

# Grantee Guidelines & Policy Manual

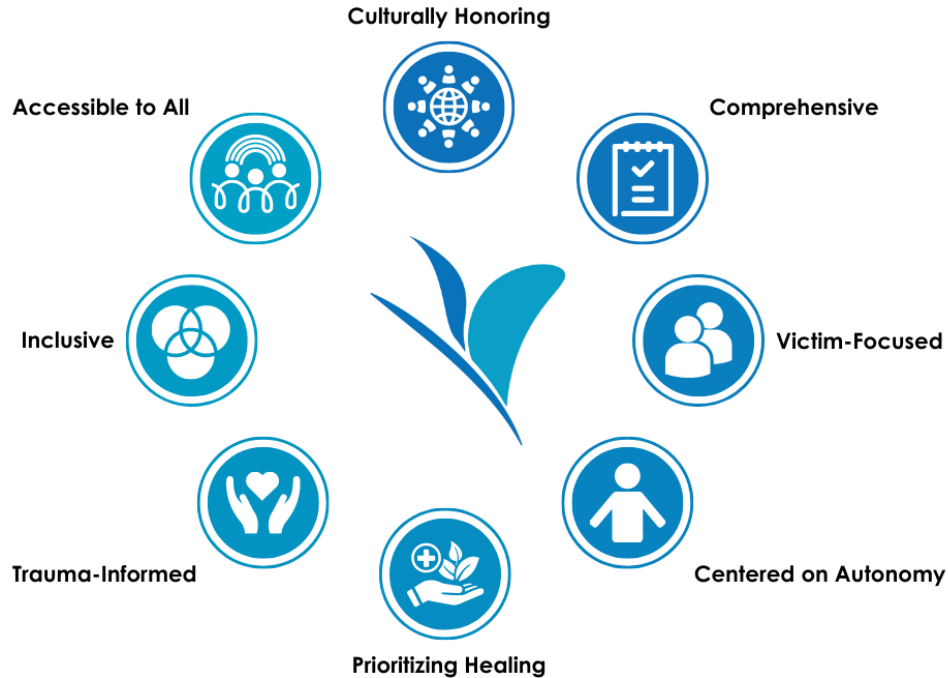
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Michigan Department of Health & Human Services  
July 2022

# DIVISION *of* VICTIM SERVICES

## - Guiding Statement -

The MDHHS Division of Victim Services (DVS) partners with victims/survivors, and those who interact with victims/survivors to meet a shared vision of providing and supporting direct services and systems change efforts across Michigan. In collaboration with state and local victim service providers, DVS works in partnership to develop sustainability and excellence in victim services. DVS administers grant programs to support services that are:



# FY 2023 MDHHS Division of Victim Services Grantee Guidelines & Policy Manual

## Introduction

The following contract, grant agreement, monitoring policies and procedures were initially documented in June 2022 to serve as a reference manual for Michigan Department of Health and Human Services (MDHHS)-Division of Victim Services (DVS) when administering federal and state funds. These procedures follow State and Federal laws, rules, and regulations, and are designed to assist DVS in fulfilling its responsibility to safeguard and ensure that all funds are used for the purposes for which they were awarded. This manual is intended to serve the follow purposes:

- **Guidance to Grantee organizations** – Grantees/Subgrantees receiving funds are required to comply with applicable laws, rules, and regulations, not all of which are included or referenced in this document.
- **Overview of Division of Victim Services Grants Policies and Procedures** – A current overview of MDHHS-DVS and applicable federal policies. Polices are subject to change as new laws are passed or updates are made.

Visit the links below for more information about the Michigan Crime Victims Services Commission (MCVSC) and the Michigan Domestic and Sexual Violence Prevention and Treatment Board (MDSVPTB).

- [About the Board](#)
- [Division of Victim Services](#)

## Glossary of Terms

Terms	Definitions
Application	The original proposal plus any additional requests or materials as required by MDHHS-DVS.
Award	A grant or funding given or administered by the Michigan Department of Health and Human Services Division of Victim Services to an authorized agency, organization, or subrecipient.
BISC-MI	Batterer Intervention Standards Coalition-Michigan
BGP	MDHHS Bureau of Grants and Purchasing
CFR	Code of Federal Regulations
CFDA	Catalog of Federal Domestic Assistance
Competitive Request for Proposal	A competitive process of issuing a public request for proposals with the intent that agencies will put together their best proposal and compete for a specific project. May also be referred to as an application, bid, and/or RFP.
Contract	A formal and legally binding agreement. May also be referred to as Grant or Agreement.
DOJ	United States Department of Justice
DVS	MDHHS Division of Victim Services
EGrAMS	Electronic Grants Administration and Management System
FSR	Financial Status Report
Fiscal Questionnaire	Fiscal self-report completed and submitted through EGrAMS annually by funded organizations
FVPSA	Family Violence Prevention and Services Act
Grant Agreement	The signed final agreement between MDHHS and the local government agency or organization authorized to accept funding. May be referred to as Contract or Award.
Grantee or Sub-Grantee	The agency or organization designated on the Award or Grant Subaward. Depending on the funding source, a grantee may also include contractors, recipients, subrecipients or subgrantees.
DVSGMS	Online reporting system for a variety of DVS grant agreements.
Inter-Agency Agreement	An Agreement between two or more State of Michigan entities.
MCVSC (Commission)	Michigan Crime Victim Services Commission
MDHHS (Department)	Michigan Department of Health and Human Services
MDSVPTB (Board)	Michigan Domestic and Sexual Violence Prevention and Treatment Board
Monitoring Plan	Annual plan outlining Quality Assurance and Monitoring Activities
Monitoring Schedule	Five-year schedule ensuring that every grantee receives a standard and/or contract review
OJP (Federal)	Office of Justice Programs
OVC (Federal)	Office for Victims of Crime – Office of Justice Programs
OVC PMP/T	Office for Victims of Crime – Performance Measurement Platform/Tool

OVW (Federal)	Office on Violence Against Women – Department of Justice
Pre-Award Risk Assessment	The pre-award risk assessment evaluates an organization’s capacity to administer and implement federal funds. The assessment determines the ability of the grantee to properly account for Federal Awards; the ability to comply with the types of compliance requirements included in the Subpart D of the Uniform Guidance, Post Award Requirements; and the ability of the grantee to perform the services required by the Federal Award.
Project	The implementation of a program through a grant agreement.
Risk Assessment	Annual evaluation of the risk of funding an organization, and to inform the annual DVS monitoring plan.
Request for Proposal (RFP)	A solicitation released by the Department for competitive proposals or applications related to specific projects.
SAM	The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/Fed Reg, ORCA, and EPLS.
SIGMA	Payments Express State Payment System (website)
UEID	Unique Entity ID
VAWA	Violence Against Women Act
VOCA	Victim of Crime Act

## — Table of Contents —

Introduction .....	1
Glossary of Terms .....	2
Grantee Guidelines .....	6
Accessing a DVS Grant Agreement/Contract .....	6
Administrative Oversight .....	6
Attachments .....	6
Budget Revisions .....	7
Personal Identifying Information Breach Policy .....	9
Comingling of Funds .....	11
DVS Required Notifications .....	11
Property/Equipment Management Standards .....	12
Conflict of Interest Policies .....	12
Crime Victims Compensation Program Requirements .....	13
Written Materials & Promotional Items Guidelines .....	13
Free Provision of Services* .....	14
Inclusivity of Services .....	14
Inspection Requirements .....	15
Non-Discrimination Notices for Employees and Program Participants .....	16
Organizational Chart Requirements .....	16
Overtime .....	17
Position Description Requirements .....	17
Release of Confidential Information .....	18
Returning Funds Following an Audit or Other Review .....	19
SAM Registration .....	19
Client Assistance .....	20
Segregation of Duties .....	23
Sexual Assault Track Kit Policy .....	23
Sexual Misconduct and Domestic/Dating Violence Policy .....	23
Background Checks .....	25
Suitability of Working with Minors Policy .....	25
Supplanting .....	28
Driving Safety Policies .....	28
Training Requirements .....	29
Division of Victim Services Grant Agreement Policy Manual .....	31
Statement of Non-Discrimination .....	31
Conflict of Interest Statement .....	31
Pre-Award Eligibility System Award Management (SAM) Check .....	32
Suspension or Debarment .....	32
Funding Availability .....	32
Division of Victim Services Funding Source List .....	34
Award Match Requirements .....	35
Freedom of Information Act (FOIA) Requests .....	36
Grant Disbursements .....	36
Grantee Reporting Requirements .....	37
Late Reports .....	38



DVS Grantee Risk Assessment .....38  
DVS Monitoring Plan .....39  
Monitoring and Site Reviews .....39  
Programmatic Contract Reviews.....40  
Standards Reviews.....40  
MDHHS Financial Audit.....40  
Office-Based Monitoring and Site Reviews .....40  
Grantee Financial Audit Issues .....41  
Licenses to Solicit and Operate.....41  
Addendum/Reference Materials .....41  
Additional Links.....44  
Revision History.....44

# Grantee Guidelines

**Purpose:** Guidance for Grantee Organizations. Recipients receiving funds are required to comply with applicable laws, rules, and regulations, not all of which are included or referenced in this document.

## **Accessing a DVS Grant Agreement/Contract**

To access your DVS Contract, [log into EGrAMS](#).

- Once logged in, go to *Grantee -> Project Director-> Application Status*.
- If it has not prepopulated, use the lookup  button to select the Grant Program (a small button with three dots)
- Click *Find*  in the bottom right-hand corner
- The *View Contract* button above the Find button will give you a PDF version.

If you would like to save/print your contract, open the PDF using the instructions above.

## **Accessing the Attachments to your DVS Contract(s)**

You can access the attachments to your DVS contract(s) in one of two ways:

1. The links to the attachments are at the bottom of your contract, which you can access by following the instructions above; or
2. Without logging into EGrAMS:
  - a. Go to the [EGrAMS page](#)
  - b. Under Current Grants, select either *Bureau of Community Service or Legal and Policy Affairs*
  - c. Select your grant program under the *Program* column
  - d. In the pop-up, go to the *Documents* tab
  - e. The attachments and Fiscal Review Questionnaire will show on this page

## **Administrative Oversight**

1. The Grantee shall provide administrative oversight according to the following guidelines:
  - a. Assume full responsibility for the day-to-day management of the organization.
  - b. The administration of staff and volunteers is conducted in accordance with applicable professional, ethical, and legal principles.
  - c. Funding expended as a part of this grant must be accounted for and tracked separately from other funding used to support the Grantee and Grantee activities.
  - d. The organization recruits a diverse staff that is reflective of the community, clients served, and geographic area in which the organization is located.

## **Attachments**

Each MDHHS grant agreement includes the following attachments to be reviewed.

### *Application-Generated Attachments*

The following attachments to your grant agreement are generated by the information that is entered in the grantee's application:



- Attachment A Statement of Work (work plan)
- Attachment B.1 Program Budget Summary
- Attachment B.2 Cost Schedule Detail
  - Attachment B.3 Equipment Inventory Schedule (*for organizations that purchase equipment over \$5,000*)
    - Attachment B.4 De Minimis Indirect Cost 10% De Minimis Rate Calculation Form (*for organizations that use De Minimis rates*)
- Attachment C Performance / Progress Report Requirements
  - Monthly Reports
  - Quarterly Reports
  - Semi-Annual Reports
  - Annual Reports
  - Additional Reports, as needed
- Attachment E Program Specific Requirements
  - Expectation of Inclusion
  - Client Records
  - Credentials
  - Program Administration and Service Delivery
  - Criminal Background Check Written Policy
  - Inclusivity of Services
  - Audit Requirements
  - Client Confidentiality
  - Assisting victims with applying for compensation
  - Special Conditions
  - Grant Funded Activities
- Attachment F Federal Funding Accountability and Transparency Act (FFATA) Reporting  
The FFATA Executive Compensation report must be completed and uploaded to the EGrAMS agency profile if:
  - The Grantee’s federal revenue was 80% or more of the Grantee’s annual gross revenue; AND
  - Grantee’s gross revenue from federal awards was \$25,000,000 or more; AND
  - 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.
  - The FFATA Executive Compensation report template can be found in EGrAMS documents.



If you know your grant will be underspent, consider requesting an amendment earlier in the fiscal year to expend those funds. The goal is to fully expend your award.

### **Budget Revisions**

Changes to a Grantee project may occur during a fiscal year. Grantees are required to formally report most changes to DVS. Some changes will require an amendment to the MDHHS Agreement budget on EGrAMS, while others will require only DVS approval.

The purpose of budget revisions is to reallocate funds among existing line items in an approved contract budget or to add new, allowable items. In rare occasions, EGrAMS amendments can reduce or increase the total award amount, when approved by DVS staff.

Budget revision requests must include justification and details of the changes to the project and budget.



If you know your grant will be underspent, consider requesting an amendment earlier in the fiscal year to expend those funds. The goal is to fully expend your award.

**EGrAMS Amendments are required to a grant agreement budget only when:**

There is any significant change in program objectives.

There is any increase or decrease in the total amount of the grant.

A line-item increase exceeds 15% of the line item or \$10,000, whichever is greater, but no change in the total amount of the grant.

A new line item is added to the budget

**Budget Revision Request – EGrAMS Amendment Approval Process**

- Grantee sends in Budget Revision request to appropriate Grant Analyst. (Requests for MDSVPTB Grants may go to [MDHHS-DVS@michigan.gov](mailto:MDHHS-DVS@michigan.gov). VOCA Grants may go to [MDHHS-CVSC-VOCA-Grants@michigan.gov](mailto:MDHHS-CVSC-VOCA-Grants@michigan.gov).)
- DVS Grants and Contracts/Quality Assurance Team staff will review for approval.
- The request is submitted to MDHHS for approval.
- EGrAMS amendments can be requested through early June. EGrAMS amendment requests will be consolidated by grant and sent in to initiate changes in EGrAMS approximately once a month.
- MDHHS opens the Grant Agreement Budget for revision on EGrAMS.
- Grantee makes changes directly in Grant Agreement Budget in EGrAMS.
- Authorized Official must submit amended agreement for DVS/MDDHS approval and then must sign amended agreement to finalize changes.

**DVS approval is required for deviation requests only when:**

- A line-item increase exceeds \$1,500 or 5%, whichever is greater.
- A **cost item** needs to be added that is not in an existing line item in the budget. However, an amendment is required if initiating a **line item** that was not previously budgeted.
- A position is changing that does not change the scope of the project.

**Budget Revision Request - Deviation Approval Process**

- Grantee sends in Budget Revision request to appropriate Grant Analyst. (Requests for MDSVPTB Grants may go to [MDHHS-DVS@michigan.gov](mailto:MDHHS-DVS@michigan.gov). VOCA Grants may go to [MDHHS-CVSC-VOCA-Grants@michigan.gov](mailto:MDHHS-CVSC-VOCA-Grants@michigan.gov).)
- DVS Grants and Contracts/Quality Assurance Team staff will review for approval.
- DVS Grants and Contracts staff will update requestor on approval status.
- Deviation requests can be requested through the end of the fiscal year. Deviation requests will be processed as they come in.

## Personal Identifying Information Breach Policy

All DVS grantees/or contractors who are subject to confidentiality requirements and who create, collect, use, process, store, maintain, disseminate, disclose, or dispose of personally identifiable information must have written policies and procedures in place to:

1. Respond in the event of actual or imminent breach of personally identifiable information, and
2. Notify DVS by sending an email to [MDHHS-DVS-DataBreach@michigan.gov](mailto:MDHHS-DVS-DataBreach@michigan.gov) within 24 hours of discovery of the breach or discovery of conditions that will likely lead to a future data breach. E-mail notice should include:
  - a. Date of the breach/or discovery of the breach
  - b. Nature/type of PII involved
  - c. Victim(s) impacted including number and type (e.g., 7 adult DV victims participating in support group, one individual receiving counseling services)
  - d. Scope of breach (who received or had access to unauthorized PII)
  - e. Mitigation measures

### Definitions

**Personally Identifiable Information (PII):** PII means information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. Some information that is PII is available in public sources such as telephone books, public Web sites, and university listings. This type of information is Public PII and includes, for example, first and last name, address, work telephone number, email address, home telephone number, and general educational credentials.

The definition of PII is not anchored to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified. Non-PII can become PII whenever additional information is made publicly available, in any medium and from any source, that, when combined with other available information, could be used to identify an individual.

**Incident:** An occurrence that (1) actually or imminently jeopardizes, without lawful authority, the integrity, confidentiality, or availability of information or an information system; or (2) constitutes a violation or imminent threat of violation of law, security policies, security procedures, or acceptable use policies.

**Breach:** The loss of control, compromise, authorized disclosure, unauthorized acquisition, or any similar occurrence where (1) a person other than an authorized user access or potentially accesses personally identifiable information or (2) an authorized user accesses or potentially accesses personally identifiable information for unauthorized purposes.



**OVC Standards** include links to examples of model policies. For Michigan-specific resources consider reaching out to your affiliated coalition.

A breach is not limited to an occurrence where a person other than an authorized user potentially accesses PII by means of a network intrusion, a targeted attack that exploits websites vulnerabilities, or an attack executed through an email message or attachment. A breach may also include the loss or theft of physical documents that include PII and portable electronic storage media that store PII, that inadvertent disclosure of PII on a public website, or an oral disclosure of PII to a person who is not authorized to receive that information. It may also include an authorized user accessing PII for an unauthorized purpose. Often, an occurrence may be first identified as an incident, but later identified as a breach once it is determined that the incident involves PII, as is often the case with a lost or stolen laptop.



**Ensure that your program's policies and procedures include notifying DVS using the DVS Data Breach email address within 24 hours of discovery of the breach or discovery of conditions that will likely lead to a future data breach.**

Some common examples of a breach include:

- Submitting data that includes PII to MDHHS, DVS, or another grant administering agency.
- A laptop or portable storage device storing PII is lost or stolen.
- An email containing PII is inadvertently sent to the wrong person.
- A box of documents with PII is lost or stolen during shipping.
- An unauthorized third party overhears agency employees discussing PII about an individual seeking employment or Federal benefits.
- A user with authorized access to PII sells it for personal gain or disseminates it to embarrass an individual.
- An IT system that maintains PII is accessed by a malicious actor.
- PII that should not be widely disseminated is posted inadvertently on a public website; or
- Any other disclosure of PII by victim services grantees which is inconsistent with federal victim services confidentiality provisions found in the Victims of Crime Act (VOCA) (28 CFR 94.115), the Violence Against Women Act (VAWA) (34 USC §12291(b)(2); 28 CFR 90.4), or the Family Violence Prevention and Services Act (FVPSA) (42 USC § 10406(c)(5)).

#### Further Resources

2 CFR 200.79: [Personally Identifiable Information \(PII\)](#).

[OMB M 17-12: Preparing for and Responding to a Breach of Personally Identifiable Information](#)

Data Breaches & Victim Service Providers: Considerations for Developing Effective Policies:

<https://www.techsafety.org/data-breach-response-policies>

Data Breaches & Victim Service Providers: Considerations for Developing Effective Policies Data Security Checklist to Increase Victim Safety & Privacy:

[https://www.techsafety.org/s/NNEDV\\_DataSecurity\\_English08\\_access-amdl.pdf](https://www.techsafety.org/s/NNEDV_DataSecurity_English08_access-amdl.pdf)

Preparing for and Responding to a Breach of Personally Identifiable Information, United States Office of Management and Budget, OMB M-17-12: [MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES \(archives.gov\)](#)

Recording: Data Breach Notifications & Survivor Confidentiality:

[https://www.youtube.com/watch?feature=youtu.be&v=6W\\_cjp\\_xcXM](https://www.youtube.com/watch?feature=youtu.be&v=6W_cjp_xcXM)

### **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.

### **DVS Required Notifications**

Grantees must provide written notification to DVS in the following situations within 10 days:

- Changes in leadership:
  - Executive Director
  - Authorized Official
  - Financial Officer
  - Project Director
- Changes in facilities or administrative locations, mailing addresses, phone, and/or email address
- See additional MDHHS requirements in individual contracts.

Grantees must provide written notification to DVS of any planned interruption in service delivery, including a reduction in any required service available thirty (30) days prior to the reduction.

Grantees must provide written notification to DVS in the following situations within 24-hours:

- Any emergency causing interruption in services, or any planned interruption in service-delivery
- Any known breach of confidentiality
- Adverse media regarding the project
- Suspected or confirmed fraud

Grantees are not required to inform DVS of direct service staff turnover unless the staff in question are assigned as a project official in EGrAMS.

### **Property/Equipment Management Standards**

The Grantee must follow relevant State and Federal procurement policies and procedures when making purchases using funding through MDHHS-DVS grants.

Grantees must maintain a readily identifiable inventory of nonexpendable personal property purchased in whole, or in part, with these funds that costs \$5,000 or more. Inventory of this property shall be made a part of the grantee's official records and shall be available for review by authorized state personnel. At a minimum, property management records shall meet the following requirements:

- Item description.
- Manufacturer's serial number. Acquisition date and cost.
- Location of property.
- Ultimate disposition date, including sale price or method used to determine fair market value.
- Method of disposition.

### **Conflict of Interest Policies**

Except for Federally Recognized Tribes, all MDHHS-DVS Grantees and Subgrantees must ensure that decisions related to DVS funds be free of undisclosed personal or organizational conflicts of interest, both in fact and in appearance. Funded programs and/or organizations must develop policies and procedures to address actual or potential conflicts of interest within the organization, including familial relationships. The policies and procedures do not need to be stand alone, and instead can be part of other policies.

At a minimum, funded programs and/or organizations are required have to a process, procedure, and/or policy to document any other relationships that reasonably raises concerns about favoritism, bias, ethics, or conflict of interest. Documentation shall be available upon request. Policy(ies), procedures, and documentation must address:

- Hiring of staff, volunteers and/or interns and the selection of Board members.
- Procurement.
- The process used to determine services, receipt of in-kind donations, and allocation of client assistance and/or financial benefits.

DVS funded organizations must report any conflicts or potential conflicts of interest to DVS. Notification to DVS must be made using the [DVS Grantee Disclosure Form](#) no more than 30 days after the relationship is discovered. Disclosure is only required once unless the staff, board/leadership member, or volunteer's position changes in which case disclosure is required no more than 30 days after the change.

#### Further Resources

DOJ Financial Guide: *Postaward Requirements – Grant Fraud, Waste, and Abuse – Conflicts of [Interest](#)*

2 CFR § 200.112 *Conflict of [Interest](#)*

#### **Crime Victims Compensation Program Requirements**

All recipients of DVS funding are required to assist crime victims/survivors in seeking and applying for [Crime Victim Compensation benefits](#). Grantees must:

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

In addition to the required Crime Victim Compensation trainings on MiVAN, the DVS Crime Victims Compensation Program can provide trainings to providers upon request. Their contact information is as follows:

- Phone: 517-241-7373
- Fax: 517-335-2439
- Email Address: [MDHHS-michigancrimevictim@michigan.gov](mailto:MDHHS-michigancrimevictim@michigan.gov)

#### **Written Materials & Promotional Items Guidelines**

In most cases, MDHHS-DVS does not authorize grant funding to be used to develop and/or disseminate written materials for public distribution (i.e., brochures, newsletters, billboards, ads, annual reports, etc.) except in cases where DVS has pre-approved the materials. In cases where written approval has been given for the development of written materials, the following attribution(s) and requirements will apply:

- Any public dissemination of information related to program activities funded through a DVS agreement shall identify the State of Michigan as the source of the funding for the services provided. This includes verbal interviews with media representatives.
- Grantees shall include recognition to the State of Michigan in all publications, papers and presentations arising from the program (including from sub grantors) herein by placing the



#### **Further Resources**

**DOJ Financial Guide:  
Pre-award Requirements – 2.3  
Standards for Financial  
Management Systems**

**2 CFR 200.302 Financial Management**



following disclaimer on all publications, papers, and presentations: *This project is supported by the (name the specific award), awarded by the State of Michigan and administered by the Michigan Department of Health and Human Services – Division of Victim Services. Points of view or opinions contained within this document do not necessarily represent the official position or policies of the State of Michigan or the MDHHS-DVS.*

MDHHS-DVS Grantees are not permitted to purchase promotional items for distribution or fundraising using DVS administered funds. Promotional items include, but are not limited to, pens, pencils, water bottles, lanyards, designed with program logo/name or the name of a fundraising event.

### **Free Provision of Services\***

All services provided in DVS contracts will be provided free of charge, regardless of client ability to pay for services rendered or the availability of insurance or other third-party payment resources. Grantees must provide services to crime victims, at no charge, through the DVS funded project. No income eligibility standards will be imposed on individuals receiving assistance or services supported by DVS grant funds. The Grantee is prohibited from charging a crime victim or third-party payer for any services supported with DVS grant funds.

\* Exceptions apply under the Transitional Supportive Housing (TSH) grant agreement

### Further Resources

28 CFR 94.117(a): *Cost of Services*

### **Inclusivity of Services**

MDHHS-DVS Contracts are subject to the following terms and conditions:

1. The Grantee may not exclude, deny benefits to, or discriminate against any person based on actual or perceived race, color, religion, national origin, sex, disability, sexual orientation or gender identity in any program or activity funded in whole or in part with funds made available under this grant.
2. The Grantee will take reasonable steps to provide services and information in appropriate languages, other than English, to ensure that persons with limited English proficiency are effectively informed and can effectively participate in and benefit from its programs, services, and activities.
3. Program facilities must allow for full participation of clients with a variety of special needs.

**Segregation or Sex Specific Programming:** Grantees may not exclude any person from receiving grant funded services on several prohibited grounds, including that person's sex. If sex segregation or sex-specific programming is necessary to the essential operation of a program, nothing in this paragraph shall prevent any such program or activity from consideration of an individual's sex. In such circumstances, grantees may meet the requirements of this paragraph by providing comparable services to individuals who cannot be provided with the sex-segregated or sex-specific programming.

### Further Resources

Omnibus Crime Control and Safe Streets Act of 1968, 34 U.S.C. § 10228(c)(1)



### Inspection Requirements

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 (see chart below). Grantees must maintain a record of inspections for locations where an inspection is required.



Inspections are done locally by the county, township, or municipality. Types of inspections will vary by program type.

**Examples of inspections include:**

- ✓ Fire inspections
- ✓ Security system inspections
  - Usually done by your security company
- ✓ Health department inspections (ex: water testing)
- ✓ Building inspections

Type of Facility	Services being provided at location	Is a health and safety inspection required?
Governmental building (State, Tribal, municipal, etc.)	Counseling, supportive services	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

Type of Inspection	Mandatory	Recommended
<i>HVAC (heating and cooling)</i>	x	
<i>Health and Safety including:</i>		
<i>Fire</i>	x	
<i>Security</i>	x	
<i>Elevators, if applicable</i>	x	
<i>Water testing</i>		x
<i>Lead paint, if applicable*</i>	x <i>Only needs to be done once and kept on file</i>	

\* If the structure was built prior to 1978, and a child under the age of six or a pregnant woman will reside in the property, and the property has a defective paint surface inside or outside the structure, the property cannot be approved until the defective surface is repaired by at least scraping and painting the surface with two coats of non-lead-based paint. Defective paint surface means: applicable surface on which paint is cracking, scaling, chipping, peeling or loose. If a child under age six residing in the property has an Elevated Blood Level, paint surfaces must be tested for lead-based paint.

### **Non-Discrimination Notices for Employees and Program Participants**

Grantees must comply with federal laws and MDHHS contract provisions that prohibit discrimination based on religion, race, color, national origin, age, sex, height, weight, marital status, disability, gender identification or expression, sexual orientation, partisan considerations, or genetic information. Additional forms of discrimination may be prohibited. Grantees should review the *DVS Program Discrimination Complaint Policies and Procedures* and *Employment Discrimination Complaint Policies and Procedures* for more information regarding federal laws prohibiting discrimination. These documents can be found on the DVS [website](#).

Grantees must provide written notification that they do not discriminate based on the above categories. This written notification must be consistent with applicable federal and state laws, and they must be provided to program beneficiaries and employees as well as prospective program beneficiaries and employees.

For program beneficiaries, these notifications can be put on items such as posters, brochures, or other program materials.

For employees, they can be put on items such as posters, policies, or recruitment materials.

### Further Resources

MDHHS Grant Agreement, Attachment E: *Division of Victim Services Grant Requirements: Program Specific Requirements*

28 CFR 38 *Partnerships with Faith-Based and Other Neighborhood [Organizations](#)*

U.S. Department of Justice, Office of Justice Programs: [Civil Rights](#)

### **Organizational Chart Requirements**

DVS funded organizations must have an organizational chart that contains the following components:

- Shows the overall structure and chain of command of the organization, including the reporting relationships for supervision
- All paid positions of the organization including:
  - Position title that matches position descriptions
  - Whether the position is full time or part time
  - Name of individual(s) in the position or listed as “vacant” if the position is not filled
  - Funding source
  - Percentage of each funding source(s)
- Include DVS funded contractual staff, if applicable
- Job location
- Revision date

Organization charts will be requested once per year but may be requested at any time throughout the fiscal year.

### Overtime

Unless exempted under the Fair Labor Standards Act, recipient and subrecipient employees should be compensated with overtime payments for work performed more than the established work week (usually 40 hours).

- Payment of more than occasional overtime is subject to periodic review by the awarding agency.
- In addition, overtime compensation is typically reviewed during site visits and audits.



Overtime charged to your grant(s) should be in line with your personnel policy.

Executive, administrative, and professional employees who meet the criteria for an exemption from the overtime requirements of the Fair Labor Standards Act may not be reimbursed for overtime under grants and cooperative agreements.

### Further Resources

Department of Labor: [Overtime Pay](#)

DOJ Financial Guide: *Post award Requirements – Allowable Costs – [Overtime Compensation](#)*

### Position Description Requirements

A job description for DVS- funded or partially funded position must contain the following components:

- **Job Title:** name of the position that is consistent with the organizational chart
- **Classification:** exempt or nonexempt under the Fair Labor Standards Act (FLSA).
- **Date:** date when the job description was written or last reviewed.
- **Preferred education and experience:** preferred education and experience based on requirements that are job-related and consistent with business necessity.
- **Competency:** knowledge, skills, and abilities.
- **Position type and expected hours of work:** full time or part time, typical work hours and shifts, days of week, and whether overtime is expected.
- **Essential Functions:** including how an individual is to perform them and the frequency with which the tasks are performed; the tasks must be part of the job function and truly necessary or required to perform the job. NOTE: Fundraising, including grant writing, is not an allowable cost. If the position is funded 100% by any DVS grant, the position may not be used for fundraising (including grant writing) and may not be included on the position description.
- **Signature Line:** signatures should include the supervisor and the employee.

The following components are recommended but optional:

- **Job Location**
- **Work environment:** temperature, noise level, inside or outside, or other factors that will affect the person's working conditions while performing the job.
- **Salary/hourly range:** compensation levels, groups or pay ranges into which jobs of the same or similar worth are placed, including minimum and maximum pay bands.

- **Supervisor:** title of the position this job reports to.
- **Physical demands:** including bending, sitting, lifting, and driving.
- **Disclaimer:** a statement that indicates that the job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.
- **Affirmative action plan/equal employment opportunity (AAP/EEO) statement:** clause(s) that outlines federal contractor requirements and practices and/or equal employer opportunity statement.
- **Summary/objective**
- **Travel:** percentage of travel time expected for the position, where the travel occurs, such as locally or in specific countries or states, and whether the travel is overnight.

### Release of Confidential Information

As a condition of receiving VOCA, VAWA, or FVPSA funds, DVS funded victim service programs are prohibited from disclosing, revealing, or releasing personally identifying information or information collection in connection with services utilized, requested, or denied unless: (1) the service participant has signed a release of information, (2) a law mandates disclosure, or (3) a court has ordered disclosure.



**Releases need to be unique to the individual victim and circumstances and cannot be presented as routine practice.**

Release forms must:

- Be present for review when needed
- Be dated and reasonably time limited
- Be signed by client and staff
- Identify specific information to be released
- Contain a statement informing survivors that signing a release is voluntary

This provision does not apply to law enforcement and prosecution generated information necessary for law enforcement and prosecution purposes.

See also *Guidance for Implementation of the Federal Confidentiality Provisions for DVS Funded CACs* for information on applicability to CACs.

### Further Resources

VOCA: 28 CFR 94.115 *Non-disclosure of confidential or private [information](#)*

VAWA: 34 USC §12291(b)(2) *Definitions and grant provisions – Grant conditions – Nondisclosure of confidential or private [information](#)*

VAWA: 28 CFR 90.4 *Grant Conditions – Nondisclosure of confidential or private [information](#)*

FVPSA: 42 USC § 10406(5) *Formula grants to states – Grant conditions – Nondisclosure of confidential or private [information](#).*

[FAQ on the VAWA Confidentiality Provision \(2017\)](#)

[NNEDV Confidentiality Toolkit](#)

[NNEDV Client Limited Release of Information Form](#)

### **Returning Funds Following an Audit or Other Review**

#### *Repayment of Funds following MDHHS Audit*

When funds must be returned to DVS as the result of a MDHHS audit following the closure of the fiscal year, the MDHHS Bureau of Audit will inform the Grantee regarding the necessary steps to be taken.

#### *Repayment of Funds from within Current Fiscal Year (Prior to Fiscal Year Close)*

For the majority of DVS administered grants, if DVS has requested the return of funds or the grantee has identified an error in a Financial Status Reports (FSR) submitted during the current/open fiscal year, corrections may be applied in a future FSR. Grantees must submit a FSR with corrections attributed to the correct pay period. After this FSR is submitted and approved, future payments will reflect the difference. Please reach out to your DVS Grant Analyst with questions on this process.

#### *Repayment of Funds from Closed Fiscal Year (outside of MDHHS Audit)*

When funds are requested to be returned to DVS outside of a MDHHS audit (e.g., following a desk review or programmatic contract review) after the closure of the fiscal year, a check addressed to the State of Michigan should be mailed to:

MI Department of Health and Human Services  
PO Box 30437  
Lansing, MI 48909  
Attention: Division of Victim Services

The following information should be included with the check:

- Program Title (*Grant Program*)
- MDHHS Agreement Number (*required*)
- MDHHS Agreement Period (Fiscal Year) (*required*)
- Federal Award Identification Number (Please contact your DVS Grant Analyst if you do not know this number.)

### **SAM Registration**

The System for Award Management (SAM) is the repository database for certain standard information about federal financial assistance applicants, recipients, and subrecipients. Each assistance listing in SAM is associated with a unique five-digit CFDA (Catalog of Federal Domestic Assistance) number.

All recipients must have a *Unique Entity ID (UEI)* when applying for Federal awards and cooperative agreements (initial or supplemental awards). A Unique Entity ID (SAM) is a 12-character alphanumeric value that is managed, granted, and owned by the US government. The Unique Entity ID will be effective April 4, 2022. Prior to



**SAM registration is FREE. Be wary of SAM-related scams. There is no charge for this process at any time.**

using the Unique Entity ID, organizations were required to have a DUNS number, which was a unique 9-digit identification number provided by the commercial company Dun and Bradstreet. This unique entity identifier is used for tracking purposes, and to validate address and point of contact information for applicants, recipients, and subrecipients.

The UEI requires an account with <http://SAM.gov>. DVS recommends that funding applicants register or renew registration with SAM as early as possible. A lapsed SAM registration could impact eligibility for funding.

- Organizations that were registered in <http://SAM.gov> prior to April 4, 2022, should already be assigned a UEI.
- Organizations that do not have a UEI should create one at <http://SAM.gov>.
- There is no cost to use the SAM website.
- For questions and assistance, the Federal Service Desk can be contacted at 866-606-8220.
- Individuals who apply for grant awards or cooperative agreements from the Federal Government are exempt from this requirement.

#### Further Resources

[GSA Unique Entity Identifier Update](#)

[Federal Service Desk Quick Start Guide for Getting a Unique Entity ID](#)

DOJ Financial Guide: [Pre-award Requirements – 2.1 Application Process](#)

[2 CFR 25: Universal Identifier and System of Award Management](#)

#### **Client Assistance**

Client Assistance is used to provide those services which respond to the immediate emotional and physical needs of victims (excluding medical care). Relocation Assistance is a form of Client Assistance. If these items are charged to your grant(s), your agency will need a policy to support the charges.

Costs under Client Assistance include gift cards for food and/or clothing, toiletries, short-term alternative housing, changing windows and/or locks, taxis/transportation, prophylactic and nonprophylactic medications, and durable medical equipment.

Client Assistance may also be used to cover emergency boarding for pets if the need for boarding is directly related to the victimization and within the parameters of allowable costs, as defined by DVS.

Depending on the funding source or grant, Client Assistance may be allowable only in cases of emergency and must be directly related to the victimization (see the Allowable Cost chart for more details). Grantees intending to utilize client assistance under these grants should strategically plan for how to continue providing client assistance once the emergency phase has passed. Additionally, depending on the availability of DVS funding, allowability of certain costs may change. DVS strongly encourages grantees to develop or continue to develop partnerships and raise funds for these services if certain costs are no longer eligible for reimbursement by DVS.



**Ensure all direct service staff are familiar with these requirements and the process your agency uses for documenting the use of these types of funds.**

## VOCA

In VOCA grants, Client Assistance is reported as Emergency Financial Assistance in the federal quarterly report. Emergency Financial Assistance **must** be related to the victimization and may only be provided to clients on an emergency basis. “Emergency basis” is defined as an unforeseen combination of circumstances, the resulting state that calls for immediate action, an urgent need for assistance or relief; typically, within 48 hours of a crime.

Medications and durable medical equipment are allowable on an emergency basis (i.e., when the state compensation program, the victim’s health insurance plan, Medicaid, or another healthcare funding source is not reasonably expected to be available quickly enough to meet the emergency needs of a victim).

## Policy

Your policy may be requested in the event of an audit or other review and should contain internal financial controls designed to minimize the possibility of fraud.

DVS encourages that any Client Assistance items be budgeted to be available to clients throughout the grant period. As funding is limited, DVS recommends that grantees have a board-approved policy to ensure equitable distribution of client assistance, which includes the amount budgeted per client. Grant budgets should include total number of clients projected for allowable client assistance items.

Best practice policies include:

- What type of assistance is being distributed and the maximum that can be dispersed per client and/or family unit
- How the funds will be tracked in a way consistent with accounting principles while maintaining client confidentiality
- What supporting documentation is required for purchases
- Who will be responsible for client assistance and what approvals are required?
- The process of reviewing and verifying that charges were allowable

Elements to consider maintaining in a client assistance log include:

- Funding source
- Person authorizing release of funds
- Date of distribution
- Type of assistance
- Amount or quantity
- A mechanism for identifying the client that does not contain Personally Identifiable Information (PII), such as a non-identifying client ID number

## Gift Cards

Please refer to the DVS Allowability Chart to determine whether gift cards are an allowable cost under your specific grant(s). OVW discourages the use of gift cards, due to potential for misuse of funds.

If you distribute gift cards with DVS funds, you must ensure that gift cards are:

- Logged in by gift card number



- Logged out by gift card number
- Logged by funding source that purchased the gift card
- Distributed to clients eligible for the services from which the gift cards were purchased
- If log used for client use: Identifier that does not reveal Personally Identifiable Information (such as a client ID number) including gift card number, amount on card, client number and date.
- 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 clients eligible for the services.

### *Relocation Assistance*

Relocation Assistance is used to provide assistance where necessary for the safety and well-being of a victim. If these items are charged to your grant(s), your agency will need a policy to support the charges. Please refer to the DVS Allowability Chart to determine what costs can be charged to this line, in accordance with the funding source.

Relocation Assistance may cover past rent, past utilities, first/second months' rent, first month's utilities, car repairs, and essential furniture expenses. DVS is a payor of last resort, in emergency situations, for essential furniture expenses and car repairs.

In VOCA grants, relocation assistance must be related to the victimization and is only allowable for primary victims and their dependent children.

Your policy may be requested in the event of an audit or other review and should contain internal financial controls designed to minimize the possibility of fraud.

You may want to consider the following internal controls in any relocation assistance policies:

- What type of relocation assistance is being provided and the maximum that can be dispersed.
- How the items will be stored and accounted for.
- What supporting documentation is required.
- Who will be responsible for relocation assistance and what approvals are required?
- The process of reviewing and verifying that charges were allowable.

Elements to consider maintaining in a relocation assistance log include:

- Funding source
- Person authorizing release of funds
- Date of distribution
- Type of assistance
- Amount or quantity
- A mechanism for identifying the client that does not contain Personally Identifiable Information (PII), such as a non-identifying client ID number



### *Further Resources*

Office for Victims of Crime: [VOCApedia](#)

VOCA: [28 CFR § 94.119\(l\) Allowable direct service costs](#)

VAWA: [Frequently Asked Questions \(FAQs\) About STOP Formula Grants](#), 2017.

FVPSA: <https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-75>

### **Segregation of Duties**

Grantees should have written accounting policies and procedures (including those for the receipt and disbursement of funds, purchasing, and payment of expenditures) that require appropriate segregation of duties that are relevant to the agency's information technology systems, and the programs funded by DVS. Position responsibilities should be clearly indicated, including consideration for access to and use within accounting systems.

### *Further Resources*

[2 CFR 200.303: Internal Controls](#)

### **Sexual Assault Track Kit Policy**

All DVS funded grantees providing services to victims/survivors of sexual assault are required to fully implement the use of Track-Kit™. Contact [MSP\\_SAEK@Michigan.gov](mailto:MSP_SAEK@Michigan.gov) for more information on registering your agency in Track-Kit™.

### **Sexual Misconduct and Domestic/Dating Violence Policy**

All DVS funded grantees are required to have a policy in place to address workplace-related incidents of sexual misconduct, domestic violence and dating violence involving an employee, volunteer, consultant, or contractor. This is a special condition that is required by the Office of Violence Against Women (OVW). DVS is extending this condition by policy to VOCA funded grantees for consistency across victim service providers and in anticipation of similar OVC expansion.

The policy must address the following:

1. Allegations of workplace-related incidents of sexual misconduct, domestic violence, and dating violence by an employee, volunteer, consultant, or contractor.
2. Workplace supports for employees, volunteers, consultants, or contractors who are victims of sexual misconduct, domestic violence, or dating violence; and
3. Adjudications that will result in an employee, volunteer, contractor, or consultant being prohibited from occupying positions that could undermine the ability of the recipient or subrecipient [grantee] to carry out the grant-funded project, such as positions working with victims and other vulnerable populations. A policy may provide those certain adjudications do not prohibit an individual from occupying such a position but must include standards for granting such an exemption for an individual.

### *Definitions*

“Adjudication” includes a conviction, issuance of a final protection order, court-ordered diversion, or other judicial finding that the employee, volunteer, consultant, or contractor has engaged in domestic

violence, dating violence, sexual assault, or stalking. The recipient may choose to include additional, related offenses, such as sex trafficking, as “adjudications.”

“Domestic violence,” “dating violence,” “sexual assault,” and “stalking” have the meanings given in [34 U.S.C. § 12291\(a\)](#).

“Sexual misconduct” means sexual assault, stalking, and sexual harassment.

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual’s employment, unreasonably interferes with an individual’s work performance, or creates an intimidating, hostile, or offensive work environment, whether such activity is carried out by a supervisor or by a co-worker, volunteer, or contractor.

An individual is considered to be in the “workplace” of the recipient or subrecipient [grantee] while in, or using the resources of, the recipient’s or subrecipient [grantee]’s offices or facilities, using its equipment or vehicles, engaging in approved telework, on work-related travel, or otherwise conducting business on behalf of the recipient or subrecipient [grantee]. The availability and nature of the response to a workplace-related incident may depend on the location at issue.

“Workplace-related incidents” of sexual misconduct, domestic violence, and dating violence include acts, attempted acts, or threatened acts by or against employees, consultants, volunteers, or contractors, that occur in the workplace or that occur outside the workplace but have an impact on the workplace or otherwise undermine the ability of the recipient or subrecipient [grantee] to carry out the grant-funded project.

#### Further Resources

[34 U.S.C. § 12291\(a\) Definitions and grant provisions](#)

MDHHS Grant Agreement, Attachment E: *Division of Victim Services Grant Requirements: Program Specific Requirements*

Award Condition: Policy Scope and Details: <https://www.justice.gov/ovw/page/file/1295756/download>

Communication from Laura L. Rogers, Principal Deputy Director, Office on Violence Against Women: <https://www.justice.gov/ovw/blog/sexual-harassment-policies-now-required-all-ovw-grantees>

Toolkit for OVW Grantees: Workplaces Respond to Domestic and Sexual Violence: <https://www.workplacesrespond.org/page/ovwgrantees/>

Webinar, September 24, 2020: Preparing for OVW’s Special Condition on Workplace-Related Sexual Misconduct and Domestic/Dating Violence?: <https://ta2ta.org/webinars/registration/preparing-for-ovw-s-special-condition-on-workplace.html>

[Elliott-Larsen Civil Rights Act](#)

## Background Checks

The Grantee must have a written policy describing the criteria on which its determinations to hire shall be made in the event of positive background check findings and must document the basis for each determination. The Grantee may consider the recency and type of crime when making a determination. Failure to comply with this provision may be cause for immediate cancellation of this Agreement. In addition, the Grantee must further have a clearly defined written policy regarding acceptable screening practices of new staff members and volunteers who have direct access to clients and/or client's personal information. These screening practices serve to protect the organization and its clients. Grantees must also assure that any subgrantees have both written policies.

If MDHHS determines that an individual provided services under this Agreement for any period prior to completion of the required checks as described in MDHHS contracts, MDHHS may require repayment of any and/or all billed services for the period that the required checks had not been completed.

## Suitability of Working with Minors Policy

DVS grantees or contractors who receive DVS funding are required to have an updated policy and processes in place regarding the determination of suitability required for certain individuals who may interact with minors.

*Requirements, Advanced Determination of Suitability:* Grantees/contractors may not permit covered individuals to interact with minors during activities under the award without first making a written determination of the suitability of that individual to interact with minors based upon current and appropriate information (background checks), detailed in provision A below, and considering the certain factors and considerations, detailed in provision B below.

- A. Current and appropriate information (background checks) must be completed no earlier than six (6) months before the determination regarding suitability:
  - Sex offender
    - [Dru Sjodin National Sex Offender Public Website](#)
    - [Michigan Public Sex Offender Registry](#)
    - Sex offender public website or registry for each state (and/or tribe) in which the individual lives, works, or goes to school or has lived, worked, or gone to school at any time during the past five (5) years
  - Child abuse
    - Central Registry Check
    - Child abuse registry in any state in which the individual lives, works, or goes to school or has lived, worked, or gone to school at any time during the past five (5) years
  - Criminal history
    - [ICHAT](#)
    - A fingerprint search for pertinent state(s) (or if the recipient or subrecipient documents that a fingerprint search is not legally available, a name-based search, using current and, if applicable, previous names and aliases)
      - Note: Pursuant to federal law, access to fingerprint based CHRI is limited to governmental agencies authorized by state or federal law and approved by the U.S. Attorney General to receive CHRI directly. Most nongovernmental

agency, i.e., non-profits, are not considered an “authorized recipient” of CHRI in the state of Michigan. Although you could be considered a qualified entity for the receipt of CHRI as defined in the National Child Protection Act/Volunteers for Children Act (NCPA/VCA), the State of Michigan does not currently have specific legislation established by state statute or regulation to utilize the NCPA/VCA authority for most non-governmental organizations. To confirm your status, complete Michigan State Police (MSP) CJIS-022 application and return it to the Michigan State Police to document whether your organization is an authorized recipient. E-mail [MSP-CJIC-ATS@michigan.gov](mailto:MSP-CJIC-ATS@michigan.gov) or call (517) 284-3002 for a copy of CJIS-022 application.

- Criminal history registry for any state in which the individual lives, works, or goes to school or has lived, worked, or gone to school at any time during the past five (5) years



#### Required Background Checks:

- ✓ ICHAT
- ✓ Michigan Public Sex Offender Registry
- ✓ National Sex Offender Registry
- ✓ Central Registry, if working with minors
- ✓ Similar out of state checks if applicable, and if working with minors
- ✓ Anyone providing transportation must have a valid driver’s license and utilize an insured vehicle in good running condition

#### B. Minimum factors and considerations in determinations regarding suitability:

- federal, state, tribal, or local law.
- recipient’s (or subrecipient’s) written policies and procedures; and
- background checks.

The grantee/contractor may not determine that an individual is suitable to interact with minors during activities under the award if the individual:

- Withholds consent to a criminal history search required by this condition.
- Knowingly makes (or made) a false statement that affects, or is intended to affect, any search required by this condition.
- Is listed as a registered sex offender on the Dru Sjodin National Sex Offender Public Website.
- To the knowledge of the grantee/contractor, has been convicted – whether as a felony or misdemeanor – under federal, state, tribal, or local law of any of the following crimes (or any substantially equivalent criminal offense, regardless of the specific words by which it may be identified in law):

- sexual or physical abuse, neglect, or endangerment of an individual under the age of 18 at the time of the offense.
- rape/sexual assault, including conspiracy to commit rape/sexual assault.
- sexual exploitation, such as through child pornography or sex trafficking.
- kidnapping.
- voyeurism; or
- Is determined by a federal, state, tribal, or local government agency not to be suitable.

*Updates and Reexamination:* Grantees/contractors must update the background check searches described above at least every five years and reexamine the covered individual's suitability determination considering those search results.

*Frequency:* Minimum updated searches at least every five years.

*Questions regarding Suitability:* Grantees/contractors may contact their contract analyst at DVS with any questions regarding the requirements of this condition and must not allow a covered individual to interact with a participating minor until such questions are answered.



**Programs may choose to conduct background checks more frequently than required, for example every year or every two years.**

*Definitions:*

- *Covered individual:* any individual (other than a participating minor, as defined in this condition, or a client of the grantee/contractor who is expected, or reasonably likely, to interact with any participating minor (other than the individual's own minor children). A covered individual need not have any employment status or legal relationship with the grantee/contractor. Such an individual might be an employee of grantee/contractor, but also might be (for example) a consultant, contractor, employee of a contractor, trainee, volunteer, or teacher.
- *Participating minor:* All individuals under 18 years of age within the set of individuals described in the scope section of this condition as it appears on the award document are participating minors.
- *Interaction:* physical contact, oral and written communication, and the transmission of images and sound, and may be in person or by electronic (or similar) means. This definition does not include:
  - Brief contact that is both unexpected by the grantee/contractor and unintentional on the part of the covered individual – such as might occur when a postal carrier delivers mail to an administrative office.

- Personally-accompanied contact – that is, infrequent or occasional contact (for example, by someone who comes to make a presentation) in the presence of an accompanying adult, pursuant to written policies and procedures of the grantee/contractor that are designed to ensure that – throughout the contact – an appropriate adult who has been determined to be suitable pursuant to this condition will closely and personally accompany, and remain continuously within view and earshot of, the covered individual.
- *Activities under the award*: Whether paid for with federal funds from the award, “matching” funds included in the approved budget for the award, or “program income” for the award as defined by the (DOJ) Part 200 Uniform Requirements), activities under the award include both:
  - Activities carried out under the award by the grantee/contractor; and
  - Actions taken by an entity or individual pursuant to a procurement contract.

#### Further Resources

OJP: <https://www.ojp.gov/funding/explore/interact-minors>

OVW: <https://www.justice.gov/ovw/page/file/1202141/download>

#### **Supplanting**

Agencies are expected to use federal funding to supplement State and local funds, rather than to replace those funds with federal dollars. According to the 2017 DOJ Financial Guide (page 26):

Federal funds must be used to supplement existing State and local funds for program activities and must not supplant (replace) those funds that have been appropriated for the same purpose.

- Supplanting will be reviewed during post-award monitoring and audit.
- If reviewers think that supplanting may have occurred, then the recipient will be required to supply documentation demonstrating that the reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds.

#### Further Resources

DOJ Financial Guide: *Pre-award Requirements – Standards for Financial Management Systems – Supplanting*

FVPSA: [42 U.S.C. § 13925\(b\)\(5\)](#) *Definitions and grant provisions – Grant conditions – Non-supplantation*

VOCA: [28 CFR § 94.108](#) *Prohibited supplantation of funding for administrative costs*

#### **Driving Safety Policies**

Grantees must follow both state and federal applicable driving-related safety requirements and laws while driving any vehicle during performing work funded by DVS awards, including wearing seat belts and prohibiting texting while driving.

The above requirements must be reflected in organizational policies.

## Training Requirements

### *Grant Administrators*

At a minimum, grantees are required to identify a Civil Rights contact who must complete the DVS training on federal civil rights laws and non-discrimination provisions of DOJ implementing regulations once per grant period. The training can be found on the [OJP Office of Civil Rights' website](#). The required trainings are listed below:

- Overview of the Office for Civil Rights and Laws Enforced
- Service to LEP Persons
- Faith-Based Organizations (if applicable)
- American Indians (if applicable)
- Standard Assurances

### *Direct Service Staff*

It is recommended that DVS grant-funded direct service staff have access to ongoing professional development and skills training opportunities. It is recommended that each DVS grant-funded staff receive a minimum of 16 hours of training each year. Grantees should maintain a record of all trainings completed by DVS funded staff and be prepared to supply this record upon request. DVS may also request to review training records as a part of Standards or Contract Reviews.

DVS allows for VOCA grantees to utilize VOCA funds to reimburse training and travel costs for VOCA-funded, VOCA match-funded, and non-VOCA-funded staff, volunteers, and community partners (i.e., SART or MDT members) to attend in-state, out-of-state, and web-based trainings.

### *Required Pre-Service Training*

DVS grant-funded organizations are required to provide training related to service provision to all DVS funded staff before they provide direct services.

One of the following trainings must be completed within the first year for each newly hired direct service employee funded through DVS. The specific training required depends on the type of service provided by the agency.

- **For domestic violence/sexual assault programs funded through Culturally Specific/Underserved (CSU), Culturally Specific/Responsive Underserved VOCA (CSRUV), Domestic Violence (DV), Sexual Assault Comprehensive Services (SACS)/Sexual Assault Services VOCA (SASRV), Transitional Supportive Housing (TSH)/Transitional Supportive Housing VOCA (TSHV) grants:** [New Service Provider Training](#), administered by Michigan Coalition to End Domestic & Sexual Violence, or equivalent\*.
- **For accredited Child Advocacy Centers funded through Children's Advocacy Centers (CAC/CACV):** trainings as required for various positions as outlined by the [National Children's Alliance](#) (NCA).
- **All staff funded through a DVS Grant not previously listed:** [Victim Assistance Training Online](#), provided by OVC Training & Technical Assistance Center (TTAC).
  - Basics
  - Core Competencies and Skills



Consider creating an individual training tracking log or another mechanism for tracking training for each staff that aligns with your organization's training plan.



- Crimes (for crime types that are relevant to services provided under each applicable grant program)
- Specific Considerations for Providing Victim Services



**\*For domestic violence/sexual assault programs funded through CSU, DVP, SACS/SASRV, TSH/TSHV, the equivalent to the New Service Provider Training must meet DVS Quality Assurance Standards, Section D – Staff and Volunteer Management – Standard D24 Foundational and must be approved by DVS.**

The following trainings are mandatory for all DVS grant-funded direct service staff, contractors, and volunteers within the first year of service:

- *Confidentiality webinar series*, hosted on Michigan Victim Advocacy Network (MiVAN).
- *Crime Victims Compensation webinar*, hosted on MiVAN.
- Note that grant-specific training requirements may also apply.

Trainings charged to the grant must be a reasonable expense, applicable to grant service area, related to victim services, and included in grant budget.

*In-State Trainings*

Grantees who include travel and training costs in an approved budget are not required to receive prior authorization for in-state trainings from DVS. In-state and web-based training costs that fall within the deviation allowance for the travel and training line items are not subject to additional limits on the number of individuals who can expense travel and training costs per grant.

*Out-of-State Trainings*

A maximum of two staff may be reimbursed for in-person training registration and out-of-state travel costs for each grant agreement per fiscal year. Beginning in FY22, approvals from DVS are required for in-person out-of-state trainings.

Organizations requesting to send program staff to in-person, out-of-state trainings must submit an Out-of-State Travel request form (the second tab of the Budget Revision Request Form found [here](#)) to their DVS grant analyst(s) detailing training registration costs, travel, lodging, and mileage estimates, and including a link to the training agenda.

	In-state Trainings	Out-of-state Trainings	Web-based Trainings
DVS Authorization Required	No	Yes	No
2-attendee per grant limit	No	Yes	No
Must be applicable to grant service/program area	Yes	Yes	Yes



# DVS Grant Agreement Policy Manual

**Purpose:** An overview of MDDHS-DVS state and federal policies applicable to funders, grantees, and stakeholders. DVS polices are updated as needed to reflect any changes to state or federal policy and requirements.

## **Statement of Non-Discrimination**

See the MDHHS [Non-Discrimination Statement here](#). MDHHS will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, gender identification or expression, sexual orientation, political beliefs, or disability, and will comply with all federal statutes relating to non-discrimination.

The DVS Methods of Administration, Program Discrimination Complaint Policies and Procedures, Employment Discrimination Complaint Policies and Procedures, and Program Discrimination Complaint Form can be found on the [DVS website](#). MDHHS and subrecipients will not discriminate based on race, sex, religion, age, national origin, color, height, weight, marital status, gender identification or expression, sexual orientation, partisan considerations, history of alcohol or drug use, arrest record, or a disability or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position.

Subrecipients are required to comply with MDHHS contract provisions and applicable federal laws regarding discrimination which can be found in the Attachment E for each Agreement.

## **Conflict of Interest Statement**

DVS commits to identifying and minimizing conflict of interest in any of its activities, funding decisions, or operations. A conflict-of-interest policy is designed to help DVS staff identify situations that present potential conflicts of interest and provide the DVS with procedures that if observed, will allow a transaction to be treated as valid and binding even though employees who may have a conflict of interest with respect to the transaction.

MDHHS-DVS is subject to the provisions of [1968 PA 317](#), as amended, [1973 PA 196](#), as amended, and [Title 2 Code of Federal Regulations, Section 200.318](#) (c) (1) and (2).

The DVS will uphold high ethical standards and is prohibited from:

- a. Holding or acquiring an interest that would conflict with an Agreement.
- b. Doing anything that creates an appearance of impropriety with respect to the award or performance of an Agreement; or
- c. Attempting to influence or appearing to influence any stakeholder by the direct or indirect offer of anything of value.

All DVS staff must be free from and/or declare any conflict of interest with **a grantee/potential grantee** or appearance of conflicts of interest with **a grantee/potential grantee**, including being or having been or having family members that are or have been:

- a. An employee, contractor, consultant, or volunteer.
- b. A donor.

- c. A service participant; or
- d. Involved in pending or resolved legal action.

MDHHS-DVS will immediately notify Department leadership of any violation or potential violation of these standards.

### **Pre-Award Eligibility System Award Management (SAM) Check**

The General Services Administration (GSA) publishes a [website](#) called the Excluded Parties List System found for the purposes of disseminating information on entities debarred, suspended, proposed for debarment, excluded or disqualified under the non-procurement common rule, or otherwise declared ineligible from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits. This information may include names, addresses, Unique Entity IDs (SAM), Social Security Numbers, Employer Identification Numbers, or other Taxpayer Identification Numbers. DVS Contract Administrators are required to check SAM prior to an award of federal funds to an agency.

DVS monitors compliance with SAM requirements by checking the SAM website for current registration for all grantees no less than quarterly.

Refer to DVS grantee requirements for obtaining a [SAM registration](#).

### **Suspension or Debarment**

An award recipient will be considered ineligible if any of the three following conditions exist:

1. Suspension and Debarment refers to organizations that have been suspended or debarred by the Federal government. To ensure that applicants have not been suspended or debarred, DVS staff will check the State of Michigan's Office [Debarment List](#) and United States Department of Labor, Office of Federal Contract Compliance Programs (OFCCP) list of debarred companies.
2. Subgrantee Annual Reports: Organizations that are currently delinquent in submission of reports to [MDHHS-AuditReports@michigan.gov](mailto:MDHHS-AuditReports@michigan.gov) for the preceding year are ineligible to receive new awards until the delinquent status has been resolved. DVS staff will check the status of subrecipient Annual reports on the MDHHS Testing for Major Programs [Internal Review site](#).
3. Single Audit Report-Organizations that are currently delinquent in the submission of a Single Audit report for any of the preceding three years, until the delinquent status has been resolved. DVS staff will monitor the status of single audits on the MDHHS Testing for Major Programs [Internal Review site](#).

### **Funding Availability**

*Non-Competitive Agreements:* DVS awards non-competitive state grant programs or federal formula grants, whose purposes have been mandated by the Michigan legislature or the United States Congress. There are times when making non-competitive awards is necessary and in the public interest or only one responsible applicant can perform the work of the proposed project. DVS determines the victim service programs eligible for non-competitive agreements.

Two types of non-competitive applications include:

- *Solicited Applications:* This application process is for a subset of grantees/programs that offer targeted services to victims of crime. In some

cases, a solicited application will be released annually, or may be released every 3-5 years as determined by Department and funding source requirements.

- The following agreement types/funding sources may issue solicited (noncompetitive) applications:
  - Inter-Agency Agreements
  - Victims of Crime Act (VOCA) Non-Competitive subaward funds for Tribal Victim Services (TRBVS) for Federally Recognized Tribal Victim Service Programs.
  - State-administered Victim Rights Grants
  - Child Advocacy Centers state funding; and
  - Special Project Victim Service Programs includes special projects such as hotlines, Violence Against Women Act (VAWA) STOP Courts (STOPC) grants, emergency grants in response to mass violence incidents, including the Anti-Terrorism and Emergency Assistance Program, or other Legislative funding priorities.
  
- *Allocated Applications:* Grantees funded through MDHHS-DVS may be eligible to complete an annual allocated DVS Grant Application. The application process for these approved grantees determines how much funding will be allocated in the next funding cycle.

Grantees eligible for the allocated DVS grant process are asked to complete an annual application including a work plan and budget, which will be reviewed by MDHHS-DVS staff based on compliance with Federal and/or State program guidelines; completeness and clarity; scope of the program; allowable agreement expenditures; and cost effectiveness. Allocated applications should remain within the scope of the original, competitive application that was submitted and approved by DVS.

For certain formula grants, such as the State-administered Victim Rights grants, allocations are mandated by the Michigan Legislature and determined through associated legislation.

*Competitive Agreements:* Based on Federal Awards and allocations and/or State-identified funding priorities, DVS must determine the amount of funding allocated to currently funded programs under DVS, and grant funds available via open, competitive Request for Proposals (RFPs). Competitive grants are awarded for a grant period of three to five years, except for legislatively determined grants.

- *Initial Competitive Request for Proposals:* For open, competitive grant solicitations, DVS will issue RFPs. Notices outlining current grant opportunities are available on the EGrAMS website. RFP notices will include the Application, Application Instructions, Pre-Award Risk Assessment, and DVS Guidelines.



**It is important to read the entire RFP and related materials when completing an application. It can be easy to miss important details.**

As a part of the competitive RFP, applicants will be required to complete and submit a pre-award risk assessment. Applicants may be required to pass the risk assessment to be considered for funding. The RFPs will provide guidance to applicants, outline the criteria and process from which the proposals will be evaluated and the contractual terms that will govern the relationship between the State of Michigan and the award recipients.

DVS staff will review and evaluate open RFP applications based on current MDHHS and BGP policies.

If awarded funding, successful applicants re-submit the final application with any required changes. Once a completed application package is submitted by the subrecipient, the DVS risk assessment is completed to determine whether the subrecipient is in the low-, medium-, or high-risk category. Budgets will be reviewed for accuracy and to ensure that expenditures are within the guidelines of the state and federal requirements. The application is reviewed by DVS Contracts staff for approval. Once approved, the Standard Grant Agreement will be issued and signed by the Authorized Official and sent to the subrecipient via EGrAMS. Please see the EGrAMS help page and refer to RFP documents for more information about grant official roles.

Federal allocations awarded to the State of Michigan determine how much funding will be available for some DVS grants each year. DVS uses available data and creates a strategic plan to identify the most effective method of distributing grant funds, with an emphasis on the priority service areas identified by the funding sources and needs identified throughout the state. DVS places a high priority on transparent, fair, and open competitive processes guided by rigorous peer review.

### **Division of Victim Services Funding Source List**

The following is a list of primary funding sources administered by DVS. This is not an exhaustive list. Funding sources change frequently.

#### *US Department of Justice*

- Office of Justice Programs
  - The Office of Victims of Crime:

- Victims of Crime Act (VOCA)
- Crime Victim Compensation
- The Office of Violence Against Women:
  - STOP Violence Against Women Formula Grant Program (STOP)
  - Sexual Assault Services Formula Grant Program (SASP)

*US Department of Health and Human Services*

- Administration for Children and Family
  - Family and Youth Service Bureau
    - Family Violence Prevention and Services Admin (FVPSA)
- Centers for Disease Control and Prevention (CDC)
  - Preventative Health and Health Services Block Grant (PHHSBG)
- Temporary Assistance for Needy Families (TANF)
  - State and Federal TANF Funds
- US Department of Housing and Urban Development (HUD)
  - Office of Community Planning and Development (CPD)
    - Emergency Solutions Grant Program (ESG)



All funding sources can be found here:  
[MDHHS - Contractor and Subrecipient Resources \(michigan.gov\)](https://www.michigan.gov/mdhhs)

*The following grants are not Federal Funds, but are State-Restricted Funds:*

- Prosecutor-based Crime Victim Rights (CVRP)
- Crime Victim Training Grants (CVRT - Discretionary)
- Crime Victim Rights Juvenile Court (CVRJ)
- Child Advocacy Center Fund (CAC)
- Sexual Assault Nurse Examiner Fund (SANE)
- Sexual Assault Forensic Exam (S.A.F.E) Response

*State General Funds/General Purpose*

*Michigan State Housing Development Authority (MSHDA)*

The Division regularly applies for **Discretionary grants**, including:

*The Office of Violence Against Women:*

- Justice for Families Program (JFF)
- Improving Criminal Justice Response Program (ICJR)

*The Office of Victims of Crime:*

- Victims of Crime Act (VOCA)
- Antiterrorism and Emergency Assistance Program

**Award Match Requirements**

DVS-administered grants may require matching funds.

*DHHS sponsored match:* In some cases, DVS may match on behalf of an entity, and not pass the match on to subrecipients.

*Grantee Match:* Federal grant programs may require that the subrecipient support a percentage of their project with non-federal cash or in-kind resources.

*Match Waiver:* Some federal funds allow DVS to award match waivers for awards that require grantee match.

Match requirements may include:

- The STOP (Services, Training, Officers, and Prosecution) grant requires that the state provide a 25% non-federal match on the total award given to the state.
- The Family Violence Prevention and Services Program (FVPSA) grant requires that the subrecipient provide at least 20% of the project costs.
- Victims of Crime Act (VOCA) grant match requirements stipulate recipients shall contribute not less than 25% of the Federal (VOCA) Award with non-federal funds/sources. The match requirement is automatically waived for recipients that are Federally Recognized Tribes, or projects that operate on tribal land. President Biden signed the VOCA Fix Legislation into law in 2021 that required match to be automatically waived for all VOCA subrecipients for the duration of the National Emergency declaration due to the COVID-19 pandemic, and for the full year after it is ended. As a result, no VOCA match was collected/reported for all of FY 2022 and will not be collected/reported for all of FY 2023.



### **Freedom of Information Act (FOIA) Requests**

The Michigan Freedom of Information Act (FOIA) provides all persons (except persons incarcerated in correctional facilities) with access to public records of public bodies. Requests to inspect or receive public records of MDHHS must be in writing and describe the requested records with sufficient detail to enable the Department to identify and locate the requested records. Some records are exempt from disclosure under the FOIA or another statute and thus will not be provided. DVS complies with the [MDHHS FOIA](#) request policies.

### **Grant Disbursements**

Grants are disbursed on a reimbursement-only basis, based upon actual costs that have been incurred and expended. For example: Supplies are purchased, then the agency submits payment for supplies, collects receipts, and submits for reimbursement.

Grantees will be reimbursed in accordance with Department regulations and the terms of the Grant Agreement, reports, records, and requirements of the specific funding source.

The MDHHS Bureau of Finance & Accounting provides a *Subrecipient and Contractor Payment Confirmation* website at: [MDHHS - Contractor and Subrecipient Resources \(michigan.gov\)](#). The website includes the Subrecipient Payment information and Contractor Payment information which will be updated quarterly. The website also includes instructions and report column definitions to help users navigate the information.

### Grantee Reporting Requirements

Financial Status Reports (FSRs) are required from all subgrantees for all grants monthly. FSRs should be submitted in EGrAMS for reimbursement of incurred expenses. DVS financial/grants staff will review and check expenditures against the approved budget.

Reporting requirements for each grant can be found in Attachment C to the respective grant agreement. Additional reports may be required as needed by DVS.

DVS financial/grants staff will review and check expenditures against the approved budget.

Additional reports may be required as needed by DVS.

Beginning in 2022, DVS launched a new Intelligrants-based system for programmatic reporting, the DVS Grants Management System (DVSGMS).

#### *Registering for DVSGMS*

Each user is required to login through MILogin for Third Party using the following link: [MILogin - Login \(michigan.gov\)](#). Staff who have an Authorized Official, Financial Officer, and Project Director role on EGrAMS need to have a MILogin account so that they can also be entered on the DVSGMS system in those roles.

<b>MILogin Instructions</b>	
Do Not Have a MILogin Account	<ol style="list-style-type: none"><li>3. Use the <a href="#">MILogin link</a>, click the Sign-Up button and follow the instructions to create your account</li><li>4. Click the Request Access link</li><li>5. Choose Michigan Department of Health and Human Services in the drop-down menu</li><li>6. Scroll down and choose MDHHS Division of Victim Services Grants Management System (DVSGMS)</li></ol>
Have a MILogin Account	<ol style="list-style-type: none"><li>7. Use the <a href="#">MILogin link</a> or your bookmarked link and login to the MILogin for Third Party site</li><li>8. Click the Request Access link</li><li>9. Choose Michigan Department of Health and Human Services in the drop-down menu</li><li>10. MDHHS Division of Victim Services Grants Management System (DVSGMS)</li></ol>

Once the above steps are complete, our office has several steps to complete your registration on the DVSGMS system. When your registration is complete, you will receive an email informing you that you have been added to DVSGMS and you may then access the system via the MILogin portal.



### Late Reports

Reports include any required materials specified in a grantee/subgrantee's Agreement with DVS. Once any due date specified in an Agreement has passed, until all requested material/items are received, deemed accurate and sufficient, it is considered overdue.

- Immediately following a missed deadline, an overdue notice will be sent to the agency's Executive Director and the Authorized Official if they are not the same person.
- A second overdue notice will be sent to the agency's Executive Director, Authorized Official, and to the agency's Board President or Department Leadership.

If the missed deadline is not resolved within 30 days of initial notice, an immediate stop work order will be issued.

### DVS Grantee Risk Assessment

DVS completes an annual risk assessment in accordance with [2 CFR 200](#) and [MDHHS Policy APA 212](#). The role of the risk assessment is to identify possible concerns, assess likelihood of risks, identify appropriate action to help mitigate the risks, and develop contingencies if needed to help control for risk.

The DVS Quality Assurance Team is charged with completion of the annual risk assessment to evaluate each DVS funded grantee's risk of noncompliance with federal statutes, regulations, and the terms and conditions of the award for the purposes of determining the appropriate level of grantee monitoring. The risk assessment is completed for each current DVS grant agreement. Annually, the risk assessment score informs monitoring of DVS grantees in combination with the DVS five-year schedule. At any time, DVS may reassess an organization's risk score, or the schedule of monitoring activities, based on issues of client safety, ineligible expenditures, client confidentiality, unallowable activities, misappropriation of funds, information from other funding sources, or abrupt or numerous departures of key personnel.



**Grantees can contact the Director of Quality Assurance to discuss their organization's risk score.**

The risk assessment will be completed utilizing predefined criteria and will assign a numerical score for each agreement. The scores are compiled in a chart which is utilized to determine necessary interventions.

The following risk factors at a minimum are considered in assessing risk:

1. Total dollar amount of grant award
2. Previous grant award experience
3. Previous financial and compliance monitoring
4. Frequency of staff turnover
5. Financial management problems or financial instability
6. Significant findings or questioned costs from prior audit
7. Other issues of noncompliance
8. Recurring or unresolved issues
9. Programmatic noncompliance



### **DVS Monitoring Plan**

DVS develops monitoring plans for the funding through the MDSVPTB and MCVSC. Currently, Crime Victim Rights prosecutor and juvenile justice grants are not included in the monitoring plan.

DVS develops an annual monitoring plan incorporating assessed risk and the five-year monitoring schedule. The monitoring plan may include the monitoring activities listed below. A plan will be adopted for the fiscal year; however, issues may arise that would cause DVS to reclassify the grantee's risk level and modify monitoring plans.

The DVS monitoring plan is completed each fiscal year and guides the quality assurance activities for the upcoming year. A monitoring calendar for the year is created and integrated with ongoing monitoring activities for subgrantees, e.g., review of submitted financial, program statistics, and narrative reports; standards review visits; and participation in grantee meetings.

DVS monitoring, quality assurance, and technical assistance activities can include but are not limited to:

- a. Perform on-site and/or virtual review of grant awards and fiscal operations
- b. Fiscal reviews of organization
- c. Fiscal desk reviews
- d. Review of required reports
- e. Review of policies and procedures
- f. Provide training
- g. Provide technical assistance

DVS monitoring, quality assurance, and technical assistance activities may result in the following:

- a. The development and implementation of corrective action plans/strategies
- b. Additional progress reporting requirements
- c. Review of revised policies and procedures
- d. Temporary holds on cash payments
- e. Disallowed activities or costs
- f. Suspended or terminated awards
- g. Arrange for agreed-upon financial auditing procedures
- h. Other remedies that may be legally available

### **Monitoring and Site Reviews**

DVS completes, at a minimum, two hybrid onsite/virtual programmatic reviews of funded programs during a five-year period (generally aligns with the period of Grant Agreements). Reviews and audits are comprised of Programmatic Contract Reviews, Standards Reviews, and MDHHS Bureau of Audit financial audits. Site visits are scheduled on a 5-year cycle but may be adjusted based on the annual risk assessment results and additional factors. Financial audits are scheduled annually based on the annual risk assessment results.

The Standards and Programmatic Contract Reviews are a combination of onsite and remote monitoring. Onsite activities may be limited due to state travel restrictions due to health and safety concerns and, in that event, the entire review will be completed remotely. Additionally, the ability to visit a program may

be impacted by unforeseen circumstances and in this instance, monitoring will be completed but adjusted for remote review including virtual tours and face-to-face virtual interviews.

Domestic violence and sexual assault agencies will have at least one Standards Review and one Programmatic Contract Review in a five-year period. Non-DV and -SA comprehensive programs will receive two Programmatic Contract Reviews during a contract period, excluding state-funded CACs, which will have one Programmatic Contract Review and are required to maintain NCA certification.

### **Programmatic Contract Reviews**

The DVS Programmatic Contract Review includes a team of reviewers and focuses on documenting that the grantee complies with the requirements of the grant agreement(s) with an emphasis on client eligibility, permissible activities, and allowable costs.

### **Standards Reviews**

DVS funded programs funded for comprehensive domestic violence and/or sexual assault services will receive a Standards Review once every 5 years. The Standards Review process has evolved through a collaborative, ongoing process which involves DVS staff, as well as current and former movement leaders who have identified the qualities that are commonly present in operating a strong organization that embraces survivor-focused, empowerment-based services. The current standards can be found [here](#), and encompass 138 standards that have been identified and broken into the following nine sections:

- Policy & Governance
- Financial Management
- Program Administration & Service Delivery
- Sexual Assault Nurse Examiner (*if funded*)
- Transitional Supportive Housing (*if funded*)
- Staff & Volunteer Management
- Community Engagement & Fund Development
- Systems Change
- Facilities, Safety, Security & Health

### **MDHHS Financial Audit**

Onsite and/or virtual financial audits by MDHHS Bureau of Audit Division Staff (Audit Staff) will be scheduled for grantees with the highest risk scores from the *Risk Assessment* that do not have an onsite visit planned as described above, with one exception. Additional financial audits may be scheduled through the year based on emergent circumstances. In the event of unforeseen circumstances that limit travel, the audit will be performed remotely.

### **Office-Based Monitoring and Site Reviews**

#### *Financial Statement Reviews*

DVS requires grantees to complete a monthly Financial Status Report (FSR). A fiscal review will be completed of selected grantees.

#### *Desk Reviews*

Desk reviews include an evaluation of internal controls, selected policies and requested documentation for selected line items on designated FSRs submitted in the identified time period.

Desk reviews will be completed for grantees who score on the annual risk assessment score in the moderate range and who do not have a standard or contract review scheduled during the fiscal year. Grantees who score as low risk may have desk reviews added based on emerging concerns related to a reporting or findings in a recent on-site monitoring visit. The desk review will include a review and evaluation of the MDHHS Fiscal Questionnaire and a random sample of detail (i.e., general ledger detail, vendor invoices, time and effort reporting and attendance records, allocation detail, etc.) from grantees that supports information provided on FSRs.

#### *Monthly, Quarterly, and Semi-Annual Performance and Activity Report Reviews*

DVS has established a variety of other monitoring activities that are financial and programmatic in nature. The activities are performed by various DVS staff including contract analysts, departmental technicians, Quality Assurance staff, specialized staff, and attorneys. A summary of the activities includes review of monthly FSRs, review of semi-annual reports, review of various reports, review contract certifications, federal grant reporting, pre-award monitoring, technical assistance, informal monitoring (financial/agreement monitoring), and project oversight (quarterly calls, review of programmatic reports).

#### *Fiscal Questionnaire Review*

All DVS grantees are required to complete and submit the MDHHS Fiscal Questionnaire annually on the EGrAMS portal. The Fiscal Questionnaires are reviewed as part of programmatic contract reviews, MDHHS financial audits, and/or desk reviews. The fiscal questionnaires of low-risk grantees who do not have a scheduled Standards Review or Programmatic Contract Review will be reviewed by DVS Senior Financial Analyst. The fiscal questionnaires are not reviewed as part of the Standards Review as the process includes a full financial aspect.

#### **Grantee Financial Audit Issues**

Organizational financial statements/audits are reviewed for outstanding issues which may require follow up.

Financial audits are completed by the MDHHS Bureau of Audit (previously Bureau of Audit, Reimbursement, and Quality Assurance). Findings are reported to the DVS funded organization and DVS staff, specifying any return of funds required.

#### **Licenses to Solicit and Operate**

Many DVS grantees are private, not-for-profit agencies who are funded through a variety of sources including donations. In general, 501c3 nonprofit organizations are required to have a Charitable License to Solicit per the Charitable Organizations and Solicitations Act, [MCL 400.271](#) et seq.

#### **Addendum/Reference Materials**

##### *Acceptable Public Disclosure*

An exempt organization must make specific tax documents available for public inspection and copying. These items include:

- IRS determination 501 c-3 letter
- Annual return (990 or 990EZ)

##### *Background Check Policy*

- MDHHS Grant Agreement: *General Provisions – Criminal Background Check*

### *Certificate of Exemption for Hiring Practices on the Basis of Religion*

This certificate is for use by Faith-Based Organizations only.

- [Download and complete the certificate to be completed](#)
- [Review information regarding OJP requirements](#)

#### *Confidentiality Policy*

- MDHHS Grant Agreement: *General Provisions – Non-Disclosure of Confidential Information*
- VOCA: [28 CFR § 94.115 Non-disclosure of confidential or private information](#)
- VAWA: [34 USC §12291\(b\)\(2\) Definitions and grant provisions – Grant conditions – Nondisclosure of confidential or private information](#)
- VAWA: [28 CFR 90.4 Grant Conditions – Nondisclosure of confidential or private information](#)
- FVPSA: [42 USC § 10406\(5\) Formula grants to states – Grant conditions – Nondisclosure of confidential or private information.](#)
- DOJ: [FAQ on the VAWA Confidentiality Provision \(2017\)](#)
- NNEDV: [Confidentiality Toolkit](#)

#### *Conflict of Interest Policy for Board Members and Employees*

- MDHHS Grant Agreement: *General Provisions – Conflict of Interest and Code of Conduct Standards*
- [1968 PA 317](#), as amended *Contracts of Public Servants with Public Entities*
- [1973 PA 196](#), as amended *Standards of Conduct for Public Officers and Employees*
- [2 CFR § 200.318 \(c\) \(1\) and \(2\) Procurement Standards](#) – *General procurement standards*
- DOJ Financial Guide: [Postaward Requirements – Grant Fraud, Waste, and Abuse – Conflicts of Interest](#)
- [2 CFR § 200.112 Conflict of interest](#)

#### *Employee and Participant Civil Rights Grievance Policy*

Grantees must have policies in place for responding to discrimination complaints filed by employees and clients, customers, and program participants with the Grantee. The Grantee will promptly provide notice to the DVS Contract Manager of any complaints of discrimination made against the Grantee.

- MDHHS Grant Agreement, Attachment E: *Division of Victim Services Grant Requirements: Program Specific Requirements*
- OJP, OVC: [Program Standards – Rewards, Corrective Actions, and Grievances](#)

#### *Equal Employment Opportunity Plan/Certification*

- MDHHS Grant Agreement, Attachment E: *Division of Victim Services Grant Requirements: Program Specific Requirements*
- [28 CFR §§ 42.301-.308 Equal Employment Opportunity Program Guidelines](#)
- [Submit at EEOP documentation online](#)
- Review the [EEOP Frequently Asked Questions](#) online

#### *Indirect Costs*

Indirect costs may be entered into DVS budgets in the form of federally- or state-approved rates, the De Minimis rate (up to 10% of Modified Total Direct Costs), or, in certain cases, Cost Allocation Plans, in adherence to 2 CFR 200. If budgeted, indirect must be consistent across all federal grants and the same

rate charged each month. DVS cannot advise on individual programs indirect costs. Grantees with questions are encouraged to consult with independent accountants.

- [DOJ Financial Guide: Postaward Requirements – Indirect Costs](#)
- [2 CFR § 200.414](#) Indirect (F&A) costs.

#### *Limited English Proficiency Plan*

- MDHHS Grant Agreement, Attachment E: *Division of Victim Services Grant Requirements: Program Specific Requirements*
- Read more information on the federal [Limited English Proficiency website](#)
- Review the [Language Access Assessment and Planning Tool](#) (2011)

#### *Non-Discrimination Policies and Notices for Employees and Services*

- MDHHS Grant Agreement: *General Provisions – Non-Discrimination*
- MDHHS Grant Agreement, Attachment E: *Division of Victim Services Grant Requirements: Program Specific Requirements*

#### *Nonprofit Solicitation License*

- Charitable Organizations and Solicitations Act, [MCL 400.271](#): an organization must register if it solicits or receives contributions.

#### *On-Call Pay Policy*

- **Payment for On-Call Time:** Grantees may choose to pay stipends to employees in addition to their base pay as compensation for being available to take calls outside of normal hours. If charging on-call time to DVS administered grants, the grantee must compensate all employees, not only those funded by Federal grants, in the same manner. It is allowable for [VOCA](#) grantees in compliance with Federal, state, and local labor laws to provide on-call pay for *one-hour* straight time pay for every *five* hours the employee is on-call.
- **On-Call Time:** An employee who is required to remain on-call on the employer's premises or so close to the employer's premises that they cannot use the time effectively for their own purposes is working while on-call. See FLSA, [29 CFR 785.17](#).

#### *Procurement/Equipment Policy*

- [DOJ Financial Guide: Postaward Requirements – Procurement Under Awards of Federal Assistance](#)
- [2 CFR § 200.317](#) through [2 CFR § 200.326](#) *Procurement Standards*

#### *Record Retention Policy*

- MDHHS Grant Agreement: *General Provisions – Responsibilities – Grantee – Record Maintenance/Retention*
- [DOJ Financial Guide: Postaward Requirements – Retention and Access Requirements for Records](#)
- [2 CFR § 200.333](#) *Retention requirements for records*

#### *Rent*

- [DOJ Financial Guide: Postaward Requirements – Allowable Costs – Project Site](#)
- [2 CFR § 200.465](#) *Rental costs of real property and equipment*

Rent to be prorated according to grant-specific staff, clients served, or space utilized.

*Subrecipient/Contractor Monitoring*

- MDHHS Grant Agreement, Attachment E: *Division of Victim Services Grant Requirements: Program Specific Requirements*

*Time and Effort Reporting*

- MDHHS Grant Agreement, Attachment E: *Division of Victim Services Grant Requirements: Program Specific Requirements*
- DVS GoToWebinar [Training on Activity Tracking](#)
- [Time and Effort Best Practices for VOCA-Funded Personnel](#)
- [DOJ Financial Guide: Postaward Requirements – Allowable Costs](#)
- [2 CFR § 200.430 Compensation](#) - personal services

*Travel Policy*

- MDHHS Grant Agreement: *General Provisions – Responsibilities – Grantee – Travel Costs*
- [DOJ Financial Guide: Postaward Requirements – Allowable Costs – Travel](#)
- [2 CFR § 200.474 Travel costs](#)

*Whistleblower Policy*

- MDHHS Grant Agreement: *General Provisions – Assurances - National Defense Authorization Act Employee Whistleblower Protections*

Error! Bookmark not defined. **Additional Links**

[Crime Victim Compensation Program](#)

[Department of Justice Financial Guide](#)

[Division of Victim Services](#)

[Division of Victim Services Online Manual](#)

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Section	Details
FY22 Grantee Guidelines	Prepared 2021, Approved 8/2021
FY23 Grantee Guidelines & Policy Manual	Prepared 2022, Approved 7/2022
Revision Date	

**Revision process: This document will be annually reviewed and updated. Updates will be highlighted (online).**