work towards having a workforce that reflects the diversity of the City of Lansing.~~

BE IT FURTHER RESOLVED, the **Committee on Public Safety** has established the following priorities:

1. Zoning Personnel Staff for Administrative tasks relating to Commercial Corridor Specialist.

2. Portable Speed Bumps (Public Service Department)
3. Reinstate the LFD apprenticeship/intern program (Lansing Fire Department)
4. Economic Development and Planning:
   a. Dedicate resources to searching appropriate databases for non-homestead ownership.
   b. Implement a pilot program to incentivize landlords to accept Section 8 vouchers

BE IT FURTHER RESOLVED, the **Committee on Ways and Means** has established the following priorities:

1. Continue to explore new municipal incentives under the Inflation Recovery Act to invest in solar energy for City facilities.

BE IT FURTHER RESOLVED, 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.

BE IT FURTHER RESOLVED, the City Council has accepted the following recommendations from the 2024 Board of Public Service for FY 2025/2026:

1.