

# DVS Grants Team!



Talishe Cross

DVS since 2022

- Has the most adorable granddaughter
- Loves to cruise
- Extensive family - she had 130 family members at Thanksgiving
- Total fashionista



Carri Phillips

DVS since 2000

- Grandmother to 3
- I have a blind cat
- I enjoy driving around looking at Christmas lights
- My dream job would be owning a doggy day care!



Stacey Varela

DVS since 2023

- Just passed the bar exam!
- I have 8 grandkids spanning ages 3-14
- I love spontaneous travel adventures and once visited 9 cities in 4 days.
- I grew up in Los Angeles and would never return. I love Michigan!

# DVS Grants Team!



**Beth Coker**

DVS since October, 2024

- I have 2 adult children – both currently in college
- I'm a newlywed which added 3 additional adult children, their spouses, and 4 grandchildren to my family!
- I was born in the UP and that will always be my happy place



**Krista Bailey**

DVS since 2022

- I am married with two boys
  - Live and grew up in the Flint area
  - Going on her first cruise in February!
  - Incredibly creative and can teach herself how to do anything!



**Twanisha Glass**

DVS since 2022

- Mom to 1 college age son
- I hate coconut so much but I make a fantastic coconut cake dessert. 🍌
- I'm a travel agent *because* I love to travel. Basically, I turned my addiction into a career—like a taco lover opening a taco truck. 🌍✈️
- If tacos were a love language, I'd be fluent. 🌮❤️
- My grandmother is **101 ½ years old!** Yes, the "½" matters—when you've lived over a century, you've earned the right to count every single day. 🧓🎉



# Meet the DVS Grants Team!



Julie Giddings

DVS since 1996

- My favorite color is blue.
- My favorite season is summer.
- I have two dogs and a cat.
- I have 3 grandchildren.
- I live on 38 acres.



Karen Williams

DVS since October, 2024

- Mom of 2
- Disney Fanatic – WDW profile shows 100+ visits
- Cake Artist
- Mom to 4 dogs (aka The Paw Patrol)



Patsy Baker

DVS since 1989

- I am married w/ two grown kids
- Mom to two dogs
- Sunrise/Sunsets are my happy place
- Huge fan of U of M & Disney

## DVS Contacts Check!



Point your cell phone camera at the QR code to leave your contact details. Staff will be looking up the information and sending it to you during the meeting

Want to know which of your organization's staff are listed on?

- Outlook
- OVCPMT
- Egrams
- DVSGMS

OR! Find the quick survey at:

<https://www.research.net/r/CheckContacts>

It's officially  
Holiday season!

Cue the decorations! It is 12:30 and  
we are going to get moving!





## Housekeeping

- Yes! We are recording
- Yes! We will distribute Q/A
- Yes! We will distribute the PowerPoint
- Questions are important!

# AGENDA



- Communication
- Systems & Their purpose
- MDHHS Boilerplate & Attachment E
- Random things that are good to know!
- Questions

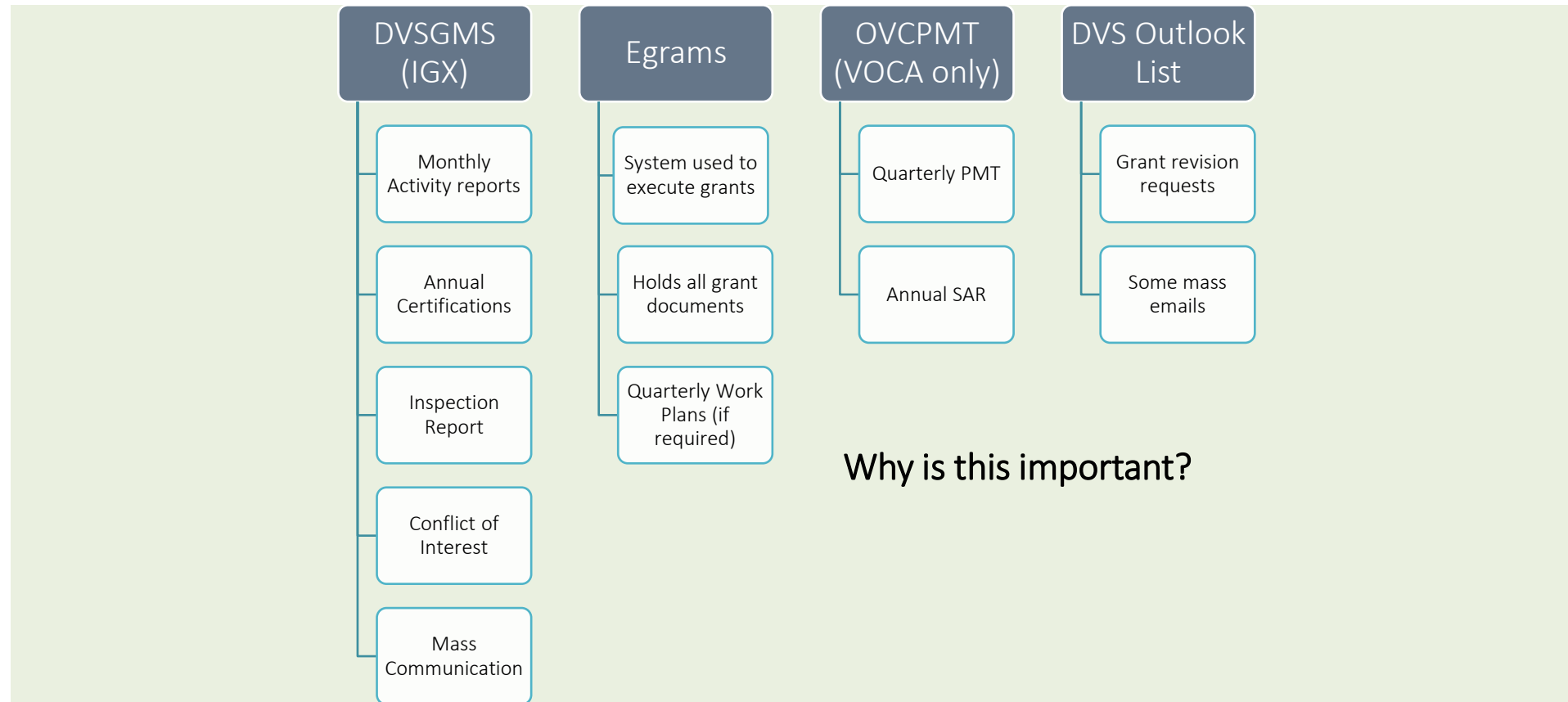


A close-up photograph of grass blades covered in a thin layer of white frost. The background is a soft, out-of-focus bokeh of light blue and white, suggesting a bright, overcast day. The lighting is soft and diffused, highlighting the texture of the frost on the blades.

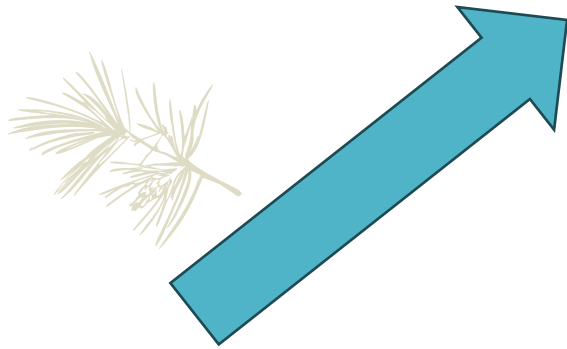
# Systems & Communication



# Communication & Reporting



## DVS Contacts Check!



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- Want to know which of your organization's staff are listed on:
  - Outlook
  - OVCPMT
  - Egrams
  - DVSGMS

OR! <sup>1/7/2025</sup> Find the Agency Contacts Request at: <https://www.research.net/r/CheckContacts>

# Communication & Reporting - Website

<https://www.michigan.gov/mdhhs/safety-injury-prev/publicsafety/crimevictims>



## Grants and Funding

Information for current Division of Victim Services grantees.

[Learn more >](#)



## Grantee Monitoring and Standards

Information about the Michigan Domestic and Sexual Violence Prevention and Treatment Board's legislative mandate to review programs and services.



## Guidelines, Forms and Resources

Guides and charts.



## Terms and Conditions

Information on award conditions organized by fiscal year.



## Civil Rights and Language Access

Language access, Civil Rights Training Resources, and more.



OR! Find the Agency Contacts Request at:  
<https://www.research.net/r/CheckContacts>



# DVS Website

<https://www.michigan.gov/mdhhs/safety-injury-prev/publicsafety/crimevictims>



## Terms and Conditions

Information on award conditions organized by fiscal year.



OR! Find the Agency Contacts Request at:  
<https://www.research.net/r/CheckContacts>

Grant Programs	Applicable Special Conditions	CFDA Number
<b>Victims of Crime Act (VOCA)</b> <ul style="list-style-type: none"><li>• CACV (Children's Advocacy Center - VOCA)</li><li>• DVCSV (DV Comprehensive - VOCA)</li><li>• SDVH (Statewide DV Hotline)</li><li>• SDVS (DV Specialized Services)</li><li>• SSAH (VOCA Statewide Sexual Assault Hotline)</li><li>• SUPVS (VOCA Supervised Visitation &amp; Safe Exchange Program)</li><li>• SVEA (VOCA Services to Victims of Elder Abuse)</li><li>• TRBVS (VOCA Tribal Victim Services)</li><li>• TSHV (Transitional Supportive Housing - VOCA)</li><li>• HTP (Human Trafficking)</li><li>• CVSRU (Culturally Specific/Responsive for Underserved)</li><li>• VOCA (Victim of Crime Act (VOCA) Targeted Victim Services)</li><li>• SAFS- (Sexual Assault Focused Services)</li><li>• SANE- (Sexual Assault Nurse Examiner)</li></ul>	<b>Special Condition Comparison</b> (FFY22 vs FFY23) <ul style="list-style-type: none"><li>• <a href="#">Victims of Crime Act Victim Assistance</a> (2024)</li><li>• <a href="#">Victims of Crime Act Victim Assistance</a> (2023)</li><li>• <a href="#">Victims of Crime Act Victim Assistance</a> (2022)</li><li>• <a href="#">Victims of Crime Act Victim Assistance</a> (2021)</li></ul>	• 16.575
<b>Family Violence Prevention and Services Act (FVPSA)</b> <ul style="list-style-type: none"><li>• DVCSF (DV Comprehensive FVPSA)</li><li>• DVCAF (DV ARPA FVPSA)</li><li>• SFMI (ARPA COVID Mitigation)</li><li>• SFSA (ARPA Sexual Assault)</li></ul>	<ul style="list-style-type: none"><li>• <a href="#">Family Violence Prevention &amp; Services Act (FVPSA)</a></li><li>• <a href="#">FVPSA ARPA Supplemental</a></li><li>• <a href="#">FVPSA ARPA Testing and Mitigation Special Conditions</a></li><li>• <a href="#">FVPSA SA ARPA Special Conditions</a></li></ul>	• 93.671
<b>Temporary Assistance for Needy Families (TANF)</b> <ul style="list-style-type: none"><li>• DVCS (DV Comprehensive TANF/GF)</li><li>• DVCSM (DV Comprehensive Emergency Services)</li><li>• TSH (Transitional Supportive Housing)</li><li>• SACS (Sexual Assault Comprehensive Services)</li><li>• SAFS- (Sexual Assault Focused Services)</li></ul>	• TANF	• 93.716

# DVS Website

<https://www.michigan.gov/mdhhs/safety-injury-prev/publicsafety/crimevictims>

## Division of Victim Services Guidance

-  [FY 2025 Grantee Guidelines](#)
-  [FY 2025 Grantee Guidelines Updates and Changes](#)
-  [FY 2025 Allowability Chart](#)
-  [VOCA Match Waiver Policy](#)

## Federal Financial Regulation and Guidance

- [DOJ Grants Financial Guide](#)
- [Federal Uniform Grant Guidelines](#)
- [Guide to Procurement Procedures](#)



## Guidelines, Forms and Resources

Guides and charts.



OR! Find the Agency Contacts Request at:  
<https://www.research.net/r/CheckContacts>

### Forms

 <b>Budget Revision / Out of State Travel Request</b> <ul style="list-style-type: none"><li> <a href="#">FY 25 Amendment and Out of State Travel Request Form</a></li><li> <a href="#">Out of State Travel Guidance</a></li></ul>	 <b>Grant Specific Forms</b> <ul style="list-style-type: none"><li> <a href="#">AEAP Reporting Form</a></li><li> <a href="#">FY2025 Division of Victim Services (DVS) TANF Eligibility Form</a></li></ul>	 <b>Procurement</b> <ul style="list-style-type: none"><li> <a href="#">Procurement Certification</a></li><li> <a href="#">Additional Procurement Guidance and FAQ</a></li></ul>	 <b>Links to Other Systems</b> <p><a href="#">View other links &gt;</a></p>
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# DVS Website

## FAQs and Technical Support

### Issue-Specific FAQs

- [PDF FAQ - Conflict of Interest](#)
- [PDF FAQ - Incarcerated Victims](#)
- [PDF FAQ - Legal Services](#)
- [PDF FAQ - Service Animals and Pets](#)
- [PDF FAQ - Transitional Supportive Housing](#)
- [PDF FAQ - ARPA Workplace Support](#)
- [PDF FAQ - Client Assistance](#)

### Budgeting and Grant Expenses

- [PDF Budgets and Financial Status Report Tips](#)
- [PDF FY 2025 Administrative Costs and De minimis Additional Guidance](#)
- [XLSX FY 2025 Budgeting Guidance](#)
- [PDF Identifying Grant Funding Overview and Instructions](#)
- [PDF Budgeting Salaries](#)

### Federal Funding Guidance

- [PDF SASP Program Summary](#)



## Guidelines, Forms and Resources

Guides and charts.

## Video Library

*\*Registration may be required to view videos in the video library.*

### Completing an FSR

- [PDF DHHS Boilerplate Changes for FY 2025](#)

### Financial Deep Dive

### How to Complete the SAR



Division of  
Victim Services



OR! Find the Agency Contacts Request at:  
<https://www.research.net/r/CheckContacts>



A close-up photograph of grass blades covered in a thin layer of white frost. The background is a soft, out-of-focus bokeh of light blue and white, suggesting a bright, overcast day. The lighting is soft and diffused, highlighting the texture of the frost on the blades.

Attachments

# Grant Attachments!



Grant Category: Bureau of Community Services Grant Program: Child Advocacy Enhancement - 2025

General Additional Information Documents

Grant Category: Bureau of Community Services Grant Program: Child Advocacy Enhancement - 2025

General Additional Information Documents

Document Name
<a href="#">Standard Agreement Language</a>
<a href="#">Attachment B3 - Equipment Inventory Schedule</a>
<a href="#">Attachment B4 - Indirect Cost De Minimis Rate Calculation Form</a>
<a href="#">Attachment C - Performance/Progress Report Requirements</a>
<a href="#">Attachment E - Program Specific Requirements</a>
<a href="#">Attachment F - Federal Funding Accountability and Transparency Act (FFATA) Reporting</a>
<a href="#">Indirect Costs and Cost Allocation Plan Instructions</a>
<a href="#">Fiscal Review Questionnaire</a>
<a href="#">EGrAMS Application Form</a>

# Attachment B.3

FY 2025

**ATTACHMENT B.3**

MICHIGAN DEPARTMENT OF HEALTH & HUMAN SERVICES  
BUREAU OF GRANTS AND PURCHASING

**EQUIPMENT INVENTORY SCHEDULE**

Please list equipment items that were purchased during the grant agreement period as specified in the grant agreement budget's cost detail schedule - Attachment B.2. Provide as much information about each piece as possible, including quantity, item name, item specifications: *make, model*, etc. Equipment is defined to be an article of ~~non-expendable tangible personal property~~ having a useful life of more than one (1) year and an acquisition cost of \$5,000 or more per unit. Please complete and forward this form to the MDHHS contract manager with the final progress report.

Grantee Name: \_\_\_\_\_ Contract #: \_\_\_\_\_ Date: \_\_\_\_\_

**\$10,000 for Section 250 grantees**



**ATTACHMENT B 4**

Updated May 2025

MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DeMinimis 15% Indirect Rate Calculator  
Fiscal Year 2025 Grant Agreements

**NOT** The Grantee will complete the blue shaded cells.  
The yellow cells will be automatically calculated.

**GRANTEE NAME:**  
**GRANT PROGRAM NAME:**  
**GRANT PROJECT (if applicable):**

**A. TOTAL BUDGETED PROGRAM EXPENSES**

1	Salaries and Wages		
2	Fringe Benefits		
3	Employee Travel and Training/Conferences		
4	Supplies and Materials		
5	Subawards/Subrecipient Services		
6	Contractual - Professional and Personnel Services		
7	Communications		
8	Rent Expense		
9	Space Expenses		
10	Capital Expenditures - Equipment and Facilities		
11	Client Assistance - Rent		
12	Client Assistance - All Other		
13	Other Expenses		
14	Volunteer Salaries and Wages		
15	Volunteer Fringe Benefits		
16	Volunteer Travel and Training		
<b>Total Program Expenses</b>			-

# Indirect & DeMinimis Form

Attachment B4 – Part A

# Indirect & DeMinimis Form

Attachment B4 – Part B

<b>B. EXCLUDED EXPENSES</b>		
	Rent Expense	-
	Capital Expenditures - Equipment and Facilities	-
	Client Assistance -Rent	-
	Tuition Remission	
	Scholarships and Fellowships	
	Participant Support Costs	
	Charges for Patient Care	
	Portion of Subaward in Excess of \$50,000	
	<b>Subrecipient Name</b>	<b>Total Budgeted</b>
1)		-
2)		-
3)		-
4)		-
5)		-
6)		-
7)		-
8)		-
9)		-
10)		-
11)		-
12)		-
13)		-
14)		-
15)		-
16)		-
17)		-
18)		-
19)		-
20)		-
21)		-
22)		-
23)		-
24)		-
25)		-
	<b>Total Excluded Expenses</b>	-
<b>C.</b>	<b>TOTAL BUDGETED MODIFIED DIRECT COSTS</b>	-
<b>D.</b>	<b>CALCULATED BUDGETED DeMINIMIS EXPENSES</b>	

MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES  
**Indirect Costs and Cost Allocation Plan Instructions**  
Effective for Agreements beginning on or after 10/01/2024

**General and Administrative Indirect Expenses**

**1. DeMinimis Rate**

- a. Any non-Federal entity that does not have a negotiated rate, may elect to charge a de minimis rate of 15% of modified total direct costs. No documentation is required to justify the 15% de minimis indirect cost rate.

If chosen, this methodology once elected must be used consistently for all Federal awards until such time the non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do so at any time.

See Title 2 CFR 200.414(f).

- b. Modified Total Direct Costs (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, up to the first \$50,000 of each subaward (regardless of the performance period of the subawards under the award).

MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$50,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

- c. When a grantee selects to utilize the DeMinimis Indirect rate, it must be applied to **all** Federal awards, whether funded by MDHHS or by other sources.

Grant Category: Bureau of Community Services Grant Program: Child Advocacy Enhancement - 2025

General Additional Information Documents

Document Name
Standard Agreement Language
Attachment B3 - Equipment Inventory Schedule
Attachment B4 - Indirect Cost De Minimis Rate Calculation Form
Attachment C - Performance/Progress Report Requirements
Attachment E - Program Specific Requirements
Attachment F - Federal Funding Accountability and Transparency Act (FFATA) Reporting
<b>Indirect Costs and Cost Allocation Plan Instructions</b>
Fiscal Review Questionnaire
EGrAMS Application Form



# Attachment C: Reporting Requirements

## Division of Victim Services Grant Programs PERFORMANCE / PROGRESS REPORT

The Grantee shall submit the following reports to the Michigan Department of Health and Human Services (MDHHS) Division of Victim Services (DVS) to account for the status and effectiveness of activities performed under each Agreement as requested:

### Reporting Grid

Reports are due 30 days after the end of the reporting period (i.e. October reports are due November 30, etc.)

System/ Mode Used	EGrAMS <a href="#">EGrAMS: Home (egrams- mi.com)</a>	DVSGMS (IGX) <a href="https://milogintp.michigan.gov">https://milogintp.michigan.gov</a>	OVC/PMT <a href="#">OJP PMP Login</a>	Email Notification	Upload to DVSGMS (IGX) <a href="https://milogintp.michigan.gov">https://milogintp.michigan.gov</a>	Survey Monkey Link
<b>Monthly</b>						
Financial Status Reports (FSR)	X					
Activity Report		X1			X2	
<b>Quarterly</b>						
Workplan Report	X					
Performance Measures Report			X3			
CAC/S Activity Report	X					
<b>Semi-Annually</b>						
Semi-Annual Activity and		X4			X5	

# Fiscal Questionnaire

## MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES

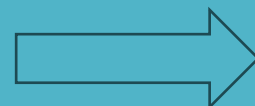
### FISCAL QUESTIONNAIRE

Agency Name: [Click or tap here to enter text.](#)

Fiscal Year: [Click or tap here to enter text.](#)

NOTE: Any question answered N/A must have an explanation in the comment's column.

		Answer	Comments
<b>A. Activities Allowed, Allowable Costs, Cost Principles, Accounting System and Controls</b>			
A.1.	Are grant funds only used on allowable activities and not on items prohibited by the laws, regulations, and provisions of each MDHHS contract and program?	<input type="checkbox"/> Yes <input type="checkbox"/> No	I
A.2.	Are staff aware of the applicable cost principles in Title 2 CFR 200, Subpart E?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
A.3.	Are staff aware of unallowable charges (e.g., alcoholic beverages, bad debts, contingency reserves, contributions and donations, fund raising, use allowances, etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
A.4.	If costs are allocated to multiple funding sources, are they allocated in accordance with benefits received and comply with the cost principles and documented process?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
A.5.	Does the Agency have written accounting policies and procedures for receipt and disbursement of funds, purchasing, and payment of expenses?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
A.6.	Does the Agency have a financial management system that provides for identification of all Federal awards received and expended, and the Federal programs under which they were received? [Title 2 CFR 200.302(b)(1)]	<input type="checkbox"/> Yes <input type="checkbox"/> No	
A.7.	Does the financial management system provide a clear and accurate record of receipt and disbursement of grant funds with separate revenue and expense	<input type="checkbox"/> Yes <input type="checkbox"/> No	



EGrAMS (Grantee > Grantee Office > Update Agency Addl. Info).

A close-up photograph of grass blades covered in a thin layer of white frost. The background is a soft, out-of-focus bokeh of light blue and white, suggesting a bright, overcast day. A semi-transparent white rectangular box is overlaid on the left side of the image, containing the text.

## Grant Boilerplate & Attachment E





Grab your caffeine! This can be a little dry, but includes critical information!



# MDHHS Grant Conditions

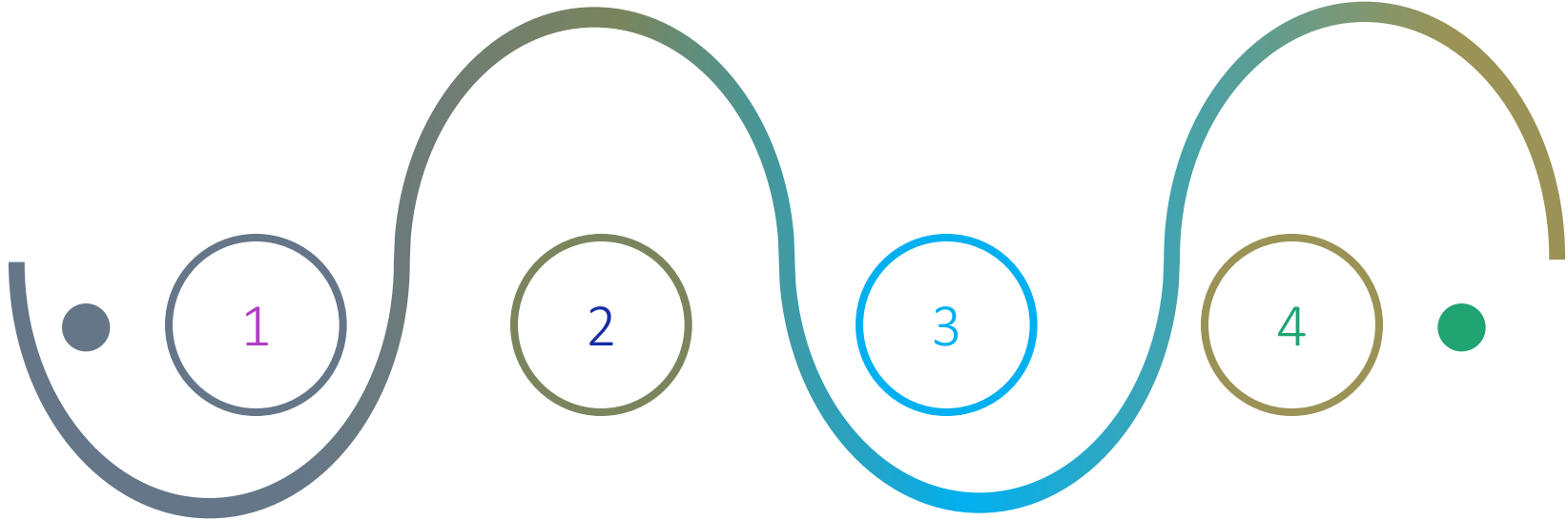
Binding agreement between parties (your Board and DHHS)

```
graph TD; A[Binding agreement between parties (your Board and DHHS)] --> B[Defines your responsibilities regarding what you will provide-services, to whom, when, where, and]; B --> C[DHHS' responsibilities regarding reimbursement];
```

Defines your responsibilities regarding what you will provide-services, to whom, when, where, and

DHHS' responsibilities regarding reimbursement

# DHHS Agreements



**Boilerplate**

MDHHS  
Requirements

**Attachment C**

Reporting  
Requirements

**Attachment E**

Service Specific  
Requirements and  
Federal Special  
Conditions

**Budget**

Budget

# Coversheet & Page One

Agreement #: \_\_\_\_\_

**Grant Agreement Between  
Michigan Department of Health and Human Services  
hereinafter referred to as the "Department"**

**and**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Federal I.D.#: \_\_\_\_\_, UEI# \_\_\_\_\_  
hereinafter referred to as the "Grantee"

**for**

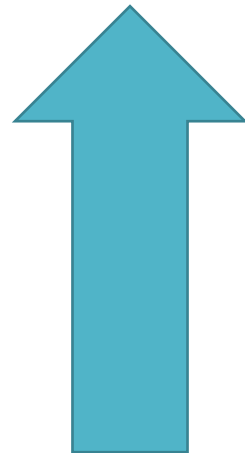
\_\_\_\_\_

**Part 1**

# Coversheet & Page One

## Part 1

Period of Agreement: This Agreement will commence on the date of the Grantee's signature or *XXXX date*, whichever is later, and continue through *XXX Date* . No activity will be performed and no costs to the state will be incurred prior to or the effective date of the Agreement, whichever is later. Throughout the Agreement, the date of the Grantee's signature or , whichever is later, will be referred to as the start date. This Agreement is in full force and effect for the period specified.





## Program Budget and Agreement Amount

### 2. Program Budget and Agreement Amount

#### A. Agreement Amount

The total amount of this Agreement is \$\_\_\_\_. Under the terms of this Agreement, the Department will provide funding not to exceed \$\_\_\_\_. The source of funding provided by the Department can be obtained in the Schedule of Financial Assistance, available on-demand in the EGrAMS electronic grants management system (<http://egramsmi.com/mdhhs>).

The Agreement is designated as a:

- Subrecipient relationship (federal funding); or
- Recipient (non-federal funding).

The Agreement is designated as:

- Research and development project; or
- Not a research and development project.

## Equipment Purchase & Title

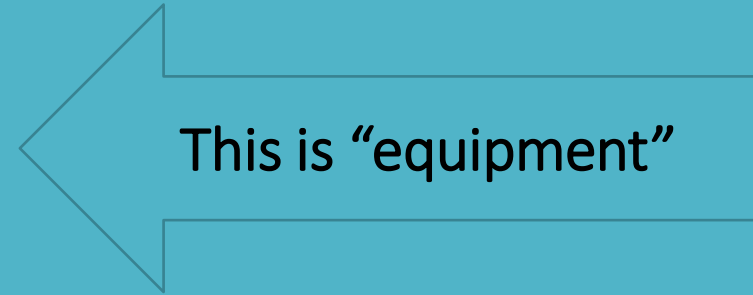
Equipment = tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. **NOTE: The federal requirement for procurement was increased to \$10,000. That amount is reflected in the Section 250 grants and will be in all grants for FY 2026.**

Any Grantee equipment purchases supported in whole or in part through this Agreement must be listed in the supporting **Equipment Inventory Schedule**.

# Equipment Purchase & Title



[This Photo](#) by Unknown Author is licensed under [CC BY-NC](#)



Even if you do this to it



[This Photo](#) by Unknown Author is licensed under [CC BY](#)



This Photo by Unknown Author is licensed under [CC BY](#)

# Equipment

1/2/2025

You do not need to bundle everything– but each individual supply needs to have a use if not bundled.





# Deviation Allowance

1. A deviation allowance modifying an established budget category by \$10,000 or 15%, whichever is greater, is permissible without prior written approval of the Department.
2. Any modification or deviations in excess of this provision, including any adjustment to the total amount of this Agreement, must be made in writing, and executed by all parties through an amendment to this Agreement before the modifications can be implemented.
3. This deviation allowance does not authorize new categories, subcontracts, equipment items or positions not shown in the attached Program Budget Summary and supporting detail schedules.

## Why is this important?

- Can't charge a line item for which there is no funding budgeted
- Can't charge any staff that are not budgeted.
- Written contract amendment only for changes

# Special Conditions – What is in a name?

## **Special Conditions:**

- A. This Agreement is valid upon approval and execution by the Department which may be contingent upon approval by the State Administrative Board and signature by the Grantee.
- B. This Agreement is conditionally approved subject to and contingent upon the availability of funds.
- C. Based on the availability of funding, the Department may specify the amount of funding the Grantee may expend during a specific time period within the Agreement Period.
- D. The Department will not assume any responsibility or liability for costs incurred by the Grantee prior to the start date of this Agreement.
- E. The Grantee is required by 2004 PA 533 to receive payments by electronic funds transfer.

Federal grants also have “Special Conditions”. These are not those

# Publication Rights

The State of Michigan shall have copyright, property and publication rights in all written and visual material or other work products ...

The Contractor shall not publish or distribute any printed or visual material relating to the services ...

Written materials are generally not allowed in DVS grants.

Part II  
General Provisions

I. Responsibilities - Grantee  
The Grantee in accordance with the general purposes and objectives of this agreement shall:

A. Publication Rights

1. Copyright materials only when the Grantee exclusively develops books, films or other such copyrightable materials through activities supported by this Agreement. The copyrighted materials cannot include recipient information or personal identification data. Grantee grants the Department a royalty-free, non-exclusive and irrevocable license to reproduce, publish and use such materials copyrighted by the Grantee and authorizes others to reproduce and use such materials.
2. Obtain prior written notification from the State of Michigan before reproducing or using any materials developed by the Grantee. The State of Michigan may modify the material copyrighted by the Grantee and may combine it with other copyrightable intellectual property to form a derivative work. The State of Michigan will own all rights in and to the materials and other intellectual property rights in and to the materials, including any rights or interest granted in the materials. The Grantee ceases to conduct business and support the copyrightable materials of the State of Michigan when the Grantee ceases to conduct business and support the copyrightable materials of the State of Michigan. The Grantee grants the State of Michigan a license to the copyrightable materials of the Grantee. The Grantee has the right to use the copyrightable materials of the Grantee for the purpose of the Agreement and all other activities related to the Agreement.
3. Obtain prior written notification from the State of Michigan before reproducing or using any materials developed by the Grantee. The Grantee shall notify the State of Michigan within 60 days before reproducing or using any materials developed by the Grantee. The Grantee shall notify the State of Michigan within 60 days before reproducing or using any materials developed by the Grantee.
4. Notify the State of Michigan within 60 days before reproducing or using any materials developed by the Grantee. The Grantee shall notify the State of Michigan within 60 days before reproducing or using any materials developed by the Grantee.
5. Not make any reproduction or use of any materials developed by the Grantee, without prior written authorization from the State of Michigan, without prior written authorization from the State of Michigan.

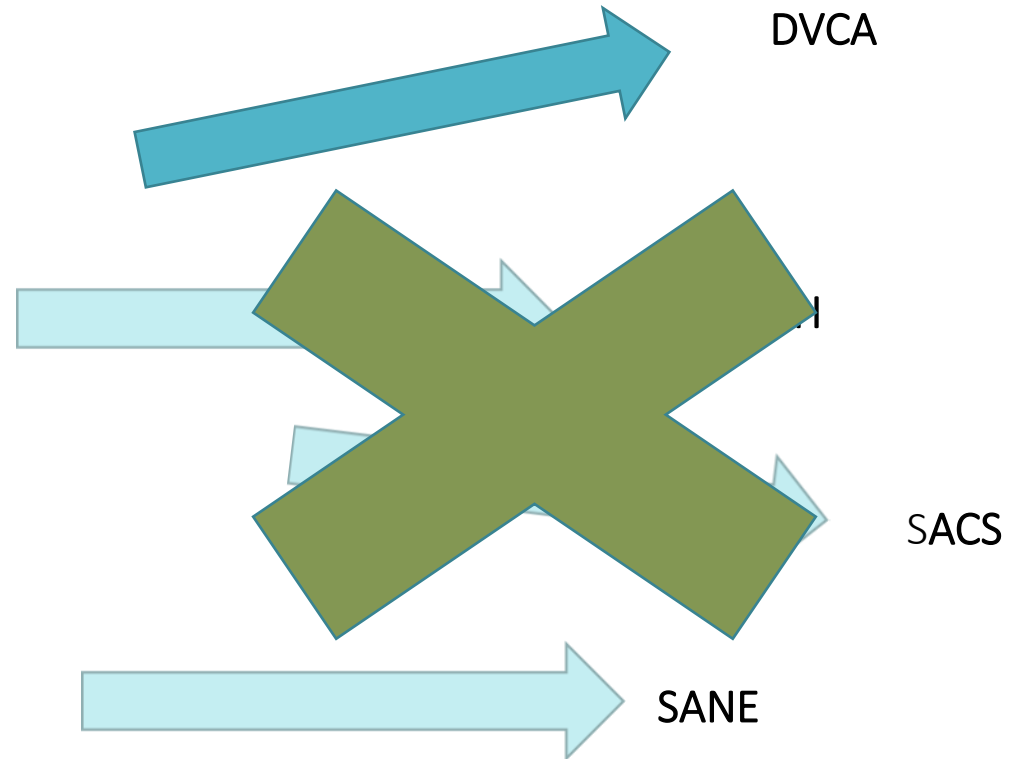
Review Attachment E



# Fees

- Guarantee that any claims made to the Department under this Agreement will not be financed by any sources ...

Beautiful shirt charged to CAC





# Grant Program Operation

1. Provide the necessary administrative, professional, and technical staff for operation of the grant program.
2. The Grantee must obtain and maintain all necessary licenses, permits or other authorizations necessary for the performance of this Agreement.
3. Use an accounting system that can identify and account for the funds received from each separate grant, regardless of funding source, and assure that grant funds are not commingled.

# Reporting

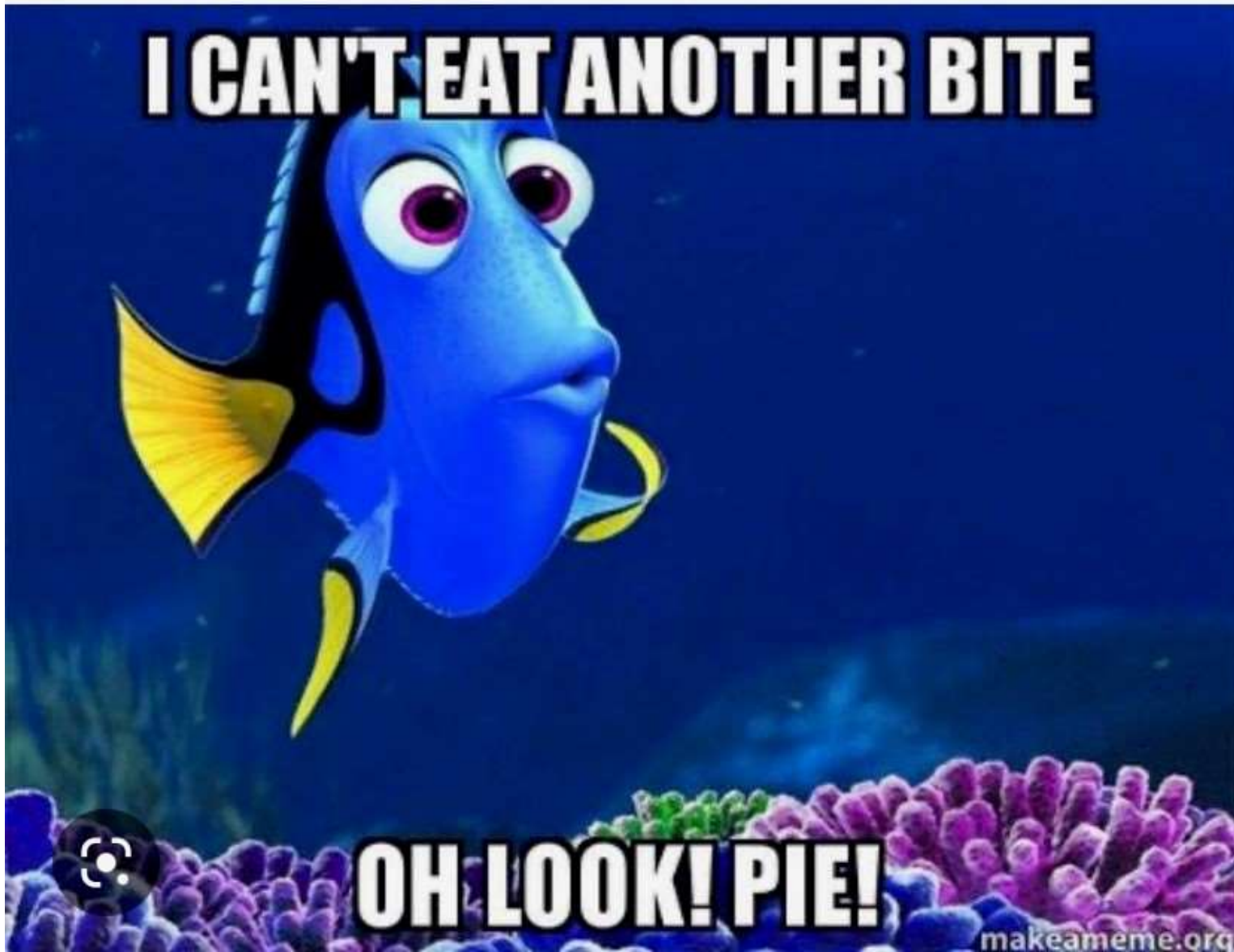
Utilize all report forms and reporting formats required by the Department at the start date of this Agreement and provide the Department with timely review and commentary on any new report forms and reporting formats proposed for issuance thereafter.

# Record Maintenance/ Retention

Maintain adequate program and fiscal records and files, including source documentation, to support program activities and all expenditures made under the terms of this Agreement, as required.

The Grantee must assure that all terms of the Agreement will be appropriately adhered to and that records and detailed documentation for the grant project or grant program identified in this Agreement will be maintained for a period of not less than **seven years** from the date of termination, the date of submission of the final expenditure report or until litigation and audit findings have been resolved.

This section applies to the Grantee, any parent, affiliate, or subsidiary organization of the Grantee and any subcontractor that performs activities in connection with this Agreement.



www.shutterstock.com - 2550774

Questions?

# Authorized Access – Cliff note edition

## Permit

Access to records

With 10 calendar days notice

To review **records, papers, files, documentation and personnel** related to this Agreement

## Acknowledge

Acknowledge the rights of access in this section are not limited to the required retention period.

**The rights of access will last as long as the records are retained.**

## Cooperate and provide

Cooperate and provide reasonable assistance ...to individuals **have access to the Grantee's grant records.**




# Audits – Exempt from Single Audit

## Financial Statement Audit



Grantees exempt from the Single Audit (that are required to submit an exemption notice) must also submit a Financial Statement Audit in accordance with the generally accepted audit standards.



If there are audit findings, the Grantee must also submit a corrective action plan.

# Audits – Required to have a single audit

## Single Audit

State, local government, non-profit organizations that expend ~~\$750,000~~ **\$1,000,000** or more in federal awards.

If there are audit findings, the Grantee must submit a corrective action plan in accordance with Federal Regulations.

# Audit – Due Dates & Where to Send

1. The required audit and any other required submissions ...must be submitted to the Department within the earlier of **30 calendar days after receipt of the auditor's report(s)** or **nine months after the end of the Grantee's fiscal year** by e-mail to MDHHS-AuditReports@michigan.gov.
2. Single Audit reports must be submitted simultaneously to the Department and Federal Audit Clearinghouse, in accordance with 2 CFR 200.512(a). The required submissions must be assembled in PDF files and compatible with Adobe Acrobat (read only).
3. The subject line must state the agency name and fiscal year end. The Department reserves the right to request a hard copy of the audit materials if for any reason the electronic submission process is not successful.

# Audit – Penalties for Delinquent Materials



If the Grantee does not submit the required Single Audit or Financial Related Audit, ..,the Department may withhold from any payment from the Department to the Grantee an **amount equal to five percent of the audit year's grant funding (not to exceed \$200,000)**



Delinquent Audit Exemption Notice Failure to submit the Audit Exemption Notice, may result in withholding from any payment from Department to the Grantee an amount equal to **one percent of the audit year's grant funding** until the Audit Exception Notice is received.

Other Audits The Department or federal agencies may also conduct or arrange for agreed upon procedures or additional audits to meet their needs.



Provide timely notification to the Department, in writing, of any action by its governing board or any other funding source that **would require or result in significant modification in the provision of:**

1. Activities
2. Funding
3. Compliance with operational procedures



# Software Compliance



Ensure software compliance and compatibility with the Department's data systems



All required data under this Agreement must be provided in an accurate and timely manner without interruption, failure or errors due to the inaccuracy of the Grantee's business operations for processing data.



All information systems, electronic or hard copy, that contain state or federal data must be protected from unauthorized access.

# Human Subjects

Comply with Federal Policy for the Protection of Human Subjects, 45 CFR 46. ....

\*\*\*Lots of information to read here, but DVS does not have Human Subject grants\*\*\*

# Mandatory Disclosures

The Grantee must disclose to the Department within 14 days:

Litigation, investigation, arbitration or other proceeding involving the Grantee or subcontractor or an officer or director of the Grantee or subcontract...

- All violations of federal and state criminal law involving fraud, bribery, or gratuity violations potentially affecting the Contract.
- A criminal proceeding;
- A parole or probation Proceeding;
- A Proceeding under the Sarbanes-Oxley Act;
- A civil Proceeding involving:
  - *A claim that might reasonable be expected to adversely affect Grantee's viability or financial stability, or*
  - *A governmental or public entity's claim or written allegation of fraud; or*
- A proceeding involving any license that Grantee is required to possess in order to perform under the Contract.

Notify the Department 90 calendar days before the effective date of a change in Grantee's ownership or executive management.

# Conflict of Interest and Code of Conduct Standards

Be subject to the provisions of 1968 PA 317, as amended, 1973 PA 196, as amended, and 2 CFR 200.318 (c)(1) and (2).

Uphold high ethical standards. The following is prohibited:

- Holding or acquiring an interest that would be conflict with this Agreement;
- Appearance of impropriety
- Attempting to influence or appearing to influence any State employee
- Paying or agreeing to pay any person, other than employees and consultants working for Grantee, any consideration contingent upon the Contract.

Immediately notify the Department of any violation or potential violation of these standards.

This also applies to subcontractor that performs activities in connection with the Contract.

# Travel

Be reimbursed for travel costs (including mileage, meals, and lodging) budgeted and incurred related to activities provided under this Agreement.

a. If the Grantee has a documented policy related to travel reimbursement for employees and if the Grantee follows that documented policy, the Department will reimburse the Grantee for travel costs at the Grantee's documented reimbursement rate for employees.

Other

- DHHS will pay at your travel rate if you have one and use it.

b. Sta

http:

- If not, use the State travel rates

c. Int

- International travel must be approved and budgeted

budget.



# Federal Funding Accountability and Transparency Act (FFATA)

Complete and upload the FFATA Executive Compensation report to the EGrAMS agency profile if:

a. The Grantee's federal revenue was 80% or more of the Grantee's annual gross revenue; AND

b. Grantee's gross revenue from federal awards was \$25,000,000 or more; AND

c. The public does not have access to the information about executive officers' compensation through periodic reports filed under Section 13(a) or 15

(d) of the Securities Exchange Act of 1934 or Section 6104 of the Internal Revenue Code of 1986. 2. The FFATA Executive Compensation report template can be found in EGrAMS documents.

# Insurance Coverages



1. Maintain at least a minimum of the insurances... below. All required insurance or self-insurance must:
  - a. Protect the state of Michigan from claims that may arise out of, are alleged to arise out of, or result from Grantee's or a subcontractor's performance;
  - b. Be primary and non-contributing to any comparable liability insurance (including self-insurance) carried by the state; and
  - c. Be provided by a company with an A.M. Best rating of "A-" or better and a financial size of VII or better.

Review your contract – there is a list of required insurances!

# Criminal Background Check

Anyone with **access to client information** must have:

- a. ICHAT: Home Page - ICHAT Menu (michigan.gov)
- b. Michigan Public Sex Offender Registry: <http://www.mipsor.state.mi.us>
- c. National Sex Offender Registry: <http://www.nsopw.gov>

Those **working with children** must have a Central Registry (CR) check.

# Criminal Background Check

Require those working under this Contract who works directly with clients or has access to client information to:

- Notify the Grantee in writing of criminal convictions, pending felony charges, or placement on CR as a perpetrator, at hire or within 10 days of the event after hiring.
- Make determinations as to the ability to perform work based on ICHAT and CR results.
- Require anyone who may have access to any databases of information **maintained by the federal government** that contains confidential or personal information to have a fingerprint background check performed by the Michigan State Police.

**Can't wait to make a huge  
Thanksgiving dinner  
so my child can eat one  
roll.**



CRAFTYMORNING.COM

Questions?



# Assurances: Compliance with Applicable Laws

The Grantee will comply with:

1. Applicable federal and state laws, guidelines, rules and regulations in carrying out the terms of this Agreement.
2. All applicable general administrative requirements, such as 2 CFR 200, covering cost principles, grant/agreement principles and audits, in carrying out the terms of this Agreement.
3. All applicable requirements in the original grant awarded to the Department if the Grantee is a subgrantee.

The Department ...may then terminate this Agreement under Part 2, Section V.



**The Grantee will comply with the Anti-Lobbying Act**

(31 U.S.C. 1352) as revised by the Lobbying Disclosure Act of 1995 (2 U.S.C. 1601 et seq.), Federal Acquisition Regulations 52.203.11 and 52.203.12, and Section 503 of the Departments of Labor, Health & Human Services, and Education, and Related Agencies section of the current fiscal year Omnibus Consolidated Appropriations Act..

# Assurances:

Non-Discrimination

Race	National Origin	Color	Sex
Disability	Religion	Age	Height
Weight	Familial Status	Partisan Considerations	Genetic Information

The Grantee must comply with the Department's non-discrimination statement: ...does not discriminate against any individual or group on the basis of:

Sex-based discrimination includes, but is not limited to, discrimination based on sexual orientation, gender identity, gender expression, sex characteristics, and pregnancy.”

This includes any subcontractors.

# Assurances:

## Non-Discrimination

The Grantee will comply with all federal and state statutes. These include but are not limited to:

a. Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination based on race, color or national origin;

b. Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, 1685-1686), which prohibits discrimination based on sex;

c. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination based on disabilities;

d. The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination based on age;

e. The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination based on drug abuse;

f. The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970 (P.L. 91-616) as amended, relating to nondiscrimination based on alcohol abuse or alcoholism;

g. Sections 523 and 527 of the Public Health Service Act of 1944 (42 U.S.C. 290dd-2), as amended, relating to confidentiality of alcohol and drug abuse patient records;

h. Any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made; and,

i. The requirements of any other nondiscrimination statute(s) which may apply to the application.

# Assurances: Debarment and Suspension

The grantee certifies that its employees and subcontractors:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department of contractor;
2. Within 5 years, have not been convicted of or had a civil judgment rendered against them;
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity;
4. Within 5 years, have not had one or more public transaction terminated for cause or default; and
5. Have not committed an act of so serious or compelling nature that it affect the Grantee's present responsibilities.



# Assurances:

## Federal Requirement: Pro-Children Act of 1994

1. Smoking not be permitted in any portion of any indoor facility owned or leased or contracted by and used routinely or regularly for the provision of health, day care, early childhood development activities...
2. Any activity funded in whole or in part through this Agreement will be delivered in a smoke-free facility or environment. **Smoking must not be permitted anywhere in the facility, or those parts of the facility under the control of the Grantee**





# Assurances:

Hatch Act & Intergovernmental Personnel Act

Federal funds cannot be used for partisan political purposes ...

Assurances:  
Employee Whistleblower Protections

Clean Air Act and Federal Water Pollution Control Act 41 U.S.C. 4712

**Employee Whistleblower Protections** -The Grantee will comply with 41 U.S.C. 4712 and must insert this clause in all subcontracts.

**Clean Air Act and Federal Water Pollution Control Act**  
– Anyone working on this Agreement will be subject to the and must comply with all applicable standards



## Assurance: Victims of Trafficking and Violence Protection Act - P.L. 106-386

Anyone working on this Agreement will be subject to P.L. 106-386 and must comply with all applicable standards, orders or regulations issued pursuant to this Act. Violations must be reported to the Department.





# Subcontract

For any subcontracted service, activity, or product, the Grantee will ensure:

1. That a written subcontract is executed by all affected parties prior to the initiation of any new subcontract activity.
2. That any executed subcontract to this Agreement must require the subcontractor to comply with all applicable terms and conditions of this Agreement.
3. That the subcontract does not affect the Grantee's accountability to the Department for the subcontracted activity.
4. That any billing or request for reimbursement for subcontract costs is supported by a valid subcontract and adequate source documentation on costs and activities;
5. That the Grantee will submit a copy of the executed subcontract if requested by the Department.



# Assurances: Procurement - 2 CFR 200

1. Grantee will ensure that all purchase transactions, whether negotiated or advertised, are conducted openly and competitively in accordance with the **principles and requirements of 2 CFR 200**.
2. Funding from this Agreement must not be used for the purchase of **foreign goods or services**.
3. Preference must be given to goods and services manufactured or provided by **Michigan businesses and Michigan businesses owned and operated by veterans**, if they are competitively priced and of comparable quality.
4. Records must be sufficient to document the significant history of all purchases and must be maintained for a minimum of **seven years** after the end of the Agreement period.

# Assurances:

## Health Insurance Portability & Accountability Act

To the extent that the Health Insurance Portability and Accountability Act (HIPAA) is applicable to the Grantee under this Agreement, the Grantee assures that it is in compliance with requirements of HIPAA including the following:

The Grantee must not share any protected health information ...

The Grantee will ensure that any subcontractor will have the same obligations as the Grantee not to share any protected health data

....

The Grantee must only use the protected health data and information for the purposes of this Agreement.

The Grantee must have a policy and procedure to immediately report to the Department any suspected or confirmed unauthorized use or disclosure of protected health information ...

Failure to comply with any of these contractual requirements may result in the termination of this Agreement in accordance with Part 2, Section V.



# Website Incorporation

The Department is not bound by any content on Grantee's website or other internet communication platforms or technologies, unless expressly incorporated directly into this Agreement.

# Assurances: Survival

The provisions of this Agreement that impose continuing obligations will survive the expiration or termination of this Agreement.

# Confidentiality

The Grantee agrees that it will use confidential information will:

1. Be used solely for the purpose of this Agreement.
2. Be held in strict confidence
3. Not be copied, reproduced, sold, transferred or otherwise disposed of, given or disclosed to third parties other than employees, agents, or subcontractors of a party ...or to use such confidential information for any purpose whatsoever other than the performance of this Agreement.

The Grantee must take all reasonable precautions to safeguard the confidential information. These precautions must be at least as great as the precautions the Grantee takes to protect its own confidential or proprietary information.

**Please read your grant & Attachment E!**

**For a detailed definition of “Confidential Information” Also review the Grantee Guidelines requirements**



# Financial Status Report Submission

The Grantee must electronically prepare and submit FSRs on Egrams

FSRs must be submitted on a monthly basis, no later than 30 days after the close of each calendar month.

The monthly FSRs must reflect total actual program expenditures, up to the total agreement amount.



# Final Obligations and Financial Status Reporting Requirements

## Department-wide Payment Suspension:

- A temporary payment suspension is in effect on agreements during the department's year-end closing period beginning September 20 until Mid-November.
- FSRs through August period should be submitted by September 15 to ensure payment before suspension period.

## Final FSRs:

- Due 30 days following the end of the fiscal year or agreement period. **That was October 30!**
- The Final FSR must be marked "FINAL."
- Final FSRs not received by the due date may result in the loss of funding requested and may result in the potential reduction in subsequent year's agreement amount.

# Indirect Costs

The Grantee may use an approved federal or state indirect rate in their budget calculations and financial status reporting.

If the Grantee does not have an existing approved federal or state indirect rate, they may use a 15% de minimis rate in accordance with 2 CFR 200 to recover their indirect costs.

Subrecipients may elect to use the cost allocation method to account for indirect costs in accordance with § 200.405(d).

# Agreement termination

MDHHS may terminate this Contract by:

1. Either party giving 30 days written notice to the other party stating the reasons for termination and effective date.
2. Either party with 30 days prior written notice upon the failure of either party to carry out the terms and conditions of the Contract, and the alleged defaulting party is given notice of the alleged breach and fails to cure the defect within a 30-day period.
3. Immediately if:
  - a) the Grantee or an official of the Grantee or an owner is convicted of any activity referenced in Part 2 Section III.
  - b) The Department determines that Grantee fails or has failed to meet its obligations under Part 2 Section III.
  - c) Endangers the value, integrity, or security of any facility, data, or personnel; or (ii) engages in any conduct that may expose the State to liability. F
  - d) By mutual agreement of both parties

# Stop Work Order



- a) The Department may suspend any or all activities under this Contract at any time.
- b) The Department will provide the Grantee with a written stop order detailing the suspension.
- c) Grantee must comply with the stop work order upon receipt.
- d) The Department will not pay for Activities, Grantee's lost profits, or any additional compensation during a stop work period.

1/2/2025

## Severability



Severability If any part of this Agreement is held invalid or unenforceable by any court of competent jurisdiction, that part will be deemed deleted from this Agreement and the severed part will be replaced by agreed upon language that achieves the same or similar objectives. The remaining parts of the Agreement will continue in full force and effect.



# Waiver

Waiver Failure by the Department to enforce any provision of this Agreement will **not constitute a waiver of the Department's right to enforce any other provision of this Agreement**



# Amendments

1. Any changes to the Contract will be valid only if made in writing and accepted by the parties to the agreement.
2. Grantee refusal to sign and amendment can result in cancelling the agreement



# Liability

The Grantee assumes all liability to third parties, loss, or damage because of claims, demands, costs, or judgments arising out of activities, such as but not limited to direct activity delivery, to be carried out by the Grantee in the performance of this Agreement....

*Read your contract!*





You made it  
through the DHHS  
Boilerplate!

## JELL-O MOLDS



How to avoid being asked to bring a disk to pass ever again

Attachment E



TOTAL INDIRECT EXPENSES	4,052.00	4,052.00	0.00	0.
TOTAL EXPENDITURES	44,576.00	44,576.00	0.00	0.

**Division of Victim Services Grant Programs  
Child Advocacy Centers (CAC/CACV)  
PROGRAM SPECIFIC REQUIREMENTS  
FY 2023**

**NOTE: \*Please refer to the DVS Grantee Guidelines for additional information.**

**A. Expanding Inclusion**

The Grantee understands, acknowledges, and respects the uniqueness of individuals and families served. Services and supports offered shall respect the differing realities, values, and beliefs of victims/survivors with a consistent promotion of non-violent inclusionary practices. The Grantee shall utilize intervention strategies and supports that will honor and respect the individual cultures, needs, and identities of victims/survivors and their loved ones (including linguistic, geographic, religious, economic, ethnic, racial, developmental, disability, sexual orientation, and gender identity) in a safe, inclusive, and welcoming environment.

**B. Client Records – (STOPL and STOPC grantees exempt)**

For each eligible client served under this Agreement, the Grantee shall maintain client case records including significant contacts with the victim/survivor and significant events including at a minimum: \*

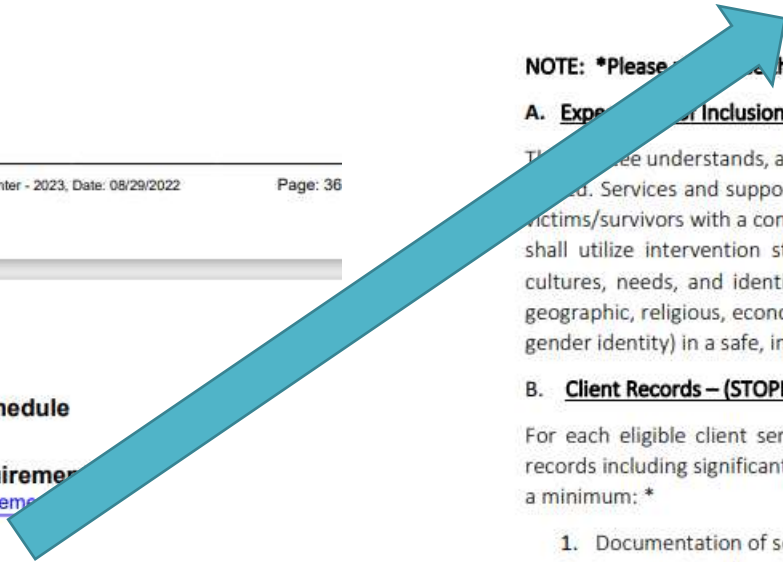
1. Documentation of services eligibility.
2. Reason victim/survivor is seeking assistance.
3. Demographic information when available (e.g., age, gender, etc.)
4. Date/times of contacts and services provided.
5. Units/length of service provided.
6. Options presented/services explained, information/referrals provided, and safety planning.
7. Method of service delivery (e.g., in person, phone, videoconference).
8. Other material related to this Agreement as may be specified by Michigan Department of Health and Human Services (MDHHS)-DVS.

**C. Credentials**

The Grantee shall assure that appropriately credentialed or trained staff/volunteers under its control, including Grantee employees, volunteers and/or subgrantees, shall perform functions under this Agreement.

The Grantee shall assure that staff, including those who are credentialed and/or licensed, performing functions under this Agreement be specifically trained to provide services to the target population. Training should include at a minimum:

- B3** **Attachment B3 - Equipment Inventory Schedule**  
[Attachment B3 - Equipment Inventory Schedule](#)
- C** **Attachment C - Performance Report Requirements**  
[Attachment C - Performance/Progress Report Requirements](#)
- E** **Attachment E - Program Requirements**  
[Attachment E - Program Specific Requirements](#)



# Attachment E

## “Universal” section

- Expectation of Inclusion
- Client Records
- Credentials
- Program Administration & Service Delivery
- Criminal Background Check Policy
- Inclusivity of Services
- Audit Requirements
- Client Confidentiality
- General Terms and Conditions
- Special Conditions



Universal Section



Grant Specific Section

The MDHHS ‘boilerplate’ cannot be modified. Any additional information, clarifications or requirements needs to be included in Attachment E.



# Attachment E: Universal Section Expectation of Inclusivity



# Attachment E: Universal Section Client Records

Documentation of services eligibility.

Reason victim/survivor is seeking assistance

Demographic information when available (e.g., age, gender, etc.)

Date/times of contacts and services provided

Units/length of service provided

Options presented/services explained

Documents signed by the survivor

# Attachment E: Universal Section -Credentials -

The Grantee shall assure that employees, volunteers, and contractors, including those who are credentialed and/or licensed, performing functions under this Agreement be specifically trained to provide services to the target population. Training should be documented and include at a minimum

## Pre-Service Training

The Grantee shall follow acceptable practices for, and document, the orientation, development and basic introductory training of direct service employees, contractors, and volunteers. Training content must be compatible with the Division of Victim Services (DVS) philosophy and be provided to those individuals providing services under this Agreement.

New employees, contractors, and volunteers must be fully trained before providing direct client services.

## In-Service Training

Grantee shall provide and document in-service training opportunities for staff on an on-going basis (including clinical supervision and peer review, if appropriate).

## Civil Rights Officer Training

All DVS-funded grant administrators and/or identified Civil Rights Officer must complete the required training on federal civil rights laws and non-discrimination provisions of DOJ implementing regulations annually.

## Attachment E: Universal Section Conflict of Interest Policies

- Grantees & Subgrantees must be free for conflict of interest – including the appearance of a conflict
- Policies must be in place – but does not have to be a stand-alone policy. Must address:
  - Hiring of staff, volunteers and/or interns and the selection of Board members
  - Procurement
  - Process used to determine services, receipt of donations, allocation of client assistance.



# Attachment E: Universal Section Conflict of Interest Policies

Any conflicts or potentials must be reported

IGX Conflict of Interest report must be updated to report a conflict within 30 days

Disclosure is only required once unless staff, board/leadership member of volunteer's position changes

# Attachment E: Universal Section Grantee Notifications

Any emergency causing interruption in services

Any known breach of confidentiality

Adverse media regarding the project

Suspected and/or confirmed fraud



# Attachment E: Universal Section -Grantee Notifications



# Attachment E: Universal Section Administrative Oversight

## Day to Day Management

- Assume full responsibility for day-to-day management

## Staff Administration

- Administrative staff conducted in accordance with the following principles
  - Professional
  - Ethical
  - Legal

## Expenditures

- Grant funds must be:
  - Accounted for
  - Tracked separately from non-grant funds
  - Only be used to support allowable expenses and activities

## Staff Selection

- Recruit staff that are:
  - Diverse
  - Reflective of the community, clients served and the geographic service area

# Attachment E: Universal Section Inspections



Requirements have been clarified!



Annual health and safety inspections are required at every location in which DVS funded client services are physically being provided.



Public/governmental buildings where shelter/residential services are not provided do not need a separate inspection.

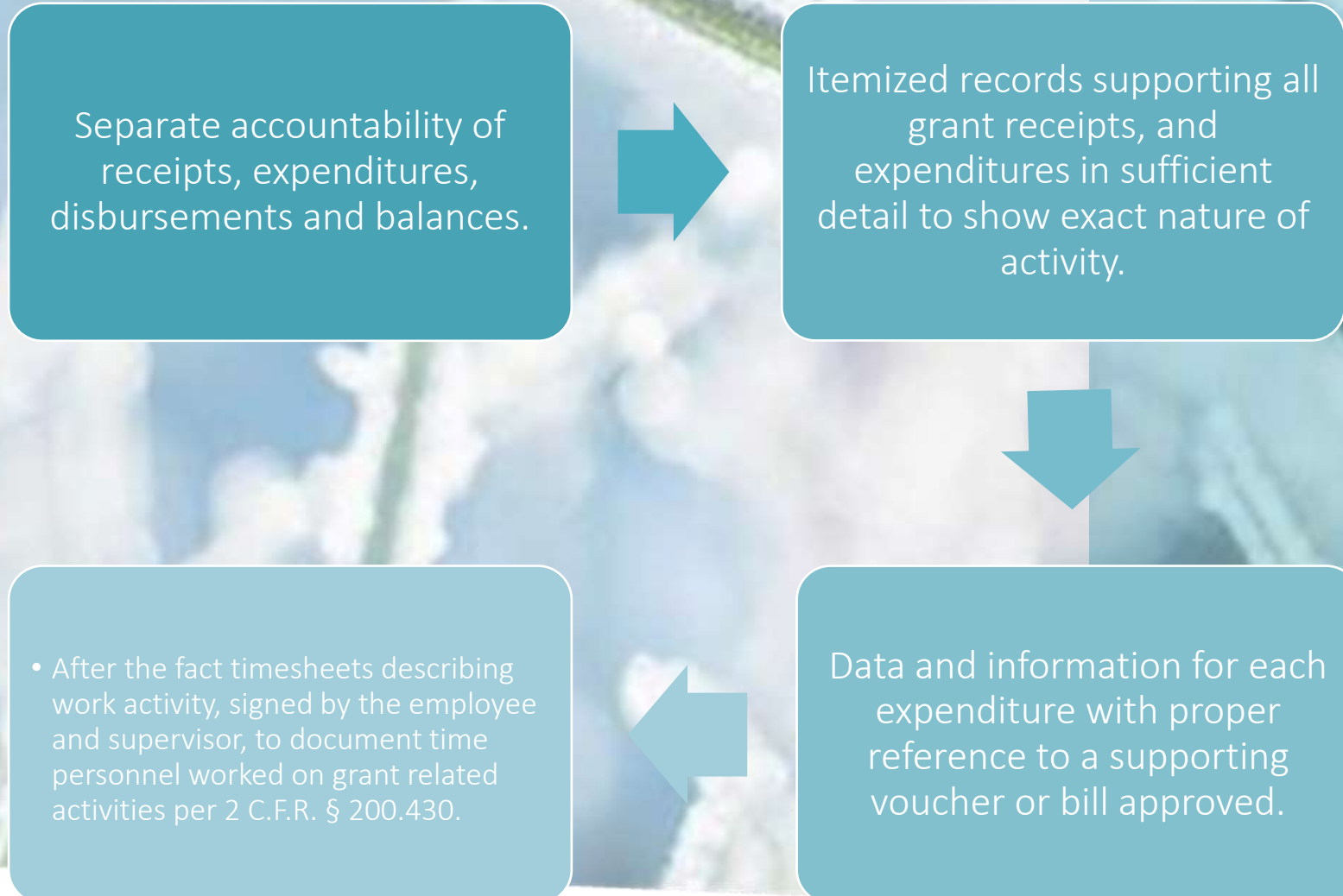


Grantees must maintain a record of inspections for locations where an inspection is required.

# Inspections

Type of Facility	Services being provided at location	Is a health and safety inspection required?
Governmental building (State, Tribal, municipal, courthouse, county building, hospital, etc.)	Counseling, supportive services, STOP law enforcement and prosecution activities, SANE activities	No
Governmental building (State, Tribal, municipal, etc.)	Shelter	Yes
Public buildings (restaurants, hospitals, etc.)	Counseling, supportive services	No
Non-Profit organization owned/rented facility	Shelter	Yes
Non-Profit organization owned/rented facility	Counseling, supportive services	Yes

# Attachment E: Universal Section– Fiscal Accountability



# Attachment E: Universal Section- Fiscal Accountability

The Grantee must maintain a clear audit trail for each source of funding for each fiscal budget period and include:

Maintenance of payroll authorizations

Maintenance of records supporting charges for fringe benefits

Maintenance of billing records for consumable supplies

Maintenance of inventory records for equipment purchased, rented, and donated

Maintenance of travel records.

Provisions for payment by check

Lease agreements, contracted services, and equipment purchases that adhere to established procurement policies.



## Attachment E: Universal Section- Fiscal Accountability

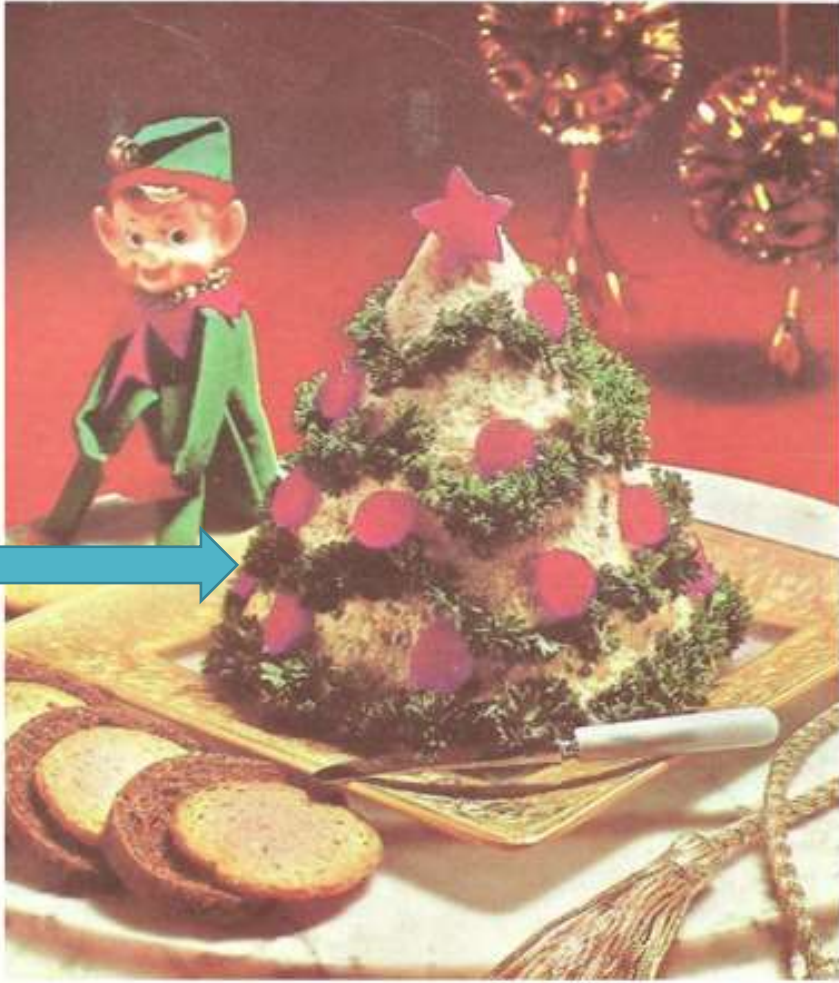
### **REMINDER:**

- Cash from grant funds may not be given directly to service participants.
- The Grantee shall not exceed a consultant rate of \$650 per day or \$81.25 per hour.

## Attachment E: Universal Section - Fiscal Accountability

- Misuse of award funds may result in a range of penalties – See contract for details!
- The Grantee's budget is approved reported expenses are subject to audit and must comply with Federal regulations...
- It is the Grantee's responsibility to ensure budgeted expenses comply with Federal regulations...
- The Grantee shall not purchase promotional items for distribution or fundraising using contract funds.

## Tuna Christmas Tree



Tuna  
Tree

Originally published in Better Homes and Gardens®  
publications. <http://www.bhg.com/recipes>

# Attachment E: Universal Section-Confidentiality

*This is in addition to the DHHS Boilerplate!*

The Grantee shall maintain client confidentiality consistent with... at all times by:

1. Restricting the use or disclosure of information concerning service and/or service participants,
2. Informing victims/survivors of any requests for information,
3. Requiring a **signed, voluntary, time-limited, written client consent that includes a statement informing individuals that opting not to sign the release does not prohibit or restrict their access to services.**

There are specific exceptions for Law Enforcement & Prosecution

# Attachment E: Universal Section- Crime Victims Compensation Program Requirements

- Assist crime victim/survivors in seeking and applying for crime victim compensation benefits.
- Maintain a supply of crime victim compensation brochures and applications
- Establish policies and procedures to identify clients who may be eligible
- Ensure staff are familiar with the crime victim compensation program,
- Help clients in filling out applications, assist with checking on claim status.

Crime Victim Compensation training on MiVAN, the DVS Crime Victims Comp program can provide training upon request.

# Reproductive Health Options and Services

Based on rights guaranteed by Article I, Section 28 of the Michigan Constitution, **service participants shall have equal access to information about all reproductive health options and services.** If the subgrantee organization does not provide participants with information about how to access all reproductive health options and services for any reason, including, but not limited to, moral or religious objections, the subgrantee must have a MOU or linkage agreement with another provider that will ensure participants have access to all reproductive health options and services. “Reproductive health options and services” specifically means medically accurate information about contraception, abortion, STI and HIV testing, HIV counseling, cancer screening, and HPV vaccination.



# Ineligible costs and Activities

Direct cash assistance to victims.	Most medical costs (including nursing home care, in-patient treatment, hospital, and non-emergency medical or dental treatment).	Prevention of crime activities or activities that assist in prosecution of perpetrators.	Perpetrator rehabilitation (does not apply to STOPC grants)	Property loss such as replacement of stolen or damaged property.	Substance abuse counseling for victims when not related to victimization.
Alcohol, food (except emergency food for victims) and entertainment costs.	Bonuses or commissions.	Construction, capital improvement, or land acquisition (purchase of real property).	Costs associated with Boards including insurance and fees.	Costs not associated with direct services to victims.	Expenses incurred outside of the grant period.
solicitation of gifts and applications.	Inherently (or explicitly) religious activities.	Legal fees of applicant.	Lobbying.	Needs assessments, research projects and studies.	State and local taxes.
	Services to perpetrators	Staff, board, volunteer, and training food and beverage costs	Development of written materials (newsletters, survivor handbooks, etc.)	Generalized statewide training or training of allied professionals (e.g., law enforcement, social service agencies, or prosecutors) or curriculum development.	

# Attachment E: Universal Section-Federal Special Conditions



**Grantees must comply with the applicable federal Special Conditions.** The special conditions reference the recipient or any subrecipient. The recipient is the State of Michigan. Subrecipients include grantees and any organization for which the Grantee has subcontracted funding for program implementation.



The conditions of this award are material requirements of the award. Compliance with any certifications or assurances submitted by or on behalf of the recipient that relate to conduct during the period of performance also is a material requirement of this award.



Failure to comply with any one or more of these award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or a certification or assurance related to conduct during the award period -- may result in the withholding of award funds, disallowed costs, or suspension or termination of the award. OVW/OJP also may take other legal action as appropriate.



By acceptance of this award, grantees agree to follow the applicable set(s) of terms and conditions that are available at <https://www.michigan.gov/mdhhs/safety-injury-prev/publicsafety/crimevictims/grants-and-funding/current-grantees/terms-and-conditions>



# Attachment E – Program Specific Section

# Attachment E – Program Specific Section Program Name & Description

## Program Name and Description

**Program Name:** Domestic Violence - Specialized Services

**Legal Authority(ies):** 42 U.S.C. § 10601

**Federal Assistance #:** 16.575 - Crime Victim Assistance

**Purpose/Program Description:** The purpose of this program is to provide support for domestic violence services in Michigan.

**Grant objectives for this funding include:** Promote long-term safety and emotional healing of adult victims/survivors and their dependent children.

# Attachment E – Program Specific Section Client Eligibility

## Client Eligibility

**Eligibility Criteria:** Survivors of domestic/intimate partner and dating violence and their dependent children.

### **Limitations:**

1. Assailants are not clients and may not be provided services under this Agreement.
2. This funding is not intended to support supervised visitation or supervised exchange and/or child advocacy activities.

**Determination of Eligibility:** Client declaration of circumstances and noted in the client file.

# Attachment E – Program Specific Section Services

This section outlines the who, what, where when requirements for implementing the services

It will be different for all grant types.



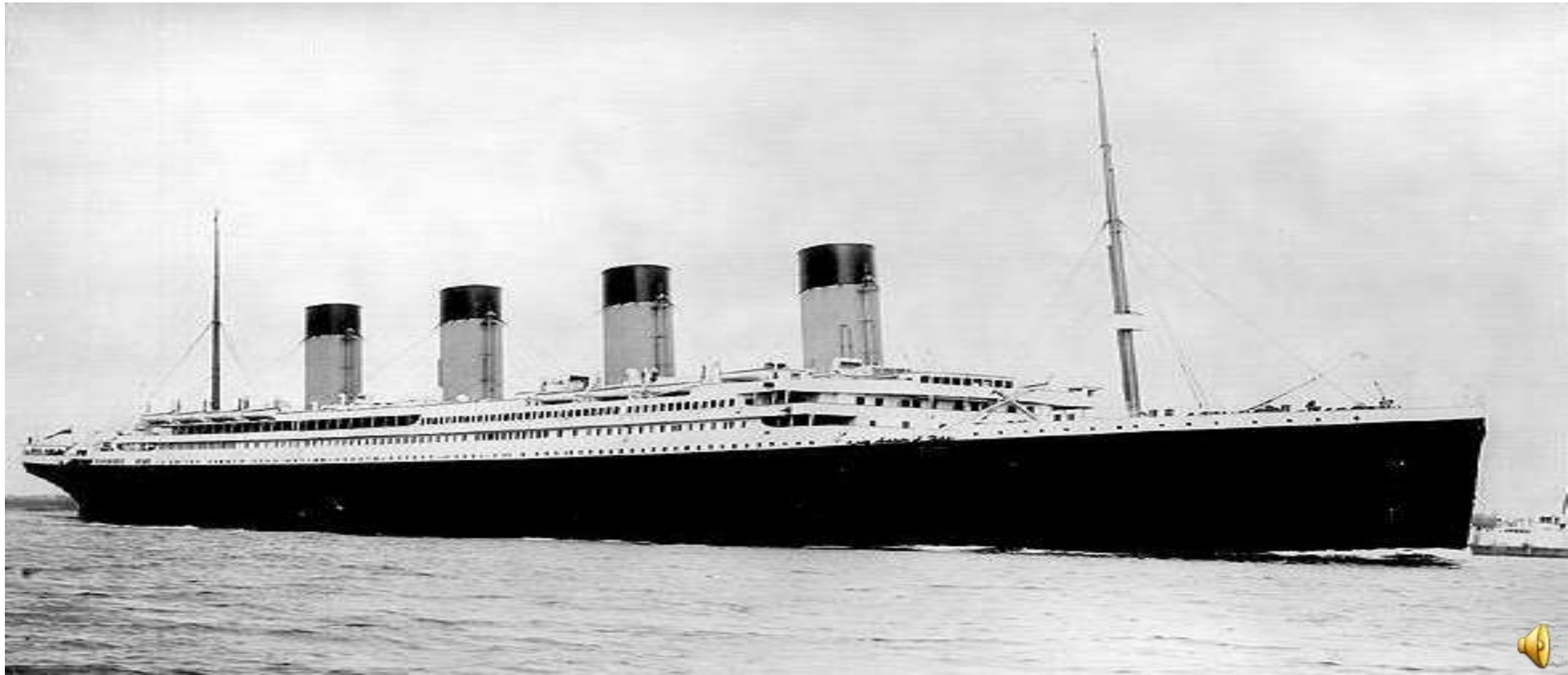
This  
concludes  
the Grant  
Agreement  
Section of  
this webinar!

We are now moving on to random things that you should know – in no particular order!

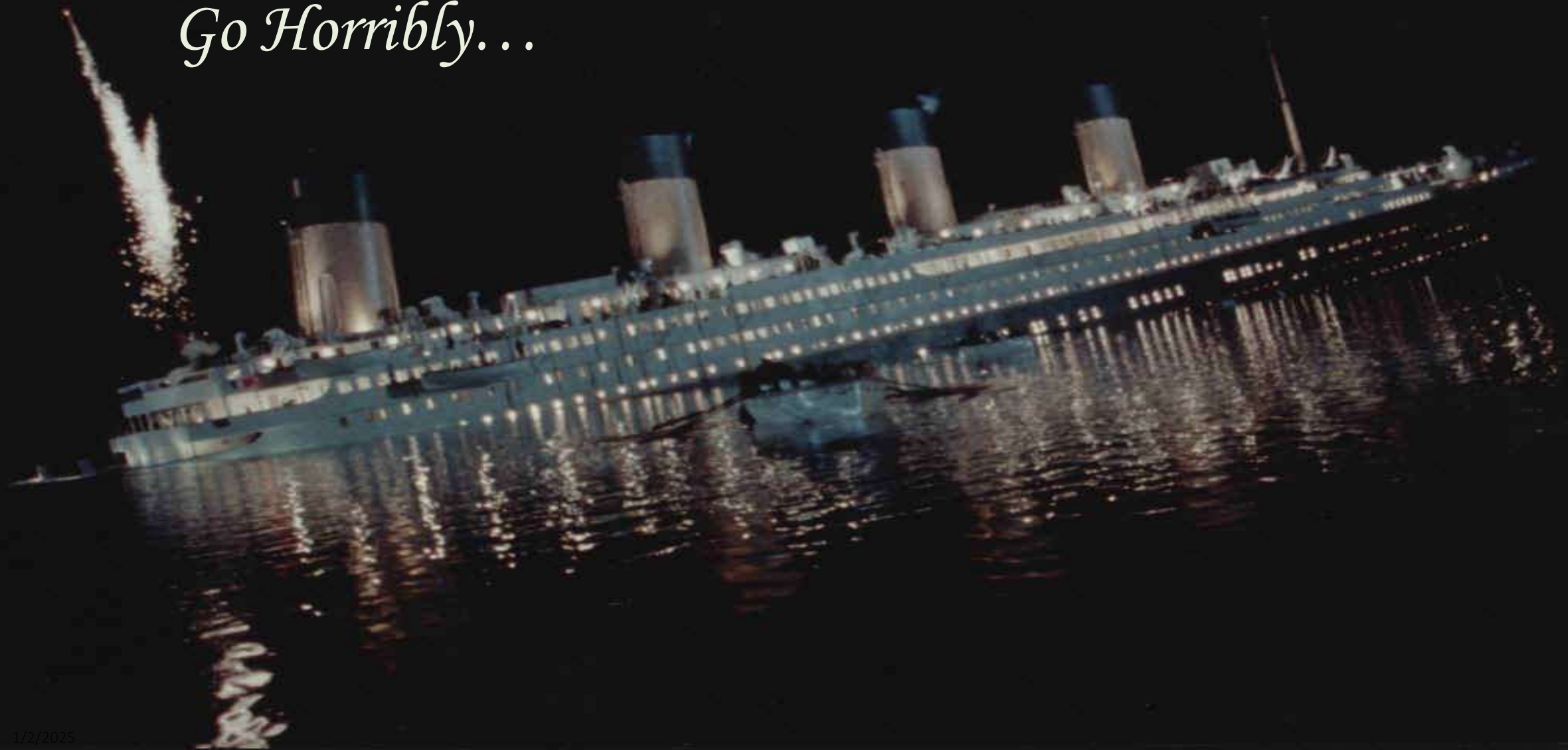
So you have  
a signed  
agreement...

And you realize you forgot to add a mandatory fringe, have to switch a staff person, left off a key supply you need, did not budget for travel, forgot client assistance....

*Sometimes really great ideas....*



*Go Horribly...*





# Budget Revision Requests – No worries - It happens!

**Egrams Amendment** - The following changes require an Amendment on Egrams.

1. Increases of more than \$10,000 and/or 15%, whichever is greater.
2. Adding a line item for which funding was not previously allocated.
3. Significant changes to the project purpose or staff charged to the grant.

The Budget Revision Request form is on the DVS website!





# Budget Revision Request

- Budgets will be opened for revision on Egrams.
- The Egrams system will notify your project director directly when the Agreement is opened so that the Amendment can be completed. It typically takes a couple weeks from the time that we submitted the amendment request. We will not be notified when an amendment has posted on egrams.
- Expenses should not be incurred or charged to the grant until the Amendment has been fully executed.

## 11. The Vegetable and Tuna Jell-O Wreath



Ring-Around-the-Tuna—garnished with curly endive and radish roses.

Veggie  
& Tuna  
Jell-o?

# Reporting Grid –

Reports are due 30 days after the end of the reporting period

	Egrams	IGX	OVCPMT	Email	Upload to IGX	SurveyMonkey Link
<b>Monthly</b>						
Financial Status Report (FSR)	X					
Client Services Activity Reports		X			X (ARPA and CSU)	
<b>Quarterly</b>						
Workplan Report	X					
PMT Quarterly (VOCA only)			X			
<b>Semi-Annual</b>						
Semi-Annual & Narrative		x			X (ARPA and CSU)	
<b>Annual</b>						
	Fiscal Questionnaire	Inspection Certification Form	SAR Projection (for grant that is starting)	SAPR (STOP and SASP)		Annual Certifications
			SAR Final (for grant that is ending)			Media & Client History

# Certification Forms and where to find them

Name of Form	What is it and when is it due?	Where it is located
Conflict of Interest Disclosure Form	<p><b>What is it used for:</b> Disclosure of conflicts of interest within the organization</p> <p><b>When is it due?:</b> Within 30 days of hiring/identification of conflict</p> <p><b>Who has to complete it?</b> All DVS Grantees</p>	DVSGMS
Annual Certifications	<p><b>What is it used for:</b> Includes a variety of annual certification requirements.</p> <p><b>When is it due?</b> 45 days after the reports are available on DVSGMS</p> <p><b>Who has to complete it?</b> All DVS Grantees</p>	DVSGMS
Inspection Certification(s)	<p><b>What is it used for:</b> Documentation of a health and safety inspection at all required locations where client services take place.</p> <p><b>When is it due?</b> 45 days after the report is available on DVSGMS</p> <p><b>Who has to complete it?</b> All grantees with limited exceptions. Please see form for details</p>	DVSGMS
Local Share Report	<p><b>What is it used for?</b> Documents the local contribution/match required for the MDSVPTB Enabling Legislation and the FVPSA Grant</p> <p><b>When is it due?</b> 45 days after the report is available on DVSGMS</p> <p><b>Who has to complete it?</b> All DVCS-F grantees</p>	DVSGMS
VOCA Grants Only		
VOCA Annual Survey & PMT Certification	<p><b>What is it used for?</b> Provides required information for completion of the VOCA annual report</p> <p><b>When is it due?</b> November 15</p> <p><b>Who has to complete it?</b> VOCA grantees</p>	Survey Monkey
SAR Projections		OVCPMT System

# Grantee Guidelines

Fiscal Year 2025 – Updated 11/2024

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Michigan Department of Health & Human Services

Division of Victim Services

<https://www.michigan.gov/mdhhs/safety-injury-prev/crimevictims>

As seen on  
the DVS  
Website!

### Comingling of Funds

DVS funded agencies must meet relevant provisions of the [DOJ Financial Guide](#) and [2 CFR 200.302](#).

Failure to meet these requirements can result in audit findings. Fund tracking requirements include:

- 1) For each funding stream, be able to identify the Catalog of Federal Domestic Assistance (CFDA) title and number, federal award identification number and year, name of awarding federal agency, and name of the pass-through entity (i.e., state administering agency).
- 2) The grantee's accounting system must be able to account for each funding stream separately.
- 3) The financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that the grantee's use of such funds complies with federal statutes and regulations and the terms and conditions of each federal award.
- 4) Must submit separate program progress reports for each funding stream, which show what activities were supported with that funding.
- 5) Must be able to provide accurate, current, and complete disclosure of how funds were expended for each federal award or program.
- 6) Must maintain records that identify and adequately the source application of funds for federally funded activities and how those funds are applied to the grant activities. These records must contain information pertaining to federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest and be supported by source documentation.



# Vendor Cards

Vendor cards. Purchase of vendor cards for victim use (food, gas, etc.) is an allowable expense under the following conditions:

- Must be purchased and distributed within the grant period.
- Must have a policy that includes all required components (see Grantee Guidelines)
- Reported on FSRs at time of distribution, not at the time of original purchase.
- Must be able to document that the card was given to a client who was eligible under the grant that the vendor card was purchased
- Must be able to document that funding supported an allowable expense.



This creates issues when using vendor cards because a receipt is needed that documents the eligibility of the expense.

Some options:

1. *Meijer and other larger stores allow you to join their loyalty clubs. Agencies could sign up with one code and distribute it to clients to use. The grantee would be able to print receipts.*
2. *Clients could return receipts to the program. Obviously this has logistical issues.*
3. *A staff person could accompany clients to the store to pay for whatever items are being purchased.*
  - a. "Gas only" or stores that do not sell unallowable items (i.e., Kohl's)

## Vendor Cards

An aerial photograph of a vast, dense evergreen forest covering a mountain slope. The trees are a mix of dark green and lighter, frost-covered or snow-laden branches, creating a textured, layered appearance. The sky is a clear, pale blue. A semi-transparent white rectangular box is overlaid on the left side of the image, containing text.

Questions?

[MDHHS-DVS@michigan.gov](mailto:MDHHS-DVS@michigan.gov)