



Michigan Supreme Court

State Court Administrative Office

Field Services Division

Michigan Hall of Justice

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Lansing, Michigan 48909

Phone (517) 373-4835

Ryan P. Gamby
Field Services Director

MEMORANDUM

DATE: October 26, 2022

TO: Problem-Solving Courts and Swift Sure and Sanctions Probation Program Project Directors

FROM: Andrew Smith, Problem-Solving Courts Manager

RE: Reallocation of Grant Funds and Expanding the Allowable Expense Lists Regarding Trainings

Please see the following fiscal year 2023 changes related to Problem-Solving Courts (PSC) and Swift and Sure Sanction Probation Program (SSSPP) grants.

In fiscal year 2023, PSC and SSSPP grant recipients may request additional funds or return grant funds through a contract/budget amendment in WebGrants.

To submit a reallocation request, please complete an amendment in WebGrants by:

- clicking on your grant;
- clicking on “Contract Amendment;”
- clicking on “Add Amendment;”
- clicking on the drop-down for “Amendment Type”, clicking “Reallocation Request,” and adding the title for the request;
- clicking the component “Reallocation Request;” and
- completing the question(s).

Requests for additional funds may occur at any point during the fiscal year, however, consideration for reallocation of funds will primarily take place after the submission of the quarter two claim and before submission of the quarter three claim. This timeframe will ensure that the proper documentation will be updated in a timely manner. Requests will be reviewed on a case-by-case basis. A program that is not reasonably likely to fully expend the grant funds by the end of the fiscal year may be asked to return a portion of their award. The Chief Judge must

notify the State Court Administrative Office in writing if a program plans to return their full grant award.

Additionally, in fiscal year 2023, spending caps for training- and conference-related travel for PSC and SSSPP grants have been removed.

Examples of training and conference travel may include registration fees, lodging, meals, mileage, airfare, parking, bridge fees/tolls, car rentals, and other transportation (such as a taxi, Uber, and Lyft) that are related to the training/conference. All training/conference expenses must be detailed and in the program's approved budget. All costs must be at the [state rate](#)¹ or the court/county/city rate, whichever is the lesser rate. All costs must be supported by a detailed receipt or invoice for reimbursement. If a program moves funds into a training-related line-item during the fiscal year, we recommend that the court waits for approval of a contract/budget amendment before spending the funds.

Please contact the PSC team at PSC@courts.mi.gov with any questions.

¹ In the "Travel Rates and Select Cities" section.