



**OFFICE OF THE
CHIEF FINANCIAL OFFICER**
Office of Development and Grants

Coleman A. Young Municipal Center
2 Woodward Avenue, Suite 1026
Detroit, Michigan 48226

Phone 313•628•1258
Fax 313•224•0542
www.detroitmi.gov

January 10, 2024

The Honorable Detroit City Council
ATTN: City Clerk Office
200 Coleman A. Young Municipal Center
Detroit MI 48226

RE: Request to Accept and Appropriate the FY 2024 Gun Case Backlog Grant

The Michigan Department of Attorney General has awarded the City of Detroit Mayor's Office with the FY 2024 Gun Case Backlog Grant for a total of \$3,000,000.00. There is no match requirement. The total project cost is \$3,000,000.00.

The objective of the grant is to eliminate the gun case backlog in the 3rd Circuit Court and the 36th District Court. The funding allotted to the department will be utilized to fund personnel, technology, equipment, and court room updates to efficiently eliminate the gun case backlog in both the 3rd Circuit and 36th District courts.

If approval is granted to accept and appropriate this funding, the appropriation number is 21369.

I respectfully ask your approval to accept and appropriate funding in accordance with the attached resolution.

Sincerely,
DocuSigned by:
Terri Daniels
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Terri Daniels
Director of Grants, Office of Development and Grants

CC:
Sajjiah Parker, Assistant Director, Grants

DocuSigned by:
Matthew Spayth
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Office of Budget



Office of Development and Grants

RESOLUTION

Council Member _____

WHEREAS, the Mayor's Office is requesting authorization to accept a grant from the Michigan Department of Attorney General, in the amount of \$3,000,000.00, to fund personnel, technology, equipment, and court room updates to efficiently eliminate the gun case backlog in both the 3rd Circuit and 36th District courts; and

WHEREAS, this request has been approved by the Office of Budget; now

THEREFORE, BE IT RESOLVED that the Director or Head of the Department is authorized to execute the grant agreement on behalf of the City of Detroit, and

BE IT FURTHER RESOLVED, that the Budget Director is authorized to establish Appropriation number 21369, in the amount of \$3,000,000.00, for the FY 2024 Gun Case Backlog Grant.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE MICHIGAN DEPARTMENT OF ATTORNEY GENERAL

AND
THE CITY OF DETROIT**

FOR TIME PERIOD: October 1, 2023 – DECEMBER 31, 2025

Purpose

The purpose of this Memorandum of Understanding (MOU) is to clearly define:

- The reporting requirements for the grantee – City of Detroit pertaining to the Gun Case Backlog grant that was appropriated with PA 119 of 2023 in the amount of \$3 million dollars.
- The grantee shall provide an annual report that details the expenditures of the grant by the Activities listed in the grant application documents. The report is to be submitted annually based on the State of Michigan’s fiscal year which ends on 09/30. The report is due within 30 days after September 30th.
- A final report is also due at the conclusion of the grant, when the grant funds are fully spent.
- If adjustments greater than 10% in any cost activity listed in the grant application is needed, the grantee shall submit a request to the grantor – the Michigan Department of Attorney General. The adjustment request should explain the justification for the adjustment as well as the amount of the adjustment. The grantor will provide acceptance / denial of adjustment within 15 business days of receiving the request.

Contacts

For the Michigan Department of Attorney General the reports required as part of the Gun Case Backlog Grant and questions regarding the operation of the grant funds should be directed to:

Ronald Foss; email address – fossr@michigan.gov; phone number 517 335-7630, and/or
Jill Lockhart; email address – lockhartj2@michigan.gov; phone number 517 335-7630

Termination

This agreement shall be in effect for the full length of the MOU, unless the grantee spends the funds and supplies the MI Department of Attorney General with the required final financial reporting of spent funds.

Special Conditions

This MOU is conditionally approved subject to and contingent upon the availability of funds.

DEPARTMENT OF ATTORNEY GENERAL

By: Ronald W. Foss
Ronald W. Foss, Director of Fiscal Management

Date: 1/10/2024

CITY OF DETROIT, Mayor's Office

By: Robert Shinske
Robert Shinske, Senior Advisor Strategic Affairs

Date: 1/9/2024

Michigan Enhancement Grant Project Budget

Please enter the major cost elements of the project, selecting from the drop down list options. If you select an activity with a ":" please add a few additional words of description in the "Other/Additional Notes" column. You will be asked to report based on these budget categories. It is recommended that the budget have between 2-5 line items. Keeping the budget at a fairly high-level minimizes the need to amend the budget if the project costs deviate slightly from the plan. The "Local" and "Other" columns are optional. **Six line items is the maximum allowed.**

1. Grantee: City of Detroit		2. Project Title: Eliminate Gun Case Backlog			
3. Project Cost Elements		4. Funding Sources			
Activities	Other/Additional Notes	Michigan Enhancement Grant	Local Funding	Other Funding	Total
Equipment:	Kiosks, scanning equipment, jury boxes, technology equipment	\$ 1,700,000.00			\$ 1,700,000.00
IT Costs	Recording equipment, software, web/cloud services	\$ 800,000.00			\$ 800,000.00
Training		\$ 200,000.00			\$ 200,000.00
General Admin Costs Necessary to Implement the Project (staff costs, etc.):	Personnel costs	\$ 300,000.00			\$ 300,000.00
Total		\$ 3,000,000.00	\$ -	\$ -	\$ 3,000,000.00

Water & Sewer Infrastructure
Trail Infrastructure
Road Infrastructure
Sidewalk & Parking Infrastructure
Park/Playground Improvements
Architecture
Engineering
Building Repair & Maintenance
Infrastructure Hard Costs (Materials)
Construction:
Construction Contingency
Environmental
Supplies:
Equipment:
Printing
Marketing
Sub-Grants/Scholarships
Training
Occupancy Costs
Health Center/Clinic Operations
Consultants/Outside Contractors
IT Costs
Medical Equipment
General Admin Costs Necessary to Implement the Project (staff costs, etc.):
Additional General Admin (10% Max)
Other:

Key Information for Grantees

PA 119 of 2023, the FY24 Michigan budget, includes funding for special grants intended for a single recipient. The budget includes language (called boilerplate) that provides a description of the project as well as certain requirements that all projects must comply with. See next page for specific line items for which these guidelines apply. Boilerplate language is binding and all projects must comply with the rules and regulations contained in the language.

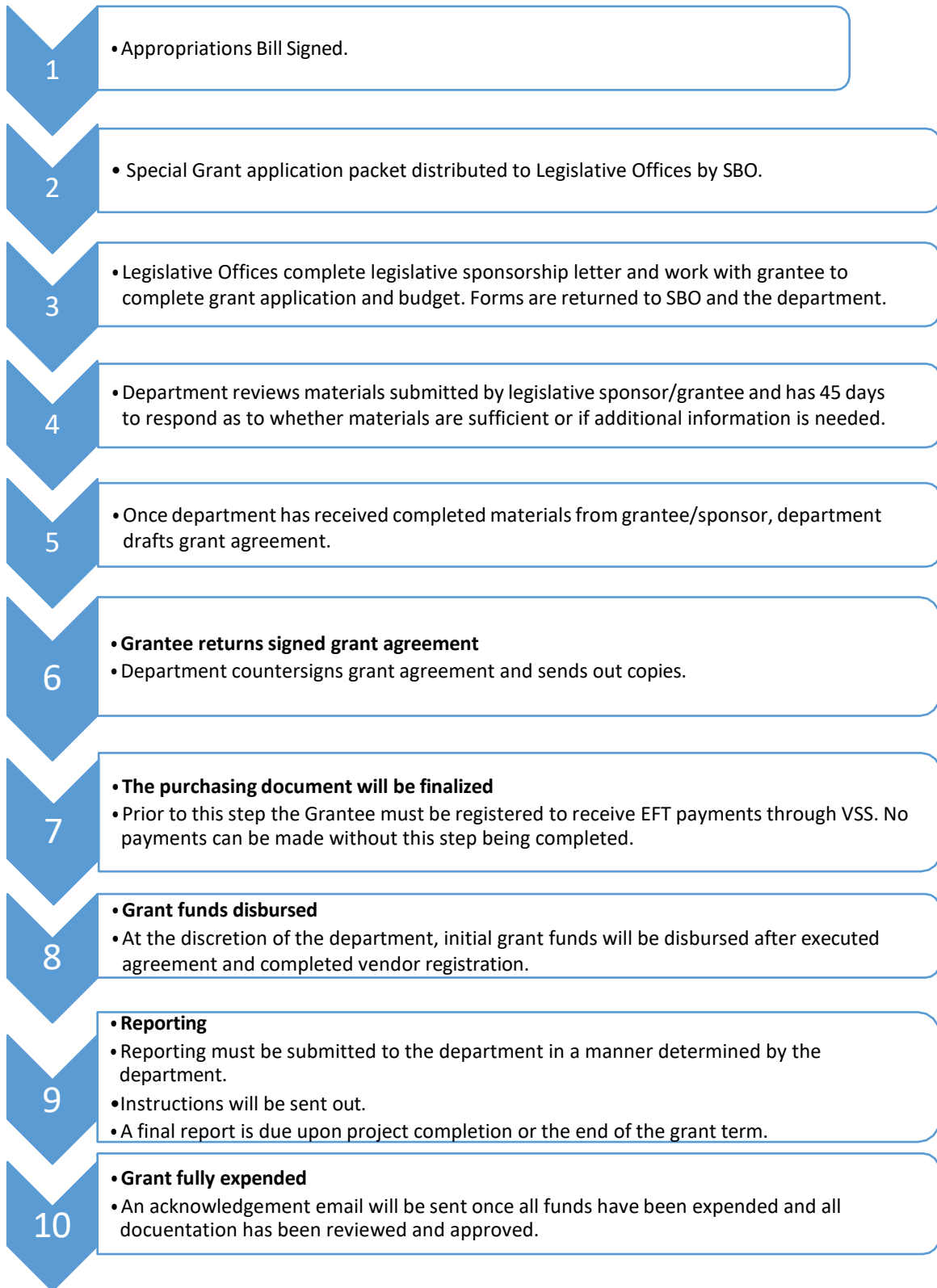
You can find the budget bill [here](#). For transparency boilerplate language, see the following sections: EGLE - Sec. 245, General Government - Sec. 229, DHHS - Sec. 250, LEO - Sec. 308, DNR - Sec. 230, MSP - Sec. 236, MDOT - Sec. 220.

Important information to note:

- The attached application will be used to develop and execute a grant agreement between each grantee and the relevant department. Grantees should work with their Legislative Sponsor to return the following application form to the State Budget Office and the Department.
- All applications must be submitted and legislative sponsors identified no later than January 15, 2024 pursuant to boilerplate.
- Please ensure primary grant contact on the application is the fiduciary contact for the project.
- If the attached application is incomplete or missing information, grant processing may be delayed.
- To receive funds, all organizations must be registered in the State of Michigan SIGMA Vendor Self-Service (VSS) System. More information about registering for VSS can be found [here](#).
- At the discretion of the department, an initial disbursement of 50% may be provided to the grantee upon execution of the grant agreement. (Defined terms and conditions are included in the grant agreement).
- After the initial 50% disbursement, additional funds will only be disbursed after verification that the initial payment has been fully expended, in accordance with the project purpose.
- There is no requirement to have match funds for the grant.
- The grant cannot be increased or deviated from the boilerplate language.
- Grant funds can only be used for expenditures that occur on or after the effective date of the appropriations act unless otherwise specified in department policy.
- Any questions that arise prior to submitting a grant application should be directed to the Grantee's Legislative Sponsor.
- Any questions that arise after submitting a grant application should be directed to the department.
- For timing and next steps, please review the attached process document.

Special Grant Process

This process flow is a general guideline; some projects will differ. Please feel free to contact us at any time if you have questions or concerns related to the process or the specifics of your grant.



Special Grant Application Form

Official Grantee:

Grantee Full Address:

Grantee Primary Contact:

Phone: Email:

Legislative Sponsor: Appropriated Amount:

Legislative Sponsor:

Questions for Legislative Sponsor

1. Is the legislative sponsor and/or any family members of the legislative sponsor associated with this organization? (Ex: board member, employee, financial donor, etc.) **No**
If so, please explain:

2. Does this grant comply with the provisions of Article IV, §10 of the Michigan Constitution and PA 318 of 1968, MCL 15.301 to 15.310? **Yes**

Questions for Official Grantee

1. Please describe the public purpose of the project, demonstrating it is consistent with language authorizing grant in PA 119 of 2023.

After the pandemic, the 3rd Circuit Court and 36th District Court were faced with gun case backlogs. In an effort to eliminate the gun case backlogs, the courts require state funding assistance. The state funding will be used to ensure that personnel, technology, equipment, and court room updates are in place so that the gun case backlog can be efficiently eliminated.

Note: The City of Detroit will create a sub-grant agreement and sub-contract with both the 3rd District Court and 36th District Court. The 3rd District Court will receive \$2 million in funds and the 36th District Court will receive \$1 million in funds.

2. Fill out the anticipated dollar amount for each respective category of the budget, using **the excel budget form provided**. Please note the general administrative expense cannot exceed 10% of the grant amount.

3. Anticipated time-frame for each cost identified in the budget (this will reflect the period of the grant).

The anticipated time-frame for each cost identified in the budget is through December 2025. That will allow both the 36th and 3rd District Courts enough time to secure the equipment, technology, and court room updates required to efficiently eliminate the gun case backlog.

4. I acknowledge that I will be required to submit progress reports and a final report including:

- i. A summary of the Grant Activities performed over the period determined by the department;
- ii. An accounting of Grantee's actual expenditure of all funds on the Project over the period determined by the department, including the breakdown of Grantee's actual use of Grant funds on the Project within each applicable category of the Budget, and corresponding copies of supporting documentation of such expenditures, such as receipts, general ledgers, or other evidence of expenditure activity statements; the Grantee's estimated percentage of completion of the Project; and
- iii. Any other information deemed relevant by Grantee to support the Grant Activities actually performed.

5. Identify authorized signer(s) for Grant Agreement.

Terri Daniels, Director of Grants, City of Detroit

6. Please be advised any portion of the grant funds paid to grantee and not spent or not spent in accordance with the grant agreement must be returned to the department.

NOTICE:

This Grant Application Form is not a legally binding agreement and should not be viewed as such. Moreover, the Grant Application Form does not embody all of the terms and conditions of the grant agreement and neither the department nor the grantee will be bound until there is an executed grant agreement that sets forth all the terms and conditions.