



MONROE COUNTY COUNCIL

Monroe County Courthouse, Room 306
100 W Kirkwood Avenue
Bloomington, Indiana 47404
Office: 812-349-7312
CouncilOffice@co.monroe.in.us

Trent Deckard, President
Jennifer Crossley, President Pro Tempore
Marty Hawk
Peter Iversen
Geoff McKim
Cheryl Munson
Kate Wiltz

COUNCIL MEETING AGENDA

Tuesday, March 26, 2024, at 5:00 pm
Nat U. Hill Meeting Room and Teams Connection

[Click here to join the meeting](#)

Meeting ID: 261 480 065 293

Passcode: 75mXxn

- The public’s video feed will be turned off by the meeting administrator.
- The public will be able to listen and record.
- The public should raise their hand if they wish to speak during the public comment period.

* * * * *

“Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Monroe County, should contact the Monroe County Title VI Coordinator, E Sensenstein, (812) 349-7314, esensenstein@co.monroe.in.us, as soon as possible, but no later than forty-eight (48) hours before the scheduled event. Individuals requiring special language services should, if possible, contact the Monroe County Title VI Coordinator at last seventy-two (72) hours prior to the date on which the services will be needed. The meeting is open to the public.”

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ADOPTION OF AGENDA

4. PUBLIC COMMENT – items NOT on the agenda (limited to 3 minutes per speaker)

5. DEPARTMENT UPDATES– items NOT on the agenda (limited to 10 minutes per department)

-John Baeten: Surveyor’s Office, Monroe County Broadband Challenge

6. COUNCIL LIAISON UPDATES

7. LEGAL DEPARTMENT, Jeff Cockerill 7
Request Approval of Resolution 2024-14 Establishing Procedures for County Council Consent Agendas

8. CONSENT AGENDA ITEMS

A. Approval of Summary Minutes as Presented

- February 13, 2024, Council Meeting 9
- February 27, 2024, Council Meeting 25

RESOLUTION 2024-14

A RESOLUTION TO ESTABLISH PROCEDURES FOR COUNCIL CONSENT AGENDAS

WHEREAS, the Monroe County Council (“Council”), in its capacity as the fiscal body, is tasked with approving and fixing annual operating budgets for all county government offices and agencies, appropriating public funds, authorizing the expenditure of county money by particular officials or departments for specific purposes including transfers from one fund to another and the creation of account lines; and

WHEREAS, the Council is additionally responsible for approving job descriptions and classifications of job positions as well as fixing the compensation for said positions; and

WHEREAS, the Council seeks to accomplish these tasks in a manner that efficiently makes use of elected officials and/or department heads time while addressing their needs and in a manner that promotes accountability to taxpayers; and

NOW, THEREFORE, BE IT RESOLVED by the Council that the following procedure is established for the use of consent agendas at the Council meetings to efficiently accomplish statutory responsibilities:

1. Elected Officials and/or Department Heads will submit Council agenda requests to the Council office per the procedure previously established.
2. Council office staff will generate a consent agenda as an item within the meeting agenda for Council consideration that groups requests in the following categories into one action item by the Council. The consent agenda will include requests within the following categories from all Elected Officials and/or Department Heads.
 - a. Category Transfers;
 - b. Creation of new account lines;
 - c. Job description changes with no classification change; and
 - d. Approval of meeting minutes.
3. The consent agenda will be presented to Council at a public meeting as one action item. If any Council member wishes to have an item contained within the consent agenda addressed independently, the Council member will need to make a motion to do so.

Presented to and adopted this _____ day of _____, 2024, by the Monroe County Council of Monroe County, Bloomington, Indiana.

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MONROE COUNTY COUNCIL

Aye Nay Abstain Not Present _____
Trent Deckard, President

Aye Nay Abstain Not Present _____
Jennifer Crossley, President Pro Tempore

Aye Nay Abstain Not Present _____
Marty Hawk, Councilor

Aye Nay Abstain Not Present _____
Peter Iversen, Councilor

Aye Nay Abstain Not Present _____
Geoff McKim, Councilor

Aye Nay Abstain Not Present _____
Cheryl Munson, Councilor

Aye Nay Abstain Not Present _____
L. Kate Wiltz, Councilor

ATTEST:

Brienne Gregory, Auditor
Monroe County, Indiana

Date



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COUNCIL MEETING AGENDA SUMMARY MINUTES Tuesday, February 13, 2024 at 5:00 pm Nat U. Hill Meeting Room and Teams Connection

Members

Present – **In Person** – Trent Deckard, President
Present – **In Person** – Jennifer Crossley, President Pro Tempore
Present – **In Person** – Marty Hawk
Present – **In Person** – Peter Iversen
Present – **In Person** – Geoff McKim
Present – **In Person** – Cheryl Munson
Present – **In Person** - Kate Wiltz

Staff

Present – **In Person** - Kim Shell, Council Administrator
Present – **In Person** – Molly Turner-King, Legal Counsel
Present – **In Person** – Brianne Gregory, Auditor
Present – **In Person** – Carley Woodruff, Financial Director

1. CALL TO ORDER – 5:07 pm

Deckard called the meeting to order of the Monroe County Council for Tuesday, February 13th. He noted for the record that all Councilors were present in the Nat U. Hill Room.

2. PLEDGE OF ALLEGIANCE

3. ADOPTION OF AGENDA – 5:08 pm

Deckard made a motion to amend the agenda to move Item 10, to follow Item 7. Crossley seconded.

Deckard asked for a Voice vote.
Motion passed; 6-0; Unanimous.

4. PUBLIC COMMENT – 5:09 pm

Perry Robinson spoke regarding candidate Dave Hall.

B. Approval of Revision of Council Members on the Personnel Administrative Committee (PAC) – 5:57 pm

Crossley moved to approve the revision of Councilors Hawk, McKim, and Iversen to the Personnel Administration Committee. McKim seconded.

No Council discussion. No public comment.

Deckard called for a Voice Vote.
Motion passed; 7-0; Unanimous.

Per Agenda Amendment – Item 10 moved.

10. WASTE REDUCTION DISTRICT – 5:58 pm
Request Approval of a Fund-to-Fund Transfer
Operating 8210

FROM:
99-99-99999 Unappropriated \$18,600

Debt Service 8283
TO:
00-32000 Transfer In \$18,600

The Department’s December tax disbursement received for the Debt Service Fund was not adequate to cover the debt service payment due on 02-01-24. To ensure this payment was received by the due date, excess cash reserve funds from the Operating Fund bank account were transferred to the Debt Service Fund bank account on 01-10-24.

Crossley moved to approve the Waste Reduction District’s request for a Fund-to-Fund transfer of cash from Fund 8210, Operating, to Fund 8283, Debt Service, in the amount of \$18,600. McKim seconded.

Tom McGlasson, Waste Reduction District Director, presented. No public comment.

Deckard asked for a Roll Call vote.

Shell called the roll:

Hawk Yes
Wiltz Yes
Iversen Yes
Munson Yes
McKim Yes
Crossley Yes
Deckard Yes

Motion passed; 7-0; Unanimous.

8. VETERAN’S AFFAIRS OFFICE – 6:03 pm
Request Approval to Amend the 2024 Salary Ordinance

General Fund-Veterans, 1000-0012

FROM:

10043 Veterans Affairs Benefit Coordinator 35 Hrs COMOT B Non-Exempt \$44,336 annually

TO:

10043 Deputy Director/Assistant Veterans Service Officer 40 Hrs PAT A Non-Exempt \$59,031 annually

Requested Effective Date: February 11, 2024

In November 2023 the Department submitted a PAC request to have the Veteran’s Affairs Benefits Coordinator position reclassified with a title change of Deputy Director/Assistant Veterans Service Officer. The Waggoner, Irwin, and Scheele (WIS) Recommendation was reviewed by PAC on 02-06-24 with approval to be sent to Council with a positive recommendation of amending the title and classification to a PAT A; Non-Exempt. The Department is also requesting to increase the weekly working hours of this position from 35 to 40 hours per week.

Crossley moved to approve the Veterans Affairs Office’s request to amend the 2024 Salary Ordinance in Fund 1000-0012, General Fund-Veterans, account line 10043, Benefits Coordinator, amending the position title to Deputy Director/Assistant Veterans Service Officer, classification to a PAT A, Non-Exempt, at 40 hours weekly with an effective date of February 11, 2024. McKim seconded.

Steven Miller, Veterans Affairs Director, presented. Lengthy Council discussion. No public comment.

Deckard asked for a roll call vote.

Shell called the roll:

Munson Yes

McKim Yes

Iversen Yes

Deckard Yes

Crossley Yes

Hawk Yes

Wiltz Yes

Motion passed; 7-0; Unanimous.

9. AVIATION DEPARTMENT – 6:13 pm
Request the Approval of an Additional Appropriation

Aviation Construction, 4801-0000

30006 Contractual \$257,273.37

The Department is requesting an additional appropriation in the Contractual line to cover the following items: **1.** Crawford, Murphy & Tilly is to complete a study by providing an analysis of passenger behaviors within the KBMG area to assist the new terminal design and build totaling \$22,660. **2.** Repairs/upgrades to a gate which sustained damage from a tenant owned vehicle. Tenant insurance covered \$23,750. The additional request is to cover the repair and update totaling \$41,463.37. **3.** Repairs and improvements to the Storm Sewer Culver Liner under Taxiway A. Signed contracts are in place with Inliner Solutions and Lentz Paving totaling \$97,850. **4.** Monroe County Board of Airport Commissioners approved three agreements with Woolpert to prepare and design a new terminal, review existing data/information for an HVAC cost estimate, and to design and create an exhibit for necessary airfield improvements to accompany a new self-service fuel farm totaling \$95,300.

B. Request Approval of an Additional Appropriation – 6:29 pm

Hazardous Materials, 8174-0000

30009 Training \$17,850

The Department was recently awarded a grant through the Hazardous Materials Emergency Preparedness Program that will go towards funding a Hazmat IQ training course for local first responders. It will aid the Department refresh skills in hazardous materials to help prepare for any future hazardous material incidents that occur within Monroe County.

Crossley moved to approve the Emergency Management Department’s request for an additional appropriation in Fund 8174-0000, Hazardous Materials, in the amount of \$17,850 in the Services Category. McKim seconded.

Baker presented.

Brianne Gregory, Auditor, made a statement regarding use of an award letter. Practice preferred by Auditor and Legal Department would be to have a contract in place.

Iversen left the meeting at 6:31 pm.

Iversen returned at 6:35 pm.

Lengthy Council discussion ensued on whether to use an award letter. No public comment.

Deckard asked for a roll call vote.

Shell called the roll:

Deckard Yes

Crossley Yes

Iversen Yes

Wiltz Yes

Hawk Yes

Munson Yes

McKim Yes

Motion passed; 7-0; Unanimous.

12. COURTS – 6:49 pm

A. Request the Creation of a New Account Line

General Fund-Courts, 1000-0225

30024 Depositions *New Account Line*

The Department’s General Fund has an account line called Pauper Attorneys used for payment of invoices to Court appointed public defenders. Public defenders have invoices for depositions, private investigators, and expert witnesses. Those invoices are currently paid out of Special Services, depleting that line in the Court’s budget. The request is to create a new budget line for these types of invoices. Funds will be transferred from the Pauper Attorney line into the new account line for 2024.

Crossley moved to approve the Courts’ request to add a new account line 30024, Depositions, in Fund 1000-0225, General Fund-Courts. McKim seconded.

Lisa Abraham, Courts Administrator, presented. Brief Council discussion. No public comment.

B. Request Approval of Additional Appropriations – 7:01 pm

STOP Grant, 8123-9624

13015	Domestic Violence Deputy Prosecutor	\$ 44,263.65
13425	Sex Crimes Deputy Prosecutor	\$ 44,263.65
17801	Part Time	\$ 11,700.00
18101	FICA	\$ 6,066.00
18201	PERF	\$ <u>11,260.00</u>

TOTAL \$117,553.30

The Department is requesting to create a new location number for grant tracking purposes and for appropriating renewed STOP Grant funding. The funds will pay a portion of salary and benefits for a full-time Sex Crimes DPA specialist, a full-time Domestic Violence DPA specialist, and a part-time assistant to the Special Victims Unit.

Crossley moved to approve the Prosecutor’s request for additional appropriations in Fund 8123-9624, STOP Grant, in the amount of \$117,553.30 in the Personnel Category. McKim seconded.

Hamlin presented. Brief Council discussion. No public comment.

Deckard asked for a roll call vote.

Shell called the roll:

Hawk	Yes
Iversen	Yes
Wiltz	Yes
Munson	Yes
McKim	Yes
Crossley	Yes
Deckard	Yes

Motion passed; 7-0; Unanimous.

14. HEALTH DEPARTMENT – 7:05 pm

A. Request Approval of Additional Appropriations

Futures Clinic, 8126-9624

17801	Part-Time	\$ 235.94
21050	Medical Supplies	\$ 600.00
21112	LARC	\$2,453.10
25190	Medications	\$ 220.38
38110	Services & Charges	\$ <u>400.00</u>

TOTAL \$3,909.42

The Department is requesting approval of additional appropriations of earned income and Long-Acting Reversible Contraception (LARC) reimbursement in Futures Clinic Fund 8126. A total of \$1,456.32 of earned income from December insurance claims needs to be appropriated. The Department is also requesting \$2,453.10 from the LARC reimbursement be appropriated to help offset the cost of supplies.

Crossley moved to approve the Health Department’s request for additional appropriations in Fund 8126-9624, Futures Clinic, in the amount of \$235.94 in the Personnel Category, \$3,273.48 in the Supplies Category and \$400 in the Services Category for a total appropriation of \$3,909.42. McKim seconded.

Lori Kelley, Health Administrator, presented. No Council discussion. No public comment.

15. JUSTICE FISCAL ADVISORY COMMITTEE (JFAC) - 7:11 pm
Quarterly Committee Update

Council Resolution 2024-04 states JFAC will make quarterly updates to the County Council regarding the progress of the recommendations that were made by the Committee in September 2023.

Iversen provided an update regarding the progress of the JFAC recommendations. Council discussion ensued. No public comment.

16. AUDITOR'S OFFICE – 7:22 pm

A. Request the Creation of a New Account Line and Simultaneously Approve an Additional Appropriation

2013 Redevelopment Bond, 4513-0000

39945 Disbursement to Bank \$2.85 *New Account Line*

In December 2023, Old National Bank charged the County an account closing fee of \$2.85 to close out an account for the 2013 RDC Bond. This bond debt has been closed and the County has retired this debt. To account for this fee in the County's financial software, the Department is requesting an additional appropriation of \$2.85 to process a claim for the same amount to show the charge.

Crossley moved to approve the Auditor's request for the creation of a new account line, 39945, Disbursement to Bank, in Fund 4513-0000, 2023 Redevelopment Bond, and to simultaneously approve an additional appropriation of \$2.85 in the Services Category. McKim seconded.

Munson left the meeting at 7:22 pm

Gregory presented. No Council discussion. No public comment.

Deckard asked for a roll call vote.

Shell called the roll:

Iversen Yes

Deckard Yes

Hawk Yes

Crossley Yes

McKim Yes

Wiltz Yes

Motion passed; 6-0; Unanimous.

17. LEGAL DEPARTMENT – 7:24 pm

A. Discussion and Approval of Interlocal Cooperation Agreement for the Operation of the Bloomington/Monroe County Capital Improvement Board and the Convention and Visitors Commission

This item was tabled from the January 23, 2024, Council Meeting.

Crossley moved to approve the Interlocal Cooperation Agreement for the Operation of the Bloomington/Monroe County Capital Improvement Board and the Convention and Visitors Commission. McKim seconded.

The County Council Meeting Summary Minutes for **February 13, 2024** were presented and approved on **March 26, 2024**.

MONROE COUNTY COUNCIL

Aye Nay Abstain Not Present _____
Trent Deckard, President

Aye Nay Abstain Not Present _____
Jennifer Crossley, President Pro Tempore

Aye Nay Abstain Not Present _____
Marty Hawk, Councilor

Aye Nay Abstain Not Present _____
Peter Iversen, Councilor

Aye Nay Abstain Not Present _____
Geoff McKim, Councilor

Aye Nay Abstain Not Present _____
Cheryl Munson, Councilor

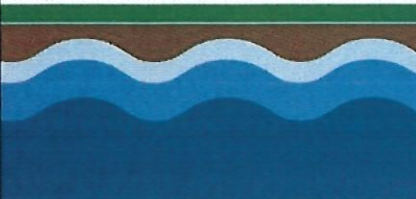
Aye Nay Abstain Not Present _____
L. Kate Wiltz, Councilor

ATTEST:

Brianna Gregory, Auditor
Monroe County, Indiana

Date

MONROE COUNTY



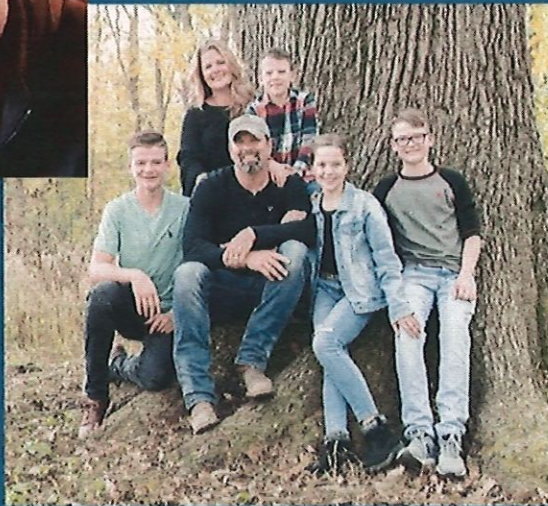
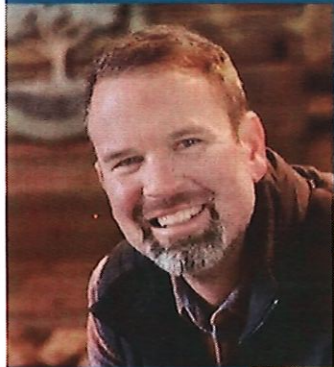
SOIL & WATER
CONSERVATION DISTRICT

Celebrating 80 years of
Conservation in Monroe County
and Agriculture Week

Equal Opportunity Provider

Guest Speaker

Hunter Smith, Husband, Father, Farmer,
Musician & former NFL football player, Super
Bowl Champion with the Indianapolis Colts



Call The Office for
more informatoin
812-778-9948

Out of all of the roles he fills, it is the farmer role he loves to talk about most. And he can. Because he is a real farmer...doing real work...producing real food...in a real place. Hunter challenges audiences with a 360 degree approach to farming as it affects families, communities, wildlife, and soil. His family farm, WonderTree, has become a central Indiana hub for local, pastured protein. Hunter, in word and in deed, proves the merits of herbivores and omnivores—hoofed and beaked—living in synergistic ecological relationships. He believes people, the crowning achievement of creation, are the nucleus of this dynamic; as the people go, so goes the earth. Hunter enjoys discussing the “why,” the “how,” the hardships, and the incalculable rewards awaiting people who, once again, enter into visceral relationships with nature through agriculture.

Saturday, March 23, 2024

**Ivy Tech Bloomington
Shreve Hall**

Doors Open at 8:00am

Enjoy Scones by the Caffeinated Cook
Coffee by Vernona Coffee House
Visit with various conservation partners

Breakfast served at 9:00am

Breakfast by One World

Space is limited get
your tickets today! **\$15**

To reserve a whole table
contact the office



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COUNCIL MEETING AGENDA SUMMARY MINUTES Tuesday, February 27, 2024 at 5:00 pm Nat U. Hill Meeting Room and Teams Connection

Members

Present – **In Person** – Trent Deckard, President
Present – **In Person** – Jennifer Crossley, President Pro Tempore
*Not Present – **Virtual** – Marty Hawk
Present – **Virtual** – Peter Iversen
Present – **In Person** – Geoff McKim
Present – **In Person** – Cheryl Munson
Present – **In Person** – Kate Wiltz

Staff

Present – **In Person** – Kim Shell, Council Administrator
Present – **In Person** – Molly Turner-King, Legal Counsel

1. CALL TO ORDER – 5:07 pm

Deckard called the meeting of the Monroe County Council to order for Tuesday, February 27th. He noted for the record that Councilors Crossley, McKim, Munson, and Wiltz were present in the Nat U. Hill Room. Councilor Iversen attended virtually. Councilor Hawk was not present.

2. PLEDGE OF ALLEGIANCE

3. ADOPTION OF AGENDA – 5:08 pm

No changes.

4. PUBLIC COMMENT – 5:09 pm

No public comment.

5. DEPARTMENT UPDATES – 5:10 pm

Kelli Witmer spoke about the upcoming Solar Eclipse - parks are open and free of charge.

Lee Jones and Julie Thomas, Board of Commissioners, spoke on the Jail site at Thompson property. They noted the cost and delay due to “mound” removal and electrical relocation. The next location being consider is North Park which might have better access.

Kyle Gibbons, Jail Commander, and Phil Parker, Sheriff’s Chief Deputy, provided updates on the Jail with 211 inmates and secure bed count being 191. They spoke on current conditions within the Jail. Parker gave a report on possible expenses with the upcoming eclipse event.

***5:20 – Hawk started attending virtually.**

6:03 pm – Deckard asked Bobby LaRue, Building Department, to speak to the Council regarding the Building Department’s activity report for 2023. Brief Council discussion.

6. COUNCIL LIAISON UPDATES – 5:25 pm

No updates.

7. BOARDS AND COMMISSIONS APPOINTMENTS - 5:25 pm

Request Approval of Appointment to Convention and Visitor’s Commission

Trent Seitz	Convention and Visitor’s Commission
Completing Remainder of a 2-year term	Expires: 12/31/2024

Crossley moved to approve the appointment of Trent Seitz to the Convention and Visitor’s Commission to complete the remainder a two-year term that expires on December 31, 2024. McKim seconded.

Trent Seitz introduced himself. Brief Council discussion.

Deckard asked for a roll call vote.

Shell called the roll:

Crossley	Yes
Iversen	Yes
Wiltz	Yes
Munson	Yes
McKim	Yes
Hawk	Yes
Deckard	Yes

Motion passed; 7-0; Unanimous.

8. Legal Department – 5:28 pm

Request Approval of Resolution 2024-10 Approval of Tax Abatement for Baxter Pharmaceutical

The County has received a tax abatement request for both real and personal property from Baxter Pharmaceutical to construct a manufacturing facility. This request is for approval of the tax abatement request.

Crossley moved to approve Resolution 2024-10, Approval of a Tax Abatement for Baxter Pharmaceutical LLC. McKim seconded.

Jeff Cockerill presented. Patrick Adams, site head of Sintra’s, formerly Baxter’s Bloomington facility, presented a PowerPoint. Juliana Mendez, CapEx Manager, spoke. Council discussion ensued.

Public Comment:

Jen Pearl, President of the Bloomington Economic Development Corporation, voiced support of the tax abatement.

Christopher Emge, Bloomington Chamber of Commerce, spoke in support of abatement.

Deckard asked for a roll call vote.

Shell called the roll:

Wiltz Yes
Iversen Yes
Hawk Yes
Crossley Yes
Munson Yes
Deckard Yes
McKim Yes

Motion passed; 7-0; Unanimous.

9. YOUTH SERVICES BUREAU – 6:20 pm

Request the Approval of Additional Appropriations

Project Safe Place, 9103-9624

20006	Safe Place Materials	\$1,680.45
30058	Outreach	<u>\$6,000.00</u>
	TOTAL	\$7,680.45

The Department is requesting approval of additional funds through the Safe Place Grant. The grant is awarded by the Indiana Youth Services Association for 7/1/22-6/30/24. The funding sources are awarded to the agency through two discretionary sub-funds, the DCS Safe Place pilot program and the FSSA Safe Place funds, which correlate to the Safe Place program’s outreach efforts. The Department is asking to appropriate the additional \$7,680.45 that has been awarded resulting from the outreach performed through the Safe Place Program.

Crossley moved to approve the Youth Services Bureau’s request for additional appropriations in Fund 9103-9624, Project Safe Place, in the amount of \$1,680.45 in the Supplies Category and \$6,000 in the Services Category for a total appropriation of \$7,680.45. McKim seconded.

Vanessa Schmidt, YSB Deputy Director, and Sara Jamieson, Program Director, presented. No Council discussion. No public comment.

Deckard asked for a roll call vote.

Shell called the roll:

Munson Yes
McKim Yes
Iversen Yes
Deckard Yes
Crossley Yes
Hawk Yes
Wiltz Yes

Motion passed; 7-0; Unanimous.

10. PROSECUTOR’S OFFICE – 6:22 pm

Request the Creation of New Account Lines and Simultaneously Approve Additional Appropriations

Elder Abuse Prevention, 8177-9624

30021	Phones and Pagers	\$ 1,000.00	<i>New Account Line</i>
30028	Training and Travel	\$ 3,000.00	<i>New Account Line</i>
30047	Parking Expense	\$ 1,000.00	<i>New Account Line</i>
30058	Outreach	\$ 4,000.00	<i>New Account Line</i>
33049	Emergency Services/Housing	\$ 3,534.30	<i>New Account Line</i>

TOTAL \$12,534.30

The Department has recently been informed of additional funding that is being provided for Adult Protective Services, a pass-through grant coming from the Division of Aging. Adult Protective Services investigates allegations of abuse or neglect of endangered adults and makes referrals for necessary services.

Crossley moved to approve the Prosecutor’s request for additional appropriations in Fund 8177-9624, Elder Abuse Prevention, in the amount of \$12,534.30 in the Services Category. McKim seconded.

Beth Hamlin, Prosecutor’s Executive Assistant, presented. No Council discussion. No public comment.

Deckard asked for a roll call vote.

Shell called the roll:

McKim Yes
Deckard Yes
Wiltz Yes
Hawk Yes
Munson Yes
Crossley Yes
Iversen Yes

Motion passed; 7-0; Unanimous.

11. HIGHWAY DEPARTMENT – 6:24 pm

A. Request the Approval of Additional Appropriations

Cumulative Bridge, 1135-0000

32332 Bayles Road Bridge #45 \$944,439.60

The Department is requesting to appropriate funds for the Bayles Road replacement. The account line was not encumbered from the 2023 budget due to it being paid on 12-22-23. However, the check was not processed until 01-03-24 which has caused a negative balance. The Department needs to have the account line to zero.

Crossley moved to approve the Highway Department’s request for an additional appropriation in Fund 1135-0000, Cumulative Bridge, in the amount of \$944,439.60 in the Services Category. McKim seconded.

Lisa Ridge, Highway Director, presented. Brief Council discussion. No public comment.

Deckard asked for a roll call vote.

Shell called the roll:

Hawk Yes
Wiltz Yes

No Council discussion. No public comment.

Deckard asked for a roll call vote on the motion to table.

Shell called the Roll:

Crossley	Yes
Wiltz	Yes
Munson	Yes
Hawk	Yes
Iversen	Yes
McKim	Yes
Deckard	Yes

Motion passed; 7-0; Unanimous.

14. APPROVAL OF SUMMARY MINUTES AS PRESENTED – 7:11 pm

- January 9, 2024, Council Meeting
- January 23, 2024, Council Meeting
- February 13, 2024, Executive Session of Monroe County Council and Board of Commissioners

Crossley moved to approve the Summary Minutes for the January 9th and January 23rd, 2024 Council Meetings and the February 13th, 2024 Executive Session of the Monroe County Council and Board of Commissioners as presented. McKim seconded.

No public comment.

Deckard asked for a roll call vote.

Shell called the roll:

Iversen	Yes
Deckard	Yes
Hawk	Yes
Crossley	Yes
Munson	Yes
McKim	Yes
Wiltz	Yes

Motion passed; 7-0; Unanimous.

15. COUNCIL COMMENTS – 7:14 pm

McKim discussed the Certified Community Behavioral Health Clinic model. They are required to provide nine core services. He is hoping that Indiana will be in the next round of demo states. Centerstone has been selected as one of eight mental health centers to be part of Indiana’s application to the federal government.

Deckard commented on the bad weather coming, with Emergency Management issuing updates.

16. ADJOURNMENT – 7:17 pm

The County Council Meeting Summary Minutes for **February 27, 202** were presented and approved on **March 26, 2024**.

MONROE COUNTY COUNCIL

Aye Nay Abstain Not Present _____
Trent Deckard, President

Aye Nay Abstain Not Present _____
Jennifer Crossley, President Pro Tempore

Aye Nay Abstain Not Present _____
Marty Hawk, Councilor

Aye Nay Abstain Not Present _____
Peter Iversen, Councilor

Aye Nay Abstain Not Present _____
Geoff McKim, Councilor

Aye Nay Abstain Not Present _____
Cheryl Munson, Councilor

Aye Nay Abstain Not Present _____
L. Kate Wiltz, Councilor

ATTEST:

Brienne Gregory, Auditor
Monroe County, Indiana

Date

PROJECT GREEN LIGHT

BUILDING H

Simtra

BioPharma Solutions

Presenter: Patrick Adams

Date: 27FEB2024

TABLE OF CONTENTS

Simtra At a Glance

Local and Corporate Leadership

New Expansion - Building H

Community Engagement

Environmental Goals and Sustainability

SIMTRA AT A GLANCE



COMPANY OVERVIEW

- Premier aseptic fill-finish contract manufacturer focused on high value and complex parenteral branded drugs for the biopharma industry
- A subsidiary of Baxter International, Inc until Oct 1, 2023, when it became a fully independent stand-alone company.
- Fill-finish services include tech transfer, formulation, filling, labeling, secondary packaging, and various testing services
- Over 300 successful molecule transfers since 2006 with 150+ million units manufactured annually
- Two state of the art facilities in Halle, Germany and Bloomington, IN
- ~1,600 employees globally (~1,100 MFG / engineering, ~325 quality, ~75 commercial, ~100 other support)


ONE-STOP SHOP FOR PARENTERAL MOLECULE NEEDS

COMMERCIAL	Global sterile fill-finish manufacturer for approved parenteral molecules
CLINICAL	Small batch sterile fill-finish manufacturing for clinical trial supplies
COMPLEX FORMULATIONS	Formulation and Lyo cycle development, process scale up, and life cycle management
QUALITY CONTROL	Full incoming and finished molecule testing capabilities, in-house method development and validation; stability services with onsite environmental chambers at multiple storage conditions

PREMIER FACILITIES BASED IN KEY GEOGRAPHIES GLOBALLY

HALLE, NRW, GERMANY

BLOOMINGTON, INDIANA, USA




KEY THERAPEUTIC AREAS

- Oncology
- Vaccine
- Infertility
- Autoimmune

KEY STATS

- ~60 Active Clients
- ~70 Molecules in 2023E
- No Warning Letters in 10+ Years
- SafeBridge certified




KEY THERAPEUTIC AREAS

- Oncology
- Vaccine
- Diabetes
- Diluent
- Autoimmune


KEY STATS

- ~30 Active Clients
- ~30 Molecules in 2023E
- No Warning Letters in 10+ Years
- Lyo Center of Excellence


STRONG COMPLIANCE HISTORY



Expertise to help minimize regulatory risks & potential launch delays: Simtra has had multiple pre-approval inspections waived by the FDA



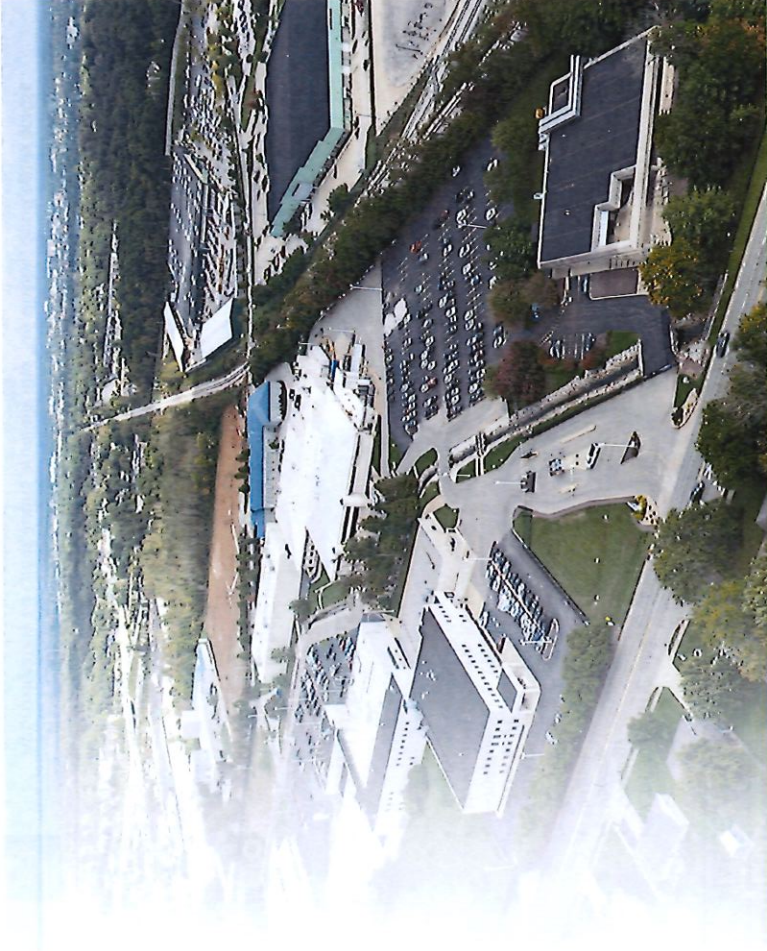
Understanding of all global segments



Approximately 60 client audits annually and ~14 distinct audit types across various regulatory agencies

LONG-STANDING EXPERIENCE IN MANUFACTURING PARENTERALS

- 1983 Bloomington facility established
- 1991 Building A: Manufacturing facility completed
- 1996 First commercial vial product launch
- 1997 First commercial syringe product launch
- 2000 Building C: Manufacturing facility completed
- 2001 Baxter Healthcare Corporation acquisition completed
- 2005 Building D: FDA approval received
- 2005 Building G: Dedication of packaging facility for all finishing activities
- 2006 First commercial cartridge product launch
- 2009 Filled >100M units in one year
- 2014 Completed RABS implementation on five filling lines
- 2018 Completed Serialization implementation on all packaging lines
- 2020 Completed client dedicated meeting space
- 2021 Warehouse expansion project start
- 2021 Building C modifications and filling suite start
- 2022 New High Speed Vial Line replacement
- 2023 Baxter completes divestiture of BPS – Simtra BioPharma Solutions created



Strong track record for continuous investments to help meet future regulatory requirements and support client demand

LOCAL LEADERSHIP



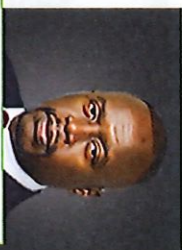
Pat Adams
GM / Plant Manager



Matt Cochran
Director, Filling
Operations



Doug Reinhart
Director, Packaging
Operations



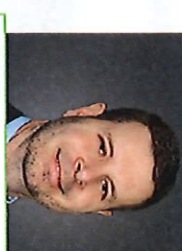
George James
Director, Engineering &
Technologies



Karen Born
Director, Quality



Bob Stoner
(Interim) Associate
Director, EH&S



Dave Abram
Director, Technical
Services



Jen Kelley
Associate Director,
Human Resources



John Barrett
Director, Program
Management



Jillian Bergman
Director, Maintenance
& Reliability



Dr. Greg Sacha
Associate Director, R&D



Paul Tancredi
Plant Controller

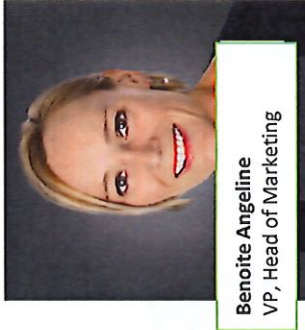
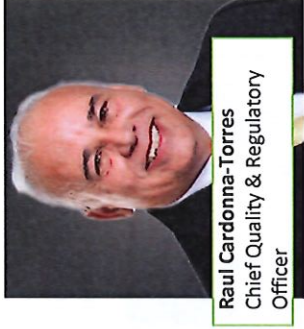


Mike Boyd
Director, Supply Chain

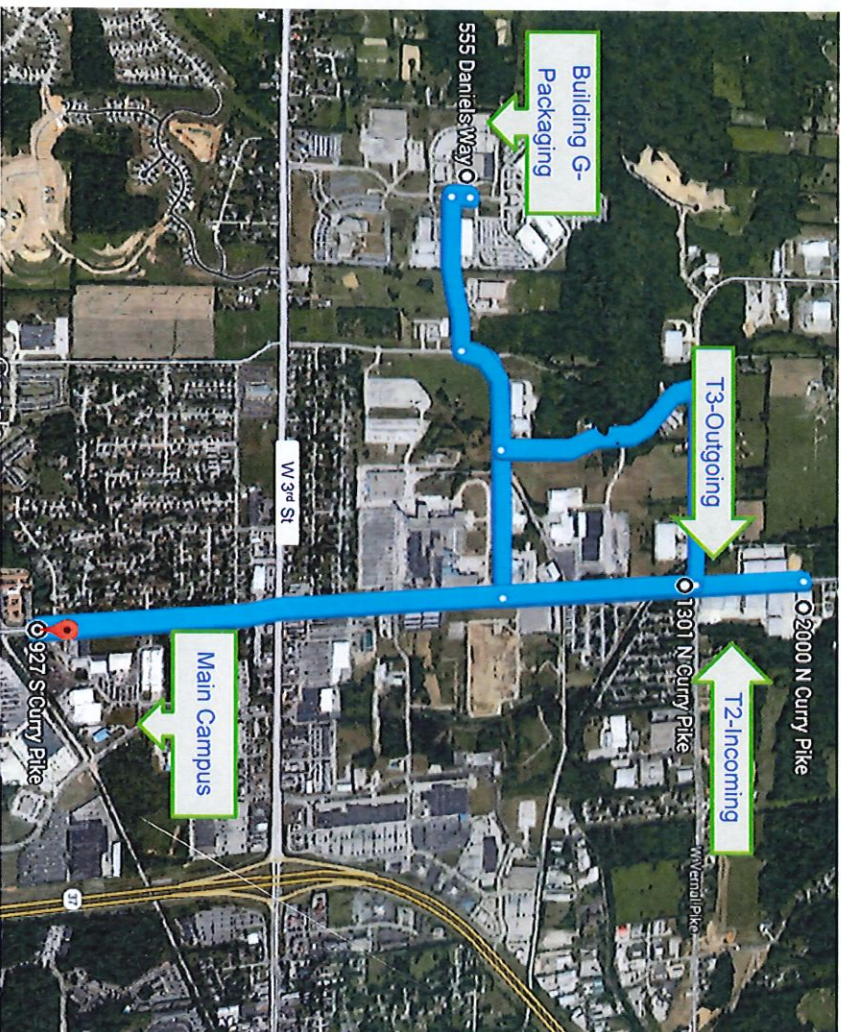


(Posted)
Associate Director,
Operation Execution

CORPORATE LEADERSHIP

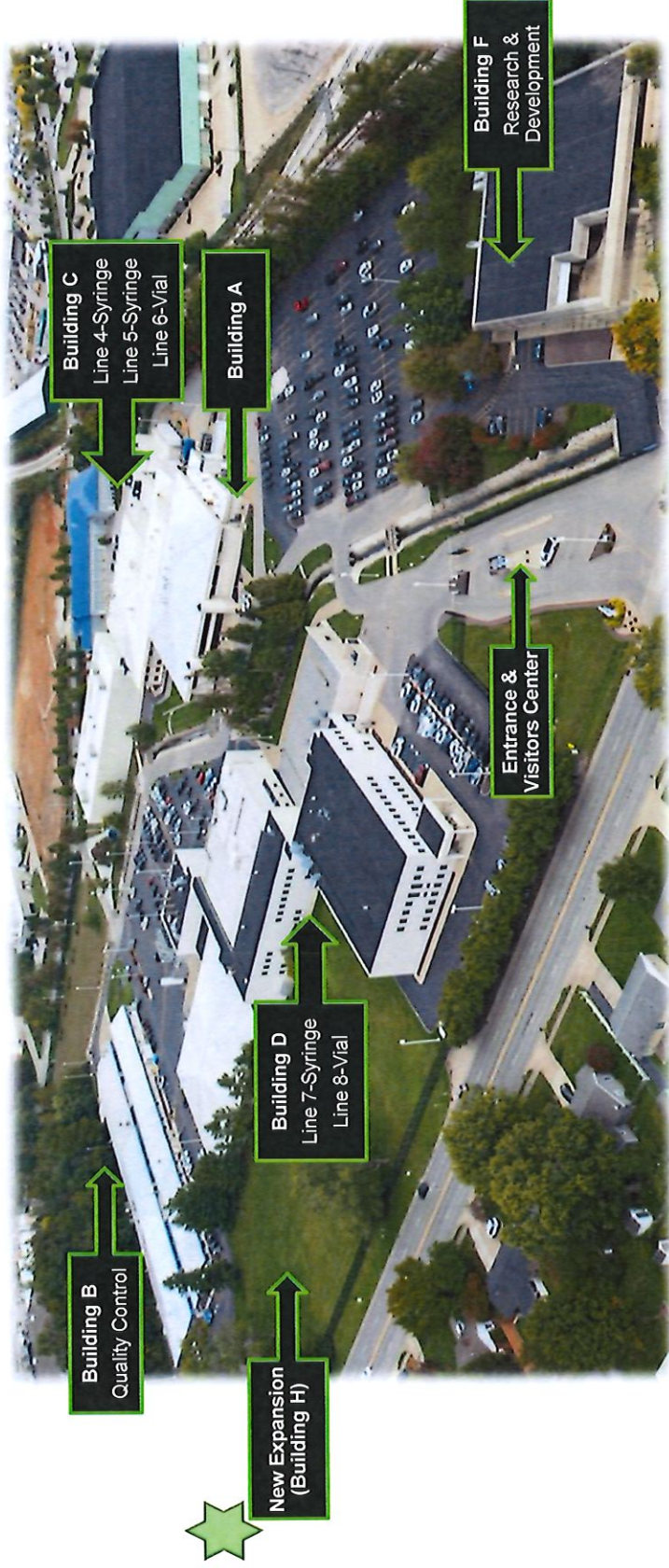


BLOOMINGTON (BPS) FACILITIES



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NEW EXPANSION - BUILDING H



We are planning to construct a new building (~140,000 SF) that will house one vial and two pre-filled syringe lines to support Simtra's increased production.

PROJECT GREENLIGHT - BUILDING H – BLOOMINGTON SITE PLAN



Vial Filling Line with (3) 30m² Lyophilizers



Current Proposed Build: 2 story building. Approx. 150,000 SF (75K SF per Floor) with process filling suites on 1st level and New Sterile Labs and Offices/Support on 2nd Floor.

Anticipated employee growth: ~130 FTE
 Estimated salary of ~\$34.50 per/hr
 (Operations / Quality / Engineering / Supply Chain)

Total proposed investment: Equipment = ~\$145M, Improvements = ~\$80M



Pre-Filled Syringe Filling Lines (x2)

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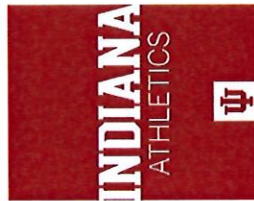
COMMUNITY ENGAGEMENT



BLOOMINGTON ECONOMIC
BEDC
DEVELOPMENT CORPORATION



Bloomington
Tri Kappa



Foundation
MONROE COUNTY COMMUNITY SCHOOLS
Transforming Lives



DOING THE MOST GOOD



Community Kitchen
OF MONROE COUNTY



MONROE COUNTY
SPORTS HALL OF FAME



Simtra
BioPharma Solutions



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COMMUNITY ENGAGEMENT

Simtra
BioPharma Solutions



Each month, Simtra employees volunteer at the Community Kitchen to help on the meal prep shift. We thank our employees for their commitment to making an impact in their communities.



In December, Simtra hosted a group of faculty members from Ivy Tech Community College for an overview of our business and a tour of our facilities. We look forward to continuing our partnership and developing programs that will benefit our employees and the community.



DOING THE MOST GOOD

Simtra employees spent an afternoon volunteering at the Salvation Army Angel Tree gift distribution. The Salvation Army's Angel Tree program in 2023 served nearly 925 children by providing clothing and Christmas gifts



What we are proud of: Simtra's ESG at a glance



Environmental

Managing the impact of our operations, from manufacturing to product delivery

ISO

The Bloomington facility is ISO 14001 and ISO 45001 certified
The Halle facility is ISO 14001, 45001 and 50001 certified



100%

of electricity procured through renewable sources in 2023



~20%

of energy consumed by Halle site will be generated by solar panels installed in 2023



94%

of waste was recycled at the Halle, Germany site
Inclusive of waste water



Social

Investing in employees with a commitment to responsible engagement with our customers, suppliers, and communities

45%

of employees are women
38% in management



>99%

of Halle employees contribute financial donations to local charities



3.3K

volunteer hours in 2023 by Bloomington employees
20+ community engagements (volunteer hours, in-kind donations, financial donations and fundraising)



81%

of apprentices converted to full-time employees
Data limited to apprentice program in Halle, Germany



Governance

Conducting our global business with strong governance and ethical principles

50%

of 10-person executive leadership team from diverse global origins



3/9

independent members on the Board of Directors
9/9 with ESG experience



100%

of 500+ suppliers screened using ESG criteria



53

audits conducted in 2023 with zero significant incidences



Simtra gathered 2023 baseline metrics to determine where we are today so we can envision our tomorrow: ~122M KWh total energy consumption, 518K total m³ water consumption, 2.8K tons of waste generated, 1.7K total tons of waste recycled (calculations vary based on site operations), 36K tons CO₂e (Scope 1&2 GHG Emissions), 1.10 total recordable incident rate (TRIR)

What makes us different

“ We recognize our responsibilities to our people, the communities in which we operate and the planet. We strive to incorporate environmental, social and governance into our business planning and processes, and empower our people to take positive action throughout the organization. ”

– CEO Franco Negrón

Simtra
BioPharma Solutions



We are trusted by a diversified client base of established and start-up enterprises with their most complex and high-value projects.



We have been recognized by Life Science Leader Magazine with the CMO Leadership Award for Innovation.



Our Bloomington facility supports the community through educational and athletic partnerships, involvement in STEM events, fundraising for numerous non-profits, and hands-on volunteering at local organizations.



Our Halle facility supports the surrounding communities through involvement in fundraising events for local non-profits focused on children's healthcare, facilitating strong educational partnerships, volunteering their time to support disaster relief efforts, arts organizations, and climate action.



We have extensive regulatory expertise and experience with 19+ global regulatory agencies, meeting or exceeding the most stringent regulatory standards around the globe.



We have comprehensive quality, compliance, data privacy and cybersecurity programs to protect our business and our customers.

Monroe County Council Agenda Request Form

Complete ALL applicable highlighted areas below.

DEPARTMENT: **Prosecutor** MEETING DATE REQUESTED (*Tentative*): **03/26/2024**
Request Presenter(s): **Beth Hamlin and/or Erika Oliphant** Phone: **(812)349-2064**

Was the Council Liaison notified prior to submitting this Agenda Request: **Yes**

PURPOSE OF REQUEST: (Mark with an "X" in all applicable boxes)

Creation of Account Line(s) and/or Additional Appropriation(s)

Fund Name: **Arnold Ventures Grant**

Transfer of Funds

Category

Fund Name: **[Redacted]**

Fund to Fund

Fund Name A: **[Redacted]**

Fund Name B: **[Redacted]**

Salary Ordinance Amendment *Effective Date of Amendment:* **[Redacted]**

De-Appropriation of Account Lines

Fund Name: **[Redacted]**

Other (Specify) **[Redacted]**

Narrative: Give a **DETAILED SUMMARY** explanation for the request (*purpose, action needed, etc.*).

We received permission from Arnold Ventures and Indiana University to use some of our AV subgrant award for the purpose of attending the Association of Prosecuting Attorneys 2024 Prosecutorial Data Summit in Mountain View, CA. This summit will focus on the use of data to make strategic decisions about resource allocation, case prioritization, and programming. This summit will also feature presentations on the responsible use of AI and offer resources on the development of data readiness and internal and public-facing dashboards.

In order to use the funds in this way, we request the creation of a Travel/Training line in the fund. We are not requesting any additional appropriation as we will transfer unspent funds into the line.

Complete ALL corresponding agenda information on subsequent tabs.

Forward entire Request Form with all supporting documents to: councilrequests@co.monroe.in.us

Contact the Council Administrator (Ext. 2516) with any questions regarding the Agenda Request Form.

Monroe County Council Agenda Request Form

Complete ALL applicable highlighted areas below.

DEPARTMENT: **HEALTH** MEETING DATE REQUESTED (*Tentative*): **3/26/2024**
Request Presenter(s): **LORI KELLEY** Phone: **812-349-2068**

Was the Council Liaison notified prior to submitting this Agenda Request: **No**

PURPOSE OF REQUEST: (Mark with an "X" in all applicable boxes)

Creation of Account Line(s) and/or Additional Appropriation(s)

Fund Name: **LOCAL PUBLIC HEALTH SERVICES**

Transfer of Funds

Category

Fund Name: **CRISIS CoAg SUPP. WORKFORCE**

Fund to Fund

Fund Name A: _____

Fund Name B: _____

Salary Ordinance Amendment *Effective Date of Amendment:* _____

De-Appropriation of Account Lines
Fund Name: _____

Other (*Specify*) _____

Narrative: Give a DETAILED SUMMARY explanation for the request (*purpose, action needed, etc.*).

The Health Department is requesting approval to move funds from personnel expenses to supplies as the School Liaison is currently being funded through a service contract. The transfer of funds will allow the department to have funds available for supplies when there are needs within Monroe County schools.

Complete ALL corresponding agenda information on subsequent tabs.

Forward entire Request Form with all supporting documents to: councilrequests@co.monroe.in.us

Contact the Council Administrator (Ext. 2516) with any questions regarding the Agenda Request Form.

Combined Ledger (All Detail) within Date Span 01/01/2024 thru 01/30/2024

The Last Posted Date is 11/30/2023.

Fund 8111 Crisis CoAg Supp. Workforce

Budget Account Code	Effective Date	Transaction Date	Transaction Type	Amount	Other Data			
8111.02134.00000.0000	Fed Grant/Disb - Other	.		No Department				
	01/04/2024	01/04/2024	Rec/AutoRcpt	110,000.00	Rec:028701 BK:001 Auditor of State			
			Estimated					
			Revenue	Receipts	Appropriation	Expenditure		
	Current		0.00	110,000.00	0.00	0.00	Unexpended:	0.00
	Total		0.00	110,000.00	0.00	0.00	Cash:	110,000.00
8111.10124.00000.9623	Covid-19 School Liaison	.		2023				
	01/01/2024	01/08/2024	Approp/CarryFwdApp	23,359.94	CFD 1/1/2024			
			Estimated					
			Revenue	Receipts	Appropriation	Expenditure		
	Current		0.00	0.00	23,359.94	0.00	Unexpended:	23,359.94
	Total		0.00	0.00	23,359.94	0.00	Cash:	0.00
8111.17601.00000.9623	Longevity	.		2023				
	01/01/2024	01/08/2024	Approp/CarryFwdApp	200.00	CFD 1/1/2024			
			Estimated					
			Revenue	Receipts	Appropriation	Expenditure		
	Current		0.00	0.00	200.00	0.00	Unexpended:	200.00
	Total		0.00	0.00	200.00	0.00	Cash:	0.00
8111.18001.00000.9623	FT Self Insurance	.		2023				
	01/01/2024	01/08/2024	Approp/CarryFwdApp	6,000.00	CFD 1/1/2024			
			Estimated					
			Revenue	Receipts	Appropriation	Expenditure		
	Current		0.00	0.00	6,000.00	0.00	Unexpended:	6,000.00
	Total		0.00	0.00	6,000.00	0.00	Cash:	0.00
8111.18101.00000.9623	FICA	.		2023				
	01/01/2024	01/08/2024	Approp/CarryFwdApp	1,961.87	CFD 1/1/2024			

Combined Ledger (All Detail) within Date Span 01/01/2024 thru 01/30/2024

The Last Posted Date is 11/30/2023.

Fund 8111 Crisis CoAg Supp. Workforce

Budget Account Code	Effective Date	Transaction Date	Transaction Type	Amount	Other Data			
8111.18101.00000.9623	FICA	.		2023				
			Estimated					
			Revenue	Receipts	Appropriation	Expenditure		
	Current		0.00	0.00	1,961.87	0.00	Unexpended:	1,961.87
	Total		0.00	0.00	1,961.87	0.00	Cash:	0.00
8111.18201.00000.9623	PERF	.		2023				
	01/01/2024	01/08/2024	Approp/CarryFwdApp	3,346.36	CFD 1/1/2024			
			Estimated					
			Revenue	Receipts	Appropriation	Expenditure		
	Current		0.00	0.00	3,346.36	0.00	Unexpended:	3,346.36
	Total		0.00	0.00	3,346.36	0.00	Cash:	0.00
8111.20011.00000.9623	Other Supplies	.		2023				
	01/01/2024	01/08/2024	Approp/CarryFwdApp	2,748.85	CFD 1/1/2024			
			Estimated					
			Revenue	Receipts	Appropriation	Expenditure		
	Current		0.00	0.00	2,748.85	0.00	Unexpended:	2,748.85
	Total		0.00	0.00	2,748.85	0.00	Cash:	0.00
8111.30014.00000.9623	Other Services	.		2023				
	01/01/2024	01/08/2024	Approp/CarryFwdApp	312,649.61	CFD 1/1/2024			
			Estimated					
			Revenue	Receipts	Appropriation	Expenditure		
	Current		0.00	0.00	312,649.61	0.00	Unexpended:	312,649.61
	Total		0.00	0.00	312,649.61	0.00	Cash:	0.00

Combined Ledger (All Detail) within Date Span 01/01/2024 thru 01/30/2024

The Last Posted Date is 11/30/2023.

Fund 8111 Crisis CoAg Supp. Workforce

	Estimated					
	Revenue	Receipts	Appropriation	Expenditure		
Normal Current	0.00	110,000.00	350,266.63	0.00	Unexpended:	350,266.63
Total	0.00	110,000.00	350,266.63	0.00	Cash:	110,000.00
** Outstanding Investments Current		0.00				
Total		0.00				
Fund Totals Current	0.00	110,000.00	350,266.63	0.00		
Total	0.00	110,000.00	350,266.63	0.00	Cash:	110,000.00

Combined Ledger (All Detail) within Date Span 01/01/2024 thru 01/30/2024

The Last Posted Date is 11/30/2023.

	Estimated						
	Revenue	Receipts	Appropriation	Expenditure			
Normal Current	0.00	110,000.00	350,266.63	0.00	Unexpended:	350,266.63	
Total	0.00	110,000.00	350,266.63	0.00	Cash:	110,000.00	
** Outstanding Investments Current		0.00					
Total		0.00					
Grand Totals Current	0.00	110,000.00	350,266.63	0.00			
Total	0.00	110,000.00	350,266.63	0.00	Cash:	110,000.00	

Monroe County Council Agenda Request Form

Complete ALL applicable highlighted areas below.

DEPARTMENT: Public Defender MEETING DATE REQUESTED (Tentative): 03/26/2024
Request Presenter(s): Heather Stuffle Phone: 812-349-7386

Was the Council Liaison notified prior to submitting this Agenda Request: Yes

PURPOSE OF REQUEST: (Mark with an "X" in all applicable boxes)

Creation of Account Line(s) and/or Additional Appropriation(s)

Fund Name: System Navigator Grant

Transfer of Funds

Category

Fund Name:

Fund to Fund

Fund Name A:

Fund Name B:

Salary Ordinance Amendment Effective Date of Amendment:

De-Appropriation of Account Lines

Fund Name:

Other (Specify) Appropriate funds received for System Navigator Grant

Narrative: Give a DETAILED SUMMARY explanation for the request (purpose, action needed, etc.).

The Department was awarded an additional \$176,000 to the System Navigator Grant for 2024. This amount provides salaries for two Investigator positions within the department. A copy of the amendment is attached.

Complete ALL corresponding agenda information on subsequent tabs.

Forward entire Request Form with all supporting documents to: councilrequests@co.monroe.in.us

Contact the Council Administrator (Ext. 2516) with any questions regarding the Agenda Request Form.



Monroe County Board of Commissioners Agenda Request Form

Date to be heard Formal Work session Department

Title to appear on Agenda: Vendor #

Executive Summary:

1) In June 2022, a MOU was approved for an independent contractor who enters CHINS/TPR data that is required by the System Navigator grant, which is a grant that the Public Defender's Office receives from the Public Defender Commission. The initial grant cycle was from 2021-2023 and has since been extended into 2024. The attached MOU is for the same independent contractor used in 2022 and 2023 who completed the data entry for this grant. The attached MOU secures the contractor's services through the extended 2024 grant cycle.

2) The Public Defender's Office received a System Navigator Pilot Grant Agreement from the Public Defender Commission. The funds from this grant shall provide up to 2 employees who are experienced in CHINS/TPR cases and procedures to assist parents in navigating those entities and enhance communication between the parent (clients) and their public defenders representing them. The term of the grant was from December 13, 2021 to December 31, 2022 and in the amount of \$318,448.00.

3) The System Navigator Pilot Grant terms was extended throughout the end of 2024 and an additional funding amount of \$176,000 will be provided. The extended grant will provide for the continual use of the system navigators who assist parents (clients) navigate services and requirements asked of them in CHINS/TPR cases.

Fund Name(s):	Fund Number(s):	Amount(s)
<input type="text" value="System Navigator Grant"/>	<input type="text" value="9160"/>	<input type="text" value="\$9,000
\$318,448.00
\$176,000.00"/>

Presenter:

Speaker(s) for Zoom purposes:

Name(s)	Phone Number(s)
<input type="text"/>	<input type="text"/>

(the speaker phone numbers will be removed from the document prior to posting)

Attorney who reviewed:

Agreement for Services

This Agreement is made between Rebecca Acton ("Contractor") and Monroe County Public Defender's Office and the Monroe County Board of Commissioners (collectively, "Monroe County"). The Contractor and Monroe County mutually agree as follows:

The terms of the agreement enlist Contractor to provide data entry services necessary to compile results of the System Navigator Grant starting January 2024 and ending December 2024. This Agreement consisting of three (3) pages constitutes the entire agreement between Contractor and Monroe County and may be modified only in writing referencing this Agreement and signed by both parties. The following terms shall apply:

1. **Scope of Project.** The Public Defender Commission has given a Grant to the Monroe County Public Defender's Office (System Navigator) and requires specific data to be compiled during the term of said Grant. This grant was awarded in 2022 and 2023 and is now being extended for an additional year.

In order for case information/data to be compiled, Monroe County wishes to engage with Contractor to maintain specific data for each CHINS/TPR case from January 1, 2024, to December 31, 2024 and enter into a data collection instrument per the Public Defender Commission's requirements.

Contractor and Monroe County acknowledge that oversight of Contractor's work under this grant position will be by and through the Public Defender Commission. Contractor agrees to work closely with the Public Defender Commission to answer any questions that arise as a result of grant work and comply with the guidance provided by the Public Defender Commission to fulfill the required work under this grant.

2. **Price.** Contractor shall be paid Seven Hundred and fifty dollars per month (\$750.00/month). The total amount paid to Contractor under this Agreement shall not exceed Nine Thousand (\$9,000.00) without further written approval by Monroe County. Contractor shall submit invoices, including the time, dates worked and a detailed description of work performed. Payment is contingent on continued receipt of grant funding, approval and appropriation of funds by the Monroe County Council, and on timely receipt of and communication of funds from the Monroe County Auditor's Office. Invoices shall be submitted by Contractor in accordance with Section 4.
3. **Term.** The term of this Agreement shall commence from the date this Agreement is executed by both parties and shall terminate on December 31, 2024.

This agreement shall not be assigned, transferred or conveyed by either of the parties without the prior written consent of the other.

This Agreement may be extended by both parties if done so mutually and in writing and approved in the same manner as this Agreement. Either party may terminate this Agreement by giving written notice to the other party at least thirty (30) days in advance of the intended date of termination. Notices of modification and/or termination should be tendered in accordance with Section 5 of this Agreement.

4. **Invoices.** Invoices must be submitted to Heather Stuffle, Office Administrator, via email at hstuffle@co.monroe.in.us and/or via U.S. mail at 304 North Morton Street, Bloomington, Indiana 47404. Public Defender will render payment for services in a timely manner. Both parties herein recognize that payment is contingent on approval and appropriation of the Monroe County Council and subject to the Monroe County claims process. Contractor shall submit invoices for service the first week of the month, and Public Defender will render payment for services within thirty (30) days of receipt. Both parties herein recognize that payment is contingent on approval and appropriation of the Monroe County Council and subject to the Monroe County claims process.
5. **Notice.** Whenever any notice, statement or other communication is required under this Agreement, it shall be sent via email to the following addresses, unless otherwise specifically advised. directed as follows:

Public Defender

Heather Stuffle
hstuffle@co.monroe.in.us

Contractor

Rebecca Acton
brezdensmom@gmail.com

6. **Indemnity.** Contractor assumes all risks and responsibilities for accident, injuries or damages to person(s) or property related to performance pursuant to this Agreement, and agrees to indemnify and save harmless Monroe County from all claims, costs or suits of whatever nature, including attorneys' fees, related to performance of the Project, except such claims, costs or suits arising out of the negligence of Monroe County or its employees.
7. **Non-discrimination.** In the performance of work under this contract, it is agreed that Contractor, any of its subcontractors, or any person acting on their behalf shall not, in any manner, discriminate against or intimidate any employee or job applicant with respect to his hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of his race, religion, color, sex, national origin, ancestry, sexual orientation, gender identity, disability, housing status, or status as a veteran – or discriminate by reason of such factors, against any citizen of the State of Indiana who is qualified and available to perform the work. Contractor is aware of the Monroe County Government's policy prohibiting harassment of any kind. If Contractor becomes aware of any harassment, Contractor shall immediately report harassment to the Monroe County Legal Department.
8. **Compliance with Law.** Contractor shall comply with all State of Indiana and Monroe County applicable laws and regulations, including the County's policy prohibiting harassment. Contractor shall indemnify and save harmless the Council for any fines or expenses of any nature which it might incur from Contractor's noncompliance. IC § 22-5-1.7. Specifically including the following:
 - a. Contractor to enroll in and verify the work eligibility status of all newly hired employees of the Contractor through the E-Verify program.
 - b. Contractor is not required to verify the work eligibility status of all newly hired employees of the Contractor through the E-Verify program, if the E-Verify program no longer exists.

- c. Contractor must sign an affidavit affirming that Contractor does not knowingly employ an unauthorized alien.
9. **Independent Contractor.** It is further understood and agreed that that Contractor executes this Agreement as an independent contractor, and shall not be considered an employee or agent of the Board for the purposes of this Agreement.
 - a. The parties agree that Contractor is performing this work on her own, free time and is NOT performing this work under the direction of or on Monroe County property or with Monroe County equipment.
 - b. Contractor shall have exclusive control over the means, methods and details of fulfilling its obligations under this Agreement. Although Contractor is a Monroe County employee, because Contractor is an independent contractor, under this Agreement, the execution of this Agreement and any work performed herein will NOT result in overtime or compensatory pay being paid to Contractor. Contractor shall pay all taxes, withholdings and contributions required by Social Security (FICA) laws, Indiana and federal income tax laws, and Indiana unemployment insurance laws.
10. **Worker's Compensation.** Contractor shall purchase and maintain a policy of Worker's Compensation Insurance as required by the laws of the State of Indiana, and furnish a certificate of such insurance to the Commissioners before commencement of work on the project. Alternatively, if the Contractor obtains a Worker's Compensation Clearance certificate, Contractor shall provide a copy of such to Commissioners in lieu of a certificate of insurance. Failure to provide either a certificate of insurance or a certificate of clearance may be regarded by the Commissioners as material breach of this Agreement, and may result in its cancellation without further cause. It shall be in the Commissioner's sole discretion whether there is a material breach under this paragraph and whether the breach should result in cancellation of this Agreement.
11. **ADA, Rehabilitation Act and Title VI Compliance.** Acceptance of this Agreement is evidence there is intent to comply with the Americans with Disabilities Act of 1990, Rehabilitation Act of 1973, and Title VI of the 1964 Civil Rights Act.
12. **Captions.** The captions of the Agreement are for convenience only, and do not in any way limit or amplify its terms.
13. **Governing Law.** This agreement shall be governed in accordance with the laws of the State of Indiana. The venue for any litigation resulting from or related to this Agreement shall be Monroe County, Indiana.
14. **Severability.** The invalidity, illegality or unenforceability of any provision of this Agreement or the occurrence of any event rendering any portion or provision of this Agreement void shall in no way affect the validity or enforceability of any other portion or provision of this Agreement. Any void provision shall be deemed severed from this Agreement, and the balance of the Agreement shall be construed and enforced as if it did not contain the particular provision to be held void. The parties further agree to amend this

Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this Article shall not prevent this entire Agreement from being void should a provision which is of the essence of this Agreement be determined void.

- 15. **Entirety of Agreement.** This Agreement, consisting of four (4) pages constitutes the entire agreement between the parties. Parties agree that any terms and conditions not contained or outlined within this Agreement are inapplicable.

IN WITNESS WHEREOF, Contractor and Monroe County have executed this Agreement as dated below and, if executed in two counterparts, each shall be deemed an original.

Rebecca Acton
Signature – Rebecca Acton

3/07/2024
Date

[Signature]
Signature – Michael E. Hunt

3/7/24
Date

APPROVED BY THE MONROE COUNTY BOARD OF COMMISSIONERS
this 13TH day of MARCH, 2022, pursuant to Monroe County Code Chapter 266-5.

"AYES"

"NAYS"

[Signature]
Julie Thomas, President

Julie Thomas, President

[Signature]
Penny Githens, Vice President

Penny Githens, Vice President

[Signature]
Lee Jones, Member

Lee Jones, Member

ATTEST:

[Signature]
Brianna Gregory, Auditor of Monroe County, Indiana

Mark W. Rutherford, Chairman
Indianapolis

Richard Gray
Madison
Dernice Corley
Indianapolis
Hon. Mary Ellen Diekhoff
Indianapolis
Hon. Kelsey G. Hanton
Spencer
Representative Ragan Hatcher
Cory

309 W Washington Street Suite 501- Indianapolis, IN 46204

Public Defender Commission



David J. Hensel
Indianapolis
Senator Eric Koch
Bosford
Representative Ryan Lauer
Columbus
Hon. Steven P. Meyer
Coryville
Senator Gregory G. Taylor
Indianapolis

www.in.gov/publicdefender • ph 317-233-6909

December 9, 2021

Grantee: Monroe County, Public Defender Office
Grant Number: System Navigator Pilot Grant Award
Grant Period: December 13, 2021 – December 31, 2023
Date of Award: December 9, 2021
Award Amount: \$318,448.00

The Public Defender Commission ("PDCOM") has awarded the Monroe County, Public Defender Office ("Grantee") funds for the purpose and scope described in the attached Grant Agreement. By signing this grant award, the Grantee agrees that the funds will be spent in the manner described in the Grant Agreement and the conditions set forth in this award letter.

Payment of grant funds from PDCOM to the county will be made quarterly and adjusted based upon the fourth quarter financial report after its submission. The financial report form shall be provided to the county for completion by PDCOM and funds shall be paid to the county after receipt of the quarterly financial report form.

As a condition of the Grant Agreement, the Grantee agrees to submit performance measures, data, and financial reports to PDCOM as directed.

Sincerely,

Derrick A. Mason
Director & Chief Counsel

SYSTEM NAVIGATOR PILOT GRANT AGREEMENT

This Grant Agreement ("Grant Agreement"), entered into by and between the Indiana Public Defender Commission ("PDCOM") and the Monroe County, Public Defender Office ("Grantee"), is executed pursuant to the terms and conditions set forth herein. In consideration of those mutual undertakings and covenants, the parties agree:

1. Purpose of this Grant Agreement; Grant Funds.

A. The purpose of this Grant Agreement is to enable PDCOM to award a grant, in an amount to be determined by PDCOM and specified in the Grant Award Letter that is hereby incorporated fully by reference, to the Grantee for eligible costs of the pilot ("Pilot") described in the Grant Description (**Exhibit A**) which is attached to this Grant Agreement and also incorporated fully by reference.

B. The funds shall be used exclusively in accordance with the provisions contained in this Grant Agreement, Grant Description, and the Approved Project Budget (**Exhibit B**) and in conformance with any applicable Indiana Code provisions, as well as any applicable rules or policies established by PDCOM. The funds received by the Grantee pursuant to this Grant Agreement shall be used only to implement the Project or provide the services in conformance with this Grant Agreement and for no other purpose.

2. Representations and Warranties of the Grantee.

A. The Grantee expressly represents and warrants to PDCOM that it is eligible to receive these Grant funds and that the information set forth in the Grant Description and Budget is true, complete, and accurate. The Grantee expressly agrees to promptly repay all funds paid to it under this Grant Agreement should it be determined that either it was ineligible to receive the funds, or it made any material misrepresentation on its Grant Description or budget.

B. The Grantee certifies by entering into this Grant Agreement that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from entering into this Grant Agreement by any federal or state department or agency. The term "principal" for purposes of this Grant Agreement is defined as an officer, director, owner, partner, key employee, other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the Grantee.

3. Implementation of and Reporting on the Project.

A. The Grantee shall implement and complete the Project in accordance with the plans and specifications contained in **Exhibit A**. Any modification of the Project from the description given in **Exhibit A** shall require prior written approval from PDCOM.

B. The Grantee shall submit to PDCOM written progress and financial reports until the completion of the Project. These reports shall be submitted in accordance with the requirements set forth in **Exhibit B** and shall contain such detail of progress and financing on the Project as is requested by PDCOM.

4. **Term.** This Grant Agreement commences on December 13, 2021 and shall remain in effect through December 31, 2023. Any funds that are not expended in accordance with this Grant Agreement by December 31, 2023, must be returned to PDCOM.

5. Grant Funding. Grantee explicitly covenants that it shall promptly repay to PDCOM all funds not spent in conformance with this Grant Agreement.

A. PDCOM shall fund this grant during its Term and all grant funds must be spent no later than December 31, 2023. The Approved Project Budget is set forth within **Exhibit B**. The Grantee shall not make substantial modifications to any line item in the Approved Project Budget without the prior written consent of PDCOM.

B. The disbursement of grant funds to the Grantee shall not be made until all documentary materials required by this Grant Agreement have been received and approved by PDCOM and this Grant Agreement has been fully authorized by PDCOM.

6. Payment of Grant.

A. PDCOM agrees to provide advance payment of awarded grant funds on a quarterly basis following execution of this Grant Agreement. PDCOM payment shall be made quarterly pursuant to the description in the grant award letter. Payment shall be made no earlier than thirty-five (35) days in arrears of execution of this Grant Agreement in conformance with State fiscal policies and procedures. As required by IC 4-13-2-14.8, payment shall be direct deposited by electronic funds transfer to the financial institution designated by the Grantee in writing unless a specific waiver has been obtained from the Indiana Auditor of State.

B. PDCOM may require evidence furnished by the Grantee that substantial progress has been made toward the Project at any point during and after the grant Term.

7. Project Monitoring by PDCOM. PDCOM may conduct on-site or off-site monitoring reviews of the Project during the Term of this Grant Agreement and for up to ninety (90) days after it expires or is otherwise terminated. The Grantee shall extend its full cooperation and give full access to the Project site and to relevant documentation to PDCOM or its authorized designees for the purpose of determining, among other things:

- A. whether Project activities are consistent with those set forth in the terms and conditions of this Grant Agreement, the Grant Description in **Exhibit A**, and the Approved Project Budget in **Exhibit B**;
- B. the actual expenditure of state funds expended to date on the Project is in conformity with amounts for each budget line item as contained in **Exhibit B**;
- C. The Grantee is making timely progress with the Project, and its project management, financial management and control systems, procurement systems and methods, and overall performance are in conformance with the requirements set forth in this Grant Agreement and are fully and accurately reflected in Project reports submitted to PDCOM.

8. Audits and Maintenance of Records. The Grantee may be required to submit to an audit of funds paid through this Grant Agreement, and shall make all books, accounting records and other documents available at all reasonable times during the Term of this Grant Agreement and for a period of three (3) years after final payment for inspection by PDCOM or its authorized designee. Copies shall be furnished to PDCOM at no cost.

9. Compliance with Laws.

A. The Grantee shall comply with all applicable federal, state and local laws, rules, regulations and ordinances, and all provisions required thereby to be included herein are hereby incorporated by reference. The enactment or modification of any applicable state or federal statute or the promulgation of rules or regulations thereunder after execution of this Grant Agreement shall be reviewed by PDCOM and the Grantee to determine whether the provisions of this Grant Agreement require formal modification.

B. The Grantee and its agents shall abide by all ethical requirements that apply to persons who have a business relationship with the State of Indiana as set forth in IC 4-2-6, et seq., IC 4-2-7, et seq. and the regulations promulgated thereunder. If the Grantee has knowledge, or would have acquired knowledge with reasonable inquiry, that a state officer, employee, or special state appointee, as those terms are defined in IC 4-2-6-1, has a financial interest in this Grant, the Grantee shall ensure compliance with the disclosure requirements in IC 4-2-6-10.5 prior to the execution of this Grant. If the Grantee or its agents violate any applicable ethical standards, the PDCOM may, in its sole discretion, terminate this Grant Agreement immediately upon notice to the Grantee. In addition, the Grantee may be subject to penalties under IC 4-2-6, 4-2-7, 35-44.1-1-4, and under any other applicable laws.

C. The Grantee warrants that it has no current, pending or outstanding criminal, civil, or enforcement actions initiated by the State, and agrees that it will immediately notify PDCOM of any such actions. During the term of such actions, the Grantee agrees that PDCOM may suspend funding for the Project.

D. The Grantee warrants that the Grantee and any contractors performing work in connection with the Project shall obtain and maintain all required permits, licenses, registrations, and approvals, and shall comply with all health, safety, and environmental statutes, rules, or regulations in the performance of work activities for PDCOM. Failure to do so may be deemed a material breach of this Grant Agreement and grounds for immediate termination and denial of future grant opportunities with PDCOM.

10. Funding Cancellation. When the Director and Chief Counsel of the Public Defender Commission, makes a written determination that funds are not appropriated or otherwise available to support continuation of performance of this Grant Agreement, the Grant Agreement shall be canceled. A determination by the Director & Chief Counsel that funds are not appropriated or otherwise available to support continuation of performance of this Grant Agreement shall be final and conclusive.

11. Governing Law. This Grant Agreement shall be governed, construed, and enforced in accordance with the laws of the State of Indiana. Suit, if any, must be brought in the State of Indiana.

12. Notice to Parties. Whenever any notice, statement or other communication is required under this Grant Agreement, it shall be sent by emailed as directed in the Grant Description.

13. Order of Precedence. Any inconsistency or ambiguity in this Grant Agreement shall be resolved by giving precedence in the following order: (1) requirements imposed by applicable federal or state law; (2) this Grant Agreement; (3) Invitation to Apply for Grant; and (4) the Grant Description.

14. Termination. This Grant Agreement may be terminated, in whole or in part, by PDCOM whenever, for any reason, PDCOM determines that such termination is in the best interest of PDCOM. Termination shall be affected by delivery to the Grantee of a Termination Notice, specifying effective date of termination and extent of termination. The Grantee may use grant funds for completion of approved Project expenditures properly done prior to the effective date of termination. PDCOM will not be liable for work on the Project performed after the effective date of termination. In no case shall total payment made to the Grantee exceed the original grant. The Grantee explicitly covenants that it shall promptly repay to PDCOM all unused grant funds upon termination of the Grant Agreement.

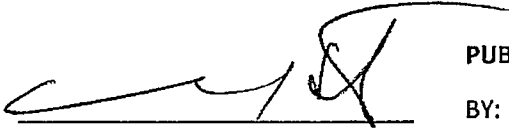
Non-Collusion and Acceptance

The undersigned attests, subject to the penalties for perjury, that the undersigned is a properly authorized representative, agent, member or officer of the Grantee to enter into this Grant Agreement. Further, to the undersigned's knowledge, neither the undersigned nor any other member, employee, representative, agent or officer of the Grantee, directly or indirectly, has entered into or been offered any sum of money or other consideration for the execution of this Grant Agreement other than that which appears upon the face hereof.

In Witness Whereof, Grantee and PDCOM have, through their duly authorized representatives, entered into this Grant Agreement. The parties, having read and understood the foregoing terms of this Grant Agreement, do by their respective signatures dated below agree to the terms thereof.

GRANTEE

BY:



Monroe County Chief PD (or assignee)

Date:

12/13/21

PUBLIC DEFENDER COMMISSION

BY:

Derrick A. Mason, Director & Chief Counsel

DATE:

EXHIBIT A: PDCOM Monroe System Navigator Grant Description

Purpose and Availability of Funds

With funds provided by the Indiana General Assembly for "At-Risk Youth and Families" the Public Defender Commission is funding pilots that serve at-risk youth and families and impacts public defense in Indiana in conjunction with comprehensive data collection and reporting. This particular program shall provide for up to two employees, who are experienced in the Department of Child Services CHINS/TPR processes, services providers, court, and CASA programs to assist parents in navigating those entities and enhance effective communication between the public defenders and their clients. The grant shall cover all associated costs for the navigators and personnel costs related to entering and maintaining a robust data collection and reporting system.

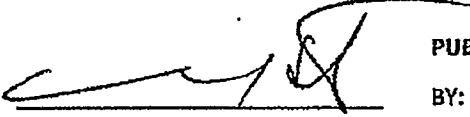

Award Period and Reporting Requirements

Grant funds will be awarded from the date of inception through December 31, 2023, on a quarterly basis. Recipients must submit a quarterly budget report to PDCOM in order to initiate the next quarter's payment.

The Grantee agrees to collect and report data as prescribed by PDCOM for both Children in Need of Services and Termination of Parental Rights cases that have access to a system navigator and those that do not. The Grantee agrees to establish and maintain a control group as prescribed by PDCOM. PDCOM will not require personally identifying, client confidential information to be submitted.

Recipients may be asked to submit additional information to PDCOM in between reporting periods.

In Witness Whereof, Grantee and PDCOM have, through their duly authorized representatives, entered into this Grant Agreement. The parties, having read and understood the foregoing terms of this Grant Agreement, do by their respective signatures dated below agree to the terms thereof.

GRANTEE		PUBLIC DEFENDER COMMISSION	
BY:	Monroe County Chief PD (or assignee)	BY:	Derrick A. Mason, Director & Chief Counsel
Date:	<u>12/13/21</u>	DATE:	<u>12/13/21</u>

AMENDMENT # 1
System Navigator Pilot Grant Award

This is an Amendment to the Grant Agreement (the "Agreement") entered into by and between the Indiana Public Defender Commission (PDCOM) and the Monroe County, Public Defender Office (Grantee) approved by the last PDCOM signatory on December 13, 2021.

In consideration of the mutual undertakings and covenants hereinafter set forth, the parties agree as follows:

1. The award period described in Paragraph 4 and Exhibit A of the Grant Agreement is hereby extended for an additional year. The Grant Agreement shall terminate on December 31, 2024.
2. The total award for calendar year 2024 shall be no more than \$176,000.

In Witness Whereof, PDCOM and Grantee have, through their duly authorized representatives, entered into this Amendment. The parties, having read and understood the foregoing terms of this Amendment, do by their respective signatures dated below agree to the terms thereof.

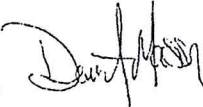
Monroe County, Public Defender Office

By: 

Monroe County Chief PD (or assignee)

Date: 11/1/23

Indiana Public Defender Commission

By: 

Derrick Mason, Executive Director

Date: 10/30/2023

Fund	Acct	Acct Desc	Carry Forward Approp	Original Approp	Add'l Approp	Adj Approp	Total Approp	Expenditure	Unexpend Balance	Encumbrance	Unexpend Pct
<input type="checkbox"/> Fund : 9160											
<input type="checkbox"/> Fund Desc : System Navigator Grant											
<input type="checkbox"/> Loc : 0000											
<input type="checkbox"/> Loc Desc : No Department											
9160	13016	Investigator	0.00	0.00	0.00	0.00	0.00	11,372.00	(11,372.00)	0.00	0.00%
9160	13017	Investigator	0.00	0.00	0.00	0.00	0.00	11,372.00	(11,372.00)	0.00	0.00%
9160	18001	FT Self Insurance	0.00	0.00	0.00	0.00	0.00	4,105.34	(4,105.34)	0.00	0.00%
9160	18201	PERF	0.00	0.00	0.00	0.00	0.00	3,229.60	(3,229.60)	0.00	0.00%
9160	18101	FICA	0.00	0.00	0.00	0.00	0.00	1,676.70	(1,676.70)	0.00	0.00%
9160	30006	Contractual	0.00	0.00	0.00	0.00	0.00	1,500.00	(1,500.00)	0.00	0.00%
			0.00	0.00	0.00	0.00	0.00	33,255.64	(33,255.64)	0.00	0.00%
			0.00	0.00	0.00	0.00	0.00	33,255.64	(33,255.64)	0.00	0.00%
			0.00	0.00	0.00	0.00	0.00	33,255.64	(33,255.64)	0.00	0.00%
			0.00	0.00	0.00	0.00	0.00	33,255.64	(33,255.64)	0.00	0.00%
			0.00	0.00	0.00	0.00	0.00	33,255.64	(33,255.64)	0.00	0.00%

Monroe County Council Agenda Request Form

Complete ALL applicable highlighted areas below.

DEPARTMENT: Emergency Management MEETING DATE REQUESTED (*Tentative*): 03/26/2024
Request Presenter(s): Justin Baker Phone: 812-325-4321

Was the Council Liaison notified prior to submitting this Agenda Request: No

PURPOSE OF REQUEST: (Mark with an "X" in all applicable boxes)

Creation of Account Line(s) and/or Additional Appropriation(s)

Fund Name: National Priority Comm

Transfer of Funds

Category

Fund Name:

Fund to Fund

Fund Name A:

Fund Name B:

Salary Ordinance Amendment *Effective Date of Amendment:*

De-Appropriation of Account Lines

Fund Name:

Other (Specify)

Narrative: Give a DETAILED SUMMARY explanation for the request (*purpose, action needed, etc.*).

The department was awarded a grant through the State Homeland Security Program that focuses on preparedness for terrorist incidents.

Earlier in 2023, the Emergency Management Department drafted a Civil Unrest Plan for the county to help the county prepare for civil unrest events and terrorism. These grant funds will help fund a Homeland Security Exercise and Evaluation Program (HSEEP)-compliant tabletop exercise in early 2025.

The planning for the exercise and the exercise will be facilitated by a private emergency management consulting firm called "All-Clear Emergency Management Group." This firm has experience conducting civil unrest exercises for other jurisdictions within the country.

The award amount is \$18,100.00.

This grant was approved by the County Commissioners during the January 31, 2024 public meeting.

The department is requesting additional appropriations for this grant.

Complete ALL corresponding agenda information on subsequent tabs.

Forward entire Request Form with all supporting documents to: councilrequests@co.monroe.in.us

Contact the Council Administrator (Ext. 2516) with any questions regarding the Agenda Request Form.

SUBRECIPIENT GRANT AGREEMENT
from the
FEDERAL FISCAL YEAR 2023
HOMELAND SECURITY GRANT PROGRAM, STATE HOMELAND SECURITY
PROGRAM
(STATE-LOCAL AGREEMENT)

Contract #000000000000000000079251

This Grant Agreement (this "Grant Agreement"), entered into by and between the **Indiana Department of Homeland Security** (the "State") and Monroe County (the "Subrecipient"), is executed pursuant to the terms and conditions set forth herein. In consideration of those mutual undertakings and covenants, the parties agree as follows:

1. Purpose of this Grant Agreement; Special Conditions; Funding Source. The State has been designated by the U.S. Department of Homeland Security Federal Emergency Management Agency ("FEMA") as the Recipient to receive, administer, and disburse Homeland Security Grant Program, State Homeland Security Program ("HSGP SHSP") funds as authorized under Sections 2002 to 2004 of the Homeland Security Act of 2002, as amended (Pub. L. No. 107-296) (6 USC § 603-605), and as appropriated by the Consolidated Appropriations Act, 2023 (Pub. L. No. 117-328) to support state and local efforts to prevent terrorism and other catastrophic events and to prepare the nation for the threats and hazards that pose the greatest risk to the security of the United States. In particular, the HSGP SHSP program supports preparedness activities that address high priority preparedness gaps across all core capabilities that support terrorism preparedness.

The purpose of this Grant Agreement is to enable the State, pursuant to its authority under IC § 10-19-3-3, to make a subaward to the Subrecipient of the FEMA Grant Programs Directorate, HSGP SHSP funds for the allowable costs of this project (the "Project") associated with the Subrecipient's grant application (the "Grant Application"), both of which are on file with the State in the Subrecipient's account within the Indiana IntelliGrants grant management system and identified by grant title and year. The Project and Grant Application are considered fully incorporated into this Grant Agreement by reference. The funds received by the Subrecipient shall be used exclusively in accordance with the provisions contained in this Grant Agreement and shall be used only to implement the Project and Grant Proposal or provide the services in conformance with this Grant Agreement and for no other purpose.

SPECIAL CONDITIONS:

1. This is a National Priority project. If any modifications are needed to either the scope or budget, IDHS and/or FEMA must approve all modifications PRIOR to purchase.
2. Completion of the Nationwide Cybersecurity Review (NCSRP) is required by FEMA by December 31, 2023.
3. Certification of telecommunications and video surveillance products, prior to purchase, that components can be certified to not be from any of the entities listed or any other entities owned, controlled, or connected to the People's Republic of China.

FUNDING SOURCE: Federal

Federal Funds Program Name: Federal Fiscal Year 2023 Homeland Security Grant Program, State
Homeland Security Program

ALN #97.067

Federal-State Award Identification Number: EMW-2023-SS-00077

Date Funds were Awarded to the State: September 11, 2023

Federal Notice of Funding Opportunity Number: DHS-23-GPD-067-00-01

2. Amount of Subaward. This subaward is for an amount not to exceed **\$18,100.00**. There is no match requirement for this subaward.

For State purposes, total remuneration under this Grant Agreement shall not exceed the subaward amount listed in this paragraph.

3. Term. This Grant Agreement shall begin on **September 1, 2023 ("Effective Date")** and shall remain in effect through **August 31, 2025** (the "Obligation Deadline" also known as the "end of the performance period").

- A. This Grant Agreement is not renewable.
- B. The Obligation Deadline may be extended only by receiving written approval by the State and, when necessary, FEMA and by written agreement of the Parties in conformance with IC § 5-22-17-4, and as permitted by the federal law governing the use of these grant funds. Any request for an extension must be submitted by the Subrecipient to the State no later than one hundred and sixty (160) days prior to the Obligation Deadline in order to comply with FEMA requirements.

4. Representations and Warranties of the Subrecipient.

- A. The Subrecipient expressly represents and warrants to the State that it is statutorily eligible to receive these Grant funds and that the information set forth in its Grant Application is true, complete and accurate. The Subrecipient expressly agrees to promptly repay all funds paid to it under this Grant Agreement should it be determined either that the Subrecipient was ineligible to receive the funds, or it made any material misrepresentation on its Grant Application.
- B. The Subrecipient certifies by entering into this Grant Agreement that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from entering into this Grant Agreement by any federal or state department or agency. The term "principal" for purposes of this Grant Agreement is defined as an officer, director, owner, partner, key employee or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the Subrecipient.
- C. The Subrecipient certifies by entering into this Grant Agreement that it currently has and shall maintain an active registration within the Federal System for Awards Management (SAM) that includes the Subrecipient's current information at all times throughout the duration of this Grant Agreement, including amendments of this Grant Agreement, unless the Subrecipient is exempted under 2 CFR § 25.110.
- D. The Subrecipient certifies that funds awarded under this Grant Agreement do not replace (supplant) funds that have been budgeted for the same purpose through non-Federal sources.

5. Implementation of and Reporting on the Project.

- A. The Subrecipient shall be solely responsible for the proper implementation of the approved Project. The Subrecipient shall implement and complete the Project in accordance with the plans and specifications contained in its Grant Application. "Project Completion" includes, but is not limited to, ordering, accepting delivery, installing equipment and full completion of performance of any service agreements or contracts, by the Obligation Deadline.
- B. In the event the Subrecipient wants to adjust, modify, or otherwise alter the Subrecipient's Project or Grant Proposal, which includes budget items, then the Subrecipient must first request approval from the State for such changes. **Requests must be submitted as a grant adjustment notice (GAN) to the State through the Indiana Intelligrants grants management system. The Subrecipient shall not proceed to make any purchases that are outside the scope of**

Subrecipient's Project without first receiving approval from the State of the grant adjustment request. Approval shall be determined by the State's sole discretion. Any purchases made by the Subrecipient that are not authorized by the FEMA allowability guidelines, the Subrecipient's Project, Grant Application, or the State, will not be reimbursed under this Grant Agreement. If the Subrecipient incurs a financial obligation prior to approval of the State, then the Subrecipient will be required to reimburse the State for the amount of funds that were not approved.

- C. The Subrecipient shall submit to the State written programmatic reports until the completion of the Project. These reports shall be submitted on a quarterly basis and shall contain such detail of progress or performance on the Project as is requested by the State. When applicable, the State shall then submit those reports to FEMA.
- D. The Subrecipient shall comply with the document titled "Indiana Department of Homeland Security, Comprehensive Training & Exercise Guidance, Volume II, February 2017" available at <https://www.in.gov/dhs/files/2017-IDHS-Comprehensive-Training-Exercise-Grant-Guidance.pdf>. (These requirements include, but are not limited to, the State's requirement the Homeland Security Exercise and Evaluation Program (HSEEP) Methodology be used for all training and exercise design, planning, conduct, and for the after action/improvement process, and, if it is available, that all training and exercises must be scheduled on the U.S. DHS National Exercise Schedule (NEXS) System to include all required information as listed on the NEXS System.)

6. Requirements Applicable to Property/Equipment Purchased Using Grant Funds. For all tangible, nonexpendable, personal property having a useful life of more than one year and a per unit cost of more than \$500 acquired in whole or in part with funds provided under this Grant Agreement, the Subrecipient must comply with the following requirements for a period of three (3) years beginning on the acquisition date:

- A. Maintain records that include the following:
 - 1) A description of the property;
 - 2) Manufacturer's model number;
 - 3) Manufacturer's serial number or other identification number;
 - 4) Vendor or other source of the property;
 - 5) Identification of the title holder of the property;
 - 6) Acquisition date;
 - 7) State Contract number of the Agreement which provided the funding;
 - 8) Cost of the property;
 - 9) Physical location of the property;
 - 10) If the property was assigned to an individual, the name and title of the individual to whom the property was assigned;
 - 11) Use of the property;
 - 12) Condition of the property; and
 - 13) The ultimate disposition of the property, including the date of disposal how and to what entity property was disposed, and sale price of the property.
- B. Conducting a Physical Equipment Inventory. At least once every year, the Subrecipient shall take a physical inventory of the property and the result reconciled with the property records. Any differences between quantities determined by the physical inspection and those in the accounting records shall be investigated to determine the cause of the difference. The Subrecipient shall, in connection with the inventory, verify the existence, current utilization, current location, and continued need for the property. The Subrecipient shall maintain this inventory information.
- C. Implementing Safeguards to Prevent Loss, Damage or Theft of Equipment. A control system shall be developed and implemented to ensure adequate safeguards to prevent loss, damage, or theft of the property. The Subrecipient must submit a description of its control system either in its

Grant Application or when otherwise requested by the State. Any loss, damage, or theft shall be investigated and fully documented and made a part of the official project records. A copy of such documentation shall be promptly submitted to the State.

- D. Adequate maintenance procedures shall be developed and implemented to keep the property in good condition.
- E. The Subrecipient shall not dispose of any property acquired in whole or in part with funds provided under this Grant Agreement, except in accordance with any applicable state and local laws, rules and regulations.
- F. The Subrecipient agrees to the following:
 - 1) The equipment and any required support personnel shall be made available to the State of Indiana if requested for training purposes or as part of a state incident response.
 - 2) The property shall be made available to other jurisdictions within the Homeland Security District as a district asset. The use of the property shall be addressed through existing inter-jurisdictional mutual aid, district mutual aid or equipment-specific use agreements.
 - 3) Personal use of the equipment is not permitted.
 - 4) The Subrecipient shall, when practicable, mark any and all equipment purchased with this award with the following text: "Purchased with funds provided by the U.S. Department of Homeland Security".
- G. If a Subrecipient fails to comply with any part of this provision; the Subrecipient may be required to repay to the State some or all of the funds provided to the Subrecipient under the Grant Agreement for the purchase of the property. In addition, such a failure to comply may jeopardize the Subrecipient's ability to obtain future grants from the State.
- H. These requirements are on-going and survive the expiration or termination of the Grant Agreement and will remain in effect until the property is disposed of in accordance with the Grant Agreement.

7. Payment of Claims and Finance Report.

- A. If advance payment of all or a portion of the Grant funds is permitted by statute or regulation, and the State agrees to provide such advance payment, advance payment shall be made only upon submission of a completed Finance Report setting out the intended purposes of those funds. The Finance Report can be found in the Indiana grants management system. After such funds have been expended, the Subrecipient shall provide the State with a reconciliation of those expenditures. Otherwise, all payments shall be made thirty-five (35) days in arrears in conformance with State fiscal policies and procedures. As required by IC § 4-13-2-14.8, all payments will be by the direct deposit by electronic funds transfer to the financial institution designated by the Subrecipient in writing unless a specific waiver has been obtained from the Indiana Auditor of State.
- B. Requests for payment will be processed only upon submission of a completed financial report to the State through the Indiana Intelligrants grants management system and must be submitted with accompanying supporting documentation as designated by the State. Such financial report(s) must be submitted with the budget expenditure report detailing disbursements of state, local and/or private funds by project budget line items. A financial report submitted without supportive documentation will be returned to the Subrecipient and not processed for payment. Failure to comply with the provisions of this Grant Agreement may result in the denial of a claim for payment.

- C. All payments are subject to the State's determination that the Subrecipient's performance to date conforms with the Project as approved, notwithstanding any other provision of this Grant Agreement.
- D. A finance report shall be submitted to the State within fifteen (15) days following the end of the quarter in which work on or for the Project was performed. The State has the discretion and reserves the right to NOT pay any claims submitted later than twenty (20) calendar days following the end of the quarter in which the services were provided.
- E. All **final** financial reports must be submitted to the State within thirty (30) calendar days after the Obligation Date. Payment for claims submitted after that time may, at the discretion of the State, be denied.
- F. **If Grant funds have been advanced to the Subrecipient and those funds are unexpended at the time that the final financial report is submitted after the Obligation Deadline then all such unexpended award monies must be returned to the State.**
- G. Reimbursement of any expenditure is not a final State decision about whether the expenditure comports with allowability guidelines and such reimbursement by the State is not a waiver of any violation by the Subrecipient of the terms of this Grant Agreement. Allowability of an expenditure is determined by the governing state and federal statutes, laws, and guidance associated with this Grant Agreement.
- H. If the State discovers or determines that the Subrecipient is or was not eligible to receive any or all of the funds for which reimbursement is or was requested, the State will notify the Subrecipient in writing and state the reasons for such determination. The Subrecipient shall return any such excess amounts to the State within thirty (30) days after the Subrecipient receives written notice of this determination. If payment within thirty (30) days would cause the Subrecipient undue financial hardship, then the Subrecipient must notify the State in writing and submit a proposed repayment schedule. The State may accept, reject, or modify the proposed repayment schedule.
- I. Notwithstanding any other provision of this Grant Agreement, the State may elect to not pay the Subrecipient the final ten percent (10%) of the agreement amount until the State has verified that the Project has been completed in accordance with this Grant Agreement.
- J. The actual reimbursement of grant funds to the Subrecipient shall not be made until all documentary materials required by this Grant Agreement have been received and approved by the State, all clearance checks with the State are valid and in good standing, and this Grant Agreement has been fully approved by all State signatories.

8. Project Monitoring by the State. The State may conduct on-site or off-site monitoring reviews of the Project during the term of this Grant Agreement and for up to ninety (90) days after it expires or is otherwise terminated. The Subrecipient shall extend its full cooperation and give full access to the Project site and to relevant documentation to the State or its authorized designees for the purpose of determining, among other things:

- A. whether Project activities are consistent with those set forth in the Subrecipient's Grant Application and the terms and conditions of the Grant Agreement;
- B. the actual expenditure of state, local and/or private funds expended to date on the Project is in conformity with the budget presented in Subrecipient's Grant Application and that unpaid costs have been properly accrued;
- C. that Subrecipient is making timely progress with the Project, and that its project management, financial management and control systems, procurement systems and methods, and overall

performance are in conformance with the requirements set forth in this Grant Agreement and are fully and accurately reflected in Project reports submitted to the State.

The Subrecipient will take all necessary actions to correct or cure any problematic findings identified by the State during its monitoring and evaluation.

9. Compliance with Audit and Reporting Requirements; Maintenance of Records.

- A. The Subrecipient shall submit to an audit of funds paid through this Grant Agreement and shall make all books, accounting records and other documents available at all reasonable times during the term of this Grant Agreement and for a period of three (3) years after closeout for inspection by the State, FEMA, Federal Department of Homeland Security, or any of those entities authorized designee. Copies shall be furnished to the State at no cost. The Subrecipient shall comply with the audit requirements of 2 C.F.R. 200.333 and the access requirements of 2 C.F.R. 200.336.
- B. Since the Subrecipient is a "subrecipient" of federal grant funds under 2 C.F.R. 200.330, the Subrecipient shall arrange for a financial and compliance audit that complies with 2 C.F.R. 200.500 *et seq.* if required by applicable provisions of 2 C.F.R. 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements). The administrative and audit requirements and cost principles under 2 CFR § 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, as adopted at 2 CFR § 3002 are applicable to this Grant Agreement. **The Subrecipient must notify the State if the Subrecipient expends \$750,000 or more of federal funds within one fiscal year, which will indicate that the Subrecipient must undergo a single-audit for that fiscal year** in compliance with the applicable provisions of 2 C.F.R. 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements) and the Subrecipient shall arrange for a financial and compliance audit that complies with 2 C.F.R. 200.500 *et seq.*
- C. If the Subrecipient is a non-governmental unit, the Subrecipient shall file the Form E-1 annual financial report required by IC § 5-11-1-4. The E-1 entity annual financial report will be used to determine audit requirements applicable to non-governmental units under IC § 5-11-1-9. Audits required under this section must comply with the State Board of Accounts *Uniform Compliance Guidelines for Examination of Entities Receiving Financial Assistance from Governmental Sources*, <https://www.in.gov/sboa/files/guidelines-examination-entities-receiving-financial-assistance-government-sources.pdf>. Guidelines for filing the annual report are included in **Exhibit B** (Guidelines for Non-governmental Entities).

10. Compliance with Laws.

- A. The Subrecipient shall comply with all applicable federal, state and local laws, rules, regulations and ordinances, and all provisions required thereby to be included herein are hereby incorporated by reference. The enactment or modification of any applicable state or federal statute or the promulgation of rules or regulations thereunder after execution of this Grant Agreement shall be reviewed by the State and the Subrecipient to determine whether the provisions of this Grant Agreement require formal modification.
- B. The Subrecipient and its agents shall abide by all ethical requirements that apply to persons who have a business relationship with the State as set forth in IC § 4-2-6, *et seq.*, IC § 4-2-7, *et seq.* and the regulations promulgated thereunder. **If the Subrecipient has knowledge, or would have acquired knowledge with reasonable inquiry, that a state officer, employee, or special state appointee, as those terms are defined in IC § 4-2-6-1, has a financial interest in the Grant, the Subrecipient shall ensure compliance with the disclosure requirements in IC § 4-2-6-10.5 prior to the execution of this Grant Agreement.** If the Subrecipient is not familiar with these ethical requirements, the Subrecipient should refer any questions to the Indiana State Ethics Commission or visit the Inspector General's website at <http://www.in.gov/ig/>. If the

Subrecipient or its agents violate any applicable ethical standards, the State may, in its sole discretion, terminate this Grant immediately upon notice to the Subrecipient. In addition, the Subrecipient may be subject to penalties under IC §§ 4-2-6, 4-2-7, 35-44.1-1-4, and under any other applicable laws.

- C. The Subrecipient certifies by entering into this Grant Agreement that neither it nor its principal(s) is presently in arrears in payment of taxes, permit fees or other statutory, regulatory or judicially required payments to the State. The Subrecipient agrees that any payments currently due to the State may be withheld from payments due to the Subrecipient. Additionally, payments may be withheld, delayed, or denied and/or this Grant suspended until the Subrecipient is current in its payments and has submitted proof of such payment to the State.
- D. The Subrecipient warrants that it has no current, pending or outstanding criminal, civil, or enforcement actions initiated by the State, and agrees that it will immediately notify the State of any such actions. During the term of such actions, the Subrecipient agrees that the State may suspend funding for the Project. If a valid dispute exists as to the Subrecipient's liability or guilt in any action initiated by the State or its agencies, and the State decides to suspend funding to the Subrecipient, the Subrecipient may submit, in writing, a request for review to the Indiana Department of Administration ("IDOA"). A determination by IDOA shall be binding on the parties. Any disbursements that the State may delay, withhold, deny, or apply under this section shall not be subject to penalty or interest.
- E. The Subrecipient warrants that the Subrecipient and any contractors performing work in connection with the Project shall obtain and maintain all required permits, licenses, registrations, and approvals, and shall comply with all health, safety, and environmental statutes, rules, or regulations in the performance of work activities for the State. Failure to do so may be deemed a material breach of this Grant Agreement and grounds for immediate termination and denial of grant opportunities with the State.
- F. The Subrecipient affirms that, if it is an entity described in IC Title 23, it is properly registered and owes no outstanding reports to the Indiana Secretary of State.
- G. As required by IC § 5-22-3-7:
 - 1) The Subrecipient and any principals of the Subrecipient certify that:
 - (A) the Subrecipient, except for de minimis and nonsystematic violations, has not violated the terms of:
 - (i) IC § 24-4.7 [Telephone Solicitation Of Consumers];
 - (ii) IC § 24-5-12 [Telephone Solicitations]; or
 - (iii) IC § 24-5-14 [Regulation of Automatic Dialing Machines];in the previous three hundred sixty-five (365) days, even if IC § 24-4.7 is preempted by federal law; and
 - (B) the Subrecipient will not violate the terms of IC § 24-4.7 for the duration of this Grant Agreement, even if IC § 24-4.7 is preempted by federal law.
 - 2) The Subrecipient and any principals of the Subrecipient certify that an affiliate or principal of the Subrecipient and any agent acting on behalf of the Subrecipient or on behalf of an affiliate or principal of the Subrecipient, except for de minimis and nonsystematic violations,
 - (A) has not violated the terms of IC § 24-4.7 in the previous three hundred sixty-five (365) days, even if IC § 24-4.7 is preempted by federal law; and
 - (B) will not violate the terms of IC § 24-4.7 for the duration of this Grant Agreement even if IC § 24-4.7 is preempted by federal law.

11. Debarment and Suspension.

- A. The Subrecipient certifies by entering into this Grant Agreement that it is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from entering into

this Grant Agreement by any federal agency or by any department, agency or political subdivision of the State.

- B. The Subrecipient certifies that it has verified the suspension and debarment status for all subcontractors receiving funds under this Grant Agreement and shall be solely responsible for any recoupments or penalties that might arise from non-compliance. The Subrecipient shall immediately notify the State if any subcontractor becomes debarred or suspended, and shall, at the State's request, take all steps required by the State to terminate its contractual relationship with the subcontractor for work to be performed under this Grant Agreement.

12. Drug-Free Workplace Certification. As required by Executive Order No. 90-5, April 12, 1990, issued by the Governor of Indiana, the Subrecipient hereby covenants and agrees to make a good faith effort to provide and maintain a drug-free workplace. The Subrecipient will give written notice to the State within ten (10) days after receiving actual notice that the Subrecipient, or an employee of the Subrecipient in the State of Indiana, has been convicted of a criminal drug violation occurring in the workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of grant payments, termination of the Grant and/or debarment of grant opportunities with the State of Indiana for up to three (3) years.

In addition to the provisions of the above paragraphs, if the total amount set forth in this Grant Agreement is in excess of \$25,000.00, the Subrecipient certifies and agrees that it will provide a drug-free workplace by:

- A. Publishing and providing to all of its employees a statement notifying them that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Subrecipient's workplace and specifying the actions that will be taken against employees for violations of such prohibition; and
- B. Establishing a drug-free awareness program to inform its employees of: (1) the dangers of drug abuse in the workplace; (2) the Subrecipient's policy of maintaining a drug-free workplace; (3) any available drug counseling, rehabilitation, and employee assistance programs; and (4) the penalties that may be imposed upon an employee for drug abuse violations occurring in the workplace; and
- C. Notifying all employees in the statement required by subparagraph (A) above that as a condition of continued employment the employee will: (1) abide by the terms of the statement; and (2) notify the Subrecipient of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction; and
- D. Notifying in writing the State within ten (10) days after receiving notice from an employee under subdivision (C)(2) above, or otherwise receiving actual notice of such conviction; and
- E. Within thirty (30) days after receiving notice under subdivision (C)(2) above of a conviction, imposing the following sanctions or remedial measures on any employee who is convicted of drug abuse violations occurring in the workplace: (1) take appropriate personnel action against the employee, up to and including termination; or (2) require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency; and
- F. Making a good faith effort to maintain a drug-free workplace through the implementation of subparagraphs (A) through (E) above.

13. Employment Eligibility Verification. As required by IC § 22-5-1.7, the Subrecipient hereby swears or affirms under the penalties of perjury that:

- A. The Subrecipient has enrolled and is participating in the E-Verify program;

- B. The Subrecipient has provided documentation to the State that it has enrolled and is participating in the E-Verify program;
- C. The Subrecipient does not knowingly employ an unauthorized alien.
- D. The Subrecipient shall require its contractors who perform work under this Grant Agreement to certify to the Subrecipient that the contractor does not knowingly employ or contract with an unauthorized alien and that the contractor has enrolled and is participating in the E-Verify program. The Subrecipient shall maintain this certification throughout the duration of the term of a contract with a contractor.

The State may terminate for default if the Subrecipient fails to cure a breach of this provision no later than thirty (30) days after being notified by the State.

This clause is not applicable if the Subrecipient is a state agency, political subdivision, including local school corporations and charter schools, a state educational institution, or a self-employed person that does not employ any employees.

14. Funding Cancellation. As required by Financial Management Circular 3.3 and IC § 5-22-17-5, when the Director of the State Budget Agency makes a written determination that funds are not appropriated or otherwise available to support continuation of performance of this Grant Agreement, it shall be canceled. A determination by the Director of the State Budget Agency that funds are not appropriated or otherwise available to support continuation of performance shall be final and conclusive.

15. Governing Law. This Grant Agreement shall be governed, construed, and enforced in accordance with the laws of the State of Indiana, without regard to its conflict of laws rules. Suit, if any, must be brought in the State of Indiana.

16. Information Technology Accessibility Standards. Any information technology related products or services purchased, used or maintained through this Grant must be compatible with the principles and goals contained in the Electronic and Information Technology Accessibility Standards adopted by the Architectural and Transportation Barriers Compliance Board under Section 508 of the federal Rehabilitation Act of 1973 (29 U.S.C. §794d), as amended.

17. Insurance. The Subrecipient shall maintain insurance with coverages and in such amount as may be required by the State or as provided in its Grant Application.

18. Nondiscrimination. Pursuant to the Indiana Civil Rights Law, specifically IC § 22-9-1-10, and in keeping with the purposes of the federal Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act, the Subrecipient covenants that it shall not discriminate against any employee or applicant for employment relating to this Grant with respect to the hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, because of the employee or applicant's: race, color, national origin, religion, sex, age, disability, ancestry, status as a veteran, or any other characteristic protected by federal, state, or local law ("Protected Characteristics"). Furthermore, the Subrecipient certifies compliance with applicable federal laws, regulations, and executive orders prohibiting discrimination based on the Protected Characteristics in the provision of services.

The Subrecipient understands that the State is a recipient of federal funds, and therefore, where applicable, the Subrecipient and any subcontractors shall comply with requisite affirmative action requirements, including reporting, pursuant to 41 CFR Chapter 60, as amended, and Section 202 of Executive Order 11246 as amended by Executive Order 13672.

19. Notice to Parties. Whenever any notice, statement or other communication is required under this Grant, it will be sent by E-mail or first-class U.S. mail service to the following addresses, unless otherwise specifically advised.

A. Notices to the State shall be sent to:

Grants Management Director
attn.: HSGP-SHSP Coordinator
Indiana Department of Homeland Security
302 West Washington Street, Room E208
Indianapolis, Indiana 46204
E-mail: grants@dhs.in.gov
Subject line should identify the grant program title, grant program year, and the Subrecipient's legal name

B. Notices to the Subrecipient shall be sent to:

Justin Baker
5850 West Foster Curry Dr.
Bloomington, IN 47403

As required by IC § 4-13-2-14.8, payments to the Subrecipient shall be made via electronic funds transfer in accordance with instructions filed by the Subrecipient with the Indiana Auditor of State.

20. Order of Precedence; Incorporation by Reference. Any inconsistency or ambiguity in this Grant Agreement shall be resolved by giving precedence in the following order: (1) requirements imposed by applicable federal or state law, including **Exhibit A** and those identified in paragraph 28, below, (2) this Grant Agreement, (3) requirements imposed by the Federal Notice of Funding Opportunity ("NOFO") associated with this grant program, (4) requirements imposed by the Federal FEMA Preparedness Grants Manual (dated February 2023), (5) requirements imposed by the State of Indiana NOFO associated with this grant program, (6) Exhibits prepared by the State, (7) Award Letter provided to the Subrecipient, and (8) Subrecipient's Project and Grant Application on file with the State. All of the foregoing are incorporated fully herein by reference.

21. Public Record. The Subrecipient acknowledges that the State will not treat this Grant as containing confidential information and will post this Grant on the transparency portal as required by Executive Order 05-07 and IC § 5-14-3.5-2. Use by the public of the information contained in this Grant shall not be considered an act of the State.

22. Termination for Breach.

- A. Failure to complete the Project and expend State, local and/or private funds in accordance with this Grant Agreement may be considered a material breach, and shall entitle the State to suspend grant payments, and to suspend the Subrecipient's participation in State grant programs until such time as all material breaches are cured to the State's satisfaction.
- B. The expenditure of State or federal funds other than in conformance with the Project or the Budget may be deemed a breach. The Subrecipient explicitly covenants that it shall promptly repay to the State all funds not spent in conformance with this Grant Agreement.

23. Termination for Convenience. Unless prohibited by a statute or regulation relating to the award of the Grant, this Grant Agreement may be terminated, in whole or in part, by the State or FEMA whenever, for any reason, the State determines that such termination is in the best interest of the State. Termination shall be effected by delivery to the Subrecipient of a written Termination Notice, specifying the extent to which such termination becomes effective. The Subrecipient shall be compensated for completion of the Project properly done prior to the effective date of termination. The State will not be liable for work on the

Project performed after the effective date of termination. In no case shall total payment made to the Subrecipient exceed the original grant.

24. Travel. No expenses for travel will be reimbursed unless specifically authorized by this Grant.

25. Remedies Not Impaired. No delay or omission of the State in exercising any right or remedy available under this Grant Agreement impairs any such right or remedy or constitutes a waiver of any default or any acquiescence thereto.

26. Severability. The invalidity of any section, subsection, clause or provision of this Grant Agreement shall not affect the validity of the remaining sections, subsections, clauses or provisions of this Grant Agreement.

27. Survival. Any expiration or termination of this Grant Agreement shall not affect the ongoing provisions of this Grant Agreement or the ongoing requirements of the guidance documents, laws and regulations, or other requirements referenced in this Grant Agreement that will survive the expiration or termination in accordance with their terms.

28. Federal and State Third-Party Contract Provisions. This Grant involves the payment of federal funds. Federal funding carries specific restrictions. The Subrecipient and, if applicable, its contractors shall comply with the Federal requirements associated with the subaward, including the requirements incorporated into this Grant Agreement by reference, the requirements listed in this paragraph, and the requirements included in the federal assurances and Department of Homeland Security (“DHS”) terms and conditions listed at <https://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions> and in **Exhibit A**, which is attached to and fully incorporated into this Grant Agreement.

A. Procurement Integrity. When applicable, the Subrecipient shall follow 2 CFR 200.318 General procurement standards through 2 CFR 200.326 to ensure that procurements conform with applicable Federal and State law. Such requirements include:

- 1) The Subrecipient shall document all procurement practices and maintain records of procurement actions taken (for instance, maintain copies of all bids, proposals, quotes, cost/price analysis, basis for selection decisions, purchase orders, and contracts) throughout the Term and as related to the Project.
- 2) The Subrecipient’s procurement procedures must avoid acquisition of unnecessary or duplicative items.
- 3) All procurement transactions using funding from this award must be conducted in a manner providing full and open competition and should avoid restrictive language. See 2 CFR 200.319 and the Federal NOFO for further requirements and guidance.
- 4) The Subrecipient shall take all necessary affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible. See 2 CFR 200.321.
- 5) Affirmative steps include: Placing qualified small businesses, small minority-disadvantaged businesses, and small businesses which are women owned, veteran-owned, disabled veteran-owned or located in a HUBZone on solicitation lists and ensuring such groups are solicited whenever they are potential procurement sources; Dividing total requirements, when economically feasible, into small tasks or quantities to permit maximum participation by such groups; and/or establishing delivery schedules, where the requirement permits, which encouraged participation by such groups as appropriate.
- 6) The Subrecipient shall ensure that any sub-contract agreement entered into contains required state and federal provisions as noted throughout this Grant Agreement.

B. Environmental or Historic Preservation Project. If the Subrecipient’s Grant Proposal includes plans that involve or effect any Environmental or Historic Preservation, then the Subrecipient shall complete an Environmental and Historic Screening Preservation Memo (“EHP Form”) and submit it to the State. If the Subrecipient needs to apply for an EHP, approval will need to come from

FEMA and the Project may not start until FEMA approves the Subrecipient's EHP Form and the Subrecipient receives the FEMA approval letter from the State. The Subrecipient shall complete and submit an EHP Form via email to grants@dhs.in.gov no later than thirty (30) days after Subrecipient signs this Grant Agreement. Approved EHP Forms and accompanying Project may not be modified unless the Subrecipient receives written approval by the State and FEMA.

- C. FEMA Preparedness Grants Manual, FEMA Grant Programs Directorate (the "Manual"), dated February 2023.** As required by FEMA, the Subrecipient shall comply with the requirements listed in the Manual and as they pertain to the HSGP SHSP grant program. The manual can be found upon request to the State or at the following:
https://www.fema.gov/sites/default/files/documents/fema_gpd-fy-23-preparedness-grants-manual.pdf.

- 1) **The Manual addresses actions that may be taken by FEMA, should the State or FEMA discover potential or actual noncompliance on behalf of the Subrecipient.** During the lifecycle of an award or even after an award has been closed, FEMA or the State may review the Subrecipient's performance under this Grant Agreement to ensure conformance with the grant requirements. The closeout of an award does not affect FEMA's right to disallow costs and recover funds as long as the action to disallow costs takes place during the record retention period, see 2 CFR 200.333, 200.344(a). The types of funds FEMA may attempt to recover include, but are not limited to, improper payments, cost share reimbursements, program income, interest earned on advance payments, or equipment disposition amounts.
- 2) **The Subrecipient shall comply with the documentation and record retention policies, procurement, closeout, period of performance, and EHP requirements as mandated by FEMA and the State.**

29. Provision Applicable to Grants with tax-funded State Educational Institutions: "Separateness" of the Parties. The State acknowledges and agrees that because of the unique nature of State Educational Institutions, the duties and responsibilities of the State Educational Institution in these Standard Conditions for Grants are specific to the department or unit of the State Educational Institution. The existence or status of any one contract or grant between the State and the State Educational Institution shall have no impact on the execution or performance of any other contract or grant and shall not form the basis for termination of any other contract or grant by either party.

30. State Boilerplate Affirmation Clause. I swear or affirm under the penalties of perjury that I have not altered, modified, changed or deleted the State's standard contract clauses (as contained in the 2022 *SCM Template*) in any way except as follows:

- A. Paragraph 1, Purpose of this Grant Agreement; Special Conditions; Funding Source, has been modified.
- B. Paragraph 2, Amount of Subaward, has been added.
- C. Paragraph 3, Term, has been modified.
- D. Paragraph 4, Representations and Warranties of the Subrecipient, has been modified.
- E. Paragraph 5, Implementation of and Reporting on the Project, has been modified.
- F. Paragraph 6, Requirements Applicable to Property/Equipment Purchased Using Grant Funds, has been added.
- G. Paragraph 7, Payment of Claims and Finance Report, has been modified.
- H. Paragraph 8, Project Monitoring by the State, has been modified.
- I. Paragraph 9, Compliance with Audit and Reporting Requirements; Maintenance of Records, has been modified.
- J. Paragraph 11, Debarment and Suspension, has been modified.
- K. Paragraph 13, Employment Eligibility Verification, has been modified.
- L. Paragraph 16, Information Technology Accessibility Standards, has been modified.
- M. Paragraph 20, Order of Precedence, has been modified.
- N. Paragraph 23, Termination for Convenience, has been modified.
- O. Paragraph 25, Remedies Not Impaired, has been added.

- P. Paragraph 26, Severability, has been added.
- Q. Paragraph 27, Survival, has been added.
- R. Paragraph 28, Federal and State Third-Party Contract Provisions, has been modified.

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Non-Collusion and Acceptance

The undersigned attests, subject to the penalties for perjury, that the undersigned is the Subrecipient, or that the undersigned is the properly authorized representative, agent, member or officer of the Subrecipient. Further, to the undersigned's knowledge, neither the undersigned nor any other member, employee, representative, agent or officer of the Subrecipient, directly or indirectly, has entered into or been offered any sum of money or other consideration for the execution of this Grant Agreement other than that which appears upon the face hereof. Furthermore, if the undersigned has knowledge that a state officer, employee, or special state appointee, as those terms are defined in IC § 4-2-6-1, has a financial interest in the Grant Agreement, the Subrecipient attests to compliance with the disclosure requirements in IC § 4-2-6-10.5.

Agreement to Use Electronic Signatures

I agree, and it is my intent, to sign this Grant Agreement by accessing the State of Indiana Supplier Portal using the secure password assigned to me and by electronically submitting this Grant Agreement to the State of Indiana. I understand that my signing and submitting this Grant Agreement in this fashion is the legal equivalent of having placed my handwritten signature on the submitted Grant Agreement and this affirmation. I understand and agree that by electronically signing and submitting this Grant Agreement in this fashion I am affirming to the truth of the information contained therein. I understand that this Grant Agreement will not become binding on the State until it has been approved by the Department of Administration, the State Budget Agency, and the Office of the Attorney General, which approvals will be posted on the Active Contracts Database:
<https://secure.in.gov/apps/idoa/contractsearch/>

In Witness Whereof, the Subrecipient and the State have, through their duly authorized representatives, entered into this Grant Agreement. The parties, having read and understood the foregoing terms of this Grant Agreement, do by their respective signatures dated below agree to the terms thereof.

DocuSigned by:
 By: *Justin Baker*
 328E884EE13E4E3...

DocuSigned by:
 By: Justin Guedel
 CC18D204A2AA4D3...

Title: Deputy Director of Emergency Management

Title: General Counsel

Date: 12/8/2023 | 12:21 EST

Date: 12/8/2023 | 15:20 EST

Electronically Approved by: Department of Administration By: _____ (for) Rebecca Holw erda, Commissioner	
Electronically Approved by: State Budget Agency By: _____ (for) Zachary Q. Jackson, Director	Electronically Approved as to Form and Legality by: Office of the Attorney General By: _____ (for) Theodore E Rokita, Attorney General

EXHIBIT A - FEDERAL REQUIREMENTS

The Subrecipient agrees to comply with all of the following requirements as listed below.

- 1. Subrecipient Acknowledgments, Assurances, Disclosures, and Practices.** All Subrecipients and any contractors, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing United States Department of Homeland Security (DHS) access to records, accounts, documents, information, facilities, and staff. In particular,
 - A.** The Subrecipient must cooperate with any DHS compliance reviews or compliance investigations conducted by DHS.
 - B.** The Subrecipient must give DHS access to examine and copy records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities or personnel.
 - C.** The Subrecipient must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports. The State may do this on your behalf.
 - D.** The Subrecipient must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
 - E.** The Subrecipient must disclose, in a timely manner and as required by 2 CFR Part 200.113, in writing to the State all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting this subaward. Failure to make required disclosures can result in any of the remedies described in § 200.338 (Remedies for Noncompliance), including suspension or debarment. (See also 2 CFR § 180 and 31 USC § 3321).
 - F.** The Subrecipient shall not use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of the State and FEMA.
 - G.** The Subrecipient shall not use the federal award to sue the federal government or any other government entity.
 - H.** The Subrecipient shall not use the funds as matching funds for any other State or federal award or as a match for a cooperative agreement.
 - I.** The Subrecipient must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts as required by 2 CFR § 200.318(c)(1). No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest.

Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the Subrecipient may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the Subrecipient may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the Subrecipient.

- J. The Subrecipient shall comply with the federal Procurement Standards established under 2 CFR § 200, Subpart D, 2 CFR §§ 200.317 through 200.326 and adopted by DHS as 2 CFR Part 3002.
- K. As required by 2 CFR § 200.326, in addition to all other provisions required by DHS and the State, all contracts (a legal instrument used to purchase property or services needed to carry out the Project) made by the Subrecipient using funds provided under this Grant Agreement must comply with Appendix II of Part 200 "Contract Provisions for Non-Federal Entity Contracts Under Federal Awards."
- L. Subrecipients must comply with all Federal, state and local laws prior to the start of any construction activity. Failure to obtain all appropriate Federal, state and local permits and clearances may jeopardize Federal funding. If ground disturbing activities occur during construction, Subrecipients must immediately notify the State and continue to monitor the ground disturbance. If any potential archeological resources are discovered, the Subrecipient will immediately cease construction in that area and notify the State and FEMA.

The United States has the right to seek judicial enforcement of these obligations.

- 2. **DHS Standard Administrative Terms and Conditions.** FEMA requires compliance with the DHS Standard Administrative Term and Conditions which is published and maintained on the Homeland Security website: <https://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions>. Unless otherwise stated, the Subrecipient shall comply with the most current DHS Standard Terms and Conditions published at the time the Subrecipient received its award. Though not exhaustive, the Subrecipient shall comply with the following DHS conditions:

A. Acknowledgment of Federal Funding from DHS.

All Subrecipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

B. Acceptance of Post Award Changes.

In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, Subrecipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate the Subrecipient's acceptance of the changes to the award. Please call the FEMA/GMD Call Center at (866) 927-5646 or via e-mail to ask-gmd@fema.dhs.gov if you have any questions.

C. Activities Conducted Abroad.

All Subrecipients must ensure that project activities performed outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

D. Age Discrimination Act of 1975.

All Subrecipients must comply with the requirements of the Age Discrimination Act of 1975, Public Law 94-135 (1975) (codified as amended at Title 42, U.S. Code § 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving Federal financial assistance.

E. Americans with Disabilities Act of 1990.

All Subrecipients must comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, Pub. L. 101-336 (1990) (codified as amended at 42 U.S.C. §§ 12101-12213), which prohibits Subrecipients from discriminating on the basis of disability in the operation of public entities,

public and private transportation systems, places of public accommodation, and certain testing entities.

F. Assurances, Administrative Requirements, Cost Principles, Representations and Certifications.

DHS financial assistance Subrecipients must complete either the Office of Management and Budget (OMB) Standard Form 424B Assurances – Non-Construction Programs, or OMB Standard Form 424D Assurances – Construction Programs, as applicable. Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FOA) may require applicants to certify additional assurances. Applicants are required to fill out the assurances as instructed by the awarding agency. Please contact the DHS FAO if you have any questions.

DHS financial assistance Subrecipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal Awards located at Title 2, Code of Federal Regulations (C.F.R.) Part 200, and adopted by DHS at 2 C.F.R. Part 3002.

By accepting this Grant Agreement, Subrecipients, and their executives, as defined in 2 C.F.R. § 170.315, certify that their policies are in accordance with OMB's guidance located at 2 C.F.R. Part 200, all applicable federal laws, and relevant Executive guidance.

G. Best Practices for Collection and Use of Personally Identifiable Information.

All Subrecipients who collect personally identifiable information ("PII") are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. DHS defines PII as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Subrecipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy Template as useful resources. If the Subrecipient is unable to locate the listed resources, the Subrecipient should contact the State for assistance.

H. Civil Rights Act of 1964, Title VI.

All Subrecipients must comply with the requirements of Title VI of the Civil Rights Act of 1964 (codified as amended at 42 U.S.C. § 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21 and 44 C.F.R. Part 7.

I. Civil Rights Act of 1968.

All Subrecipients must comply with Title VIII of the Civil Rights Act of 1968, Pub. L. 90-284, as amended through Pub. L. 113-4, which prohibits Subrecipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (see 42 U.S.C. § 3601 et seq.), as implemented by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units—i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)—be designed and constructed with certain accessible features (see 24 C.F.R. Part 100 Subpart D.).

J. Copyright.

All Subrecipients must affix the applicable copyright notices of 17 U.S.C. §§ 401 or 402 and an acknowledgement of U.S. Government sponsorship (including federal award number) to any work first produced under Federal financial assistance awards.

K. Debarment and Suspension.

All Subrecipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689, which are at 2 C.F.R. Part 180, as adopted by DHS at 2 C.F.R. Part 3002. These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

L. Direct Costs.

Direct costs for planning, organization, equipment, training, exercises, personnel, travel, construction and renovation, maintenance, critical emergency supplies, and secure identification are allowable under this Grant Agreement only as described in the federal and state NOFO.

M. Disposition of Equipment Acquired Under the Federal Award.

For purposes of original or replacement equipment acquired under this award by a non-state recipient or non-state subrecipients, when that equipment is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, you must request instructions from FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. Section 200.313. State recipients and state subrecipients must follow the disposition requirements in accordance with state laws and procedures.

N. Drug-Free Workplace Regulations.

Subrecipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the Subrecipient is an individual) of 2 C.F.R. Part 3001, which adopts the Government-wide implementation (2 C.F.R. Part 182) of Sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (41 U.S.C. §§ 8101-8106).

O. Duplication of Benefits.

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons. However, these prohibitions would not preclude Subrecipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions may not be charged to other federal financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons.

P. Education Amendments of 1972 (Equal Opportunity in Education Act), Title IX.

All Subrecipients must comply with the requirements of Title IX of the Education Amendments of 1972, Pub. L. 92-318 (1972) (codified as amended at 20 U.S.C. § 1681 et seq.), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17 and 44 C.F.R. Part 19.

Q. E.O. 14074 – Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety.

Recipient State, Tribal, local, or territorial law enforcement agencies must comply with the requirements of section 12(c) of E.O. 14074. Recipient State, Tribal, local, or territorial law enforcement agencies are also encouraged to adopt and enforce policies consistent with E.O. 14074 to support safe and effective policing.

R. Energy Policy and Conservation Act.

All Subrecipients must comply with the requirements of the Energy Policy and Conservation Act, Pub. L. 94-163 (1975) (codified as amended at 42 U.S.C. § 6201 *et seq.*) which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

S. False Claims Act and Program Fraud Civil Remedies.

All Subrecipients must comply with the requirements of the False Claims Act, 31 U.S.C. §§ 3729-3733, which prohibit the submission of false or fraudulent claims for payment to the Federal Government. (See 31 U.S.C. §§ 3801-3812, which details the administrative remedies for false claims and statements made.)

T. Federal Debt Status.

All Subrecipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)

U. Federal Leadership on Reducing Text Messaging while Driving.

All Subrecipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E. O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the Federal Government.

V. Fly America Act of 1974.

All Subrecipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C.) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974, 49 U.S.C. § 40118, and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

W. Hotel and Motel Fire Safety Act of 1990.

All Subrecipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. § 2225a.

X. John S. McCain National Defense Authorization Act of Fiscal Year 2019.

All Subrecipients and their contractors and subcontractors are subject to the prohibitions described in section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232 (2018) and 2 C.F.R. §§ 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200. Beginning August 13, 2020, the statute – as it applies to DHS Subrecipients and their contractors and subcontractors – prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons.

Y. Limited English Proficiency (Civil Rights Act of 1964), Title VI.

All Subrecipients must comply with the Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) prohibition against discrimination on the basis of national origin, which requires that Subrecipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.

Z. Lobbying Prohibitions.

Subrecipients must comply with 31 U.S.C. § 1352, which provides that none of the funds provided under a federal financial assistance award may be expended by the Subrecipient to pay any person to influence or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification.

AA. National Environmental Policy Act.

Subrecipients must comply with the requirements of the National Environmental Policy Act of 1969 (NEPA) Pub. L. 91-190 (1970) (codified as amended at 42 U.S.C. § 4321 *et seq.*) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which require Subrecipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

BB. Nondiscrimination in Matters Pertaining to Faith-Based Organizations.

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. All Subrecipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

CC. Non-supplanting Requirement.

Subrecipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

DD. Notice of Funding Opportunity Requirements.

All the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity ("NOFO") for this program are incorporated here by reference in the award terms and conditions. Subrecipients must comply with any such requirements set forth in the program NOFO.

EE. Patents and Intellectual Property Rights.

Unless otherwise provided by law, Subrecipients are subject to the Bayh-Dole Act, 35 U.S.C. § 200 et seq. All Subrecipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. § 401.14.

FF. Prior Approval for Modification of Approved Budget.

Before making any change to the FEMA approved budget for this award, you must request prior written approval from FEMA where required by 2 C.F.R. Section 200.308. For purposes of non-construction projects, FEMA is also utilizing its discretion to impose an additional restriction under 2 C.F.R. Section 200.308(f) regarding the transfer of funds among direct cost categories, programs, functions, or activities. Therefore, for awards with an approved budget where the Federal share is greater than the simplified acquisition threshold (currently \$250,000), you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget FEMA last approved. For purposes of awards that support both construction and non-construction work, FEMA is utilizing its discretion under 2 C.F.R. section 200.308(h)(5) to require the Subrecipient to obtain prior written approval from FEMA before making any fund or budget transfers between the two types of work. You must report any deviations from your FEMA approved budget in the first Federal Financial Report (SF-425) you submit following any budget deviation, regardless of whether the budget deviation requires prior written approval.

GG. Procurement of Recovered Materials.

Subrecipients must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. 89-272 (1965) (codified as amended by the Resource Conservation and Recovery Act, 42 U.S.C. § 6962). The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (“EPA”) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

HH. Rehabilitation Act of 1973.

All Subrecipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. 93-112 (1973) (codified as amended at 29 U.S.C. § 794), which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

II. Reporting of Matters Related to Recipient Integrity and Performance.

If the total value of the Subrecipient’s currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this federal award, then the Subrecipient must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.

JJ. Reporting Subawards and Executive Compensation.

Subrecipients, if applicable, are required to comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation located at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated here by reference in the award terms and conditions.

KK. Required Use of American Iron, Steel, Manufactured Products, and Construction Materials.

Subrecipients must comply with the Build America, Buy America provisions of the Infrastructure Investment and Jobs Act and E.O. 14005. Subrecipients 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 a project for infrastructure 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 for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; 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 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 moveable 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.

When necessary, Subrecipients may apply for, and the agency may grant, a waiver from these requirements. Information on the process for requesting a waiver from these requirements is on the website below.

- (a) When the federal agency has made a determination that one of the following exceptions applies, the awarding official may waive the application of the domestic content procurement preference in any case in which the agency determines that:
- (1) applying the domestic content procurement 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 domestic content procurement 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 “Buy America” Preference in FEMA Financial Assistance Programs for Infrastructure | FEMA.gov.

The awarding Component may provide specific instructions to Subrecipients of awards from infrastructure programs that are subject to the “Build America, Buy America” provisions. Subrecipient should refer to the Notice of Funding Opportunity for further information on the Buy America preference and waiver process.

LL. SAFECOM.

All Subrecipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

MM. Terrorist Financing.

All Subrecipients must comply with E.O. 13224 and US laws that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Subrecipients are legally responsible to ensure compliance with the Order and laws.

NN. Trafficking Victims Protection Act of 2000 (TVPA).

All Subrecipients must comply with the requirements of the government-wide financial assistance award term which implements Section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), codified as amended at 22 U.S.C. § 7104. The award term is located at 2 C.F.R. § 175.15, the full text of which is incorporated here by reference.

OO. Universal Identifier and System of Award Management.

Requirements for System for Award Management and Unique Entity Identifier Subrecipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated here by reference. A Subrecipient is ineligible to a subaward from the State unless the Subrecipient has provide its unique entity identifier to the State.

PP. USA Patriot Act of 2001.

All Subrecipients must comply with requirements of Section 817 of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), which amends 18 U.S.C. §§ 175–175c.

QQ. Use of DHS Seal, Logo, and Flags.

All Subrecipients must obtain permission from its DHS FAO prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

RR. Whistleblower Protection Act.

Subrecipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C. § 2409, 41 U.S.C. § 4712 and 10 U.S.C. § 2324, 41 U.S.C. §§ 4304 and 4310.

SS. Applicability of DHS Standard Terms and Conditions to Tribes.

The DHS Standard Terms and Conditions are a restatement of general requirements imposed upon recipients and flow down to subrecipients as a matter of law, regulation, or executive order. If the requirement does not apply to Indian tribes or there is a federal law or regulation exempting its application to Indian tribes, then the acceptance by Tribes of, or acquiescence to, DHS Standard Terms and Conditions does not change or alter its inapplicability to an Indian tribe. The execution of grant documents is not intended to change, alter, amend, or impose additional liability or responsibility upon the Tribe where it does not already exist.

TT. Environmental Planning and Historic Preservation (EHP) Review.

DHS/FEMA funded activities that may require an Environmental Planning and Historic Preservation (EHP) review are subject to the FEMA EHP review process. This review does not address all federal, state, and local requirements. Acceptance of federal funding requires the Subrecipient to comply with all federal, state, and local laws.

DHS/FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by DHS/FEMA grant funds, through its EHP review process, as mandated by the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and any other applicable laws and executive orders. General guidance for FEMA's EHP process is available on the DHS/FEMA website. Specific Subrecipient guidance on how to submit information for EHP review depends on the individual grant program and

Subrecipients should contact their grant Program Officer to be put into contact with EHP staff responsible for assisting their specific program. The EHP review process must be completed before funds are released to carry out the proposed project; otherwise, DHS/FEMA may not be able to fund the project due to noncompliance with EHP laws, executive orders, regulations, and policies.

If ground disturbing activities occur during construction, the Subrecipient will monitor ground disturbance, and if any potential archeological resources are discovered, the Subrecipient will immediately cease work in that area and notify the pass-through entity, if applicable, and DHS/FEMA.

UU. Homeland Security Grant Program Performance Goal.

In addition to the Biannual Strategy Implementation Report (BSIR) submission requirements outlined in the Preparedness Grants Manual, Subrecipients must demonstrate how the grant-funded project addressed the core capability gap associated with this project and identified in the Threat and Hazard Identification and Risk Assessment (THIRA) or Stakeholder Preparedness Review (SPR) or sustains existing capabilities as applicable. The capability gap reduction must be addressed in the Project Description of the BSIR for each project.

EXHIBIT B - Annual Financial Report for Non-governmental Entities.

Guidelines for filing the annual financial report:

- 1) Filing an annual financial report called an Entity Annual Report (E-1) is required by IC § 5-11-1-4. This is done through Gateway which is an on-line electronic submission process.
 - a. There is no filing fee to do this.
 - b. This is in addition to the similarly titled Business Entity Report required by the Indiana Secretary of State.
 - c. The E-1 electronic submission site is found at <https://gateway.ifonline.org/login.aspx>
 - d. The Gateway User Guide is found at <https://gateway.ifonline.org/userguides/E1guide>
 - e. The State Board of Accounts may request documentation to support the information presented on the E-1.
 - f. Login credentials for filing the E-1 and additional information can be obtained using the notforprofit@sboa.in.gov email address.
- 2) A tutorial on completing Form E-1 online is available at https://www.youtube.com/watch?time_continue=87&v=nPpgtPcdUcs
- 3) Based on the level of government financial assistance received, an audit may be required by IC § 5-11-1-9.

Monroe County Council Agenda Request Form

Complete ALL applicable highlighted areas below.

DEPARTMENT: **Prosecutor** MEETING DATE REQUESTED (*Tentative*): **March 26, 2024**
Request Presenter(s): **Beth Hamlin** Phone: **(812)349-2064**

Was the Council Liaison notified prior to submitting this Agenda Request: **Yes**

PURPOSE OF REQUEST: (Mark with an "X" in all applicable boxes)

Creation of Account Line(s) and/or Additional Appropriation(s)

Fund Name: **JAG High Tech Crime Unit**

Transfer of Funds

Category

Fund Name: _____

Fund to Fund

Fund Name A: _____

Fund Name B: _____

Salary Ordinance Amendment *Effective Date of Amendment:* _____

De-Appropriation of Account Lines

Fund Name: _____

Other (Specify) _____

Narrative: Give a DETAILED SUMMARY explanation for the request (*purpose, action needed, etc.*).

This is a request for the appropriation of a newly received JAG grant that was awarded to the Prosecutor's Office's High Tech Crime Unit. The funding is in the amount of \$24,935 and will be used to purchase additional hardware and software for the project. The additional hardware/software will allow the HTCUC to employ an additional HTCUC investigator, which will alleviate the backlog of investigative request that the HTCUC is receiving. This grant requires no match for the first year of funding.

Complete ALL corresponding agenda information on subsequent tabs.


Forward entire Request Form with all supporting documents to: councilrequests@co.monroe.in.us

Contact the Council Administrator (Ext. 2516) with any questions regarding the Agenda Request Form.

NEW FUND
Location Report Not Available

Fund	△	Description	Selected Items
8186		JAG High Tech Crimes Unit	

Error

 Please correct the following:
No information was found that matched the specifications.

Monroe County Council Agenda Request Form

Complete ALL applicable highlighted areas below.

DEPARTMENT: Jail MEETING DATE REQUESTED (Tentative): 4/9/24
Request Presenter(s): P. Parker / K. Gibbons / J. Miller Phone: 812-349-2567

Was the Council Liaison notified prior to submitting this Agenda Request: No

PURPOSE OF REQUEST: (Mark with an "X" in all applicable boxes)

Creation of Account Line(s) and/or Additional Appropriation(s)

Fund Name: Correctional LIT

Transfer of Funds

Category

Fund Name:

Fund to Fund

Fund Name A:

Fund Name B:

Salary Ordinance Amendment Effective Date of Amendment: 4/9/2024

De-Appropriation of Account Lines
Fund Name:

Other (Specify)

Narrative: Give a DETAILED SUMMARY explanation for the request (purpose, action needed, etc.).

We are interested in an additional appropriation as well as a salary ordinance amendment to add six (6) Correctional Officers for our transition team.

Complete ALL corresponding agenda information on subsequent tabs.

Forward entire Request Form with all supporting documents to: councilrequests@co.monroe.in.us

Contact the Council Administrator (Ext. 2516) with any questions regarding the Agenda Request Form.

Monroe County Council Agenda Request Form

Complete ALL applicable highlighted areas below.

DEPARTMENT: Jail MEETING DATE REQUESTED (Tentative): 3/26/24
Request Presenter(s): Kyle Gibbons and/or Jordan Miller Phone: 812-349-2567

Was the Council Liaison notified prior to submitting this Agenda Request: No

PURPOSE OF REQUEST: (Mark with an "X" in all applicable boxes)

Creation of Account Line(s) and/or Additional Appropriation(s)

Fund Name: [Redacted]

Transfer of Funds

Category

Fund Name: [Redacted]

Fund to Fund

Fund Name A: [Redacted]

Fund Name B: [Redacted]

Salary Ordinance Amendment Effective Date of Amendment: 1/1/2024

De-Appropriation of Account Lines

Fund Name: [Redacted]

Other (Specify) [Redacted]

Narrative: Give a DETAILED SUMMARY explanation for the request (purpose, action needed, etc.).

***** UPDATED VERSION -- ADJUSTED MAX RANGE REQUEST FROM \$17.50 to \$20.00 *****

We are interested in increasing the Food Service Assistant (Part Time) maximum range from \$15.00/hour to \$20.00/hour. This range increase failed to take place in recent years when the employee's rate was increased to \$17.50/hour.

Complete ALL corresponding agenda information on subsequent tabs.

Forward entire Request Form with all supporting documents to: councilrequests@co.monroe.in.us

Contact the Council Administrator (Ext. 2516) with any questions regarding the Agenda Request Form.

REQUEST FOR A SALARY ORDINANCE AMENDMENT

New/Additional Position(s) must have PAC approval.

DEPARTMENT: JAIL
Is this a Mid-Point Hire Request? No

MEETING DATE REQUESTED (*Tentative*):

Effective Date of Amendment: 1/1/2024

A Fiscal Impact Report is required for ALL compensation amendment requests. (Please contact Council Administrator)

Position 1

Is this a new/additional position to the Department?

Is this position's salary split between two Funds? No

(If yes, complete Fund A and B below.)

Fund Name A:

Fund Number A:

Location Number:

Salary Percentage:

Fund Name B:

Fund Number B:

Location Number:

Salary Percentage:

Is an account number needed for the requested position amendment? No

Account	Position Title	HRS	Classification	Level	FLSA Status
17305	Food Service Assistant (Part Time)	PT	Part-TIME	E	Non-Exempt

Position 2

Is this a new/additional position to the Department? Yes

Is this position's salary split between two Funds? Yes

(If yes, complete Fund A and B below.)

Fund Name A:

Fund Number A:

Location Number:

Salary Percentage:

Fund Name B:

Fund Number B:

Location Number:

Salary Percentage:

Is an account number needed for the requested position amendment? Yes

Account	Position Title	HRS	Classification	Level	FLSA Status
		PT	Part-TIME	PT	Non-Exempt

Position 3

Is this a new/additional position to the Department?

Is this position's salary split between two Funds? Yes

(If yes, complete Fund A and B below.)

Fund Name A:

Fund Number A:

Location Number:

Salary Percentage:

Fund Name B:

Fund Number B:

Location Number:

Salary Percentage:

Is an account number needed for the requested position amendment? Yes

Account	Position Title	HRS	Classification	Level	FLSA Status
		PT	Part-TIME	E	Non-Exempt

Below are additional spaces for position amendment requests.

If you require additional position amendment requests, please contact the Council Administrator for assistance.

Contact the Council Administrator (Ext. 2516) with any questions regarding your request.

Monroe County Council Agenda Request Form

Complete ALL applicable highlighted areas below.

DEPARTMENT: Jail MEETING DATE REQUESTED (Tentative): 3/26/24
Request Presenter(s): P. Parker / K. Gibbons / J. Miller Phone: 812-349-2567

Was the Council Liaison notified prior to submitting this Agenda Request: No

PURPOSE OF REQUEST: (Mark with an "X" in all applicable boxes)

Creation of Account Line(s) and/or Additional Appropriation(s)

Fund Name: [Redacted]

Transfer of Funds

Category

Fund Name: [Redacted]

Fund to Fund

Fund Name A: [Redacted]

Fund Name B: [Redacted]

Salary Ordinance Amendment Effective Date of Amendment: [Redacted]

De-Appropriation of Account Lines

Fund Name: [Redacted]

Other (Specify) [Redacted]

Narrative: Give a DETAILED SUMMARY explanation for the request (purpose, action needed, etc.).

We are interested in discussing the cost analysis for the three (3) Advanced Correctional Health contract positions.

Complete ALL corresponding agenda information on subsequent tabs.

Forward entire Request Form with all supporting documents to: councilrequests@co.monroe.in.us

Contact the Council Administrator (Ext. 2516) with any questions regarding the Agenda Request Form.

Monroe County Council Agenda Request Form

Complete ALL applicable highlighted areas below.

DEPARTMENT: **HEALTH** MEETING DATE REQUESTED (*Tentative*): **03/26/2024**
Request Presenter(s): **LORI KELLEY** Phone: **812-349-2068**

Was the Council Liaison notified prior to submitting this Agenda Request: **No**

PURPOSE OF REQUEST: (Mark with an "X" in all applicable boxes)

Creation of Account Line(s) and/or Additional Appropriation(s)

Fund Name: **HARM REDUCTION**

Transfer of Funds

Category

Fund Name: _____

Fund to Fund

Fund Name A: _____

Fund Name B: _____

Salary Ordinance Amendment *Effective Date of Amendment:* _____

De-Appropriation of Account Lines

Fund Name: _____

Other (*Specify*) _____

Narrative: Give a DETAILED SUMMARY explanation for the request (*purpose, action needed, etc.*).

During reconciliation of fund 8153 Harm Reduction, the Financial Manager discovered a surplus of \$800.00 dating back to 2019-2020. The Monroe County Health Department (MCHD) erroneously invoiced the Indiana Department of Health (IDOH) twice for the same amount. IDOH stated, since the contract has been paid and closed, the funds can not be returned. The MCHD is requesting creation of an account line and appropriation to spend the \$800.00 on supplies originally intended for the Harm Reduction grant.

Complete ALL corresponding agenda information on subsequent tabs.

Forward entire Request Form with all supporting documents to: councilrequests@co.monroe.in.us

Contact the Council Administrator (Ext. 2516) with any questions regarding the Agenda Request Form.



Indiana State
Department of Health

Voucher #

2019 Invoice
HIV/STD/VH
Monroe County Health Department (SCM 30402)

Name of Organization:	Monroe County Health Department (SCM 30402)		
Remit To Address:	100 W. Fifth St. Room 204		
City:	Bloomington	State:	IN Zip: 47404
Purchase Order #:	20001276		
Budget Period:	1/1/2019 - 12/31/2019	Fiscal Year:	2019
Dates of Service:	12/1/2019 - 12/31/2019	Vendor Number:	64555
Date of Invoice:	1/17/2020	CFDA Number:	93.940
Prepared by:	Penny Caudill		
Submitted by:	Penny Caudill		
Invoice #:	DEC30402PREV19-A1		

Invoice Amounts	
	FUND 61910
	40093940HIVP19
Purchase Order Lines	
Personnel	\$ 4,262.86
Fringe	\$ 1,767.05
Supplies	\$ 985.39
Travel	\$ -
Consultant	\$ -
Contractual	\$ -
Equipment	\$ -
Other	\$ 1,550.29
Other (SSP Costs)	\$ -
Pay from Line 1:	\$ 8,565.59
Pay from Line 2:	\$ -

Total Invoice	\$ 8,565.59
----------------------	--------------------

Receipt #

Program Invoice	
Organization Name	Monroe County Health Department (SCM 30402)

Dates of Service	12/1/2019 - 12/31/2019
Date of Invoice	1/17/2020
Prepared by	Penny Caudill
Submitted by	Penny Caudill
Invoice #	DEC30402PREV19-A1

Funds	Description	Budget Change Request	Available Funding	Expense Claimed	Balance
Personnel	Salary - MV		4,371.66	4,262.86	108.80
Fringe	FICA, PERF, & Insurance		1,856.80	1,767.05	89.75
Supplies	Office Supplies, Promotional T-Shirts, Gift Cards		1,112.49	985.39	127.10
Travel			2,500.00		2,500.00
Consultant			0.00		0.00
Contractual			0.00		0.00
Equipment			0.00		0.00
Other	Promotional Gift Cards, Vehicle Battery		1,550.29	1,550.29	0.00
Other (SSP Costs)			0.00		0.00
SUBTOTAL		\$	\$ 11,391.24	\$ 8,565.59	\$ 2,825.65

TOTAL - Invoice 8,565.59



Invoice

Invoice Date	12/3/2019	Contact Name	Kathy Hewett	Customer ID	2526
Invoice #	47010	Terms		Ship Date	
Order Date	12/3/2019	Ship Via		PO Number	

Bill To:	Ship To:
Moone County Health Department	Moone County Health Department
119 W 7th St	119 W 7th St
Bloomington, IN 47403-	Bloomington, IN 47403-

Product Name	Quantity	Unit Price	Discount	Line Total
CYS Gift Card	160	\$5.00	0.00%	\$800.00

Subtotal \$800.00
 Order Total **\$800.00**
 Total Payments

Total Due \$800.00

Please mail Check Payments to:
 CVS
 1 CVS Drive - Mail Code 1082
 Woonsocket, RI 02895
 Attn: Thomas Nisbet
 Merchandising

Comments

Combined Ledger (All Detail) as of 12/31/2019

The Last Posted Date is 10/31/2023.

Fund 8153 Harm Reduction 93,940 for 01/01/2019 thru 12/31/2019

Budget Account Code	Effective Date	Transaction Date	Transaction Type	Amount	Other Data
8153.20011.00000.0000			Other Supplies	No Department	
12/11/2019	12/11/2019	Claim/RegDocket		800.00	BK:001 CK:266127 Inv:47010 Vend:003563 CVS PHARMACY, INC. HEALTH
12/11/2019	12/11/2019	Claim/RegDocket		1,000.00	BK:001 CK:266129 Inv:MCHE112619 Vend:003561 GIFTCARD PARTNERS, INC. HEALTH
12/18/2019	12/18/2019	Claim/RegDocket		161.70	BK:001 CK:266397 Inv:1477031 Vend:001069 OFFICE360 Health
12/18/2019	12/18/2019	Claim/RegDocket		29.98	BK:001 CK:266397 Inv:1480638 Vend:001069 OFFICE360 Health
12/18/2019	12/18/2019	Claim/RegDocket		144.00	BK:001 CK:266403 Inv:U2077047 Vend:003738 Underground Printing Health
Estimated					
Current		Revenue			Unreceived Revenue: 0.00
Total		0.00		0.00	Unexpended: 612.66
		0.00		4,658.75	Cash: (4,046.09)
8153.20011.00000.9620		Other Supplies		2020	
11/15/2019	11/15/2019	Approp/AddtlApp		1,015.00	ADD 11/12/19
Estimated					
Current		Revenue			Unreceived Revenue: 0.00
Total		0.00		0.00	Unexpended: 1,015.00
		0.00		1,015.00	Cash: 0.00
8153.30014.00000.9620		Other Services		2020	
11/15/2019	11/15/2019	Approp/AddtlApp		14,100.00	ADD 11/12/19
Estimated					
Current		Revenue			Unreceived Revenue: 0.00
Total		0.00		0.00	Unexpended: 1,015.00
		0.00		14,100.00	Cash: 0.00
8153.30028.00000.0000		Training/Travel		No Department	
01/02/2019	01/22/2019	Approp/CarryFwdApp		3,220.70	CFD - 01/02/2019
02/13/2019	03/19/2019	Approp/AddtlApp		2,500.00	ADD 3/19/2019
11/01/2019	11/01/2019	Approp/Adjustment		(500.00)	TRN 11/1/19
11/13/2019	11/13/2019	Approp/Adjustment		(1,800.00)	TRN 11/12/19

Combined Ledger (All Detail) as of 12/31/2020

The Last Posted Date is 10/31/2023.

Fund 8153 Harm Reduction 93,940 for 01/01/2020 thru 12/31/2020

Budget Account Code	Effective Date	Transaction Date	Transaction Type	Amount	Other Data
8153.00000.000000.00000				No Department	
	01/01/2020	01/01/2020	Rec/CarryFwdRec	(11,207.76)	Carry Forward
			Estimated		
	Current		Revenue	0.00	
	Total		Revenue	0.00	
			Receipts	(11,207.76)	
			Expenditure	0.00	
			Appropriation	0.00	
			Unexpended:	0.00	
			Cash:	(11,207.76)	
			Unreceived Revenue:	11,207.76	
8153.02132.000000.00000				No Department	
	01/07/2020	01/07/2020	Rec/AutoRcpt	4,388.24	Rec:015763 BK:001 AUDITOR OF STATE
	02/07/2020	02/07/2020	Rec/AutoRcpt	8,565.59	Rec:016163 BK:001 AUDITOR OF STATE
			Estimated		
	Current		Revenue	0.00	
	Total		Revenue	0.00	
			Receipts	0.00	
			Expenditure	0.00	
			Appropriation	0.00	
			Unexpended:	0.00	
			Cash:	0.00	
			Unreceived Revenue:	(12,953.83)	
8153.02134.000000.00000				No Department	
	05/07/2020	05/07/2020	Rec/AutoRcpt	10,747.72	Rec:017018 BK:001 Auditor of State
	05/08/2020	05/08/2020	Rec/AutoRcpt	9,657.94	Rec:017040 BK:001 Auditor of State
	06/29/2020	06/29/2020	Rec/AutoRcpt	8,734.28	Rec:017517 BK:001 Auditor of State
	08/17/2020	08/17/2020	Rec/AutoRcpt	4,367.14	Rec:018034 BK:001 AUDITOR OF STATE
	09/24/2020	09/24/2020	Rec/AutoRcpt	6,113.21	Rec:018394 BK:001 AUDITOR OF STATE
	10/22/2020	10/22/2020	Rec/AutoRcpt	4,367.14	Rec:018713 BK:001 AUDITOR OF STATE
	11/16/2020	11/16/2020	Rec/AutoRcpt	4,367.14	Rec:018898 BK:001 Auditor of State
	12/16/2020	12/16/2020	Rec/AutoRcpt	4,537.65	Rec:019198 BK:001 AUDITOR OF STATE
			Estimated		
	Current		Revenue	4,537.65	
	Total		Revenue	52,892.22	
			Receipts	4,537.65	
			Expenditure	0.00	
			Appropriation	0.00	
			Unexpended:	0.00	
			Cash:	52,892.22	
			Unreceived Revenue:	(52,892.22)	
8153.10121.000000.00000				No Department	
	01/01/2020	01/08/2020	Approp/CarryFwdApp	1,437.10	CFD 1/1/2020

** Information obtained from the Investment System.



Monroe County Health Department
Monroe County, Indiana

Health Department Futures Family Planning Clinic Public Health Clinic
119 W. 7th Street 119 W. 7th Street 333 E. Miller Drive
(812) 349-2543 (812) 349-7343 (812) 353-3244

Invoice No: 12-2020-22

Sold to: Indiana State Department of Health
ATTN: Prevention, Section 2-C
2 N. Meridian Street
Indianapolis, IN 46204

Invoice Date: January 22, 2021
Purchase Order No: 0020004222
Federal ID: 35-1732462

Name of Enterer: Ashlie Bormann
Name of Submitter: Penny Caudill

Contract Period: January 1, 2020 -- December 31, 2020
Budget Reference: 2020
Contract Amount: \$75,000.00
Contract Number: 0000000000000000000039897

Period Covered with this invoice: December 1, 2020 – December 31, 2020


Payment Requested for: Monroe County Health Department
119 West 7th Street
Bloomington, IN 47404-3989



Description of Services

Date of Services: December 1, 2020 – December 31, 2020

DESCRIPTION		
PERSONNEL		\$ 4,311.30
Personnel and fringe are subtotals of all salaries and all fringes. List name and position title of each payee:		
FRINGE	Melanie Vehslage, Harm Reduction Health Educator (FICA, PERF, & Insurance)	1,806.95
SUPPLIES		
Gift Cards		800.00
Portable Refrigerator, Tent, Tablecloths		467.35
TRAVEL		
In-State (mileage)		
EQUIPMENT		
OTHER		
Brochures & Business Cards		1,466.49
Jackets		237.03
Medical Waste Disposal		170.51
TOTAL INVOICE		\$ 9,259.63



 Penny Caudill
 1.2021

 Administrator, Monroe County Health Department
 Date





47 Pine Plain Road
 Wellesley, MA 02481
 781-237-1742

INVOICE

Date	Invoice #
11/19/2020	MCHD111920

Bill To
Monroe County Health Department Attn: Kathy Hewett 119 West 7th Street Bloomington, IN 47404

Ship To
Monroe County Health Department Attn: Kathy Hewett 119 West 7th Street Bloomington, IN 47404

P.O. #	Terms
MCHD111920	

Description	Quantity	Denomination/cost	Amount
Closed loop card - US Bulk - Kroger			
Kroger	155	5.00	775.00
Shipping Fee - ground delivery		25.00	25.00
<i>**All giftcard sales are final. There are no returns or refunds**</i>			

Remit Payment to:
GiftCard Partners Inc. 47 Pine Plain Road Wellesley, MA 02481

ACH Information
can be requested by emailing: orders@giftcardpartners.net

Total	\$800.00
--------------	-----------------

Combined Ledger (All Detail) as of 12/31/2021

The Last Posted Date is 10/31/2023.

Fund 8153 Harm Reduction 93,940 for 01/01/2021 thru 12/31/2021

Budget Account Code	Effective Date	Transaction Date	Transaction Type	Amount	Other Data
---------------------	----------------	------------------	------------------	--------	------------

8153.00000.00000.00000	01/01/2021	01/01/2021	Rec/CarryFwdRec	No Department	
				(12,997.28)	Carry Forward

Estimated Revenue	Receipts	Appropriation	Expenditure
0.00	0.00	0.00	0.00
0.00	(12,997.28)	0.00	0.00

Unreceived Revenue: 12,997.28
 Unexpended: 0.00
 Cash: (12,997.28)

8153.02134.00000.00000 Fed Grant/Disb - Other

Transaction Date	Transaction Type	Amount	Other Data
01/08/2021	Rec/AutoRcpt	4,537.65	Rec:019383 BK:001 AUDITOR OF STATE
02/18/2021	Rec/AutoRcpt	9,259.63	Rec:019742 BK:001 AUDITOR OF STATE
05/06/2021	Rec/AutoRcpt	5,070.32	Rec:020406 BK:001 AUDITOR OF STATE
05/26/2021	Rec/AutoRcpt	4,625.44	Rec:020625 BK:001 AUDITOR OF STATE
08/03/2021	Rec/AutoRcpt	4,625.44	Rec:021202 BK:001 MC HEALTH
08/03/2021	Rec/AutoRcpt	4,625.44	Rec:021202 BK:001 MC HEALTH
08/03/2021	Rec/AutoRcpt	4,660.75	Rec:021202 BK:001 MC HEALTH
09/27/2021	Rec/AutoRcpt	6,500.66	Rec:021634 BK:001 AUDITOR OF STATE
10/26/2021	Rec/AutoRcpt	4,625.44	Rec:021918 BK:001 AUDITOR OF STATE
11/10/2021	Rec/AutoRcpt	4,672.28	Rec:022078 BK:001 AUDITOR OF STATE

No Department

Estimated Revenue	Receipts	Appropriation	Expenditure
0.00	0.00	0.00	0.00
0.00	53,203.05	0.00	0.00

Unreceived Revenue: (53,203.05)
 Unexpended: 0.00
 Cash: 53,203.05

8153.10121.00000.9620 Comm. Health Spec-Harm Reduc.

Transaction Date	Transaction Type	Amount	Other Data
01/15/2021	Pay/PayDist	1,477.00	BK:002 Payroll Dist
01/29/2021	Pay/PayDist	1,477.00	BK:002 Payroll Dist
02/12/2021	Pay/PayDist	1,543.50	BK:002 Payroll Dist
02/26/2021	Pay/PayDist	1,543.50	BK:002 Payroll Dist
03/12/2021	Pay/PayDist	1,543.50	BK:002 Payroll Dist
04/09/2021	Pay/PayDist	(1,477.00)	BK:002 Payroll Dist
04/09/2021	Pay/PayDist	(1,477.00)	BK:002 Payroll Dist

2020

Financial

01/08/2024 01:30 PM by EGAUSE

** Information obtained from the Investment System.

ACCOUNTS PAYABLE VOUCHER

Department Name: Monroe County Health Department

Vendor: Gift Card Partners, Inc.

47 Pine Plain Rd.

Wellesley MA 02481

Grant Funds
Reimburse
Pre-Fund or Reimb

Warrant Number: _____
 P.O. Number: 886
 Claim Number: _____
 Vendor Number: 266129

An Invoice or bill to be properly itemized must show kind of service, where performed, dates service rendered, by whom, rates per day, number of hours, rate per hour, number of units, price per unit, etc.

GAAP Year	Invoice Number	Project Number	Invoice Date	DETAILED Description (Invoice and Packing Slip Must be Attached)	Fund-Account-Location	Qty	Unit Price	Total
	MCHD111920		11/19/2020	Other Supplies (Kroger Gift Cards and Shipping)	8153-20011-9620	1	\$800.00	\$800.00
Total:								\$800.00

I hereby certify that the attached invoice(s) or bill(s) is (are) true and correct and that the materials or services itemized thereon for which charge is made and were ordered and received except _____

Date: 11/25/2020

Thomas W. Sharp, M.D.

Health Officer

File Stamp

Printed Name

Title

Signature

Grant Administrator Signature:

I hereby certify that the attached invoice(s), or bill(s), is (are) true and correct and I have audited same in accordance with IC 5-11-10-2.

Date: _____

Monroe County Auditor

Combined Ledger (All Detail) as of 12/31/2020

The Last Posted Date is 10/31/2023.

Fund 8153 Harm Reduction 93.940 for 01/01/2020 thru 12/31/2020

Budget Account Code	Effective Date	Transaction Date	Transaction Type	Amount	Other Data
8153.18201.00000.9621	PERF			2021	
	Estimated Revenue				
Current	0.00				
Total	0.00				
	Receipts				
Current	0.00				
Total	0.00				
	Appropriation				
Current	0.00				
Total	5,699.00				
	Expenditure				
Current	0.00				
Total	0.00				
	Unexpended:				
Current	0.00				
Total	0.00				
	Unreceived Revenue:				
Current	0.00				
Total	0.00				
	Cash:				
Current	0.00				
Total	0.00				

8153.20011.00000.0000 Other Supplies

No Department

06/12/2020 12/11/2019 Claim/Adjustment

(800.00) BK:001 CK:266127 Inv:47010 Vend:003563 CVS PHARMACY, INC. Void Docket Chk

Estimated Revenue	Receipts	Appropriation	Expenditure	Unreceived Revenue:
0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	(800.00)	800.00
				Cash: 800.00

8153.20011.00000.9620 Other Supplies

2020

01/02/2020	02/03/2020	Approp/CarryFwdApp	1,015.00	CFD 1/2/2020
01/15/2020	01/15/2020	Claim/RegDocket	457.13	BK:001 CK:266860 Inv:1504593 Vend:001069 OFFICE360 Health
01/29/2020	01/29/2020	Claim/RegDocket	30.88	BK:001 CK:267331 Inv:65239 Vend:003321 Pip Printing #548 HEALTH
02/12/2020	02/12/2020	Claim/RegDocket	5.05	BK:001 CK:267641 Inv:82820 Vend:019408 Hewlett, Kathy HEALTH
11/12/2020	11/12/2020	Approp/AddtlApp	800.00	ADD 11/10
12/02/2020	12/02/2020	Claim/RegDocket	800.00	BK:001 CK:274648 Inv:MCHD111920 Vend:003561 GIFTCARD PARTNERS, INC. HEALTH
12/16/2020	12/16/2020	Claim/RegDocket	268.35	BK:001 CK:275103 Inv:2062738-200 Vend:000069 Amazon Capital Services HEALTH
12/16/2020	12/16/2020	Claim/RegDocket	199.00	BK:001 CK:275103 Inv:H-YYQR-CG Vend:000069 Amazon Capital Services HEALTH

Estimated Revenue	Receipts	Appropriation	Expenditure	Unreceived Revenue:
0.00	0.00	0.00	1,267.35	0.00
0.00	0.00	1,815.00	1,760.41	54.59
				Cash: (1,760.41)

8153.20011.00000.9621 Other Supplies

2021

11/12/2020 11/12/2020 Approp/AddtlApp

4,500.00 ADD 11/10

Eric Gause

From: Kathy Hewett
Sent: Friday, January 5, 2024 4:35 PM
To: Eric Gause
Subject: RE: BULK ORDER: Monroe County Health Department - PO MCHD111920 - Kroger

No, they did not release the CVS cards to us. I used the funding to purchase Kroger cards later.

From: Eric Gause <egause@co.monroe.in.us>
Sent: Friday, January 5, 2024 4:10 PM
To: Kathy Hewett <khewett@co.monroe.in.us>
Cc: Lori Kelley <lkelly@co.monroe.in.us>
Subject: RE: BULK ORDER: Monroe County Health Department - PO MCHD111920 - Kroger

Thank you for this. This answers everything. I want to double check and make sure I read the email correctly. We never received the CVS gift cards. Is this correct?

Thanks!



Eric Gause (he/him) | Financial Manager
Monroe County Health Department
119 West 7th Street | Bloomington, IN 47404
Phone: 812-803-6361 **Fax:** 812-339-6481



From: Kathy Hewett <khewett@co.monroe.in.us>
Sent: Friday, January 5, 2024 3:58 PM
To: Eric Gause <egause@co.monroe.in.us>
Cc: Lori Kelley <lkelly@co.monroe.in.us>
Subject: FW: BULK ORDER: Monroe County Health Department - PO MCHD111920 - Kroger

Hi Eric,

Here is the answer to the question you had regarding the canceled checked in the 8153 account from 2019. Look for the highlighted section.... Then you might have to read the rest for it to make more sense. I am happy to provide more info if that helps! Thank you!

From: Gcp Orders <orders@giftcardpartners.net>
Sent: Friday, December 11, 2020 7:46 AM
To: Kathy Hewett <khewett@co.monroe.in.us>
Cc: Kate Balboni <kbalboni@giftcardpartners.com>
Subject: Re: BULK ORDER: Monroe County Health Department - PO MCHD111920 - Kroger

Hello Kathy,

BULK-KROGER ORDER: MCHD111920

Please find below the shipping details:

Your tracking number is: [1Z7YW5084215800997](#)

Thanks

Renate

On Thu, Nov 19, 2020 at 2:26 PM Gcp Orders <orders@giftcardpartners.net> wrote:

Hello Kathy,

BULK ORDER: MCHD111920

This is Renate Brett from GiftCard Partners, assisting Kate with her orders.
Hope all is well.

I have attached your invoice for Kroger gift cards.
Please review and make sure that ALL details are in order. The order will be placed from the details of the invoice.

We will release the order for processing once the funding has been posted to our account.

Please allow up to 5 business days for the order to process plus shipping.

If you have any other questions please do not hesitate reaching out.

Thank you.

Renate

----- Forwarded message -----

From: **Kate Balboni** <kbalboni@giftcardpartners.com>

Date: Thu, Nov 19, 2020 at 8:32 AM

Subject: Monroe County Health Department gift card order - Invoice Needed - Kroger \$5 Physical Gift Cards

To: Gcp Orders <orders@giftcardpartners.net>

Renate -

Please generate an invoice for:

Monroe County Health Department
Kathy Hewett
119 W 7th Street
Bloomington, IN 47403

Contact Phone: 812-349-2722
Contact Email: khewett@co.monroe.in.us

155 Kroger physical @ \$5 \$775.00

Thanks -

Kate

Kate Balboni

Vice President of Sales, Sales Ops & Strategy



47 Pine Plain Road | Wellesley, MA 02481
tel (508) 454-1236

[website](#) | [blog](#) | [email](#)

[Facebook](#) | [LinkedIn](#) | [Twitter](#)

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----- Forwarded message -----

From: **Kathy Hewett** <khewett@co.monroe.in.us>
Date: Thu, Nov 19, 2020 at 8:19 AM
Subject: FW: Monroe County Health Department gift card order -
To: Kate Balboni <kbalboni@giftcardpartners.com>

Hi Kate,

I hadn't heard back from you so wanted to check in and see about getting the invoice. My answers to your questions are below in red. Can you give me an idea of when I can expect to receive it? I have to have the claim in by the end of the month.

Best regards,

Kathy

From: Kathy Hewett
Sent: Monday, November 16, 2020 11:09 AM
To: 'Kate Balboni' <kbalboni@giftcardpartners.com>
Subject: FW: Monroe County Health Department gift card order -

Hi Kate – see below

From: Kate Balboni [<mailto:kbalboni@giftcardpartners.com>]
Sent: Monday, November 16, 2020 10:42 AM
To: Kathy Hewett <khewett@co.monroe.in.us>
Subject: Re: Monroe County Health Department gift card order -

Hi Kathy -

Absolutely.

Please provide the following information so that we may generate an invoice for you.

Kroger - PHYSICAL Giftcards

Number of Cards and Denomination – 155 cards at \$5 apiece = \$775.00

Kroger shipping fee = \$ 25.00

Total = \$800.00

Bill to and Ship to information

Contact **Kathy Hewett**

Monroe County Health Department

119 W 7th Street, Bloomington, IN 47403

Contact Phone: 812-349-2722

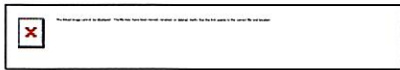
Contact Email: khewett@co.monroe.in.us

When are you in need of the cards by? I have to have the claim paid within the next two weeks. Thanks for your help with this!

Many thanks -

Kate Balboni

Vice President of Sales, Sales Ops & Strategy



47 Pine Plain Road | Wellesley, MA 02481
tel (508) 454-1236

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On Mon, Nov 16, 2020 at 10:07 AM Kathy Hewett <khewett@co.monroe.in.us> wrote:

Hi Kate,

I wanted to reach out to you to discuss a new order. The order below, from last year, ended up with the check being canceled. Evidently, after it was sent, it never got cashed and our auditor ended up canceling the check this year. I was lucky enough to get the amount approved to be added to this year's grant to be spent in the same manner.

However, since we had so much trouble getting the CVS gift cards, I would like to spend the \$800 on Kroger gift cards instead. Is this something for which you can send an invoice? This is the total amount that I have to spend on this so your fees would need to be included in that amount as well. I also have to do this in as quick a manner as possible. Thank you for your assistance with this!!

Best regards,

~Kathy

Kathy Hewett

Monroe County Health Department

Lead Health Educator/Public Information Officer/

Accreditation Coordinator

119 W. 7th St, Bloomington, IN 47404

812-349-2722

khewett@co.monroe.in.us

From: Kate Balboni [mailto:kbalboni@giftcardpartners.com]

Sent: Friday, January 31, 2020 5:13 PM

To: Kathy Hewett <khewett@co.monroe.in.us>

Subject: Re: CVS Pharmacy Corporate Gift Card Order Request

Hi Kathy -

Tom is out of the office today.

We can check on Monday and I will let you know.

Hope you have a great weekend!

Many thanks -

Kate Balboni

Vice President of Sales, Sales Ops & Strategy



47 Pine Plain Road | Wellesley, MA 02481
tel (508) 454-1236

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▪

On Fri, Jan 31, 2020 at 4:51 PM Kathy Hewett <khewett@co.monroe.in.us> wrote:

Hi Kate,

Just checking in. Have you received your payment yet? If not, let me know and I will check with the auditor's office.

Thanks,



Kathy Hewett | Lead Health Educator/Accreditation Coordinator
Monroe County Health Department
119 West 7th Street | Bloomington, IN 47404
Phone: 812-349-2722 | Fax: [812-349-7346](tel:812-349-7346)



To protect, promote and improve the health of all people in Monroe County.

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From: Kate Balboni [mailto:kbalboni@giftcardpartners.com]
Sent: Tuesday, January 21, 2020 3:33 PM
To: Kathy Hewett <khewett@co.monroe.in.us>
Cc: Gift Cards <giftcards@cvscaremark.com>
Subject: Re: CVS Pharmacy Corporate Gift Card Order Request

Hi Kathy -

Tom is going to process your order. However we need to know payment?

Please advise as soon as possible.

Many thanks -

Kate Balboni

Vice President of Sales, Sales Ops & Strategy



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tel (508) 454-1236

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On Fri, Jan 17, 2020 at 1:53 PM Kate Balboni <kbalboni@giftcardpartners.com> wrote:

Hi Kathy -

Thanks for the email. I have forwarded your email to Tom.

Quick question how was the payment made or being made?

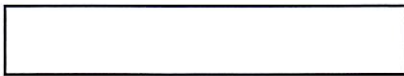
There have been some internal system issues. Tom is hoping to have all outstanding orders out by Monday.

I will let you know.

Many thanks -

Kate Balboni

Vice President of Sales, Sales Ops & Strategy



47 Pine Plain Road | Wellesley, MA 02481
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On Fri, Jan 17, 2020 at 1:42 PM Kathy Hewett <khewett@co.monroe.in.us> wrote:

Hi Kate,

I wanted to check in with you regarding our order. We received the Kroger gift cards at the beginning of the year but have not yet received the CVS gift cards. Can you look into this for us?

Thank you!



Kathy Hewett | Lead Health Educator/Accreditation Coordinator
Monroe County Health Department
119 West 7th Street | Bloomington, IN 47404
Phone: 812-349-2722 | Fax: [812-349-7346](tel:812-349-7346)



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From: Kathy Hewett
Sent: Tuesday, December 3, 2019 3:34 PM
To: 'Kate Balboni' <kbalboni@giftcardpartners.com>
Subject: RE: CVS Pharmacy Corporate Gift Card Order Request

Perfect, thank you!

From: Kate Balboni [<mailto:kbalboni@giftcardpartners.com>]
Sent: Tuesday, December 3, 2019 3:30 PM
To: Kathy Hewett <khewett@co.monroe.in.us>
Subject: Re: CVS Pharmacy Corporate Gift Card Order Request

Here is the CVS invoice

Kate Balboni

Vice President of Sales, Sales Ops & Strategy



47 Pine Plain Road | Wellesley, MA 02481
tel (508) 454-1236

[website](#) | [blog](#) | [email](#)

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On Tue, Dec 3, 2019 at 3:28 PM Kathy Hewett <khewett@co.monroe.in.us> wrote:

Hi Kate – I don't see an attachment. Am I missing something? Thanks!

From: Kate Balboni [mailto:kbalboni@giftcardpartners.com]
Sent: Tuesday, December 3, 2019 3:24 PM
To: Kathy Hewett <khewett@co.monroe.in.us>
Subject: Re: CVS Pharmacy Corporate Gift Card Order Request

Hi Kathy -

Here is the CVS invoice.

Please review,

It should be all set.

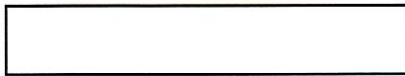
Any questions please let me know.

I will follow up shortly with the updated Kroger invoice.

Many thanks -

Kate Balboni

Vice President of Sales, Sales Ops & Strategy



47 Pine Plain Road | Wellesley, MA 02481
tel (508) 454-1236

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On Mon, Dec 2, 2019 at 9:18 AM Kathy Hewett <khewett@co.monroe.in.us> wrote:

Hi Kate – Here is our purchase order form for CVS. I'll keep an eye out for the Kroger order forms. Please let me know if there will be any problems with ordering from Kroger. I need to have invoices in by 12/3 and will have to look at other options if this won't work.

Thanks for all of your help with this!

Kathy

From: Kate Balboni [mailto:kbalboni@giftcardpartners.com]
Sent: Tuesday, November 26, 2019 5:19 PM
To: Kathy Hewett <khewett@co.monroe.in.us>
Subject: Re: CVS Pharmacy Corporate Gift Card Order Request

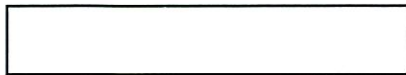
Sounds good.

Attached please find the CVS W9.

Many thanks -

Kate Balboni

Vice President of Sales, Sales Ops & Strategy



47 Pine Plain Road | Wellesley, MA 02481
tel (508) 454-1236

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On Tue, Nov 26, 2019 at 4:43 PM Kathy Hewett <khewett@co.monroe.in.us> wrote:

Thanks, Kate. I will see if I can get a purchase order number tomorrow and send it in. Once ordered, can you send me an invoice I can turn in for payment? Also, I will need you to send me a W9 so we can send the check 😊

Thanks so much for all of your help!

From: Kate Balboni [mailto:kbalboni@giftcardpartners.com]
Sent: Tuesday, November 26, 2019 3:52 PM
To: Kathy Hewett <khewett@co.monroe.in.us>
Subject: CVS Pharmacy Corporate Gift Card Order Request

Hi Kathy,

Thank you for your interest in the CVS Pharmacy® Corporate Gift Card Program.

All new CVS Pharmacy® gift card customers must be approved before cards may be ordered. Please allow 7-10 business days for approval. **APPROVED on 11/26/19**

All orders must be paid up front either through ACH or Company Check.

Orders should be placed in multiples of 10 cards per denomination. The gift cards will be delivered shrink wrapped in packs of 10 (or in boxes of 500 for larger orders) from the fulfillment center.

Should you be in need of a purchase order or invoice, please complete the attached order form and email to giftcards@cvscaremark.com.

ACH Payment

- [Click here](#) for the CVS Pharmacy Gift Card request form and find the corresponding ACH instructions [here](#).
- Please email the completed Gift Card request form to giftcards@cvscaremark.com.

Company Check Payment

- Please find the CVS Pharmacy Gift Card Request form [here](#).

- Mail a physical copy of the Gift Card request form along with the check via trackable mail (e.g. FedEx) to:

CVS Pharmacy®
1 CVS Drive
Attn: CVS Gift Cards - MC1082
Woonsocket, RI 02895

It is critical that checks are addressed to the attention of gift cards. If the check is just addressed to CVS and no form is included the checks are often sent to 3rd party billing, severely delaying order processing.

*****CVS gift card orders are shipped ground delivery and inactive for security; you must contact us via email to have the order activated. Please send all order and activation emails/requests to giftcards@cvscaremark.com. If possible please provide the PO# from the packing slip with your request for activation as this will make it even easier to activate the order.**

Should you have any questions or concerns please do not hesitate to contact me.

We look forward to being of service to you.

Regards,

Kate Balboni
Director of Sales & Marketing

GiftCard Partners, Inc.

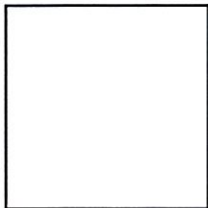
P: 508-454-1236

E: kbalboni@giftcardpartners.com

[website](#) | [blog](#)



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--
Renate Brett

Sales and Marketing Assistant

GiftCard  **PARTNERS**

47 Pine Plain Road, Wellesley, MA 02481
cell (774) 287-9158
tel 1 (781) 237-3999
tel 2 (781) 237-1742
fax (866) 283-2922

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--

Due to the Holiday season we are working around the clock to ensure all incoming orders are processed and customer service matters are responded to. Unfortunately, we are experiencing some delays at this time. We thank you for your patience.

Renate Brett

Sales and Marketing Assistant

GiftCard  **PARTNERS**

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tel 2 (781) 237-1742


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NEW FUND
Location Report Not Available

		Selected Items
Fund	△	Description
8153		Harm Reduction 93.940

Error



Please correct the following:
No information was found that matched the specifications.

OK

Monroe County Council Agenda Request Form

Complete ALL applicable highlighted areas below.

DEPARTMENT: **Health** MEETING DATE REQUESTED *(Tentative)*: **3/26/2024**
 Request Presenter(s): **Lori Kelley** Phone: **812-349-2068**

Was the Council Liaison notified prior to submitting this Agenda Request: No

PURPOSE OF REQUEST: *(Mark with an "X" in all applicable boxes)*

Creation of Account Line(s) and/or Additional Appropriation(s)

Fund Name: **[Redacted]**

Transfer of Funds

Category

Fund Name: **Health Fund**

Fund to Fund

Fund Name A: **[Redacted]**

Fund Name B: **Health Fund**

Salary Ordinance Amendment *Effective Date of Amendment:* **4/1/2024**

De-Appropriation of Account Lines

Fund Name: **[Redacted]**

Other *(Specify)* **[Redacted]**

Narrative: Give a DETAILED SUMMARY explanation for the request *(purpose, action needed, etc.)*.

The Health Department is requesting a salary ordinance amendment in order to create account lines for the position of Harm Reduction Specialist in fund 1159 Health Fund. An upcoming gap in grant funding is expected and this request will ensure that actions have taken place to move this position into a positive account line, when necessary. If approved, in-house transfers will occur in order to transfer funds necessary to cover the gap in grant funding.

Add Position to Fund 1159-0000:
 10121 Harm Reduction Specialist 35 Hours PAT A Non-Exempt

*Complete ALL corresponding agenda information on subsequent tabs.
 Forward entire Request Form with all supporting documents to: councilrequests@co.monroe.in.us
 Contact the Council Administrator (Ext. 2516) with any questions regarding the Agenda Request Form.*

From: [IDOH HIV PREVENTION RFP](#)
To: [IDOH HIV PREVENTION RFP](#)
Subject: RE: Prevention Funding Update
Date: Tuesday, October 24, 2023 3:09:02 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[Funding.Meeting.PREVENTION.2023.10.23.JN.pdf](#)

Good afternoon,

Please find the slides from yesterdays presentation.

Thank you,

Jeremy Davis | *HIV and Hepatitis Prevention Manager*

Pronouns: [he, him, his](#)

Division of HIV, STI, & Viral Hepatitis

office: 317-233-7486 • fax: 317-233-7663

jdavis2@health.in.gov

health.in.gov



-----Original Appointment-----

From: IDOH HIV PREVENTION RFP <Hivpreventionrfp@health.in.gov>

Sent: Monday, October 02, 2023 12:04

To: IDOH HIV PREVENTION RFP; Davis, Jeremy

Cc: Leeah Hopper; Stacey Easley; tmorris; kathy.thornson@allencounty.us; julie.foltz; jblack; ebenson@buwellness.org; Dorothy Waterhouse; Berg, Michael; Dexter Etter; awitchey@damien.org; Veronica Collins; charmgabbard@gmail.com; NANCY MILES; thomas.kleyn@eskenazihealth.edu; MWeintraut@MarionHealth.org; St. Joseph Co – Debra Stanley; Stowers, Jill L; Emily R; kbonham@iuhealth.org; Steph Mellinger; treed@matthew25clinic.org; Kathy Hewett; kandace@neiprc.org; Staci Walters; khochstedler@tippecanoe.in.gov; Christine Stinson; ctiffany@stepupin.org; clheuman@iu.edu; Laura Cianciolo Heth; Amy Erwin; Dr. Gregory Loomis; Julia Lay; Emily Fussell; Rachel Martinez; Tiffany Denton; Miranda Ettinger; jdunn@vanderburghcounty.in.gov; Lynn Herr; Nancy Madrigal-Ramirez; Emily Mills; loralee.smith@meridianhs.org; Shantel; hpollard@nimchn.com; Kyle Henderson; Lori Kelley; Baynes, Tammy D; bfordjour@aidsministries.org; acardenas; Charity; Paige Logan; Nichols, John C; Foltz, Darin; Dhillon, Gurpreet; Schaber, Courtney; Groves, Dawson; Jason Grisell; Turner, Jeremy R; Musko, Jeremy

Subject: Prevention Funding Update

When: Monday, October 23, 2023 13:00-14:30 (UTC-05:00) Indiana (East).

Where: Microsoft Teams Meeting

We will hold a meeting Monday October 23rd to answer any questions agencies may have concerning the update below. Please see teams link to join below and feel free to forward to any agency leadership or finance individuals that may not have received the invite.

Dear Colleague,

Many agency leaders have written about not receiving a Request for Proposal or Request for Application for 2024 Prevention Funding. **DO NOT WORRY!** No communications have been sent regarding 2024 funding. No agency has missed a deadline! This email is to serve as an update for Prevention Program community grant partners with what is known about future funding, and changes in IDOH internal processes to better support grantees when our awards are received from the CDC.

Extended spend-down dates on *existing* contracts as of 10/2/2023

For agencies currently under contract with IDOH, extensions to those will be added allowing spend-down to continue after the existing end date. See extension dates below. (For extensions covering multiple years, these will be adjusted in 12 month increments depending on your rate of spend-down.)

- **HIV PS 18-1802 base — 5/31/2024**
- **STI PS 19-1901 base — 1/31/26**
- **STI PS 19-1901 supplemental — 1/31/26**

New funding cycles for future funding awards

Anticipated funding for Prevention programming is expected to decrease for the 2024 cycle.

- **HIV PS 18-1802 base — 6/1/2024 - 5/31/2025**
- **STI PS 19-1901 base — 2/1/24 - 1/31/2025**

Extended funding projections as of 10/2/2023

Anticipated funding for Prevention programming is expected to decrease for the 2024 cycle.

Following is what we know so far about continuation of the following awards

- **PS 18-1802 base** — *funding for 6/1/2024-5/31/2025 not yet announced. It is possible that this award will decrease for this funding period from previous 12-month funding periods. Watch for application information 1st quarter of 2024.*
- **PS 18-1802 supplemental** — *funding for 1/1/2024-5/31/2024 IDOH application submitted to CDC with no response to date if Indiana will receive will receive any funding. Without additional award monies agencies may experience short falls between January 1, 2024 and May 31, 2024. As soon as IDOH the disposition of this application, agencies will be contacted.*
- **PS 19-1901 base** — *Year five funding for this award is anticipated at 2023 levels. Timing for proposals and applications is still to be determined. Watch for information in the*

first quarter of 2024.

- **PS 19-1901 supplemental** — **Additional funding is not anticipated.**
-

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 234 198 127 026

Passcode: 3DZhWt

[Download Teams](#) | [Join on the web](#)

Join with a video conferencing device

indiana@m.webex.com

Video Conference ID: 115 453 279 1

[Alternate VTC instructions](#)

[Learn More](#) | [Meeting options](#)

Confirmed 2024 Funding

2024 Projections

- \$1,375,603. — (PS19—1901, STD base) Strengthening Prevention and Control for Health Departments, ends 12/31/2024
- \$3,353,254. — (PS19-1901, STD supplemental) Strengthening Prevention and Control for Health Departments, ends 12/31/2023
- \$3,004,996. — (PS18-1802, HIV base) Integrated HIV Surveillance and Prevention, ends 5/31/2024 (not renewable) \$3,004,996. — (replacement HIV Base funding anticipated) Integrated HIV Surveillance and Prevention, ends 5/31/2024
- \$1,001,655. — (PS18-1802, HIV 5-month supplemental) Integrated HIV Surveillance and Prevention, starts 1/1/2024 ends 5/31/2024 (IDOH has already applied, NOA not yet received)
- \$1,250,000. — FSSA SPSP, ends 6/30/2024 (renewal anticipated)
- \$ 800,000. — EHE Part C PrEP - Bell Flower Clinic
- \$ 3,150,000. — Ryan White Rebates (DIS-\$1.25M, HIV Testing-\$1M, IDOH Prevention Staff \$.9M) Amounts may vary



Next Steps

- IDOH Prevention has eliminated seven contractor positions YTD
- IDOH is seeking other sources of Prevention funding at the state and federal level
- IDOH is seeking partnerships with philanthropic divisions of for-profit organizations
- IDOH will review expenses and conduct a cost analysis of existing prevention initiatives
- IDOH will refine funding strategies for future awards in alignment with new funder priorities and deliverables
- IDOH will pass along all authoritative communications concerning future funding



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Good afternoon,

Please find the slides from yesterdays presentation.

Thank you,

Jeremy Davis | *HIV and Hepatitis Prevention Manager*

Pronouns: [he.him.his](#)

Division of HIV, STI, & Viral Hepatitis

office: 317-233-7486 • fax: 317-233-7663

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Sent: Monday, October 02, 2023 12:04

To: IDOH HIV PREVENTION RFP; Davis, Jeremy

Cc: Leeah Hopper; Stacey Easley; tmorris; kathy.thornson@allencounty.us; julie.foltz; jblack; ebenson@buwellness.org; Dorothy Waterhouse; Berg, Michael; Dexter Etter; awitchey@damien.org; Veronica Collins; charmgabbard@gmail.com; NANCY MILES; thomas.kleyn@eskenazihealth.edu; MWeintraut@MarionHealth.org; St. Joseph Co – Debra Stanley; Stowers, Jill L; Emily R; kbonham@iuhealth.org; Steph Mellinger; treed@matthew25clinic.org; Kathy Hewett; kandace@neiprc.org; Staci Walters; khochstedler@tippecanoe.in.gov; Christine Stinson; ctiffany@stepupin.org; clheuman@iu.edu; Laura Cianciolo Heth; Amy Erwin; Dr. Gregory Loomis; Julia Lay; Emily Fussell; Rachel Martinez; Tiffany Denton; Miranda Ettinger; jdunn@vanderburghcounty.in.gov; Lynn Herr; Nancy Madrigal-Ramirez; Emily Mills; loralee.smith@meridianhs.org; Shantel; hpollard@nimchn.com; Kyle Henderson; Lori Kelley; Baynes, Tammy D; bfordjour@aidsministries.org; acardenas; Charity; Paige Logan; Nichols, John C; Foltz, Darin; Dhillon, Gurpreet; Schaber, Courtney; Groves, Dawson; Jason Grisell; Turner, Jeremy R; Musko, Jeremy

Subject: Prevention Funding Update

When: Monday, October 23, 2023 13:00-14:30 (UTC-05:00) Indiana (East).

Where: Microsoft Teams Meeting

We will hold a meeting Monday October 23rd to answer any questions agencies may have concerning the update below. Please see teams link to join below and feel free to forward to any agency leadership or finance individuals that may not have received the invite.

Dear Colleague,

Many agency leaders have written about not receiving a Request for Proposal or Request for Application for 2024 Prevention Funding. **DO NOT WORRY!** No communications have been sent regarding 2024 funding. No agency has missed a deadline! This email is to serve as an update for Prevention Program community grant partners with what is known about future funding, and changes in IDOH internal processes to better support grantees when our awards are received from the CDC.

Extended spend-down dates on *existing* contracts as of 10/2/2023

For agencies currently under contract with IDOH, extensions to those will be added allowing spend-down to continue after the existing end date. See extension dates below. (For extensions covering multiple years, these will be adjusted in 12 month increments depending on your rate of spend-down.)

- **HIV PS 18-1802 base — 5/31/2024**
- **STI PS 19-1901 base — 1/31/26**
- **STI PS 19-1901 supplemental — 1/31/26**

New funding cycles for future funding awards

Anticipated funding for Prevention programming is expected to decrease for the 2024 cycle.

- **HIV PS 18-1802 base — 6/1/2024 - 5/31/2025**
- **STI PS 19-1901 base — 2/1/24 - 1/31/2025**

Extended funding projections as of 10/2/2023

Anticipated funding for Prevention programming is expected to decrease for the 2024 cycle.

Following is what we know so far about continuation of the following awards

- **PS 18-1802 base** — *funding for 6/1/2024-5/31/2025 not yet announced. It is possible that this award will decrease for this funding period from previous 12-month funding periods. Watch for application information 1st quarter of 2024.*
- **PS 18-1802 supplemental** — *funding for 1/1/2024-5/31/2024 IDOH application submitted to CDC with no response to date if Indiana will receive will receive any funding. Without additional award monies agencies may experience short falls between January 1, 2024 and May 31, 2024. As soon as IDOH the disposition of this application, agencies will be contacted.*
- **PS 19-1901 base** — *Year five funding for this award is anticipated at 2023 levels. Timing for proposals and applications is still to be determined. Watch for information in the*

first quarter of 2024.

- **PS 19-1901 supplemental — Additional funding is not anticipated.**
-

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 234 198 127 026

Passcode: 3DZhWt

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indiana@m.webex.com

Video Conference ID: 115 453 279 1

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Monroe County Council Agenda Request Form

Complete ALL applicable highlighted areas below.

DEPARTMENT: **HEALTH** MEETING DATE REQUESTED (*Tentative*): **03/26/2024**
Request Presenter(s): **LORI KELLEY** Phone: **812-349-2068**

Was the Council Liaison notified prior to submitting this Agenda Request: **No**

PURPOSE OF REQUEST: (Mark with an "X" in all applicable boxes)

Creation of Account Line(s) and/or Additional Appropriation(s)

Fund Name: **Syringe Services Program**

Transfer of Funds

Category

Fund Name: **[Redacted]**

Fund to Fund

Fund Name A: **[Redacted]**

Fund Name B: **[Redacted]**

Salary Ordinance Amendment *Effective Date of Amendment:* **[Redacted]**

De-Appropriation of Account Lines

Fund Name: **[Redacted]**

Other (*Specify*) **[Redacted]**

Narrative: Give a DETAILED SUMMARY explanation for the request (*purpose, action needed, etc.*).

The Monroe County Health Department is requesting approval of an additional appropriation of \$25,000 that was awarded by The Health Foundation of Greater Indianapolis, INC. The \$25,000 grant award strictly supports the purchase of syringes for the Monroe County Syringe Service program.

The Health Department contracts with the Indiana Recovery Alliance (IRA) to operate the Monroe County Syringe Service Program (MCSSP) in Monroe County. The Health Department Harm Reduction Specialist provides outreach services in collaboration with IRA employees and volunteers.

The Monroe County Syringe Service program is generally open 7 days a week and operates out of both the IRA office at 118 S. Rogers St. in Bloomington, IN or via a mobile outreach van at one of the off-site partner locations listed on the Monroe County Health Department web-page under Population Health Outreach.

Complete ALL corresponding agenda information on subsequent tabs.

Forward entire Request Form with all supporting documents to: councilrequests@co.monroe.in.us

Contact the Council Administrator (Ext. 2516) with any questions regarding the Agenda Request Form.

**GRANT AGREEMENT BETWEEN
THE HEALTH FOUNDATION OF GREATER INDIANAPOLIS, INC.
AND
MONROE COUNTY HEALTH DEPARTMENT**

December 12, 2023

Grantee:

Monroe County Health Department

Grant Period:

1/1/2024 through 12/31/2024

Grant#: 24-1664

The Health Foundation of Greater Indianapolis, Inc. has awarded your organization a grant in the amount of **\$25,000.00** payable during the grant period of 2024. This grant is to be used for the express purpose of providing support for the **Monroe County Health Department** to support **Continuation of Syringe Service Programming in Monroe County**, as indicated in the proposal approved by our Board of Directors on **November 15, 2023**.

This grant is subject to the following conditions:

1. Your organization will use the grant funds only for the purposes described in your grant application as summarized above. **In the event that your organization cannot use the grant funds for the purposes described above, your organization must notify us immediately.** Your organization will use the grant funds only for those charitable purposes described in Section 501(c)(3) of the Internal Revenue Code. If The Health Foundation determines that any of the grant funds have been used for any purpose other than those summarized above, remain unused by your organization, or are not used in accordance with the terms and conditions of this letter, The Health Foundation may unilaterally change the terms of this grant and take such actions as The Health Foundation deems appropriate to ensure the proper use of the grant funds. These actions may include, in the sole discretion of The Health Foundation, the total revocation of the grant and the immediate return of all grant funds with appropriate interest.
2. To comply with regulations governing private foundations, the grant funds awarded must be used solely for the charitable activities consistent with your organization's tax-exempt status under the Internal Revenue Code. According to our records, your organization is classified as a public charity, publicly supported organization, governmental agency as described in Code Section 501(c)(3), 509(a)(1), 509(a)(2), 509(a)(3), 170(b)(1)(A), etc. If that is not the case, please notify us immediately.

Continued...

Monroe County Health Department – Grant Agreement

December 12, 2023

Page 2

3. Your organization hereby represents that none of the following individuals or entities is listed in any anti-terrorism Watch List: (1) your organization; (2) any member of the organization's governing body; (3) any officer; or (4) any employee or agent responsible for handling or distributing the grant funds. For these purposes, the "Watch List" includes those terrorist watch lists currently maintained by the United States Department of Homeland Security, the United Nations, and the European Unions. Your organization represents that it will not fund individuals or organizations listed on such Watch Lists, and that it has procedures in place to ensure that it will not directly or indirectly fund any organization or individual on such Watch Lists. Violations of these provisions are cause for immediate termination of this grant.
4. No part of the grant funds shall be used for lobbying or political activities.
5. Your organization agrees to cooperate fully and to respond promptly and completely to any inquiry concerning the grant funds, the scheduled purposes, or any other relevant inquiry pertaining to this grant including periodic site visits and records review.
 - a. Any staff changes connected to the operation or execution of this grant, including organizational leadership, must be communicated to The Health Foundation within five (5) business days.
6. Any future grants are at the sole discretion of the Grantor, and the Grantor makes no promises or commitments regarding any future funding to Grantee other than as provided for herein.
7. All publicity, without exception, must be approved by The Health Foundation's office.
8. This grant will be paid in the installments listed below:

Scheduled Date	Amount	Status
12/29/2023	\$25,000.00	Scheduled

Periodic Reports which include our grant number and detailed expenditures against the grant funds will be expected as listed below:

Scheduled Date	Type
04/12/2024	Both Narrative & Financial
07/12/2024	Both Narrative & Financial
10/11/2024	Both Narrative & Financial
01/10/2025	Both Narrative & Financial [Final]

Attachment Scheduled "A" provides guidelines for these reporting requirements.

Continued...

Monroe County Health Department – Grant Agreement

December 12, 2023

Page 3

The grant funds may not be used for any reason other than for the purposes named herein without the express written permission of The Health Foundation of Greater Indianapolis, Inc.

Agreement to Grant Terms and Conditions:

Please sign and return a copy of this letter as indication of your agreement.

If you have any questions regarding the grant or this letter, please do not hesitate to contact me.

Sincerely,



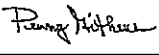
Jason E. Grisell, MBA

President & CEO

The Health Foundation of Greater Indianapolis, Inc.

Attachments

On behalf of **Monroe County Health Department**, I understand and agree to the foregoing terms and conditions of this grant from The Health Foundation of Greater Indianapolis, Inc. and hereby certify my authority to execute this agreement.

Signature: 

Title: Commissioner

Printed Name: Penny Githens

Date: 12/20/2023

SCHEDULE "A"

PERIODIC NARRATIVE AND FINANCIAL REPORTS

The periodic reports, narrative and financial reports should cover at a minimum, the following items:

- a) Completed grant reporting and/or evaluation form(s) as required by The Health Foundation or a contracted evaluation consultant as applicable;
- b) the time period covered by the grant;
- c) the Scheduled Purposes, by reference to the descriptions for which the grant funds were expended;
- d) the amount expended; and the goods or services purchased with grant funds (i.e., equipment, staff, consultants, supplies, etc.);
- e) comments on the use of the grant funds, i.e., whether the project was successful in accomplishing its objectives and, if not, the challenges encountered and possible solutions;
- f) a statement of the amount of grant funds received which were not expended during the reporting period;
- g) statement of whether the Grantee wishes to modify or expand, geographically or otherwise the Scheduled Purposes and, if so, how and when; and
- h) a verification that the detailed financial records supporting the report are on file with, and will be maintained by, the Grantee for a period of seven (7) years after the report is filed, and that any unexpended grant funds will be used for Scheduled Purposes.

NOTE: If reports are not received by the due date or closely thereafter, all future funding will be jeopardized.



December 29, 2023

Kathy Hewett
Monroe County Health Department
119 W. 7th Street
Bloomington, IN 47404

RE: Grant Agreement between The Health Foundation of Greater Indianapolis, Inc., and Monroe County Health Department to support the Monroe County Syringe Service Program., Ref. #24-1664.

Dear Kathy,

Enclosed is our check in the amount of **\$25,000.00** as payment on the above-named grant. This is the **only** payment that we expect to make on this grant. As a reminder, the report requirement is as follows:

Scheduled Date	Type
04/12/2024	Both Narrative & Financial
07/12/2024	Both Narrative & Financial
10/11/2024	Both Narrative & Financial
01/10/2025	Both Narrative & Financial [Final]

Please refer to **Schedule A** of the grant agreement so that you are sure to include all of the information we want to read in this report.

We are pleased to be a small part of this program and look forward to learning of your success.

Sincerely,

A handwritten signature in black ink, appearing to read "Jason Grisell", written in a cursive style.

Jason E. Grisell, MBA
President & CEO
The Health Foundation of Greater Indianapolis, Inc.

Monroe County Council Agenda Request Form

Complete ALL applicable highlighted areas below.

DEPARTMENT: Monroe County Clerk's Office MEETING DATE REQUESTED (Tentative): March 26, 2024
Request Presenter(s): Laura Wert Phone: (812) 349-2614

Was the Council Liaison notified prior to submitting this Agenda Request: Yes

PURPOSE OF REQUEST: (Mark with an "X" in all applicable boxes)

Creation of Account Line(s) and/or Additional Appropriation(s)
Fund Name:

Transfer of Funds

Category

Fund Name:

Fund to Fund

Fund Name A:

Fund Name B:

Salary Ordinance Amendment Effective Date of Amendment:

De-Appropriation of Account Lines

Fund Name:

Other (Specify) Retroactive Pay For Election Supervisor

Narrative: Give a DETAILED SUMMARY explanation for the request (purpose, action needed, etc.).

The current Election Supervisor, promoted from within, was fulfilling the duties of the Election Supervisor during the formal hiring process.

Given that the current Election Supervisor, effectively, served in an interim capacity – the Monroe County Clerk is requesting retroactive pay for the time period in which the duties were performed following the previous Election Supervisor's exit.

The dates, in which she was performing those duties were from January 11 – February 11. The current Election Supervisor began serving in the new role on February 12.

This will not require additional appropriations and would not require a transfer of funds. The money can be paid from the Election Supervisor pay line.

Complete ALL corresponding agenda information on subsequent tabs.

Forward entire Request Form with all supporting documents to: councilrequests@co.monroe.in.us

Contact the Council Administrator (Ext. 2516) with any questions regarding the Agenda Request Form.

Resolution 2024-12

A Resolution Establishing Pay Rates for Absentee Board Members

WHEREAS, Indiana Code 3-11-10-38 provides that voters appointed to the absentee voter boards under Indiana Code 3-11.5-4-22 are entitled to compensation in the form of a per diem at a rate set by the Monroe County Council (“Council”). For members who travel to voters, they are entitled to mileage in addition to the per diem; and

WHEREAS, the Council recognizes that individuals who serve as Absentee Board Members perform an invaluable community service creating a link between the Election offices and the voters that are served in our community and assisting in ensuring that Monroe County elections are efficient and successful; and

WHEREAS, the Council finds that authorizing the compensation for Absentee Board Members pursuant to the foregoing statute would increase the efficiency of election administration in Monroe County, Indiana and should be done accordingly;

NOW THEREFORE, be it ordained by the Council, as the fiscal body of Monroe, County Indiana as follows:

1. Voters appointed to the absentee voter boards pursuant to Indiana Code 3-11.5-4-33 shall be entitled to payment in the following amounts for the performance of all the duties of office imposed on the person by Indiana Code during the timeframes prior to the Primary and General elections of each year:

Absentee Worker Category	Rate
Absentee Worker A	\$17.00/hour \$20.00/hour
Absentee Worker B	\$17.50/hour \$25.00/hour
Absentee Worker C	\$18.00/hour \$33.00/hour

2. The Monroe County Election Board shall determine which category of Absentee Workers each individual election position will be placed within, and the individuals shall be paid the rate for that category. Except for 2024, this determination by the Monroe County Election Board shall be made prior to commencement of work by the Absentee Board Members and a copy of the Resolution establishing what positions are within what categories will be supplied to the Council. Once an Absentee Worker job position is classified in one of the aforementioned categories, the position will remain in that category if and until the Election Board approves otherwise. An Absentee Board member job position should not be moved from one category classification to another in the midst of an election primary or general cycle.

Voters appointed as couriers or absentee ballot counters shall not be included in the positions that are categorized in the aforementioned Absentee Worker categories. The exclusion of these absentee positions is based on Indiana Code §3-11.5-7-2 which provides for the compensation for couriers and absentee counters. Pursuant to that statute, the compensation for couriers and absentee counters is set by the County executive.

3. The Council's expectation is that the individuals who fulfill supervisory and management responsibilities should be placed within the aforementioned category with the highest compensation. Each category of Absentee Board Members should be utilized and placement of individual job positions within a category should be reflective of just compensation for that position based on the expertise and difficulty of work required for that position.
4. In addition to the foregoing compensation, voters who serve in the capacity of Absentee Voter Board-Travel Board members shall be compensated for mileage at the effective IRS approved rate for the individual's travel expenses related to the execution of their assigned duties.
5. In addition to the foregoing compensation, voters who serve in the capacity of Absentee Voter Board members shall be compensated for training in accordance with Indiana Code §3-11-10-39. Pursuant to this statute, the per diem for attending a training session is to be set by the County executive.
6. Federal and State laws require the County to keep an accurate record of time worked in order to calculate employee pay. "Time worked" is all time actually spent on the job, performing assigned duties. To comply with these federal and state requirements, it is required that timekeeping records shall be maintained and submitted to the Monroe County Employee Services office for all individuals appointed as Absentee Board members. Said timesheets shall contain the information set forth by the Monroe County Personnel Policy, specifically Section 5.6. All employees are responsible for accurately recording any and all time he/she has worked.
7. To effectuate the aforementioned compensation schedule, the 2024 Monroe County Salary Ordinance shall be amended to reflect a change of title in account lines:
 - a. Account line 17505 titled "Janitors" shall be retired as it was identified that this position is no longer needed. Thus, this account line will not be used for payment after the effective date of this Resolution,
 - b. Account line 17506 currently titled "Absentee Boards- Early Voting" shall be retitled to "Absentee Workers A." The rate reflected for this account line shall **changed from \$17.00 per hour to \$20.00/hour.**
 - c. Account line 17509 currently titled "Absentee Board-Leads" shall be retitled to "Absentee Workers B." The rate reflected for this account line shall be changed from **"\$18.50 per hour to \$25.00 per hour."**
 - d. Account line 17510 shall be created and titled to "Absentee Workers C." The rate reflected for this account line shall be established as **"\$20.00 per hour to \$33.00 per hour."**
8. **Due to anticipated statutory changes that will become effective on July 1, 2024, this Resolution will be effective for the Primary held in May of 2024. This Resolution pertaining to the pay structure of Absentee Board members will be revisited and amendments in light of the statutory changes to Indiana Code pertaining to Absentee Board Members.**

(Remainder of page intentionally left blank.)

Presented to the Monroe County Council of Indiana, read in full and adopted this **12th** day of **March, 2024**.

Resolution 2024-12 was presented, amended, and approved by the Monroe County Council on the 26th day of March, 2024.

MONROE COUNTY COUNCIL

Aye Nay Abstain Not Present _____
Trent Deckard, President

Aye Nay Abstain Not Present _____
Jennifer Crossley, President Pro Tempore

Aye Nay Abstain Not Present _____
Marty Hawk, Councilor

Aye Nay Abstain Not Present _____
Peter Iversen, Councilor

Aye Nay Abstain Not Present _____
Geoff McKim, Councilor

Aye Nay Abstain Not Present _____
Cheryl Munson, Councilor

Aye Nay Abstain Not Present _____
L. Kate Wiltz, Councilor

ATTEST:

Brianna Gregory, Auditor
Monroe County, Indiana

Date

ORDINANCE 2024-14
ORDINANCE AMENDING FOOD AND BEVERAGE TAX IN MONROE COUNTY

WHEREAS, on December 12, 2017, the Monroe County Council, pursuant to the authority of Indiana Code §6-3-41 et seq. adopted ordinance 2017-51, “An Ordinance Adopting a Food and Beverage Tax in Monroe County; and,

WHEREAS, during the 2023 State Legislative session code sections impacting the Food and Beverage Tax were added or changed; and

WHEREAS, the Monroe County Council recognizes the importance of amending the 2017 Ordinance establishing the Food and Beverage Tax to incorporate recently codified changes to the Food and Beverage statutes. Accordingly, the Monroe County Council wishes to readopt the Food and Beverage Tax in Monroe County, as previously established by Ordinance 2017-51, and incorporates the 2023 legislative changes.

NOW, THEREFORE, BE IT ORDAINED by the Monroe County Council of Monroe County that the following amendments:

SECTION 1. ESTABLISHMENT OF TAX; APPLICATION OF TAX

- a) Pursuant to the authority granted to the Monroe County Council by the General Assembly of the State, under IC 6-9-41 et seq., and expressly referencing IC 6-9-41-5(a), there is hereby established a county food and beverage tax to be imposed upon any transaction in which food or beverage is furnished, prepared, or served:
 - 1. for consumption at a location, or on equipment provided by a retail merchant;
 - 2. within Monroe County; and
 - 3. by a retail merchant for consideration.

- b) The transactions described in subsection A of this section include transactions in which food or beverage is:
 - 1. served by a retail merchant off the merchant’s premises;
 - 2. food sold in a heated state or heated by a retail merchant;
 - 3. two (2) or more food ingredients mixed or combined by a retail merchant for sale as a single item (other than food that is only cut, repackaged, or pasteurized by the seller, and eggs, fish, meat, poultry, and foods containing these raw animal foods requiring cooking by the consumer as recommended by the federal Food and Drug Administration in chapter 3, subpart 3-401.11 of its Food Code so as to prevent food borne illnesses); or food sold with eating utensils provided by a
 - 4. retail merchant, including plates, knives, forks, spoons, glasses, cups, napkins, or straws (for purposes of this subdivision, a plate does not include a container or packaging used to transport the food).

- c) The county food and beverage tax does not apply to the furnishing, preparing, or serving of any food or beverage in a transaction that is exempt, or to the extent exempt, from the state gross retail tax imposed by IC 6-2.5.

- d) **APPLICATION OF TAX.** The tax imposed by this ordinance applies to transactions that occur after the last day of the month that succeeds the month in which the ordinance codified in this chapter is adopted.

SECTION 2. RATE OF TAX

The county food and beverage tax imposed on a food or beverage transaction described in Section 1 above equals one percent (1%) of the gross retail income received by the merchant from the transaction. For the purposes of this ordinance the gross retail income received by the retail merchant from the transaction does not include the amount of tax imposed on the transaction under IC 6-2.

SECTION 3. COLLECTION OF TAX; DISTRIBUTION BY THE STATE

- a) Pursuant to IC 6-9-41-8, the tax imposed by this ordinance shall be imposed, paid, and collected in the same manner that the state gross retail tax is imposed, paid, and collected under IC 6-2.5. However, the return to be filed for the payment of the tax under this chapter may be made separately or may be combined with the return filed for the payment of the state gross retail tax, as prescribed by the department of state revenue.
- b) Pursuant to IC 6-9-41-10, the amounts received from the county food and beverage tax imposed under this ordinance shall be paid monthly by the Treasurer of the State to the County Treasurer upon warrants issued by the Auditor of the State.

SECTION 4. ESTABLISHMENT OF NON-REVERTING FUND TO HOLD FOOD AND BEVERAGE TAX RECEIPTS

- a) Monroe County Fund
 1. The County Treasurer shall establish a Food and Beverage Tax Receipts Fund, which shall be a non-reverting fund (the "Tax Receipts Fund").
 2. The County Treasurer shall deposit in the Tax Receipts Fund the revenues allocated to the county pursuant to Section 5(a)(1) below.
 3. Any money earned from the investment of money in the Tax Receipts Fund becomes part of the Tax Receipts Fund.
 4. Money in the Fund at the end of the county fiscal year does not revert to the county general fund.
 5. Following establishment of the Tax Receipts Fund, the Monroe County Auditor shall inform the Controller of the City of Bloomington that the Tax Receipts Fund has been established, and request to be informed at such time as the City of Bloomington performs its duty under IC 6-9-41-12 to establish a similar fund for the City of Bloomington.
- b) City of Bloomington Food and Beverage Fund (Pursuant to IC 6-9-41-12). Following the establishment of the Monroe County Food and Beverage Tax Receipts Fund, the County Auditor shall inform the City Controller that said action has been completed, and request that the City Controller provide notice to the County Auditor when the City of Bloomington Food and Beverage Fund has been established, pursuant to IC 6-9-41-12.
- c) Monroe County Food and Beverage Fund, following the establishment of the Tax Receipts Fund, the County Auditor shall establish the Monroe County Food and Beverage Fund, a non-reverting fund for revenue deriving from tax receipts collected in part of the county that is outside the city.

SECTION 5. ALLOCATION OF FOOD AND BEVERAGE TAXES BETWEEN MONROE COUNTY AND CITY OF BLOOMINGTON

- a) Each month, the County Auditor shall distribute the county food and beverage tax revenue received by the County Treasurer between the City of Bloomington and the County according to the location where the county food and beverage tax was collected. If the Food and Beverage tax was collected in the City of

Bloomington, the City must receive the revenue. If the Food and Beverage tax was collected in the part of the county that is outside the city, the County must receive the revenue.

- b) Distribution of the food and beverage tax revenue to the City of Bloomington must be on warrants issued by the County Auditor.

SECTION 6: COUNTY FOOD AND BEVERAGE TAX RECEIPTS FUND; USE OF FUND

- a) The County's share of county food and beverage tax revenue deposited in the county food and beverage tax receipts fund may only be used to finance, refinance, construct, operate, or maintain a convention center, a conference center, or related tourism or economic development projects.
- b) The County must develop a written plan before December 1st of each year that includes the:
 - 1. Proposed use of the funds for the upcoming year;
 - 2. Detailed use of funds in the current and prior calendar years; and
 - 3. Fund balance as of January 1 of the current calendar year.
- c) The written plan must be submitted to State Board of Accounts and be made available on the department's computer gateway within thirty (30) days of submission.
- d) The County must spend the money in the county food and beverage tax receipts fund in accordance with the written plan described above. If no funds have been expended from the county food and beverage tax receipts fund in accordance with the written plan before July 1, 2025, then Indiana Code §6-9-41-15.5 applies.
- e) Indiana Code §6-9-41-15.5 is applicable only if the county and the city do not spend from the county and city food and beverage tax receipts fund as required by Indiana Code sections §6-9-41-14(c) and §6-9-41-15(c). When §6-9-41-15.5 applies, the ordinance adopted under Indiana code §6-9-41-5 to impose the food and beverage tax is void and food and beverage tax revenue may not be collected after June 30, 2025. The county may not adopt a new ordinance under section 5 of this chapter after June 30, 2025.
- f) The following apply to the distribution of unexpended money in the county food and beverage and tax receipts fund and city food and beverage tax receipts fund:
 - 1. The county treasurer shall certify to the county auditor the balance in the county food and beverage tax receipts fund; and
 - 2. The city fiscal officer shall certify to the county auditor the balance in the city food and beverage tax receipts fund.
- g) After the county auditor receives the certified fund balances from the county treasurer and city fiscal officer, the county auditor shall distribute before October 1, 2025, the money in each fund accordingly to the ratio that the maximum permissible ad valorem property tax levy under Indiana Code §6-1.1-18.5 for property taxes first due and payable in 2025 for each taxing unit in the county bears to the sum of all maximum permissible ad valorem property tax levies under Indiana Code §6-1.1-18.5 for property tax first due and payable in 2025 in the county.

SECTION 7: CITY OF BLOOMINGTON FOOD AND BEVERAGE TAX RECEIPTS FUND: USE OF FUND.

- a) Money deposited in the city food and beverage tax receipts fund may be used only to finance, refinance, construct, operate, or maintain a convention center, a conference center, or related tourism or economic development projects.
- b) The city must spend the money in the county food and beverage tax receipts fund in accordance with the written plan described above. If no funds have been expended from the county food and beverage tax receipts fund in accordance with the written plan before July 1, 2025, then Indiana Code §6-9-41-15.5 applies.

SECTION 8: ADVISORY COMMISSION

- a) In order to coordinate and assist efforts of the County and City of Bloomington fiscal bodies regarding the utilization of food and beverage tax receipts, an advisory commission shall be established and be composed of the following individuals:
 - 1. Three (3) members shall be owners of retail facilities that sell food or beverages subject to the county food and beverage tax imposed under this ordinance appointed jointly by the City and County executive.
 - 2. The president of the county executive.
 - 3. A member of the county fiscal body appointed by the members of the county fiscal body.
 - 4. The city executive.
 - 5. A member of the city legislative body appointed by the members of the city legislative body.
- b) The County and City legislative bodies must request the advisory commission's recommendations concerning the expenditure of any food and beverage tax funds collected under this ordinance.

SECTION 9: ADVISORY COMMISSION REPORTS

- a) The Advisory Commission shall receive a copy of the annual report filed with the State Board of Accounts by the Auditor no later than March 31st of each year.
- b) The Advisory Commission shall prepare a summary of the previous year's annual report for presentation to Council at its first meeting in May. This summary is recommended to include illustrative graphics summarizing the data contained within the annual report as well as any historical data the Commission elects to include to provide a better understanding of the use of the funds for the public and for transparency.
- c) The Advisory Commission shall make an annual recommendations report outlining the Commission's recommendations to both the County and the City no later than October 31 of each year. The annual recommendations report should provide for projects the Advisory Committee recommends for consideration and for inclusion in the following year's plan which is to be filed in accordance with Section 6 and 7 of this Ordinance by the respective governing bodies.
- d) The annual report shall be filed with the County Commissioners' Office and County Council Office for consideration by the County and the Mayor's Office and City Council's Office for consideration by the City.

SECTION 10: ANNUAL FOOD AND BEVERAGE TAX REPORT

- a) In accordance with Indiana Code §6-1.1-30-19, the Auditor’s Office shall, on behalf of the local unit that imposes the Monroe County Food and Beverage Tax, provide a report to the State Board of Accounts, in the format identified by the State Board of Accounts, before March of every year. The City shall be responsible for providing the Auditor’s Office the necessary information by February 1st of each year. The annual food and beverage tax report shall include:
 1. Each local government entity, or instrumentality of a local governmental entity that received a distribution; and
 2. Every expenditure of funds by each local government entity described above;
 3. from amounts received from the food and beverage tax imposed by the local unit during the previous year.
 4. The report must include for each check, expenditure, distribution, or payment
 - i. The date and amount of the check, expenditure, distribution, or payment
 - ii. The payee or recipient
 - iii. The specific purpose, including whether the check, expenditure, distribution, or payment was for an employee salary or a capital project and
 - iv. If applicable a description of the project for which the check, expenditure, distribution, or payment was made.
- b) Every expenditure of funds by the local unit:
 1. Each local government entity, or instrumentality of a local governmental entity that received a distribution; and
 2. Every expenditure of funds by each local government entity described above;
 3. from amounts received from the food and beverage tax imposed by the local unit during the previous year.
 4. The report must include for each check, expenditure, distribution, or payment
 - i. The date and amount of the check, expenditure, distribution, or payment
 - ii. The payee or recipient
 - iii. The specific purpose, including whether the check, expenditure, distribution, or payment was for an employee salary or a capital project and
 - iv. If applicable a description of the project for which the check, expenditure, distribution, or payment was made.
- c) A copy of the annual report provided to the State Board of Accounts shall also be provided to the Advisory Committee by the Auditor no later than March 31st of each year.

Presented to the Monroe County Council of Indiana, read in full and adopted this **12th** day of **March, 2024**.

(Remainder of page intentionally left blank.)

MONROE COUNTY COUNCIL

Aye Nay Abstain Not Present _____
Trent Deckard, President

Aye Nay Abstain Not Present _____
Jennifer Crossley, President Pro Tempore

Aye Nay Abstain Not Present _____
Marty Hawk, Councilor

Aye Nay Abstain Not Present _____
Peter Iversen, Councilor

Aye Nay Abstain Not Present _____
Geoff McKim, Councilor

Aye Nay Abstain Not Present _____
Cheryl Munson, Councilor

Aye Nay Abstain Not Present _____
L. Kate Wiltz, Councilor

ATTEST:

Brianna Gregory, Auditor
Monroe County, Indiana

Date

Monroe County Council Agenda Request Form

Complete ALL applicable highlighted areas below.

DEPARTMENT: Auditor MEETING DATE REQUESTED (Tentative): 3/26/2024
Request Presenter(s): Brianne Gregory/Molly Turner-King/Jeff Cockerill Phone: 812-349-2515

Was the Council Liaison notified prior to submitting this Agenda Request: No

PURPOSE OF REQUEST: (Mark with an "X" in all applicable boxes)

Creation of Account Line(s) and/or Additional Appropriation(s)

Fund Name: [Redacted]

Transfer of Funds

Category

Fund Name: [Redacted]

Fund to Fund

Fund Name A: [Redacted]

Fund Name B: [Redacted]

Salary Ordinance Amendment Effective Date of Amendment: [Redacted]

De-Appropriation of Account Lines

Fund Name: [Redacted]

Other (Specify) Approval of Prepayment Purchase Order Form 98P

Narrative: Give a DETAILED SUMMARY explanation for the request (purpose, action needed, etc.).

Indiana Code 5-11-10-1.6 requires that any advance payments for goods or services before the goods are delivered or services are completed follow all of the following guidelines:

1. Track Prepayments by defining the prepayment on a purchase order.
2. Create a prepayment invoice that is associated with the purchase order.
3. Requires insurance or a surety bond in the amount of the prepayment if the amount of the prepayment is more that one hundred fifty thousand dollars (\$150,000.00).

The purchase of the van for the Indiana Recovery Alliance via grant and opioid settlement funding requires that the county follows this procedure due to the deposit of \$118,975.00. This prepayment does not require a surety bond since the deposit due is under the \$150,000.00 threshold noted in the stature.

We are requesting council approve this required form so that the IRA may move forward with purchasing the van as previously approved by both the Monroe County Commissioners and Monroe County Council.

Complete ALL corresponding agenda information on subsequent tabs.

Forward entire Request Form with all supporting documents to: councilrequests@co.monroe.in.us

Contact the Council Administrator (Ext. 2516) with any questions regarding the Agenda Request Form.



ADVANCE PURCHASE ORDERS



2023 Fall Auditors Conference
Indiana State Board of Accounts

1

IC 5-11-10-1.6

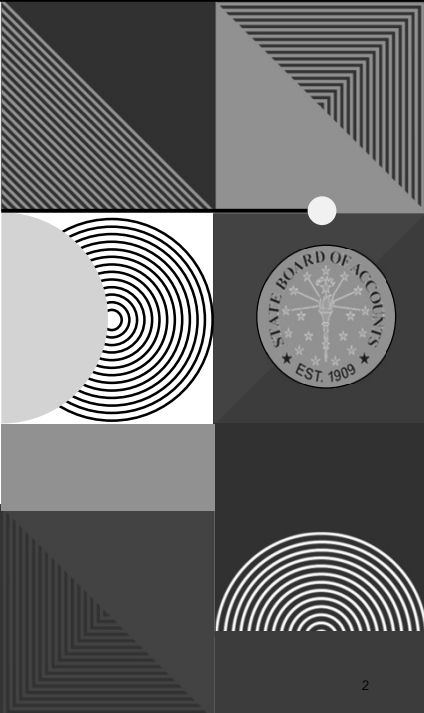
Sec. 1.6. (a) As used in this section, "governmental entity" refers to any of the following:...

(3) A county.

(b) As used in this section, "claim" means a bill or an invoice submitted to a governmental entity for goods or services.

(c) The fiscal officer of a governmental entity may not draw a warrant or check for payment of a claim unless all of the following apply:

- (1) There is a fully itemized invoice or bill for the claim.
- (2) The invoice or bill is approved by the officer or person receiving the goods and services.
- (3) The invoice or bill is filed with the governmental entity's fiscal officer.
- (4) The fiscal officer audits and certifies before payment that the invoice or bill is true and correct.
- (5) Payment of the claim is allowed by the governmental entity's legislative body or the board or official having jurisdiction over allowance of payment of the claim.



2

IC 5-11-10-1.6 (CONT.)

(d) Notwithstanding subsection (c), the following are permitted:...

...(3) A political subdivision (as defined in IC 36-1-2-13) may make advance payments to contractors to enable the contractors to purchase materials needed for a public works project of the political subdivision. The solicitation for the public works contract providing for advance payment for contractors under this subdivision must include the following information:

- (A) That the political subdivision will make advance payments to contractors to enable contractors to purchase materials.
- (B) Any limitations on the amount of advance payments that will be made.
- (C) Requirements for documentation relating to making advance payments to contractors for materials.
- (D) Any other information about advance payment for materials the political subdivision considers useful to contractors that make offers.

(4) A political subdivision (as defined in IC 36-1-2-13) may make advance payments for goods or services before the goods are delivered or services are completed if the fiscal body of the political subdivision authorizes making advance payments. If the fiscal body of the political subdivision authorizes making advance payments, the local fiscal officer or the local fiscal officer's designee must do all of the following when advance payments are made:

- (A) Track prepayments by defining the prepayment on a purchase order.
- (B) Create a prepayment invoice that is associated with the purchase order.
- (C) Require insurance or a surety bond in the amount of the prepayment if the amount of the prepayment is more than one hundred fifty thousand dollars (\$150,000).

3

IC 5-11-10-1.6 (CONT.)

(e) Advance payments made under subsection (d)(3) or (d)(4) may not exceed the lesser of the following:

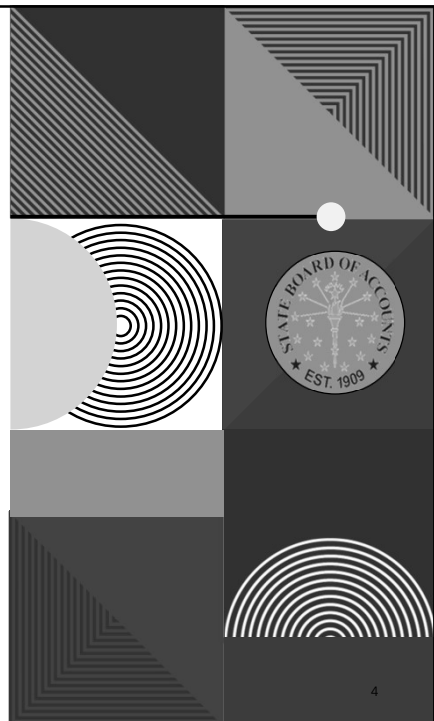
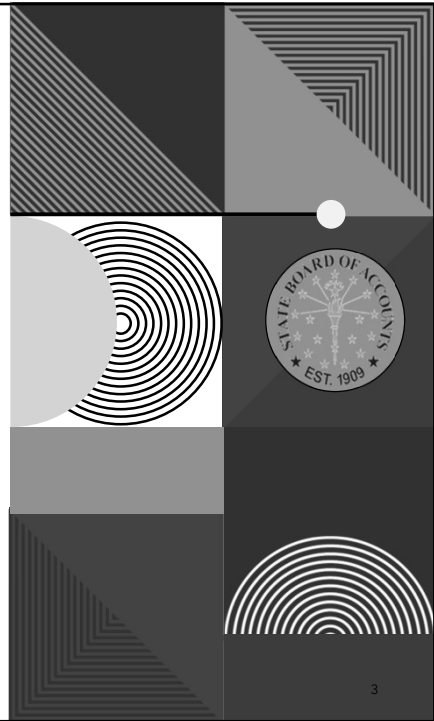
- (1) Fifty percent (50%) of the entire cost of the contract.
- (2) Two million dollars (\$2,000,000).

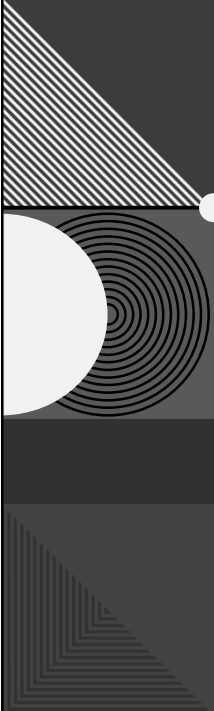

(f) The fiscal officer of a governmental entity shall issue checks or warrants for claims by the governmental entity that meet all of the requirements of this section. The fiscal officer does not incur personal liability for disbursements:

- (1) processed in accordance with this section; and
- (2) for which funds are appropriated and available.

(g) The certification provided for in subsection (c)(4) must be on a form prescribed by the state board of accounts.

4



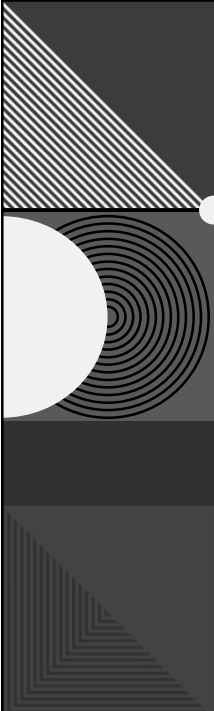




KEY TAKEAWAYS

- IC 5-11-10-1.6(c) details out what must be provided for a claim to be paid
- IC 5-11-10-1.6 (d)(3) is for advance payments to contractors
- IC 5-11-10-1.6 (d)(4) is for advance payments for goods and services
- IC 5-11-10-1.6 (e) advance payments may not exceed 50% of the cost of the contract or \$2,000,000 (whichever is lesser)
- IC 5-11-10-1.6 (g) new prescribed form from SBOA - Form 98P

5

5

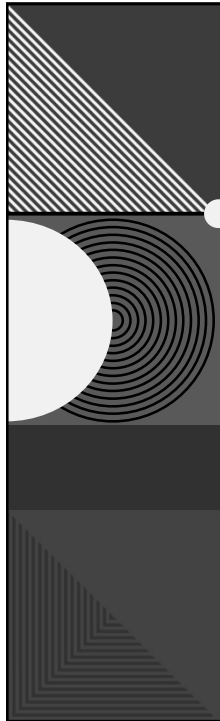



SBOA GUIDANCE

- Council must approve the prepayment, prior to payment being made.
- Make sure the goods and services you pay for are being received, especially prior to final payment.
- Include requirements that substantiate that the materials are purchased for the counties project only and are used on that project.

6

6



SBOA GUIDANCE (CONT.)



- Prepayment of materials increases the risk for loss of funds, which can be mitigated with proper procedures and internal controls.
- Internal controls need to be established with procedures and policies that govern how the county will track from the prepayment to the receipt of goods and any final payment due.
- Requires the use of purchase orders and invoices for the prepayment.

7

PREPAYMENT PURCHASE ORDER

PRESCRIBED BY STATE BOARD OF ACCOUNTS GENERAL FORM NO. 98P (REV. 2023)

NOTE: NO CASH WILL BE APPROVED FOR PAYMENT UNLESS ORIGINAL COPY OF THIS ORDER OR THE P.O. NUMBER IS MADE PART OF THE INVOICE.

P.O. _____
This number must be on invoice, together with Delivery Slip.

DATE _____

REQ. IN ACCORDANCE WITH BID AND CONTRACT DATED _____
Subject to amount shown on invoice or invoice.

PREPAYMENT PURCHASE ORDER

FORM 98P

Charge to	Appropriation Number			
QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
Do you have the local ordinance? Y/N			TOTAL AMOUNT OF ORDER	
PREPAYMENTS				
	Prepaid Amount			
	Prepaid check #			
	Prepaid check date			
	Invoice Number			
	Is there a surety bond or has a determination been made that one is not required?			
IC 5-11-10-1.6 specifies the requirements for prepayments			TOTAL AMOUNT REMAINING OF ORDER	

IC 5-11-10-1.6 specifies the requirements for prepayments

I HEREBY CERTIFY THAT THERE IS AN UNOBLIGATED BALANCE IN THIS APPROPRIATION SUFFICIENT FOR THE ABOVE ORDER

BILLING ON THIS ORDER MUST BE ACCOUNTING TO PRICES SHOWN ABOVE

SIGNATURE _____ TITLE _____

8

HOW TO COMPLETE THE FROM 98P

The top of the form:

- the quantity
- number of units
- description
- unit price and
- total amount of the order



PRESCRIBED BY STATE BOARD OF ACCOUNTS GENERAL FORM NO. 98P (REV 2023)

PREPAYMENT PURCHASE ORDER

NOTE: NO CLAIMS WILL BE APPROVED FOR PAYMENT UNLESS ORIGINAL COPY OF THIS ORDER OR THE P.O. NUMBER IS MADE PART OF THE CLAIM.

P.O. _____
This number must be on Invoice, Voucher and Delivery Memo
 DATE _____
 REQ. _____
IN ACCORDANCE WITH BID AND CONTRACT DATED
If subject to discount please indicate on invoice

Charge to		Appropriation Number			
QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT	
Do you have the local ordinance? Y/N			TOTAL AMOUNT OF ORDER		

9

HOW TO COMPLETE THE FROM 98P

The bottom of the form:

- prepaid amount
- prepaid check number
- prepaid check date
- invoice number
- total amount remaining of the order.



PREPAYMENTS			
		Prepaid Amount	
		Prepaid check #	
		Prepaid check date	
		Invoice Number	
		Is there a surety bond or has a determination been made that one is not required?	
IC 5-11-10-1.6 specifies the requirements for prepayments		TOTAL AMOUNT REMAINING OF ORDER	

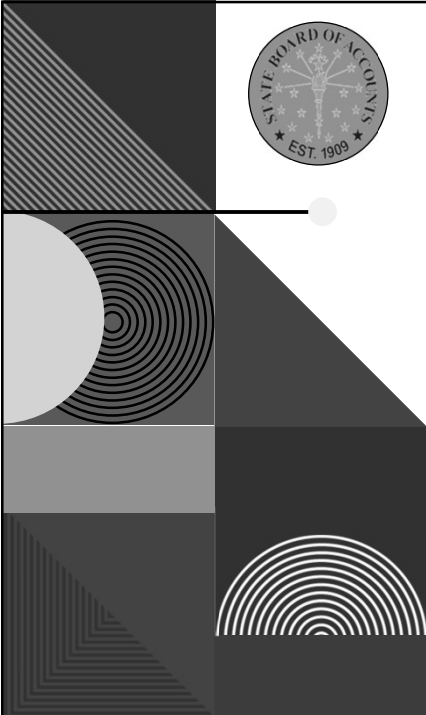
I HEREBY CERTIFY THAT THERE IS AN UNOBLIGATED BALANCE IN THIS APPROPRIATION SUFFICIENT FOR THE ABOVE ORDER

BILLING ON THIS ORDER MUST BE ACCOUNTING TO PRICES SHOWN ABOVE

SIGNATURE

TITLE

10



HOW TO COMPLETE THE FORM 98P (CONT.)


It also has a space to document that a surety bond has been issued or is not required.

The prepayments section also lists the Indiana Code for further requirements, if needed.

PREPAYMENTS			
	Prepaid Amount		
	Prepaid check #		
	Prepaid check date		
	Invoice Number		
	Is there a surety bond or has a determination been made that one is not required?		
IC 5-11-10-1.6 specifies the requirements for prepayments		TOTAL AMOUNT REMAINING OF ORDER	


11

11




EXAMPLE


CONSIDER PURCHASING A DUMP TRUCK



BUT HALF OF THE COST IS NEEDED UP FRONT





REQUEST COUNCIL APPROVAL FOR PREPAYMENT OF PURCHASE




12

12





EXAMPLE

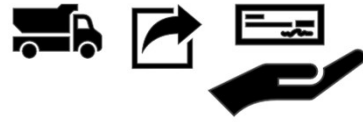
INVOICE FOR TOTAL COST ATTACHED TO PO APPROVED BY COMMISSIONERS



WARRANT FOR PREPAYMENT ISSUED & CHECK SENT TO VENDOR



WHEN DUMP TRUCK RECEIVED, CLAIM FOR FINAL PAYMENT



13

13




CONTACT US

Government Technical Assistance & Compliance Directors for Counties:

**Lori Rogers
Ricci Hofherr
Staci Byrns**

**Phone: 317-232-2512
Email: Counties@sboa.in.gov**

14

PREPAYMENT PURCHASE ORDER

NOTE: NO CLAIMS WILL BE APPROVED FOR PAYMENT UNLESS ORIGINAL COPY OF THIS ORDER OR THE P.O. NUMBER IS MADE PART OF THE CLAIM.

P.O. IN0060764NR

This number must be on invoice, Voucher and Delivery Memos



DATE 3/19/2024

REQ \$118,975.00

IN ACCORDANCE WITH BID AND CONTRACT DATED

If subject to discount please indicate on invoice.

Charge to		Appropriation Number			
QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT	
1	1	Stock # 503506-S VIN # 1FDFE4FNXRDD06694, 2024 Turtle Top Terra Transit	241,850 00	241,850	00
		with 2024 Ford \$237,950.00 E450, 2 Passenger			
Do you have the local ordinance? Y/N			TOTAL AMOUNT OF ORDER		
PREPAYMENTS					
		Prepaid Amount		118,975.00	
		Prepaid check #			
		Prepaid check date			
		Invoice Number	IN0060764NR		
		Is there a surety bond or has a determination been made that one is not required?	not required		
IC 5-11-10-1.6 specifies the requirements for prepayments			TOTAL AMOUNT REMAINING OF ORDER		122,875.00

<p>I HEREBY CERTIFY THAT THERE IS AN UNOBLIGATED BALANCE IN THIS APPROPRIATION SUFFICIENT FOR THE ABOVE ORDER</p>	<p>BILLING ON THIS ORDER MUST BE ACCOUNTING TO PRICES SHOWN ABOVE</p>
 _____ SIGNATURE	 _____ TITLE



TESCO Specialty Vehicles, LLC
 5434 Navarre Ave, P.O. Box 167230
 Oregon, OH 43616
 855-376-9797 Fax 419-836-8460

Bill of Sale / Invoice # IN0060764NR

Date: 3/19/2024

bill to	ship to
Indiana Recovery Alliance 118 S. Rogers St Bloomington, IN 47404	Indiana Recovery Alliance 118 S. Rogers St Bloomington, IN 47404

SALES PERSON	SALES ORDER #	PO #	CUSTOMER ID	TERMS
Ben Connors	SO16533		C0030504	COD

DESCRIPTION	AMOUNT
Stock # 503506-S VIN # 1FD4E4FNXRDD06694, 2024 Turtle Top Terra Transit with 2024 Ford E450, 2 Passenger	\$237,950.00
Deposit Due	(\$118,975.00)
8' Girard Power Awning w/ LED Lights	\$3,900.00

COMMENTS	TOTAL
Sales Total:	\$241,850.00
Tax Total:	\$0.00
Sub Total:	\$241,850.00
Deposit/Trade:	(\$118,975.00)
Total Amount Due:	\$122,875.00

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
TESCO Specialty Vehicles, LLC

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ S

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
5434 Navarre Avenue

6 City, state, and ZIP code
Oregon, Ohio 43616

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

				-					
--	--	--	--	---	--	--	--	--	--

or

Employer identification number

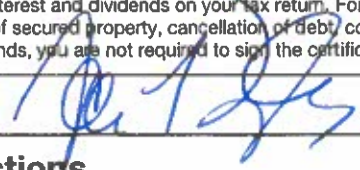
8	7	-	4	7	0	1	3	4	6
---	---	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶  Date ▶ 2-26-2024

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Carley Woodruff

From: Truelove, Emily <Emily.Truelove@fssa.IN.gov>
Sent: Tuesday, January 9, 2024 2:50 PM
To: Kathy Hewett; Ward, Sabrina
Cc: Angie Purdie; nick
Subject: RE: Indiana Recovery Alliance Van

Good afternoon,

The DMHA team has reviewed the vehicle quote, and we approve this on our end. Please save this email for as proof of approval.

Thanks,

Mx. Emily Truelove
(she/they/them) [Why pronouns matter](#)
Opioid Settlement Manager
Indiana Treatment Network Coordinator
FSSA/Indiana Division of Mental Health and Addiction
402 W. Washington St., W353
Indianapolis, IN 46204
317-473-2865 (cell)



We can all play a part in helping Hoosiers affected by substance use disorders, from changing how we talk about addiction to supporting those in recovery.

From: Kathy Hewett <khewett@co.monroe.in.us>
Sent: Tuesday, January 9, 2024 1:46 PM
To: Truelove, Emily <Emily.Truelove@fssa.IN.gov>; Ward, Sabrina <Sabrina.Ward@fssa.IN.gov>
Cc: Angie Purdie <apurdie@co.monroe.in.us>
Subject: Indiana Recovery Alliance Van

****** This is an EXTERNAL email. Exercise caution. DO NOT open attachments or click links from unknown senders or unexpected email. ******

Hi Emily and Sabrina,

Please see the attached invoice for the van that the Indiana Recovery Alliance would like to purchase with the funds received from FSSA and Monroe County Government. According to the contract, the van must be approved by your office before it can be purchased. Once we get your approval, we can make plans to finalize the agreement. Thank you!

Best regards,
~Kathy



Kathy Hewett | *Population Health & Outreach Manager*
Monroe County Health Department
119 West 7th Street | Bloomington, IN 47404
Phone: 812-349-2722 | Fax: 812-349-7346



To protect, promote and improve the health of all people in Monroe County.

CONFIDENTIALITY NOTICE: This message, including all attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. If you are not the intended recipient, you may NOT use, disclose, copy or disseminate this information. Please contact the sender immediately and destroy all copies of the original message including all attachments. Your cooperation is greatly appreciated.



Don't Be In The Dark About The April 8, 2024 Solar Eclipse!

Follow the *Monroe County Health Department* on Facebook for weekly posts related to the 4 minutes, 2 seconds of Totality! <https://www.facebook.com/MoCoHealth>

Thanks to [Eclipse2024.org](https://www.youtube.com/watch?v=EdFUSHfvzdA) for this eclipse simulator to get you ready for what lies ahead! <https://www.youtube.com/watch?v=EdFUSHfvzdA>

11/9/2023

Ben Connors p 419-720-7433
 bconnors@tescobus.com f 419.836.8460

5434 Navarre Ave www.tescosv.com
 P.O. Box 167230 855.376.9797
 Oregon OH 43616

Indiana Recovery Alliance

118 S. Rogers St Nicholas Voyles
 Bloomington IN 47404 812-361-6451
 nick@indianarecoveryalliance.org

Qty: 1

**2024 Mobile Medical Clinic w/
 Wheelchair Lift**

**with a 2023 Ford E450
 2 passenger & driver**

Engine: 7.3L
 Wheelbase: 158
 GVWR: 14500



Picture is from a similar vehicle

Standard Chassis Equipment

- Ford E-450 7.3L V8 Gas Engine
- 14,500 GVWR
- 6 Speed Automatic Transmission
- 225/75RX16E Tires
- 50 State Emissions
- Cruise Control
- Dual Batteries
- 55 Gallon Fuel Tank
- Daytime Running Lights
- AM/FM/USB Radio with 4 Speakers

Standard Body Equipment

- Welded Tubular Steel Cage
- Drive Shaft Guards
- Rear Mud Flaps
- Steel Cage Primered w/Rust Inhibitor
- Underbody Foam Sealed and Undercoated
- 3/4" Coosa Composite Subfloor
- Fiberglass Flat Vertical Sidewalls
- White Fiberglass Gel Coat Exterior
- 1' Polystyrene Foam Board Insulation
- Tinted A-Panel Window in Cab
- LED Interior and Exterior Lighting
- Heavy-Duty Steel Powder-Coated Rear Bumper
- Velvac Exterior Manual Mirrors (L & R) on Terra Transit

Body and Chassis Standard Equipment is subject

**to change without notice and may be replaced
 by Options Included on next page.**

Custom Floorplan
 ULine wall storage
 Flip desk in rear room

11/9/2023

Ben Connors p 419-720-7433
 bconnors@tescobus.com f 419.836.8460

Indiana Recovery Alliance

118 S. Rogers St
 Bloomington IN 47404

Nicholas Voyles
 812-361-6451
 nick@indianarecoveryalliance.org

5434 Navarre Ave www.tescosv.com
 P.O. Box 167230 855.376.9797
 Oregon OH 43616

Options Included

Additional Chassis Equipment

Full Wheel Alignment - Castor & Camber

Additional Equipment

LED Light Strip for upper cabinets
 (2) Floor Wall Heater 1000W 120V
 (2) Smoke/Carbon Detector
 (2) Trash Can
 Sink-with Heat

Additional Installed Options

Door Stopper-Dome
 (2) Cab Privacy Curtain 47X64
 First Aid Kit - 24 Unit
 Triangle Reflectors
 5 Lb. Extinguisher 3A 40 BC
 Medical Gloves w/Disposable System
 Vent Fan Header Compartment
 (2) Coat Hook
 Vent Fan Cover- For Header Comp.
 Curtain Track
 Girard 9' Power Awning with LED Lights
 Spot Graphics
 (2) Curtain Hold Back Strap
 (2) Storage Compartment Lock 1 3/8" Keyed
 Wheel Liners Stainless Steel E350/450 w/Valve Ext.
 Ritter 204 Exam Table
 Gel Hand Sanitizer

Climate Control

(2) (2) Roof Vent - Fantastic 4000 Series 14"
 Roof A/C 15,000 BTU with Thermostat

Doors/Windows/Mirrors

Kubota Key Switch - Exterior
 Interior Door Switch (For Front Passenger Entrance Door)
 Entrance Door, Electric - Built In Cab, 29"

Electrical

Replace Standard Dome Lights with 4" x 11" LED Lights
 90A All-in-one 240V 18 pos Converter w/ Resettable Breakers
 (2) 12v Wire Circuit
 QG7000 Generator
 2000w Inverter Located in the B-Pillar
 Additional 4" x 11" LED Light
 110V Electrical
 RVS Backup Camera - 7" Mirror Monitor
 Terra Transit Pullout Battery Tray
 Thor TH002 MFG Inverter Switch
 25' 50 Amp Shore Power Cord w/ Inlet plug wired to transfer switch
 Wire One 110v Outlet To Be Hot At All Times
 Pull 110v 12 Ga. SL Cable, Coiled Up to Front Bulkhead Area
 Full Battery Disconnect Switch (Mounted in Drivers Stepwell)
 (2) Interior Switch for Dome Lights
 110v Exterior GFI Outlet
 110V Transfer Switch

(2) Pull 110v 14/2 Ga. SL Wire Lead
 (6) 110v Outlet with Faceplate - 110v Duplex Outlet

Exam Specific Electrical

50 Amp Shore Power with Cord, 28' Length
 110v Package Includes 5 Outlets - 10 Plugs
 Inlet on Side of Vehicle for Plug In
 Breaker Box, Breakers and Transfer Switch
 Cummins Onan 7.0 Generator GL7000 w/Remote Starter Switch

Exterior

Running Board - Wide Diamond Plate (Driver's Side)
 Generator Enclosure Kit
 Generator Prep Kit
 All Storage Areas Locked and Keyed the Same

Front Exam Room

Custom Laminate Cabinet Locking Drawers
 LED Lighting Under Upper Cabinets
 Custom Laminate Locking Cabinets

Interior

Stanchion Pole w/Assist R.H. Entry
 Flip Seat - Featherweight, Single Mid-Back 17" w/ Lap Belts
 Smooth White Interior Walls - Gray Vinyl Corner Boards Shipped Loose
 Storage Compartment - Over Driver
 Altro Faux Wood Flooring Upgrade (Iron Bamboo)
 Yellow Step Treads
 Exterior Skirt Storage (36" w x 16" h x 21" d)
 Additional Steel Backer - Behind Driver Seat
 White Fiberglass Wall with Door
 Additional Steel Strapping/Backer in Sidewall, Curbside for Cabinets

Paratransit Equipment

Wheelchair Lift Belt
 Double W/C Lift Door - Deluxe
 Braun NCL1000LB3454 1000# Lift

Rear Exam Room

Custom Laminate Locking Cabinets
 Custom Laminate Locking Cabinet Drawers
 LED Lighting Under Upper Cabinets

Safety

LED Brake Light - Center High Mount
 Back Up Alarm
 Locking Fuel Door - Deluxe

Terms: Payment Before Delivery 50% Deposit Required

Valid For: 30 Days

Delivery: Subject to Prior Sale

Due to market volatility in producer material costs, TESCO reserves the right to adjust pricing on this quote prior to production.

Unit Price	\$252,850.00
Mobility Rebate	(\$1,000.00)
Discount	(\$10,000.00)
Delivery	Included

Unit Total \$241,850.00

Ext. Total	\$241,850.00
Trade-in(s)	None
Net Total	\$241,850.00

Sales Rep.

Purchaser

47-3889160
 Fed Tax ID #

3-17-2024
 Date

11/9/2023

Ben Connors p 419-720-7433
bconnors@tescobus.com f 419.836.8460

Indiana Recovery Alliance

118 S. Rogers St
Bloomington IN 47404
Nicholas Voyles
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Trades

Floorplan



Quote #NQ59596

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Additional Suggested Options

Welch/Allyn Diagnostic Board	\$2,900.00
Graphics Wrap	\$10,000.00