

Coronavirus Emergency Supplemental Funding (CESF) Fiscal Year (FY) 2021

Summary Page

Overview

The FY 2021 Coronavirus Emergency Supplemental Funding (CESF) Program will provide funding to county prosecutor offices for hiring contractual personnel to address coronavirus-related caseload backlog.

Eligibility

Applications are accepted directly from county prosecutor offices.

Deadline

A completed and signed application (including any attachments) must be received by the MSP/GCSD, via email to [msp-cesf@michigan.gov](mailto:m-sp-cesf@michigan.gov) no later than **12 p.m. (noon) EST on May 14, 2021**. There will be no extensions of this deadline. Applications received by the MSP/GCSD after **12 p.m. (noon) EST on May 14, 2021**, will not be considered for funding.

Contact Information

For questions about this solicitation or grant application form, please email [msp-cesf@michigan.gov](mailto:m-sp-cesf@michigan.gov).

Release date: **April 16, 2021**

General Information

Program Purpose

The purpose of this grant program is to provide emergency supplemental funding to county prosecutor offices for the hiring of contractual personnel to address coronavirus-related backlog. Applicants should read this instruction form in its entirety in order to have a comprehensive understanding of all CESF requirements.

Eligibility

Applications are accepted directly from county prosecutor offices. Please note, if your jurisdiction received a [direct CESF award](#) from the Department of Justice, your agency is still eligible to apply under this CESF solicitation.

Application Process

The CESF application will be available beginning **April 16, 2021**. Applicants are encouraged to start working on their applications as soon as possible after the form is made available in order to have a sufficient amount of time to complete the application. Applicants are encouraged to submit early, as applications will be accepted, reviewed, and awarded on a rolling basis.

Deadline

To be considered for funding, a completed application must be received by the MSP/GCSD via email to [msp-cesf@michigan.gov](mailto:m-sp-cesf@michigan.gov) by **12 p.m. (noon) EST on May 14, 2021**. There will be no extensions of this deadline.

Agency Allocations

The following are allocations for county prosecutor offices; the allocation amounts are based on county populations. Applicants may not apply for more than their allocated amount.

- Counties with a population over 200,000: \$100,000
- Counties with a population between 75,000 and 200,000: \$50,000
- Counties with a population below 75,000: \$25,000

Grant Period

The grant performance period will be **June 1, 2021, through December 31, 2021**. All grant-related work must be complete by **December 31, 2021**.

Notification Process

Applicants selected for a grant award will electronically receive a final award letter and grant agreement documents. Signed grant agreement documents must be returned by the given due date via email to [msp-cesf@michigan.gov](mailto:m-sp-cesf@michigan.gov). Reimbursement of funds will not occur until signed grant agreement documents are received by the MSP/GCSD.

Application Opt-Out:

Agencies that choose not to apply for CESF funds must check the appropriate box located above Part I and submit the application form to [msp-cesf@michigan.gov](mailto:m-sp-cesf@michigan.gov). Those not applying are only required to fill out Part I in addition to the checkbox indicating the agency's decision.

Source of Funds

The CESF is funded from the United States Department of Justice as appropriated in the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The CESF Program is authorized by Division B of H.R. 748, Pub. L. No. 116136 (Emergency Appropriations for Coronavirus Health Response and Agency Operations); 28 U.S.C. 530C.

Public Disclosure of Application

Application contents are subject to the Freedom of Information Act, 1976 PA 442, MCL 15.231 *et seq.*

Contact

For questions regarding the CESF, please contact the MSP/GCSD at msp-cesf@michigan.gov.

Application Instructions

Application Opt-Out:

Agencies that choose not to apply for CESF funds must check the appropriate box located above Part I and submit the application form to msp-cesf@michigan.gov. Those not applying are only required to fill out Part I in addition to the checkbox indicating the agency's decision.

Part I. Applicant Information:

Applicants must thoroughly complete the information for their agency in this section, including SIGMA coding information, which is critical to the reimbursement process. **Failure to completely fill out Part I may delay grant award.**

Part II. Geographic Data:

Applicants are required to complete the information included in this section.

Part III. Funding Disclosure:

Applicants are required to disclose other sources of coronavirus funding.

Part IV. Project Information:

1. Grant Summary.

Summarize your agency's efforts for preventing, preparing for, and/or responding to the coronavirus for which you are seeking CESF assistance.

2. Program Narrative.

Describe the impacts of the coronavirus on your agency's caseload backlog, including number of cases, warrants, etc. in backlog. Then, describe how this funding will assist in resolving the backlog issues specific to your agency.

Part V. Designation of Grant Officials:

All applicants must designate grant officials listed on the application form. All three roles must be filled by three separate people; the same person cannot fill more than one role.

Part VI. Budget information:

Applicants must complete an accurate budget based on category eligibility listed below as well as their specific CESF allocation provided by MSP/GCSD. All budget items must be directly related to the hiring of a contractual employee to address coronavirus-related backlog.

Budget Category Eligibility:

- Contractual personnel to assist with activities that have been delayed during the coronavirus pandemic.
- Technology or other supplies specifically necessary for the performance of the contractual personnel.

Part VII. Certification:

Applicants are required to certify that all statements in the application are true, complete, and accurate to the best of their knowledge. Grantees are required to agree to allow the MSP and the Michigan Office of the Auditor General access, for the purposes of inspection, audit, and examination, to any books, documents, papers, and records of the grantee which are related to this grant. Further grant

requirements will be explained in your jurisdiction's CESF grant agreement. Signatures are not required for certification.

Conditions

The following conditions apply to grant awards. If an applicant receives a grant award, the applicant will then be known as a grantee. All references in the conditions section refer to a grantee, as opposed to an applicant, for this reason.

Limitations of Funds

The CESF is funded from the CARES Act and administered by the MSP/GCSD. All awarded funds must be spent by the grantee by **December 31, 2021**. All reimbursement requests for eligible expenses, including supporting documentation, must be submitted to MSP/GCSD by close of business (COB) on **January 31, 2022**. If a grantee incurs expenses prior to **December 31, 2021** but does not submit a reimbursement request for those expenses, including supporting documentation, by COB on **January 31, 2022**, the expenses **will not** be eligible for reimbursement.

Implementation

The grantee agrees to submit a signed grant agreement by the due date given or be subject to potential cancellation of the grant award. Grant funding will not be released until signed grant agreement documents are returned to the MSP/GCSD via email at to [msp-cesf@michigan.gov](mailto:m-sp-cesf@michigan.gov).

Clarification

Prior to executing any changes from the approved funded items, the grantee must provide written notice to the MSP/GCSD of the proposed changes. The MSP/GCSD will notify the grantee, within 30 days, whether or not the proposed changes are approved.

Ineligible Expenditures:

The following items are not eligible for the CESF:

- Any expenses incurred prior to **June 1, 2021** or after **December 31, 2021**.
- Any expenses fully covered by other sources (federal, state, local, or private).
- Costs in applying for this grant (e.g., consultants, grant writers, etc.).
- Indirect costs or indirect administrative expenses.
- Contributions and donations.
- Management or administrative training, conferences.
- Grant administrative costs.
- Purchase of any type of vehicle, including accessories.
- Fines and penalties.
- Losses from uncollectible bad debts.
- Food, refreshments, and/or snacks, including those incurred during travel.
- Any other expenses that are not directly related to the hiring of contractual personnel to address coronavirus-related backlog.

Non-Supplanting:

Grantee agrees that funds accepted through the CESF will supplement existing funds and not supplant local funds with federal funds.

Expenditures:

1. The grantee understands and agrees that all expenditures from the grant will:
 - a. Be permissible under state and federal law and consistent with statewide policies, regulations, and practices.
 - b. Be adequately supported by source documentation, including invoices, cancelled checks, and electronic payment confirmations.
 - c. Only be for items that have been approved through a CESF award or subsequently approved budget modification.
2. The grantee agrees to use the approved purchasing practices and bid procedures required by the “Applicant” for all expenditures involving project activity.
3. The grantee agrees to maintain accounting records following generally accepted accounting principles for the expenditure of grant funds. The grantee agrees to record all revenues and expenditures in a fund or account separate from the grantee’s other funds or accounts.
4. The grantee agrees to maintain all documentation for costs incurred for a three-year period following the final MSP payment for the project.

Reporting Requirements and Release of Funds:

Payments to the grantee will be made on a reimbursement basis, providing the grantee is in compliance with all terms and conditions of the grant. For a payment reimbursement, a completed CESF Financial Status Report (FSR), which includes a section for reimbursement request, must be submitted to the MSP/GCSD via email to [msp-cesf@michigan.gov](mailto:m-sp-cesf@michigan.gov). Source documentation supporting the requested reimbursement amount must be attached to the FSR. At a minimum, the source documentation should include copies of the original invoices, cancelled checks, and any other information that would support the request.

FSRs – The reports are due within twenty (20) days after the end of a reporting period. Reporting periods will be as follows: **June 1, 2021 – September 30, 2021; October 1, 2021 – December 31, 2021.**

The Grantee’s Financial Officer or Authorized Official must sign and date the CESF FSR.

Funds may not be released to the grantee if any of the participants in the project:

1. Have not filed their annual financial report (F65) or audit per the Uniform Budgeting and Accounting Act, 1968 Public Act 2, as amended (MCL 141.421 to 141.440a) or the Uniform System of Accounting Act, 1919 Public Act 71, as amended (MCL 21.41 – 21.55) or
2. Have a payment due and owing to the State of Michigan.