



## Michigan Sheriffs' Coordinating and Training Council Local Corrections Officer Training Act

### Grant Application Requirements/Process

**Authority:** The Local Corrections Officers Training Fund is created in the State Treasury and administered by the Sheriffs' Coordinating and Training Council. Revenue is received from Booking Fees collected under section 4b of 1846 RS 171, MCL 801.4b, and funds from any other source provided by law.

**Purpose:** The purpose of the fund is to defray the costs associated with continuing education, certification, and recertification of local corrections officers. Grant funds awarded to a successful applicant may not be used to supplant local funding already in place for the training of local corrections officers.

**Eligibility:** In order to be eligible to receive a grant for the training, certification, and recertification of local corrections officers the county sheriff's office must forward 100% of the fees collected under section 4b of 1846 RS 171, MCL 801.4b to the Local Corrections Officer Training Fund, hereinafter referred to as the Fund.

#### I. Grant Funding Qualification Requirements

- A. In order for a county to be eligible to receive a grant from the Fund, the County Sheriff's Office must be submitting 100% of the booking fees to the Fund.
- B. The county Sheriff's Office must execute a signed affidavit agreeing to submit 100% of Booking Fees collected under section 4b of 1846 RS 171, MCL 801.4b and funds from any other source provided by law to the fund.
- C. The county Sheriff's Office must demonstrate compliance with the affidavit by submitting 100% of fees collected to the Fund for a minimum of six months, two consecutive calendar quarters, before a grant award may be made to the eligible county.

II. Eligible Training

Grant eligible Training shall consist of one of the following types of programs:

- A. Local correctional officer training program for certification or recertification as prescribed by the Michigan Sheriffs' Coordinating and Training Council. (See Appendix A)
- B. Approved In-Service Training Topics as prescribed by the Michigan Sheriffs' Coordinating and Training Council. (See Appendix B)
- C. A specialized training program. If the specialized training program is not listed on the approved In-Service Training Topics list, a request by the County Sheriff's Office must be submitted to the Sheriffs' Coordinating and Training Council for approval prior to receiving any grant award for said training. All specialized training requests must provide complete documentation of the program including course objectives and syllabus along with justification for the need of the specialized training.

III. Allowable Expenditures

- A. A grant request may include the following costs:
  - 1. Instructor/Contractor fees
  - 2. Required Training Materials (i.e. student/instructor manuals, handouts, diskettes, CD's, thumb/USB drives, etc.)
  - 3. Training Equipment will only be funded if the training cannot be provided without the identified equipment. Grant applicants must provide written justification for the need of the equipment. All training equipment purchased with training fund money must be used for training purposes only and not become part of a department's daily corrections operation.
  - 4. Classroom Rental
- B. A grant request **may not** include funding request for the following costs:
  - 1. Administrative Costs/Fees
  - 2. Alcohol Purchases
  - 3. Out of Country Training

4. Complimentary Marketing items such as mugs, patches, shirts, etc.
5. Fees for continuing education credits
6. Payment of overtime/benefits for attending training or backfill of position of corrections officer attending training.
7. Salaries and wages

IV. Supplanting

- A. Grant funds awarded to a successful applicant may not be used to supplant local funding already in place for the training of local corrections officers. This supplanting requirement would also include federal grants or other state funding previously available for the same training.
  1. If previous funding is no longer available, documentation as to the reason why the funding is no longer available must be provided by the applicant.

V. Applying for a Grant

Counties meeting the grant eligibility requirements shall complete a grant application and Affidavit of Participation annually and submit the completed application to the Michigan Sheriffs' Coordinating and Training Council for review and consideration.

A County Sheriff's Office applying for a training grant through the Local Corrections Officers Training Fund must provide the following information:

- A. Applicant Information (county, federal identification number)
- B. County Board of Commissioner Chairperson Information (name, phone, address, email, signature, date)
- C. Sheriff Information (name, phone, address, email, signature, date)
- D. County Financial Officer (name, direct/cell phone, address, email, signature, date) – notify Michigan Sheriffs' Coordinating and Training Council **immediately**.
- E. Primary Grant Contact Information (name, direct/cell phone, email) – notify Michigan Sheriffs' Coordinating and Training Council **immediately**.
- F. Program Information
  1. Type
  2. Course Title
  3. Number of Hours of Training
  4. Number of Corrections Officers to be Trained
  5. Training Dates

6. Specialized Training Program Information (if applicable)
    - A. Title
    - B. Brief Description of Program
    - C. Statement of Training Need
  - G. Budget Breakdown by Category

Personnel	Course Tuition	Equipment
Travel Costs	Training Supplies	
  - H. Budget Detail – Provide a brief narrative justifying costs requested in each category.
  - I. Provide Name and Title of Person Completing the Budget, including phone, email and signature.
- VI. The grant application will be signed by all applicable parties as specified in the application form.
- VII. The completed grant application must be submitted by the established deadline and in the format prescribed by the Michigan Sheriffs’ Coordinating and Training Council.
- VIII. Grant Application Review and Award
- A. All grant applications will be received by the Michigan Sheriffs’ Coordinating and Training Council and forwarded for initial review by the Advisory Board for determination of meeting the submission and application requirements.
    1. At the request of the Advisory Board, a grant applicant shall appear before the Advisory Board to provide information regarding their specific grant application and answer any questions that the Board may have.
    2. The Advisory Board may contact a grant applicant to obtain clarification on information contained in a properly submitted grant application during the review process.
  - B. The Advisory Board shall review all complete grant applications and forward funding recommendations on to the Michigan Sheriffs’ Coordinating and Training Council.

- C. Final funding decisions will be made by the Michigan Sheriffs' Coordinating and Training Council at their regularly scheduled November meeting.
- D. Successful grant applicants may receive 50% of the grant award amount at the beginning of the grant year to assist with training costs. The balance of the grant funds will be disbursed to grantees through the semi-annual financial reporting requirements.

IX. Grant Reporting and Record Maintenance

- A. Successful grant applicants will complete the required reporting documents to maintain active grant status.
  - 1. Complete a semi-annual financial accounting of all expenditures of grant funds on forms prescribed by the Michigan Sheriffs' Coordinating and Training Council.
    - a. Grantees shall submit, at a minimum, a semi-annual financial report. Additional funds shall not be released until grantee has verified they have exhausted the initial 50% grant funding received at the start of the grant.
    - b. Grantees may submit financial reports more frequently if needed or requested by the Michigan Sheriffs' Coordinating and Training Council, but must file the minimum semi-annual reports (both program and financial).
  - 2. Complete an annual program report outlining the training activities funded by the grant award on forms prescribed by the Michigan Sheriffs' Coordinating and Training Council and submit to the Council.
  - 3. Once all grant funded training has been completed and all expenditures are documented by the prescribed payment documents, a grantee may submit final reports to close the grant and seek final reimbursement, if applicable.
- B. All grant documents shall be maintained for a minimum period of five years at the agency, and shall remain available for financial review, if requested by the Michigan Sheriffs' Coordinating and Training Council.

X. Grant Audit/Review Process

Grants may be selected, on a random basis, for programmatic or financial review. The number of grants to be reviewed will be determined by the Michigan Sheriffs' Coordinating and Training Council.

- A. Upon the request of the Council, programmatic review of the grant may be completed by a member of the Advisory Board by either on-site review of the applicable training or a review of training content to be presented.
- B. Concerns arising during the review will be discussed with the grantee or training provider, if applicable.
- C. Any concerns shall be resolved to the satisfaction of the Advisory Board, with any final determination to be made by the Council.
- D. Financial reviews will require a Grantee to submit proof of payment for training costs as described in the awarded grant application.
  1. Proof of payment shall consist of a copy of original invoice or purchase order along with proof that the agency paid the vendor. This can be copy of cancelled check or document from the agency's accounting department indicating date of payment and method (check, business credit card, etc.)
  2. Payment documentation will be reviewed and verified prior to reimbursement to grantee.