Michigan Justice Training Fund
2021 Grant Manual

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Part 1: General Information

Chapter 1: Overview
Chapter 2: Funding Priorities
Chapter 3: Annual Program Priorities

Chapter 1: Overview

Chapter Highlights:

- Statutory Authority
- Purpose
- Eligibility

STATUTORY AUTHORITY

The Michigan Justice Training programs are regulated by state law, administrative rule, and executive order.

Public Act 301 of 1982, created the Michigan Justice Training Fund. This revenue is generated through fine assessments which are levied and collected by the courts and submitted to the Michigan Department of Treasury for deposit in the Justice System Fund. A percentage of Justice System Fund revenue is then transferred to the Michigan Justice Training Fund on a monthly basis. Both the Justice System Fund and the Justice Training Fund are interest-bearing accounts. Interest is posted to each account quarterly.

The Michigan Justice Training Fund is a *restricted fund*. These funds may be used only for the criminal justice in-service (active duty) training of eligible trainees or such purposes as designated by legislative mandate.

Public Act 302 of 1982 created the Michigan Justice Training Commission (MJTC) and set forth the responsibilities of that Commission. The Act directs the Commission to annually distribute 60% of the Justice Training Fund to eligible entities under the law enforcement distribution and the remaining balance, after administrative costs have been deducted, may be distributed through a competitive grant process. These two funding programs are referred to as the Law Enforcement Distribution (LED) and the Competitive Grant Program, respectively. This document addresses the Competitive Grant Program.

The ***administrative rules*** that prescribe the procedures by which the Commission shall distribute money from the fund were developed under the authority conferred on the Commission by section 3 of 1982 PA 302, by section 9 of 1965 PA 380, and by Executive Reorganization Order 2001-2, MCL 18.423, 16.109, and 28.621.

With ***Executive Order 2001-5***, Governor John Engler ordered the merger of the Michigan Justice Training Commission with the Commission on Law Enforcement Standards (COLES) to form the new Michigan Commission on Law Enforcement Standards (MCOLES) and transferred the responsibilities of P.A. 302 to the MCOLES. Executive Order 2001-5 also directed the Commission to focus its activities in order to accomplish the following objectives involving law enforcement organizations and officers:

- increase professionalism,
- increase the number of law enforcement organizations that offer formal in-service training and increase the number of law enforcement officers who receive formal in-service training,
- institute law enforcement in-service training standards applicable to all law enforcement in-service training in Michigan,
- implement a Web-based information system that will allow the Commission to accomplish its goals and communicate with Michigan law enforcement organizations in a more efficient manner, and
- ensure grants awarded by the Commission to Michigan law enforcement organizations advance these objectives.

In compliance with this executive directive, the Commission implemented policy to give ***priority grant funding to training consortia***, through which the greatest number of individuals can be trained in the most cost-effective manner.

PURPOSE

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 that 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, or
- self-education presented through the use of audio-visual materials (e-learning).

Justice training competitive grant funds shall be used to ***supplement*** existing state and local funds for program activities and shall not replace those funds that have been appropriated for the same purposes.

ELIGIBILITY

Eligible Applicants - Applications for grant funds will be accepted from state or local agencies, which include: a) an agency or department, division, bureau, board, commission, council, or authority of the state or of a city, village, township, or county; b) a state supported college or university; c) a community college; d) a training consortium consisting of eligible agencies; or e) any agency or entity of the judicial branch of government. Professional associations are ***not*** eligible applicants.

Additional requirements apply to ***consortia applications***:

- A ***formally*** established consortium of eligible agencies, with a single eligible agency acting as the applicant, may apply directly for grant funds.
- An ***informally*** established consortium, made up of a geographic cluster of eligible agencies, may submit individual agency applications for grant funds if the group has agreed to act as a consortium for the purpose of in-service criminal justice training. Each application shall identify the consortium as the implementing agency and shall be prioritized by the membership together with all applications submitted by the consortium members.
- All consortia applications must be accompanied by a ***Certification of Consortium Membership Requirements*** (Appendix A) that clearly and concisely describes the:
    - consortium structure,
    - geographic region served by the consortium,
    - member agencies and,
    - financial commitment of member agencies.

Applicant agencies that 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.

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

Chapter 2: Funding Priorities

Chapter Highlights:

- Funding Objectives
  - Objectives
  - In-State Preference
  - Matching Funds
- Funding Restrictions

FUNDING OBJECTIVES

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 LED funding is not reasonably available;
- ensure that grant awards are based on demonstrated training need;
- ensure that grant awards are based on a sound curriculum plan with established quality measures and;
- 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
    - equitable distribution of available funds

In-State Priority - 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, and attendance is reported, in the MCOLES Information Tracking Network (MITN) database system.

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, the Michigan Municipal League or Michigan State University), local or regional providers (e.g. community colleges), and the MCOLES Schedule of Training Courses.

If 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 to be considered for grant funding.

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 site at ***www.michigan.gov/mcoles***.

Cost Sharing – On April 21, 2010, the MCOLES adopted Commission Resolution 2010-03 (Attachment H) to provide policy direction for the competitive grant program in light of declining revenues. The Commission resolved to restructure the existing competitive grant process by implementing eleven specific objectives. One of these objectives requires a 75%/25% cost sharing, or match, for ***all*** grant applications. The Commission shall fund a maximum of 75% of the ***total*** program cost of approved applications. The applicant agency shall contribute a minimum of 25% of the ***total*** cost as cash (hard) match or in-kind (soft) match. Refer to Part 3, Chapter 4 for more details regarding grantee match.

FUNDING RESTRICTIONS

The Commission shall **not** award competitive grant funds for any of the following:

- criminal justice training in another country;
- 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 where LED or Booking Fee funds are available for these expenses;
- publication of a newsletter;
- purchase of firearms training systems that simulate deadly force decision-making circumstances;
- construction of a firearms range;
- purchase of firearms;
- purchase of emergency vehicle operation (EVO) simulators;
- funding requests that are 100% equipment acquisitions;
- printing and mailing of training materials;
- duplication of compensation to instructors or staff;
- consultant fees for travel time;
- a consultant to act as an on-site coordinator
- refreshments;
- overhead or operating costs as a percentage of the total grant request;
- office supplies;
- cleaning supplies;
- tips on meals.

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Chapter 3: Annual Program Priorities

Chapter Highlights:

- Commission Priorities
  - Priority Program Areas
  - Priority Applicants
  - Other Priorities

COMMISSION PRIORITIES

In addition to the funding objectives mandated by statute, the Commission also sets funding priorities. These priorities are established in compliance with the objectives and are intended to give further direction to applicant agencies.

Given the limited amount of Justice Training funds available for the competitive grant program, the Commission will also give priority to new and innovative proposals. However, consideration will be given to previously funded, ongoing programs if sufficient justification is provided by the applicant.

Priority Program Areas - Special consideration will be given to training that incorporates the MCOLES mandatory and advisory in-service standards.

Mandatory Standard:

- Active Duty Firearm Standard

Advisory Standards:

- Legal Update
- Subject Control
- Emergency Vehicle Operations
- Officer Safety
- The Response to Persons with Mental Disorders

Adjudication • Court Support Personnel Training • Immediate Supervisors of Court Support Personnel Training	Prosecution • Trial & Appellate Advocacy Training • Legal Updates • Prosecution Support Staff & Victim Rights Training • Child Support Enforcement
Criminal Defense • Defender Books-Update/Revision • Web-Based Legal Research, Writing, & Presentations • Appellate Skills Training • Trial Skills Training • Training for Trainers • Legal Updates	Law Enforcement • Active Duty Firearms Standard (mandatory) • Legal Update • Subject Control • Emergency Vehicle Operations • Officer Safety • Response to Persons with Mental Disorders

Priority Applicants - To encourage the most cost-effective use of Justice Training grant funds, the Commission will give priority to applications submitted by:

- a training consortium,
- law enforcement agencies employing 100 or more MCOLES licensed law enforcement officers,

- an individual eligible agency serving as the training provider for its own employees ***and*** the employees of other eligible agencies within a specified geographic area, and
- statewide training providers for specialized training endeavors that meet an identified statewide need.

TOPIC CONSIDERATIONS

Training Series - 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.

Legal Update - Law Enforcement agencies or consortia proposing legal update training must first determine if such training is available through their local prosecuting attorney's office. If the local prosecutor's office cannot provide this training, the agency or consortium may request grant funding. An explanation of the contact with, and response from, the local prosecuting attorney's office must be included in the grant application.

Computer Based Training - Applications for computer based training, as defined in Appendix A, must meet the following requirements to be considered for funding:

- An instructor or course developer must be identified and available for contact by participants with questions or follow-up on the material.
- A copy of any digital or analog media used in training courses shall be submitted to MCOLES. For blended learning or Internet-hosted courses, access to the platform or Internet connection must be provided to MCOLES staff.
- A copy of the test security protocol (e.g., circulation and/or accessibility of the test, proctored testing, etc.) shall be submitted on training courses that involve high risk, high liability activities, and/or officer certification in a particular law enforcement area.
- An evaluation instrument shall be developed and utilized to measure the participant's mastery of the topic. The participant must attain competency to receive credit for the course.
- The computer navigation required to participate in the computer based training program should not require advanced knowledge of computer operations, unless the program is specifically for advanced users or part of cumulative training;
- The minimum computer system requirements should allow the program to run on the basic level of current technologies, unless the training is specifically targeted to applications requiring advanced hardware/software; and
- Any applications or plug-ins required to run the computer based training course (e.g. Adobe Reader, Macromedia Flash, ActiveX controllers, etc.) shall be provided or made readily available for download.

Active Duty Firearms Standard - Grant applications that include the MCOLES Active Duty Firearms Standard shall encompass, and provide specific details relative to, the following:

- Both components of the standard (educational and skill).
    - The educational component must contain all 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 competency.

    - 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 firearms range that can safely contain all rounds fired.

Part 2: Pre-Award Requirements

Chapter 1: Application Process
Chapter 2: Conditions of Award and Acceptance
Chapter 3: Standards for Financial Management

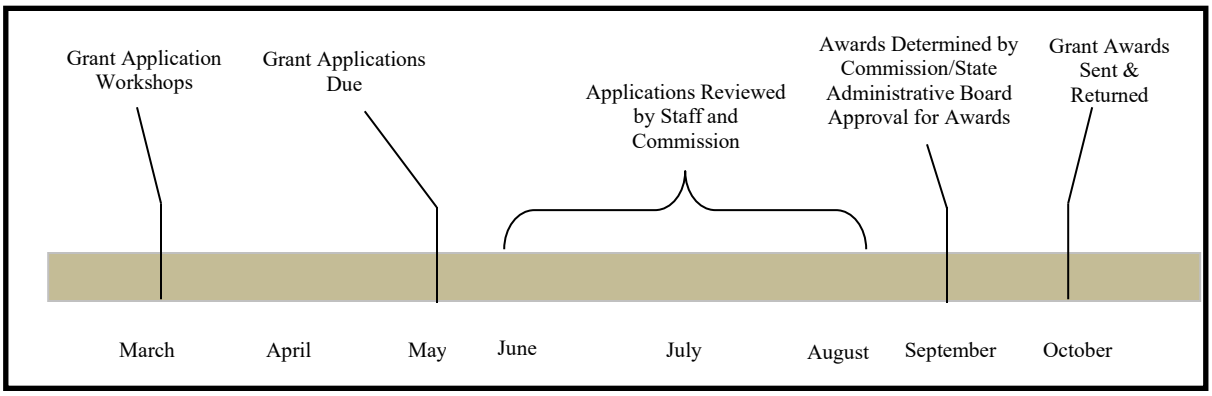
Chapter 1: Application Process

Chapter Highlights:

- Timeline
- Application Workshops
- Application Preparation
- Submission
- Application Review

TIMELINE

The competitive grant application and award cycle begins in March and concludes the following October with the award of grant contracts.



APPLICATION WORKSHOP

The application workshop is the first step in the competitive grant application and award cycle. The workshop should be attended by a prospective grant writer from each eligible agency submitting a competitive grant application. A financial representative from each eligible agency submitting a competitive grant application should also attend the workshop. The grant application forms will be distributed to the attendees via email after the workshop is completed. These documents ***will not*** be available on the MCOLES website.

APPLICATION PREPARATION

Carefully review the instructions for completion of each section of the application. *Only complete applications that comply with all the requirements will be considered. As new application forms are generated each year, only forms with 2020 revision dates will be accepted.*

Section 1 – Identification

The first section of the grant application captures basic identifying information about the applicant agency and the proposal. The ***Applicant Agency*** must be an eligible recipient agency, with the authority to enter into an agreement with, and receive funds from, the State of Michigan. If the application is submitted on behalf of a consortium, provide the official name of the ***Training Consortium***. The ***SIGMA ID*** a vendor code the State of Michigan has assigned to the Applicant Agency. If this number is not known or a number has not been assigned to your agency, this field may be left blank. However, should your agency receive a grant award, a SIGMA ID and Address Code will be required for your agency in order to receive grant funding from the State of Michigan. Additional information may be found on page 31.

Provide a clear, concise ***title*** for your project ***limited to 45 characters*** in length. The project (award) period is one ***calendar year*** in duration and will be predefined on the application form. Enter the ***amount of grant funds being requested*** (maximum of 75% of the total project cost). ***Do not enter the total project cost.***

The person authorized to enter into agreements on behalf of the applicant agency shall sign as the ***authorized official***. The individual who is responsible for implementing the project shall sign as the ***project administrator***, and the person assigned to supervise financial matters related to the grant award shall sign as the ***financial officer***. **No one person may serve more than one role.** These signatories must be three separate individuals. Each signatory is required to check the box indicating that they have read and agree to all conditions set forth in the 2021 Grant Manual.

Section 2 – Project Narrative

The Project Narrative is divided into four (4) components and is the heart of the application. It is here that the applicant clearly describes the Problem Identification, Training Objectives, Training Methods, and Evaluation Plan for the proposed training.

2-A Problem Identification

Write a clear, concrete statement that describes the issue, concern, or problem to which the proposed training will be directed. Identifying a problem involves providing a solid rationale for the training, in other words, it should answer the question "Why is this training important to the criminal justice community?"

Clearly explain:

- what the problem is,
- why the problem is relevant to your geographic region or is important to your agencies,
- how the training will mitigate the identified problem,
- why this training proposal is worthwhile and,
- how the training fits into the definition of "direct delivery of criminal justice services."

It is suggested that you use the Commission's prioritized training list as a starting point and a guide as you formulate the problem statement. Consult with your constituent agencies about the types of training they need, ask them to provide a rationale for that need and request letters of support. Be sure to identify the problem in precise terms. Articulate the importance of an issue by connecting it to proposed training outcomes.

2-B Training Objectives

Provide a detailed description of the subject matter, the course syllabus (outline), and the number of hours each topic requires. Identify major training objectives and include several sub-objectives that describe how the participant is expected to achieve the major objective. Indicate what the participants are expected to know and do as a result of the training. Use a structured format that has a logical flow. Do not confuse course objectives with the procedures used to identify a problem in Section 2-A (Problem Identification) and be sure to specify more than one or two major objectives in the application.

Preferably, write the training objectives in terms of behavioral outcomes and work from the following implied stem: *At the completion of training, the participant will be able to….* Use action words such as "demonstrates the ability to...", "describes", "considers", "explains", or "evaluates", rather than "knows", "lists", or "understands." Training should produce performance outcomes, rather than repetitive memorization or recall. True competency is achieved when both knowledge and the ability to perform come together. When writing

training objectives, the author should think in terms of "knowing", rather than "knowledge". The format of the training objectives should effectively bridge training content with quality decision-making and contextual problem solving. For example, when writing objectives for emergency vehicle operations, be sure to include a decision-making component. Do not rely exclusively on mechanical skills development. Each objective should be measurable, observable, and be written as an action statement. Connect the proposed training program to the Commission's prioritized training list.

2-C Training Methods

Identify program developers and instructors and list their qualifications. Explain how their time will be allocated and how the training will be delivered in the classroom (lecture, group activities, case studies, discussion, hands-on application, etc.).

Specifically identify providers who are not based in Michigan and justify the selection of the out-of-state training program or vendor. The ***out-of-state vendor*** program must be substantially different than a Michigan vendor to be considered for funding. Priority will be given to in-state training vendors.

Outline the methods of training, hours of training, and identify classroom texts that are required. Additionally, identify where the training will occur and any facility requirements. Describe the training materials to be developed or provided. Indicate where and how the materials will be made available to other criminal justice practitioners.

MCOLES believes that ***adult learning*** should be an essential component of any teaching methodology. Learning must include higher order thinking and adult learners prefer context and relevance (what's in it for me?). Moreover, the training must be useful to the participants when they return to their job. Once they leave the classroom, they will be required to make decisions and perform effectively on the job. The reviewers will give preference to training that incorporates these methodologies where appropriate.

2-D Evaluation

There are three separate evaluations required of each grant funded project: 1) participant feedback, 2) acquisition of knowledge and, 3) program assessment.

- Participant Feedback. Obtain the ***participants' reactions*** to the training and then organize and assess the results. Ask the participants to rate the training and the instructors. Then, improvements can be made to the content and delivery based on their input, if necessary. For example, provide the participants with a written survey or questionnaire and have them rate the training and the instructors on a scale of 1-5. Be aware that if the training content is delivered in an interactive manner, where participant exercises are required, the participant feedback may not always be positive. Participants often prefer passive learning. A ***summation of participant responses*** will be required as part of the regularly scheduled progress reports.

  Acquisition of Knowledge: The participants must also be evaluated on their ***acquisition of knowledge*** through written examinations, quizzes, or performance exercises. Knowledge acquisition is a fundamental component of any training and identifying the extent to which the participants acquired basic knowledge and skills can be useful to administrators and instructors when designing future programs. The most common type of examination is the multiple-choice test, although administrators have the flexibility to design other types of

instruments. The responses to test questions must produce measures that can be validly interpreted.

If the grant request is for a ***computer-based training*** application (e-learning, e.g.) the applicant must provide a way to measure participant competency. Describe the methods or tools that will be used to objectively measure training outcomes.

- Program Assessment. The third evaluation is a statistical assessment of how well the goals of the approved application have been met. Be prepared to capture and report data related to the number of sessions and participants as outlined in the Program Evaluation requirements.

- Although not required, MCOLES encourages grant administrators to design ways to determine to what extent the training has made a real difference in the behavior of the participant once they are back on the job. For example, use follow-up questionnaires or initiate contacts with participant agencies, supervisors, or the participants themselves to help determine if the training has made a positive impact. Another way is to use reality-based scenarios during the training session. Demonstrated ability in the classroom can influence behavior once back on the job. Such exercises can be used as training tools *and* assessment tools. The instructors can gauge the progress of the participants as the training experience unfolds as well as measure outcomes at the end of the session. Performance requires the participants to demonstrate their knowledge and should be used whenever practical.

Section 3 – Course Detail

The **Course Detail** is a synopsis of each course/topic. If your application addresses multiple courses, please copy and insert this page into your application as many times as needed to include one for each course.

Enter the course title, the location where the training will be offered, the maximum and minimum number of participants per session, hours of training per session, the number of sessions to be offered during the grant year, and the cost breakdown by budget category. The minimum operational number for all courses shall be no less than 2/3 of the stated maximum number of participants. If enrollment falls below the minimum number, the course shall be rescheduled. If enrollment repeatedly falls below the minimum number, the Commission will consider a Grant Adjustment Request to reduce the minimum operational number. Complete the Cost Breakdown by budget category. Indicate the total costs, total grant share, and total match share per session and per course.

Section 4 – Cost Justification

The cost justification section is the bridge between the project narrative and the budget detail. This section is your opportunity to explain your proposed expenditures and why your program requires the costs listed on the Budget Detail portion of the grant application. Describe the proposed expenditures for ***each course offering or topic*** **separately** and detail the expenditures in a narrative approach. This portion will be utilized during the financial review of the application.

Give a clear description of both the ***matching share and grant share***. Identify the source of cash match and describe in-kind contributions in sufficient detail to support the calculations shown in the budget detail. If a student fee is charged, specify the amount per student.

Include costs that have been essential for the program in the past. **Programs that are 100% match funded should not be included in the application.** If they are included, they will be eliminated.

Please do not create a separate file. Justifications will only be allowed within the Narrative portion of the grant application.

Section 5 – Applicant Priorities

The Commission shall ensure, where reductions or denials of grant requests are necessary due to a lack of available funding, that the applicant's list of priorities for funding and reductions shall be followed to the highest degree possible. Therefore, it is critical that each applicant provide a prioritized list, in descending order (highest to lowest) of their funding request(s) in a method that best depicts their needs. The Commission's priorities take precedence over a grantee's priorities.

These options are **required** forms of prioritizations:

- If an agency submits more than one topic or application for funding, prioritize all of the topics and applications. Reductions will be made through **elimination of full courses or applications**.
- Single topic applications are allowed to list priorities by sessions or through category reductions.

Individual agency applications, submitted by members of a ***formal*** consortium, shall be prioritized by the entire membership together with all applications submitted by the consortium members. If it is necessary to make reductions, full applications will be reduced.

BUDGET DETAIL

The budget detail section of the grant application is a separate Excel workbook that consists of six budget categories and nine tabs: Personnel, Contractual Services, Tuition, Travel-Employee, Travel-Contractor and Travel-Student, Supplies and Operating, and Equipment. Begin by developing the total project budget including all costs from all sources of funding. Then split the costs into the separate shares – grant and match. Note: The grant/match percentage is not calculated at the budget line item or budget category level. The **grant funded portion cannot exceed 75% of the *total project budget*** and the **matching contribution must be a minimum of 25% of the *total project budget***.

Do not round budget amounts. Enter dollars and cents in all cases. The budget worksheets do have formulas for calculating totals, however, be sure to double check your entries. If mathematical errors are found during the budget review, the line item may be removed.

Commission policy clearly defines allowable costs and also imposes restrictions that apply to each of the budget categories. ***Carefully review Part 3, Chapter 6: Allowable Costs prior to the development of your budget, to ensure requested grant share costs are acceptable.***

Personnel

Personnel costs include the salaries/wages and fringe benefits paid to ***employees of the applicant agency*** for development, preparation, instruction, or administration related to the direct delivery of the training program(s). Be careful to differentiate between employees and contractors. If the individual is employed by the applicant agency and is compensated through their normal payroll system, identify them under Personnel. Employees shall be compensated at their normal salary rate. Overtime rates are not allowed.

- **Salaries and Fringe Benefits**

Salary - Create one row for each employee. Enter their name and the assignment they will perform within the project. Enter their actual hourly salary rate and the number of hours devoted to each applicable task. The total will equal the sum of the hours times the hourly rate. Do not group together similar positions with equal pay. Each position must be listed independently.

Fringe Benefits - Provide a multiplier of fringe benefits for each position. The fringe benefit total will automatically calculate in each line item.

- **Supplanting**

The MJTF competitive grant program prohibits the supplanting of personnel costs. Grant funds cannot be requested for individuals who are employed by the applicant agency to administer grants, instruct training programs, develop/prepare training programs, perform on-site coordination, or other duties that are regularly performed or included in the individual's position description. The salary must be requested under the Match Share expense portion of the application.

- **Administrative Costs**

Administrative costs may fall under Personnel or Contractual Services, depending on the individual's relationship with the applicant agency. A reasonable percentage of the grant funded budget may be charged for salaries and fringes (personnel) or fees (contractual) of the project administrator, persons assigned to provide administrative services, clerical support or, travel costs associated with project administration. Eight percent (8%) of the budget total will be used by the Commission as a guideline for determining reasonable grant-funded administrative costs; however, the Commission encourages the use of matching funds for administrative costs wherever possible.

Contractual Services

Contractual Services is for compensation paid to ***contractors*** hired by the applicant agency for development, preparation, instruction, or administration related to the direct delivery of the training program(s). Again, be careful to differentiate between employees and contractors. Individual contractors are hired by the applicant agency through a contractual agreement and are not compensated through the applicant agency's normal payroll system.

If a contractual provider/vendor (an organization rather than an individual) is hired to provide project services, a ***full disclosure*** of their costs must be provided in the Cost Justification section.

Create one row for each contractor. Enter their name and the assignment they will perform within the project. Enter their hourly rate and the number of hours devoted to all applicable tasks.

Tuition

Tuition is a cost charged on a per student basis, e.g., registration fees paid to a training provider, or a fixed price/flat rate charged by a contractor. Create one row for each course. Enter the name of the training provider and course title, number of students and, the tuition cost per student for each course. If a contractor charges a flat, per student fee for delivery of training, enter that fee under Tuition and give a full disclosure of the contractor's costs in the Cost Justification section.

Travel

The Travel category is subdivided into three sections for personnel, contractual and student travel. Enter the travel costs for individuals in the appropriate section based on their responsibilities within the grant project. Provide the individual's name in the first column. If individuals cannot be identified by name at the writing of the grant application, provide an accurate description by title or function. Describe the type of travel cost (lodging, meals, etc.) and show the calculation for determining the total cost. For example: 2 nights of lodging at $85 per night.

Commission policy clearly defines allowable costs and also imposes restrictions that apply specifically to travel. ***Carefully review Part 3, Chapter 6: Allowable Costs to ensure requested travel costs are acceptable.***

Supplies and Operating

Supplies and Operating costs are for non-equipment items required for the ***direct delivery*** of the training program, such as thumb drives, evidence collection kits, ammunition, gasoline, or facility rental. Each cost must be itemized. A generic entry of miscellaneous supplies, classroom supplies, or computer supplies will not be accepted. Indirect costs as a percentage of the budget total will not be accepted. Give a clear description of the item or expense, the quantity to be purchased, and the unit price. **Student meals must be listed under the Travel category.**

Equipment

Equipment items are durable products used only for the direct delivery of in-service criminal justice training that are non-expendable, intended for repeated use (such as audio/video equipment, projectors, defensive tactics protective gear, or computer hardware), with a normal useful life of more than one year, and a single unit purchase price of $300 or more. Give a clear description of the equipment item, the quantity to be purchased, and the unit price.

SUBMISSION

Only ***complete*** applications will be considered.

The application documents should be submitted via email to thelend15@michigan.gov. The Signature Page, Project Narrative, and Budget Detail must be submitted in PDF format. In addition, the *Project Narrative must also be submitted as a Word document*, and the *Budget Detail must also be submitted as an Excel document*.

The Signature Page must contain three original signatures from the Authorized Official, the Project Administrator, and the Financial Officer. **Each signatory must check the box indicating that they have read and agree to all conditions set forth in the 2021 Grant Manual.**

Applications must be received on or before May 22, 2020. Applications received after the established deadline will not be considered.

APPLICATION REVIEW

Each application for justice training grant funds will undergo multiple reviews. The Commission staff will first conduct a preliminary review to ensure the:

- application is complete,
- application was received by the established application deadline,
- proposed training falls within the applicable criminal justice discipline on the Commission's Prioritized Training List, and
- application complies with Commission policies.

A detailed review of the application will then be conducted by the staff, which includes an analysis of the proposed training, the need for the proposed training, the accuracy and

reasonableness of the budget, the relative merits of the proposal, and past compliance with the program requirements.

The second review will be done by the full Commission and final action will be taken at the September meeting. Award documents will be emailed to grantees in October following the September meeting and upon approval by the Department of Technology, Management and Budget State Administrative Board.

Chapter 2: Conditions of Award and Acceptance

Chapter Highlights:

- Award Documents
- Grant Award Conditions
- Award Notification and Acceptance Procedures

AWARD DOCUMENTS

Grant awards are issued between the State of Michigan and the recipient agency (grantee) for a twelve (12) month period effective January 1. The award documents consist of the signature page, the approved budget detail, and any contract special conditions. The award also incorporates the approved application and this manual.

SPECIAL CONDITIONS

The Commission and the grantee understand and agree that the grant award may be subject to and incorporate special conditions, which may be unique to the grant and included in the award documents if applicable.

AWARD NOTIFICATION AND ACCEPTANCE PROCEDURES

The award documents will be sent via email to the Project Administrator. To accept the award, the grantee's Authorized Official, Project Administrator, and Financial Officer shall sign the signature page and return it in PDF format by the established deadline to the Grants Manager at thelend15@michigan.gov. The original signed document shall be retained by the grantee.

Chapter 3: Standards for Financial Management

Chapter Highlights:

- Accounting System
- Recipient Accounting Responsibilities
- Total Cost Budgeting and Accounting
- Commingling of Funds

ACCOUNTING SYSTEM

The grantee is responsible for establishing and maintaining an adequate system of accounting and internal controls. All expenditures from the grant award shall be made in accordance with standard accounting and purchasing procedures.

Accounting records shall be maintained and must follow generally accepted accounting principles for the expenditure of funds for the purpose identified in the approved grant application. Adequate expenditure documentation, including receipts for actual purchases, must be maintained for a minimum of seven (7) years after the expiration of the grant award.

The Commission, the Michigan Department of Treasury, the State of Michigan Auditor General, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the grantee which are related to the contract for purpose of inspection, audit, and examination.

Any expenditure of grant funds that is determined by the State of Michigan Auditor General or the Commission to be unreasonable or duplicative shall result in the forfeiture of the grant funds.

TOTAL COST BUDGETING AND ACCOUNTING

The grantee shall account for program costs on a “total program cost” basis. Total program costs, including state funds, grantee matching shares, and any other fund sources included in the approved project budget or received as program income, shall be the foundation for fiscal administration, accounting, and audit.

COMMINGLING OF FUNDS

The grantee’s accounting system must ensure that justice training funds are not commingled with any other funds. All grant revenue and expenditures shall be recorded in a fund or account separate from the grantee’s other funds or accounts.

Part 3: Post-Award Requirements

Chapter 1: MITN and SIGMA Registration
Chapter 2: Period of Availability of Funds
Chapter 3: Payments
Chapter 4: Grantee Match
Chapter 5: Grant Adjustments
Chapter 6: Allowable Costs
Chapter 7: Program Responsibilities
Chapter 8: Reporting Requirements
Chapter 9: Records Retention and Access
Chapter 10: Sanctions
Chapter 11: Termination

Chapter 1: MITN and SIGMA Registration

Chapter Highlights

- MCOLES Information and Tracking Network (MITN)
- Statewide Integrated Governmental Management Applications (SIGMA)

MITN AND SIGMA REQUIREMENTS

MCOLES Information and Tracking Network (MITN)

All grant-funded in-service training shall be registered in the *MCOLES Information and Tracking Network* prior to the delivery of training. The training provider, whether the grantee agency or a contractual provider, must first register in MITN as an in-service training provider and appoint authorized operators. It is the responsibility of the ***provider*** to register each grant-funded training course and the attendance of MCOLES licensed law enforcement officers into the system.

Instructions for the MITN training provider registration process are available on the MCOLES web site at www.michigan.gov/mcoles. A complete user guide, with step-by-step instructions for registering a course and reporting attendance, is available on the MITN web site. Access to the MITN web site is granted to authorized operators through the provider registration process.

Statewide Integrated Governmental Management Application (SIGMA)

The State of Michigan upgraded its financial and business systems in 2017 to the Statewide Integrated Governmental Management Application (SIGMA). All grant award recipients are required to register in SIGMA using the Vendor Self Service (VSS) system in order to receive quarterly reimbursements for their eligible grant expenditures.

VSS is a web based application that allows the vendor to create a Vendor/Customer record online, maintain their account information, view their financial transactions, view business opportunities, and much more. The link to SIGMA VSS in order to create, claim, or modify your account is available at www.michigan.gov/sigmavss. The web site also includes reference guides and tutorials containing instructions for self-registration. Once your registration has been completed, please remit the SIGMA Vendor ID and Address Code that should be used to process the quarterly expenditure reimbursements associated with your grant award via email to thelend15@michigan.gov.

If you need assistance or have any questions regarding your vendor registration, please contact the State of Michigan VSS Support Center by calling 888-734-9749 or emailing SIGMA-Vendor@michigan.gov. The VSS Support Center office hours are 7:00 a.m. until 6:00 p.m. Monday through Friday.

Chapter 2: Period of Availability of Funds

Chapter Highlights

- Obligation of Funds
- Expenditure of Funds
- Extension Criteria

OBLIGATION OF FUNDS

An obligation occurs when funds are encumbered, such as in a valid purchase order or requisition to cover the cost of purchasing an authorized item on or after the award start date and up to the last day of the award period. Any funds not properly obligated by the grantee within the grant award period will lapse and revert to the Commission. The obligation deadline is the last day of the grant award period unless otherwise approved by the Commission.

EXPENDITURE OF FUNDS

Grant funds, which have been properly obligated by the end of the award period, shall be liquidated (expended) within 30 days of the project end date. Any funds not liquidated at the end of the 30 day period will lapse and revert to the Commission, unless a grant adjustment notice extending the liquidation period has been approved.

EXTENSION CRITERIA

Requests for an extension of a grant contract must be submitted to the Commission a minimum of **30 days prior to the current contract end date (December 31).** The request for extension must justify the need for the extension and indicate the additional time required.

The maximum extension allowable for any project period is 12 months and requests for retroactive extension of project periods will not be considered.

Extension requests will be considered only if the following criteria are met by the grantee at the time of the request to the Commission:

- ***Reports***. Current Financial and Progress reports (as required by the schedule of reports) must be on file with the Commission and all identified financial issues must be satisfactorily resolved.
- ***Special Conditions***. All special conditions attached to the award must be satisfied, except for those conditions that must be fulfilled in the remaining period of the award.
- ***Extraordinary Circumstances Justification***. A narrative justification must be included in the extension request. Complete details must be provided, including the justification and the extraordinary circumstances that require the proposed extension. Explain the effect of a denial of the request on the project or program.
- ***Approval***. The Commission is expected to take action on any proposed extension request within 15 working days after receipt of the request.
- ***Extension Avoidance***. To avoid the need to make a request to extend the obligation or expenditure deadline of a grant program, all subcontracts should be made at least 6 months prior to the end of the obligation deadline for the award.

Chapter 3: Payments

Chapter Highlights:

- Payment Method
- Cash Advance
- Withholding of Funds
- Returning Funds

PAYMENT METHOD

Requests for payment are initiated by the grantee through the quarterly expenditure and progress reporting procedure. The ***Expenditure Report*** serves as the reporting mechanism and the request for reimbursement of allowable expenditures. Payments for allowable expenditures are made on a ***reimbursement basis*** in SIGMA.

The grantee understands that if the Commission receives both an *Expenditure Report* and *Progress Report* on or before the due date, the funds will normally be released to the grantee within 30 days. This is the general rule and exceptions may occur.

CASH ADVANCE

Grant contracts of $10,000 or less may receive a maximum of 50% of the total amount in the first release of funds. Grant contracts of more than $10,000 may receive a maximum of 25% of the total amount in the initial release or advance of funds. Subsequent releases will be made on a ***reimbursement basis*** for costs reported on the quarterly expenditure reports.

WITHHOLDING OF FUNDS

The Commission may withhold the release of funds if the grantee demonstrates any of the following:

1. Failure to adhere to requirements or special conditions;
2. Failure to submit reliable and timely reports;
3. Failure to attain project goals;
4. Failure to register grant funded training programs delivered to Michigan law enforcement officers in the MITN system ***before*** the training occurs;
5. Failure to properly report the attendance of Michigan law enforcement officers in the MITN system or;
6. Failure to provide in the quarterly progress report the identification of all program developers and/or instructors who were not identified in the grant application. Budget adjustments for developers or instructors must be requested through the grant award adjustment process prior to the change occurring.

RETURNING FUNDS

All income generated as a direct result of a grant-funded project (such as student fees) shall be deemed program income and shall be used to further program objectives. If the income collected exceeds the ***total project costs***, the excess shall be used to reduce the grant-funded costs.

Chapter 4: Grantee Match

Chapter Highlights

- Match Requirements
- Types of Match
- Source and Type of Funds
- Reporting and Verification of Matching Contributions
- Records for Match

MATCH REQUIREMENTS

The grantee is required to contribute a minimum of ***25% of the total project budget***, either as cash or in-kind match. The matching contribution may be used to support project related costs that would not otherwise be allowed as grant funded expenditures as long as they are included in the approved budget.

The grantee may charge a supplemental fee, such as a student fee, to contribute to the matching share. If revenue collected is above and beyond the amount necessary to cover project costs, the grantee agrees that all excess revenue shall be deducted from the total costs charged to grant funds.

TYPES OF MATCH

- ***Cash Match*** (hard) includes cash spent for project-related costs.
- ***In-kind Match*** (soft) includes the valuation of in-kind services. For example, time spent by the grantee's staff while they are working on the project may be used to comply with the match requirement.

SOURCE AND TYPE OF FUNDS

Cash match may be applied from the following sources:

1. Funds from state and local units of government, such as LED or local training funds.
2. Program income, such as student fees, provided they are identified and approved as part of the grant application.

REPORTING AND VERIFICATION OF MATCHING CONTRIBUTIONS

Match expenditures should be reported in the quarter in which the costs were incurred or assumed. *At the end of the grant award period, total reported match expenditures must calculate to a minimum of 25% of the **actual** project costs.* Actual project costs include total grant funded expenditures plus total match expenditures reported. If total match costs are less than 25% of the actual project costs, the Commission will initiate collection or reduce the final reimbursement to the grantee. If no match expenditures are reported, the Commission will assume that the grantee did not meet the required match and will initiate collection of a 25% cash match from the grantee.

RECORDS FOR MATCH

The grantee shall maintain records that clearly show the source, the amount, and the timing of matching contributions. In addition, if a program or project has included approved budget contributions which exceed the required matching portion, the recipient must maintain records in the same manner as for the grant funds and the required matching shares.

Chapter 5: Grant Adjustments

Chapter Highlights

- Grant Adjustment Request
- Notification

GRANT ADJUSTMENT REQUEST

The grantee agrees not to expend funds obtained under this agreement for any purpose other than those specified in the approved grant application and the approved budget and only during the period covered by the grant award, unless ***prior*** written approval is received from the Commission.

The ***Grant Award Adjustment Request*** form is used to request Commission approval for programmatic, administrative, or financial changes associated with the grant award. Regardless of the purpose for the adjustment, the request must be complete and must include current expenditure data. A thorough explanation of the proposed modification must be provided, and a revised Budget Detail must be submitted via email.

- **Program Adjustments**

A grant award adjustment is required for any program modifications, including, but not limited to, the following items:

  - to change the program content and/or the hours for a course
  - to change the minimum number of trainees required for a course
  - to change the project administrator or financial officer
  - to extend the project period (not to exceed 12 months beyond the original end date)
  - to alter specific actions made by the Commission.

- **Budget Adjustments**

A grant budget adjustment is required to transfer funds between budget categories or to make an adjustment within the same budget category that exceeds 10% of the category total or $500, whichever is less. Explain the rationale for both the increase and decrease in the appropriate budget categories. All budget adjustments shall be made ***within*** the total approved grant award. No increase or decrease to the total grant budget shall be allowed. The grantee **must submit a revised electronic Budget Detail** that reflects the proposed changes with the Grant Award Adjustment Request.

Budget line item transfers within a budget category that do not require Commission approval and submission of an official grant adjustment request are limited *per reporting period* to 10% of the category total or $500, whichever is less. ***The line item transfers must be noted on the applicable budget category page of the Quarterly Expenditure Report and reported in Section III (Expenditure Adjustments) of the Quarterly Progress Report.***

NOTIFICATION

A written response, in the form of a ***Grant Award Adjustment***, will be emailed to the grantee following Commission action.

Chapter 6: Allowable Costs

Chapter Highlights

- Compensation for Personnel
- Contractual Services
- Tuition
- Travel
- Supplies & Operating
- Equipment

BACKGROUND

Allowable costs are expenses identified in the Act, Administrative Rules, Commission policy, and the Grant Manual that may be included in the approved application and subsequent grant award. In addition, costs must be reasonable, allowable, and necessary to the project. The following paragraphs describe allowable costs and restrictions that apply to each of the budget categories.

Personnel:

Personnel costs include the salaries/wages and fringe benefits paid to ***employees of the applicant agency*** for development, preparation, instruction, or administration related to the direct delivery of the training program(s). Be careful to differentiate between employees and contractors. If the individual is employed by the applicant agency and is compensated through their normal payroll system, identify them under Personnel. Employees shall be compensated at their normal salary rate. Overtime rates are not allowed.

The MJTF competitive grant program prohibits the supplanting of personnel costs. Grant funds cannot be requested for individuals who are employed by the applicant agency to administer grants, instruct training programs, develop/prepare training programs, perform on-site coordination, or other duties that are regularly performed or included in the individual's position description. The salary *must* be requested under the *Match Share* expense portion of the application.

Contractual Services:

Contractual Services is for compensation paid to ***contractors*** hired by the applicant agency for development, preparation, instruction, or administration related to the direct delivery of the training program(s). Again, be careful to differentiate between employees and contractors. Individual contractors are hired by the applicant agency through a contractual agreement and are not compensated through the applicant agency's normal payroll system.

If a contractual provider/vendor (an organization rather than an individual) is hired to provide project services, a ***full disclosure*** of their costs must be provided in the Cost Justification section. Contractual fees shall not be paid for travel time.

Specify the responsibilities of personnel and contractors and justify their need. Clearly distinguish between expenditures for preparatory time and course development time. Preparation time refers to ***existing*** training in which the content needs to be reviewed, updated, and refined. Development time refers to creating ***new*** training content.

Instructors (Personnel or Contractual) shall not be paid for more than:

- three (3) hours of development for each hour of presentation for a **new** training program that has not been previously developed or created, or
- one (1) hour of preparation for every four (4) hours of presentation for an **existing** training programs.

Administrative Costs: Administrative costs may fall under Personnel or Contractual Services, depending on the individual's relationship with the applicant agency. A ***reasonable percentage*** of the grant funded budget may be charged for salaries and fringes (personnel) or fees (contractual) of the project administrator, persons assigned to provide administrative services, clerical support or, travel costs associated with

project administration. Eight percent (8%) of the budget total will be used by the Commission as a guideline for determining reasonable grant-funded administrative costs; however, the Commission encourages the use of matching funds for administrative costs wherever possible.

Tuition:

Tuition is a cost charged on a per student basis. Create one row for each course. Enter the name of the training provider and course title, number of students and, the tuition cost per student for each course. Include the breakdown of costs in the Cost Justification.

Travel:

The Travel category is subdivided into three sections for employee, contractual and student travel. Grant funded travel costs associated with a training program cannot exceed the approved rates in the current Schedule of Travel Rates. Enter the travel costs for individuals in the appropriate section based on their responsibilities within the grant project. Provide the program name and the individual's name in the first column. If individuals cannot be identified by name at the writing of the grant application, provide an accurate description by title or function.

Administrator Travel - Travel costs associated with project administration will be allowed at the rates defined in the current Schedule of Travel Rates and will be considered in the determination of 'reasonable' administrative costs.

Instructor Travel - Travel costs for instructors will be allowed at the rates defined in the current Schedule of Travel Rates.

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. Baggage fees for one piece of personal luggage are allowed. Overweight or additional baggage fees are not allowed.

Meal Allowances – Reimbursement of meal expenditures, including taxes, are not to exceed the maximum allowance indicated in the current Schedule of Travel Rates. For grant purposes, there is no daily per diem or allotment for meals. Tips are non-grant funded expenses.

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 a grant funded expense under the grant share. Matching funds may be used to provide refreshments.

Select Cities - Specific meal rates have been established for select cities. The rates outlined in the Schedule of Travel Rates for these areas apply to the specified cities.

Lodging Rates - Lodging expenditures included in the budget ***must be based on double occupancy***. The maximum daily lodging allowance is the same for in-state and out-of-state and is indicated in the current Schedule of Travel Rates. Applicable taxes are reimbursable as long as the total does not exceed the maximum daily lodging allowance.

Vehicle Mileage – Mileage expenses are allowed at a rate not to exceed the standard allowable rate specified in the current Schedule of Travel Rates.

Mileage costs between the home or work site to an airport is not an allowable expense.

Mileage costs for trainees that are employed by the grantee are not allowable for training that is conducted by the grantee.

Mileage & Lodging 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.

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

Taxi – Necessary taxicab fares between an airport terminal and meeting site are allowable.

Car Rental – Charges for car rental are allowable.

Toll Charges – Toll charges and bridge fees are allowable.

Tips – Reimbursement for tips is not allowed.

Non-Grant Funded Trainee Travel – Trainee travel time is not allowed.

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 criteria:

- meets the definition of "Criminal Justice Education Program,"
- is necessary to obtain or maintain certification of a specialty that meets the definition of "Direct Delivery of Criminal Justice Services,"
- is not available in Michigan,
- full justification explaining the necessity of the travel and/or production of the certification standard must be detailed in the Narrative portion of the grant application,
- cannot be brought to Michigan and,
- is registered in MITN prior to the training taking place.

Qualifying Training - The Commission will not authorize the use of Justice Training Funds for travel costs to participate in a conference, symposium, or meeting unless the program is for the sole purpose of criminal justice training **and** 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 travel, greater than the per diem for the extra days, is achieved.

MICHIGAN JUSTICE TRAINING FUND
CALENDAR YEAR 2021 COMPETITIVE GRANTS
SCHEDULE OF TRAVEL RATES

Michigan In-State (except Select Cities)	
Breakfast	$ 8.50
Lunch	$ 8.50
Dinner	$19.00
Lodging	$85.00
Michigan In-State Select Cities*	
Breakfast	$10.25
Lunch	$10.25
Dinner	$24.25
Lodging	$85.00
Out-of-State (except Select Cities)	
Breakfast	$10.25
Lunch	$10.25
Dinner	$23.50
Lodging	$85.00
Out-of-State Select Cities*	
Breakfast	$13.00
Lunch	$13.00
Dinner	$25.25
Lodging	$85.00
Standard Mileage Rate	$0.34 per mile

* List of select cities is on the next page.

Lodging and meal expenditures must be supported by actual receipts.

SELECT CITIES

MICHIGAN SELECT CITIES AND COUNTIES	
CITIES	COUNTIES
Ann Arbor, Auburn Hills, Detroit, Grand Rapids, Holland, Leland, Mackinac Island, Petoskey, Pontiac, South Haven, Traverse City	All of Grand Traverse, Oakland, and Wayne

OUT-OF-STATE SELECT CITIES			
STATE	SELECT CITY OR COUNTY	STATE	SELECT CITY OR COUNTY
Arizona	Phoenix, Scottsdale, Sedona	Maryland	Montgomery & Prince George County, Baltimore City, Ocean City
California	Los Angeles (Los Angeles, Orange & Ventura Counties, Edwards AFB), Eureka, Arcata, Mckinleyville, Mammoth Lakes, Mill Valley, San Rafael, Novato, Monterey, Palm Springs, San Diego, San Francisco, Santa Barbara, Santa Monica, South Lake Tahoe, Truckee, Yosemite National Park	Massachusetts	Boston (Suffolk), Burlington, Cambridge, Woburn, Martha's Vineyard
Colorado	Aspen, Breckenridge, Grand Lake, Silverthorne, Steamboat Springs, Telluride, Vail	Minnesota	Duluth, Minneapolis/St. Paul (Hennepin and Ramsey Counties)
Connecticut	Bridgeport / Danbury	Nevada	Las Vegas
District of Columbia	Washington DC (also the cities of Alexandria, Falls Church and Fairfax and the counties of Arlington and Fairfax in Virginia; and the counties of Montgomery and Prince George's in Maryland)	New Mexico	Santa Fe
Florida	Boca Raton, Delray Beach Jupiter, Fort Lauderdale, Key West	New York	Lake Placid, Manhattan (the borough of Manhattan, Brooklyn, Bronx, Queens, and Staten Island), Riverhead, Ronkonkoma, Melville, Suffolk County, Tarrytown, White Plains, New Rochelle
Georgia	Jekyll Island, Brunswick	Ohio	Cincinnati
Idaho	Sun Valley, Ketchum	Pennsylvania	Bucks County, Pittsburgh
Illinois	Chicago (Cook and Lake counties)	Rhode Island	Bristol, Jamestown/Middletown/Newport (Newport County), Providence
Kentucky	Kenton	Texas	Austin, Dallas, Houston (L.B. Johnson Space Center)
Louisiana	New Orleans	Utah	Park City (Summit County)
Maine	Bar Harbor, Kennebunk, Kittery, Rockport, Sanford	Vermont	Manchester, Montpelier, Stowe (Lamoille County)
		Virginia	Alexandria, Falls Church, Fairfax
		Washington	Port Angeles, Port Townsend, Seattle
		Wyoming	Jackson, Pinedale

Supplies and Operating:

Supplies and Operating costs are for non-equipment items required for the ***direct delivery*** of the training program, such as thumb drives, gasoline, ammunition, or facility rental. Each cost must be itemized by program. Generic entries, such as miscellaneous supplies, computer supplies, classroom supplies or indirect costs as a percentage of the budget total will not be accepted. Give a clear description of the item or expense, the quantity to be purchased, and the unit price. Student meals shall be listed under the Travel category.

Training Materials – The grantee understands and agrees that any award executed for the marketing or sale of a grant-funded product shall be subject to Commission approval. If, as a result of such an award, revenue is generated in excess of direct costs, the excess revenue shall be returned to the Justice Training Fund to offset the grant funds. If additional revenue is generated beyond the grant award, a royalty shall be returned to the Commission in an amount to be negotiated on a case-by-case basis.

Any training materials (e.g., printed materials or digital/analog media) produced with funds distributed under P.A. 302 of 1982, as amended, shall contain a statement that Michigan Justice Training Funds were used to produce the training material. For example, "Produced with Michigan Justice Training Funds from the Michigan Commission on Law Enforcement Standards."

The grantee agrees that all training manuals, digital/analog media, computer software, and similar materials produced using Michigan Justice Training funds 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 charges may be made for development or production of the training materials paid for with Michigan Justice Training funds.

Grant funds shall ***not*** be used for the duplication or dissemination of training materials produced for the grant program to individuals who did not partake in the direct delivery of the training.

A complete list of all training materials developed under this grant is to be included in the quarterly Progress Report and a copy of each of the training materials shall be submitted to the Commission upon request.

Original material may be copyrighted but 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.

An ***operating expense*** is a cost, generally for a service, that is required for the implementation of the training such as a range rental fee, e-learning platform subscription, or facility rental. Operating costs shall be itemized and included in the appropriate budget category. These costs shall not be allowed as a percentage.

Rental of any applicant-owned facility or equipment is prohibited.

Equipment:

Equipment items are durable products used only for the direct delivery of in-service criminal justice training that are non-expendable, intended for repeated use (such as audio/video equipment, projectors, defensive tactics protective gear, or computer hardware), with a normal useful life of more than one year, and a single unit purchase price of $300 or more. Give a clear description of the equipment item, the quantity to be purchased, and the unit price.

Disposition of Equipment - Equipment purchases approved by the Commission may be retained by the grantee agency as long as the equipment is used for the provision of in-service criminal justice training.

When equipment is no longer used for the provision of in-service criminal justice training, the grantee shall contact the Commission to request disposition. The Commission may select one of the following actions:

- Transfer of the equipment to another training program. Costs of the transportation will be assumed by the receiving agency.
- Approve the sale of the equipment, with the arrangements for the sale to be made by the agency possessing the equipment. The agency will be allowed to retain 10% of the receipts from the sale; the remainder shall be returned to the Commission.
- Dispose of the property in any other manner consistent with the purposes of P.A. 302 of 1982, as amended.

Chapter 7: Program Responsibilities

Chapter Highlights

- Program Notification
- Operational Numbers
- Cancelling and Rescheduling Training Sessions
- Program Materials
- Program Evaluation

PROGRAM NOTIFICATION

The grantee agrees to give ***prior*** written notification to the Commission of grant funded training events. The program name, date, and location must be included in the notification. This notification may be provided in Section IID of the Quarterly Progress Report preceding the quarter in which the training will occur. As an alternative, an email may be sent containing the required information, or a training announcement/brochure may be submitted. The grantee also agrees that Commission members and staff may attend such training events without cost to the Commission. The release of grant funds will be contingent upon receipt of the training schedule.

The grantee agrees to provide to the Commission, in writing though the Quarterly Progress Report, the identification of all program developers and/or instructors who were not identified in the grant application and a description of his/her qualifications before grant funds will be released. Changes in instructor costs must be requested via a Grant Adjustment Request.

OPERATIONAL NUMBERS

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, through a Grant Adjustment Request, any sessions that 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, DVDs, computer software, and similar materials produced using grant funds shall contain a statement that Michigan Justice Training Funds were used to produce the material. For example, a statement such as "Produced with Michigan Justice Training Funds from the Michigan Commission on Law Enforcement Standards" may be used.

- 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 in the appropriate Quarterly Progress Report and, unless major costs are involved, one copy

of each of the training materials shall be maintained by the grantee for review by the Commission upon request.

- 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 EVALUTION

There are three separate evaluations required of each grant funded project. The results of these assessments shall be compiled and reported to the Commission in the quarterly *Progress Reports.*

Participant Feedback – The grantee shall design a participant evaluation form appropriate to its training program which includes, but is not limited to, the questions outlined in the sample form provided by the Commission (Appendix C). Participants in all training sessions shall complete the evaluation form. The grantee shall compile a ***summary of participant responses*** and submit the summary together with the appropriate quarterly *Progress Report*.

Learning – The grantee shall conduct an evaluation of the training as specified in the approved application that assesses the acquisition of knowledge and/or skills by the participants. The findings of the evaluation shall be reported to the Commission in the appropriate quarterly *Progress Report*.

Assessment (Statistics) – The grantee shall conduct an assessment of the project based on the goals of the approved application. This assessment shall be submitted with the appropriate quarterly *Progress Report* and shall include, but is not limited to, the following:

- number of training sessions planned, conducted, and cancelled,
- number of attendees projected (per session/location) and the actual number trained, and
- number of sessions rescheduled/canceled due to failure to meet minimum operational number.

Chapter 8: Reporting Requirements

Chapter Highlights

- Background
- Expenditure Report and Requests for Fund
- Progress Report
- Reporting Schedule
- Additional Reporting Requirements

BACKGROUND

The Commission requires grant recipients to report the results of each training program, financed in part or whole with Justice Training grant funds, in the format and in the manner prescribed by the Commission. The specific requirements, reporting periods, and submission deadlines are identified below.

Reporting forms are made available to grant recipients for use during the grant award period. All expenditure and progress reports shall be submitted to the Commission on these designated forms:

- ***Expenditure Report***
- ***Progress Report***

The expenditure and progress reports are due on the same date and shall describe grant activity and corresponding expenditures for the calendar quarter. Each report **MUST** contain original signatures of the Program Administrator and Fiscal Officer, as designated in the Award Agreement, as well as contact information for the person submitting the reports.

Required expenditure and progress reports shall be submitted on or before the specified due dates to ensure the timely release of funds. Failure to submit the required reports by the due date may result in the withholding of grant funds to the grantee agency, for ***all*** active grant awards until the required reports have been received and accepted. Delinquent reports from a prior grant year may result in the withholding of funds for the current grant year and will be documented for review and consideration on future grant funding requests.

The grantee understands that, when a delinquent report is past due for a period of three (3) months, the grant award is subject to termination for noncompliance with these conditions.

EXPENDITURE REPORTS

The grantee shall submit quarterly expenditure reports to the Commission in accordance with the schedule provided below. In addition to reporting expenditures, the *Expenditure Report* is also used as the vehicle for the release of funds. **These reports are due on or before the due date specified, *whether or not funds are requested*.**

Documentation for all expenditures reported is the responsibility of the grantee and if requested, shall be submitted in a chronological format with receipts attached to the appropriate invoices. Failure to provide detailed documentation will result in a delay or denial of reimbursement.

PROGRESS REPORTS

As a major component of the overall evaluation of a grant funded program, the grantee shall submit progress reports which outlines all grant activity, or lack of activity, for the specified report period in accordance with the schedule provided
.

REPORTING SCHEDULE

Reports	Report Period	Due Date
1st Quarter Expenditure and Progress Reports	January – March	April 20, 2021
2nd Quarter Expenditure and Progress Reports	April – June	July 20, 2021
3rd Quarter Expenditure and Progress Reports	July – September	*October 8, 2021
4th Quarter Expenditure and Progress Reports	January – December	February 1, 2022

*Due to the State of Michigan fiscal year end closing procedures and deadlines, there is an accelerated due date for the 3rd Quarter Expenditure and Progress Reports for the July through September report period.

ADDITIONAL REPORTING REQUIREMENTS

For those Grant Awards that are ***extended*** by the Commission beyond the original contract period, additional reports shall be submitted 20 days following the end of each additional, complete calendar quarter, beginning with the fourth quarter of the original grant year.

Chapter 9: Record Retention & Access

Chapter Highlights

- Retention of Records
- Maintenance of Records
- Access to Records

RETENTION OF RECORDS

All financial records, supporting documents, statistical records, and all other records pertinent to the grant shall be retained by the grantee for at least 7 years after the grant has been programmatically and fiscally closed. Retention is required for purposes of state examination or audit. Records may be retained in an automated format. State or local governments may impose record retention and maintenance requirements in addition to those prescribed.

MAINTENANCE OF RECORDS

Recipient agencies shall identify and maintain grant records separately by award year so that information desired may be readily located. Recipients are also obligated to protect records adequately against fire or other damage. When records are stored away from the recipient's principle office, a written index of the location of records stored should be on hand and ready access should be assured.

ACCESS TO RECORDS

The Commission, the Michigan Department of Treasury, and the State of Michigan Auditor General, or any of their duly authorized representatives, shall have access, for purpose of inspection, audit, and examination, to any books, documents, papers, evaluations, and records of the grantee that are related to the grant award. Grant award recipients must cooperate with any audit requested or authorized by the local unit of government, the Commission, or the State of Michigan Auditor General.

Chapter 10: Sanctions

Chapter Highlights

- Sanctions

SANCTIONS

If the grantee fails to comply with the terms and conditions of the grant award, the Commission may take one or more of the following actions, as appropriate in the circumstances.

- Temporarily withhold cash payments pending correction of the deficiency by the grantee;
- Disallow all or part of the cost of the activity or action not in compliance;
- Wholly or partly suspend or terminate the current award;
- Withhold further awards for the project, program or organization; or
- Take other remedies that may be legally available.

Chapter 11: Termination

Chapter Highlights

- Grant Award Termination

GRANT AWARD TERMINATION

The grant award may be terminated if the Commission determines that the grantee is not in compliance with the conditions and provisions of the grant award. The Commission will extend an opportunity for the grantee to demonstrate compliance. Notification of termination will be in writing.

The grantee also has the option to terminate the grant award if it is determined the project cannot be completed as approved or the conditions of the grant award cannot be met. The grantee shall notify the Commission, in writing, of their intent within 30 days of the decision.

Part 4: Appendices

Appendix A - Glossary of Terms
Appendix B - Certification of Consortium Membership
Appendix C - Participant Evaluation Template
Appendix D - Commission Membership
Appendix E - Public Act 302 of 1982, as amended
Appendix F - Justice Training Administrative Rules
Appendix G - Executive Order 2001-5
Appendix H - Commission Resolution 2010-03
Appendix I - Commission Resolution 2011-06

Appendix A – Glossary of Terms

Act - Act No. 302 of the Public Acts of 1982, as amended.

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

Commission - The Michigan Commission on Law Enforcement Standards (MCOLES).

Computer-Based Training - any training course with part or all of the training conducted via computer, including a "blended learning" environment, a digital/analog media-based program, or an Internet based platform.

- Blended learning refers to training courses where some or all of the material is presented via a computer-based platform, but there is also direct contact with an instructor. This instructor contact may include physical classroom participation, instructor review of course assignments, instructor feedback to each student, live interactive discussions with other students and/or the instructor, discussion board, or other means by which there is interaction during the course of training between students and instructors.
- Digital/analog media and Internet-based training refers to training courses where all course materials and competency testing are provided via electronic media, with no direct instructor presence or interaction. All aspects of the course are completed independently by the student, via a computer.

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.

Consortium - A formal or informal organization of eligible agencies based on mutual agreement established to provide criminal justice training to its membership. This agreement includes the financial and human resources necessary to administer the training that would otherwise be cost prohibitive for any single member.

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 generates competency through reading, listening, observing, performing, problem-solving or interacting with others, the object of which is the introduction or enhancement of knowledge, skills, or judgment related directly to the performance of professional criminal justice tasks currently assigned or assignable.

Criminal Justice Training - Training that 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 law enforcement officers or initial training for other employees, and which is any of the following:

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

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

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; a training consortium consisting of eligible agencies; or any agency or entity of the judicial branch of government.

Equipment - Equipment items are durable products used only for the direct delivery of in-service criminal justice training that are non-expendable, intended for repeated use (such as audio/video equipment, projectors, defensive tactics protective gear, or computer hardware), with a normal useful life of more than one year and a single unit purchase price of $300 or more.

Financial Commitment – An established agreement by members to pay a consortium to support 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

Grantee Match – A cash (hard) or in-kind (soft) contribution made by the grantee in support of the non-grant funded portion of the project budget. ***Cash match*** may come from sources such as student fees, consortium fees, non-member fees, or funds from state and local units of government. ***In-kind match*** is a contribution other than cash that adds real value to the project but does not require an actual cash outlay. A familiar in-kind contribution is the use of grantee employees to accomplish project tasks as a part of their regular employment. The value of their agency-paid salary for the hours worked on the program is contributed to project budget.

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

Instructor - A person who teaches in a training program.

Operating Expenses – A cost, generally for a service, that is required for the implementation of the training such as a range rental fee, e-learning platform subscription, or facility rental.

Participant - An individual who receives instruction.

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 - Consumable products used for the direct delivery of in-service criminal justice training which are expendable or intended for a single use or session.

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

Appendix B - Certification of Consortium Membership

Appendix B – Certification of Consortium Membership
Instructions

Identification

1. Enter the full name of the applicant agency as it appears on the application face page.

2. Enter the full name of the consortium as it appears on the application face page and any formal documentation generated as a result of the creation of the consortium.

Consortium

3. Identify whether the consortium is a formal or informal organization. Describe how it was formed and how member agencies are collaborating to provide cost effective training opportunities.

4. Describe the geographic region served by the consortium.

5. List the member agencies.

6. Describe the financial commitment being made by each member agency. The financial commitment must be independent of any student or individual training session fees.

Certification

The Certifying Official shall be the individual who administers consortium activities and has the authority to act on behalf of the consortium.

Appendix C – Participant Evaluation Template

Program Title: _____Date: _____

1. Overall, I thought that the program was:

   Poor ☐ Fair ☐ Good ☐ Very Good ☐ Excellent ☐

2. To what degree will the information be helpful to you in your job?

   Not helpful ☐ Some Help ☐ Very Helpful ☐

3. Was the program what you expected it to be?

   Not at all ☐ Somewhat ☐ As Expected ☐

4. How would you rate the overall effectiveness of the instructors?

Name of Instructor	Poor	Fair	Good	Very Good	Excellent

5. Were there any parts of the program you would change? If so, please specify.

6. Other comments regarding this program:

7. What other kinds of in-service training would you like to have available?

Appendix D - Commission Membership

The Michigan Commission on Law Enforcement Standards consists of the following members:

1. The attorney general or his or her designated representative from within the department of attorney general.

2. The director of the department of state police, or his or her designated representative who is a police officer within the department of state police.

3. The chief of a police department of a city that has a population of more than 600,000, or his or her designee who is a command officer within that department.

4. The following members appointed by the governor, subject to the advice and consent of the senate under section 6 of article V of the state constitution of 1963, as follows:

    a. Three individuals nominated by the Michigan Association of Chiefs of Police.

    b. Three individuals nominated by the Michigan Sheriffs' Association.

    c. One individual nominated by the Prosecuting Attorneys Association of Michigan.

    d. One individual nominated by the Criminal Defense Attorneys of Michigan.

    e. One individual nominated by the Michigan State Police Troopers Association.

    f. One individual nominated by the Michigan chapter of the Fraternal Order of Police.

    g. One individual nominated by the Police Officers Association of Michigan.

    h. One individual nominated by a police association not otherwise represented on the commission representing law enforcement officers employed by a law enforcement agency employing more than 10% of the police officers in this state.

    i. One individual nominated by the Police Officers Labor Council of Michigan.

    j. One individual nominated by the Michigan Association of Police.

    k. One individual nominated by the Deputy Sheriff's Association of Michigan.

    l. One non-law enforcement individual representing the public.

Appendix E – Public Act 302 of 1982, as amended

An act to create the Michigan justice training commission and the Michigan justice training fund; to provide the powers and duties of certain state agencies; to provide for the distribution and expenditure of funds; and to provide for the promulgation of rules.

The People of the State of Michigan enact:

18.421 Definitions.
Sec. 1.
As used in this act:
(a) "Alcoholic liquor" means that term as defined in section 105 of the Michigan liquor control code of 1998, 1998 PA 58, MCL 436.1105.
(b) "Commission" means the Michigan commission on law enforcement standards created in section 3 of the Michigan commission on law enforcement standards act, 1965 PA 203, MCL 28.603, or, by the express delegation of the Michigan commission on law enforcement standards, its executive director and staff.
(c) "Criminal justice in-service training" means a criminal justice program that includes education or training that is designed and intended to enhance the direct delivery of criminal justice services by participants who are authorized to receive education or training as provided in this act.
(d) "Eligible entity" means a governmental agency of the executive branch of this state or a subdivision of this state that is established and maintained in accordance with the laws of this state and that is authorized by the laws of this state to employ or appoint law enforcement officers licensed under sections 9 and 9a of the Michigan commission on law enforcement standards act, 1965 PA 203, MCL 28.609 and 28.609a.
(e) "Grant awards" means funds paid to grantees from the Michigan justice training fund as provided in this act.
(f) "Grantee" means an entity eligible to receive grant awards from the Michigan justice training fund, including any of the following or a combination of any of the following:
(i) An agency, department, division, bureau, board, commission, council, or authority of this state or of a city, village, township, or county.
(ii) A state-supported college or university.
(iii) A community college.
(iv) Any agency or entity of the judicial branch of government of this state.
(g) "Law enforcement agency" means an entity that is established and maintained in accordance with the laws of this state and that is authorized by the laws of this state to appoint or employ law enforcement officers.
(h) "Law enforcement distribution" means funds paid to eligible entities as provided in this act.
(i) "Law enforcement officer" means an individual licensed under the Michigan commission on law enforcement standards act, 1965 PA 203, MCL 28.601 to 28.614.
(j) "MCOLES information and tracking network" means the commission's web-enabled information system for the licensing, reporting, and tracking of personnel and training records for Michigan law enforcement officers.
(k) "Michigan justice training fund" means the Michigan justice training fund created in this act.
(l) "Professional association" means a national, state, or local police union, or an association or fraternal organization of police officers, correctional officers, or prosecuting attorneys.

History: 1982, Act 302, Imd. Eff. Oct. 12, 1982; Am. 1989, Act 158, Imd. Eff. July 28, 1989; Am. 2016, Act 290, Eff. Jan. 2, 2017.

Compiler's note: For transfer of authority, powers, duties, functions, and responsibilities of the Michigan Justice Training Commission and the Michigan Justice Training Fund from the Department of Management and Budget to the Department of State Police, see E.R.O. No. 1993-5, compiled at MCL 18.431 of the Michigan Compiled Laws.

For transfer of statutory authority, powers, duties, functions, and responsibilities of the Michigan justice training commission, the Michigan justice training fund, the commission on law enforcement standards, and the law enforcement officers training fund to the new Michigan commission on law enforcement standards by type III transfer, see E.R.O. No. 2001-2, compiled at MCL 28.621 of the Michigan compiled laws.

18.422 Michigan justice training fund; creation; limitation; deposit of investment earnings; use of fund; undistributed funds.

Sec. 2.

(1) The Michigan justice training fund is created in the state treasury.

(2) The Michigan justice training fund shall only be used as provided in this act.

(3) Investment earnings derived from Michigan justice training fund assets shall be deposited into the Michigan justice training fund.

(4) The commission shall use the Michigan justice training fund for the following purposes:

(a) Making law enforcement distributions as provided in this act.

(b) Paying the reasonable expenses of providing staff services to the commission for administering and enforcing the statutory requirements of this act, and administering and enforcing the statutory requirements of the Michigan commission on law enforcement standards act, 1965 PA 203, MCL 28.601 to 28.615.

(c) Awarding grants as provided in this act.

(5) Funds in the Michigan justice training fund that are not distributed in a fiscal year and that were to be distributed as law enforcement distributions shall remain in the Michigan justice training fund and may be used in future years for purposes of law enforcement distributions.

(6) Funds in the Michigan justice training fund that are not distributed in a fiscal year and that were to be used for the reasonable expenses of providing staff services to the commission for administering and enforcing the statutory requirements of this act and administering and enforcing the statutory requirements of the Michigan commission on law enforcement standards act, 1965 PA 203, MCL 28.601 to 28.615, shall remain in the Michigan justice training fund and may be used in future fiscal years for those purposes.

(7) Funds in the Michigan justice training fund that are not distributed in a fiscal year and that were to be distributed to fund current or future grant awards shall remain in the Michigan justice training fund and may be used in future fiscal years for that purpose.

18.423 Annual registration of law enforcement agencies; verification of officers and hours compensated; law enforcement distributions; installments; determination; minimum amount.

Sec. 3.

(1) The commission shall conduct an annual registration of law enforcement agencies to verify each agency's roster of full-time and part-time law enforcement officers, and the number of hours for which they were compensated for employment as law enforcement officers in the most recent elapsed calendar year. For purposes of the law enforcement distribution, the reported hours of compensation shall be capped at 2,080 hours for any individual officer.

(2) As part of the annual registration, each law enforcement agency shall indicate to the commission whether it elects to receive law enforcement distributions for the current year. An agency that elects not to receive law enforcement distributions shall not receive them for the current year but must comply with all applicable requirements of this act until all

previously received law enforcement distribution funds have been expended or returned as required in this act.
(3) The commission shall annually distribute 60% of the Michigan justice training fund for law enforcement distributions, in 2 semiannual installments, on dates determined by the commission.
(4) The law enforcement distribution shall be made on a per full-time equated basis to eligible entities based on the number of full-time equated law enforcement officers employed. For purposes of this subsection, the number of full-time equated law enforcement officers shall be determined by dividing the total number of hours reported by the eligible entity during the annual registration for which the eligible entity's full-time and part-time law enforcement officers were compensated for employment as law enforcement officers in the most recent elapsed calendar year by 2,080 hours, rounded down to the nearest whole number greater than or equal to 1.
(5) If the Michigan justice training fund has sufficient funds, an eligible entity whose number of full-time equated law enforcement officers does not support a minimum annual distribution of $500.00 shall receive a minimum annual distribution of $500.00.
(6) For each year, the percentage of law enforcement officers who provide direct law enforcement service receiving training under this act shall be equal to or greater than the percentage of law enforcement officers who are in full-time administrative positions receiving training under this act.

18.424 Law enforcement distribution funds; deposit; separate account; expenditure; purposes; conditions; limitation; distribution as supplement; time period; entity no longer in operation; distribution in violation of act; return of unexpended funds within 5 years of receipt.
Sec. 4
(1) Funds received from a law enforcement distribution shall be deposited and maintained in an account separate from all other funds.
(2) An eligible entity shall expend funds from a law enforcement distribution only for the following purposes:
(a) Criminal justice in-service training that is designed and intended to enhance the direct delivery of criminal justice services by law enforcement officers.
(b) Direct costs, including all of the following:
(c) The costs incurred to participate in a criminal justice in-service training program, subject to the following restrictions:
(i) For tuition costs for in-state criminal justice in-service training, only if the training course is registered through the MCOLES information and tracking network before the dates on which the training is conducted.
(ii) For in-state criminal justice in-service training participant travel reimbursement, only if the criminal justice in-service training course is registered through the MCOLES information and tracking network before the dates on which the training is conducted. For purposes of this restriction, applicable reimbursement rates are those authorized for members of the state classified civil service.
(iii) For in-state instructor travel reimbursement. For purposes of this provision, applicable reimbursement rates are those authorized for members of the state classified civil service.
(iv) To pay the fees of a training consortium provider for the delivery of criminal justice in-service training to law enforcement officers of the eligible entity. For consortium fees paid as provided in this subparagraph, the eligible entity shall report the actual cost of each course attended. If a consortium fee is paid but the employees of the eligible entity were unable to attend the training, the eligible entity shall report this fact to the commission. The consortium training provider shall provide to the eligible entity an accounting of the training courses delivered to the eligible entity's law enforcement officers.

(d) To pay the following out-of-state criminal justice in-service training expenses, subject to the restrictions set forth in subsection (3):
(i) Tuition costs for out-of-state criminal justice in-service training, if the eligible entity submits an out-of-state special use request to the commission and the commission approves the expenditure prior to attendance.
(ii) Registration costs for out-of-state training conferences, if the eligible entity submits an out-of-state special use request to the commission, the commission approves the expenditure prior to attendance, and the training is conducted for not less than 6 hours within any 24-hour period.
(iii) Travel costs, if for the purpose of participating in a learning experience produced through reading, listening, observing, problem-solving, or interacting with others, the object of which is the introduction or enhancement of knowledge, skills, and judgment directly related to the performance of professional criminal justice tasks currently assigned or assignable.
(iv) Travel costs, if required to obtain or maintain skills or certification in a field of specialization related to the execution of the duties of law enforcement officers provided to the general public or related to the execution of administrative duties that enhance the ability of law enforcement officers to perform duties provided to the general public.
(3) Funds shall not be distributed under subsection (2)(d) unless both of the following apply:
(a) The course is registered through the MCOLES information and tracking network prior to the dates on which the training is conducted.
(b) One or both of the following:
(i) The course provides certification in a field of specialization that is not available in this state.
(ii) The course provides instruction that is not available in this state.
(4) An eligible entity shall not expend funds from a law enforcement distribution for any of the following:
(a) Training individuals who are not law enforcement officers.
(b) Travel expenditures in excess of or in violation of the expenditure rates authorized for members of the state classified civil service.
(c) Alcoholic liquor.
(5) For eligible entities that were eligible to receive law enforcement distributions on October 12, 1982, law enforcement distributions made under this section shall serve as a supplement to, and not as a replacement for, the training funds budgeted October 12, 1982, for criminal justice in-service training of the law enforcement officers it employs.
(6) For eligible entities that did not elect to receive or were not eligible to receive law enforcement distributions on October 12, 1982, law enforcement distributions made under this section shall serve as a supplement to, and not as a replacement for, the training funds budgeted for the year immediately preceding the first year for which the eligible entity received law enforcement distributions, for criminal justice in-service training of the law enforcement officers it employs.
(7) An eligible entity receiving a law enforcement distribution shall expend the entire distribution within 2 years after the end of the calendar year in which it was received. If the eligible entity fails to expend the entire distribution within that period, it is not eligible to receive further law enforcement distributions until the entire distribution is expended for criminal justice in-service training, and reported as prescribed by the commission. (8) If an eligible entity is no longer operating, the unit of government with which it is affiliated shall immediately return unexpended law enforcement distribution funds in a manner prescribed by the commission. Funds returned as provided in this subsection shall be segregated and shall be used only for law enforcement distributions.
(9) If the commission determines that an eligible entity has expended law enforcement distribution funds in violation of this act, the commission may do either of the following:

(a) Declare the eligible entity ineligible to receive further law enforcement distributions for a period determined by the commission and require it to immediately return the funds expended in violation of this act in a manner prescribed by the commission. Funds returned as provided in this subdivision shall be segregated and shall be used only for law enforcement distributions.
(b) Require the eligible entity to immediately return all unexpended law enforcement distribution funds, in addition to the funds expended in violation of this act. Funds returned as provided in this subdivision shall be segregated and shall be used only for law enforcement distributions.
(10) Beginning with the annual registration that follows the effective date of the amendatory act that added this subsection, funds received in a law enforcement distribution that have not been expended within 5 years after the year in which they were received shall immediately be returned in a manner prescribed by the commission. Funds returned as provided in this subsection shall be segregated and shall be used only for law enforcement distributions.

18.424a Printed materials; statement.
Sec. 4a.
Any material printed from funds distributed under this act shall contain a statement that Michigan justice training funds were used to print that material.

18.425 Law enforcement distribution funds; records of revenues and expenditures; report; final accounting.
Sec. 5.
(1) An eligible entity receiving law enforcement distribution funds shall maintain records of law enforcement distribution revenues and expenditures separate from other funding sources.
(2) An eligible entity receiving law enforcement distribution funds shall report to the commission on expenditures of those funds in a manner and on intervals prescribed by the commission. Each criminal justice in-service training program financed in whole or in part by law enforcement distribution funds shall be separately identified.
(3) If an eligible entity is no longer operating, the unit of government with which it is affiliated shall immediately provide the commission with a final accounting of expenditures of law enforcement distribution funds for all years since the eligible entity last reported.

18.426 Grants; policies and procedures.
Sec. 6.
The following policies and procedures apply to issuing grants under this act:
(a) The commission shall not award grants to a professional association.
(b) The commission may award grants using written grant agreements to which the commission and grantee are parties.
(c) Grantees shall submit applications for grant awards to the commission in the manner prescribed by the commission. The commission shall publish grant application procedures.

18.427 Expenditure of funds by grantee.
Sec. 7.
(1) A grantee shall expend funds from a grant award only as follows:
(a) To provide criminal justice in-service training that is designed and intended to enhance the direct delivery of criminal justice services by employees of the grantee or by employees of other grantees.
(b) To provide criminal justice in-service training presented by a grantee or by a contractual service provider retained by a grantee.

(c) To pay the actual cost of criminal justice in-service training materials necessary to, and used during, the direct delivery of criminal justice in-service training.
(d) To pay the reasonable rental cost or purchase price of equipment necessary to, and used solely during, the direct delivery of criminal justice in-service training.
(e) To pay the reasonable hourly salaries of instructors and developers for actual time spent developing, preparing, and delivering criminal justice in-service training.
(2) A grantee shall not expend funds from a grant award for any of the following:
(a) Travel expenditures in excess of the expenditure rates authorized for members of the state classified civil service.
(b) Travel costs incurred to participate in a criminal justice in-service training program, unless the program is solely for criminal justice in-service training for which the expenditure of grant funds is authorized under this act.
(c) Alcoholic liquor.
(d) Expenditures related to criminal justice in-service training courses for which grant funding has not been approved.
(e) Expenditures for goods and activities not related to criminal justice in-service training.
(3) If the commission determines that a grantee has expended grant award funds in violation of this act, the commission may do either of the following:
(a) Declare the grantee ineligible to receive further grant awards for a period to be determined by the commission.
(b) Terminate 1 or more grant awards, and require the grantee to immediately return grant award funds expended in violation of this act, in a manner prescribed by the commission. Funds returned as provided in this subdivision shall be segregated and shall be used only for the reasonable expenses of providing staff services to the commission for administering and enforcing the statutory requirements of this act and administering and enforcing the statutory requirements of the Michigan commission on law enforcement standards act, 1965 PA 203, MCL 28.601 to 28.615, or for grant awards.
(4) If a grantee is no longer operating, the unit of government with which it is affiliated, or any other constituent or successor entity of the grantee, shall immediately provide the commission with a final accounting of all expenses incurred for criminal justice in-service training that was delivered, and the commission shall terminate all current grant awards.

18.428 Grant award; records of revenues and expenditures; funds received from Michigan justice training fund.
Sec. 8.
(1) A grantee receiving a grant award as provided in this act shall maintain records of grant revenues and expenditures separate from other funding sources.
(2) A grantee receiving a grant award as provided in this act shall report to the commission all expenditures of funds received from the Michigan justice training fund, in a manner and at intervals prescribed by the commission. Each training program financed in whole or in part by a grant award from the Michigan justice training fund shall be separately identified in the report.

18.429 Audit of books, records, and accounts.
Sec. 9.
The books, records, and accounts pertaining to the Michigan justice training fund may be subject to audit by the auditor general every 2 years.

18.430 Rules.
Sec. 10.
The commission may promulgate rules governing the administration and use of the Michigan justice training fund.

Appendix F – Justice Training Administrative Rules

DEPARTMENT OF STATE POLICE
MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS
JUSTICE TRAINING FUND PROGRAMS

Filed with the Secretary of State on January 19, 2006

These rules become effective immediately upon filing with the Secretary of State unless adopted under sections 33, 44, or 45a(6) of 1969 PA 306. Rules adopted under these sections become effective 7 days after filing with the Secretary of State.

(By authority conferred on the Michigan Commission on Law Enforcement Standards by section 3 of 1982 PA 302, by section 9 of 1965 PA 380, and by Executive Reorganization Order 2001-2, MCL 18.423, 16.109, and 28.621.)

R 18.14901 Definitions.

Rule 901. (1) As used in these rules:

(a) "Act" means 1982 PA 302, MCL 18.421.

(b) "Commission" means the Michigan commission on law enforcement standards.

(c) "Equipment" means an item of personal property of major value as established by the commission, which has a useful life of more than 1 year, which is used in direct in-service criminal justice training, and which is not a fixed part of a building or structure.

(d) "Officer cutoff" means the number of Michigan commission on law enforcement standards licensed full-time equated officers established by the commission, below which an eligible entity shall receive the minimum distribution under the provisions of section 3(a) of the act.

(2) "Distribution" as used in section 3(a) of the act and these rules, means the 2 semiannual payments made from the fund to eligible entities.

(3) Terms defined in the act have the same meanings when used in these rules.

R 18.14902 Distribution of 60% of fund.

Rule 902. (1) The commission shall make distributions of 60% of the fund based upon the amount in the fund as of March 31 and September 30.

(2) The commission shall conduct an annual registration of MCOLES licensed law enforcement officers to determine the per capita basis for the distribution. The registration shall include each eligible entity designated in section 3(a) of the act. Each eligible entity shall verify the identity and status of each licensed officer and report the number of paid hours actually worked by each full-time and part-time commission licensed officer during the eligible entity's most recent complete calendar year. The verification of employed commission licensed officers shall be made on a form or in a manner prescribed by the commission and completed by the published due date. An eligible entity that does not comply with the submission requirements of this rule shall not be eligible for funding for the pending distribution year.

(3) Payments shall be determined in the following manner:

(a) Payments to eligible entities receiving a minimum distribution shall be calculated first and deducted from the available revenue.

(b) Payments to eligible entities receiving a per capita distribution shall be calculated from the balance of the 60% funds using the total number of FTEs from the eligible entities as determined under the provisions of section 3(a) of the act.

(4) The eligible entity shall affirmatively verify on the application compliance with the provisions of the act and rules, including the prohibition against supplanting. The commission may deny 1 or both payments to an eligible entity during a distribution year based upon the eligible entity's compliance with the provisions of section 3(a) of the act and these rules.

R 18.14903 Law enforcement distribution funds; restrictions.

Rule 903. Funds distributed under the authority of section 3(a) of the act shall be expended only for direct costs of in-service criminal justice training of commission licensed law enforcement officers. Only the following expenses are allowable, unless otherwise restricted by the commission:

(a) The hourly salaries of instructors for the actual time spent preparing and presenting training, subject to the supplanting restrictions of the act.

(b) The actual cost of purchasing or leasing training materials used to assist trainees in understanding in-service training topics. The cost may include either the purchase price or salaries and materials expended in creating training materials.

(c) The reasonable rental cost or the purchase price of equipment used during in-service training; however, expenditures for purchase shall not be more than a total of 10% of the funds received in any year nor may any single item be more than $5,000.00, without the prior approval of the commission.

(d) Reasonable rental costs for the use of training facilities for in-service training, if facilities owned or occupied by an eligible entity are either not available or are inappropriate.

(e) A flat rate or tuition paid to a contractual training provider hired by an eligible entity. The payment shall be in compliance with policies established by the commission.

(f) Compact disks (CDs), digital versatile disks (DVDs), videotapes, web-based programs or other such instructional media that are based upon passive or interactive learning.

(g) Automated firearms training systems that simulate deadly force decision-making circumstances.

(h) Training outside Michigan or training provided by a vendor from outside Michigan, if the recipient has determined that similar training is not available in Michigan or that a Michigan vendor is not available. If an eligible entity chooses to use out-of-state training or an out-of-state vendor, then the entity shall request authorization from the commission, in writing, in advance, and in a manner prescribed by the commission.

(i) The commission may establish reasonable caps on allowable costs.

R 18.14904 Accounting and audit requirements; sanctions for noncompliance.

Rule 904. A recipient of funds under section 3(a) or (b) of the act shall comply with the following accounting and audit requirements:

(a) Account for justice training fund revenues and expenditures separate from other funding sources.

(b) Maintain records documenting financial transactions and program activities according to generally accepted accounting principles, permit program and fiscal inspections, and cooperate with any audit required or authorized by the commission.

(c) The commission may conduct an audit, at will, of justice training fund revenues and expenditures of any agency receiving justice training funds. The commission shall pay for the audit.

(d) If the commission determines that justice training funds were not spent in compliance with commission requirements, then the recipient agency shall be ineligible to receive commission funds until the commission is satisfied that the recipient agency complies with commission requirements.

R 18.14905 Distribution of fund balance through competitive grant process.

Rule 905. (1) The commission shall annually make a distribution of the balance of the fund to state and local agencies pursuant to the provisions of section 3(b) of the act.

(2) Agencies shall submit applications for grant funding to the commission on the forms and in the manner prescribed by the commission. The completed application shall contain all of the required information.

(3) Application forms, requirements, instructions, and a timetable for submission are available at the Michigan Commission on Law Enforcement Standards, 7426 North Canal Road, Lansing, Michigan 48913.

(4) A grantee may request a time extension of a grant contract. The extension may not be more than 1 year beyond the end date of the initial contract. At the conclusion of a contract, a grantee shall return any unexpended balances to the Michigan justice training fund or the balance of the obligated funds shall be liquidated for future distribution in accordance with the purposes described in section 3(b) of the act.

(5) A grantee shall notify the commission in writing of funded training programs before the program begins. A grantee shall permit commission members or staff to monitor training programs without charge to the commission.

R 18.14906 Restrictions on grant funds.

Rule 906. (1) Funds distributed under the provisions of section 3(b) of the act are restricted as follows:

(a) Funds may be expended for any of the following:

(i) The purchase or lease of training materials or equipment that is used exclusively for the direct delivery of in-service training.

(ii) Instructional preparation and development time and compensation as established by the commission.

(iii) Salaries of instructors or developers employed by the grant recipient at the instructor's or developer's regular hourly personnel rate.

(iv) Out-of-state travel for training or an out-of-state vendor presenting in Michigan with the prior approval of the commission. An out-of-state vendor shall be registered with the commission before the expenditure of grant funds.

(v) Consultant fees at an hourly rate established by the commission.

(b) Funds shall not be expended for any of the following:

(i) Duplication of compensation to instructors or staff.

(ii) Consultant fees for travel time.

(iii) A consultant to act as an on-site coordinator.

(iv) Overhead or operating costs as a percentage of the total grant request.

(v) A request that is for 100% equipment acquisition.

(vi) Construction of a firearms range or for the purchase of a firearm training system that simulates deadly force decision-making circumstances.

(2) The commission may approve a multiyear training project conceptually if an extended time frame is determined by the commission to be appropriate. However, the grant applicant shall annually compete for funding and a multiyear project shall be awarded as annual grants.

(3) The commission shall interact only with an applicant agency on questions related to a grant application.

(4) A current or former commission member shall not be paid with grant funds to participate in a commission-funded program that was awarded while the commission member held office; however, a member may be reimbursed for actual expenses.

R 18.14907 Nondiscrimination.

Rule 907. (1) A government unit receiving money distributed under the act and any person or contractor performing services funded by such money shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment; or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, or marital status in violation of 1976 PA 453, MCL 37.2101.

(2) A government unit receiving money distributed under the act and any person or contractor performing services funded by such money shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment; or a matter directly or indirectly related to employment because of a disability or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position in violation of 1976 PA 220, MCL 37.1101.

(3) Upon certification of the Michigan civil rights commission that a violation of subrule (1) or (2) of this rule has occurred, a government unit's right to receive money under the act may be suspended, terminated, or conditioned in any appropriate way that is consistent with the circumstances of the case.

R 18.14908 Compliance with rules.

Rule 908. Failure to comply with the provisions of these rules may result in the denial of funds by the commission.

R 18.14909 Travel regulations.

Rule 909. Allowable expenses for travel shall conform to the rates and conditions approved by the commission. The approved rates shall not exceed the approved travel rates for state of Michigan civil service employees.

R 18.14910 Requirements; registration of courses; reporting training and expenditures.

Rule 910. (1) Justice training funds may be expended only for in-service training courses that are registered, pursuant to R 28.14501, et seq., in the MCOLES information and tracking network.

(2) An expenditure of justice training funds shall be reported to the commission, consistent with R 28.14501, et seq., as follows:

(a) Attendance and all associated costs for training funded in whole or part with justice training funds, except as provided in subrule (2)(b) of this rule.

(b) Expenditures solely for equipment or supplies in support of training shall be reported separately.

Appendix G – Executive Order 2001-5

EXECUTIVE REORGANIZATION ORDER (EXCERPT)
E.R.O. No. 2001-2

28.621 Creation of new Michigan commission on law enforcement standards within department of state police as type I agency; transfer of powers and duties of Michigan justice training commission, Michigan justice training fund, and commission on law enforcement standards and law enforcement officers training fund to the new Michigan commission on law enforcement standards by type III transfer.

WHEREAS, Article V, Section 1, of the Constitution of the state of Michigan of 1963 vests the executive power in the Governor; and

WHEREAS, Article V, Section 2, of the Constitution of the State of Michigan of 1963 empowers the Governor to make changes in the organization of the Executive Branch or in the assignment of functions among its units which he considers necessary for efficient administration; and

WHEREAS, the Michigan Justice Training Commission and the Michigan Justice Training Fund were created within the Department of Management and Budget by Act No. 302 of the Public Acts of 1982, as amended, being Section 18.421 et seq. of the Michigan Compiled Laws; and subsequently transferred to the Department of State Police by Executive Order 1993-11, being Section 18.431 of the Michigan Compiled Laws; and

WHEREAS, the Michigan Law Enforcement Officers Training Council (later renamed the Commission on Law Enforcement Standards by Act No. 237 of the Public Acts of 1998, which amended Section 28.601 et seq. of the Michigan Compiled Laws) and the Law Enforcement Officers Training Fund were created under Act No. 203 of the Public Acts of 1965, as amended, being section 28.601 et seq. of the Michigan Compiled Laws; and subsequently transferred by a Type I transfer to the Department of State Police by Act No. 407 of the Public Acts of 1965, being Section 16.257 of the Michigan Compiled Laws; and

WHEREAS, the powers, functions, duties and responsibilities assigned to the Michigan Justice Training Commission, the Michigan Justice Training Fund, the Commission on Law Enforcement Standards, and the Law Enforcement Officers Training Fund can be more effectively carried out by a new Michigan Commission on Law Enforcement Standards; and

WHEREAS, it is necessary in the interests of efficient administration and effectiveness of government to effect changes in the organization of the Executive Branch of government.

NOW, THEREFORE, I, John Engler, Governor of the State of Michigan, pursuant to the powers vested in me by the Constitution of the State of Michigan of 1963 and the laws of the State of Michigan, do hereby order the following:

I. NEW MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS

A. The new Michigan Commission on Law Enforcement Standards is hereby created as a Type I agency within the Department of State Police.

B. All the statutory authority, powers, duties, functions and responsibilities of the Michigan Justice Training Commission, the Michigan Justice Training Fund, the Commission on Law Enforcement Standards and the Law Enforcement Officers Training Fund including those involving rulemaking, grant awards and annual distributions and including, but not limited to, the statutory authority, powers, duties, functions and responsibilities set forth in:

1. The Commission on Law Enforcement Standards Act, Act No. 203 of the Public Acts of 1965, as amended, being Section 28.601 et seq. of the Michigan Compiled Laws;

2. The Michigan Justice Training Commission and Michigan Justice Training Fund Act, Act No. 302 of the Public Acts of 1982, as amended, being Section 18.421 et seq. of the Michigan Compiled Laws;

are hereby transferred to the new Michigan Commission on Law Enforcement Standards by a Type III transfer, as defined by Section 3 of Act No. 380 of the Public Acts of 1965, as amended, being Section 16.103 of the Michigan Compiled Laws.

C. The Michigan Commission on Law Enforcement Standards shall consist of 17 members, including all of the following:

1. The Attorney General, or his or her designee from within the Department of Attorney General.

2. The Director of the Department of State Police, or his or her designee who is a police officer within the Department of State Police.

3. The chief of a police department located in a city with a population of more than 750,000, or his or her designee who is a command officer within that department.

4. Fourteen individuals appointed by the Governor, subject to disapproval by the Michigan Senate under Section 6 of Article V of the Michigan Constitution of 1963, including all of the following:

a. Three individuals selected from a list of not less than 9 active voting members of the Michigan Association of Chiefs of Police nominated by the Michigan Association of Chiefs of Police.

b. Three individuals selected from a list of not less than 9 elected county sheriffs nominated by the Michigan Sheriffs' Association.

c. One individual selected from a list of not less than 3 prosecuting attorneys nominated by the Prosecuting Attorneys Association of Michigan.

d. One individual selected from a list of not less than 3 criminal defense attorneys nominated by the Criminal Defense Attorneys of Michigan.

e. One individual selected from a list of not less than 3 individuals nominated by the Michigan State Police Troopers Association.

f. One individual selected from a list of not less than 3 individuals nominated by the Michigan Chapter of the Fraternal Order of Police.

g. One individual selected from a list of not less than 3 individuals submitted by the Police Officers Association of Michigan.

h. One individual selected from a list of not less than 3 individuals nominated by a police association representing police officers employed by a police agency employing more than 15 percent of the police officers in this state.

i. One individual selected from a list of not less than 3 individuals nominated by the Police Officers Labor Council of Michigan.

j. One individual selected from a list of not less than 3 individuals nominated by the Michigan Association of Police.

5. The Governor may appoint any individual meeting the membership requirements of the groups or organizations listed under Section I.C.4.a through I.C.4.j if an organization required to submit a list fails to submit a complete list of qualified nominees at least 30 days prior to a vacancy created by the expiration of a term, or not less than 30 days after the effective date of any other vacancy.

6. An individual appointed under Section I.C.4.a to I.C.4.j shall serve as a Commission member only while serving as a member of the organization that nominated the individual.

7. Members of the Commission appointed or reappointed under Section I.C.4.a to I.C.4.h after December 31, 2008 shall be appointed for a term of four years.

8. Of the members of the Commission initially appointed by the Governor under Sections I.C.4.i and I.C.4.j, one member shall be appointed for a term expiring on November 1, 2009, and one member shall be appointed for a term expiring on November 1, 2010. After the initial appointments, members of the Commission appointed under Sections I.C.4.i and I.C.4.j shall be appointed for a term of four years.

9. A vacancy on the Commission occurring other than by expiration of a term shall be filled by the Governor in the same manner as the original appointment for the balance of the unexpired term.

D. The new Michigan Commission on Law Enforcement Standards, in addition to exercising the statutory authority, powers, duties, functions and responsibilities transferred to it by this order, shall focus its activities in order to accomplish the following objectives involving law enforcement organizations and officers:

1. Increase professionalism;

2. Increase the number of law enforcement organizations that offer formal in-service training and increase the number of law enforcement officers who receive formal in-service training;

3. Institute law enforcement in-service training standards applicable to all law enforcement in-service training in Michigan;

4. Implement a web-based information system that will allow the Commission to accomplish its goals and communicate with Michigan law enforcement organizations in a more efficient manner, and;

5. Ensure that grants awarded by the Commission to Michigan law enforcement organizations advance the objectives listed in subparagraphs D.1. through D.3.

II. MISCELLANEOUS

A. The Director of the Department of State Police shall provide executive direction and supervision for the implementation of all transfers of authority made under this Order.

B. The Executive Director of the new Michigan Commission on Law Enforcement Standards shall administer the assigned functions transferred by this Order in such ways as to promote efficient administration and shall make internal organizational changes as may be administratively necessary to complete the realignment of responsibilities prescribed by this Order.

C. The Director of the Department of State Police and the Executive Director of the new Michigan Commission on Law Enforcement Standards shall immediately initiate coordination to facilitate the transfer and shall develop a memorandum of record identifying any pending settlements, issues of compliance with applicable federal and State laws and regulations, or obligations to be resolved by the Michigan Justice Training Commission, the Michigan Justice Training Fund, the Commission on Law Enforcement Standards and the Law Enforcement Officers Training Fund.

D. All records, personnel, property and unexpended balances of appropriations, allocations and other funds used, held, employed, available or to be made available to the Michigan Justice Training Commission, the Michigan Justice Training Fund, the Commission on Law Enforcement Standards and the Law Enforcement Officers Training Fund for the activities, powers, duties, functions and responsibilities transferred by this Order are hereby transferred to the new Michigan Commission on Law Enforcement Standards.

E. The State Budget Director shall determine and authorize the most efficient manner possible for handling financial transactions and records in the state's financial management system for the remainder of the fiscal year.

F. All rules, orders, contracts and agreements relating to the assigned functions lawfully adopted prior to the effective date of this Order shall continue to be effective until revised, amended or repealed.

G. Any suit, action or other proceeding lawfully commenced by, against or before any entity affected by this Order shall not abate by reason of the taking effect of this Order. Any suit, action or other proceeding may be maintained by, against or before the appropriate successor of any entity affected by this Order.

H. The invalidity of any portion of this Order shall not affect the validity of the remainder thereof.

In fulfillment of the requirement of Article V, Section 2, of the Constitution of the state of Michigan of 1963, the provisions of this Executive Order shall become effective November 1, 2001.

History: 2001, E.R.O. No. 2001-2, Eff. Nov. 1, 2001 ;-- Am. 2008, E.R.O. No. 2008-3, Eff. Dec. 28, 2008
Compiler's Notes: Section I.C. of MCL 28.261, as enacted by E.R.O. No. 2001-2, was amended by E.R.O. No. 2008-3. The text of I.C. reflects this amendment; all other text remains as originally enacted.

Appendix H – Commission Resolution 2010-03

Commission Resolution 2010-03
to Provide Policy Direction for the Michigan Justice Training Fund
Competitive Grant Program Mandated by Public Act 302 of 1982

WHEREAS, Public Act 301 of 1982 (MCL 257.907) levied an assessment of $5.00 for each civil infraction for traffic offenses to be deposited into the Michigan Justice Training Fund; and

WHEREAS, Public Act 302 of 1982 (MCL 18.421) created the Michigan Justice Training Commission to make annual distributions of the justice training funds to eligible criminal justice entities; and,

WHEREAS, Executive Reorganization Order 2001-5 (MCL 28.621) consolidated the former Michigan Justice Training Commission and the former Commission on Law Enforcement Standards into the Michigan Commission on Law Enforcement Standards; and,

WHEREAS, the Michigan Commission on Law Enforcement Standards is the duly appointed body to: 1) annually distribute 60% of the Justice Training Fund to eligible entities under the law enforcement distribution, and 2) annually distribute, through a competitive grant process, the balance of the fund after administrative costs have been deducted; and,

WHEREAS, the amount of revenue collected for the Justice Training Fund has steadily decreased annually for a cumulative decline of over 30% since 2007; and,

WHEREAS, the Michigan Commission on Law Enforcement Standards was legislatively mandated in 2009 to use the Justice Training Funds for broader operational needs to fulfill all of its statutorily mandated responsibilities; and

WHEREAS, the available revenue for the competitive grant program for fiscal year 2011 is projected to have declined by 45% from the funds available for award in 2010; approximately $1.3 million available for award down from $2.3 million; and,

WHEREAS, the Michigan Commission on Law Enforcement Standards has sought ways to ensure that the Criminal Justice Community, and grant applicants specifically, will continue to benefit from the Competitive Grant Program to the greatest degree possible; now,

THEREFORE BE IT RESOLVED, that the Michigan Commission on Law Enforcement Standards shall restructure the existing competitive grant process and shall:

a. Determine an equitable distribution of grant funding for all types of criminal justice needs: law enforcement, prosecution, defense, courts, corrections, specialized, and cross-disciplinary;

b. Identify and distribute a reduced list of training topics which will be given priority consideration in grant awards;

c. Ensure that needs as identified by constituent consortia are followed as the basis for awarding available funding to the highest degree possible;

d. Ensure, where reductions or denials of grant requests are necessary due to a lack of available funding, that the applicant's list of priorities for funding and reductions is followed to the highest degree possible;

e. Provide to grant applicants detailed and specific instructions for grant application completion, submission and reporting requirements through written instructions and mandated regional workshops;

f. Consider as low priorities grant applications and/or training segments of an application that could be supported by other training funds in a more cost effective manner through the direct scheduling of, and payment to the training vendor;

g. Require a 25% match across all grant applications;

h. Enforce the statutory mandate that in-state training and in-state vendors will be given funding priority over out-of-state vendors and training;

i. Enforce the Commission's long-standing policy that grants to support out-of state training attendance will only be funded for the purpose of obtaining or maintaining specialized certifications that are bona-fide job qualifications for the individuals requesting the travel and training;

j. Enforce the requirement that applicants provide specific, detailed written justification in advance for requests for out-of-state training detailing how the training being requested meets the requirement of obtaining or maintaining specialized certifications that are bona-fide job qualifications for the individuals requesting the travel and training, and;

k. Ensure the fair and equitable competitive nature of the Competitive Grant Program by enforcing compliance with completion, submission, and reporting requirements.

Adopted by the Michigan Commission on Law Enforcement Standards on April 21, 2010

Appendix I – Commission Resolution 2011-06

Commission Resolution 2011-06
to Provide Policy Direction for the Michigan Justice Training Fund
Competitive Grant Program Mandated by Public Act 302 of 1982

WHEREAS, Public Act 301 of 1982 (MCL 257.907) levied an assessment of $5.00 for each civil infraction for traffic offenses to be deposited into the Michigan Justice Training Fund; and

WHEREAS, Public Act 302 of 1982 (MCL 18.421) created the Michigan Justice Training Commission to make annual distributions of the justice training funds to eligible criminal justice entities; and,

WHEREAS, Executive Reorganization Order 2001-5 (MCL 28.621) consolidated the former Michigan Justice Training Commission and the former Commission on Law Enforcement Standards into the Michigan Commission on Law Enforcement Standards; and,

WHEREAS, the Michigan Commission on Law Enforcement Standards is the duly appointed body to: 1) annually distribute 60% of the Justice Training Fund to eligible entities under the law enforcement distribution, and 2) annually distribute, through a competitive grant process, the balance of the fund after administrative costs have been deducted; and,

WHEREAS, the Michigan Commission on Law Enforcement Standards has sought ways to ensure that the Criminal Justice Community, and grant applicants specifically, will continue to benefit from the Competitive Grant Program to the greatest degree possible; now,

THEREFORE BE IT RESOLVED, that the Michigan Commission on Law Enforcement Standards shall modify its policy regarding the competitive grant process and shall:

a. Eliminate the absolute 8% administrative cost restriction and instead allow for "a reasonable percentage" for administrative costs;

b. Encourage grantees to include administrative costs as part of their matching share;

c. Reconfirm that delinquency letters shall be sent to grantees not in compliance with required reporting deadlines, with the third notification serving as the commission's notice of grant termination;

d. Use a grantee's non-compliance in reporting as a possible basis for denial of future grants; and

e. Use a grantee's delinquency history in determining the funding priority given an application for future grant funding.

Adopted by the Michigan Commission on Law Enforcement Standards on June 15, 2011