



Local County Prosecutor Grant Program

Revenue Sharing and Local Grants Division

April 2026

Agenda

- Introductions
- Program Explanation and Eligibility
- Application Process
- Award Process
- Reporting Requirements
- Reimbursement Requests
- Documentation: Non-Payroll Expenses
- Documentation: Payroll Expenses
- Documentation: Employee List



Program Explanation and Eligibility

- ▶ One-time appropriation to fund County Prosecutor Offices (CPOs) to reduce the average caseload per attorney.
- ▶ CPO must be in one of the fifteen Michigan counties with the highest violent crime rate per 1,000 residents according to the previous state fiscal year's annual crime report published by the Michigan State Police.
- ▶ Awarded grant funds must be used to supplement, not replace current local funding of the CPO.
- ▶ Grant Award Periods:
 - **2025:** October 1, 2024 - September 30, 2029
 - **2026:** October 1, 2025 - September 30, 2030



Application Process

- ▶ Eligible CPO completes Form 6216, Local Prosecutor Support Grant Application, which includes:
 - **a proposed grant budget** that demonstrates the grant funds will be used exclusively for expenses that reduce the average caseload per attorney.
 - **an explanation for each proposed grant expenditure** item describing how the it will support the reduction of the average caseload per attorney.
- ▶ CPO submits application to Treas-Prosecutor@michigan.gov no later than *May 29, 2026*.
- ▶ Application Review



Award Process

- ▶ Treasury sends CPO an Intent to Award notification and the Grant Agreement.
- ▶ CPO signs and returns the Grant Agreement.
- ▶ Treasury signs and sends executed Grant Agreement to the CPO, accompanied by a Final Award Letter



Reporting Requirements

Semiannual Reporting

- ▶ Grant Narrative Report
- ▶ Grant Financial Status Report

Reporting Period	Due Date
October 1 – March 31	April 30
April 1 – September 30	October 30

Final Reporting

- ▶ Due 30 days after Project Completion or End Date of Grant
 - Grant Narrative Report
 - Grant Financial Status Report

One Year After Final Closeout Letter from Treasury

- ▶ Grant Final Follow-Up Report



Reimbursement Requests

- ▶ Reimbursement Requests
 - Submit Form 6203-CP Grant Reimbursement Request
 - Include supporting documentation
- ▶ Supporting Documentation
 - Invoices/Receipts
 - Proof of Payment



Documentation: Non-Payroll Expenses

Proof of expenses:

- ▶ Receipts showing itemized purchases
- ▶ Invoices or purchase orders
- ▶ Service contracts indicating billing periods

Proof of Payment:

- ▶ Bank statements showing the transaction clearing the account
- ▶ Copies of cancelled checks (front and back)
- ▶ Credit card statements showing the charge and the corresponding payment from the CPO's bank account
- ▶ ACH payment confirmations



Documentation: Payroll Expenses

Documents verifying employee compensation (**copies of paystubs, earning statements, payroll system exports**) with the following information:

- ▶ Employee name
- ▶ Pay period dates
- ▶ Pay rate
- ▶ Hours worked
- ▶ Earning type (regular, OT, holiday, etc.)
- ▶ Deduction and fringe benefit amounts
- ▶ Year-to-date earnings, when available
- ▶ Submit a list of all payroll codes, abbreviations and acronyms



Documentation: Employee List

Employee List:

- ▶ First and last name
- ▶ Title and position
- ▶ Start date on grant
- ▶ Hire date with the county
- ▶ Fully or partially funded by grant
- ▶ Current Salary
- ▶ Previous Salary, if applicable
- ▶ For employees who transfer to grant activity, was their previous role backfilled







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**Thank
you!**