

**Staff Report**

TO: Finance Committee  
Board of Commissioners

FROM: Donna Barker, CPA  
Director of Accounting Services

DATE: July 23, 2015

SUBJECT: CRP Contract for Prosecuting Attorney  
For the Work Session on August 4, 2015

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**BACKGROUND**

Each year the County enters into a contract with the Department of Human Services to receive State and Federal funding for the Prosecuting Attorney's office. The current contract is for three years beginning October 1, 2012 with amendments each fiscal year to authorize the funding amounts. The proposed amendment extends the current contract for fiscal year 2016 and authorizes the funding amount.

**FINANCIAL IMPACT**

The grant amount for the 2016 fiscal years is \$ 24,410.19 which covers approximately 66% of the Prosecuting Attorney's CRP budget.

**RECOMMENDATION**

Move to approve the Cooperative Reimbursement Program amendment between the Department of Human Services and the Prosecuting Attorney's office effective October 1, 2015 through September 30, 2016 in the amount of \$ 24,410.19 and authorize the Chairman to sign the contract on behalf of the County.

**ATTACHMENT**

CRP contract for the Prosecuting Attorney.

**AGREEMENT NUMBER: CSPA13-37002-2**  
**AMENDMENT NUMBER: 2**  
**Between**  
**THE STATE OF MICHIGAN**  
**DEPARTMENT OF HEALTH & HUMAN SERVICES**  
**And**

CONTRACTOR	County Of Isabella
CONTRACTOR ADDRESS	200 North Main Street, Mt. Pleasant, Mi 48858 2321
CONTRACTOR EMAIL	rscully@isabellacounty.org

CONTRACT ADMINISTRATOR	EMAIL
Duane Noworyta	noworytad@michigan.gov

AGREEMENT SUMMARY			
SERVICE DESCRIPTION	Child Support Prosecuting Attorney		
GEOGRAPHIC AREA	Isabella		
INITIAL EFFECTIVE DATE	10/01/2012	CURRENT EXPIRATION DATE	09/30/2015
CURRENT AGREEMENT VALUE	\$89,799.00		
CONTRACT TYPE	Actual Cost		

AMENDMENT DESCRIPTION			
EXTEND EXPIRATION DATE	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	NEW EXPIRATION DATE	09/30/2016
AMENDMENT AMOUNT	\$24,410.19	<input checked="" type="checkbox"/> INCREASE <input type="checkbox"/> DECREASE	
ESTIMATED REVISED AGGREGATE AGREEMENT VALUE	\$114,209.19		
NATURE OF CHANGE	Extend the end date of the agreement to 9/30/2016 to add fiscal year (FY) 2016 and include the Budget for FY 2016 and include the selection of an IT technical support model.		

The undersigned have the lawful authority to bind the Contractor and DHS to the terms set forth in this Agreement.

**FOR THE CONTRACTOR:**

County Of Isabella

\_\_\_\_\_

\_\_\_\_\_

**Prosecuting Attorney**

\_\_\_\_\_

**Date**

**FOR THE STATE:**

DEPARTMENT OF HUMAN SERVICES

\_\_\_\_\_

**Signature of Director or Authorized Designee**

\_\_\_\_\_

**Date**

**FOR THE CONTRACTOR:**

County Of Isabella

\_\_\_\_\_

\_\_\_\_\_

**Chairperson, County Board of Commissioners**

\_\_\_\_\_

**Date**

Agreement Number : CSPA13-37002-2  
 Amendment Number : 2

Year 1	10/01/2012	through	09/30/2013	\$30,700.00
Year 2	10/01/2013	through	09/30/2014	\$28,691.00
Year 3	10/01/2014	through	09/30/2015	\$30,408.00
Year 4	10/01/2015	through	09/30/2016	\$24,410.19
Total Contract Amount :				\$114,209.19

Check all contract years affected by this amendment:  Year 1     Year 2     Year 3  
 Year 4     Year 5     Year 6

**STATE OF MICHIGAN  
 DEPARTMENT OF HEALTH & HUMAN SERVICES**

WHEREAS, the Department of Health & Human Services of the state of Michigan (hereinafter referred to as "DHHS") entered into a contractual Agreement effective October 1, 2012, with County Of Isabella and the Prosecuting Attorney (hereinafter referred to as "Contractor"), having a mailing address of 200 North Main Street, Mt. Pleasant, Mi 48858 2321 , for the provision of certain services as set forth therein; and,

WHEREAS, it is mutually desirable to DHHS and to the Contractor to amend the aforesaid Agreement.

THEREFORE, in consideration of the promises and mutual covenants hereinabove and hereinafter contained, the parties hereto agree to the following amendment of said Agreement. This amendment shall be attached to the Agreement, said Agreement being hereby reaffirmed and made a part hereof.

**Article I**

This amendment shall be effective on the date of DHHS signature or October 1, 2015, whichever is later.

**Article II**

DHHS will exercise the first of two, one-year options to extend. Therefore, the end date of the Agreement shall be changed from 09/30/2015 to 09/30/2016.

**Article III**

The maximum "Net Budget" and the "GF/GP" dollar amounts of the Agreement shall be increased by \$36,985.14 from \$136,059.00 to \$173,044.14 and increased by \$0.00 from \$0.00 to \$0.00, respectively, for the period 10/01/2012, through 09/30/2016.

From the total "Net Budget" and GF/GP amounts, the maximum amount the Contractor may expend during the following periods is:

Agreement Period	Net Budget Amount	GF/GP Amount	Total Amount
October 1, 2012, through September 30, 2013	\$46,515.00	\$0.00	\$46,515.00
October 1, 2013, through September 30, 2014	\$43,471.00	\$0.00	\$43,471.00
October 1, 2014, through September 30, 2015	\$46,073.00	\$0.00	\$46,073.00
October 1, 2015, through September 30, 2016	\$36,985.14	\$0.00	\$36,985.14

The maximum "Total Contract" dollar amount of the Agreement shall be increased by \$24,410.19 from \$89,799.00 to \$114,209.19 for the period 10/01/2012, through 09/30/2016.

From the total "Total Contract" amount, the maximum amount the Contractor may expend during the following periods is:

Agreement Period	Total Contract Amount
October 1, 2012, through September 30, 2013	\$30,700.00
October 1, 2013, through September 30, 2014	\$28,691.00
October 1, 2014, through September 30, 2015	\$30,408.00
October 1, 2015, through September 30, 2016	\$24,410.19

Payment shall be made in accordance with the attached budget.

#### Article IV

The Contractor selects the following Information technology (IT) support model:

- effective immediately if the selection is not a change from the Contractor's current IT support model,
- effective upon a completed conversion of the contractor's current IT support model to the selected IT support model by the Michigan Department of Technology, Management and Budget.

IT Support Model	
County Managed	<input checked="" type="checkbox"/>
State Managed	<input type="checkbox"/>

**Budget Summary - 2013**

**A. CONTRACT DESCRIPTION**

COUNTY : Isabella CONTRACT NO : CSPA13-37002  
 PROVIDER : \_\_\_\_\_ FOC \_\_\_\_\_ PA  COM \_\_\_\_\_  
 FISCAL YEAR : 2013 AMENDMENT  LINE ITEM TRANSFER \_\_\_\_\_

COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V
Allocation Factors	Current 2013 IV-D Budget	Adjustment To 2013 IV-D Budget	Revised 2013 IV-D Budget	Provider's Total Eligible Budget
<b>SECTION B</b>				
1. FTE Positions	0.66	0.00	0.66	14.00
2. % of Total FTE	4.71	0.00	4.71	100.00
3. Caseload % (FOC, COM)	100.00	0.00	100.00	100.00
Budget Categories	Current 2013 IV-D Budget	Adjustment To 2013 IV-D Budget	Revised 2013 IV-D Budget	Provider's Total Eligible Budget
<b>SECTION C</b>				
1. Personnel	40,479.32	0.00	40,479.32	992,183.00
2. Data Processing	0.00	0.00	0.00	0.00
3. Other Direct	1,168.08	0.00	1,168.08	55,300.00
4. Central Services	4,767.98	0.00	4,767.98	101,231.00
5. Paternity Testing	100.00	0.00	100.00	100.00
<b>6. TOTAL EXPENDITURES</b>	<b>46,515.38</b>	<b>0.00</b>	<b>46,515.38</b>	<b>1,148,814.00</b>
7. Service Fees	0.00	0.00	0.00	0.00
8. Final Judgment Fees	0.00	0.00	0.00	0.00
9. Other Income	0.00	0.00	0.00	0.00
<b>10. SUB TOTAL</b>	<b>46,515.38</b>	<b>0.00</b>	<b>46,515.38</b>	<b>1,148,814.00</b>
11. Federal Incentives	0.00	0.00	0.00	0.00
<b>12. NET BUDGET</b>	<b>46,515.38</b>	<b>0.00</b>	<b>46,515.38</b>	<b>1,148,814.00</b>
13. County Share @ 34.00%	15,815.00	0.00	15,815.00	0.00
14. State Share (IV-D) @ 66.00%	30,700.00	0.00	30,700.00	0.00
15. STATE GF/GP AMOUNT	0.00	0.00	0.00	0.00
<b>TOTAL CONTRACT AMOUNT</b>	<b>30,700.00</b>	<b>0.00</b>	<b>30,700.00</b>	<b>0.00</b>

### Budget Summary - 2014

#### A. CONTRACT DESCRIPTION

COUNTY : Isabella CONTRACT NO : CSPA13-37002  
 PROVIDER : \_\_\_\_\_ FOC \_\_\_\_\_ PA  COM \_\_\_\_\_  
 FISCAL YEAR : 2014 AMENDMENT  LINE ITEM TRANSFER \_\_\_\_\_

COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V
Allocation Factors	Current 2014 IV-D Budget	Adjustment To 2014 IV-D Budget	Revised 2014 IV-D Budget	Provider's Total Eligible Budget
<b>SECTION B</b>				
1. FTE Positions	0.66	0.00	0.66	14.00
2. % of Total FTE	4.71	0.00	4.71	100.00
3. Caseload % (FOC, COM)	100.00	0.00	100.00	100.00
Budget Categories	Current 2014 IV-D Budget	Adjustment To 2014 IV-D Budget	Revised 2014 IV-D Budget	Provider's Total Eligible Budget
<b>SECTION C</b>				
1. Personnel	38,138.80	0.00	38,138.80	1,024,900.00
2. Data Processing	0.00	0.00	0.00	0.00
3. Other Direct	1,238.17	0.00	1,238.17	58,618.00
4. Central Services	3,994.08	0.00	3,994.08	84,800.00
5. Paternity Testing	100.00	0.00	100.00	100.00
<b>6. TOTAL EXPENDITURES</b>	<b>43,471.05</b>	<b>0.00</b>	<b>43,471.05</b>	<b>1,168,418.00</b>
7. Service Fees	0.00	0.00	0.00	0.00
8. Final Judgment Fees	0.00	0.00	0.00	0.00
9. Other Income	0.00	0.00	0.00	0.00
<b>10. SUB TOTAL</b>	<b>43,471.05</b>	<b>0.00</b>	<b>43,471.05</b>	<b>1,168,418.00</b>
11. Federal Incentives	0.00	0.00	0.00	0.00
<b>12. NET BUDGET</b>	<b>43,471.05</b>	<b>0.00</b>	<b>43,471.05</b>	<b>1,168,418.00</b>
13. County Share @ 34.00%	14,780.00	0.00	14,780.00	0.00
14. State Share (IV-D) @ 66.00%	28,691.00	0.00	28,691.00	0.00
15. STATE GF/GP AMOUNT	0.00	0.00	0.00	0.00
<b>TOTAL CONTRACT AMOUNT</b>	<b>28,691.00</b>	<b>0.00</b>	<b>28,691.00</b>	<b>0.00</b>

**Budget Summary - 2015**

**A. CONTRACT DESCRIPTION**

COUNTY : Isabella CONTRACT NO : CSPA13-37002  
 PROVIDER : \_\_\_\_\_ FOC \_\_\_\_\_ PA  COM \_\_\_\_\_  
 FISCAL YEAR : 2015 AMENDMENT  LINE ITEM TRANSFER \_\_\_\_\_

COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V
Allocation Factors	Current 2015 IV-D Budget	Adjustment To 2015 IV-D Budget	Revised 2015 IV-D Budget	Provider's Total Eligible Budget
<b>SECTION B</b>				
1. FTE Positions	0.66	0.00	0.66	14.00
2. % of Total FTE	4.71	0.00	4.71	100.00
3. Caseload % (FOC, COM)	100.00	0.00	100.00	100.00
Budget Categories	Current 2015 IV-D Budget	Adjustment To 2015 IV-D Budget	Revised 2015 IV-D Budget	Provider's Total Eligible Budget
<b>SECTION C</b>				
1. Personnel	40,426.68	0.00	40,426.68	1,079,853.00
2. Data Processing	0.00	0.00	0.00	0.00
3. Other Direct	1,312.24	0.00	1,312.24	62,129.00
4. Central Services	4,233.72	0.00	4,233.72	89,888.00
5. Paternity Testing	100.00	0.00	100.00	100.00
<b>6. TOTAL EXPENDITURES</b>	<b>46,072.64</b>	<b>0.00</b>	<b>46,072.64</b>	<b>1,231,970.00</b>
7. Service Fees	0.00	0.00	0.00	0.00
8. Final Judgment Fees	0.00	0.00	0.00	0.00
9. Other Income	0.00	0.00	0.00	0.00
<b>10. SUB TOTAL</b>	<b>46,072.64</b>	<b>0.00</b>	<b>46,072.64</b>	<b>1,231,970.00</b>
11. Federal Incentives	0.00	0.00	0.00	0.00
<b>12. NET BUDGET</b>	<b>46,072.64</b>	<b>0.00</b>	<b>46,072.64</b>	<b>1,231,970.00</b>
13. County Share @ 34.00%	15,665.00	0.00	15,665.00	0.00
14. State Share (IV-D) @ 66.00%	30,408.00	0.00	30,408.00	0.00
15. STATE GF/GP AMOUNT	0.00	0.00	0.00	0.00
<b>TOTAL CONTRACT AMOUNT</b>	<b>30,408.00</b>	<b>0.00</b>	<b>30,408.00</b>	<b>0.00</b>

**Budget Summary - 2016**

**A. CONTRACT DESCRIPTION**

COUNTY : Isabella CONTRACT NO : CSPA13-37002-2  
 PROVIDER : \_\_\_\_\_ FOC \_\_\_\_\_ PA  COM \_\_\_\_\_  
 FISCAL YEAR : 2016 AMENDMENT  LINE ITEM TRANSFER \_\_\_\_\_

COLUMN I	COLUMN II	COLUMN III	COLUMN IV	COLUMN V
Allocation Factors	Current 2016 IV-D Budget	Adjustment To 2016 IV-D Budget	Revised 2016 IV-D Budget	Provider's Total Eligible Budget
<b>SECTION B</b>				
1. FTE Positions	0.00	0.00	0.52	13.00
2. % of Total FTE	0.00	0.00	4.00	100.00
3. Caseload % (FOC, COM)	0.00	0.00	100.00	100.00
Budget Categories	Current 2016 IV-D Budget	Adjustment To 2016 IV-D Budget	Revised 2016 IV-D Budget	Provider's Total Eligible Budget
<b>SECTION C</b>				
1. Personnel	0.00	32,292.94	32,292.94	1,011,728.00
2. Data Processing	0.00	0.00	0.00	0.00
3. Other Direct	0.00	1,404.20	1,404.20	69,405.00
4. Central Services	0.00	3,188.00	3,188.00	79,700.00
5. Paternity Testing	0.00	100.00	100.00	100.00
<b>6. TOTAL EXPENDITURES</b>	<b>0.00</b>	<b>36,985.14</b>	<b>36,985.14</b>	<b>1,160,933.00</b>
7. Service Fees	0.00	0.00	0.00	0.00
8. Final Judgment Fees	0.00	0.00	0.00	0.00
9. Other Income	0.00	0.00	0.00	0.00
<b>10. SUB TOTAL</b>	<b>0.00</b>	<b>36,985.14</b>	<b>36,985.14</b>	<b>1,160,933.00</b>
11. Federal Incentives	0.00	0.00	0.00	0.00
<b>12. NET BUDGET</b>	<b>0.00</b>	<b>36,985.14</b>	<b>36,985.14</b>	<b>1,160,933.00</b>
13. County Share @ 34.00%	0.00	12,574.95	12,574.95	0.00
14. State Share (IV-D) @ 66.00%	0.00	24,410.19	24,410.19	0.00
15. STATE GF/GP AMOUNT	0.00	0.00	0.00	0.00
<b>TOTAL CONTRACT AMOUNT</b>	<b>0.00</b>	<b>24,410.19</b>	<b>24,410.19</b>	<b>0.00</b>

**Budget Abstract Summary**

<b>Description</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>Total</b>
<b>SECTION B</b>					
1. FTE Positions	0.66	0.66	0.66	0.52	2.50
2. % of Total FTE	4.71	4.71	4.71	4.00	18.13
3. Caseload % (FOC, COM)	100.00	100.00	100.00	100.00	400.00
<b>SECTION C</b>					
1. Personnel	40,479.32	38,138.80	40,426.68	32,292.94	151,337.74
2. Data Processing	0.00	0.00	0.00	0.00	0.00
3. Other Direct	1,168.08	1,238.17	1,312.24	1,404.20	5,122.69
4. Central Services	4,767.98	3,994.08	4,233.72	3,188.00	16,183.78
5. Paternity Testing	100.00	100.00	100.00	100.00	400.00
<b>6. TOTAL EXPENDITURES</b>	<b>46,515.38</b>	<b>43,471.05</b>	<b>46,072.64</b>	<b>36,985.14</b>	<b>173,044.21</b>
7. Service Fees	0.00	0.00	0.00	0.00	0.00
8. Final Judgment Fees	0.00	0.00	0.00	0.00	0.00
9. Other Income	0.00	0.00	0.00	0.00	0.00
<b>10. SUB TOTAL</b>	<b>46,515.38</b>	<b>43,471.05</b>	<b>46,072.64</b>	<b>36,985.14</b>	<b>173,044.21</b>
11. Federal Incentives	0.00	0.00	0.00	0.00	0.00
<b>12. NET BUDGET</b>	<b>46,515.38</b>	<b>43,471.05</b>	<b>46,072.64</b>	<b>36,985.14</b>	<b>173,044.21</b>
13. County Share @ 34.00%	15,815.00	14,780.00	15,665.00	12,574.95	58,834.95
14. State Share (IV-D) @ 66.00%	30,700.00	28,691.00	30,408.00	24,410.19	114,209.19
15. STATE GF/GP AMOUNT	0.00	0.00	0.00	0.00	0.00
<b>TOTAL CONTRACT AMOUNT</b>	<b>30,700.00</b>	<b>28,691.00</b>	<b>30,408.00</b>	<b>24,410.19</b>	<b>114,209.19</b>