



STANDARD AGREEMENTS EGrAMS GRANTEE TRAINING

Presentation by:

Michigan Department of Health & Human Services
Bureau of Grants and Purchasing
Grants Section

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Click on the link to go to that section

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**Contact EGrAMS System Administrator at
MDHHS-EGRAMS-HELP@michigan.gov or
 517-335-3359**

Important Information

☆ Validating your workstation is necessary to ensure that your computer is compatible with the EGrAMS system.

☆ This system is only compatible with **Microsoft Internet Explorer 5.5** and above.

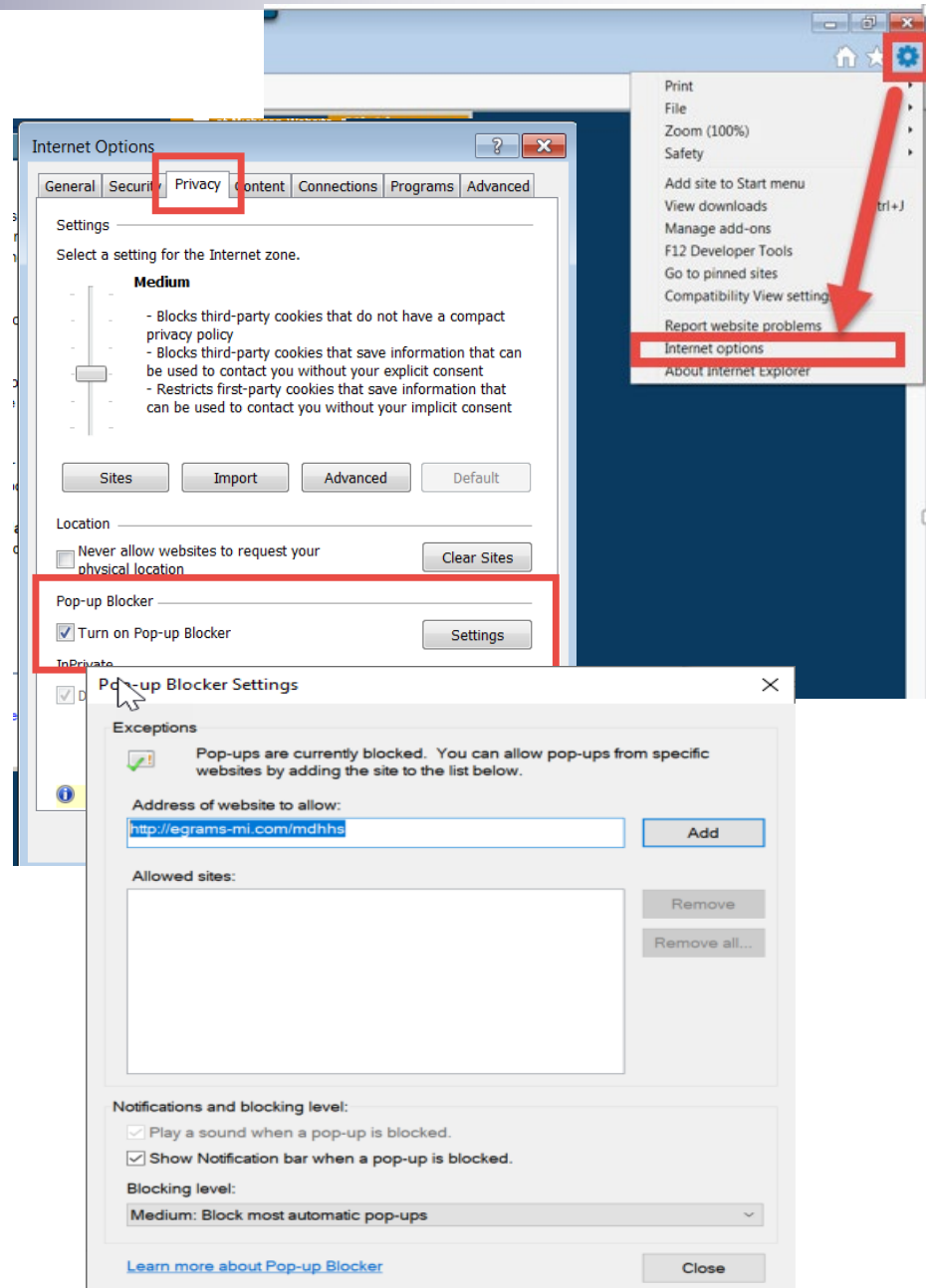
☆ **NOTE:** Other web browsers (such as: Google Chrome, Firefox, Safari, etc.) are *not* supported and will not allow the user to complete tasks properly in EGrAMS)

Do NOT contact HTC or the DTMB Helpdesk with EGrAMS issues. Contact EGrAMS System Administrator:
at MDHHS-EGRAMS-HELP@michigan.gov or 517-335-3359

Enabling Pop-ups

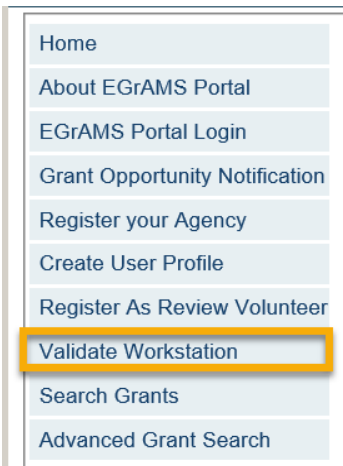
Pop-ups must be allowed for EGrAMS to operate correctly.

1. Click on the settings tool in Internet Explorer
2. Select 'Internet options'
3. On the screen that comes up, select the 'Privacy tab'.
4. On the same screen click on the 'Settings' button
5. Enter <https://egrms-mi.com> in the address box
6. Click 'Add'
7. Click 'Close'
8. On the final screen click 'Ok'

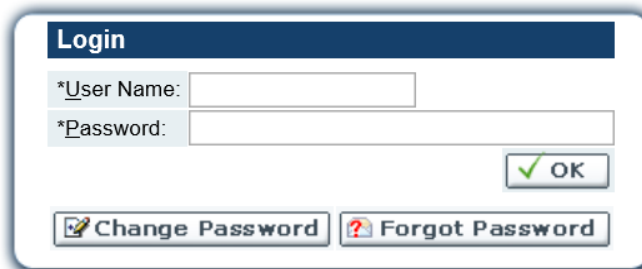


Steps to Validate Workstation

1. Enter <https://egrans-mi.com/portal> in your internet explorer browser
2. Select '**Validate Workstation**' from the 'Navigation Menu' option.



A vertical navigation menu with the following items: Home, About EGrAMS Portal, EGrAMS Portal Login, Grant Opportunity Notification, Register your Agency, Create User Profile, Register As Review Volunteer, **Validate Workstation** (highlighted with an orange border), Search Grants, and Advanced Grant Search.



A login form titled "Login" with a dark blue header. It contains two input fields: "*User Name:" and "*Password:". To the right of the password field is a green "OK" button with a checkmark. Below the input fields are two buttons: "Change Password" with a pencil icon and "Forgot Password" with a question mark icon.

Enter User Name and Password.

Note: Password is case sensitive.

Validate Workstation

3. Click on the 'Validate' button

The screenshot shows the 'Validate Workstation' page on the EGrAMS website. On the left is a navigation menu with links: Home, About EGrAMS Portal, EGrAMS Portal Login, Grant Opportunity Notification, Register your Agency, Create User Profile, Register As Review Volunteer, Validate Workstation, Search Grants, and Advanced Grant Search. The main content area is titled 'Minimum requirements for using the eGrams web application'. It contains the following text: 'To fully access all of the technologies used within the EGrAMS site, please adhere to the following minimum requirements:'. Below this are three sections: 'Browsers Supported' (IE 9.0 and above), 'Monitor size/resolution' (800x600 Resolution), and 'JavaScript Support'. A 'Validate' button is highlighted with a yellow box. Below the button, there are labels for 'JavaScript enabled:', 'Popups enabled:', and 'Supported Browser:', with a note '(Validated only if Javascript is enabled.)' next to the 'Popups enabled:' label.

Once the Validate button has been clicked, the system should display the validation results.

Validate Workstation

If all the check marks are green, your computer meets the minimum requirements to use EGrAMS.

- Home
- About EGrAMS Portal
- EGrAMS Portal Login
- Grant Opportunity Notification
- Register your Agency
- Create User Profile
- Register As Review Volunteer
- Validate Workstation
- Search Grants
- Advanced Grant Search

Minimum requirements for using the eGrms web application

To fully access all of the technologies used within the EGrAMS site, please adhere to the following minimum requirements: ^

Browsers Supported

IE 9.0 and above


Some browsers and platforms may not display pages in a consistent manner or support all of functionality of the site. It is encouraged that you upgrade to the most recent versions [download Internet Explorer](#).

Monitor size/resolution

800x600 Resolution

Recommendations : In order to view this web site in it's full capacity, it is recommended that your resolution be set at 1024 X 768.

JavaScript Support

Click on validate button to test your browser 

JavaScript enabled :

Popups enabled : Validated only if Javascript is enabled.)

Supported Browser :

Validate Workstation

If there is a red mark, your computer failed to meet the minimum requirements to use EGrAMS.

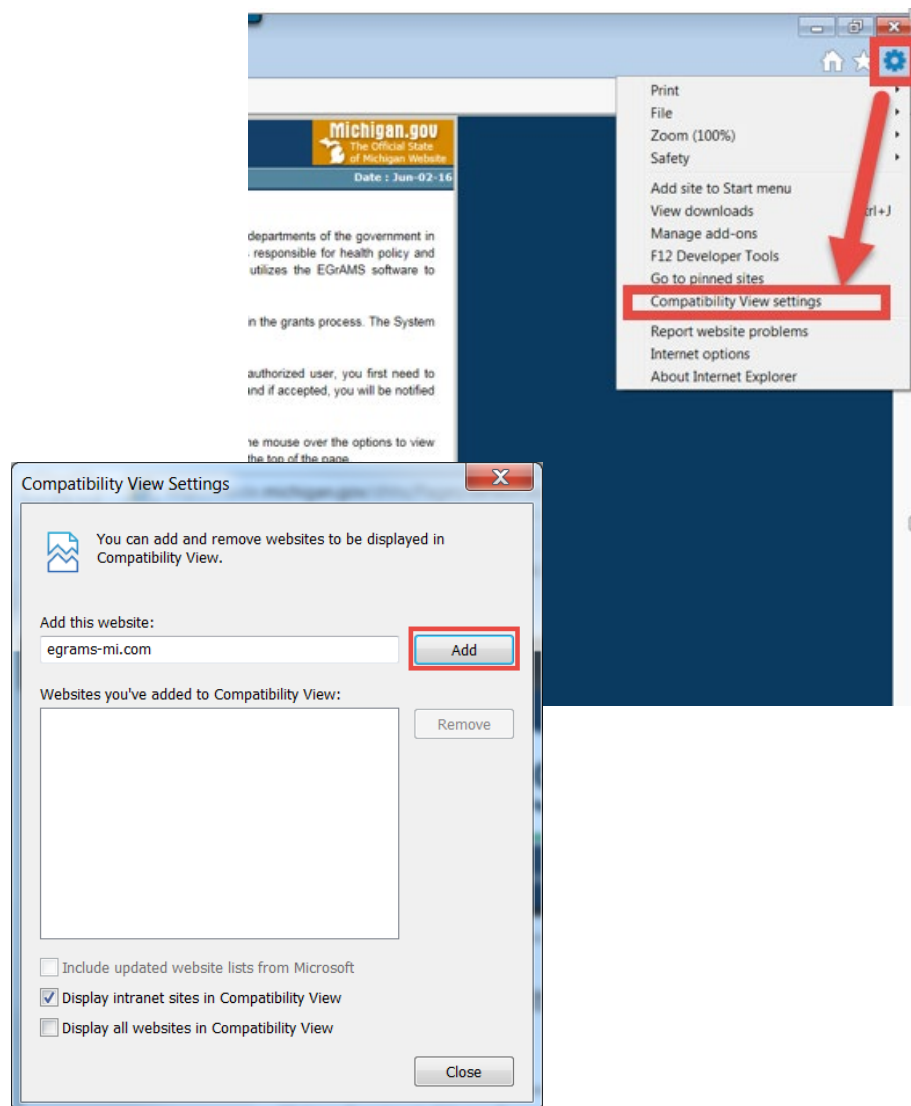
<ul style="list-style-type: none"> Home About EGrAMS Portal EGrAMS Portal Login Grant Opportunity Notification Register your Agency Create User Profile Register As Review Volunteer Validate Workstation Search Grants Advanced Grant Search 	<div style="background-color: #003366; color: white; padding: 5px; font-weight: bold;">Minimum requirements for using the eGrAMS web application</div> <p>To fully access all of the technologies used within the EGrAMS site, please adhere to the following minimum requirements: ^</p> <p><u>Browsers Supported</u></p> <p>IE 9.0 and above</p> <p><i>Some browsers and platforms may not display pages in a consistent manner or support all of functionality of the site. It is encouraged that you upgrade to the most recent versions download Internet Explorer.</i></p> <p><u>Monitor size/resolution</u></p> <p>800x600 Resolution</p> <p><i>Recommendations : In order to view this web site in it's full capacity, it is recommended that your resolution be set at 1024 X 768.</i></p> <p><u>JavaScript Support</u></p> <p>Click on validate button to test your browser Validate</p> <p>JavaScript enabled : <input checked="" type="checkbox"/></p> <p>Popups enabled : <input checked="" type="checkbox"/> (Validated only if Javascript is enabled.)</p> <p>Supported Browser : <input checked="" type="checkbox"/></p>
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- If pop ups are being blocked, go to Internet Explorer settings and enable pop-ups (See page 4).
- Once all the errors have been corrected, please validate workstation again.

Compatibility View

To enable Compatibility View for specific a Web site that is not displaying correctly these steps:

1. Click the '**Tools**' menu and highlight '**Compatibility View Settings**'.
2. Key in the website URL address
<https://egrans-mi.com/mdhhs>
3. Click 'Add'
The website will be added to the Compatibility View box. EGrAMS should operate correctly in the **Internet Explore** browser.
4. Click the 'Close' button when done.



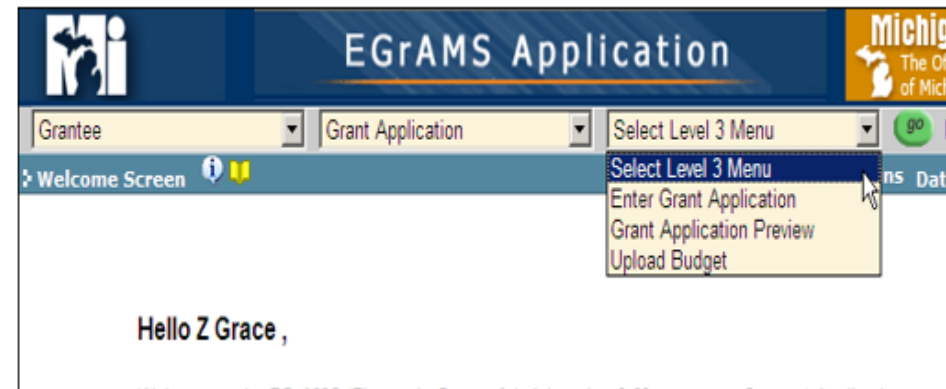
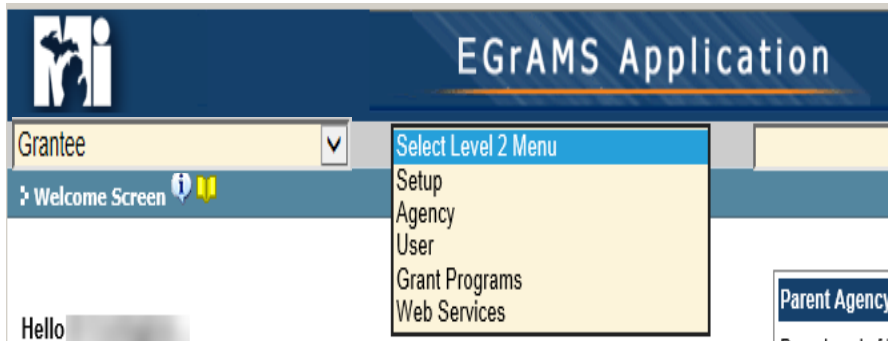
Portal vs. MDHHS

<https://egrams-mi.com/portal/user/Home.aspx>

- Create User and Agency Profiles
- Maintain User and Agency Profiles
- The second level choices will be different (i.e. 'Setup', 'User', 'Agency')

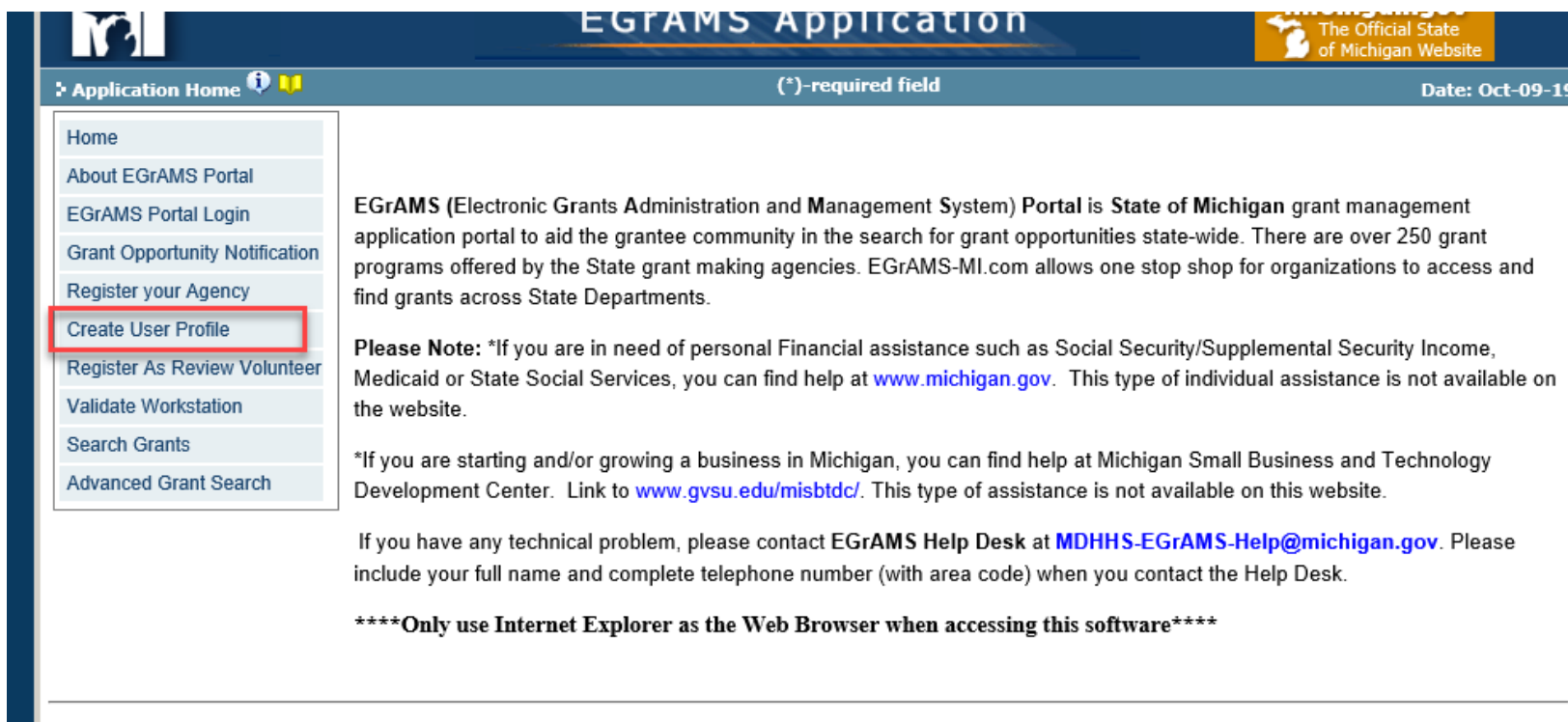
<https://egrams-mi.com/mdhhs/user/home.aspx>

- Access to Applications
- Enter Applications
- Enter Progress Reports
- Assign Users
- View Agreements



Creating User Profile

- Go to Portal website <https://egrans-mi.com/portal/user/Home.aspx>
- Select 'Create User Profile' hyperlink from the 'Navigation Menu' option.



EGrAMS Application The Official State of Michigan Website

Application Home (*)-required field Date: Oct-09-19

Home
About EGrAMS Portal
EGrAMS Portal Login
Grant Opportunity Notification
Register your Agency
Create User Profile
Register As Review Volunteer
Validate Workstation
Search Grants
Advanced Grant Search

EGrAMS (Electronic Grants Administration and Management System) Portal is State of Michigan grant management application portal to aid the grantee community in the search for grant opportunities state-wide. There are over 250 grant programs offered by the State grant making agencies. EGrAMS-MI.com allows one stop shop for organizations to access and find grants across State Departments.


Please Note: *If you are in need of personal Financial assistance such as Social Security/Supplemental Security Income, Medicaid or State Social Services, you can find help at www.michigan.gov. This type of individual assistance is not available on the website.

*If you are starting and/or growing a business in Michigan, you can find help at Michigan Small Business and Technology Development Center. Link to www.gvsu.edu/misbt/dc/. This type of assistance is not available on this website.

If you have any technical problem, please contact EGrAMS Help Desk at MDHHS-EGrAMS-Help@michigan.gov. Please include your full name and complete telephone number (with area code) when you contact the Help Desk.

******Only use Internet Explorer as the Web Browser when accessing this software******

Creating User Profile

- The User Profile screen will be displayed (as shown).
- Enter your information
- **Designation/Title:** Enter your role at your agency.
- **Role Code:** Only Select 'GRANTEE'
- **Parent Agency:** Using the look up icon,  select your agency name
- **Agency Xref:** Click on 'Setup Your Role for Grantor Agencies'.
 - A pop-up window displays the User Cross-Reference screen, as shown.
 - Agency: Select 'Department of Health and Human Services' from the 'Lookup' icon.
 - Role: Select 'Grantee' using the 'Lookup' icon.
 - Click 'OK' to save. The pop-up window will close. Continue creating the User Profile


User Details

*Login Name: SmithB12
 *Password: *Confirm Password:
 Prefix: [v]
 *First Name: Bob *Last Name: Smith
 *Display Name: B Smith
 *Address Line 1: 123 Any Street
 Address Line 2:
 *City: Any Town *State: MI *Zip 1: 48910 Zip 2:
 *Phone: (517) 123-4567 Phone Extension: 240
 Fax: (517) 234-5678 Menu Style: Drop Down List v
 *e-Mail Address: SmithB@anyagency.com
 Designation/Title: ACCT Accountant *Role Code: GRANT Grantee
 Parent Agency: [v]
 *County: 001 Alcona
 Photo: [Browse...] Signature: [Browse...]
 Agency Xref: [Setup Your Roles For Grantor Agencies](#)

User Cross-Reference

Agency	Role
<input checked="" type="checkbox"/> <input type="checkbox"/> DCH001 Michigan Department of Health and Human	GRANTE Grantee
<input type="checkbox"/> <input type="checkbox"/>	
<input type="checkbox"/> <input type="checkbox"/>	
<input type="checkbox"/> <input type="checkbox"/>	
<input type="checkbox"/> <input type="checkbox"/>	
<input type="checkbox"/> <input type="checkbox"/>	

Creating User Profile

- Click 'Show Security'
 - The window expands, you may need to scroll down
 - Select a security question, using the 'Lookup' icon. 
 - Enter the respective answer to your selected security question
 - **Entry is case sensitive**
 - Click 'OK' to create your user profile
 - Click 'Cancel' to discard

User Details	
*Display Name:	B Smith
*Address Line 1:	123 Any Street
Address Line 2:	
*City:	Any Town
*State:	MI
*Zip 1:	48933
Zip 2:	
*Phone:	(517) 123-4567
Phone Extension:	240
Fax:	(517) 234-5678
Menu Style:	Drop Down List
*e-Mail Address:	SmithB@anyagency.net
Designation/Title:	ADM Administrator
*Role Code:	GRANT Grantee
Parent Agency:	26-2990323 4 Sisters for Seniors, Inc.
*County:	065 Ingham
Agency Xref	Setup Your Roles For Grantor Agencies
Password Reset:	<input type="radio"/> Yes <input checked="" type="radio"/> No
User Status:	Active
Security Question 1:	What is the name of your dog?
*Security Answer 1:	Winston
Security Question 2:	
Security Answer 2:	

- *All Users need a user name and password to access EGrAMS.*
- *All Users manage their own password (alphanumeric **only**).*
- *You need to create your User Profile only **once**.*
- *Your User status will be 'Inactive' until the 'Project Director' from your agency activates the user and assigns you to a grant program. **Once activated**, the system sends the user an email notifying them their account has been activated.*

Becoming a EGrAMS User

After creating your User Profile:

- Contact your Agency's 'Project Director' to activate your User account within EGrAMS.
- NOTE:** No 'Profile Completion' email will be sent.
- Users do **not** have access to the Grant Application until activated by the Project Director.
- Once the Project Director has activated the new User's account, a 'Confirmation' email will then be sent directly to the new User via the EGrAMS System. **NOTE:** If you lock yourself out of the system (i.e. de-activate your account), the Project Director must re-activate your account.

e-Mail Messages Date : Oct-15-19

Subject : User Activation for {f_name} {l_name} in EGrAMS

Message :

Dear {f_name} {l_name},
{agency_name}

Your user profile with user_name {user_name} has been activated in the Michigan Department of Health and Human Services (MDHHS) portal. You may log into the EGrAMS Application <http://egramsmi.com/mdhhs> to review your projects and access the various functions based on your role.

You may change your user information after logging in to EGrAMS. Please note that Role and Parent Agency can only be changed by a MI E-Grants System Administrator.

Technical assistance regarding your user profile should be directed to MI E-Grants Help Desk at (517) 335-3359 or email MDHHS-EGRAMS-HELP@michigan.gov.

MI E-Grants Administrator

Managing your User Profile

- Log into the **PORTAL** website <https://egrams-mi.com/portal/user/Home.aspx>
- Select: Grantee > User > Users
- Select 'Change'
- Enter your login name
- Click 'Find'
- Make any changes
- Click 'Ok' to save changes

Note: You can NOT change your login name or Parent Agency

The screenshot shows the EGrAMS Application interface. At the top, there is a navigation bar with 'Grantee', 'User', and 'Users' dropdown menus. The 'Change' button is highlighted with a red box. Below the navigation bar, there are buttons for 'Add', 'Change', 'Delete', and 'Review'. The main content area is titled 'User Details' and contains a form with various fields for user information. At the bottom of the form, there are 'Find', 'OK', and 'Cancel' buttons. A footer section contains the user name and agency information, along with a list of links for Michigan.gov Home, EGrAMS Home, EGrAMS Menu, Contact EGrAMS, Contact Information, State Web Sites, Privacy Policy, Link Policy, Accessibility Policy, and Security Policy.

*Login Name:	<input type="text"/>	*Confirm Password:	<input type="text"/>
*Password:	<input type="text"/>	*Last Name:	<input type="text"/>
Prefix:	<input type="text"/>	*Display Name:	<input type="text"/>
*First Name:	<input type="text"/>	*Address Line 1:	<input type="text"/>
*Address Line 2:	<input type="text"/>	Address Line 2:	<input type="text"/>
*City:	<input type="text"/>	*State:	MI
*Phone:	<input type="text"/>	*Zip 1:	<input type="text"/>
Fax:	<input type="text"/>	Zip 2:	<input type="text"/>
*e-Mail Address:	<input type="text"/>	Phone Extension:	<input type="text"/>
Designation/Title:	DEPTA Departmental Analyst	Menu Style:	Dynamic
*Role Code:	<input type="text"/>	*County:	065 Ingham
Parent Agency:	00-00000 Department of Information Technology - EGrAMS Portal	Photo:	<input type="text"/> Browse...
Signature:	<input type="text"/> Browse...	Agency Xref:	Setup Your Roles For Grantor Agencies

Changing Your Password

To change your password, select 'EGrAMS Login' from the navigation menu, click the 'Change Password' button.

The system will display the change password screen:

- ❑ Enter your User Name and old Password.
- ❑ Enter your new Password & retype new Password (alphanumeric **only**).
- ❑ Click 'OK' to save new Password.
- ❑ Click 'Cancel' to discard.

If your user name or password are incorrect, the system will display:

- ❑ An error information message.
- ❑ Try again, use the 'Forgot Password' option, see next slide

NOTE: Password expires every 120 days

You may **Change** your password, if:

Your password has expired or you are warned your password will expire in 7 days

The image shows a close-up of the 'Login' form. It has two input fields: '*User Name:' and '*Password:'. Below the password field is a green checkmark and the text 'OK'. At the bottom, there are two buttons: 'Change Password' (with a pencil icon) and 'Forgot Password' (with a question mark icon). The 'Change Password' button is highlighted with a red rectangular border.

The image is a screenshot of the EGrAMS Application web interface. At the top, there is a navigation bar with the MDHHS logo, 'EGrAMS Application' text, and the Michigan.gov logo. Below the navigation bar is a header area with 'EGrAMS Login', a help icon, a status icon, and the text '(*) - Required field' and 'Date : Oct-17-19'. On the left side, there is a vertical navigation menu with various options like 'Home', 'About EGrAMS', 'EGrAMS Login', 'Validate Workstation', 'Register your Agency', 'Create User Profile', 'Project Director Request', 'Grant Opportunity Notification', 'Search Grants', 'Current Grants', 'Aging and Adult Services', 'Bureau of Community Services', 'Bureau of Community Services MA', 'Behavioral Hlth and Dev Disabilities Adm', 'Behavioral Hlth and Dev Dis Adm Standard', and 'Community Action & Economic Opportunity'. The main content area on the right displays the 'Login' form, which is identical to the one shown in the close-up above. Below the form, there is a message: 'Enter User Name and Password. Note: Password is case sensitive.'

Forgot Password

To reset your password, select 'EGrAMS Login' from the Navigation Menu option, click the 'Forgot Password' button.

The screenshot shows the 'Login' form with fields for '*User Name:' and '*Password:'. Below these fields is an 'OK' button. At the bottom of the form, there are two buttons: 'Change Password' and 'Forgot Password'. The 'Forgot Password' button is highlighted with a red rectangular box.

The system will display the reset password screen.

- Enter your 'User Name', click the tab key.
- Your security question(s) that you registered with your User Profile will appear.
- Enter the answer to your security question(s).
- Enter your new Password & retype new Password (alphanumeric **only**).
- 'OK' to save new Password.
- 'Cancel' to discard the change.

If your User name or security question answers are incorrect, the system will display:

- An error information message.
- Try again OR call the EGrAMS Helpdesk

The screenshot shows the 'Forgot Password' screen. On the left is a navigation menu with the following items: Home, About EGrAMS Portal, EGrAMS Portal Login, Grant Opportunity Notification, Register your Agency, Create User Profile, Register As Review Volunteer, Validate Workstation, Search Grants, and Advanced Grant Search. The main content area is titled 'Reset Password' and contains the following fields: '*User Name:', 'Security Question 1:', '*Security Answer 1:', 'Security Question 2:', '*Security Answer 2:', '*New Password:', and '*Retype New Password:'. At the bottom right of the form are 'OK' and 'Cancel' buttons.

Note: Contact the EGrAMS Help Desk with Questions: MDHHS-EGRAMS-HELP@michigan.gov or (517) 335-3359

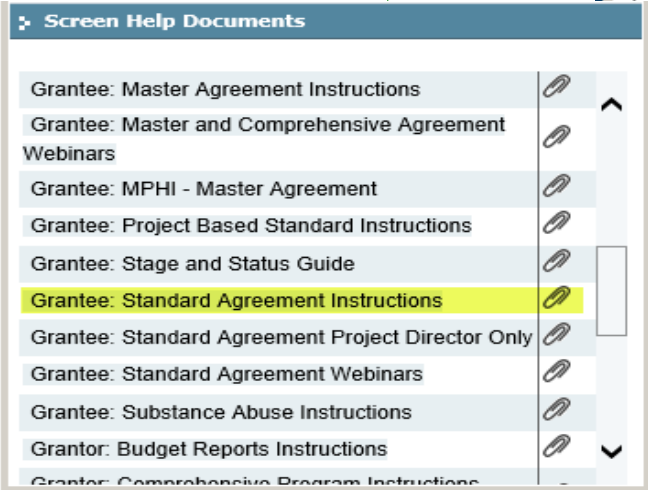
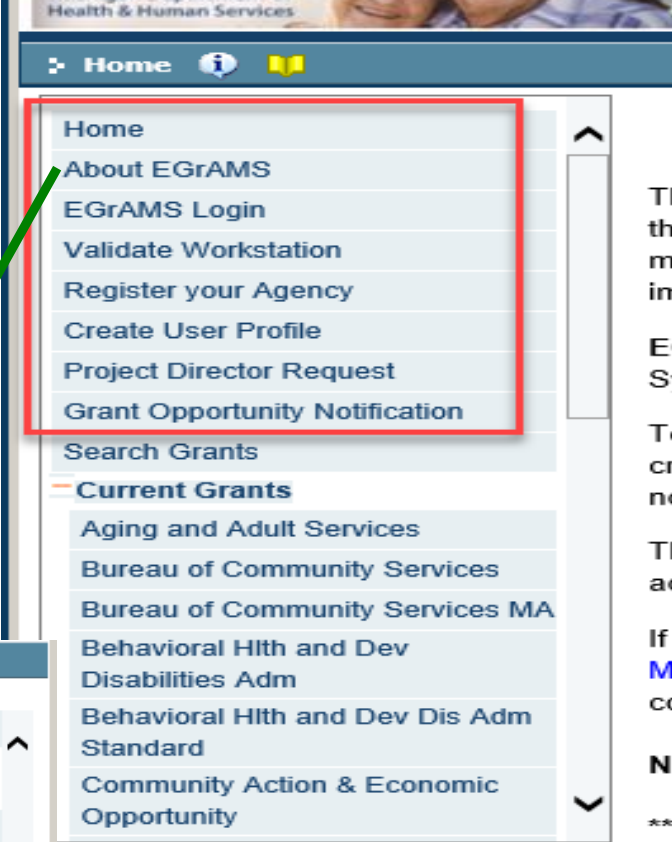
Navigating with EGrAMS

- Navigation Menu
- Obtaining General Grant Program Information
- System Navigation Tools
- Menu Styles
- System Messages
- System Warnings

Navigation Menu

Options on the 'Home' page that can be accessed without logging into the system:

- About EGrAMS (Click for Training Manuals)
- EGrAMS Login
- Validate Workstation
- Register your agency
- Create User Profile
- Project Director Request
- Grant Opportunity Notification
- Search for Grants



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Obtaining General Grant Program Information

1. Click 'Search Grants' to look up specific grants
2. Under 'Current Grants' select the program office to see current grants under that program

Current Grants

Home
About EGrAMS
EGrAMS Login
Validate Workstation
Register your Agency
Create User Profile
Project Director Request
Grant Opportunity Notification
Search Grants
Current Grants
Aging and Adult Services
Bureau of Community Services
Bureau of Community Services MA
Behavioral Hlth and Dev Disabilities Adm
Behavioral Hlth and Dev Dis Adm Standard
Community Action & Economic Opportunity

Category: Aging and Adult Services
Option: Open All

Program	Description	Effective From Date	Effective To Date	Submission Date
PRVNT-2020	Prevent Elder and Vulnerable Adult Abuse, Exploitation, Neglect Today - 2020	10/1/2019	9/30/2020	7/25/2019
DDC-2019	Diversity in Dementia Care - 2019	3/1/2019	12/3/2019	4/30/2019
MIPPA-2019	Medicare Improvements for Patients and Providers - 2019	10/1/2018	9/30/2019	11/10/2018
FGP-2019	Foster Grandparent Program - 2019	10/1/2018	9/30/2019	9/28/2018
MATF-2019	Merit Award Trust Fund - 2019	10/1/2018	9/30/2019	9/28/2018
RSVP-2019	Retired Senior Volunteer Program - 2019	10/1/2018	9/30/2019	9/28/2018
SCP-2019	Senior Companion Program - 2019	10/1/2018	9/30/2019	9/28/2018
SLTCO-2019	State Long Term Care Ombudsman Program - 2019	10/1/2018	9/30/2019	9/28/2018

View Synopsis Date: Oct-09-19

Grant Category: Aging and Adult Services Grant Program: Prevent Elder and Vulnerable Adult Abuse, Exploitation, Neglect Today - 2020

General Additional Information Documents

Synopsis

The Aging & Adult Services Agency (AASA), under the Michigan Department of Health and Human Services, has issued a Request for Proposal (RFP) open to Michigan's aging network and its partners to help combat some of the fastest growing crimes in the state, crimes against older adults.

Timeline

RFP Publication Date: 06/21/19 Submission Date / Time: 07/25/2019 03:00:00 PM Approval Date: 09/29/19

Available Funding Amount: 965,000.00 Min. Requested Amount: 25,000.00 Max. Requested Amount: 965,000.00

Technical Assistance Session (Optional)

Srl.	Type	Venue	City	Date	From	To	Online Appl	Map
1	Webinar	Webinar		06/28/19	10:00 AM	12:00 PM	Yes	


Contacts

Name	Email	Title	Telephone	Type
		Manager		Primary

3. Select the grant program and a pop-up window will appear
4. This will contain current information for this grant program

System Navigation Tools

'Lookup' Buttons

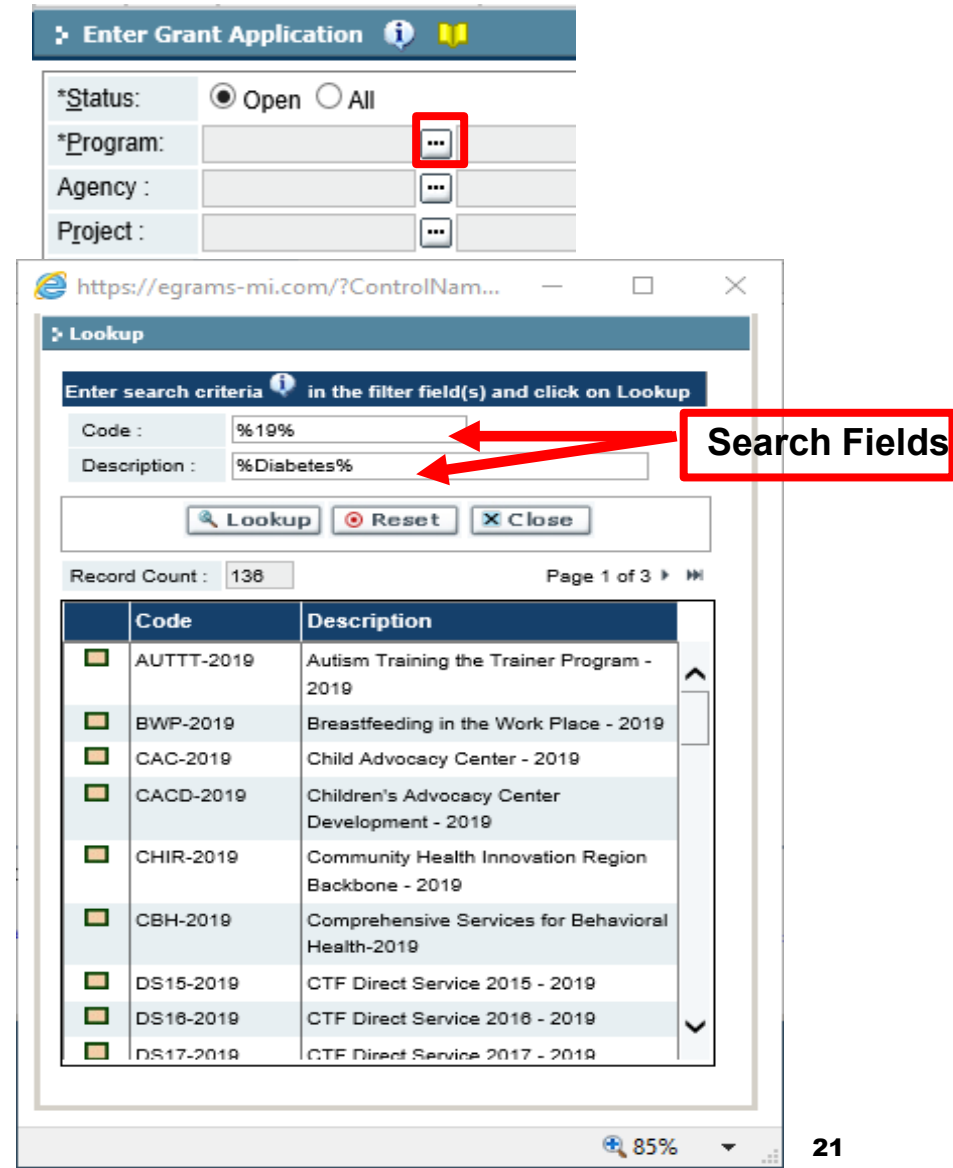
- Allow a user to search options for a various field
- Click on the  'Lookup' icon.
- Based on the field, the system pop-up displays all available options.

Enter desired criteria in the Search Fields:




- User defined search criteria from code and/or description.
- Wild card character is %

Selecting the desired option

- To select the desired option, click in the box, creating a check mark
- The Lookup pop-up will close upon a selection and the selected options will appear in the 'Lookup' field on the parent screen.



The screenshot shows the 'Enter Grant Application' interface. The main window has the following fields:

- *Status: Open All
- *Program: 
- Agency: 
- Project: 

The 'Lookup' pop-up window is titled 'Lookup' and contains the following elements:

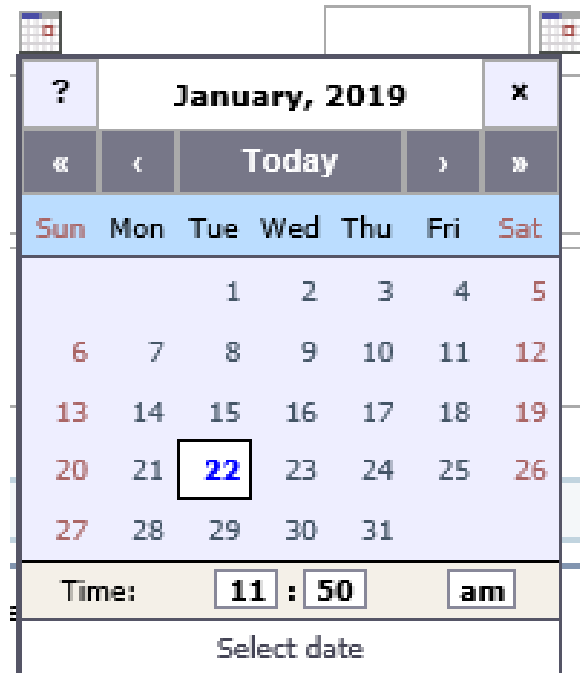
- Header: Enter search criteria in the filter field(s) and click on Lookup
- Code:
- Description:
- Buttons:
- Record Count: 136 Page 1 of 3
- Table of results:

	Code	Description
<input type="checkbox"/>	AUTTT-2019	Autism Training the Trainer Program - 2019
<input type="checkbox"/>	BWP-2019	Breastfeeding in the Work Place - 2019
<input type="checkbox"/>	CAC-2019	Child Advocacy Center - 2019
<input type="checkbox"/>	CACD-2019	Children's Advocacy Center Development - 2019
<input type="checkbox"/>	CHIR-2019	Community Health Innovation Region Backbone - 2019
<input type="checkbox"/>	CBH-2019	Comprehensive Services for Behavioral Health-2019
<input type="checkbox"/>	DS15-2019	CTF Direct Service 2015 - 2019
<input type="checkbox"/>	DS16-2019	CTF Direct Service 2016 - 2019
<input type="checkbox"/>	DS17-2019	CTF Direct Service 2017 - 2019

Red arrows point from the 'Search Fields' label to the search input boxes in the pop-up window.

System Navigation Tools

- **Calendar Lookups** - Calendar Lookups enable users to select the appropriate date value across month, year, etc. as required.

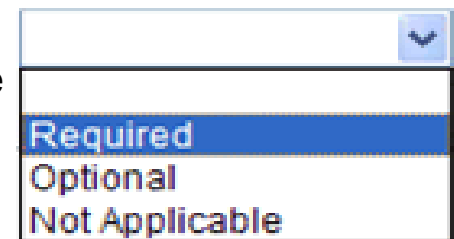


- **Dropdowns**

- Click on the 'Dropdown' icon  to view a list of available options.

- **Selecting the desired option**

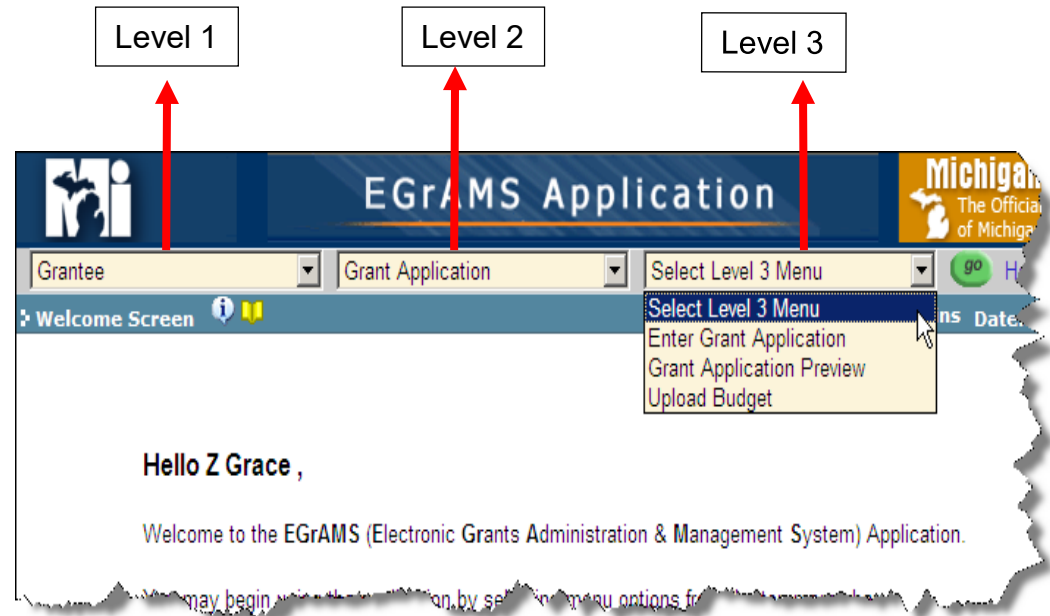
- Click on the displayed option to select the respective choice
- In addition, the user may use the up and down arrow keys to view the available choices.



Menu Styles

EGrAMS supports three type of menus – **Dropdown, Menu List, and Dynamic***

- The **Dropdown Menu** is the default menu choice.
- After logging into EGrAMS successfully, the user can move forward using the Dropdown Menu choices.
- From any screen the User:
 - Selects Level 1 Menu. In this case the user selects **Grantee**.
 - Selects Level 2 Menu. In this case the user selects **Grant Application**.
 - Selects Level 3 Menu. In this case select **Enter Grant Application**.
 - Click on the 'Go' button



*Dynamic is only recommended for advanced system users.

Menu Styles

The **Menu List** is a standard feature and can be accessed from any screen by clicking on the 'EGrAMS Menu' hyperlink located at the bottom of the screen.

The **Menu List** displays all the Action screens a user has access to within the EGrAMS system.

After logging into EGrAMS, the user can move forward using the Menu List by following below instructions:

- From any Action screen, click on the 'EGrAMS Menu' link in the Footer section of the screen.
- The system displays a Menu List, based on the User's assigned Permission Code/Rol within the system.
NOTE: Different permissions display different menu options.
- Select the desired Action screen by clicking on blue hyperlink (a.k.a. Level 3 menu).

The screenshot shows the EGrAMS Application interface. At the top, there is a navigation bar with 'Home' and 'Grantee' tabs, and a 'Logout' link. Below this is a 'User Menu' section with a 'Grantee' link highlighted by a red arrow pointing to a peach-colored bar. Underneath, a 'Project Director' section is highlighted by a red arrow pointing to a gray bar. This section contains a grid of blue hyperlinks: 'Initiate Grant Application', 'Review Allocation', 'Amendment Request', 'Op Advance Request', 'Assign Agency Users', 'Technical Assist. Registration', 'Email Log', 'Assign User to Projects', 'Application Status', and 'Correction Request'. A red arrow points from a yellow box labeled 'Level 3 (blue hyperlinks)' to the 'Application Status' link. Below this is a 'Grant Application' section with links for 'Enter Grant Application', 'Grant Application Preview', and 'Upload Budget'. At the bottom is a 'Reporting' section with links for 'Update Work Plan', 'Progress Reports', and 'Payment Status'. The footer of the page includes user information, navigation links, and copyright information.

User Name: geist1 [L Geist] , Agency: Michigan Department of Health and Human Services

Michigan.gov Home | EGrAMS Home | **EGrAMS Menu** | Contact EGrAMS | Contact Information | State Web Sites | Pending Tasks

Privacy Policy | Link Policy | Accessibility Policy | Security Policy

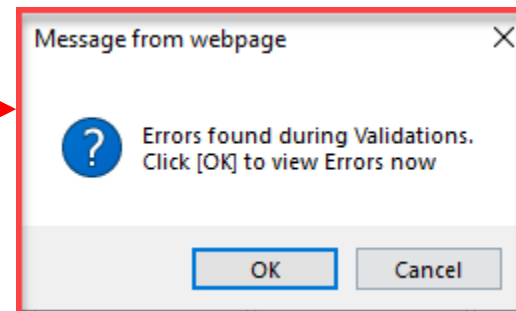
Copyright © 2001-2006 State of Michigan

System Messages

- Expect pop-up messages: they are built into EGrAMS.
- Pop-up messages verify that the information entered by Users is the correct type of information for a given screen or field.
- For example, when EGrAMS validates an application or report, a pop-up will alert the user as to whether errors exist or not.

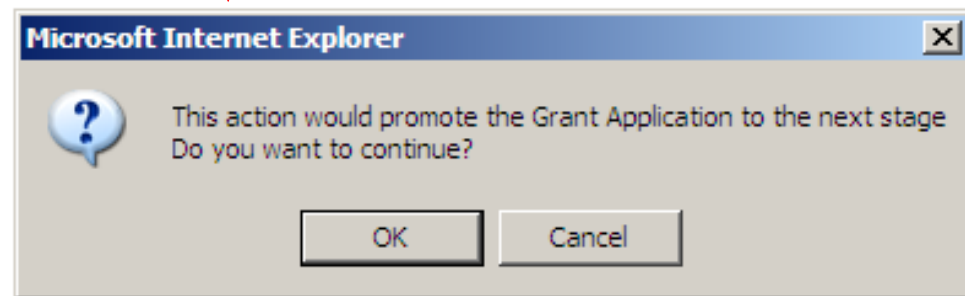
Information Message:

- Displays a pop-up window with the appropriate error or warning message.
- Click on 'OK' to acknowledge the message.





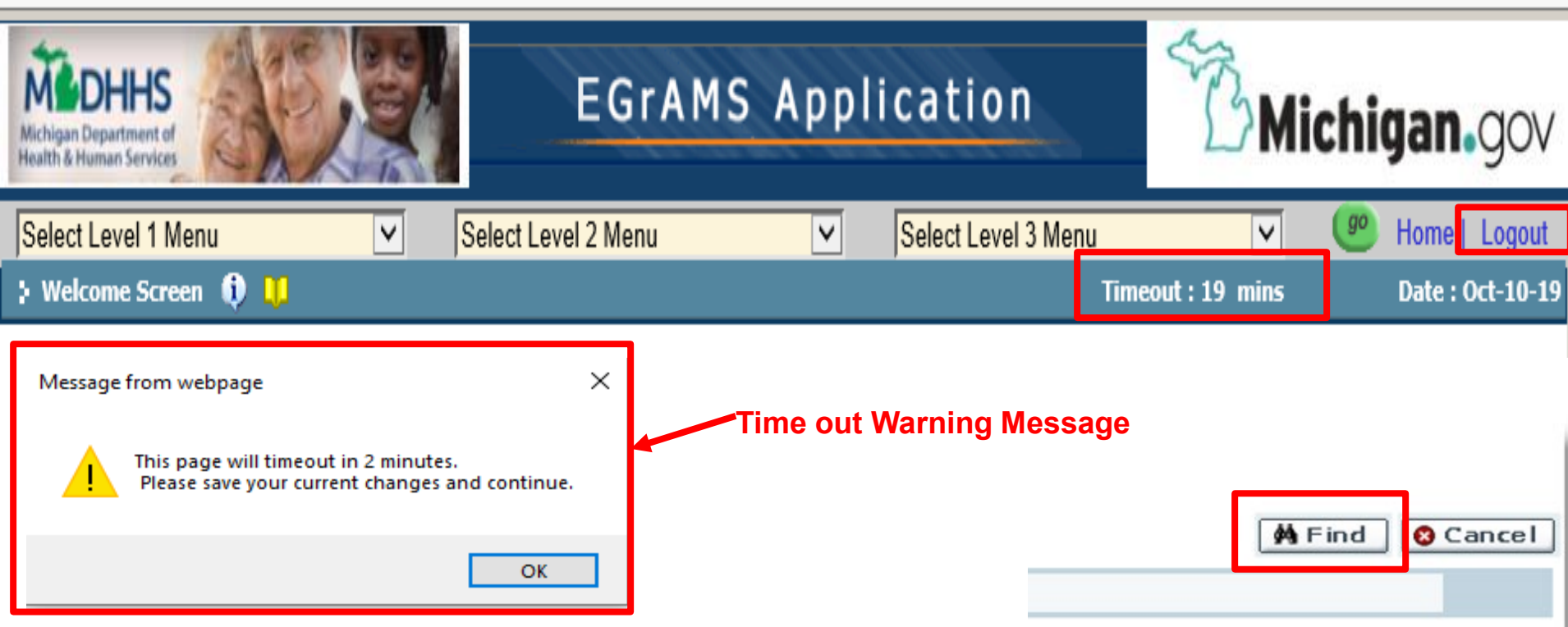
Confirmation Message:

- Displays a pop-up window with the appropriate error, warning, or confirmation message.
- Provides the User a choice to confirm or cancel a certain action.
- Click on 'OK' to confirm.
- Click on 'Cancel' to cancel the action.



WARNING

- **NEVER** use the 'Back' button or the 'Refresh' button from the Internet Explorer browser toolbar.
- Pay attention to the Timeout Left **Timeout Left: 19 mins** display. Save, if applicable, and refresh using the  'Find' button if it gets to 4 minutes.
- The system gives a warning (information) message at 2 minutes.
- Use the 'TAB' key or the mouse to navigate across fields.
- Always  after you complete your work.



The screenshot displays the EGrAMS Application interface. At the top left is the MDHHS logo with the text "Michigan Department of Health & Human Services" and a photo of three people. The center header reads "EGrAMS Application". On the top right is the Michigan.gov logo. Below the header is a navigation bar with three dropdown menus: "Select Level 1 Menu", "Select Level 2 Menu", and "Select Level 3 Menu". To the right of these menus are "go", "Home", and "Logout" buttons. Below the navigation bar is a status bar with "Welcome Screen", an information icon, a help icon, a "Timeout : 19 mins" indicator, and a "Date : Oct-10-19" display. A "Message from webpage" dialog box is open in the foreground, containing a yellow warning triangle icon and the text: "This page will timeout in 2 minutes. Please save your current changes and continue." Below the message is an "OK" button. A red arrow points from the text "Time out Warning Message" to the dialog box. In the background, the "Find" and "Cancel" buttons are also visible and highlighted with red boxes.

System Security

- Role & Permissions in EGrAMS
- Project Director - Assigning Users to Application

Roles & Permissions in EGrAMS

EGrAMS is set up to provide controlled access to the system. Based on the Role, ability to add, modify or delete information is further limited by a User's Permission

- **Permission Codes (all permission codes can do data entry within the system)**

These codes determine what Permissions are given to each User.

Required Roles:

- ❑ **Project Director** – A person from your Agency responsible for performing administrative tasks such as: Assigning other Agency Users, activating and deactivating users, restricting access to projects, etc.
- ❑ **Financial Officer** – Oversees financial operations and submits financial reports for your Agency.
- ❑ **Authorized Official** – Authorized to submit project applications and sign a legal binding agreement on behalf of your Agency.

Other Roles:

- ❑ **Grant Writer** - A person from your Agency responsible for entering grant application information
- ❑ **Report Administrator** – A person from your agency responsible for completing and submitting non-financial reports

Project Director – Assigning Users to Application

ONLY the Agency's Project Director can assign users

- Navigate to: **Grantee > Project Director > Assign Agency Users** on the drop-down menus and click 'GO'

Search by:

- **Grant Program:** Select a Grant Program using the 'Lookup' icon.
- **Agency:** System displays pre-populated information.
- Click 'Find'

Click the 'Assign' button.

User Listing: All registered Users of the system for your agency will appear

- If the User is not shown, verify with the user that he/she has created profile.
- If the User has created a profile and you're still unable to view them in the list contact the EGrAMS Helpdesk

User Status: Check box next to the name of the user to activate user to selected program.

Role: System has pre-populated information.

Project Code	Project Title	Assign To Users							
<input type="checkbox"/> MAP-2012	Michigan Abstinence Program - 2012	<input type="button" value="Assign"/>							
Login Id	User Name	User Status	Role	Perm Code	Appl. Cat.	Perm. Status	Del.		
<input type="checkbox"/> Redrick	Ambra Redrick	<input checked="" type="checkbox"/>	GRANTE	1	Project Director	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Lsandberg	Karen Grunewald	<input checked="" type="checkbox"/>	GRANTE	4	Financial Officer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> jayebond	Jaye Bond	<input checked="" type="checkbox"/>	GRANTE			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> tonesmith	Shanier Smith	<input checked="" type="checkbox"/>	GRANTE			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> frankyA	Frances Adams	<input checked="" type="checkbox"/>	GRANTE	1	Project Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Colemk01	Kenneth Colema	<input checked="" type="checkbox"/>	GRANTE	9	Authorized Official	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> francesadams	Frances Adams	<input checked="" type="checkbox"/>	GRANTE	1	Project Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> francesHadan	Frances Adams	<input checked="" type="checkbox"/>	GRANTE	1	Project Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Frankyadams	Frances Adams	<input checked="" type="checkbox"/>	GRANTE	1	Project Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> kgrunewald	Karen Grunewald	<input type="checkbox"/>	GRANTE			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Project Director – Assigning Users to Application

Until a Project Director activates & assigns a User, the User status is inactive, and they are unable to access the MDHHS website.

Michigan.gov
The Official State of Michigan Website

Grantee: Project Director | Assign Agency Users | Home | Logout

Assign Users | Timeout: 20 mins | Date: Jan-09-12

Specify your search criteria below and Click Find..

Grant Program: MAP-2012 | Michigan Abstinence Program - 2012

Agency: 38-2262856 | St John Community Health Investment Corp

Project Code	Project Title	Assign To Users							
<input type="checkbox"/> MAP-2012	Michigan Abstinence Program - 2012	<input type="button" value="Assign"/>							
Login Id	User Name	User Status	Role	Perm Code	Appl. Cat.	Perm. Status	Del.		
<input type="checkbox"/> Redrick	Ambra Redrick	<input checked="" type="checkbox"/>	GRANTE	1	Project Director	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Lsandberg	Karen Grunewald	<input checked="" type="checkbox"/>	GRANTE	4	Financial Officer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> jayebond	Jaye Bond	<input checked="" type="checkbox"/>	GRANTE			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> tonesmith	Shanier Smith	<input checked="" type="checkbox"/>	GRANTE			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> frankyA	Frances Adams	<input checked="" type="checkbox"/>	GRANTE	1	Project Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Colemk01	Kenneth Colema	<input checked="" type="checkbox"/>	GRANTE	9	Authorized Official	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> francesadams	Frances Adams	<input checked="" type="checkbox"/>	GRANTE	1	Project Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> francesHadan	Frances Adams	<input checked="" type="checkbox"/>	GRANTE	1	Project Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Frankyadams	Frances Adams	<input checked="" type="checkbox"/>	GRANTE	1	Project Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> kgrunewald	Karen Grunewald	<input type="checkbox"/>	GRANTE			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Find OK Cancel

User Status: Allows the User access to the system

- To grant access to system select check box.
- To remove access, uncheck box.

Perm. Status: Allows the User access to the program

- To grant permission access to program select check box.
- To remove access grant permission to program, uncheck box in the perm. status column.

Delete: Allows a user to be deleted from a selected program. (Step can only be done after a user has been assigned to a program).

- Select the red 'X' icon, which turns into a red trash can icon.
- Click 'OK'
- A user cannot be entirely deleted from the system

Project Director – Assigning Users to Application

The Project Director is able to restrict access to specific application sections. By default a user assigned to an application has 'Write' permission to all section levels.

Section	Section Description	Access
GEN	Facesheet	<input type="radio"/> Read <input type="radio"/> Write <input checked="" type="radio"/> NA
CERT	Certifications	<input type="radio"/> Read <input checked="" type="radio"/> Write <input type="radio"/> NA
BUS	Narrative	<input type="radio"/> Read <input checked="" type="radio"/> Write <input type="radio"/> NA
WORK	Work Plan	<input type="radio"/> Read <input checked="" type="radio"/> Write <input type="radio"/> NA
FIN	Budget	<input checked="" type="radio"/> Read <input type="radio"/> Write <input type="radio"/> NA
MISC	Miscellaneous	<input type="radio"/> Read <input checked="" type="radio"/> Write <input type="radio"/> NA

- To restrict/assign access at a section level
 - **Cat. Appl.:** Check the box in the 'Category Application'. This will enable the selection of the category icon specifying further restrictions.
 - **Category:** Click the 'Lookup' icon. (The system will display a pop-up window of the section category screen)

- Section Category Screen
 - **Section:** System section code.
 - **Section Description:** Application Section Name.
 - **Access:** Click on the radio button to select the access type:
 - Read: Read only view of application section.
 - Write: Write to the application section.
 - NA: No Access to the application section.

- 'OK' = save
- 'Cancel' = discard.

- Click 'OK' again on main page to save all user permission changes

Questions?

Grant Application

- Allocation Notification
 - Email Notification
- Accessing Application
- Understanding Application Tools
 - Application Sections (Tabs)
 - Action Buttons
- Application Entry
 - Facesheet
 - Narrative
 - Workplan
 - Budget
 - Misc.
 - Index

Applications and Amendments

- The following instructions (pages 36-82) apply to both original project applications and any project amendments that may be processed during the grant period,
- For Amendments, only the Facesheet, Work Plan and/or Budget sections may be available to update

Show Tree: A navigation tool that assists the grantee in moving to a specific budget category screen by clicking on the link and clicking the 'OK' button.

The screenshot displays the 'Budget' section of the application. At the top, there are tabs for 'Facesheet', 'Certifications', 'Narrative', 'Work Plan', 'Budget', 'Miscellaneous', and 'Index'. Below the tabs are buttons for 'Save', 'Save +', 'Validate', 'Errors', 'PDF', and 'Copy'. The main content area is titled '8. Budget Detail' and shows 'Category : Program Expenses - Salary & Wages' and 'Classification Seq. : 1'. Below this is a table with a 'Description' column and several rows with checkboxes and ellipsis icons. At the bottom, there is a 'Comment Line:' field. On the right side, there is a 'Show Instructions' button and a table with 'Amount' and 'Notes' columns. A 'Show Tree' dialog box is overlaid on the right, showing a hierarchical tree structure. A purple arrow points from the 'Show Tree' button in the top right to the 'Show Tree' dialog box. The tree structure is as follows:

```

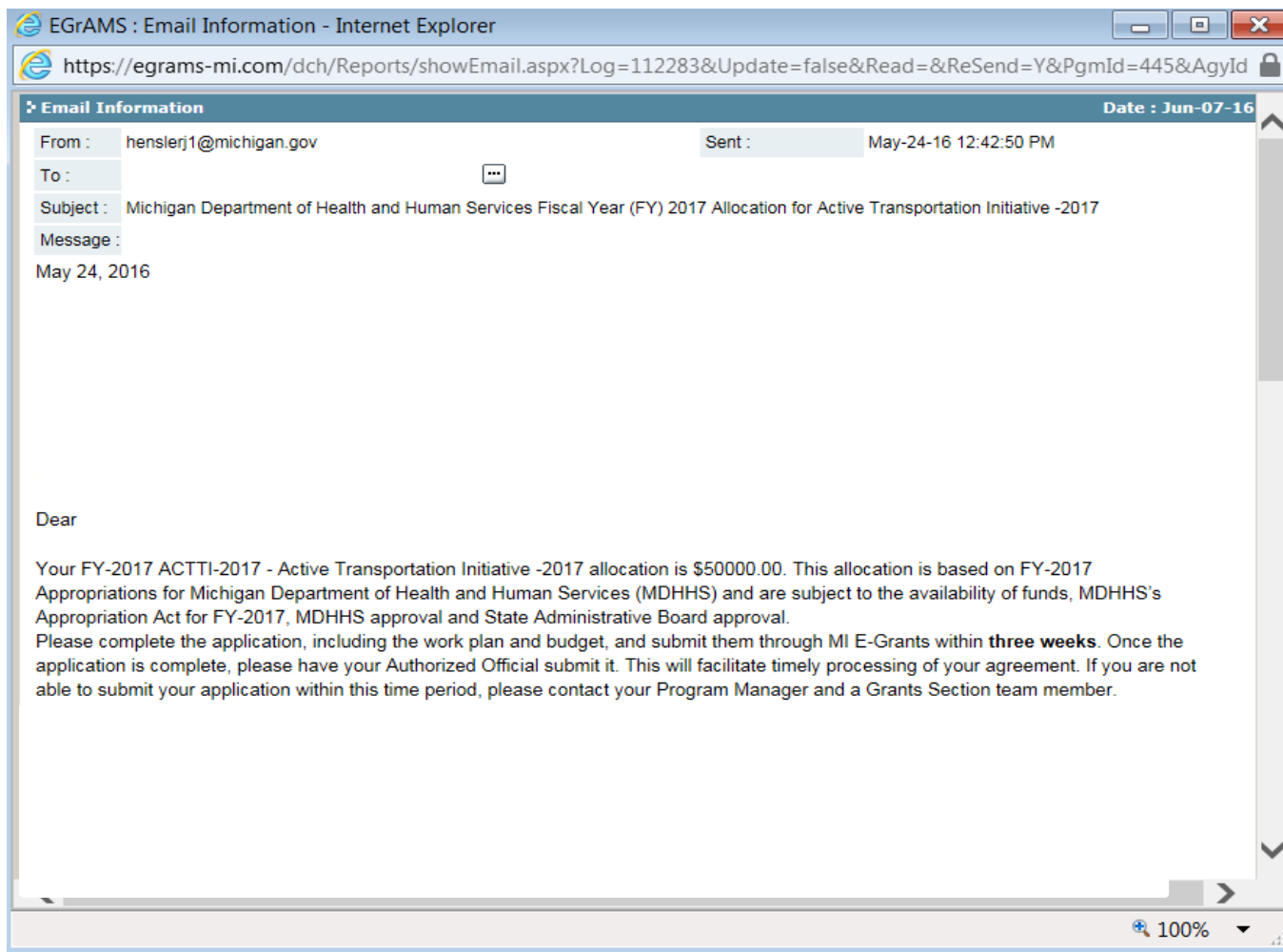
  - Budget
    - Budget Detail
      - DIRECT EXPENSES
        - Program Expenses
          - Salary & Wages
          - Fringe Benefits
          - Travel
          - Supplies & Materials
          - Contractual
          - Equipment
          - Other Expenses
      - INDIRECT EXPENSES
        - Indirect Costs
        - Indirect Costs
    - Budget Summary
    - Source of Funds
  
```

At the bottom of the dialog box, there is an 'OK' button with a green checkmark.

User Name: covington [A Covington] , Agency: Michigan Department of Health

Notification of Award

MDHHS Publishes the Grant Agreement Application. The Grantee receives a system generated email which specifies allocation information.



Accessing the Application

Navigate to: **Grantee > Grant Application > Enter Grant Application**, from the drop-down menu. Click the 'Go' button.

Search by:

- **Grant Program:** Select a Grant Program using the 'Lookup' icon.
- **Agency:** System displays pre-populated information. (if not displayed automatically)
- Click "Go"

Additional search criteria, allows you to narrow down your selection.

- **Project:** Select the Project, using the 'Lookup' icon (Only for Master and Comprehensive agreements).
- **Stages:** Select the Stage of the application, using the 'Lookup' icon
- **Status:** Select the status, after selecting a Stage, using the 'Lookup' icon Click the 'Go' button.

The screenshot shows the EGrAMS Application interface. At the top, there are navigation tabs for 'Grantee', 'Grant Application', and 'Enter Grant Application'. Below the tabs, there are search filters for 'Status' (Open/All), '*Program' (HCP-2012), 'Agency' (38-2402199), 'Project', and 'Stages'. A table below the filters lists available applications:

Program	Description	Submit Date
HCP-2012	Healthcare Preparedness - 2012	9/25/2011 5:00:00 PM
HCP-2012	Healthcare Preparedness - 2012	Application Entry / Work in Progress

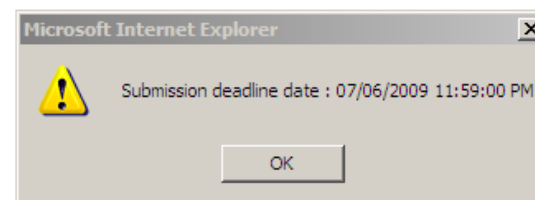
The system displays the available applications to which the user has been assigned.

After selecting an application to begin, the system will prompt you to verify the application submission deadline date/time.

Click 'OK' to begin entering the application.

- Click the blue hyperlink to enter the application

[Application Entry / Work in Progress](#)



[Cancel](#)

Application Section (Tabs)

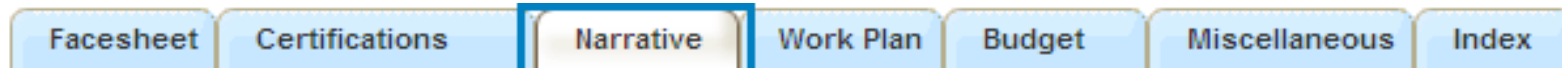
■ Application Entry Header:

- Displays the name of the Agency, the Grant Program, Application Title and Show Documents hyperlink.
- The header is displayed on all pages of the Grant Application.

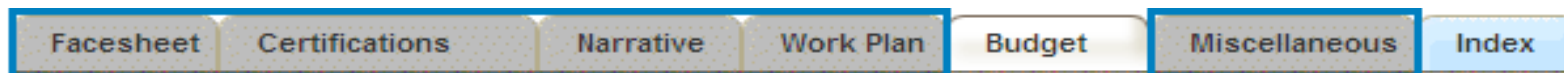
Agency	Agency Name	Program :	Comprehensive Services for Behavioral Health-2015	
Application :	Mental Health and Aging Project			Show Documents

■ Application Section Tabs:

- Displays Section tabs for all pages the respective Grant Project.
- Clicking on a Section tab takes you to the first page of that Section.
- The Section tab without color identifies your location in the Application.

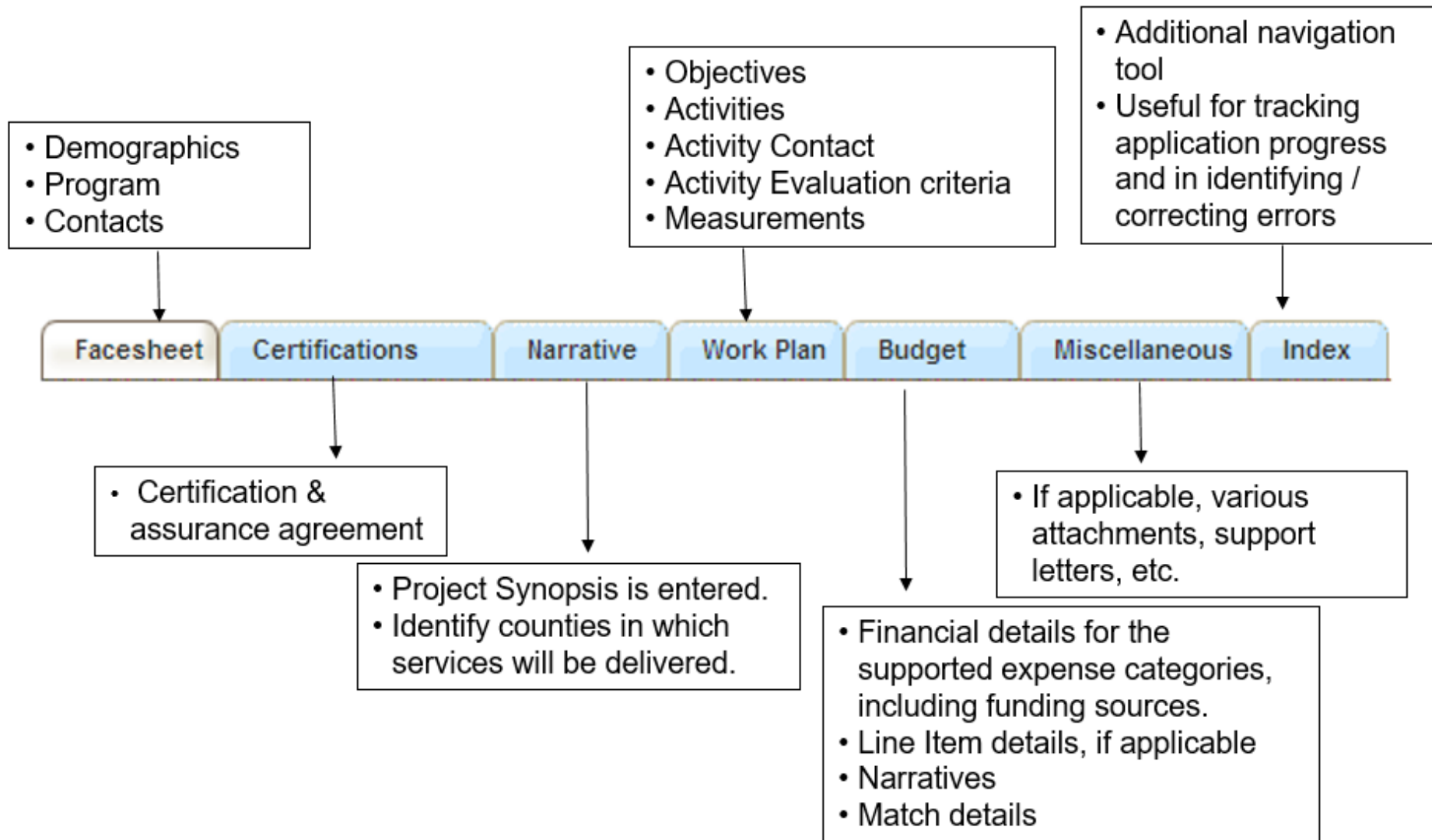


- The Section tab which are gray color identifies restricted access to the Project Application.



Application Section (Tabs)

- Type of information stored in the various section tabs.



Action Buttons

As the name suggests, the Action button performs the desired task.

- Saves changes on a page two ways. Click on **'Save'** button to save the information on the current page.
- Click on **'Save +'** to save the information and move to the next page of the application.
- Moving to the next page without saving your changes will result in a system warning message.

'Arrow' buttons

- Allow you to navigate to the next or previous page.
- At the end of a Section, it navigates to the next or previous Section.

Click on **'Show Tree'** button to get a section tree structure breakdown.



Click on **'Copy'** button to copy information from a previous application.

Click on **'PDF'** button to view a PDF of the current section.

Click on **'Done'** button to validate the all section for errors and business rules in your application.

- The **'Errors'** button is enabled if errors are found after validation.
- If errors are found, click on 'Errors' to view error details.

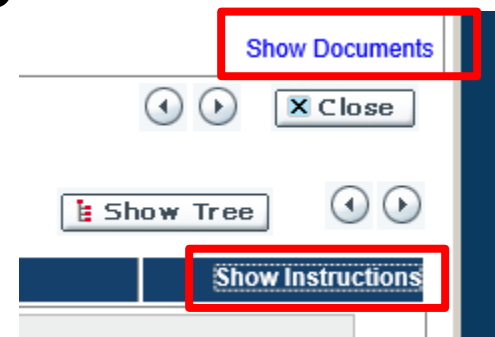
Click on **'Validate'** button to validate the respective section for errors and business rules in your application.

Validate after each section

Action Buttons

Two very useful buttons: 'Show Documents' and 'Show Instructions'

Show documents: Will show all the documents that are needed for this agreement



Show Documents

Documents	✕
Project Based Standard Agreement Boilerplate Language	
Attachment A - Project Based Standard Agreement Federal Financial Assistance Schedule Template	
Attachment - Project Cover Sheet Template	
Attachment - Project Based Standard Agreement Project Listing	
Attachment B3 - Equipment Inventory Schedule	
Attachment B4 - Indirect Cost 10% De Minimis Rate Calculation Form	
Attachment D1- Supplemental Report Invoice Form	
Attachment F - Federal Funding Accountability and Transparency Act (FFATA) Reporting	
Pre-Admission Screening and Annual Resident Review Detail Financial Reporting	
Clubhouse Engagement Quarterly Reporting Form	
Fiscal Review Questionnaire	

Show instructions: Will give instructions on how to fill out each section

Instructions
✕

Administrative Facesheet: Fiscal Agent Information Page 1: The system pre-populates the fiscal agent information, from the fiscal agent profile. If you identify incorrect information, please contact the MI E-Grants System Administrator.

From the Administrative Facesheet: Please identify G. Agency's Fiscal Year (beginning month and day): Enter the fiscal agent fiscal month using the drop-down list to choose the month that the (g) fiscal year begins, and enter the day into the text box.

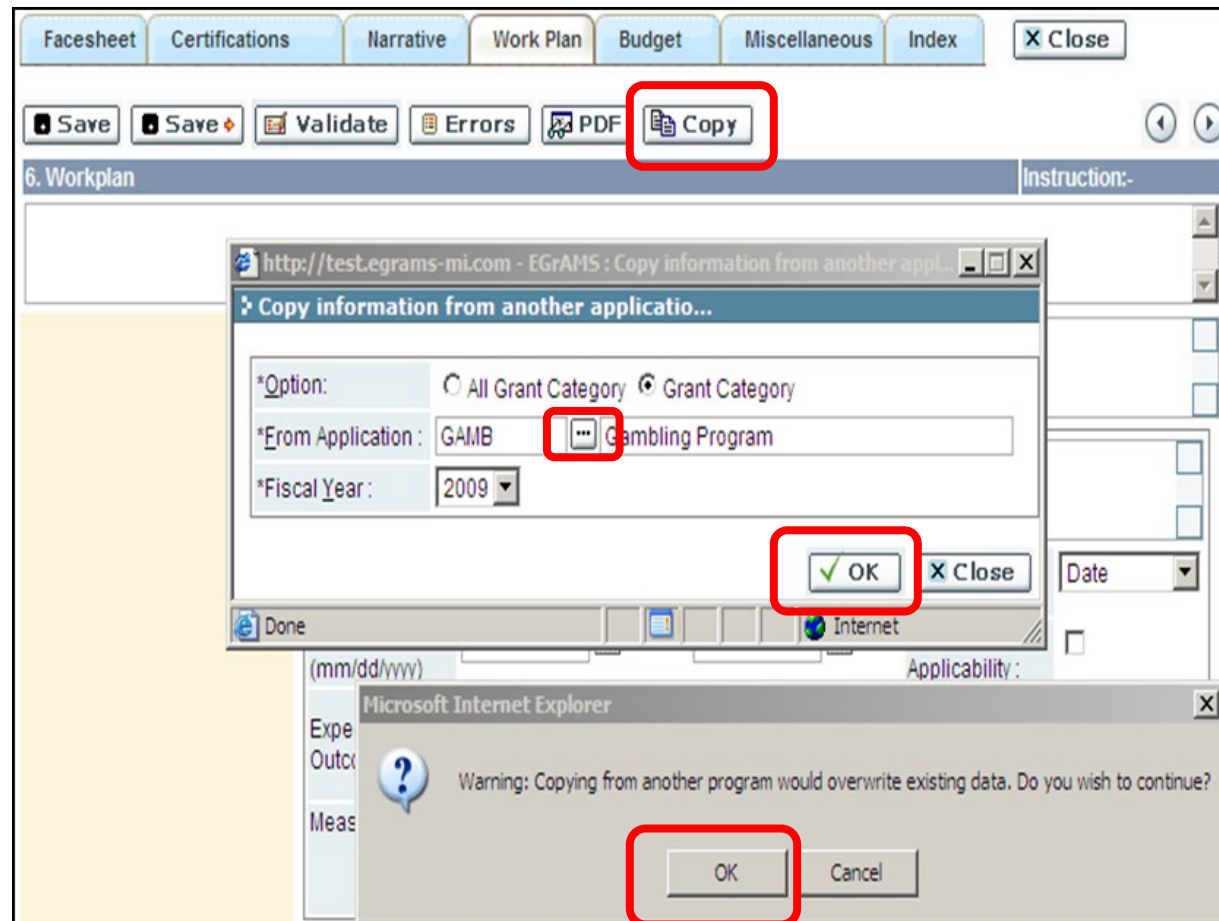
Close

Action Buttons – Copy Function

The 'Copy' button allows users to copy sections of a previous grant application to the current grant application. This function copies the entire section and should only be done **prior to making edits**. Using this function after editing will replace the edited information with the prior year's information.

Directions:

- Click 'Copy' button
- The 'Copy information from another application' pop-up window will open.
 - Select the 'From Application' using the 'Lookup' icon.
 - 'Fiscal Year' will pre-populate
 - Click the 'OK' button
- The system prompt you with a warning message:
 - Click 'OK' to continue
 - Click 'Cancel' to discard
- The 'Copy information from another application' pop-up window will refresh.



Action Buttons – Copy Function

Complete the Copy process by following these steps:

- 'Work Plan records copied successfully' Click 'OK'
- Click 'Close' on the 'Copy information from another application' pop-up window. The system will refresh, and the copied section will appear.
- Edit the copied section as needed
- Click 'Save'

The screenshot shows the EGrAMS system interface. The main window is titled '6. Workplan' and contains a table of activities. A dialog box titled 'Copy information from another application...' is open, showing the following fields:

- *Option: All Grant Category Grant Category
- *From Application:
- *Fiscal Year:

A purple arrow points to the 'Copy' button in the main window. A 'Microsoft Internet Explorer' pop-up window displays the message 'Work Plan records copied successfully' with an 'OK' button.

NOTE: The 'Copy' button function can be used on any section of the grant application, but we recommend you use this function for the Narrative, Work Plan and Budget sections only.

Application Entry – Facesheet

The application facesheet contain general contact information, program allocation amount and the agencies key contacts for the program.

*Click the arrows to move forward or backward in the application

1. Fiscal Agent Information

- EGrAMS pre-populates the fiscal agent information. This information is pulled from the grantee agency profile.
- Choose the Agency Fiscal Year beginning Month & enter the Day.
- If the information on the Fiscal Agent Information screen is incorrect, contact the EGrAMS helpdesk.

Face Sheet Transaction (*) - Required field Timeout : 18 mins Date : Jan-09-12

Agency : Public Sector Consultants, Inc. Program : Healthcare Preparedness - 2012
 Application : Healthcare Preparedness - 2012 [Show Documents](#)

Save Save+ Validate Errors Done PDF Copy Show Tree

1. Fiscal Agent Information Hide Instructions

Administrative Master Facesheet: Fiscal Agent Information Page 1: The system pre-populates the fiscal agent information, from the fiscal agent profile. If you identify incorrect information, please contact the MDCH System Administrator.

a. *Fiscal Agent Name Public Sector Consultants, Inc.

b. Organizational Unit

c. *Address 600 W. Saint Joseph Street

d. Address 2 Suite 10

e. *City Lansing *State MI *Zip 1 48933 Zip 2 2265

f. *Federal I.D. Number 12-12345678 Reference No. 12-12345678

g. Agency's fiscal year (beginning month and day) October - 1

h. *Agency type (please check one) Private, Non-Profit Public

Click 'Save' button to save changes or 'Save->' button to save and advance to the next screen.

Application Entry – Facesheet

2. Program Information

- EGrAMS pre-populates; program name, project start/ end date, amount of funds requested and project cost amount. **Verify the information is correct.**
- **NOTE:** Amount of Funds Requested and Project Cost textboxes are pre-populated with the Agency Allocation amount.

The screenshot displays the '2. Program Information' section of the application entry interface. The form contains the following fields and values:

a. *Program Name	Healthcare Preparedness - 2012		
b. Is Implementing Agency Same	<input checked="" type="radio"/> Yes <input type="radio"/> No		
c. If Not, Implementing Agency Name			
d. Project Start Date (mm/dd/yyyy)	10/1/2011	End Date (mm/dd/yyyy)	12/31/2011
e. Amount of Funds Requested	18,847.00	Project Cost	18,847.00

- If the information on the Program Information screen is incorrect, contact the EGrAMS Helpdesk for assistance.

Click 'Save' button to save changes or 'Save->' button to save and advance to the next screen.

Application Entry – Facesheet

3. Certification/Contacts Information

A Project Director, Financial Officer, and Authorized Official must be identified for each application during this process.

To add required Project Contacts:

- Select Contact Type, using the 'Lookup' icon.
- Select EGrAMS Login, using the 'Lookup' icon. Check the box next to the name of the contact.
- Remaining information will automatically populate.
- Click the 'Save' button to save the information. Upon saving, the system will bring up a blank Contact Information screen. When done, click on the 'Certifications tab'.
- **To add another user:** Click the right arrow

The screenshot displays the '3. Certification / Contacts Information' tab in the application. The form includes the following fields:

- *Contact Type: AUT (Lookup icon)
- a. EGrAMS Login: (Lookup icon)
- b. *Name: Agency Authorized Official Name
- c. *Address: (Lookup icon)
- d. Address II: (Lookup icon)
- e. *City: Bay City, *State: MI, *Zip 1: 48708, Zip 2: (Lookup icon)
- f. *Telephone: (Lookup icon), Ext.: (Lookup icon), Fax: (Lookup icon)
- g. *E-Mail Address: (Lookup icon)
- h. Designation / Title: (Lookup icon)
- i. Attachment: (Browse... button)

A 'Message from webpage' dialog box is shown on the right, containing a question mark icon and the text: "Click [OK] to Add a new contact. Click [Cancel] to move to next page." The dialog box has 'OK' and 'Cancel' buttons. A red arrow points from the right arrow button in the 'Show Tree' area to the dialog box.

NOTE: If a User is not listed on the 'Lookup' menu, contact the EGrAMS Helpdesk for assistance (517-335-3359).
Do NOT add Users manually.

Application Entry - Certifications

All applications contain the Special Certification section. Additional certification statements unique to the individual programs may also be displayed.

Read and confirm the 'Special Certifications' statements as shown.

- A marked check box is treated as 'Yes',
- Unmarked check boxes are treated as 'No' and will result in validation errors.**

The screenshot displays the 'Certifications' tab in the application entry interface. The main section is titled 'A. SPECIAL CERTIFICATIONS' and contains two items, 'a' and 'b', each with a text description and an unmarked checkbox. Item 'a' describes authorization for grant submission to the Department of Health and Human Services. Item 'b' describes authorization to sign the agreement. A 'Show Instructions' button is visible in the top right of the content area.

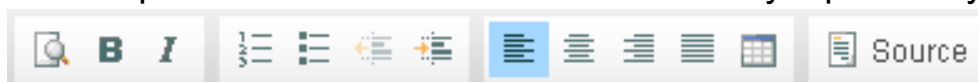
Click 'Save' button to save changes or 'Save->' button to save and advance to the next screen.

Application Entry - Narrative

The application Narrative contains requirements related to the program service area.

5. Program Synopsis

- Type (or cut and paste from a Word doc.) the program synopsis into the provided textbox.
- Please proofread as formatting may have changed between outside document and EGrAMS
- Use the optional Toolbar buttons to format the synopsis entry.



Narrative Timeout : 20 mins Date : Oct-18-19

Agency: [redacted] Program : Comprehensive Services for Behavioral Health-2020
 Application : [redacted] [Show Documents](#)

[Facesheet](#) [Certifications](#) [Narrative](#) [Work Plan](#) [Budget](#) [Miscellaneous](#) [Index](#)
⏪ ⏩ [Close](#)

[Spell](#) [Save](#) [Save +](#) [Validate](#) [Errors](#) [Done](#) [PDF](#) [Copy](#)
Show Tree ⏪ ⏩

5. *Project Synopsis [Show Instructions](#)

891 characters

According to national statistics, a disproportionate number of adults with mental illness die at an earlier age than the general population often due to co-occurring physical health issues. Given that physical activity and meaningful social engagement are proven factors in preventing and/or reducing health concerns, it is proposed that these goals be added to the Friendship Center, the consumer-run drop in center for Branch County residents.

The proposed funding would provide the opportunity for the Friendship Center to promote health and wellness across its participants by offering physically active opportunities, nutritious meal planning, education on personal health care, and structured social events. The intended outcome is for the participants to be better informed, and better engaged, in health-related activities in order to improve their personal health and wellness.

Do NOT try to insert graphics into text boxes

Use the 'Save' button to save the information.
Save Often

Application Entry - Narrative

6. Program Target Area

- Check **all** counties or areas on the list that are included in the service delivery area.

Click the 'Save' button to save the information.

Click 'Save' button to save changes or 'Save->' button to save and advance to the next screen.

NOTE: Do not check every box – there are 84 choices on this list – selecting all 83 counties plus 1 (out Wayne) will result in a validation error.

6. Project Target Area

Please identify the counties that will directly receive services or be impacted by the project.

Counties project will serve (check all that apply):

<input type="checkbox"/> Alcona	<input type="checkbox"/> Alger	<input type="checkbox"/> Allegan
<input type="checkbox"/> Alpena	<input type="checkbox"/> Antrim	<input checked="" type="checkbox"/> Arenac
<input type="checkbox"/> Baraga	<input type="checkbox"/> Barry	<input checked="" type="checkbox"/> Bay
<input type="checkbox"/> Benzie	<input type="checkbox"/> Berrien	<input type="checkbox"/> Branch

Application Entry – Work Plan

The Application Work Plan contains Objective and Activity information, which are the Statement of Work included in the Agreement.

Objective: Enter an Objective in the textbox provided.

Activity: Enter an activity associated to that Objective in the textbox provided.

Responsible Staff: Enter responsible person/party for this activity.

Timeline Indicator: Select Date Range or Date using the dropdown.

- **Date Range (default):** Enter the timeframe using the Calendar Lookup.
- **Date:** Use this option to enter the date using the Calendar Lookup

Expected Outcomes: Enter the expected outcome for this Activity.

Measurements: Enter the measurement that will be used to indicate that the outcome has been achieved.

The screenshot shows the 'Work Plan' tab in a software application. On the left, a tree structure lists various objectives and activities. A red box highlights this tree. The main content area shows the details for a selected objective: 'Provide permanent housing and supportive services to people who are homeless and have a disability.' Below this, an activity is listed: 'A. Provide outreach to potential participants by advertising the services and housing available through the Supportive Housing Program including streets, shelters and other places where homeless people who meet the program criteria might be located. Different outreach approaches will be incorporated to ensure that outreach'. Other fields include 'Responsible Staff: Project Coordinator', 'Timeline Indicator: Date Range', 'From / To Date: 10/01/2012 to 09/30/2013', 'Expected Outcome', and 'Measurement'. A red box highlights the 'Outcome Applicability' checkbox, which is currently unchecked. A red arrow points from a text box at the bottom right to this checkbox.



If the reporting of 'Expected Outcomes' is required, check the Outcome Applicability box and proceed to Expected Outcomes and Measurement textboxes.

System displays all Objectives and Activities entered in a tree structure.

Application Entry – Work Plan


Entering multiple activities and objectives

- The User can enter multiple activities to the work plan by following these steps:









- **Objective:** Click on the  add icon. Enter a new Objective in the textbox.
- **Activity:** Click on the  add icon. Enter a new Activity for that Objective.
- Click 'Save' after each newly entered Objective and Activity.
- Repeat this process for each additional Objective and Activity.

NOTE: Use an alpha-numeric system and refer to the tree for easier tracking of Objectives and Activities

- To delete an Activity associated with an Objective, follow these steps:

- Activity: Click on the  Delete Icon. The system will pop-up and confirmation message asking "Do you wish to delete this Activity?"
- Click 'OK' to delete.
- Click 'Cancel' to discard request.

NOTE: All Activities associated with the Objective need to be deleted first prior to deleting an Objective.

Facesheet	Certifications	Narrative	Work Plan	Budget	Miscellaneous	Index
						
7. Statement of Work						
Objectives—List the objectives necessary to successfully achieve the program goal(s). If there is more than one program goal, group appropriate goal. Objectives should respond to the identified need and be SMART (specific, measurable, appropriate, realistic and time-bound). Activities—for each objective, include the major activities necessary to accomplish the objective. The activities should clearly describe the activities to be performed.						
<ul style="list-style-type: none"> [-] 1) Assist participating c <ul style="list-style-type: none"> A) Train participating CM B) Train participating sc C) Provide consultation c D) Regularly scheduled ca E) Training activities pr [-] 2) Provide training, cons <ul style="list-style-type: none"> A) 						
*Objective :		1) Assist participating counties in developing infrastructure to support and sustainability of trauma informed screening practices.				
Activity :		A) Train participating CMHSP and their provider agencies in the instrument.				
Responsible Staff :		Program Staff				
From / To Date :		10/01/2014 		09/30/2015 		
Expected Outcome :		Communities incorporate trauma informed screening into their Communities can select tool that fits best for system from several				
Measurement :						

Questions?

Application Entry – Budget Navigation

8. Budget Detail Show Instructions

Category : Program Expenses - Contractual Type : Expenditure

Classification Seq. : 1 Level : Line Item Category Sub Type : Direct Narrative :

Attachment : Browse

Description	Total	Amount	Notes	Info	File
<input type="checkbox"/> <input checked="" type="checkbox"/> Subcontracting Agency Community Healing Centers	61,667.00	61,667.00			
			Browse		

- **Category:** Displays the name of the Budget Category currently open
- **Type:** Shows the budget type as either Expenditure or Source of Funds
- **Sub Type:** Shows the applicant the type of Expenditure as wither Direct or Indirect
- **Narrative:** Memo field for recording budget narrative descriptions
- **Info Icon:** Budget Contact Information Setup, enter only one contact per line item. Enter the Name and Address of the subcontractor or subrecipients in the Budget Contact Information Setup pop-up window – required.
- **File Icon:** Allows the applicant to upload a file, if applicable. **Uploaded statements of work are required for subcontracts budgeted at or above \$50,000.**
- **Delete Icon:** Allows the applicant to delete attached documentation from a line item.
- **Paper Clip Icon:** Allows for the ability to view the attached documentation.
- **Note Icon:** Allows application to add any notes
- **Level:** Allows applicant to select 'Line item' or 'Category' (only available on Program Expenses – Travel, Supplies & Materials, & Other Expenses sections)

Application Entry – Budget Navigation

Changing **Level** is **ONLY** available in the Travel, Supplies & Materials, and Other Expense sections.

8. Budget Detail Show Instructions

Category : Program Expenses - Supplies & Materials Type : Expenditure
 Classification Seq. : 1 **Level :** Line Item Category Sub Type : Direct Narrative :

Description	Total	Amount	Notes
-------------	-------	--------	-------


- Choose **‘Line Item’**: when expenses in this budget category **equals 10% or more of the total budget.**
- Choose **‘Budget Category’**: when budget category **equals less than 10% of the total budget.**

Changing the Level from “Line Item” to “Category”

- **Important to Remember:** Changing the category budget level from a ‘Line Item’ to a ‘Category’ will delete existing entries, for this entry.

NOTE: Grantee cannot enter multiple line items when budget category screen is set to ‘Category.’

Application Entry – Budget Salary & Wages

Description: Use the ‘Look up’  to select the position title. If position not available, select ‘Other’ and type the position title in the space provided.

Qty: Enter the number of positions

Rate: Enter the total salary cost based on 1 FTE.

Unit of Measure

(UoM): Select FTE (i.e. full-time employee or full-time equivalent) for unit of measure for each position description.

Total Column: Will automatically calculate (Qty X Rate = Total). Grantee must enter amounts in the ‘Amount’ or ‘Cash’ column

Note: Amounts in **Amount, Cash & In-kind** columns **MUST** equal the amount in the **Total** column, if they don’t this will result in an error


Description	Qty	Rate	UoM	Total	Amount	Cash	Inkind	Notes
<input checked="" type="checkbox"/> Specialist	0.2500	72000.000	FTE	18,000.00	18,000.00	0.00	0.00	
<input checked="" type="checkbox"/> Specialist	0.2500	37200.000	FTE	9,300.00	9,300.00	0.00	0.00	
<input checked="" type="checkbox"/> Assistant	0.8000	29120.000	FTE	23,296.00	23,296.00	0.00	0.00	
<input checked="" type="checkbox"/> Assistant	0.2000	24960.000	FTE	4,992.00	4,992.00	0.00	0.00	
				Totals:	55,588.00	55,588.00	0.00	0.00

Click ‘Save’ button to save changes or ‘Save->’ button to save and advance to the next screen.

Example: The Grantee selects Specialist for the title. **Quantity (QTY)** was expressed as a decimal (FTE) of .25. **Rate:** The Grantee entered the total salary cost for this position description (\$72,000). **UoM:** The Grantee selected FTE (full-time employee or full-time equivalent). **Total:** .25 X \$72,000 = \$18,000

Application Entry – Budget Fringe Benefits

Fringe Benefits can be entered three different ways:

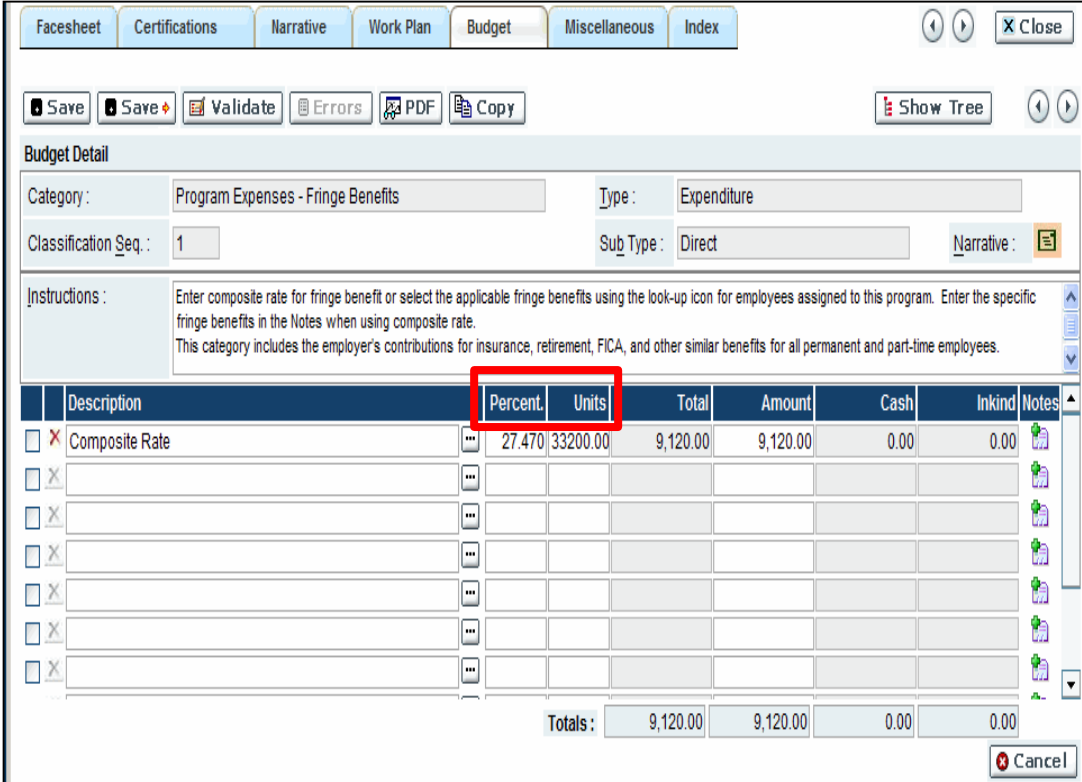
- List each individual Fringe Benefit
- Composite Rate** – **MUST** identify the benefits by using listing the benefits included using the Notes icon 
- All Composite Rate** – Does not require notes, as this implies that all fringes are provided.








Percent: Enter the percentage of the specific fringe benefits

Unit: The system will pre-populate the Salary & Wage total. (If changes are made in Salary & Wages after entering the fringe benefits, verify that the units reflect the correct Salary & Wages total.)

Total Column: Will automatically calculate (Percent X Units = Total). Grantee must enter amounts in the “Amount” or “Cash” column

Note: Amounts in **Amount, Cash & In-kind** columns **MUST** equal the amount in the **Total** column, if they don't this will result in an error



Description	Percent	Units	Total	Amount	Cash	Inkind	Notes
<input checked="" type="checkbox"/> Composite Rate	27.470	33200.00	9,120.00	9,120.00	0.00	0.00	
<input type="checkbox"/> X							
<input type="checkbox"/> X							
<input type="checkbox"/> X							
<input type="checkbox"/> X							
<input type="checkbox"/> X							
<input type="checkbox"/> X							
Totals:			9,120.00	9,120.00	0.00	0.00	

Click 'Save' button to save changes or 'Save->' button to save and advance to the next screen.

Application Entry – Budget Fringe Benefits

Composite Rate

- ❑ **MUST** enter a note listing out the fringe benefits that is included in this rate
- ❑ If no note is included, this will result in the application be sent back for corrections or opened for an amendment

NOTE: Make sure percent is reasonable. If percent is 100%, this may be questioned

Budget Detail

Category : Program Expenses - Fringe Benefits Type : Expenditure

Classification Seq. : 1 Sub Type : Direct Narrative : [Icon]

Instructions : Enter composite rate for fringe benefit or select the applicable fringe benefits using the look-up icon for employees assigned to this program. Enter the specific fringe benefits in the Notes when using composite rate.
This category includes the employer's contributions for insurance, retirement, FICA, and other similar benefits for all permanent and part-time employees.

Description	Percent	Units	Total	Amount	Cash	Inkind	Notes
<input checked="" type="checkbox"/> Composite Rate	27.470	33200.00	9,120.00	9,120.00	0.00	0.00	[Icon]
			9,120.00	0.00	0.00		

Notes dialog box content: FICA, Life Ins, Dental Ins, Unemploy Ins, Vision, Work Comp, Retirement, Hospital Ins

Click 'Save' button to save changes or 'Save->' button to save and advance to the next screen.

Application Entry – Budget Travel

Level: Select 'Line item' or 'Category' (refer to slide 50)

Description: Using the 'Lookup' icon, select travel description. If travel expense not available, select 'Other' and type in name of the travel expense.

Amount: Enter the total amount of the travel expenses

Notes: Enter clarifying information (i.e., if the employee reimbursement for mileage 800 miles @ \$0.42 a mile).

Save Save → Validate Errors PDF Copy

Show Tree ↶ ↷

8. Budget Detail ★ Show Instructions

Category :


Classification Seq. : Level : Line Item Category

Attachment :

Type :

Sub Type : Narrative :

	Description	Total	Amount	Notes	File
<input type="checkbox"/>	X Mileage <input type="button" value="⋮"/> Local mileage <input type="text"/>	2,000.00	2,000.00	<input type="button" value="⋮"/>	<input type="button" value="⊕"/>
<input type="checkbox"/>	X <input type="text"/> <input type="button" value="⋮"/>			<input type="button" value="⋮"/>	<input type="button" value="⊕"/>
<input type="checkbox"/>	X <input type="text"/> <input type="button" value="⋮"/>			<input type="button" value="⋮"/>	<input type="button" value="⊕"/>
<input type="checkbox"/>	X <input type="text"/> <input type="button" value="⋮"/>			<input type="button" value="⋮"/>	<input type="button" value="⊕"/>
<input type="checkbox"/>	X <input type="text"/> <input type="button" value="⋮"/>			<input type="button" value="⋮"/>	<input type="button" value="⊕"/>
<input type="checkbox"/>	X <input type="text"/> <input type="button" value="⋮"/>			<input type="button" value="⋮"/>	<input type="button" value="⊕"/>
Totals :		2,000.00	2,000.00		

 Click 'Show Instructions' for Detailed Instructions

Click 'Save' button to save changes or 'Save->' button to save and advance to the next screen.

Application Entry – Budget Supplies & Materials, Equipment & Other Expenses

Level: Select 'Line item' or 'Category' (refer to slide 50)

Description: Using the 'Lookup' icon, select adequate description. If an adequate description is not available, select 'Other' and type in the contractual service description.

Amount: Enter the total amount of the expenses

Notes: Enter clarifying information.

8. Budget Detail
★

Category : Type :

Classification Seq. : Level : Line Item Category Sub Type : Narrative :

Attachment :

	Description	Total	Amount	Notes	File
<input type="checkbox"/>	<input checked="" type="checkbox"/> Space/Rental Costs <input type="button" value="..."/>	5,000.00	5,000.00	<input type="button" value=""/>	<input type="button" value=""/>
<input type="checkbox"/>	<input checked="" type="checkbox"/> Training/Conference <input type="button" value="..."/>	16,000.00	16,000.00	<input type="button" value=""/>	<input type="button" value=""/>
<input type="checkbox"/>	<input checked="" type="checkbox"/> Communication Costs <input type="button" value="..."/>	1,200.00	1,200.00	<input type="button" value=""/>	<input type="button" value=""/>
<input type="checkbox"/>	<input checked="" type="checkbox"/> Other <input type="button" value="..."/>	6,406.00	6,406.00	<input type="button" value=""/>	<input type="button" value=""/>
<input type="checkbox"/>	<input type="text"/> <input type="button" value="Browse"/>			<input type="button" value=""/>	<input type="button" value=""/>
<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="text"/> <input type="button" value="..."/>			<input type="button" value=""/>	<input type="button" value=""/>
<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="text"/> <input type="button" value="..."/>			<input type="button" value=""/>	<input type="button" value=""/>
Totals :		28,606.00	28,606.00		


User Name: covingto [A Covington] , Agency: Michigan Department of Health and Human Services

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Click 'Save' button to save changes or 'Save->' button to save and advance to the next screen.


Click 'Show Instructions' for Detailed Instructions


Application Entry – Budget Contractual

Description: Using the 'Lookup' icon  select the contractual service description. Enter the name of the contractual expense in the textbox that appears below the line item. If an adequate description is not available, select 'Other' and type in the contractual service description.

Amount: Enter the total amount each subcontractor/subrecipient.

Notes: Enter clarifying information

Info:  Enter the subcontractor's/subrecipient's address information related to the contractual expense.


File Icon:  If subcontracting agency is over \$50,000, must attach a statement of work

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Save →
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8. Budget Detail  Show Instructions

Category :	Program Expenses - Contractual	Type :	Expenditure
Classification Seq. :	1	Sub Type :	Direct
Attachment :	<input type="text"/>	Browse	

	Description	Total	Amount	Notes	Info	File
<input type="checkbox"/> X	Subcontracting Agency 	61,667.00	61,667.00			
	Community Healing Centers					Browse  

Click 'Save' button to save changes or 'Save->' button to save and advance to the next screen.

 Click 'Show Instructions' for Detailed Instructions

Application Entry – Budget Indirect Costs

Record Count : 4 Page 1 of 1

	Code	Description
<input type="checkbox"/>	IR1FED	Federal Approval
<input type="checkbox"/>	IR2STA	State Approval
<input type="checkbox"/>	IR3OTH	Other Approval
<input type="checkbox"/>	IR4DMR	De Minimis Rate – up to 10%

- **Federal Approval** – Need to attach the Federal approved letter
- **State Approval** – Need to attach documentation for approved rate (i.e. Michigan Department of Education)
- **Other Approval** – Need to attach adequate documentation
- **De Minimis Rate – up to 10%** - Need to attach B.4 form found in 'show documents'

Application Entry – Budget Indirect Costs

No matter what Indirect rate you choose, you MUST attach the adequate documentation

Agency: _____ Application: _____

Program: _____

Documents

- Standard Agreement Language
- Attachment B3 - Equipment Inventory Schedule
- Attachment B4 - Indirect Cost 10% De Minimis Rate Calculation Form
- Attachment C - Performance/Progress Report Requirements
- Attachment F - Federal Funding Accountability and Transparency Act (FFATA) Reporting
- Fiscal Review Questionnaire

Buttons: Save, Save +, Validate, Errors, PDF, Co

8. Budget Detail

Category: Indirect Costs - Indirect Costs

Classification Seq.: 3

Attachment: _____ Browse

	Description	Percent.	Units	Total	Amount	Notes	File
<input type="checkbox"/>	De Minimis Rate – up to 10%	10.000	153267.000	15,327.00	15,327.00		
<input type="checkbox"/>							Browse

Buttons: Show Documents, Show Tree, Show Instructions, Narrative

To attach backup: Click the file icon, and select your file to attach

De Minimis Rate Attachment B4 – Click on ‘Show Documents’ and select the form. Fill out the form and then attach the document to the application

Click ‘Show Instructions’ for Detailed Instructions

Application Entry - Budget Summary

Description: Lists the budget expenses categories.

- Click on the expenses category name to go to a specific budget category page to edit.

Total: View the total amount of funds associated to a budget category.

Amount: View the summarized state amount of funds associated to a budget category.

Cash and In-kind: Are reported in the Source of Fund section of the budget.

Narrative Icon: To view the expenses category narrative. This information is entered at the budget detail level, if required.

- If no narrative has been entered for the respective expense category, the icon is disabled.

Description	Total	Amount	Cash	Inkind	Narr.
DIRECT EXPENSES					
Program Expenses					
Salary & Wages	55,588.00	55,588.00	0.00	0.00	
Fringe Benefits	39,612.00	39,612.00	0.00	0.00	
Travel	2,000.00	2,000.00	0.00	0.00	
Supplies & Materials					
Contractual					
Equipment					
Other Expenses	4,860.00	4,860.00	0.00	0.00	
Total Program Expenses	102,060.00	102,060.00	0.00	0.00	
TOTAL DIRECT EXPENSES	102,060.00	102,060.00	0.00	0.00	
INDIRECT EXPENSES					
Indirect Costs					

Grantee can click on the blue hyperlinks to move back to individual budget categories to make corrections.

Application Entry – Budget Source of Funds

Source of Funds – Refers to the various funding sources that are used to support the program. Funds used to support the program should be recorded in this section according to the following categories:

Total Expenditures – Pre-populated from the Budget Detail.

Fees and Collections – Enter the total fees and collections estimated (represent funds that the program earns through its operation and retains for operation purposes). This includes fees for services, payments by third parties (insurance, patient collections, Medicaid, etc.) and any other collections.

State Agreement – Enter the amount of MDHHS funding allocated for support of this program (including all state and federal funds received by the Department that are to be awarded to the Grantee through the Agreement)

Source of Funds						
Del.	Description	Amount	Cash	Inkind	Total	Narr.
	TOTAL EXPENDITURES	102,060.00	0.00	0.00	102,060.00	
	Source of Funds					
X	Fees and Collections	0.00	0.00	0.00	0.00	
X	State Agreement	98,238.00	0.00	0.00	98,238.00	
X	Local	0.00	3,822.00	0.00	3,822.00	
X	Federal	0.00	0.00	0.00	0.00	
X	Other	0.00	0.00	0.00	0.00	
	Total Source of Funds	98,238.00	3,822.00	0.00	102,060.00	
	Totals	98,238.00	3,822.00	0.00	102,060.00	

Comment Line: _____

Application Entry – Budget Source of Funds

Local – Enter the amount of Contractor funds utilized for support of this program. In-kind and donated services for other agencies/sources should not be included on this line.

Federal – Enter the amount of any Federal grants received directly by the Grantee in support of this program and identify the type of grant received in the space provided

Others – Enter and identify the amount of any other funding received. Other funding could consist of foundation grants, United Way grants, private donations, fund-raising, charitable contributions, etc. In-kind and other donated services should not be included unless specifically requested by MDHHS.

Total Source of Funds – The system automatically calculated the total amount. Amount, Cash and In-Kind columns needs to match total.

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Source of Funds						
Del.	Description	Amount	Cash	Inkind	Total	Narr.
	TOTAL EXPENDITURES	102,060.00	0.00	0.00	102,060.00	
	Source of Funds					
X	Fees and Collections ⓘ	0.00	0.00	0.00	0.00	
X	State Agreement ⓘ	98,238.00	0.00	0.00	98,238.00	
X	Local ⓘ	0.00	3,822.00	0.00	3,822.00	
X	Federal ⓘ	0.00	0.00	0.00	0.00	
X	Other ⓘ	0.00	0.00	0.00	0.00	
	Total Source of Funds	98,238.00	3,822.00	0.00	102,060.00	
	Totals	98,238.00	3,822.00	0.00	102,060.00	

Cancel

Comment Line:

Click 'Save' button to save changes or 'Save->' button to save and advance to the next screen.

Application Entry - Miscellaneous

This section allows the Grantee to add supporting documentation as an attachment, if required.

File Name: Attach file from your local system using 'Browse' button. PDF files are preferred.

- Navigate the file system on your computer to locate the file to attach.
- Select the file. Click the 'Open' button.

Click 'Save' button to save.

It's recommended to view each upload attachment, after it's been saved.

NOTE: This Section is for document attachments that will not be updated throughout the grant period and have not been added elsewhere.

The screenshot shows the 'Miscellaneous' tab in the EGRAMS application. The 'Attachment' section is active, displaying a table with columns for 'Attachment Title' and 'Attachment'. The first row has 'SHP-16' in the title field. A purple arrow points to the 'Attachment' column, which contains a paperclip icon and an upward arrow. A red box highlights the 'Del' button in the rightmost column. The background shows a preview of a document from the City of Cadillac, Michigan Police Department.

Attachment Title: Enter the Title of the document that is to be attached. This should be short (less than 18 characters) and contain no special characters (#, \$, %, etc.).

Application Entry - Index

This section allows the Grantee to review the application progress and identify outstanding errors.

Facsheet	Certifications	Narrative	Work Plan	Budget	Miscellaneous	Index																																																																																																
<table border="1"> <thead> <tr> <th>Description</th> <th>Status</th> <th>Del</th> <th>Errors</th> <th>Comments</th> <th>Files</th> </tr> </thead> <tbody> <tr> <td>3. Certification / Contacts Information</td> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Certifications</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4. Assurances and Certifications</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td> A. SPECIAL CERTIFICATIONS</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Narrative</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5. Program Synopsis</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> <td></td> </tr> <tr> <td>6. Program Target Area</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Work Plan</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>7. Workplan</td> <td><input checked="" type="checkbox"/></td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>Budget</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>8. Budget Detail</td> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>9. Budget Summary</td> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>10. Source of Funds</td> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Miscellaneous</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>11. Supporting documentation, if required</td> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>							Description	Status	Del	Errors	Comments	Files	3. Certification / Contacts Information	<input checked="" type="checkbox"/>					Certifications						4. Assurances and Certifications						A. SPECIAL CERTIFICATIONS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				Narrative						5. Program Synopsis	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				6. Program Target Area	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				Work Plan						7. Workplan	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			Budget						8. Budget Detail	<input checked="" type="checkbox"/>					9. Budget Summary	<input checked="" type="checkbox"/>					10. Source of Funds	<input checked="" type="checkbox"/>					Miscellaneous						11. Supporting documentation, if required	<input type="checkbox"/>				
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- Provides a summarized view of the entire application (errors, attachments, comments, etc.).
- Click the blue hyperlink to go to a specific page within a tab section of the application (provided the User has access to the respective section).

Icons

- Check Box (complete section).
- Unchecked Box (incomplete section).
- Delete button (delete the contents entered in this section).
- Error Button (open error window).
- Attachment (open attached file).

Filter Options : **ALL** Find PDF Cancel

ALL
 Completed
 Pending
 Errors Only
 Comments Only

User Name: covington [redacted] Michigan Department of Health and Human Services

Filter for: Completed, Pending, Errors Only, Comments Only Sections.
Click 'Find' button to make your selection.

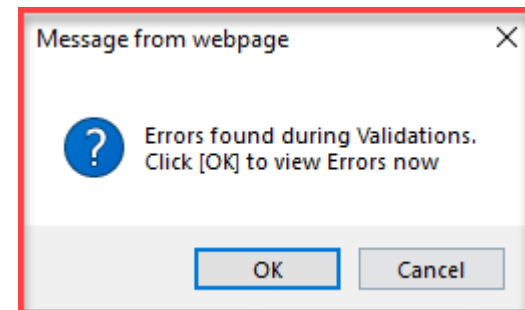
Validating, Submitting & Accepting Grant Award

- Validating Application
 - Common Errors
- Application Submission
 - Authorized Official's Application Submission
 - Print Application
 - Viewing/Printing DRAFT Agreement
- Application Approval Process
- Agreement Acceptance
 - Agreement Approval
 - Authorized Official's Electronic Signature
 - View/Print Agreement

Validating Application

▪ To Validate Entire Application:

- Go to the 'Enter Grant Application' screen (Before you open application)
- Check the 'Validate' box
- Then Click the 'Validate' button
- The system will check the ENTIRE application
- If the application has errors, click the 'Errors' button to view the errors
- After making the corrections, save and re-validate the application
- Repeat these steps until the application is error free



When the application is free of errors, it is ready to submit

Enter Grant Application
Timeout : 20 mins
Date : Oct-11-1

*Status: Open All

*Program: CBH-2020 Comprehensive Services for Behavioral Health-2020

Agency :

Project :

Stages : Status :

Agency	Agency Name	Org. Unit	Projects
Project	Title	Stage	Status
	Comprehensive Services for Behavioral Health-2020		
	Assuring Clinical Excellence for Michigan Youth Treatment Infrastructure Enhance	Application Entry	Work in Progress

Errors	Validate	Submit
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Validating Application

To Validate a specific section:

- Go to the section you want to validate
- Click the 'Validate' button. This will only validate the specific section you are in
- If the application has errors, click the 'Errors' button to view the errors.
- After making the corrections, save and re-validate
- When the section shows no more errors, you may use the arrows and follow these steps to validate each section

The screenshot shows the application interface with the following components:

- Navigation Tabs:** Facesheet, Certifications, Narrative, Work Plan, Budget (selected), Miscellaneous, Index.
- Buttons:** Save, Save +, Validate (highlighted), Errors, PDF, Copy.
- Budget Detail Form:**
 - Category: Program Expenses - Salary & Wages
 - Classification Seq.: 1
 - Attachment: Browse...
 - Instructions: Select all the position titles or job descriptions required to staff the program (percentage of time) and rate as average cost per FTE. Select the UOM Using Notes enter information to clarify the position description or the calc is limited term and/or does not receive fringe benefits).
- Table:**

Description	Qty	Rate	UoM
<input type="checkbox"/> X Therapist	1.0000	51878.000	FTE
<input type="checkbox"/> X Secretary	1.0000	11986.000	FTE
<input type="checkbox"/> X Specialist	1.0000	20184.000	FTE
<input type="checkbox"/> X			
<input type="checkbox"/> X			
<input type="checkbox"/> X			
<input type="checkbox"/> X			
- Errors and Warnings Dialog:**
 - Program Name: Comprehensive Services for Behavioral Health-2020
 - Please select the criteria and click Find to Filter records....
 - Category: FIN BUDGET Error Type: ALL Find
 - Note: Please click on the checkbox image to go to the error page.
 - Table of Errors:

Category	Code	Description	+Info
Budget	F005	Funds requested 216,060.00 does not equal budget amount 161,500.00	+
Budget	F401	Requested amount should be less than approved contract 161,500.00 plus amendment amount 54,560.00	
Budget	F113	Requested amount 161,500.00 should be equal to your project allocation 216,060.00	+
 - Print Causes and Solution (checkbox)
 - PDF Preview (button)
 - Close (button)

Error Information

- Click the 'Plus' icon  on the error screen.

- Another window will open and this will give detailed instructions on how to correct the error

https://egrms-mi.com/?acc=W&allSections=undefined&isMultiYear=N...


Errors and Warnings

Program Name: Comprehensive Services for Behavioral Health-2020

Please select the criteria and click Find to Filter records....

Category: FIN BUDGET Error Type: ALL Find

Note : Please click on the checkbox image to go to the error page.


Category	Code	Description	+Info
Budget	F005	Funds requested 216,060.00 does not equal budget amount 161,500.00	

Errors and Warnings

Program Name: Comprehensive Services for Behavioral Health-2020

Please select the criteria and click Find to Filter records....

Category: Error Type: ALL Find

Category	Code	Description	+Info
FIN	F005	Funds requested 216,060.00 does not equal budget amount 161,500.00	

Sr	Cause	Solution
1	The Budget Tab Total Expenditures and Source of Funds screens do not match the Factsheet Tab Program Information screen Amount of Funds Requested or Project Cost fields.	Go to Grantee>Grant Application>Enter Grant Application. Select the Facesheet tab return to the Program Information screen. In the Amount of Funds Request and Project Cost field update the applications amounts funding from the Budget Tab Source of Funds screen. Click the save button and validate the application.

Print Causes and Solution

PDF Preview Close

Note: Contact the EGrAMS Help Desk with Questions: MDHHS-EGRAMS-HELP@michigan.gov or (517) 335-3359

Common Errors - Facesheet

- Agency's fiscal year is not selected
- Agency type not selected

- Method of Accounting was not selected
- Agency did not answer the 211 database question

- No Authorized Official, Project Director or Financial Officer listed.

1. Demographic Information		Show Instructions	
a. Demographic Information Name	<input type="text"/>		
b. Organizational Unit	<input type="text"/>		
c. Address	<input type="text"/>		
d. Address 2	<input type="text"/>		
e. City	<input type="text"/>	State <input type="text" value="MI"/>	Zip 1 <input type="text"/> Zip 2 <input type="text"/>
f. Federal ID Number	<input type="text"/>	Reference No.	<input type="text"/>
g. Agency's fiscal year (beginning month and day)	<input type="text" value="Oct"/>	-	<input type="text" value="1"/>
h. Agency type	<input type="radio"/> Private, Non-Profit <input checked="" type="radio"/> Public		
i. Select the appropriate radio button to indicate the agency method of accounting.			
<input checked="" type="radio"/> Accrual <input type="radio"/> Cash <input type="radio"/> Modified Accrual			
j. Is your agency currently registered in the 211 database? <input checked="" type="radio"/> Yes <input type="radio"/> No			

3. Certification / Contacts Information	
Contact Type	AUT <input type="button" value="..."/> Authorized Official
a. EGrAMS Login	<input type="text"/> <input type="button" value="..."/>
b. *Name	<input type="text"/>
c. *Address	<input type="text"/>
d. Address II	<input type="text"/>
e. *City	<input type="text"/> *State <input type="text" value="mi"/> <input type="button" value="..."/> *Zip 1 <input type="text"/>
f. *Telephone	<input type="text"/> Ext. <input type="text"/> Fax <input type="text"/>

Common Errors –Work Plan

To correct this error:

- Check the 'Outcome Applicability' box on all objectives that have text in 'Expected Outcome' box

Errors and Warnings

Program Name: Comprehensive Services for Behavioral Health-2020

Please select the criteria and click Find to Filter records....

Category: WORK ... WORK PLAN Error Type: ALL Find

Note : Please click on the checkbox image to go to the error page.

Category	Code	Description	+Info
<input type="checkbox"/> Work Plan	W1004	Expected outcome in workplan Work Plan, objective 1) Project "Towards No Drug Abuse"to Pin and activity no. 1 not expected	+

Show Instructions

*Objective : 1) Project "Towards No Drug Abuse"to Pines Behavioral Health.

Activity : Conduct program a

Responsible Staff : Timeline Indicator : Date Range

From / To Date : 10/01/2019 09/30/2020 Outcome Applicability :

Expected Outcome : During this time frame staff will be trained as well as materials purchased and program conducted

Measurement : Number of customers participating in this EBP and results of their satisfaction surveys

Common Errors –Work Plan

- Responsible Staff – Can't be 'MDHHS Staff'

Show Instructions

*Objective : 1) Project "Towards No Drug Abuse"to Pines Behavioral Health. ^
v

Activity : Conduct program at ^
v

Responsible Staff : MDHHS Staff Timeline Indicator : Date Range v

From / To Date : Outcome Applicability :

Expected Outcome : During this time frame staff will be trained as well as materials purchased and program conducted ^
v

Measurement : Number of customers participating in this EBP and results of their satisfaction surveys ^
v

- From/To Dates are not entered
- Dates don't cover the whole grant period
- "Date" is selected when "Date Range" is more appropriate

Common Errors - Budget

To correct this error:

- The amounts in the Facesheet must match the amounts in the Budget section on the Source of Funds page

2. Project / Service Information

a. *Project / Service Information Name

b. Is Implementing Agency Same Yes No

c. If Not, Implementing Agency Name

d. Project Start Date (mm/dd/yyyy) 10/1/2019 End Date (mm/dd/yyyy) 6/30/2020

e. Amount of Funds Allocated 92,399.00 Project Cost 101,639.00

Errors and Warnings

Program Name: Comprehensive Services for Behavioral Health-2020

Please select the criteria and click Find to Filter records....

Category: Error Type: ALL Find

Category	Code	Description	+Info
FIN	F005	Funds requested 216,060.00 does not equal budget amount 161,500.00	-

Amount of Funds Allocated – The amount that your agency is receiving from the State
Project Cost – The TOTAL cost of the project, including any required funding match or local funds

7. Source of Funds

		101,639.00	101,639.00	0.00	0.00		
Del.	Description	Total	Amount	Cash	Inkind	Narr.	Atta
×	Required Match - Local	9,239.00	0.00	9,239.00	0.00		
×	Local Non-ELPHS	0.00	0.00	0.00	0.00		
×	Local Non-ELPHS	0.00	0.00	0.00	0.00		
×	Local Non-ELPHS	0.00	0.00	0.00	0.00		
×	Other Non-ELPHS	0.00	0.00	0.00	0.00		
×	MDHHS Non Comprehensive	0.00	0.00	0.00	0.00		
×	MDHHS Comprehensive	92,399.00	92,399.00	0.00	0.00		
×	ELPHS - MDHHS Hearing	0.00	0.00	0.00	0.00		
Totals		101,639.00	92,399.00	9,240.00	0.00		

Comment Line:

Common Errors - Budget

Save Show Tree

5. Budget Detail

Category : Program Expenses - Salary & Wages Type : Expenditure
 Classification Seq. : 1 Sub Type : Direct
 Attachment : Browse

Description	Qty	Rate	UoM	Total
<input checked="" type="checkbox"/> Coordinator	1.0000	48032.00	FTE	48,032.00
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>				

▪ No Unit of Measure

▪ No attachment of indirect documents (Missing Paper Clip)

Agency Program : Application : Show Documents

Facesheet Certifications Narrative Work Plan Budget Miscellaneous Index

Save Save + Validate Errors PDF Copy Show Tree

8. Budget Detail Show Instructions

Category : Indirect Costs - Indirect Costs Type : Expenditure
 Classification Seq. : 3 Sub Type : Indirect Narrative :

Attachment : Browse

Description	Percent.	Units	Total	Amount	Notes	File
<input checked="" type="checkbox"/> De Minimis Rate – up to 10%	10.000	153267.000	15,327.00	15,327.00		
<input checked="" type="checkbox"/>						

Submitting the Application

ONLY the **AUTHORIZED OFFICIAL** can submit the application

To Submit the Application:

- Navigate to **Grantee > Grant Application > Grant Application Preview**
- Program: Select the grant program, using the 'Lookup' icon
- Agency: System will pre-populate
- Click 'Go' button
- The grant program information should appear
- Click the grant program blue hyperlink

EGrAMS Application Michigan.gov
The Official State of Michigan Website

Grantee Grant Application Grant Application Preview go Home | Logout

Grant Application Preview Timeout : 20 mins Date : Mar-03-14

*Status: Open All

*Program: DD-2014 Developmental Disabilities-2014 go

Agency: 123456789 Grantee Agency

Project:

Stages: Status:

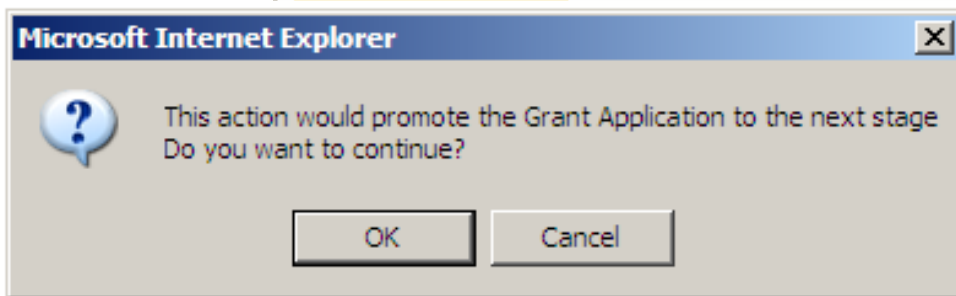
Program	Description	Submit Date
DD-2014	Developmental Disabilities-2014	8/30/2013 5:00:00 PM
DD-2014	Developmental Disabilities-2014	Application Entry / Work in Progress

Submitting the Application

ONLY the **AUTHORIZED OFFICAL** can submit the application

After clicking the blue hyperlink the grant program application will open:

- Review the application to make sure it is correct
- **To make a correction to application:** go to Grantee > Grant Application > Enter Grant Application
- Once the application is correct **go back to Grantee > Grant Application> Grantee Application Preview**, click the 'Submit' button
- Click 'OK' on the system message to promote the application to MDHHS Program for review



Validate Submit

Printing Application



To view PDF version of the application including PDF attachments:

- Click on the 'Printer' icon to the left



To view PDF version of the application **without PDF attachments**:

- Click on the 'Printer' icon to the right

Demographic Information		Timeout : 20 mins	Date : Oct-14-19																										
Agency	<input type="text"/>	<input type="text"/>	<input type="button" value="Close"/>																										
Program	Comprehensive Services for Behavioral Health-2020	<input type="text"/>	Show Documents																										
Stage-AMD/W		1. Demographic Information	Show Instructions																										
<ul style="list-style-type: none"> [-] Facesheet <ul style="list-style-type: none"> Demographic Information Project / Service Information Certification / Contacts Informa [+] Certifications [+] Narrative [+] Work Plan 	<table border="1"> <tr> <td>a. Demographic Information Name</td> <td colspan="3"><input type="text"/></td> </tr> <tr> <td>b. Organizational Unit</td> <td colspan="3"><input type="text"/></td> </tr> <tr> <td>c. Address</td> <td colspan="3"><input type="text"/></td> </tr> <tr> <td>d. Address 2</td> <td colspan="3"><input type="text"/></td> </tr> <tr> <td>e. City</td> <td><input type="text"/></td> <td>State <input type="text" value="MI"/></td> <td>Zip 1 <input type="text"/></td> </tr> <tr> <td></td> <td></td> <td></td> <td>Zip 2 <input type="text"/></td> </tr> <tr> <td>f. Federal ID Number</td> <td><input type="text"/></td> <td>Reference No.</td> <td><input type="text"/></td> </tr> </table>	a. Demographic Information Name	<input type="text"/>			b. Organizational Unit	<input type="text"/>			c. Address	<input type="text"/>			d. Address 2	<input type="text"/>			e. City	<input type="text"/>	State <input type="text" value="MI"/>	Zip 1 <input type="text"/>				Zip 2 <input type="text"/>	f. Federal ID Number	<input type="text"/>	Reference No.	<input type="text"/>
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f. Federal ID Number	<input type="text"/>	Reference No.	<input type="text"/>																										

View/Print Draft Agreement

To view a Draft version of the agreement:

- Navigate to **Grantee > Project Director > Application Status**
- Click 'Go'
- Grant Program: Select the grant program using the 'lookup' icon
- Click the 'Find' button
- Click 'View Contract' button
- A pop-up window containing the draft agreement will open
- Save, email or print draft agreement using the PDF toolbar save, email or print icons

The screenshot shows the EGrAMS Application interface. At the top, there is a navigation bar with 'Grantee', 'Project Director', and 'Application Status' dropdown menus. Below this, there are search and action buttons: 'Home | Logout', 'Timeout : 20 mins', and 'Date : Jan-19-12'. The main content area displays 'Contract Information' with fields for 'Grant Program Title' (XXXX-2014), 'Grantee Agency' (1231456789), and 'Contract #' (20161322-00). Below this, there is a table with columns for 'Contract Amount', 'Project Amount', 'Approved Amount', 'Last Status Date', and 'Status'. The 'View Contract' button is highlighted with a red box, and a red arrow points from it to a pop-up window displaying a draft agreement.

Contract Information

Grant Program Title	XXXX-2014
Grantee Agency	1231456789
Contract #	20161322-00

Contract Status

Contract Amount	1,000,000.00	Project Amount	1,000,000.00
Approved Amount	1,000,000.00	Approved Amount	1,000,000.00
Last Status Date	11/17/2011 4:06 PM	Last Status Date	1/13/2012 4:33 PM
Status	704983	Status	Pending

View Contract **Sign Contract** **Find** **Cancel**

Grant Agreement Between
Michigan Department of Health and Human Services
hereinafter referred to as the "Department"

hereinafter referred to as the "Grantee"
for
Chronic Disease Coordinating Networks - 2016
Part I

- Period of Agreement:**
This agreement shall commence on October 1, 2015 and continue through September 30, 2016. This agreement is in full force and effect for the period specified.
- Program Budget and Agreement Amount**
 - Agreement Amount**
The total amount of this agreement is \$440,000.00. The Department under the terms of this agreement will provide funding not to exceed \$440,000.00. The details of federal grant funding provided by the Department are included in Attachment A.
 - Equipment Purchase and Title**

Application Approval Process

To 'Track' a Grant through the MDHHS Review & Approval Process:

Once an Application has been **submitted** by the Authorized Official, the Grantee can track the progress by monitoring the Stage and Status of the Application.

To view the status of an application:

- Navigate to **Grantee > Grant Application > Grant Application preview**

Grant Application Preview
Timeout : 20 mins Date : Oct-14-19

*Status: Open All

*Program: MHDC-2020 Mental Health Diversion Council Pilot Program - 2020

Agency : ✖

Project : ✖

Stages : ✖ Status : ✖ go

Applications

Sections

Agency	Agency Name	Org. Unit	Stage / Status	Sel. <input type="checkbox"/>
-----			Amendments / Work in Progress	<input type="checkbox"/>

Download as ZIP file :
PDF Preview
Cancel

Application Approval Process

1. Grants section releases Agreement. Grantee must work on grant application sections with goal to submit prior to beginning of agreement period.

Location	Stage	Status
Grantee	Application Entry	Pending / Work in Progress
Grantee	Proposal Revision	Pending / Work in Progress

GRANTEE

2. Grantee submits Agreement. Grantor must now move agreement through this series of approvals:

Location	Stage	Status
Grantor	Program Approval	Ctrt Manager Tasks
Grantor	Program Approval	Pgm Manager Review
Grantor	Budget Approval	Level 1
Grantor	Budget Approval	Level 2
Grantor	Contracts Approval	CTS Tasks
Grantor	Contracts Approval	Admin Svcs Review
Grantor	Contracts Approval	Contract Template
Grantor	Contracts Approval	Ctrt Mgmt Review
Grantor	Master Agreement Contract	Pending

MDHHS

3. Agreement is sent back to Grantee for signature.

Location	Stage	Status
Grantee	Contract	Pending

4. Grantee signs Agreement. Agreement becomes effective on start date.

Location	Stage	Status
Grantee	Contract Signed	Signed by Grantee

GRANTEE

Signing the Agreement

ONLY the **AUTHORIZED OFFICIAL** can sign the agreement

The **Authorized Official** will receive an email notification, informing them of the agreement to be viewed and signed.

- To Accept/Sign Agreement, select
 - **Grantee > Project Director > Application Status**, from the drop-down menu. Click the 'Go' button.
- **Grant Program:** Select a grant program, using the 'Lookup' icon.
- **Agency:** System pre-populates.
- Click the 'Find' button. The system displays the grant program status selected.
- Click the 'View Contract' button to view a PDF version of the Standard Agreement.
- Click the 'Contract Signed' button to accept and execute the agreement.

Michigan.gov
The Official State of Michigan Website

EGrAMS Application

Grantee: Project Director Application Status go Home | Logout

Application Status Timeout : 20 mins Date : Jan-19-12

1 Of 1

General Information

Grant Program : CARD-2012 Cardiovascular Health Project - 2012

Agency : [] X

Project : CARD-2012 Cardiovascular Health Project - 2012 X

Agency Application Status

Requested Amount: [] Project Amount: []

Recommended Amount: [] Approved Amount: []

Submit Date: 11/17/2011 4:06 PM Last Status Date: 1/13/2012 4:33 PM

Application Ref #: 704983

Stage: CTRT Contract Status: Pending

20121586-00 View Contract Sign Contract

Find Cancel

View/Print Signed Agreement

To view the signed agreement:

- Navigate to **Grantee > Project Director > Application Status**
- Click 'Go'
- Grant Program: Select the grant program using the 'lookup' icon
- Click the 'Find' button
- Click 'View Contract' button
- A pop-up window containing the draft agreement will open
- Save, email or print draft agreement using the PDF toolbar save, email or print icons

The screenshot displays the EGrAMS Application interface. At the top, there is a navigation bar with the Michigan.gov logo and the text "EGrAMS Application". Below this, there are dropdown menus for "Grantee", "Project Director", and "Application Status". A "Home | Logout" link is also present. The main content area shows a "Contract Information" section with fields for "Grant Program Title" (XXXX-2014), "Grantee Agency" (1231456789), and "Contract #". Below this, there is a "Contract Status" section with various fields including "Contract Amount" (1,000,000.00), "Project Amount" (1,000,000.00), "Approved Amount" (1,000,000.00), "Last Status Date" (1/13/2012), and "Status" (Pending). A red box highlights the "View Contract" button, which is located at the bottom right of the contract information section. A red arrow points from the "View Contract" button to the PDF viewer window on the left.

Contract # : 20161322-00

Grant Agreement Between
Michigan Department of Health and Human Services
hereinafter referred to as the "Department"

hereinafter referred to as the "Grantee"
for
Chronic Disease Coordinating Networks - 2016
Part I

- Period of Agreement:**
This agreement shall commence on October 1, 2015 and continue through September 30, 2016. This agreement is in full force and effect for the period specified.
- Program Budget and Agreement Amount**
 - Agreement Amount**
The total amount of this agreement is \$440,000.00. The Department under the terms of this agreement will provide funding not to exceed \$440,000.00. The details of federal grant funding provided by the Department are included in Attachment A.
 - Equipment Purchase and Title**

Questions?

Progress Reports

- Understanding the Progress Reports
 - Validate Progress Report
 - Submitting Progress Report
 - Print Progress Reports
- Type of Progress Reports
 - Financial Status Report (FSR)
 - Work Plan
 - Statistical Reports

Understanding Progress Reports

Navigate to: **Grantee > Reporting > Progress Reports** and click the 'Go' button.

- Select Grant Program using the 'Lookup' icon
- Click 'Find'
- Click any part of the line to open the report.
- Screen will display all reports applicable for the Grant Program selected

Progress Report

Budget

Specify Program Information and click find..

*Grant Program : Breast Cancer Education Module - 2019 *Agency : Health Emergency Lifeline Programs ✕

Display : Project Report Fiscal Year : 2019 All

Project: ✕ Report : ✕

*Status : Pending Submitted Approved Cancelled Pending Correction Request All

Code	Description	Report Notes	Type	Report Freq.	Report Dt.	Due Date	Submit Dt.	Review Notes	Status	Submit
BCEM-2019 Breast Cancer Education Module - 2019										
FSR	Financial Status Report	...	Expenditure	Monthly	01/31/2019	02/15/2019		...	Pending	
FSR	Financial Status Report	...	Expenditure	Monthly	12/31/2018	01/15/2019	01/30/2019	...	Approved	
FSR	Financial Status Report	...	Expenditure	Monthly	11/30/2018	12/15/2018	12/31/2018	...	Approved	
FSR	Financial Status Report	...	Expenditure	Monthly	10/31/2018	11/15/2018	11/30/2018	...	Approved	
WORKPLAN	Work Plan Report	...	Narrative	Quarterly	12/31/2018	01/15/2019	01/15/2019	...	Approved	

Understanding Progress Reports

Report Notes: By report if any explanation is provided

Due Date: Due dates and grace days for the respective report

Review Notes: If MDHHS Requests Corrections

Status: Status of the report

Code	Description	Report Notes	Type	Report Freq.	Report Dt.	Due Date	Submit D.	Review Notes	Status	Submit
BCEM-2019	Breast Cancer Education Module - 2019									
FSR	Financial Status Report	...	Expenditure	Monthly	01/31/2019	02/15/2019		...	Pending	
FSR	Financial Status Report	...	Expenditure	Monthly	12/31/2018	01/15/2019	01/30/2019	...	Approved	
FSR	Financial Status Report	...	Expenditure	Monthly	11/30/2018	12/15/2018	12/31/2018	...	Approved	
FSR	Financial Status Report	...	Expenditure	Monthly	10/31/2018	11/15/2018	11/30/2018	...	Approved	
WORKPLAN	Work Plan Report	...	Narrative	Quarterly	12/31/2018	01/15/2019	01/15/2019	...	Approved	

Report color notations (no email reminders are sent):

- **Green:** Not due yet, *Submitted*, or *Approved*
- **Gold:** Due (to be submitted by Report Date + Grace Days)
- **Red:** Past Due (Late)

Find OK Cancel

Understanding Progress Reports

Progress Report Name

Screen information – Provides high level information on the screen

Screen Help – Provides detail instructions and help about the screen

The screenshot shows a web form titled "Financial Status Report" with a "Timeout : 20 mins" and "Date : Oct-14-19". The form contains several fields: "Program" (Comprehensive Services for Behavioral Health-2019), "Agency" (blurred), "Project" (blurred), "Period" (09/01/2019-09/30/2019), "Status" (Pending), and "Review Comments" (with a reviewer comments icon). A "Documents" link and a "Close" button are also present. Annotations with arrows point to the title bar, the "Screen information" text, and the "Screen Help" text.

Documents: A link to additional program documentation

Period: The current reporting period appears in the drop down menu. To view a previous reporting period select the period dropdown menu.

Status: Shows the current status of the report: Pending, WIP (Work In Progress), Submitted, Corrections, or Approved.

Review Comments: If the report is sent back for corrections, to view the grantor's comments, click on the reviewer comments icon.



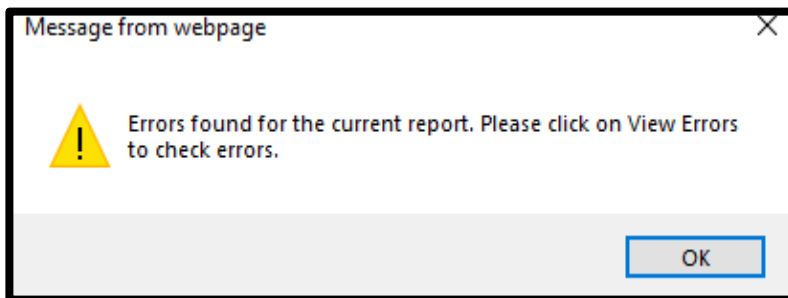
Keep an eye on 'Timeout Left' when doing data entry & Save Often

Timeout : 20 mins

Validating Progress Report

To Validate:

- Click on 'Validate' button.
- If errors found, the system displays an informational message:

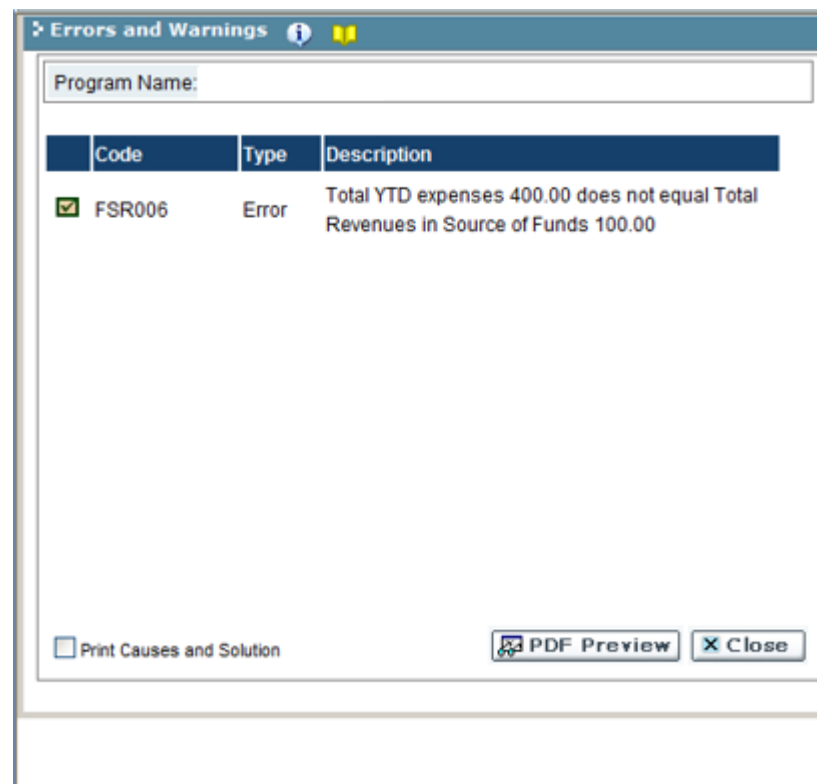
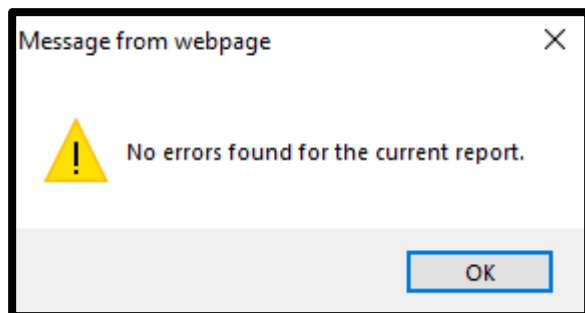


Expenditures		Source of Funds		Type :	Report:	Operating Advance :		
				<input type="radio"/> Regular <input type="radio"/> Obligation <input checked="" type="radio"/> Final	1	0.00		
Description	Current	Tot. Corr.	YTD	Budget	Balance	Exp. %	File	Cor.
Program Expenses								
Salary & Wages	0.00	0.00	68,351.38	94,048.00	25,696.62	72.68		
Fringe Benefits	0.00	0.00	38,964.13	41,381.00	2,416.87	94.16		
Travel	500.00	0.00	3,050.11	6,000.00	2,949.89	50.84		
Supplies & Materials	0.00	0.00	555.00	150.00	-405.00	370.00		
Contractual	0.00	0.00	0.00	0.00	0.00	0.00		
Equipment	0.00	0.00	0.00	0.00	0.00	0.00		
Other Expenses	0.00	0.00	289.30	847.00	557.70	34.16		
All Others	0.00	0.00	0.00	0.00	0.00	0.00		
Total Program Expenses	500.00	0.00	111,209.92	142,426.00	31,216.08	78.08		
Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00		
Total Expenditures	500.00	0.00	111,209.92	142,426.00	31,216.08	78.08		

- Click 'OK' to close error message
- Click 'View Errors'

Validating Progress Report

- Acknowledge message.
- The system displays the error details in a pop-up window.
- Correct the errors in the Progress Report based on the 'Validation' errors report.
- Revalidate the report after correcting the errors. When no errors are found, the system will display this message:



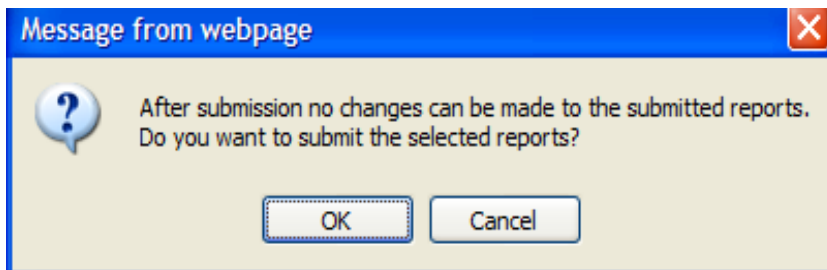
Click to open a .PDF Preview Button for a Document of the errors report.

Submitting Progress Report

To submit a report:

- On the Progress Report screen, click the 'Submit' check box
- Click 'OK'
- The system will display this message

NOTE: The Financial Officer is the **only** Permission Code that will have the **Submit** checkbox available to submit an FSR.



- Acknowledge the message by clicking 'OK'. This action submits the report
- Upon successful submission, the status is updated in the Status column (WIP to Submitted)
- The Report is then reviewed and approved or rejected for corrections by MDHHS Program staff

Enter Progress Reports (*) - Required field Timeout : 20 mins Date : Mar-04-15

Progress Report Budget

Specify Program Information and click find..

*Grant Program : CBH-2015 Comprehensive Services for Behavioral Health-2015 *Agency : Agency Name X

Display : Project Report Fiscal Year : 2015 All

Project: Report: X

*Status : Pending Submitted Approved Cancelled Pending Correction Request All

Code	Project	Report	Type	Report	Report Dt.	Grace	Submit Dt.	Review	Status	Upload	Submit
MDFT-AL	Multi-Dimensional Family Therapy	Notes		Freq.		Days		Notes			
CBHQN	Comprehensive Services for Behavioral Health - Quarterly Narrative Report	...	Statistics	Date	03/31/2015	15		...	Pending		
FSR	Financial Status Report	...	Expenditure	Quarterly	12/31/2014	15		...	WIP		<input checked="" type="checkbox"/>

Contact MDHHS Program Staff immediately if a report is submitted in error.

Upload File Format : XML CSV

Browse... Upload Find OK Cancel

Print a Progress Report

- At any time you can print copies of pending / submitted / approved / corrections status of any Progress Reports (i.e. Financial, Statistical, Work Plan, etc).
- Open a Report from the list and click the 'PDF' button. This will open the Report in a PDF Viewer window.

Financial Status Report Timeout : 20 mins Date : Mar-04-15

Program : Comprehensive Services for Behavioral Health-2015 Agency : Agency Name Documents Close

Project : Project Title

Period : 10/01/2014-12/31/2014 2015 Status: Work in Progress Review Comments:

Expenditures Source of Funds Type: Regular Obligation Final Operating Advance : 0.00

Description	Current	Tot. Corr.	YTD	Budget	Balance	Exp.%	File
Program Expenses							
Salary & Wages	0.00	0.00	0.00	0.00	0.00	0.00	
Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
Travel	0.00	0.00	0.00	0.00	0.00	0.00	
Supplies & Materials	0.00	0.00	0.00	2,860.00	2,860.00	0.00	
Contractual	0.00	0.00	0.00	27,000.00	27,000.00	0.00	
Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
Other Expenses	0.00	0.00	0.00	0.00	0.00	0.00	
Total Program Expenses	0.00	0.00	0.00	29,860.00	29,860.00	0.00	
Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	

0.00 0.00 0.00 29,860.00 29,860.00 0.00

Validate View Errors **PDF** Save Cancel

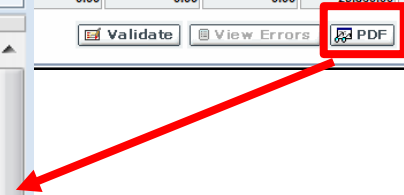
https://egram-mi.com/dch/Designer/viewPDF.aspx?ShowPDF=Y&TempSection=Q&TempM...

https://egram-mi.com/dch/Designer/viewPDF.aspx?ShowPDF=Y&TempSection=Q&TempMode=PREVIEW

FINANCIAL STATUS REPORT

FE ID Number	Contract Number 20161340-00		Page 1	Of 3
Local Agency Name	Program Chronic Disease Coordinating Networks - 2016		Title Lifestyle/Environment	
Street Address	Report Period 05/01/2016	Thru 05/31/2016	Final <input type="checkbox"/>	Date Prepared 06/06/2016
City, State, ZIP Code	Agreement Period 10/01/2015	Thru 09/30/2016	Operational Advance 0.00	

Category	Expenditures				Agreement		
	Current Period	Correction	Agreement YTD	Match YTD	Budget	Balance	Expend%
Program Expenses							
1. Salary & Wages	580.32	0.00	6,141.51	0.00	7,230.00	1,088.49	84.94%
2. Fringe Benefits	121.63	0.00	1,342.42	0.00	1,648.00	305.58	81.46%
3. Travel	25.00	0.00	25.00	0.00	25.00	0.00	100.00%
4. Supplies & Materials	0.00	0.00	0.00	0.00	14,214.00	14,214.00	0.00%
5. Contractual	4,984.84	0.00	24,023.00	0.00	67,626.00	43,603.00	35.52%
6. Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
7. Other Expenses	4,528.24	0.00	20,397.18	0.00	38,073.00	17,675.82	53.57%
Total Program Expenses	10,240.03	0.00	51,929.11	0.00	128,816.00	76,886.89	40.31%
Indirect Costs	2,001.93	0.00	10,152.14	0.00	25,184.00	15,031.86	40.31%
TOTAL EXPENDITURES	12,241.96	0.00	62,081.25	0.00	154,000.00	91,918.75	40.31%



Financial Status Report (FSR)

The Financial Status Report (FSR) provides a standardized format for reporting expenditures and the source of funds related to the Grant Program.

FSR Worksheet Tabs: The FSR contains two tabs: Expenditures and Source of Funds. Each tab contains a worksheet that the Grantee must complete to submit an FSR.

The screenshot shows a software interface for the Financial Status Report. On the left, there are two tabs: 'Expenditures' and 'Source of Funds'. The 'Source of Funds' tab is highlighted with a red rectangular box. To the right of the tabs, there is a 'Type' section with three radio buttons: 'Regular' (which is selected), 'Obligation', and 'Final'. Further to the right, there is an 'Operating Advance' label followed by a text input field containing the value '0.00'.

- **Expenditures Tab** – Allows the grantee to report on current period expenses as identified in their original or amended agreement.
- **Source of Funds Tab** – Assures that all source of funds are included and that the match requirement is met, as was identified in the agreement.
- FSR Types:
 - **Regular** – A monthly financial expenditure report.
 - **Obligation** – A one-time report submitted in late August/early September in which the Grantee **estimates** the amount of remaining expenditures that will be billed in the grant year. **Only has 1 tab**
 - **Final** – The last financial report of expenditures for a Grant Agreement. **NOTE:** Only **one** FSR is submitted for each reporting period, except for September. In the final reporting period - several “September reports” are allowed and will need to be approved. Also, be sure that a final FSR is submitted and approved (even if its a zero FSR).

Financial Status Report (FSR)

Expenditures Tab

- The Grantee enters the allowable costs incurred for carrying out program specific activities on the 'Expenditure' tab.

Expenditures Columns:

- Description Column** – Lists the major budget categories, as found on the application
- Current Column** – Enter the expenditures by budget category as reported for the current period.
- Total Corr. Column** – Corrections by budget category for the Agreement to date.
- YTD Column** –Year-To-Date expenditures by budget category for the Agreement.
- Budget** – Current budget of the last signed Agreement.
- Balance** – The system automatically calculates the remaining balance of the Agreement by budget category.

Financial Status Report | Timeout : 18 mins | Date : Mar-04-15

Program : Comprehensive Services for Behavioral Health-2015 | Agency : Agency Name | Documents | X Close

Project : Project Title

Period : 10/01/2014-12/31/2014 | 2015 | Status : Work in Progress | Review Comments :

Expenditures | Source of Funds | Type : Regular | Operating Advance : 0.00

Description	Current	Tot. Corr.	YTD	Budget	Balance	Ex %	File
Program Expenses							
Salary & Wages	0.00	0.00	0.00	0.00	0.00	0.00	
Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
Travel	0.00	0.00	0.00	0.00	0.00	0.00	
Supplies & Materials	1,000.00	0.00	1,000.00	2,860.00	1,860.00	34.97	
Contractual	10,000.00	0.00	10,000.00	27,000.00	17,000.00	37.04	
Equipment	0.00	0.00	0.00	0.00	0.00	0.00	
Other Expenses	0.00	0.00	0.00	0.00	0.00	0.00	
Total Program Expenses	11,000.00	0.00	11,000.00	29,860.00	18,860.00	36.84	
Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00	
Total Expenditures	11,000.00	0.00	11,000.00	29,860.00	18,860.00	36.84	

Validate | View Errors | PDF | Save | Cancel

Financial Status Report (FSR)

Expenditures Tab cont'd

- **Exp%** – Refers to the percentage used within each budget category.
- **File** – Click the 'Paper Clip' icon to upload an attached documentation /supplemental FSRs as required by MDHHS.
- **Cor.** – The system allows the Grantee to make corrections to a previous period's Financial Status Report statements. See slides 98-99
- **Total Expenditures** – Total expenses to date.
- Click the 'Save' button to save changes.
- Click the 'Validate' button to check for errors (refer to page 89).

Financial Status Report Timeout : 20 mins Date : Jun-06-16

Program : HIV Care, Prevention and Support - 2016 Agency : Documents X Close

Project : HIV Prevention

Period : 05/01/2016-05/31/2016 2016 Status: Pending Review Comments:

Expenditures Source of Funds Type : Regular Obligation Final Operating Advance : 0.00

Description	Current	Tot. Corr.	YTD	Budget	Balan	Exp.%	File	Cor.
Program Expenses								
Salary & Wages	0.00	0.00	72,813.71	131,323.00	58,509.29	55.45		
Fringe Benefits	0.00	0.00	21,956.05	36,254.00	14,297.95	60.56		
Travel	0.00	0.00	10,928.25	31,350.00	20,421.75	34.86		
Supplies & Materials	0.00	0.00	6,368.66	9,993.00	3,624.34	63.73		
Contractual	0.00	0.00	0.00	0.00	0.00	0.00		
Equipment	0.00	0.00	0.00	0.00	0.00	0.00		
Other Expenses	0.00	0.00	25,834.19	53,659.00	27,824.81	48.15		
Total Program Expenses	0.00	0.00	137,900.86	262,579.00	124,678.14	52.52		
Indirect Costs	0.00	0.00	0.00	0.00	0.00	0.00		
Total Expenditures	0.00	0.00	137,900.86	262,579.00	124,678.14	52.52		

NOTE: The Financial Officer is the only Permission Code that will have the Submit checkbox available to submit an FSR.

Financial Status Report (FSR)

Source of Funds Tab

- The Source of Funds tab assures that all source of funds are included and that the match requirement is met, as identified in the Agreement.

Source of Funds Columns:

- Funds
- Cash
- In-Kind
- Validate (see page 89)

Financial Status Report Timeout : 20 mins Date : Mar-04-15

Program : Comprehensive Services for Behavioral Health-2015 Agency : Agency Name Documents X Close

Project : Project Title

Period : 10/01/2014-12/31/2014 2015 Status : Work in Progress Review Comments: [icon]

Expenditures Source of Funds Type : Regular Obligation Final Operating Advance : 0.00

Total Expenditures 44,000.00 0.00 0.00 44,000.00 0.00 44,000.00 29,860.00 18,860.00 36.84

Description	Funds	Cash	Inkind	Total	Tot. Corr.	YTD	Budget	Balance	Exp.%	File
Source of Funds										
Fees and Collections	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	[icon]
State Agreement	11,000.00	0.00	0.00	11,000.00	0.00	11,000.00	29,860.00	18,860.00	36.84	[icon]
Local	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	[icon]
Federal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	[icon]
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	[icon]
Total Source of Funds	11,000.00	0.00	0.00	11,000.00	0.00	11,000.00	29,860.00	18,860.00	36.84	
Total Funding	11,000.00	0.00	0.00	11,000.00	0.00	11,000.00	29,860.00	18,860.00	36.84	

Validate View Errors PDF Save Cancel

NOTE: The Financial Officer is the **only** Permission Code that will have the Submit checkbox available to submit an FSR.

Completing Zero FSR

To complete a Zero Financial Status Report.

Expenditure Tab: select the Budget Category field to reflect zero expenses for the reporting period.

- In the Current column enter 0.00, for every budget category.
- Click the 'Save' button.

Expenditures		Source of Funds		Type :	Report :	Operating Advance :		
				<input type="radio"/> Regular <input type="radio"/> Obligation <input checked="" type="radio"/> Final	1	0.00		
Description	Current	Tot. Corr.	YTD	Budget	Balance	Exp. %	File	Cor.
Program Expenses								
Salary & Wages	0.00	0.00	68,351.38	94,048.00	25,696.62	72.68		
Fringe Benefits	0.00	0.00	38,964.13	41,381.00	2,416.87	94.16		
Travel	0.00	0.00	2,550.11	6,000.00	3,449.89	42.50		
Supplies & Materials	0.00	0.00	555.00	150.00	-405.00	370.00		
Contractual	0.00	0.00	0.00	0.00	0.00	0.00		
Equipment	0.00	0.00	0.00	0.00	0.00	0.00		
Other Expenses	0.00	0.00	289.30	847.00	557.70	34.16		
All Others	0.00	0.00	0.00	0.00	0.00	0.00		
Total Program Expenses	0.00	0.00	110,709.92	142,426.00	31,716.08	77.73		
Indirect Costs								
	0.00	0.00	0.00	0.00	0.00	0.00		
		0.00	0.00	110,709.92	142,426.00	31,716.08	77.73	

Expenditures		Source of Funds		Type :	Report :	Operating Advance :					
				<input type="radio"/> Regular <input type="radio"/> Obligation <input checked="" type="radio"/> Final	1	0.00					
Description	Funds	Cash	Inkind	Total	Tot. Corr.	YTD	Budget	Balance	Exp. %	File	Cor.
Total Expenditures											
	0.00	0.00	0.00	0.00	0.00	110,709.92	142,426.00	31,716.08	77.73		
Source of Funds											
Fees and Collections	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
State Agreement	0.00	0.00	0.00	0.00	0.00	110,709.92	142,426.00	31,716.08	77.73		
Local	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Federal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Total Source of Funds	0.00	0.00	0.00	0.00	0.00	110,709.92	142,426.00	31,716.08	77.73		
Total Funding											
	0.00	0.00	0.00	0.00	0.00	110,709.92	142,426.00	31,716.08	77.73		

Buttons: Validate, View Errors, PDF, Save, Cancel

Source of Funds Tab: select State Agreement field to reflect zero expenses for the reporting period.

- In the Funds column enter 0.00.
- Click the 'Save' button.
- Click the 'Validate' button to check for errors.

Note: The Zero's shown on the screen are placeholders. Showing the field type (numeric).

Buttons: Validate, View Errors, PDF, Save, Cancel

Expenditures Correction to a Prior Period FSR

On the Current FSR:

- Click on the 'Corrections' icon for the expense category to correct on the Expenditures tab. System displays correction screen.

The Correction Screen displays:

- Period** – Select the reporting period of correction.
- Total Adjustment** – Enter the amount to be corrected.
- Previous Balance** – View previous balance adjusted.
- Adjustment Balance** – View adjusted balance.
- Total Corrections** – View the total correction amount for that period.
- Total Corrections YTD** – View the total correction amount Year-To-Date.
- Click the 'OK' button to close pop-up and 'Save' to save changes.
- Click the 'Close' button to discard the selections.

The screenshot shows the EGrAMS Application interface. At the top, there's a navigation bar with 'Michigan.gov' and 'The Official State of Michigan Website'. Below that, there are dropdown menus for 'Select Level 1 Menu', 'Select Level 2 Menu', and 'Select Level 3 Menu'. The main content area is titled 'Financial Status Report' and includes fields for 'Program', 'Project', and 'Period'. A table of expenditures is displayed with columns: Description, Current, Tot. Corr., YTD, Budget, Balance, Exp.%, File, and Cor. A red arrow points from the 'Cor.' column of the 'Salary & Wages' row to a 'Corrections' pop-up window. The pop-up window has a table with columns: Period, Total Adjustment, Previous Balance, Adjustment Balance, and Note. The 'Total Corrections' and 'Total Corrections YTD' rows are highlighted with a green box.

Description	Current	Tot. Corr.	YTD	Budget	Balance	Exp.%	File	Cor.
Program Expenses								
Salary & Wages	257.00	0.00	257.00	2,057.00	1,800.00	12.49		
Fringe Benefits	0.00	0.00	500.00	418.00	-82.00	119.62		
Travel	0.00	0.00	0.00	0.00	0.00	0.00		
Supplies & Materials	0.00	0.00	500.00	25.00	-475.00	200.00		
Contractual	0.00	0.00	0.00	0.00	0.00	0.00		


Period	Total Adjustment	Previous Balance	Adjustment Balance	Note
02/20/2009-03/19/2009	1,500.00	1,500.00	0.00	...
03/20/2009-04/19/2009	-500.00	1,500.00	0.00	...
Select Period				...
Select Period				...
Select Period				...
Total Corrections	1,000.00			
Total Corrections YTD	1,000.00			

Expenditures Correction to a Prior Period FSR


- After clicking on the 'Save' button, the system will re-generate and now reflects the corrected amount in the Total Corrections Column.
- Click on the **Source of Funds** tab 'Corrections' icon to correct the funds category. System displays correction screen.

Note: Any corrections made in the Expenditures tab for a reporting period also needs to be corrected on the Source of Funds tab, for the same reporting period.

- Click the 'OK' button to save changes.
- Click the 'Validate' button to check for errors (refer to page 89).
- Upon Validation, you will receive an error message, if you have not made the corrections to the Source of Funds tab.



EGrAMS Application



The Official State of Michigan Website

Select Level 1 Menu
Select Level 2 Menu
Select Level 3 Menu
go Home | Logout

Financial Status Report
Timeout Left: 20 mins Date: Aug-11-09

Program: Agency: [Documents](#)

Project:

Period: Status:

Expenditures
 Source of Funds
 Type: Regular Obligation Final
 Operating Advance:

Total Expenditures	257.00	0.00	1,257.00	2,500.00	1,243.00	50.28
Description						
Source of Funds						
Fees and Collections	0.00	0.00	-500.00	0.00	500.00	-50.000
State Agreement	257.00	1,000.00	2,757.00	2,500.00	-257.00	110.28
Local	0.00	0.00	0.00	0.00	0.00	0.00
Federal	0.00	0.00	0.00	0.00	0.00	0.00
Others	0.00	0.00	0.00	0.00	0.00	0.00
Total Source of Funds	257.00	1,000.00	2,257.00	2,500.00	243.00	90.28

Total Funding	257.00	1,000.00	2,257.00	2,500.00	243.00	90.28
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NOTE: The Financial Officer is the only Permission Code that will have the Submit checkbox available to submit an FSR.

Special Year-End Financial Status Reports

- **Obligation Report** – This report should be an estimate of remaining expenditure for the final agreement period.
- **Last Project Period Report** – This report is a regular report which can be submitted multiple times prior to submitting the “Final” report.
- **Final Report** – This report should be selected when the agency is ready to report the final expenditures.

Financial Status Report Timeout : 14 mins Date : Mar-04-15

Program : Comprehensive Services for Behavioral Health-2015 Agency : Agency Name Documents X Close

Project : Project Title

Period : 10/01/2014-12/31/2014 2015 Status : Work in Progress Review Comments: [icon]

Expenditures Source of Funds Type : Regular Obligation Final

Description	Current	Tot. Corr.	YTD	Budget	Balance	Exp.%	File
Program Expenses							
Salary & Wages	0.00	0.00	0.00	0.00	0.00	0.00	[icon]
Finance Benefits	0.00	0.00	0.00	0.00	0.00	0.00	[icon]

NOTE: The User will enter the data in these reports similar to a regular FSR. The only difference is the “**Type**.”

NOTE: The Financial Officer is the only Permission Code that will have the Submit checkbox available to submit an FSR.

Financial Status Report Timeout : 14 mins Date : Mar-04-15

Program : Comprehensive Services for Behavioral Health-2015 Agency : Agency Name Documents X Close

Project : Project Title

Period : 10/01/2014-12/31/2014 2015 Status : Work in Progress Review Comments: [icon]

Expenditures Source of Funds Type : Regular Obligation Final Report: 3 Operating Advance : 0.00 Explanation : [icon]

Description	Current	Tot. Corr.	YTD	Budget	Balance	Exp.%	File
Program Expenses							
Salary & Wages	0.00	0.00	0.00	0.00	0.00	0.00	[icon]
Finance Benefits	0.00	0.00	0.00	0.00	0.00	0.00	[icon]

Work Plan Report

During the application process, Grantees were asked to develop a Work Plan (Statement of Work) that detailed the Agency's Goals and Objectives. Using this information, the system generates a Work Plan Evaluation report. This report allows the Grantee to track and report on the Program's progress towards completing the stated Objectives/Activity(ies) as outlined in the Agreement.

- Navigate through the various objectives/activities by clicking on the 'Arrow' buttons. Or choose the Objective/Activity by clicking on the activity within the expandable tree directory located on the left side of the screen.

- Move through each Objective to report against each activity. Enter the Target Audience, Performance Summary and Evaluation Results.

- If an activity has been completed for the **entire grant period**, check the box next to 'Completion' and enter the 'Completion Date' for the Activity.

- Click the 'Save' button to save changes.

- Click the 'Validate' button to check for errors (refer to page 89).

- **NOTE:** The system will display the selected Objective, Activity, Responsible Staff, and Timeline information as contained in the Agreement's Attachment A – Statement of Work.

The screenshot displays the EGrAMS Application interface for a 'Project Work Plan Report'. The top navigation bar includes 'Select Level 1 Menu', 'Select Level 2 Menu', and 'Select Level 3 Menu' dropdowns, along with a 'go' button and 'Home | Logout' links. The main header shows 'Michigan.gov The Official State of Michigan Website'. The report title is 'Project Work Plan Report' with a 'Timeout Left: 20 mins' and 'Date: Nov-18-09'. The form fields are as follows:

- Program: Example Program
- Agency: Agency Name
- Project: Project Title
- Period: 11/15/2009-12/14/2009
- Year: 2009
- Status: Pending
- Type: Regular (selected), Obligation, Final
- Objective: 21. Conduct Health Education/Rish Reduction prevention program activities
- Activity: Conduct 700 outreach and single-sessions skills building. Targeting 500 Arab/Chaldean men who have sex with men (MSM) and 200 White MSM
- Responsible Staff: Outreach Worker
- Timeline: Date Range (From/To): 12/1/2009 / 6/9/2010
- Expected Outcome: 70% or 500 Arab/Chaldean MSM all street and community General MSM outreach and single sessions will be contacted.
- Measurement: (empty)
- Target Audience: Arab/Chaldean & White MSM
- Complete: (highlighted in red box)
- Completion Date: (empty)
- Period Summary: Conducted 25 outreach and 15 single-sessions.
- Evaluation Results: (empty)

At the bottom of the form, there are buttons for 'Validate', 'View Errors', 'PDF', 'Save', and 'Cancel'.

Attachment Reports

- Click on the hyperlink to open the attachment report.
- Enter the 'Title' of the report.
- Click the 'Browse' button, to locate the file from your local system to be attached.
- Click the 'Save' button to save changes.
- Click the 'Paper Clip' icon to view the uploaded attachment.
- Click on the 'Close' button.
- Submit this report from the Progress Report screen (refer to page 89).
- MDHHS Program Staff will review and approve or reject the report back for Corrections.

Enter Progress Reports (*) - Required field Timeout : 20 mins Date : Mar-04-15

Progress Report Budget

Specify Program Information and click find..

*Grant Program : Program Title *Agency : Agency Name X

Display : Project Report Fiscal Year : All

Project : X Report : X

*Status : Pending Submitted Approved Cancelled Pending Correction Request All

Code	Project	Code	Description	Report Notes	Type	Report Freq.	Report Dt.	Grace Days	Submit Dt.	Review Notes	Status	Submit
CD-INFO			Communicable Disease Provider Information Plan	...	Attachment	Date	10/31/2010	5	03/08/2011	...	Corrections	<input type="checkbox"/>
CHRTCHC			Charitable Choice Report	...	Attachment	Date	08/15/2011	30		...	Pending	
FASD			Fetal Alcohol Spectrum Disorders	...	Attachment	Monthly	10/31/2010	15		...	Pending	

https://egram-mi.com - EGRAMS : Report Attachments - Microsoft Internet Explorer

Report Attachments

Period : 10/01/2010-10/31/2010 2011 Status: Pending Review Comments:

Type : Regular Obligation Final

Program : Program Title

Agency : Agency Name

Description : Attachment Report Title

Title	Attach	Show	Delete
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Validate View Errors Save Close

Narrative Report

To track the progression of some Projects, MDHHS Program Staff have developed Narrative Progress Reports.

Follow the instructions before completing each report. Instructions can be found in a few locations:

Comprehensive Services for Behavioral Health... Timeout : 20 mins Date : Mar-04-15

Program : Comprehensive Services for Behavioral Health-2015 Agency : Agency Name Documents Close

Project : Project Title

Period : 10/01/2014-03/31/2015 2015 Status : Pending Review Comments: [icon]

Report Type : Regular Obligation Final Spell Show Tree 1 Of 7

1. Briefly summarize specific goals and objectives (from the Statement of Work) for this quarter and the corresponding activities that have occurred in the project during the reporting period. Describe project achievements accomplished during this quarter.

Validate View Errors PDF Save Cancel

- The 'Documents' hyperlink provides a listing of Report instructions.
- Instructions are listed on the screen within the Report, as shown below.
- Click the 'Information' icon for instructions on how to complete the specific question.

To complete the report:

- Enter or cut and paste the narrative information as requested for the Report.
- Click the 'Save' button to save changes.
- Click the 'Validate' button to check for errors (refer to page 89).

Statistical Report

- Enter the data as requested for each report.
- Click the 'Save' button to save change.

NOTE: The system will not calculate the totals until the 'Save' button is clicked. Each time a change is made to a numeric field, re-click the 'Save' button to update the total(s).

- Click the 'Validate' button to check for errors (refer to page 89).
- Submit this report from the Progress Report screen (refer to page 91).
- The Report is then reviewed and approved, or rejected for Corrections, by MDHHS Program Staff.
- Click the 'PDF' button to view or print the report.

Note: The printed report will show the current period and the Year-To-Date (YTD) totals, for the given Reporting period.

Hours of Service Received by Clients

Unduplicated count of clients served, ages 12 - 18 years old: Unduplicated count of clients served, ages 19 - 29 years old:

Indicate the number of clients, by age group, who received the total number of "program hours." CBAE Grantees - do not provide data in the columns for 19-29 year olds.

Number of Program Hours Received:	By 12 - 18 year olds	By 19 - 29 year olds
1	<input type="text" value="42"/>	<input type="text" value="0"/>
2	<input type="text" value="103"/>	<input type="text" value="0"/>
3	<input type="text" value="13"/>	<input type="text" value="0"/>

46	<input type="text" value="0"/>	<input type="text" value="0"/>
47	<input type="text" value="0"/>	<input type="text" value="0"/>
48	<input type="text" value="0"/>	<input type="text" value="0"/>
49	<input type="text" value="0"/>	<input type="text" value="0"/>
50	<input type="text" value="0"/>	<input type="text" value="0"/>
50+	<input type="text" value="0"/>	<input type="text" value="0"/>
Total	1587	164

Michigan Department of Community Health
Michigan Abstinence Program - 2009 Test A

Hours Of Service Received By Clients : 01/01/2009-01/31/2009 1/31/2009
Kalamazoo Community Mental Health Services

Hours of Service Received by Clients

Unduplicated count of clients served, ages 12 - 18 years old: Unduplicated count of clients served, ages 19 - 29 years old:

Indicate the number of clients, by age group, who received the total number of "program hours." CBAE Grantees - do not provide data in the columns for 19-29 year olds.

	Current Period		YTD	
	By 12 - 18 year olds	By 19 - 29 year olds	By 12 - 18 year olds	By 19 - 29 year olds
1				
2	103	0	103	0
3	13	0	13	0
4	96	0	96	0
5	25	0	25	0
6	53	0	53	0

Questions?

Contact the EGrAMS Help Desk:
MDHHS-EGRAMS-HELP@michigan.gov
or (517)335-3359