

Washtenaw County Sheriff's Office/416 Secondary Road Patrol
 BUDGET
 October 01, 2023 to September 30, 2024
 PROJECT/ ORG: XXXXXXX

		Original Budget	
REVENUES:			
40	Taxes	\$ -	
44	Special Assessments	-	
45	Licenses and Permits	-	
50	Federal Revenue	-	
54	State Revenue	307,518.00	541000 307,518.00
58	Local Revenue	-	
60	Fees and Services	-	
64	Internal Revenue	-	
65	Fines and Forfeits	-	
66	Interest	-	
67	Other Revenue	-	
68	In Kind Revenue	-	
69	Transfers In	-	
	<i>Total Revenues</i>	\$ 307,518	
EXPENDITURES:			
70	Personnel Services	\$ 266,166	702000 \$ 141,150
75	Supplies	-	704000 \$ 16,850
80	Other Svcs and Chgs	2,827.00	706000 \$ 14,114
93	Utilities	-	715200 \$ 94,052
94	In Kind Expenditure	-	803000 \$ 2,827
95	Internal Svc Chgs	38,525	952100 \$ 3,846
96	Capital Outlay	-	952000 \$ 30,072
97	Debt Service	-	952200 \$ 2,777
98	Reserves	-	952300 \$ 1,830
99	Transfers Out	-	
	<i>Total Expenditures</i>	\$ 307,518	

Services to be Provided

Instructions

- All fields marked with a red asterisk (*) are required.
- After completing all required fields, click **SAVE** to store the information on this page.
- To clear all information on this page, click **DELETE**.
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- **Completion of this page is required for application submission.**

SERVICES TO BE PROVIDED

Instructions

- Indicate how your department will utilize the funds allocated by selecting each applicable checkbox that describes an activity engaged in by your county's SRP Deputies.
- All activities must be allowable under the provisions of P.A. 416 and must be consistent with the reported expenditures.
- At least one (1) selection is required *. Select all that apply.

* Services to be Provided

Patrol and monitor traffic violations on secondary roads.

Investigate crashes involving motor vehicles on secondary roads.

Provide emergency assistance to persons on secondary roads.

Enforce violations of criminal laws which are observed by or brought to the attention of the sheriff's department while patrolling secondary roads.

Secondary Road Patrol Agreement

Instructions

- All fields marked with a red asterisk (*) are required.
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Secondary Road Patrol Agreement

Funding Period — October 1, 2023 - September 30, 2024

State Allocation

\$307,518.00

Maintenance of Effort (MOE) Requirement

34.00 FTEs

Background:

The Office of Highway Safety Planning (OHSP) is responsible for administering the Secondary Road Patrol and Traffic Accident Prevention Fund. Before a county obtains its grant from the amount annually appropriated for secondary road patrol and traffic accident prevention, the county shall enter into an agreement for the secondary road patrol and traffic accident prevention services with the OHSP.

In each fiscal year, \$15,000,000 of the proceeds deposited in the state treasury for taxes on the retail selling price of spirits must be allocated to the secondary road patrol and training fund (MCL 256.629e). (A percentage of the proceeds are also allocated to MCOLES to administer the training to locals grant).

A county's share of the amount annually appropriated for secondary road patrol and traffic accident prevention must be the same percentage that the county received, or was eligible to receive, of the total amount allocated to all counties under section 12 of 1951 PA 51, MCL 247.662, less the amounts distributed for snow removal and engineers, during the period of July 1, 1976, through June 30, 1977. As such, this funding formula has not changed since 1977.

Maintenance of Effort (MOE):

The county shall immediately notify OHSP of any reductions in the expenditures or working number of county-funded road patrol positions if the remaining number of working road patrol positions is below the September 30, 1978 or September 30, 2021 level, whichever year the expenditures or level of road patrol is lower. This notification shall include the latest county estimate of total county general fund revenue for the pertinent county fiscal year. Notification shall be in writing and include appropriate explanatory information.

County agrees to use funding solely on secondary roads for the following services to be provided:

- Patrolling and monitoring traffic violations.
- Enforcing the criminal laws of this state, violations of which are observed by or brought to the attention of the sheriff's office while providing the services required by Public Act 416 of 1978 (P.A. 416).
- Investigating accidents involving motor vehicles.
- Providing emergency assistance to persons on or near a highway or road patrolled as required by P.A. 416.

The sheriff's office can provide these services on secondary roads within a city or village if the legislative body of the local unit of government passes a resolution requesting the services, with the exception of taking complaints.

How funds can be spent:

- Employing additional personnel
- Purchasing additional equipment
- Enforcing laws in state and county parks
- Providing selective motor vehicle inspection programs
- Providing traffic safety information and education programs that are in addition to those provided before the effective date of P.A. 416, October 1, 1978

Eligible Expenses:

Eligible expenses include:

- Salaries and fringe benefits for time that deputies spend on secondary road patrol assignments.
- Mileage reimbursement OR Actual automotive costs.
NOTE: If using a mileage rate that includes an allowance for depreciation of the vehicle, including the IRS rate, the county may not also request reimbursement for a vehicle.
- Equipment expenses
- Supplies and Operating expenses

Ineligible Expenses:

Ineligible expenses include:

- Salaries and fringe benefits for time that deputies did not spend on secondary roads.
- Any costs related to non-secondary road patrol activity.

Quarterly Reimbursement Requests:

The county agrees to submit a Quarterly Financial Report within 20 days of the completion of each quarterly period beginning with the date of this agreement. A general ledger report produced by the county's official accounting system must be submitted with each Quarterly Financial Report. The ledger **must** reconcile to reported costs.

Funds are allocated each fiscal year beginning October 1. Sheriff offices must submit for reimbursement requests quarterly. Quarterly reports are due:

1. January 20
2. April 20
3. July 20
4. October 20

Reimbursement requests must be made using the OHSP MGX system. All personnel costs, automotive expenses, equipment, and operating costs must be listed and provided with the general ledger. All costs requested must reconcile with the general ledger.

Method of Payment:

The State of Michigan shall reimburse the county for expenditures incurred during the previous quarter. Reimbursement may be delayed should the county fail to provide all required reports and other documentation or is not in compliance with P.A. 416 and the Agreement Conditions and Requirements. Unallowable costs will not be reimbursed.

Annual Reporting Requirements:

The county is required to submit their annual report through the MGX system which contains:

- (a) A description of the services provided by the sheriff's department of the county under MCL 51.76, other than the services provided in a county park.
- (b) A description of the services provided by the sheriff's department of the county under MCL 51.76 in county parks in the county.
- (c) A copy of each resolution by a city or village of the county which requests the sheriff's department of the county to provide the services described in MCL 51.76.
- (d) A copy of each contract between a county and a township of the county in which township the sheriff's department is providing a law enforcement service, as required by MCL 51.77(7).
- (e) The recommendations of the sheriff's department of the county on methods of improving the services provided under section MCL 51.76; improving the training programs of law enforcement officers; and improving the communications system of the sheriff's department.
- (f) The total number of sworn officers in the sheriff's department.
- (g) The number of sworn officers in the sheriff's department assigned to road safety programs.
- (h) The accident and fatality data for incorporated and unincorporated areas of the county during the preceding calendar year. *
- (i) The crime statistics for the incorporated and unincorporated areas of the county during the preceding calendar year. *
- (j) The law enforcement plan developed under subsection (7), i.e., The sheriff of each county and the director of the department of state police, or their authorized representatives shall meet and develop a law enforcement plan for the unincorporated areas of the county. The law enforcement plan must be reviewed and updated periodically.
- (k) A description of the role alcohol played in the incidences of personal injury traffic accidents and traffic fatalities in the county.

The data for lines (h) and (i) will be compiled by the OHSP. The county will not be required to provide this information.

Record Keeping Requirements:

The county must maintain accounting records, following generally accepted accounting procedures, to receive reimbursement for expenditures under this agreement. Documentation supporting all expenditures shall be maintained for at least three years after the expiration of the fiscal year covering this agreement. The Sheriff agrees to expend funds obtained under this agreement only during the period covered by the agreement and only for purposes specified. All revenue and expenditures shall be recorded in a fund or account separate from the provider's other funds or accounts. The general ledger is required and must reconcile to reported costs.

1. Personnel Costs. Amounts expended under this agreement for P.A. 416-Funded Road Patrol Deputies shall be based upon payrolls documented and approved in accordance with the policies and practices of the Sheriff and shall be supported by time and attendance records and daily activity logs for individual employees. The daily logs must detail all activities engaged in, locations of activities, and times engaged in each activity.
2. All automotive expenses, supplies, and equipment shall be authorized and procured in accordance with the general policies and practices of the county. Automotive expenses can be reported based either on the actual costs incurred for vehicles, gasoline, maintenance, insurance, and other vehicle costs, or on actual miles driven times a mileage rate. If the county chooses to use a mileage rate, they may either use the most recently published IRS business rate, in which case no further calculation is required, or calculate the mileage rate based on the county's actual costs. Supporting documentation for the county's calculated rate must be kept on file for review during monitoring.

Monitoring and Audit:

The OHSP, the Local Government Audit Division of the Michigan Department of Treasury, and the State Auditor General, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the Sheriff which are related to this agreement, for purpose of monitoring and audit.

The county shall comply with the requests of the OHSP for information on reports related to the manpower, expenditures, and services of the county.

Termination

The agreement is void if the county reduces its expenditures or level of road patrol below that which the county was expending or providing immediately before October 1, 1978, or October 1, 2021, whichever year the expenditures or level of road patrol is less. (MCL 51.77(1)). If there is an allegation of non-compliance with the provisions of this subsection, the OHSP shall notify the Sheriff in writing and afford the Sheriff with an opportunity to demonstrate compliance. If compliance cannot be established, OHSP shall notify the Sheriff in writing of the termination of this agreement. This termination shall be effective as of the date on which the non-compliance originally occurred.

Sanctions:

If the county materially fails to comply with the terms and conditions of the agreement, the OHSP may take one or more of the following actions, as appropriate in the circumstances:

1. Temporarily withhold cash payments pending correction of the deficiency by the county.
2. Disallow all or part of the cost of the activity or action not in compliance.
3. Wholly or partly suspend or terminate the current agreement.
4. Withhold further funding for the program.
5. Take other remedies that may be legally available.

Signature Agreement

Instructions

- Select the checkbox below to provide an electronic signature for the grant agreement.
- **An electronic signature from each of the specified roles is required before application submission.**

Agency Project Director - Sheriff

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

Agency Authorized Official - County Chairperson

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

Agency Financial Officer

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

Certification of Grant Officials

Instructions

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

Certification of Grant Officials

We certify that the information contained in this application including, but not limited to, the Methods and Procedures and Budget Detail, is accurate to the best of our knowledge. We agree to comply with P.A. 416, the Contract Conditions and Requirements, Generally Accepted Accounting Principles, and Office of Highway Safety Planning (OHSP) policies with the understanding that failure to do so is cause for termination of the grant.

CHAIRPERSON, COUNTY BOARD OF COMMISSIONERS?

NAME	TITLE
<i>Mr. Justin Hodge</i>	<i>County Board Chairperson</i>
ADDRESS	
<i>220 N Main St Ann Arbor Michigan-48107</i>	
STATE AGENCY WITH WHICH COUNTY EEO IF ON FILE	PHONE NUMBER
<i>Washtenaw County Sheriff's Office (SRP)</i>	<i>(734) 249-3664</i>
EMAIL ADDRESS	FAX NUMBER
<i>hodgej@washtenaw.org</i>	

SHERIFF?

NAME	TITLE
<i>Sheriff Jerry Clayton</i>	<i>Sheriff</i>
ADDRESS	
<i>2201 Hogback Ann Arbor Michigan-48104</i>	
PHONE NUMBER	FAX NUMBER
<i>(734) 973-4613</i>	
EMAIL ADDRESS	
<i>claytonj@washtenaw.org</i>	

FINANCIAL OFFICER?

NAME	TITLE
<i>Ms. Angela Combs</i>	<i>Financial Officer</i>
ADDRESS	
<i>220 N Main Ann Arbor Michigan-48103</i>	
PHONE NUMBER	FAX NUMBER
<i>(734) 222-3781</i>	
EMAIL ADDRESS	
<i>combsa@washtenaw.org</i>	

PRIMARY CONTACT PERSON FOR SRP PROGRAM?

NAME	TITLE
<i>Nancy Hansen</i>	<i>Captain</i>
ADDRESS	
<i>2201 Hogback Ann Arbor Michigan-48105</i>	
PHONE NUMBER	FAX NUMBER
<i>(734) 323-3108</i>	

EMAIL ADDRESS

hansenn@washtenaw.org

Supporting Documentation

Supporting Documentation

Instructions

- Use the space provided below to enter a descriptive title for each supporting documentation file to be uploaded that will be supplemental to this application.
 - To attach files:
 - Click the **Select** button to open File Explorer.
 - Search for the file to upload, and click **Open** in File Explorer.
 - Once the file is selected, the path to the file will appear in the **Document Source** field.
 - Acceptable file type extensions are: **.bmp, .gif, .jpg, .png, .tif, .rtf, .wpd, .txt, .pdf, .doc, .docx, .ppt, .pptx, .xls, .xlsx, .vsd, .xml, .mp3, .mp4**
- NOTE:** When the file is named to be uploaded, **DO NOT** leave any spaces, place a period between the words OR use any special characters, e.g. "/", in the file name. The descriptive title entered does not have to be the same as the file name, and it can include spaces.
- Use the add/delete [+] / [-] buttons at the end of each row to attach/detach additional files.
 - Click the **SAVE** button to store the uploaded file(s) into the system.
 - The **combined total** of attached documents cannot exceed **10MB per Save** (*large files should be attached one at a time*). However, the total size of all uploads at page completion may exceed 10MB.
 - Attachments larger than 10MB will not be accepted.

Title
Document Source

Grant Contract Payables

Instructions

- All fields marked with a red asterisk (*) are required.
- After completing all required fields, click **SAVE** to store the information on this page.
- To clear all information on this page, click **DELETE**.

This form should be completed NO LATER THAN OCTOBER 11, *

***Not required if the final financial report will be electronically submitted on or before October 11, .**

Reporting of OHSP Grant Contract Payables for Fiscal Year

Name of Grantee:

Year-End Budget Estimate

Instructions

- For any previously unbilled grant expenses that the grantee agency will incur, provide an estimate as described below.
- Breakdown the estimates by **Project Activity** as needed and enter the associated estimated remaining costs to incur by September 30th for each item.
- For law enforcement, include a breakdown of expenses between program areas & mobilization times (i.e. Click It or Ticket, Over the Limit Under Arrest, May or September mobilization, etc.)
- Use the add/delete [+] / [-] buttons at the end of each row to enter additional items as needed.

NOTE: If you add/delete an item after the initial save, you must click Save to store the changes.

Project Activity	
Remaining Expenses to Incur For Grant Period Ending	
\$ *	

Signature Certification

Instructions

- After completing the year-end budget estimate table without error, **Save** the page to review the information populated in the signature certification fields below.
- If the information appears incorrect, update data as needed on your user Profile then revisit this page to resave and commit the changes.

Completed By

Date of Completion

Grant Action Award Unity Form

GAAF Basic Info

GAAF ID:

1345

Department:

SHERIFF

Press the down arrow key to access the values available for this field or start typing to filter the values

Preparers Phone:

734-730-3171

Date of Request: (Automatic Fill)

01/24/2024

Prepared By: (Automatic Fill)

LANCASTERK

DESCRIPTION OF DOCUMENT TO BE PROCESSED: COMPLETE THE FOLLOWING INFORMATION:

Grant Name:

SECONDARY ROAD PATROL

Federal/State Program Name:

Secondary Road Patrol

Organizational Unit:

1360233311

Grant Amount Awarded

\$307,518.00

FUNDING SOURCE: SINGLE AUDIT REQUIRED INFORMATION:

This Grant is Federally Funded

Federal Agency:

State Agency:

Michigan State Police

Catalog of Fed. Domestic Assist. No. (CFDA #):

Resolution / Comments

Resolution # can be found in the BOC minutes, here:
http://www.ewashtenaw.org/government/clerk_register/Minutes. Search for the date that the resolution was adopted by the BOC.

This document conforms with:
Resolution #

24-010

Passed by the Board on:

01/17/2024

This document is a revision within 10% of the total Budget approved by:
Resolution #

Passed by the Board on:

Comments/Remarks:

Department submitted hard copy of grant contract to Clerks Office on
Contract Submit Date:

Reviewed By:

Department Head

KAREN LANCASTER

Department Head Signed Date

01/24/2024

Finance Director / CFO:

Tina Gavalier

Finance Director: Sign Date:

County Administrator/Deputy:

Andrew DeLeeuw

Press the down arrow key to access the values available for this field or start typing to filter the values

County Administrator / Deputy Sign Date:

For Finance Grants Use Only

Amount

Grant Accountant:

Press the down arrow key to access the values available for this field or start typing to filter the values

Date:

Business Analyst:

Press the down arrow key to access the values available for this field or start typing to filter the values

Date:

Batch Number:

The County Clerk, Finance Office, and Administration are hereby authorized to process this document in accordance with the provision(s) of the aforementioned resolution.

Notes:

Please Import the Following Documents Into OnBase and Click the Checkboxes When They are Imported

Authorizing Resolution - # can be found in the BOC minutes, here: http://www.ewashtenaw.org/government/clerk_register/Minutes. Search for the date that the resolution was adopted by the BOC.

Line Item Budget - A Line Item budget details the exact revenue and expenditure lines (not categories) that will be used for this grant.

Authorizing Resolution

Line Item Budget

Grant Contract

Other Applicable Information

Hidden Section

Grant Creator

LANCASTERK@WASHTENAW.ORG

Current User's Email Address

pfeiferm@washtenaw.org