

From: Michelle Hilliker
To: CDRP Centers
CC: Chris Harris; Doug VanEpps
Date: 2/6/2009 9:40 AM
Subject: Community Dispute Resolution Program 2008 grant closeout
Attachments: CDRP Policies & Procedures Chap10.pdf; Section11-FinalExpenditureReport.xls; cover memo.pdf; Section11-FER-InkindMatch.xls; Section11-FER-RevenueSources.xls; Section11-CDRP16 Equipment.xls; AGREED UPON PROCEDURES (FER) _ Checklist.doc

Center Directors:

Attached you will find: a memo explaining the process for closing out your 2008 CDRP grant; the 2008 final expenditure report and supporting documents; a copy of the Agreed Upon Procedures Report Guidelines; and a PDF of the CDRP P&P manual chapter 10.

The Agreed Upon Procedures Report incorporating the complete copy of the final expenditure report is due at the SCAO by May 29, 2008. Two pages of the final expenditure report are due at the SCAO on February 27, 2009. Please see the attached cover memo for more information.

One other report which will be sent to you in the next week by Chris Harris is the center's Annual Program Summary. This document has been completed by the centers in past years and gives specific details on each center. The information your center provides will be incorporated into the annual report. Please update this document and return it in Word format, along with the two pages from final expenditure report in Excel format by February 27, 2008 to Chris Harris at HarrisC@courts.mi.gov. No other narrative reports will be due for the 2008 CDRP grant.

Please contact me if you have any questions regarding any of the attached information. Thank you.