State Court Administrative Office
Office of Dispute Resolution

COMMUNITY DISPUTE RESOLUTION PROGRAM (CDRP) POLICIES AND PROCEDURES MANUAL

December 2025

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Section

1

Introduction and Brief History of the Program

The Community Dispute Resolution Program (CDRP) was 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 Senate Fiscal Agency Bill Analysis of the original legislation succinctly stated the rationale for the program:

> Community dispute resolution centers provide a nonadversarial option for disagreeing parties for whom formal litigation may be unnecessary, inappropriate, or unaffordable. Voluntary participation with an emphasis on finding solutions where nobody `loses' contributes to the success of these programs in such matters as landlord-tenant disputes, arguments between neighbors, small claims, and personal disagreements. Local court dockets are relieved, and disputants benefit from the personal attention and mutually acceptable solutions provided through the community centers, which stress conciliation rather than confrontation. The public benefits of alternative dispute resolution were recognized by the Citizens' Commission to Improve Michigan Courts, which recommended that the Supreme Court direct courts to cooperate with local organizations that provide dispute resolution.
>
> Senate Fiscal Analysis, SB 816, HB 4823, 1988
> Revised Second Analysis

The Citizens' Commission, mentioned above, concluded that negotiated settlements and processes promoting conciliation--not confrontation--would benefit Michigan communities:

> We have seen that an overwhelming majority of Michigan citizens agree that litigation is expensive and time-consuming. They are right. Litigation should be the forum of last resort. Quicker and less costly means should be readily available for the resolution of disputes which can be handled without recourse to litigation. The Michigan Supreme Court should play a leadership role in the efficient delivery of justice, and should therefore maintain a continuing research effort into alternative means of dispute resolution.

> Trial courts have experimented with methods of expediting litigation, but attention must also be given to programs that take disputes out of the courts and toward a negotiated agreement. The ISR [Institute for Social Research] public opinion survey demonstrates that most Michigan citizens are favorably inclined toward such informal alternatives. Typically, these programs bring the parties together with a neutral third person who has been trained in problem-solving and dispute resolution. This is neither arbitration nor litigation, and agreements are voluntary. Such procedures can reduce caseloads and perform a community service by encouraging conciliation rather than confrontation.
>
> We therefore recommend that the Michigan Supreme Court: (41) Direct the courts of this state to establish contact and cooperate with local organizations that provide alternative means of dispute resolution. Printed materials about such organizations should be readily available from court personnel. The Michigan Supreme Court should also encourage the development and use of alternatives to the traditional court procedures now in effect.
>
> Citizens' Commission to Improve Michigan Courts, "Final Report and Recommendations to Improve the Efficiency and Responsiveness of Michigan Courts," October, 1986

The first community dispute resolution centers in Michigan began providing mediation services in advance of the CDRP Act and state funding. Grand Rapids citizens developed the Community Reconciliation Center, which was soon followed by the Detroit Neighborhood Reconciliation Center in Wayne County.

After enactment of the program legislation in 1988, the State Court Administrator appointed an Advisory Committee to provide recommendations on program design. In 1989, using an outline provided by the National Center for State Courts, the Advisory Committee developed program funding and training criteria and provided recommendations on administrative policies and procedures. Funding derived from an increase of $2 in civil court filing fees also began accumulating in 1989, for distribution in the first program funding year, 1990.

Thereafter, the first dispute resolution centers were funded, including those mentioned above. Center staff and volunteers at the centers worked in the first year to set up their offices, conduct training, recruit volunteers, and develop referral sources. In 1991, while additional centers were funded, renewing centers expanded their referral sources, developed their community outreach, and worked to strengthen their organizations.

In late 1992, the legislature extended the original January, 1993, sunset of the funding legislation to December 31, 1995. In late 1993, the legislature removed the 1994 funding sunset and amended several definitional components of the program. In 1993 and 1994, plans were developed to conduct a statewide program evaluation. Statewide availability of dispute resolution services was achieved in 1994 as well with the funding of 30 centers throughout the state.

Also in 1996, the statewide program evaluation was completed, the results of which are available from SCAO.

In 1998, pilot projects were begun to test the application of mediation and facilitation in child protection proceedings. This program is called the Permanency Planning Mediation Program, and in early 1999, the number of pilot sites was expanded.

The Michigan Supreme Court and Michigan State Legislature responded to CDRP funding challenges in 1999 and designated general fund appropriations for CDRP centers in 2000. This additional funding continued through 2003, when it was replaced by an increase in the allocation CDRP centers would receive from civil court filing fees.

Also in 2000, new Michigan Court Rules took effect that allowed judges to order persons in civil matters to try mediation. CDRP center staff contributed substantially to the rule development process and since then have worked closely with courts throughout the state to implement the new rules.

Consistent with the direction of Michigan's courts to offer greater levels of mediation service, in late 2002, the Office of Dispute Resolution's focus shifted to assessing how CDRP centers could more effectively provide services to courts. As part of this shift, SCAO discontinued its administration of the Michigan Agricultural Mediation Program in 2003, and its administration of the Michigan Special Education Mediation Program in 2004. The former program was adopted by Michigan State University Extension Service, and the later was adopted by the Dispute Resolution Association of Michigan.

Also in 2004, two important evaluations were conducted. The first showed that Permanency Planning Mediation significantly reduced the time children remain in impermanent settings following the use of mediation in abuse and neglect cases. The second study showed that litigants in small claims cases were significantly more likely to collect on amounts agreed to in mediation than on judgments rendered as a result of a contested hearing.

In 2005, the Office of Dispute Resolution, in collaboration with the SCAO Friend of the Court Bureau, created the Postjudgment Parenting Time Mediation Pilot Project. The purpose of this initiative was to determine whether mediation, as provided by the CDRP centers, could reduce the level of complaints and return visits to the Friend of the Court by persons who have been divorced, but who have on-going relationships owing to their parenting arrangements. New case management software was implemented in this year as well.

Whether CDRP mediators could assist in resolving general civil cases evaluated at under $25,000 in value by circuit court case evaluation panels was a question raised in 2006, and in response, a pilot project involving three centers was created.

Work began in 2007 to further develop the capacity of CDRP mediators to help parties in divorce cases reach mutually agreed upon terms of their divorce. The service was designed to chiefly serve unrepresented low-income parties without children. Training was supported by a grant from the Michigan State Bar Foundation.

Mediator training for the divorce mediation project began in 2008, and work continued on developing the circuit court general civil case evaluation pilot project. A statewide meeting took place, co-sponsored by the ADR Section of the State Bar, to discuss the relationships between CDRP centers, courts, and private mediators.

In 2008-2009, CDRP centers were represented on two state level committees; one to propose amendments to Michigan's ADR court rules, the other to specifically focus on confidentiality rule provisions. Work continued in developing divorce-related mediation services, and several additional centers-initiated mediation services in child protection cases. Discussions began with the Department of Education to determine how to expand youth dispute resolution programs in schools. Discussions began with the Michigan Department of Corrections to determine how to include mediation services in that department's Michigan Prisoner Re-Entry Initiative.

Heightened focus on services provided to schools in 2010 resulted in compiling the array of school and juvenile-based dispute resolution in a special section of the program's annual report. Services included restorative practices, peer mediation, truancy expulsion reduction conferencing, and bullying prevention, in addition to special education mediation which centers have provided for many years. Centers were also represented on SCAO's Mediation Confidentiality and Standards of Conduct Committee, convened to examine consolidation of confidentiality court rule provisions, and SCAO's Statewide Mediator Roster Committee, that proposed a court rule that would consolidate mediator qualifications at the state level. Also in 2010, SCAO released a study examining the effect of circuit courts' referring cases evaluated under $25,000 to CDRP centers.

In 2011, SCAO released a study of case evaluation and mediation practices concluding that mediation was more effective than case evaluation in achieving early disposition in tort and medical malpractice actions. The study reported disposition rates of approximately 70 percent through the mediation process, and 22 percent through case evaluation, and recommended that mediation be conducted earlier in litigation than traditionally held. The Michigan Supreme Court adopted new Michigan Court Rule 2.412 that expanded exceptions to confidentiality in mediation. The rule affects cases managed by CDRP centers as well as by private mediators. SCAO also published dashboard measures for CDRP centers.

In 2012, the SCAO's "Michigan Standards of Conduct for Mediators" was completely rewritten and made applicable to both general civil and domestic relations cases. Revisions to the SCAO's "Mediator Training Standards and Procedures" were also adopted. These standards establish specific program contents for general civil and domestic relations cases, including training programs for domestic violence screening.

In 2013, Governor Rick Snyder and State Senator Rick Jones issued a "Special Tribute" proclamation for Conflict Resolution Day, recognizing the program for "providing opportunities to increase public understanding of peaceful and constructive ways to resolve interpersonal and intergroup conflicts." The SCAO also convened an "Early ADR Summit" at which attendees provided recommendations for engaging in ADR processes earlier in the litigation process.

In 2014, Governor Rick Snyder recognized the CDRP by naming it a finalist for the Governor's Service Award for "Outstanding Volunteer Program." This was not only a significant honor, but it also helped raise the visibility of the program. The SCAO recorded and posted online a video, "Making the Most of Mediation," designed to help mediation participants effectively prepare for and participate in mediation. The SCAO's "Domestic Violence Screening Protocol for Mediators" was revised and published.

2015 marked the 25th anniversary of the Community Dispute Resolution Program, and the occasion was marked by the Michigan Supreme Court's issuing several press releases, also tied to Conflict Resolution Day, as well as by locally convened celebrations hosted by CDRP centers. The SCAO published its "Michigan Judges Guide to ADR Practice and Procedure." The domestic violence screening training program curriculum was also revised.

In 2016, the SCAO convened a committee to assess whether to recommend to the Michigan Supreme Court that it adopt rules implementing the Uniform Collaborative Law Act. Collaborative law practice involves the parties meeting as a team to draft a proposed consent judgment before filing a lawsuit. The committee issued its report in 2017, and the Court adopted its rule proposals in 2018.

In 2017, another committee reported out its recommendations that the Court adopt court rules that would guide the practice of child protection mediation in the state courts. The Court adopted the proposals in 2018.

In 2018, the SCAO contracted with a consulting firm to provide an independent study of the effectiveness of case evaluation and mediation in circuit courts. The study affirmed earlier research concluding that mediation is a more effective case management process than case evaluation. The SCAO also convened an "ADR Summit," at which invitees were asked to assess current case evaluation and mediation practices. Its report is available on the Court's website.

In 2019, following the recommendations of the previous year's ADR Summit, the SCAO convened a committee to assess that initiative's recommendations. The Case Evaluation Court Rules Review Committee issued its report in the same year.

An online system for resolving disputes, called MI-Resolve was also launched through three pilot sites: Macomb, Otsego, and Wayne Counties. Originally focused on providing an online means to resolve small claims, landlord/tenant, general civil, and neighborhood cases, the platform was designed to accommodate mediating additional case types.

The effectiveness of restorative practices to reduce school truancy and suspensions was the topic of one study conducted by Western Michigan University's Evaluation Center. An assessment of child protection mediation as administered through CDRP centers was the subject of another study, conducted by Grand Valley State University's School of Criminal Justice.

In 2020, due to the pandemic, revisions to the SCAO's "Mediator Training Standards and Procedures" were adopted to incorporate the presentation of training programs online. The MI-Resolve Civil System was expanded to become the first in the nation statewide online dispute resolution system. Development continued in 2021 to add multi-party functionality to the original system and create a similar but separate platform for mediating parenting time disputes. In 2023, the MI-Resolve Family System was launched statewide.

Many of the products mentioned above, as well as additional information about ADR and the Community Dispute Resolution Program, can be found on the Michigan Supreme Court, Office of Dispute Resolution website: courts.mi.gov/DisputeResolution

Section

2

Purpose of this Manual

This manual provides policies and procedures necessary for obtaining funding for operation of a dispute resolution center funded by the Community Dispute Resolution Program in Michigan.

The manual compiles in one resource policies and procedures that are routinely distributed in grant announcements, contracts, and memoranda from SCAO.

Most importantly, the manual has been designed to be of assistance to CDRP centers. Not only does it incorporate many specific recommendations provided by dispute resolution center staff, volunteers, board members, former CDRP Advisory Committees, and program evaluators, but it also reflects broad policy statements about the high degree of quality of mediation service available through Michigan community dispute resolution centers.

At the same time, the manual contains financial, statistical, and administrative provisions which allow SCAO to fulfill its role as administrator of the Community Dispute Resolution Program and as fiduciary of the Community Dispute Resolution Program Fund.

Board of directors or advisory committee officers may better be able to fulfill their responsibilities by having their own copy of the manual. A current version of this manual may be accessed on the CDRP page of the One Court of Justice Website at courts.mi.gov/CDRP.

Your continued participation in offering comments and suggestions is encouraged and appreciated. All questions, comments, and suggestions should be made using one of the following methods: by email to cdrp@courts.mi.gov; by mail to the Office of Dispute Resolution, Michigan Hall of Justice, P.O. Box 30048, Lansing, Michigan 48909; or by phone at 517-373-4839.

Section

3

Legislation

3.1 Community Dispute Resolution Act

COMMUNITY DISPUTE RESOLUTION ACT
Act 260 of 1988

AN ACT to create the community dispute resolution program; to create the community dispute resolution fund; to establish criteria for funding and participation in the program; to provide for the administration of the program; to authorize pilot projects; to require the reporting of certain statistical data; and to repeal certain parts of this act on specific dates.

History: 1988, Act 260, Eff. Nov. 13, 1988 ;-- Am. 1993, Act 286, Imd. Eff. Dec. 28, 1993

The People of the State of Michigan enact:

691.1551 Short title.

Sec. 1. This act shall be known and may be cited as the "community dispute resolution act".

History: 1988, Act 260, Eff. Nov. 13, 1988

691.1552 Definitions.

Sec. 2. As used in this act:

(a) "Administrative expenses" means expenses incurred by the state court administrator in implementing this act.

(b) "Available grant funds" means that portion of the community dispute resolution fund available for awards to grant recipients, after administrative expenses have been met.

(c) "Center" means a community-based dispute resolution center.

(d) "Fund" means the community dispute resolution fund.

(e) "Grant recipient" means a nonprofit or governmental organization that receives funds to operate a center pursuant to this act.

(f) "Mediator" means an impartial, neutral person who assists parties in voluntarily reaching their own settlement of issues in a dispute and who has no authoritative decision-making power.

(g) "Program" means the community dispute resolution program created by this act.

History: 1988, Act 260, Eff. Nov. 13, 1988 ;-- Am. 1993, Act 286, Imd. Eff. Dec. 28, 1993

691.1553 Community dispute resolution program; creation; purpose.

Sec. 3. The community dispute resolution program is created to provide conciliation, mediation, or other forms and techniques of voluntary dispute resolution to persons as an alternative to the judicial process.

History: 1988, Act 260, Eff. Nov. 13, 1988 ;-- Am. 1993, Act 286, Imd. Eff. Dec. 28, 1993

691.1554 Community dispute resolution fund; creation; purpose; administration.

Sec. 4. The program shall be funded by the community dispute resolution fund which is created in the state treasury and shall be administered by the state court administrator.

History: 1988, Act 260, Eff. Nov. 13, 1988

691.1555 Revenues, funds, and interest credited to fund.

Sec. 5. (1) The department of treasury shall credit to the fund the revenues received pursuant to sections 2528, 2529, 5756, 8371, and 8420 of the revised judicature act of 1961, Act No. 236 of the Public Acts of 1961, being sections 600.2528, 600.2529, 600.5756, 600.8371, and 600.8420 of the Michigan Compiled Laws.

(2) The department of treasury shall credit to the fund any funds appropriated by the legislature and any federal or private funds received by the state for the purpose of implementing this act. Money in the fund at the end of the fiscal year shall remain in the fund, and shall not revert to the general fund.

(3) Interest generated by revenues in the community dispute resolution fund shall be credited to the community dispute resolution fund by the department of treasury and shall be used exclusively for purposes of this act.

History: 1988, Act 260, Eff. Nov. 13, 1988 ;-- Am. 1993, Act 286, Imd. Eff. Dec. 28, 1993

691.1556 Participation in dispute resolution process.

Sec. 6. (1) Participation in the dispute resolution process shall be voluntary and the form or technique utilized shall be by mutual agreement of the parties.

(2) Subject to subsection (1), a court may refer the parties to a civil action to a center funded under this act. The court shall not require that the parties to the civil action reach a settlement of the civil action through any dispute resolution process utilized at the center.

History: 1988, Act 260, Eff. Nov. 13, 1988 ;-- Am. 1993, Act 286, Imd. Eff. Dec. 28, 1993

691.1556a Agreement; enforcement.

Sec. 6a. If the parties involved in a dispute resolution process reach a settlement and execute a written agreement, the agreement is enforceable in the same manner as any other written contract.

History: Add. 1993, Act 286, Imd. Eff. Dec. 28, 1993

691.1556b Repealed. 1993, Act 286, Eff. Jan. 1, 1996.

Compiler's note: The repealed section pertained to pilot projects.

691.1557 Confidentiality.

Sec. 7. (1) The work product and case files of a mediator or center and communications relating to the subject matter of the dispute made during the dispute resolution process by a party, mediator, or other person are confidential and not subject to disclosure in a judicial or administrative proceeding except for either of the following:

(a) Work product, case files, or communications for which all parties to the dispute resolution process agree in writing to waive confidentiality.

(b) Work product, case files, or communications which are used in a subsequent action between the mediator and a party to the dispute resolution process for damages arising out of the dispute resolution process.

(2) Subsection (1) does not apply to statements, memoranda, materials, and other tangible evidence, otherwise subject to discovery, that were not prepared specifically for use in the dispute resolution process.

History: 1988, Act 260, Eff. Nov. 13, 1988 ;-- Am. 1993, Act 286, Imd. Eff. Dec. 28, 1993

691.1557a Civil liability.

Sec. 7a. A mediator of a community dispute resolution center shall not be held liable for civil damages for any act or omission in the scope of his or her employment or function as a mediator, unless he or she acted in bad faith or with malicious purpose or in a manner exhibiting wanton and willful disregard of the rights, safety, or property of another.

History: Add. 1993, Act 286, Imd. Eff. Dec. 28, 1993

691.1558 Administration of program.

Sec. 8. This program shall be administered through community dispute resolution centers operated by grant recipients pursuant to a grant contract awarded by the state court administrator.

History: 1988, Act 260, Eff. Nov. 13, 1988

691.1559 Eligibility of grant recipient for funding.

Sec. 9. To be eligible for funding, a grant recipient shall do all of the following:

(a) Comply with the provisions of this act, and any requirements or guidelines established by the state court administrator to effectuate the purposes of this act.

(b) Provide neutral mediators who have received not less than 40 hours of training in conflict resolution techniques and principles of the legal system in a course of study approved by the state court administrator or a program of internship as may be required by the state court administrator.

(c) Provide dispute resolution services without cost to indigents.

(d) Reject any dispute which involves alleged acts which are or could be the subject of a violent felony or drug-related felony criminal prosecution.

(e) When appropriate, refer participants to other agencies or organizations for assistance.

(f) Provide for community participation and respond to local community needs. In determining whether this requirement has been satisfied, the state court administrator shall consider the extent to which the applicant has the following:

(i) Active board members and mediators drawn from the community and client constituencies.

(ii) Programs and services that target local dispute resolution needs.

(iii) Local financial and in-kind support.

(iv) A diversified base of referral sources.

History: 1988, Act 260, Eff. Nov. 13, 1988 ;-- Am. 1993, Act 286, Imd. Eff. Dec. 28, 1993

691.1560 Selection of grant recipients; contents of grant applications submitted for funding; allocations; matching amount; "civil filing fee fund" defined.

Sec. 10. (1) Grant recipients shall be selected from applications submitted to the state court administrator. The grant applications submitted for funding shall include all of the following:

(a) The budget for the proposed center including the proposed compensation and qualifications of the employees.

(b) A description of the proposed geographical area of service and an estimate of the number of participants to be served.

(c) A description of current dispute resolution services, if any, available within the proposed geographical area.

(d) A narrative of the applicant's proposed program that includes the support of civic groups, social services agencies, local courts, and criminal justice agencies to accept and make referrals; the present availability of resources; and the applicant's administrative capacity.

(e) A description of the fee structure, if any, that will be applied to participants seeking dispute resolution.

(f) Such additional information as is determined to be needed by the state court administrator.

(2) If 1 or more applicants meet the eligibility requirements of section 9 and guidelines established under section 9, the state court administrator shall award a grant or grants from money distributed to the fund from the civil filing fee fund. Grants shall be allocated as follows:

(a) 65% of the money received from the civil filing fee fund shall be made available for disbursement on the basis of the annual civil court filings reported by courts. An eligible applicant shall receive a pro rata share of the available grant funds on the basis of the annual civil court filings reported by courts located in the counties serviced by the applicant.

(b) 35% of the money received from the civil filing fee fund and any money in the fund derived from other sources shall be made available for disbursement on the basis of performance measures and threshold funding levels established by the state court administrative office.

(3) Nothing in subsection (2) requires a grant award that exceeds the proposed center's approved budget.

(4) Each grant recipient shall provide a matching amount equal to at least 35% of the awarded grant amount.

(5) As used in this section, "civil filing fee fund" means that fund as created in section 171 of the revised judicature act of 1961, 1961 PA 236, MCL 600.171.

History: 1988, Act 260, Eff. Nov. 13, 1988 ;-- Am. 1993, Act 286, Imd. Eff. Dec. 28, 1993 ;-- Am. 2003, Act 79, Eff. Oct. 1, 2003

691.1561 Fiscal affairs of grant recipient; inspection, examination, and audit.

Sec. 11. The state court administrator or other authorized state official shall have the power to inspect, examine, and audit the fiscal affairs of any grant recipient.

History: 1988, Act 260, Eff. Nov. 13, 1988

691.1562 Providing statistical data annually to state court administrator; annual report.

Sec. 12. Each grant recipient shall annually provide to the state court administrator statistical data on its operating budget, the number of referrals, categories or types of cases referred, number of parties serviced, number of disputes resolved, nature of resolution, amount and type of awards, rate of compliance, returnees to the center, duration and estimated costs of hearing, and such other information the state court administrator may require. The state court administrator shall report annually to the governor and legislature regarding the operation and success of the centers funded pursuant to this act.

History: 1988, Act 260, Eff. Nov. 13, 1988

691.1563 Effective date.

Sec. 13. This act shall take effect upon the expiration of 120 days after the date of its enactment.

History: 1988, Act 260, Eff. Nov. 13, 1988

691.1564 Conditional effective date.

Sec. 14. This act shall not take effect unless Senate Bill No. 816 of the 84th Legislature is enacted into law.

History: 1988, Act 260, Eff. Nov. 13, 1988

Compiler's note: Senate Bill No. 816, referred to in this section, was filed with the Secretary of State August 17, 1988, and became P.A. 1988, No. 310, Eff. Jan. 1, 1989

3.2 Revised Judicature Act of 1961

REVISED JUDICATURE ACT OF 1961 (EXCERPT)
Act 236 of 1961

600.171 Civil filing fee fund; creation; use; deposits; investment; distribution of proceeds.
Sec. 171. (1) The civil filing fee fund is created in the state treasury. The money in the fund shall be used as provided in this section.

(2) The state treasurer shall credit to the civil filing fee fund deposits of proceeds from the collection of revenue from court filing fees designated by law for deposit in the fund and shall credit all income from investment credited to the fund by the state treasurer. The state treasurer may invest money in the fund in any manner authorized by law for the investment of state money. However, an investment shall not interfere with any apportionment, allocation, or payment of money as required by this section. The unencumbered balance remaining in the fund at the end of a fiscal year shall remain in the fund and shall not revert to the general fund.

(3) In the state fiscal year beginning October 1, 2003 and in subsequent state fiscal years, the state treasurer shall distribute the proceeds of the fund monthly as follows:

(a) To the state court fund created in section 151a, 48.5% of the fund balance.

(b) To the court equity fund created in section 151b, 8.2% of the fund balance.

(c) To the judicial technology improvement fund created in section 175, 11.1% of the fund balance.

(d) To the community dispute resolution fund created by the community dispute resolution act, 1988 PA260, MCL 691.1551 to 691.1564, 5.2% of the fund balance.

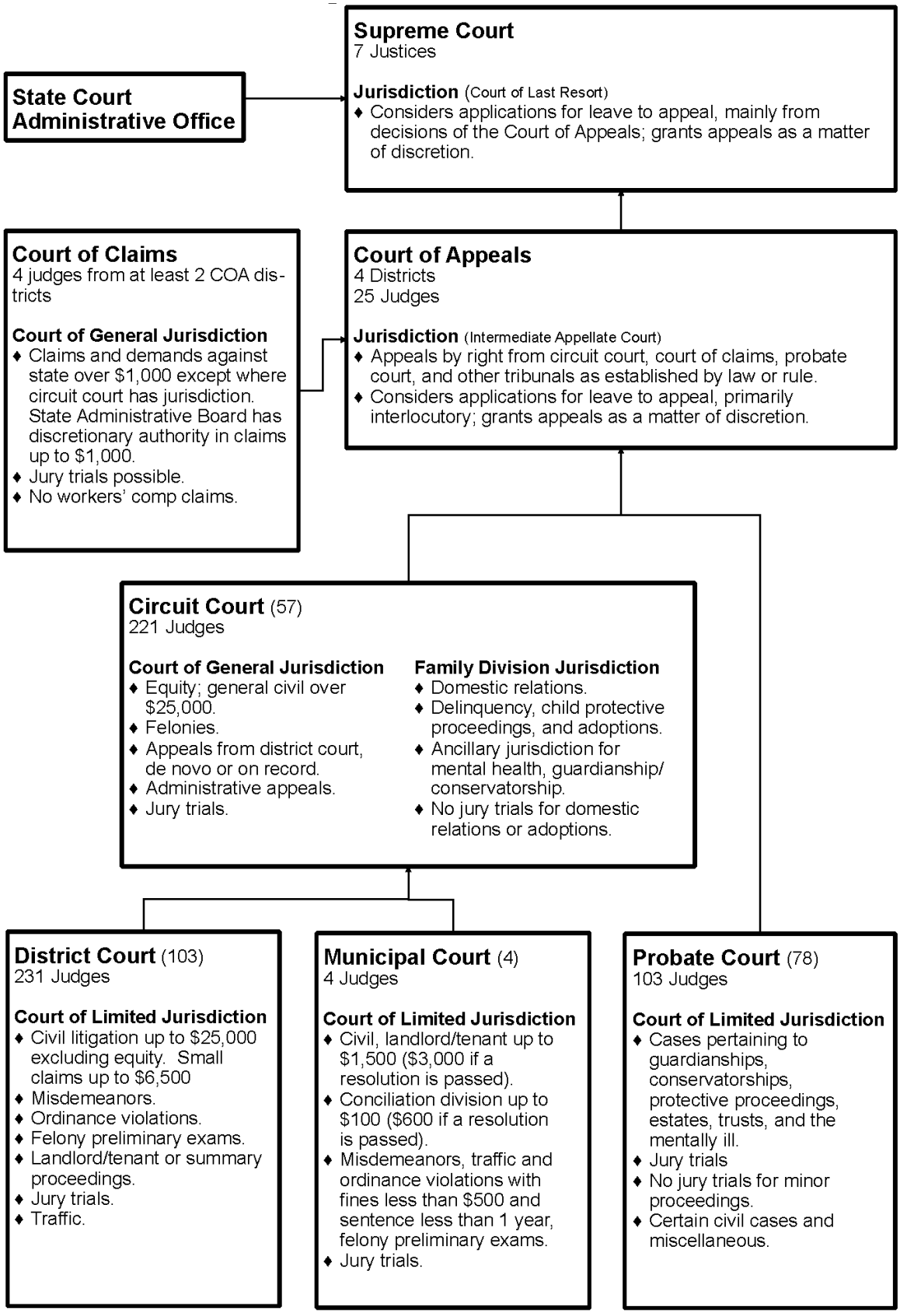
(e) To the executive secretary of the Michigan judges retirement system created by the judges retirement act of 1992, 1992 PA 234, MCL 38.2101 to 38.2670, 24% of the fund balance.

(f) To the secretary of the legislative retirement system for deposit with the state treasurer in the retirement fund created by the Michigan legislative retirement system act, 1957 PA 261, MCL 38.1001 to 38.1080, 1.5% of the fund balance.

(g) To the state general fund, 1.5% of the fund balance.

History: Add. 2003, Act 138, Eff. Oct. 1, 2003.

3.3 Michigan Judicial Branch Structure



(#) - Indicates number of courts. ↑ Indicates route of appeal.

Rev. 09/07/2023

Section

4

Program Administration

4.1 Program Purpose

"The community dispute resolution center program is created to provide conciliation, mediation, or other forms and techniques of voluntary dispute resolution to persons as an alternative to the judicial process." MCL 691.1553

4.2 Service Area

4.2.1 Because funding for community dispute resolution centers is derived from courts which serve entire counties, CDRP-funded centers must offer service to all residents of the county(ies) for which they are applying for funding.

4.2.2 Centers should conduct outreach county-wide, as well as encourage active support and participation of volunteers on a county-wide basis.

4.2.3 Centers serving multiple counties should provide the following functions and services to all counties in its service area: volunteer recruitment, outreach, conciliation and mediation, and other services as determined by the board of directors or advisory committee.

These services should not be provided to the detriment of the core county, however. If expanded services cannot realistically be provided with the additional funds provided by multiple counties, a center should not apply for multiple counties' funds.

Centers must be able to demonstrate that services are provided in counties from which CDRP funding is derived.

4.3 Types of Cases Handled

4.3.1 Centers must offer dispute resolution services for a wide variety of dispute types, typical of cases that are filed in courts. These may include small claims, landlord/tenant, domestic relations, general civil, and other case types.

Centers must "reject any dispute which involves alleged acts which are or could be the subject of a violent felony or drug-related felony criminal prosecution." MCL 691.1559(d)

"Violent felony" is not defined within the CDRP Act. Various definitions exist in the Michigan Compiled Laws, including: MCL 460.10d; MCL 750.227; MCL 750.543b; MCL 791.236; and Michigan Constitution, Article 1, Section 15.

4.4 Types of Referrals Received

Centers must receive referrals from a diversified base of referral sources.

4.5 Voluntary Participation of Disputants

"Participation in the dispute resolution process shall be voluntary and the form or technique utilized shall be by mutual agreement of the parties." MCL 691.1556

4.6 Volunteer Mediators

4.6.1 Mediators must serve as volunteers and without remuneration. Reimbursement to mediators for travel and expenses incurred in mediation-related activities must be made in accordance with approved expense reimbursement procedures.

4.6.2 Staff may serve as mediators in limited circumstances. See Sections 5.3 and 5.5.

4.7 Indigent parties/Fee Structure

4.7.1 Dispute resolution services must be provided without cost to indigent parties. MCL 691.1558(c)

4.7.2 Centers are encouraged to adapt indigency policies already established by service agencies in their communities. Agencies with such policies include legal aid services, Department of Social Services, and Department of Mental Health. If centers charge a fee for services, they must have a written fee structure policy which assures that indigents are served properly at no charge.

4.7.3 Centers must adopt a written fee schedule and make it available to all prospective clients upon request.

4.7.4 Fee receipts and any interest generated from fee receipts, CDRP funds, and CDRP-funded activities such as training, must be applied to the dispute resolution program. [See Section 10.2, Accounting Requirements]

4.9 Referrals to and Participation with other Programs

4.9.1 Centers must refer participants to other agencies or organizations for assistance when appropriate. MCL 691.1559(e)

4.9.2 Whenever practicable, centers should engage in local collaborative bodies and activities. Collaborations pool responsibilities, risks, resources, expertise, and accountability in carrying out a shared mission. Collaborative work includes assessing local and critical needs, developing intervention plans, coordinating local resources, and monitoring and evaluating program results.

4.10 Confidentiality

4.10.1 "(1) The work product and case files of a mediator or center and communications relating to the subject matter of the dispute made during the dispute resolution process by a party, mediator, or other person are confidential and not subject to disclosure in a judicial or administrative proceeding except for either of the following:

(a) Work product, case files, or communications for which all parties to the dispute resolution process agree in writing to waive confidentiality.

(b) Work product, case files, or communications which are used in a subsequent action between the mediator and a party to the dispute resolution process for damages arising out of the dispute resolution process.

(2) Subsection (1) does not apply to statements, memoranda, materials, and other tangible evidence, otherwise subject to discovery, that were not prepared specifically for use in the dispute resolution process. [MCL 691.1557]

4.10.2 Each center must have a written confidentiality policy incorporating the statutory confidentiality requirements.

4.11 Mediation Location

A center should schedule dispute resolution sessions at a place and time that is as convenient as possible for all parties to the dispute.

4.13 Community Participation

4.13.1 To be eligible for funding a center must:

"Provide for community participation and respond to local community needs. In determining whether this requirement has been satisfied, the State Court Administrator shall consider the extent to which the applicant has the following:

(i) Active board members and mediators drawn from the community and client constituencies.

(ii) Programs and services that target local dispute resolution needs.

(iii) Local financial and in-kind support.

(iv) A diversified base of referral sources." [MCL 691.1559]

4.13.2 In fulfilling the statutory obligations, a center must:

(i) routinely engage in needs assessments conducted by its own agency or refer to other agencies' assessments;

(ii) ensure that the governing body, staff, and volunteers reflect the service area's constituency; and

(iii) provide opportunities for participation in program planning and evaluation by referral sources and center clients.

4.14 Non-Discrimination

Persons employed, supervised, and served by a CDRP center must not be discriminated against because of any protected class under the Elliott-Larsen Civil Rights Act, found at MCL 37.2101 et seq. The center will also comply with all other federal, state or local laws, regulations and standards as they may apply to the performance of their contract. If SCAO determines that any of the above provisions have been violated, the same will constitute a material breach of contract upon which SCAO may cancel, terminate, or suspend its contract with a grantee.

4.15 Complaint Process

Each center must have a written complaint process by which the center would respond to the written complaint of a user of center services.

Section

5

Personnel

5.1 Non-Discrimination

The center will not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, because of any protected class under the Elliott-Larsen Civil Rights Act, found at MCL 37.2101 et seq. The center will also comply with all other federal, state or local laws, regulations and standards as they may apply to the performance of their contract.

5.2 Organizational Chart

Centers must maintain a current organizational chart, identifying the center director, the financial officer, and other center staff.

5.3 Job Descriptions

5.3.1 Centers must have written job descriptions and job qualifications for all staff.

5.3.2 Benefits packages, if offered, must specifically describe the benefits offered.

5.3.3 Staff may not serve as paid mediators, with the exception that staff may attend approved mediation training, complete internships, and occasionally mediate to maintain and develop skills or to substitute for a volunteer mediator unable to keep a scheduled mediation session. Executive directors, in particular, should minimize their role in serving as a mediator and trainer to maximize time spent on program development.

5.4 Grievance Procedures

Each center should have a written employee grievance procedure approved by its board of directors.

5.5 Conflict of Interest

CDRP funds may not contribute to any portion of the salary of staff who serve as a mediator, conciliator, arbitrator, or alternative dispute resolution consultant in a private capacity.

For purposes of this program, it is a prohibited conflict of interest for staff members, whether full or part-time, of a CDRP funded center to in any way receive personal remuneration for providing dispute resolution services, including mediation, conciliation, arbitration, or other facilitation, during their tenure of employment with a CDRP funded center.

Grantee agrees that any funds generated by the provision of dispute services, in the name of a funded CDRP center by its staff, will become center resources. Compensation for travel and expense reimbursement incurred in conjunction with such activities shall be paid directly to the CDRP and remitted to center participants in accordance with approved expense reimbursement procedures.

Staff members whose salaries are derived from CDRP funding may not also serve as mediators and/or alternative dispute resolution consultants in a private capacity.

5.6 Staff Training

5.6.1 All center staff must receive training for their program functions. The nature of this training shall be determined by the center director.

5.6.2 Centers must have an ongoing in-service training program for all staff and experienced mediators.

5.7 Personnel Evaluation

All center staff and mediators shall be evaluated under the direction of the center director; the center director shall be evaluated by the board of directors or appropriate government unit supervisor, if applicable. At a minimum, this evaluation must be done on a yearly basis.

5.8 Nepotism

A center shall not hire nor permit the hiring of any person in a position funded under this Contract if a member of the person's immediate family is employed in an administrative capacity by a center unless by written approval by SCAO. For the purposes of this section, the term "immediate family" means spouse, child, mother, father, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law,

mother-in-law, father-in-law, aunt, uncle, niece, nephew, stepparent, and stepchild. The term "administrative capacity" means persons who have overall administrative responsibility for the center including selection and hiring of staff, or supervisory responsibilities.

Section

6

Board of Directors/Advisory Committees

Each center receiving CDRP funds must have a body of volunteer community members selected from the service area exclusively dedicated to governing the dispute resolution center. In a free-standing non-profit organization, this will be a board of directors. Where the dispute resolution center is housed in an umbrella agency and is one of several programs administered by the agency, the governing body will be an advisory committee.

Because of the substantial work required to maintain and expand dispute resolution services, and owing to limited center budgets, it is extremely important that a center director have the active support and assistance of a board of directors or advisory committee.

The following sections are meant to help determine the types of work that either legally (as a board) or programmatically (as a board or advisory committee) need to be done. Once the tasks to be performed are identified, the sections further urge that there be a clear understanding between all participants about which body is responsible for which task(s).

6.1 Board of Directors/Advisory Committee Responsibilities

6.1.1 The following sections pertain to the board of directors of a free-standing agency, or to the advisory committee of a dispute resolution center operated through an umbrella agency.

6.1.2 The center board of directors or advisory committee membership must reflect the population of the service area.

6.1.3 Board members or advisory committee members must serve as a liaison to the community, soliciting community support for and input into the development of the center and center referral sources.

6.1.4 Board members or advisory committee members should have job descriptions reflecting their work on the board or advisory committee and sub-committees.

6.1.5 A board of directors or advisory committee must meet minimally four times per year with quorum present, but should meet more regularly, particularly if the board or advisory committee does not have active committees.

6.1.6 All governing bodies of dispute resolution centers funded through the CDRP must keep minutes of meetings.

6.1.7 The use of ad hoc committees or task forces is encouraged. Limited purpose committees and task forces often attract community members with expertise who would otherwise be unable to commit to serving on a board/advisory committee for an extended period.

6.2 Specific Board/Advisory Committee Functions

Specific Board/Advisory Committee Functions include, but should not be limited to:

- Establishing policies and procedures for the center
- Obtaining funds necessary for center operation
- Employing and supervising the center director
- Approving major purchases
- Approving service contracts
- Strategic planning
- Annual center and center director evaluation
- Other, as required by state statute or corporate by-laws

6.3 Committees

Committees permit a board/advisory committee to work efficiently, maximizing the use of meeting time and resources of the full board/advisory committee.

At a minimum, the following committees should establish goals and objectives for enhancing the work of the dispute resolution center:

- Fund development
- Marketing
- Board member/volunteer recruitment, orientation, and training
- Policy development and evaluation
- Personnel

6.4 Umbrella Agencies/Government Units

6.4.1 Centers operated through sponsoring agencies or government units should have a working advisory committee made up of members reflecting the population of the service area. All of the considerations of Section 6.1 apply.

6.4.2 A written statement must reflect which body has authority over and responsibility for center development, fund development, evaluation, and other functions as listed above. The statement should also reflect the level of independence and autonomy of the advisory committee.

6.4.3 The written statement should reflect how the board of directors of the umbrella agency or appropriate government officers are kept informed about the work and development of the dispute resolution center. If by a liaison member from the advisory committee, for example, how frequently the liaison should attend meetings of the full board. If by written report, how that report will be received and reviewed and commented upon by the full board.

6.4.4 Clear expectations of the umbrella agency should be developed by the advisory committee relating to such items as the umbrella serving as a source of referrals, as a source of resources, and limitations on overhead charges.

6.5 Strategic Planning/Center Evaluation

6.5.1 All CDRP centers must conduct on-going strategic planning and evaluation. Evaluation by independent evaluators is encouraged.

6.5.2 All dispute resolution centers should have methods to evaluate the internal workings of their center to improve their services to the community.

6.6 Technical Assistance

6.6.1 Boards of directors and advisory committees are encouraged to seek and obtain technical assistance in organizational matters, including, but not limited to:

- Strategic planning
- Board, personnel, and volunteer training
- Center evaluation
- Organizational assessment

6.6.2 Community Dispute Resolution Program funds may be used for in-state technical assistance using in-state technical assistance providers.

6.7 Conflict of Interest

Each center should have a written conflict of interest policy for members of the board of directors and advisory committee. The policy should include such aspects as disclosing real or perceived conflicts of interest, processing the disclosure, determination, withdrawal, and approval.

6.8 Criminal History Background Checks

6.8.1 A CDRP fund recipient must have a written policy for conducting and responding to reports regarding criminal history background checks for all staff, mediators, and interns. The policy may include such additional persons as board of directors and advisory committee members.

6.8.2 All staff, mediators, and interns working on any activity involving children, supported in whole or in part by CDRP funds, must have a criminal history background check (CHBC). For purposes of this policy, "children" refers to persons under the age of 19 years old. The CHBC incorporates both an Internet Criminal History Access Tool (ICHAT) and Department of Human Services (DHS) Central Registry (CR) review. At its discretion, a board of directors may extend a CHBC policy to all staff, mediators, and interns, regardless of whether they work on any activity involving children.

6.8.3 Criminal history background checks must be completed for each staff member, mediator, and intern, at a minimum, each three years.

6.8.4 Written documentation reflecting ICHAT and CR results for current staff, mediators, and interns must be maintained and be made available to SCAO for audit review.

Section

7

Training

7.1 Statutory and Court Rule Requirements

"691.1559. Grant recipients; eligibility requirements

Sec. 9. To be eligible for funding, a grant recipient shall do all of the following:

(b) Provide neutral mediators who have received not less than 40 hours of training in conflict resolution techniques and principles of the legal system in a course of study approved by the State Court Administrator or a program of internship as may be required by the state court administrator."

MCR 2.411 General Civil Mediation

(F) Qualification of Mediators.

(2) *General Civil Mediation.* To be eligible to serve as a general civil mediator, a person must meet the following minimum qualifications:

(a) Complete a training program approved by the State Court Administrator providing the generally accepted components of mediation skills;

(b) Have one or more of the following:

(i) Juris doctor degree or graduate degree in conflict resolution; or

(ii) 40 hours of mediation experience over two years, including mediation, co-mediation, observation, and role-playing in the context of mediation.

(c) Observe two general civil mediation proceedings conducted by an approved mediator, and conduct one general civil mediation to conclusion under the supervision and observation of an approved mediator.

MCR 3.216 Domestic Relations Mediation

(G) Qualification of Mediators.

(1) To be eligible to serve as a domestic relations mediator under this rule, an applicant must meet the following minimum qualifications:

(a) The applicant must

(i) be a licensed attorney, a licensed or limited licensed psychologist, a licensed professional counselor, or a licensed marriage and family therapist;

(ii) have a masters degree in counseling, social work, or marriage and family therapy;

(iii) have a graduate degree in a behavioral science; or

(iv) have 5 years experience in family counseling.

(b) The applicant must have completed a training program approved by the State Court Administrator providing the generally accepted components of domestic relations mediation skills.

(c) The applicant must have observed two domestic relations mediation proceedings conducted by an approved mediator, and have conducted one domestic relations mediation to conclusion under the supervision and observation of an approved mediator.

MCR 3.970 Child Protection Mediation

(H) Qualification of Mediators.

(1) To be eligible to serve as a mediator in child protection cases, a person must meet the following minimum qualifications:

(a) Complete a general civil or domestic relations mediation training program approved by the State Court Administrator providing the generally accepted components of mediation skills;

(b) Have one or more of the following:

(i) Juris doctor degree, graduate degree in conflict resolution or a behavioral science, or 5 years of experience in the child protection field; or

(ii) 40 hours of mediation experience over two years, including mediation, comediation, observation, and role-playing in the context of mediation.

(c) Upon completion of the training required under subrule (H)(1)(a), observe two general civil or domestic relations mediation proceedings conducted by an approved mediator, and conduct one general civil or domestic relations mediation to conclusion under the supervision and observation of an approved mediator.

(d) Complete a 15-hour advanced training program on child protection mediation practice and an 8-hour training program on domestic violence screening approved by the State Court Administrator.

7.2 General Considerations in Recruiting Volunteer Mediators

- Are the candidates available to mediate when the center most needs them, for example, during business hours for court-based referrals? Experience shows that most disputants prefer to have mediation scheduled during business hours, thus recruiting mediators who are only available weekends and evenings makes scheduling especially difficult.
- Do the candidates further any objectives the center has for serving the aging, youth, ethnic, disadvantaged, or other constituency of your community?
- How much time are the candidates willing to commit to the center? If the center is subsidizing the cost of a candidate's training, the center should consider having a candidate sign a written agreement that he/she will provide mediation service to the center in exchange for free training.
- What pre-training assignments might be required of candidates? Some centers have asked candidates to become familiar with the center's general functions and have required volunteerism in such areas as intake and phone answering prior to receiving mediator training.
- Will the center charge a fee for candidates to take training? Some centers have underwritten all or part of their training expense by asking candidates to pay tuition, while waiving it for those indicating hardship circumstances or indigence.

7.3 Selecting Mediator Trainers

7.3.1 CDRP centers must provide SCAO approved training programs approved under MCR 2.411 (General Civil) and MCR 3.216 (Domestic Relations) for all mediators.

7.3.2 A list of approved trainers is available from SCAO.

7.4 Mediator Training

The following govern the training of volunteer mediators working in CDRP-funded dispute resolution centers.

7.4.1 Evaluation. All training participants must complete a training evaluation form. The evaluations should be available to SCAO on request.

7.4.2 Internship. A prospective mediator must complete a 10-hour supervised internship. The prospective mediator's completion of a SCAO approved training and 10 hours of

internship does not prohibit a center director from determining that a prospective mediator is not qualified to serve as a mediator.

7.4.3 Certificate of completion. A center may offer a "certificate of completion of training" at the conclusion of a training program indicating that mediators have completed a mediator training course. Attending an SCAO-approved training program does not imply that a mediator has met requirements for any mediator certification programs.

7.4.4 Term of service. Prospective mediators receiving training supported by CDRP funds must sign an agreement with the dispute resolution center indicating the number of hours or mediations which the prospective mediator pledges to the center in exchange for the training.

7.4.5 Verification of mediator training and experience. Centers must maintain verification that all mediators meet SCAO training guidelines.

7.5 Training Requirements/Waiver

Center directors may not waive any mediator training requirements for volunteer mediators. For prospective mediators moving into Michigan from out of state, consult SCAO's "Mediator Training Standards and Procedures" document for accepting out of state qualifications.

7.6 Budgeting for Volunteer Mediator Training

Mediator training expense may appear in a center's budget, however expenses billed to the CDRP Grant should be the net expenses after training participant fees have been used to offset expenses.

7.7 Caseload/Internship Training Considerations

To avoid over-training, centers should only train additional volunteer mediators when caseloads cannot be handled by currently trained mediators. All pending internships should be completed, and the unavailability of qualified mediators should be clearly determined prior to training additional mediators.

7.8 Mediator Standards of Conduct

All mediators providing mediation services must abide by the Mediator Standards of Conduct adopted by the State Court Administrator, as required by MCR 2.411(G): The State Court Administrator shall develop and approve standards of conduct for mediators designed to promote honesty, integrity, and impartiality in providing court-connected dispute resolution services. These standards shall be made a part of all

training and educational requirements for court-connected programs, shall be provided to all mediators involved in court-connected programs, and shall be available to the public."

The Mediator Standards of Conduct are available online:

https://www.courts.michigan.gov/4aa077/siteassets/court-administration/standardsguidelines/dispute-resolution/med-soc.pdf

Section

8

Funding Procedures

8.1 Grant Application Outline

8.1.1 A "grant recipient" means "a nonprofit or governmental organization that receives funds to operate a center pursuant to this act." MCL 691.1552(e)

8.1.2 Funds are awarded to applicants based on a pro-rata share of funds generated within the county(ies) which the applicant proposes to serve and performance measures.

8.1.3 Applicants serving localities with projected revenue of $25,000 or less are strongly encouraged to consider a multi-county application for CDRP funds.

8.1.4 Prospective applicants in counties which have CDRP-funded centers that have notified SCAO in writing of its interest will be notified of the due date for submission of the formal Grant Application. Upon notice of invitation to submit the formal Grant Application, the process should not take longer than 12 weeks.

8.1.5 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.

8.2 Grant Application Time

8.2.1 If there are no CDRP-funded dispute resolution centers currently serving the target county(ies) of the applicant, a CDRP Pre-Application may be submitted at any time. Applicants in counties that do not have CDRP-funded services do not have a specific due date for submission of the formal Grant Application, however upon notice of invitation to submit the formal Grant Application; the process should not take longer than 12 weeks.

8.2.2 If CDRP currently funds one or more dispute resolution centers that serve the applicant's target county(ies), the new applicant must submit a Pre-Application by August 15 for the next funding year.

8.2.3 Centers seeking renewed CDRP funding are provided with renewal application materials in the fourth quarter of the year preceding the funding year.

8.3 Budget

Sample budget calculations appear at Section 10.9

8.4 General Funding Criteria

8.4.1 Applicants must meet the following criteria:

(a) be a nonprofit or governmental organization;

(b) have a mediation process which is voluntary and outside of the judicial process;

(c) provide for confidentiality of the work product and case files of mediators and the center;

(d) comply with the Community Dispute Resolution Act and the requirements of the State Court Administrator;

(e) provide neutral mediators with approved training;

(f) provide services without cost for indigent parties;

(g) reject disputes involving alleged violent felonies or drug related felonies;

(h) refer participants to other agencies or organizations where appropriate;

(i) submit an application pursuant to SCAO instructions and guidelines;

(j) allow SCAO to inspect, examine, and audit fiscal affairs;

(k) report quarterly and annually to SCAO; and

(l) provide for community participation and respond to local community needs.

8.4.2 Applications for providing services to less than an entire county will not be accepted unless strong evidence is provided showing that a substantial need for service delivered to a limited area is warranted.

8.4.3 Applications for dispute resolution centers offering other than dispute resolution services for a wide range of dispute types will not be accepted.

8.4.4 To the extent permitted by statute, allocation of CDRP funds will be on the basis of performance measures that correspond to statutory program mandates. The CDRP Performance Standards & Minimum Operating Standards outlining the performance measures and their measurement appears as Appendix A.

Funding of centers not reaching benchmark expectations, where technical assistance has been provided, will be discontinued.

8.5 Formal Grant Application Requirements

8.5.1 Included in application materials for first time applications are requirements to:

(a) provide a budget for the community dispute resolution center;

(b) provide a description for the geographic area to be served and an estimate of the number of clients to be served;

(c) provide a description of current dispute resolution services, if any, available within the geographic area;

(d) provide a narrative of the applicant's program and the applicant's administrative capacity;

(e) 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;

(f) provide a description of the fee structure, if any, that will be applied to participants seeking dispute resolution;

(g) provide at least 35% of the grant amount requested in in-kind and dollar match;

(h) provide a policy to assure confidentiality of the work product and case files of the mediators and center; and provide copies of policies/guidelines for indigency, employee travel and fringe benefits;

(i) for first time applicants, provide a brief description of the accounting system employed including parties involved in the accounting process; and

(j) meet all other requirements as specified by the State Court Administrative Office in the application material.

8.5.2 New centers which do not meet certain criteria or requirements may still apply for funding, but must provide a detailed 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 applicant's particular program.

8.6 Renewing Multiple Applicants within a County/Service Area; Mediation

8.6.1 Upon initial award of CDRP funds to two or more dispute resolution centers in one county/service area (see Sec. 8.1.5, for example), and upon invitation by SCAO to submit grant renewal materials for an additional funding period, continued CDRP funding will be made available to both/all centers within a county/service area only upon the submission of a joint service agreement signed by the Presidents of the board of directors of both/all centers. The joint service agreement will be subject to approval by SCAO.

Centers governed by this provision are free to create any workable communication process which results in a mutually submitted joint service agreement. While the agreement may incorporate as many additional elements as boards of directors may elect to include, at a minimum, the agreement must specifically detail:

(a) the scope and level of services centers will separately and collectively offer within the service area with CDRP funds; and

(b) budgets for the centers which reflect providing the enumerated services and activities, the CDRP portion of which does not exceed the available funds for the county/service area for the funding period.

The agreements must also contain language assuring that:

(c) all CDRP-funded centers within a county/service area will use collaborative dispute resolution techniques to resolve any differences which arise in determining the nature, scope, level of services to be provided with CDRP funds, in apportioning CDRP funds, and providing the enumerated services; and

(d) duplication of services will not take place.

8.6.2 In the event centers within one county/service area are unable to agree on a workable collaborative process for developing a joint service agreement, upon notice of the centers' inability to reach agreement, SCAO will assist the centers in locating a mediator agreeable to all parties to assist in: (1) designing a workable collaborative process or, (2) negotiating the various service and budget elements (a-d) above.

8.6.3 SCAO will not consider proposals submitted without a joint service agreement, nor will budgets be considered which collectively exceed the funds available for the service area.

8.7 Calculation of "Funds Available" and "Operating Expense"

8.7.1 Funds Available

"Funds available" is calculated based on amounts derived from the Civil Filing Fee Fund managed by the Department of Treasury at a percentage rate established in MCL 600.171. Monthly, courts or funding units aggregate their filing fees and forward them to the Department of Treasury. It often takes funding units or courts one to two months to forward these funds, thus funds derived from July filings may not actually be received by Treasury until September or later. 65% of the filing fees allocated to the CDRP grants are distributed to dispute resolution centers based on the pro rata share of the filings attributed to the counties the center applies to serve, and 35% based on performance measures and threshold funding levels established by the state court administrative office. For more information, see Section 3, Legislation.

8.7.2 Operating Expense

To calculate the CDRP fund expense, the individual program expenses are added together to compute the program's total expenses. From the program's total expenses SCAO subtracts the prior year's grant funds distributed, the interest collected on CDRP funds and any disallowed expenses from prior year center contracts. The remainder is the fund expense which is subtracted against the new year's state-wide filing fees.

Section

9

Statistical Reporting

9.1 Introduction

"Each grant recipient shall annually provide to the State Court Administrator statistical data on its operating budget, the number of referrals, categories or types of cases referred, number of parties serviced, number of disputes resolved, nature of resolution, amount and type of awards, rate of compliance, returnees to the center, duration and estimated costs of hearing, and such other information the State Court Administrator may require. The State Court Administrator shall report annually to the governor and legislature regarding the operation and success of the centers funded pursuant to this act."

The statistical reporting section has been compiled not only to comply with the statute, but to provide meaningful data to assist both the dispute resolution centers and SCAO in analyzing program development and trends.

Statistical software (MADTrac© – Michigan) is available at no charge to CDRP grant recipients. Its use for data collection and reporting is mandatory for CDRP centers. Please refer to Section 9.2, Case Management Software, for more information.

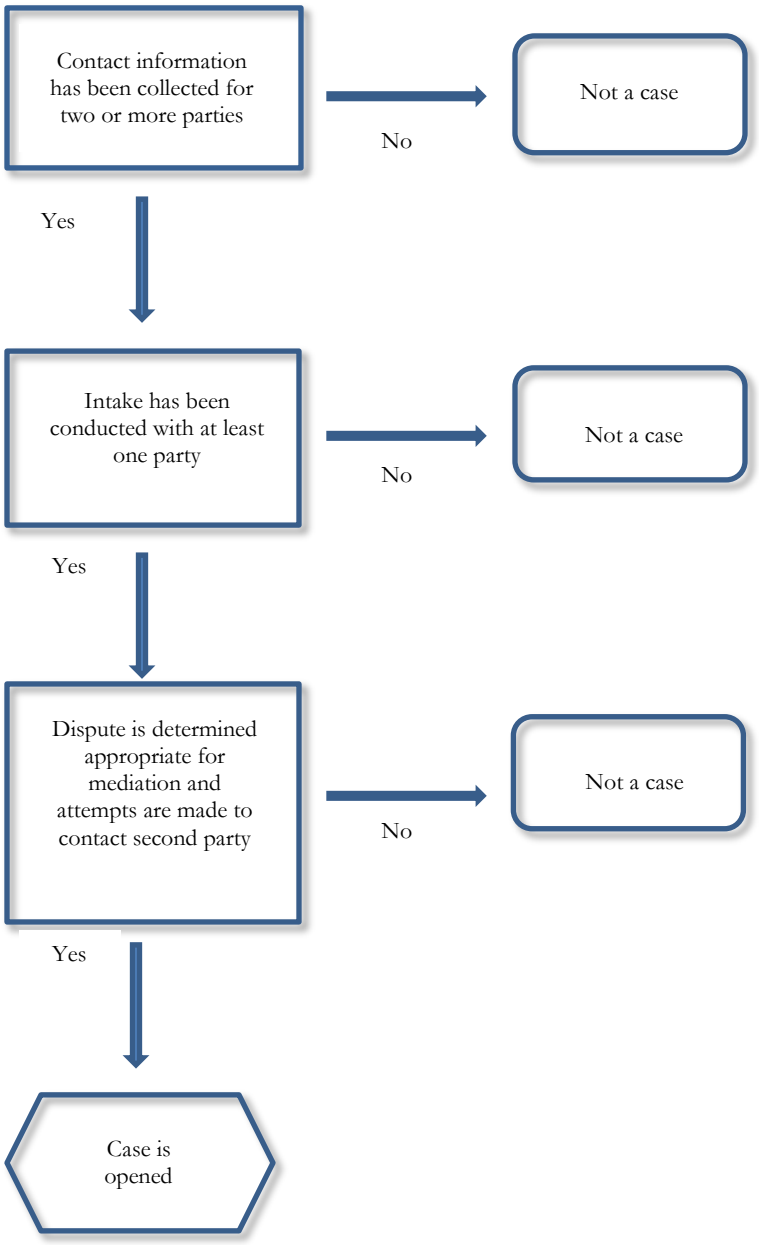
For information on when to file the statistical reports, please see Section 11.

9.2 Case Management Software

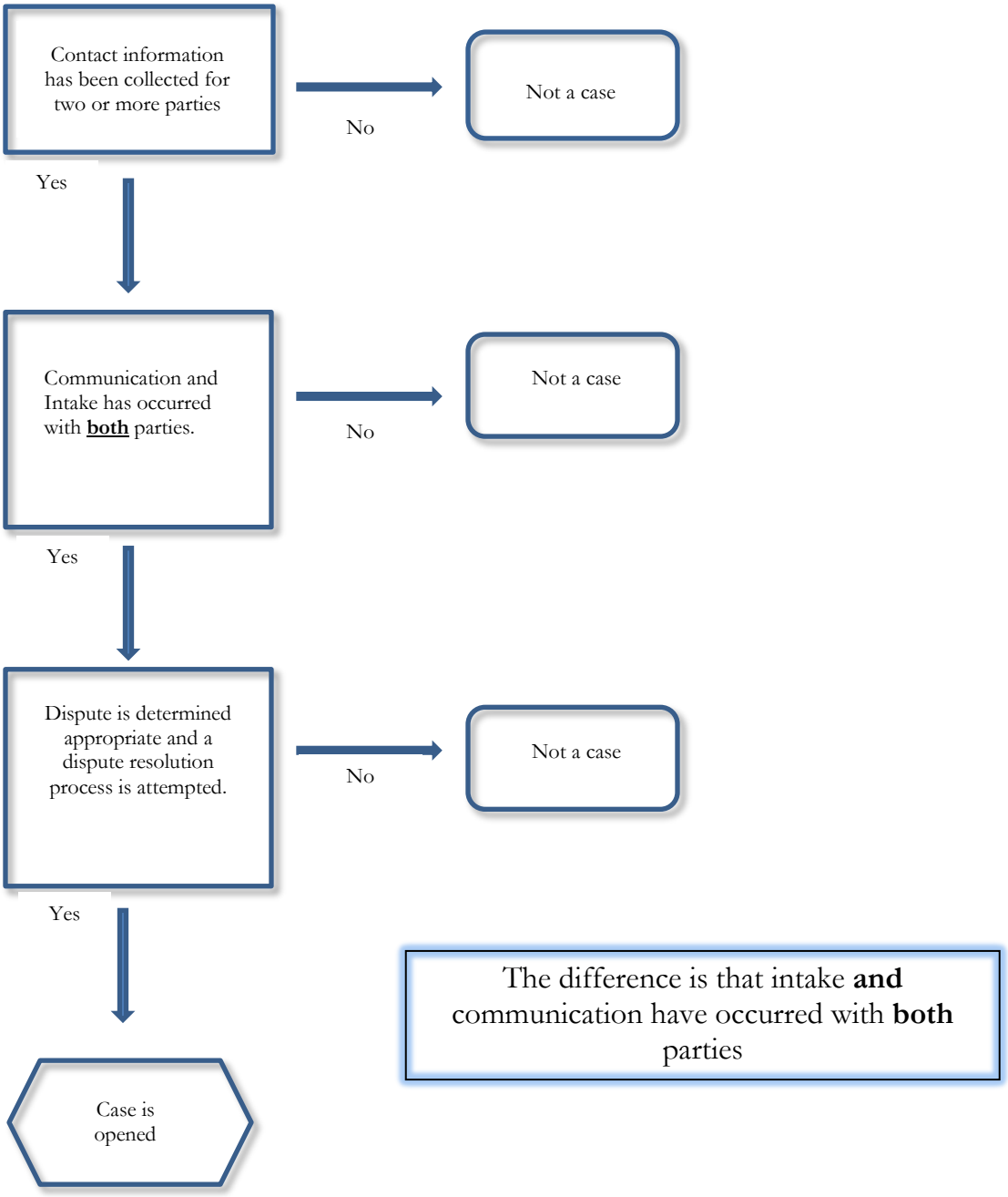
MADTrac©, a case management software application, has been developed for the CDRP center to use in the collection, analysis, and reporting of case statistical data. Please refer to your center's MADTrac© manual for complete instructions and reference tools. The instructions below detail the steps taken in completing the quarterly reports that are e-mailed to SCAO. If additional information is needed, please refer to The Michigan Reports section of the Michigan State supplemental to the MADTrac© User's Guide manual.

9.3 Case Definition

Defining a Case (Early Referral)



Defining a Case (Referral Made Day of Mediation e.g., Onsite Court Program)



9.4 Preparing Quarterly Reports for SCAO

1. Open MADTrac© and Login. From the Main Switchboard, select Reports. From the Report Request window, select Case.
2. From the *Report* drop down menu (top left corner) first select *CDRP-Quarterly* report. From the *Report Format* drop down menu, select *Totals Only*. In the *Limit to Cases Open Between* fields enter the beginning and ending dates of the quarter that is being reported (i.e., for FY 2020 First Quarter, enter 1/1/20 to 3/31/20). Click the *OK* button to run the report.
3. Once the preview report window opens, check to see that the information appears correct. Close the preview window.
4. Back at the *Case Report* window, repeat Steps 2 and 3 for the report *Courts-CDRP Quarterly*.
5. Back at the *Case Report* window, repeat steps 2 and 3 for the report *CDRP-Weighted Caseload Summary*.
6. Back at the *Case Report* window, repeat steps 2 and 3 for the report *CDRP-Weighted Case Type by Disposition*.
7. For an Access and Visitation center, repeat Steps 2 and 3 for the report *CDRP-A/V Case Detail Report* and *CDRP-A/V Quarterly*. **One copy of the *CDRP-A/V Case Detail Report* must be printed and included with the *Access and Visitation Payment document*.**
8. Once all of the reports have been run and the *Case Report* window is visible, go to the bottom of the window and click the *Export MI State Reports*. If any message boxes pop-up, read the information carefully and repeat any of the above steps, if necessary, to reconcile the data.
9. A *Save Report Info* window will pop up with a pre-generated file name for your center and the quarter that is being reported. For example, if your center has the primary county of Wayne and FY 2010 First Quarter is being reported, then the file name should appear as, "wayne-Q1-2010." If this is not the case, check your data and rename the file name accordingly. Click *OK*.
10. One final window will pop up providing the location of the exported data packet with the file name designated in Step 9. Click *OK*.
11. Exit MADTrac© and open your e-mail client application. Create a new e-mail message addressed to the designated SCAO staff and attach the document that was saved to your computer's hard drive in Steps 9 and 10.

Double-check that the file extension of the data packet appears as *.123, otherwise the SCAO e-mail server will remove the attachment.

12. If your center discovers it must rerun a report because additional data was added, then all reports must be rerun, then follow steps 8, 9, and 10 to resave the file. The new quarterly data bundle should be e-mailed to SCAO.

9.5 Statistical Guidelines: MADTrac© – Individual Case Profile

The following represents statistical information and definitions for use in reporting case activity. The information and definitions correlate to line items on the Individual Case Profile form (CDRP03) and MADTrac©. See the *MADTrac© User's Guide* for information specific to using the software.

For purposes of the Community Dispute Resolution Program, a *case* is created only after contact information has been collected for all parties, intake has been performed with at least one party, and the initiator's dispute has been determined to be appropriate for a dispute resolution process. See Section 9.3 for more detail.

If party information has been entered into MADTrac© but it has been subsequently determined that it did not meet the definition of a case, the information should be **removed** from MADTrac©.

General Case Information:

- Case number: Each case will have a number assigned by either MADTrac© or MI-Resolve.
- Program Code: The following program codes are recommended by SCAO for inclusion in the MADTrac© software. ACVS-Access and Visitation, CC-Code of Conduct, DPE-Paternity Establishment, DSE-Other Support, GC-General Civil, PI-Personal Injury, SC-Small Claims, SEM-Special Education Mediation, TRU-Truancy Mediation.
- Initiator/Respondent Client Information: Each parties' name, address, phone numbers (multiple), e-mail address, and demographic information (e.g., marital status, custodial status, income, racial/ethnic background, and number of children) **and the county in which the individual lives**. Multiple parties may be entered.
- Agency ID/Ref Number: Alphabetic/Numeric character field to identify a court case number or a police complaint number. (20 characters) This field should be completed for AV Cases, court ordered cases, referrals made by

agencies that have petition numbers or any other reference number obtained during intake.

For Court Referrals:

- Identify the court case relationship for each party. Relationship types include: Plaintiff, Defendant, Complainant, Respondent, Custodial Parent, Non-custodial Parent, Plaintiff Attorney, Defendant Attorney, Complainant Attorney, Respondent Attorney, Guardian, Guardian ad litem (GAL), Prosecutor, Petitioner, Conservator, Trustee, Victim, Perpetrator. Additional relationships can be added by centers.
- Case Type Code/Court Case Type: Alphabetic field (2 characters); Centers may assign a case type in the Court Case Tab in MADTrac©. Selections should follow court case type codes used by trial courts, such as DM – Divorce, Minor Children, SC-Small Claims.
- Judge: Centers assign selection approximately 12 alpha characters.
- Referred How?/Voluntary/Ordered: Indicate the referral type.

  Ordered: Case has paper order from court
  Voluntary*:* Suggestion from court short of paper order
  Pre-Filing: Clerk sends plaintiff to center prior to filing court case
  Unknown

Access and Visitation:

- Examples of Access and Visitation Cases:
  - Change in court order or visitation plan that increases the Non-Custodial Parent's (NCP) time with the children.
  - Parenting time complaint – but only if the NCP is requesting more time with the children.
  - NCP was denied time with the children; agreement resulted in make-up time given. The amount of make-up time given does not need to be equal or greater than the time lost as any time made up is considered an increase in parenting time.
  - Custodial Parent (CP) and NCP do not have a custody or visitation plan in writing. Creating a plan in writing constitutes more parenting time for the NCP because it makes the agreement enforceable.

- Additional issues may be discussed during mediation such as increasing child support, school enrollment, or extracurricular activities but the mediation must focus primarily on increasing the NCP's time with their children.
- Cases seeking a decrease in time with children, grand-parenting time, or child welfare and termination of parental rights DO NOT qualify.

- Are you working with an FOC funded by Access and Visitation?: Yes or No (This question is only asked when completing the quarterly AV report in MADTrac.)
- Increased Noncustodial Parenting Time: Did the mediated agreement result in an increase in parenting time for the non-custodial parent? Yes or No

  For reporting purposes, if the mediation resulted in the noncustodial parent (NCP) being able to spend *any* additional time with the child(ren) than they had experienced prior to the mediation, that would be marked as an increase. A change in the original Order or Parenting Plan is not required for an increase in time. **Ostensibly all A/V cases resulting in an agreement will derive the NCP having more time.**
- Access and Visitation Referral Source: This is determined by the response given as referral source. Appropriate referrals are Self, Court, IV-D, Domestic Violence Agency, Child Protection Agency, or Other
- Access and Visitation Client Information: This is the status of adult to the child (e.g., Father as CP (custodial parent), Legal Guardian, etc.).
- Did the mediation result in the development of a parenting plan?: Yes or No

9.5.1 Case Disposition Totals

Conciliated: A process by which a conflict is resolved without formal mediation or meeting of the parties. This may include telephone resolution, shuttle negotiations, or any non-mediated contact which concludes an agreement which is either written or verbal. On CDRP03QT total number is reported.

Mediated to agreement: A meeting which resolves one or more issues in a dispute and results in an agreement. This will also prompt the user to enter the number of sessions, dates, and length of time per session. On CDRP03QT total number of mediations listed, subset is the number of sessions, and average duration of sessions.

Mediated with partial agreement: A mediation that resolves some of the issues and produces an agreement. On CDRP03QT total number of mediations listed, subset is the number of sessions, and average duration of sessions.

Mediated without agreement: A mediation that does not resolve the issues or produce an agreement. On CDRP03QT total number of mediations listed, subset is the number of sessions, and average duration of sessions.

Facilitated: A meeting where a facilitator provides ground rules, keeps the meeting going and allows all parties an opportunity to be heard but typically doesn't result in a signed agreement. Examples: land use issues, funding or budget disputes.

Arbitrated: A written decision provided by an arbitrator or arbitration panel based on information received during the dispute resolution process. On CDRP03QT total number of arbitrations listed; subset is number of sessions.

Duration of mediation: The total actual number of minutes for the mediation. For CDRP03QT this would be the sum of the sessions for each mediation divided by the number of mediations.

Amount of fee received: Record the amount of fee received for performance of conciliation, mediation, facilitation, or arbitration services for this case.

Amount of money due to resolution: This category represents the amount of money (rounded to the nearest dollar) that one party agrees to pay the other pursuant to a conciliation or mediation agreement, or is awarded by an arbitrator in an arbitration decision. On CDRP03QT total number is reported.

Number of cases in which monetary settlement was reached: Mark "X" on CDRP03. On CDRP03QT number of conciliated, mediated, or arbitrated cases in which a monetary settlement was reached is reported.

Nature of agreement/resolution: Briefly describe the nature of the agreement between the parties. (50 characters for centers to briefly note agreement).

9.5.2 If No Resolution Attempted:

Settled prior to mediation: A case that has been dismissed because the case was settled prior to the mediation being conducted but after it had been scheduled.

Case Withdrawn: A case that has been withdrawn by the initiator or referral source after the center has begun intake. If the case is withdrawn because the matter was settled without the intervention of the center after it had been scheduled for mediation but prior to a scheduled mediation, the disposition should be "case settled prior to mediation."

Respondent refuses to mediate: A case in which the respondent refuses to mediate. On CDRP03QT total number is reported.

Initiator failed to show: A case where the initiator does not attend the scheduled mediation and no rescheduling arrangements are made. On CDRP03QT total number is reported.

Respondent failed to show: A case where the respondent does not attend the scheduled mediation and no rescheduling arrangements are made. On CDRP03QT total number is reported.

Both failed to show: A case where both the initiator and respondent do not attend the scheduled mediation and no rescheduling arrangements are made. On CDRP03QT total number is reported.

Unable to contact: A case in which the center has attempted unsuccessfully three or more times to contact a party over a period of three different days. On CDRP03QT total number is reported.

Unamenable for mediation: A case that is not appropriate for any dispute resolution process based on information discovered subsequent to the screening process. Examples include: parties are incompetent to negotiate due to exhibiting behavior that interferes with the mediation process; substance abuse; or real issues in the case involve violent felony or drug-related felony criminal prosecution. On CDRP03QT total number is reported.

9.5.3 Additional Case Information Totals:

Returnee: This category is appropriate when a previously conciliated, mediated, facilitated, or arbitrated case is re-opened or if a new case is opened in which one of the parties has used the center before. On CDRP03QT total number is reported.

Parties Served: Number of adults actively participating in the dispute resolution process. This would be the number of adults physically present or represented by phone or teleconference at a conciliation, mediation, facilitation or arbitration. This could include attorneys and other support individuals. If multiple sessions are reported, only count each person's participation once. On CDRP03QT total number is reported.

Children: Number of children at issue in the dispute resolution process. This would be reported for cases such as Access and Visitation, etc. If multiple sessions are reported, only count each child once. On CDRP03QT total number is reported.

Days Open: Actual number of calendar days the case required for processing from intake to disposition. This would not include counting only the number of business days. If a case is disposed on the same day intake occurs, the number of days from intake to disposition would be "1." On CDRP03QT an average number is reported.

Referred To: A case in which a referral was made to another service provider. Examples include referrals to budget counseling, support groups, etc. On CDRP03QT total number is reported.

9.5.4 Case Compliance:

Compliance Rate: To provide centers with a statistically reliable method for collecting the agreement follow-up information, MADTrac identifies 50 random cases in which an agreement was reached. Centers will then contact the participants of the selected cases to determine whether or not the agreement was upheld by the parties.

Agreement status is noted as:

Upheld - The terms of the mediation agreement were completely upheld. Examples: debt was completely paid, parties completed tasks agreed upon in mediation, etc.

Partial upheld - The terms of the mediation agreement were partially upheld. (Centers may want to consider asking the parties if they would like to try to remediate the case.) Examples: debt was partially paid off, some of the tasks agreed on in mediation were completed, but others were not.

Upheld/not complete - At the current point in time, the terms of the mediation agreement have been upheld but the agreement has not reached maturity. Example: debt will be paid off over six month period but only three months have passed since mediation.

Not upheld - None of the terms of the mediation agreement were met by the agreement termination date. (Centers may want to consider asking the parties if they would like to try to remediate the case.)

No response - After attempting to contact the party on at least three different days using various methods, if the center has not received a response, follow up can be reported as No Response. As one of the attempts, a message may be left on voicemail or a survey may be mailed, but the center should allow at least 5 business days for the party to respond.

9.5.5 Referral Source

The referral source is determined by the type of agency the parties learned about the center's services from, regardless or not if there was an MOU with the agency.

- BUS — Business/Corporation: appropriate referrals are any small businesses, large businesses, incorporated agencies.
- CSR — Community, Social, or Religious Organization: appropriate referrals are churches, Rotary or Lions Clubs, private social service organization or not for profits.
- CTS — Courts: judge, clerk, probation, friend of court (center pick list with courts listed, e.g., C12 F (12th Circuit FOC))
- FFC — Friend, Family, and Colleague: party learned of center by friend, or colleague
- GOV — Government Unit: referral by federal, state, local, or municipal unit of government or one of its agencies
- LEG — Legal Organizations: legal aid, bar association, private attorney, or lawyer referral
- MAR — Marketing, Advertising, and Outreach: public service announcements, brochures, advertisements, or presentation provided by center representative
- POL — Police, Sheriff, and State Police

PRS Prosecutor

SCH Educational Institution

SEL Self Referral: a referral where the client found your services by doing their own research.

OTH Other

9.5.6 Dispute Type

This dispute type list is not intended to be exhaustive of all potential cases a center may receive. Questions about specific cases may be directed to SCAO.

Dispute Type Code	Case Weight	Description
CDP	**5.9**	**Child Welfare Issues**: disputes involving the welfare of children including child protection proceedings; Child Protection Mediation, and adoptions of children. Typical Court Case-Type Codes found on ordered cases: NA, RB, RL.
CM	**1.8**	**Criminal**: most misdemeanors, including trespass, simple assault, property destruction, embezzlement, fraud, shoplifting, etc. Typical Court Case-Type Codes found on ordered cases: CM, SM.
CON-Unspecified	**5**	**Breach of Contract**: contract cases generally filed in circuit court or dispute where amount in controversy is an amount more than $25,000. Types of disputes: money owed, including consumer/merchant and professional/client relationships, not including landlord/tenant matters. Typical Court Case-Type Codes found on ordered cases: NH, NM, CB, CK, CZ, MH, MK, MM, MP, MT, MZ, GZ.
CON- GC	**2.2**	**General Civil**- court ordered/filed district court general civil case or case in which the dispute value is above $7,000 and less than $25,000.
CON- SC	**0.9**	**Small Claims**- court ordered/filed district court small claims case or a case where the amount in controversy is less than $7,000.
EMP	**3.8**	**Employment:** civil rights employment issues, employment-related sexual harassment, ADA accommodation, and postal REDRESS cases. Typical Court Case-Type Codes found on ordered cases: CD, CL.
GDA	**3.7**	**Guardianship Adult:** adult guardianship or adult caregiver issues. Typical Court Case-Type Codes found on ordered cases: AB, CA, DD, GA, GL, PO.
GDC	**6.8**	**Guardianship Children**: children guardianship issues, adoption and grandparent/grandchild access issues. Typical Court Case-Type Codes found on ordered cases: JG, CY, DD, GM, LG.
LAN	**1.2**	**Landlord/Tenant:** disputes between landlords and tenants. Typical Court Case-Type Codes found on ordered cases: LT.

Dispute Type Code	Case Weight	Description
NGH	**1.8**	**Neighborhood:** disputes involving neighbors, including noise, use of joint (shared) property, and neighbor relationships.
ODM	**3.9**	**Domestic Matters Prejudgment:** single or limited issue aspects of a domestic relations case that occur prejudgment, involving custody, parenting time, child support and property settlements, assistance with paternity, or parent/child disputes. Typical Court Case-Type Codes found on ordered cases: DC, DP, DS.
ODM-ACVS	**4.6**	Access and Visitation
OPM	**4.3**	**Other Probate Matters**: wills, trusts, conservatorships, or other probate matters. Typical Court Case-Type Codes found on ordered cases: DA, DE, DH, PE, TR, TT, TV.
PBP	**4.2**	**Public Policy**: disputes involving governmental units or public entities, e.g., zoning, land use. Typical Court Case-Type Codes found on ordered cases: CE.
PJC	**2.6**	**Postjudgment Domestic:** single or limited issue in a domestic relations case that occur postjudgment, involving custody, parenting time, child support, property settlements, assistance with paternity, or parent/child disputes, alimony, or debt issues/allocation. Typical Court Case-Type Codes found on ordered cases: DC, DM, DP, DS, DZ.
PJC- ACVS	**3.5**	Access and Visitation
PPO	**3.9**	**Personal Protection Order**: protection order issues where no domestic relationship exists between the parties, e.g., neighbors, work place. Typical Court Case-Type Codes found on ordered cases: PJ, PH,
PPP	**3.7**	**Personal Protection Order Domestic:** protection order issues where a domestic relationship exists between the parties, e.g. family, boyfriend/girlfriend. Typical Court Case-Type Codes found on ordered cases: PP.
PRP	**1.8**	**Property Disputes**: involving personal property or intangible assets, e.g. automobile ownership or rights to ownership. Typical Court Case-Type Codes found on ordered cases: ND.
RST	**3.2**	**Real Estate Disputes:** involving the purchase or sale of a home or property. Typical Court Case-Type Codes found on ordered cases: CH, SP.
SCH	**1.4**	**School:** disputes involving code of conduct violations, fighting, property damage
SCH- TRU	**1.9**	**Truancy:** Issues related to a K-12 aged child not attending school for good cause or being excessively absent.

Dispute Type Code	Case Weight	Description
VRA	**3.3**	**Adult Victim Offender:** issues related to diversion or probation of adult offenders in a court case where mediation or facilitation includes one or more victims of a crime.
VRJ	**3.8**	**Juvenile Victim Offender**: issues related to diversion or probation of juvenile offenders in a court case where mediation or facilitation includes one or more victims of a crime. Typical Court Case-Type Codes found on ordered cases: DJ, DL.
Other	**0.9**	**Other:** this category should only be used when no other category is appropriate. If personal injury cases are being reported, this code should be used with the program code PI. Typical Court Case-Type Codes found on ordered cases: NF, NI, NO.
Other- PI	**1.7**	**Personal Injury** cases, injury to a person's body, mental state of being or emotional well being. Typical Court Case-Type Codes found on ordered cases: NI, NO.
DIV	**3.7**	**Divorce without children**: pre-filing or post-filing, leading to a judgment of divorce. This code should be used only in cases involving mediation of all issues leading to the judgment of divorce. Typical Court Case-Type Codes found on ordered cases: DO.
DIK	**4.7**	**Divorce with children**: pre-filing or post-filing, leading to a judgment of divorce. This code should be used only in cases involving mediation of all issues leading to the judgment of divorce. Typical Court Case-Type Codes found on ordered cases: DM.

9.5.7 Program Codes

The program codes that follow are codes that are recommended by SCAO for inclusion in the MADTrac© software. Some program codes may be applicable for multiple dispute types.

ACVS Access and Visitation: this program code should be used for cases performed as part of the access and visitation contract. The dispute type this would most likely be used with would be ODM or PJC.

EDP Eviction Diversion Program: this program code should be used for cases in which ser vices are sought to prevent of the eviction of tenants in their primary living space. The dispute type this would most likely be used with would be LAN, or RST.

GC General Civil: this program code should be used for general civil cases or case evaluation cases. The dispute type this would most likely be used with would be CON, LAN or RST.

PI Personal Injury: this program code should be used for personal injury cases (e.g., injuries resulting from the use of a motor vehicle, medical malpractice involving health care providers, no-fault automobile insurance.) The dispute type this would most likely be used with would be OTH.

SC Small Claims: this program code should be used for small claims cases from district court. The dispute type this would most likely be used with would be CON or LAN.

TRU Truancy Mediation: this program code should be used for child truancy matters. The dispute type this would most likely be used with would be SCH.

9.6 Reporting Cases Involving Dispute Resolution Services to Minors

Recognizing the importance of providing dispute resolution services to minors, and that the dispute resolution process may involve disputants who are themselves minors, the following policy describes considerations that should be applied in determining whether to report a case for CDRP purposes.

There are three factors in considering reporting cases in which mediators have not completed either a MCR 2.411 or MCR 3.216 training program.

Factor 1: The training provided to the dispute resolution providers must follow a nationally recognized published standard.

Persons providing victim/offender mediation, restorative justice, restorative practices services to juveniles may serve as volunteers of CDRP centers if they have not completed 40-hour training program if the training program for these services follows a nationally recognized published standard.

Factor 2: Case management must reflect a direct role of the CDRP center in performing the standard services of intake, scheduling, mediator assignment, mediation debrief, and follow up services.

Factor 3: The mediator's affiliation with the CDRP center must be formalized.

The dispute resolution service providers are considered to be volunteers of the center and as such, assume both the responsibilities and receive the benefits of volunteer service, e.g., receive liability protections of the center and the CDRP Act in providing

service. (The mediators will be kept on a specialized mediation roster but not be used for all types of cases.)

Examples:

(a) A center provides a 16-hour nationally recognized training program for a student peer mediation program to middle school students, faculty, and adult program managers. After approving the mediators and providing technical assistance to the school in setting up the service, the center receives a quarterly report from the school that includes the number of cases mediated. The center also provides quarterly continuing education sessions and technical assistance. While the center meets the training requirement, there is no active case management and **Peer Mediation** cases are not accepted for CDRP purposes. **This case would not be counted for CDRP purposes.**

(b) A center provides an 18-hour restorative justice training program for juveniles in accordance with a nationally recognized model. Teen mediators are under the direct supervision of center staff who participates in each mediation. Prior to the mediation, a center staff or volunteer conducts an intake, arranges for students, parents, teachers, and interested others to attend. Center staff is present at each mediation and debriefs the process with the students, and staff thereafter follows up with required filings of documents, enters the case details into MADTrac©, and reports to administrators. **This case can be counted for CDRP purposes.**

9.7 Location of Case Files

Physical case files should be kept in a secure location in the center office unless they are traveling with a volunteer mediator to conduct a mediation. Case files should not be removed from the center's secure location without permission of the center's Executive Director.

9.8 Frequently Asked Case Management Questions

- **What if a mediation is conducted and does not resolve all the issues originally brought to the center by the parties and requires the parties to return for a second (or more) sessions? Can I count it as two cases?**

  No, this case would remain open and the case would be continued. An agreement to attend additional mediation sessions for the same issues would not result in closing the case as mediated with agreement and opening a new

case for the second session. The case would finally be closed if all issues brought to the center were mediated to agreement (regardless of the number of sessions) or as mediated without agreement if the parties will not attend another session or did not resolve the issues (regardless of the number of sessions).

- **What if a mediation is conducted with multiple parties? Can I count as separate cases the initiator with each individual respondent?**

  No, this would be one case with multiple parties. If the issues originally brought to the center by the parties are the same or involve the same event and involve the same parties in one mediation (with or without multiple sessions) this would be counted as one case.

- **In an effort to efficiently manage cases and attempt to improve our case processing time, can we use administrative closures?**

  Yes, your center may choose to administratively close a case due to lack of participation or progress on the part of the parties. However, the center should have a written center policy that is consistently followed. An example of a center policy might be to administratively close a case if a party has ignored repeated calls or failed to provide information and the last activity of any kind on the case was 30 days before. While we understand the centers' interest in processing cases efficiently, we want to point out that administratively closing an active case could result in a decrease in the core case conversion ratio and an increase in the number of "If No Mediation Held" types of cases.

- **What information should be kept in a case file?**

  The following documents would be appropriately kept in a case file: CDRP03, consent to mediate form, mediation and confirmation notices, copy of the mediated or conciliated agreement, case notes or contact log, small claim filing-affidavit and claim or register of action, court forms such as dismissal, adjournment and postponement, mediation evaluation form and post agreement follow up information. For SCAO purposes, minimally the file should contain documents that support the services provided by the center.

  For example: A case mediated without agreement would have a copy of the CDRP03, a copy of the court order (if appropriate), party consent to mediate

forms and confirmation letter of mediation date and time. There would also be some confirmation of the mediator's attendance-either a note from mediator letting the center know how long the mediation took place or mediator's timesheet (however the volunteer time sheet should not be included in the case file.)

A case mediated with agreement would have the CDRP03, a copy of the court order (if appropriate), consent to mediate forms, confirmation letter of mediation date and time, a copy of the agreement signed by the parties and post agreement follow up.

A conciliation would have the CDRP03, a copy of the court order (if appropriate), copies of correspondence with the parties (or if nothing has been written, at a minimum, a case note log that demonstrates contact with the parties) and a copy of the agreement signed by the parties, or a brief synopsis of the agreement.

If the center operates a voluntary mediation program at the court, the same materials noted above should be found in the case file. Educating the parties on mediation and ADR would not constitute a case. The parties should be attempting a mediation.

A domestic relations case file should have evidence to support that a domestic violence screening occurred using either the abbreviated or full domestic violence protocols screening guide.

- **What if my mediator drives an hour to get to a mediation, waits 30 minutes and one of the parties doesn't show up. Can I record the match?**

  Yes, you may use this as volunteer match because your mediator intended to provide services for your center and fulfilled their duties to the extent possible. This time however should not be reported on the CDRP03 form as "Duration of Mediation/Arbitration".

- **When should we open a closed case? Our center had a party that refused to mediate three months ago and last week they called to schedule a mediation regarding the same issues.**

  If a case has been correctly closed because of a written administrative closure policy, a party's refusal to mediate, a mediation of all original issues brought

to the center, a lack of contact or dismal by initiator, then it could be appropriate to open a new case if a party requests your center's services at a later date. Please keep in mind that as described in the question regarding administrative closure, opening a new case instead of reactivating the original case could result in a decrease in the core case conversion ratio and an increase in the number of "If No Mediation Held" cases. If your center has a particular question regarding a specific case, please feel free to contact Michelle Hilliker.

- **What if we provide mediation services for two parties and they call two weeks later requesting another mediation about a new issue they would like to resolve?**

  This would be treated as a new case if it was a new issue brought to center by the parties. If it was an issue that had originally been brought to the center and just not resolved in the first mediation, it would be a continuation of the original mediation and counted as a second mediation session.

- **Another center borrowed one of my center's mediators, can I count the case?**

  No, loaning a mediator to another center does not constitute a case for the center where the mediator typically volunteers. Generally the credit for a mediation is given to the center that conducts the intake, schedules the mediation, and manages the case. Your center may count the volunteer mediator's time as volunteer in-kind match. Please let the other center know so they will not also report the volunteer's time as match.

Section

10

Fiscal Management

10.1 Dictionary of Budget Terminology

10.1.1 Personnel

Salaries - gross (before federal, state, local taxes) amounts paid to employees for work performed who are considered to be in positions of a permanent nature. These amounts can be paid on an hourly or salary basis.

Benefits - amounts paid by the center on behalf of employees for fringe benefits. These amounts are not included in gross salary but are over and above and are generally not paid directly to employees. Examples: health insurance, dental insurance, life insurance, employer paid FICA and Medicare, worker compensation, unemployment insurance, disability insurance, and retirement plans.

10.1.2 Accounting

Fees paid for contractual services by persons or organizations that perform the activities of designing and maintaining financial, staff, center or property records. Included would be the tasks of summarizing, analyzing, verifying, controlling, and certifying expenditures and receipts. Costs incurred for the performance of financial audits and agreed upon procedures would also be appropriate.

10.1.3 Training

Mediator - expenses incurred while providing MCR 2.411 or MCR 3.216 training to volunteer mediators. Continuing education sessions may also be included. Examples: trainer fees and expenses, textbooks and manuals, periodicals, refreshments, and location rental.

Technical Assistance - training provided to staff or board members that is recommended by SCAO. Also eligible are training events sponsored by the Accounting Aid Society and the Michigan Nonprofit Association provided the maximum cost does not exceed $1,000 per year per center. Any other staff or board trainings must be pre-approved by SCAO.

10.1.4 Contractual

Amounts paid for services rendered by persons who are not on payroll. This category is also appropriate for the services of an interpreter to make accommodations under the American Disabilities Act. The center board is responsible for determining if the relationship is that of a contractual nature or employee per IRS regulations.

10.1.5 Travel

Travel expenses incurred as a result of the regular duties of staff and mediators may be identified here. CDRP grant funds may be used to reimburse a maximum mileage rate approved by the Michigan Supreme Court. Centers are notified annually of the approved rate in the CDRP application and contacted by e-mail if any changes to the rate occur during the calendar year.

Although this category is appropriate for the cost of travel to conferences including meals, parking fees, bridge tolls and lodging, CDRP funds may not be used for such expenses. The only exceptions to this are: (1) if they are incurred by a traveler while attending an SCAO sponsored training; or (2) if it is in conjunction with a volunteer mediator traveling more than one hour to conduct a mediation during what would normally be considered the breakfast, lunch, or dinner hours. Maximum rates may not exceed the following amounts and reimbursement should be supported with receipts. Breakfast $12.00, Lunch, $14.00, Dinner $27.00. Alcoholic beverages may not be reimbursed. Reimbursements using CDRP grant funds may not exceed the approved SCAO rates. Any reimbursements over these amounts, or meetings and conferences not sponsored by SCAO must be paid by other sources and used as match.

10.1.6 Equipment - the lease or purchase of equipment.

Examples:

Office	Adding machine, phone, copy machine, computer, software, equipment maintenance contracts
Furniture	Desk, chair, file cabinet, table, display easel

10.1.7 Operating Expenses

Occupancy - including:

Rent	Expenditures for office space or mediation facilities.
Maintenance	Expenditures for repairs and maintenance services that are not provided directly by personnel or landlord.

Utilities Expenditures for services usually provided by public utilities such as water, sewage, electricity, gas and garbage.

Supplies Expenditures for all supplies that are necessary for the operation of the center. Examples: pens, paper, printer paper, and disks.

Telephone and Internet Expenditures for telephone service including both local and long distance charges and internet service provider fees. CDRP funds may not be used to pay the cost of 800 numbers provided by individual centers. This line item is also appropriate for website hosting fees.

Postage Examples: bulk mailings, postage stamps, and express mail.

Printing Expenditures for job printing, brochures, newsletters, and binding.

Insurance Liability: Insurance that protects the center in the event of property loss or damages.
Board or Mediator: Insurance that protects mediators from suits filed by disputing parties.

Advertising Expenditures incurred while advertising a CDRP center. Examples: paid radio or television spots, advertising space purchased in phone books, magazines and newspapers.

10.1.8 Other

Expenses that are not related to any of the previously mentioned categories. These must be itemized and described separately.

10.1.9 Funding Sources

CDRP Funds Financial support received from SCAO.

Agency Funds Financial support contributed to the center by itself or an umbrella organization. Examples of agency funds are: service contracts, e.g. Access and Visitation, civil rights; money centers raise by fund raising or providing training; interest; and financial support given by umbrella organizations to the center.

Other Grants Financial support received by other granting organizations. Examples: foundations, corporations, and units of

government. This is also appropriate for documenting expenses incurred while administering sub-grants such as agricultural mediation, or permanency planning mediation.

In-kind — Support that is given in which no cash transaction is realized. Examples of in-kind support are: volunteer time, donated office space, and donated furniture.

10.1.10 Use of Receipts

Money received for providing dispute resolution services such as mediation and facilitation, mediator training, and dispute resolution workshops conducted by Grantees shall offset any such expenses.

Example: a mediator training session is conducted at a cost of $1,700 and fees received are $1,800.

Correct		Incorrect		Incorrect	
Revenue	$1,800	Revenue	$1,800	Revenue	$1,800
SCAO Grant	$0	SCAO Grant	$1,700	SCAO Grant	$1,000
Center Exp	$1,700	Center Exp	$0	Center Exp	$700
Center Gain	$100	Center Gain	1,800	Center Gain	1,100

10.2 Accounting Requirements

Each annual contract awarded to a center creates a separate legal entity and funds for this entity should not be commingled with funds of any other entity. Regardless of when an award is granted, the Community Dispute Resolution Program calendar year is January 1 to December 31.

Although SCAO recognizes there are several types of bookkeeping systems implemented by its contractors and encourages projects to adopt systems most appropriate to their individual needs, certain requirements are mandatory. These requirements are in accordance with sound accounting principles.

Center Grantees must:

10.2.1 Maintain records for each grant in a manner consistent with generally accepted accounting principles. The only exception allowed by SCAO is that a center may choose to use either a cash based accounting system or an accrual based system.

10.2.2 Use revenue generated from mediation fees, training, presentations, and interest (including that generated from CDRP grant funds) only for program purposes.

10.2.3 Maintain a schedule of all funds received under this contract, including a description of the source, date funds are received and amounts (Cash Receipts Journal).

10.2.4 Ensure that all disbursements are made by check, and that a schedule is maintained of all funds disbursed under this contract, including payee and amount (Cash Disbursements Journal). Any payments made after the termination date of the contract must be for expenditures incurred and encumbered during the contract period. Any cost incurred before the starting date of the contract will not be reimbursed unless specifically allowed by SCAO in writing.

10.2.5 Maintain accurate and complete original documentation to support revenues and expenses. (For example: bank deposit slips, invoices, time sheets, employee reimbursement vouchers, etc.) In-kind donations are considered expenses in view of this requirement, and must be supported by time documentation and statements of value of donation by donor.

10.2.6 Maintain accurate and complete time records for all employees under this contract, including the center director and agency match employees. "Shared employees" that provide services for both the dispute resolution center and umbrella organization whose salary is prorated between the two, must keep time documentation that also lists the services provided to the dispute resolution center. At a minimum, this documentation should indicate the date, the actual time spent, and the specific services provided.

10.2.7 Submit to SCAO an accurate, complete inventory of equipment purchased with CDRP grant funds. This should be completed on the CDRP16.

10.2.8 Not exceed any budget line item, by more than three thousand dollars ($3,000) without submitting a budget amendment and receiving written approval by SCAO prior to the commitment of funds. For purposes of this Community Dispute Resolution Program, the budget categories may only be exceeded if the items being charged have been described in the budget narrative.

10.2.9 Submit annual financial and quarterly statistical reports by the twenty-fifth day of the month following the quarter's end in order to have funds released. Failure to submit these documents by this date may result in notice of "intent to cancel contract" being sent to the grant recipient's board of directors.

10.2.10 Annually undergo an agreed upon procedures financial review at the direction of SCAO. If this engagement is not provided by SCAO, CDRP grant funds may be used to pay for the review. If this requirement is waived, the center will be notified by SCAO. An annual financial audit of the organization is also strongly recommended.

10.2.11 Retain all financial records, receipts, and vouchers at least seven years after SCAO audits are complete and the contract is closed by SCAO.

10.2.12 Ensure that the center director has direct knowledge and involvement of the fiscal management of the center. Also, it is strongly recommended that centers contract with an accountant or accounting firm for assistance in maintaining financial records and creating balance sheets, general ledgers, and income statements.

10.2.13 Periodically review their internal control policy.

10.2.14 Employ a centralized fund accounting system. Employees should not be allowed to keep their own "program" books. Before invoices are paid and transactions are posted, invoices should be processed following a specified approval process that includes the authorizing official's signature.

10.3 Recommended Financial Management Procedures

These recommendations are made in an effort to avoid some of the problems that have been detected at CDRP funded centers.

10.3.1 Eliminate petty cash accounts and do not establish or use corporate charge cards. If your board has chosen to use these as a method of payment, its use should be limited (likely only the center director). An itemized receipt should be received from the employee immediately after use and the monthly statements should be reviewed by the center director and board treasurer.

10.3.2 Check books, savings accounts, cash, checks, and signature stamps should be kept in locked drawer with the key accessible to only authorized individuals.

10.3.3 Do not authorize invoices or payroll checks for payment without proper documentation and approval.

10.3.4 The accountant or board treasurer should review copies of cancelled checks when the bank reconciliation is performed to check for forgery and to insure all necessary signatures have been secured. Endorsement of checks should also be reviewed.

10.3.5 The center's general ledger should be monitored at least monthly and the approved budget should be compared to actual expenses incurred at the center. Anything unusual from what would normally be anticipated should be investigated and explained.

10.3.6 Before a case fee or training fee refund is issued, the person authorized to make such refunds (generally the board treasurer or center director) should verify that the fee was

received by the individual making the request. The individual seeking the request should submit a signed refund request in writing to the center director.

10.4 Summary of Non-Reimbursable CDRP Grant Expenses

Category	Expenditures
Personnel	1. Wages paid to an employee to provide community or volunteer services for another not-for- profit agency. 2. Wages for time in excess of 40 hours per week. 3. Wages for current members of board of directors or officers. 4. Wages for relatives of current officers, directors, or staff without prior written permission from SCAO. 5. Wages paid to staff prior to work being performed, otherwise known as pay advances. 6. Loans to staff or board members. 7. In-kind for board members' or committee members' attendance at monthly board meetings or committee meetings. 8. In-kind for volunteer mediators' time attending the basic 40 hour training. 9. Bonus payments. 10. Honorarium to board members or staff. 11. Severance pay. 12. Administrative leave.
Training/Contractual	1. Professional development and conference fees for staff. The only exceptions are those items listed in Section 10.1.3 in the CDRP Policies and Procedures Manual. 2. Fees for fund raising services.
Travel	1. Conference or workshop expenses for paid staff. 2. Any travel expense with the exception of those described in Section 10.1.5 unless approved in writing by SCAO. 3. Any travel expense that exceeds SCAO guidelines. 4. Out of state travel.

Other

1. Professional or association dues and memberships (except for those related to Michigan-based ADR associations), contributions or donations, fines and penalties, and security deposits.
2. Self-insurance pools.
3. Parking fees for employees at their place of employment.
4. CDRP funds may not be used for meals eaten at board meetings, conferences or alcoholic beverages.
5. Attorney fees related to defending actions brought against a grantee, its volunteers, and/or its board members.
6. Costs incurred before the award date of the grant.
7. Moving expenses.
8. Petty cash.
9. Indirect cost charges or flat administrative fees.
10. Loan payments or interest payable on loans.

10.5 Grant In-kind Match Allowances

Donated goods are allowable as in-kind match at the fair market value of the item taking into consideration the depreciation and age of the item. Fair market value can be determined by: obtaining a signed statement from the donor; obtaining an appraisal of the item donated; or, conducting a market survey (which should consist of at least three survey sources).

Donated services are allowable as in-kind match at the fair market value of the service provided, given the individuals do not receive compensation by the organization for their efforts and the tasks they are providing directly benefit the center. Time sheets must be maintained for each volunteer and must be signed by the volunteer and the volunteer's supervisor or the center director.

The rate used for in-kind purposes shall be valued at rates consistent with the rates normally paid for similar work in the recipient organization.

If the donated services provided by an individual are tasks normally accomplished in the individual's normal line of work, the services may be valued at the individual's regular rate of pay.

If there is no similar work in the recipient organization, the CDRP center may use the in-kind hourly rates listed below.

Volunteer Classifications

Clerical	Any support position such as a secretary, file clerk, or receptionist.
Mediator	Any position which performs mediations, facilitations or arbitrations. The original 40 hour training to become a volunteer mediator may not be counted when calculating the in-kind match.
Mediator Trainer	Any position which trains volunteer mediators.
Mediator Travel	If the mediator is traveling more than 15 minutes, mediator drive time should be calculated at the Specialist rate.
Specialist	Any position which provides case intake, case work, statistical compilation, or promotion/outreach.
Coordination	Any position which provides coordination or administrative services.

Volunteer Wage Rates

Clerical	$16.00/hour
Mediator	$212.00/hour
Mediator Trainer	$212.00/hour
Specialist	$18.00/hour
Coordination	$25.00/hour

Another CDRP center's staff time or use of its office space would not be appropriate as match if the staff person is being paid by their center or if the office space rental is paid with CDRP funds or used as match by that center.

10.6 Budget Modification

10.6.1 Applications for budget amendment may be made, however they must be made prior to commitment and expenditure of funds on form CDRP15. Applications for budget amendment may be made for requests to increase or decrease the level of funding or to change the allocation of a center's use of line item categories that exceed three thousand dollars of the most recently SCAO approved budget. Budget modifications must also be requested if the line item dollar value will remain the same but award funds will be spent on something other than that identified in the budget narrative.

10.6.2 Centers may make up to one applications for budget amendment within the contract period. The budget modification request application must be made before July 1st of the

contract year. There is one exception to this policy which is for centers requesting increases due to previously un-served counties being added to their service area. This budget modification should be made 30 days prior to the intended service date of the new counties.

10.6.3 Form CDRP15 must be submitted to SCAO with Budget Form CDRP01. When using these forms the applicant center must complete the budget narrative and itemization for each of the budget categories in which a change is requested. The narrative should include any information that would be requested in the grant application for the line item to be changed. Budget Form CDRP01 must be completed to incorporate the amendment request and any information that remains correct from the previously approved Budget Form CDRP01.

10.6.4 When requesting an increase to the CDRP award, the center may only apply for the amount shown currently available according to the CDRP funds available worksheet distributed by SCAO.

10.6.5 Expenses incurred in order to make ADA accommodations for mediation participants do not have to be requested through a budget modification prior to the expenditure, provided the expenditures will total less than $1,000. The expenses should be classified under the appropriate line item (e.g., sign language interpreter charged to the contractual line item.)..

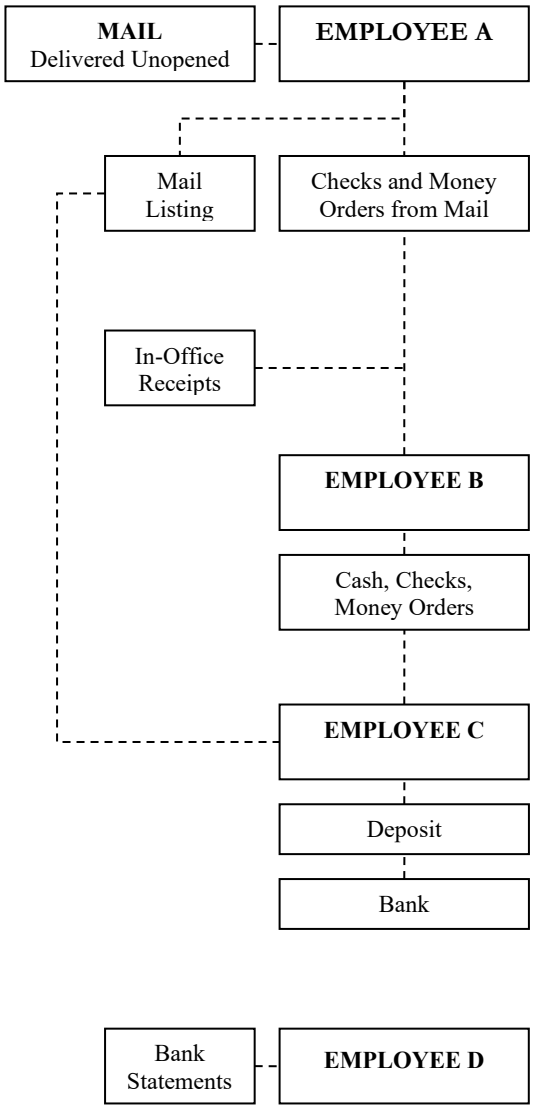
10.7 Unexpended Funds from a Previous Year

10.7.1 Upon receipt of the Community Dispute Resolution Program's agreed upon procedures engagement, financial audit, or final expenditure report, SCAO will mail a notice to centers advising them of any grant funds from the previous year that were unexpended and/or disallowed.

10.7.2 Based on the agreed upon procedures engagement, financial audit, or final expenditure report, any funds that were determined to be disallowed or unspent from a previous contract year must be returned to SCAO.

10.8 Recommended Internal Control System for Receipts

Michigan Supreme Court Internal Audit Section



Employee A:

1. Should not have access to the accounting records.
2. Prepare listing of checks and money orders showing payer name, amount, and check/money order number.
3. Listing should be signed and dated by the mail opener.
4. All checks and money orders should be endorsed for deposit when the mail is opened.

In-office receipts consist of cash, checks, and money orders.

Employee B:

5. Enters on the accounting records all checks and money orders received in the mail and in-office receipts.
6. Pre-numbered receipts should be used for in-office receipts with payments made in cash clearly identified.
7. Verifies the total amount receipted to the accounting records with the batch totals and the cash, checks, and money orders to be deposited.
8. Should provide a signature verifying that the above was performed.

Employee C:

9. Should not be involved in mail opening and receipt process.
10. Reconciles entries on the accounting records with checks, money orders, and cash to be deposited.
11. Verifies that checks and money orders on the mail listing were entered on the accounting records.
12. Verifies sequential order for in-office pre-numbered receipts and agreement of cash receipts to actual cash to be deposited.
13. Should provide a signature verifying that the above was performed.
14. Prepares deposit slip with an audit trail reflecting checks, money orders, and cash deposited.
15. Transmits deposit to the bank or releases to security carrier.

Employee D:

16. Should not be involved with mail opening, receipting, preparing deposits, or issuing and signing checks.
17. Bank statements should be received unopened.
18. Reconciles bank statements and determines that deposits were credited on the date the deposits were transmitted to the bank.
19. Completed bank reconciliations should be reviewed by the employee's supervisor.

Other Internal Control Recommendations

1. Position descriptions should clearly define duties for employees who are involved in the receipt and disbursement process.
2. Employees should be periodically rotated between positions.
3. Employees in positions of trust should be required to take annual vacations during which their duties are performed by other personnel.
4. Management should conduct periodic reviews to ensure that all internal control procedures are being followed.
5. Special attention should be given to complaints from citizens or defendants about payments not being properly credited.
6. Access to the accounting system should be restricted as to the functions that office staff are able to perform.
7. Employees who can access the accounting system should have an identifiable access code.
8. Employees who handle money should be bonded.
9. If the office is open during lunch hours, there should not be instances where only one employee is working and access is available to both un-deposited cash and the accounting records.
10. A signoff sheet should be utilized to reflect that verifications from the mail opening to the deposit function have been made.
11. A record of the disposition of the checks and money orders received in error should be maintained.
12. “Cash” received in the mail should be clearly identified at the time the mail is opened and verified by another employee.
13. In-office receipts should be received in one central location.
14. Do not allow probation offices to collect any payments.
15. Pre-numbered receipts should be issued for all in-office receipts.
16. The numeric sequence of pre-numbered receipts should be accounted for on a daily basis.
17. Photocopies of receipts should not be accepted as sufficient documentation supporting a payment received.
18. A record of pre-numbered receipt books in stock and used should be maintained.
19. Employees should not be allowed to cash payroll or personal checks.

20. Payers should not be allowed to write checks in excess of the required amount resulting in a cash refund.
21. Cash on hand should be kept in cash drawers which should be locked during the day.
22. Cash drawers and un-deposited receipts should be kept in a safe or vault at night.
23. Any material shortage or overage should be fully investigated and documented.
24. Do not maintain an "over/short" fund to balance receipts.
25. The case number and/or receipt number should be recorded on all checks and money orders.
26. Daily reconciliations should include verification of "cash" receipts per accounting records to actual "cash" to be deposited.
27. A separate deposit slip should be prepared for all re-deposited items.
28. Checks, money orders, and cash received for unknown cases or cases not established on the accounting system should not be held rather than deposited into the bank account. All revenue received by the agency should be deposited into the bank account.
29. Deposits should be made on the day of receipt or no later than the close of business the following day.
30. Security carriers of deposits should be required to log the date, time, and amount of deposit being transmitted to the bank and also should obtain a deposit receipt from the bank that is to be returned to the agency and verified as being deposited on the same day that the deposit was taken to the bank.
31. The bank reconciliation should be performed within 5 working days following receipt of the bank statement.
32. The bank reconciliation should include a comparison of dates and amounts of daily deposits with the accounting records.
33. The bank reconciliation should include an examination of the cancelled checks for authorized signatures, irregular endorsements, and alterations.
34. Check signers should be independent of the voucher preparation, payment approval, check preparation, and cash receiving process.
35. Two signatures should be required on disbursement checks.
36. Blank checks should be stored in a secure area and should not contain authorized signatures.
37. Undeliverable checks should be re-deposited into the bank account rather than held.
38. Case file receipts should be accounted for monthly and reconciled at least annually.

39. A log of case files received should be maintained.
40. A procedure should be in existence for the review of direct credit entries made to case file accounts (no actual payment received.)
41. The responsibility of petty cash funds should be assigned to one custodian.
42. The custodian of the petty cash fund should not approve petty cash expenditures.
43. Formal vouchers should be used in support of petty cash disbursements.
44. Petty cash vouchers should be executed in ink or otherwise in such a manner as to make alterations difficult.
45. The petty cash fund should be periodically reviewed by someone other than the custodian.
46. Limit and restrict the use and amount of all petty cash funds, including cash transactions.

10.9 Sample Calculations

Salaries

Administration

Director: J. Smith

Full-time employee working 2080 hours per year. Based on time documentation created last year, this position spent eight hours a week, or 20 percent of his/her time, on the dispute resolution center.

Direct Services

Mediation Coordinator: S. Franklin

Full-time employee working 2080 hours per year. This individual will be devoting 100 percent of his/her time to the dispute resolution center.

Intake Worker/Secretary: C. Jones

Full-time employee working 2080 hours per year. This individual will be devoting 100 percent of his/her time to the dispute resolution center.

Example

				Allocation		
Position	Name	% of Time	Annual Wage	CDRP Funds	Agency	Other
Director	J. Smith	20	28,631.93	0.00	5,726.39	0.00
Mediation Coordinator	S. Franklin	100	27,000.00	27,000.00	0.00	0.00
Intake Worker/Secretary	C. Jones	100	22,693.68	22,693.68	0.00	0.00
			Total	**$49,693.68**	**$5,726.39**	**$0.00**

Fringe Benefits

Our organization offers health insurance, dental insurance, and life insurance to all full-time staff members.

Cost of Benefits:

Health insurance:	$155/month single, $210/month family
Life insurance:	$5/month
Dental insurance:	$4/month
FICA:	7.65% of salary
Worker compensation:	3% of salary
Unemployment insurance:	1% of salary

SAMPLE

If calculations are displayed as follows, a list itemizing the cost of benefits (as shown on the previous page) is not necessary:

Example

				|----------Allocation----------|	
Position	Benefit	Formula	Total	CDRP Funds	Agency	Other
Director	FICA	7.65% * 5,726.39 =	438.07	0.00	5,726.39	0.00
	Worker Comp.	3.0% * 5,726.39 =	171.79	0.00	171.79	0.00
	Unemployment	1.0% * 5,726.39 =	57.26	0.00	57.26	0.00
	Health insurance	$210 * 12 * 0.2 =	504.00	0.00	504.00	0.00
	Dental insurance	$5 * 12 * 0.2 =	12.00	0.00	12.00	0.00
	Life insurance	$4 * 12 * 0.2 =	9.60	0.00	9.60	0.00
		Total	**$1,192.72**	**0.00**	**$1,192.72**	**0.00**
Coordinator	FICA	7.65% * 27,000 =	2,065.50	2,065.50	0.00	0.00
	Worker Comp.	3.0% * 27,000 =	810.00	810.00	0.00	0.00
	Unemployment	1.0% * 27,000 =	270.00	270.00	0.00	0.00
	Health insurance	$210 * 12 * 0.2 =	2,520.00	2,520.00	0.00	0.00
	Dental insurance	$5 * 12 * 0.2 =	60.00	60.00	0.00	0.00
	Life insurance	$4 * 12 * 0.2 =	48.00	48.00	0.00	0.00
		Total	**5,773.50**	**5,773.50**	**0.00**	**0.00**
Intake Worker/ Secretary	FICA	7.65% * 22,693.68 =	1,736.07	1,736.07	0.00	0.00
	Worker Comp.	3.0% * 22,693.68 =	680.81	680.81	0.00	0.00
	Unemployment	1.0% * 22,693.68 =	226.94	226.94	0.00	0.00
	Health insurance	$210 * 12 * 0.2 =	2,520.00	2,520.00	0.00	0.00
	Dental insurance	$5 * 12 * 0.2 =	60.00	60.00	0.00	0.00
	Life insurance	$4 * 12 * 0.2 =	48.00	48.00	0.00	0.00
		Total	**5,271.82**	**5,271.82**	**0.00**	**0.00**

Travel

Our organization provides mileage reimbursement to its employees, volunteer mediators, and other volunteers that provide presentation and outreach. Mileage is reimbursed at a maximum mileage rate approved by the Michigan Supreme Court. Volunteer mediators or SCAO training participants may be reimbursed a maximum of $9.75 for lunch (with receipt attachment) if they were expected to travel more than one hour each way and their travel begins before 11:00 a.m. and return is 2:00 p.m. or later. Volunteer mediators may be reimbursed a maximum of $22.00 for dinner (with receipt attachment) if they were expected to travel more than 1 hour each way and their travel begins before 6:00 p.m. and return is 8:00 p.m. or later. Staff may attend trainings; associated mileage and meals will be paid for by agency funds.

SAMPLE

Example

				|----------Allocation----------|	
Position	Expense	Quantity	Total	CDRP Funds	Agency	Other
Mediator/Volunteer	Mileage	2,100	651.00	651.00	0.00	0.00
Staff	Mileage	3,000	930.00	500.00	0.00	430.00
Mediator/Volunteer	Meals	N/A	307.50	307.50	0.00	0.00
SCAO-sponsored Training	Mileage	N/A	200.00	200.00	0.00	0.00
SCAO-sponsored Training	Meals	N/A	72.00	72.00	0.00	0.00
Bridge Toll	Toll	N/A	30.00	30.00	0.00	0.00
Staff Development	Meals/Mileage	N/A	400.00	0.00	400.00	0.00
		Total	**$2,590.50**	**$1,760.50**	**$400.00**	**$430.00**

Occupancy

We share office space with umbrella organization XYZ, therefore our proration of this expense is calculated by dividing the salary cost of the employees devoted to the dispute resolution center by the organization's total salary cost.

(5,726.39 + 27,000 + 22,693.68) / 350,000 = 15.83%

Monthly rental of building is $425

$425 * 12 * 15.83% = $807.33

100 percent of this cost will be charged to our CDRP grant.

OR

We share office space with umbrella organization XYZ, therefore our proration of this expense is calculated by dividing the number of square feet occupied by the employees devoted to the dispute resolution center by the total number of square feet the entire organization occupies.

900 / 1400 square feet = 64.28%

Monthly rental of building is $2,200

$2,200 * 64.28%= $1,414.16

Advertising

Our organization plans to advertise its services in the local bar newsletter, in each counties' newspaper every Sunday and in the phone directories that serve our multi-county area.

SAMPLE

Example

			Allocation		
Publication	Budget	Annual Wage	CDRP Funds	Agency	Other
Local Bar Newsletter	4 Quarterly Ads	500.00	200.00	0.00	300.00
County Newspaper	52 @ 135/week	7,020.00	6,000.00	0.00	1,020.00
Phone Directory	6 Directories	750.00	0.00	750.00	0.00
	Total	**$8,270.00**	**$6,200.00**	**$750.00**	**$1,320.00**

Section

11

Reporting Timetable and Forms

11.1 Reporting

Centers must submit reports to SCAO; reports must be received by the dates listed in Section 11.2 to avoid penalties and to ensure timely release of payments.

11.1.1 Actual receipt of the original documents at SCAO is required. E-mailed copies are encouraged and postmarks will not be accepted as receipt dates. If a due date falls on a day in which SCAO is closed, the report will be considered on time if the report is received by SCAO on the next business day SCAO is open.

11.1.2 Penalties will be assessed for late reports. Failure to submit any required reports by the required submission dates will result in assessment of a penalty. Upon the first missed date, a warning letter will be sent to the Grantee. For each subsequent date missed, a penalty of 5 percent of the contract dollar amount will be deducted from the next occurring quarterly payment. The 5 percent penalty will revert to the CDRP Fund and will not be available for application by the Grantee in a future contract period. Repeated instances of failure to submit these reports by the required date will result in notice of "intent to cancel contract" being sent to the board of directors of the center.

11.1.3 <u>All reports due on the same date should be submitted at the same time.</u>

11.2 Reporting Time Table

If the due date of a report falls on a day in which SCAO is closed, the report will be considered on time if the report is received by SCAO on the next business day SCAO is open.

The reports generated using MADTrac are to be shipped as an electronic bundle by April 25, July 25, October 5 of the contract year and January 25 of the subsequent calendar year. All reports due on the same day should be submitted at the same time. The Agreed Upon Procedures Report (including the complete CDRP10) is due May 31 following the contract end date, however the due date may be extended by written notice of the SCAO at the discretion of the SCAO.

Report Due	Report	Report Period	Notes
January 25, 2026	MADTrac Data Bundle	4th Quarter 2025: October 1 - December 31	This is a .123 file generated from MADTrac that contains data for the following reports: Cases Quarterly, Court Quarterly, A/V Quarterly, A/V Detail, and Weighted Caseload Summary
	Access & Visitation Program Invoice	4th Quarter 2025: October 1 - December 31	Only required for centers participating in the AV program.
February 13, 2026	Report of In-Kind Match/Revenue Sources (CDRP11A/B)	January 1, 2025 - December 31, 2025	
	Case Compliance Summary	All Quarters 2025: January 1 - December 31	
April 25, 2026	MADTrac Data Bundle	1st Quarter 2026: January 1 - March 31	This is a .123 file generated from MADTrac that contains data for the following reports: Cases Quarterly, Court Quarterly, A/V Quarterly, A/V Detail, and Weighted Caseload Summary
	Access & Visitation Program Invoice	1st Quarter 202 January 1 - March 31	Only required for centers participating in the AV program.
May 31, 2026	Agreed Upon Procedures Report, including Final Expenditure Report (CDRP10)	January 1, 2025 - December 31, 2025	This report must be prepared and sent to SCAO by an Independent Certified Public Accountant
	Annual Equipment Inventory Report (CDRP16)	January 1, 2025 - December 31, 2025	Required for equipment purchases over $1,000 paid by CDRP funds.
July 25, 2026	Program Activity Report (CDRP06)	1st & 2nd Quarter 2026: January 1 - June 30	
	Financial Status Report (CDRP08)	1st & 2nd Quarter 2026: January 1 - June 30	
	MADTrac Data Bundle	2nd Quarter 2026: April 1 - June 30	This is a .123 file generated from MADTrac that contains data for the following reports: Cases Quarterly, Court Quarterly, A/V Quarterly, A/V Detail, and Weighted Caseload Summary
	Access & Visitation Program Invoice	2nd Quarter 2026: April 1 - June 30	Only required for centers participating in the AV program.

October 5, 2026	MADTrac Data Bundle	3rd Quarter 2026: July 1 - September 30	This is a .123 file generated from MADTrac that contains data for the following reports: Cases Quarterly, Court Quarterly, A/V Quarterly, A/V Detail, and Weighted Caseload Summary
	Access & Visitation Program Invoice	3rd Quarter 2026: July 1 - September 30	Only required for centers participating in the AV program.

January 25, 2027	MADTrac Data Bundle	4th Quarter 2026: October 1 - December 31	This is a .123 file generated from MADTrac that contains data for the following reports: Cases Quarterly, Court Quarterly, A/V Quarterly, A/V Detail, and Weighted Caseload Summary
	Access & Visitation Program Invoice	4th Quarter 2026: October 1 - December 31	Only required for centers participating in the AV program.

11.3 Index of Forms and Current Updates

The following is a list of report forms and current updates. All previously dated forms should be discarded.

Form	Name	Update
CDRP01	Budget Form CDRP01	07/22
CDRP03	Individual Case Profile CDRP03	01/10
CDRP06	Program Activity Report	06/23
CDRP08 Sec 1	Financial Status Report – Page 1	08/23
CDRP08 Sec 2	Financial Status Report – Page 2-5	08/23
CDRP08AV	Access and Visitation Mediation Payment Document	09/23
CDRP10 FER	Financial Expenditure Report (4 Pages Total) Includes: Report if InKind Match (pg 3) and Report of Revenue Sources (pg4)	11/22
CDRP11a	Report of Inkind Match (One Year)	01/24
CDRP11b	Report of Revenue Sources (One Year)	01/24
CDRP15	Application for Budget Amendment	04/20
CDRP16	Annual Equipment Inventory	04/20

For all CDRP Funded Centers:

Beginning August 1, 2017, OFM (Office of Financial Management) will require State of Michigan vendors and payees to register and update their information online using SIGMA VSS. Vendors and payees can access the secure website, https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService, 24 hours a day, 7 days a week. Please contact the OFM Help Desk at (888) 734-9749, if there are any questions or concerns.

11.4 Changes in Address, Nonprofit Status or Establishment of a Legal DBA

11.4.1 Centers are required to submit to SCAO in writing or via e-mail any change of address or contact information, including the center's name, federal identification number, address, or phone number. The effective date of the change and signature of center director or board president should be included in the writing.

11.4.2 A funded center must notify SCAO if it is notified of a change in its nonprofit status or if it receives approval to use a legal DBA. The center must submit a copy of the change notification or approval letter to SCAO within 30 days of receipt.

11.4.3 To update the change of a contact person, change of an address or phone, or a financial institution or account number, log into https://sigma.michigan.gov/webapp/PRDVSS2X1/AltSelfService, enter your password, and follow the directions. The SCAO is not able to make changes to center information in SIGMA.

Appendix A

CDRP Performance Standards & Minimum Operating Standards

Community Dispute Resolution Program Performance Standards & Minimum Operating Standards

Derived from 260 PA 1988 [Community Dispute Resolution Program Act]

The following standards represent both minimum operating standards (standards required to be met to become eligible for CDRP funding), and performance standards (standards measured to determine center performance).

Effective: January 2012

Performance Standards	Goal	Measurement/Formula
1. Dispute resolution services are provided	Centers increase case levels; add new case types to increase their weighted caseload scores.	Weighted caseload scores will be calculated and compared at six month intervals. Performance funding is based on weighted caseload score of each center compared to the funding it received from the SCAO.
2. Number of disputes resolved	A 60 percent resolution rate should be achieved in cases in which parties have agreed to use a dispute resolution process.	Quarterly reports reflect the number of disputes resolved.
3. Trained volunteer mediators provide service	All mediators have completed a 40-hour training program. Mediators in court ordered cases meet MCR 2.411 or MCR 3.216 requirements. Each staff member mediates no more than 40 hours per year.	Mediator records reflect training credentials. Mediation time reports reflect the number of hours volunteers and staff mediate. Mediator roster reflects volunteers mediating nearly all cases.
4. Active board members	Boards and advisory committees meet with quorum at least four times per year.	Board minutes reflect actions taken to continually expand center services, particularly to courts.
5. Types of cases referred	No one referring agency should be greater than 60% of a center's caseload.	Quarterly reports reflect percentages of referrals obtained from various referral sources.
6. Compliance rate	Agreement compliance rates should equal 75 percent or higher.	Annual surveys of mediation participants gauge compliance.

7. Cost of Hearing (Mediation)		Owing to the numerous ways this can be calculated, this figure will be calculated upon request.
8. Local needs are targeted	All chief judges in a program's service area are contacted at least annually as to their needs for mediation services and programs. Local needs assessment is also performed in cooperation with a collaborative body in the center's service area.	Quarterly reports (CDRP06) reflect current court activities, contacts and needs assessment progress updates.

Minimum Operating Standards for CDRP Funded Centers:		
1. Diversified base of referral sources	Centers will provide services that target local dispute resolution needs.	
2. Operating budget	Operating budget will reflect 100% compliance with grant contract and CDRP Policies & Procedures Manual.	
3. Local financial support	Centers will secure local financial and in-kind support matching an amount equal to at least 35% of the awarded grant amount.	

Assurances:
1. Centers must provide to the SCAO all information requested in the Policies and Procedures Manual or by written notification.
2. Persons requiring assistance other than dispute resolution services are referred to other community agencies.
3. Centers must reject cases involving violent felonies or drug-related felonies.
4. Centers must provide to indigent persons services without charge.

Appendix B

Sample Forms

Budget Form	**[This request is for a New/Original Budget.]**
CDRP01 Michigan Supreme Court Community Dispute Resolution Program	**Award Period:** **Date Submitted:**
Grantee Name:	**Federal ID No:**
Budget Contact Person:	
E-mail:	

Budget Category	**Total Project Budget**	**CDRP Funds**	**Agency Funds**	**Other Grants**	**In-Kind** 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 Expense					
A. Occupancy					
B. Supplies					
C. Telephone & Internet					
D. Postage					
E. Printing					
F. Insurance - Liability					
G. Insurance - Mediator					
8. Advertising					
9. Other					
A.					
B.					
C.					
D.					
Total					

COMMUNITY DISPUTE RESOLUTION PROGRAM

Individual Case Profile CDRP03

CDRP Case Number _____ Program Code _____

INITIATOR		**RESPONDENT**	
Name		Name	
Address		Address	
City / State / Zip		City / State / Zip	
Primary Phone		Primary Phone	
Alt. Phone		Alt. Phone	
Email		Email	
Demographic		Demographic	
Court Relationship		Court Relationship	

CASE INTAKE INFORMATION:

Intake Date _____ Agency ID No. _____ Case Type Code _____ Reference ID _____

Referral Source _____

Dispute Type _____ Subtype _____

IF A COURT CASE IS FILED:

Court Number _____ Referred How? _____

Judge _____ Date of Papers Ordered? _____

Increased Parenting Time (yes/no) _____

Access & Visitation Client Information _____

Access & Visitation Demographic Information _____

CASE DISPOSITION: (check one)		**IF NO RESOLUTION ATTEMPTED:**	
Date of Disposition:		Settled prior to mediation	
Conciliated (resolved w/o formal mediation)		Respondent refuses to mediate	
Mediated to Agreement		Initiator failed to show	
Mediated with Partial Agreement		Respondent failed to show	
Mediated without Agreement		Both failed to show	
Facilitated		Case dismissed by initiator	
Arbitrated		Unable to contact	
Total number of sessions		Unamenable for mediation	
Duration of mediation/arbitration (hours)			
Amount of fee received			
Amount of money due to resolution	$		

Nature of agreement/resolution _____

ADDITIONAL CASE INFORMATION:

Returnee to Mediation		Number of individuals served	
New matter		Number of children subject of dispute	
Remediation of old matter		Days from intake to disposition	
Non-compliance of old matter		Agreement Compliance Rate	

SIXTY-DAY FOLLOW-UP:

Parties kept their agreement		Parties did not keep their agreement and declined mediation	
Parties did not keep their agreement but agreed to return to mediation		Follow-up by (initials)	

MEDIATOR(S):

Names: _____

Number of mediators involved in case _____ Intake Preparer(s) (initials) _____

COMMENTS:

Michigan Supreme Court
Community Dispute Resolution Program

PROGRAM ACTIVITY REPORT
CDRP06

For the period January 1 – June 30, 2023

This report is due July 25, 2023.

Center Name:

Person completing the report:

Report date:

1. Please list all courts who have referred or ordered cases to your center in the past six months and the types of cases. (*Add additional rows as needed.)*

Court Name/Location	Types of Cases Referred

2. Please describe your efforts in marketing MI-Resolve in the past six months.

3. Please list the active programs your center has been working on in the past six month (for example: landlord/tenant)

4. How has your number of volunteer mediators changed over the past six months? What activities have you tried to build your volunteer base?

Updated 6/5/23

Financial Status Report

CDRP08

Michigan Supreme Court

Community Dispute Resolution Program

Grantee Name:

Comments:

Reporting Period

Completed By:

Budget Category	Approved Total Cash Budget	Approved CDRP Budget	Total Report Expenditures (Contract to Date)	CDRP Funds	Agency Funds	Other Grants	InKind Match
1. Personnel	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
A. Salaries							
B. Fringe Benefits							
2. Accounting							
3. Training	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
A. Mediator							
B. Technical Assistance							
4. Contractual							
5. Travel							
6. Equipment							
7. Operating Expense	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
A. Occupancy							
B. Supplies							
C. Telephone & Internet							
D. Postage							
E. Printing							
F. Insurance - Liability							
G. Insurance - Mediator							
8. Advertising							
9. Other	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
A. Meeting Expenses							
B. Audit							
C. Other							
D.							
E.							
F.							
G.							
Subtotal	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
10. Interest			( )		( )		
11. Mediation Fees			( )		( )		
Total	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**

CDRP08
Michigan Supreme Court
Community Dispute Resolution Program

Award Period: _____

Date: _____

Center: _____ **Report By:** _____

Note: Please complete this report based on actual and encumbered costs.
The "Total" should be the same figure reported on Page 1.
If other is listed please describe.

Salary

Position/Name	CDRP Funds	Agency Funds	Other Grants	
Total	**$ -**	**$ -**	**$ -**	

Benefits

Type	CDRP Funds	Agency Funds	Other Grants	
Total	**$ -**	**$ -**	**$ -**	

Accounting

Entity's Name	CDRP Funds	Agency Funds	Other Grants	
Total	**$ -**	**$ -**	**$ -**	

Training

Purpose/Date	CDRP Funds	Agency Funds	Other Grants
Total	**$ -**	**$ -**	**$ -**

Consultant/Description

Entity/Description	CDRP Funds	Agency Funds	Other Grants
Total	**$ -**	**$ -**	**$ -**

Travel

Individual	CDRP Funds	Agency Funds	Other Grants
Total	$ -	$ -	$ -

Equipment List Items over $250

Description	CDRP Funds	Agency Funds	Other Grants
Total	$ -	$ -	$ -

Occupancy

Description	CDRP Funds	Agency Funds	Other Grants
Rent			
Cleaning/Maintenance			
Other			
Total	$ -	$ -	$ -

Supplies

Description	CDRP Funds	Agency Funds	Other Grants	
Total	**$ -**	**$ -**	**$ -**	

Telephone & Internet

Description	CDRP Funds	Agency Funds	Other Grants	
Phone				
Internet				
Other				
Total	**$ -**	**$ -**	**$ -**	

Postage

Description	CDRP Funds	Agency Funds	Other Grants	
Postage				

Printing

Description	CDRP Funds	Agency Funds	Other Grants	
Printing				

Insurance

Description	CDRP Funds	Agency Funds	Other Grants	
Liability - Building				
Mediator				
Board				
Other				
Total	**$ -**	**$ -**	**$ -**	

Advertising

Description	CDRP Funds	Agency Funds	Other Grants	
Total	**$ -**	**$ -**	**$ -**	

Other

Description	CDRP Funds	Agency Funds	Other Grants
Total	**$ -**	**$ -**	**$ -**

Additional Revenue

Month	Interest	Fees Received
Total		**$ -**

Grants Awarded This Period

Agecny/Foundation	Term	Amount

CDRP10

Michigan Supreme Court

Community Dispute Resolution Program

Grant Period: January 1, 202X - September 30, 202X

Grantee Name:	**Completed By:**

Budget Category	**CDRP Award**	**CDRP Actual**	**CDRP Difference**	**Agency Application Match**	**Agency Actual**	**Agency Difference**
1. Personnel	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
A. Salaries			$0.00			$0.00
B. Fringe Benefits			$0.00			$0.00
2. Accounting			**$0.00**			**$0.00**
3. Training	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
A. Mediator			$0.00			$0.00
B. Technical Assistance			$0.00			$0.00
4. Contractual			**$0.00**			**$0.00**
5. Travel			**$0.00**			**$0.00**
6. Equipment			**$0.00**			**$0.00**
7. Operating Expense	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
A. Occupancy			$0.00			$0.00
B. Supplies			$0.00			$0.00
C. Telephone & Internet			$0.00			$0.00
D. Postage			$0.00			$0.00
E. Printing			$0.00			$0.00
F. Insurance - Liability			$0.00			$0.00
G. Insurance - Mediator			$0.00			$0.00
8. Advertising			**$0.00**			**$0.00**
9. Other	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
A. Meeting Expenses			$0.00			$0.00
B. Audit			$0.00			$0.00
C. Other			$0.00			$0.00
D.			$0.00			$0.00
E.			$0.00			$0.00
F.			$0.00			$0.00
G.			$0.00			$0.00
Total	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**

CDRP10

Michigan Supreme Court

Community Dispute Resolution Program

Grant Period: January 1, 2022 - September 30, 2022

Grantee Name:	**Completed By:**

Budget Category	**Other Grants Application Match**	**Other Grants Actual**	**Other Grants Difference**	**Inkind Application Match**	**Inkind Match Donated/Volunteered**
1. Personnel	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
A. Salaries			$0.00		
B. Fringe Benefits			$0.00		
2. Accounting			**$0.00**		
3. Training	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
A. Mediator			$0.00		
B. Technical Assistance			$0.00		
4. Contractual			**$0.00**		
5. Travel			**$0.00**		
6. Equipment			**$0.00**		
7. Operating Expense	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
A. Occupancy			$0.00		
B. Supplies			$0.00		
C. Telephone & Internet			$0.00		
D. Postage			$0.00		
E. Printing			$0.00		
F. Insurance - Liability			$0.00		
G. Insurance - Mediator			$0.00		
8. Advertising			**$0.00**		
9. Other	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
A. Meeting Expenses			$0.00		
B. Audit			$0.00		
C. Other			$0.00		
D.			$0.00		
E.			$0.00		
F.			$0.00		
G.			$0.00		
Total	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**

CDRP10
Michigan Supreme Court
Community Dispute Resolution Program

Center: _____ **Reporting Period:** January 1, 2022 - September 30, 2022

Instructions

Please list the description, number of units, unit rate, total value and the basis for calculation for each item used as match.

Description	Number of Units	Unit Rate	Total Value of Match	Basis of Calculation
Volunteer Mediator Time		$212.00		CDRP Policies & Procedures Manual
Volunteer Trainer Time		$212.00		CDRP Policies & Procedures Manual
Volunteer Clerical Time		$16.00		CDRP Policies & Procedures Manual
Volunteer Specialist Time		$18.00		CDRP Policies & Procedures Manual
Volunteer Coordinator Time		$25.00		CDRP Policies & Procedures Manual
Total				

CDRP10
Michigan Supreme Court
Community Dispute Resolution Program

Center: _____ **Reporting Period:** January 1, 2022 - September 30, 2022

Instructions

Please list all sources of revenue collected for the grant period, regardless of whether or not it was expended in the period. Extra rows may be added to the report. Do not include the Community Dispute Resolution Program grant award.

Category of Revenue	Award Period	Individual Amount	Total Amount for Type
Business/Foundation Grants:			$0.00
1.			
2.			
3.			
Service Contracts:			$0.00
1.			
2.			
3.			
Grants:			$0.00
1.			
2.			
3.			
4.			
Training Revenue			$0.00
Fundraising Events			$0.00
Case Fees			$0.00
Donations			$0.00
Interest			$0.00
Other (describe):			$0.00
1.			
2.			
3.			
Grand Total			$0.00

Report of In-kind Match (One Year)

CDRP11a
Michigan Supreme Court
Community Dispute Resolution Program

Reporting Period: Annual ☐
Other ☐ _____

Center: _____ **Report By:** _____

Instructions

Please list the description, number of units, unit rate, total value and the basis for calculation for each item used as match.

Description	Number of Units	Unit Rate	Total Value of Match	Basis of Calculation
Volunteer Mediator Time		$212.00		CDRP Policies & Procedures Manual
Volunteer Trainer Time		$212.00		CDRP Policies & Procedures Manual
Volunteer Clerical Time		$16.00		CDRP Policies & Procedures Manual
Volunteer Specialist Time		$18.00		CDRP Policies & Procedures Manual
Volunteer Coordinator Time		$25.00		CDRP Policies & Procedures Manual
Total				

Report of Revenue Sources (One Year)

CDRP11b
Michigan Supreme Court
Community Dispute Resolution Program

Reporting Period: Annual ☐ _____
Other ☐ _____

Center: _____ **Report By:** _____

Instructions

Please list all sources of revenue collected for the grant period, regardless of whether or not it was expended in the period. Do not include the Community Dispute Resolution Program grant award.

Category of Revenue	Award Period	Individual Amount	Total Amount for Type
Business/Foundation Grants:			$0.00
1.			
2.			
3.			
Service Contracts:			$0.00
1.			
2.			
3.			
Grants:			$0.00
1.			
2.			
3.			
4.			
Training Revenue			$0.00
Fundraising Events			$0.00
Case Fees			$0.00
Donations			$0.00
Interest			$0.00
Other (describe):			$0.00
1.			
2.			
3.			
Grand Total			$0.00

Application for Budget Amendment **Must be Submitted with CDRP01**

CDRP15
Michigan Supreme Court
Community Dispute Resolution Program

Award Period: _____

Date: _____

Center: _____ **Report By:** _____

This request is for:

☐Biennial Adjustment ☐Same level of funding ☐Increase level of funding ☐Decrease level of funding

Note: If requesting a change to one of the following line items: salaries, fringe benefits, travel, occupancy, or advertising, please use the format illustrated in Section 10.9 of the P & P Manual to complete the description and budget narrative section for the requested line item changes.

Budget Category:

	Current Approved Amount	Amended Request	Difference	Description and Budget
CDRP Funds				
Agency Funds				
Other Grants				
TOTAL				

Budget Category:

	Current Approved Amount	Amended Request	Difference	Description and Budget
CDRP Funds				
Agency Funds				
Other Grants				
TOTAL				

Budget Category:

	Current Approved Amount	Amended Request	Difference	Description and Budget
CDRP Funds				
Agency Funds				
Other Grants				
TOTAL				

Annual Equipment Inventory

CDRP16
Michigan Supreme Court
Community Dispute Resolution Program

Reporting Period: Annual ☐
Other ☐ _____

Center: _____ **Report By:** _____

Instructions

This form should be used to record all individual equipment purchases over $1,000 made with CDRP funds.

Description	Model Number	Serial Number	Purchase Price	CDRP Expense
Total				