

0620.01 Obtaining State Administrative Board Approval

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PURPOSE

To describe the structure and process for obtaining State Administrative Board approval as required by statutes, resolutions, and administrative guidelines, under authority of the State Administrative Board created under MCL 17.1 *et seq.*

APPLICATION

Executive Branch Departments and Sub-units, community colleges and universities (Agency).

CONTACT AGENCY

Department of Technology, Management and Budget (DTMB)
State Administrative Board (Ad Board)

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SUMMARY

The Ad Board exercises general supervisory control over the functions and activities of all administrative departments, state officers, boards, commissions and state institutions.

The Ad Board functions through three standing committees that make recommendations to the Ad Board. The standing committees are: (1) Finance and Claims (F&C), (2) Building, and (3) Transportation and Natural Resources (T&NR). For a description of the members of the three standing committees refer to the May 2, 1995 Ad Board Resolution from the Resolutions List in Appendix A under References.

The seven members of the Ad Board are the Governor, Lieutenant Governor, Secretary of State, Attorney General, State Treasurer, Director of the Michigan Department of Transportation, and the Superintendent of Public Instruction. Members may appoint someone to serve in their place at meetings. Pursuant to the January 3, 1974 Ad Board Resolution, the Director of DTMB serves as Ad Board Secretary and provides staff support. The Director of DTMB has delegated the position of Ad Board Secretary to provide support to the Ad Board.

The Board, and its committees, meet at least twice a month or as provided in its Annual Calendar, adopted by the Ad Board before the start of each State fiscal year pursuant to the August 6, 2013 Resolution 2013-3.

The Ad Board Secretary prepares the Ad Board's annual calendar (Annual Calendar) of the Ad Board's and committees' regular meetings and submission

deadlines for adding items to the F&C Committee's agendas. Preparers of the Building Agendas and the Michigan Department of Transportation (MDOT), Department of Natural Resources (DNR), and Environment, Great Lakes, and Energy (EGLE) agendas for T&NR confer annually with the Ad Board Secretary to set their internal deadlines for agenda submissions to the Ad Board Secretary. If an Agency requires Ad Board action before the next regularly scheduled committee or Ad Board meeting, the Agency should consult the Notice of Special Information or Special Meetings (see Appendix A - References) for instructions on how to prepare the written request for a special committee or Ad Board meeting.

Ad Board Committees' Prescribed Functions:

1. Finance and Claims Committee considers and makes recommendations to the Ad Board for approvals of:
 - a. Award of new grants and grant amendments pursuant to the July 16, 2019 Ad Board Resolution 2019-1.
 - b. Award of new contracts for commodities or services and contract amendments pursuant to the July 16, 2019, Ad Board Resolution 2019-1.
 - a. Claims against the state for less than \$1,000 pursuant to the Revised Judicature Act P. A. 236 of 1961, MCL 600.6419(1) and 600.6420.
 - b. Disposition of lost, unclaimed, or abandoned personal property pursuant to the Disposition of Lost, Unclaimed, or Abandoned Personal Property P. A. 238 of 1957, MCL 434.156.
 - c. Release of liens related to the former State Emergency Relief Program (SER) for mortgage payments, land contract payments, property taxes and home repair. The SER law has been repealed, but the Ad Board continues to release liens authorized under SER.
 - d. Petty cash pursuant to the Management and Budget Act P. A. 431 of 1984, MCL 18.1421(1)(f).
 - e. The Annual Calendar of committee and Ad Board meetings and F&C submission deadlines pursuant to the Open Meetings Act P. A. 267 of 1976, MCL 15.265(2).
 - f. Contracts for intellectual property and licensing of their use pursuant to the State Administrative Board P. A. 2 of 1921, MCL 17.401 and 17.402.
 - g. Annual contract templates for the Michigan Education Trust pursuant to the Michigan Education Trust Act P. A. 316 of 1986, MCL 390.1426(2).
 - h. Bond Financing resolutions pursuant to the State Administrative Board P. A. 2 of 1921, MCL 17.451; the Natural Resources and Environmental Protection Act P. A. 451 of 1994, MCL 324.4504(1), 324.19703, and 324.71503; and the State Loans to School Districts P. A. 74 of 1955, MCL 388.921 and 388.981.

- i. Ad Board resolutions made in accordance with the Ad Board's authority to adopt procedures for its governance pursuant to the State Administrative Board P. A. 2 of 1921, MCL 17.2.
- j. Applications for fiscal stabilization bonds pursuant to the Fiscal Stabilization Act P. A. 80 of 1981, MCL 141.1002.
- k. Designation of renaissance zone creation, amendment, or revocation pursuant to the State Administrative Board P. A. 2 of 1921, MCL 17.2a.
- l. State Records retention and disposal schedules per The Management and Budget Act P. A. 431 of 1984, MCL 18.1287(3)(c).
- m. Agreements between the Secretary of State and the United States government regarding identification cards per the State Personal Identification Card P. A. 222 of 1972, MCL 28.291(9) and the Michigan Vehicle Code P. A. 300 of 1949, MCL 257.307(15).
- n. Monthly reports of claims paid under a department director's delegated authority for employee claims under \$500 pursuant to the Revised Judicature Act P. A. 236 of 1961, MCL 600.6420.
- o. Special Items.

Submissions to the F&C follow the applicable guidelines in Administrative Guide Procedures:

- 0620.02 New Procedural Resolutions and Amended Resolutions,
- 0620.03 Submission of Contracts and Contract Amendments by DTMB Procurement,
- 0620.04 Submission of New Contracts and Contract Amendments by Agencies,
- 0620.05 Submission of New Grants and Grant Amendments by Agencies,
- 0620.06 Submission of Claims by Michigan Department of Corrections Prisoners to the Finance and Claims Committee of the State Administrative Board,
- 0620.07 Submission of Claims by State Employees to the Finance and Claims Committee of the State Administrative Board,
- 0620.08 Submission of Claims by the General Public to the Finance and Claims Committee, and
- 0620.09 Submissions of Special Items to the Finance and Claims Committee.

The July 16, 2019 Ad Board Resolution 2019-1; and other Ad Board resolutions in effect at the time of the submission to the committee. The Ad Board Secretary prepares the F&C agendas.

- 2. Building Committee considers and makes recommendations to the Ad Board for approvals of:

- a. Awards of state construction and related professional services contracts pursuant to the Management and Budget Act P. A. 431 of 1984, MCL 18.1241.
- b. Property leases for use by state agencies pursuant to the Management and Budget Act P. A. 431 of 1984, MCL 18.1221(1).
- c. State Building Authority furniture and equipment leases for use by state agencies pursuant to the State Building Authority P. A. 183 of 1964, MCL 830.417(3)(a).
- d. State Building Authority facility leases for public purposes pursuant to the State Building Authority P. A. 183 of 1964, MCL 830.417(1).
- e. Establishment of state annual rental rates pursuant to the Management and Budget Act P. A. 431 of 1984, MCL 18.1221(6).
- f. Matters relating to real estate acquired by the state pursuant to the Sale or Lease of Real Estate Acquired by State P. A. 230 of 1941, MCL 322.1.
- g. Transfers of tax reverted properties pursuant to the Land Bank Fast Track P. A. 258 of 2003, MCL 124.770.
- h. Matters relating to easements pursuant to the Management and Budget Act P. A. 431 of 1984, MCL 18.1221(5).
- i. Disposal of DMVA armories, facilities or land pursuant to Michigan Military Act P.A. 150 of 1967, MCL 32.782.
- j. Jurisdictional transfers as authorized by Legislation.

Submissions to the Building Committee follow the guidelines provided in the January 24, 2017 Ad Board Resolution, defining the authority of the DTMB Director for the awarding of contracts for professional services, construction, and leased space; the January 29, 2013 Ad Board Resolution 2013-1, defining the construction contracts bidding procedure; and resolutions in effect at the time of submission to the committee. The DTMB Office of Design and Construction sets the deadlines for item submission and prepares the Building Committee meeting agendas.

- 3. Transportation and Natural Resources (T&NR) Committee considers and makes recommendations to the Ad Board for approvals of:
 - a. Awards of MDOT contracts and agreements pursuant to the April 25, 2017 Ad Board Resolution 2017-2.
 - b. Department of Natural Resources (DNR) oil, gas, and mineral leases and changes to these leases pursuant to the Natural Resources and Environmental Protection Act P. A. 451 of 1994, MCL 324.502(17) and 324.503(17).
 - c. Department of Environment, Great Lakes, and Energy (EGLE) conveyances of submerged lands pursuant to the Natural Resources and Environmental Protection Act P. A. 451 of 1994, MCL 324.32503.

MDOT submissions to the T&NR Committee follow the requirements in the April 25, 2017 Ad Board Resolution 2011-2. MDOT sets the deadlines for item submission and prepares the MDOT agenda for the T&NR Committee meetings.

DNR submissions to the T&NR Committee follow the requirements in the Natural Resources and Environmental Protection Act P. A. 451 of 1994, MCL 324.502(3) and 324.503(17). DNR sets the deadlines for item submission and prepares the DNR agenda for the T&NR Committee meetings.

EGLE submissions to the T&NR Committee follow the requirements in the Natural Resources and Environmental Protection Act P. A. 451 of 1994, MCL 324.32503. EGLE sets the deadlines for item submission and prepares the EGLE agenda for the T&NR meetings.

APPLICABLE FORMS

Finance and Claims Committee Forms:

[DTMB-1104 Claim Against the State of Michigan for Personal Losses Less Than \\$1,000](#)

[DTMB-1104-P Prisoner Claim Against the State of Michigan for Personal Losses Less Than \\$1,000](#)

[DTMB-3527 Grant Abstract - New or Amendments](#)

[DTMB-3529 New Contract Award Bid Tabulation \(Bid Tab\)](#)

[DTMB-3530 Bid Tabulation for Contract Change Recommendation \(CCR\)](#)

[MDOT-3600 Claim of Damages Less than \\$1,000](#)

Building Committee Forms:

DTMB-0402 Contract Order and Contract Change Order

DTMB-0412 Bid Tabulation and Recommendation for Contract Award

REFERENCES

See Appendix A on page 10.

PROCEDURES

Proposing Agency

- Refers to the current Ad Board threshold resolutions to determine if the proposed item requires Ad Board approval.
- For F&C items, refers to the Annual Calendar to select the appropriate committee meeting to submit its proposed item allowing sufficient lead-time to prepare and submit supporting documents. Submissions for the F&C Agenda are due in accordance with the deadlines in the Annual Calendar.
- For Building items, refers to the DTMB Design and Construction calendar for deadlines.

- For EGLE, DNR, and MDOT items for the T&NR agenda, refers to the appropriate Agency calendar for deadlines.
- Assures that all prerequisites, including all required reviews and approvals, are met before submission for committee action. With the exception of MDOT items, items without approvals must not be placed on agendas (Items will not be approved contingent on future approvals).
- For an emergency purchase see Administrative Guide Policy 0510 Purchasing, Michigan Procurement Policy Manual (MPPM), Chapter 5, Section 5.7. Due to the immediate nature of an emergency purchase, approval by the State Administrative Board is not required, but requires the Agency to report in writing to the Ad Board within 45 days of execution. Emergency purchases are reported and placed in the Special Items Section of the F&C Agenda.
- A request for retroactive approval of a non-emergency purchase made without the Ad Board prior approval must be accompanied by a letter from the Agency's director or designee explaining the reason the purchase was made without prior Ad Board approval and how the Agency's procedures have been modified to prevent purchases without prior Ad Board approval in the future.
- For the F&C Committee, refers to Administrative Guide Procedures as applicable:
 - 0620.02 New Procedural Resolutions and Amended Resolutions
 - 0620.03 Submission of Contracts and Contract Amendments by DTMB Procurement
 - 0620.04 Submission of New Contracts and Contract Amendments by Agencies
 - 0620.05 Submission of New Grants and Grant Amendments by Agencies
 - 0620.06 Submission of Claims by Michigan Department of Corrections Prisoners to the Finance and Claims Committee of the State Administrative Board
 - 0620.07 Submission of Claims by State Employees to the Finance and Claims Committee of the State Administrative Board
 - 0620.08 Submission of Claims by the General Public to the Finance and Claims Committee
 - 0620.09 Submissions of Special Items to the Finance and Claims Committee.
- For the Building Committee, refers to Administrative Guide Procedures as applicable:
 - 0110.01 Surplus Real Property
 - 0110.03 Facility Leasing
 - 0110.04 Allocation of Project Funding

- 0110.05 Purchase of Real Property
- 0110.07 Major Building and Facility Design and Construction Projects (New Buildings/Facilities)
- 0110.08 Minor Building and Facility Design and Construction Projects (Additions or Renovations)
- 0110.09 Professional Services (Major Projects)
- 0110.10 Professional Services (Minor Projects)
- Refers to MDOT's procedures for T&NR Committee submissions.
- Refers to DNR's procedures and Administrative Guide Procedure 1710.17 State Owned Mineral and Gas Storage Rights for DNR's agenda for the T&NR Committee.
- Refers to EGLE's procedures for EGLE's Bottomland procedures for the T&NR Committee.
- Items withdrawn at a previous standing committee meeting or an Ad Board must be resubmitted to the appropriate standing committee in order to be reconsidered at a later Ad Board meeting.

Claimant

- Uses applicable form:
 - Claim Against the State of Michigan for Personal Losses Less Than \$1,000 (DTMB-1104);
 - Prisoner Claim Against the State of Michigan for Personal Losses Less Than \$1,000 (DTMB-1104-P); or
 - Claim of Damages Less than \$1,000 (MDOT-3600).
- Refers to the applicable Administrative Guide Procedures:
 - 0620.06 Submission of Claims by Michigan Department of Corrections Prisoners to the Finance and Claims Committee of the State Administrative Board,
 - 0620.07 Submission of Claims by State Employees to the Finance and Claims Committee of the State Administrative Board, or
 - 0620.08 Submission of Claims by the General Public to the Finance and Claims Committee.

Ad Board Secretary

- Maintains Ad Board records.
- Reviews all submissions to the committees and to the Ad Board for compliance with Ad Board requirements.
- Prepares agenda for the F&C.
- Prepares reports of each committee meeting.

- Forwards the committee members report recommendations along with the agendas to the Ad Board members for review.
- Prepares the minutes of Ad Board meetings.
- Posts agendas, reports, minutes, Annual Calendar, and special/new information on the Ad Board website.
- Posts the stamped approvals from the F&C on the DTMB Intranet site.
- Posts the final agendas, committee reports, and Ad Board minutes on the Ad Board website.
- Signs deeds, jurisdictional transfer affidavits, and license agreements requiring the Ad Board Secretary's notarized signature; forwards them to the Governor for signature; and upon their return, forwards the original documents to the requesting Agency.
- Reviews and signs Certifications prepared for the State Building Authority and Michigan Strategic Fund bond closings and returns the certifications to the State Building Authority or Treasury's Bond Counsel.

Claims Technician

- For MDOT claims from the public, requests a copy of the claim file from the MDOT Regional Transportation Center and processes the claims per Administrative Guide Procedure 0620.08 Submission of Claims by the General Public to the Finance and Claims Committee.
- Processes claims per Administrative Guide Procedures:
 - 0620.06 Submission of Claims by Michigan Department of Corrections Prisoners to the Finance and Claims Committee of the State Administrative Board,
 - 0620.07 Submission of Claims by State Employees to the Finance and Claims Committee of the State Administrative Board, or
 - 0620.08 Submission of Claims by the General Public to the Finance and Claims Committee.
- Corresponds with individuals who have filed claims against the state.
- Forwards Ad Board claim decisions to Agencies.

Appendix A – References

REFERENCES

[Notice of Special Information or Special Meetings](#)

[Resolutions List](#)

ADMINISTRATIVE GUIDE POLICIES AND PROCEDURES

[0510 Purchasing, Michigan Procurement Policy Manual \(MPPM\)](#)

[0110.01 Surplus Real Property](#)

[0110.03 Facility Leasing](#)

[0110.04 Allocation of Project Funding](#)

[0110.05 Purchase of Real Property](#)

[0110.07 Major Building and Facility Design and Construction Projects](#)

[0110.08 Minor Building and Facility Design and Construction Projects](#)

[0110.09 Professional Services \(Major Projects\)](#)

[0110.10 Professional Services \(Minor Projects\)](#)

[0620.02 New Procedural Resolutions and Amended Resolutions](#)

[0620.03 Submission of Contracts and Contract Amendments by DTMB Procurement](#)

[0620.04 Submission of New Contracts and Contract Amendments by Agencies](#)

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[0620.06 Submission of Claims by Michigan Department of Corrections Prisoners to the Finance and Claims Committee of the State Administrative Board](#)

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[0620.08 Submission of Claims by the General Public to the Finance and Claims Committee](#)

[0620.09 Submissions of Special Items to the Finance and Claims Committee](#)

[1710.17 State -Owned Mineral and Gas Storage Rights](#)

[Open Meetings Act P. A. 267 of 1976, \(MCL 15.265\(2\)\)](#)

[State Administrative Board P. A. 2 of 1921 \(MCL 17.1, 17.2, 17.2a, 17.3, 17.401, 17.402, and 17.451\)](#)

[The Management and Budget Act P. A. 431 of 1984 \(MCL 18.1221\(1\), 18.1221\(5\), 18.1221\(6\), 18.1241, 18.1287\(3\)\(c\), and 18.1421\(1\)\(f\)\)](#)

[State Personal Identification Card P. A. 222 of 1972 \(MCL 28.291\(9\)\)](#)

[Michigan Military Act P. A. 150 of 1967 \(MCL 32.782\)](#)

[Land Bank Fast Track P. A. 258 of 2003 \(MCL 124.770\)](#)

[Fiscal Stabilization Act P. A. 80 of 1981](#) (MCL 141.1002)

[Michigan Vehicle Code P.A. 300 of 1949](#) (MCL 257.307(15))

[Sale or Lease of Real Estate Acquired by State P. A. 230 of 1941](#) (MCL 322.1)

[Natural Resources and Environmental Protection Act P. A. 451 of 1994](#) (MCL 324.19703, 324.32503, 324.4504(1), 324.502(3), 324.502(17), 324.503(17), 324.71503)

[State Loans to School Districts P. A. 74 of 1955](#) (MCL 388.921 and 388.981)

[Michigan Education Trust Act P. A. 316 of 1986](#) (MCL 390.1426(2))

[Disposition of Lost, Unclaimed, or Abandoned Personal Property P. A. 238 of 1957](#)
(MCL 434.156)

[Revised Judicature Act P. A. 236 of 1961](#) (MCL 600.6419(1) and 600.6420)

[State Building Authority P. A. 183 of 1964](#) (MCL 830.417(1) and 830.417(3)(a))