



What's New for 2012? Justice Training Competitive Grants (Revised January 2012)

Procedural Changes

1. Budget:

- Quarterly and Program Reports are due as follows:
 - 1st Quarter Reports – April 20, 2012
 - 2nd Quarter Reports – July 20, 2012
 - 3rd Quarter Reports – **October 10, 2012**
 - 4th Quarter Reports – **February 1, 2013**
- Grant report delinquency letters will be processed as of 30, 60, and 90 days past due. The 3rd letter will serve as the commission's notice of grant termination.
- Non-compliance in reporting will be reviewed and may be considered in determining funding priority for future applications.
- Activity during the grant year will be noted and reviewed during future application reviews.

2. Reporting requirements:

- Require four (4) quarterly Financial, Progress reports and the TOTALS/signature page. The Quarterly Financial Report is now unique to each grant recipient and must be used to report expenditures. The reports must be emailed to rosendall-saucedog@michigan.gov. Submissions are allowable in Excel or PDF format.
- The TOTALS/Signature Page may be mailed, scanned and emailed, or faxed.
 - Fax number (517) 322-0824 or
 - mailed to MCOLES, Attn: Grant Reporting, 106 W. Allegan, Suite 600, Lansing, MI 48909.
 - The paper copy signature sheet for the quarterly Financial and Progress reports must be submitted before reimbursement can be processed.
- Delinquencies will be based on the receipt of the all three submissions (electronic files and signature page).
- MCOLES closeout will be based on the 4th quarter reports, or the last quarter if the project is completed prior to the award end date. The new quarterly reporting spreadsheet will calculate the cumulative expenditures.
- Final payment or refund will be determined during the MCOLES staff 4th quarter review. If a refund is due, MCOLES will calculate the final totals and invoice the grantee. Please do not send a refund before you are contacted from MCOLES.
- Grant Adjustment Requests may be scanned and emailed to the Grants and Contracts Manager at Rosendall-saucedog@michigan.gov. The form must be signed by both the Project Administrator AND Financial Officer. The Grant Adjustment determination (approved or denied) will be scanned and emailed back to the grantee.
- Dates and locations of specific training courses shall be included in the progress report.
- Original paperwork, including student evaluations, must be kept by the grantee for a minimum of three years.