

FUNDING GUIDELINES
Prosecutor-based Victim Rights Grants



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Victim Rights Grant
Division of Victim Services
Michigan Department of Health and Human Services

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Funding Guidelines

Prosecutor-Based Victim Rights Grant

In accordance with the Crime Victim Rights Services Act of 1989, the Michigan Department of Health and Human Services Division of Victim Services (DVS) are disseminating these Program Guidelines to provide support and assistance to grant-funded victim rights programs in county prosecutor offices which provide victim rights as required by the William Van Regenmorter Crime Victim Rights Act of 1985.

These program guidelines provide detailed guidance to aid grantees in navigating the Prosecutor-Based Victim Rights application and program. Utilizing the information provided in this document applicants should be able to prepare complete applications and required reporting efficiently and effectively. These guidelines are posted on the internet and can be found at [Guidelines-for-Prosecuting-Attorney-Victim-Rights-Programs.pdf \(michigan.gov\)](#).

Sources of Funding

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

Felonies - \$130

Misdemeanors - \$75

Juveniles - \$25

Criminal assessments are collected by Michigan Courts and deposited into the Crime Victim Rights Fund monthly. In the event of significant increase or decrease in the amount of funds available the Division of Victim Services will notify grantees and provide them with instructions regarding amendments.

Eligibility & Allocations

Available funds are directed to support victim rights programs in county prosecuting attorney offices. To receive funding prosecuting attorney's office is required to complete the on-line Victim Rights Grant Application at <https://egrams-mi.com/mdhhs/user/login.aspx>. All eligible applicants are encouraged to contact Division of Victim Services staff should they have questions or need additional information and assistance in preparing the Victim Rights Grant Application.

Agencies should be mindful when making budget decisions that allocations are for a three-year period, however amendments will be considered if there is a significant shift in the caseload reported to Division of Victim Services. The three-year funding level provides consistency and reliability for the state as well as for our victim rights stakeholders when making budget and financial decisions.

Victim Rights funding allocations will be reviewed every three years; the most recent adjustment was completed for the 2023 fiscal year.

On-line Victim Rights Grant Training

The Division of Victim Services provides training to assist with the on-line grant application process. Any questions or concerns regarding the on-line grant training process may be directed to Tracy Hogan at 517.614.8007 or Megan Mezel at 517.335.0619. You may also contact the Victim Right team via email at MDHHS-VICTIM-RIGHTS-PGRM@michigan.gov.

Matching Funds Not Required

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

Grant Schedule

The following information details the grant application schedule as set by EGrAMS:

<i>May-June</i>	<i>Crime Victim Rights allocation information available to Grantees by email.</i>
<i>July</i>	<i>Applications due. Grantees are given three weeks to complete the application.</i>
<i>July-Aug.</i>	<i>Application review by Dept. of Victim Services</i>
<i>September</i>	<i>Contracts are electronically signed by the Agency</i>

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

Grant Period

Grants to support prosecutor-based Victim Rights Programs are based upon the State of Michigan fiscal year of October 1 to September 30.

Program Requirements

The Division of Victim Services requires Victim Rights Program grantees to provide comprehensive notification, information and assistance addressing victim rights throughout the criminal justice process as established by the William Van Regenmorter Crime Victim Rights Act of 1985.

Grants that support crime victim rights must focus on delivery of rights and services required by the Act and the Michigan Constitution. Funded programs must meet all other grant requirements described in the Program Guidelines.

The Grantee shall provide the Department with a position description for all funded personnel under this agreement. Personnel supported under this grant agreement shall maintain a funding

distribution timesheet if they are not 100% funded when providing victim rights activities pursuant to this agreement.

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

Although a Grantee's budget is approved, reported expenses are subject to review and must comply with the terms of the agreement and other policy impacting the allowability of expenses. Certain expenses may require prior written approval from MDHHS.

DVS grantees must assist potential recipients of crime victim compensation benefits (including potential recipients who are victims of federal crime) in applying for such benefits.

Timesheets

The Michigan Department of Health and Human Services contract guidelines require documentation to verify the allocation of staff working less than 100 percent of their time on one program. Internal controls should be established to ensure that positions funded through the Crime Victim Rights Grant properly designate the percentage of time that is reflected in the Victim Rights Grant application to reimbursable victim rights activities. Timesheets should be maintained by the county in the same manner as other expenditure/personnel documentation is maintained under the agreement and under established county administrative policy (see Attachment E of the contract).

Personnel supported under this grant agreement shall maintain a funding distribution timesheet if they are not 100% funded when providing victim rights activities pursuant to this agreement.

Internal controls should be established to ensure that positions funded through the Crime Victim Rights grant are dedicated to the designated percentage of time that is reflected in the contract for Victim Rights activities. Victim Rights duties and activities are those activities that are statutorily created and mandated by the William VanRegenmorter Crime Victim Rights Act of 1985 and Article 1, Section 24 of the Michigan Constitution.

If a grant funded employee's wages are charged to multiple funding sources, state the percentage charged to each funding source. The total should equal 100%. The percentage billed to each funding source should match the approved grant budget.

Position Vacancies

Grantees are required to notify their grant manager by email within 24 hours after a grant funded personnel vacancy occurs.

Evaluation and Reporting

All grant supported programs are required to complete and submit a quarterly Program Report, and Work Plan Report within one month after the end of each quarter, as defined below.

Financial Status Reports are due on or before the 15th of each month for the preceding month. Reports are available on-line at <https://egramsmi.com/mdhhs/user/login.aspx>

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

First Quarter	Program Report & Work Plan	January 31st
Second Quarter	Program Report & Work Plan	April 30th
Third Quarter	Program Report & Work Plan	July 31st
Fourth Quarter	Program Report & Work Plan	October 31st
Financial Status Reports	FSR	15th of each month
Fiscal Year End Report	FYER	November 30th

Timely reporting is a requirement of the grant.

Financial Status Report (FSR) shall be submitted on or before the 15th of each month.

Obligation Report shall be completed at the discretion of EGRAMs and must be filed when requested.

Crime Victim Rights Prosecutor – Quarter 3 Narrative (CVRP3) is to be submitted annually in the third quarter by July 31.

Victim Rights Prosecutor Fiscal Year End Report (CVRP-2) is to be submitted annually by November 30.

Financial Status Reports

Grantee shall attach documentation for each budgeted line below when submitting monthly Financial Status Report (FSR) including but not limited to:

- 1) Direct Victims Needs (Client Assistance);
- 2) Supplies and materials;
- 3) Travel and trainings;
- 4) Other expenses.

For instructions about attaching expenses go to <https://egramsmi.com/mdhhs/user/login.aspx> click on About EGRAMS, choose Comprehensive Agreement Grantee Instructions, and scroll down to page 98.

Please use the following list when attaching documentation to your Financial Status Reports:

Direct Victim Needs (Client Assistance-All Other)

- *Copies of invoices and/or receipts showing detail of the item(s) purchased including the date of purchase, date of bill, cost of items purchased*
- *Specific Assistance bills/receipts should include the client's case number and, if the bill was for rent or utilities, include the address*

Supplies & Materials

- *Copies of invoices and/or receipts showing detail of the item(s) purchased including the date of purchase, date of bill, cost of items purchased*
- *Statements are not sufficient documentation for supplies & materials expenses*

Travel and Trainings

- *Travel expenses are only reimbursed for grant funded positions*
- *Copies of invoices and/or receipts showing detail of the item(s) purchased including the date of purchase, date of bill, cost of items purchased*
- *Statements are not sufficient documentation for travel expenses*
- *Reimbursements for travel cannot exceed what is allowed by the county, state, or fed to avoid excessive requests for mileage, meals, etc.*

Other Expenses

- *Copies of invoices and/or receipts showing detail of the item(s) purchased including the date of purchase, date of bill, cost of items purchased*

****Note: This list is not intended to be all inclusive, if you have other or additional documentation examples, please let us know & we can determine if they meet guideline requirements. These grants are reimbursement grants. You cannot bill an expenditure that has not been paid by the agency.****

Please also note that the Department has the discretion to request documentation for any grant related line-item expense not listed above.

When requested the Grantee must provide supporting documentation for grant expenditures within 7 days. If documentation is not received within 30 days of the request, the submitted amount may be removed from consideration by the Department for payment and/or future grant funding may be suspended.

Accounting

Grantee's accounting system must maintain a clear audit trail for each source of funding for each fiscal budget period.

*****Crime Victim Rights Prosecutor grant funding must be accounted for and tracked separately from other sources of funding used to support grant activity.*****

Allowable Costs

Only those costs directly related and essential to providing direct victim rights to crime victims can be charged to the grant.

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

*Supplies & Materials

Costs associated with the operation and administration of the Victim Rights Program may be charged to the grant. These costs include but are not limited to office supplies, printing, and postage. Purchase of desks, chairs, or file cabinets for the exclusive or prorated use of victim advocates with grant funding is permitted. Any item more than \$500 must be pre-approved in writing by the Division of Victim Services.

Continuing Education

Personnel funded by the Crime Victim Rights Grant are required to obtain units of continuing education to increase individual expertise in the field of Victim Rights (Victim Advocacy) as outlined below:

- *Fully funded staff shall complete 16 continuing education hours by the end of the grant year.*
- *Partially funded and/or part time staff shall complete 8 hours of continuing education by the end of the grant year.*

*****All trainings and continuing education must be approved in writing if not provided by PAAM Victim Services Training Unit or Michigan Victim Advocacy Network (MIVAN).*****

*Travel & Training

State supported trainings include those conducted by the Victim Services Training Unit of the Prosecuting Attorneys Association of Michigan (PAAM) and those listed on the Michigan Victim Advocacy Network (MIVAN). Nominal amounts may be budgeted for travel to cover the cost of mileage, hotel, and any meals that are not covered by the training entity. Travel funding is only provided for positions funded by the grant. Written pre-approval from your grant manager is required to attend trainings or conferences that are not provided by PAAM Victim Services Training Unit or Michigan Victim Advocacy Network (MIVAN).

*Other Expenses

Courthouse Facility Dog (Canine Advocate)

Canine Advocate expenses should be included in the Other Expense category as a separate line item. The Division of Victim Services will approve costs associated with the routine care of a Courthouse Facility Dog/Canine Advocate such as food, annual veterinary office visits, and grooming. There is a max of \$1,200 allocated per fiscal year associated any cost for canine advocates.

Desktop Computer Allocation

The Desktop computer allocation is to be included in the Other Expense category of the Victim Rights Grant Program Budget. The Division of Victim Services has established a schedule for replacement of desktop computers associated with positions funded through the Victim Rights Grant. The allocation is \$1,200 for full time positions. Victim Rights Programs with part-time advocates are eligible to receive a pro-rated amount based upon the number of grant hours dedicated to victim rights. Funding for this purpose is allocated every three to four years.

The Desktop computer allocation is to be included in the Supplies & Materials category in the Victim Rights Grant Program Budget.

*Client Assistance-All Other (Direct Victim Needs Fund)

The Direct Victim Needs (DVN) funds can be used for Emergency and Client Financial Assistance. The DVN budget line item has very specific parameters which are listed below and any deviation from this list must be pre-approved in writing by a manager of your Crime Victim Rights Program grant agreement. Receipts for actual expenditures must be uploaded and attached to the appropriate monthly Financial Status Report.

Grantees shall have internal expenditure policies and procedures that outline the day-to-day process of protecting, distributing, and tracking (Direct Victim Needs -DVN) assistance. The internal expenditure procedure must at a minimum include:

- *A written agency policy*
- *Expenditure logs including but not limited to:*
 - o *Funding source/CVRP-DVN*
 - o *Advocate*
 - o *Date of distribution*
 - o *Name or initials of crime victim and case number*
 - o *Amount/quantity*

Emergency Financial Assistance must be related to the victimization and may only be provided to clients on an emergency basis to address their immediate emotional and physical needs (excluding medical care). "Emergency basis" is defined as an unforeseen combination of circumstances that calls for immediate action, an urgent need for assistance or relief; typically within 48 hours of a crime.

Please note that this category is limited to \$350 per case unless pre-approved for a greater amount in writing by a manager of your Crime Victim Rights Program grant agreement.

Examples of Emergency Financial Assistance:

- *Replacement of locks. (Use DVN currently and refer to Victim Compensation after August 12, 2023 for eligibility*)*
- *Repair of doors and windows (Use DVN currently and refer to Victim Compensation after August 12, 2023 for eligibility*)*
- *Purchase of home security systems that do not require a monthly service fee (Use DVN currently and refer to Victim Compensation after August 12, 2023 for eligibility*)*
- *Purchase of home security outdoor lights (Use DVN currently and refer to Victim Compensation after August 12, 2023 for eligibility*)*
- *Phone cards*
- *No contract cell phones*
- *Hotel/Motel as an alternative to a shelter*
- *PPO service*

Client Financial Assistance must be related to their victimization and may only be provided to clients to address their emotional and physical needs (excluding medical care).

Examples of Client Financial Assistance including but not limited to:

- *Relocation assistance – to help ensure the victim’s safety from offender*
- *Travel, moving, security deposits, utilities, and rental assistance for first- and second-months’ rent. \$2,000 limit per case unless pre-approved for a greater amount in writing by a manager of your Crime Victim Rights Program grant agreement.*

Transportation Assistance would include:

- *Gas cards*
- *Local transportation tickets/tokens*
- *Taxi fare*
- *Uber/Lyft*
- *Out of state travel*

Allowable Transportation uses:

- *Medical/mental health follow-up appointments*
- *Criminal justice appointments*
- *Parole board hearings*

Criminal Justice Proceedings Assistance:

- *Transportation to/from court events which the victim has not been subpoenaed for, but would like to attend pursuant to their rights under the CVRA*

- *Childcare or respite care for dependent adults*
- *Food*

Headstones (\$500 limit) (Use DVN currently and refer to Victim Compensation after August 12, 2023 for eligibility)*

Gift cards can be used for emergency and/or client assistance. See below for Gift Card guidelines.

Utilization of Grant Funds for Gift Cards

When purchasing gift cards using Direct Victim Needs (DVN) are allowed a maximum purchase amount of \$350 and shall not have more \$350 on hand at any time. Approval for purchase of over \$350 must be approved in writing by a manager of your Crime Victim Rights Program grant agreement. Grantees when distributing gift cards must ensure that gift cards are:

- *Logged in by gift card number*
- *Logged out by gift card number*
- *Distributed to crime victims eligible for services (i.e., the gift card purchased using Crime Victim Rights funding (DVN) must be used for victims working directly with system-based advocates).*
- *Log maintained by Grantee shall use an identifier that does not reveal Personally Identifiable Information and must include gift card number, amount on card, case number and date distributed.*
- *Used for allowable costs, per the applicable grant requirements/restrictions.*

Grantees that distribute DVS funded gift cards are responsible for ensuring the following:

- *Gift card log is reconciled regularly.*
- *Regular/random checks are conducted on gift card balances.*
- *There is a mechanism for limiting purchases to only those that are allowable.*
- *Gift cards are distributed to victims eligible for the services.*

The Direct Victim Needs allocation is to be included in a separate line item under “Client Assistance-All Other” in the Victim Rights Grant Program Budget.

**** Grantees are required to provide an accounting of expenses in this line item with each monthly Financial Status Report as an attached ledger or thoroughly detailed receipts.***

****** The Grantee shall not do line-item transfers out of the Direct Victim Needs (DVN) to another previously budgeted line-item category.******

(MI-VINE) Victim Information and Notification Everyday

The Division of Victim Services encourages Victim Rights Programs to participate in the Michigan Crime Victim Notification Network (MI-VINE). Participation in MI-VINE is provided at no cost to the residents of the State of Michigan. MI-VINE helps to keep victims informed about

upcoming hearing times, locations, court information, offender incarceration updates, and more so that victims can focus less on logistics and more on healing. This automated victim notification service provides court event notification to victims by Telephone, email, text message or TTY. Advocates can register victims for this service or victims can register themselves via the internet at www.vinelink.com or by telephone at 800-770-7657.

Participation in MI-VINE Courts also helps to alleviate some of the routine costs associated with automated mailings from the prosecutor's office, increases the availability of the victim advocate for other direct services, and lessens the clerical workload.

Unallowable Costs

Grant funds cannot be used to support activities that are directed at prosecuting the offender and /or improving the criminal justice system's effectiveness and efficiency; such expenses are considered part of the prosecutor's office routine responsibilities.

The following list represents some examples of non-reimbursable routine Prosecutor Office activities:

General witness management and notification services

Subpoenas

Dockets

Pleadings

Warrants

Restitution collection and management

Closing cases

Police reports

Indirect Costs

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

Examples of indirect costs include the routine costs of doing business such as audits, parking, cleaning, etc.

Out of State Travel

National Organization of Victim Assistance (NOVA) out-of-state training is supported by your CVRP grant. Written pre-approval from your grant manager is required to attend trainings or conferences that are not provided by PAAM Victim Services Training Unit or Michigan Victim Advocacy Network (MIVAN).

Miscellaneous

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

Review Process

Division of Victim Services staff will review all reporting and may make programmatic and budgetary recommendations as needed. If program or budgetary adjustments are required grantees will be notified. The Department can request additional line-item documentation or may also conduct or arrange for agreed upon procedures or additional reviews to meet financial oversight obligations of your agency at any time.

Contract Agreement Amendment Requests

Amendment requests are available to grantees through each fiscal year from January 1st until April 1st. Please contact your grant manager to begin the amendment process if needed. Grantees are asked to provide a detailed purpose, rationale, and justification for the amendment request. A formal amendment signed by all parties is required in the following instances:

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

Records Retention

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

Contact Information

*Please direct questions regarding victim rights grant funding and reporting requirements to **Tracy Hogan** at **517.614.8007** and **Megan Mezel** at **517.335.0619** or MDHHS-Victim-Rights-PGRM@michigan.gov.*