

FUNDING GUIDELINES
Prosecutor-based Victim Rights Grants



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

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Funding Guidelines

Prosecutor-Based Victim Rights Grant

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

These program guidelines provide detailed guidance to aid grantees in determining and developing the itemized budget, budget narrative, and completion of the Victim Rights Grant Application. Utilizing the information provided in this document applicants should be able to efficiently and effectively prepare complete applications. These guidelines are posted on the internet and can be found at www.michigan.gov/crimevictims.

Sources of Funding

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

Felonies - \$130.00

Misdemeanors - \$75.00

Juveniles - \$25.00

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

Eligibility & Allocations

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

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

Victim Rights funding allocations will be reviewed every three years; the most recent adjustment was completed for the 2019 fiscal year. The next adjustment in funding will occur in the 2022 fiscal year.

On-line Victim Rights Grant Training

The Division of Victim Services provides training to assist with the on-line grant application process. Any questions or concerns regarding the on-line grant training process may be directed to Maria Markos at 517.241.5275 or Tracy Hogan at 517.335.3426 or via the internet at MDHHS-VICTIM-RIGHTS-PGRM@michigan.gov.

Matching Funds Not Required

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

Grant Schedule

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

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

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

Grant Period

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

Program Requirements

The Division of Victim Services requires Victim Rights Program grantees to provide comprehensive notification, information and assistance addressing victim rights throughout the criminal justice process as established by the William Van Regenmorter Crime Victim Rights Act of 1985. Grants that support crime victim rights must focus on delivery of rights and services required by the Act and the Michigan Constitution. Funded programs must meet all other grant requirements described in the Program Guidelines.

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

Timesheets

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

Evaluation and Reporting

All grant supported programs are required to complete and submit a quarterly Program Report, Financial Report, and Work Plan Report within one month after the end of each quarter, as defined below. Reports are available on-line at <http://egram-mi.com/dch/>

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

First Quarter	January 30th
Second Quarter	April 30th
Third Quarter	July 30th
Fourth Quarter	October 30th
Fiscal Year End Report	November 30th

Timely grant reporting is required. If a grant report is more than thirty days overdue the State of Michigan will delay disbursements to the grantee until such time that all required reports have been submitted.

Allowable Costs

Only those costs directly related and essential to providing direct victim rights to crime victims can be charged to the grant. Internal controls should be established to assure that positions funded through the Crime Victim Rights Grant focus the designated percentage of time that is reflected in the contract to reimbursable victim rights activities. Victim rights duties and activities are those activities that are statutorily created and mandated by the William Van Regenmorter Crime Victim Rights Act of 1985 and Article 1, section 24 of the Michigan Constitution.

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

Supplies & Materials

Costs associated with the operation and administration of the Victim Rights Program may be charged to the grant. These costs include but are not limited to office supplies, printing and postage. Purchase of desks, chairs, or file cabinets for the exclusive or prorated use of victim advocates with grant funding is permitted. Any item more than \$500.00 must be pre-approved in writing by the Division of Victim Services.

Travel & Training

Positions supported by the Crime Victim Rights Grant are required to obtain a minimum of 16 continuing education hours on an annual basis. State supported trainings include those conducted by the Victim Rights Training Unit of the Prosecuting Attorney's Association of Michigan and those listed on the Michigan Victim Advocacy Network (MIVAN). Nominal amounts may be budgeted for travel to cover the cost of mileage, hotel, and any meals that are not covered by the training entity.

Other Expenses

Items budgeted in this category include communication costs, e.g., telephone, fax etc. as well as any equipment rental or maintenance costs used exclusively for provision of victim rights. Prorated costs for these items may be supported by the grant where equipment is shared by an entire office.

Grantees should provide an accounting of expenses in this line item with each quarterly Financial Report as an attached ledger or thoroughly detailed receipts. For instructions about attaching expenses go to <http://egrms-mi.com/dch/> click on About EGrAMS, choose Comprehensive Agreement Grantee Instructions, and scroll down to page 98.

5% Ancillary Direct Victim Needs

The Division of Victim Services, in collaboration with the Prosecuting Attorney's Association of Michigan, established a new funding formula which took effect in the 2019 grant year. Within this new formula is a specific allocation of monies for direct victim needs. These are costs often essential for crime victims to participate in the criminal justice process or obtain a modicum sense of safety after the criminal event.

These costs may include:

- Home security assistance: locks, cameras, motion lights, alarms, etc. This category excludes the monthly costs associated with the installation of a home security system.
- Criminal Justice proceedings: transportation, childcare, respite care for dependent adults, food, clothing, lodging.
- Transportation: gas cards, bus vouchers, taxi fare, and Uber/Lyft pre-loaded fare.
- Utility costs: these funds may be used to help the victim restore power to their home.
- Temporary pet housing.
- Victim protection/relocation if the crime victim must move from the area for their immediate safety.

The Division of Victim Services would highly recommend the development of policy and oversight procedures which are reviewed annually. Policies should outline:

- What is being distributed.

- How the items will be kept safe, dispersed, and tracked (including collection of receipts).
- Who is responsible for it?
- Who is responsible for auditing records, checking balances, and confirming that assistance was used for eligible services; this should include a schedule (e.g. monthly, weekly, daily)?

Logs must indicate:

- Funding source, person authorizing release of funds, date of distribution, amount or quantity.
- Name, initials, or docket number of person(s) who received allocation.

The 5% Direct Victim Needs allocation is to be included in a separate line item under “Other” in the Victim Rights Grant Program Budget. Grantees should provide a thorough detail of expenses in this line item with each quarterly Financial Report as an attached note. For instructions on attaching notes go to <http://egramsmi.com/dch/> click on About EGrAMS, choose Comprehensive Agreement Grantee Instructions, and scroll down to page 98.

Courthouse Facility Dog (Canine Advocate)

The Division of Victim Services will approve costs associated with the routine care of a Courthouse Facility Dog/Canine Advocate such as food, annual veterinary office visits, and grooming.

Canine Advocate expenses should be included in the Other Expenses category as a separate line item.

Advocate Credentialing

Advocate credentialing is done through NOVA (the National Organization for Victim Assistance) and is called the “National Advocate Credentialing Program” or NACP. NACP was designed to promote a minimum of forty hours of pre-service training for advocates, and recognizes the advocate’s years of experience, whether volunteer or paid, and requires continuing education for all advocates credentialed under the program.

Completion of the PAAM pre-approved Elements of Advocacy training program meets the “A” Series requirement for all other NACP credential levels (Basic, Intermediate or Advanced). See <https://www.thenacp.org> for more information and to print the application.

Costs to apply for credentialing are as follows:

Provisional Application Fee: \$70.00

Basic, Intermediate, Advanced Application Fee: \$140.00

Renewal Fee: \$100

Renewal Upgrade: \$140.00

It is required to document a minimum of thirty-two hours of continuing education from “A, B or C” series every 2 years.

Advocates should send the completed application and an accounting of expenses to the Victim Rights Unit of the Division of Victim Services at MDHHS-VICTIM-RIGHTS-PGRM@michigan.gov . in the quarter that these expenses are charged to the grant. Upon

receipt of the earned Certificate a copy should be uploaded and sent to the Victim Rights department of the Division of Victim Services at the above email address.

Desktop Computer Allocation

The Division of Victim Services has established a schedule for replacement of desktop computers associated with positions funded through the Victim Rights Grant. The allocation is \$1,200 for full time positions. Victim Rights Programs with part-time advocates are eligible to receive a pro-rated amount based upon the number of grant hours dedicated to victim rights. Desktop computers may be purchased locally or through the contract with the Prosecuting Attorney's Association of Michigan. Funding for this purpose is allocated every three to four years.

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

(MI-VINE) Victim Information and Notification Everyday

The Division of Victim Services encourages Victim Rights Programs to participate in the Michigan Crime Victim Notification Network (MI-VINE). Participation in MI-VINE is provided at no cost to the residents of the State of Michigan. MI-VINE helps to keep victims informed about upcoming hearing times, locations, court information and more so that victims can focus less on logistics and more on healing. This automated victim notification service provides court event notification to victims by telephone, email or text message. Advocates can register victims for this service or victims can register themselves via the internet at www.vinelink.com or by telephone at 800-770-7657.

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

Unallowable Costs

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

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

General witness management and notification services

Subpoenas

Dockets

Pleadings

Warrants

Restitution collection and management

Closing cases

Police reports

Indirect Costs

Victim Rights Grant funding may only be used in conjunction with providing direct services to victims of crime. Costs associated with indirect services may not be charged to the grant. Examples of indirect costs include the routine costs of doing business such as audits, parking, cleaning, office space, etc.

Out of State Travel

At this time grant funding cannot be used to support out-of-state training.

Miscellaneous

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

Review Process

Division of Victim Services staff will review all applications and may make programmatic and budgetary recommendations as needed. If program or budgetary adjustments are required grantees will be notified.

Contract Agreement Amendment Requests

Amendment requests are available to grantees through the Division of Victim Services on-line Grant System each fiscal year from January 1st until April 1st. Grantees are asked to provide a detailed purpose, rationale and justification for the amendment request. A formal amendment signed by all parties is required in the following instances:

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

Records Retention

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

Questions regarding Victim Rights, Grant Funding & Reporting

Please direct questions regarding victim rights grant funding and reporting requirements to Maria Markos at (517) 241-5275 or Tracy Hogan at (517) 335-3426.