

**PROCEEDINGS OF THE
BOARD OF COMMISSIONERS**

NOVEMBER 6, 2025

1. Call to Order/Roll Call

The Regular Session of the Calhoun County Board of Commissioners convened at 7:00pm, Thursday, November 6, 2025, in the Commissioners' Meeting Room, County Building, Marshall, MI.

Chair Derek King called the meeting to order and requested the Deputy Clerk call the roll.
Present: Comrs. Derek King, Monique French, Al Morehart, Dominic Oo, Dan Strowbridge, Matt Saxton, and Gary Tompkins

Staff Present: Administrator/Controller Kelli Scott, Assistant County Administrator-Internal Services Megan Banning, Assistant County Administrator-Community Services Doug Ferrall, Interim HR/Labor Relations Director Catherine Lessnau, Communications Director Amber Coco, and Deputy Clerk to the Board of Commissioners Susan Connolly.

2. Moment of Silence/Invocation

Chair King called for a moment of silence.

3. Pledge of Allegiance

Comr. Saxton led the Pledge of Allegiance.

4. Approval of Agenda

Res.137-2025

"Moved Comr. French, second by Comr. Oo to approve the agenda of the November 6, 2025, Regular Session of the Calhoun County Board of Commissioners, as presented."

On a **VOICE VOTE**, Motion **CARRIED**.

5. Approval of Minutes

A. *Minutes of the October 16, 2025 Board of Commissioners' Property Tax Apportionment Session*

Minutes of the October 16, 2025, Board of Commissioners' Property Tax Apportionment Meeting.

Res.138-2025

"Moved Comr. Tompkins, second by Comr. Strowbridge to approve the Minutes of the

October 16, 2025, Board of Commissioners' Property Tax Apportionment Meeting, as presented."

On a **VOICE VOTE**, Motion **CARRIED**.

6. Citizens' Time

Marshall resident, Barry Wayne Adams commented regarding the status of the Court of Appeals case related to the Marshall Ford Blue Oval Battery Plant and other discussions at the state level around economic development.

7. Elected/Appointed County Officials' Comments

There was none.

8. Special Order of Business

A. Proclamation - Operation Green Light for Veterans 2025

Comr. Morehart read the following Proclamation - Operation Green Light for Veterans 2025 on the record:

Operation Green Light for Veterans 2025 Calhoun County

WHEREAS, the residents of Calhoun County have great respect, admiration, and the utmost gratitude for the men and women who have selflessly served in the Armed Forces, and their sacrifices contributions have been vital in maintaining the freedoms and way of life enjoyed by our citizens; and

WHEREAS, Calhoun County seeks to honor individuals who have made countless sacrifices for freedom by placing themselves in harm's way for the good of all; and

WHEREAS, veterans continue to serve our community in the American Legion, Veterans of Foreign Wars, religious groups, and civil service; and

WHEREAS, County Veterans Service Officers, such as those in our Calhoun County Veterans Affairs department, help service members access more than \$52 billion in federal health, disability and compensation benefits each year; and

WHEREAS, approximately 200,000 service members transition to civilian communities annually; and an estimated 20 percent increase of service members will transition to civilian life in the near future; and

WHEREAS, studies indicate that 44-72 percent of service members experience high levels of stress during transition from military to civilian life and are at a high risk for suicide during their first year after military service; and

WHEREAS, the National Association of Counties encourages all counties, parishes and boroughs to recognize Operation Green Light for Veterans, and Calhoun County appreciates the sacrifices of our United States military personnel and believes specific recognition should be granted;

NOW, THERE, BE IT RESOLVED, that in observance and declaration of Operation Green Light from November 4-11, 2025, Calhoun County will light County buildings with exterior green lights; and Calhoun County encourages its citizens in patriotic tradition to recognize the importance of honoring all those who made immeasurable sacrifices to preserve freedom by displaying green lights in a window of their place of business.

Dated this 6th day of November 2025

Signed: Derek King, Chair Calhoun County Board of Commissioners

Res.139-2025

“Moved Comr. Saxton, second by Comr. Strowbridge to approve the Proclamation - Operation Green Light for Veterans 2025, as presented.”

On a **VOICE VOTE**, Motion **CARRIED**.

B. Proclamation — Marshall Community Foundation's 55th Anniversary

Comr. Saxton read the following Proclamation - Marshall Community Foundation's 55th Anniversary on the record:

Marshall Community Foundation's 55th Anniversary

WHEREAS, the Foundation was created in 1970 to assist in converting a church building into the current Franke Center for Arts, and in 1991 the Marshall Community Foundation bloomed into the strong grantmaking organization it is today, thanks in part to the W.K. Kellogg Foundation's community foundation challenge grant; and

WHEREAS, it is the Foundation's mission to partner with members of the Marshall community to ensure the area remains a wonderful place to live, work and raise a family by attracting permanently endowed funds from a wide range of donors, by serving as a community to conduit and convener for special projects, by distributing grants in support of innovative programs and projects, and by always being mindful to carry out donors' intentions; and

WHEREAS, Youth philanthropy is fostered through the 25-member Youth Advisory Council consisting of students from four area high schools as well as home-schooled students, to support youth-related initiatives in the community including grantmaking and volunteering at several local agencies, including the Bread of Life Food Pantry, MACS, The Haven, and There's

Enough; and

WHEREAS, since 1970, the Marshall Community Foundation has distributed more than \$15 Million dollars to local non-profit organizations; and

NOW, THEREFORE, BE IT RESOLVED, that the Calhoun County Board of Commissioners does hereby congratulate and honor the Marshall Community Foundation for their 55th anniversary celebrated on Thursday, November 6, 2025.

Dated: November 6, 2025

Signed: Derek King, Chair Calhoun County Board of Commissioners

Res.140-2025

“Moved Comr. French, second by Comr. Oo to approve the Proclamation - Marshall Community Foundation's 55th Anniversary, as presented.”

On a **VOICE VOTE**, Motion **CARRIED**.

9. Consent Agenda

A. Petitions, Communications, Reports

1. Other County Resolutions to be Acknowledged

B. Resolutions

1. 11 Mile Road Drain — Relinquishment to MDOT

2. FY26 County Veteran Service Fund Grant Amendment from Michigan Veterans Affairs Agency

3. FY26 District Court Operation Drive Grant Application

Res.141-2025

“Moved Comr. Tompkins, second by Comr. Strowbridge to approve the Consent Agenda of the November 6, 2025, Board of Commissioner’s Regular Session, as presented.”

On a **VOICE VOTE**, Motion **CARRIED**.

10. Special Committee/Workshop/Board Reports

Comr. French reported that the Summit Pointe Board met on November 4th and reviewed their progress on the current strategic plan and process to update the plan for the future.

Comr. Saxton reported that the Lyon Lake Improvement Board met and voted on a special assessment for the upcoming December tax bills.

11. Unfinished and Old Business

There was none.

12. New Business and County Administrator's Report

A. *Administrator/Controller's Report*

County Administrator/Controller Kelli Scott thanked all veterans for their service, and specifically thanked Jack Carlsen, the County's VA Office Manager, and Commr. Al Morehart, who serves on the County's VA Committee.

Ms. Scott mentioned the upcoming United Way Campaign and encouraged County employees and commissioners to contribute.

Kelli Scott mentioned recent board meetings of the Board of Health, Material Management Planning Committee, and the Land Bank Authority.

Administrator/Controller Scott noted the County's most recent podcast with Prosecutor Gilbert discussing safe gun storage.

Ms. Scott reported on the Nov. 4 Battle Creek Unlimited Economic Update event that she attended, highlighting BCU's strategic goals for home developments and job creation by 2030.

B. *New Business*

1. *Health Department Grant Application: FY26 Students, Teachers, and Officers Preventing (STOP) School Violence Program Grant (SWP)*

Kelli Scott stated that this request for a federal grant of \$500,000 will help strengthen the school nursing program by purchasing wearable devices for communication.

Calhoun County Community Public Health Director Lauren Lewandoski shared the grant is in partnership with Stryker to increase efficiency and medical response time.

Res.142-2025

“Moved Comr. Tompkins, second by Comr. French to approve the Calhoun County Health Department Grant Application, as presented.”

On a **ROLL CALL VOTE**

YES – 7, Comrs. King, French, Morehart, Oo, Strowbridge, Saxton, and Tompkins.

Motion **CARRIED**.

13. Citizens' Time

Marshall resident Barry Wayne Adams continued his comments related to the Ford Blue Oval project lawsuit and the Court of Appeals status.

Veterans Affairs Manager Jack Carlsen thanked the County's participation in Operation Green Light and informed the Board that the Red, White and Blue Foundation of Calhoun County will hold an event on Veterans Day at the Fort Custer military cemetery.

14. Commissioners' Time

Gary Tompkins congratulated CCCDA Executive Director Michael Armitage on being named the 2025 Public Safety Communications Center Director of the Year by the Michigan Chapter of the Association of Public-Safety Communications Officials.

Comr. French informed the Board of upcoming Veterans Day services.

Comr. French noted an upcoming event in Battle Creek to welcome the new CEO of the Urban League, Michael Patton. French added that there was a Habitat for Humanity celebration on Nov.6 and there is an upcoming City of Battle Creek housing strategy meeting.

15. Claims Payable Listing

- A. *Claims Payable for October 9, 2025, through October 29, 2025, in the amount of \$8,354,885.42*

Res.143-2025

“Moved Comr. Saxton, second by Comr. Oo to approve the Calhoun County Claims Payable for October 9, 2025, through October 29, 2025, in the amount of \$8,354,885.42, as presented.”

On a **ROLL CALL VOTE**

YES – 7, Comrs. King, French, Morehart, Oo, Strowbridge, Saxton, and Tompkins.

Motion **CARRIED**.

16. Announcements

There was none.

17. Adjournment

The meeting was adjourned at 7:31 p.m. at the call of the Chair.

smc

Susan M. Connolly
Deputy Clerk to the Board of Commissioners



PROCLAMATION

Operation Green Light for Veterans 2025 Calhoun County

- WHEREAS,** the residents of Calhoun County have great respect, admiration, and the utmost gratitude for the men and women who have selflessly served in the Armed Forces, and their sacrifices contributions have been vital in maintaining the freedoms and way of life enjoyed by our citizens; and
- WHEREAS,** Calhoun County seeks to honor individuals who have made countless sacrifices for freedom by placing themselves in harm's way for the good of all; and
- WHEREAS,** veterans continue to serve our community in the American Legion, Veterans of Foreign Wars, religious groups, and civil service; and
- WHEREAS,** County Veterans Service Officers, such as those in our Calhoun County Veterans Affairs department, help service members access more than \$52 billion in federal health, disability and compensation benefits each year; and
- WHEREAS,** approximately 200,000 service members transition to civilian communities annually; and an estimated 20 percent increase of service members will transition to civilian life in the near future; and
- WHEREAS,** studies indicate that 44-72 percent of service members experience high levels of stress during transition from military to civilian life and are at a high risk for suicide during their first year after military service; and
- WHEREAS,** the National Association of Counties encourages all counties, parishes and boroughs to recognize Operation Green Light for Veterans, and Calhoun County appreciates the sacrifices of our United States military personnel and believes specific recognition should be granted; and
- NOW, THERE, BE IT RESOLVED,** that in observance and declaration of Operation Green Light from November 4-11, 2025, Calhoun County will light County buildings with exterior green lights; and Calhoun County encourages its citizens in patriotic tradition to recognize the importance of honoring all those who made immeasurable sacrifices to preserve freedom by displaying green lights in a window of their place of business.

Dated this 6th day of November 2025

Derek King, Chair
Board of Commissioners



Proclamation

Marshall Community Foundation's 55th Anniversary

- WHEREAS,** the Foundation was created in 1970 to assist in converting a church building into the current Franke Center for Arts, and in 1991 the Marshall Community Foundation bloomed into the strong grantmaking organization it is today, thanks in part to the W.K. Kellogg Foundation's community foundation challenge grant; and
- WHEREAS,** it is the Foundation's mission to partner with members of the Marshall community to ensure the area remains a wonderful place to live, work and raise a family by attracting permanently endowed funds from a wide range of donors, by serving as a community to conduit and convener for special projects, by distributing grants in support of innovative programs and projects, and by always being mindful to carry out donors' intentions; and
- WHEREAS,** Youth philanthropy is fostered through the 25-member Youth Advisory Council consisting of students from four area high schools as well as home-schooled students, to support youth-related initiatives in the community including grantmaking and volunteering at several local agencies, including the Bread of Life Food Pantry, MACS, The Haven, and There's Enough; and
- WHEREAS,** since 1970, the Marshall Community Foundation has distributed more than \$15 Million dollars to local non-profit organizations; and
- NOW, THEREFORE, BE IT RESOLVED,** that the Calhoun County Board of Commissioners does hereby congratulate and honor the Marshall Community Foundation for their 55th anniversary celebrated on Thursday, November 6, 2025.

Dated: November 6, 2025

Derek King, Chair
Calhoun County Board of Commissioners



**CALHOUN COUNTY BOARD OF COMMISSIONERS
RESOLUTION**

At a Regular Session of the Calhoun County Board of Commissioners, held in Board Chambers, Calhoun County Building, 315 West Green Street, Marshall, Michigan, on Thursday, November 6, 2025, with Chair Derek King presiding, the following action was taken:

WHEREAS, Section 395 of Public Act 40 of 1956, as amended ("Drain Code") outlines the process for transferring jurisdiction of a county drain to the state transportation department; and

WHEREAS, the 11 Mile Road Drain ("Drain") is an established county drain under the Michigan Drain Code with drainage facilities located wholly within the Michigan Department of Transportation lands ("MDOT") in Calhoun County, Michigan; and

WHEREAS, MDOT authorizes the transfer of jurisdiction and control over the Drain; and

WHEREAS, the Calhoun County Water Resources Commissioner ("Water Resources Commissioner") is agreeable to relinquishing jurisdiction and control over the Drain, provided that all of the requirements of Section 395 of the Drain Code are met; and

WHEREAS, Section 395 of the Drain Code requires that before the relinquishment of the Drain to MDOT can occur, the County Board of Commissioners must approve the relinquishment by resolution.

NOW THEREFORE BE IT RESOLVED THAT, pursuant to Section 395 of the Drain Code, the Calhoun County Board of Commissioners approves of the relinquishment of the Drain and all jurisdiction and control of the 11 Mile Road Drain from the Water Resources Commissioner to MDOT.


Derek King, Chair
Calhoun County Board of Commissioners

Res.141-2025

"Moved Comr. Tompkins, second by Comr. Strowbridge to approve the relinquishment of the Drain and all jurisdiction and control of the 11 Mile Road Drain from the Water Resources Commissioner to MDOT, as presented on the Consent Agenda."

On a **VOICE VOTE**

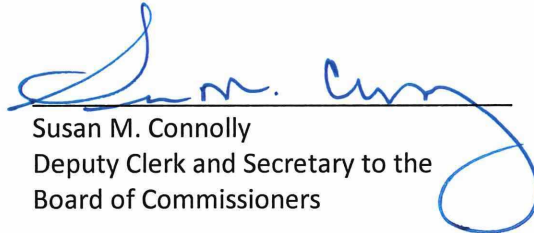
Present - 7, Comrs. Oo, French, Morehart, Strowbridge, King, Saxton, and Tompkins.

Motion **CARRIED.**

STATE OF MICHIGAN)
) SS
COUNTY OF CALHOUN)

I, the undersigned, Calhoun County Deputy Clerk and Secretary to the Board of Commissioners, do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by the Calhoun County Board of Commissioners at its regular meeting held on November 6, 2025, relative to adoption of the resolution therein set forth; that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be made available as required by said Act.

Dated: November 6, 2025



Susan M. Connolly
Deputy Clerk and Secretary to the
Board of Commissioners



**CALHOUN COUNTY BOARD OF COMMISSIONERS
RESOLUTION**

At a Regular Session of the Calhoun County Board of Commissioners, held in Board Chambers, Calhoun County Building, 315 West Green Street, Marshall, Michigan, on Thursday, November 6, 2025, with Chair Derek King presiding, the following action was taken:

RESOLVED that the Calhoun County Board of Commissioners does hereby approve the submission of the Michigan Veterans Affairs Agency's (MVAA) County Veteran Service Fund (CVSF) amended grant application according to the attached and updated grant guidelines, and on behalf of the County, authorizes the County Administrator and Veterans Affairs Manager to sign and submit the application, all subsequent documents required to implement the grant, and all future amendments to the grant for the remainder of the State's FY26.

Res.141-2025

"Moved Comr. Tompkins, second by Comr. Strowbridge to approve the submission of the Michigan Veterans Affairs Agency's (MVAA) County Veteran Service Fund (CVSF) amended grant application, as presented on the Consent Agenda."

On a **VOICE VOTE**

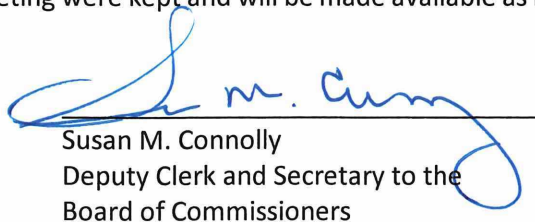
Present - 7, Comrs. Oo, French, Morehart, Strowbridge, King, Saxton, and Tompkins.

Motion **CARRIED**.

STATE OF MICHIGAN)
) SS
COUNTY OF CALHOUN)

I, the undersigned, Calhoun County Deputy Clerk and Secretary to the Board of Commissioners, do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by the Calhoun County Board of Commissioners at its regular meeting held on November 6, 2025, relative to adoption of the resolution therein set forth; that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be made available as required by said Act.

Dated: November 6, 2025



Susan M. Connolly
Deputy Clerk and Secretary to the
Board of Commissioners

COUNTY VETERAN SERVICE FUND GRANT GUIDANCE

SUMMARY AND BACKGROUND

The Michigan Veterans Affairs Agency (MVAA) is accepting applications for the fiscal year (FY) 2026 County Veteran Service Fund grants (PA 210 of 2018). Public Act 210 of 2018 amends PA 192 of 1953, entitled “An act to create a county department of veterans’ affairs in certain counties, and to prescribe its powers and duties; and to transfer the powers and duties of the soldiers’ relief commission in such counties,” (MCL 35.621 to 35.624) by amending the title and by adding section 3a. This Act creates a county department of veteran’s affairs in certain counties, and to prescribe its powers and duties; to create the County Veteran Service Fund (CVSF) and to provide for contributions to and expenditures from that fund; and to transfer the powers and duties of the soldier’s relief commission in those counties.

AWARD INFORMATION

Funding Mechanism: Grant

Total Available Funding: \$4,041,500

Anticipated Number of Awards: 83

Purpose: to enhance the connection between veterans, eligible dependents, survivors, and the federal veteran benefits they may not have accessed previously. Aligning with MVAA’s goal of surpassing the national average in benefit connection rates, the grant program supports initiatives that raise awareness of available benefits and services at the federal, state, and local levels, ensuring veterans, their families, and survivors are well-informed about the benefits and resources they are entitled to receive.

Length of Project: Up to 1 fiscal year, depending on fund availability

Cost Sharing/Match Required: No

Continuation Funds: Contingent upon appropriation funding

AVAILABLE FUNDING

The total disbursement for each grant shall be determined by combining the following amounts:

- (a) A base amount of \$50,000.
- (b) A per capita amount according to the number of veterans residing in each county. The amount in this subdivision shall be determined by dividing the amount remaining in the fund after accounting for all disbursements under subdivision (a) by the total number of veterans residing in this state and multiplying the resulting dollar amount by the number of veterans residing in the county receiving the grant. Population figures for veterans residing in this state and in each county of this state shall be obtained from 2023 Geographic Distribution of VA Expenditures (GDX) Report published by the United States Department of Veterans Affairs (USDVA).

- (c) If the amount remaining in the fund after accounting for all disbursements under subsection (a) is less than the amount obtained by multiplying \$1,000.00 by the number of counties receiving grants, MVAA shall not perform a calculation under subsection (b) and shall not disburse the portion of grant funds described under that subsection.

REVISED TIMELINE

October 7, 2025	FY26 grant cycle begins (date the SOM Budget was signed)
October 8, 2025	Application and grant guidance sent to those that submitted LOI
November 7, 2025	UPDATED Applications due to MVAAGrants@michigan.gov by 5pm EST
To be determined	Award letters and Grant Agreement packets for signature

*MVAA must receive county signed copy of the CVSF Grant Agreement within 60 days of receipt of the Grant Award Packet. **Grant Agreements received after the 60 days may be forfeited.**

The time of receipt by MVAA is determined by the time stamp provided by the State of Michigan's e-mail system. Applicants are strongly encouraged to submit their application in advance of the due date to avoid any delays in electronic mail delivery. There will be no extensions of this deadline. Applications received by MVAA beginning at 5:01PM EST on Nov 7, 2025, and thereafter may not be considered for funding.

DEFINITIONS

For this funding opportunity, below is a list of commonly used terms as defined by Public Act 210 of 2018:

1. "Accredited veteran service officer": an individual who has met the qualifications for accreditation under 38 USC 5904 and 38 CFR 14.629.
2. "County veteran service fund" or "fund": the county veteran service fund created within the state treasury.
3. "PIV card": a personal identity verification card issued by USDVA.
4. "Veteran service operations": assistance and programming to meet the needs of veterans in this state. Veteran service operations include, but are not limited to, providing advice, advocacy, and assistance to veterans, servicemembers, dependents, or survivors by an accredited veteran service officer to obtain USDVA health, financial, or memorial benefits for which they are eligible.
5. "Allowable Expenditures": As used in subsection 413, HB4706, allowable expenditures means any of the following:
 - A. Payroll and salaries

- B. Staff onboarding and training
- C. Office space
- D. Information technology and equipment

ELIGIBILITY

Eligibility is limited to Michigan counties that meet the eligibility criteria.

To be eligible to receive a grant, a county must satisfy the following:

- (a) Maintain at least 70% of the total county funding for veteran service operations for the fiscal year immediately preceding October 1, 2018; (i.e., Fiscal Year 2017).
- (b) Establish remote access to the United States Department of Veterans Affairs (USDVA) computing systems and require county veteran service officers (VSO) to obtain a PIV card.
- (c) Submit quarterly reports to MVAA in accordance with the reporting requirements detailed in this document.
- (d) Provide no less than 20 hours per week toward veteran service operations.
- (e) Submit all required reports, in the requested format, to MVAA on a quarterly basis demonstrating that the county department of veterans' affairs expended the grant funds received directly and solely on veteran service operations during the period of the report.

CONTACT INFORMATION

The same person shall not serve as The Project Director, the Authorized Official, and the Financial Officer.

Project Director*—The person from the applicant's County Department of Veterans Affairs (CDVA) with overall responsibility for project management and ensuring that all grant guidelines and requirements are met.

Financial Officer—The person from the applicant's organization responsible for the financial accounting of project-related expenditures (must be different than the Authorized Official).

Authorized Official—The person from the applicant's organization authorized to enter into an agreement with the Department of Military and Veterans Affairs (DMVA)/MVAA to accept grant funds (must be different than the Financial Officer).

PROJECT NARRATIVE

Grant applications must be submitted on the supplied forms and in the required format to be accepted. Applications submitted that do not follow the guidelines may be rejected. Each proposed program/initiative and expenditure must be described in detail and include how each links to one or more of the following allowable expenditures/grant focus areas:

- **Payroll and salaries** - May cover positions supporting veteran service office operations,

including Veteran Service Officers, Administrative Support, Transportation Coordinators, etc. The grant may also fund a portion of salaries for staff assisting with grant administration, such as Financial Managers or Grant Writers. Counties may request coverage for salaries and benefits of Veteran Service Officers hired prior to FY17, provided the operational budget is not reduced, allowing those funds to be leveraged for other previously allowable initiatives.

- **Staff onboarding and training** - Includes registration fees and travel for onboarding and accreditation-related training for Veteran Service Officers.
- **Office Space** - Rent and utilities.
- **Information technology and equipment** - Computers, printers/scanners, software subscriptions, and similar items.

BUDGET JUSTIFICATION AND NARRATIVE

All applications must have a detailed Budget Justification and Narrative that supports the requested funding. The Budget Justification and Narrative explains how the costs were calculated and must tie directly back to the Project Narrative.

The Budget Justification and Narrative is the justification of ‘how’ and/or ‘why’ a line item helps to meet the program deliverables. All costs must be utilized to support the provision of assistance and programing to meet the needs of veterans residing in the county. The proposed costs must be reasonable, allowable, allocable, and necessary for the supported activity.

All budget calculations must follow the prescribed format on the Budget Request Form.

If operational/programmatic changes are needed during the award period, a Project Amendment form must be submitted for PRIOR approval to MVAAGrants@michigan.gov. The subject line should state, “FY26 CVSF XXX County Amendment.” If the change also requires moving funds from one line item to another, you will also need to complete and attach an updated Budget Request Form. All MVAA grant reporting forms will accompany the grant award agreement.

EXPENDITURES

Consistent with the best practices of USDVA and MVAA, all proposed expenditures must facilitate, enhance, and improve county veteran service operations to connect veterans to their federal benefits. Failure to obtain prior written approval from DMVA/MVAA may result in an expense not being authorized or reimbursed. Funds expended without prior MVAA approval will not be reimbursed.

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

A cost is reasonable if it does not exceed an amount that a prudent person would incur under the circumstances prevailing when the decision was made to incur the cost. In determining the reasonableness of a given cost consideration must be given to the following:

1. Whether the cost is generally recognized as ordinary and necessary for the recipient's or subrecipient's operation or the proper and efficient performance of the award.
2. The restraints or requirements imposed by such factors as sound business practices; arm's-length

bargaining; Federal, State, local, tribal, and other laws and regulations; and terms and conditions of the award.

3. Market prices for comparable costs for the geographic area.
4. Whether the individuals concerned acted with prudence in the circumstances considering their responsibilities to the recipient or subrecipient, its employees, its students or membership (if applicable), the public at large, and the Government; and
5. Whether the cost represents a deviation from the recipient's or subrecipient's established written policies and procedures for incurring costs.

A cost is allocable to an award or other cost objective if the cost is assignable to that award or in accordance with relative benefits received. The standard is met if the cost satisfies any of the following criteria:

1. Is incurred specifically for the award.
2. Benefits both the award and other work of the recipient or subrecipient and can be distributed in proportions that may be approximated using reasonable methods; or
3. Is necessary to the overall operation of the recipient or subrecipient and is assignable in part to the award as a direct cost.

Unallowable costs are charges incurred by a MVAA grantee that do not meet the criteria established by the State of Michigan legislation or the grant agreement. Therefore, these charges cannot be reimbursed.

See Attachment A for additional guidance on allowable and unallowable expenses.

POST AWARD

All grantees must be registered to do business with the State of Michigan. Registration is available at the following website: <https://sigma.michigan.gov/PRDVSS1X1/Advantage4>

The State of Michigan will not accept Signature Pages without the entire Grant Agreement. A complete signed copy of the Grant Agreement must be returned to MVAA no later than 60 days after the award letter is received.

When communicating with MVAA regarding your grant award, the Grant Award Number or County must be included in the subject line of the e-mail.

There will be a mandatory post award training for Project Directors and Financial Officers to learn correct reporting formats. If one or more parties fails to attend, the grantee is still required to adhere to all grant standards.

REPORTING REQUIREMENTS

Financial reports will be required quarterly. Reports are due to MVAA according to Reporting Schedule below.

Progress and Activity Reports will be required quarterly and are due to MVAA according to the Progress and Activity Reporting Schedule below.

Reporting templates will be provided to grant recipients with the notice of award. Submitting reimbursement requests starts with an approved budget. Reimbursements will be made monthly once the \$50,000 advance is surpassed.

Reimbursement for salaries/fringes will be supported by submitting Staff Budget Quarterly Reports and certified timesheets. Travel or Training requests must be submitted using the MVAA Training and Travel Reimbursement Form.

Quarterly progress reports that identify the major tasks completed during the reporting period, any issues or difficulties during the quarter, project milestones, and performance standards and metrics must be submitted to MVAA as part of the quarterly report.

All reimbursable expenses must be incurred during the grant award cycle. Requests for reimbursement for activities/services prior to the award or after the close of the award will not be reimbursed.

REPORTING SCHEDULE

Reporting Period	October 7 -December 31, 2025	January 1 – March 31, 2026	April 1 – June 30, 2026	July 1 – September 30, 2026
Report Due	January 10, 2026	April 10, 2026	July 10, 2026	October 5, 2026

MONITORING

All grant recipients will be subject to grant monitoring of performance, including data collection. Standardized templates will be provided with the notice of award. Budget, progress, and activity reports will be required quarterly. Grant and performance monitoring will be conducted by MVAA. If MVAA determines by audit or otherwise, that a county department of veterans' affairs expended the grant funds received for purposes other than veteran service operations, MVAA shall reduce the grant disbursement provided to the county department of veteran's affairs in the succeeding fiscal year by an amount equal to the total of all amounts improperly expended.

RESOURCES

The following sites may be of assistance in researching and developing your grant application.

The 2023 Geographic Distribution of VA Expenditures (GDX) Report:

<https://www.va.gov/vetdata/Expenditures.asp>

Michigan Veterans Trust Fund:

<https://www.michigan.gov/mvaa/quality-of-life/emergency-assistance/panel-content>

Michigan Travel Rates:

<https://www.michigan.gov/dtmb/-/media/Project/Websites/dtmb/Services/Travel/Travel-Rates-FY2025-and-High-Cost-Cities-effective-1-1-2025.pdf?rev=6e16aff7dc9d4877b86927a92b3be98f&hash=F1EE3E66F633004365D41F106AD5153B>



**CALHOUN COUNTY BOARD OF COMMISSIONERS
RESOLUTION**

At a Regular Session of the Calhoun County Board of Commissioners, held in Board Chambers, Calhoun County Building, 315 West Green Street, Marshall, Michigan, on Thursday, November 6, 2025, with Chair Derek King presiding, the following action was taken:

RESOLVED that the Calhoun County Board of Commissioners does hereby ratify the submission of the \$108,778.20 FY2026 Operation Drive grant application to the State Court Administrative Office, which was submitted by the deadline of October 31, 2025, for the District Court's Driver's License Restoration Court (DLRC), along with required budget adjustments and staffing allocation changes, and authorizes the Court Administrator to approve all related grant documents if awarded, and execute purchases needed to fulfill grant obligations.

Res.141-2025

"Moved Comr. Tompkins, second by Comr. Strowbridge to ratify the submission of the FY2026 Operation Drive grant application to the State Court Administrative Office, as presented on the Consent Agenda."

On a **VOICE VOTE**

Present - 7, Comrs. Oo, French, Morehart, Strowbridge, King, Saxton, and Tompkins.

Motion **CARRIED**.

STATE OF MICHIGAN)
) SS
COUNTY OF CALHOUN)

I, the undersigned, Calhoun County Deputy Clerk and Secretary to the Board of Commissioners, do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by the Calhoun County Board of Commissioners at its regular meeting held on November 6, 2025, relative to adoption of the resolution therein set forth; that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be made available as required by said Act.

Dated: November 6, 2025


Susan M. Connolly
Deputy Clerk and Secretary to the
Board of Commissioners



**CALHOUN COUNTY BOARD OF COMMISSIONERS
RESOLUTION**

At a Regular Session of the Calhoun County Board of Commissioners, held in Board Chambers, Calhoun County Building, 315 West Green Street, Marshall, Michigan, on Thursday, November 6, 2025, with Chair Derek King presiding, the following action was taken:

RESOLVED that the Calhoun County Board of Commissioners does hereby approve the submission of the FY26 Students, Teachers, and Officers Preventing (STOP) School Violence Program grant application to the Federal Government's Department of Justice and related budget amendments and authorizes Administration to sign and submit the application and related documents required to implement the grant, as well as grant amendments that do not require Board approval based on budgetary and staffing impact levels.

Res.142-2025

"Moved Comr. Tompkins, second by Comr. French to approve the submission of the FY26 Students, Teachers, and Officers Preventing (STOP) School Violence Program grant application, as presented."

On a **ROLL CALL VOTE**

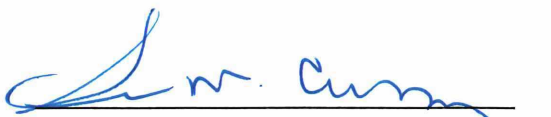
YES - 7, Comrs. Oo, French, Morehart, Strowbridge, King, Saxton, and Tompkins.

Motion **CARRIED**.

STATE OF MICHIGAN)
) SS
COUNTY OF CALHOUN)

I, the undersigned, Calhoun County Deputy Clerk and Secretary to the Board of Commissioners, do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by the Calhoun County Board of Commissioners at its regular meeting held on November 6, 2025, relative to adoption of the resolution therein set forth; that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be made available as required by said Act.

Dated: November 6, 2025



Susan M. Connolly
Deputy Clerk and Secretary to the
Board of Commissioners