MICHIGAN INDIGENT
DEFENSE COMMISSION

EGrAMS

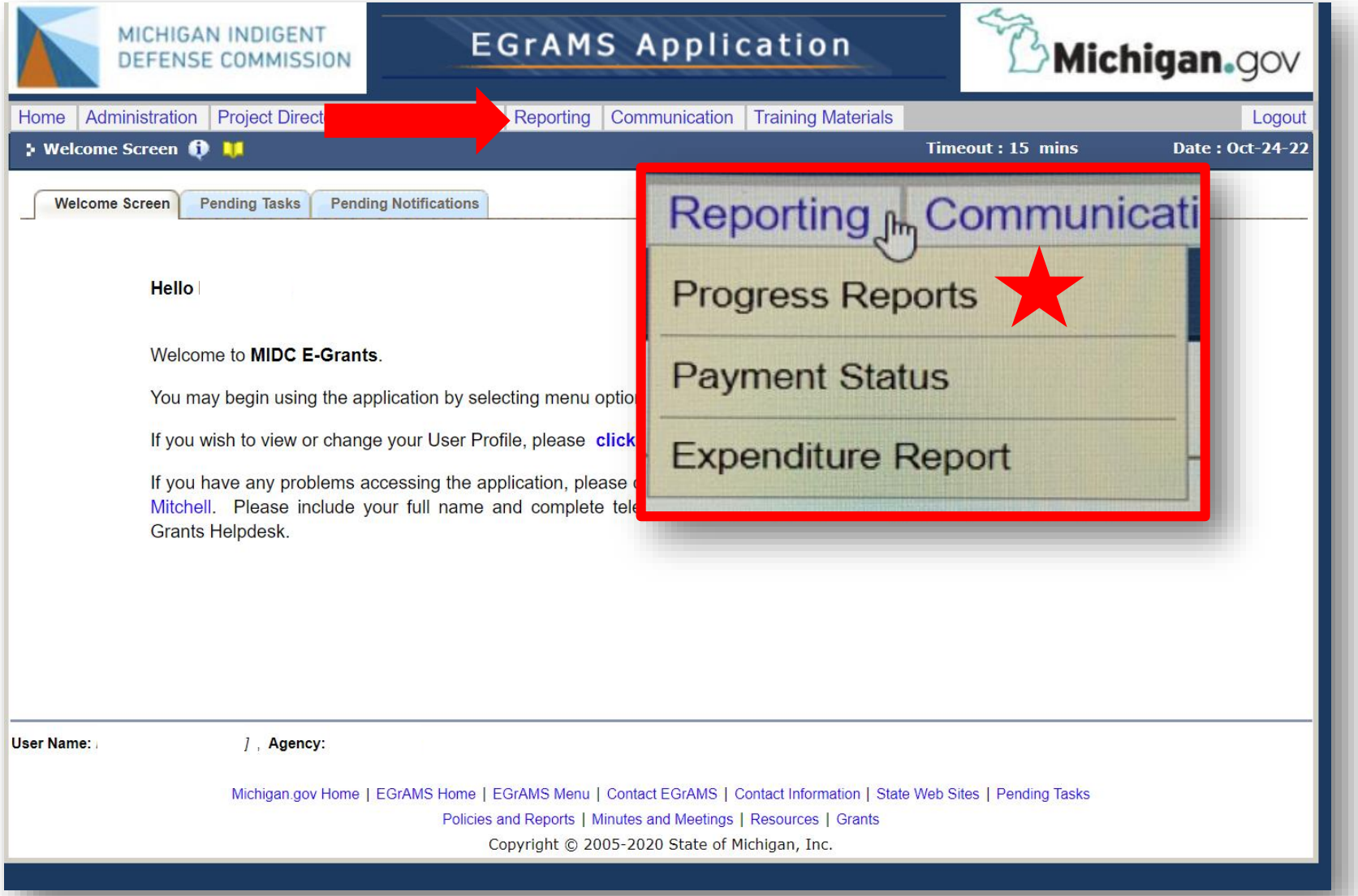
Instructions for entering the 4th Quarter Financial Status Report and Unexpended Balance Report

October 2022

Log into the MIDC's grant management system.

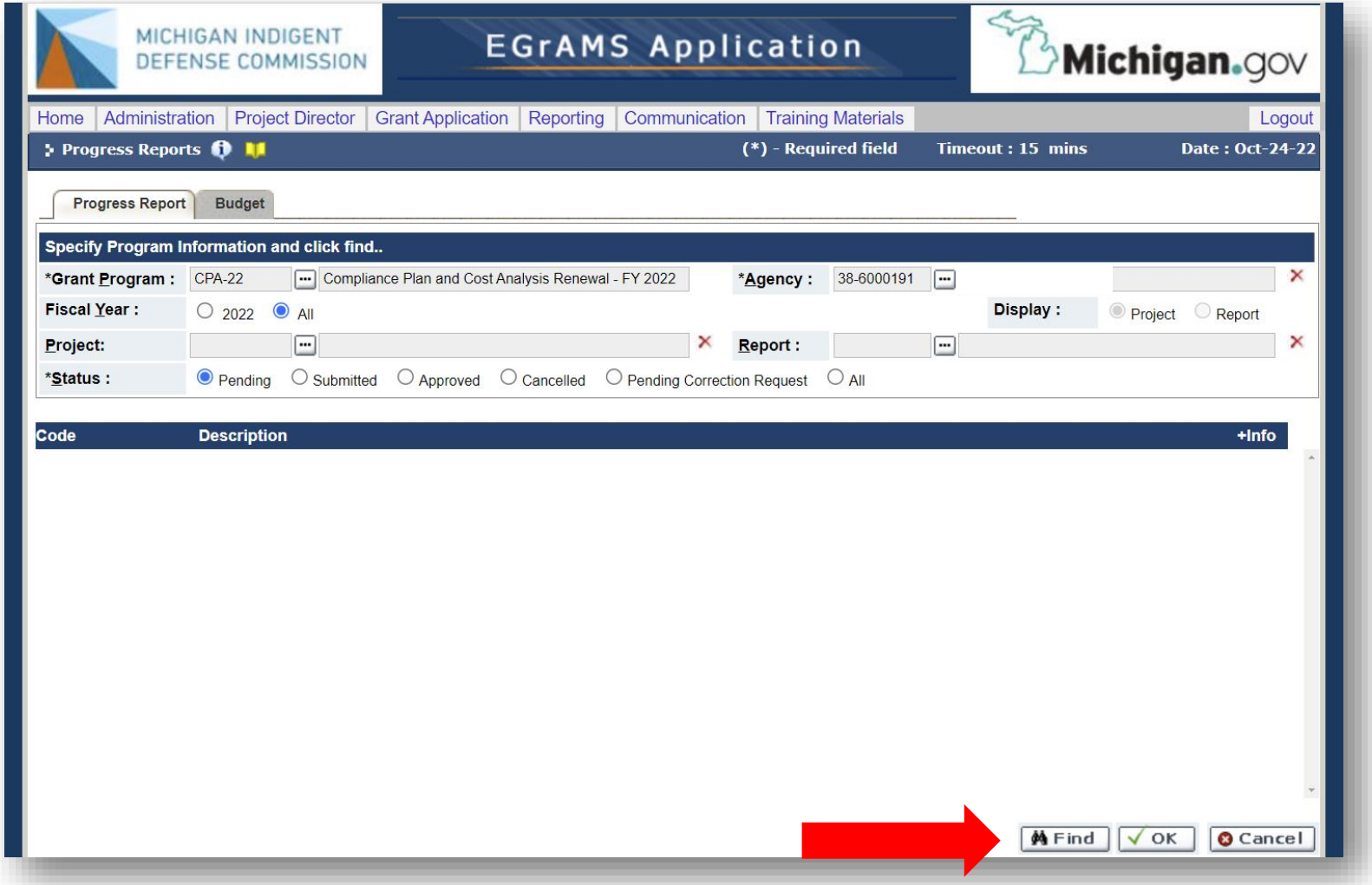
https://www.egrams-mi.com/MIDC/user/home.aspx

From the welcome screen, under the “Reporting” menu, choose “Progress Reports” to enter the financial status report.



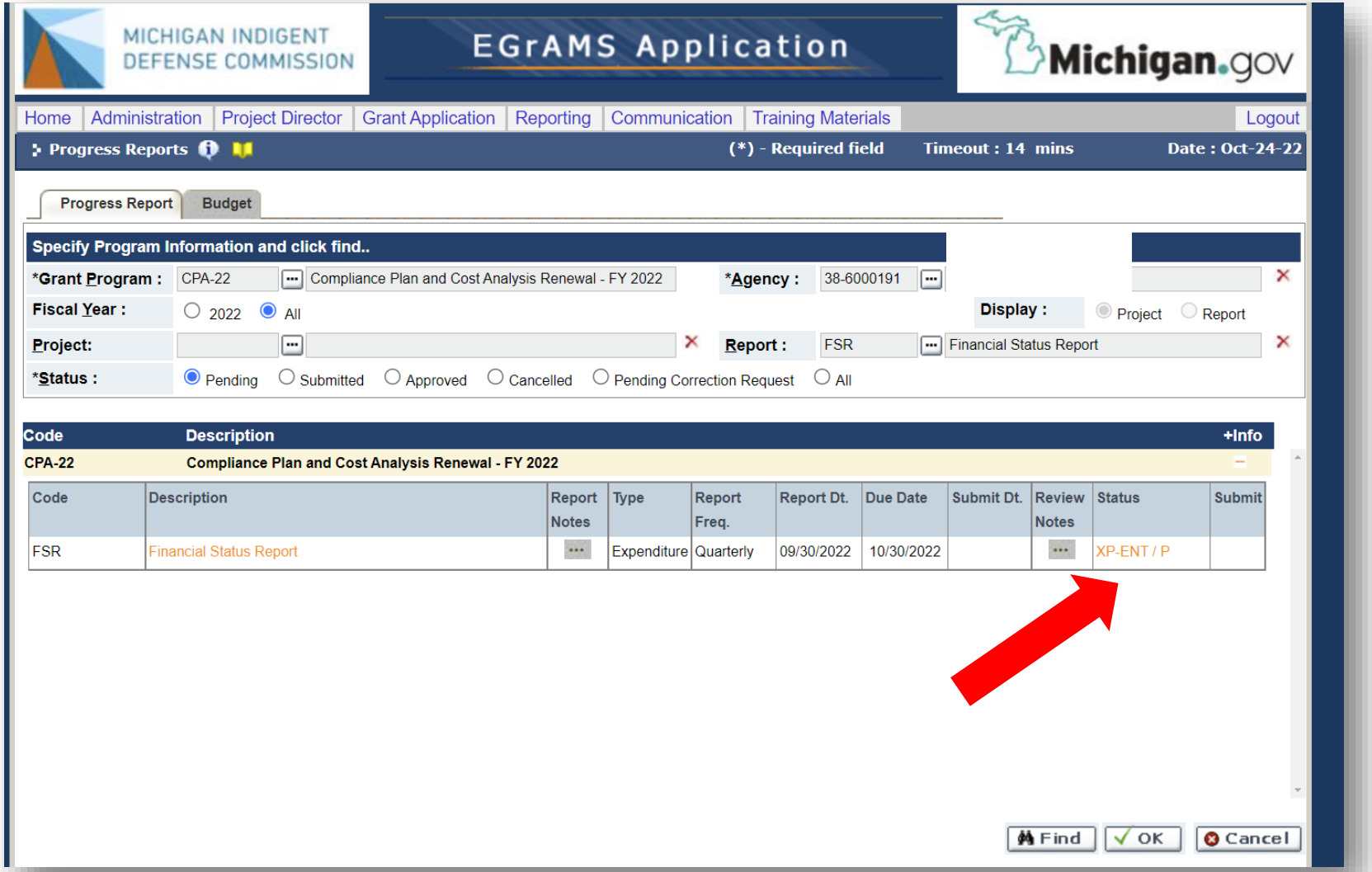
Financial Status Report

Use the “lookup” menu ( ) to complete the fields, choosing the FY2022 Grant Program and the FSR from the report menu. Then click “find” to display the pending reports.

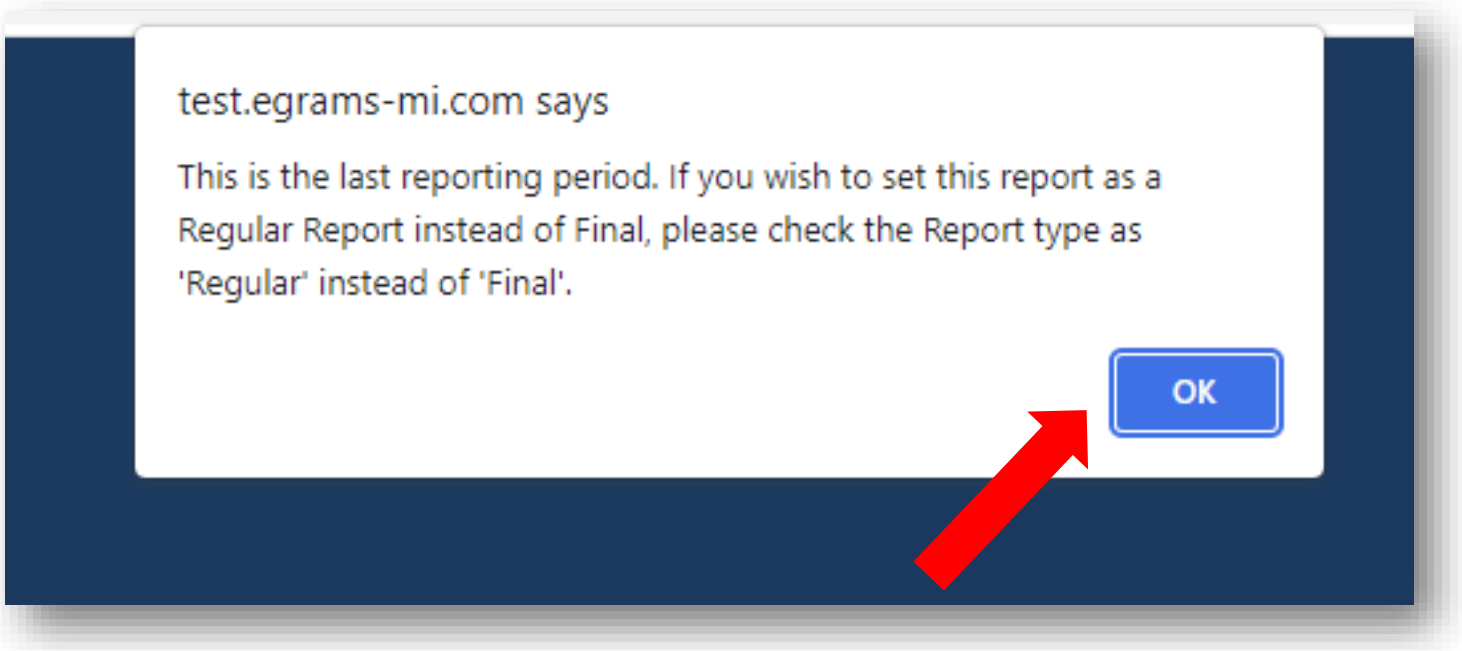


Financial Status Report

Under the “Status” you will find a link to the report to be entered. Click on the link to enter the reporting information.



Financial Status Report



Financial Status Report

Enter the expenses for the reporting period under the "current" column.

NOTE: if you exceed the budget on any line item you will first need to complete a line item transfer request before finalizing the financial status report.

EXCEPTION: EGrAMS will allow the line items for "Contracts for Attorneys" and "Contracts for Experts and Investigators" to exceed the budget.

Period : 07/01/2022-09/30/2022 2022 Status: Pending Review Comments:

Expenditures | Source of Funds Type : Regular Obligation Final Report: 1 Operating Advance : 0.00

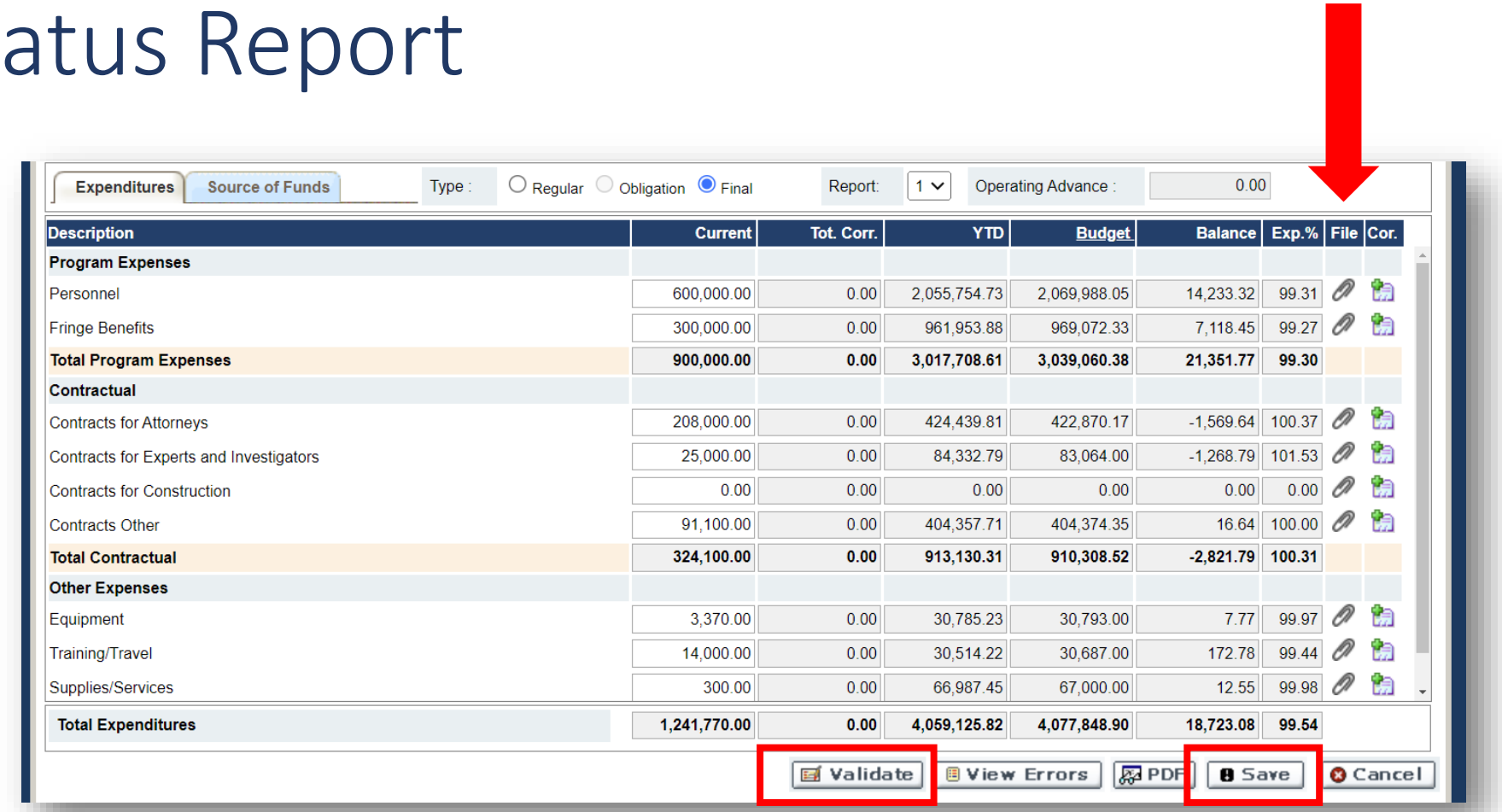
Description	Current	Tot. Corr.	YTD	Budget	Balance	Exp.%	File	Cor.
Program Expenses								
Personnel	600,000.00	0.00	2,055,754.73	2,069,988.05	14,233.32	99.31		
Fringe Benefits	300,000.00	0.00	961,953.88	969,072.33	7,118.45	99.27		
Total Program Expenses	**900,000.00**	**0.00**	**3,017,708.61**	**3,039,060.38**	**21,351.77**	**99.30**		
Contractual								
Contracts for Attorneys	0.00	0.00	216,439.81	422,870.17	206,430.36	51.18		
Contracts for Experts and Investigators	0.00	0.00	59,332.79	83,064.00	23,731.21	71.43		
Contracts for Construction	0.00	0.00	0.00	0.00	0.00	0.00		
Contracts Other	0.00	0.00	313,257.71	404,374.35	91,116.64	77.47		
Total Contractual	**0.00**	**0.00**	**589,030.31**	**910,308.52**	**321,278.21**	**64.71**		
Other Expenses								
Equipment	0.00	0.00	27,415.23	30,793.00	3,377.77	89.03		
Training/Travel	0.00	0.00	16,514.22	30,687.00	14,172.78	53.82		
Supplies/Services	0.00	0.00	66,687.45	67,000.00	312.55	99.53		
Total Expenditures	**900,000.00**	**0.00**	**3,717,355.82**	**4,077,848.90**	**360,493.08**	**91.16**		

Validate | View Errors | PDF | Save | Cancel

Financial Status Report

Be sure to save your work and validate to check for errors.

Don’t forget to attach files for every line item with expenditures this reporting period.



Expenditures | Source of Funds | Type : Regular Obligation Final | Report: 1 | Operating Advance : 0.00

Description	Current	Tot. Corr.	YTD	Budget	Balance	Exp.%	File	Cor.
Program Expenses								
Personnel	600,000.00	0.00	2,055,754.73	2,069,988.05	14,233.32	99.31		
Fringe Benefits	300,000.00	0.00	961,953.88	969,072.33	7,118.45	99.27		
Total Program Expenses	**900,000.00**	**0.00**	**3,017,708.61**	**3,039,060.38**	**21,351.77**	**99.30**		
Contractual								
Contracts for Attorneys	208,000.00	0.00	424,439.81	422,870.17	-1,569.64	100.37		
Contracts for Experts and Investigators	25,000.00	0.00	84,332.79	83,064.00	-1,268.79	101.53		
Contracts for Construction	0.00	0.00	0.00	0.00	0.00	0.00		
Contracts Other	91,100.00	0.00	404,357.71	404,374.35	16.64	100.00		
Total Contractual	**324,100.00**	**0.00**	**913,130.31**	**910,308.52**	**-2,821.79**	**100.31**		
Other Expenses								
Equipment	3,370.00	0.00	30,785.23	30,793.00	7.77	99.97		
Training/Travel	14,000.00	0.00	30,514.22	30,687.00	172.78	99.44		
Supplies/Services	300.00	0.00	66,987.45	67,000.00	12.55	99.98		
Total Expenditures	**1,241,770.00**	**0.00**	**4,059,125.82**	**4,077,848.90**	**18,723.08**	**99.54**		

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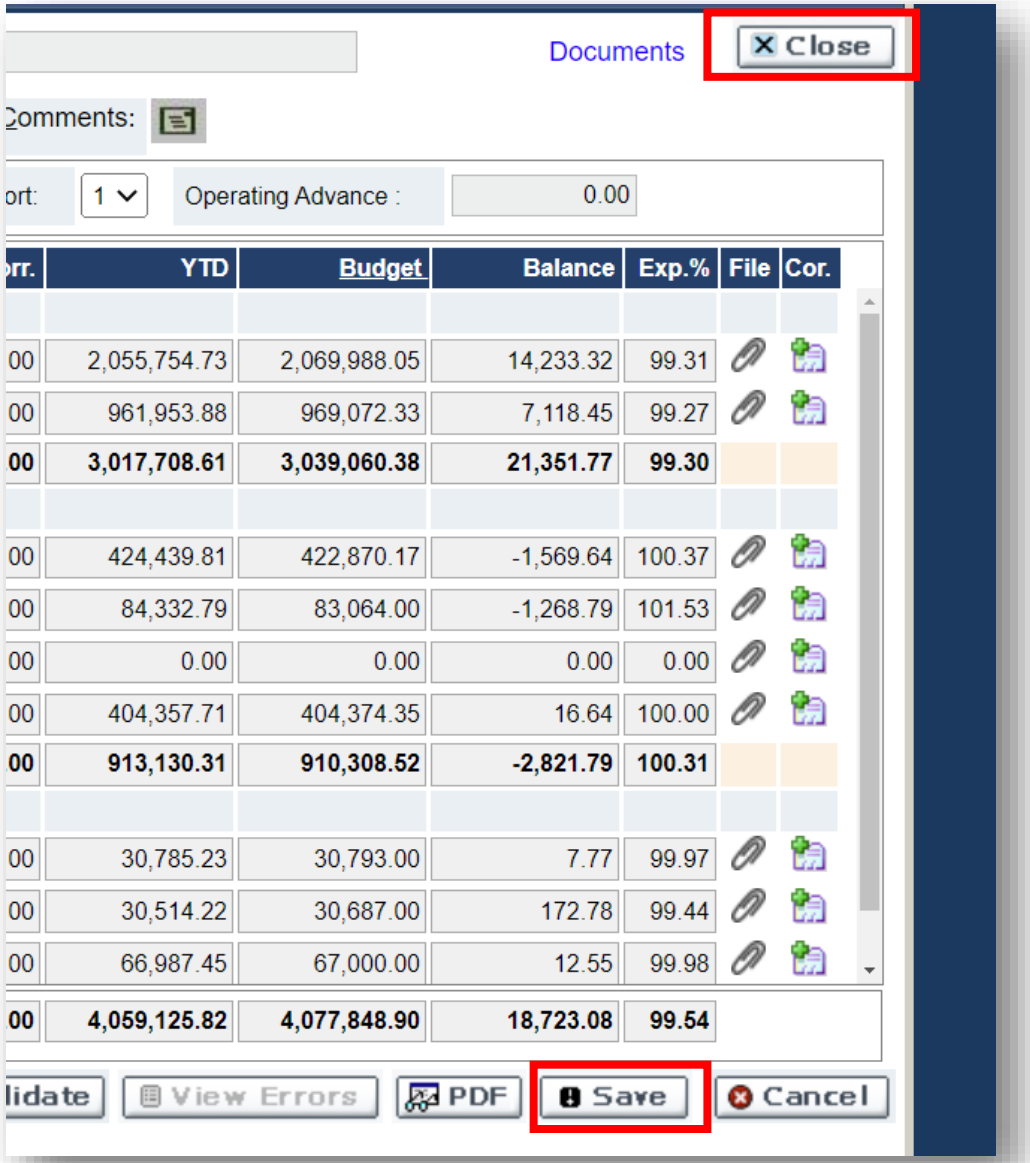
Financial Status Report

After all of the current expenses are entered, files are attached, and the report does not have any errors, “save” and “close” this form to return to the reports screen.

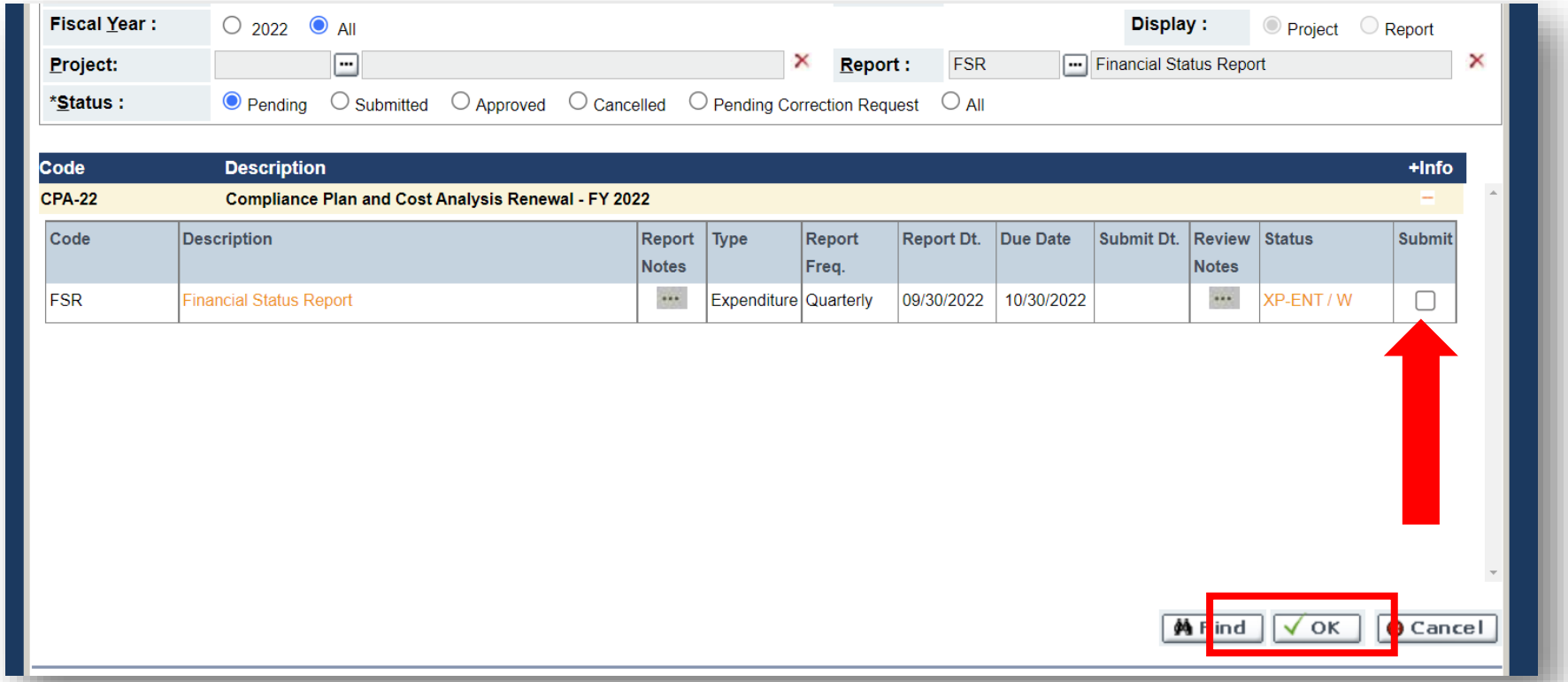


Financial Status Report

This report will remain a work in progress until you submit it.

To submit, check the box by clicking on it then click “ok”.

You can log out of EGrAMS and wait for approval of this report by a member of our Grants Team.



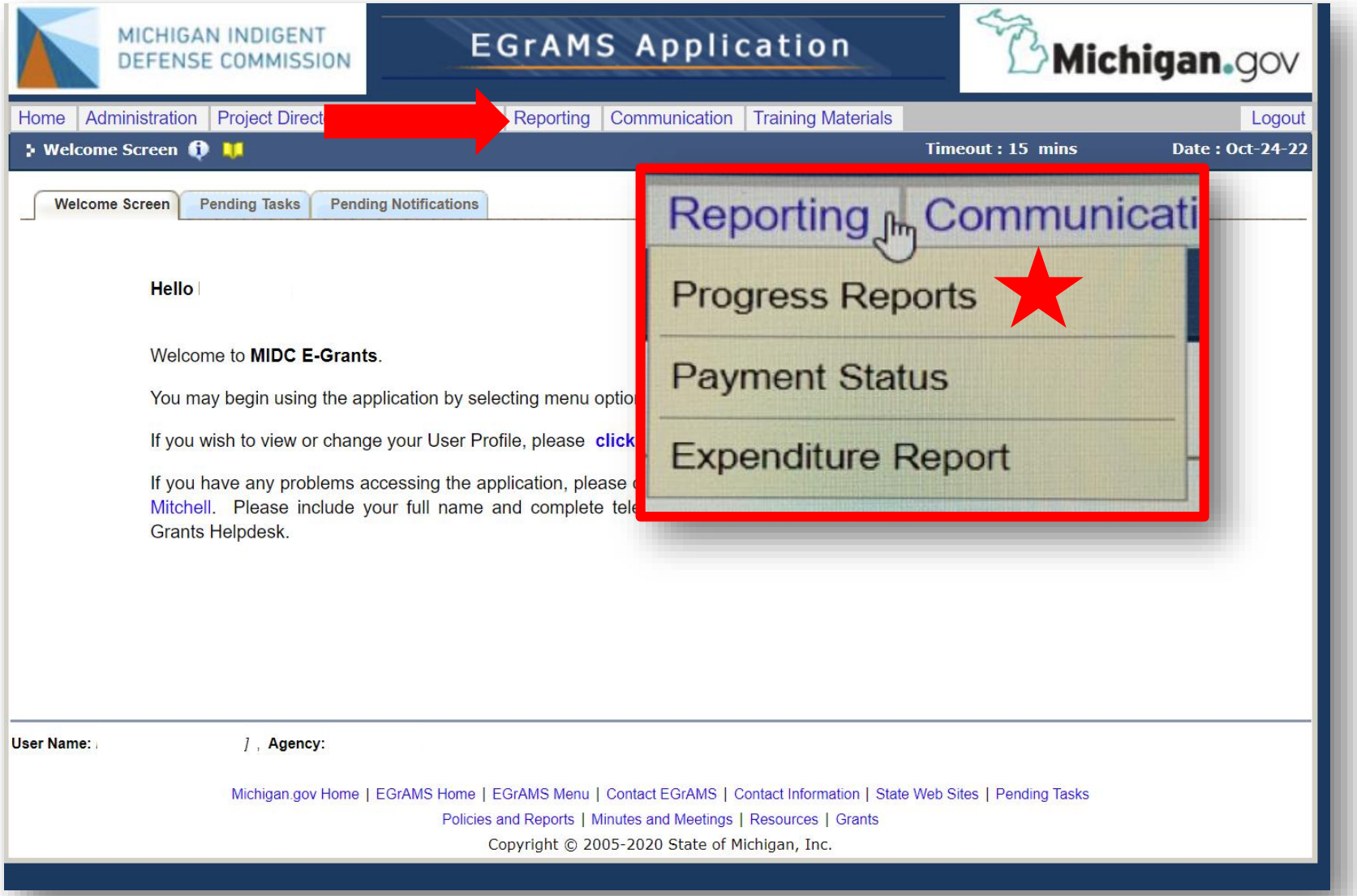
You will not be able to enter the unexpended balance report until the Q4 FSR is approved.

When your final financial status is approved by the MIDC's Grants Department, you will get an email from a staff member indicating that you can now enter your unexpended balance report.

New this year: the Unexpended Balance Report is entered in the MIDC's Grant Management System.

Log into EGrAMS to enter the Unexpended Balance Report.

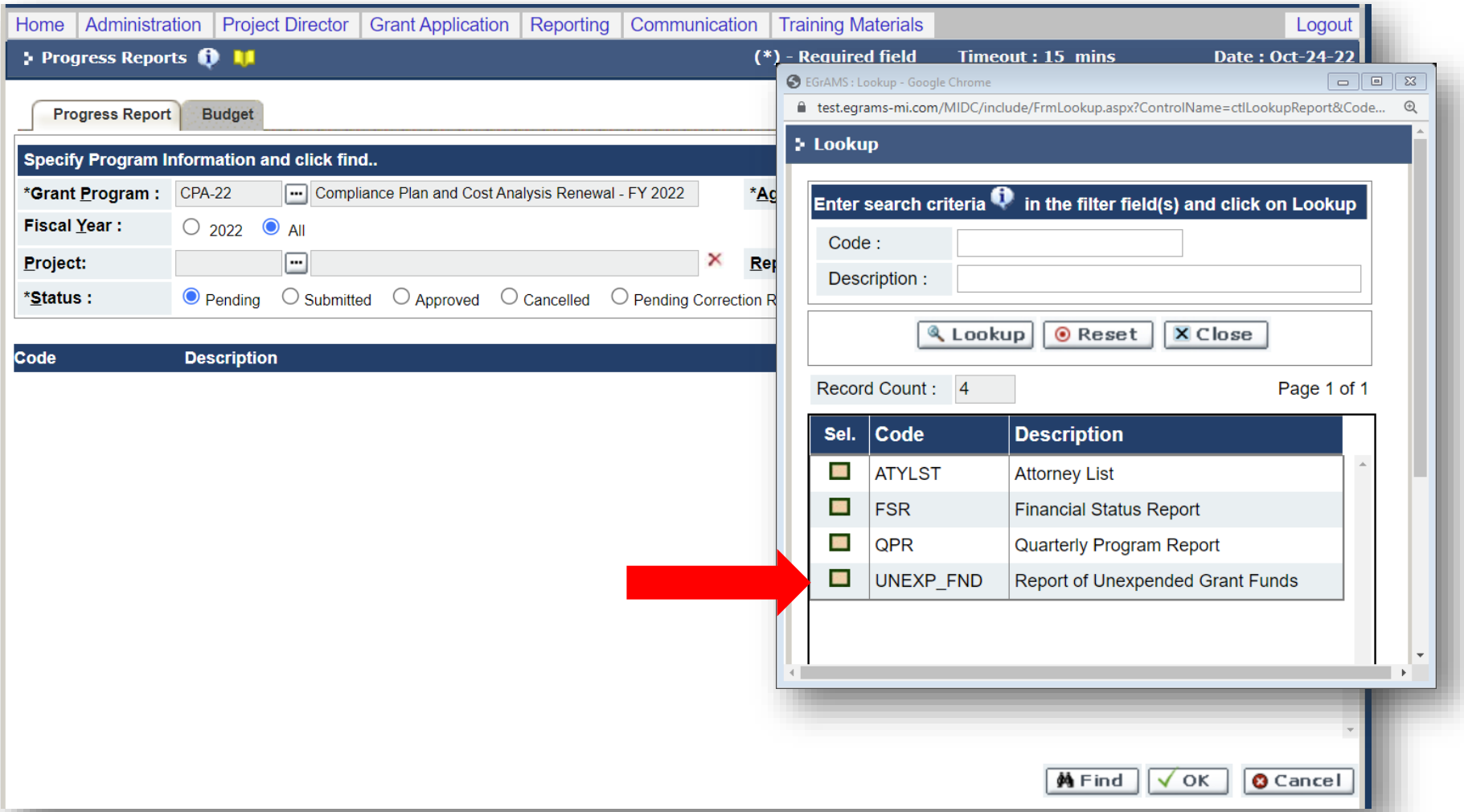
From the welcome screen, under the "Reporting" menu, choose "Progress Reports" to enter the unexpended balance report.



https://www.egrams-mi.com/MIDC/user/home.aspx

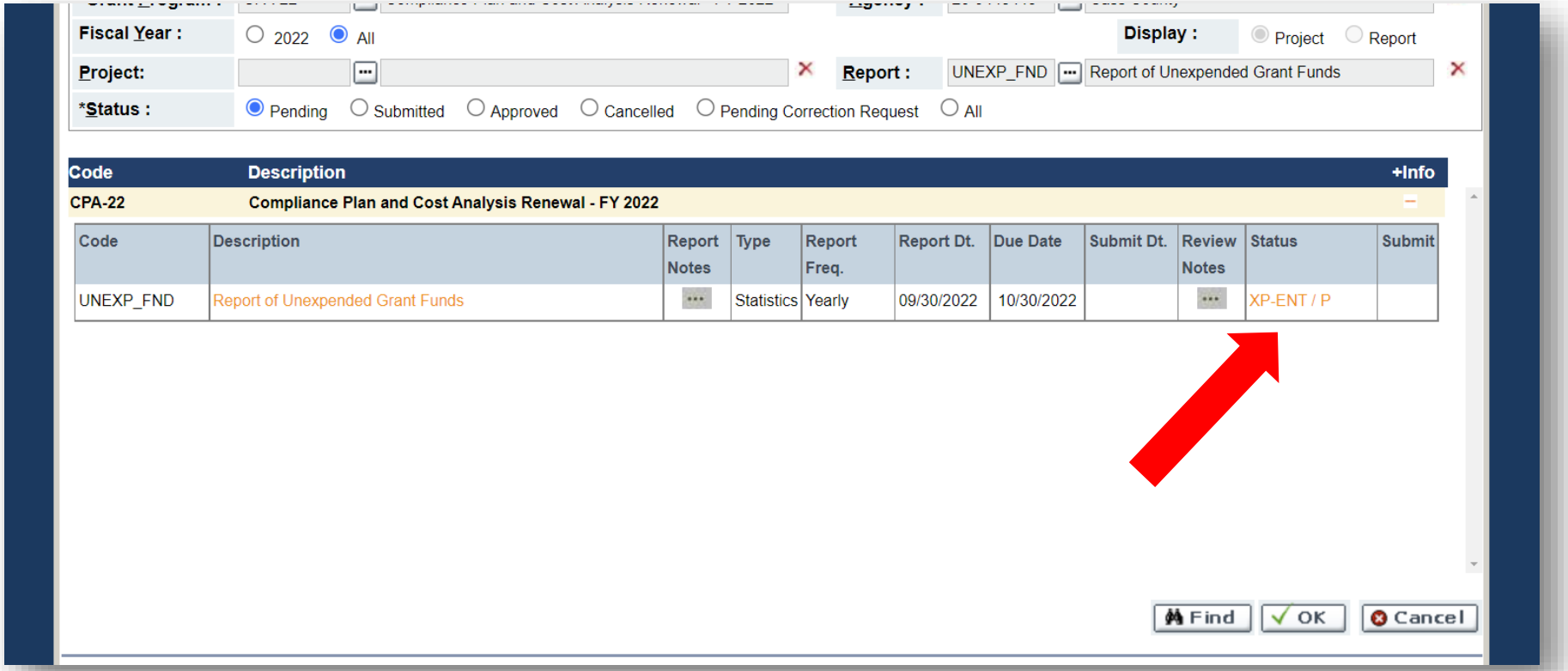
Unexpended Balance Report

Choose the report from the lookup menu and click “find” to begin the report.

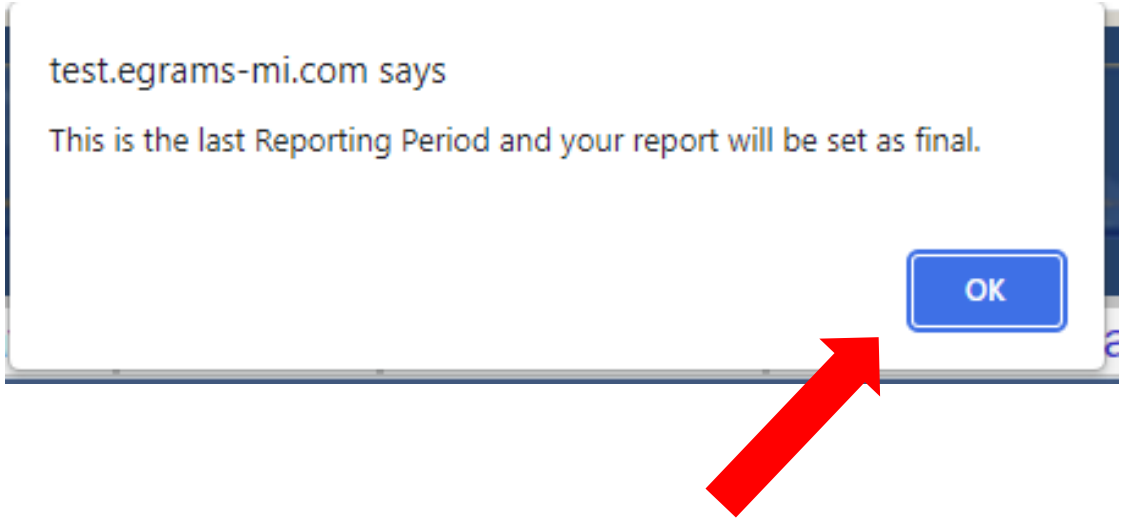


Unexpended Balance Report

Under the “Status” you will find a link to the report to be entered. Click on the link to enter the reporting information.



Unexpended Balance Report



Unexpended Balance Report

Report of Unexpended Grant Funds | Timeout : 14 mins | Date : Oct-24-22

Program : Compliance Plan and Cost Analysis Renewal - FY 2022 | Agency : | Documents | Close

Period : 10/01/2021-09/30/2022 | 2022 | Status: Work in Progress | Review Comments:

Show Tree | 1 Of

NOTE: System maintained (greyed out) fields are displayed on click of 'SAVE'

FY 22 Certified Local Share:	569,469.67
Unexpended Funds from the FY 21 Grant	0.00

State Grant Payments received within the FY22 grant year		Total Expenditures Reported for the Grant Period	
1st Advancement	877,094.00	Quarter One Oct 1 - Dec 31, 2021	1,024,086.23
2nd Advancement	877,094.81	Quarter Two Jan 1 - Mar 31, 2022	770,560.32
3rd Advancement	877,094.00	Quarter Three Apr 1 - Jun, 2022	1,022,709.27
4th Advancement	877,096.42	Quarter Four Jul 1 - Sep, 2022	1,241,770.00
Adjustments	0.00		

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Scroll down to complete the report.

NOTE: Many fields will be pre-populated from the contract and from prior reports.

Unexpended Balance Report

Enter the interest earned on the funds in the indigent defense account and click “save” to calculate.

TOTAL PAYMENTS	3,508,379.23	**TOTAL GRANT EXPENDITURES**	4,059,125.82
Other Revenue			
Interest Earned on Deposited Funds		If Non Profit Public Defender Vendor Model Funds On Deposit with the Vendor as of September 30, 2022	
Additional Local Contributions			
*MDOC Reimbursements			
TOTAL OTHER REVENUE			
*Reimbursement by the state Department of Corrections for defense of prisoner cases per grant rules, is considered program income and is reported as part of the unexpended balance.		**Attorney Fee Reimbursement Collections for the Indigent Defense System Report for Grant Year ended Sept. 30, 2022	
REPORT OF UNEXPENDED STATE GRANT FUNDS AS OF SEPTEMBER 30, 2022		**Total collections or payments received by the local trial court(s) in your indigent defense system from indigent defense clients	

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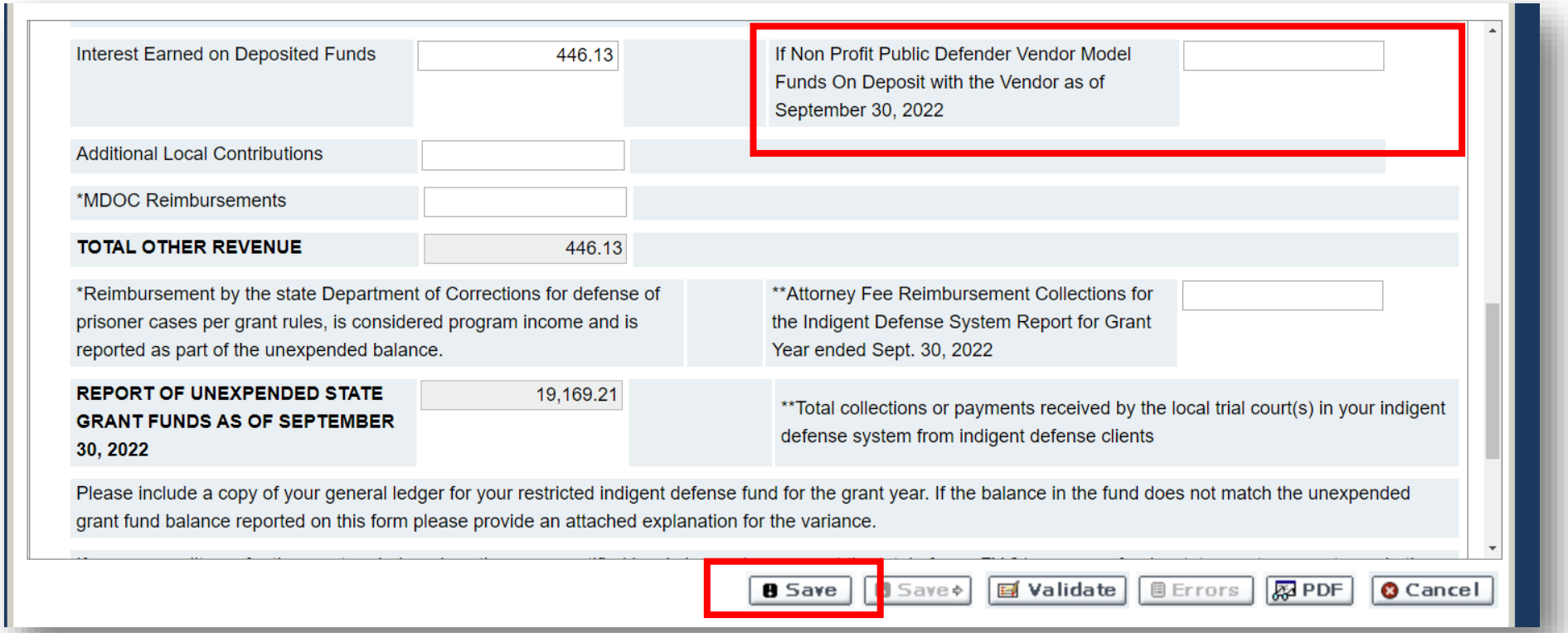
Unexpended Balance Report

Enter the funds on deposit with the PD if a nonprofit vendor is used by the funding unit (only applies to a few systems).

Otherwise, enter “0” then save.



Interest Earned on Deposited Funds	446.13	If Non Profit Public Defender Vendor Model Funds On Deposit with the Vendor as of September 30, 2022	
Additional Local Contributions			
*MDOC Reimbursements			
TOTAL OTHER REVENUE	446.13		
*Reimbursement by the state Department of Corrections for defense of prisoner cases per grant rules, is considered program income and is reported as part of the unexpended balance.		**Attorney Fee Reimbursement Collections for the Indigent Defense System Report for Grant Year ended Sept. 30, 2022	
REPORT OF UNEXPENDED STATE GRANT FUNDS AS OF SEPTEMBER 30, 2022	19,169.21	**Total collections or payments received by the local trial court(s) in your indigent defense system from indigent defense clients	

Please include a copy of your general ledger for your restricted indigent defense fund for the grant year. If the balance in the fund does not match the unexpended grant fund balance reported on this form please provide an attached explanation for the variance.

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Unexpended Balance Report

Enter any other contribution to indigent defense funding for the year.

Otherwise, enter “0” then save.

TOTAL PAYMENTS	3,508,379.23	**TOTAL GRANT EXPENDITURES**	4,059,125.82
Other Revenue			
Interest Earned on Deposited Funds	446.13	If Non Profit Public Defender Vendor Model Funds On Deposit with the Vendor as of September 30, 2022	0.00
Additional Local Contributions			
*MDOC Reimbursements			
TOTAL OTHER REVENUE	446.13		
*Reimbursement by the state Department of Corrections for defense of prisoner cases per grant rules, is considered program income and is reported as part of the unexpended balance.		**Attorney Fee Reimbursement Collections for the Indigent Defense System Report for Grant Year ended Sept. 30, 2022	
REPORT OF UNEXPENDED STATE GRANT FUNDS AS OF SEPTEMBER 30, 2022	19,169.21	**Total collections or payments received by the local trial court(s) in your indigent defense system from indigent defense clients	

Save | Save+ | Validate | Errors | PDF | Cancel

Unexpended Balance Report

Enter an amount if your funding unit sought reimbursement for the **cost** of providing assigned counsel to a person charged with a crime while in custody of the Michigan Department of Corrections.

Otherwise, enter “0” then save.

TOTAL PAYMENTS	3,508,379.23	**TOTAL GRANT EXPENDITURES**	4,059,125.82
Other Revenue			
Interest Earned on Deposited Funds	446.13	If Non Profit Public Defender Vendor Model Funds On Deposit with the Vendor as of September 30, 2022	0.00
Additional Local Contributions	0.00		
*MDOC Reimbursements			
TOTAL OTHER REVENUE	446.13		
*Reimbursement by the state Department of Corrections for defense of prisoner cases per grant rules, is considered program income and is reported as part of the unexpended balance.		**Attorney Fee Reimbursement Collections for the Indigent Defense System Report for Grant Year ended Sept. 30, 2022	
REPORT OF UNEXPENDED STATE GRANT FUNDS AS OF SEPTEMBER 30, 2022	19,169.21	**Total collections or payments received by the local trial court(s) in your indigent defense system from indigent defense clients	

Save | Save+ | Validate | Errors | PDF | Cancel

Unexpended Balance Report

Enter the amount collected from defendants ordered to reimburse the funding unit for the cost of assigned counsel.

This amount is not calculated against the unexpended grant funds.

TOTAL PAYMENTS	3,508,379.23	**TOTAL GRANT EXPENDITURES**	4,059,125.82
Other Revenue			
Interest Earned on Deposited Funds	446.13	If Non Profit Public Defender Vendor Model Funds On Deposit with the Vendor as of September 30, 2022	0.00
Additional Local Contributions	0.00		
*MDOC Reimbursements	0.00		
TOTAL OTHER REVENUE	446.13		
*Reimbursement by the state Department of Corrections for defense of prisoner cases per grant rules, is considered program income and is reported as part of the unexpended balance.		**Attorney Fee Reimbursement Collections for the Indigent Defense System Report for Grant Year ended Sept. 30, 2022	
REPORT OF UNEXPENDED STATE GRANT FUNDS AS OF SEPTEMBER 30, 2022	19,169.21	**Total collections or payments received by the local trial court(s) in your indigent defense system from indigent defense clients	

Unexpended Balance Report

By clicking save after entering the totals, the funds will calculate automatically and appear here.

TOTAL OTHER REVENUE	446.13		
*Reimbursement by the state Department of Corrections for defense of prisoner cases per grant rules, is considered program income and is reported as part of the unexpended balance.		**Attorney Fee Reimbursement Collections for the Indigent Defense System Report for Grant Year ended Sept. 30, 2022	3,000.00
REPORT OF UNEXPENDED STATE GRANT FUNDS AS OF SEPTEMBER 30, 2022	19,169.21	**Total collections or payments received by the local trial court(s) in your indigent defense system from indigent defense clients	

Please include a copy of your general ledger for your restricted indigent defense fund for the grant year. If the balance in the fund does not match the unexpended grant fund balance reported on this form please provide an attached explanation for the variance.

If your expenditures for the grant period are less than your certified local share, please report the total of your FY 21 carryover funds, state grant payments, and other revenue as unexpended grant funds only.

Save | Save & | Validate | Errors | PDF | Cancel

Unexpended Balance Report

Please include a copy of your general ledger for your restricted indigent defense fund for the grant year. If the balance in the fund does not match the unexpended grant fund balance reported on this form please provide an attached explanation for the variance.

If your expenditures for the grant period are less than your certified local share, please report the total of your FY 21 carryover funds, state grant payments, and other revenue as unexpended grant funds only.

Certification: By clicking on 'Submit', I certify to the best of my knowledge and belief that this report of grant financial activity including the unexpended grant funds balance is correct and complete and represents the actual accounting for grant expenditures and sources of funding for this grant period.

Name:		Date:	
Email Address:		Contact Phone:	
General Ledger Attachment:			

Save | Save+ | Validate | Errors | PDF | Cancel

Click on the blue arrow to attach your general ledger. Then save.

Unexpended Balance Report

Report of Unexpended Grant Funds | Timeout : 7 mins | Date : Oct-24-22

Program : Compliance Plan and Cost Analysis Renewal - FY 2022 | Agency : | Documents | Close

Period : 10/01/2021-09/30/2022 | 2022 | Status: Work in Progress | Review Comments:

Show Tree | 1 Of 1

prisoner cases per grant rules, is considered program income and is reported as part of the unexpended balance.		the Indigent Defense System Report for Grant Year ended Sept. 30, 2022	5,000.00
REPORT OF UNEXPENDED STATE GRANT FUNDS AS OF SEPTEMBER 30, 2022	19,169.21		**Total collections or payments received by the local trial court(s) in your indigent defense system from indigent defense clients

Please include a copy of your general ledger for your restricted indigent defense fund for the grant year. If the balance in the fund does not match the unexpended grant fund balance reported on this form please provide an attached explanation for the variance.

If your expenditures for the grant period are less than your certified local share, please report the total of your FY 21 carryover funds, state grant payments, and other revenue as unexpended grant funds only.

Certification: By clicking on 'Submit', I certify to the best of my knowledge and belief that this report of grant financial activity including the unexpended grant funds balance is correct and complete and represents the actual accounting for grant expenditures and sources of funding for this grant period.

This information will be entered by the system upon submission of the report.
Do not try to complete these fields.

Name: | Date:

Email Address: | Contact Phone:

General Ledger Attachment:

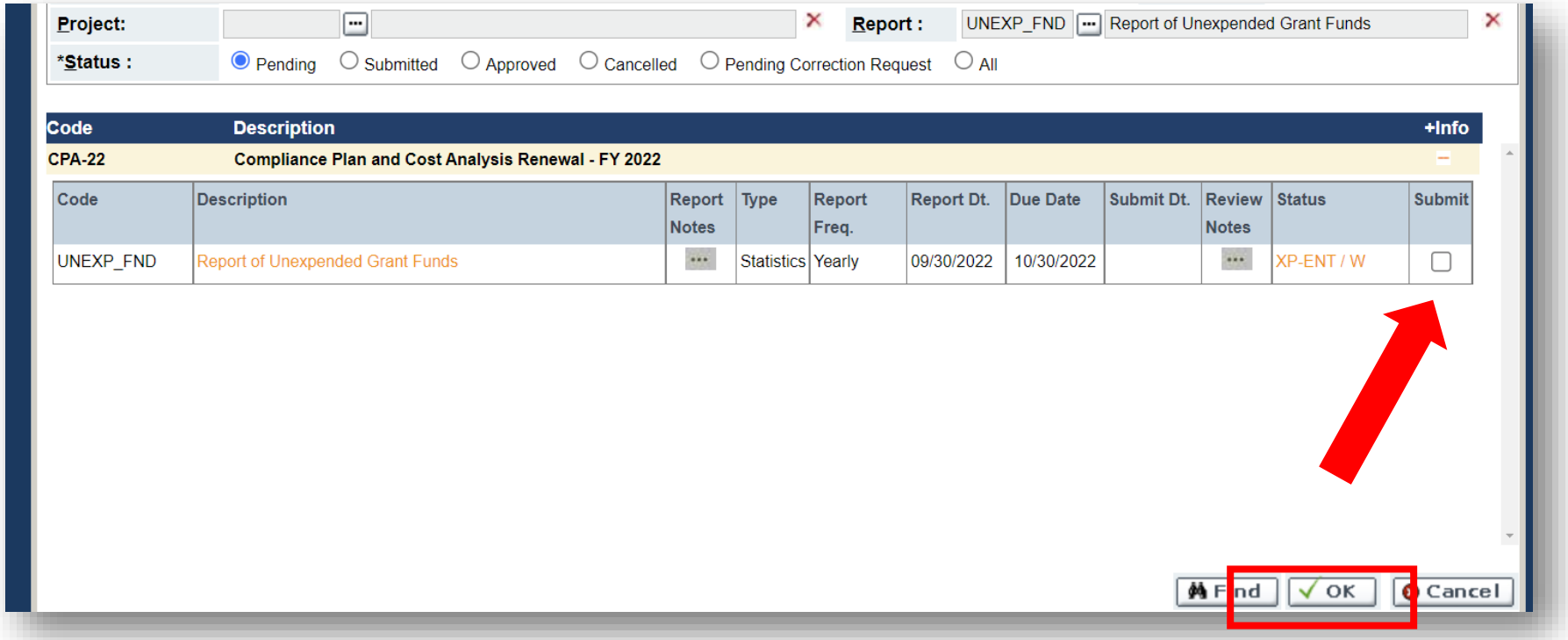
Save | Save+ | Validate | Errors | PDF | Cancel

Important: you will not be able to enter your name or contact information in these fields. This information will populate automatically by the submitter of the report. **Close** this screen and return to the reports menu to submit.

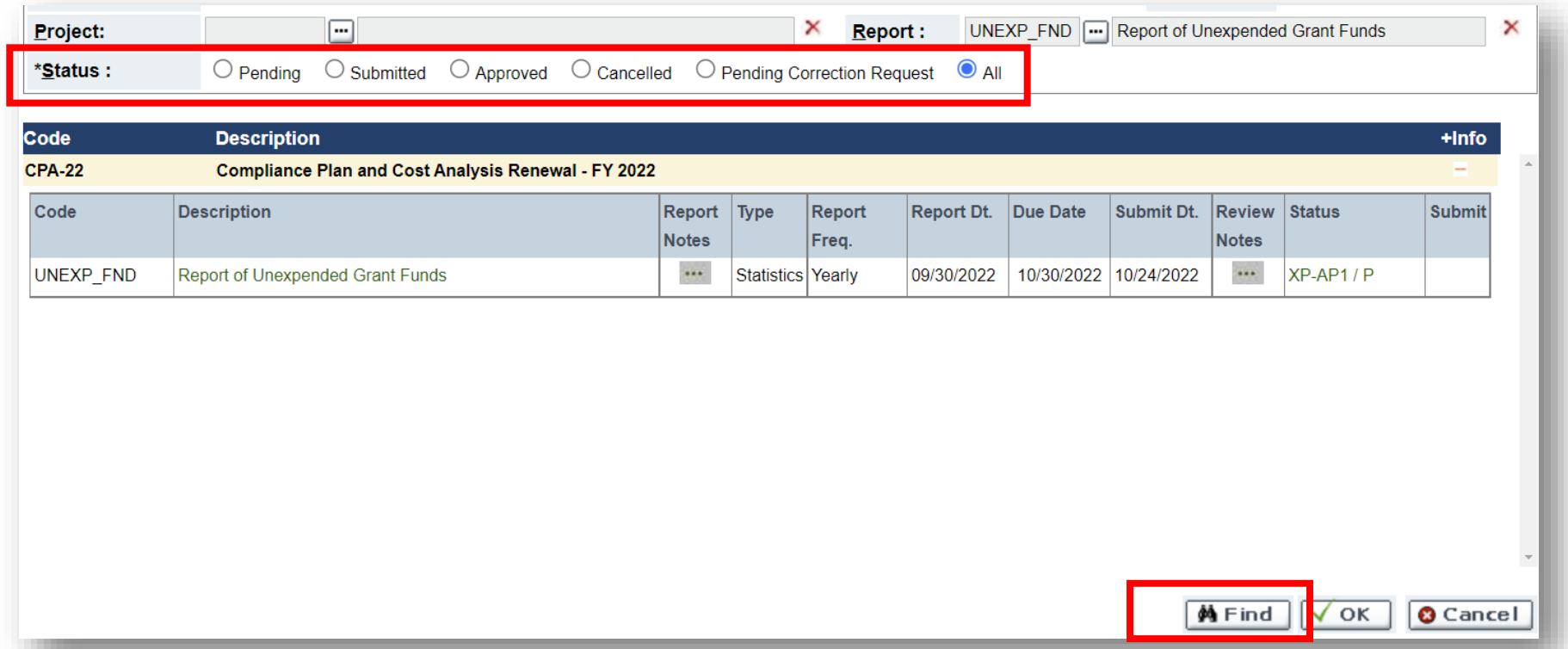
Unexpended Balance Report

This report will remain a work in progress until you submit it.

To submit, check the box by clicking on it then click “ok”.



Status



You can log into EGrAMS anytime to check the status of any reports submitted.

Select the report OR leave blank, and on the status line check “all” then “find”.

MICHIGAN INDIGENT
DEFENSE COMMISSION

CONTACT US ANYTIME

WWW.MICHIGANIDC.GOV

Rebecca Mack – Grants Director
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October 2022