

## Northeastern Regional Office

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MICHIGAN COMMUNITY DISPUTE RESOLUTION PROGRAM )  
" SUPREME COURT OF MICHIGAN )  
STATE COURT ADMINISTRATIVE OFFICE :

FINAL REPORT /

November 1989

*Rec'd 11-21-89*

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# National Center for State Courts

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November 16, 1989

Ms. Marilyn K. Hall  
State Court Administrator  
State Court Administrative Office  
State Building, North Tower  
P. O. Box 30048  
Lansing, Michigan 48909

Dear Marilyn:

Enclosed are two copies (one unbound for duplication) of a report entitled Michigan Community Dispute Resolution Program Supreme Court of Michigan State Court Administrative Office. This report is the National Center's recommendations regarding the Michigan Dispute Resolution Program announcement, grant application guidelines and requirements, grant application proposed budget, grant application assurances, grant contract and contract conditions, required reports and statistics, grant application review procedures, and proposed contents of the annual report to the Governor and the State Legislature, as requested by your office.

I am pleased that the National Center was able to assist the Michigan State Court Administrative Office in this matter. If we can be of any further assistance as the SCAO implements and assesses the Community Dispute Resolution Program, please feel free to call on us.

Sincerely yours,



David C. Steelman  
Regional Director

Enc.

MICHIGAN COMMUNITY DISPUTE RESOLUTION PROGRAM  
SUPREME COURT OF MICHIGAN  
STATE COURT ADMINISTRATIVE OFFICE

FINAL REPORT

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MICHIGAN COMMUNITY DISPUTE RESOLUTION PROGRAM

SUPREME COURT OF MICHIGAN

STATE COURT ADMINISTRATIVE OFFICE

FINAL REPORT

Introduction

The Michigan Community Dispute Resolution Program was established by 1988 Public Act 260 [MCL 691.551 et seq; MSA 27.15 (51) et seq] for the purpose of funding community dispute resolution centers throughout Michigan which provide conciliation, mediation, or other forms and techniques of voluntary dispute resolution to persons. The program is funded by an increase of \$2.00 for filing fees in the circuit and district courts. These increases go to the Community Dispute Resolution Fund in the State Department of Treasury which is administered by the State Court Administrator.

At the request of the State Court Administrator, the National Center for State Courts Northeastern Regional Office has provided assistance to the State Court Administrative Office (SCAO) in establishing this community dispute resolution program in Michigan. The Center has worked closely with the SCAO and its Community Dispute Resolution Program Advisory Committee and has provided recommendations regarding the program announcement, the grant application guidelines and requirements, grant application budget and summary sheet forms, grant application assurances, grant contract and contract conditions, required reports and statistics,

grant application review procedures, and proposed contents of the annual report to be submitted to the governor and the state legislature.

Although this material has been and will continue to be used by the SCAO at different stages of the funding and implementation process, all the material is provided here in report form with continuous pagination for ease of locating and reading particular information. Due to differences in intended purpose and subsequent use, some sections of the report will be single-spaced while other sections are presented in double-spaced format.

The National Center is pleased to assist the Michigan State Court Administrative Office in this task and hopes this material will be useful to other jurisdictions faced with initiating and implementing a community dispute resolution program.

PROGRAM ANNOUNCEMENT

## ANNOUNCEMENT

### COMMUNITY DISPUTE RESOLUTION PROGRAM GRANTS

The Community Dispute Resolution Program has been established by 1988 PA 260 [MCL 691.1551 et seq; MSA 27.15(51) et seq] to help fund community dispute resolution centers which provide conciliation, mediation, or other forms and techniques of voluntary dispute resolution to persons as an alternative to the judicial process. The program is funded by an increase of \$2.00 for filing fees in the circuit and district courts. These increases go to the Community Dispute Resolution Fund in the State Department of Treasury which is administered by the State Court Administrator. Grant funding is available to localities based on the pro rata share of amounts derived from the court filing fee increases. The projected revenue by county is indicated on the attached chart. Applicants serving localities with a projected revenue of \$10,000 or less are encouraged to consider a multi-county application for a grant.

The State Court Administrative Office (SCAO) will be seeking applicants for funding of community dispute resolution programs for calendar year 1990. Guidelines for applicants and application forms will be available in early September, 1989 and will be sent to persons and agencies who have received this announcement. There is no need to call or write to receive this information; it will be sent automatically. This information is being provided to you to help you plan for the application process. Further details and criteria will be provided when the guidelines are finalized and the application forms are available.

Program Criteria. Applicants must meet the following criteria:

- o be a non-profit or governmental organization;
- o have a mediation process which is voluntary and outside of the judicial process;
- o provide for confidentiality of the work product and case files of mediators and the centers;
- o comply with the Community Dispute Resolution Act and the requirements of the State Court Administrator;
- o provide neutral mediators with approved training;
- o provide services without cost for indigents;
- o reject disputes involving alleged violent felonies or drug-related felonies;
- o refer participants to other agencies or organizations where appropriate;
- o submit an application pursuant to SCAO instructions and guidelines;
- o allow SCAO to inspect, examine, and audit fiscal affairs; and
- o report annually to the State Court Administrative Office.



Announcement  
Community Dispute Resolution Program Grants  
September 1989  
Page Two

Application Requirements. In addition, applicants will be required to:

- o provide a budget for the community dispute resolution center;
- o provide a description of the geographic area to be served and an estimate of the number of clients to be served;
- o provide a description of current dispute resolution services, if any, available within the geographic area;
- o provide a narrative of the applicant's program and the applicant's administrative capacity;
- o provide signed letters of support from such groups as civic organizations, social service agencies, local courts, and criminal justice agencies which will both accept and make referrals;
- o provide a description of the fee structure, if any, that will be applied to participants seeking dispute resolution;
- o provide at least 25% of the grant amount requested in matching funds or services;
- o provide a policy to assure confidentiality of the work product and case files of the mediators and center; and
- o meet all other requirements as specified by the State Court Administrative Office in the application material.

New agencies and organizations which do not meet certain criteria or requirements may still apply for funding, but must provide a plan with projected time frames, indicating how and when the criteria or requirements will be met, or provide an explanation of why certain criteria or requirements are not applicable to the particular program of the applicant.

Availability of Program Guidelines and Application Forms. All criteria and application requirements will be explained fully in the grant application material, which will be mailed from the State Court Administrative Office to each agency or person who has been sent this announcement. The mailing will take place in early September, 1989.

Application Deadline. All applications including necessary supporting material must be received by the State Court Administrative Office no later than 60 days after the guidelines and application materials become available.

Grant Awards. The State Court Administrator plans to make grant awards for calendar year 1990 during December 1989.

GRANT APPLICATION GUIDELINES AND REQUIREMENTS

**MICHIGAN SUPREME COURT  
STATE COURT ADMINISTRATIVE OFFICE  
Community Dispute Resolution**

**Grant Application Guidelines and Requirements**

Introduction

The State Court Administrative Office of the State of Michigan will administer a community dispute resolution fund which was created by 1988 Public Act 260 [MCL 691.1551-1564; MSA 27.15(51)-(64)] and 1988 Public Act 310 [MCL 600.2528, 2529, 5756, 8371, 8420; MSA 27A. 2528, 2529, 5756, 8371, 8420]. Filing fees in circuit and district court were increased \$2.00 to fund this program. This increase in court filing fees began January 1, 1988 and will continue until January 1, 1993. Community dispute resolution centers will be created or supported in part by this fund. The State Court Administrative Office will seek applications and make awards each year during this funding period. Following are the grant application guidelines and requirements to be used by the State Court Administrative Office to award grant funds for the 1990 calendar year (beginning January 1, 1990).

The grant guidelines and requirements describe and explain what is necessary for consideration for funding. The community dispute resolution centers to be funded through the State Court Administrative Office are intended to assist residents in all Michigan counties (if possible) to resolve conflicts and misunderstandings they experience in their communities. This dispute resolution must be voluntary, and cannot be court-ordered as may be true of other forms of mediation and arbitration. The term "mediation" as used in these guidelines includes conciliation,

mediation, reconciliation, or other forms and techniques of voluntary dispute resolution. All disputants must agree to participate voluntarily. All mediation proceedings must be confidential in nature. If disputants are indigent, they must receive appropriate mediation services in such dispute resolution centers at no charge.

In order to assure full consideration for funding, applicants should answer completely all questions contained in the application guidelines and requirements. Failure to complete all sections of the application or omission of required material may result in elimination from consideration for funding. Any questions and concerns regarding the application should be clarified prior to submission by contacting the SCAO at (517) 373-4835. Ask for the Community Dispute Resolution Program contact person.

#### Funding Schedule for 1990

The 1990 application deadline is November 20, 1989. Applications must be received by that date to be considered. The Community Dispute Resolution Program Advisory Committee will make its recommendations to the State Court Administrator regarding the program and qualifications of applicants. Funding will begin on or after January 1, 1990.

The SCAO will send written notice concerning the State Court Administrator's decision to approve or deny the application and any key issues and questions that arose during the review process. A decision by the State Court Administrator to deny an application may not be appealed, but does not prohibit resubmission of an application in a subsequent year.

### Submission Requirements

An original and three copies of application material being submitted for consideration must be sent by first class mail or by commercial courier and must be received at the SCAO no later than November 15, 1989. All envelopes containing applications should be marked "CDRP Application" and addressed to:

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

### Application Requirements

The application requirements are divided into sixteen sections. Be sure to respond to all subsections of each section when completing the application.

#### 1. Introduction

Please provide a brief overview of the program and agency for which you seek funding.

#### 2. Community Need and Support

##### a. Governing and Advisory Boards.

(1) Please provide the names and addresses of all governing board and advisory board members and indicate their respective backgrounds and experience in mediation or other experience and resources which they bring to the board. If you do not have an advisory board, specify the formal manner in which you receive community input.

(2) Please explain the function and activities of the advisory boards in your organization.

(3) Please include in your application a copy of the organization's by-laws and articles of incorporation.

- b. As a demonstration of community support and involvement, please provide signed letters of intent or endorsement which specify how an agency has assisted or endorses the applicant or plans to assist or endorse the applicant, from agencies and government organizations such as the following:
- o social and human service agencies;
  - o police and law enforcement agencies;
  - o court personnel;
  - o local government officials;
  - o county government officials;
  - o community and civic group representatives.

Letters should be provided from each county to be served by the center. The letters should reflect the nature and type of service to be provided to the community by the applicant.

- c. Regarding expected referrals, please indicate how referrals will be solicited or drawn from the area to be served.

Also indicate the following:

- (1) define the geographical area to be served;
- (2) state the total population of each county to be served in this geographical area, and the population of the geographical area to be served;
- (3) list what agencies, if any, are providing voluntary dispute resolution services in this geographical area now (list all existing mediation services);
- (4) explain why you would not be providing a duplicate service in this particular geographical area;

(5) describe the type and nature of outreach and case development which will be used in order to obtain case referrals.

d. Regarding the level of services to be provided:

(1) estimate the amount and type of services you expect to have the capacity to provide during the first funding year and the basis for this estimate.

(2) estimate the amount of time (percent) which is expected to be committed to actual case mediation and the amount of time (percent) which is expected to be committed to other services (list each other service).

e. Regarding agencies or persons to which you would refer participants if your center could not assist them, please specify the agencies you will use (name and address) and indicate for what type of referral each agency would be used. The following types of referrals are likely to be necessary:

- (1) counseling;
- (2) financial assistance and advice;
- (3) child and spousal abuse;
- (4) legal assistance; and
- (5) law enforcement.

3. Non-Profit Status or Government Status

a. Please indicate the current status of the applicant organization regarding section 501(c)(3) et seq of the Internal Revenue Code. Please indicate if this process has been completed, whether a temporary ruling has been made, or if not, when the process was initiated.

- b. If this tax exemption has not been granted or initiated, please explain why the applicant organization should be considered a non-profit organization. Please be specific.
- c. Please indicate the corporate status of the applicant agency or parent agency (if not independent). If a government agency, please cite the authority by which it exists (code, ordinance, or charter) and include the title and signature of the public agency administrator.
- d. Please provide the applicant agency's most recent annual audit and/or financial reports, and annual program report, if available.

4. Confidentiality

Please provide a statement and explanation regarding how you will assure confidentiality of all case material. Include both your policy and the procedures to be used.

5. Dispute Resolution Process

Please explain in detail the step-by-step procedures used in processing cases from referral through follow-up. Include the processing guidelines used and the average length of time to process a case from referral to agreement. The procedures should include the following:

- outreach and case development;
- screening;
- intake;
- scheduling;
- mediation/conciliation, etc.;



reaching agreement;

follow-up;

recordkeeping.

6. Fee Structure

Please provide a detailed description and explanation of the fee structure, if any, to be used at the center and describe the accounting procedures to be used for the collection of fees.

Fee receipts are expected to be applied to the dispute resolution program.

7. Indigency

Please explain your policy determining indigent clients.

Demonstrate how you will assure that indigents are served properly at no charge.

8. Case Screening and Handling Unacceptable Cases

a. Please define what kind of cases your agency will handle.

If the agency will or does perform any functions other than resolving disputes, please describe and explain these functions.

b. The enabling legislation for funding dispute resolution centers requires that grant recipients "reject any dispute which involves alleged acts which are or could be the subject of a violent felony or drug-related felony criminal prosecution." Please explain the procedures which will be used to screen these and any other inappropriate cases.

9. Mediators

To be eligible for funding, the applicant agency must meet the following requirements:

- a. Each mediator must have a minimum of 30 hours of State Court Administrative Office approved training (see section #10 below) and a minimum of 10 hours of internship. Internship includes supervised mediation or co-mediation. The supervisor or co-mediator must be a mediator who meets SCAO qualifications for a mediator and who has 30 hours of direct mediation experience. (This requirement may be waived by the SCAO upon a showing of need and an adequate alternative.)
- b. Please provide an explanation of mediator training, selection and evaluation. The following information must be provided: the number of hours required respectively in classroom, observation, and internship (i.e., supervised mediation or co-mediation). (See also section #10 for further information requirements.)
- c. Please provide the name, address, and mediation training and experience of each mediator involved in the program. If a mediator does not meet the usual requirements of agency training or internship, it does not preclude approval by the SCAO, but the exception should be explained in writing.

10. Mediator Training

- a. To be eligible to receive funding from the SCAO, the applicant agency must meet the following mediator training requirements or provide a specific plan for meeting these requirements:

- (1) Mediator training must be a minimum of 30 hours in length.
  - (2) Internship must be a minimum of 10 hours in length (and include supervised mediation or co-mediation).
  - (3) Approved mediators must participate in continuing education programs.
- b. The mediator training curriculum should include these topics:
- (1) dispute resolution theory;
  - (2) communication skills;
  - (3) dispute resolution techniques-- definition, goals, process, skills;
  - (4) agency purpose, policies, procedures;
  - (5) standards of conduct/ethics;
  - (6) legal considerations; and
  - (7) any other special knowledge as appropriate.
- c. The training should include a variety of instructional methods, including lecture-discussion, reading materials, demonstration, exercise/role play, and evaluation/debriefing. Every prospective mediator should take part in at least one complete role play as a mediator under the observation of a trainer where each trainer observes no more than two groups simultaneously.
- d. Each training participant should receive written materials. This may include handouts, manuals, books, bibliographies, and agency literature. These materials

should reflect and expand the content of the classroom training.

- e. All training participants should complete a training evaluation form. These evaluations should be available to the SCAO on request.
- f. The training must be conducted by an experienced trainer-mediator with the following qualifications:
  - (1) qualify as a mediator according to the requirement in section #9 above;
  - (2) have at least 50 hours of direct mediation experience;
  - (3) have experience or education as a mediation trainer or trainer of other related human relations skills.
- g. If a mediator trainer uses assistants in the training program, the assistants must be qualified mediators.
- h. Mediators should receive continuing education to refresh and enhance their knowledge and skills. This requirement can be fulfilled from a wide range of topics and instructors and experts.
- i. For each past, current and future training effort provide:
  - (1) a detailed training curriculum and schedule (including reference to books, articles, videos, films, exercises, role plays, and any other material);
  - (2) a copy of the training material, handouts, role plays, and blank training evaluation form ;
  - (3) training team information, including the following for each trainer:
    - (a) name;
    - (b) address;

- (c) telephone number;
- (d) resume, including mediation experience, training experience, and other pertinent experience;
- (e) the role (to be) played in training, i.e., leader, assistant, etc.;
- (f) description of which parts of training the trainer (is to) present(ed).

- (4) a description of continuing education for active mediators intended to refresh knowledge and skills.

#### 11. Budget Information

Please provide a copy of your budget(s) which covers calendar year 1989. Please provide the 1990 budget information on the enclosed Proposed Budget form. Also include a narrative description of each budget item.

Budget information must be provided for grant funds requested, matching funds, and any additional revenue and expenditures which are not included in the grant request or match. Include the following budget categories and explanations:

##### a. Personnel

##### 1. Salaries

The applicant should set forth the percentages of time to be devoted by, and salaries to be paid to, all individuals involved with the project. In addition, please provide a current organizational chart, identifying the project director, the financial officer and other agency staff. Include a

summary of the responsibilities and salaries of all agency staff.

2. Fringe Benefits

The application should provide a description of the fringe benefits provided to employees and a breakdown of the specific costs for each benefit.

b. Consultant/Contractual Services

The applicant should describe each type of service to be provided. The basis for compensation rates and the method for selection should also be included. Audit costs may be included here.

c. Travel

All out-of-state travel covered by grant funds must receive prior SCAO approval. All proposed travel should indicate, for each separate trip, the purpose of the travel, the transportation costs, and food and lodging costs/allowances. No reimbursement for travel will be made that exceeds State Court Administrative Office travel regulations. (A copy of SCAO guidelines will be provided upon award.)

d. Equipment

Grant funds may be used to purchase or lease only that equipment which is essential to accomplishing the objectives of the project. List all anticipated equipment costs exceeding \$250 and explain why the acquisition of that equipment is essential to accomplish the project's goals and objectives. All equipment purchased with grant

funds must be identified in the approved budget; revisions will require SCAO approval.

e. Operating Expenses

(If you operate instead under an approved indirect cost rate and cost allocation plan, go to item f, below, Indirect Costs. Please note, however, that a cap of 10% as an indirect cost rate has been established for this grant program.)

1. Rent and office furnishings

2. Supplies

The applicant should provide a general description of the supplies necessary to complete the project.

Provide the details supporting the totals.

3. Telephone

Include anticipated telephone charges, distinguishing between monthly charges and long distance charges.

4. Postage

Anticipated postage costs for project-related mailings; distinguish between special mailings and routine operational mailing costs.

5. Printing/Photocopying

6. Insurance costs.

This should include property insurance, professional liability insurance, and all other insurance.

12. Required Match of Funds or Services

Applicants must provide in match of funds or services, or both, at least 25% of the grant amount requested. (i.e., if the amount requested is \$20,000, at least \$5,000 additional match of

funds or services must be provided.) Please indicate the amount of match which will be provided by funds and the amount of match which will be provided by services. The required match should exclude mediator time; other volunteer time is, however, a proper donation that can apply toward the 25% match. Cash match includes funds directly contributed to the program by the applicant or by other public or private sources. Non-cash match refers to in-kind contributions by the applicant or other public or private sources. Both types of match are acceptable. Please explain the nature as well as the amount of all match and indicate to what budget categories (see section #11 above) it will be applied.

13. Audit

All dispute resolution centers with grants from the SCAO, exceeding \$20,000 will be required to undergo an independent audit each year for which funds are received. Please indicate how your program will comply with this requirement.

Grantees awarded \$20,000 or less will be required to provide sufficient documentation with quarterly/final expenditure reports that will enable SCAO staff to perform financial closeout reviews.

14. Equal Employment Opportunity and Affirmative Action Policy

Applicants must provide for equal opportunity and affirmative action for services, volunteers, and staff. Please provide a detailed statement regarding the center's procedures which are used to meet this requirement. (See Assurances, section #1 regarding non-discrimination.)



15. Summary Statement

Please explain why you feel the State Court Administrative Office should fund this program. Be specific in terms of community improvement, involvement, and service.

GRANT APPLICATION PROPOSED BUDGET FORM  
AND SUMMARY SHEET

**MICHIGAN SUPREME COURT**  
**State Court Administrative Office**  
**Community Dispute Resolution Program**  
**Proposed Budget**  
**From 1/1/90 to 12/31/90**

**1. Applicant Name, Address and Telephone No.**

**2. Applicant's Employer Identification No.**

<b>3. Budget Categories</b>	<b>SCAO Grant Funds Requested</b>	<b>Proposed Agency Match</b>	<b>Total Grant Plus Match</b>	<b>Total Agency Budget</b>
<b>a. Personnel</b>				
1. Salaries				
2. Fringe Benefits				
<b>b. Consultant/Contractual Services</b>				
<b>c. Travel</b>				
<b>d. Equipment</b>				
<b>e. Operating Expenses</b>				
1. Rent				
2. Supplies				
3. Telephone				
4. Postage				
5. Printing/Photocopying				
6. Insurance Costs				
7. Other (specify)				
<b>f. TOTALS</b>				

MICHIGAN SUPREME COURT  
STATE COURT ADMINISTRATIVE OFFICE  
Community Dispute Resolution Program

Grant Application Summary Sheet

Please complete fully all sections below and attach this summary sheet to the front of your community dispute resolution center application for funding.

Name/Address of Organization:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I.D. Number: \_\_\_\_\_

Telephone Number of Organization: \_\_\_\_\_

Name/Address of Contact Person

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number of Contact Person: \_\_\_\_\_

County or Counties to be Served by Program (list all counties)

_____	_____
_____	_____
_____	_____

Total Budget \_\_\_\_\_

Total Amount of Funds Being Requested from the State Court  
Administrative Office \_\_\_\_\_

Total Match Provided \_\_\_\_\_  
(This must be at least 25% of the total amount requested)

Number of Mediators to be Used in the Center  
(anticipated) \_\_\_\_\_

Current Status of Program Regarding Internal Revenue Code 501 (c)  
(3) and following

_____	exemption has been granted to (name agency) _____
_____	temporary ruling obtained to (name agency) _____
_____	application for exemption has been initiated
_____	application has not been initiated yet (please explain)

\_\_\_\_\_

GRANT APPLICATION ASSURANCES

**MICHIGAN SUPREME COURT  
STATE COURT ADMINISTRATIVE OFFICE  
Community Dispute Resolution**

**Grant Application Assurances**

The applicant hereby assures and certifies that it possesses legal authority to apply for the award and that, if funds are awarded by the SCAO pursuant to this application, it will comply with all applicable provisions of law and the regulations, policies, guidelines and requirements of the SCAO as they relate to the acceptance and use of funds pursuant to this application. The applicant further assures and certifies with respect to this application, and with respect to a grant should one be awarded that :

1. The applicant agrees to comply with all applicable federal and state laws regarding non-discrimination and to have a written policy providing for equal opportunity and affirmative action for services, volunteers, and staff.

2. The applicant agrees to submit quarterly: (1) narrative progress reports; (2) financial reports; (3) case statistical reports; (4) program activity reports; and (5) training activity reports. (Individual case summary reports should be retained by the grantee and made available to the SCAO upon request.) After the conclusion of the grant period, the applicant agrees to submit: (1) a final narrative report assessing the impact of the project; (2) a final financial report; and (3) a final statistical summary for the project period.

3. Grant funds may not, without advance written approval by the State Court Administrative Office, be obligated prior to the effective date or subsequent to the termination date of the grant period. Obligations must be related to the goals or services provided and utilized during the grant period.

The applicant agrees to expend funds in the amount as approved in the budget categories in the application unless deviations are explicitly approved in advance by the State Court Administrative Office in writing. A deviation is defined as ten per cent (10%) or more excess in any budget category.

All grant obligations must be liquidated within 90 days after the end of the grant period. Any funds remaining after the 90 day liquidation period must be returned to the State Court Administrative Office.

4. The payment schedule under the award will be made as follows: one-quarter (25%) of the total amount will be advanced at the start of the grant period; additional payments of 25% each will be made at the beginning of the second and third quarters, contingent on receipt of the required monthly/quarterly reports; the remaining 25% will be paid to the grantee once the final required reports have been submitted.

5. All grantees receiving grants exceeding \$20,000 shall be required to undergo an annual audit by a licensed accountant or accounting firm contracted by the grantee (funds to conduct the audit are an allowable line item in the proposed grant budget). Grantees receiving \$20,000 or less must conduct a financial review and provide sufficient documentation (of matching fund expenditures, for example) with the final expenditure reports that will enable SCAO staff to perform financial closeout reviews. The applicant agrees to provide audit results, or in the case of grantees receiving less than \$20,000, sufficient financial documentation to the State Court Administrative Office within thirty (30) days of completion of the audit or financial review.

6. The grant application guidelines and requirements, the grant application assurances, the grant contract, and grant contract conditions, when an award is made and grant funds are accepted thereunder, are a binding contractual commitment of the grantee. The applicant affirms that he/she has read, understood, and is willing to comply with the grant application guidelines and requirements, the grant application assurances, the grant contract, and grant contract conditions and has the authority to apply and receive funds for and bind the non-profit organization or government agency to the terms of these documents.

\_\_\_\_\_  
Authorizing Official (Signature) Date

Title: \_\_\_\_\_

\_\_\_\_\_  
Project Administrator (Signature) Date

\_\_\_\_\_  
Financial Officer (Signature) Date

GRANT CONTRACT AND CONTRACT CONDITIONS



MICHIGAN SUPREME COURT  
STATE COURT ADMINISTRATIVE OFFICE  
Community Dispute Resolution Program

GRANT CONTRACT

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Grantee	CDRP Contract No.
---------	-------------------

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Address	
---------	--

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Project Start Date	Project End Date	Grant Amount
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For the purposes stated in 1988 Public Act 260, and conditioned upon the applicant complying with the Grant Application Guidelines and Requirements, the Grant Applicant Assurances, the responses of the applicant in their application for grant funding, and this Grant Contract, money is granted from the Community Dispute Resolution Program Fund by the State Court Administrative Office in the amount and for the period shown above to the grantee. The grant becomes effective upon the return to the State Court Administrative Office of the original contract form signed by the grantee's authorizing official, project administrator, and financial officer. Failure to submit the signed contract will result in State Court Administrative Office action to withhold the release of funds to the grantee and terminate the contract.

The Michigan Supreme Court State Court Administrative Office and the grantee understand and agree that this grant contract is subject to and incorporates the following conditions:

1. Acquisition, Accounting and Recordkeeping Requirements

The grantee agrees that all expenditures from this grant contract including the acquisition of personnel services, contractual services, supplies and equipment shall be in accordance with standard procedures of the grantee's unit of government or non-profit agency or organization. The grantee also agrees to maintain accounting records following generally accepted accounting principles for the expenditure of funds for the purpose identified in the approved grant application. All revenues, expenditures, and match funds and services shall each be recorded in a fund or account separate from the grantee's other funds or accounts. Adequate expenditure documentation must be maintained for at least three years after the expiration of the grant period. The grantee agrees not to expend funds obtained under this agreement for any purpose other than those specified in the approved grant application and only during the period covered by the agreement unless prior written approval is received from the State Court Administrative Office.

Community Dispute Resolution  
Grant Contract Conditions  
Continued

2. Reports

The grantee agrees to provide quarterly reports of expenditures by budget category to the State Court Administrative Office no later than the 15th of the first month of the subsequent quarter.

The grantee also agrees to provide a final expenditure report by budget category to the State Court Administrative Office. The final expenditure report shall include details as outlined in the form provided. The report is due within 90 days after the end of the grant period.

The grantee also agrees to provide quarterly statistical reports, program activity reports and training activity reports to the State Court Administrative Office on forms provided by the SCAO no later than the 15th of the first month of the subsequent quarter. In addition, case summary reports shall be completed for all referrals and provided to the State Court Administrative Office upon request.

The grantee also agrees to provide a final case statistical report, program activity report and training activity report. These final reports shall be submitted with the final expenditure report.

The grantee also agrees to provide progress reports to the SCAO as required by the SCAO for grants which are made conditional upon the applicant meeting a time deadline for certain requirements which were not met at the time of the application. The requirements and the time deadlines are described in the plan and timetable attached. The grantee agrees to inform the SCAO within 30 days of any failure to meet the plan or time deadlines.

Within 90 days after the conclusion of the grant period, the grantee agrees to submit a final narrative report assessing the impact of the program.

3. Program Commencement/Modification

The grantee agrees to advise the State Court Administrative Office if the program has not commenced within 30 days after the contractually determined date of implementation. The grantee will report by letter the steps taken to initiate the program, the reasons for delay, and the expected date of commencement. If, after 60 days following the contractually determined starting date the program is not operational, a further statement on implementation delay will be submitted by the grantee to the State Court Administrative Office. Programs not operational within 60 days without justification are subject to cancellation.

No modification of the community dispute resolution program including the program budget can be made without prior written

Community Dispute Resolution  
Grant Contract Conditions  
Continued

approval of the State Court Administrative Office. A Grant Adjustment Request must be made by the applicant and approved by the SCAO before a program modification can be made.

4. Return of Unexpended Funds

The grantee agrees to return all unexpended grant funds to the State Court Administrative Office within 90 days of the end of the grant period. The check should be payable to the Treasurer, State of Michigan.

5. Inspection and Audit

The State Court Administrative Office, the local government audit division of the Michigan Department of Treasury, and the State Auditor General, or any of their duly authorized representatives, shall have access, for purpose of inspection, audit, and examination, to any books, documents, papers, and records of the grantee which are related to this contract.

6. Release of Funds

The payment schedule under the award will be as follows: one-quarter (25%) of the total amount will be released within the first month of the contract period; payments of 25% will be made at the beginning of the second and third quarters of the contract period, upon receipt of the required financial report; the remaining 25% will be paid to the grantee once the final financial report has been submitted.

The grantee understands that funds shall be released by the State Court Administrative Office each quarter following the original disbursement only after the receipt of the quarterly financial report which is due on or before the fifteenth of the first month after the end of the quarter (i.e., April 15, July 15, October 15 and January 15).

7. Authorizing Official

The grantee understands and affirms that the Authorizing Official is an individual authorized by the recipient unit of government or non-profit agency to enter into contracts for the purpose of this program. The Authorizing Official may not serve as the Program Administrator or the Financial Officer.

8. Financial Officer

The grantee shall select as the Financial Officer of this program the person who has been assigned by the recipient unit of government or non-profit agency or organization to supervise the financial

Community Dispute Resolution  
Grant Contract Conditions  
Continued

matters of the grantee. The Financial Officer may not serve as the Authorizing Official or the Program Administrator.

9. Availability of Training Material

The grantee agrees that all training manuals, video-tapes, films, computer software and similar materials produced using funds provided by the State Court Administrative Office shall be made available to other community dispute resolution programs in Michigan upon request. The grantee may charge other community dispute resolution programs the reasonable direct costs incurred to transport the training materials. No charges may be made for development or production of the training materials paid for with funds awarded by the State Court Administrative Office. A complete list of all training material developed is to be included as a supplement to the final program report and one copy of each of the training materials shall be submitted to the State Court Administrative Office. Original material may be copyrighted but must be subject to the right of the State Court Administrative Office to reproduce it, publish it, and authorize others to do so.

10. Grant Contract Termination

The grantee understands that this grant may be terminated if the State Court Administrative Office concludes that the grantee is not in compliance with the conditions and provisions of this grant contract. The State Court Administrative Office will extend an opportunity for the grantee to demonstrate compliance. Notification of termination will be in writing.

11. Special Conditions

Authorized By:

\_\_\_\_\_  
State Court Administrator (Signature)

\_\_\_\_\_  
Date

Acceptance By Grantee:

\_\_\_\_\_  
Authorizing Official (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Project Administrator (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Financial Officer (Signature)

\_\_\_\_\_  
Date

8/89 SCAO

REQUIRED REPORTS AND STATISTICS

**Michigan Supreme Court  
State Court Administrative Office  
Community Dispute Resolution**

**Quarterly Financial Report**

For quarter ending \_\_\_\_\_

Center Name \_\_\_\_\_ SCAO Control No. \_\_\_\_\_

**Total Revenues for Period Reported**

Grant funds (SCAO) \_\_\_\_\_  
Grant funds (non-SCAO) \_\_\_\_\_  
Fee Receipts \_\_\_\_\_  
Other (specify) \_\_\_\_\_

TOTAL \_\_\_\_\_

**Total Expenditures for Period Reported - By Budget Category**

Personnel \_\_\_\_\_  
Consultant/Contractual \_\_\_\_\_  
Travel \_\_\_\_\_  
Operating Expenses \_\_\_\_\_  
Equipment \_\_\_\_\_

TOTAL \_\_\_\_\_

**Total Revenues to Date - from Beginning of Grant Period**

Grant funds (SCAO) \_\_\_\_\_  
Grant funds (non-SCAO) \_\_\_\_\_  
Fee Receipts \_\_\_\_\_  
Other (specify) \_\_\_\_\_

TOTAL \_\_\_\_\_

**Total Expenditures to Date - from Beginning of Grant Period**

Personnel \_\_\_\_\_  
Consultant/Contractual \_\_\_\_\_  
Travel \_\_\_\_\_  
Operating Expenses \_\_\_\_\_  
Equipment \_\_\_\_\_

TOTAL \_\_\_\_\_

\_\_\_\_\_  
Fiscal Officer (Signature)

\_\_\_\_\_  
Date

Michigan Supreme Court  
State Court Administrative Office  
Quarterly Financial Report  
Continued

Total Expenditures - Detail

Budget Category

Total

Personnel

Salary and wages:  
(list all persons compensated)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub total

Fringe Benefits: (show as percentage of salaries/wages or as  
direct charges)

Total - Personnel

Consultant/Contractual

(indicate name, service, daily rate, # of days)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Total - Consultant/Contractual

Travel

(specify each trip)

Purpose and location: \_\_\_\_\_

\_\_\_\_\_

Total transportation

Total food

Total lodging

Trip Total

Purpose and location: \_\_\_\_\_

\_\_\_\_\_

Total transportation

Total food

Total lodging

Trip Total

Travel Total

Equipment

(list all items purchased)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Equipment Total

Michigan Supreme Court  
State Court Administrative Office  
Quarterly Financial Report  
Continued

Total Expenditures - Detail (continued)

Budget Category	Total
<u>Operating Expenses</u>	
Rent/Office furnishings	_____
Supplies	_____
Telephone	_____
Postage	_____
Photocopy/Printing	_____
Insurance	_____
Training	_____
Total - Operating Expenses	_____
Indirect Costs (if approved in grant budget)) (specify as percentage of personnel)	
Personnel costs x _____%	_____
Total Expenditures	_____



Michigan Supreme Court  
State Court Administrative Office  
Community Dispute Resolution

Final Financial Report

Project end date \_\_\_\_\_

Center Name \_\_\_\_\_ SCAO Control No. \_\_\_\_\_

Total Revenues for Grant Period

Grant funds (SCAO) \_\_\_\_\_  
Grant funds (non-SCAO) \_\_\_\_\_  
Fee Receipts \_\_\_\_\_  
Other (specify) \_\_\_\_\_

TOTAL \_\_\_\_\_

Total Expenditures for Grant Period - By Budget Category

Personnel \_\_\_\_\_  
Consultant/Contractual \_\_\_\_\_  
Travel \_\_\_\_\_  
Operating Expenses \_\_\_\_\_  
Equipment \_\_\_\_\_

TOTAL \_\_\_\_\_

Unexpended Balance for Grant Period

\_\_\_\_\_

Fiscal Officer (Signature) \_\_\_\_\_ Date \_\_\_\_\_

Program Administrator (Signature) \_\_\_\_\_ Date \_\_\_\_\_

Michigan Supreme Court  
State Court Administrative Office  
Community Dispute Resolution

Budget Modification Request Form

Date of submission \_\_\_\_\_

Center Name \_\_\_\_\_ SCAO Control No. \_\_\_\_\_

Approved Budget

<u>Budget Category</u>	<u>Amount</u>
<u>Personnel</u>	<u>\$</u>
<u>Consultant/Contractual</u>	<u>\$</u>
<u>Travel</u>	<u>\$</u>
<u>Operating Expenses</u>	<u>\$</u>
<u>Equipment</u>	<u>\$</u>
<u>TOTAL</u>	<u>\$</u>

Category or Categories to be Modified:

<u>Category</u>	<u>Amount (increase/decrease)</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Reason or Reasons for Requesting this Modification:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Michigan Supreme Court  
State Court Administrative Office  
Budget Modification Request Form  
Continued

Center Name \_\_\_\_\_ SCAO Control No. \_\_\_\_\_

Proposed Modified Budget

<u>Budget Category</u>	<u>Amount</u>
<u>Personnel</u>	<u>\$</u>
<u>Consultant/Contractual</u>	<u>\$</u>
<u>Travel</u>	<u>\$</u>
<u>Operating Expenses</u>	<u>\$</u>
<u>Equipment</u>	<u>\$</u>
<u>TOTAL</u>	<u>\$</u>

Requested By:

\_\_\_\_\_  
Program Administrator (Signature) Date

\_\_\_\_\_  
Financial Officer (Signature) Date

Authorized By:

\_\_\_\_\_  
State Court Administrator (Signature) Date

**MICHIGAN SUPREME COURT  
STATE COURT ADMINISTRATIVE OFFICE  
Community Dispute Resolution Program  
Individual Case Statistical Report**

Center Name \_\_\_\_\_ CDRP Contract No. \_\_\_\_\_  
Center Case No. \_\_\_\_\_ Date of Initial Contact \_\_\_\_\_

**Referral Source (check appropriate responses)**

- ☐ Police, sheriff  
☐ School system  
☐ Prosecutor  
☐ Religious organizations  
☐ Court (judge, clerk, probation, friend of court, etc.)  
☐ Legal organizations (legal aid, bar association, lawyer referral services, private attorneys)  
☐ Community organizations (public & private, social & human services, neighborhood programs, etc.)  
☐ Government agency/organization (city, county, state, federal)  
☐ Self referral (individual, former client, advertising, presentations, word-of-mouth, center's outreach)  
☐ Other \_\_\_\_\_

**Type of Dispute**

- |  |   |
|--|---|
| <input type="checkbox"/> Domestic relations                              | <input type="checkbox"/> Contractual/property |
| <input type="checkbox"/> Landlord/tenant                                 | <input type="checkbox"/> Consumer/merchant    |
| <input type="checkbox"/> Juvenile offender                               | <input type="checkbox"/> School problems      |
| <input type="checkbox"/> Adult offender                                  | <input type="checkbox"/> Employment           |
| <input type="checkbox"/> Neighborhood (nuisance, harassment, pets, etc.) | <input type="checkbox"/> Professional/client  |
| <input type="checkbox"/> Other _____                                     | <input type="checkbox"/> Lawsuit filed?       |

**Processing of Initial Contact**

Referral to:

- |   |   |
|---|---|
| <input type="checkbox"/> Police, sheriff, prosecutor, court     | <input type="checkbox"/> Inappropriate case, not referred             |
| <input type="checkbox"/> Social/human service agency            | <input type="checkbox"/> Case accepted                                |
| <input type="checkbox"/> Information on center's services given | <input type="checkbox"/> Dispute resolved without accepting as a case |
| <input type="checkbox"/> Other _____                            |   |

**Processing of Accepted Cases**

- ☐ Referred prior to a formal mediation session  
☐ Unresolved, without a formal mediation session  
☐ Unresolved, with (a) formal mediation session(s)  
☐ Resolved, without a formal mediation session  
☐ Resolved, with (a) formal mediation session(s)

**General Nature of Resolution:** \_\_\_\_\_

Payment of \$ \_\_\_\_\_

If formal mediation session(s) held, total time of session \_\_\_\_\_

No. of parties serviced \_\_\_\_\_ Days from intake through disposition \_\_\_\_\_

Fees, if any, charged \$ \_\_\_\_\_ Returnee to Center? \_\_\_\_\_

New matter \_\_\_\_\_ Old matter \_\_\_\_\_

**Follow-Up of Case after 60 days**

Date of follow-up: \_\_\_\_\_

- |   |   |
|---|---|
| <input type="checkbox"/> Parties kept their agreement         | <input type="checkbox"/> Parties could not be located |
| <input type="checkbox"/> Parties did not keep their agreement | <input type="checkbox"/> Lawsuit was resumed or filed |

**MICHIGAN SUPREME COURT  
STATE COURT ADMINISTRATIVE OFFICE  
Community Dispute Resolution Program  
Quarterly Case Summary Statistical Report**

Write in total numbers for the quarter ending \_\_\_\_\_

Center Name \_\_\_\_\_ CDRP Contract No. \_\_\_\_\_

**Referral Sources**

- \_\_\_ Police, sheriff
- \_\_\_ School system
- \_\_\_ Prosecutor
- \_\_\_ Religious organizations
- \_\_\_ Court (judge, clerk, probation, friend of court, etc.)
- \_\_\_ Legal organizations (legal aid, bar association, lawyer referral services, private attorneys)
- \_\_\_ Community organizations (public & private, social & human services, neighborhood programs, etc.)
- \_\_\_ Government agency/organization (city, county, state, federal)
- \_\_\_ Self referral (individuals, former client, advertising, presentations, word-of-mouth, center's outreach)
- \_\_\_ Other \_\_\_\_\_
- \_\_\_ Total referrals
- \_\_\_ Total referrals accepted as a case

**Processing of Initial Contacts**

- \_\_\_ Referral to Police, sheriff, court
- \_\_\_ Referral to Social/human service agency
- \_\_\_ Information on center's services given
- \_\_\_ Inappropriate case, not referred
- \_\_\_ Dispute resolved without accepting as a case
- \_\_\_ Other \_\_\_\_\_
- \_\_\_ Total referrals to other agencies

**Types of Dispute**

- \_\_\_ Domestic relations      \_\_\_ Contractual/property
- \_\_\_ Landlord/tenant      \_\_\_ Consumer/merchant
- \_\_\_ Juvenile offender      \_\_\_ School problems
- \_\_\_ Adult offender      \_\_\_ Employment
- \_\_\_ Neighborhood (nuisance, harassment, pets, etc.) \_\_\_ Professional/client
- \_\_\_ Other \_\_\_\_\_

**Processing of Accepted Cases**

- \_\_\_ Referred prior to a formal mediation session
- \_\_\_ Unresolved, without a formal mediation session
- \_\_\_ Unresolved, with (a) formal mediation session(s)
- \_\_\_ Resolved, without a formal mediation session
- \_\_\_ Resolved, with (a) formal mediation session(s)

Total payments of \$ \_\_\_\_\_ If held, average time for one case \_\_\_\_\_

Number of parties serviced (including referrals from another agency and formal or informal mediations) \_\_\_\_\_

Average days from intake through disposition \_\_\_\_\_

Total fees, if any, charged \$ \_\_\_\_\_

Number of cases accepted where a lawsuit had been initiated \_\_\_\_\_

Number of cases resolved where a lawsuit had been initiated \_\_\_\_\_

Total returnee(s) to center \_\_\_\_\_ New matters \_\_\_\_\_ Old matters \_\_\_\_\_

[9/25/89]

**MICHIGAN SUPREME COURT  
STATE COURT ADMINISTRATIVE OFFICE  
Community Dispute Resolution Program  
Quarterly Case Follow-Up Statistical Report**

Fill out one form for each month of quarter with cases where follow-up is applicable.

**Follow-Up**

Number of Cases in which an agreement was reached for the month of \_\_\_\_\_, 1990.

**Results of follow-up of these cases after 60 days:**

Number of Cases in which:

Parties kept their agreement \_\_\_\_\_

Parties did not keep their agreement \_\_\_\_\_

Parties could not be located \_\_\_\_\_

Lawsuit was resumed or filed \_\_\_\_\_

**MICHIGAN SUPREME COURT  
STATE COURT ADMINISTRATIVE OFFICE  
Community Dispute Resolution Program  
Quarterly Program Activity Report  
for quarter ending \_\_\_\_\_**

**COMMUNITY EDUCATION (outreach, community presentations, etc.)**

\_\_\_ Total number of hours  
\_\_\_ Total number of people reached

Types of groups reached:

**PUBLIC RELATIONS (center promotion, marketing, fund raising)**

\_\_\_ Total number of presentations  
\_\_\_ Total number of people reached

**MICHIGAN SUPREME COURT  
STATE COURT ADMINISTRATIVE OFFICE  
Community Dispute Resolution Program  
Quarterly Training Activity Report  
for quarter ending \_\_\_\_\_**

Fill out one form for each separate training activity.

Who was trained \_\_\_\_\_

Dates of training \_\_\_\_\_

Who conducted the training \_\_\_\_\_

**TYPES OF TRAINING**

\_\_\_ Basic mediation  
\_\_\_ Specialized: \_\_\_\_\_  
\_\_\_ Continuing education  
\_\_\_ Other \_\_\_\_\_

Total number of hours \_\_\_\_\_



GRANT APPLICATION REVIEW PROCEDURES

MICHIGAN SUPREME COURT  
STATE COURT ADMINISTRATIVE OFFICE  
Community Dispute Resolution

Application Review Process

Advisory Committee

All applications will be received initially by the State Court Administrative Office and prepared for review by the advisory committee. An application review summary sheet will be attached to all applications. All relevant grant application material will be submitted to the advisory committee or a subcommittee thereof for review and "grading" by application category. For each category in the application requirements, the reviewers will grade the particular application as "excellent," "qualified," or "unqualified." The review summary sheet will also provide a section for general reviewer comments. The recommended format is as follows:

<u>Application Section</u>	<u>Grade</u>
Introduction	
Community need and support	
Non-profit status	
Confidentiality	
Mediation process	
Fee structure	
Indigency	
Case screening and handling	
unacceptable cases	
Mediators	
Training	
Budget information	

Required match

Audit

EEO/AA policy

Summary statement

General Comments

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State Court Administrator

All decisions will be made by the State Court Administrator. The program announcement specifically states that the State Court Administrator may extend the grant application process for applicants and temporarily waive certain application requirements, particularly with new programs. This would be done only if circumstances dictate such time extensions, and typically would involve a delay in meeting one or more requirements by an applicant which is otherwise qualified and demonstrates the community need for a dispute resolution program.

All decisions regarding which programs to fund and how much to award each funded program are the responsibility of the State Court Administrator. These procedures maximize expert input from advisory committee members regarding all applicants while at the same time leaving the decisions to the State Court Administrator. With such procedures, advisory committee members should be relatively immune from criticism or questioning regarding all funding decisions.

PROPOSED ANNUAL REPORT TO THE GOVERNOR AND THE LEGISLATURE

MICHIGAN SUPREME COURT  
STATE COURT ADMINISTRATIVE OFFICE  
Community Dispute Resolution

Proposed Annual Report to the Governor and the Legislature

The initial report to the Governor and State Legislature following first year funding of community dispute resolution center programs in Michigan will require additional information compared with subsequent year reports. The outline and comments below reflect the recommendations of the National Center for State Courts for this initial report.

Outline of Report

I. Introduction.

This section should include the enabling legislation and a summary of the purpose of community dispute resolution center programs as implemented by the State Court Administrative Office.

II. Composition and Function of the Community Dispute Resolution Advisory Committee.

This section should include the names and addresses of advisory committee members and a summary of the responsibilities of the advisory committee.

III. Program Announcement and Application Requirements.

This section should include the program announcement as distributed throughout the state, the application requirements as sent to applicants, and a summary of how and where the program announcements were distributed in the state.

IV. Applications Received Requesting Funding.

This section should include a list of all applications received requesting funding, the addresses of the applicants, and the amount of funding requested by each applicant.

V. Application Review Procedures.

This section should include a summary of the review procedures followed by the State Court Administrative Office, including the nature of the input from the advisory committee and the general considerations of the State Court Administrative Office.

VI. Programs Funded and Total Amount of Awards.

This section should include a list of all programs funded, the address of the programs, the amount of the awards, and the total operating budgets of the programs.

VII. Statistical Summary - All Programs.

This section should include the information mandated in the enabling legislation regarding each program funded, including: the number of referrals; categories or types of cases referred; number of parties serviced; number of disputes resolved; the nature of resolutions; the amount and type of awards; the rate of compliance; the number of returnees to the center; and the duration and estimated costs of hearings (mediations). The operating budgets have already been reported in Section VI above. The source of referrals should also be included in this section. All of this information is required of the programs in the final statistical report submitted to the State Court Administrative Office.

VIII. Conclusions and Recommendations.

This section should include a summary of the results of the first year of operation from the perspective of the State Court Administrative Office. Particular strengths of the programs generally or particular accomplishments should be mentioned here. Changes that are desired in the legislation or in administering the programs should be described in detail with support provided for the recommended changes.