

2010 COMPETITIVE GRANT GUIDELINES



Michigan Justice Training Fund
Act 302 of 1982, as amended



MCOLES
Michigan Commission on Law Enforcement Standards

May 1, 2009

Michigan Commission on Law Enforcement Standards 2010 Competitive Grant Guidelines

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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 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 a portion of the fee collected and submitted by the court, for a variety of violations, to the state treasury for deposit into the Justice System Fund. The Michigan Justice Training Fund then receives a percentage of the revenue deposited into the Justice System 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. With Executive Order 2001-5, Governor John Engler ordered the merging of the Michigan Justice Training Commission (MJTC) with the Commission on Law Enforcement Standards (COLES) to form the new Michigan Commission on Law Enforcement Standards (MCOLES).

The Michigan Commission on Law Enforcement Standards consists of seventeen (17) members:

1. The Attorney General or the designated representative of the Attorney General;
Mr. Mike Cox represented by Mr. Thomas C. Cameron
2. The Director of the Department of State Police or the Director's designated representative who is a Michigan State Police Officer;
Colonel Peter C. Munoz represented by Lt. Colonel Timothy Yungfer
3. The Chief of the Police Department located in a city with a population of more than 750,000, or the Chief's designated representative who is a command officer with that department;
Chief James Barren represented by Commander James E. White
4. Twelve (12) members appointed by the governor, with the advice and consent of the Senate, as follows:
 - a. Three (3) individuals selected from a list of nine (9) elected chiefs submitted by the Michigan Association of Chiefs of Police or its successor organization;
Director Kurt R. Jones, Cheboygan Department of Public Safety
Chief Richard A. Mattice, Kentwood Police Department
Chief Doreen Olko, Auburn Hills Police Department
 - b. Three (3) individuals selected from a list of nine (9) elected sheriffs submitted by the Michigan Sheriffs' Association or its successor organization;
Sheriff James Bosscher, Missaukee County Sheriff Office
Sheriff Robert Pickell, Genesee County Sheriff Office
Sheriff Gene Wriggelsworth, Ingham County Sheriff Office

- c. One (1) individual selected from a list of three (3) individuals submitted by the Prosecuting Attorneys' Association of Michigan or its successor organization;
Mr. David Morse, Livingston County Prosecutor
- d. One (1) individual selected from a list of three (3) individuals submitted by the Criminal Defense Attorneys of Michigan or its successor organization;
Professor Ronald Bretz
- e. One (1) individual selected from a list of three (3) individuals submitted by the Michigan State Police Troopers Association or its successor organization;
Trooper Michael Moorman
- f. One (1) individual selected from a list of three (3) individuals submitted by the Michigan Chapter of the Fraternal Order of Police or its successor organization;
Mr. John Buczek, Executive Director
- g. One (1) individual selected from a list of three (3) individuals submitted by the Police Officers Association of Michigan or its successor organization;
Mr. James DeVries
- h. One (1) individual selected from a list of three (3) individuals submitted by a police association representing officers employed by one police agency employing more than 15 percent of the police officers in this state or their successor organizations.
President Marty Bandemer
- i. One (1) individual selected from a list of three (3) individuals submitted by the Michigan Association of Police or its successor organization;
Mr. Fred Timpner
- j. One (1) individual selected from a list of three (3) individuals submitted by the Police Officers Labor Council or its successor organization;
Mr. Rich Weiler
- i. The Executive Director of the Michigan Commission on Law Enforcement Standards.
Mr. Raymond W. Beach, Jr.

The chairperson (currently Mr. John Buczek) is elected annually and shall not serve more than two (2) consecutive years as chair. Generally, Commission meetings are held on a bi-monthly basis. The Commission meeting schedule is established each year and is subject to change.

Two of the 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.

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:

- criminal justice educational program presented by the eligible applicant or by a contractual training provider hired by the agency.
- 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 and meet the Commission's prioritized funding initiatives listed in the Prioritized Training List for the respective grant award year. 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.

Priority funding consideration will only be given to applicants who provide training through a consortium (law enforcement) or consortium concept where more training hours can be provided for the training dollar. A consortium applicant can either be an organization that has been formally established as a training consortium or an eligible agency that will serve as a training provider to a specific geographic area providing training opportunities not only to its own personnel but to personnel from other agencies. A law enforcement agency employing 100 or more MCOLES licensed law enforcement officers may also be considered a consortium for eligibility purposes. In addition, the Commission may give funding consideration to grant applications submitted by statewide training providers for specialized training endeavors that meet an identified statewide need.

To be eligible for grant funding for calendar year 2010, law enforcement training consortiums must have a financial commitment from their respective members. The financial commitment must be independent of any student or individual training session fees. Grant applicants must provide a written description of how the consortium is constructed, identifying member agencies

within a specific geographic region and how these agencies are collaborating to provide cost effective training opportunities. Applications that do not meet the consortium requirement will not receive further consideration for funding. Professional associations are not eligible applicants. In addition to the consortium requirement for funding consideration, competitive grant training applications must facilitate training as defined by the terms Criminal Justice Education Program and the Direct Delivery of Criminal Justice Services, as approved by the Commission. (See definitions in Appendix A.)

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 only consider funding those grant applications that meet the Commission's Prioritized Training List (see attached) for the respective year.
- The Commission shall only consider funding competitive grant applications that will provide for training through a consortium (law enforcement) or consortium concept.
- 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 opportunity for cross-professional training among eligible entities
 - the needs of all organizational levels
 - the needs of all constituent groups
 - 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 training complies with **all** of the following:

- meets the definition of “Criminal Justice Education Program”;
- is needed to obtain or maintain certification of a specialty that meets the definition of “Direct Delivery of Criminal Justice Services”;
- the training is not available in Michigan;
- the training cannot be brought to Michigan; and
- the training is registered in the MCOLES Information Tracking Network (MITN) **prior** to the training taking place.

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** and registered in the MCOLES Information and Tracking Network. 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 MCOLES Schedule of Training Courses. If it is found that the required in-service training is not available in Michigan, the applicant must include an explanation of the contacts made and provide a detailed written justification for selection of the out-of-state vendor or training program in the grant application. The out-of-state training program **must be substantially different** than the program provided by a Michigan vendor in order for grant funding to be considered.

The MCOLES Schedule of Training Courses contains scheduling and course information on criminal justice in-service training programs offered by Michigan based providers and can be found on the MCOLES web page at www.michigan.gov/mcoles.

Funding Restrictions

Michigan Justice Training 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;
- trainee travel for law enforcement and local corrections grants – Law Enforcement Distribution (LED) and Booking Fee monies are available for these expenses;
- the publication of a newsletter;
- the lease or purchase of firearms training systems or firearms ranges;
- the purchase of firearms; and
- funding requests that are 100% equipment acquisitions.

Since the intent of Michigan Justice Training Fund is to provide criminal justice in-service training to eligible Michigan trainees, effective with the 2010 grant applications, the Commission will be restricting the use of these funds for the purpose of printing and mailing of training manuals. The use of electronic media is required if a prospective grant applicant wishes to provide these types of materials to participating trainees.

III. APPLICATION PROCESS

Application Workshops

Grant application workshops are presented by Commission staff in May for grant funding the following year. (For example, workshops will be held in May of 2009 for grants that will be issued effective January 1, 2010.) The workshops are 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 mandatory for all prospective grant writers and one financial person from each eligible agency submitting a competitive grant application. Competitive grant applications received from eligible entities that have not attended a grant workshop will **not** be given funding consideration. Additional grant applications will not be available on the MCOLES website; therefore, should additional forms be required, applicants who have attended a workshop should contact the MCOLES staff at 517-322-1417 to obtain additional forms. The grant reporting forms will appear on the web page for use by successful grant applicants throughout the training year of 2009.

Application Preparation

Carefully review the instructions for completion of each section of the application in conjunction with these *Guidelines*. **All** sections of the application must be complete. Only complete applications that conform to all Commission policies will be considered. **Incomplete applications will not be considered.**

APPLICATION REQUIREMENTS: All grant applicants will provide a **complete** budget breakdown itemizing all requested grant funded items as well as all costs being covered by other funding sources. **Extreme care should be given to reviewing calculations in the budget narrative and budget detail prior to submission of the grant application for funding consideration as in the event of a calculation error, the Commission will only consider funding the lowest calculation for the identified expense.** Total expenditures for the grant award will be reported in the Final Expenditure and Program Report.

A separate grant application is required for each topic area, unless the application is to provide for a series of related training programs (e.g. law enforcement series). **Complex or multi-part grant applications with dissimilar training topics or audiences must be broken into individual grant applications for each training topic or area.**

LAW ENFORCEMENT GRANTS ONLY: The Commission will only approve funding for all law enforcement grants in the following format: 75% grant funded and not less than 25% funded by other sources such as, but not limited to, consortium fees, non-member fees, student fees, soft matches, federal funds and agency funds. Grant applicants will be asked to identify the percentage split in their grant applications.

Law Enforcement grants intending to seek funding for Legal Update training must first contact their local Prosecuting Attorney's Office for this training. If the local prosecutor's office cannot provide this training, then the grantee may request grant funding for this training. An explanation of contact with and response from the local Prosecuting Attorney's Office must be included in the grant application or grant funding for Legal Update will not be considered.

Computer-based Training Applications, which are courses with part or all of the training conducted via computer, including a blended learning environment, CD-ROM-based or Internet hosting platforms require additional detailed information in order to be considered for funding. These requirements include, but are not limited to:

- In instructor or course developer must be identified and available for contact by students with questions on the material.
- Minimum system requirements to access/complete the computer-based training program must be clearly spelled out to for potential students.
- There must be an evaluation instrument to measure a student's mastery of the topic. The student must attain a passing score on the exam to receive credit for the course.
- The successful law enforcement grant applicant must register the course in the MCOLES Information and Tracking Network and shall be responsible for entering each student's course completion to be included in an officer's training records.
- A copy of any CD-ROMs used in training courses is to be submitted to MCOLES. For blended learning or Internet-hosted courses, access to the platform must be provided to MCOLES staff.

Grant applications that include the MCOLES Active Duty Firearms Standard **MUST** include and provide specific detail relative to the following areas:

- Both components on the standard (educational component and firearms skill assessment).
 - The educational component must contain all seven training objectives listed in the standard.
 - The firearms skill assessment must be the MCOLES published course of fire.
- How the agency intends to comply with both components of the standard, including:
 - An assessment of the knowledge piece to determine minimum competence.
 - Remedial training protocol for those who fail to demonstrate desired competency in the educational component (e.g., decision making, legal justification, tactics, etc.).
 - Remedial training protocol for those who fail to demonstrate desired competency on the course of fire
- The identification and description of an appropriate range that can safely contain all rounds fired.

Submit one original hard copy and an electronic copy of the completed application packet. **No facsimile copies will be accepted.**

Completed applications must be postmarked on or before the published due date of July 31, 2009. Applications received after the established deadline 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, received by the established application deadline, meet the Commission approved Prioritized Training List and applicable definitions for their respective criminal justice disciplines, comply with Commission policies, and have basic merit. A detailed review of the application will be conducted, including: an analysis of the proposed training; the need for the proposed training; the accuracy of the budget as well as its reasonableness; the merits of the proposal; and compliance with the program requirements.

The second review is performed by application review committees consisting of practitioners from the five criminal justice disciplines along with commission staff. Applications will be evaluated for relative merit and forwarded for the final review phase. The staff members from each of the committees will then meet with the grant coordinator, who will determine the available revenue and attempt to match the available revenue to the recommended funding level of the eligible grant applications.

In early November, grant applicants will be sent written notification detailing the status of their grant. Questions and concerns should be directed to the grant coordinator prior to the Commission's December meeting. Any additional information and concerns will be forwarded to the full Commission for consideration prior to the final grant awards.

The third, and final, review will be done by the full Commission. The Commissioners review each of the successful applications along with any recommended changes. At the December 9, 2009, Commission meeting, final action will be taken by the Commission to award the successful grants for 2010. After the final grant awards at the December Commission meeting, grant contracts will be prepared and grant contract workshops will be held in mid January of 2010.

IV. GRANT AWARDS

Grant Contract Workshops

Grant contract workshops are conducted annually by Commission staff in January. 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 is **mandatory** for all grant project administrators and one financial officer per eligible agency. No costs to the grant can be incurred by the successful grantee until after the contract has been fully executed.

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, specific grant conditions, and the approved application. One original copy of the grant contract will be provided to the grantee agency during the contract workshop. Upon receipt by MCOLES of the Grant Contract with original signatures, the Executive Director will sign the contract and return an executed copy of the contract to the grantee. Original signatures are required 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 approval. A contract adjustment is required for any of the following:

- alter specific actions made by the Commission
- change in program content
- change in project administrator or financial officer
- identify/change instructors or program developers
- transfer of funds between budget categories
- increase/decrease in training sessions or class size
- 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)

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.

Grant adjustments must be submitted and approved **prior** to making the change in the grant. Special consideration will be given to emergency situations. A written response, in the form of a Grant Contract Adjustment, will be mailed to the grantee following the approval 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 (both expense and payment documents).
- 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 Commission on Law Enforcement Standards, the Michigan Department of Treasury, and the State Auditor General.

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 grant 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-Michigan Justice Training Fund 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.

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 personnel shall not be paid for travel time.

Instructors shall not be paid for more than three (3) 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 every four (4) hours 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.

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. Tuition is not an eligible expense, where the sole purpose is attainment of an academic credential.

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

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.)

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

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 is prohibited.

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

Out-of-state Travel Restrictions - The expenditure of grant funds for out-of-state travel is prohibited unless the training complies with all of the following:

- must meet the definition of “Criminal Justice Education Program”,
- is to obtain or maintain certification of a specialty that meets the definition of “Direct Delivery of Criminal Justice Services”,
- the training is not available in Michigan,
- the training cannot be brought to Michigan, and
- the training is registered in MITN prior to the training taking place.

LAW ENFORCEMENT & LOCAL CORRECTIONS GRANTS ONLY: There will be **no travel costs** allowed in a grant application for trainees. All travel costs will be the responsibility of the employing law enforcement or corrections agency. Travel costs for instructors will continue to be allowed at the current state of Michigan travel rates.

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 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

Effective with the 1999 travel regulations, 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 CITY LIST

EFFECTIVE FOR 2010 COMPETITIVE GRANT CYCLE

MICHIGAN SELECT CITIES AND COUNTIES	
Cities	Counties
Benton Harbor Charlevoix Detroit Mackinac Island Petoskey St. Joseph	All of Wayne All of Oakland

OUT-OF-STATE SELECT CITIES			
STATE	SELECT CITY OR COUNTY AS DEFINED	STATE	SELECT CITY OR COUNTY AS DEFINED
Arizona	Sedona Yavapai	Minnesota	Minneapolis / St. Paul Hennepin County/Ramsey County
California	Los Angeles (Los Angeles, Orange & Ventura Counties, and Edwards AFB) /Monterey/Napa/ Sand Diego/ San Francisco/ Santa Monica/ Santa Rosa/ Yosemite National Park	New Jersey	Cape May/Ocean City
Colorado	Aspen/Vail	Nevada	Las Vegas/Stateline (Douglas County)
Connecticut	Bridgeport/Danbury/Lakeville/Salisbury/ New Haven/New London/Groton	New York	Floral Park/Garden City/Glen Cove/Great Neck/Roslyn (Nassau County); Manhattan (the borough of, Manhattan, Brooklyn, Queens, Staten Island) /River Head/Ronkonkoma/ Melville/Smithtown/Huntington Station, Suffolk
District of Columbia	Washington, DC (also the cities of Alexandria, Falls Church, Fairfax, and the counties of Arlington, Loudoun, and Fairfax in Virginia; and the counties of Montgomery and Prince Georges County in Maryland.	Pennsylvania	Philadelphia
Florida	Key West/Naples/Palm Beach	Rhode Island	Jamestown/Middletown/Newport (Newport County)
Illinois	Chicago (Cook and Lake Counties)	Utah	Park City (Summit County)
Massachusetts	Boston (Suffolk County)/Cambridge/ Martha's Vineyard/Nantucket	Virginia	See District of Columbia
Maryland	See District of Columbia/ Annapolis/Ocean City	Vermont	Stowe (Lamoille County)
		Washington	Seattle
		Wisconsin	Wisconsin Dells

Michigan Commission on Law Enforcement Standards

Maximum Daily Rate

January 1, 2009

<u>In-State (except Select Cities)</u>	
Breakfast	\$ 7.25
Lunch	\$ 7.25
Dinner	\$16.50
Lodging (supported by actual receipts)	\$65.00
<u>In-State Select Cities*</u>	
Breakfast	\$ 8.75
Lunch	\$ 8.75
Dinner	\$21.00
Lodging (supported by actual receipts)	\$65.00
<u>Out-of-State (except Select Cities)*</u>	
Breakfast	\$8.75
Lunch	\$8.75
Dinner	\$20.50
Lodging (supported by actual receipts)	\$83.50 plus taxes
<u>Out-of-State Select Cities</u>	
Breakfast	\$11.00
Lunch	\$11.00
Dinner	\$22.00
Lodging (supported by actual receipts)	\$115 plus taxes
<u>Group Meetings</u>	
Lunch	\$10.25
<u>Standard Mileage Rate</u>	\$0.399 per mile

* See select cities listing

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**. The final release of funds will follow approval of both the Final Expenditure and Program 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 minimum operational number, it is the grantee's responsibility to cancel or reschedule the training. Without prior Commission approval, any sessions which are held with enrollment below the minimum operational number 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 the 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, unless major costs are involved, one copy of each of the training materials shall be maintained by the grantee for future inspection/review by the Commission.

Original material may be copyrighted, but it is subject to the right of the Michigan Commission on Law Enforcement Standards 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.

25% Match for Law Enforcement Grants – A financial commitment by a consortium’s member agencies to support training efforts of the consortium. A consortium submitting a Competitive Grant Application must detail a minimum of 25% financial match in order to qualify for a grant award. The 25% funding may be covered by sources such as, but not limited to, consortium fees, non-member fees, student fees, and/or soft matches.

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 Authorized Official may not serve as the Project Administrator or the Financial Officer.

Blended Learning – These are courses where some or all of the material is presented via a computer-based platform and there is direct contact with the instructor(s). This may include physical classroom participation, direct review of course assignments by instructors with individual feedback to the student, live interactive discussions with other students and/or the instructor, discussion boards, or other means by which there is interaction during the course of training between students and instructors.

CD-ROM and Internet-hosted Training – These are courses where training materials and competence testing are provided via electronic media, with no direct instructor presence. All aspects of the training are completed independently by the students, however, an instructor or course developer will be identified and available in the event the student has questions.

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.

Contractor - Any person not paid a salary or wage by the applicant agency, who is paid a fee to serve as an instructor or a 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.

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 pre-planned social activities.

Criminal Justice Education Program – A learning experience that produces through reading, listening, observing, performing, problem-solving or interacting with others, the object of which is the introduction or enhancement of knowledge, skills, and judgment related directly to the performance of professional criminal justice tasks currently assigned or assignable.

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.

Direct Delivery of Criminal Justice Services - The execution of the duties of line law enforcement officers provided to the general public, (e.g. traffic enforcement, first aid, investigation, community policing, problem solving), and the execution of administrative tasks which enhance the abilities of line officers to provide direct delivery of criminal justice services (e.g. law enforcement supervision and personnel management).

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 Commitment – An established membership commitment paid to a consortium in support of the consortium’s training activities. The financial commitment is independent of any student or course registration fees. Member agencies may meet their membership obligation to the consortium by paying the established amount or may negotiate with the consortium to provide services or equipment of equal value.

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.

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

Law Enforcement Consortium - A formal organization or group that has been established to facilitate training for multiple agencies within a specific geographic region. Law enforcement agencies employing more than 100 MCOLES licensed law enforcement officers can be considered a consortium by definition. Law enforcement consortiums will require a financial commitment from their member agencies.

Out-of-state Travel Restrictions - The expenditure of grant funds for out-of-state travel is prohibited unless the training complies with all of the following:

- must meet the definition of “Criminal Justice Education Program”,
- is to obtain or maintain certification of a specialty that meets the definition of “Direct Delivery of Criminal Justice Services”,
- the training is not available in Michigan,
- the training cannot be brought to Michigan, and
- the training is registered in MITN prior to the training taking place.

Instructor - A person who teaches in a training program.

Personnel - Persons paid a salary or wage by the grant applicant agency.

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.