



1. OPENING OF MEETING

Call to Order	
Moment of Reflection	
Pledge of Allegiance	
Roll Call of County Council Members	County Council Secretary - Auditor's Office

2. APPROVAL OF MINUTES FROM PRIOR MEETING

July 8, 2025 Regular Meeting

3. AWARDS / RESOLUTIONS

A. Resolution proclaiming August as National Immunization Awareness Month.

4. ACKNOWLEDGMENTS / ANNOUNCEMENTS

5. AUDITOR - 1002 (HAMM, BROWN & CID)

A. Ordinance
Ordinance establishing The Employee Benefit Health Insurance Fund, a non-reverting fund.

6. RECORDER - 1004 (BREWER, CID & BROWN)

A. Ordinance
Ordinance amending The Lake County Part-Time Employees Pay Rate Ordinance for 2025,
Ordinance No. 1502C.

7. SUPERIOR COURT CIVIL - 3001 (HAMM, BILSKI & LINDEMULDER)

A. <u>Appropriation - Adult Guardianship Svcs Grant Fund - 9371</u>	
63190 – Other Professional Services	\$1,000.00

Total: \$1,000.00

8. **JUVENILE COURT - 4005** (HAMM, LINDEMULDER & CID)

A. Appropriation - Juvenile Behavioral Health Competitive Grant Pilot Program Fund - 9351

61290 – Supplemental Pay	\$5,000.00
61320 – FICA-Deduction	\$382.50
61330 – PERF-Deduction	\$710.00
63195 – Contractual Services	\$86,400.00

Total: \$92,492.50

B. Revised 144 – Juvenile Behavioral Health Competitive Grant Pilot Program Fund – 9351

<u>Effective (07-01-2025)</u>	<u>Present</u>	<u>Proposed</u>	<u>Difference</u>
39002-XXX Supplemental Pay	\$0.00	\$5,000.00	\$5,000.00
Totals:	<u>\$0.00</u>	<u>\$5,000.00</u>	<u>\$5,000.00</u>

C. Revised 144 – LC Juvenile Center’s High-Juvenile Court-Supplemental Pay Fund – 9130

<u>Effective (07-01-2025)</u>	<u>Present</u>	<u>Proposed</u>	<u>Difference</u>
39002-XXX Supplemental Pay	\$0.00	\$2,250.00	\$2,250.00
Totals:	<u>\$0.00</u>	<u>\$2,250.00</u>	<u>\$2,250.00</u>

9. **JUVENILE COURT / C.A.S.A. - 4006** (HAMM, LINDEMULDER & CID)

A. Transfer - County General Fund - 1001

From: 62110 Office Supplies	\$500.00
63231 Travel-Registration	\$500.00
63233 Travel-Lodging	\$1,000.00
63234 Travel-Trans/Other	\$500.00
To: 64490 - Other Equipment	\$2,500.00

Total: \$2,500.00

10. **PLANNING COMMISSION - 5004** (LINDEMULDER, NIEMEYER & HAMM)

A. Planning Commission Ordinance

Ordinance No. 2590 - An Ordinance to amend the Unincorporated Lake County Unified Development Ordinance No. 2560, 7/16/2025, Favorable Recommendation, (Vote 7-0).

11. **GEN. UNDISTRIBUTED MOTOR EXPENSE-7004** (NIEMEYER, BILSKI & BROWN)

A.	<u>Appropriation - Gen Undistributed Motor Expense Fund - 1102</u>	
	62210 – Petroleum Products	\$25,000.00
	62220 – Garage & Motors	\$60,000.00
	62310 – Equipment Repair Parts	\$70,000.00
	62390 – Other Repair & Maintenance Supplies	\$5,000.00
	62410 – Other Supplies	\$70,000.00
	63620 – Equipment Repair	\$50,000.00

Total: \$280,000.00

12. SHERIFF - 8001 (CID, BROWN & NIEMEYER)

A.	<u>Appropriation - Sheriff's Sale Program & Service Fund - 4289</u>	
	64490 – Other Equipment	\$145,768.00

Total: \$145,768.00

B. Ordinance

Ordinance establishing The 2025 SAFE Lake County Sheriff Department Narcan and Essentials Bag Grant Fund, A Non-Reverting Fund.

13. PROSECUTOR - 9001 (CID, LINDEMULDER & HAMM)

A. Ordinance

Ordinance establishing The 2025 SAFE Lake County Sheriff Department Narcan and Essentials Bag Grant Fund, A Non-Reverting Fund.

14. COMMUNITY CORRECTIONS - 9101 (LINDEMULDER)

A.	<u>Grant Application & Grant Approval - Grant Oversight Committee</u>	
	Legacy Foundation Teambuilding Grant - New Grant Application	

B. Ordinance

Ordinance establishing The Lake County Adult Community Corrections (LCACC) Department's Legacy Foundation Teambuilding Grant Fund, A Non-Reverting Fund.

15. HEALTH DEPARTMENT - 9306 (BROWN, CID & NIEMEYER)

A. Create New Line Items - Health Maintenance Fund - 1153

61280 Seasonal Employees
63210 Freight & Express

B. Transfer - Health Maintenance Fund - 1153

From:	64490 Other Equipment	\$29,200.00
To:	61280 Seasonal Employees	\$19,200.00
	63210 Freight & Express	\$10,000.00

Total: \$29,200.00

C. Grant Application & Grant Approval - Grant Oversight Committee

Public Health Emergency Preparedness (PHEP) Cooperative Agreement Grant - Grant Renewal

16. LAKE COUNTY COMMISSIONERS - 6002 (CID, BREWER & BROWN)

A. Resolution

Resolution to approve the transfer of \$1,233,234.25 from CEDIT Fund, Fund No. 4012 to Lake County Roads & Bridges Matching Grant Fund, Fund 9440, Department 7007.

17. COUNTY COUNCIL - 6001 (CID, BREWER & BROWN)

A. Non-Binding Review - I.C. 6-1.1-17-3.6

1. Estimated Maximum Levy 2026
2. Estimated Circuit Breaker 2026

B. Discussion

Lake County Government Efficiency Proposal. (NIEMEYER)

PUBLIC COMMENTS:

RESOLUTION NO. _____

**RESOLUTION PROCLAIMING AUGUST
AS NATIONAL IMMUNIZATION AWARENESS MONTH**

- WHEREAS, the month of August is National Immunization Awareness Month, an annual observance highlighting the importance of vaccination for people of all ages; and
- WHEREAS, immunizations protect the health of residents, their families and their communities through a decreased risk of contracting a disease and a decreased severity of symptoms; and
- WHEREAS, safe and effective vaccines have been used by millions of people for decades and contributed to the decline or eradication of polio, mumps, measles, rubella, pertussis, diphtheria, rotavirus, hepatitis, mpox and more; and
- WHEREAS, many students begin their school year in August, the CDC encourages families and caregivers to use this time as a reminder to ensure that all immunizations, physicals and vision and dental health checkups are up-to-date so children are “school-ready”; and
- WHEREAS, the Lake County Health Department works diligently to ensure local residents have access to important vaccines through events like the August 2nd Community Health and Resource Fair, where individuals were able to receive necessary back-to-school vaccines, among others; and
- WHEREAS, the Lake County Health Department through a variety of means works to educate people about vaccines and the CDC approved vaccination schedule, and to ensure those vaccines are available to the community; and
- WHEREAS, the Lake County Council acknowledges August as National Immunization Awareness Month and encourages Lake County residents to receive immunizations to improve their health and safety.

NOW, THEREFORE, LET IT BE RESOLVED AS FOLLOWS:

That the Lake County Council proclaims August as National Immunization Awareness Month to highlight the importance that immunizations play in keeping families and communities healthy.

SO RESOLVED THIS 12th day of August, 2025.

CHRISTINE CID - President

DAVID HAMM

CHARLIE BROWN

RANDELL C. NIEMEYER

RONALD G. BREWER, SR.

PETE LINDEMULDER

TED F. BILSKI

Members of the Lake County Council

ORDINANCE NO. _____

**ORDINANCE ESTABLISHING THE EMPLOYEE
BENEFIT HEALTH INSURANCE FUND, A NON-REVERTING FUND**

WHEREAS, pursuant to I.C. 36-2-3.5-5, the County Council shall adopt ordinances to promote efficient County Government; and

WHEREAS, pursuant to I.C. 36-2-5-2(b), the County Council shall appropriate money to be paid out of the County Treasury, and money may be paid from the County Treasury only under appropriation made by the County Council, except as otherwise provided as law; and

WHEREAS, pursuant to I.C. 36-1-8-4, the Lake County Council may by ordinance or resolution transfer money from one fund to another; and

WHEREAS, the Lake County Council desires to establish by ordinance all funds within the County Treasury, from which appropriations and transfers require County Council approval; and

WHEREAS, the Lake County Council desires to create an Employee Benefit Health Insurance Fund, a non-reverting fund, for the purpose of recording activity to the Auditor's general ledger related to employee benefit health insurance.

NOW, THEREFORE, LET IT BE ORDAINED AS FOLLOWS:

1. That the Employee Benefit Health Insurance Fund, a non-reverting fund, is established.
2. That the purpose of the Employee Benefit Health Insurance Fund is to record activity to the Auditor's general ledger related to employee benefit health insurance.
3. That any money remaining in the Fund at the end of the year shall not revert to the General Fund but continue in the Employee Benefit Health Insurance Fund, subject to appropriation by the Lake County Council or as otherwise provided by law.

SO ORDAINED THIS 12th DAY OF AUGUST, 2025.

CHRISTINE CID, President

DAVID HAMM

CHARLIE BROWN

RANDELL C. NIEMEYER

RONALD G. BREWER, SR.

PETE LINDEMULDER

TED F. BILSKI

Members of the Lake County Council

PEGGY HOLINGA KATONA
AUDITOR



Auditor Lake County

LAKE COUNTY GOVERNMENT CENTER
2293 NORTH MAIN STREET
CROWN POINT, INDIANA 46307



July 18, 2025

Lake County Council
ATTN: Council President Christine Cid
2293 North Main Street
Crown Point, IN 46307

Re: Ordinance for New Fund

Dear President Cid and Council Members,

On behalf of the Lake County Auditor, I am requesting to be placed on the August agenda when I'll be seeking approval for a new fund ordinance. The new fund is needed for the purpose of recording the activity to our General Ledger related to Employee Benefit Health Insurance.

Since Oracle inception, this process has not been executed properly from an accounting standpoint. Research indicates that the Lawson Fund related to this activity was made dormant via resolution which we have been unable to locate. I have attached this email for your information. In order to start recording all the activity accurately, the first step is to create a new fund in Oracle to use.

If there are any questions, please feel free to reach out. Thank you.

Sincerely,

Dan Ciecierski
Lake County Auditor's Office
Comptroller of Finance
Email: ciecidx@lakecountyin.org
Phone: 219-755-3137

cc: Councilman David Hamm, Councilman Charlie Brown

Attachments: Lawson 514 email discussion

From: [Ciecierski, Dan](#)
To: [Blanchard, Larry](#); [Szarmach, Ray L](#); [Tom O'Donnell](#)
Cc: [Leah Johnson](#); [Loskoski, Biljana](#); ["Hedden, Dan"](#)
Subject: RE: Fund 514
Date: Wednesday, July 16, 2025 10:38:00 AM

+Dan H.

Larry,

Sounds good! Thanks for taking a look at this stuff! I'll get this on the first council agenda I can.

Dan Ciecierski
Lake County Auditor's Office
Comptroller
Email: ciecidx@lakecountyin.org
Phone: 219-755-3137

From: Blanchard, Larry <blanclx@lakecountyin.org>
Sent: Wednesday, July 16, 2025 10:35 AM
To: Ciecierski, Dan <ciecidx@lakecountyin.org>; Szarmach, Ray L <szarmrl@lakecountyin.org>; Tom O'Donnell <tom@odonnell-lawgroup.com>
Cc: Leah Johnson <johnslm@lakecountyin.org>; Loskoski, Biljana <loskobx@lakecountyin.org>
Subject: RE: Fund 514

Dan,

My half hour is up.

I remember on more than one occasion cash would show up in fund 514 in error instead 541 or another fund. I'm pretty sure 514 was declared dormant after Scott came on board and it may have been done by a Resolution not an Ordinance.

I like your idea of coming on the agenda for an ordinance to create a new fund for health insurance related activity.

Larry

From: Ciecierski, Dan <ciecidx@lakecountyin.org>
Sent: Tuesday, July 15, 2025 5:09 PM
To: Szarmach, Ray L <szarmrl@lakecountyin.org>; Tom O'Donnell <tom@odonnell-lawgroup.com>
Cc: Leah Johnson <johnslm@lakecountyin.org>; Loskoski, Biljana <loskobx@lakecountyin.org>; Blanchard, Larry <blanclx@lakecountyin.org>

Subject: Fund 514

Good afternoon,

Larry mentioned that there was an updated ordinance that made fund 514 dormant, however I do not see any language that indicates its dormancy when I search the Lake County Code of Ordinance site (I included my findings for reference below). That said, for accounting purposes, we need to use this fund. The result of making it dormant caused all health related self-insurance fund activity to be recorded incorrectly in our General Ledger (GL) at least since Oracle inception. Do either of you fine gentlemen know if an ordinance was created to make fund 514 dormant? If so, I'm going to try and get on the council agenda to request an ordinance to reestablish it. If not, then we will just start using it again. I didn't want to start using the Oracle version of this fund without verifying that it was not dormant.

§ 37.002 SELF-INSURANCE FUNDS.

(A) General.

(1) Two special non-reverting funds are hereby created to be known as the Lake County Self-insurance Funds for the payment of uninsured claims, settlements and judgments, and for the administration of a program of self-insurance including but not limited to, the payment of legal defense and investigation fees.

(2) The "514 Fund" shall be used for the payment of medical/hospital uninsured claims, settlements, judgments and for the administration of a program of self-insurance including but not limited to the payment of legal defense and investigation fees.

(3) The "541 Fund" shall be used for the payment of property/casualty uninsured claims, settlements, judgments, and for the administration of a program of self-insurance including but not limited to the payment of legal defenses and investigation fees.

(4) The Jail Inmate Medical & Hospital Claims Fund, a non-reverting Fund, Fund No. 414, is hereby established for the purpose of paying invoices for jail inmate medical and hospital claims.

(5) Said fund shall maintain an aggregate minimum level of \$8,000,000. Any monies in excess may be transferred for purposes listed in division (B)(2)(a) through (B)(2)(d). A transfer pursuant to this division (A)(1)(5) shall not be considered a loan under I.C. 36-1-8-4.

(Prior Code, § 37.010)

(B) Purpose.

(1) These funds are established to maintain and protect both the Medical/Hospital and Property/Casualty Self-Insurance Programs in the event of an unforeseen shock loss. Any remaining monies at the end of a fiscal year shall not revert to the General Fund and shall remain within each respective fund.

(2) Deposits in Funds 514 and 541 can be utilized for the following purpose only:

(a) To subsidize the respective funds and to protect the respective programs in the event of a shock loss;

(b) To provide an alternative source of General Fund financing in lieu of tax anticipation warrants;

(c) To provide a reserve for the General Fund in case of insufficient appropriation and/or cash in the General Fund to support the aforementioned claim against each respective fund; and

(d) To provide advanced funding for capital projects approved by the Board of

Commissioners and the County Council. Funds approved for capital projects shall be appropriated by the County Council in accordance with I.C. Title 36.

(3) In addition to the state approved claim processing procedure any transfer of funds from 514 and 541 must be countersigned by the President of the County Council or the Chairperson of the Health Insurance Oversight Committee.

(Prior Code, § 37.011)

(C) *Working accounts.*

(1) Three insurance working accounts are hereby created: Property/Casualty Account; Worker's Compensation Account; and Medical/Hospital.

(2) The working accounts are under the direct jurisdiction of the third party administrator (T.P.A.) having contractual authority in the separate areas and are created to provide a method of payment for day-to-day claims and expenses submitted to and approved by the respective T.P.A.s.

(Prior Code, § 37.012)

(D) *Procedure.*

(1) There is a \$100,000 cap applying to the Property/Casualty and Worker's Compensation Working Accounts.

(2) Upon presentation of an accounting and bank reconciliation of all claims and expenses paid by the T.P.A. during a month, the Insurance Oversight Committee shall authorize the reimbursement of the Property/Casualty Working Account to its original cap of \$150,000 from Fund 541. The Council's line item 413421 "Property/Casualty Self Insurance," 413422 "Property/Casualty Private Insurance," and 411260 "Workman's Compensation" shall automatically replenish Fund 541 in an amount equal to all monthly claims and expenses paid by the respective T.P.A.s. Any surplus appropriation existing in line items 413421, 413422, and 411260 shall, before the end of each budget year, be transferred into and become a part of Fund 541.

(3) All monies received by agreement or subrogation from third parties as a result of property/casualty losses suffered in the county shall be deposited in Fund 541.

(4) There is a \$3,000,000 cap applying to the Hospital/Medical Working Account.

(5) Upon presentation of an accounting and bank reconciliation of all claims and expenses paid by the Health T.P.A., the Insurance Oversight Committee shall authorize each month the reimbursement of the Hospital/Medical Working Account to its original cap of up to \$3,000,000 from Fund 514. The current "Cost Center Contribution for Health Care Ordinance" in force at the time shall automatically replenish Fund 514 for monthly claims and expenses paid by the Health T.P.A., at the terms and amount per pay period stated in the ordinance. Any surplus appropriation existing in the County Council "Group Insurance" line item 411240 shall, before the end of each budget year, be transferred into and become a part of Fund 514.

(6) All funds deducted from payroll for employee participation in the Medical/Hospital Plan and any other funds collected for participation in the program shall be made payable to Fund 514.

(7) All refunds due from Property/Casualty or Medical/Hospital Accounts shall be made by the respective T.P.A.s from the respective working accounts.

(8) Notwithstanding division (B)(4) above, Working Accounts, the cap with respect to the Hospital/Medical Working Accounts may be increased beyond \$3,000,000 upon the written agreement of the President of the Lake County Council, President of the Lake County Board of Commissioners and Chairperson of the Health Insurance Oversight Committee.

(9) Cost Center Contributions for Workers Compensation Benefits for each full-time and part-time employee is established at the rate of \$25 per pay period per employee

effective January 1, 2021.

(10) All deductions shall be charged to Line Item 41260/Workers Compensation and deposited into and become part of Fund No. 541.

(11) A list of eligible funds to be charged that may change from time to time is attached as [Appendix A](#), attached at the end of this chapter.

(12) Upon presentation of an accounting and bank reconciliation of all claims and expenses paid by the respective T.P.A., the Insurance Oversight Committee shall authorize payment from the Hospital/Medical Working Account. Notwithstanding the above, a new line item 43120 is established to transfer the balance at the end of the budget year into the Jail Inmate Medical & Hospital Claims Fund, Fund No. 414, a non-reverting fund.

(Prior Code, § 37.013) (Ord. 1031-A, passed 8-1-1991; Ord. 1031A-1, passed 8-13-1991; Ord. 1031A-2, passed 7-14-1992; Ord. 1031A-3, passed 1-9-1996; Ord. 1031A-4, passed 5-14-1996; Ord. 1031A-5, passed 9-14-1999; Ord. 1031A-6, passed 2-29-2000; Ord. 1256A, passed 10-12-2004; Ord. 1031A-7, passed 10-12-2004; Ord. 1031A-8, passed 1-10-2006; Ord. 1031A-9, passed 1-10-2006; Ord. 1031A-10, passed 3-9-2010; Ord. 1031A-11, passed 6-12-2012; Ord. 1031A-12, passed 12-11-2012; Ord. 1031A-13, passed 2-9-2016; Ord. 1400B, passed 9-13-2016; Ord. 1400B-1, passed 11-15-2016; Ord. 1400B-2, passed 5-14-2019; Ord. 1400B-3, passed 12-10-2019; Ord. 1400B-3, passed 12-8-2020; Ord. 1400B-5, passed 12-13-2022)

Dan Ciecierski

Lake County Auditor's Office

Comptroller

Email: ciecidx@lakecountyin.org

Phone: 219-755-3137

ORDINANCE NO. _____

**ORDINANCE AMENDING THE LAKE COUNTY PART-TIME
EMPLOYEES PAY RATE ORDINANCE FOR 2025, ORDINANCE NO. 1502C**

WHEREAS, on December 10, 2024, the Lake County Council adopted the Lake County Part-Time Employees Pay Rate Ordinance for 2025, Ordinance No. 1502C; and

WHEREAS, the Lake County Council now desires to amend the Ordinance.

NOW, THEREFORE, LET IT BE ORDAINED AS FOLLOWS:

That the following section be amended and adopted as follows:

DELETE:

Section IV.

33. Lake County Recorder
Deputy Recorders 10.00-15.00/hr.

INSERT:

Section IV.

33. Lake County Recorder
Deputy Recorders 15.00-20.00/hr.

SO ORDAINED THIS _____ DAY OF _____, 2025.

CHRISTINE CID, President

DAVID HAMM

CHARLIE BROWN

RANDELL C. NIEMEYER

RONALD G. BREWER, SR.

PETE LINDEMULDER

TED F. BILSKI

Members of the Lake County Council

From: lweaston@aol.com
To: [Thomas C. O'Donnell](#)
Cc: [Victoria Rivera](#)
Subject: Re: Part Time Salary Ordinance Request
Date: Wednesday, July 23, 2025 9:23:05 AM
Attachments: [PTAMEND2025auqustrecorder.pdf](#)

This Message Is From an External Sender

This message came from outside your organization.

Tom:

Pursuant to your email, attached please find the Ordinance amending Recorder's part-time pay for deputy recorders.

Any questions, contact me.

Lisa

In a message dated 7/22/2025 8:26:25 PM Central Daylight Time, odonntc@lakecountyin.org writes:

Lisa

I got this email from Gina. They want to increase the part time ordinance to \$15-\$20 an hour. Could you look at this?

Tom

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

From: Pimentel, Regina M <lazzarm@lakecountyin.org>
Sent: Wednesday, July 16, 2025 11:08:16 AM
To: Thomas C. O'Donnell <odonntc@lakecountyin.org>
Subject: Part Time Salary Ordinance Request

Good morning Tom,

I have talked to Councilman Brewer in regards to the upcoming budget and he has given me the okay to request that our part time salary ordinance increase.

Currently our max per hour is \$10-\$15/hour.

I'd like to amend this ordinance with Councilman Brewer's approval to \$15-20/hour please.

Is this something you can assist me with? And are we able to amend this ordinance prior to the 2026 budget? Or should we wait to implement at that time?

Thanks Tom! :)

Gina Pimentel

Lake County Recorder

2293 North Main St.

Crown Point, Indiana 46307

E-Mail: lazzarm@lakecountyin.org

Office Website: www.lcrecorder.com

Direct Phone: (219) 755-3079

**SUPERIOR COURT OF LAKE COUNTY
CIVIL DIVISION**

2293 North Main Street, Room A-110
Crown Point, Indiana 46307

Joy E. Sinclair
Civil Division Resource Director

Telephone: (219) 755-3995
Fax: (219) 648-6199
sinclje@lakecountyin.org

July 22, 2025

Christine Cid, President
Lake County Council
2293 N. Main Street
Crown Point, IN 46307

Re: Request for Additional Appropriations
Superior Court, Civil Division, 3001



Dear President Cid:

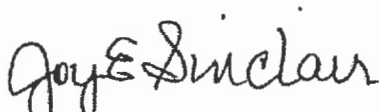
Attached is Lake County Council Form 3 – Request for Additional Appropriations.

In the past, the Indiana Supreme Court has provided a grant in the sum of \$75,000 for the VASIA (Volunteer Advocates for Seniors and Incapacitated Adults) Grant, Fund 9371 which is a pass through grant and the amount we requested in our budget for 2025.

However, the Indiana Supreme Court provided a grant in the sum of \$76,000 for 2025. Due to this increase, we are requesting an additional appropriation of \$1,000.00 to Fund 9371 – 63190 – Other Professional Services.

I would appreciate this request to be added to the August Council agenda. As always, thank you for your continued support.

Respectfully,


Joy E. Sinclair
Civil Division Resource Director

LAKE COUNTY AUDITOR

2025 JUL 22 AM 11:25

RECEIVED

- I. Request for Transfer of Funds
 II. Request for Additional appropriations
 III. Request to Encumber Appropriated Funds

All requests (originals) must be directed to the Lake County Auditor and must be accompanied by a letter of explanation signed by the Elected Official or department head. One copy to the County Council office.

- I. Honorable Members of the Lake County Council: Please transfer funds within the current budget of the Lake County
Superior Court, Civil Div. 3001 as Follows: FUND NO. 9371
Dept. Name & No.

FROM:	Line Item No. & Title	Amount	To:	Line Item No. & Title	Amount
1.					
2.					
3.					
4.					
5.					

- II. Honorable Members of the Lake County Council: Please Allow emergency additional appropriations within the current budget of the Lake County
Superior Court, Civil Div. Dept. 3001 as follows:
Dept. Name & No.

FUND, Line Item No. & Title	Requested Amount
1. 9371-63190 Other Professional Services	\$1,000
2.	
3.	
4.	
	TOTAL \$ 1,000.00

- III. Honorable Lake County Auditor: Please encumber funds within the current budget of the Lake County
 as follows along with evidence of the obligation for which the encumbrance shall be used.
Dept. Name & No. Copy to the Lake County council.

FUND, Line Item No. & Title	Amount
1.	
2.	
3.	

Superior Court, Civil Division, 3001
Name of Department

John M. Sedia
Signature & Date
 John M. Sedia, Senior Judge

PLEASE NOTE:

- ALL REQUESTS FOR TRANSFERS MUST BE RECEIVED BY THE AUDITOR 10 DAYS PREVIOUS TO THE COUNCIL'S MEETING DATE (2ND TUESDAY OF EACH MONTH).
- ALL REQUESTS FOR ADDITIONAL FUNDS MUST BE RECEIVED BY THE AUDITOR 3 WEEKS PREVIOUS TO REGULAR MEETING DATE (2ND TUESDAY OF EACH MONTH)
- ALL REQUESTS FOR ENCUMBRANCES MUST BE RECEIVED BY THE AUDITOR 3 WEEKS PREVIOUS TO DECEMBER 31ST OF EACH BUDGET YEAR.

Budget Account	Budget Account Description	Prior Year Encumbrance (Carried over as of 01/01)	Total Available Budget (Prior Year Encumbrance + CY Budget)	Requisition Commitments	Purchase Order Obligations	Invoice Expenditure	Total Expenditure	Funds Available
9371-3001-63190	Adult Guardianship Svcs G-Superior Court Civil-Other Professional Service		75,000.00	0.00	0.00	37,500.00	37,500.00	37,500.00



Superior Court of Lake County
JUVENILE DIVISION

Judge Thomas H. Stefaniak, Jr.
LAKE COUNTY JUVENILE JUSTICE COMPLEX
3000 WEST 93RD AVENUE
CROWN POINT, IN 46307

July 16, 2025



PHONE: 219-660-6900
FAX: 219-736-6209

Lake County Council
2293 N. Main Street
Crown Point, In 46307

dy

Dear Council Members,

The Lake County Juvenile Center respectfully requests to be added to the August, 2025 Council Agenda. We are requesting the approval of an appropriation in the Juvenile Behavioral Health Competitive Grant Pilot Program Grant fund#9351 funded by Indiana Criminal Justice Institute. Grant cycle effective July 1st, 2025 and will run till June 30th 2026. (See attached Form #3)

Thank you for your consideration in this matter.

Sincerely,

Timothy Gericke, Chief
Superior Court Lake County, Juvenile Division
3000 West 93rd Avenue
Crown Point, IN 46307
219-660-6950

LAKE COUNTY AUDITOR

2025 JUL 16 PM 3:40

RECEIVED



July 8, 2025

Lake County Council
2293 N. Main Street
Crown Point, IN 46307

Re: Transfer of Funds

Dear Council Members:

The Lake County Juvenile Center CASA Department (4006) respectfully requests to be added to the August 2025 Agenda. We are asking for approval for the following transfers in 4006-1001:

From:	
62110 Office Supplies	\$ 500.00
63231 Travel/Registration	500.00
63233 Travel/Lodging	1,000.00
63234 Travel/Trans/Other	500.00
	\$2,500.00
To:	
64490 Other Equipment	\$2,500.00

CASA is requesting funds to be transferred to Other Equipment so we can purchase a Television and Portable Television Stand for use in our Volunteer Training Classes and monthly Lunch & Learns.

Thank you for your consideration.

Sincerely,

Christopher Anderson
CASA Director
Lake Superior Court – Juvenile Division

RECEIVED
2025 JUL -8 PM 12:20
LAKE COUNTY AUDITOR

LAKE COUNTY JUVENILE JUSTICE COMPLEX

3000 West 93rd Avenue • Crown Point, IN 46307 • (219) 738-CASA (2272) • fax (219) 769-7325

- I. Request for Transfer of Funds
- II. Request for Additional appropriations
- III. Request to Encumber Appropriated Funds

All requests (originals) must be directed to the Lake County Auditor and must be accompanied by a letter of explanation signed by the Elected Official or department head. One copy to the County Council office.

I. Honorable Members of the Lake County Council: Please transfer funds within the current budget of the Lake County
Juvenile Court C.A.S.A. - 4006 as Follows: FUND NO. 1001
 Dept. Name & No.

[illegible]

II. Honorable Members of the Lake County Council: Please Allow emergency additional appropriations within the current budget of the Lake County Lake County CASA Dept. - 4006 as follows:

FUND, Line Item No. & Title	Amount
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____

III. Honorable Lake County Auditor: Please encumber funds within the current budget of the Lake County
Lake county CASA Dept. - as follows along with evidence of the obligation for which the encumbrance shall be used.
Dept. Name & No. Copy to the Lake County council.

FUND, Line Item No. & Title	Amount
1. _____	_____
2. _____	_____
3. _____	_____

Juvenile Court C.A.S.A./4006
Name of Department

Signature & Date

7/8/2025

PLEASE NOTE:

1. ALL REQUESTS FOR TRANSFERS MUST BE RECEIVED BY THE AUDITOR 10 DAYS PREVIOUS TO THE COUNCIL'S MEETING DATE (2ND TUESDAY OF EACH MONTH).
2. ALL REQUESTS FOR ADDITIONAL FUNDS MUST BE RECEIVED BY THE AUDITOR 3 WEEKS PREVIOUS TO REGULAR MEETING DATE (2ND TUESDAY OF EACH MONTH)
3. ALL REQUESTS FOR ENCUMBRANCES MUST BE RECEIVED BY THE AUDITOR 3 WEEKS PREVIOUS TO DECEMBER 31ST OF EACH BUDGET YEAR.

Budget Account	Budget Account Description	Prior Year Encumbrance (Carried over as of 01/01)	Total Available Budget (Prior Year Encumbrance + CY Budget)	Requisition Commitments	Purchase Order Obligations	Invoice Expenditure	Total Expenditure	Funds Available
1001-4006-61120	County General-Juvenile Court/C.A.S.A.-Professionals		274,005.00	0.00	0.00	146,758.52	146,758.52	127,246.48
1001-4006-61160	County General-Juvenile Court/C.A.S.A.-Office & Clerical		80,000.00	0.00	0.00	42,394.43	42,394.43	37,605.57
1001-4006-61190	County General-Juvenile Court/C.A.S.A.-Part-Time		65,740.00	0.00	0.00	17,689.96	17,689.96	48,050.04
1001-4006-61210	County General-Juvenile Court/C.A.S.A.-Longevity \- Deduction		2,820.00	0.00	0.00	0.00	0.00	2,820.00
1001-4006-62110	County General-Juvenile Court/C.A.S.A.-Office Supplies		3,411.55	0.00	0.00	1,460.78	1,460.78	1,950.77
1001-4006-62230	County General-Juvenile Court/C.A.S.A.-Clothing		1.00	0.00	0.00	0.00	0.00	1.00
1001-4006-62410	County General-Juvenile Court/C.A.S.A.-Other Supplies		604.96	0.00	0.00	138.50	138.50	466.46
1001-4006-63231	County General-Juvenile Court/C.A.S.A.-Travel \- Registration		1,750.00	0.00	0.00	0.00	0.00	1,750.00
1001-4006-63232	County General-Juvenile Court/C.A.S.A.-Travel \- Meals		864.00	0.00	0.00	0.00	0.00	864.00
1001-4006-63233	County General-Juvenile Court/C.A.S.A.-Travel \- Lodging		2,000.00	0.00	0.00	0.00	0.00	2,000.00
1001-4006-63234	County General-Juvenile Court/C.A.S.A.-Travel \- Trans/Other		1,043.00	0.00	0.00	0.00	0.00	1,043.00
1001-4006-63235	County General-Juvenile Court/C.A.S.A.-Travel \- Mileage		26,533.00	0.00	0.00	13,731.20	13,731.20	12,801.80

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Budget Account	Budget Account Description	Prior Year Encumbrance (Carried over as of 01/01)	Total Available Budget (Prior Year Encumbrance + CY Budget)	Requisition Commitments	Purchase Order Obligations	Invoice Expenditure	Total Expenditure	Funds Available
1001-4006-63240	County General-Juvenile Court/C.A.S.A.-Telephone		6,823.15	0.00	0.00	2,922.84	2,922.84	3,900.31
1001-4006-63390	County General-Juvenile Court/C.A.S.A.-Other Services		162.00	0.00	0.00	0.00	0.00	162.00
1001-4006-63630	County General-Juvenile Court/C.A.S.A.-Mainten & Service Cont		4,503.35	0.00	0.00	2,423.60	2,423.60	2,079.75
1001-4006-63910	County General-Juvenile Court/C.A.S.A.-Dues & Subscriptions		700.00	0.00	0.00	275.00	275.00	425.00
1001-4006-63920	County General-Juvenile Court/C.A.S.A.-Food & Lodging		600.00	0.00	0.00	154.64	154.64	445.36
1001-4006-63995	County General-Juvenile Court/C.A.S.A.-Other Services & Charges		1.00	0.00	0.00	0.00	0.00	1.00
1001-4006-64490	County General-Juvenile Court/C.A.S.A.-Other Equipment		1.00	0.00	0.00	0.00	0.00	1.00

Detail Expenses

Budget Account	Period Name	GL Date	Expenditure
1001-4006-61120	Jan-25	01/13/2025	12635.16
1001-4006-61120	Jan-25	01/27/2025	11716.9
1001-4006-61120	Feb-25	02/10/2025	9046.12
1001-4006-61120	Feb-25	02/24/2025	9468.44
1001-4006-61120	Mar-25	03/10/2025	9046.12
1001-4006-61120	Mar-25	03/24/2025	10538.42

PLAN COMMISSION ORDINANCES

ORD #	PETITIONER	PLAN COMM DATE	PLAN COMM ACTION	REQUEST	LOCATION	PLAN COMMISSION CONDITIONS	COUNCIL FINAL ACTION	DEDICATION & BOND REQUIREMENTS
2590	An Ordinance to Amend the Unincorporated Lake County Unified Development Ordinance No. 2560 (Vote 7-0)	07/16/25	Favorable Recommendation					

ORDINANCE NO. 2590

AN ORDINANCE TO AMEND the Unincorporated Lake County Unified Development Ordinance, County of Lake, State of Indiana, adopted June 13, 2023 specifically to add to **Title 154**, Unified Development Ordinance (Ordinance 2560):

1. A definition of “Data Center” in UDO **Section 154-7-050.A**;
2. Amendments to the Business Districts Use Table of UDO **Section 154-3-020.A** (Table 3-2);
3. Amendments to the Industrial Districts Use Table of UDO **Section 154-4-020.A** (Table 4-2); and
4. New supplemental use regulations for Data Centers in UDO **Section 154-8-080**.

WHEREAS, companies have expressed an interest in data center projects in Lake County, Indiana.

WHEREAS, the Unincorporated Lake County Advisory Plan Commission, herein after “Plan Commission,” by and through their ordinances and regulations passed by the legislative body, the Lake County Council, hereinafter “Council,” is duly charged with regulating land use for the purpose to protect the health, safety, morals, and general welfare of land owners, residents and the general public.

WHEREAS, the purpose of this amendment is to regulate the establishment and operation of data centers within Unincorporated Lake County to ensure that such facilities are compatible with local land use, minimize environmental impacts, protect natural resources, contribute positively to the community, and encourage transparency, efficiency, and public accountability.

WHEREAS, the Plan Commission and Council desire to implement the following regulations governing the siting, design and operation of data centers in unincorporated Lake County, Indiana.

BE IT ORDAINED by the County Council of the County of Lake, State of Indiana that the Unincorporated Lake County Unified Development Ordinance (UDO) be amended as follows:

1. TO ADD NEW “DATA CENTER” DEFINITION IN UDO SECTION 154-7-050.A:

154-7-050 Wholesale, Distribution & Storage Use Category

This category includes uses that provide store and distribute goods in large quantities, principally to retail sales, commercial services, or industrial establishments. Long-term and short-term storage of supplies, equipment, commercial goods, and personal items is included. It also includes establishments that store, process, and distribute electronic data. The wholesale, distribution & storage subcategories are as follows.

A. Data Center

A facility used primarily for the storage, management, processing, and transmission of digital data and that houses computer or network equipment, systems, servers, appliances, and other associated components related to digital data storage, processing, and related operations. Data center uses include data storage facilities, server farms, artificial intelligence training or processing, image processing, cloud computing, email servicing, and similar uses.

AB. Equipment and Materials Storage, Outdoor

Uses related to outdoor storage of equipment, products, or materials, whether or not stored in containers. Examples include contractor and construction equipment storage yards.

B.C. Trucking and Transportation Terminals

Uses engaged in the dispatching and long-term or short-term storage of trucks, buses, and other vehicles, including parcel service delivery vehicles, taxis, and limousines. Minor repair and maintenance of vehicles stored on the premises is also included. Includes uses engaged in the moving of household or office furniture, appliances, and equipment from one location to another, including the temporary on-site storage of those items.

C.D. Warehouse

Uses conducted within a completely enclosed building that are engaged in long-term and short-term storage of goods and that do not meet the definition of a “self-service storage facility” or a “trucking and transportation terminal.”

D.E. Wholesale Sales and Distribution

Uses engaged in the wholesale sales, bulk storage, and distribution of goods. Such uses may also include incidental retail sales and wholesale showrooms. Expressly includes the following uses: bottled gas and fuel oil sales, flea markets, ice distribution centers, monument sales, portable storage building sales, vending machine sales, auctioneers, and frozen food lockers.

2. TO IDENTIFY DATA CENTERS AS A PROHIBITED USE IN ALL “BUSINESS” ZONING DISTRICTS (UDO SECTION 154-3-020.A, TABLE 3-2):

USE CATEGORY	Zoning Districts						Supplemental Regulations
Subcategory (clickable hyperlink to definition) Specific use	PO	B-1	B-2	B-3	HS-1	HS-2	
P = permitted by-right S = special exception approval required – = prohibited							
WHOLESALE, DISTRIBUTION & STORAGE							
Data Center	–	–	–	–	–	–	
Equipment and Materials Storage, Outdoor	–	–	S	P	–	–	
Trucking and Transportation Terminals	–	–	S	P	–	–	
Warehouse	–	–	S	P	–	–	
Wholesale Sales and Distribution	–	–	S	P	–	–	
INDUSTRIAL							
Artisan Manufacturing	–	–	–	P	–	–	
Low-Impact Manufacturing and Industry	–	–	–	S	–	–	
AGRICULTURAL							
Farm, Traditional	P	P	P	P	P	P	
Farm, Hobby	–	–	–	–	–	–	
Farm, Non-Traditional (Indoor)	–	–	S	S	–	S	
Home Garden	–	P	P	P	–	–	
Community Garden	P	P	P	P	P	P	
Farm Stand	–	S	S	S	–	–	
Farmer's Market	–	S	S	S	–	–	
Horticulture Nursery	–	–	–	–	–	P	
Agritourism	S	S	S	S	S	S	
OTHER							
Drive-in or Drive-through Facility	–	S	S	S	P	S	
Off-premise Outdoor Advertising Sign	–	–	–	–	–	–	
Wireless Communication Facility							See Article 11

3. TO IDENTIFY DATA CENTERS AS A SPECIAL EXCEPTION USE IN THE M-1 (LIGHT INDUSTRIAL) ZONING DISTRICT AND THE M-2 (HEAVY INDUSTRIAL) ZONING DISTRICT (UDO SECTION 154-4-020.A, TABLE 4-2):

USE CATEGORY	Zoning Districts		Supplemental Regulations
Subcategory (clickable hyperlink to definition) Specific use	M-1	M-2	
P = permitted by-right S = special exception approval required – = prohibited			
WHOLESALE, DISTRIBUTION & STORAGE			
Data Center	S	S	154-8-090
Equipment and Materials Storage, Outdoor	–	–	
Trucking and Transportation Terminals	–	S	
Warehouse	P	P	[1]
Wholesale Sales and Distribution	P	P	[1]

4. TO ADD NEW SECTION 154-8-080 CONTAINING SUPPLEMENTAL USE REGULATIONS FOR DATA CENTERS:

154-8-090. Data Centers

Data centers are subject to compliance with the regulations of this section and any other conditions of approval that may be imposed at the time of special exception approval.

- A. All applications for special exception approval must include at least the following information in addition to the standard submittal requirements for a special exception use:
1. Site plan identifying:
 - a. Subject property including the property lines, setback lines, and right-of-way lines; and
 - b. Physical features including but not limited to roads, special flood hazard areas, wetlands, existing and proposed buildings, equipment, proposed locations of underground or overhead electric lines and utility poles, landscaping, and fencing.
 2. Proposed construction schedule and identification of proposed construction and ongoing maintenance routes from the nearest arterial road, as detailed on a map.
 3. Proposed access routes for emergency response vehicles and large semi-tractor trailers as well as a letter of intent with the Lake County Highway Department acknowledging the proposed project and a preliminary agreement with the Highway Department requirements or conditions.
 4. Written verification from the Northern Indiana Public Services Company (NIPSCO) indicating that:
 - a. Adequate capacity is available in the supply lines and substation for the proposed data center and to serve the current and future needs of the area and is consistent with the normal projected load growth envisioned by utility;
 - b. Utility supply equipment and related electrical infrastructure are sufficiently sized and can safely accommodate the proposed data center; and
 - c. The proposed data center will not cause electrical interference or fluctuations in line voltage.
 5. An energy efficiency plan demonstrating the proposed facility's commitment to the use of renewable energy resources and the practices to be used to conserve energy. Such plan shall indicate what percentage of the data center's energy consumption will come from solar, wind, and other renewable energy sources for a minimum timeframe of 25 years.
 6. A water management plan detailing how the facility will meet their anticipated cooling needs while minimizing impacts on the local water supply and how the used water will be discharged and disposed.
 7. Verification of water rights or an adequate supply of water to serve the facility from a public water utility.

8. Letter of approval from the Indiana Department of Health and local health department or the sanitary sewer utility regarding management of waste and wastewater for the project.
9. Letter of approval from the Lake County Surveyor that the proposed data center will comply with the Lake County Stormwater Management and Clean Water Regulations Ordinance. This may include a bond or letter of credit for required improvements.
10. If located on a state highway, a letter of intent with the Indiana Department of Transportation (INDOT) that acknowledges the proposed project and a preliminary agreement with INDOT requirements or conditions.
11. Visual screening report that includes at least the following:
 - a. An area map showing all properties and principal buildings within 500 feet of the proposed data center site;
 - b. Locations and types of existing vegetation that may provide screening of views of the data center and associated improvements;
 - c. Any topographic features that provide screening of the facility;
 - d. A separate topographic map providing contours of not more than 2 feet of elevation;
 - e. A separate map showing all soils on site along with their classifications; and
 - f. A landscape and screening plan.
12. Preliminary operation and maintenance plan for the data center, including measures for maintaining safe access to the installation, stormwater controls, landscaping maintenance, as well as general procedures for operation and maintenance.
13. Proof of liability insurance.
14. Preliminary emergency response for responding to fire or discharge of environmental contaminants.
15. A noise study and mitigation plan prepared by an acoustical engineer describing the facility's anticipated noise levels and all proposed mitigation efforts (e.g., sound walls, baffles, ventilation silencers, landscaping) that will be employed to ensure compliance with the maximum sound level standard. This required study must confirm that the data center and all components will comply with Chapter 93 of the County Code of Ordinances, Indiana Department of Environmental Management noise guidelines and the regulations of this section.
16. Redacted copy of the lease for the subject property (if leased).
17. All proposed or requested financial incentives for the project. If county financial incentives are provided after a data center receives special exception approval, the previously approved special exception shall lapse and be of no further effect.
18. A decommissioning plan.
19. For data centers that will include more than 100,000 square feet of gross floor area, an Environmental Impact Analyses (EIA) in accordance with I.C. 13-2-4 and the Indiana Environmental Policy Act (IEPA), including Environmental Assessments (EAs) and

Environmental Impact Statements (EISs). Such analyses must include the projected power and water usage of the facility at full operating capacity and a site assessment to determine the possible impacts of the data center on water usage in the area and the ability of the electrical grid to adequately serve both the data center and residents of the area without service disruptions. Further, the EIA must document the anticipated carbon emissions and impacts on any agricultural, historic, and cultural resources in the area. The EIA should include a Phase I ESA report completed to comply with American Society for Testing and Materials (ASTM) E1527-13. Applicants must demonstrate compatibility with the Lake County Comprehensive Plan, especially regarding land conservation and emission reduction goals.

20. In addition to public notice provided pursuant to the special exception procedures, the data center owner/operator must mail (obtaining a certificate of mailing from the U.S. Post Office or receipts from certified mail) notice letters to Lake County Board of Commissioners and Lake County Council for the data center and where it is to be built, as well as to the respective Township Trustee, Lake County Soil and Water Conservation District, Lake County 911, Lake County Sheriff, any participating fire department or fire district, and to all municipalities located within 1.5 miles of the proposed data center.
- B. All equipment and buildings associated with the facility must be set back at least 200 feet from all property lines abutting agricultural or residential-zoned properties.
- C. Maximum sound levels associated with any component of a data center may not exceed 55 decibels (dB), measured at the property line.
- D. All backup generators are subject to compliance with Indiana Department of Environmental Management permitting under 326 Indiana Administrative Code (IAC) 2 and limited to emergency use only.
- E. All mechanical equipment, including power generators or other power supply equipment other than solar panels, must be enclosed or screened from public view.
- F. All on-site utility lines must be placed underground to the extent feasible and as permitted by the serving utility, with the exception of the main service connection at the utility company right-of-way and any new interconnection equipment, including without limitation any poles, with new easements and right-of-way.
- G. Perimeter security fencing or other county-approved barriers must comply with federal requirements and be designed to prevent unauthorized entry. Fences or other barriers must be at least 6 feet in height.
- H. Data center operators must offer annual training sessions to fire departments responsible for providing fire protection services in the area in which the data center is located. The first such training session must occur within 6 months of the date that the facility begins operation and each calendar year thereafter. Required training must provide participating members of the fire department with information regarding the installation and operation of the data center that is reasonably necessary to allow the fire department to safely and effectively respond to a fire at or discharge or threatened discharge of environmental contaminants by the data center. An annual written report of such training sessions must be provided to the plan commission no later than January 31st of each calendar year.

- I. Data center facilities that remain inactive for more than 15 consecutive months must be decommissioned unless otherwise approved by plan commission action at a public hearing. If decommissioned, the site must be restored to pre-development conditions or repurposed for permitted uses.

This ordinance shall take effect immediately upon its passage according to law.

ORDINANCE NO. _____ IS HEREBY _____
APPROVED DENIED NO ACTION

COUNTY COUNCIL OF LAKE COUNTY, INDIANA, THIS ____ DAY OF _____, 2025.

Mrs. Christine Cid, President

Mr. Dave Hamm, Vice President

Mr. Ted Bilski, Member

Mr. Ronald G. Brewer, Sr., Member

Mr. Charlie Brown, Member

Mr. Pete Lindemulder Member

Mr. Randy Niemeyer, Member



Lake County Highway Department

Ron Gregory
Superintendent

1100 E. Monitor Street
Crown Point, Indiana 46307
Phone: 219-663-0525
Fax: 219-662-0497

July 14, 2025 Email: gregorx@lakecountyin.gov

Lake County Council
Christine Cid, President
2293 N. Main Street
Crown Point, Indiana 46307

Dear Madame President,

Re: Requests for additional appropriations in Fund 1102, department 7004

The Lake County Highway Department respectfully requests that the Lake County Council add, to the August County Council meeting agenda, requests for the following additional appropriations, within department 7004:

62210 Petroleum Products \$25,000
62220 Garage & Motors \$60,000
62310 Repair Parts \$70,000
62390 Other repairs & Maintenance \$5,000
62410 Other Supplies \$70,000
63620 Equipment Repairs \$50,000

Total \$280,000.

only

It is the believe, of the Highway Department, that a sufficient surplus exists, within the non-restricted side of fund 1102, Motor Vehicle Highway Fund for the following reasons:

This part of the fund has a current balance of \$1,161,718.53 (see attached AC473).

This part of the fund normally receives 4.8 to 5million dollars per year in revenue.

The outstanding balance for departments 7002-7004 & 7005 for 2025 is \$2,418,873.

This part of the fund has received \$2,564,889.53, as of the end of June 2025

There are \$360,492, in 2024 encumbrances, in department 7004 alone, which will close out, and return to the balance sheet, once the county audit is complete. (see attached)

For these reasons, we believe the request is appropriate. If you have any questions, please feel free to contact me at 663-0525.

Thank you in advance for your consideration in this matter.

Respectfully submitted,

John Garza

John Garza, Assistant Superintendent

Cc: Randy Niemeyer, Committee Chairman
Charlie Brown Committee Member
Ted Bielski Committee Member
Larry Blanchard, Finance Consultant

LAKE COUNTY AUDITOR

2025 JUL 14 PM 3:24

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- I. Request for Transfer of Funds
 II. Request for Additional appropriations
 III. Request to Encumber Appropriated Funds

All requests (originals) must be directed to the Lake County Auditor and must be accompanied by a letter of explanation signed by the Elected Official or department head. One copy to the County Council office.

- I. Honorable Members of the Lake County Council: Please transfer funds within the current budget of the Lake County as follows: FUND NO. _____

Dept. Name & No. _____

FROM:	Line Item No. & Title	Amount	To:	Line Item No. & Title	Amount
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
					Total: _____

- II. Honorable Members of the Lake County Council: Please Allow emergency additional appropriations within the current budget of the Lake County as follows:

Highway Department 7004

Dept. Name & No. _____

FUND, Line Item No. & Title	Amount
1. 1102-62210 Petroleum Products	\$25,000.00
2. 1102-62220 garage & Motors	\$60,000.00
3. 1102-62310 repair parts	\$70,000.00
4. 1102-62390 other repair & maintenance	\$5,000.00
5. 1102-62410 other supplies	\$70,000.00
6. 1102-63620 equipment repair	\$50,000.00
Total:	\$280,000.00

only

- III. Honorable Lake County Auditor: Please encumber funds within the current budget of the Lake County as follows along with evidence of the obligation for which the encumbrance shall be used. Copy to the Lake County council.

Dept. Name & No. _____

FUND, Line Item No. & Title	Amount
1. _____	_____
2. _____	_____
3. _____	_____

Name of Department _____

Signature & Date

John Garza

John Garza , Assistant Superintendent 7/14/2025

PLEASE NOTE:

1. ALL REQUESTS FOR TRANSFERS MUST BE RECEIVED BY THE AUDITOR 10 DAYS PREVIOUS TO THE COUNCIL'S MEETING DATE (2ND TUESDAY OF EACH MONTH).
2. ALL REQUESTS FOR ADDITIONAL FUNDS MUST BE RECEIVED BY THE AUDITOR 3 WEEKS PREVIOUS TO REGULAR MEETING DATE (2ND TUESDAY OF EACH MONTH)
3. ALL REQUESTS FOR ENCUMBRANCES MUST BE RECEIVED BY THE AUDITOR 3 WEEKS PREVIOUS TO DECEMBER 31ST OF EACH BUDGET YEAR.

Profit and Loss Statement

AC473 Date: 07/11/2025
Time: 09:44
Parameters Period: Jan-25 To Jul-25
Fund: 1102
Department: 7005

Fund	Description	Beginning Balance	Total Revenue	Total Expenses	Balance
1102	County Highway	1,350,461.51	2,573,954.35	-2,762,697.33	1,161,718.53
				Total	1,161,718.53

DEPARTMENTS 7002, 7004 + 7005

PURCHASE ORDER LETTER OF CHANGE REQUEST FORM

FOR USE IN REQUESTING CHANGES TO PURCHASE ORDERS

TO: LAKE COUNTY PURCHASING DEPARTMENT

FROM: Lake County Highway Department
Department

Blanca Camacho (219) 663-0525 (Ext # 313)
Name Telephone Number

SUBJECT: CHANGES TO PURCHASE ORDERS

Purchase Order Number	Current Grand Total	Item Number	Currently Reads	Change to Read	New Grand Total
/ 2414044	99,030.34	1 (One)	\$99,030.34 (1102-7004-62210)	19,008.14 (Same as: Current)	\$19,008.14
/ 2414070	1,000.00	1 (One)	\$1,000.00 (1102-7004-62220)	561.87 (Same as: Current)	\$561.87
/ 2414053	1,500.00	1 (One)	\$1,500.00 (1102-7004-62220)	107.81 (Same as: Current)	\$107.81
/ 2414062	2,497.02	1 (One)	\$2,497.02 (1102-7004-62220)	827.74 (Same as: Current)	\$827.74
/ 2414065	6,000.00	1 (One)	\$6,000.00 (1102-7004-62220)	481.53 (Same as: Current)	\$481.53
/ 2414069	2,500.00	1 (One)	\$2,500.00 (1102-7004-62220)	814.98 (Same as: Current)	\$814.98
/ 2414431	2,000.00	1 (One)	\$2,000.00 (1102-7004-62220)	320.00 (Same as: Current)	\$320.00
/ 2414045	50,838.27	1 (One)	\$50,838.27 (1102-7004-62220)	43,895.34 (Same as: Current)	\$43,895.34
/ 2414072	10,000.00	1 (One)	\$10,000.00 (1102-7004-62310)	510.00 (Same as: Current)	\$510.00
/ 2414074	16,524.42	1 (One)	\$16,524.42 (1102-7004-62310)	223.11 (Same as: Current)	\$223.11
/ 2414076	5,000.00	1 (One)	\$5,000.00 (1102-7004-62310)	226.95 (Same as: Current)	\$226.95
/ 2414126	20,000.00	1 (One)	\$20,000.00 (1102-7004-62310)	3,597.32 (Same as: Current)	\$3,597.32
/ 2414585	10,000.00	1 (One)	\$10,000.00 (1102-7004-62310)	175.15 (Same as: Current)	\$175.15
/ 2414475	10,000.00	1 (One)	\$10,000.00 (1102-7004-62310)	196.09 (Same as: Current)	\$196.09

REMARKS: To reduce 2024 used Encumber purchase order to a zero (\$-0-) balance

Requested by:



Date Requested:

February 27, 2025

PURCHASE ORDER LETTER OF CHANGE REQUEST FORM

FOR USE IN REQUESTING CHANGES TO PURCHASE ORDERS

TO: LAKE COUNTY PURCHASING DEPARTMENT

FROM: Lake County Highway Department
Department

Blanca Camacho (219) 663-0525 (Ext # 313)
Name Telephone Number

SUBJECT: CHANGES TO PURCHASE ORDERS

Purchase Order Number	Current Grand Total	Item Number	Currently Reads	Change to Read	New Grand Total
✓ 2414552	15,000.00	1 (One)	\$15,000.00 (1102-7004-62310)	2,030.88 (Same as: Current)	\$2,030.88
✓ 2414179	914.89	1 (One)	\$914.89 (1102-7004-62390)	771.86 (Same as: Current)	\$771.86
✓ 2414434	35,514.29	1 (One)	\$35,514.29 (1102-7004-63620)	700.00 (Same as: Current)	\$700.00
✓ 2414077	70,000.00	1 (One)	\$70,000.00 (1102-7004-63620)	6,194.99 (Same as: Current)	\$6,194.99
✓ 2414182	12,232.55	1 (One)	\$12,232.55 (1102-7004-63720)	1,008.96 (Same as: Current)	\$1,008.96
✓ 2414181	63,665.63	1 (One)	\$63,665.63 (1102-7004-62410)	1,072.59 (Same as: Current)	\$1,072.59
		1 (One)	\$0.00 (1102-7004-62220)	(Same as: Current)	\$0.00
		1 (One)	\$0.00 (1102-7004-62220)	(Same as: Current)	\$0.00
		1 (One)	\$0.00 (1102-7004-62310)	(Same as: Current)	\$0.00
		1 (One)	\$0.00 (1102-7004-62310)	(Same as: Current)	\$0.00
		1 (One)	\$0.00 (1102-7004-62310)	(Same as: Current)	\$0.00
		1 (One)	\$0.00 (1102-7004-62310)	(Same as: Current)	\$0.00
		1 (One)	\$0.00 (1102-7004-62310)	(Same as: Current)	\$0.00
		1 (One)	\$0.00 (1102-7004-62310)	(Same as: Current)	\$0.00

REMARKS: To reduce 2024 used Encumber purchase order to a zero (\$-0-) balance

Requested by:

B

Date Requested:

February 27, 2025

Budget Account	Budget Account Description	Prior Year Encumbrance (Carried over as of 01/01)	Total Available Budget (Prior Year Encumbrance + CY Budget)	Requisition Commitments	Purchase Order Obligations	Invoice Expenditure	Total Expenditure	Funds Available
1102-7004-62210	County Highway-Gen Undistributed Motor E-Petroleum Products		394,095.71	0.00	0.00	182,113.93	182,113.93	211,981.78
1102-7004-62220	County Highway-Gen Undistributed Motor E-Garage & Motors		230,044.77	0.00	363.04	128,638.84	129,001.88	101,042.89
1102-7004-62310	County Highway-Gen Undistributed Motor E-Equipment Repair Parts		220,761.16	25.00	2,711.94	80,487.64	83,224.58	137,536.58
1102-7004-62390	County Highway-Gen Undistributed Motor E-Other Repair & Mainten Su		10,000.00	0.00	0.00	5,061.94	5,061.94	4,938.06
1102-7004-62410	County Highway-Gen Undistributed Motor E-Other Supplies		50,000.00	0.00	0.00	46,277.25	46,277.25	3,722.75
1102-7004-63290	County Highway-Gen Undistributed Motor E-Other Comm & Trans		3,000.00	0.00	0.00	0.00	0.00	3,000.00
1102-7004-63620	County Highway-Gen Undistributed Motor E-Equipment Repair		179,814.69	0.00	20,492.10	52,716.37	73,208.47	106,606.22
1102-7004-63710	County Highway-Gen Undistributed Motor E-Equipment Rentals		0.00	0.00	0.00	0.00	0.00	0.00
1102-7004-63715	County Highway-Gen Undistributed Motor E-Equipment Lease		10,000.00	0.00	10,000.00	0.00	10,000.00	0.00
1102-7004-63720	County Highway-Gen Undistributed Motor E-Laundry & Cleaning		20,549.52	0.00	0.00	7,537.75	7,537.75	13,011.77
1102-7004-64440	County Highway-Gen Undistributed Motor E-Motor Vehicles		10,000.00	0.00	0.00	0.00	0.00	10,000.00

Budget Account	Budget Account Description	Prior Year Encumbrance (Carried over as of 01/01)	Total Available Budget (Prior Year Encumbrance + CY Budget)	Requisition Commitments	Purchase Order Obligations	Invoice Expenditure	Total Expenditure	Funds Available
1102-7004-64490	County Highway-Gen Undistributed Motor E-Other Equipment		2,000.00	0.00	0.00	0.00	0.00	2,000.00

Profit and Loss Statement

AC473

Date: 07/23/2025

Time: 11:32

Parameters

Period: Dec-21 To Jul-25

Fund: 1102

Department: 7005

Fund	Description	Beginning Balance	Total Revenue	Total Expenses	Balance
1102	County Highway	0.00	151,205,300.63	-149,760,181.45	1,445,119.18
				Total	1,445,119.18



OSCAR MARTINEZ
LAKE COUNTY SHERIFF

LAKE COUNTY, INDIANA

DATE: JUNE 18, 2025

Christine Cid, President
Lake County Council
2293 North Main Street
Crown Point, In 46307

dy

Re: Appropriation of Existing Cash

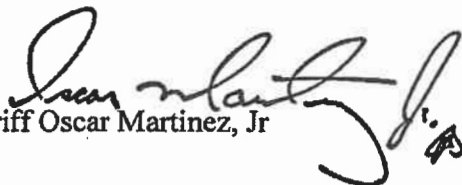
Dear President Cid & Council Members,

This letter serves as our official request to be placed on the AUGUST 2025 Council agenda to request an appropriation of existing cash from 4289-8001 to 64490 Other Equipment in the amount of \$145,468.00.

If you have any questions regarding this request, I will meet with our Council Committee member prior to the August 2025 meeting to discuss this matter.

Thank you for your attention to this matter.

Respectfully,


Sheriff Oscar Martinez, Jr.

LAKE COUNTY AUDITOR

2025 JUN 25 PM 4:04

RECEIVED

- I. Request for Transfer of Funds
 II. Request for Additional appropriations
 III. Request to Encumber Appropriated Funds

All requests (originals) must be directed to the Lake County Auditor and must be accompanied by a letter of explanation signed by the Elected Official or department head. One copy to the County Council office.

- I. Honorable Members of the Lake County Council: Please transfer funds within the current budget of the Lake County as follows: FUND NO. _____

FROM:	Line Item No. & Title	Amount	To:	Line Item No. & Title	Amount
	1. _____	_____		_____	_____
	2. _____	_____		_____	_____
	3. _____	_____		_____	_____
	4. _____	_____		_____	_____
	5. _____	_____		_____	_____
				Total:	_____

- II. Honorable Members of the Lake County Council: Please Allow emergency additional appropriations within the current budget of the Lake County Sheriff Department- 8001 as follows:

FUND, Line Item No. & Title	Amount
1. 4289-64490- Sheriff's Sale- Other Equipment	\$145,768.00
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
	Total: \$145,768.00

dry

- III. Honorable Lake County Auditor: Please encumber funds within the current budget of the Lake County as follows along with evidence of the obligation for which the encumbrance shall be used. Copy to the Lake County council.

FUND, Line Item No. & Title	Amount
1. _____	_____
2. _____	_____
3. _____	_____

LAKE CO. Sheriff's Dept.
 Name of Department

Isaac McIntyre Jr.
 Signature & Date

PLEASE NOTE:

- ALL REQUESTS FOR TRANSFERS MUST BE RECEIVED BY THE AUDITOR 10 DAYS PREVIOUS TO THE COUNCIL'S MEETING DATE (2ND TUESDAY OF EACH MONTH).
- ALL REQUESTS FOR ADDITIONAL FUNDS MUST BE RECEIVED BY THE AUDITOR 3 WEEKS PREVIOUS TO REGULAR MEETING DATE (2ND TUESDAY OF EACH MONTH)
- ALL REQUESTS FOR ENCUMBRANCES MUST BE RECEIVED BY THE AUDITOR 3 WEEKS PREVIOUS TO DECEMBER 31ST OF EACH BUDGET YEAR.

Profit and Loss Statement

AC473 Date: 07/23/2025
Time: 04:15
Parameters **Period:** Dec-21 To Jul-25
Fund: 4289
Department: 9999

Fund	Description	Beginning Balance	Total Revenue	Total Expenses	Balance
4289	Shf's Sale Program & Service	0.00	3,849,700.00	-3,583,903.79	265,796.21
				Total	265,796.21

Budget Account	Budget Account Description	Prior Year Encumbrance (Carried over as of 01/01)	Total Available Budget (Prior Year Encumbrance + CY Budget)	Requisition Commitments	Purchase Order Obligations	Invoice Expenditure	Total Expenditure	Funds Available
4289-8001-64490	Shf's Sale Program & Serv-Sheriff-Other Equipment		165,730.92	0.00	26,890.00	55,302.92	82,192.92	83,538.00

ORDINANCE NO. _____

**ORDINANCE ESTABLISHING THE 2025 SAFE
LAKE COUNTY SHERIFF DEPARTMENT NARCAN AND
ESSENTIALS BAG GRANT FUND, A NON-REVERTING FUND**

WHEREAS, pursuant to I.C. 36-2-3.5-5, the County Council shall adopt ordinances to promote efficient County Government; and

WHEREAS, pursuant to I.C. 36-2-5-2(b), the County Council shall appropriate money to be paid out of the County Treasury, and money may be paid from the County Treasury only under appropriation made by the County Council, except as otherwise provided as law; and

WHEREAS, the Lake County Council desires to establish by ordinance all funds within the County Treasury, from which appropriations and transfers require County Council approval; and

WHEREAS, the Lake County Sheriff has been awarded a grant from SAFE (Supporting Addiction Free Environments)/Geminus Regional Care in the sum of Three Thousand Ninety (\$3,090.00) Dollars to be used to treat individuals who are using opiates by providing incentive bags containing the opiate reversing drug Narcan, basic hygiene items, grocery gift card, as well as materials to address basic human needs, prevent and reduce health complications, support recovery and stabilization; and

WHEREAS, the Lake County Council desires to create a 2025 SAFE Lake County Sheriff Department Narcan and Essentials Bag Grant Fund, a Non-Reverting Fund, for the deposit of Three Thousand Ninety (\$3,090.00) dollars from SAFE/Geminus Regional Care.

NOW, THEREFORE, LET IT BE ORDAINED AS FOLLOWS:

1. That the 2025 SAFE Lake County Sheriff Department Narcan and Essentials Bag Grant Fund, a Non-Reverting Fund, is established for the deposit of Three Thousand Ninety (\$3,090.00) Dollars from SAFE/Geminus Regional Care.
2. That pursuant to I.C. 36-2-5-2(b), the Lake County fiscal body shall appropriate all money to be paid out of the fund, except as otherwise provided by law.
3. Any money remaining in the fund at the end of the year shall not revert to any other fund but continues in the 2025 SAFE Lake County Sheriff Department Narcan and Essentials Bag Grant Fund.

SO ORDAINED THIS _____ DAY OF AUGUST, 2025.

CHRISTINE CID, President

DAVID HAMM

CHARLIE BROWN

RANDELL C. NIEMEYER

RONALD G. BREWER, SR.

PETE LINDEMULDER

TED F. BILSKI

Members of the Lake County Council



OSCAR MARTINEZ
LAKE COUNTY SHERIFF
LAKE COUNTY, INDIANA

July 21, 2025

Attn: Christine Cid, President
Lake County Council
2293 N. Main Street
Crown Point, IN 46307

Re: Establish Ordinance

Dear President Cid & Council Members,

This letter serves as our official request to be placed on the August 7, 2025 Council Agenda, for the purpose of establishing an ordinance to Establish Fund for Sheriff's 2025 SAFE LCSD Narcan and Essentials Bag Grant, Non-Reverting Fund in the amount of \$3090.00.

If you have any questions regarding this request, I will meet with our Council Committee Members prior to the August 2025 meeting to discuss this matter. Thank you in advance for this consideration.

Respectfully,

A handwritten signature in black ink, appearing to read "Oscar Martinez".

Oscar Martinez
Lake County Sheriff

Cc: Council Members



**SUPPORTING ADDICTION
FREE ENVIRONMENTS**
For Lake County. For life.

The coalition against substance use, abuse & misuse

Re: Grant of \$3,090.00 from Supporting Addiction Free Environments (SAFE) to the Lake County Sheriff's Department (Grantee) in support: Will reduce Opioid and Overdose by implementing evidence based strategies.

GRANT

This Statement of Conditions sets forth the terms and conditions upon which the grant is granted. Under the Indiana state statutes and the SAFE By-laws, all grants, including this one, must be expended solely for treatment, prevention, and law enforcement services that are in tune with the SAFE Mission Statement and the SAFE Comprehensive Community Plan. Thus, the grant is made for only such purposes and is further limited to the above-referenced purpose. The grant funds may not be expended for any other purpose without the SAFE Executive Board's approval in writing. The laws of the state statutes that govern the Local Coordinating Councils applicable to SAFE also require that certain restrictions be placed upon grant funds, and certain reporting and record keeping requirements be imposed upon grant recipients. Thus, the grant is subjected to the restriction enumerated below and is made upon the condition that the Grantee complies with the reporting and record keeping requirements enumerated below.

GENERAL CONDITIONS

The Grantee agrees to the following general conditions:

1. Communicating About Your Funding. Now it's time to spread the good news about your grant and your project's impact. Below are important guidelines for communicating about your funding.

a. Terminology: In all materials, describe your funding as a grant from Supporting Addiction Free Environments.

b. News Releases: SAFE will include information on this grant in its periodic public reports and may also refer to the grant in a press release. Before you craft a release, we encourage you to contact SAFE with any questions regarding appropriate references to SAFE.

c. We encourage you to publicize this grant; and would like to receive a copy of any press release, news coverage, or coverage in your agency newsletter.

2. Repayment. Grantee shall repay any portion of the amount granted which is not used for the purposes of the grant and shall repay SAFE any portion of the amount granted not expended by the grantee for the purposes of this grant by July 15, 2026.

3. Reports. Within 15 days after the completion of the use of the grant funds but no later than July 15th, 2026, the Grantee shall complete the SAFE final report detailing all expenditures made from such





**SUPPORTING ADDICTION
FREE ENVIRONMENTS**
For Lake County. For life.

The coalition against **substance use, abuse & misuse**

funds and indicating the progress made toward goals of the grant. In addition, a full and complete interim report shall be submitted within six months of the grant date to report on the way the funds were spent and the progress that was made in accomplishing the purposes of the grant during that time period. Within 30 days after a request, the Grantee shall submit such other interim reports as requested by SAFE.

4. Site Visits. SAFE will conduct site visits throughout the grant cycle. The Grantee will be notified in advance of the impending visit, and SAFE will provide the Grantee with information that will need to be seen during these visits. Site visits can occur more than once during a grant cycle.

5. Records. The Grantee shall maintain its books and records in such a manner that the grant funds will be shown separately on the Grantee's books and that the expenditures made in furtherance of the grant purposes will be shown charged against the grant, and shall maintain records of such funds in such a form as to be checked readily. The Grantee shall keep the records of expenditures for at least five years after the completion of the use of grant funds. Grantee shall make its books and records available to SAFE for inspection at a reasonable time.

6. Prohibited Uses. Grantee shall not use any of the grant funds:

- a. to pay rent, utilities, or for building renovations;
- b. to purchase vehicles;
- c. to purchase furniture;
- d. for any other purposes outside of this grant proposal.

7. Recapture Clause. The SAFE Board reserves the right to terminate grant funding if deemed necessary for reasons including, but not limited to, grantee not meeting grant requirements, completing reports, legal issues, etc. If grant funding is terminated by the board, the grantee will be required to return grant dollars up to its entirety within 15 business days.





**SUPPORTING ADDICTION
FREE ENVIRONMENTS**
For Lake County. For life.

The coalition against **substance use, abuse & misuse**

GRANTEE'S AGREEMENT

Re: Grant of \$3,090.00 from Supporting Addiction Free Environments SAFE) to the Lake County Sheriff's Department(Grantee) in support: Will reduce Opioid and Overdose by implementing evidence based strategies.

If the foregoing correctly sets forth your understanding of the terms and conditions under which this grant is being made, please sign and return to SAFE by July 25, 2025 and it will constitute our agreement with respect to the subject matter thereof.

Accepted and agreed to this 21ST day of JULY, 2025 by

Signature of Organization's Responsible Party

Printed Name

Title



ORDINANCE NO. _____

**ORDINANCE CREATING THE LAKE COUNTY
PROSECUTOR'S CAREFUL CARTER GUN SAFETY LITERACY
GRANT FUND, A NON-REVERTING FUND**

WHEREAS, pursuant to I.C. 36-2-3.5-5, the County Council shall adopt ordinances to promote efficient County Government; and

WHEREAS, pursuant to I.C. 36-2-5-2(b), the County Council shall appropriate money to be paid out of the County Treasury, and money may be paid from the County Treasury only under appropriation made by the County Council, except as otherwise provided as law; and

WHEREAS, the Lake County Council desires to establish by ordinance all funds within the County Treasury, from which appropriations and transfers require will be made; and

WHEREAS, the Lake County Prosecutor's Office has been awarded a reimbursement grant from Geminus Community Partners Corporation titled "Careful Carter Gun Safety Literacy Program" in the sum of Seven Thousand Three Hundred (\$7,300.00) Dollars; the Prosecutors' Office will use the funds from this grant to purchase educational materials and deliver in-class presentations to K-5 students on the dangers of unsecured firearms at home; and

WHEREAS, the Lake County Council desires to create the Lake County Prosecutor's Careful Carter Gun Safety Literacy Program Grant Fund, a non-reverting fund.

NOW, THEREFORE, LET IT BE ORDAINED AS FOLLOWS:

1. That the Lake County Council hereby establishes the Lake County Prosecutor's Careful Carter Gun Safety Literacy Program Grant Fund, a non-reverting fund, for the deposit of Seven Thousand Three Hundred (\$7,300.00) Dollars in reimbursement grant payments from Geminus Community Partners.
2. That pursuant to I.C. 36-2-5-2(b), the Lake County Council as the fiscal body, shall appropriate all money to be paid out of the fund, except as otherwise provided by law.
3. Any money remaining in the fund at the end of the year shall not revert to any other fund but continues in the Lake County Prosecutor's Careful Carter Gun Safety Literacy Program Grant Fund, subject to appropriation by the Lake County Council.

4. In the event future Geminus Community Partners grants are awarded to the Prosecutor's Careful Carter Gun Safety Literacy Program, such grants may be accounted for using this Fund.

SO ORDAINED THIS _____ DAY OF AUGUST, 2025.

CHRISTINE CID, President

DAVID HAMM

CHARLIE BROWN

RANDELL C. NIEMEYER

RONALD G. BREWER, SR.

PETE LINDEMULDER

TED F. BILSKI

Members of the Lake County Council



Office of the Prosecuting Attorney

31st Judicial Circuit
Lake County, Indiana

BERNARD A. CARTER
PROSECUTING ATTORNEY

CRIMINAL DIVISION
2293 NORTH MAIN STREET
CROWN POINT, IN 46307
(219) 755-3720
(219) 755-3642 FA

July 29, 2025

Christine Cid, President
PROSECUTOR'S STANDING COMMITTEE
LAKE COUNTY COUNCIL
2293 N. Main Street
Crown Point, IN 46307

RE: Request to be on the scheduled August 12, 2025, County Council Agenda

Dear President Cid:

The Prosecutor's Office is requesting to be placed on the August 12, 2025, County Council's agenda to request that the Council approve an ordinance to create a new Gun Safety Literacy Program Fund, a non-reverting fund, for Department 9001. This fund will be tied to a grant through the Geminus Group. Approval to apply for the grant was given during the Council's May meeting, and the grant was awarded May 28, in the amount of \$7,300.00.

Sincerely,

Jacob Ponton
Administrative Director

Request to Apply for a Grant**IMPORTANT:** This form **MUST** be provided to the Grant Oversight Committee **PRIOR** to submitting a Grant Application.**To:** Ms. Christine Cid, Council Grant Oversight Committee – copy to: jeanannficker@att.net**From:** Jacob Ponton**Department:** Prosecutor's Office, 9001**Email:** jponton@lakepros.org**Phone:** 219-755-3720 ext: 346 **Date:** 04/16/25**Grant Project Name:** Careful Carter Gun Safety Literacy Program

Grant Application Deadline Date: 04/11/25 (mm/dd/yy)

Grant Application is for (check one): ☒ New Grant ☐ Renewal of Existing Grant-funded Program**If Grant Application is for Renewal of an existing grant, please check responses below:**Is the grant-funded program included in the Department's approved budget? ☐ Yes ☒ NoDoes the renewal increase County/Department matching funds or responsibilities? ☐ Yes ☒ NoDoes the grant giving agency require the County Council to approve the application? ☐ Yes ☒ No**For ALL Grant Applications, please provide responses requested below:**

Grant Program Name: Community Based Child Abuse and Neglect Prevention Grants

Grant-Giving Agency/Department: Geminus Community Partners

Does the grant application also include Grant Agreement acceptance provisions? ☒ Yes ☐ NoWill the grant-funded project require local cost-share or matching funds? ☐ Yes ☒ No

If yes, what percentage cost-share or match is required? %

Is this grant program funded by the Federal Government? ☐ Yes ☒ No

If yes, provide the following:

Federal Department/Agency providing grant funds:

Briefly describe how the grant funds will be used

The funds from this grant will go towards educating K-5 students on gun safety throughout Lake County through a literacy based initiative. The Prosecutor's Office will purchase educational materials and deliver in-class presentations to students on the dangers of unsecured firearms at home.

Grant Project Budget Details (enter amounts in chart below; do not write, "See attached")

Budget Categories	Grant Request	Matching Resources, if required		Total
		Cash	In-Kind/Donated	
Salaries & Wages	0		\$5,880	\$5,880
Employee Benefits	0			0
Travel/Mileage	0			0
Supplies	\$17,800			\$17,800
Equipment	0			0
Construction	0			0
Other	0		\$1,400	\$1,400
TOTAL	\$17,800			\$25,080

Grant Payment Method: ☒ Reimbursement ☐ Advance ☐ Other

County Fund Number(s) for Match or Start-up/Seed money: 9125 Prosecutor's Gun Safety and Education

Est. Project Start Date: 07/01/25

Est. Project End Date: 6/30/26

REQUIRED ATTACHMENTS: Grant Guidance/RFP and draft Grant Application

-Rev. 10/17



Office of the Prosecuting Attorney

31st Judicial Circuit
Lake County, Indiana

BERNARD A. CARTER
PROSECUTING ATTORNEY

CRIMINAL DIVISION
2293 NORTH MAIN STREET
CROWN POINT, IN 46307
(219) 755-3720
(219) 755-3642 FA

April 29, 2025

Christine Cid, President
PROSECUTOR'S STANDING COMMITTEE
LAKE COUNTY COUNCIL
2293 N. Main Street
Crown Point, IN 46307

RE: Request to be on the scheduled May 13, 2025, County Council Agenda

Dear President Cid:

The Prosecutor's Office is requesting to be placed on the May 13, 2025, agenda of the regularly scheduled County Council meeting for approval to apply for a grant through Geminus Community Partners. This grant will provide additional funding to the Prosecutor's Gun Safety and Education initiative to provide educational materials and training to K-5 students throughout Lake County.

Sincerely,

Jacob Ponton
Administrative Director

Lake County Prosecutor's "Careful Carter" Gun Safety Literacy Program K-5

Lake County Prosecutor's Office is responding to the 2025-2026, Geminus Community Partners request for proposals for community-based child abuse and neglect prevention programming by applying for our Careful Carter Gun Safety Program. We are requesting \$17,800 from Community Partners to provide services to students of Region 1, Lake County. Our target for this grant cycle (1 year) will be to reach approximately 10,000+ students through this prevention program.

The Lake County, Indiana Prosecutor's Office is responsible for prosecuting criminal offenses on behalf of the State of Indiana within Lake County. The office upholds public safety and justice by reviewing police investigations, filing criminal charges, and representing the state in court proceedings, including trials and plea negotiations. In addition to handling felonies, misdemeanors, and juvenile cases, the Prosecutor's Office also provides support to crime victims, enforces child support orders, and leads specialized units focused on issues such as domestic violence, drug offenses, and white-collar crime. The office collaborates with law enforcement, lake county schools, community partners, and social service agencies to promote a safer community.

The mission of the Lake County Prosecutor's Office is to seek justice, protect the rights of victims, and ensure the safety and well-being of the community by holding offenders accountable through fair and ethical prosecution. We are committed to upholding the law with integrity, fostering trust through transparency, and collaborating with law enforcement and community partners to enhance public safety and promote equal justice for all.

Program Description /Summary and Work Plan:

The Lake County Prosecutor's Careful Carter Gun Safety Literacy Program is a proactive, literacy-based initiative designed to educate K-5th grade students on the dangers of unsecured firearms and empower them with simple, life-saving strategies to stay safe. Using "Careful Carter," a dog mascot, the program teaches children the S.A.F.E. method (Stop, Avoid Touching, Find an Adult, Exit the Area) through engaging classroom lessons, interactive presentations, and take-home materials.

This program blends safety education with reading and comprehension activities appropriate for elementary students, promoting safety awareness, while reinforcing literacy skills. It is designed to complement existing school safety efforts and is adaptable to diverse school settings across Lake County. Currently, Lake County, Indiana lacks a gun safety literacy program for students at any grade level.

Program Goals:

1. Increase student awareness about the dangers of unsecured firearms.
2. Equip students with practical, age-appropriate gun safety strategies.
3. Foster a culture of safety and responsibility within schools and communities.
4. Engage families and caregivers in reinforcing gun safety messages at home.

Program Objectives:

- **Objective 1:** Deliver the Careful Carter Gun Safety curriculum to at least 10,000 K-5th grade students annually across Lake County.
- **Objective 2:** Integrate literacy-based materials such as a Careful Carter book and safety pledge to improve student comprehension and retention.
- **Objective 3:** Provide each participating classroom with visual reinforcement materials (e.g., posters, pledge certificates, and Careful Carter reading buddies).
- **Objective 4:** Facilitate partnerships with school districts, law enforcement, and community organizations to promote a coordinated approach to gun safety education.
- **Objective 5:** Evaluate program impact through pre- and post-program surveys assessing student knowledge, confidence, and ability to recall the S.A.F.E. steps.

Key Activities:

- Conduct in-class presentations with the Careful Carter mascot and trained facilitators.
- Distribute educational materials, including Careful Carter books, bookmarks, and safety pledge forms.
- Host assemblies or classroom sessions that include interactive demonstrations of the S.A.F.E. method.
- Provide professional development or orientation sessions for teachers on reinforcing safety messages.
- Implement a parent engagement component, including take-home materials to encourage family discussions about gun safety.

Program Goals:

1. Promote firearm safety awareness among elementary-aged children.
2. Teach students actionable gun safety strategies using the S.A.F.E. method.
3. Reinforce literacy and comprehension skills through engaging, safety-centered educational materials.
4. Build partnerships with schools, families, and community organizations to create a unified message on gun safety.

Performance Objectives and Timeframes:

Objective	Performance Indicators
Objective 1: Implement the Careful Carter Program in at least 25 Lake County elementary schools, reaching 10,000 K-5 students.	Number of schools participating and total students served.
Objective 2: Distribute educational materials Careful Carter Gun Safety Books, pledge forms, posters, book markers, pencils and other incentive items to 100% participating classrooms.	Classroom material distribution logs.
Objective 3: Conduct 2 parent engagement initiatives (e.g., info sessions, take-home materials) per school year to involve families.	Number of family outreach efforts and parent participation rates.
Objective 4: Train 100% of participating SROs (School Resource Officers), social workers, deans or other appropriate staff as deemed by the school	Staff training attendance and feedback forms.

Objective

superintendent on reinforcing Careful Carter's S.A.F.E. method in the classroom.

Performance Indicators

Objective 5: Measure student learning by conducting pre- and post-program assessments in 100% of participating classrooms.

Assessment participation rates and data collected.

Measurable Outcomes:

1. **At least 90% of participating students** will demonstrate increased knowledge of the S.A.F.E. gun safety method (based on pre/post assessments).
 2. **100% of classrooms** will display Careful Carter pledge posters and distribute safety pledges to students to sign and display. Classrooms will have at least one copy of the Careful Carter Gun Safety Book (series 1). Classrooms will also have incentive items like erasers, stickers, or pencils to help engage younger students.
 3. **At least 75% of parents/caregivers** will report increased awareness of gun safety messaging via surveys distributed at the parent engagement event.
 4. **95% of trained teachers** will report feeling confident in reinforcing gun safety messaging throughout the school year.
 5. **Annual decrease in unsafe firearm encounters** reported by participating schools or community partners (where data is available).
-

Evaluation Plan:

1. **Pre and Post-Student Assessments** – Short, age-appropriate surveys to evaluate students' ability to recall and apply the S.A.F.E. steps.
 2. **Teacher/Designated Feedback Forms** – Collected post-training to measure teacher/designee confidence and perceived usefulness of materials.
 3. **Parent Surveys** – Distributed after engagement events to assess family awareness and home reinforcement of safety messaging.
 4. **Program Activity Logs** – Tracking the number of schools, students, teachers, and families served, as well as materials distributed.
 5. **Annual Program Review** – Compiling and analyzing all data to identify areas of success and improvement, with adjustments made for subsequent program years.
-

Budget Narrative:

The following budget narrative outlines projected expenses necessary for the successful implementation of the Careful Carter Gun Safety Literacy Program across Lake County elementary schools, serving K-5th grade students.

1. Workplace and equipment- \$8,228- in-kind

- Use of work phone, office space and copier machine and limited paper for the following...

- **Parent & Community Engagement Parent Information Packets** – Brochures and handouts to encourage safety discussions at home.
- **Program Evaluation - Assessment Tools** – Development, printing, and distribution of pre- and post-tests for students. **Data Collection & Reporting** – Costs associated with analyzing program data and producing reports.

2. Program Materials & Supplies - \$17,800/year

- **Careful Carter Gun Safety Books** – Designed to reinforce the S.A.F.E. method through literacy, coloring pages and art activities.
- **Gun Safety Pledge Forms & Certificates** – Distributed to students to take home and share with families.
- **Classroom Posters & Visual Aids** – Featuring Careful Carter and the S.A.F.E. method prominently displayed in classrooms.
- **Bookmarks & Incentive Items** – Items like erasers, stickers, or pencils to help engage younger students.
- **Plush Careful Carter Dogs** – Small stuffed animals provided to classrooms as literacy and safety "reading buddies."

3. Teacher & Staff Training - \$5,880/year—in-kind

- **Training Sessions & Workshops** –Initial in-person and subsequent virtual sessions for teachers and school staff on reinforcing gun safety messages.
- **Training Materials** – Handouts, PowerPoints, and manuals for teacher reference.

Total Annual Budget: \$26,028

Timeline Chart:

Timeframe	Activity/Goal	Milestone
July - August	Finalize program materials, schedule school partnerships, and conduct designed staff trainings.	Materials distributed to schools, 100% of staff trained.
September - October	Launch Careful Carter classroom presentations and distribute student materials (books, pledge forms, incentives, etc.).	Initial program delivery in at least 12 schools.
November	Conduct parent engagement event across participating schools.	Parent event hosted, 75% of parents engaged.
December	Mid-year evaluation: collect feedback from teachers/designated staff and early student assessments.	Designated staff feedback analyzed and adjustments made as needed.
January - May	Continue program rollout to additional schools, reinforce S.A.F.E. messaging through follow-up visits.	Program expands to meet mid-year to additional 12 schools to meet target of 10,000 students reached.

Timeframe	Activity/Goal	Milestone
May	Conduct post-program assessments, compile year-end data, and present findings.	Year-end report produced, outcomes measured.
June	Conduct a full program review and adjust strategies for next program year.	Recommendations finalized for year 2 improvements.

Sustainability: The K-5th grade program is offered to students once every quarter with a new lesson, new interactive scenarios and new critical thinking questions to help deepen student understanding. Once the school designee has been trained, the digital lessons (power point), pledge, posters, incentives and book will stay with that school. Lake Prosecutor’s Office will continue to monitor, train, collect data and assessments, while continuing to engage with students, teachers, designees and parents.

As we know, Lake County, Indiana, is home to approximately 170 public and private K–12 schools, encompassing a diverse range of educational institutions. These schools are distributed across 16 public school corporations. Lake County, Indiana serves approximately 90,000 K-12 students across public, charter, and private schools. This is the target population the *Careful Carter Gun Safety Literacy Program* aims to reach countywide in the long term. It is our hope that we can introduce the Careful Carter Gun Safety Literacy Program to all Lake County schools in years to come.

Facilitator’s Information:

Myrna Maldonado, MA, M.Ed., is the Public Information Officer for the Lake County Prosecutor’s Office and the visionary behind the *Careful Carter Gun Safety Literacy Program*, created under the leadership of Prosecutor Bernard A. Carter. With a strong foundation as a former elementary educator, Maldonado offers a deep understanding of child development, literacy, and school-family partnerships. Her ability to bridge public safety and education ensures effective implementation, measurable outcomes, and meaningful engagement with both educators and parents—making her well-equipped to lead this initiative and deliver on the objectives of this grant.

Maldonado will train the school designees that will teach the lessons, which depending on each district, could be the SROs – School Resource Officers, Social Workers, Deans/Culture Teams or School Counselors.

CAREFUL CARTER GUN SAFETY LITERACY PROGRAM - LAKE COUNTY PROSECUTOR'S OFFICE BUDGET 2025-2026 Region 1

BUDGET BY LINE ITEM				1 YEAR COMMUNITY PARTNERS REQUEST	1 year OTHER SOURCES OF FUNDING Lake County Prosecutor's Office		PENDING COMMITD SECURED	1 YEAR REVENUE AMOUNT
LINE ITEM	UNITS	1 YEAR UNIT COST	1 YEAR ITEM COST					
PERSONNEL Facilitator	.12 FTE	\$47,000.00	\$5,880.00		\$5,880.00	In-kind	secured	\$5,880.00
PERSONNEL SUBTOTAL			\$5,880.00		\$5,880.00			\$5,880.00
PROGRAM SUPPLIES								
Incentives		\$150.00	\$1,800.00	\$1,800.00				\$1,800.00
work books	3,000	\$4.00	\$12,000.00	\$12,000.00				\$12,000.00
signs/pa paper	1000	\$4.00	\$4,000.00	\$4,000.00				\$4,000.00
PRGM SUPPLIES SUBTOTAL			\$17,800.00					\$17,800.00
EQUIPMENT								
								\$648.00 \$300.00
EQUIPMENT SUBTOTAL								\$948.00
FACILITY								
workspace	1	\$100.00	\$1,400.00		\$1,400.00	LC Prosecutor in-kind	secured	\$1,400.00
FACILITY SUBTOTAL			\$1,400.00		\$1,400.00			\$1,400.00
BUDGET TOTALS			TOTAL ITEM COSTS \$26,028.00	REQUESTED FOR 1Y \$17,800.00	OTHER SOURCES \$8,228.00			BUDGET \$26,028.00

BUDGET RECAP BY SOURCE OF FUNDING AND COST CATEGORY			
Source of funding			
	Community Partners	Lake County Prosecutor	Total of grant
	1 YEAR GRANT	1 YEAR GRANT CYCLE	1 YEAR GRANT CYCLE
PERSONNEL		\$5,880.00	\$5,880.00
PROGRAM SUPP	\$17,800.00		\$17,800.00
EQUIPMENT			
OTHER		\$1,400.00	\$1,400.00
TOTALS	\$17,800.00	\$8,228.00	\$26,028.00



GEMINUS

Regional Care Group Member

May 28, 2025

Lake County Prosecutor's Office
Careful Carter Gun Safety Literacy Program K-5 R1
Attn: Myrna Maldonado
2293 N Main St
Crown Point, IN 46307

Dear Lake County Prosecutor's Office:

Congratulations! You have been awarded **\$7,300** for your **Careful Carter Gun Safety Literacy Program K-5 R1** for the period of July 1, 2025 through June 30, 2026. If the amount is not suitable for your agency please contact the office to deny your grant.

A breakfast meeting will take place for all awarded grantees on June 10th at 10:00 am at Geminus Corporation 8400 Louisiana St, Merrillville, IN 46410 Rooms B4 & B5. All grantees are required to be in attendance. This meeting is limited to two (2) per agency. Please register through the link <https://forms.office.com/r/Z3ppnHTNuy?origin=IprLink> or contact Elizabeth Pustelnik at 219-757-1813, elizabeth.pustelnik@geminus.care; Glenda Whickem 219-757-1822, glenda.whickem@geminus.care to confirm your attendance.

At this meeting we will sign contracts and an addendum that you will participate in required events. You will have 30 days from June 10th, 2025 to get all background checks submitted. If you fail to do so your grant will be forfeited.

As mentioned at the Bidder's Symposium, as a grantee you will be expected to participate in presentations, activities or provide some items. Some participation is mandatory throughout the grant period. The following event listed below will be taking place in July.

- **Community Partners Annual Back Pack Giveaway** – July 25, 2025 – 10:00 am – 1:00 pm at Hidden Lake, Merrillville, IN – Each grantee is responsible for providing **5 new back packs (filled with new school supplies)** per grant contract. **We are requesting the backpacks to be turned in at this Grantee Acceptance Breakfast on June 10, 2025.**

We look forward to seeing you at this important meeting.

Respectfully submitted,

Nicholas M. Neal

Nicholas M. Neal, M.P.A., MLEA
Vice President of Community Services
Geminus Corporation

cc: Kristin Chamberlain, Director of Family Services

LAKE COUNTY COMMUNITY CORRECTIONS

2600 WEST 93RD AVENUE; CROWN POINT, IN 46307

Telephone: 219-755-3850 Fax: 219-755-3871

Kellie J. Bittorf
Executive Director

Hon. Samuel L. Capps
Chairman

Hon. Thomas P. Stefaniak Jr.
Vice-Chairman

July 24, 2025

Lake County Council
2293. N Main Street
Crown Point, IN 46307

Subject: Request for Approval to Apply for Legacy Foundation Teambuilding Grant

Honorable Council President Christine Cid,

On behalf of Lake County Community Corrections (LCCC), I respectfully request approval to apply for a Legacy Foundation Teambuilding Grant to support a staff appreciation event.

We are planning a team building activity at Triangle Hills Retreat Center to recognize staff dedication following a \$7 million reduction to the IDOC grant pool. LCCC anticipates a 10% funding cut in 2026 and is working to absorb the impact without affecting staff positions.

Despite these challenges, our team continues to serve with professionalism and resilience. This event offers a meaningful way to boost morale.

The Legacy Foundation offers up to \$2,000 to government entities for community-impact events, and we believe this initiative aligns with their mission.

We respectfully seek Council's approval to proceed. George Ficker will attend the August 7, 2025, Study Session and can provide additional details.

Thank you for your support.

Sincerely,



Kellie Bittorf
Executive Director
Lake County Community Corrections
2600 West 93rd Avenue
Crown Point, IN 46307
(219) 755-3850

Request to Apply for a Grant

IMPORTANT: This form MUST be provided to the Grant Oversight Committee PRIOR to submitting a Grant Application.

To: Council Grant Oversight Committee

From: Kellie Bittorf

Department: Adult Community Corrections

Email: bittokj@lakecountyin.org

Phone: (219) 755-3850, ext 303 **Date:** 07/24/25

Grant Project Name: Teambuilding Grant

Grant Application Deadline Date: 08/07/25 (mm/dd/yy)

Grant Application is for (check one): ☒ New Grant ☐ Renewal of Existing Grant-funded Program

If Grant Application is for Renewal of an existing grant, please check responses below:

Is the grant-funded program included in the Department's approved budget? ☐ Yes ☒ No
Does the renewal increase County/Department matching funds or responsibilities? ☐ Yes ☒ No
Does the grant giving agency require the County Council to approve the application? ☐ Yes ☒ No

For ALL Grant Applications, please provide responses requested below:

Grant Program Name: Teambuilding Grant

Grant-Giving Agency/Department: Legacy Foundation

Does the grant application also include Grant Agreement acceptance provisions? ☒ Yes ☐ No

Will the grant-funded project require local cost-share or matching funds? ☐ Yes ☒ No
If yes, what percentage cost-share or match is required? %

Is this grant program funded by the Federal Government? ☐ Yes ☒ No

If yes, provide the following:

Federal Department/Agency providing grant funds:

Briefly describe how the grant funds will be used

We are planning a team building activity at Triangle Hills Retreat Center to recognize staff dedication following a \$7 million reduction to the IDOC grant pool. LCCC anticipates a 10% funding cut in 2026 and is working to absorb the impact without affecting staff positions.

Despite these challenges, our team continues to serve with professionalism and resilience. This event offers a meaningful way to boost morale.

Grant Project Budget Details (enter amounts in chart below; do not write, "See attached")

Budget Categories	Grant Request	Matching Resources, if required		Total
		Cash	In-Kind/Donated	
Salaries & Wages				
Employee Benefits				
Travel/Mileage				
Supplies				
Equipment				
Construction				
Other	2,000.00			
TOTAL	2,000.00			

Grant Payment Method: ☐ Reimbursement ☒ Advance ☐ Other

County Fund Number(s) for Match or Start-up/Seed money: N/A

Est. Project Start Date: 08/07/25

Est. Project End Date: 10/2/25

REQUIRED ATTACHMENTS: Grant Guidance/RFP and draft Grant Application

-Rev. 10/17

Application

 Public Profile

 Collaborate 0

Lake County Community Corrections (LCCC) Annual Staff Appreciation
Process: Nonprofit Teambuilding Fund Grants

Learn how to invite a Collaborator to your request:

- Written tutorial [HERE](#)
- Video Tutorial [HERE](#)

Contact Info

Request

Documents 0

Applicant:

Ms. Kellie Bittorf
bittokj@lakecountyin.org
219-545-4647
2600 W. 93rd Ave
Crown Point, IN 46307 United States



Contact Email History

Organization:

Lake County Community Corrections 
35-6000168
219-755-3850
2600 W. 93rd Ave
Crown Point, IN 46307 United States

If your Organization information does not appear correct, please contact the funder. Thank you.

 Application

 Document Viewer

 Application Packet

 Question List



 Fields with an asterisk (*) are required.

✓ Overview

Overview:

Lake County, Indiana serving 501(c)3 nonprofit organizations are eligible to request funds to support an activity that promotes the well-being and renewal of their staff and volunteers. Volunteers selected to participate in the proposed activity must be identified as playing a core role in the day-to-day operations of your organization and regularly volunteer at least one time per week. Organizations

may receive one teambuilding grant during the 2025 calendar year

Grants will be awarded on a rolling basis. Please submit your application a minimum of six weeks prior to the date you wish to complete your activity. Funding cannot be used to reimburse an activity previously paid for by the organization. Submission of an application does not guarantee an award.

The maximum funding eligibility will be based on the number participating in the activity:

- 1-5 staff/volunteers: \$500
- 6-14 staff/volunteers: \$1,000
- 15-20 staff/volunteers: \$1,500
- 21+ staff/volunteers: \$2,000

Eligible use of funds may include, but are not limited to:

- Teambuilding or retreat activities that support organizational cohesion and generate positive morale.
- Respite and self-care that support physical, mental, and emotional health.
- Planning retreats to collectively learn and plan.
- Healing and wellness activities.
- Professional development and/or collective learning opportunities that provide a sense of renewal and reinvigoration.

For a full list of Grant Guidelines and organizational eligibility, please see:
<https://legacyfdn.org/nonprofits/grant-guidelines/>

Questions? Please reach out to kbaer@legacyfdn.org

Project Name*

The system requires you to name your project. Legacy may use the project names in promotional materials.

Lake County Community Corrections (LCCC) Annual Staff Appreciation

Date(s) you plan to host staff teambuilding/wellness activity:*

Please note: applications must be submitted at least six weeks' prior to the implementation date.

Community Supervision week is July 20-26th. The annual LCCC staff appreciation/team building event will be held August 1, 2025, at Camp Triangle Hills Camp & Retreat Center.

923 characters left of 1,100

Number of staff participating in proposed activity:*

*This is the number *participating* in the proposed activity. This number may be different than the

number of people on staff or volunteering for your organization.

- ☐ 1-5 Staff/Volunteers
- ☐ 6-14 Staff/Volunteers
- ☐ 15-20 Staff/Volunteers
- ☒ 21+ Staff/Volunteers

Who will participate?

Please describe the types of STAFF positions/departments that will participate in this training.
Examples: Leadership team, Program Department, Finance Department, etc.

All Lake County Community Corrections (LCCC) staff will be invited to participate. LCCC has approximately 80 staff members, 40 of them being part-time. Executive staff, custody and non-custody supervisors, case managers, custody officers and administrative staff will participate. We also invite advisory board members to participate.

863 characters left of 1,200

Volunteers

If your teambuilding activity will include volunteers, please discuss their role in your organization, the average number of hours they contribute, and how they were selected for this opportunity.

N/A

1,197 characters left of 1,200

Please describe the proposed teambuilding/wellness activity being as detailed as possible.*

Each year LCCC celebrates National Pretrial, Probation and Parole supervision week. This week is dedicated to celebrating and recognizing all community supervision professionals. Part of the celebration includes an annual celebration/appreciation picnic for all staff and advisory board members. This year we will host the picnic at the YMCA Triangle Hills & Retreat Center. Staff will participate in the Summitt package option, allowing for six hours of team building activities, hiking and lunch. Team building activities include the full challenge course, Y-tower or

268 characters left of 1,200

Why is now the right time for your staff to receive/take part in this activity?*

You might consider:

- Workplace culture
- Staffing changes
- Recent successes or challenges

Last month, the Indiana General Assembly approved a \$7 million reduction to the IDOC grant fund. While the specific funding decrease for individual counties has not yet been determined, we anticipate a 15–20% decrease in our budget.

LCCC staff are already managing high caseloads and operating under a lower pay scale structure due to the agency consistently not receiving increases in grant funding. Despite these challenges, most staff continue to serve with commitment and compassion, driven by a strong dedication to supporting a high-risk/need population.

The ongoing difficulties in recruiting qualified individuals—largely due to non-competitive compensation—have only been exacerbated by this funding cut. The reduction in grant funds has had a significant and measurable impact on staff morale.

1,191 characters left of 2,000

Why is this the right activity for your staff?*

Things to consider:

- Tell us how you decided on this activity.
- Were staff/volunteers involved in the decision?
- What gives you confidence that this will be meaningful for them?
- Will their participation be required?

Historically, LCCC's annual staff picnic has been funded and organized by our Hospitality Committee. This committee, led by staff volunteers, raises funds through internal events such as paid luncheons and raffles featuring staff-donated items. In essence, the picnic has traditionally been funded by staff and held on-site at LCCC, with staff responsible for event setup, coordination, and cleanup.

This year, one of our community partners recommended hosting the picnic at Triangle Hills & Retreat Center. This location offers a more relaxing environment and includes team-building activities that align with our organizational culture. Importantly, it provides staff the opportunity to simply attend and enjoy the event without the added responsibilities of planning, setup, or cleanup.

A diverse group of staff members were consulted about this change, and the feedback has been

691 characters left of 2,000

Outcomes*

How do you anticipate this activity improving the well-being of participants and/or workplace culture thus leading to better services for Lake County.

As mentioned, LCCC staff have historically been responsible for funding appreciation events such as the annual picnic through the Hospitality Committee. This committee was originally created to support a staff bereavement fund, providing \$50 to employees experiencing the loss of a loved one. Over time, its mission expanded to include organizing staff events like the annual picnic and holiday celebrations. LCCC staff have consistently and generously supported fundraising efforts to sustain these activities.

113 characters left of 1,200

Uploads

If you have documents that support your application, you may upload them here. Multiple pages must be uploaded as a single PDF.

Items to consider:

- Quote (demonstrating cost)
- Photos (to help visualize the activity or the location)
- Pamphlet/Brochure

LCCC 2025 annual picnic - Triangle Hills and Robs Meat Market.pdf [868.2 KiB] 

W9*

Please upload a current copy of your organization's W9. If needed, you may follow the link below to access the form.

- Only upload the first page.
- Assure the form is both signed and dated

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

LCCC W9.pdf [610.7 KiB] 

Please take a moment to review the application prior to submitting. Legacy cannot reopen an application for edits once it has been submitted. Communication regarding funding decisions will be communicated via email.

Nonprofit Teambuilding Fund Grants

Legacy Foundation - Grants

Terms & Conditions

Project Name*

Name of Project

Character Limit: 100

Amount Awarded

Character Limit: 250

This grant to your organization from Legacy Foundation is for the explicit purpose(s) described in the grant application and is subject to your acceptance of the following provisions and conditions. In order for any funds to be distributed, this agreement must be completed within 30 days.

Please read the following pages carefully. Future grant applications will NOT be considered if these provisions are not met.

Decision Comments

If your award has conditions or a matching component, you will find the details here.

Character Limit: 2000

Grant Period:*

Grant activities should be completed within **one year** from the date of this agreement.

Choices

I Agree To The Above

Expenditure of Grant Funds:*

Your grant is for the purposes stated in your Grant Proposal, and funds provided by Legacy Foundation may be spent **only** as described in that grant request. Modifications to the project described in the grant proposal, or budget modifications exceeding 10% change to any line item, may be made only with the prior written approval of the Legacy Foundation. Legacy Foundation will be notified immediately of any change in organization legal status or ability to expend grant funds.

Choices

I Agree To The Above

Financial Accounting:*

You are responsible for the expenditure of funds and for maintaining complete financial records consistent with generally accepted accounting practices. Please keep adequate records to enable the Legacy Foundation to easily determine the use of the grant funds. If requested, you agree to make your books and records available for inspection by officers and representatives of the Legacy Foundation at reasonable times and upon advanced notice. You will not use grant funds in payment of a personal pledge and no private individual will receive tangible benefits, goods, or services in exchange.

Choices

I Agree To The Above

Reversion of Funds:*

You must return any unexpended funds to Legacy Foundation

- At the end of the grant period,
- If the Legacy Foundation determines that the Grantee has not performed in accordance with this agreement, and/or
- If you lose your exemption of Federal income taxes under Section 501(c)(3) of the Internal Revenue Service Code.

Choices

I Agree To The Above

Publicity:*

In materials specific to your project or grant, we ask you include the line, *"Made possible in part (or in whole) by a grant from the Legacy Foundation."* If your donors are listed in printed materials, please include the Legacy Foundation in the appropriate contribution category. Legacy encourages publicity of its grants in all relevant publicity and published material – brochures, programs, annual reports, etc. For helpful tips on how to publicize the support your organization has received, please visit: www.legacyfdn.org/communications.php

Choices

I Agree To The Above

Publicity (Part 2):

You allow the Legacy Foundation to include information about this grant in the Legacy Foundation's periodic public reports, newsletter, news releases, social media postings, and on the Legacy Foundation's website. This includes the amount and purpose of the grant, any photographs you have provided, your logo or trademark, and other information and materials about your organization and its activities.

Choices

I Agree To The Above

Grant Reporting:*

To help the Legacy Foundation assess our grant-making process, measure our impact throughout Lake County, and assist us in marketing our community support, we ask you to complete an electronic Final Report at the end of the grant period. The Legacy Foundation may use this information in its annual report, brochures or other special marketing materials, as opportunities arise. Final reports must be completed online via the “Grants Login” on the Legacy Foundation’s website: www.legacyfdn.org

Please include photographs that illustrate the impact of the specific project. The photographs you provide may be used in future Legacy Foundation publications, and your acceptance of this agreement constitutes permission for the Legacy Foundation to use the photographs you provide in our publications or other media streams.

Choices

I Agree To The Above

Limit of Commitment:*

Unless otherwise stipulated in writing, this grant is made with the understanding that the Legacy Foundation has no obligation to provide other or additional support to the grantee.

Choices

I Agree To The Terms

VI. Acceptance of Terms & Conditions*

Receipt of a Legacy Foundation grant is conditional upon Grantee’s acceptance of the terms and conditions set forth herein. By selecting the “I Accept Grant Terms and Conditions” below Grantee agrees to accept and comply with the stated terms and conditions of this grant.

Choices

I Accept Grant Terms and Conditions

I Decline Grant Terms and Conditions

Authorized Signature*

The electronic signature on this document of the person authorized to make legal contracts for Grantee will represent Grantee’s acceptance of this award and agreement to comply with the stated terms and conditions of this grant. Please signify your agreement to the foregoing terms and conditions by typing in your Name, Title, and Date in the spaces below. You must be an authorized officer of the Grantee duly empowered to make legal contracts for Grantee.

Name*

Character Limit: 50

Job Title at Grantee Organization*

Character Limit: 50

Date*

Character Limit: 10

ORDINANCE NO. _____

**ORDINANCE ESTABLISHING THE LAKE COUNTY ADULT
COMMUNITY CORRECTIONS (LCACC) DEPARTMENT'S
LEGACY FOUNDATION TEAMBUILDING GRANT FUND,
A NON-REVERTING FUND**

- WHEREAS,** pursuant to I.C. 36-2-3.5-5, the County Council shall adopt ordinances to promote efficient County Government; and
- WHEREAS,** pursuant to I.C. 36-2-5-2(b), the County Council shall appropriate money to be paid out of the County Treasury, and money may be paid from the County Treasury only under appropriation made by the County Council, except as otherwise provided as law; and
- WHEREAS,** the Lake County Council desires to establish by ordinance all funds within the County Treasury, from which appropriations and transfers require County Council approval; and
- WHEREAS,** a non-governmental grant program administered by Legacy Foundation has awarded a Teambuilding Grant to the Lake County Adult Community Corrections (LCACC) Department in the sum of Two Thousand (\$2,000.00) Dollars; the grant funds will be used to plan a team building activity at Triangle Hills Retreat Center to recognize staff dedication following a \$7,000,000.00 reduction to the IDOC grant pool offering a meaningful way to boost morale; and
- WHEREAS,** the Lake County Council desires to create a Lake County Adult Community Corrections (LCACC) Department's Legacy Foundation Teambuilding Grant Fund, a non-reverting fund, for the deposit of Two Thousand (\$2,000.00) Dollars.

NOW, THEREFORE, LET IT BE ORDAINED AS FOLLOWS:

1. That the Lake County Adult Community Corrections (LCACC) Department's Legacy Foundation Teambuilding Grant Fund, a non-reverting fund, is established for the deposit of Two Thousand (\$2,000.00) Dollars.
2. That pursuant to I.C. 36-2-5-2(b), the Lake County Council as the fiscal body, shall appropriate all money to be paid out of the fund, except as otherwise provided by law.
3. Any money remaining in the fund at the end of the year shall not revert to any other fund but continues in the Lake County Adult Community Corrections (LCACC) Department's Legacy Foundation Teambuilding Grant Fund.

4. In the event the Lake County Adult Community Corrections (LCACC) receives future awards from Legacy Foundation for Teambuilding grant funds, the LCACC may account for such Grants using the established Fund.

SO ORDAINED THIS _____ DAY OF August, 2025.

CHRISTINE CID, President

DAVID HAMM

CHARLIE BROWN

RANDELL C. NIEMEYER

RONALD G. BREWER, SR.

PETE LINDEMULDER

TED F. BILSKI

Members of the Lake County Council

LAKE COUNTY COMMUNITY CORRECTIONS

2600 WEST 93RD AVENUE; CROWN POINT, IN 46307

Telephone: 219-755-3850 Fax: 219-755-3871

Kellie J. Bittorf
Executive Director

Hon. Samuel L. Cappas
Chairman

Hon. Thomas P. Stefaniak Jr.
Vice-Chairman

July 24, 2025

Lake County Council
2293. N Main Street
Crown Point, IN 46307

Subject: Request to Establish a Standing Fund for Smaller, Non-Governmental
Miscellaneous Grant Awards and Donations

Honorable Council President Christine Cid,

On behalf of Lake County Community Corrections (LCCC), I respectfully request approval to create a standing fund for smaller, non-governmental grants and donations.

This fund would be used exclusively for smaller, non-governmental awards and donations and would not include any state or federal funding. We would continue to seek Council approval before applying for any grant funds, and this new fund would not be used without that approval.

We intend to utilize this fund initially to account for the Legacy Foundation Teambuilding Grant, for which the application is also included on this month's August agenda. Based on communication with the Legacy Foundation, we anticipate receiving the award, and are proactively requesting fund establishment.

We respectfully seek the Council's approval regarding this matter. George Ficker will attend the August 7, 2025, Study Session and can provide additional details.

Thank you for your support.

Sincerely,



Kellie Bittorf
Executive Director
Lake County Community Corrections
2600 West 93rd Avenue
Crown Point, IN 46307
(219) 755-3850



755-3655 / 755-3656 / 755-3657

**Chandana Vavilala, M.D.
Health Officer**

Dear President Cid,

The Health Department kindly request your consideration in creating a new line item for seasonal employees in fund 1153-9306- 61280. We request to transfer \$19,200 from 1153-9306-64490, Other Equipment to 1153-9306-61280, Seasonal Employees.

Additionally, we request your consideration in creating a new line item for Freight and Express in fund 1153-9306- 63210. We request to transfer \$10,000 from 1153-9306-64490, Other Equipment to 1153-9306-63210, Freight and Express for water sample shipping to Indiana Department of Health Labs.

We currently have \$160,000 in line 1153-9306-64490, Other equipment.

Thank you for your consideration,

Sheila Paul

Administrator
Lake County Health Department
Tel: 219-755-3662
2900 West 93rd
Crown Point, IN 46307

OK BL
RECEIVED
JUL 29 7:10:25
PEGGY HOLINGA KATONA
LAKE COUNTY AUDITOR

- I. Request for Transfer of Funds
 II. Request for Additional appropriations
 III. Request to Encumber Appropriated Funds

All requests (originals) must be directed to the Lake County Auditor and must be accompanied by a letter of explanation signed by the Elected Official or department head. One copy to the County Council office.

I. Honorable Members of the Lake County Council: Please transfer funds within the current budget of the Lake County

Health 9306		as Follows:	FUND NO.	1153	
Dept. Name & No.					
FROM:	Line Item No. & Title	Amount	To:	Line Item No. & Title	Amount
	64490 Other Equipment	19200		61280 Seasonal Emp <i>CNL</i>	19200
	64490 Other Equipment	\$10,000.00		63210 Freight and Express <i>CNL</i>	\$10,000.00

II. Honorable Members of the Lake County Council: Please Allow emergency additional appropriations within the current budget of the Lake County

Dept. Name & No.		as follows:
FUND, Line Item No. & Title		Amount
1. _____		_____
2. _____		_____
3. _____		_____
4. _____		_____
5. _____		_____
6. _____		_____
Total:		_____ 0

OK
B

III. Honorable Lake County Auditor: Please encumber funds within the current budget of the Lake County as follows along with evidence of the obligation for which the encumbrance shall be used.
 Copy to the Lake County council.

FUND, Line Item No. & Title	Amount
1. _____	_____
2. _____	_____
3. _____	_____

Health
 Name of Department


 Signature & Date

7-29-25

PLEASE NOTE:

- ALL REQUESTS FOR TRANSFERS MUST BE RECEIVED BY THE AUDITOR 10 DAYS PREVIOUS TO THE COUNCIL'S MEETING DATE (2ND TUESDAY OF EACH MONTH).
- ALL REQUESTS FOR ADDITIONAL FUNDS MUST BE RECEIVED BY THE AUDITOR 3 WEEKS PREVIOUS TO REGULAR MEETING DATE (2ND TUESDAY OF EACH MONTH)
- ALL REQUESTS FOR ENCUMBRANCES MUST BE RECEIVED BY THE AUDITOR 3 WEEKS PREVIOUS TO DECEMBER 31ST OF EACH BUDGET YEAR.

Budget Account	Budget Account Description	Prior Year Encumbrance (Carried over as of 01/01)	Total Available Budget (Prior Year Encumbrance + CY Budget)	Requisition Commitments	Purchase Order Obligations	Invoice Expenditure	Total Expenditure	Funds Available
1153-9306-61190	Health Maintenance Fund-Health Dept-Part-Time		30,680.00	0.00	0.00	16,380.00	16,380.00	14,300.00
1153-9306-61320	Health Maintenance Fund-Health Dept-FICA \- Deduction		2,347.00	0.00	0.00	1,510.11	1,510.11	836.89
1153-9306-63190	Health Maintenance Fund-Health Dept-Other Professional Service		1.00	0.00	0.00	0.00	0.00	1.00
1153-9306-63220	Health Maintenance Fund-Health Dept-Postage		7,500.00	0.00	0.00	0.00	0.00	7,500.00
1153-9306-63235	Health Maintenance Fund-Health Dept-Travel \- Mileage		6,000.00	0.00	0.00	3,220.00	3,220.00	2,780.00
1153-9306-63310	Health Maintenance Fund-Health Dept-Printing		8,570.00	0.00	0.00	0.00	0.00	8,570.00
1153-9306-63630	Health Maintenance Fund-Health Dept-Mainten & Service Cont		1.00	0.00	0.00	0.00	0.00	1.00
1153-9306-64490	Health Maintenance Fund-Health Dept-Other Equipment		160,000.00	0.00	0.00	0.00	0.00	160,000.00

Detail Expenses

Budget Account	Period Name	GL Date	Expenditure
1153-9306-61190	Jan-25	01/13/2025	1216
1153-9306-61190	Jan-25	01/27/2025	1216
1153-9306-61190	Feb-25	02/10/2025	1408
1153-9306-61190	Feb-25	02/24/2025	1500
1153-9306-61190	Mar-25	03/10/2025	1468



755-3655 / 755-3656 / 755-3657

**Chandana Vavilala, M.D.
Health Officer**

Dear President Cid,

The Health Department kindly request your consideration in creating a new line item for seasonal employees in fund 1153-9306- 61280. We request to transfer \$19,200 from 1153-9306-64490, Other Equipment to 1153-9306-61280, Seasonal Employees.

Additionally, we request your consideration in creating a new line item for Freight and Express in fund 1153-9306- 63210. We request to transfer \$10,000 from 1153-9306-64490, Other Equipment to 1153-9306-63210, Freight and Express for water sample shipping to Indiana Department of Health Labs.

We currently have \$160,000 in line 1153-9306-64490, Other equipment.

Thank you for your consideration,

Sheila Paul

Administrator
Lake County Health Department
Tel: 219-755-3662
2900 West 93rd
Crown Point, IN 46307

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II. Honorable Members of the Lake County Council: Please Allow emergency additional appropriations within the current budget of the Lake County

Dept. Name & No.		as follows:
FUND, Line Item No. & Title	Amount	
1.		
2.		
3.		
4.		
5.		
6.		
Total:		0

OK
B

III. Honorable Lake County Auditor: Please encumber funds within the current budget of the Lake County as follows along with evidence of the obligation for which the encumbrance shall be used.
 Copy to the Lake County council.

FUND, Line Item No. & Title	Amount
1.	
2.	
3.	

Health
 Name of Department

Signature & Date

7-29-25

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1153-9306-61190	Feb-25	02/24/2025	1500
1153-9306-61190	Mar-25	03/10/2025	1468

Request to Apply for a Grant**IMPORTANT:** This form **MUST** be provided to the Grant Oversight Committee **PRIOR** to submitting a Grant Application.**To: Council Grant Oversight Committee****From:** Sheila Paul**Department:** Health**Email:** paulsl@lakecountyin.gov**Phone:** 219-755-3662**Date:** 07/31/25**Grant Project Name:** Public Health Emergency Preparedness (PHEP) Cooperative Agreement

Grant Application Deadline Date: (mm/dd/yy)

Grant Application is for (check one): ☐ New Grant ☒ Renewal of Existing Grant-funded Program**If Grant Application is for Renewal of an existing grant, please check responses below:**

Is the grant-funded program included in the Department's approved budget? ☒ Yes ☐ No

Does the renewal increase County/Department matching funds or responsibilities? ☐ Yes ☒ No

Does the grant giving agency require the County Council to approve the application? ☐ Yes ☒ No

For ALL Grant Applications, please provide responses requested below:

Grant Program Name: Public Health Emergency Preparedness (PHEP) Cooperative Agreement

Grant-Giving Agency/Department: Indiana Department Of Health

Does the grant application also include Grant Agreement acceptance provisions? ☒ Yes ☐ NoWill the grant-funded project require local cost-share or matching funds? ☐ Yes ☒ No

If yes, what percentage cost-share or match is required? %

Is this grant program funded by the Federal Government? ☒ Yes ☐ No

If yes, provide the following:

Federal Department/Agency providing grant funds: Homeland Security

Briefly describe how the grant funds will be used

To provide emergency preparedness activities, plans, exercises, and coordination between other county agencies. Funds will be used to update expired PPE and equipment. Funds also pay for 1 part-time employee.

Grant Project Budget Details (enter amounts in chart below; do not write, "See attached")

Budget Categories	Grant Request	Matching Resources, if required		Total
		Cash	In-Kind/Donated	
Salaries & Wages	56000			5600
Employee Benefits				
Travel/Mileage	525			525
Supplies	1099			1099
Equipment	53720			53720
Construction				
Other				
TOTAL				111344

Grant Payment Method: ☒ Reimbursement ☐ Advance ☐ Other

County Fund Number(s) for Match or Start-up/Seed money:

Est. Project Start Date: 07/01/25

Est. Project End Date: 6/30/26

REQUIRED ATTACHMENTS: Grant Guidance/RFP and draft Grant Application

-Rev. 10/17

**INDIANA DEPARTMENT OF HEALTH
GRANT AGREEMENT – FEDERAL FUNDING
CONTRACT #000000000000000000094470**

This Grant Agreement (this "Grant Agreement"), entered into by and between **Indiana Department of Health** (the "State" or "IDOH") and **Lake County Health Department** (the "Grantee" or "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; Funding Source. The purpose of this Grant Agreement is to enable the State to award a Grant of **\$111,344.00** (the "Grant") to the Grantee for eligible costs of the services or project (the "Project") described in **Attachment A** and **Attachment B** of this Grant Agreement, which are incorporated fully herein. The funds shall be used exclusively in accordance with the provisions contained in this Grant Agreement and in conformance with Indiana Code § 16-19-3-1 establishing the authority to make this Grant, as well as any rules adopted thereunder. 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.

FUNDING SOURCE:

If Federal Funds: Public Health Emergency Preparedness (PHEP) Cooperative Agreement

CFDA # 93.069

If State Funds: N/A

2. Representations and Warranties of the Grantee.

A. The Grantee 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 Grantee expressly agrees to promptly repay all funds paid to it under this Grant Agreement should it be determined either that it was ineligible to receive the funds, or it made any material misrepresentation on its grant application.

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 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 Grantee.

3. Implementation of and Reporting on the Project.

A. The Grantee shall implement and complete the Project in accordance with **Attachment A** and with the plans and specifications contained in its Grant Application, which is on file with the State and is incorporated by reference. Modification of the Project shall require prior written approval of the State.

B. The Grantee shall submit to the State written progress 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.

4. Term. This Grant Agreement commences on **July 01, 2025** and shall remain in effect through **June 30, 2026**. Unless otherwise provided herein, it may be extended upon the written agreement of the parties and as permitted by state or federal laws governing this Grant.

5. Grant Funding.

A. The State shall fund this Grant in the amount of **\$111,344.00**. The approved Project Budget is set forth as **Attachment B** of this Grant Agreement, attached hereto and incorporated herein. The Grantee shall not spend more than the amount for each line item in the Project Budget without the prior written consent of the State, nor shall the Project costs funded by this Grant Agreement and those funded by any local and/or private share be changed or modified without the prior written consent of the State.

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 the State and this Grant Agreement has been fully approved by the State.

6. Payment of Claims.

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 proper claim setting out the intended purposes of those funds. After such funds have been expended, Grantee shall provide 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 Grantee in writing unless a specific waiver has been obtained from the Indiana Auditor of State.

B. Requests for payment will be processed only upon presentation of a Claim Voucher in the form designated by the State. Such Claim Vouchers must be submitted with the budget expenditure report detailing disbursements of state, local and/or private funds by project budget line items.

C. The State may require evidence furnished by the Grantee that substantial progress has been made toward completion of the Project prior to making the first payment under this Grant. All payments are subject to the State's determination that the Grantee's performance to date conforms with the Project as approved, notwithstanding any other provision of this Grant Agreement.

D. Claims shall be submitted to the State within twenty (20) calendar days following the end of the month 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 thirty (30) calendar days following the end of the month in which the services were provided. All final claims and reports must be submitted to the State within sixty (60) calendar days after the expiration or termination of this agreement. Payment for claims submitted after that time may, at the discretion of the State, be denied. Claims may be submitted on a [monthly or semi-monthly basis] only. If Grant funds have been advanced and are unexpended at the time that the final claim is submitted, all such unexpended Grant funds must be returned to the State.

E. Claims must be submitted with accompanying supportive documentation as designated by the State. Claims submitted without supportive documentation will be returned to the Grantee 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.

7. 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 Grantee 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 **Attachment A**, the 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 amounts for each Budget line item as set forth in **Attachment B** and that unpaid costs have been properly accrued;
- C. that Grantee 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.

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

A. The Grantee 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 final payment for inspection by the State or its authorized designee. Copies shall be furnished to the State at no cost

B. If the Grantee is a "subrecipient" of federal grant funds under 2 C.F.R. 200.331, Grantee 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).

C. If the Grantee is a non-governmental unit, the Grantee 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 **Attachment D** (Guidelines for Non-governmental Entities).

D. The Grantee/Subrecipient must provide a copy of its Audit Report to:

Indiana Department of Health
Attn: Contracts Section, 2nd Floor Finance
2 North Meridian Street
Indianapolis, IN 46204

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 the State 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 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 the Grant, the Grantee shall ensure compliance with the disclosure requirements in IC § 4-2-6-10.5 prior to the execution of this Grant Agreement.** If the Grantee is not familiar with these

ethical requirements, the Grantee 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 Grantee or its agents violate any applicable ethical standards, the State may, in its sole discretion, terminate this Grant 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 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 Grantee agrees that any payments currently due to the State may be withheld from payments due to the Grantee. Additionally, payments may be withheld, delayed, or denied and/or this Grant suspended until the Grantee is current in its payments and has submitted proof of such payment to the State.

D. 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 the State of any such actions. During the term of such actions, the Grantee agrees that the State may suspend funding for the Project. If a valid dispute exists as to the Grantee's liability or guilt in any action initiated by the State or its agencies, and the State decides to suspend funding to the Grantee, the Grantee 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 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 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 Grantee 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 Grantee and any principals of the Grantee certify that:

(A) the Grantee, 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 Grantee 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 Grantee and any principals of the Grantee certify that an affiliate or principal of the Grantee and any agent acting on behalf of the Grantee or on behalf of an affiliate or principal of the Grantee, 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.

10. Debarment and Suspension.

A. The Grantee 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 by any federal agency or by any department, agency or political subdivision of the State. The term "principal" for purposes of this Grant Agreement means 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 Grantee.

B. The Grantee 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 Grantee 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.

11. Drug-Free Workplace Certification. As required by Executive Order No. 90-5, April 12, 1990, issued by the Governor of Indiana, the Grantee hereby covenants and agrees to make a good faith effort to provide and maintain a drug-free workplace. Grantee will give written notice to the State within ten (10) days after receiving actual notice that the Grantee, or an employee of the Grantee 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 Grantee 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 Grantee'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 Grantee'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 Grantee 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.

12. Employment Eligibility Verification. As a condition precedent to entering this Grant Agreement, and as required by IC § 22-5-1.7-3 and Executive Order 25-29, the Grantee swears or affirms under the penalties of perjury that the Grantee has not knowingly employed, and will not knowingly employ, an unauthorized alien. Grantee further affirms that:

A. The Grantee has enrolled in, and verified the work eligibility status of all his/her/its employees through the E-Verify program as defined in IC § 22-5-1.7-3. The Grantee is not required to participate should the E-Verify program cease to exist. Additionally, the Grantee is not required to participate if the Grantee is self-employed and does not employ any employees.

B. The Grantee has not knowingly employed or contracted with, and shall not knowingly employ or contract with, an unauthorized alien. The Grantee has not retained, and shall not retain, an employee, and has not contracted and shall not contract with a person, that the Grantee subsequently learned or learns is an unauthorized alien.

C. The Grantee has required and shall require his/her/its subcontractors, who perform work under this Grant Agreement, to certify to the Grantee that the subcontractor does not knowingly or unknowingly employ or contract with an unauthorized alien and that the subcontractor has enrolled and is participating in the E-Verify program. The Grantee agrees to maintain this certification throughout the duration of the term of a contract with a subcontractor and to provide any and all such certifications to the State promptly upon request.

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

13. 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.

14. 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.

15. 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. The federal Electronic and Information Technology Accessibility Standards can be found at: <http://www.access-board.gov/508.htm>.

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

17. 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 Grantee 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, Grantee certifies compliance with applicable federal laws, regulations, and executive orders prohibiting discrimination based on the Protected Characteristics in the provision of services.

The Grantee understands that the State is a recipient of federal funds, and therefore, where applicable, Grantee 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.

18. 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:

Indiana Department of Health
Attn: Contracts and Audit Section
2 North Meridian Street
Indianapolis, IN 46204
E-mail: idocontracts@health.in.gov

B. Notices to the Grantee shall be sent to:

Lake County Health Department
Attn: Sheila Paul
2900 W. 93rd Avenue
Crown Point, IN 46307
E-mail: Paulsl@lakecountyin.org

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

19. 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 those identified in paragraph 24, below, (2) this Grant Agreement, (3) Attachments prepared by the State, (4) Invitation to Apply for Grant; (5) the Grant Application; and (6) Attachments prepared by Grantee. All of the foregoing are incorporated fully herein by reference.

20. Public Record. The Grantee 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.

21. 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 Grantee'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 Grantee explicitly covenants that it shall promptly repay to the State all funds not spent in conformance with this Grant Agreement.

22. 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 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 Grantee of a Termination Notice, specifying the extent to which such termination becomes effective. The Grantee 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 Grantee exceed the original grant.

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

24. Federal and State Third-Party Contract Provisions. If part of this Grant involves the payment of federal funds, the Grantee and, if applicable, its contractors shall comply with the federal provisions attached as **Attachment C** and incorporated fully herein.

25. 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. This clause only applies to State Educational Institutions.

26. HIPAA Compliance. If this Grant involves services, activities or products subject to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the Grantee covenants that it will appropriately safeguard Protected Health Information (defined in 45 CFR 160.103), and agrees that it is subject to, and shall comply with, the provisions of 45 CFR 164 Subpart E regarding use and disclosure of Protected Health Information.

27. Amendments. No alteration or variation of the terms of this Grant shall be valid unless made in writing and signed by the parties hereto. No oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto. Any alterations or amendments, except a change between budget categories, which requires the prior written consent of a duly authorized representative of the State, shall be subject to the contract approval procedure of the State.

28. 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:

12. Employment Eligibility Verification – Updated

19. Order of Precedence; Incorporation by Reference – Modified

20. Public Record – Modified

26. HIPAA Compliance – Modified

Non-Collusion, Acceptance

The undersigned attests, subject to the penalties for perjury, that the undersigned is the Grantee, or that the undersigned is the properly authorized representative, agent, member or officer of the Grantee. 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. **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, the Grantee 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 Contract by accessing State of Indiana Supplier Portal using the secure password assigned to me and by electronically submitting this Contract to the State of Indiana. I understand that my signing and submitting this Contract in this fashion is the legal equivalent of having placed my handwritten signature on the submitted Contract and this affirmation. I understand and agree that by electronically signing and submitting this Contract in this fashion I am affirming to the truth of the information contained therein. I understand that this Contract 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 Grantee 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.

Lake County Health Department

Indiana Department of Health

By:

By:

Title: Administrator

Title:

Date:

Date:

Electronically Approved by: Department of Administration By: _____ (for) Brandon Clifton, Commissioner	
Electronically Approved by: State Budget Agency By: _____ (for) Chad Ranney, State Budget Director	Electronically Approved as to Form and Legality by: Office of the Attorney General By: _____ (for) Theodore E Rokita, Attorney General

ATTACHMENT A SCOPE OF WORK

BASE

INTRODUCTION

The Division of Emergency Preparedness (DEP) within the Indiana Department of Health (IDOH) is the entity responsible for administering the Public Health Emergency Preparedness (PHEP) grant received from the Centers for Disease Control and Prevention (CDC). DEP administers these funds through Subrecipient agreements which require various activities aimed at enhancing state and local preparedness to better respond to public health and healthcare emergencies.

Intent of Agreement and Funding

The goal of this funding opportunity, and the allowable activities within it, is to build response-ready Grantees across Indiana through the maintenance and growth of a strong Public Health workforce. This attachment, referenced as Attachment A, explains the minimum preparedness requirements each Grantee must complete to remain eligible to receive funding under the agreement.

Monitoring of PHEP Reimbursable Funding

PHEP is a reimbursable grant. Subrecipients must have a process in place at the local level to track and monitor expenditures related to the CDC's Public Health Emergency Preparedness (PHEP) reimbursable grant. Most importantly, subrecipients are prohibited from comingling funds on either a program-by-program basis, or project basis. This means funds specifically budgeted for one allowable project or expense may not be used to support another project already funded by another federal grant. To minimize comingling, the subrecipient should engage in the following preventive practices:

- Subrecipients should be able to clearly illustrate to the State when requested how each repayment is monitored and tracked to prevent comingling of federal funds.
- Maintain records and ledgers for active federal awards.

PHEP BP2: (07/01/2025-06/30/2026) Grant Requirements

Grant Requirement 1

Grantee must submit a budget to IDOH Grant Support in the format that will be set by the State. This budget will serve as a request to spend PHEP funding on items requested by the Grantee. No items may be purchased without budget approval from the State. Budgets may be revised as needed and are encouraged to be reviewed on a quarterly basis to ensure spending of PHEP funds is achievable by the end of the PHEP Budget Period 2 on 6/30/2026.

Due: 30 days after execution of this grant agreement. Grantee shall procure and claim all funds allocated to Supplies and Equipment categories in their approved budget by 4/27/2026. Budget revisions are required to be submitted to IDOH Grant Support, final budget revisions must be submitted on or before 6/30/2026.

Grant Requirement 2

Grantee shall receive an invoice work sheet from the State upon submission of an approved budget. Grantee may begin invoicing upon receipt of the invoice work sheet. Grantee must submit invoices for reimbursement to invoices@health.in.gov and copy idoHgrantsupport@health.in.gov unless instructed otherwise by the State. Grantee must submit at a minimum of one invoice by the end of Quarter 2 (12/30/2025).

All invoices must include:

- Invoice number (assigned by the Grantee)
- PHEP BP2 Purchase Order Number (assigned by IDOH and noted on the LHD PHEP Purchase Order "PO")
- Date of invoice submitted
- Dates of service (time frame expenses occurred).
- The subject line of the invoice submission email must state: the Grantee's name, PHEP BP2 and indicate only **if applicable** whether the Grantee is submitting an invoice for PHEP Base or PHEP CRI.

Due: As expenses arise, all final purchasing must be completed by 6/30/2026. Final invoicing to IDOH must be submitted by 8/29/2026.

Grant Requirement 3

IDOH is responsible for tracking the subrecipient programmatic updates. IDOH uses status reports provided by LHDs to update the CDC on programmatic goals on a quarterly basis.

Deliverable:

Grantee must submit to IDOH an end of quarter a subrecipient report via the Quarterly Reporting REDCap link: <https://redcap.isdh.in.gov/surveys/?s=77KAFX8EA93RH3KW>

Due: 9/30/2025, 12/30/2025, 3/30/2026, 6/30/2026

Grant Requirement 4

Grantee must attend a virtual Subrecipient Financial Workshop scheduled for PHEP BP2 Quarter 2. Further details and invitations will be sent to the LHD PHEP Coordinators along with the signatory of this grant.

Due: Workshop scheduled to occur by 12/19/2025

Grant Requirement 5

The Grantee shall employ at a minimum a part time (20 hours/week) Preparedness Coordinator dedicated to Public Health Preparedness with a backup to the LHD PHEP Coordinator identified and selected.

**Both the PHEP Coordinator and identified backup positions MUST be able to solely fulfill the role of Public Health ESF-8 representative in the County Emergency Operations Center during a response. LHD PHEP Coordinator and backup must obtain an Indiana Public Safety Identification Number (PSID#) along with a FEMA Student Identification Number (SID#). It is highly encouraged that all Grantee staff obtain as well as these numbers are required to attend a variety of federal trainings).*

Deliverable: Grantee shall ensure the LHD PHEP Coordinator submits the following information to the State via PHEP BP2 REDCap link for both LHD PHEP Coordinator and Identified LHD Preparedness back-up:

- 24/7 LHD PHEP Coordinator and LHD Preparedness back-up contact information submitted into below REDCap link
- PSID Number#:
 - Can be obtained [HERE](#)
- FEMA SID Number:
 - Can be obtained [HERE](#)

Deliverable submission: <https://redcap.isdh.in.gov/surveys/?s=WPD79ALD8C3YADCM>

Due: 3/30/2026

Grant Requirement 6

The Grantee shall ensure their LHD PHEP Coordinator and the LHD PHEP backup complete the following:

- [FEMA - Emergency Management Institute \(EMI\) Course | IS-700.B: An Introduction to the National Incident Management System](#)
- [IS-800.D National Response framework, An Introduction](#)
- [IS-100.C: Introduction to the Incident Command System, ICS 100](#)
- [IS-200.C: Basic Incident Command System for Initial Response, ICS-200](#)

Deliverable: If the LHD PHEP coordinator and back up identified individuals have *not previously* submitted documentation for the above required courses, the Grantee shall ensure verification of course completion transcript is sent to IDOH via PHEP BP2 REDCap link: <https://redcap.isdh.in.gov/surveys/?s=FWFXCEFACN4R3LHK>

Note: This transcript can be requested and emailed on the following link to display all certification in one document: IS Course Transcript request form can be found [HERE](#)

Due: 12/30/2025

Grant Requirement 7

Grantee shall ensure the LHD PHEP Coordinator and backup maintain active accounts in all Indiana Emergency Response systems utilized by IDOH and IDHS. The LHD PHEP Coordinator and backup (in addition to any LHD staff identified by LHD PHEP Coordinator and LHD Leadership) must be registered and maintain accounts in the above mentioned IDOH and IDHS utilized systems. Grantee must ensure current contact information is up to date within these Indiana Emergency systems. LHD PHEP Coordinator and backup should actively participate in IDOH-offered Emergency Systems training. LHD PHEP Coordinator and back-up must log into all IDOH Emergency System accounts to ensure account information is kept accurate and account status remains active. State will internally verify activity in systems directly at a minimum quarterly.

Due: New accounts must be established by 12/30/2025; *Existing accounts: Maintain active accounts via routine log in.*

Grant Requirement 8

Sharing of LHD Jurisdictional Risk Assessment (JRA) Results:

To enhance community preparedness the Grantee must share the results of its jurisdictional risk assessment (JRA) with the following entities:

ESF 8 Partners, Community Partners, Elected Officials, Key Stakeholders.

NOTE: If a LHD was not a Subrecipient of PHEP BP1 (July 1, 2024 – June 30, 2025), they will be required to complete the Jurisdictional Risk Assessment (JRA) and Public Health and Healthcare Readiness Assessment (PHHRA) during BP2.

Deliverable:

The JRA results should be shared via meeting(s) convened by the Grantee with the above mentioned entities.

Documentation must be submitted 10 days after meeting(s) via REDCap link:

<https://redcap.isdh.in.gov/surveys/?s=FWFXCEFACN4R3LHK>

Due: 6/30/2026

Grant Requirement 9

The LHD PHEP Coordinator shall ensure maintenance and accuracy of all LHD Public Health Preparedness Memorandum Of Understandings (MOUs) between the LHD, partner agencies, and identified LHD Point Of Dispensing (POD) Sites, along with any additional LHD key community stakeholders and partners as identified by the LH. The LHD PHEP Coordinator must ensure Local level Public Health Preparedness Planning MOUs are maintained and up to date on a regular cadence.

Grant Requirement 10

State Health Regional Integrated Preparedness Plan (IPP) / Integrated Preparedness Plan Workshop (IPPW). The purpose of the Integrated Preparedness Plan Workshop (IPPW) is to consider the range of preparedness activities within the Integrated Preparedness Cycle and, along with the guidance provided by IDOH leaders, identify, and set preparedness priorities and schedule preparedness activities for the multi-year Integrated Preparedness Plan (IPP) cycle. The IPP workshops shall foster collaboration and partnership across various stakeholders, identify regional-specific preparedness needs and resource gaps, and prioritize training and exercise activities that enhance regional and state preparedness capabilities.

Deliverable: Grantee shall ensure the LHD PHEP Coordinator, or their representative, participates in regional IDOH Integrated Preparedness Workshops specific to their region. *Northern – Districts 1, 2, 3, and 4: Central – Districts 5, 6, and 7: Southern – Districts 8, 9, and 10*

Due: 6/30/2026

Grant Requirement 11

Grantee shall ensure that biannual LHD POD plan command call down drills occur. These call down drills must include all identified POD command staff and LHD POD Volunteers. Call down drill must utilize 3 of the 5 listed methods below at a minimum.

- Email
- 800 MHz
- Text
- Phone (land or cell)
- Fax

Deliverable: Drill report must be sent to IDOH within 10 days of drill via the REDCap Link: <https://redcap.isdh.in.gov/surveys/?s=FWFXCEFACN4R3LHK>

Due: Drills must be held by 12/30/2025 and 6/30/2026

Grant Requirement 12

LHD PHEP Coordinators collectively, as a district, must select one LHD PHEP Representative per district. Expectations of this role are to ensure the selected individual collaborates with LHDs within their district. This position should possess the ability to effectively communicate and relay information from LHDs to IDOH.

Deliverable: Submission by the selected District PHEP Representative into IDOH REDCap link: <https://redcap.isdh.in.gov/surveys/?s=FWFXCEFACN4R3LHK>

Due: 12/30/2025

Grant Requirement 13

LHD Preparedness Coordinator must attend the quarterly IDOH-led LHD PHEP Regional Meetings. These meetings will be virtual.

Due: 9/30/2025, 12/30/2025, 3/30/2025,6/30/2025.

In Process

CRI

INTRODUCTION

The Division of Emergency Preparedness (DEP) within the Indiana Department of Health (IDOH) is the entity responsible for administering the Cities Readiness Initiative (CRI) grant received from the Centers for Disease Control and Prevention (CDC). The IDOH DEP administers these funds through subrecipient agreements which require various activities aimed at enhancing state and local preparedness to better respond to public health emergencies.

- Metropolitan statistical area (MSA): An area containing a large population nucleus and adjacent communities that have a high degree of integration with that nucleus. The Office of Management and Budget (OMB) establishes and maintains MSAs solely for statistical purposes. The classification provides a nationally consistent set of delineations for collecting, tabulating, and publishing federal statistics for geographic areas.
- Cities Readiness Initiative (CRI): A CDC-funded program designed to enhance preparedness in the nation's largest population centers, where nearly 60% of the U.S. population resides, to respond successfully to large public health emergencies needing life-saving medications and medical supplies.

Cities Readiness Initiative Planning Jurisdictions

There are four CRI planning jurisdictions in Indiana: Chicago, Indianapolis, Cincinnati, and Louisville. Each area consists of several local health departments.

Intent of Agreement and Funding

The IDOH PHEP funding program aims to strengthen the capacity and capability of CRI Local Health Departments public health systems to prepare for, respond to, and recover from public health threats and emergencies. The goal is to enhance readiness to save lives and prevent morbidity and mortality during emergencies that exceed the day-to-day capacity of public health agencies. This funding opportunity provides a roadmap for CRI PHEP participants to design, develop, and implement strategies and activities that will improve their readiness to execute plans, respond to public health threats and emergencies, and recover from them. To do this, the State uses CDC's Response Readiness Framework (RRF), which describes 10 program priorities. These program priorities provide the framework to support advancement of preparedness, response, and recovery operations.

The goal of this funding opportunity, and the allowable activities within it, is to build response-ready Local Health Departments across Indiana through the maintenance and growth of a strong Public Health workforce.

This attachment, referenced as Attachment A, explains the minimum preparedness requirements each local health department must complete to remain eligible to receive funding under the agreement. This Attachment provides the Requirements that must be completed by local health departments within the CRI program. Compensation under this agreement will be provided based upon receipt of the PHEP BP2 Requirement listed in this document.

- When requesting reimbursement, subrecipients must be able to clearly illustrate upon request how each repayment is monitored and tracked at the local level.
- Maintain records and ledgers for active federal awards.

PHEP BP2 (07/01/2025-06/30/2025) CRI Grant Requirements

Grant Requirement 1

Grantee must submit a budget to IDOH Grant Support in the format that will be set by the State. This budget will serve as a request to spend PHEP CRI funding on items requested by the Grantee. No items may be purchased without budget approval from the State. Budgets may be revised as needed and are encouraged to be reviewed by the Grantee on a quarterly basis to ensure spending of CRI PHEP funds is achievable by the end of the PHEP Budget Period 2 on 6/30/2026.

Due: 30 days after the execution of this grantee agreement. Grantee shall procure and claim all funds allocated to Supplies and Equipment categories in their approved budget by 4/27/2026. Budget revisions may be submitted, and final budget revisions must be submitted to IDOH Grant Support on or before 5/1/2026.

Grant Requirement 2

Grantee shall receive an invoice work sheet from the State upon submission of an approved budget. The Grantee may begin invoicing upon receipt of the invoice worksheet. Grantee must submit invoices for reimbursement to invoices@health.in.gov and copy idoHgrantsupport@health.in.gov unless instructed otherwise by the State. Grantee must submit at a minimum of one invoice by the end of Quarter 2 (12/30/2025)

All invoices must include:

- Invoice number (assigned by the Grantee)
- PHEP BP2 Purchase Order Number (assigned by the State and noted on the LHD PHEP Purchase Order "PO")
- Date of invoice submitted
- Dates of service (time frame expenses occurred).
- The subject line of the invoice submission email must state: the Grantee's name, PHEP BP2 and indicate only **if applicable** whether the Grantee is submitting an invoice for PHEP Base or PHEP CRI.

Due: As expenses arise, all final purchasing must be completed by 6/30/2026. Final invoicing to the State must be submitted by 8/29/2026.

Grant Requirement 3

Grantee must participate in quarterly CRI calls

Due:

- 9/5/2025 [Meeting Link](#)
- 12/5/2025 [Meeting Link](#)
- 3/6/2026 [Meeting Link](#)
- 6/5/2026 [Meeting Link](#)

Grant Requirement 4

Local Public Health Integrated Preparedness Plan (IPP) / Integrated Preparedness Plan Workshop (IPPW). The purpose of the IPPW is to consider the range of preparedness activities within the Integrated Preparedness Cycle and, along with the guidance provided by State leaders, identify, and set preparedness priorities and schedule preparedness activities for the multi-year IPP cycle. The IPP workshops shall foster collaboration and partnership across various stakeholders, identify local jurisdiction-specific preparedness needs and resource gaps, and prioritize training and exercise activities that enhance preparedness capabilities. The local county

or municipal planning jurisdiction IPP / IPPW is required for PHEP CRI subrecipients. State will provide an IPP/IPPW template to the Grantee to support the development and facilitation of an IPP/IPPW.

Deliverable: IPP

Due: 9/30/2025

Grant Requirement 5

CRI LHD Administrative Preparedness Discussion Based Exercise

For the administrative preparedness exercise, Grantee shall conduct exercise design, facilitation, and after-action report (AAR) and improvement plan (IP) development for exercises. State shall provide HSEEP consistent guidance documents to support local execution of exercises. Grantees are encouraged to work together as a MSA to fulfill the exercise requirement. Grantee may fulfill this requirement with a joint exercise with representatives from all MSA local planning jurisdictions.

Objectives:

- Contracting:
 - Discuss/develop and include strategies to expedite the contracting approval process for the purchase of services during an emergency into plans.
- Procurement:
 - Discuss/develop and include the processes to procure supplies needed to support emergency responses into plans.
- Receiving/Accepting Emergency Funds:
 - Discuss/develop and include strategies to expedite process(es) for accepting emergency preparedness funding into plans.
- Surge Staffing:
 - Discuss/develop and include strategies to expedite process(es) for hiring and/or reassigning staff and volunteers to support surge staffing needs during responses into plans.

Grantee must:

- Conduct HSEEP consistent exercise design with local jurisdictional partners
- Facilitate exercise with local jurisdiction partners
- Develop after-action report (AAR) and improvement plan (IP)

State Support to Grantees:

- Provide technical assistance (TA) on exercise design, facilitation, and AAR/IP development
- Provide guidance on exercise outcomes and objective expectations
- Provide HSEEP consistent guidance and documentation to support exercise design

The CDC PHEP program requires both PHEP recipients and CRI local planning jurisdictions to be engaged in these exercises. Given the jurisdictional dependency of administrative processes, the State will conduct an internal exercise to discuss various fiscal, legal, and administrative authorities and practices governing funding, procurement, contracting, and hiring. This exercise will provide discussion on how these authorities can be modified, accelerated, and streamlined during an emergency to support public health preparedness, response, and recovery at state, territorial, local, and tribal levels of government.

Deliverable: Submit AAR & IP to the State via REDCap link:
<https://redcap.isdh.in.gov/surveys/?s=FWFXCEFACN4R3LHK>
Due: 6/30/2026

Grant Requirement 6

Grantee participation in two State Sponsored Exercises

For the CDC PHEP required capstone and biological track progressive exercise series, State will lead all statewide exercise activities. The CDC PHEP program requires PHEP recipients and CRI local planning jurisdictions to be engaged in these exercises. State coordinates all exercise design, facilitation, and after-action report (AAR) and improvement plan (IP) development for exercises on behalf of the all grantees. Grantee representatives will be asked to participate in the exercise design planning meetings to provide input on exercise design and execution. State will conduct three metropolitan statistical area CRI planning jurisdiction exercise deliveries of each exercise during the budget period. North – Chicago MSA; Central – Indianapolis MSA; South – Cincinnati MSA and Louisville MSA

Grantee Responsibilities:	State Responsibilities:
• Provide input to the State on the exercise design • Attend virtual exercise planning meetings • Assist the State in identifying and securing exercise venues • Recruitment and marketing of exercises to local partners • Participate in exercise delivery • Provide input into AAR and IP development	• Coordinate exercise design planning meetings with input from grantees • Design exercise objectives, documentation, and activities with input from grantees • Facilitate exercise delivery with local stakeholders • Lead development of AAR and IP

#1: Hazards Based State Sponsored Discussion Exercise

Discuss various aspects associated with preparing and conducting the capstone track (full-scale) exercise during this period of performance.

- Objectives:
 - Public Health Roles and Functions:
 - Engage participants regarding the potential ESF8 roles/functions of public health for the risk selected as the primary area of focus for your capstone exercise.
 - Jurisdictional Risks and Response Capabilities:
 - Discuss jurisdictional risks and response capabilities for the primary area of focus of your capstone exercise.
 - Public Health Roles and Functions:
 - Discuss equity considerations (e.g., access and functional needs, health, inequitable environment) and identify roles and functions in preparing, responding, and recovering from the risk selected as the primary area of focus for your capstone exercise and how public health will coordinate with health care partners and regulatory agencies during that incident.
 - Jurisdictional Risks and Response Capabilities:
 - Discuss jurisdictional risks and response capabilities for the primary area of focus of your capstone exercise. Educate participants about your jurisdiction's capabilities to assess the

health needs of populations impacted by those incidents, equitably direct resources and protect the health of responders.

- Medical Countermeasure/Medical Materiel Management Strategies
 - Discuss strategies to efficiently distribute, dispense or administer MCMs and medical materiel to the public and measure throughput/inventory in response to the jurisdictional risk selected as the primary area of focus for your capstone exercise.

#2 Biological Based State Sponsored Discussion

Discuss potential public health roles, functions, and countermeasures when responding to a large-scale biological incident including pandemic influenza.

- Objectives:
 - Public Health Roles and Functions:
 - Discuss equity considerations (e.g., access and functional, health, inequitable environment) and identify roles and functions for preparing, responding, and recovering from biological incidents and how public health would coordinate with health care partners and regulatory agencies during a biological incident.
 - Jurisdictional Risks and Response Capabilities:
 - Discuss jurisdictional risks and response capabilities for biological mass casualty incidents (e.g., emerging infectious disease, anthrax, pandemic influenza, and other respiratory illnesses with pandemic potential). Educate participants about your jurisdiction's capabilities to assess the health needs of populations impacted by biological incidents, equitably direct resources, and protect the health of responders.
 - Medical Countermeasures:
 - Discuss strategies to efficiently distribute and dispense or administer MCMs to the public and measure throughput in response to a mass casualty biological incident.
 - Laboratory:
 - Discuss the role of the Laboratory Response Network for Biological Threats (LRN-B) during a large-scale biological incident response.

Deliverable: Participation in State sponsored Capstone Discussion-based Exercise and Biological Discussion-based Exercise in accordance with outlined Grantee responsibilities

Due: Participation in exercises that will occur by 06/30/2026

ATTACHMENT B BUDGET

Name of Organization:	Lake County Health Department		
Employer ID Number (EIN):	356000168		
CFDA:	93.069	Vendor ID:	0000056944

Address:	2293 N MAIN ST CROWN POINT Indiana 46307
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Name of Signatory: (Encompass e-signatory)	Sheila Paul
Email:	Paulsl@lakecountyin.org

Name of Program Contact:	Rose Ristovski
Email:	ristorx@lakecountyin.org

Base	\$20,000
CRI	\$91,344
Total Allotment:	\$111,344.00

ATTACHMENT C FEDERAL FUNDING

Federal Agency: Department of Health and Human Services

CFDA Numbers: 93.069

Award Name: PHEP Cooperative Agreement

1) Incorporation

This award is based on the application, as approved, the Indiana Department of Health (IDOH) submitted to the Department of Health and Human Services relating to the program and is subject to the terms and conditions incorporated either directly or by reference in the following:

- a) The grant program legislation and program regulation by statutory authority as provided for this program and all other referenced codes and regulations.
- b) 2 CFR Subtitle A, Chapter II, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- c) The HHS Grants Policy Statement, including addenda in effect as of the beginning date of the budget period. (Parts I through III of the HHS GPS are currently available at <http://www.hrsa.gov/grants/hhsgrantspolicy.pdf>.)

The Contractor or Grantee (as defined in the Contract or Grant Agreement) must comply with all terms and conditions outlined in the grant award, including grant policy terms and conditions contained in applicable Grant Policy Statements; requirements imposed by program statutes and regulations and grant administration regulations, as applicable; and any regulations or limitations in any applicable appropriations acts.

2) Anti-kickback Statute

The Contractor or Grantee is subject to the anti-kickback statute and should be cognizant of the risk of criminal and administrative liability under this statute, 42 U.S.C. § 1320a-7b(b).

3) Victims of Trafficking and Violence Protection Act

The Contractor or Grantee is subject to the requirements of Section 106(g) of the Victims of Trafficking and Violence Protection Act of 2000, as amended (22 U.S.C. § 7104).

4) Accessibility of Services

Services must not discriminate on the basis of age, disability, sex, race, color, national origin or religion. Recipients must comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 *et seq.*), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 701), the Age Discrimination Act of 1975 (42 U.S.C. § 6101 *et seq.*), and any provisions required by the implementing regulations of the Federal Agency providing the funds. Resources are available at <http://www.justice.gov/crt/about/cor/coord/titlevi.php>.

Executive Order 13166 requires recipients receiving Federal financial assistance to take steps to ensure that people with limited English proficiency have meaningful access to services. Resources are available at <http://www.lep.gov/13166/eo13166.html>.

5) Federal Information Security Management Act (FISMA)

The Contractor or Grantee must protect all information systems, electronic or hard copy which contains federal data from unauthorized access. Congress and the Office of Management and

Budget (OMB) have instituted laws, policies, and directives that govern the creation and implementation of federal information security practices that pertain specifically to grants and contracts. Resources are available at <http://csrc.nist.gov/groups/SMA/fisma/index.html>.

6) Registration Requirements

The Contractor or Grantee must register in the System for Award Management (SAM) and maintain the registration with current information. Additional information about registration procedures may be found at www.sam.gov. The entity must maintain the accuracy and currency of its information in SAM at all times during which the entity has an active award unless the entity is exempt from this requirement under 2 CFR Subtitle A, Chapter II, Part 200. Additionally, the entity must review and update the information at least annually after the initial registration.

7) Non-Delinquency on Federal Debt

Contractor or Grantee is subject to the Federal Debt Collection Procedures Act of 1990, 28 U.S.C. § 3201(e), which imposes restrictions on the transfer of federal funds to persons or entities owing a debt to the United States.

8) Federal Funds Disclosure Requirements

Any of the entity's statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs supported in whole or in part by federal funds must state a) the percentage of the total costs of the program or project with federal financing; b) the amount of federal funds for the project or program; and c) the percentage and dollar amount of the total costs of the project or program financed by nongovernmental sources. "Nongovernmental sources" means sources other than state and local governments and federally recognized Indian tribes.

Publications, journal articles, etc. produced under a grant support project must bear an acknowledgment and disclaimer, as appropriate, for example:

This publication (journal article, etc.) was supported by the Epidemiology and Laboratory Capacity for Infectious Diseases (ELC) from Department of Health and Human Services. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the Department of Health and Human Services.

9) Equipment and Products

To the greatest extent practicable, all equipment and products purchased with federal funds should be American-made. 2 CFR Subtitle A, Chapter II, Part 200.33 and 200.313 defines equipment as tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. See also §§200.12 Capital assets, 200.20 Computing devices, 200.48 General purpose equipment, 200.58 Information technology systems, 200.89 Special purpose equipment, and 200.94 Supplies.

The grantee may use its own property management standards and procedures provided it observes provisions of the relevant sections in the Office of Management and Budget (OMB) 2 CFR Subtitle A, Chapter II, Part 200.500-520.

10) Federal Funding Accountability and Transparency Act (FFATA)

In order for IDOH to comply with federal reporting requirements, Contractor or Grantee must complete, in its entirety, the form, titled Transparency Reporting Subawardee Questionnaire. If the pre-populated information in the form regarding Contractor or Grantee is incorrect, Contractor or Grantee should strike the incorrect information and enter the correct information. IDOH will send this form in a separate e-mail.

11) Federal Lobbying Requirements

- a) The Contractor certifies that to the best of its knowledge and belief that no federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting 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 the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.
- b) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting 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 this federal Contract, contract, loan, or cooperative agreement, the Contractor shall complete and submit "Disclosure Form to Report Lobbying" in accordance with its instructions.
- c) The Contractor shall require that the language of subparagraphs A) and B) be included in the language of all subcontracts and that all subcontractors shall certify and disclose accordingly.

For more information, please contact the IDOH Division of Finance.

ATTACHMENT D

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 electronical submission site is found at <https://gateway.ifionline.org/login.aspx>
 - d. The Gateway User Guide is found at <https://gateway.ifionline.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.

RESOLUTION NO. _____

**RESOLUTION TO APPROVE THE TRANSFER OF \$1,233,234.25
FROM CEDIT FUND, FUND NO. 4012 TO LAKE COUNTY ROADS
& BRIDGES MATCHING GRANT FUND, FUND 9440, DEPARTMENT 7007**

WHEREAS, the Lake County Council by Resolution may permit the transfer to a fund from another fund with sufficient money on deposit in the County; and

WHEREAS, the Lake County Commissioners request the transfer of \$1,233,234.25 from the CEDIT Fund, Fund No. 4012 to the Lake County Roads & Bridges Matching Grant Fund, Fund No. 9440, Department 7007, which transfer places all of the funds necessary to complete the 2025 Crossroads Grant Project in the Grant Fund for payment within one fund; and

WHEREAS, the Lake County Council desires to transfer \$1,233,234.25 from the CEDIT Fund, Fund No. 4012 to the Lake County Roads & Bridges Matching Grant Fund, Fund No. 9440, Department 7007.

NOW, THEREFORE, LET IT BE RESOLVED AS FOLLOWS:

That the sum of \$1,233,234.25 is hereby transferred from the CEDIT Fund, Fund No. 4012 to the Lake County Roads & Bridges Matching Grant Fund, Fund No. 9440, Department 7007 which transfer places all of the funds necessary to complete the 2025 Crossroads Grant Project within one fund for payment.

SO RESOLVED THIS _____ DAY OF AUGUST, 2025.

CHRISTINE CID, President

DAVID HAMM

CHARLIE BROWN

RANDELL C. NIEMEYER

RONALD G. BREWER, SR.

PETE LINDEMULDER

TED F. BILSKI

Members of the Lake County Council



**THE BOARD OF COMMISSIONERS
OF THE COUNTY OF LAKE**

2293 North Main Street
Crown Point, Indiana 46307
Phone: (219) 755-3200
Fax: (219) 755-3064

Kyle W. Allen, Sr., First District
Jerry Tippy, Second District
Michael C. Repay, Third District

July 25, 2025

To: President Christine Cid and Honorable Council Members
Fr: Lake County Board of Commissioners
Re: August 12th, 2025 County Council Agenda

The Board of Commissioners respectfully requests that a resolution be prepared and placed on the Council's August 12th agenda for approval. The request for transfer of funds and resolution is necessary to meet our obligation to deposit matching funds in the Crossroads Grant Fund for 2025. The transfer amount is \$1,233,234.25 and it is requested that funds from CEDIT fund 4012 be transferred into fund 9440, department 7007 (Lake County Roads and Bridges Matching Grant Fund).

Thank you in advance for your consideration in this matter.

Respectfully submitted,

Mike Repay

Michael C. Repay
President, Lake County Board of Commissioners

NON-BINDING REVIEW OF:
(1) ESTIMATED LEVY LIMITS (MAXIMUM LEVY)
(2) ESTIMATED CIRCUIT BREAKER PURSUANT TO I.C. 6-1.1-17-3.6

A. PROCEDURE:

1. Motion to open review
2. Read I.C. 6-1.1-17-3.6 into the minutes
3. Confirm all County Council Members have read the estimates in Exhibit "A"
4. Allow taxing units to speak
5. Public comments
6. Council comments
7. Last opportunity for anyone to speak
8. Motion to close review
9. Direct the Auditor to distribute to all taxing units minutes of the review after they have been approved

Nothing Further

Motion to "Review the Estimated Levy Limits provided by the Department of Local Government Finance, under I.C. 6-1.1-18.5-24, and to review the Estimate provided by the Department of Local Government Finance under I.C. 6-1.1-20.6-11.1 of how each taxing unit's distribution of property taxes will be reduced by credits under I.C. 6-1.1-20.6, as attached with Exhibit "A".

Unit	Type	2025 Maximum Levy	2025 Permanent Appeals	2025 Maximum Levy for Growth Quotient	MLGQ	2026 Initial Maximum Levy	2026 Potential Appeals	Estimated Maximum Levy Prior to Allowable Adj.	Cumulative Capital Development Adjustment	Mental Health Adjustment	Developmental Disability Adjustment	2026 Estimated Maximum Levy
4510000 - Lake County	UT	174,203,033	-	174,203,033	1.0400	181,171,154	-	181,171,154	10,546,199	3,835,146	10,654,436	206,206,935
4520001 - Calumet Township	UT	4,021,525	-	4,021,525	1.0400	4,182,386	-	4,182,386	-	-	-	4,182,386
4520001 - Calumet Township	TA	8,712,157	-	8,712,157	1.0400	9,060,643	-	9,060,643	-	-	-	9,060,643
4520001 - Calumet Township	TB	10,613,360	-	10,613,360	1.0400	11,037,894	-	11,037,894	-	-	-	11,037,894
4520002 - Cedar Creek Township	TF	250,063	-	250,063	1.0400	260,066	-	260,066	-	-	-	260,066
4520002 - Cedar Creek Township	UT	718,813	-	718,813	1.0400	747,566	-	747,566	-	-	-	747,566
4520003 - Center Township	UT	375,786	-	375,786	1.0400	390,817	-	390,817	-	-	-	390,817
4520003 - Center Township	TF	507,723	-	507,723	1.0400	528,032	-	528,032	-	-	-	528,032
4520004 - Eagle Creek Township	TF	126,066	-	126,066	1.0400	131,109	-	131,109	-	-	-	131,109
4520004 - Eagle Creek Township	UT	80,191	-	80,191	1.0400	83,399	-	83,399	-	-	-	83,399
4520005 - Hanover Township	UT	368,690	-	368,690	1.0400	383,438	-	383,438	-	-	-	383,438
4520005 - Hanover Township	TF	311,393	-	311,393	1.0400	323,849	-	323,849	-	-	-	323,849
4520006 - Hobart Township	TF	1,237	-	1,237	1.0400	1,286	-	1,286	-	-	-	1,286
4520006 - Hobart Township	UT	889,487	-	889,487	1.0400	925,066	-	925,066	-	-	-	925,066
4520007 - North Township	UT	8,197,988	-	8,197,988	1.0400	8,525,908	-	8,525,908	-	-	-	8,525,908
4520008 - Ross Township	UT	1,678,632	-	1,678,632	1.0400	1,745,777	-	1,745,777	-	-	-	1,745,777
4520009 - St. John Township	UT	608,857	-	608,857	1.0400	633,211	-	633,211	-	-	-	633,211
4520009 - St. John Township	TF	414,855	-	414,855	1.0400	431,449	-	431,449	-	-	-	431,449
4520010 - West Creek Township	TF	85,984	-	85,984	1.0400	89,423	-	89,423	-	-	-	89,423
4520010 - West Creek Township	UT	347,969	-	347,969	1.0400	361,888	-	361,888	-	-	-	361,888
4520011 - Winfield Township	UT	210,946	-	210,946	1.0400	219,384	-	219,384	-	-	-	219,384
4520011 - Winfield Township	TF	592,045	-	592,045	1.0400	615,727	-	615,727	-	-	-	615,727
4530101 - Gary Civil City	UT	97,843,911	-	97,843,911	1.0400	101,757,667	-	101,757,667	652,929	-	-	102,410,596
4530104 - Hammond Civil City	UT	58,129,704	-	58,129,704	1.0400	60,454,892	-	60,454,892	1,795,021	-	-	62,249,913
4530108 - East Chicago Civil City	UT	53,193,921	-	53,193,921	1.0400	55,321,678	-	55,321,678	-	-	-	55,321,678
4550124 - East Chicago Public Library	UT	7,851,502	-	7,851,502	1.0400	8,165,562	-	8,165,562	-	-	-	8,165,562
4550125 - Gary Public Library	UT	10,362,832	-	10,362,832	1.0400	10,777,345	-	10,777,345	-	-	-	10,777,345
4550126 - Hammond Public Library	UT	5,717,708	-	5,717,708	1.0400	5,946,416	-	5,946,416	-	-	-	5,946,416
4550127 - Lowell Public Library	UT	1,294,156	-	1,294,156	1.0400	1,345,922	-	1,345,922	-	-	-	1,345,922
4550128 - Whiting Public Library	UT	1,578,626	-	1,578,626	1.0400	1,641,771	-	1,641,771	-	-	-	1,641,771
4550129 - Lake County Public Library	UT	14,634,999	-	14,634,999	1.0400	15,220,399	-	15,220,399	-	-	-	15,220,399
4530202 - Hobart Civil City	UT	19,651,129	-	19,651,129	1.0400	20,437,174	1,223,253	21,660,427	891,609	-	-	22,552,036
4550276 - Crown Point Community Public Library	UT	2,033,580	-	2,033,580	1.0400	2,114,923	-	2,114,923	-	-	-	2,114,923
4530321 - Crown Point Civil City	UT	15,447,340	-	15,447,340	1.0400	16,065,234	-	16,065,234	1,317,897	-	-	17,383,131
4530322 - Whiting Civil City	UT	9,465,668	-	9,465,668	1.0400	9,844,295	-	9,844,295	243,340	-	-	10,087,635
4530401 - Lake Station Civil City	UT	5,657,930	-	5,657,930	1.0400	5,884,247	-	5,884,247	-	-	-	5,884,247
4530504 - Cedar Lake Civil Town	UT	4,961,343	423,411	5,384,754	1.0400	5,600,144	-	5,600,144	527,101	-	-	6,127,245
4530505 - Griffith Civil Town	UT	7,516,822	505,000	8,021,822	1.0400	8,342,695	-	8,342,695	-	-	-	8,342,695
4530506 - Highland Civil Town	UT	8,797,194	-	8,797,194	1.0400	9,149,082	-	9,149,082	828,198	-	-	9,977,280
4530507 - Munster Civil Town	UT	8,683,128	-	8,683,128	1.0400	9,030,453	-	9,030,453	1,100,720	-	-	10,131,173
4530512 - Merrillville Civil Town	UT	8,409,270	-	8,409,270	1.0400	8,745,641	-	8,745,641	1,232,706	-	-	9,978,347
4530512 - Merrillville Civil Town	FT	2,620,675	-	2,620,675	1.0400	2,725,502	-	2,725,502	-	-	-	2,725,502
4530730 - Dyer Civil Town	UT	4,518,384	-	4,518,384	1.0400	4,699,119	-	4,699,119	596,983	-	-	5,296,102
4530731 - Lowell Civil Town	UT	4,371,545	358,130	4,729,675	1.0400	4,918,862	-	4,918,862	367,607	-	-	5,286,469
4530732 - New Chicago Civil Town	UT	466,851	-	466,851	1.0400	485,525	-	485,525	27,650	-	-	513,175
4530733 - St. John Civil Town	UT	6,718,992	-	6,718,992	1.0400	6,987,752	-	6,987,752	1,138,896	-	-	8,126,648
4530734 - Schererville Civil Town	UT	11,450,840	-	11,450,840	1.0400	11,908,874	-	11,908,874	1,399,043	-	-	13,307,917
4530735 - Schneider Civil Town	UT	195,064	-	195,064	1.0400	202,867	-	202,867	6,302	-	-	209,169
4530736 - Winfield Civil Town	UT	1,955,659	150,247	2,105,906	1.0400	2,190,142	-	2,190,142	394,972	-	-	2,585,114
4560808 - East Chicago Sanitary	UT	15,240,264	-	15,240,264	1.0400	15,849,875	-	15,849,875	-	-	-	15,849,875
4560810 - Hammond Sanitary	UT	4,505,603	-	4,505,603	1.0400	4,685,827	-	4,685,827	-	-	-	4,685,827
4560811 - Highland Sanitary District	UT	272,013	-	272,013	1.0400	282,894	-	282,894	-	-	-	282,894
4560812 - Whiting Sanitary	UT	2,762,941	-	2,762,941	1.0400	2,873,459	-	2,873,459	-	-	-	2,873,459
4560813 - Gary Airport	UT	2,179,906	-	2,179,906	1.0400	2,267,102	-	2,267,102	-	-	-	2,267,102
4560814 - Gary Redevelopment	UT	393,214	-	393,214	1.0400	408,943	-	408,943	-	-	-	408,943
4560815 - Hammond Redevelopment	UT	705,931	-	705,931	1.0400	734,168	-	734,168	-	-	-	734,168
4560816 - Gary Public Transportation	UT	4,130,825	-	4,130,825	1.0400	4,296,058	-	4,296,058	-	-	-	4,296,058
4560959 - St. John Sanitary	UT	445,699	-	445,699	1.0400	463,527	-	463,527	-	-	-	463,527
4560961 - Lake Ridge Fire Protection	UT	662,374	-	662,374	1.0400	688,869	-	688,869	-	-	-	688,869

Unit	Type	2025 Maximum Levy	2025 Permanent Appeals	2025 Maximum Levy for Growth Quotient	MLGQ	2026 Initial Maximum Levy	2026 Potential Appeals	Estimated Maximum Levy Prior to Allowable Adj.	Cumulative Capital Development Adjustment	Mental Health Adjustment	Developmental Disability Adjustment	2026 Estimated Maximum Levy
4560995 - St. John Water District	UT	364,831	-	364,831	1.0400	379,424	-	379,424	-	-	-	379,424
4561002 - Town Of Dyer Sanitary District	UT	436,342	-	436,342	1.0400	453,796	-	453,796	-	-	-	453,796
4561058 - Lake County Solid Waste Management District	UT	7,271,346	-	7,271,346	1.0400	7,562,200	-	7,562,200	-	-	-	7,562,200
4544580 - Hanover Community School Corporation	SO	3,000,883	-	3,000,883	1.0400	3,120,918	-	3,120,918	-	-	-	3,120,918
4544590 - River Forest Community School Corporation	SO	1,740,892	123,567	1,864,459	1.0400	1,939,037	-	1,939,037	-	-	-	1,939,037
4544600 - Merrillville School Corporation	SO	16,986,707	-	16,986,707	1.0400	17,666,175	-	17,666,175	-	-	-	17,666,175
4544615 - Lake Central School Corporation	SO	18,852,404	-	18,852,404	1.0400	19,606,500	-	19,606,500	-	-	-	19,606,500
4544645 - Tri Creek School Corporation	SO	5,888,872	-	5,888,872	1.0400	6,124,427	-	6,124,427	-	-	-	6,124,427
4544650 - Lake Ridge School Corporation	SO	4,102,336	-	4,102,336	1.0400	4,266,429	-	4,266,429	-	-	-	4,266,429
4544660 - Crown Point Community School Corporation	SO	11,293,016	-	11,293,016	1.0400	11,744,737	-	11,744,737	-	-	-	11,744,737
4544670 - School City Of East Chicago	SO	12,402,025	-	12,402,025	1.0400	12,898,106	-	12,898,106	-	-	-	12,898,106
4544680 - Lake Station School Corporation	SO	1,401,366	-	1,401,366	1.0400	1,457,421	-	1,457,421	-	-	-	1,457,421
4544690 - Gary Community School Corporation	SO	31,880,571	-	31,880,571	1.0400	33,155,794	-	33,155,794	-	-	-	33,155,794
4544700 - Griffith Public School Corporation	SO	3,013,509	-	3,013,509	1.0400	3,134,049	-	3,134,049	-	-	-	3,134,049
4544710 - Hammond City School Corporation	SO	16,886,371	-	16,886,371	1.0400	17,561,826	-	17,561,826	-	-	-	17,561,826
4544720 - Highland Town School Corporation	SO	4,625,900	-	4,625,900	1.0400	4,810,936	-	4,810,936	-	-	-	4,810,936
4544730 - School City Of Hobart School Corporation	SO	4,482,138	-	4,482,138	1.0400	4,661,424	-	4,661,424	-	-	-	4,661,424
4544740 - Munster Community School Corporation	SO	7,136,175	-	7,136,175	1.0400	7,421,622	-	7,421,622	-	-	-	7,421,622
4544760 - Whiting City School Corporation	SO	2,713,998	-	2,713,998	1.0400	2,822,558	-	2,822,558	-	-	-	2,822,558

FT - Fire Territory, **MS**- Miscellaneous, **SO** - School Operating, **TA** - Township Assistance Administration, **TB** - Township Assistance Benefits, **TF**-Township Fire, **UT** - CIVIL

IC 6-1.1-17-3.6County fiscal body review of levy limits and tax reductions from credits; meeting by county fiscal body; recommendations

Sec. 3.6. (a) At the first meeting of the county fiscal body in August, the county fiscal body shall review the following:

(1) The estimated levy limits provided by the department of local government finance under IC 6-1.1-18.5-24.

(2) The estimate provided by the department of local government finance under IC 6-1.1-20.6-11.1 of how each taxing unit's distribution of property taxes will be reduced by credits under IC 6-1.1-20.6.

(b) The county fiscal body may request that representatives from the taxing units located within the county attend the meeting described in subsection (a).

(c) The county fiscal body must allow a representative of a taxing unit that attends the meeting described in subsection (a) to comment on the taxing unit's proposed budgets, tax levies, and tax rates for the ensuing calendar year.

(d) After the county fiscal body has held the meeting required by this section, the county fiscal body may prepare and distribute a written recommendation for taxing units in the county. If the county fiscal body does not prepare a written recommendation, the minutes
As added by P.L.184-2016, SEC.8.

Lake County Efficiency Committee

1. Introduction

This establishes the Lake County Efficiency Committee (hereinafter referred to as "the Committee"), appointed by the Lake County Council, to drive fiscal responsibility and operational improvements within Lake County, Indiana government.

The Committee is tasked with identifying opportunities for cost reduction, waste elimination, and resource optimization, aligned similarly with programs like LEAN Six Sigma.

These principles emphasize data-driven decision-making, process streamlining, and the elimination of non-value-added activities to enhance efficiency and taxpayer value.

The Lake County Council, consisting of seven elected members, holds statutory authority under Indiana Code Title 36 to oversee county budgets, appropriations, and fiscal policies. This Committee serves as an advisory body to the Council, providing recommendations for budget adjustments to be implemented in the 2027 fiscal year.

2. Purpose and Objectives

The primary purpose of the Committee is to achieve a 20% reduction in overall county budgets by June 2026, with implementation during the 2027 budget cycle. This reduction will focus on sustainable cost-cutting measures without compromising essential public services.

Key Objectives:

- **Cost Cutting:** Identify and eliminate wasteful spending, redundant processes, and inefficiencies across all county departments, targeting a minimum 20% reduction in levy-funded expenditures.
- **Expense Shifting:** Transition eligible expenses from property tax levies to alternative funding sources, such as federal/state grants, user fees, and public-private partnerships, to reduce reliance on taxpayer dollars.
- **Waste Reduction:** Apply LEAN Six Sigma methodologies, including value stream mapping, root cause analysis, and continuous improvement, to streamline operations and minimize defects in service delivery.
- **Sustainability:** Ensure recommendations promote long-term fiscal health, transparency, and accountability, fostering a culture of efficiency throughout county government.

3. Scope

The Committee's scope includes a comprehensive review of all Lake County government departments, agencies, and funds, excluding state-mandated programs where reductions are legally restricted.

Focus areas include:

- Administrative operations (e.g., assessment, recording, procurement, human resources).
- Public safety (e.g., sheriff's office, emergency services).
- Infrastructure and public works (e.g., roads, parks).
- Health and social services.
- Judicial and correctional systems.

Out of scope: Capital projects funded by bonds, federal pass-through funds, or areas requiring voter approval (e.g., referendums for specific levies). The Committee will prioritize high-impact areas based on budget size and potential for waste reduction, using data from the Lake County Auditor's office and departmental reports.

4. Principles and Methodology

The Committee's work will be grounded in LEAN Six Sigma principles:

- Define: Clearly outline problems and goals.
- Measure: Collect baseline data on current expenditures and processes.
- Analyze: Identify root causes of inefficiencies using tools like Pareto charts and fishbone diagrams.
- Improve: Develop and pilot solutions, such as process automation or vendor consolidation.
- Control: Establish monitoring mechanisms to sustain gains.

All recommendations must be evidence-based, supported by quantitative analysis (e.g., cost-benefit ratios), and compliant with Indiana state laws, including IC 36-2-3.5 (county fiscal bodies) and IC 5-11 (state board of accounts audits).

5. Membership and Roles

The Committee shall consist of 5 members, appointed by majority vote of the 7-member Lake County Council.

Composition:

- Chair: One Council member, responsible for leading meetings and reporting to the full Council.
- Vice-Chair: A second Council member or external expert.
- Members:
 - 1 additional Council member or designees.
 - Liaison or designee from key departments (e.g., Auditor, Treasurer, Commissioners).
 - External stakeholders: 2 independent experts in public finance, or local government and/or business consultants.

All members serve voluntarily, with terms ending upon delivery of final recommendations or December 31, 2026, whichever comes first.

Roles and Responsibilities:

- Conduct regular reviews and audits.
- Engage stakeholders through public meetings.
- Collaborate with county staff for data access.
- Prepare interim and final reports.

6. Authority and Resources

- Authority: The Committee has advisory powers only; all recommendations require Lake County Council approval. It may request data, interviews, and audits from county departments under Council oversight.
- Resources:
 - Budget allocation: Up to \$50,000 from existing Council funds for consulting, software, or training (subject to approval).
 - Support staff: Administrative assistance from the Council's office.
 - Tools: Access to county financial systems and external grants for efficiency initiatives.

7. Timelines and Milestones

The Committee will operate from its formation date (target: September 2025) through June 2026, with the following phased timeline:

Phase	Description	Timeline	Deliverables
Initiation	Committee formation, and baseline data collection.	September - October 2025	Efficiency objective approval; initial work plan; baseline budget audit report.
Assessment	Departmental reviews, waste identification, and stakeholder input.	November 2025 - February 2026	Interim report on high-waste areas; public hearing summaries.
Analysis & Recommendations	Data analysis, cost-shifting proposals, and pilot testing.	March - May 2026	Draft recommendations; impact assessments; grant/user fee shift proposals.
Finalization	Refinement, Council review, and approval preparation.	June 2026	Final report with 20% reduction plan; implementation roadmap for 2027 budget.
Implementation Oversight	Post-charter monitoring (if extended).	July - December 2026	Quarterly progress updates to Council.

Meetings: One time per month with the option of additional meetings as needed centered around council meeting/study session, with agendas published 48 hours in advance. All activities align with Indiana Open Door Law (IC 5-14-1.5) for transparency.

8. Risks and Mitigation

- Risk: Resistance from departments – Mitigate via inclusive engagement and Council backing.
- Risk: Data inaccuracies – Mitigate through audits and third-party verification.
- Risk: Failure to meet 20% target – Mitigate with phased goals and contingency planning.

9. Success Metrics

- Achievement of 20% budget reduction target, measured against 2026 baseline.
- Percentage of expenses shifted to non-levy sources (target: 5-10%).
- Number of processes streamlined (target: 20+).

10. Approval

This Efficiency Committee is approved by the Lake County Council on **[08/12/2025]**, subject to annual review.

Christine Cid [Lake County Council President]

Ronald Brewer [Lake County Council Vice President]

Dave Hamm [1st District]

Charlie Brown [3rd District]

Pete Lindemulder [4th District]

Ted Bilski [6th District]

Randy Niemeyer [7th District]