

GUIDELINES
for
Prosecuting Attorney
Victim Rights Programs



**Michigan Department of
Health & Human Services**

RICK SNYDER, GOVERNOR
NICK LYON, DIRECTOR

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***Crime Victim Rights Grant
Crime Victim Services Commission
Michigan Department of Health and Human Services***

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**Michigan Department of Health and Human Services
Crime Victim Services Commission
Victim Rights Services
Program Guidelines
for
Prosecuting Attorney's**

In accordance with PA 196 of 1989, the Crime Victim Rights Services Act, the Michigan Department of Health and Human Services, Crime Victim Services Commission is disseminating these Program Guidelines to continue to provide support and assistance to grant funded local victim rights programs in county Prosecutor Offices that provide victim rights as required by P.A. 87 of 1985, commonly referred to as the William Van Regenmorter, Crime Victim Rights Act.

These program guidelines provide detailed guidance to aid grantees in determining and developing the itemized budget, budget narrative, and completion of the Victim Rights Grant Application. Using the guidance and information provided in this document, applicants should be able to efficiently and effectively prepare complete applications.

These guidelines are posted on the internet and can be found at www.michigan.gov/crimevictims

Sources of Funding

This grant program is supported by the Crime Victim Rights Fund (CVRF). The CVRF is comprised of assessments levied in Michigan Courts. Assessment amounts are as follows:

Felonies - \$130.00

Misdemeanors - \$75.00

Juveniles - \$25.00

Criminal assessments are collected by Michigan Courts and deposited into the Crime Victim Rights Fund on a monthly basis. It is anticipated that state restricted funding available during the upcoming fiscal year will be sufficient to adequately support victim rights grants. In the event of significant increase or decrease in the amount of funds available, CVSC will notify grantees and provide them with instructions regarding amendments.

Eligibility & Allocations

Available funds are directed to support victim rights programs in County Prosecuting Attorney Offices. Each Prosecuting Attorney Office is required to complete the on-line Victim Rights Grant Application at <http://egramsmi.com/dch/>

All eligible applicants are encouraged to contact Crime Victim Services Commission staff, should they have questions or need additional information and assistance in preparing the State, Victim Rights Grant Application.

During the 2014 fiscal year the Commission conducted a review of the method used to fund Prosecutor, Victim Rights Programs. This review revealed that caseload was the common denominator on which to base program allocations. Beginning with the 2015 fiscal year all victim rights programs received an increase dependent upon their reported caseload. Agencies should be mindful when making budget decisions that allocations are for a 3 year period, however amendments will be considered if there is a significant shift in the caseload reported to the Commission. The 3 year funding level provides consistency and a reliable target to work with for the state as well as our victim rights stakeholders when making budget and financial decisions.

Victim Rights funding allocations will be reviewed every 3 years. The next adjustment in funding will take place with the 2018 fiscal year allocations.

On-line Victim Rights Grant Training

The CVSC provides training to assist with the on-line grant application process. Please contact Beth Adcock at (517) 241-5275 or via the internet at adcockb@michigan.gov regarding your on-line grant training needs.

Matching Funds Not Required

No local cash or in-kind matching funds are required.

Grant Schedule

The following information details the grant application schedule.

May-June	Crime Victim Rights allocation information available to Grantees by email.
July	Applications due. Grantees are given 5 weeks to complete the application.
July-Aug.	Application review by CVSC
September	Contracts are electronically signed by the Agency

CVSC makes every effort to take into consideration the contract approval schedules of local governing boards and will work with agencies regarding signature timelines in those situations.

Grant Period

Grants to support local prosecutor victim rights programs are based upon the state fiscal year of October 1, to September 30.

Program Requirements

CVSC requires grant funded Prosecutor, Victim Rights programs to provide comprehensive notification, information and assistance addressing victim rights throughout the criminal justice process as established by P.A. 87 of 1985, the William Van Regenmorter, Crime Victim Rights Act. Grants that support crime victim rights must focus on delivery of rights and services required by the Act and the Michigan Constitution. Funded programs must meet all other grant requirements described in the Program Guidelines.

All applicants must certify through the application process that grant funds will provide direct victim rights for crime victims and will not be used to supplant state and local funds that would otherwise be available for crime victim rights or have historically been funded locally or through other means.

Evaluation and Reporting

All grant supported programs are required to complete and submit a quarterly Program Report and Financial Report one month after the end of each quarter. Financial and Program Reports are available on-line at <http://egrams-mi.com/dch/>

Victim Rights Program Reports, Financial Report, & Work Plan Reports Due Dates

First Quarter	January 30th
Second Quarter	April 30th
Third Quarter	July 30th
Fourth Quarter	October 30th
Fiscal Year End Report	November 30th

Timely grant reporting is required. If grant reporting is more than 30 days overdue the CVSC will delay disbursements to the grantee until such time that all required reports have been submitted.

Allowable Costs

Only those costs directly related and essential to providing direct victim rights to crime victims can be charged to the grant. Internal controls should be established to assure that positions funded through the Crime Victim Rights Grant focus the designated percentage of time that is reflected in the contract to reimbursable victim rights activities. Victim rights duties and activities are those activities that are statutorily created and mandated by the William Van Regenmorter, Crime Victim Rights Act, P. A. 87 of 1985 and Article 1, section 24 of the Michigan Constitution.

The state supports personnel in prosecutor offices whose day-to-day tasks and activities fulfill the prosecutor's obligations to victims with regard to crime victim rights. Only those costs directly related and essential to providing direct victim rights can be supported with grant funds. Requests must be reasonable, appropriate and well justified.

Supplies & Materials

Costs associated with the operation and administration of the Victim Rights program may be charged to the grant. These costs include but are not limited to office supplies, printing and postage.

Purchase of desks, chairs file cabinets, for the exclusive or prorated use of victim advocates with grant funding is permitted. Any item costing in excess of \$500.00 is subject to pre-approval by the Commission.

Travel & Training

Positions supported by the Crime Victim Rights Grant are required to attend a state supported training on an annual basis. State supported trainings include those conducted by the Victim Rights Training Unit at the Prosecuting Attorney's Association of Michigan and trainings conducted through the Michigan Victim Assistance Academy at Michigan State University. Nominal amounts may be budgeted for travel to cover the cost of mileage and any meals that are not covered by the training entity.

Other

Items budgeted in this category include communication costs, i.e., telephone, fax etc. and any equipment rental or maintenance costs used exclusively for provision of victim rights. Pro-rated costs for these items may be supported by the grant where equipment is shared by an entire office.

Canine Advocate

Costs associated with the Canine Advocate - Food, veterinary bills and grooming.

Advocate Credentialing

Costs associated with the National Advocate Credentialing Program.

Advocate credentialing is done through NOVA (the National Organization for Victim Assistance) and is called the “National Advocate Credentialing Program” or NACP. NACP was designed to promote a minimum of forty hours of pre-service training for advocates, and recognizes the advocate’s years of experience, whether volunteer or paid, and requires continuing education for all advocates credentialed under the program.

Four levels of credentialing are offered – Provisional, Basic, Intermediate and Advanced-for all of which eligibility is based upon minimum requirements. Applications are accepted on a rolling basis, and are reviewed and approved quarterly (deadlines: January 31, April 30, July 31, October 31).

In order to be eligible to apply for basic Provisional credential, applicants must have completed a NACP pre-approved forty-hour basic training program (ie. the PAAM Basic Training). Completion of this Pre-approved training program is acceptable to meet the “A” Series requirement for all other NACP credential levels (Basic, Intermediate or Advanced).

Costs to apply for credentialing are as follows:

Provisional Application Fee: \$70.00

Basic, Intermediate, Advanced Application Fee: \$140.00

Renewal Fee: \$100 (It is required to document a minimum of 32 hours of continuing education from “A, B or C” series every 2 years)

Renewal Upgrade: \$140.00

Desktop Computer Allocation

CVSC has established a schedule for replacement of desktop computers associated with positions funded through the Crime Victim Rights Grant. The allocation is \$1,200 for full time positions. Victim Rights Programs with part-time advocates are eligible to receive a pro-rated amount based upon the number of grant hours dedicated to victim rights. Desktop computers may be purchased locally or through the contract with the Prosecuting Attorney’s Association of Michigan. Funding for this purpose is allocated every 3-4 years. The \$1,200 per f.t.e., allocation is to be included in the Supplies & Materials category in the Victim Rights, Program Budget.

Michigan Crime Victim Notification Network (MI-VINE)

The Commission encourages Victim Rights Programs to participate in the Michigan Crime Victim Notification Network (MI-VINE). This automated victim notification service provides automated court event notification to victims by telephone, email or text message. Victims can register themselves to receive notification via the internet at www.vinelink.com or on the telephone at 800-770-7657. Participation in MI-VINE is free of charge and saves precious time and money by eliminating the need to notify victims by mail and freeing up the time of Victim Advocates to generate victim notification letters allowing them to focus on other aspects of victim advocacy. Please direct any questions you may have regarding MI-VINE to the Commission office.

Unallowable Costs

Grant funds cannot be used to support activities that are directed at prosecuting the offender and /or improving the criminal justice system's effectiveness and efficiency. For example, costs, including staff time associated with the preparation of subpoenas and other routine prosecution focused activities that existed prior to the enactment of the William Van Regenmorter, Crime Victim Rights Act, P. A. 87 of 1985 cannot be supported with grant funding. Such expenses are considered part of the prosecutor's office routine responsibilities.

The following list represents activities for which expenditure of grant funding is not allowed. Internal controls should be established to assure that positions funded through the Crime Victim Rights Grant dedicate the designated percentage of time that is reflected in the Victim Rights Grant application to reimbursable victim rights activities. The following list represents some examples of non-reimbursable routine Prosecutor Office activities.

General witness management and notification services

Subpoenas

Dockets

Pleadings

Warrants

Restitution collection and management

Closing cases

Police reports

Equipment

Cell phones cannot be purchased with grant funding.

Indirect Costs

Costs associated with indirect services may not be charged to the grant. Victim Rights Grant funding may only be used in conjunction with providing direct services to victims.

Overtime

Overtime costs are not permitted for employees funded through the Victim Rights Grant.

Out of State Travel

Grant funding cannot be used to support out of state training.

Miscellaneous

Items such as magazine subscriptions, membership dues, Westlaw, etc. cannot be supported with grant funding.

Review Process

CVSC staff will review all applications and may make programmatic and budgetary recommendations as needed. If program or budgetary adjustments are required grantees will be notified.

Agreement Amendment Requests

Victim Rights, contract Agreement Amendment Requests are available to grantees through the Crime Victim Services Commission, On-line Grant System each fiscal year from January 1st until April 1st. Grantees are asked to provide rationale for the amendment, the purpose and justification for the request. A formal amendment signed by all parties is required in the following instances:

- ***Change in Contract Work Statement***
- ***If expenditures are targeted to exceed the contract deviation allowance***
- ***Request for additional funding***
- ***To establish a budget category not contained in the original budget***
- ***To document changes in grant funded staff***

Direct any questions regarding amendments to the Commission office.

Records Retention

Programmatic and financial records (copies of grant applications, reports, correspondence expenditure receipts, etc.) must be maintained at the local level for a period of seven years past the close of the grant project period.

Questions regarding Victim Rights, Grant Funding & Reporting

Please direct questions regarding victim rights grant funding and reporting requirements to Beth Adcock, Program Specialist by calling (517) 241-5275 or via the internet adcockb@michigan.gov