



MICHIGAN INDIGENT  
DEFENSE COMMISSION

# EGrAMS


A Guide for Submitting the  
FY24 Compliance Plan and Cost Analysis  
for Returning Users

# New to EGrAMS?

We have a short tutorial linked on our grants page and on YouTube to help set up a new user profile and get started in our grant management system.

<https://michiganidc.gov/grants/>

[https://youtu.be/yUO\\_YJwjl7g](https://youtu.be/yUO_YJwjl7g)



The image shows a YouTube video player interface. At the top, the YouTube logo and a search bar are visible. The video title is "MIDC Grant Management System (EGrAMS)" in large white text on a blue background. Below the title, the subtitle reads "Create a User Profile and Start the FY22 Compliance Plan Application and Cost Analysis" with a date of "April 1, 2021". The video player controls show a progress bar at 0:29 / 18:18. Below the player, the channel name "Michigan Indigent Defense Commission" is displayed with 51 subscribers and a "Subscribe" button. The video description includes "468 views 2 years ago FY22 Compliance Planning" and a detailed note about the training for new users to the MIDC's EGrAMS application, mentioning a submission deadline of April 27, 2021 at 11:59 p.m. The video player also features icons for likes, shares, downloads, and other actions.

# All Users: a few notes before getting started

- If you are new to EGrAMS, please check with MIDC staff to make sure your credentials are properly assigned within the funding unit's profile. You can contact Deborah at [MitchellD20@Michigan.gov](mailto:MitchellD20@Michigan.gov) or Marla at [McCowanM@Michigan.gov](mailto:McCowanM@Michigan.gov) or call 517-643-6875.
- Judges and court staff members are not able to submit compliance plans in FY24.
- The person who begins the FY24 compliance plan is considered the “owner” or project director of the plan; other users can contribute content as necessary and authorized by the project director. **Please do not start a plan if you are not the project director or primary point of contact for the funding unit.**

# Gather all necessary information

Some people find it helpful to have a document that they can follow along with as the plan contents are entered in EGrAMS.

We have a word version of the FY24 Compliance Plan on our grants page, with new questions or changes from last year highlighted in red font.

**Tip:** You can copy your work from the word document and paste into EGrAMS.

<https://michiganidc.gov/grants/>

MIDC FY24 COMPLIANCE PLAN

44. What is your appeal process to resolve denied or partially denied requests for expert or investigative assistance?

**Determining Indigency, Contribution, Reimbursement**

45. Will judges and/or court staff conduct all indigency screening in every proceeding? Please answer Yes or No.  
If no, who will screen for indigency?  
Is this screener the Appointing Authority?  
If the screener is not the Appointing Authority, does the Appointing Authority oversee the screening process?  
Briefly describe your process for screening for indigency.  
What is the process for appealing a determination that a person does not qualify for appointed counsel?

46. Are you designating an Appointing Authority to conduct indigency screening for purposes of MCR 6.005(B)?

47. In cases where contribution is appropriate, who is going to make request with the court for contribution?

48. In cases where contribution is appropriate, what is your process for determining the amount that a person should contribute during the pendency of the case to their defense?

49. What is your process for obtaining contribution?

50. What is the process for challenging a request for contribution?

51. Do your courts/judges order reimbursement for attorney fees at the conclusion of a case? Please answer Yes or No.

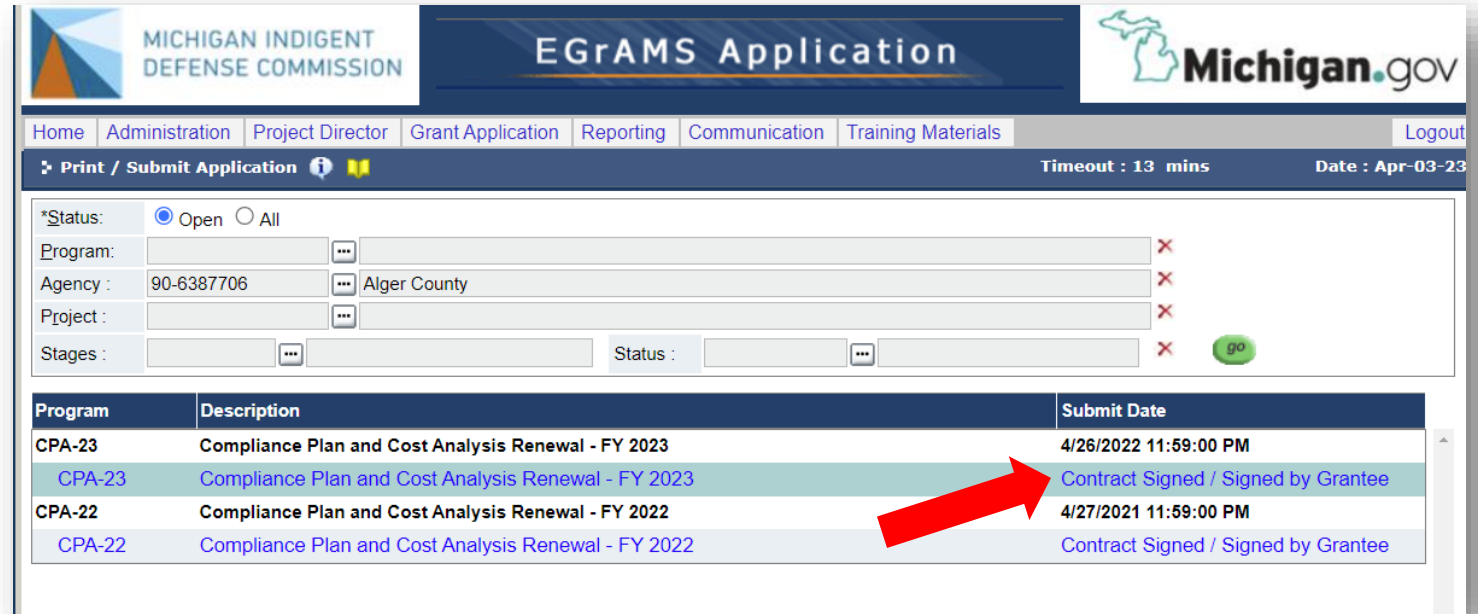
Page 9

Submit all documents via EGrAMS. Questions or concerns, please email your Regional Manager  
The FY24 compliance plan and cost analysis is due no later than April 26, 2023

# Gather all necessary information

You may also want to review your funding unit's approved compliance plan and cost analysis from FY23.

**Tip:** You can view prior plans in EGrAMS by logging in and selecting Grant application > print/submit application, then click on the link to the approved plan you want to review.



The screenshot shows the EGrAMS Application interface. At the top, there are logos for the Michigan Indigent Defense Commission and Michigan.gov. Below the logos is a navigation menu with links: Home, Administration, Project Director, Grant Application, Reporting, Communication, Training Materials, and Logout. A secondary menu includes 'Print / Submit Application' and a 'Logout' button. The main content area has search filters for \*Status (Open/All), Program, Agency (90-6387706, Alger County), Project, and Stages. A table below lists compliance plans with columns for Program, Description, and Submit Date. A red arrow points to the 'Contract Signed / Signed by Grantee' link for the CPA-23 entry.

Program	Description	Submit Date
CPA-23	Compliance Plan and Cost Analysis Renewal - FY 2023	4/26/2022 11:59:00 PM
CPA-23	Compliance Plan and Cost Analysis Renewal - FY 2023	Contract Signed / Signed by Grantee
CPA-22	Compliance Plan and Cost Analysis Renewal - FY 2022	4/27/2021 11:59:00 PM
CPA-22	Compliance Plan and Cost Analysis Renewal - FY 2022	Contract Signed / Signed by Grantee

<https://www.egrms-mi.com/MIDC/user/home.aspx>

# Step-by-Step Guide to Enter the FY24 Compliance Plan

IMPORTANT NOTE: the information and “screen shots” contained in the remaining slides demonstrate a *SAMPLE COMPLIANCE PLAN AND COST ANALYSIS* from our test site. This information is not reflective of *any* particular funding unit’s plan or staff’s recommendation about the substantive contents. This is simply an illustrative guide to assist users in the compliance plan submission process through EGrAMS.

# Log in to start the FY2024 Compliance Plan

Make sure you are on the MIDC's EGrAMS page, you will see our logo in the top left corner.

<https://www.egrans-mi.com/MIDC/user/home.aspx>



The screenshot shows the EGrAMS Application home page. At the top, there are logos for the Michigan Indigent Defense Commission, EGrAMS Application, and Michigan.gov. Below the logos is a navigation bar with 'Home', social media icons, and a date 'Apr-03-23'. On the left is a vertical menu with options: Home, About EGrAMS, EGrAMS Login (highlighted with a red box), Validate Workstation, Create User Profile, Project Director Request, Grant Opportunity Notification, Search Grants, Current Grants, and Compliance Plans. The main content area contains text about the MIDC, EGrAMS, and instructions for users. At the bottom, there are links for Michigan.gov Home, EGrAMS Home, Contact EGrAMS, Contact Information, State Web Sites, Policies and Reports, Minutes and Meetings, Resources, and Grants, along with a copyright notice for 2005-2020 State of Michigan, Inc.

- Home
- About EGrAMS
- EGrAMS Login
- Validate Workstation
- Create User Profile
- Project Director Request
- Grant Opportunity Notification
- Search Grants
- Current Grants**
- Compliance Plans

### Login

\*User Name:

\*Password:

Enter User Name and Password.  
Note: Password is case sensitive.



**Tip:** If you forgot your username, feel free to contact Marla or Deborah for assistance (see slide 3).

If you forgot your password, you can reset that yourself by entering your username then “forgot password”



MICHIGAN INDIGENT DEFENSE COMMISSION

EGrAMS Application

Michigan.gov

Home Administration Project Director Grant Application Reporting Communication Training Materials Logout

Welcome Screen Pending Tasks (1) Pending Notifications

Timeout : 20 mins Date : Apr-03-23

Welcome Screen

**Hello C Catalino,**

Welcome to **MIDC E-Grants**.

You may begin using the application by selecting menu options from the top menu bar.

If you wish to view or change your User Profile, please [click here](#).

If you have any problems accessing the application, please contact the **MIDC E-Grants Helpdesk at 517-643-6875** or [Deborah Mitchell](#). Please include your full name and complete telephone number (with area code) when you contact the MIDC E-Grants Helpdesk.

User Name: ccatalino [ C Catalino ] , Agency: Allegan County

[Michigan.gov Home](#) | [EGrAMS Home](#) | [EGrAMS Menu](#) | [Contact EGrAMS](#) | [Contact Information](#) | [State Web Sites](#) | [Pending Tasks](#)  
[Policies and Reports](#) | [Minutes and Meetings](#) | [Resources](#) | [Grants](#)

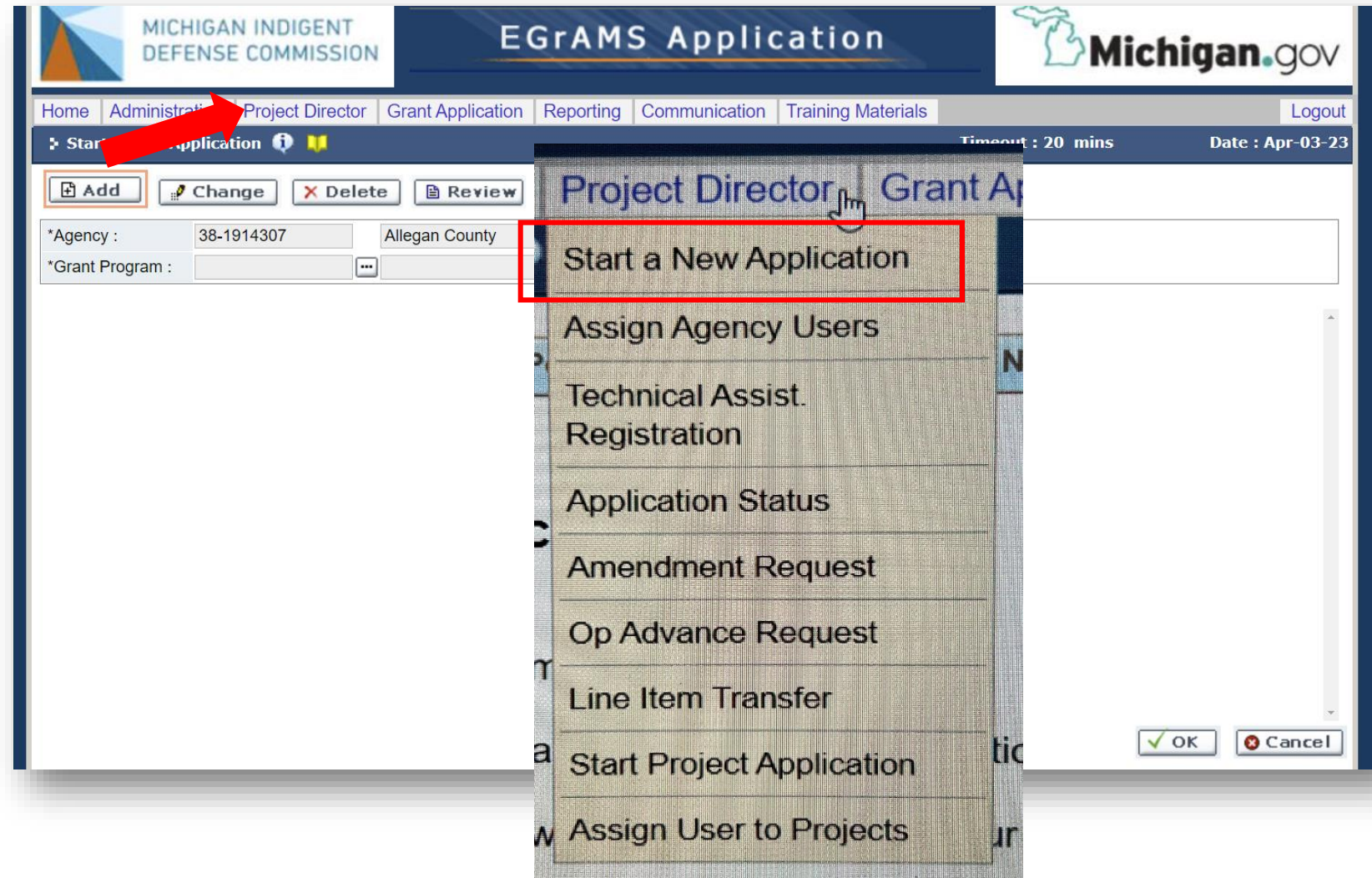
Copyright © 2005-2020 State of Michigan, Inc.

This is the “Welcome Screen” which also has our contact information if you need assistance.

**Tip:** you can always click the “home” menu to get back to this screen.

# First Step: Add the Application to Your Tasks

Navigate to the “Project Director” dropdown menu and select “Start a New Application” from the options.



The screenshot displays the EGrAMS Application interface. At the top, there are logos for the Michigan Indigent Defense Commission and Michigan.gov. A navigation bar includes links for Home, Administration, Project Director, Grant Application, Reporting, Communication, Training Materials, and Logout. Below this, a status bar shows 'Start a New Application', 'Timeout : 19 mins', and 'Date : Apr-03-23'. The main area features buttons for 'Add', 'Change', 'Delete', and 'Review'. The 'Add' button is highlighted with a red arrow. Below the buttons, there are input fields for '\*Agency : 38-1914307' and '\*Grant Program : Allegan County'. A red box highlights a three-dot menu icon next to the Grant Program field. A modal window titled 'Lookup' is open, showing search criteria and a table with one record: CPA-24, Compliance Plan and Cost Analysis Renewal - FY 2024. At the bottom right of the modal, there are 'OK' and 'Cancel' buttons, with a red arrow pointing to the 'OK' button.

MICHIGAN INDIGENT DEFENSE COMMISSION

EGrAMS Application

Michigan.gov

Home Administration Project Director Grant Application Reporting Communication Training Materials Logout

Start a New Application Timeout : 19 mins Date : Apr-03-23

Add Change Delete Review

\*Agency : 38-1914307 Allegan County

\*Grant Program : ...

Lookup

Enter search criteria in the filter field(s) and click on Lookup

Code :  
Description :

Lookup Reset Close

Record Count : 1 Page 1 of 1

Sel.	Code	Description
<input checked="" type="checkbox"/>	CPA-24	Compliance Plan and Cost Analysis Renewal - FY 2024

Comment Line:

OK Cancel

1. Make sure you are in the “Add” mode.

2. Use the lookup menu (three dots) to select the CPA-24 option.

3. Click “ok” to add to your tasks.

You should get a message that the record was successfully added.

# Next Step(s): Enter the Application Contents

Navigate to the “Grant Application” dropdown menu and select “Enter Grant Application” from the options.



You will now be able to enter the application by clicking on the hyperlink that says “Application Entry/Pending”

**Tip:** You can also return to the home screen and find the application in your pending tasks.

Anytime you work on the application you will get a notification about the deadline for submission. Click on “ok” to acknowledge this deadline.

The screenshot shows the EGrAMS Application interface. At the top, there are logos for the Michigan Indigent Defense Commission and Michigan.gov. Below the logos is a navigation bar with tabs: Home, Administration, Project Director, Grant Application, Reporting, Communication, Training Materials, and Logout. The main content area has a header with "Enter Grant Application" and a "Logout" button. Below this is a form with the following fields:

- \*Status:  Open  All
- Program: CPA-24 (dropdown) Compliance Plan and Cost Analysis Renewal - FY 2024
- Agency: 38-1914307 (dropdown) Allegan County
- Project: (dropdown)
- Stages: (dropdown) Status: (dropdown)

Below the form is a table with the following columns: Program, Description, and Submit Date.

Program	Description	Submit Date
CPA-24	Compliance Plan and Cost Analysis Renewal - FY 2024	4/26/2023 11:59:00 PM
CPA-24	Compliance Plan and Cost Analysis Renewal - FY 2024	<a href="#">Application Entry / Pending</a>

A red arrow points to the "Application Entry / Pending" link in the table.

The screenshot shows a notification dialog box with the following text:

test.egrams-mi.com says  
Submission deadline date : 04/26/2023 11:59:00 PM

There is an "OK" button in the bottom right corner of the dialog box.

You will work your way through all of the tabs beginning with “Applicant” which is pre-populated.

**Tip:** You can move around to any tab and complete the information in any order, but it helps to go from left to right and choose “save” or “save ➡” so you don’t miss anything.

If you haven’t made any changes, just use the arrow forward to get to the next page.

**MICHIGAN INDIGENT DEFENSE COMMISSION** **EGrAMS Application** **Michigan.gov**

Applicant ⓘ ⓘ (\*) - Required field Timeout : 20 mins Date : Apr-03-23

Agency : Allegan County Program : Compliance Plan and Cost Analysis Renewal - FY 2024  
Application : Compliance Plan and Cost Analysis Renewal - FY 2024 [Show Documents](#)

Applicant Additional Info Standard 1 Standard 2 Standard 3 Standard 4 Standard 5 Indigent ⏪ ⏩ X Close

Save Save ➡ Validate Errors Done PDF Copy Show Tree

### 1. Applicant Information

a. *Applicant Name	Allegan County		
b. Organizational Unit			
c. *Address	3283 122nd Ave		
d. Address 2			
e. *City	Allegan	*State MI	*Zip 1 49010 Zip 2
f. *Federal ID Number	38-1914307	Reference No.	Unique Entity Id.
g. Agency's fiscal year (beginning month and day)	- -		
h. *Agency type	<input type="radio"/> City <input type="radio"/> Township <input checked="" type="radio"/> County <input type="radio"/> Village		



Project

(\*) - Required field

Timeout : 19 mins

Date : Apr-03-23

Agency : Allegan County Program : Compliance Plan and Cost Analysis Renewal - FY 2024

Application : Compliance Plan and Cost Analysis Renewal - FY 2024

Show Documents

Applicant Additional Info Standard 1 Standard 2 Standard 3 Standard 4 Standard 5 Indigent Close

Save Save Validate Errors Done PDF Copy Show Tree

2. Project Information - Page 1

a. *Project Name	Compliance Plan and Cost Analysis Renewal - FY 2024		
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)	10/1/2023	End Date (mm/dd/yyyy)	9/30/2024
e. Amount of Funds Requested	.00	Project Cost	.00

*Easiest to save this part for later*

On the next page, for project information, leave the “amount of funds requested” blank for now, you will fill that in at the end to make sure the math matches up once the cost analysis is complete.

The local share is also pre-populated. This reflects the statutory requirement of an increase to the amount approved in FY2019. See MCL 780.983(i).

This year the increase is +3% from the FY19 local share.

If you have questions or concerns, please contact your MIDC Regional Manager.

The screenshot displays the EGrAMS Application interface. At the top, there are logos for the Michigan Indigent Defense Commission and Michigan.gov. The main header reads "EGrAMS Application". Below this, a navigation bar includes "Project", a help icon, a book icon, and status information: "(\*) - Required field", "Timeout : 20 mins", and "Date : Apr-03-23".

The main content area shows the following details:

- Agency: Allegan County
- Program: Compliance Plan and Cost Analysis Renewal - FY 2024
- Application: Compliance Plan and Cost Analysis Renewal - FY 2024

A "Show Documents" link is visible on the right. Below the application details is a tabbed interface with tabs for "Applicant", "Additional Info", "Standard 1", "Standard 2", "Standard 3", "Standard 4", "Standard 5", and "Indigen...". The "Indigen..." tab is currently selected. A "Close" button is located to the right of the tabs.

Below the tabs is a row of action buttons: "Save", "Save +", "Validate", "Errors", "Done", "PDF", and "Copy". A "Show Tree" button with navigation arrows is on the far right.

The main content area is titled "2. Project Information - Page 2". It contains a table with the following entry:

f.	Agency Local Share:	545,137.80
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You need to assign the role of project director, authorized official, **and** financial point of contact in the “applicant” tab.

**Tip:** If you don’t have any changes from last year, you can use the “copy” feature for this section. Note that this will populate the funds requested if you copy over the information for the grant category. *Don’t worry!* You can still go back and revise as necessary after finishing the cost analysis.

The screenshot displays the EGrAMS Application interface. At the top, the Michigan Indigent Defense Commission logo is on the left, the 'EGrAMS Application' title is in the center, and the Michigan.gov logo is on the right. Below the header, a navigation bar includes 'Contacts', a help icon, and a yellow bell icon. On the right side of this bar, it shows '(\*) - Required field', 'Timeout : 20 mins', and 'Date : Apr-03-23'. The main content area shows 'Agency : Allegan County' and 'Program : Compliance Plan and Cost Analysis Renewal - FY 2024'. Below this, 'Application : Compliance Plan and Cost Analysis Renewal - FY 2024' is displayed with a 'Show Documents' link. A series of tabs are visible: 'Applicant', 'Additional Info', 'Standard 1', 'Standard 2', 'Standard 3', 'Standard 4', 'Standard 5', and 'Indigent'. The 'Applicant' tab is currently selected. A toolbar contains buttons for 'Save', 'Save +', 'Validate', 'Errors', 'Done', 'PDF', and 'Copy'. The 'Copy' button is highlighted with a red rectangular box. To the right of the toolbar are 'Show Tree' and navigation arrows. Below the toolbar, a section titled '3. Contacts' is shown with a 'Show Instructions' link. This section contains a form with the following fields: '\*Contact Type' (dropdown), 'a. EGrAMS Login' (text field with a red 'x' error indicator), 'b. \*Name' (text field), 'c. \*Address' (text field), 'd. Address II' (text field), 'e. \*City' (text field), '\*State' (dropdown), '\*Zip 1' (text field), and 'Zip 2' (text field), 'f. \*Telephone' (text field), 'Ext.' (text field), and 'Fax' (text field), 'g. \*E-Mail Address' (text field), and 'h. Designation / Title' (text field). A 'Delete' button with a red 'x' is located at the bottom right of the form.

On the “Additional Info” tab, you need to certify that you are authorized to submit this application for the funding unit. **Click the box next to the certification then hit “save” and the rest of the information will populate automatically.**

**Tip:** Just check the box and hit “save”. **The most common call we get from people is that they can’t fill in the grayed out boxes. It will fill in automatically.**

MICHIGAN INDIGENT DEFENSE COMMISSION

EGrAMS Application

Michigan.gov

Additional Info Timeout : 20 mins Date : Apr-03-23

Agency : Allegan County Program : Compliance Plan and Cost Analysis Renewal - FY 2024

Application : Compliance Plan and Cost Analysis Renewal - FY 2024 [Show Documents](#)

Applicant Additional Info Standard 1 Standard 2 Standard 3 Standard 4 Standard 5 Indigent X Close

Save Save + Validate Errors Done PDF Copy Show Tree

**Submitter Information**

\*Funding Unit/System Name: Allegan/Van Buren Counties

I hereby certify that I am authorized to submit the application and the information and representations contained in the application is true and correct.

**Submitted By (include name, title, email address and phone number):**

Name: [Grayed out]

Title: [Grayed out]

Email Address: [Grayed out]

Phone Number: [Grayed out]

Date: [Grayed out]

Signature: [Grayed out]

*You can't fill this in manually*

This is what it looks like when you click the box next to the certification then “save”.

After you verify that the information is populated, move to the next page.

Additional Info ⓘ 📖 Timeout : 20 mins Date : Apr-03-23

Agency : Allegan County Program : Compliance Plan and Cost Analysis Renewal - FY 2024  
Application : Compliance Plan and Cost Analysis Renewal - FY 2024 [Show Documents](#)

Applicant Additional Info Standard 1 Standard 2 Standard 3 Standard 4 Standard 5 Indigenc ⏪ ⏩ X Close

📄 Save 📄 Save + 📄 Validate 📄 Errors ✓ Done 📄 PDF 📄 Copy 📄 Show Tree ⏪ ⏩

### Submitter Information

\*Funding Unit/System Name:

I hereby certify that I am authorized to submit the application and the information and representations contained in the application is true and correct.

**Submitted By (include name, title, email address and phone number):**

Name:

Title:

Email Address:

Phone Number:

Date:

Signature:

The remainder of the “additional info” tab seeks information about your delivery system model.

If you have a managed assigned counsel system, please be sure to include the name and P# of the MAC.

The MIDC requires that all MAC Managers are attorneys licensed to practice law in Michigan.

**Tip:** If you have not hired your MAC yet, you can type “TBD” or something similar.

MICHIGAN INDIGENT DEFENSE COMMISSION

EGrAMS Application

Michigan.gov

Additional Info Timeout : 20 mins Date : Apr-03-23

Agency : Allegan County Program : Compliance Plan and Cost Analysis Renewal - FY 2024

Application : Compliance Plan and Cost Analysis Renewal - FY 2024 Show Documents

Applicant Additional Info Standard 1 Standard 2 Standard 3 Standard 4 Standard 5 Indigent Close

Save Save + Validate Errors Done PDF Copy Show Tree

### Delivery System Model

1. \*What type of indigent defense delivery system do you have currently? (indicate all that apply):

- Public Defender Office (county employees)
- Public Defender Office (non-profit/vendor model)
- Managed Assigned Counsel System (Name of MAC Attorney Manager and P#:)
- Contract Defender System
- Regionalized system or coordination with other trial court funding units

If you are unsure about your type of indigent defense delivery system, more information can be found in MIDC's report entitled Delivery System Reform Models (2016), posted here: <https://michiganidc.gov/resources>. Questions can also be directed to your MIDC Regional Manager.

2. \*Are you proposing to change your type of indigent defense delivery system for next year? Please respond Yes or No.  Yes  No

3. If you are changing your indigent defense delivery system, what model do you plan to use next year?

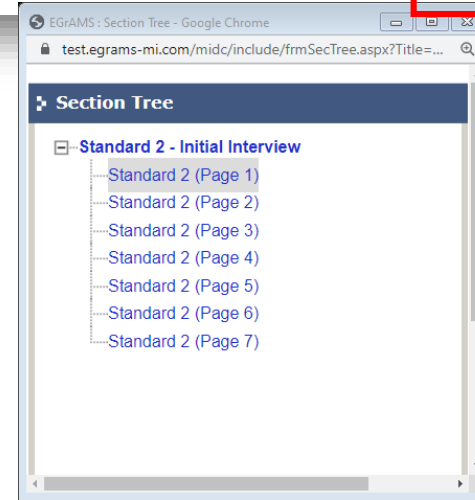
Comment Line:



**IMPORTANT:** As you enter information, be sure to **SAVE** your work. You can save and continue to enter text for each prompt, or, if you are done with the questions you can choose “save ➡” to move to the next page.

**Tip:** Clicking the “save” button will restart the time limit for working on a page, which is set at 15 minutes.

## Navigation tips



You can navigate forward or back using the arrows, either by section (top line) or by page.

You can also use the “show tree” option to display hyperlinks to all pages in that section and move through the application that way as well.

Continue to work through all of the tabs, resuming with Standard 1.

**Tip:** You can use the “copy” feature if you don’t have changes from last year. It is better to copy individual grant categories for each tab, rather than copying the entire application. This way you won’t miss any new questions. Even if you use the copy feature, you can still edit the information copied. Just remember to “save” before moving to the next page.

MICHIGAN INDIGENT DEFENSE COMMISSION

EGrAMS Application

Michigan.gov

Standard 1 Timeout : 20 mins Date : Apr-04-23

Agency : Allegan County Program : Compliance Plan and Cost Analysis Renewal - FY 2024

Application : Compliance Plan and Cost Analysis Renewal - FY 2024 [Show Documents](#)

Applicant Additional Info Standard 1 Standard 2 Standard 3 Standard 4 Standard 5 Indigent [Close](#)

Spell Save Save + Validate Errors Done PDF Copy Show Tree

Standard 1 (Page 1)

**Training of Attorneys**

4. \*Number of attorneys who accept adult criminal defense assignments as of October 1

5. Number of attorneys with less than 2 years of Michigan criminal defense experience as of October 1

In EGrAMS, please include a list of names and P#s of all the attorneys who accept adult criminal defense case assignments in your system, including conflict counsel and counsel for youths charged as adults.

6. What is your plan for training attorneys with less than 2 years of Michigan criminal defense experience?

72 characters

These attorneys will attend MIDC approved trial skills training.

**Tip:** There is a new prompt regarding reporting continuing education in the Standard 1 tab this year.

Don't skip it!

For more information about this question, see the MIDC's Grant Manual at p.16

Standard 1 (Page 2)

approved training models. Upon completion of the training, the attendee submits a form to the Office of the Public Defender outlining the details of the training. The attendee then executes the document and submits the form to the Office of the Public Defender. The Office sends these CLE certifications to MIDC. The Office retains all copies of the forms and reviews the forms quarterly and yearly to verify compliance with MIDC Standard 1.

\*Will you require your attorneys to submit attendance directly through the MIDC's continuing legal education database provider, CE Broker?  Yes  No

If no, please describe how attendance will be tracked and reported to the MIDC:

MICHIGAN INDIGENT DEFENSE COMMISSION

EGrAMS Application

Michigan.gov

Standard 2 Timeout : 20 mins Date : Apr-04-23

Agency : Allegan County Program : Compliance Plan and Cost Analysis Renewal - FY 2024

Application : Compliance Plan and Cost Analysis Renewal - FY 2024 [Show Documents](#)

Applicant Additional Info Standard 1 Standard 2 Standard 3 Standard 4 Standard 5 Indigent X Close

Spell Save Save Validate Errors Done PDF Copy Show Tree

Standard 2 (Page 1)

Initial Client Interviews

10. \*The MIDC Standards now require the selection and assignments of attorneys to be done independently from the judiciary. How and when are defense attorneys notified of new assignments?

0 characters

Rich text editor toolbar

There are *no changes* to any of the questions on the Standard 2, 3, 4, or 5 tabs this year.

**Tip:** If you copy these sections over from last year, you can print the entire application and review or collaborate with others to make any edits or changes. Click on the printer icon to get the entire application (with or without attachments).



**Tip:** There is a new question about reimbursement of attorney fees on the indigency screening tab this year.

Don't skip it!

For more information about indigency screening, see the Standards page on the MIDC's website.

<https://michiganidc.gov/standards/#tab-id-9>



Indigency (Page 5)

51. \*Do your courts/judges order reimbursement for attorney fees at the conclusion of a case?  Yes  No

The “Attorney Compensation” tab is new this year.

**Tip:** If attorneys in your funding unit are either full time salaried employees or paid hourly time, please check “yes” to question 52.

If any attorneys are paid a flat rate contract, for shift coverage, for events, or compensated in any way that is not hourly, please check “no” and complete the narrative prompts on page 2.

The screenshot shows the EGrAMS Application interface for the Michigan Indigent Defense Commission. The header includes the Michigan logo and the text "Michigan.gov". The application title is "EGrAMS Application". The user is logged in as "Attorney Compensation" and the session is set to expire in 20 minutes on April 04, 2023. The current agency is "Allegan County" and the program is "Compliance Plan and Cost Analysis Renewal - FY 2024". The application is also titled "Compliance Plan and Cost Analysis Renewal - FY 2024".

The interface features a navigation bar with tabs for "Standard 3", "Standard 4", "Standard 5", "Indigency", "Attorney Compensation" (which is currently selected), "Miscellaneous", and "Cost Analysis". There are also "Show Documents" and "Close" buttons.

Below the navigation bar, there are utility buttons: "Spell", "Save", "Save +", "Validate", "Errors", "Done", "PDF", "Copy", "Show Tree", and navigation arrows.

The main content area is titled "Attorney Compensation (Page 1)". It displays question 52: "\*The MIDC Standards set minimum hourly rates for roster attorneys accepting assignments in adult criminal cases. Are ALL roster attorneys (not full time employees of a public defender office) paid on an hourly basis?". The "No" option is selected. A follow-up question asks: "If yes [hourly rates are paid], is there any cap or maximum on the hours that can be billed?". The "No" option is also selected here. Below these questions is a text area for explanation, currently showing "0 characters".

At the bottom of the form, there is a "Comment Line:" field.

**Tip:** All prompts must be answered in narrative format for any non-hourly payment arrangements.

Use the text box below. Remember to “save” your work periodically to avoid having the system time out.

MICHIGAN INDIGENT DEFENSE COMMISSION

EGrAMS Application

Michigan.gov

Attorney Compensation Timeout : 20 mins Date : Apr-04-23

Agency : Allegan County Program : Compliance Plan and Cost Analysis Renewal - FY 2024

Application : Compliance Plan and Cost Analysis Renewal - FY 2024 [Show Documents](#)

Standard 3 Standard 4 Standard 5 Indigency Attorney Compensation Miscellaneous Cost Analysis X Close

Spell Save Save+ Validate Errors Done PDF Copy Show Tree

**Attorney Compensation (Page 2)**

If no [hourly rates are not paid], please describe how attorneys are compensated (flat rate contract, event based, shift coverage, etc). **Please address the following:**

Are attorneys compensated based on caseloads and does the compensation account for increases or decreases in caseload size?

What other factors were considered in arriving at the payment?

Are attorneys able to seek extraordinary compensation?

How do attorneys seek reimbursement for case-related expenses?

How will your system demonstrate that the compensation is equivalent to the MIDC minimum hourly rates? (type of invoicing, etc).

0 characters

**B I** [Rich Text Editor Icons]

There are two final prompts about attorney payments in Q.53. You can add more detail in the notes section of the cost analysis if necessary.

The screenshot displays the EGrAMS Application interface. At the top, the Michigan Indigent Defense Commission logo is on the left, the 'EGrAMS Application' title is in the center, and the Michigan.gov logo is on the right. Below the header, a navigation bar shows 'Attorney Compensation' with a dropdown arrow, a help icon, and a notification icon. To the right of this bar, it indicates 'Timeout : 20 mins' and 'Date : Apr-04-23'. The main content area contains a form with the following fields: 'Agency' (Allegan County), 'Program' (Compliance Plan and Cost Analysis Renewal - FY 2024), and 'Application' (Compliance Plan and Cost Analysis Renewal - FY 2024). A 'Show Documents' link is located to the right of the application field. Below these fields is a tabbed interface with tabs for 'Standard 3', 'Standard 4', 'Standard 5', 'Indigency', 'Attorney Compensation' (which is currently selected), 'Miscellaneous', and 'Cost Analysis'. A 'Close' button is located to the right of the tabs. Below the tabs is a toolbar with buttons for 'Save', 'Save +', 'Validate', 'Errors', 'Done', 'PDF', and 'Copy'. To the right of the toolbar is a 'Show Tree' button with left and right navigation arrows. Below the toolbar is a section titled 'Attorney Compensation (Page 3)'. This section contains question 53: 'All roster attorneys should be provided regular, periodic payments.' Below the question are two prompts: '\*How often are attorney invoices processed and paid?' with a text input field containing 'monthly', and '\*In lengthy cases, is periodic billing and payment during the course of representation allowed?' with radio buttons for 'Yes' (selected) and 'No', and a red 'X' icon to the right.

On the “miscellaneous” tab, there is a new section about data collection.

**Tip:** If you are seeking reimbursement or funding for the costs associated with data collection, please include the dollar amount sought here AND in the cost analysis.

Miscellaneous Timeout : 20 mins Date : Apr-04-2

Agency Allegan County Program : Compliance Plan and Cost Analysis Renewal - FY 2024  
Application : Compliance Plan and Cost Analysis Renewal - FY 2024 Show Documents

Standard 5 Indigency Attorney Compensation Miscellaneous Cost Analysis Vendor Cost Analysis Index X Close

Save Save + Validate Errors Done PDF Copy Show Tree

**Reimbursement Costs for Creating Plan**

If yes, do you have receipts showing that non-funding unit employees have been paid?  Yes  No

What is the amount you are seeking in reimbursement?

**Costs Associated with Data Collection**

The MIDC shall fund reasonable costs associated with data required to be collected under the MIDC Act that is over and above the local unit of government's data costs for other purposes pursuant to MCL 780.993 (10).

\*Are you requesting funding for costs associated with data collection?  Yes  No X

If yes, please describe (cost for case management system, hiring personnel, etc.)

What is the amount you are seeking for this funding? \$

Please confirm the list of all attorneys accepting cases in your funding unit. Add new attorneys in the following format: “Last, First” and include the P# without the P. Delete attorneys no longer with your funding unit by clicking on the “x” to the far right, and then save.

**Tip:** Need more lines? Use the “save” key and five additional blank lines will appear. Repeat as necessary.

Miscellaneous Timeout : 20 mins Date : Apr-04-23

Agency : Allegan County Program : Compliance Plan and Cost Analysis Renewal - FY 2024  
 Application : Compliance Plan and Cost Analysis Renewal - FY 2024 [Show Documents](#)

Standard 5 Indigency Attorney Compensation Miscellaneous Cost Analysis Vendor Cost Analysis Index Close

Save Save+ Validate Errors Done PDF Copy Show Tree

**List of the attorneys providing services**

Klein, Paul	39805				X
Klein, Suzanne	61910				X
Kolosowky, James	75882				X
Lindh, Roland	74441				X
McEwen, James Mikel	53923				X
McInerney, Michael	34431				X
Metzger, Susan	62867				X
Mitryk, Mckaylyn	83772				X
Mitteer, Manda	71689				X
Runowski, Alexis Marie	85803				X
Sierra, Dario	80228				X
Silverstein, Mariah	85470				X
Stewart, Gary	49442				X
Tange, Laurie	78760				X

Please work through the cost analysis in order beginning with the personnel tab. You can use the copy feature for the cost analysis, but note the “tips” on the next pages for any changes or updates you might need to make.

**Note:** most systems do NOT use a vendor/nonprofit model PD office. Check with your MIDC regional manager if you have questions.

**MICHIGAN INDIGENT DEFENSE COMMISSION** | **EGrAMS Application** | **Michigan.gov**

Instructions for Completion of the Fiscal Year... | Timeout : 16 mins | Date : Apr-04-23

Agency : Allegan County | Program : Compliance Plan and Cost Analysis Renewal - FY 2024  
Application : Compliance Plan and Cost Analysis Renewal - FY 2024 | [Show Documents](#)

5 | Indigency | Attorney Compensation | Miscellaneous | **Cost Analysis** | Vendor Cost Analysis | Index | [Close](#)

[Save](#) | [Save +](#) | [Validate](#) | [Errors](#) | [Done](#) | [PDF](#) | [Copy](#) | [Show Tree](#)

**Instructions for Completion of the Fiscal Year 2024 Cost Analysis**

Please complete all sections of the spreadsheet and narrative relevant to your request for grant funds. The cost analysis request is for the total adult criminal indigent defense system cost funded by the state grant, local share, and other funding sources. As noted in the narrative for each budget category, please highlight or make note of a new or changed budget request. Justification of expenses should include a clear statement as to how the position, contract, or item is a direct expense of the local indigent defense system. The request must include calculations for rates, hours and pricing of requested items. Please refer to the MIDC's GRANT MANUAL for guidance as to allowable costs. Click on 'Show Documents' to view the Grant Manual.

\*Does or will your system use a vendor/nonprofit model public defender office to provide indigent defense services?  Yes  No [X](#)

Save Save+ Validate Errors Done PDF Copy Show Tree

### Cost Analysis Detail

Category : Program Expenses - Personnel Type : Expenditure  
 Classification Seq. : 1 Sub Type : Direct Narrative :

Attachment :  Browse (Perso)

	Description	Qty
<input type="checkbox"/>	Chief Public Defender	1.0000
<input type="checkbox"/>	Deputy Public Defender	1.0000
<input type="checkbox"/>	Asst. Public Defender	6.0000

EGrAMS: Lookup - Google Chrome

test.egrms-mi.com/midc/include/FrmLookup.aspx?ControlName=dgDetail\_c...

#### Lookup

Enter search criteria in the filter field(s) and click on Look

Code :   
 Description :

Lookup Reset Close


Record Count : 17 Page



Sel.	Code	Description
<input type="checkbox"/>	AA	Admin Assistant
<input type="checkbox"/>	ADPD	Asst. Public Defender
<input type="checkbox"/>	CAPD	Chief Assistant Public Defender
<input type="checkbox"/>	CFA	Chief Financial Administrator
<input type="checkbox"/>	CL	Clerk
<input type="checkbox"/>	CPD	Chief Public Defender
<input type="checkbox"/>	DC	Data Collection
<input type="checkbox"/>	DPD	Deputy Public Defender
<input type="checkbox"/>	INV	Investigator



Remember to use the “lookup” (three dots) feature to select and populate the description fields. If you manually type on the description line, the system will not save the information (unless using “other” for the description, then you will complete the descriptive line below).

**Tip:** New this year, “Data Collection” for personnel. Use this description if the employee’s primary responsibility is for collecting and reporting data.



Sub Type : Direct Narrative: 

Browse   (Personnel addition narrative.pdf)

	Qty	Rate	Units	UoM	Total	State Grant	Notes	File
	1.0000	20.650	2080.000	HRS	42,952.00	42,952.00		



Please pay attention to quantity, rates, units of measurement, especially in personnel. We **MAY** adjust these for consistency in reporting that we generate through EGrAMS. We will not change the totals unless we notice a math error and we will notify you before we make that change.


For every page that is completed in the cost analysis, you are **required** to complete the descriptive “**narrative**” field in the right corner. Use the narrative to make general notes about the request. Be sure to click “ok” then “save” before leaving the page.



- Use the *optional* “notes” feature for individual line item details.
- Use the *optional* “+” feature to attach files for a line item.













# Cost analysis tips

**Cost Analysis Detail**

Category : Program Expenses - Fringe Benefits      Type : Expenditure

Classification Seq. : 1      Sub Type : Direct      Narrative : 

Attachment :  Browse   (Fringe Benefit calculation.pdf)

	Description	Percent.	Units	Total	State Grant	Notes	File
<input type="checkbox"/> 	Employer FICA 	7.650	1241011.000	94,937.34	94,937.34		
<input type="checkbox"/> 	Health Insurance 	25.250	1241011.000	313,355.28	313,355.28		
<input type="checkbox"/> 	Retirement 	7.000	1241011.000	86,870.77	86,870.77		

If you have employees, complete the **personnel tab** and, if applicable, the **fringe benefits** tab.

Fringe benefits should be entered in the form of a percent of the personnel section funding, and the “units” will be the total funding for the personnel section.

Save Save Validate Errors Done PDF Copy Show Tree

**Cost Analysis Detail** Show Instructions

Category : Contractual - Contracts for Attorneys Type : Expenditure  
 Classification Seq. : 2 Sub Type : Direct Narrative :

Attachment :  Browse

	Description	Qty	Rate	Units	UoM	Total	State Grant	Notes	File
<input checked="" type="checkbox"/>	Assigned Counsel	1.0000	1.000	703300.120	MIDC	703,300.12	703,300.12		
<input type="checkbox"/>	Assigned Counsel	1.0000	400.000	250.000	MIDC	100,000.00	100,000.00		

Use the “**Contracts for Attorneys**” tab to calculate the budget for any type of contracted attorney services.

**TIP:** The units of measurement have changed. Please use “hourly” or “non hourly” for roster attorney payments (including conflict case defense) and enter the total funding for a line item. Provide detail in the “notes” section and remember to choose “ok” then “save” after entering any text. See samples at right.

Minimum hourly rates for contract attorneys can be found at p. 26-27 of the MIDC’s Grant Manual.

EGrAMS : Notes - Google Chrome

test.egrms-mi.com/midc/GrantApp/NotesTagInfo.aspx?mode=2&size=1024&tagappl=N&catvl...

Notes

MIDC rates of \$118.21, \$130.03, or \$141.82 per hour depending on severity of case.

EGrAMS : Notes - Google Chrome

test.egrms-mi.com/midc/GrantApp/NotesTagInfo.aspx?mode=2&size=1024&tagappl=...

Notes

Attorneys receive \$400 to cover a morning arraignment docket (5 days per week x 50 weeks per year)

Guidelines for rates of pay to **experts and investigators** can be found at p. 19-20 of the MIDC's Grant Manual.

**Tip:** Investigator rates have increased, up to \$100/hr.

Save Save + Validate Errors Done PDF Copy Show Tree

**Cost Analysis Detail** Show Instructions

Category : Contractual - Contracts for Experts and Investigators Type : Expenditure  
 Classification Seq. : 2 Sub Type : Direct Narrative :

Attachment :  Browse

	Description	Qty	Rate	Units	UoM	Total	State Grant	Notes	File
<input type="checkbox"/>	<input checked="" type="checkbox"/> Experts	1.0000	20000.000	1.000	VAR	20,000.00	20,000.00		
<input type="checkbox"/>	<input checked="" type="checkbox"/> Investigators	1.0000	36050.000	1.000	VAR	36,050.00	36,050.00		
<input type="checkbox"/>	<input checked="" type="checkbox"/>								
<input type="checkbox"/>	<input checked="" type="checkbox"/>								
<input type="checkbox"/>	<input checked="" type="checkbox"/>								
<input type="checkbox"/>	<input checked="" type="checkbox"/>								
<input type="checkbox"/>	<input checked="" type="checkbox"/>								
<b>Totals :</b>						56,050.00	56,050.00		

**Cost Analysis Detail**

Category : 
 Type :

Classification Seq. : 
 Sub Type : 
 Narrative :

Attachment :

		Description	Qty	Rate	Units	UoM	Total	State Grant	Notes	File
<input type="checkbox"/>	<input type="button" value="X"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Notes"/>	<input type="button" value="File"/>
<input type="checkbox"/>	<input type="button" value="X"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Notes"/>	<input type="button" value="File"/>
<input type="checkbox"/>	<input type="button" value="X"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Notes"/>	<input type="button" value="File"/>

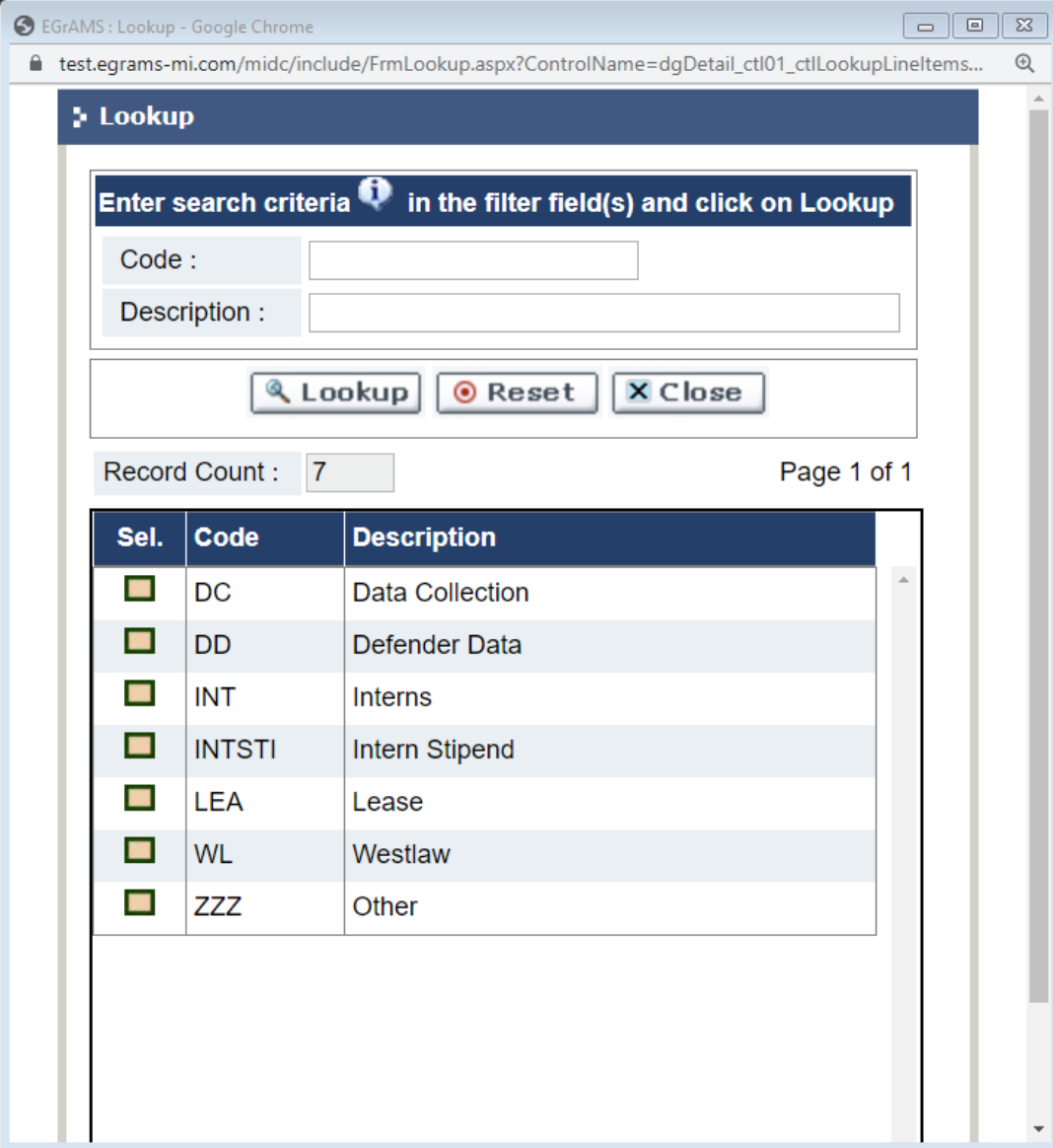
Please only use this section for **new construction** or **significant** renovation projects, which will be subjected to heightened scrutiny by the MIDC upon review.

For minor projects (window treatments, wall partitions, etc) please use the **supplies** category.

**“Contracts – Other”**  
should fall into these  
categories.

For services like Zoom,  
Adobe, calendar  
programs, etc, use the  
Supplies and Services  
category.

**Tip:** Interns and stipends  
for interns are new  
categories this year.  
Please contact your  
Regional Manager for  
more information.



The screenshot shows a web browser window titled "EGrAMS : Lookup - Google Chrome". The address bar contains the URL "test.egrms-mi.com/midc/include/FrmLookup.aspx?ControlName=dgDetail\_ctl01\_ctlLookupLineItems...". The main content area is titled "Lookup" and contains a search form with the instruction "Enter search criteria in the filter field(s) and click on Lookup". The form has two input fields: "Code :" and "Description :". Below the form are three buttons: "Lookup", "Reset", and "Close". Below the buttons, the "Record Count" is displayed as "7" and "Page 1 of 1". A table with the following data is shown:

Sel.	Code	Description
<input type="checkbox"/>	DC	Data Collection
<input type="checkbox"/>	DD	Defender Data
<input type="checkbox"/>	INT	Interns
<input type="checkbox"/>	INTSTI	Intern Stipend
<input type="checkbox"/>	LEA	Lease
<input type="checkbox"/>	WL	Westlaw
<input type="checkbox"/>	ZZZ	Other

New this year:  
**Equipment** is defined as  
a single item valued at  
over \$5,000.

**Tip:** Tablets, desk  
printers, dongles, and  
similar items valued at  
less than \$5,000  
individually should go in  
the supplies category.

The screenshot displays the EGRAMS software interface. At the top, there are tabs for '5', 'Indigency', and 'Attorney Compensation'. Below these are buttons for 'Save', 'Save +', 'Validate', and 'Errors'. The main section is titled 'Cost Analysis Detail' and contains the following fields:

- Category : Other Expenses - Equipment
- Classification Seq. : 3
- Attachment :

Below the fields is a table with a 'Description' header and several rows, each with a checkbox and an 'X' icon. A 'Lookup' dialog box is open over the table, showing search criteria and a table of results.

**Lookup Dialog:**

- Enter search criteria in the filter field(s) and
- Code :
- Description :
- Buttons: Lookup, Reset, X Close
- Record Count : 1

Sel.	Code	Description
<input checked="" type="checkbox"/>	ZZZ	Value over \$5,000

At the bottom right of the dialog, there is a 'Totals :' label. At the bottom of the main form, there is a 'Comment Line:' field.

“Training/Travel” covers travel to training events and representation-related travel (including visits to clients who are not in local custody).

**Tip:** Use “registration fees” for attorney training at a rate of \$50/credit hour. Use the “training” category for other professional training.

The current annual rates for bar membership, SADO, and NAPD are prepopulated.

Save Save + Validate Errors

**Cost Analysis Detail**

Category : Other Expenses - Training/Travel

Classification Seq. : 3

Attachment :

	Description
<input type="checkbox"/> X	Registration Fees CDAM
<input type="checkbox"/> X	Registration Fees CDAM Training
<input type="checkbox"/> X	Mileage Training
<input type="checkbox"/> X	Mileage Routine

Comment Line:

User Name: ccatalino [ C Catalino ] , Agency: Allegan County

Michigan.gov Home | EGrAMS Home

---

**Lookup**

Enter search criteria in the filter field(s) and click on Look

Code :

Description :

Lookup Reset Close

Record Count : 12 Page 1

Sel.	Code	Description
<input type="checkbox"/>	BM	Bar Membership
<input type="checkbox"/>	CV	Client Visits
<input type="checkbox"/>	LOD	Lodging
<input type="checkbox"/>	MEA	Meals
<input type="checkbox"/>	MIL	Mileage
<input type="checkbox"/>	NM	NAPD Membership
<input type="checkbox"/>	REG	Registration Fees
<input type="checkbox"/>	SEM	Seminars
<input type="checkbox"/>	SM	SADO Membership
<input type="checkbox"/>	TP	Training Partnerships
<input type="checkbox"/>	TRN	Training
<input type="checkbox"/>	ZZZ	Other



We might make some changes here, if items should be supplies/services instead of elsewhere (we will let you know)

Save Save + Validate Errors

### Cost Analysis Detail

Category : Other Expenses - Supplies/Services  
Classification Seq. : 3  
Attachment :

	Description
<input type="checkbox"/> <input checked="" type="checkbox"/>	Office Supplies
<input type="checkbox"/> <input checked="" type="checkbox"/>	Other Cell phones
<input type="checkbox"/> <input checked="" type="checkbox"/>	General Supplies
<input type="checkbox"/> <input checked="" type="checkbox"/>	Transcripts
<input type="checkbox"/> <input checked="" type="checkbox"/>	Other Witness / Subpoena Fees

EGrAMS : Lookup - Google Chrome  
test.egrms-mi.com/CTF/include/FrmLookup.aspx?ControlName...

### Lookup

Enter search criteria in the filter field(s) and click on Lookup

Code :  
Description :

Lookup Reset Close

Record Count : 17 Page 1 of 1

Sel.	Code	Description
<input checked="" type="checkbox"/>	CA	Cost allocation - actual assessment
<input checked="" type="checkbox"/>	CMP	Computers
<input checked="" type="checkbox"/>	COP	Copier
<input checked="" type="checkbox"/>	CP	Calendar Program
<input checked="" type="checkbox"/>	GS	General Supplies
<input checked="" type="checkbox"/>	INTPR	Interpreters
<input checked="" type="checkbox"/>	OE	Office Equipment
<input checked="" type="checkbox"/>	OS	Office Supplies
<input checked="" type="checkbox"/>	PLN	Cost of Planning 13.2
<input checked="" type="checkbox"/>	PRT	Printers
<input checked="" type="checkbox"/>	REIMB	Reimbursement-Overspending in pr

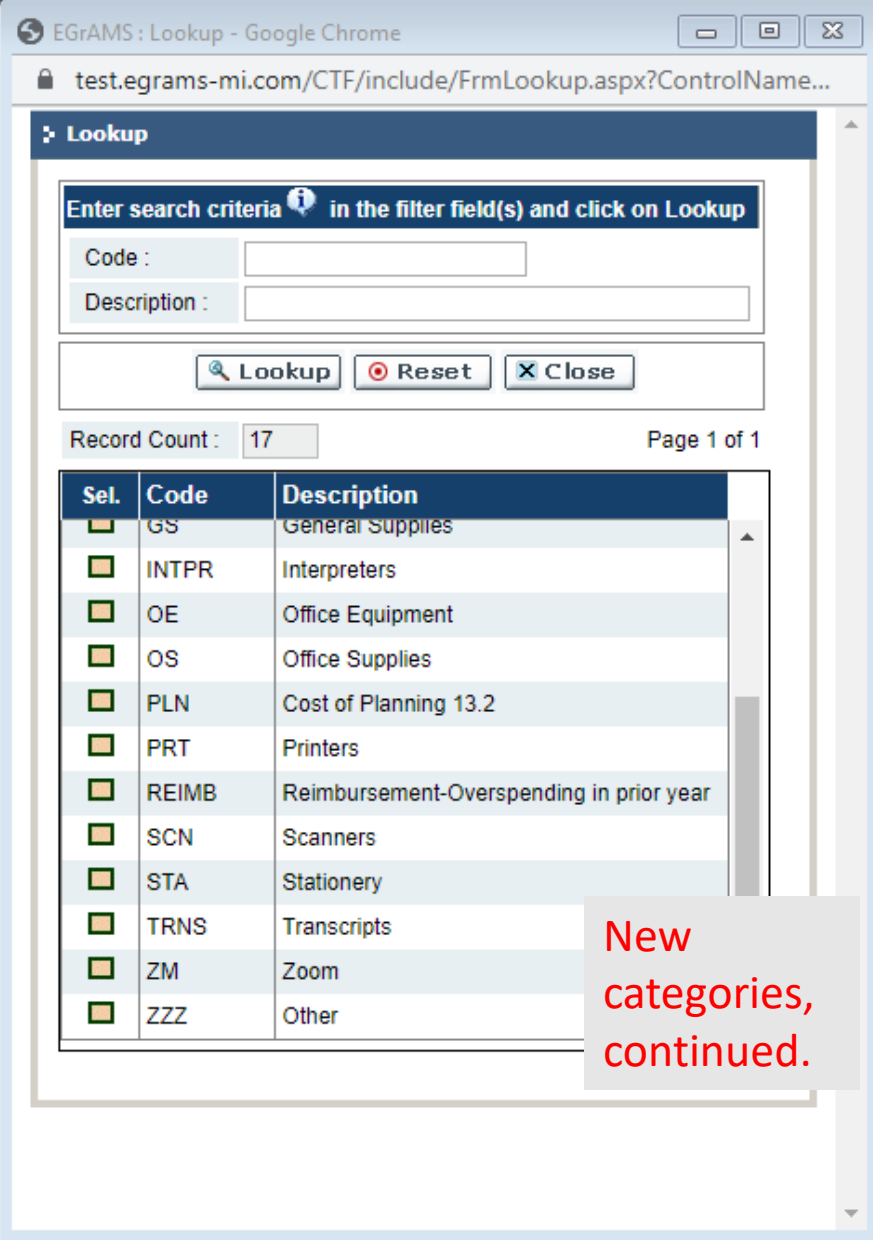
Note new categories

Categories revised last year (FY23):

Cost allocation: if you have an actual assessment by your local system enter in supplies/services. (if you use the 10%, see the next page called “indirect costs”)

Cost of Planning 13.2: include the \$ number from the misc tab (see slide 29)

**Reimbursement for overspending** on direct services in prior year –  
Please contact your Regional Manager.



The screenshot shows a web browser window titled "EGrAMS : Lookup - Google Chrome" with the URL "test.egram-mi.com/CTF/include/FrmLookup.aspx?ControlName...". The page has a blue header with the word "Lookup". Below the header is a search form with the instruction "Enter search criteria in the filter field(s) and click on Lookup". The form contains two input fields: "Code :" and "Description :". Below the form are three buttons: "Lookup", "Reset", and "Close".

Below the search form, it shows "Record Count : 17" and "Page 1 of 1". A table with the following columns is displayed:

Sel.	Code	Description
<input type="checkbox"/>	GS	General Supplies
<input type="checkbox"/>	INTPR	Interpreters
<input type="checkbox"/>	OE	Office Equipment
<input type="checkbox"/>	OS	Office Supplies
<input type="checkbox"/>	PLN	Cost of Planning 13.2
<input type="checkbox"/>	PRT	Printers
<input type="checkbox"/>	REIMB	Reimbursement-Overspending in prior year
<input type="checkbox"/>	SCN	Scanners
<input type="checkbox"/>	STA	Stationery
<input type="checkbox"/>	TRNS	Transcripts
<input type="checkbox"/>	ZM	Zoom
<input type="checkbox"/>	ZZZ	Other

A red text box in the bottom right corner of the screenshot says "New categories, continued."

For systems with personnel claiming indirect costs without an actual assessment, use this page for the standard 10% request.

**Tip:** To enter this line, go to the “cost analysis summary” page, copy the total from personnel and fringes, and paste that amount in for the units after the 10 percent requested to populate state grant. You can jump to the summary using the hyperlink in the “show tree” window.



The image shows two overlapping screenshots from the EGrAMS system. The top screenshot is the 'Cost Analysis Detail' page, which has a toolbar with buttons for 'Save', 'Save +', 'Validate', 'Errors', 'Done', 'PDF', and 'Copy'. Below the toolbar, there are fields for 'Category : Indirect Costs - Indirect Costs', 'Type : Expenditure', 'Classification Seq. :', and 'Sub Type : Indirect'. A table below these fields has columns for 'Description', 'Percent.', 'Units', and 'Total'. The bottom screenshot is a 'Section Tree' window from a Google Chrome browser, showing a hierarchical tree of expense categories. The tree includes 'Personnel', 'Fringe Benefits', 'Contractual' (with sub-items like 'Contracts for Attorneys'), 'Other Expenses' (with sub-items like 'Equipment'), and 'INDIRECT EXPENSES' (with sub-items like 'Indirect Costs', 'Cost Analysis Summary', and 'Source of Funds'). The 'Indirect Costs' item under 'INDIRECT EXPENSES' is highlighted. An 'OK' button is at the bottom right of the window.

On the Cost Analysis Summary page, make sure that every category with a funding request also has the narrative completed.

**Tip:** You know the narrative is complete if the note is yellow. If it is gray and funding is requested, return to the category and include a narrative description.

Description	Total	State Grant	Narr.
Contracts Other	19,440.00	19,440.00	
<b>Total Contractual</b>	<b>878,790.12</b>	<b>878,790.12</b>	
<b>Other Expenses</b>			
Equipment			
Training/Travel	34,133.30	34,133.30	
Supplies/Services	525,525.00	525,525.00	
<b>Total Other Expenses</b>	<b>559,658.30</b>	<b>559,658.30</b>	
<b>TOTAL DIRECT EXPENSES</b>	<b>3,187,368.20</b>	<b>3,187,368.20</b>	

If your system uses a vendor or nonprofit PD office, complete the additional “vendor cost analysis” tab.

This includes all of the same categories as the primary cost analysis.

**Tip:** At the conclusion of the vendor cost tab, make sure the total funding requested matches the line item for the vendor on the “contracts for attorneys” tab in the primary cost analysis.

MICHIGAN INDIGENT DEFENSE COMMISSION

EGrAMS Application

Michigan.gov

Instructions for Completion of the Fiscal Ye... Timeout : 16 mins Date : Apr-04-23

Agency  
Application : [Show Documents](#)

5 Indigency Attorney Compensation Miscellaneous Cost Analysis Vendor Cost Analysis Index

Save Save + Validate Errors Done PDF Copy Show Tree

**Instructions for Completion of the Fiscal Year 2024 Cost Analysis**

Please complete all sections of the spreadsheet and narrative relevant to your request for grant funds. The cost analysis request is for the total adult criminal indigent defense system cost funded by the state grant, local share, and other funding sources. As noted in the narrative for each budget category, please highlight or make note of a new or changed budget request. Justification of expenses should include a clear statement as to how the position, contract, or item is a direct expense of the local indigent defense system. The request must include calculations for rates, hours and pricing of requested items. Please refer to the MIDC's GRANT MANUAL for guidance as to allowable costs. Click on 'Show Documents' to view the Grant Manual.

\*Does or will your system use a vendor/nonprofit model public defender office to provide indigent defense services?  Yes  No

After entering all costs, navigate to the “source of funds” page to finalize the state requested funding. To do this, subtract the prepopulated local share from the total expenditures and enter that in the state grant column. Leave everything else blank.

Source of Funds						
Del.	Description	Total	State Grant	Local Share	Other Funding Sources	Narr.
<b>TOTAL EXPENDITURES</b>		3,187,368.20	3,187,368.20	0.00	0.00	
×	State Grant Contribution	2,642,230.40	2,642,230.40	0.00	0.00	
×	Local Share Contribution	545,137.80	0.00	545,137.80	0.00	
×	Program Revenue	0.00	0.00	0.00	0.00	
×	Previous Year Unspent Funds	0.00	0.00	0.00	0.00	
<b>Total Source of Funds</b>		3,187,368.20	2,642,230.40	545,137.80	0.00	

Leave Blank

**Tip:** After saving this page, make a note of the numbers then navigate back to the earlier “applicant info” tab (see slide 15) and add or revise those numbers, then “save”.

**2. Project Information - Page 1**

a. \*Project Name: Compliance Plan and Cost Analysis Renewal - FY 2024

b. Is Implementing Agency Same:  Yes  No

c. If Not, Implementing Agency Name: \_\_\_\_\_

d. Project Start Date (mm/dd/yyyy): 10/1/2023      End Date (mm/dd/yyyy): 9/30/2024

e. Amount of Funds Requested: 2,642,230.40      Project Cost: 3,187,368.20

State Grant Contribution                      Total Expenditures

test.egrans-mi.com says  
All sections validated successfully.

MICHIGAN INDIGENT DEFENSE COMMISSION

Michigan.gov

Source of Funds ⓘ

Agency: Allegan County Program: Compliance Plan and Cost Analysis Renewal - FY 2024  
Application: Compliance Plan and Cost Analysis Renewal - FY 2024 [Show Documents](#)

Applicant Additional Info Standard 1 Standard 2 Standard 3 Standard 4 Standard 5 Indigenc ⏪ ⏩

⏪ ⏩

**Source of Funds**

Del.	Description	Total	State Grant	Local Share	Other Funding Sources	Narr.
	<b>TOTAL EXPEN</b>	3,187,368.20	3,187,368.20	0.00	0.00	
	<b>Source of Funds</b>					
✗	State Grant Contribution	2,642,230.40	2,642,230.40	0.00	0.00	<input type="button" value="Document"/>
✗	Local Share Contribution	545,137.80	0.00	545,137.80	0.00	
	Program Revenue	0.00	0.00	0.00	0.00	
	Previous Year Unspent Funds	0.00	0.00	0.00	0.00	
	<b>Total Source of Funds</b>	3,187,368.20	2,642,230.40	545,137.80	0.00	

The final step in entering the compliance plan and cost analysis is to verify that it is complete and that there are no errors. Click “validate” to check section by section, and click “done” to confirm no errors are found. Close your work so you can have others review and/or to submit the application.

# Final Step: Submit the Application

Navigate to the “Grant Application” dropdown menu and select “Print/Submit Application” from the options.

**Tip:** If you log out of the system and return, the application will remain in your pending tasks on your home screen.

The screenshot displays the EGrAMS Application interface for the Michigan Indigent Defense Commission. The top navigation bar includes 'Home', 'Administration', 'Project Director', 'Grant Application', 'Reporting', 'Communication', and 'Training Materials'. A red arrow points to the 'Grant Application' menu item. Below the navigation bar, there is a 'Start a New Application' dropdown menu with options: 'Add', 'Change', 'Delete', and 'Review'. The 'Add' button is highlighted with a red box. Below this, there are input fields for '\*Agency : 38-1914307' and '\*Grant Program : Allegan County'. A dropdown menu is open, showing options: 'Grant Application', 'Report', 'Enter Grant Application', 'Print / Submit Application' (highlighted with a red box), and 'Pending Notifications'. The interface also shows a 'Timeout : 19 mins' and 'Date : Apr-03-23' in the top right corner. At the bottom right, there are 'OK' and 'Cancel' buttons.



\*Status:  Open  All

Program: CPA-24 Compliance Plan and Cost Analysis Renewal - FY 2024

Agency : 38-1914307 Allegan County

Project :

Stages : Status :

Applications Sections

Program	Description	Submit Date	Sel.
CPA-24	Compliance Plan and Cost Analysis Renewal - FY 2024	4/26/2023 11:59:00 PM	<input type="checkbox"/>
CPA-24	Compliance Plan and Cost Analysis Renewal - FY 2024	<a href="#">Application Entry / Work in Progress</a>	<input type="checkbox"/>

Use the hyperlink to open the document and submit, or select and create a .pdf of the document here (document will appear in another screen).

**Tip:** You can print from the next page too.

Excel Download as ZIP file:  PDF Preview Cancel

Use the print icons to generate a .pdf version of the entire document (with or without attachments). Submit when you are ready, and no later than the deadline.

Click “ok” to acknowledge that the next step after submission is Regional Manager Review.

test.egrans-mi.com says  
This action would promote the Grant Application to 'Regional Manager Review'  
Do you want to continue?  
OK Cancel

MICHIGAN INDIGENT DEFENSE COMMISSION

Michigan.gov

Applicant 38-1914307 Allegan County  
Program Compliance Plan and Cost Analysis Renewal - FY 2024 Compliance Plan and Cost Analysis Renewal - FY 2024  
Stage-APP/W

1. Applicant Information

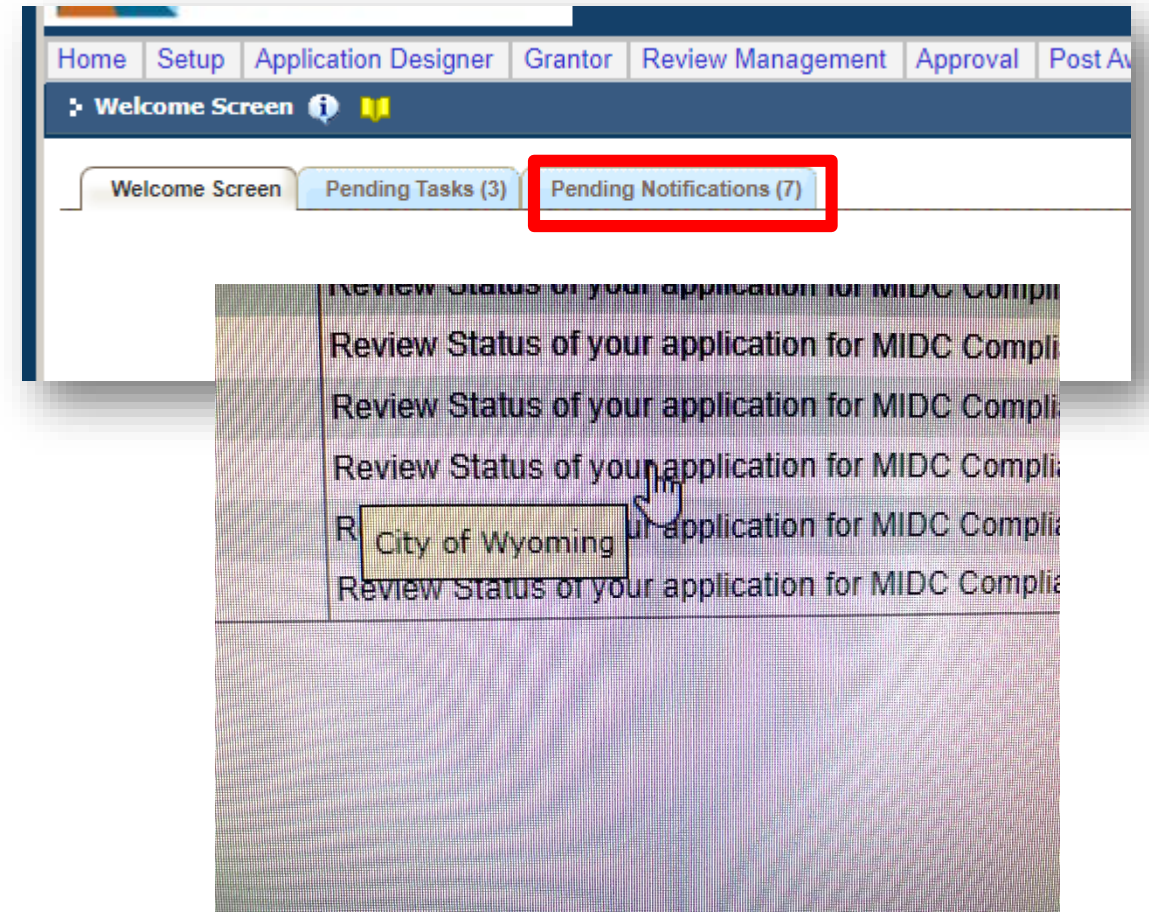
Applicant Information

- a. Applicant Name: Allegan County
- b. Organizational Unit: Allegan/Van Buren Counties
- c. Address: 3283 122nd Ave
- d. Address 2:
- e. City: Allegan State: MI Zip 1: 49010 Zip 2:
- f. Federal ID Number: 38-1914307 Reference No.: Unique Entity Id.:
- g. Agency's fiscal year (beginning month and day): Jan - 1
- h. Agency type:  City  Township  County  Village

Validate Submit

# Corrections

- Regional Managers *may* return a submitted application to you for suggested modifications, corrections, incomplete information, etc.
- You will receive an alert in EGrAMS with notes.
- Make your revisions and resubmit by the statutory deadline.
- Multi agency users: hover over notifications to identify funding unit



# Need EGrAMS Help?

Contact Deborah at [MITCHELLD20@MICHIGAN.GOV](mailto:MITCHELLD20@MICHIGAN.GOV)  
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or Marla at [McCOWANM@MICHIGAN.GOV](mailto:McCOWANM@MICHIGAN.GOV)  
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