



I. 2010 Service Contract Announcement and Application

Summary

For Grantees funded by the Community Dispute Resolution Program (CDRP) in 2009, the State Court Administrative Office (SCAO) proposes to award conflict resolution service contracts based on materials outlined below. This Application is only for programs funded in 2009. First time applicants must use the Grant Application contained in the Grant Announcement and Guidelines appearing in the "CDRP Policies and Procedures Manual."

Upon approval of the materials submitted under this Announcement and Application, a contract will be forwarded for signature.

Effective date: October 12, 2009

For further information contact: Doug Van Epps, Director, Community Dispute Resolution Program, State Court Administrative Office, P.O. Box 30048, Lansing, Michigan 48909, telephone 517-373-4839. For information about or assistance with the financial and statistical requirements of this application, please contact Michelle Hilliker, Financial and Statistical Management Analyst, at the same address and telephone number.

Outline of Service Contract Application

- I. Announcement and Application
- II. Timetable
- III. Instructions
- IV. Application

Attachments:

Grant Application Summary Sheet
Budget Application Form CDRP01

II. TIMETABLE

- (1) Applications may be submitted anytime before 5:00 p.m., Wednesday, December 23, 2009. Applications filed after this time will not be considered for funding. Centers receiving written notice of award before Friday, December 4, 2009, can be reasonably assured of having the First Quarter, 2010 payments received at the center by January 1, 2010, provided contracts are returned promptly. **Important:** Centers receiving approval of applications after December 4, 2009, should not anticipate receiving First Quarter, 2010 payments until after January 4, 2010. Applications sent via fax will not be accepted.

Note: The application review process can be substantially expedited by all applicants ensuring that they have completed all application requirements. Persons completing the budget section should carefully review the fiscal management section of the "CDRP Policies and Procedures Manual." Centers should also review the proposed 2010 budget with the center's CPA prior to forwarding it to SCAO. This will help ensure accuracy and compliance with the published CDRP Policies and Procedures.

Persons completing the budget are encouraged to contact Michelle Hilliker, Financial and Statistical Management Analyst, at 517-373-4839, with any questions they may have about providing cost calculations.

- (2) SCAO anticipates sending a written notice concerning the State Court Administrator's decision to approve, require additional information, or deny the application (with an explanation of any key issues and questions that arose during the review process) within 20 business days of receiving an application.
- (3) Upon a center's receipt of a Notice of Proposed Funding from SCAO, a signed CDRP contract should be returned to SCAO as soon as possible to ensure prompt payment of First Quarter, 2010 funds.

III. INSTRUCTIONS

The following instructions apply to the order and style of the application materials:

- (1) The Grant Summary Sheet must appear as the first page of the application.
- (2) Application responses must be numbered consecutively, corresponding to the grant application's numerical listing. Failure to complete all sections of the application or omission of required material will result in a delay of grant processing. If any sections are not applicable to your program, please indicate why the sections are not applicable.
- (3) Submit one original application document. Applications should be formatted on letter-size paper, double-spaced, and have one-inch margins. Please do not permanently bind the application materials. While no limit is placed on the length of the responses or the application, responses should be thorough and clear.
- (4) PLEASE DO NOT APPLY FOR FUNDING IN EXCESS OF THAT SHOWN IN THE MAXIMUM REQUEST COLUMN ON THE CDRP 2010 GRANT AWARD SPREADSHEET. This spreadsheet projects the amount available to a center in 2010, based on the fee collection data available in fiscal year 2009, using an estimated operating expense cost. Applications reflecting a grant request of more funding than is reflected on this sheet will be returned to the center for recalculation of the grant request amount. The maximum amounts projected as available for each center will be forwarded separately on or about November 17, 2009.

Application materials must be sent to:

Physical Address (for expedited mail through FedEx, UPS, or USPS)

Community Dispute Resolution Program
State Court Administrative Office
925 West Ottawa Street
Lansing, Michigan 48913

Or

US Postal Service Address (for standard mail)

Community Dispute Resolution Program
State Court Administrative Office
P.O. Box 30048
Lansing, Michigan 48909

IV. APPLICATION

Program Information

- (1) Please provide a list of all current governing Board and Advisory Committee members, including addresses, telephone numbers, fax numbers, e-mail addresses, and term expirations.

Clearly identify the Board's Officers or Advisory Committee Chairpersons.

- (2) Please provide a copy of the Minutes of the two most recent Board of Directors and/or Advisory Committee meetings for which Minutes have been approved.
- (3) Using the **Staff Time Report** in MADTrac (format: summary) please include a list of mediators and the number of hours they mediated during the period beginning January 1, 2009, through October 31, 2009. This report should also include staff members (including name and position) who mediated cases for the center during this period.
- (4) Please provide a signed Assurances document indicating that the Board of Directors has adopted or will adopt a written policy regarding the conducting of and management responses to ICHAT and OMS Central Registry Criminal History background checks.
- (5) For centers that have experienced significant funding decreases from non-CDRP funding sources, e.g. 5% of total program budget, how is the center responding?

- (6) 2009 Projections:

The center's projected number of total core cases¹ for 2009 is _____.

The center's total number of core cases for 2008 was _____.

The difference between 2008 actual and 2009 projected core cases represents an (increase/decrease) of _____ cases, which represents an (increase/decrease) of _____%.

For centers that experienced a decline in the number of case referrals in 2009, what specific actions will be taking place to address the decline? For centers that experienced an increase of case referrals, briefly describe the center activities that led to the increase.

- (7) 2010 Projections:

The center's target for the total number of core cases for 2010 is _____.

¹ "Core cases" is defined as the total number of mediations (with, without, and partial agreement), conciliations, facilitations, and arbitrations.

The 2010 target represents an increase of _____% over projected 2009 core case totals.

If the center does not project an increase over 2009 levels, please discuss.

- (8) What issues related to program development will the Board be addressing in 2010? If the center's strategic plan addresses this question, a copy may be attached in lieu of providing a narrative response.

Budget Information

For the purposes of the Community Dispute Resolution Program Grant narrative description, items 9-26 below should be described using the column headings 'CDRP Funds,' 'Agency Funds,' and 'Other Grants.' Please see the examples that appear in Section 10 of the "CDRP Policies and Procedures Manual."

Please include a narrative description for the budget categories listed as items 9-26 below. The budget narrative must provide the detail and basis for the computation of all category line items and should specify the amounts allocated to each source of funding (e.g., CDRP, agency match, other grants.) Questions 9-23 relate to cash expenses which will be paid by CDRP funds, agency funds, and other grants. Question 24 should detail only in-kind (non-cash) match items, however, these items should be listed on the CDRP01 form as appropriate by line item (e.g., volunteer services would be totaled on the salary line item under the in-kind column.) Sample calculations may be found in the "CDRP Policies and Procedures Manual."

Salaries

- (9) For each employee, by employee position, please provide the following: the individual's name; the position title; **position's FTE** (full time equivalency); the gross annual salary or hourly rate; the number of hours worked annually (e.g., 2080, 2000, 1975), and the dollar amount allocated to each category of funding (e.g., CDRP, agency, other grants.) If the person is **an employee of an umbrella organization**, please also **indicate the FTE devoted to CDRP related activities only, and the FTE devoted to unrelated activities in the umbrella organization**, and the method used to calculate the percentages of time, or the daily rates, of those individuals. CDRP funds may not be used for the payment of staff mediators.

A job description for each funded position must also be provided.

Fringe Benefits

- (10) Please provide a breakdown of the specific costs of each benefit (e.g., FICA, worker's comp, unemployment insurance, health insurance, etc.) by position. Sample calculations may be found in the Fiscal Management section of the "CDRP Policies and Procedures Manual."

Accounting/Bookkeeping

- (11) Describe accounting/bookkeeping fees for your agency's payroll processing, general bookkeeping expenses and preparation of the monthly statements, and assistance with the preparation of the quarterly financial reports and annual financial audits. Please provide the name, address, and phone number of the individual that provides these services for your agency. Please break out expenses related to the cost of agency audits. **Grantees will be required to undergo an agreed-upon-procedures review following standards to be distributed at a later date. The cost the center will incur for this review may be included here.**

Training

- (12) Indicate the **nature of anticipated training events** (40-hour training, specialized training, Victim/Offender training, technical assistance, etc.) your center plans to sponsor. For each proposed training event, **detail training expenses** for:
- a. Trainers and assistants (including names)
 - b. Materials
 - c. Facilities
 - d. Miscellaneous expenses associated with training, and
 - e. The anticipated number of people to be trained at each event.

Staff or volunteer training is appropriate under Technical Assistance. If staff or volunteers are anticipated to attend a training program, please note for each training event the following: the staff position that plans to attend; the nature or title of the training; the name of the organization providing the training; and the cost. The maximum total cost should not exceed \$1,000 per year, per center and the request per event shall not exceed \$500. Such training programs may not be out-of-state. Any reimbursement that would deviate from this policy must be requested in the application and approved in writing by SCAO.

Consultant/Contractual Services

- (13) The applicant should describe each type of service to be provided and the name of the consultant or firm that will be providing the services. **The basis for compensation rates and the method for selection should also be included. It is the responsibility of the Board to review the contractual/consulting arrangement to verify that the position qualifies as a contractual arrangement and not an employee/employer arrangement per Internal Revenue Service regulations.**

Accounting and bookkeeping services would be itemized in the accounting line item.

Travel

- (14) SCAO does not reimburse mileage and meals to and from SCAO-sponsored events, so all other travel expenses related to a SCAO training should be budgeted and included in the grant application. Lodging and conference luncheon costs will continue to be paid directly by SCAO if it is a SCAO sponsored event. All proposed travel should indicate, by main category (e.g. staff, volunteer, mediator), the purpose of the travel, the transportation costs, and food and lodging costs/allowances. No reimbursement for travel will be made that exceeds SCAO travel regulations.

CDRP will not award grant funds for the purpose of out-of-state travel or board of directors or staff luncheons or dinners.

Meals may only be reimbursed if staff or volunteers are providing program services (e.g. mediations, training, presentations, or attending SCAO sponsored training) outside the city the center operates in, and if the services were provided during normal “breakfast, lunch, or dinner hours.” Any reimbursement that would deviate from this policy must be requested in the application and approved in writing by SCAO. Alcoholic beverages may not be reimbursed. If the center proposes to purchase refreshments for extraordinarily long mediation sessions, the cost should be minimal and these may be noted separately here.

The maximum rates that can be reimbursed for travel, effective October 1, 2009, are:

Breakfast	\$7.25
Lunch	\$7.25
Dinner	\$16.50
Mileage	\$0.55 per mile

SCAO will notify grant recipients if these rates change during the contract period.

Equipment

Grant funds may be used to lease equipment which is essential to accomplishing the objectives of the program. If lease options have been researched and determined inappropriate, equipment may be purchased, but must be reported on the CDRP16 form.

- (15) List all anticipated equipment costs (including such things as copy machines, computer software, telephones, answering machines, postage machines) exceeding \$500. If smaller items will be purchased (e.g. adding machines, computer monitors) include a summary line with the type of equipment and the total equipment cost less than \$500.

Operating Expenses

- (16) Occupancy (Please separately itemize rent, utilities, maintenance, etc.)

If these costs are **prorated** with an umbrella organization or another agency, please note the method for determining the proration of the expense.

- (17) Supplies

The applicant should provide a general description of the supplies necessary to maintain the program.

- (18) Telephone and Internet

Include anticipated telephone and internet charges. Because CDRP pays for the statewide 1-800-8RESOLVE number, grant funds may not be used to pay for other 1-800 numbers. Internet service provider expenses should also be included here.

- (19) Postage

Anticipated postage costs for program-related mailings.

- (20) Printing/Photocopying

Include general expenses for office forms, correspondence, and outreach materials.

- (21) Insurance Costs

Include the itemization of property insurance, and professional liability insurance. If this cost is **prorated** with an umbrella organization or another agency, please note the method for determining the proration of the expense. **Medical insurance, unemployment insurance, and other employee-related insurances should be noted under the heading Fringe Benefits.**

- (22) Program Advertising

Include a budget for costs related to advertising your services.

- (23) Other (provide details)

This category would also be appropriate for mediator/volunteer appreciation events. Include a detailed, itemized budget which describes the anticipated expenses.

Use of In-Kind Match

- (24) Please indicate the amount of goods and services which will be provided as in-kind match. Detail the nature as well as the amount of all in-kind matches and indicate the valuation method.

All donated goods and services and volunteer time should follow the guidelines listed in the "CDRP Policies and Procedures Manual," Section 10.5. Time sheets must be maintained for all staff members and volunteer positions.

Board members' time to attend board or directors or advisory committee meetings may not be used as in-kind match. However, the time board members volunteer at the center providing services such as mediation, training, support, or administration may be used.

Program Revenue

- (25) Itemize all other sources of expected revenue including, but not limited to other grants, fees, and donations. All training (including court rule mediator) fees collected for training should be used to offset the cost of training before charging the expenses to the CDRP grant.
- (26) Please attach a copy of the center's fee schedule.



2010 Grant Summary Sheet

Legal Name of Applicant Organization: _____

Name Publicly Known as: _____

Address: _____

Telephone: _____ Fax: _____

Contact: _____

Federal Identification Number: _____

Name of Board President/Advisory Chair: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

Term Expiration Date: _____

Total CDRP Funds Available: \$ _____ Total Requested: \$ _____

Total Cash Match to be Provided: \$ _____

Total Cash Project Amount: \$ _____

Total Inkind Match Amount: \$ _____

Community Dispute Resolution Program

2010 Budget Form CDRP01

Please mark one: New Budget/Original Budget Budget Modification

Grantee Name	Completed By
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Applicant's Federal Identification Number	Phone Number	Date of Submission
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Counties served:

Budget Categories	Total Project Budget	CDRP Funds	Agency Funds	Other Grants	Inkind Donated/ Volunteer
1. Personnel					
A. Salaries					
B. Fringe Benefits					
2. Accounting					
3. Training					
A. Mediator					
B. Technical Assistance					
4. Contractual					
5. Travel					
6. Equipment					
7. Operating Expenses					
A. Occupancy					
B. Supplies					
C. Telephone and Internet					
D. Postage					
E. Printing					
F. Insurance					
1. Liability					
2. Mediator					
8. Advertising					
9. Other					
A.					
B.					
C.					
Total					