

State of Michigan
MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS
Michigan Justice Training Competitive Grant Program
2021 GRANT APPLICATION
SECTION 1 - IDENTIFICATION

APPLICANT AGENCY Michigan Judicial Institute		SIGMA ID/ADDRESS CODE SOM950000/950
STREET ADDRESS/CITY/ZIP 925 W Ottawa St., Lansing, MI 48915		
TRAINING CONSORTIUM (if applicable)		
PROJECT TITLE (Limit 45 characters) Court Support: Supervisors and Staff Training		
START DATE January 1, 2021	END DATE December 31, 2021	GRANT FUNDS REQUESTED \$45,000.00


AUTHORIZED OFFICIAL (PERSON AUTHORIZED TO ENTER INTO AGREEMENTS)

As the Authorized Official, I have read and agree to all conditions set forth in the 2021 Grant Manual.

NAME AND TITLE Thomas P. Boyd, State Court Administrator		
STREET ADDRESS/CITY/ZIP 925 W Ottawa St, Lansing, MI 48915		
TELEPHONE (Direct) (517) 373-2517	E-MAIL ADDRESS boydt@courts.mi.gov	
SIGNATURE 	DATE 5-20-2020	

PROJECT ADMINISTRATOR (PERSON RESPONSIBLE FOR IMPLEMENTING AND REPORTING THE TRAINING)

As the Project Administrator, I have read and agree to all conditions set forth in the 2021 Grant Manual.

NAME AND TITLE Peter Stathakis, Program Manager		
STREET ADDRESS/CITY/ZIP 925 W. Ottawa St, Lansing, MI 48915		
TELEPHONE (Direct) (517) 373-7607	E-MAIL ADDRESS stathakisp@courts.mi.gov	
SIGNATURE 	DATE 5/20/2020	

FINANCIAL OFFICER (PERSON RESPONSIBLE FOR GRANT ACCOUNTING)

As the Fiscal Officer, I have read and agree to all conditions set forth in the 2021 Grant Manual.

NAME AND TITLE Beth Barber, Finance Director		
STREET ADDRESS/CITY/ZIP 925 W. Ottawa St, Lansing, MI 48915		
TELEPHONE (Direct) (517) 373-5895	E-MAIL ADDRESS barberb@courts.mi.gov	
SIGNATURE <i>Elizabeth A Barber</i>	DATE 05/05/2020	

By authority of P.A. 302 of 1982, as amended
Submission of this application is required to participate in this program.

State of Michigan
MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS
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SIGNATURE		DATE

By authority of P.A. 302 of 1982, as amended
Submission of this application is required to participate in this program.

Applications must be submitted to MCOLES via email to thelend15@michigan.gov no later than May 22, 2020.

SECTION 2 - PROJECT NARRATIVE

Rev. (03/20)

A. PROBLEM IDENTIFICATION

Describe the problem or issue the training is expected to address. Connect the proposed training to the documented need. Explain why this proposal should be grant funded.

Refer to Page 18 of the Grant Manual

This grant application seeks funding to develop an interactive, eLearning training curriculum for court support personnel (front line counter staff and their immediate supervisors). This group of court personnel represents the largest number of employees in the judicial system. They are also the lowest educated, lowest paid and experience the highest turnover.

Court support personnel and their immediate supervisors are targeted as the recipients of this grant because their training needs differ from those of judges, court administrators, and court professional personnel. Court support personnel and their supervisors often receive on-the-job training and enjoy the fewest continuing education opportunities. And, in addition, they have no formal professional association to offer training.

The Michigan Judicial Institute (MJI) does not have a designated line item to fund training for this audience. In the past, MJI used some general fund dollars for court support personnel training. Due to anticipated budget constraints, without MCOLES funds, court support personnel are unlikely to receive training from MJI, or any other entity outside their in-house on-the-job training, if any.

Proposal 1:

Convert the in-person Court Support Staff Certification Training (CSSCT) to an interactive e-learning format.

In 2018, MCOLES generously provided funding that allowed MJI to hold regional in-person seminars for trial court personnel and county clerks, via our "court support staff certification" program. Although MCOLES is already familiar with the MJI CSSCT training program, a brief summary of the training is provided: The training consists of four (4) core modules, delivered in 2.5-hour segments. The four modules are:

- General Purpose and Responsibilities of Courts
- Professionalism & Ethics
- Records, Policy, Procedure
- Customer Service

With prior funding, including funds from MCOLES, MJI has held 14 stand-alone trainings and certified over 1,200 court staff. We have also collaborated with the Michigan Probate and Juvenile Registers Association to hold sessions as part of their summer conferences which has reached an additional 175 staff. The program evaluations (by both participants and their supervisors and administrators) have been overwhelmingly positive. Some local courts have even sought MJI's assistance to use

the modules for all staff in-court trainings. While these latter endeavors do not qualify for, and are not counted as, part of the certification, they demonstrate a need for continued training efforts.

The present problem is threefold: 1. Despite our best efforts, including court administrators and other presenter's willingness to donate their time to act as faculty, we have only reached approximately 25% of current front line staff through in-person training efforts. 2. The COVID-19 pandemic has forced MJI to cancel planned in-person programs for the current year and will likely impact in-person training at least into 2021. 3. As state, county and local budgets are impacted by the downward economic trend, courts will reduce budget costs (including all travel reimbursement) and lay-off or furlough staff. Remaining staff are less likely to have the time—or the local resources—to travel to any location for a two-day training.

Proposal 2

Develop an eLearning first- level supervisor Human Resources Management training curriculum.

Often, new supervisors are promoted from within the court organization based upon their knowledge, skills and abilities to perform well as a court clerk. These individuals have little or no formal training as supervisors or managers. In addition, they are placed in a position of having to supervise the same individuals whom they may consider friends, and were previously the new supervisor's colleagues.

While this situation is not unique to the court system—it happens in other government departments and the private sector as well—the context of the court system provides unique challenges. This group of court employees is perhaps the most overlooked population receiving training in the court system. Orientation programs exist for new and experienced chief judges, and new and experienced court administrators and upper-level managers. No such program exists for first line supervisors.

MJI envisions drawing from existing educational materials developed for administrators, as well as new educational material specific to this audience to develop an on-line interactive training program that will provide new and less experienced first-level supervisors with management information and the tools they need to be effective leaders in a court environment. It will also serve as a “refresher” for experienced supervisors; especially those who may still lack the requisite skills to be effective.

The interactive training will focus on five modules to becoming an effective court leader:

- 1) Hiring considerations:
 - a. What you can/can't (or should/shouldn't) ask in an interview
 - b. Things to look for in employment history
 - c. Questions that get to the things you can't train for.
- 2) Training considerations
 - a. Onboarding
 - b. Prioritizing training
 - c. Train yourself or delegate?
- 3) Routine supervision
 - a. Ideas/Suggestions for best ways to give feedback

- b. Coaching for improved job performance
 - c. Conducting meaningful performance evaluations – best practices
- 4) Addressing issues
- a. What you can/can't (or should/shouldn't say) when addressing performance issues
 - b. How to make it about performance and not personality
 - c. How to navigate being 'the middle man'
 - d. Balancing needs of the court with needs of the employee
 - e. Ways to develop trust, teamwork

- 5) Overview of employment law (FMLA, Fair Labor Standards, etc.)

SECTION 2 - PROJECT NARRATIVE

B. TRAINING OBJECTIVES

Describe the subject matter for each course/topic. Provide global objectives in terms of outcomes, stating what the trainees are expected to know and do as a result of this training.

Refer to Page 18 of the Grant Manual

Proposal 1. Convert the existing training material developed for the in-person CSSCT into an eLearning Curriculum--When a new court support employee is hired, they are typically trained to perform the functions of their position. Little, if any, time is allocated to providing staff with an understanding of the court system and how their role fits within the system. By focusing on a wider range of issues, staff are better positioned to appreciate the significance of their job, and how it contributes to the greater good.

The subject matter for the court support modules is, therefore, based upon needs identified by court administrators, probate registers, court clerks and county clerks. The modules focus on the core competencies required of staff performing first-level clerk functions.

Court personnel who complete the online eLearning curriculum, will understand and be able to describe:

A. Purposes and Responsibilities of Courts

- Why courts exist in our society.
- The jurisdictions of the different courts in Michigan.
- Judicial independence and why is it important.
- Why we are measuring our work output like never before (trial court performance standards; time guidelines; public satisfaction surveys).
- How each job within the court plays a role in ensuring the court successfully executes its purposes and responsibilities.

B. Professionalism and Ethics

- Understand the importance of professionalism, ethics, and leadership in the workplace
- See how social media impacts your role as court staff
- Become familiar with the "Court Employee Model Code of Conduct" and demonstrate proficiency in modeling ethical behavior

C. Records, Policy, Procedure

- Learn why we do what we do
- Identify the authority and documents that determine why we do what we do; and
- Locate the resources that direct why we do what we do

D. Customer Service

- The importance of customer service
- The effect of verbal and non-verbal behaviors on customer service
- Dealing with difficult interactions
- The difference between providing useful information and legal advice

Proposal 2- Human Resources Management training

As mentioned previously, first-level supervisors are often the most overlooked of any group within the court system. Historically, MJI has not explored developing a training curriculum for this audience for at least the last two decades. Any supervisory staff that may have attended prior MCOLES sponsored training are now in the waning years of their career, or have transitioned out of the court system. Nor does any justice system organization (National Center for State Courts, National Judicial College, or the Institute for Court Management for instance) currently offer a formal training for first-level supervisors.

Many times, first-level supervisors are in their current position because of an internal promotion. They likely learned how to perform their jobs as clerks, did well and were recognized for it by being advanced to a supervisory role. Most have little or no formal management training, nor are there any formal management training programs or opportunities within their own courthouse. As a result, these supervisors are placed in the unenviable position of being asked to lead and oversee court support personnel with little formal guidance on how to do so.

MJI proposes to develop an eLearning program that achieves specific objectives. It is our intent to deliver a comprehensive eLearning program that will result in the participant being able to fully

- Explain the importance of human resources and their effective management in the court as an organization
- Outline the practice of recruitment and selection.
- Understand the costs and benefits of internal and external training and development
- Know strategies of coaching, providing incentives and sanctions and objectively evaluating staff performance
- Become familiar with relevant law related to providing a safe and respectful work environment for all employees

SECTION 2 - PROJECT NARRATIVE

C. TRAINING METHODS

Describe how the training will be delivered for each course/topic. Identify program developers and instructors and describe their qualifications. Outline the method(s) of presentation. Include the hours of training and where the training will occur. Describe the training materials that will be developed or provided.

Refer to Page 19 of the Grant Manual

Proposal 1: Conversion of CSSCT in-person training to eLearning Curriculum--MJI will contract with an Instructional Designer (ID) to convert the four modules from delivery in a live format to an e-learning platform. Conversion to an e-learning platform will consist of utilizing existing material as a basis, but transitioning them into interactive on-line activities. There are typically three broad phases in instructional design. They are Planning and Analysis, Design and Development and Implementation and Management. Some of the planning and analysis and the design and development phases, have been accomplished, because MJI previously offered this curriculum as a live training event. The developers and presenters of the live program have subject matter knowledge, a history with the in-person program, and experience modifying presentations based on past feedback. However, no one involved in the project has the knowledge, skill or ability, albeit including the formal education, to convert the content into an effective on-line curriculum.

The ID will work with existing faculty/presenters and MJI staff to design the on-line learning curriculum.

The subject matter experts, and MJI staff who have already developed the course, will provide the existing material and communicate their knowledge of the curriculum subjects and check the accuracy of the modules developed by the ID. The ID will create an eLearning course outline, and identify the specifications and format for each course. Presently, the live modules are two to two-and-a-half hours in length. While the length of a course is not necessarily indicative of its effectiveness, eLearning needs to be interactive and provide frequent opportunity for feedback. Therefore, the eLearning modules, which will be placed on the MJI Learning Management System (LMS), will include high learner engagement components such as pre-test, verbal p that accompanies slides and video where appropriate, followed by regular performance-based activities and "quizzes" throughout the module. The user will not be able to progress through the module until they successfully complete the embedded performance activities. We will include a post-test at the end of each module, and a standard evaluation/assessment form. Court administrators and managers will be able to require staff to complete any or all the modules and MJI will be able to monitor progress in the LMS. Successful completion of all four modules will result in the learner being able to print a Certificate of Completion.

The subject matter experts will be:

Purpose and Responsibilities of Courts

Mr. David Walsh*, Court Administrator, MA, 47th District Court, Farmington Hills. Over 30 years of experience as a court administrator. Fellow, Institute for Court Management. Served on original MJI court support training consortium.

Ms. Jennifer (Jen) Thom, Court Administrator, MA, 52nd District Court, Waterford. Over 20 years of experience as support staff, probation officer, deputy court administrator and court administrator. Certified Court Manager, Institute for Court Management.

Mr. Mike McMillan, MA, Circuit and Probate Court Administrator, St. Clair County. Over 20 years of experience as file clerk, juvenile probation officer, deputy court administrator and trial court administrator. Certified Court Manager, Institute for Court Management.

Ms. Lisa Ellis*, MS-Judicial Administration, Court Services Director, Macomb County. Almost 20 years of experience as probation officer, supervisor, specialty court coordinator, deputy court services director and now director. Certified Court Manager, Institute for Court Management.

Professionalism and Ethics

Ms. Ann Filkins*, MS-Judicial Administration, Court Administrator 8th District Court, Kalamazoo. Over 20 years of experience as a first-level clerk, administrative assistant, specialty court coordinator, deputy circuit court administrator, now district court administrator.

Ms. Deborah Shaw*, MA, Probate and Juvenile Manager, Livingston County. Over 20 years of experience as a case manager, supervisor, deputy court administrator.

Ms. Nicole Evans*, JD, Court Administrator, 54B District Court, East Lansing. Over 20 years of experience as a clerk, clerk of the court, city clerk and court administrator.

Records, Policy, Procedure

Ms. Cindy Rude*, Probate Register, Calhoun County Probate Court. Over 30 years of experience as a clerk, deputy register and manager of Probate. Also served on the original MJJ court support consortium.

Ms. Megan Reynolds, JD. Deputy Court Administrator/Friend of the Court, 37th Circuit Court, Calhoun County. Over 15 years of experience as an attorney, and deputy court administrator.

Ms. Mary Haskamp*, Chief Deputy Probate Register, Kalamazoo County Probate Court. Over 30 years of experience as a clerk and deputy register and manager of Probate.

Customer Service

Ms. Victoria Courterier*, Trial Court Administrator, Otsego County Judicial System. Over 20 years of experience in law office and trial court management. Responsible for managing all court operations—District, Probate and Circuit—in Otsego County.

Mr. Mike Dillon, MA, Court Administrator, 55th District Court, Mason, MI. Over 30 years of experience as a probation officer, supervisor, county administrator and court administrator.

Mr. Robert Carbeck, JD, Domestic Relations Referee, Washtenaw County. Over 20 years of experience in law and as a referee.

Ms. Amy White, MA, Program Supervisor, Washtenaw County Trial Court. Over 15

years of experience as a clerk, deputy clerk and supervisor.

*Also served as subject-matter experts on the committee that designed the modules.

Instructional Designer

MJI has not yet identified the specific instructional designer. However, the individual must possess the appropriate education, knowledge, expertise and experience to satisfactorily perform the instructional design and content development services.

It is anticipated that each subject matter expert will each devote up to 20 hours per module to the conversion. Based upon industry standards, developing an eLearning module takes 100-400 hours. Using the most conservative number, it is anticipated that it will take the Instructional Designer (ID) one hundred hours to convert each of the modules to eLearning format. MJI staff anticipate participating in each subject matter expert/ID meeting, as well as meetings directly with the ID, for a total of 30 hours each for three staff per module.

All meetings will be held remotely.

Proposal 2: Human Resources Management training

MJI proposes to utilize material already developed for the MJI Court Administration Orientation program on Human Resources and convert it to a series of five eLearning modules that address the following:

- 1) Hiring considerations:
 - a. What you can/can't (or should/shouldn't) ask in an interview
 - b. Things to look for in employment history
 - c. Questions that get to the things you can't train for.
- 2) Training considerations
 - a. Onboarding
 - b. Prioritizing training
 - c. Train yourself or delegate?
- 3) Routine supervision
 - a. Ideas/Suggestions for best ways to give feedback
 - b. Coaching for improved job performance
 - c. Conducting meaningful Performance evaluations – best practices
- 4) Addressing issues
 - a. What you can/can't (or should/shouldn't say) when addressing performance issues
 - b. How to make it about performance and not personality
 - c. How to navigate being 'the middle man'
 - d. Balancing needs of the court with needs of the employee
 - e. Ways to develop trust, teamwork
- 5) Overview of statute and case law regarding employment law (FMLA, Fair Labor Standards, etc.)

We propose to contract with same Instructional Designer (ID) we utilize for Proposal 1 to work with the MJI staff as well as the Michigan Supreme Court's and Michigan Court of Appeals Human Resources Director on Planning and Analysis, Design and Development and Implementation and Management. Each eLearning module will be placed on the Michigan Supreme Court/MJI Learning Management System (LMS), will

include learning engagement components such as, verbal instruction that accompanies slides and video where appropriate, “quizzes” and or other performance exercises, as determined by the subject matter experts, MJI and the ID. The user will not be able to progress through the module until they successfully complete specific activities and exercises. We will include a post-test at the end of each module, and a module evaluation. At the conclusion of the modules, participants will be asked to complete an “action plan” identifying at least one change they will make as a result of participating in this training. MJI will conduct a 30 day follow-up to determine if they have implemented this change.

It is anticipated that each subject matter expert will devote up to twenty hours per module. Based upon industry standards, developing an eLearning module takes 100-400 hours. Using the most conservative number, it is anticipated that it will take the ID 100 hours to develop and format each of the eLearning modules. MJI staff anticipate participating with each subject matter expert/ID meeting, as well as meetings directly with the ID, for a total of 30 hours for three staff for each module.

All meetings will be held remotely.

SECTION 2 - PROJECT NARRATIVE
D. EVALUATION
In addition to participant feedback, describe how the participants will be evaluated on their acquisition of knowledge for each course/topic. Refer to Page 19 of the Grant Manual

As indicated previously, each participant will, whether engaged in Proposal 1 or Proposal 2, be required to complete required activities, including tasks, quizzes or other module benchmarks as determined by the subject matter experts, MJI and the ID, as they progress through each module. The modules will be developed so that the individual cannot progress to the next level until they have satisfactorily completed specific tasks that demonstrate a reasonable degree of subject-matter mastery.

SECTION 3 – COURSE DETAIL

Complete the Course Detail section for **each topic/course** included in your proposal. Copy and insert this page into your application as many times as needed.

Refer to Page 20 of the Grant Manual

Course Details

Course Title Court Support Staff Certification Training (CSSCT)			
Training Location On-line			
Maximum Participants unlimited	^{17008.5} Minimum Participants (2/3 of Max) unlimited	Hours of Training Per Session 2	Number of Sessions 4

Cost Breakdown

<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$17,008.50	\$	\$17,008.50
Contractual Services	\$34,000.00	\$20,000.00	\$14,000.00
Tuition	\$	\$	\$
Travel	\$	\$	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> (Module) Costs	\$12,752.13	\$5,000.00	\$7,752.13
Total <i>Course</i> Costs	\$51,008.50	\$20,000.00	\$31,008.50

NOTES:

Course Details

Course Title Human Resources Management Training for First-Line Supervisors			
Training Location On-Line			
Maximum Participants Unlimited	Minimum Participants (2/3 of Max) unlimited	Hours of Training Per Session 2	Number of Sessions 5

Cost Breakdown

<i>Per Session Costs</i>	<i>Total Costs</i>	<i>Grant Share</i>	<i>Match Share</i>
Personnel	\$30,441.88	\$	\$30,441.88
Contractual Services	\$25,000.00	\$25,000.00	\$
Tuition	\$	\$	\$
Travel	\$	\$	\$
Supplies & Operating	\$	\$	\$
Equipment	\$	\$	\$
Total <i>Per Session</i> (Module) Costs	\$11,088.38	\$5,000.00	\$6,088.38
Total <i>Course</i> Costs	\$55,441.88	\$25,000.00	\$30,441.88

SECTION 4 - COST JUSTIFICATION

The cost justification section is the bridge between the project narrative and the budget detail. Describe the proposed expenditures for each course offering or topic separately. Explain the proposed expenditures (both grant and match) and why the costs are necessary. Provide sufficient detail to justify the expenditures and to support the calculations that are shown in the budget detail. If a student fee will be charged, specify the amount per student.

Refer to Page 20 of the Grant Manual

We are presently in the middle of the COVID-19 pandemic. We don't know when, or if, we will be able to hold live on-site events. Social distancing has become a standard phrase in our lexicon. Even if the "all clear" is given to once again hold in-person, on-site educational functions, we are uncertain if we will be able to do so. MJI relies upon State general funds to support our training initiatives. Obviously, those funds will be impacted by anticipated budget reductions. Even if we do find the funds to support our training, local court budgets are also going to be impacted by budget and staff reductions, making it even that more difficult for their remaining staff to participate in live events. Without MCOLES funding these programs will cease to exist, indefinitely.

SECTION 5 - APPLICANT PRIORITIES

Prioritize the components of your application in descending order. Include the GRANT COSTS and MATCH COSTS. Single topic applications should list priorities by sessions or category expenditures. If the application contains more than one training topic, prioritize by topic. If more than one grant application is being submitted by an agency, prioritize the list of applications. The applicant's list of priorities will be followed to the highest degree possible; however, Commission priorities take precedence over a grantee's priorities.

BE SURE TO PROVIDE ACTUAL COSTS FOR EACH TOPIC.

Copy and insert this page into your application as many times as needed.

Refer to Page 21 of the Grant Manual

HIGHEST TO LOWEST PRIORITY:

Both of these training modules are necessary and warrant funding. To piecemeal either module would not be appropriate. In terms of the modules most needed for funding, the largest and most unrepresented group of court employees are the front line staff. They are also the most transient, least appreciated, lowest paid and have the most contact with members of the public. MJJ is committed to both proposals and is willing to provide over 50% in-kind match to make them both a reality.

Priority for funding is Proposal 1-1st; Proposal 2-2nd.

First Priority: Proposal 1: Convert the Court Support Staff Certification Training (CSSCT) to online modules which will reside on the Michigan Supreme Court/Michigan Judicial Institute's Learning Management System. The cost for this module is

Grant: \$20,000.00

Match: \$31,008.50

Total: \$51,008.50

The MJJ match is 60% of total cost.

Second Priority: Proposal 2: Human Resource Management Training for First-Line Supervisors

The cost for this module is

Grant: \$25,000/00

Match: \$30,441.88

Total: \$55,441.88

The MJJ match is 55% of total cost.

CERTIFICATE OF CONSORTIUM MEMBERSHIP

The Certifying Official shall be the individual who administers consortium activities and has the authority to act on behalf of the consortium. Attach paperwork supporting the Consortium Membership to this document.

Identification:

1. Applicant Agency:
2. Consortium:

Consortium:

3. Consortium Structure:
4. Geographic Region Served by the Consortium:
5. Member Agencies:
6. Financial Commitment from Member Agencies:

Certification:

I certify, on behalf of the consortium, the information contained in this document is complete, accurate and, in compliance with the requirements of the Michigan Commission on Law Enforcement Standards.

Printed Name of Certifying Official	Title of Certifying Official
Signature of Certifying Official	Date

Other consortium certification may be submitted as addendum files.

MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS

Enter Your Applicant Name and Grant Title Here

2021 Proposed Budget Detail

CONTRACTUAL

Contractor Fees

Contractor Name	Course	Hourly Rate	Dev. Hours	Prep. Hours	Inst. Hours	Admin. Hours	Total Cost	Grant Share	Match Share
Proposal 1-CSSCT	Purposes and Responsibilities						\$ -		
Dave Walsh		\$ 50.00	20				\$ 1,000.00		\$ 1,000.00
Jen Thom		\$ 50.00	20				\$ 1,000.00		\$ 1,000.00
Mike McMillan		\$ 50.00	20				\$ 1,000.00		\$ 1,000.00
Lisa Ellis		\$ 50.00	20				\$ 1,000.00		\$ 1,000.00
	Professionalism and Ethics						\$ -		
Ann Filkens		\$ 50.00	20				\$ 1,000.00		\$ 1,000.00
Deb Shaw		\$ 50.00	20				\$ 1,000.00		\$ 1,000.00
Nicolw Evans		\$ 50.00	20				\$ 1,000.00		\$ 1,000.00
	Records,Policy,Procedure						\$ -		
Cindy Rude		\$ 50.00	20				\$ 1,000.00		\$ 1,000.00
Megan Reynolds		\$ 50.00	20				\$ 1,000.00		\$ 1,000.00
Mary Haskamp		\$ 50.00	20				\$ 1,000.00		\$ 1,000.00
	Customer Service						\$ -		
Vicki Courterier		\$ 50.00	20				\$ 1,000.00		\$ 1,000.00
Mike Dillon		\$ 50.00	20				\$ 1,000.00		\$ 1,000.00
Bob Carbeck		\$ 50.00	20				\$ 1,000.00		\$ 1,000.00
Amy White		\$ 50.00	20				\$ 1,000.00		\$ 1,000.00
							\$ -		
Proposal 1	All Modules						\$ -		
Instructional Designer		\$ 50.00	400				\$ 20,000.00	\$ 20,000.00	
							\$ -		
Proposal 2	All Modules						\$ -		
Instructional Designer		\$ 50.00	500				\$ 25,000.00	\$ 25,000.00	
							\$ -		
							\$ -		
							\$ -		
							\$ -		

TOTAL CONTRACTUAL	\$59,000.00	\$45,000.00	\$14,000.00
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MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS

****Enter Your Applicant Name and Grant Title Here****

2021 Proposed Budget Detail

TRAVEL
Contractor

Course Contractor Name	Mileage			Lodging			Breakfast			Lunch			Dinner			Airfare/ Other	Total Cost	Grant Share	Match Share
	Miles	Rate 0.34	Total	#	Rate \$85.00	Total	#	Cost	Total	#	Cost	Total	#	Cost	Total				
			-			-			-			-			-		\$ -		
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MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS

****Enter Your Applicant Name and Grant Title Here****

2021 Proposed Budget Detail

Personnel	Total Costs	Grant Share	Match Share	Comments:
	\$ 47,450.38	-	\$ 47,450.38	

Contractual	Total Costs	Grant Share	Match Share	Comments:
	\$ 59,000.00	\$ 45,000.00	\$ 14,000.00	

Tuition	Total Costs	Grant Share	Match Share	Comments:
	-	-	-	

Travel-Employee	Total Costs	Grant Share	Match Share	Comments:
	-	-	-	

Travel-Contractor	Total Costs	Grant Share	Match Share	Comments:
	-	-	-	

Travel-Trainee	Total Costs	Grant Share	Match Share	Comments:
	-	-	-	

Supplies & Operating	Total Costs	Grant Share	Match Share	Comments:
	-	-	-	

Equipment	Total Costs	Grant Share	Match Share	Comments:
	-	-	-	

GRANT TOTALS	Total Costs	Grant Share	Match Share	Comments:
	\$ 106,450.38	\$ 45,000.00	\$ 61,450.38	

Percentage of Total Costs	Grant Share	Match Share	Comments:
	42.3%	57.7%	