WebGrants
How-To Manual
For External Users

November 2016
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Registering as a New User

Log in

User ID:*
Password:*

Forgot User ID?
Forgot Password?

New to WebGrants - Michigan Courts? Register Here

Click here to receive a user ID and password

Personal Information

Name: Alice
Suffix:  
First Name:  
Middle Name:  
Last Name:  
Title: Program Coordinator
Email: test@courts.mi.gov
Confirm Email: test@courts.mi.gov
Address: 123 Anytown
Address Line 2
Address Line 3
City: Anywhere
State: Michigan
Zip: 12345
Phone: 517-222-1212
Fax:  

Organization Information

Name: 100th Circuit Court
Organization Type: State Court Administrative Office
Tax ID:  
Organization Website:  
Address: 123 Anytown

Phone: 517-222-1212
Fax:  

Register

Put your job title as well as work information in this section

Enter the details of the court you are affiliated with
Once the registration is approved, the system will generate an e-mail, a username, and a password.

**** Do Not Respond to This Email ****

Dear Alice Tester,

Your new registration with the WebGrants grants management system has been Approved. Your user id and password are below:

User id: atester1
Password: [Password]

You may now log into the WebGrants system at the http://micourts.dullestech.net

If you have any questions, please contact:
Carol Knudsen
517-373-7351
knudscnc@courts.mi.gov

Your Password will be provided in a separate email

Application Process
Opening an Application
1.) Log into WebGrants.
2.) Click “Funding Opportunities.”
3.) Select the “Opportunity Title” of the program you wish to apply for.

Starting a New Application

To start a new application, click “Start a New Application.” To copy an existing application, click “Copy Existing Application.”

1.) After selecting “Start a New Application” using the instructions on page 3, fill in the required information that is requested on the page 4.
   a. Primary Contact: The individual who is responsible for all reporting in WebGrants.
   b. Project Title: What you are naming the application?
c. Authorized Official: The individual who is responsible for authorizing submissions must be a WebGrants registered user.
d. Organization: The court that will receive the grant.
e. Click “Save.”

2.) Click “Go to Application Forms.”
3.) Select a section (red box-blue font) to edit.

4.) Fill out the required sections (designated with a red star) and then click “Save.” *Note* You cannot save the page until you have added a place holder in all of the required fields designated with a red star.
5.) If you are satisfied with the section, select “Mark as Complete.” If you would like to return to the section at a later time, select “Go to Application Forms,” which will not mark the section completed on the main page.

6.) Once each section of the application is complete, select “Submit.” (A budget tutorial follows on pg. 10 in the “Completing a Budget” section.)
Copying an Existing Application

WebGrants allows grantees to copy previous completed applications. After completing steps 1-3 of “Starting an Application,” please execute the following steps.

1.) Select “Copy Existing Application.”

2.) Select the application you wish to copy, then click “Save.”
3.) Select a section (red box-blue font) to edit. *Note* Even though the “General Information” section appears to be complete, make sure you update the section as the contact information may change from year to year.

4.) Update the required sections (designated with a red star) and then click “Save.” *Note* You cannot save the page until you have added a place holder in all of the required fields that are designated with a red star.
5.) If you are satisfied with the section, you will select “Mark as Complete.” If you would like to return to the section at a later time, you can select “Go to Application Forms,” which will not mark the section completed on the main page.

6.) Once each section of the application is complete, then click “Submit.” (A budget tutorial follows on pg. 10 in the “Completing a Budget” section.)
Completing a Budget

1.) After opening an application, select the budget from the “Application Forms” list.

   Instructions:
   The required application forms appear below. Please note: Clicking “Mark as Complete” does not submit the application component or prevent further editing. The check mark beside the form is only an indicator that the form has been completed. All application components must be marked as complete in order to submit. To submit the application click the Submit button.

   Application Forms
<table>
<thead>
<tr>
<th>Form Name</th>
<th>Complete?</th>
<th>Last Edited</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td>✓</td>
<td>10/20/2016</td>
</tr>
<tr>
<td>Application Information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applicant Contact Information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DCCMIS Contact Information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preapplication UDCI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Design-Part 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Design Part 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Design Part 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Design Part 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Design Part 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Design Part 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medication Assisted Treatment (OPTIONAL)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Income</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certification Forms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Request Justification</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attachment of Itemized Costs</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   2017 Budget

2.) To add a line item to Personnel, Contractual, Supplies or Travel, click the “Add” button at the top right-hand corner of the specific section.
3.) Complete the sections, and click “Save.” *Note* There is a 150-character limit in computation.

4.) To add “Fringe Benefits” as well as “Justification(s),” click “Edit” at the top of the screen.
5.) Complete the “Justification(s)” and enter your “Fringe Benefit” request(s) (if applicable). Click “Save” when complete. *Note* “Justification(s)” are mandatory fields; you must have at least one letter or number in each text box before you can save your work.

6.) To make changes to an existing line item, select the specific blue hyperlinked name housed in the far left-hand column of the specific section. Once you are satisfied with your budget, click “Mark as Complete.”
Award Process

After awards have been made and the award letter has been sent to the court, the primary contact (as designated in your grant application), will receive a notification from WebGrants stating that the budget is under review and requires modification. The notification will also contain your grant review document, which can be accessed by clicking the blue hyperlink.

Follow the steps below to edit your budget.

1.) Log into WebGrants.
2.) Select “My Applications.”
3.) Select the “Project Title” of the budget you would like to alter.
4.) Select the budget that requires alteration. *Note* You will not have access to your entire application.

5.) To make changes to a specific line item within the Personnel, Contractual, Supplies or Travel sections, or to delete a line; click the blue hyperlinked section in the far left-hand corner of the table. To make changes to “Fringe Benefits,” or, to alter the “Justification(s),” click “Edit” at the top of the screen.
6.) Once the budget reflects the award amount, “Mark as Complete,” and then click “Submit.”
Grant Requirements

Once your application has been approved and is underway, there are various grant requirements that must be completed in order to maintain compliance. This section will instruct you on how to access and complete a claim, a status report and a contract amendment(s).

Accessing a Grant

1.) Log into WebGrants.
2.) Select “My Grants.”

3.) Select the grant you would like to view by clicking its title (blue font).
Grant Components

The Grant Components page is the main “hub” of your grant. You will be able to access the forms that are necessary to meet the reporting requirements put forth by SCAO. The page is organized as follows:

a.) General Information: Contains basic project information such as grantee contacts, program officer (SCAO), contract number and project dates.
b.) Claims: Contains the forms that must be completed to submit a reimbursement claim.
c.) Status Reports: Houses all reporting requirements (other than claims) that must be submitted to maintain compliance.
d.) Contract Amendments: Houses forms necessary to request budget as well as project revisions.
e.) On-site Review: If the program was randomly selected for a site visit, the forms will be uploaded by the analyst and housed here for your completion.
f.) Subcontractor Forms: Where the grantee uploads any required subrecipient contracts.
g.) Grant Contact Information: Houses basic program contact information.
h.) Budget: Houses a copy of the most recent version of the budget.
i.) Opportunity: Houses all basic grant information including; reporting requirements, allowable expenses and assurances.
j.) Application: Houses a copy of the application.
Submitting a Claim
Quarterly financial claims must be submitted by January 10, April 10, July 10, and October 10. Grantees are reimbursed for expenditures; claims must be received before SCAO issues any payment. To submit a claim, execute the following steps:

1.) Log into WebGrants.
2.) Click My Grants.
3.) Select “Claims.”

4.) Select the quarter in which you would like to submit the (preloaded) reimbursements.
5.) Select “Reimbursement.”

6.) Enter all expenses for the period in their respective lines on the budget, if you are missing an expense in your budget or if you are over your limit, you will need to create a contract amendment before submission. *Note* Contract amendment instructions are available in a separate section of this manual.
7.) Once all of the expenses have been entered, click “Save.”

8.) If you have completed this section, click “Mark as Complete.” If you have not, and wish to add more information, click “Go to Claim Forms.”
9.) Next, select “Backup Documentation.”

To watch a tutorial regarding how to complete your claims report in WebGrants, click [here].

10.) To upload a specific document, click the blue hyperlink for each section under the “Attachment” column.
Backup documentation should be uploaded in the following format:

a. **Request Summary**: An Excel or Word document that provides an overview of all the requested reimbursements. *This is a required field.*

b. **Personnel and Fringe Documentation**: Individuals whose salary is charged to a grant fall into one of two categories: those who have all of their salary charged to a grant and those who have a portion of their salary charged to a grant. In cases where a portion of an individual’s salary is charged to a grant, proper backup documentation includes a time sheet that identifies the portion of the individual’s time that was spent on grant-related activities and the portion spent on other activities, even if those other activities are charged to a different grant. The time sheet should include a separate column for each grant and a column for leave time (for example, vacation or sick leave). The number of hours per month will vary depending on the number of days in each month and the placement of weekends. The employee should certify the time sheet is accurate with his or her signature and date. In addition, courts must include a copy of a detailed general ledger, budget and expenditure report, or payroll journal produced by an accounting system for the reporting period as backup documentation. The documentation must identify each employee being charged to the grant and include detailed entries of the costs incurred in addition to a total. If fringe benefits are charged to a grant, they must be in equal proportion to the hours worked on the grant and the individual benefits and amounts must be identified on the payroll document.

c. **Contractual Documentation**: All invoices that are being requested for reimbursement should contain details of the expense and should be organized by contractor. This documentation can be broken down into three, separate uploads.

d. **Supplies Documentation**: Invoices for all supplies that are being requested for reimbursement, this includes receipts from local stores for incentives, office supplies, or graduation supplies.

e. **Travel Documentation**: Travel vouchers and mileage sheets as well as any other additional travel reimbursements such as taxi receipts or bus passes.

11.) Once you have selected the document type, enter a brief description in the text box. This description should allow the analyst reviewing the claim to easily identify the upload.

12.) Click “Browse” to select a file to upload from your computer.
13.) Once the file has been selected, click “Save.”

14.) If you need to delete an already uploaded file, click the trash can in the far right-hand column.

15.) Once you have uploaded all of the necessary documentation, click “Mark as Complete,” and then click “Submit.”
Claim Tips!
1.) Make sure all of your contract amendments are submitted at least one week before your claim submission is due.
2.) The Request Summary upload is a required field; you must include a summary document before you will be able to submit your claim.
3.) Practice merging multiple documents into one upload. For assistance, contact your local IT department.
**Contract Amendments**

A contract amendment is necessary if the program requires changes to the budget or program operations.

**Budget Revision**

A budget revision is necessary for any budget changes involving the movement of funds.

1.) Log into WebGrants.
2.) Select “My Grants.”
3.) Select “Contract Amendments.”

4.) Click “Add.”
5.) Give the amendment a title and ensure that budget revision is selected in the dropdown, then click “Save.”

6.) Click “Return to Components.”

7.) Select “Contract Amendment.”
8.) If you are adding a new line item skip to step 11. **DO NOT CLICK “ADD”**
9.) To make changes to an existing line item, select the line by clicking the blue hyperlink in the far left-hand column.

10.) Input the amount you are either adding or removing from that item, then click “Save.”
11.) To make changes to “Fringe Benefits,” add a new line item as well as include a justification for the amendment, click “Edit” at the top of the screen.

12.) To add a new line item, add the details in the “Justification” describing the changes needed as well as the line items to be created. Be sure to include all pertinent information such as pay rates, contractual services and fees, and supplies. Be as detailed as possible. When completed, scroll to the top of the screen and click “Save.”

13.) If you are satisfied with the amendment, select “Mark as Complete” and then click “Submit.”
Budget Revision Tips!

1.) Make sure you have your revision written out before you enter, the revision should balance (the amount added equals the amount removed from other sections).

2.) NEVER CLICK ADD! Because of the type of form, clicking “Add” will not provide the text boxes required to provide the details necessary for the amendment. Insert all of these details in the justification (starting at step 11).

3.) If you make some major mistakes, just start a new exception. Accidentally delete something? (Do not click DELETE.) Because this form is not directly tied to your budget, you can create a new amendment and start from scratch. Unfortunately, an “undo” button has not yet been created.

Project Revision

A project revision will be used for contract amendments that do not result in the movement of funds. For example, the budget initially had a personnel line that was listed as “TBD.” That position was filled, but the amounts given remained the same.

1.) Complete steps 1-4 of the “Budget Revision.”

2.) Give the amendment a title and ensure that “Project Revision” is selected in the dropdown, then click “Save.”

3.) Click “Return to Components.”
4.) Select “Project Revision.”

5.) Click “Edit.”
6.) Scroll to the bottom of the screen. In the “Explanation of Requested Adjustment” comment section, explain specifically what needs to be adjusted in the budget. This should be as detailed as possible to allow the analyst to understand the changes.

7.) When you are satisfied with the response, scroll back to the top of the page and click “Save,” Mark as Complete,” and click “Submit.”

**Subcontractor Forms**

For programs that use the services of subrecipients, subcontracts must be uploaded in the system before reimbursement can be given. The following steps are required to upload a subcontract:

1.) Log into WebGrants.
2.) Click “My Grants.”
3.) Select the grant you wish to access.
4.) Click “Subcontractor Forms.”
5.) If a contract template is required, click the blue “here.” If a contract is complete and ready to be uploaded, click the “Add” at the top of the screen.

6.) Provide a brief description of the document, then click “Browse” to select the document from your desktop. When completed, click “Save.”
Status Reports

Each grant will have its own set of reporting requirements. It is important that you check the “Opportunity” section of “Grant Components” for an updated list of due dates. Most of the reports, with exception to the state-funded progress reports, are preloaded by an SCAO analyst at the beginning of the grant year. The following steps are necessary to access all status reports:

1.) Log into WebGrants.
2.) Select “My Grants.”
3.) Select the grant you wish to access.
4.) From “Grant Components,” select “Status Reports.”

5.) Select the preloaded “Status” report by clicking its ID number in the far left-hand column.
Progress Reports

Progress reports are for state-funded programs only. This report is loaded into your WebGrants account shortly after the midyear (Mid-Year Report) and shortly after the end of the grant cycle (Year-End Report). This report is not preloaded due to the time-sensitive data that must be produced in DCCMIS before the report is available. The report has two versions, with and without data.

With Data

This type of status report is for programs that had participants that graduated during the first half of the program. You will access the report using the steps given above, and then do the following to complete the report:

1.) Select the Progress Report attachment.
   a. This is an Excel document that is loaded into your report by an SCAO analyst. You will want to open and either save or print this document to allow for reporting on the findings in a later section of the report.
2.) Once the attachment has been downloaded, select “Go to Status Report Forms.”

3.) Select “Progress Report with Data.” *Note* The name of this component will change slightly from year to year.

4.) Complete the sections of the report providing the necessary details.
   a. Program Update: Provide specific information updating the SCAO analysts about your program.
b. Additional Program Questions: This section will change with each reporting period; please provide responses to the questions. Use as much detail as possible.
c. Goals: Provide the progress your program has made towards achieving the goals as specified in the grant application. Make sure to use data and details as much as possible. (Talk to your SCAO analyst if you have not already received DCAS training.)
d. Data Analysis: Use the attached data sheet (that you downloaded in step #2) to answer these questions. Be as specific as possible; use data and details as much as you can.

5.) When you are satisfied with the report, click “Save,” “Mark as Complete,” and click “Submit.” *Note* If you intend to go back to this report at a later date to complete it, make sure that you have added at least one letter or number in each required section. The system will not allow the report to be saved until this happens.

**Without Data**

This type of status report is for programs that did not have any graduates during the specified time period. You will access the report using the steps given above and then do the following to complete the report.

1.) Select the report component. *Note* The name of this report may change slightly each reporting period to allow for modifications.

2.) Complete the sections of the report providing the necessary details.
   a. Program Update: Provide specific information updating the SCAO analysts about your program.
   b. Additional Program Questions: This section will change with each reporting period. Please provide detailed responses to the questions.
c. Goals: Provide the progress your program has made towards achieving the goals as specified in the grant application. Make sure to use data and details as much as possible. (Talk to your SCAO analyst if you have not already received DCAS training.).

3.) When you are satisfied with the report, click “Save,” then “Mark as Complete,” and click “Submit.” *Note* If you intend to go back to this report at a later date to complete it, make sure that you have inserted at least one letter or number in each required section. The system will not allow the report to be saved until this happens.
Quarterly Report

Quarterly Reports are for OHSP and Byrne JAG programs only. This report is preloaded into your WebGrants account and is due quarterly throughout the grant cycle. This report consists of two separate reporting requirements: the “Quarterly Program Report” and the “Program Income Report.”

1.) Select the report labeled as “Quarterly Report.” Make sure that this report is for the appropriate time period.

2.) Click “Edit” at the top of the screen.
3.) Select “Quarterly Program Report.”

<table>
<thead>
<tr>
<th>ID</th>
<th>Type</th>
<th>Date From-To</th>
<th>Due Date</th>
<th>Submitted Date</th>
<th>Arrived</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>04567-01</td>
<td>Year-End Report</td>
<td>10/01/2015-12/31/2015</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>04567-02</td>
<td>Quarterly Report</td>
<td>10/01/2015-12/31/2015</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>04567-03</td>
<td>Financial Report</td>
<td>10/01/2015-02/28/2016</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>04567-04</td>
<td>Bi-Annual Report</td>
<td>10/01/2015-02/28/2016</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>04567-05</td>
<td>Year-End Report with Data</td>
<td>07/01/2017-09/30/2017</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
4.) Click “Edit” at the top of the screen to open the report.
   a. Section I-Grant Activities: Answer the required questions using as much detail as possible. These questions may alter slightly between grant years and will consist of questions regarding primary target population, program modifications and the achievement of your goals and objectives as stated in the grant application.
   b. Section II-Drug Court Case Management Information System Data Validation Information: Input the number of participants actively participating in your program at the end of the current quarter. This information can be obtained in DCCMIS.

5.) When you have completed the report, scroll to the top of the page and click “Save” and then “Mark as Complete.”
6.) Click “Program Income Report.”

7.) Click “Edit.”
8.) Follow the written instructions to complete this form; click “Save” and then “Mark as Complete” when finished.
9.) If both sections are completed, click “Submit.”
Biannual Report

Biannual reports are for OHSP and Byrne JAG programs only. This report is preloaded into your WebGrants account and is due in April and October. This report consists of one reporting requirement: The Employee Time Certification.

1.) Select the report labeled as “Biannual Report.” Verify the appropriate time period for this report.

2.) Click “Edit” and then select “Employee Time Certification.”
3.) Select the grant-specific form by clicking the corresponding blue-hyperlinked “here.”

To access the OHSP Employee Time Certification Form, please click here.
To access the Byrne JAG Employee Time Certification Form, please click here.

After the form has been signed by each individual listed in the personnel section of your budget, attach the forms in this section.

To access instructions for completing the form, please click here.
For a tutorial regarding completing the Bi-annual Employee Time Certification, click here.

4.) Save and complete the form.
5.) Upload the form back into the Biannual report by clicking “Add.”
6.) Enter a brief description of the upload file and click “Browse” to locate it. Click “Save” to enter the completed form into the report.

7.) When the report is completed to your satisfaction, click “Save,” “Mark as Complete,” and click “Submit.”
Annual Report

Annual reports are for OHSP and Byrne JAG programs only. This report is preloaded into your WebGrants account and is due in January. For OHSP programs, this report consists of one reporting requirement: the program income verification. Byrne JAG programs will be required to complete the program income verification as well as the Equal Employment Opportunity Plan questions.

1.) Select the report labeled as “Annual Report.”

2.) Select “Program Income Waiver.”
3.) Click “Edit” and complete the questions as requested.

4.) Click “Save” and then “Mark as Complete.”

5.) If you are an OHSP program, you may submit the Annual Report at this time. If you are a Byrne JAG program, move on to Step 6.

6.) Select “Equal Employment Opportunity Plan.”
7.) Click “Edit” at the top of the screen and complete the series of yes/no questions.

As a condition of accepting Byrne JAG funding, programs must upload the court's Equal Employment Opportunity Plan certification. Information regarding this certification can be found here. Please upload the certification by clicking the Add button in the tool bar above.

8.) Scroll to the top of the screen and click “Save.”
9.) If you answered ‘Yes’ to the first two questions, you must upload your EEOP certification.
   a.) After completing step 8, click the “Add” within the EEOP report document.
b.) Click “Browse” to locate the file and then “Attach File.”

10.) If the report is completed to your satisfaction, select “Mark as Complete” and then “Submit.”