



MJTC

Michigan Justice
Training Commission

**2002
Competitive Grant
Program**

Guidelines

Michigan Department of State Police
Michigan Justice Training Commission
7426 North Canal Road
Lansing, MI 48913
(517) 322-6627

May 2001

Michigan Justice Training
2002 Competitive Grant Guidelines

Contents

I.	INTRODUCTION	1
	Authorization Legislation	1
	Administration	2
II.	PURPOSE	2
	Eligibility	2
	Funding Objectives	3
	Funding Restrictions	4
III.	APPLICATION PROCESS	4
	Application Workshops	4
	Application Preparation	4
	Application Review	5
IV.	GRANT AWARDS	5
	Grant Contract Seminars	5
	Grant Contracts	5
	Contract Conditions	6
	Grant Contract Adjustments	6
V.	FISCAL RESPONSIBILITIES	6
	Fiscal Accountability	6
	Expenditure Policies	7
	Disposition of Equipment	8
	Travel Regulations	8
	Expenditure Report and Request for Funds	13
	Release of Funds	13
VI.	PROGRAM RESPONSIBILITIES	13
	Program Notification	13
	Operational Number	13
	Program Materials	14
	Program Reporting	14
	APPENDIX A - DEFINITIONS	15
	APPENDIX B - COMMISSION DIRECTORY	17

I. INTRODUCTION

Authorization Legislation.

In October of 1982, two laws were enacted which initiated the criminal justice in-service training effort in Michigan.

Public Act 301 of 1982, created the Michigan Justice Training Fund and the vehicle to collect revenue for the fund. Each district court levies an assessment of \$5.00 for each civil infraction determination, except for a parking violation or a violation for which the total fine and costs imposed are \$10.00 or less. This revenue is transmitted by the court to the state treasury for deposit into the Justice Training Fund. The Michigan justice training fund is a *restricted fund*. These funds may be used only for the criminal justice in-service training of eligible trainees.

Public Act 302 of 1982 created the Michigan Justice Training Commission (MJTC) and set forth the responsibilities of the Commission. P.A. 302 was amended in 1989 to change the membership of the Commission and to establish a term of office for the chairperson.

The Michigan Justice Training Commission consists of eight (8) members:

1. The Director of the Department of State Police or his or her representative;
2. The President of the Prosecuting Attorneys' Association or his or her representative;
3. The President of the Michigan Sheriffs' Association or his or her representative;
4. The President of the Michigan Association of Chiefs of Police or his or her representative;
5. One person appointed by the Governor who is employed by a police agency employing at least 20% of the police officers in this state;
6. The President of the Michigan State Police Troopers Association or his or her representative;
7. One person appointed by the Governor who has been elected by police officers other than police officers in administrative or managerial positions, representing the interests of police officers other than police officers in administrative or managerial positions; and
8. The President of the Criminal Defense Attorneys Association of Michigan or his or her representative.

The chairperson is elected annually, and shall not serve more than two (2) consecutive years as chair.

Generally, Commission meetings are held on the third Thursday of each month. This schedule is subject to change.

The primary responsibilities of the Commission are to: a) annually distribute 60% of the Justice Training Fund to eligible entities under the law enforcement distribution, and b) annually distribute, through a competitive grant process, the balance of the fund after administrative costs have been deducted. These two funding programs are referred to as the Law Enforcement Distribution (LED) and the Competitive Grants, respectively. These guidelines will focus on the Competitive Grant program.

Administration.

Administrative support for the Commission is provided by the Michigan State Police. The Commission was transferred, by Executive Order 1993-11, from the Department of Management and Budget to the Department of State Police in August of 1993. It is important to note that, even though the Commission is organizationally part of the MCOLES Division, the Michigan Commission on Law Enforcement Standards (MCOLES) and the Michigan Justice Training Commission (MJTC) are two distinct statutory boards that serve separate purposes.

Currently there are five (5) staff positions assigned to the Commission: the section manager, program specialist, program analyst, registry coordinator, and secretary. A listing of current staff members, phone numbers, and mailing addresses is provided in Appendix B.

II. PURPOSE

As mandated by P.A. 302, the purpose of the Competitive Grant program is to annually distribute justice training funds to eligible applicants to provide in-service criminal justice training to employees of those agencies.

Criminal justice training, in this context, is training which is designed and intended to enhance the direct delivery of criminal justice services by employees of eligible applicants, which is not required minimum basic training or initial training, and which is any of the following:

- # a criminal justice educational program presented by the eligible applicant or by a contractual training provider hired by the agency.
- # a criminal justice course or package of instruction provided to an eligible trainee for the payment of a fee or tuition.
- # self-education presented through the use of audio-visual materials.

It is the intent of P.A. 302 to provide supplemental funding for in-service criminal justice training. Applications for funding should focus on training initiatives which have not been previously supported with local, federal, or other state funds. The Commission will consider, on a case-by-case basis, applications for funding of existing programs if sufficient justification is provided by the applicant.

Eligibility.

Applications for grant funds will be accepted from state or local agencies, which include: a) an agency or department of the state, or of a city, village, township, county; b) a state supported college or university; c) a community college or junior college; and d) any agency or entity of the judicial branch of government. Professional associations are not eligible applicants.

To qualify for grant funding, trainees may be sworn or civilian personnel and shall be employees of an eligible agency.

Applicant agencies who anticipate entering into a contract with an individual or firm to develop or conduct in-service training should be aware that the Commission will not respond to questions, issues, or concerns about a grant application unless the inquiry is made directly by the grant applicant. The grant applicant, as opposed to consultants, product vendors, or other individuals who are not employed by the eligible entity, is responsible for all

communication with the Commission regarding the grant application and for addressing Commission inquiries.

Funding Objectives.

A basic mandate of P.A. 302 requires the Commission to consider the quality and cost effectiveness of training programs and the criminal justice needs of the state of Michigan when distributing justice training funds through the Competitive Grant process. The Commission has adopted a set of funding objectives to ensure compliance with this mandate and to serve as the foundation for the application review and grant award process.

All grant applications will be reviewed based upon these objectives and the policies of the Commission.

- # The Commission shall consider grant applications for in-service training from eligible entities as identified in P.A. 302 when law enforcement distribution funding is not reasonably available.
- # The Commission shall ensure that grant awards are based on demonstrated training need.
- # The Commission shall ensure that grant awards are based on a sound curriculum plan with established quality measures.
- # The Commission shall ensure that these relevant factors are considered in the grant award process:
 - ! the needs of all constituent groups
 - ! the needs of all organizational levels
 - ! the opportunity for cross-professional training among eligible entities
 - ! the development of innovative programs
 - ! training needs by geographic region

A second mandate of P.A. 302 pertains to the use of Michigan justice training funds to procure out-of-state training. It is intended that justice training funds be expended primarily within the state of Michigan to purchase services and materials from Michigan vendors, whenever possible. Therefore, the Commission will not fund any out-of-state training program unless the eligible entity requesting approval of the training program has exhausted all reasonable efforts to locate a similar training program in this state, and the Commission is satisfied that a similar training program is not available in this state.

In addition, the Commission will not fund any criminal justice training conducted by a training provider not based in this state unless the training event has first been approved by the Commission. It is the applicant agency's responsibility to make every reasonable effort to locate a Michigan based provider prior to application for grant funding of an out-of-state vendor. At a minimum, the applicant shall contact a statewide provider (e.g. the Michigan State Police or the Michigan Municipal League), local or regional providers (e.g. community colleges or universities), and the MJTC Schedule of Training Courses. If it is found that the required in-service training is not available in Michigan, the applicant shall include an explanation of the contacts made and justification for selection of the out-of-state vendor or training program in the grant application.

The MJTC Schedule of Training Courses is published three (3) times each year by the Commission, and contains scheduling and course information on criminal justice in-service training programs offered by Michigan based providers. The most current Schedule is also available on the MCOLES Internet website at www.mcoles.org.

Funding Restrictions.

Michigan justice training grant funds shall not be awarded for any of the following:

- ! criminal justice training in another country
- ! the purchase of alcoholic beverages
- ! travel costs to participate in criminal justice training, unless the criminal justice training program is for the sole purpose of training or offers not less than 6 hours of qualifying training within any 24-hour period
- ! the publication of a newsletter
- ! the lease or purchase of firearms, firearms training systems, or firearms ranges
- ! funding requests that are 100% equipment acquisitions

III. APPLICATION PROCESS

Application Workshops.

Grant application workshops are presented by Commission staff each spring for grant funding the following year. (For example, workshops will be held in May of 2001 for grants that will be issued effective January 1, 2002.) This workshop is the first step in the grant application process. The entire application process will be reviewed and current guidelines and application forms will be distributed. Attendance is voluntary; however, it is strongly recommended that every agency with an interest in the competitive grant program send the individual responsible for grant writing to the workshop.

Application Preparation.

Carefully review the instructions for completion of the application in conjunction with these *Guidelines*. Be certain to complete all sections of the application. Even though each section has a designated purpose, they should all be treated as stages in a coherent and convincing presentation. Only complete applications that conform with all Commission policies will be considered. Incomplete applications will not be considered.

Submit the **original and three (3) copies** of the complete application packet. No facsimile copies will be accepted.

Completed applications must be postmarked on or before the published due date. Applications postmarked after the due date will not be considered. Please note that appeals must be supported by a receipt from an approved express mail carrier. Approved carriers include: the U.S. Postal Service, United Parcel Service (UPS), Federal Express (FedEx), and Airborne Express.

Application Review.

Each application for justice training grant funds will undergo three (3) reviews. Commission staff will conduct the first review to ensure that the applications are complete, comply with Commission policies, and have basic merit.

The second review is performed by application review committees consisting of Commissioners and staff members. Staff recommendations for rejection will be approved or denied by the committees and those applications recommended for approval will be evaluated for relative merit based on available funds and forwarded to the final

review phase. If the review committee concurs with a staff recommendation for rejection, the application will be rejected with no further review.

The third, and final, review will be done by the full Commission in two steps. In November, the Commissioners will consider the committee recommendations on each application and take interim action to reject or forward it to the December meeting. Final action will be taken in December when the total amount of funds available to award can be determined.

Letters will be sent to applicant agencies who are unsuccessful in their bid for funding, and grant contracts will be issued for approved proposals.

IV. GRANT AWARDS

Grant Contract Seminars.

Grant contract seminars will be conducted annually by Commission staff. Grant award contracts will be distributed and a thorough review of the contract conditions will be conducted. Special attention will be given to reporting requirements and contract adjustments. Attendance at these workshops shall be open to all grant recipients and shall be mandatory for all new project personnel: project administrators and/or financial officers who have not previously attended a workshop. This guideline shall be subject to modification if grant administration procedures change significantly and mandatory attendance becomes appropriate.

Grant Contracts.

Grant awards are issued in the form of a contract between the state of Michigan and the grantee agency for a twelve (12) month period effective January 1. The complete contract document consists of the contract face page, the approved budget detail, the contract conditions, and incorporates the approved application. Two (2) original copies of the contract face page, signed by the representative for the state of Michigan, will be sent to the grantee agency. Original signatures are required on both copies, and one copy must be returned to the Commission offices before the contract will be implemented.

Contract Conditions.

Upon acceptance of the grant contract, the grantee agency agrees that the contract is subject to, and incorporates, the grant contract conditions. It is imperative that all project personnel review and understand these conditions. The grant contract is subject to termination by the Commission if it is determined that the grantee is not in compliance with the conditions of the contract.

Grant Contract Adjustments.

During the contract period, it may become necessary to alter the approved training proposal. Program modifications and budget adjustments can be requested by submitting a Grant Contract Adjustment Request for Commission approval. In any case where the Commission has taken specific action to alter the training proposal, the grantee must have prior approval to amend such Commission modification in any way. In addition, a contract adjustment is required for any of the following:

- ! change in program content
- ! change in project administrator or financial officer

- ! change in instructors or program developers
- ! transfer of funds between budget categories
- ! transfer of funds between line items, within a budget category, that exceeds 10% of the category total or \$500, *whichever is less*
- ! extension of the project period (not to exceed 12 months beyond the original end date)
- ! to include any new grant funded expenses, not previously approved by the Commission

Regardless of the purpose for the adjustment, **the request form must be complete**, including current expenditure data. A thorough explanation of the proposed modification must be provided. If a budget revision is requested, explain the rationale for both the increase and decrease in the appropriate budget categories.

It is recommended that adjustment requests be submitted to the Commission offices a minimum of two (2) weeks prior to the Commission meeting at which action is anticipated. If sufficient time is not allowed for staff review, the request will be held for action at the next monthly meeting of the Commission. A written response, in the form of a Grant Contract Adjustment, will be mailed to the grantee following Commission action.

V. FISCAL RESPONSIBILITIES

Fiscal Accountability.

As in all grant programs, there are several Commission policies that relate to the expenditure of justice training funds. However, the conditions of funding also include these general accounting requirements.

- ! All expenditures associated with the grant contract, including the acquisition of personnel services, contractual services, tuition, supplies, and equipment, shall be in accordance with the grantee's standard procedures.
- ! Accounting records shall be maintained, following generally accepted accounting principles, for the expenditure of funds for the purpose identified in the approved grant application.
- ! All revenue and expenditures shall be recorded in a fund or account separate from the grantee's other funds or accounts.
- ! Adequate expenditure documentation must be maintained for at least three (3) years after the expiration of the grant period.
- ! Any books, documents, papers, and records of the grantee which are related to the grant contract shall be available for the purpose of inspection, audit, and examination by the Michigan Justice Training Commission, the Michigan Department of Treasury, and the State Auditor General.

Effective with the 2000 grant awards, the MJTC will be conducting random inspections of a sample of fund recipients, to verify the accuracy of reported expenditures.

Expenditure Policies.

Administrative costs are reviewed for compliance with the Commission's established guideline. These costs include the salaries and fringes for the project administrator, persons assigned to provide administrative services, and clerical support, plus any associated travel costs for these individuals. The current guideline is a maximum of eight percent (8%); calculated as 8% of the budget total less the administrative costs.

College tuition and registration fees, paid for an academic program on behalf of the trainee, may be an eligible grant expense only in those cases where supplemental funding is derived from non-MJTC sources and applied to the grant funded, in-service training program. The overall benefit shall result in a reduction of the cost of the training to the Commission. Charges for continuing education units shall not be an eligible expense.

Grant funds shall not be used for the sole purpose of securing *college credits*.

Commission members, or any former member who served on the Commission at the time a grant was awarded, shall be reimbursed only for actual expenses incurred to teach in or consult on a grant funded program.

Contractual fees shall not be paid for travel time.

Instructors shall not be paid for more than two (2) hours of preparation for each hour of presentation for new programs which the instructor has not previously developed or taught.

Instructors shall not be paid for more than one (1) hour of preparation for each hour of presentation for existing programs, taught to a similar audience. If a program is repeated, the instructor shall only be paid for preparation of the program the first time it is taught.

Contractual instructors or developers shall not be compensated with grant funds to also act as the on-site training coordinator of the same training program.

Contractual fees shall be limited to \$50 per hour for actual time spent in preparation or instruction, not to exceed eight hours per day. The Commission will allow consideration of individual, well-articulated requests for exemptions to the \$50 per hour maximum on a case-by-case basis.

Full disclosure is required for all other *contractual service provider fees* which do not qualify as tuition.

Tuition will be allowed as an eligible expense on a per-student basis when the tuition is paid directly to the vendor by the grantee, on behalf of an employee of the grantee agency, for a non-customized training program that is otherwise open to the general public.

Employees of the grantee shall be paid under the grant at their standard salary rate.

Equipment purchased with grant funds shall be used exclusively for the direct delivery of criminal justice in-service training. (Refer to Appendix A for the definition of equipment.)

Overhead or operating costs shall be itemized and reflected in the appropriate budget category. These costs shall not be allowed as a percentage.

Rental of any applicant-owned facility or equipment shall be prohibited unless a demonstrated need is shown.

Disposition of Equipment.

Equipment purchased with justice training grant funds may be retained by the grantee agency as long as the equipment is used for the provision of in-service criminal justice training. When an equipment item is no longer used for the specified purpose, the grantee shall submit to the Commission a written request for disposition of the equipment.

The Commission may select one of the following actions:

- ! Transfer the equipment to another training program. Costs of the transportation of the equipment will be borne by the receiving agency.
- ! Approve the sale of the equipment, with the arrangements for the sale to be made by the grantee agency. The grantee agency may retain 10% of the receipts from the sale; the remainder must be returned to the state of Michigan.
- ! Dispose of the property in any other manner consistent with the purposes of P.A. 302.

Travel Regulations.

The Michigan Justice Training Commission has established these travel regulations for the use of Michigan justice training funds under both the Law Enforcement Distribution and Competitive Grant programs.

Definitions

Conference - A prearranged, formal meeting of a group of people from an organization, association or profession, for the purpose of discussion or consultation of a specific topic.

Convention - A prearranged, periodic assembly of a group of people from an organization, association or profession, for the purpose of exchanging information, exhibiting products and services, and participating in preplanned social activities.

Group Meeting - A prearranged meeting of a group of people for the purposes of conducting training, workshops, or seminars.

Regulations

Qualifying Training. The Commission will not authorize the use of justice training funds for travel costs to participate in criminal justice training unless the criminal justice training program is for the **sole purpose of training or offers not less than 6 hours of qualifying training within any 24-hour period**. If any day of the training program qualifies, the Commission will authorize the use of justice training funds for travel costs and registration. For those days that do not qualify, the Commission will not allow the expenditure of justice training funds for meals and lodging. Travel days may include an extra day to and from the training site if a savings in air fare, greater than the per diem for the extra days, is achieved.

Mileage Restriction. Travel expenses shall not be charged for mileage or lodging where training occurs within 50 miles, by standard mileage charts, of the home or work site, whichever is closer. An exception may be allowed for those persons who work or reside within a radius exceeding 25 miles of the training site when a minimum of two hours of training occurs following the evening meal.

Mileage costs for trainees employed by a grantee agency (recipient of a competitive grant) are not allowable.

Transportation

Air Travel. The use of commercial airlines is permitted when it is advantageous based on comparative travel costs and the time of the traveler. Justice training funds may not be used to purchase first-class air fare.

Vehicle mileage. Reimbursement for mileage will be made at a rate not to exceed the maximum allowable rate specified in the current Rate Schedule.

Toll Charges. Toll charges and bridge fees are allowable.

Taxi. Necessary taxicab fares between the work station, terminal and meeting site are allowable.

Parking. Reimbursement for parking charges, at the most economical rate available, is allowable.

Meal Allowances

Reimbursement for lodging and meals shall conform to the published rates of the Commission as provided by Act 302 of 1982, as amended. In those cases where charges for lodging and meals exceed the allowable rate, the grantee may assess a registration fee or use other non-grant resources to cover the additional charge. The maximum daily meal allowances are indicated in the current Rate Schedule.

Trainee meals will only be allowed when training occurs both before and after the meal, or the trainee is otherwise eligible for meals due to lodging.

Refreshments offered during training sessions shall be the responsibility of the training provider or grantee and will not be an eligible expense under the grant.

Lodging

Maximum Rates - The maximum daily lodging allowances are indicated in the current Rate Schedule. Actual lodging expenses paid, **not to exceed the maximum**, plus any applicable sales or use taxes, are reimbursable. For attendance at a conference or convention put on by an independent organization, either in-state or out-of-state, the actual lodging costs at the site may be claimed.

Tips. Reimbursement for tips is allowed only where porter service is regularly provided and necessary to handle multiple bags and equipment. All other fees and tips to waiters, porters, and bellboys, charges for cleaning and pressing clothing, and similar personal expenses are not allowable as reimbursable expenses.

Select Cities.

Specific travel rates have been established for “select” cities. The rates outlined in the Schedule of Travel Rates for these areas apply to both the specified cities and the adjoining areas. In order to qualify for these rates, any neighboring cities/suburbs must border on these cities.

Select Cities

<u>State</u>	<u>City/County</u>	<u>State</u>	<u>City/County</u>
Michigan	Ann Arbor	Illinois	Chicago
	Charlevoix	Maryland	Ocean City
	Gaylord		Montgomery County
	Mackinac Island		Prince Georges County
	Petoskey		
	Traverse City		
	Wayne County		
	Oakland County	Massachusetts	Boston
California	Death Valley		Cambridge
	Los Angeles		Martha's Vineyard
	Mammoth Lakes		Nantucket
	San Diego	Minnesota	Minneapolis
	San Francisco		St. Paul
	San Jose	Missouri	St. Louis
	Sunnyvale/Palo Alto	Montana	Big Sky
	Orange County		
Yosemite Nat'l Park			
Colorado	Aspen	New Mexico	Santa Fe
	Telluride	New York	New York City
	Vail		The Bronx
District of Columbia	Washington		Brooklyn
	Alexandria		Queens
	Falls Church		Manhattan
	Fairfax	Ohio	Cincinnati
	Arlington County		
	Loudon County		
	Fairfax County in Virginia		Pennsylvania
		Pittsburgh	
Florida	Boca Raton	Texas	Dallas
	Delray Beach	Utah	Park City
	Ft. Pierce		
	Jupiter	Virginia	Wintergreen
	Key West	Washington	Seattle
	Palm Beach		
	Palm Beach Gdns		
	Palm Beach Shores		
	Singer Island		
West Palm Beach			

SCHEDULE OF TRAVEL RATES

Effective January 1, 2002

Maximum Daily Rate

In-State (except Select Cities)

Breakfast	\$6.75
Lunch	\$7.25
Dinner	\$16.50
Lodging	\$65.00

In-State Select Cities

Breakfast	\$8.50
Lunch	\$8.50
Dinner	\$21.00
Lodging	\$65.00

Out-of-State (except Select Cities)

Breakfast	\$8.25
Lunch	\$8.75
Dinner	\$20.50
Lodging	\$102 plus taxes

Out-of-State Select Cities

Breakfast	\$11.00
Lunch	\$11.00
Dinner	\$22.00
Lodging	\$125 plus taxes

Group Meetings

Lunch	\$10.25
-------	---------

Conferences/Conventions

Meals	See appropriate site category above
Lodging	Actual costs plus taxes

Mileage

\$0.325 per mile

Expenditure Report and Request for Funds.

The grantee is required, by contract conditions, to submit regular expenditure reports to the Commission. In addition to reporting expenditures, this document is also used as the vehicle for the release of funds.

The expenditure reporting periods correspond to calendar quarters. An expenditure report is due 20 days following the end of the first three calendar quarters of the contract period (April 20, July 20, and October 20). Expenditure reports will be accepted monthly if the grantee requires more frequent fund releases.

If an extension of the contract period is approved by the Commission, expenditure reports will be due for each additional, complete calendar quarter; beginning with the fourth quarter of the original grant year.

The final expenditure report is due 60 days following the end of the contract period. This report must include the detail of all expenditures for the entire contract period. If the grantee has received funds in excess of the total, final expended amount, the unexpended balance must be returned to the state of Michigan with the final expenditure report.

Release of Funds.

Grant funds are released on a reimbursement basis. However, an initial advance of funds may be made under the following circumstances. Grant awards of \$10,000 or less may receive a maximum of 50% of the total award in the first release of funds. Grant awards of more than \$10,000 may receive a maximum of 25% of the total amount in the initial release. The second release will be made only when expenditures exceed the initial advance of funds. Subsequent releases will be made on a reimbursement basis for costs reported on the financial reports. The final release of funds will follow approval of the final reports.

VI. PROGRAM RESPONSIBILITIES

Program Notification.

It is the responsibility of the grantee to inform the Commission of all scheduled grant funded training programs before the training occurs. The release of grant funds will be contingent upon receipt of the training schedule.

Operational Number.

The operational number is the minimum number of trainees projected for each grant funded training session/program. This number shall be specified, in the application, for each training session and is approved or adjusted by the Commission during the review process. Commission policy stipulates that if documented enrollment does not meet or exceed the operational number, it is the grantee's responsibility to cancel or reschedule the training. Any sessions which are run with enrollment below the operational number, without prior Commission approval, will be ineligible for grant funding.

Program Materials.

Training materials and products are an integral part of criminal justice in-service training programs. The production and distribution of training materials and products, with grant funds, must comply with the following conditions.

All training materials, audio/video tapes, films, computer software, and similar materials produced using grant funds shall contain a statement that Michigan justice training funds were used to produce that material.

All training materials, as mentioned above, shall be made available to other criminal justice agencies in Michigan upon request. The grantee may charge other criminal justice agencies the reasonable direct costs incurred for reproduction and transportation of the training materials. No charge may be made for development or production of the training materials paid for with justice training funds.

A complete list of all training materials developed under a grant is to be included as a supplement to the final program report and, one copy of each of the training materials shall be maintained at the grantee's site for potential audit purposes.

Original material may be copyrighted, but is subject to the right of the Michigan Justice Training Commission to reproduce and publish the materials at cost, and to authorize others to do so.

Program Reporting.

As a major component of the overall evaluation of a grant funded program, the grantee is required to submit program reports which outline grant activity, or lack thereof, for the specified report period.

An interim program report is due 20 days following the end of the second calendar quarter (July 20), which covers the first six months of the contract period. If an extension of the contract period is approved by the Commission, an interim program report will be due for each additional, complete six month period; beginning with the last two calendar quarters of the original contract year.

The final program report is due 60 days following the end of the contract period. This final report covers activity throughout the entire grant period and incorporates the evaluation methodology designed as a component of the original grant application.

As a component of the final program report, a participant evaluation summary is also due 60 days following the end of the contract period. This summary is a compilation of the participant evaluation forms which are required at the close of each course or program.

APPENDIX A - DEFINITIONS

Act: P.A. 302 of 1982, as amended.

Authorized Official: The individual authorized by the applicant agency's unit of government, college, or university to enter into a grant award contract for the purpose of criminal justice in-service training. The Authorizing Official may not serve as the Project Administrator or the Financial Officer.

Contractor: Any person not paid a salary or wage by the applicant agency, who is paid a fee to serve as an instructor, developer of a program or product, or to perform administrative, clerical, or other support services in connection with the development and/or delivery of the training program or product.

Criminal Justice Training: Training which is designed and intended to enhance the direct delivery of criminal justice services by employees of state or local agencies; which is not required minimum basic training for police officers or initial training for other employees; and which is any of the following:

- a) a criminal justice education program presented by the state or local agency or by a contractual training provider hired by the agency.
- b) a criminal justice course or package of instruction provided to an eligible trainee for the payment of a fee or tuition.
- c) self-education presented through the use of audio-visual materials.

Eligible Agency: An agency, department, division, bureau, board, commission, council, or authority of the state or of a city, village, township, or county; a state supported college or university; a community college or junior college; or any agency or entity of the judicial branch of government of this state.

Equipment: To be defined as equipment, an item must: 1) be directly involved in the delivery of in-service training; 2) be personal property (as distinguished from real property) such as machines, audio/video and computer hardware, etc.; 3) have a normal useful life of more than one year; 4) not become a fixed part of a building or structure; **and** 5) cost more than \$300.00.

Financial Officer: The individual assigned by the applicant agency's unit of government, college, or university to be responsible for fiscal matters relating to the in-service training project including management of funds, verification of expenditures, and grant financial reporting. The Financial Officer may not serve as the Authorizing Official or Project Administrator.

Fund: The Michigan Justice Training Fund.

Instructor: A person who teaches in a training program.

Personnel: Persons paid a salary or wage by the grant applicant agency through the agency's employee payroll system.

Product: Any tangible instructional item resulting from the project (e.g. written materials, videos, and computer programs).

Professional Association: A national, state, or local union or association of criminal justice professionals.

Program Developer: An individual who develops or revises the instructional content of a training program or product.

Program: The sequence of activities necessary to accomplish specific training objectives.

Project: The overall scope of the grant request, which may include more than one program.

Project Administrator: The individual who has been assigned by the applicant agency's unit of government, college, or university to manage the in-service training project and represent the applicant agency before the Commission. The Project Administrator may not serve as the Authorizing Official or Financial Officer.

Supplies and Operating: Consumable items and services used to deliver training (e.g. office supplies, driving cones, postage, telephone, and copying).

Trainee: An individual receiving instruction.

Training Coordinator: An individual who makes logistical arrangements necessary for the delivery of a training program.

APPENDIX B - COMMISSION DIRECTORY

Chair

Sgt. Charles E. Powell, Jr.
Detroit Police Department

Vice-Chair

Mr. F. Martin Tieber
State Appellate Defender Office

Members

Capt. Gene W. Hoekwater
Michigan State Police

Sgt. Michael L. Herendeen
Michigan State Police Troopers Assoc.

Mr. Kenneth Grabowski
Police Officers Association of Michigan

Mr. David L. Morse
Livingston County Prosecutor

Sheriff Gene Wriggelsworth
Ingham County Sheriff's Office

Chief Michael C. Madden
St. Johns Police Department

Commission Staff

Dale M. Rothenberger, Section Manager
Cheryl Hartwell, Program Specialist
Donna Park, Program Analyst
Diane Horwath, Registry Coordinator
Chris Leodler, Secretary

Commission Office

Michigan Justice Training Commission
7426 North Canal Road
Lansing, MI 48913

Phone: (517) 322-6627
Fax: (517) 322-6439
E-Mail: mjtc@voyager.net

Website: www.mcoles.org