



**Public Safety Academy Assistance Program
Application for Employed Recruits**

The Public Safety Academy Assistance program provides for scholarships for employed recruits of local law enforcement agencies to attend a basic training academy. For a recruit to be eligible for the scholarship the agency must have completed all licensing screening standards and hired the individual as an employed recruit. Agencies are eligible for up to \$24,000.00 per recruit for salaries and benefits while attending an academy, and for academy costs.

Please review the program guidelines on the following pages before completing this application. Sections I and II must be completed by the agency and forwarded to the intended academy with a copy of the Candidate New Hire documentation for completion of Section III no later than 10 days prior to the start of the academy session. Once the academy has completed section III the academy should forward the application and a copy of the Candidate New Hire documentation to MCOLES at:

927 Centennial Way
Lansing, MI 48913

or via email to:
MSP-MCOLES-Grants@michigan.gov

Section I - Agency Information *To be completed by the agency.*

Agency Name:	
Agency Contact Person:	Contact Person Title:
Contact Email:	Contact Phone Number:

Section II – Recruit Information *To be completed by the agency.*

Recruit Name:	SSN (Last 4 digits only):
Recruit Pay Rate:	Total Wages & Benefits During Academy Session:
Additional Recruit Allowable Expenses: →	Refer to the guidelines for additional allowable expenses, and submit a detailed invoice to MCOLES with this application.

I certify that the above information is correct and the recruit will not be required or allowed to repay the agency for costs related to attendance at the academy.

Agency Head Signature:	Date:
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**** Attach a copy of the Candidate New Hire Report ****

AUTHORITY:	2022 PA 166; 2023 PA 5
COMPLIANCE:	Voluntary
PENALTY:	No Agency Funding/ No Academy Funding

Section III – Academy Information *To be completed by the academy.*

Academy Name:	
Academy Contact Person:	Contact Person Title:
Contact Email Address:	Contact Phone Number:
Academy Session Recruit will be Enrolled in:	

Eligible Academy Costs (See the grant guidelines on the following pages):

If expense categories are not broken out in the below categories they may be combined into the best fit. Do not include expenses or supplies otherwise paid for or provided by the employing agency.

Expense	Cost
Academy tuition and fees	
Academy supplies (e.g. ammunition, first aid, or other expendables)	
Individual recruit equipment required for training (non-duty equipment)	
Academy-required uniforms	
Total	

I certify that the above information is correct and the recruit will not be required to repay costs related to attendance at the academy paid for under this grant.

Academy Director Signature:	Date:
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Section IV – MCOLES Approval *To be completed by MCOLES.*

MCOLES Reviewer Signature:	Date:
MCOLES Supervisor Signature:	Date:
MCOLES Executive Director Signature:	Date:
Award Status: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Agency Payment Document #: Academy Payment Document #:

MCOLES Public Safety Academy Assistance Program

The Michigan Commission on Law Enforcement Standards (MCOLES) has received funding for grants to law enforcement agencies for basic law enforcement training academy scholarships and salaries for employed recruits. Program highlights include:

- \$30,000,000.00 in total program funding.
 - Up to **\$24,000.00** per recruit for academy costs and salaries while attending an academy.
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- Funding is available until September 30, 2026, or until the funds are exhausted, whichever comes first.
- Agencies may receive up to **25** scholarships over the course of the program.
- Scholarships are on a first-come, first-served basis.

Eligibility criteria include:

- Individuals must be screened by the agency to all MCOLES selection and employment standards in accordance with the MCOLES Act and Michigan administrative rules.
- The agency must hire the individual as an employed recruit prior to an academy session.
- The employing agency must pay at least minimum wage for all hours worked while in the academy that are not covered by grant funding.
- The individual would be eligible for licensing only by the employing agency.
- As with all employed recruits, per statute and Michigan administrative rules individuals shall not be required, or allowed, to repay the employing agency for any costs related to attendance at the academy.
- The individual must be enrolled in the academy session.

Allowable expenses include:

- Recruit salary.
- Academy tuition and fees.
- Supplies required for training (e.g., training ammunition) not otherwise included in the academy tuition.
- Equipment required for training (non-duty equipment).
- Academy-required uniforms if different from agency uniforms.
- Licensing exam administration fees.
- Lodging subject to the below criteria:
 - The academy is greater than 50 miles, by standard mileage charts, from the employing agency or recruit residence, whichever is closer.
 - Lodging expenses will be paid up to the State of Michigan travel rate effective at the start of the academy session. For State fiscal year 2023 this is currently \$85.00/night.

Ineligible expenses include:

- Agency uniforms and duty equipment.
- Pre-enrollment Reading & Writing and Physical Fitness testing fees.
- Costs related to selection and employment standards screening.
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- Recruit meals.
- Licensing exam retest administration fee if required.
- Subsequent academy sessions if the recruit does not complete the initial session.
- Costs associated with the individual obtaining a college degree.
- Academy facility costs or improvements.

Applying for funds:

An eligible law enforcement agency and academy must complete the below process to be considered for this grant:

Agency:

1. Complete the standards screening and Candidate New Hire process in MITN.
2. Complete the agency portion of the MCOLES Public Safety Academy Assistance Program application.
3. If the agency pays for other allowable costs separate from salary or those included in the academy cost (e.g., academy uniforms, ammunition, lodging, etc.), create and submit an invoice detailing the items purchased, the vendor purchased from, and price. Attach the invoice to the application materials.
4. Forward the MCOLES Public Safety Academy Assistance Program application and Candidate New Hire documentation to the intended training program no later than 10 days prior to the start of the academy session.

Academy:

5. Enroll the recruit in the academy session.
6. Complete the academy section of the MCOLES Public Safety Academy Assistance Program application.
7. Forward the MCOLES Public Safety Academy Assistance Program application and New Hire Candidate documentation to MCOLES at MSP-MCOLES-Grants@michigan.gov.

Only when all materials have been received by MCOLES will the application be considered active. At this point the application will be placed in the queue while funding is available.

Distribution of funds:

Upon scholarship application approval by MCOLES, the employing agency will be provided with grant funding up to the \$24,000.00 stipend for the employed recruit's salary and academy costs. The employing agency will be responsible for making payments to the basic law enforcement training program, as well as the Talogy Group (formerly PSI) for the initial licensing exam registration fee. If the recruit withdraws from the academy session or resigns from the agency prior to the full \$24,000.00 (or total grant award amount), the balance shall be returned to MCOLES and applied back to the scholarship fund. If an invoice for additional allowable expenses is included, the approved amount will also be paid at this time.

Also following application approval by MCOLES, the basic law enforcement training program will invoice the applying agency for the eligible expenses related to the recruit's academy session. If the recruit withdraws from the academy session or resigns from the agency within the time period allowed for full or partial refund from the academy, that refund shall be returned to MCOLES and applied back to the scholarship fund.

Agencies would not also receive Training to Locals (TTL) reimbursements for employed recruits funded through this program. Recruits in excess of the 25 maximum scholarships per agency or those not funded by this program will remain eligible for TTL reimbursements to the agency.