

Coronavirus Emergency Supplemental Funding (CESF) Fiscal Year (FY) 2020

Summary Page

Overview

The Coronavirus Emergency Supplemental Funding (CESF) Program will provide funding to assist eligible state departments, local units of government, and tribes in preventing, preparing for, and responding to the coronavirus.

Eligibility

Applications are accepted directly from federally recognized Indian tribes; local law enforcement; county sheriff offices; county prosecutor offices; Michigan circuit, district, and probate courts; the Michigan State Police (MSP); the Michigan Department of Attorney General; and the State Appellate Defenders Office (SADO).

Deadline

A completed and signed application (including any attachments) must be received by the MSP/GCSD, via email to misp-cesf@michigan.gov no later than 12 p.m. (noon) EST on August 14, 2020. There will be no extensions of this deadline. Applications received by the MSP/GCSD after 12 p.m. (noon) EST on August 14, 2020, will not be considered for funding.

Contact Information

For questions about this solicitation or grant application form, please email misp-cesf@michigan.gov.

Release date: June 19, 2020

General Information

Program Purpose

The purpose of this grant program is to provide emergency supplemental funding for response to, preparation for, and prevention of the coronavirus pandemic. Applicants should read this instruction form in its entirety in order to have a comprehensive understanding of all CESF requirements.

Eligibility

Applications are accepted directly from federally recognized Indian tribes; local law enforcement; county sheriff offices; county prosecutor offices; Michigan circuit, district, and probate courts; the Michigan State Police (MSP); the Michigan Department of Attorney General; and the State Appellate Defenders Office (SADO). Please note, if your jurisdiction received a [direct CESF award](#) from the Department of Justice, your agency is not eligible to apply under this CESF solicitation.

Application Process

The CESF application will be available beginning June 19, 2020 on the [MSP/GCSD website](#). Applicants are encouraged to start working on their applications as soon as possible after the form is made available in order to have a sufficient amount of time to complete the application. Applicants are encouraged to submit early, as applications will be accepted, reviewed, and awarded on a rolling basis.

Deadline

To be considered for funding, a completed application must be received by the MSP/GCSD via email to [msp-cesf@michigan.gov](mailto:m-sp-cesf@michigan.gov) by 12 p.m. (noon) EST on August 14, 2020. There will be no extensions of this deadline.

Grant Period

The grant performance period will be March 1, 2020, through September 30, 2021. All grant-related work must be complete by September 30, 2021.

Notification Process

Applicants selected for a grant award will receive a final award letter and grant agreement documents on or before October 15, 2020. Signed grant agreement documents must be returned by November 30, 2020, via email to [msp-cesf@michigan.gov](mailto:m-sp-cesf@michigan.gov). Reimbursement of funds will not occur until signed grant agreement documents are received by the MSP/GCSD.

Application Opt-Out:

Agencies that choose not to apply for CESF funds must check the appropriate box located above Part I and submit the application form to [msp-cesf@michigan.gov](mailto:m-sp-cesf@michigan.gov). Those not applying are only required to fill out Part I in addition to the checkbox indicating the agency's decision.

Source of Funds

The CESF is funded from the United States Department of Justice as appropriated in the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The CESF Program is authorized by Division B of H.R. 748, Pub. L. No. 116136 (Emergency Appropriations for Coronavirus Health Response and Agency Operations); 28 U.S.C. 530C.

Public Disclosure of Application

Application contents are subject to the Freedom of Information Act, 1976 PA 442, MCL 15.231 *et seq.*

Contact

For questions regarding the CESF, please contact the MSP/GCSD at [msp-cesf@michigan.gov](mailto:m-sp-cesf@michigan.gov).

Application Instructions

Application Opt-Out:

Agencies that choose not to apply for CESF funds must check the appropriate box located above Part I and submit the application form to mssp-cesf@michigan.gov. Those not applying are only required to fill out Part I in addition to the checkbox indicating the agency's decision.

Part I. Applicant Information:

Applicants must thoroughly complete the information for their agency in this section, including SIGMA coding information, which is critical to the reimbursement process. **Failure to completely fill out Part I may delay grant award.**

Part II. Geographic Data:

Applicants are required to complete the information included in this section.

Part III. Funding Disclosure:

Applicants are required to disclose other sources of coronavirus funding.

Part IV. Project Information:

1. Grant Summary.

Summarize your tribe/agency/jurisdiction's efforts for preventing, preparing for, and/or responding to the coronavirus for which you are seeking CESF assistance.

2. Program Narrative.

Describe the impacts of the coronavirus specific to your tribe/agency/jurisdiction. Then, describe how this funding will assist in resolving the issues specific to your jurisdiction. Finally, provide a brief description of the timeline for this plan

Part V. Designation of Grant Officials:

All applicants must designate grant officials listed on the application form.

Part VI. Budget information:

Applicants must complete an accurate budget based on category eligibility listed below as well as their specific CESF allocation provided by MSP/GCSD. All budget items must be directly related to the prevention of, preparation for, and/or response to the coronavirus pandemic.

Budget Category Eligibility:

- Personal Protective Equipment and cleaning/sanitation supplies/equipment.
- Temperature scanners and other devices.
- Technology software and hardware for staff to work remotely.
- Staff overtime to cover for personnel who are off work due to coronavirus-related illness or quarantine.
- Reimbursement for additional costs of tether programs to reduce number of inmates in jails.
- Medical and travel costs for COVID testing/treatment for staff and/or inmates.
- Technology software and hardware for remote court hearings.
- Contractual personnel to assist with activities that have been delayed during stay-at-home orders.
- Travel expenses (particularly related to the distribution of resources to the most impacted areas).
- Dissemination of COVID-19-related information to the public.

- Physical barriers and other crowd control measures to reduce the transmission of COVID-19.
- Office supplies and equipment related to COVID-19 functions (e.g. printing of public notices, employee screening questionnaires, etc.).
- Pretrial and community supervision expenses, including: electronic monitoring, drug/alcohol testing, assessing pretrial risk and making recommendations, supportive services, and pretrial and probation staffing (OT only).

Part VII. Certification:

Applicants are required to certify that all statements in the application are true, complete, and accurate to the best of their knowledge. Grantees are required to agree to allow the MSP and the Michigan Office of the Auditor General access, for the purposes of inspection, audit, and examination, to any books, documents, papers, and records of the grantee which are related to this grant. Further grant requirements will be explained in your jurisdiction's CESF grant agreement.

Conditions

The following conditions apply to grant awards. If an applicant receives a grant award, the applicant will then be known as a grantee. All references in the conditions section refer to a grantee, as opposed to an applicant, for this reason.

Limitations of Funds

The CESF is funded from the CARES Act and administered by the MSP/GCSD. All awarded funds must be spent by the grantee by September 30, 2021. All reimbursement requests for eligible expenses, including supporting documentation, must be submitted to MSP/GCSD by close of business (COB) on October 31, 2021. If a grantee incurs expenses prior to September 30, 2021 but does not submit a reimbursement request for those expenses, including supporting documentation, by COB on October 31, 2021, the expenses **will not** be eligible for reimbursement.

Implementation

The grantee agrees to submit a signed grant agreement by November 30, 2020 or be subject to potential cancellation of the grant award. Grant funding will not be released until signed grant agreement documents are returned to the MSP/GCSD via email at to msp-cesf@michigan.gov.

Clarification

Prior to executing any changes from the approved funded items, the grantee must provide written notice to the MSP/GCSD of the proposed changes. The MSP/GCSD will notify the grantee, within 30 days, whether or not the proposed changes are approved.

Ineligible Expenditures:

The following items are not eligible for the CESF:

- Any expenses incurred prior to March 1, 2020 or after September 30, 2021.
- Any expenses fully covered by other sources (federal, state, local, or private) designated for preventing, preparing for, and/or responding to the coronavirus.
- Weapons, including tasers.
- Personal body armor.
- Construction costs and/or renovation, including remodeling.
- Costs in applying for this grant (e.g., consultants, grant writers, etc.).
- Indirect costs or indirect administrative expenses.

- Contributions and donations.
- Management or administrative training, conferences.
- Grant administrative costs.
- Purchase of vehicles, watercraft or aircraft to include unmanned/remotely piloted aircraft and vehicles (includes accessories for listed items).
- Service contracts and training beyond September 30, 2021.
- Canines and horses, including any food and/or supplies relating to the upkeep of law enforcement animals.
- Livescan devices for applicant prints including any related supplies.
- Fines and penalties.
- Losses from uncollectible bad debts.
- Food, refreshments, snacks.

Non-Supplanting:

Grantee agrees that funds accepted through the CESF will supplement existing funds and not supplant local funds with federal funds.

Expenditures:

1. The grantee understands and agrees that all expenditures from the grant will:
 - a. Be permissible under state and federal law and consistent with statewide policies, regulations, and practices.
 - b. Be adequately supported by source documentation, including invoices, cancelled checks, and electronic payment confirmations.
 - c. Only be for items that have been approved through a CESF award or subsequently approved budget modification.
2. The grantee agrees to use the approved purchasing practices and bid procedures required by the “Applicant” for all expenditures involving project activity.
3. The grantee agrees to maintain accounting records following generally accepted accounting principles for the expenditure of grant funds. The grantee agrees to record all revenues and expenditures in a fund or account separate from the grantee’s other funds or accounts.
4. The grantee agrees to maintain all documentation for costs incurred for a three-year period following the final MSP payment for the project.

Reporting Requirements and Release of Funds:

Payments to the grantee will be made on a reimbursement basis, providing the grantee is in compliance with all terms and conditions of the grant. FSRs – The grantee(s) shall submit to the MSP/GCSD signed and dated FSRs. The reports are due within twenty (20) days after the end of a reporting period. Reporting periods will be as follows: March 1, 2020 – September 30, 2020; October 1, 2020 – December 31, 2020; January 1, 2021 – March 31, 2021, April 1, 2021 – June 30, 2021, July 1, 2021 – September 30, 2021.

For a payment reimbursement, a completed CESF Financial Status Report (FSR), which includes a section for reimbursement request, must be submitted to the MSP/GCSD via email to mssp-cesf@michigan.gov. Source documentation supporting the requested reimbursement amount must be attached to the FSR. At a minimum, the source documentation should include copies of the original invoices, cancelled checks, and any other information that would support the request.

The Grantee’s Financial Officer or Authorized Official must sign and date the CESF FSR.

Funds may not be released to the grantee if any of the participants in the project:

1. Have not filed their annual financial report (F65) or audit per the Uniform Budgeting and Accounting Act, 1968 Public Act 2, as amended (MCL 141.421 to 141.440a) or the Uniform System of Accounting Act, 1919 Public Act 71, as amended (MCL 21.41 – 21.55) or
2. Have a payment due and owing to the State of Michigan.