

COMPLIANCE PLAN AND COST ANALYSIS

Instructions for Entering the Annual Grant Application in
The MIDC's Grant Management System – EGrAMS

Spring 2024

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



The image shows a YouTube video player interface. At the top, the YouTube logo is on the left, and a search bar is on the right. The video thumbnail features a blue background with a white and orange geometric design in the top right corner. The main title on the thumbnail is "MIDC Grant Management System (EGrAMS)" in large white text. Below the title, it says "Create a User Profile and Start the FY22 Compliance Plan Application and Cost Analysis" and "April 1, 2021". The video player controls are visible at the bottom of the thumbnail, showing a play button, a progress bar at 0:29 / 18:18, and various settings icons. Below the video player, the video title "MIDC EGrAMS Training part 1: Set Up User Profile and Start FY22 Application" is displayed. The channel name "Michigan Indigent Defense Commission" with 51 subscribers and a "Subscribe" button are shown. Interaction buttons for likes (0), comments, share, download, clip, and save are also present. A description box at the bottom provides details: "468 views 2 years ago FY22 Compliance Planning. The MIDC staff offers this short training for new users to the MIDC's EGrAMS application. All Michigan trial court funding units will use EGrAMS to submit the FY22 compliance plan application and cost analysis. The deadline for submission is April 27, 2021 at 11:59 p.m. Show more".

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 or Marla at McCowanM@Michigan.gov or call 517-643-6875.

Judges and court staff members are not able to submit compliance plans.

The person who begins the 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 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 the prior year.

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.

MICHIGAN INDIGENT DEFENSE COMMISSION

EGrAMS Application

Michigan.gov

Home Administration Project Director Grant Application Reporting Communication Training Materials Logout

Print / Submit Application Timeout : 13 mins Date : Apr-03-23

*Status: Open All

Program:

Agency : 90-6387706 Alger County

Project :

Stages : Status :

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>

Common error:
Pop up blocker
prevents preview

IMPORTANT NOTE: the information and “screen shots” contained on 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 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>



MICHIGAN INDIGENT DEFENSE COMMISSION

EGrAMS Application

Michigan.gov

Home

Date : Apr-03-23

Home

About EGrAMS

EGrAMS Login

Validate Workstation

Create User Profile

Project Director Request

Grant Opportunity Notification

Search Grants

Current Grants

Compliance Plans

The **Michigan Indigent Defense Commission** (MIDC) was created in 2013 pursuant to the MIDC Act, MCL §780.981, to implement recommended improvements to the state's adult criminal legal system consistent with the safeguards of the U.S. Constitution. The MIDC sets minimum standards for indigent defense and provides grants to local funding units to facilitate compliance with approved standards. The MIDC's objective is to ensure the state's public defense system is fair, cost-effective and constitutional while simultaneously protecting public safety and accountability.

EGrAMS is an **Electronic Grants Administration & Management System** that will be used to submit annual compliance plans and cost analyses and for MIDC to administer the grants process. All plan submitted will be reviewed for approval by the Michigan Indigent Defense Commission, under the MIDC Act. The System is password protected and only authorized users can access the system.

To access MIDC E-Grants, you must have a valid User ID. To apply to become an authorized user, you first need to create a User profile (see left side bar). Once created, your request will be reviewed, and if accepted, you will be notified by email.

The options in the left pane of the home page do not require a valid User ID. Move the mouse over the options to view additional details for each option. For additional information, click on the book icon at the top of the page.

If you have any problem 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.

To access MIDC's training on EGrAMS, [click here](#).

Michigan.gov Home | EGrAMS Home | Contact EGrAMS | Contact Information | State Web Sites | Policies and Reports | Minutes and Meetings | Resources | Grants

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- 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 or the last slide).

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 Pending Tasks (1) Pending Notifications

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](#)

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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 web interface. At the top, the Michigan Indigent Defense Commission logo is on the left, and the Michigan.gov logo is on the right. The main header contains the text "EGrAMS Application". Below the header is a navigation bar with tabs for "Home", "Administration", "Project Director", "Grant Application", "Reporting", "Communication", and "Training Materials". A red arrow points to the "Project Director" tab. Below the navigation bar, there are buttons for "Add", "Change", "Delete", and "Review". The "Add" button is highlighted with a red box. Below the buttons, there are input fields for "*Agency:" (38-1914307) and "Allegan County". A dropdown menu is open, showing a list of options: "Start a New Application", "Assign Agency Users", "Technical Assist. Registration", "Application Status", "Amendment Request", "Op Advance Request", "Line Item Transfer", "Start Project Application", and "Assign User to Projects". The "Start a New Application" option is highlighted with a red box. At the bottom right, there are "OK" and "Cancel" buttons.



Add **Change** **Delete** **Review**

*Agency : 38-1914307 Allegan County
*Grant Program : ⋮ ✖

EGrAMS : Lookup - Google Chrome
test.egrms-mi.com/midc/include/FrmLookup.aspx?ControlName=ctlLookupProgram&Code=&LookupQue...

Lookup

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

Code :
Description :

Record Count : 1 Page 1 of 1

Sel.	Code	Description
<input checked="" type="checkbox"/>	CPA-25	Compliance Plan and Cost Analysis Renewal - FY 2025

1. Make sure you are in the "Add" mode.

2. Use the lookup menu (three dots) to select the current 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.

The screenshot displays the EGrAMS Application web interface. At the top, the Michigan Indigent Defense Commission logo is on the left, the title "EGrAMS Application" is in the center, and the Michigan.gov logo is on the right. Below the header is a navigation menu with tabs for Home, Administration, Project Director, Grant Application, Reporting, Communication, and Training Materials. A red arrow points to the "Grant Application" tab. Underneath, there is a "Start a New Application" section with buttons for Add, Change, Delete, and Review. The "Add" button is highlighted with a red box. Below these buttons are input fields for Agency (38-1914307) and Grant Program (Allegan County). A dropdown menu is open over the "Add" button, showing options: "Enter Grant Application" (highlighted with a red box), "Print / Submit Application", and "Pending Notifications". The interface also shows a "Timeout : 19 mins" and "Date : Apr-03-23" in the top right. At the bottom right, there are "OK" and "Cancel" buttons.

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.

MICHIGAN INDIGENT DEFENSE COMMISSION

EGrAMS Application

Michigan.gov

Home Administration Project Director Grant Application Reporting Communication Training Materials Logout

Enter Grant Application Timeout : 20 mins Date : Apr-01-24

*Status: Open All

Program: CPA-25 Compliance Plan and Cost Analysis Renewal - FY 2025

Agency : 98-9354824 Alpena County

Project :

Stages : Status : go

Program	Description	Submit Date
CPA-25	Compliance Plan and Cost Analysis Renewal - FY 2025	4/22/2024 11:59:00 PM
CPA-25	Compliance Plan and Cost Analysis Renewal - FY 2025	Application Entry / Pending

test.egramsmi.com says

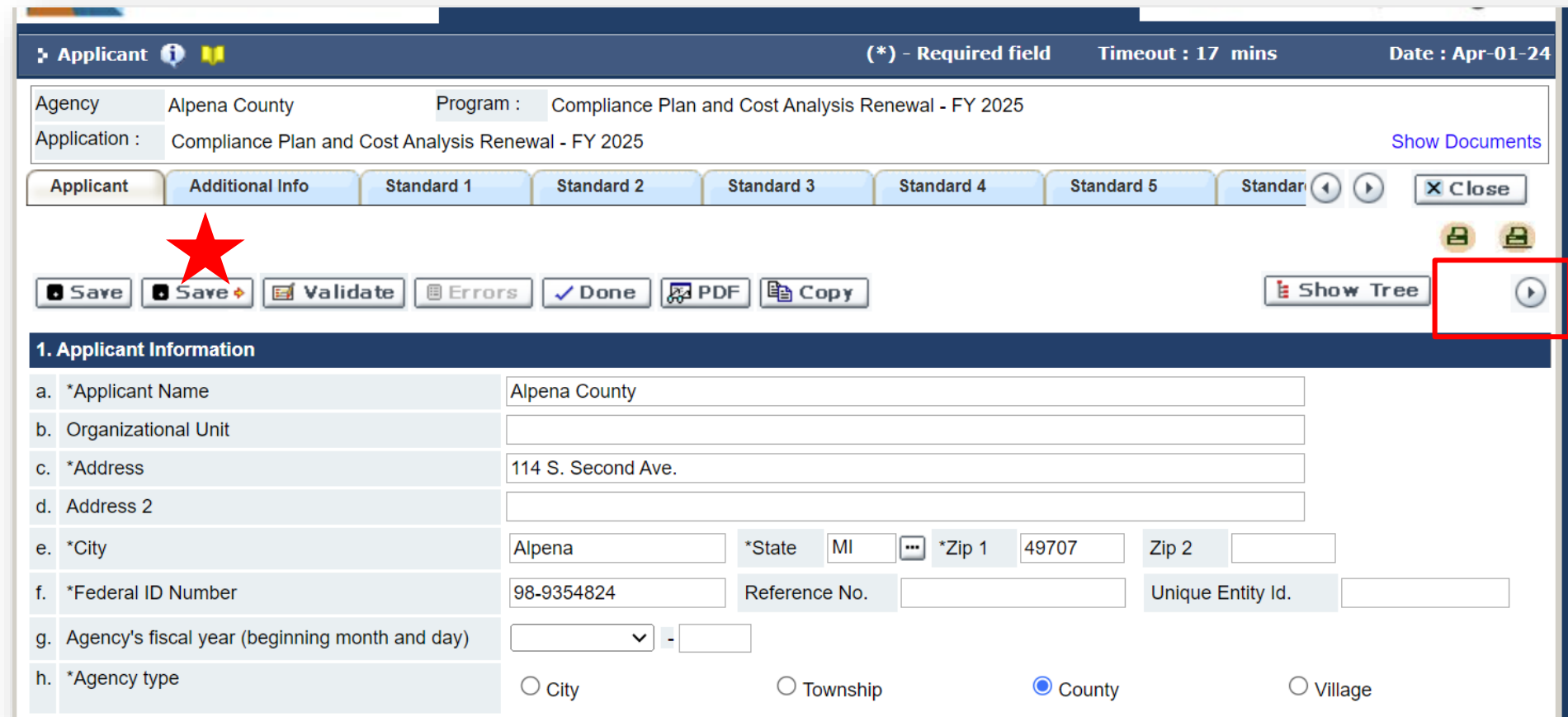
Submission deadline date : 04/22/2024 11:59:00 PM

OK

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.



Applicant (*) - Required field Timeout : 17 mins Date : Apr-01-24

Agency : Alpena County Program : Compliance Plan and Cost Analysis Renewal - FY 2025
Application : Compliance Plan and Cost Analysis Renewal - FY 2025 [Show Documents](#)



Applicant Additional Info Standard 1 Standard 2 Standard 3 Standard 4 Standard 5 Standard 6

Save Save ➡ Validate Errors Done PDF Copy Show Tree




1. Applicant Information











a. *Applicant Name	Alpena County		
b. Organizational Unit			
c. *Address	114 S. Second Ave.		
d. Address 2			
e. *City	Alpena	*State MI	*Zip 1 49707 Zip 2
f. *Federal ID Number	98-9354824	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

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.

Project   (*) - Required field Timeout : 20 mins Date : Apr-01-24

Agency : Alpena County Program : Compliance Plan and Cost Analysis Renewal - FY 2025
Application : Compliance Plan and Cost Analysis Renewal - FY 2025 [Show Documents](#)

Applicant Additional Info Standard 1 Standard 2 Standard 3 Standard 4 Standard 5 Standar   



 Save  Save  Validate  Errors  Done  PDF  Copy  Show Tree  

2. Project Information - Page 1

a. *Project Name

b. Is Implementing Agency Same Yes No

c. If Not, Implementing Agency Name

d. Project Start Date (mm/dd/yyyy)  End Date (mm/dd/yyyy) 

e. Amount of Funds Requested .00 Project Cost .00

Easiest to save this part for later

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 a web application interface for project management. At the top, a dark blue header contains the text "Project" with an information icon, a status indicator "(*) - Required field", a "Timeout : 20 mins" notice, and the date "Date : Apr-01-24". Below the header, a form displays the following information: Agency: Alpena County; Program: Compliance Plan and Cost Analysis Renewal - FY 2025; Application: Compliance Plan and Cost Analysis Renewal - FY 2025. A "Show Documents" link is visible on the right. A navigation bar includes tabs for "Applicant", "Additional Info", "Standard 1", "Standard 2", "Standard 3", "Standard 4", "Standard 5", and "Standar", along with left and right arrow icons and a "Close" button. Below the navigation bar is a toolbar with buttons for "Save", "Save +", "Validate", "Errors", "Done", "PDF", "Copy", "Show Tree", and two printer icons. The main content area is titled "2. Project Information - Page 2" and contains a table with one row: "f. Agency Local Share:" with a value of "164,640.01".

Agency	Alpena County	Program :	Compliance Plan and Cost Analysis Renewal - FY 2025
Application :	Compliance Plan and Cost Analysis Renewal - FY 2025		

Applicant | Additional Info | Standard 1 | Standard 2 | Standard 3 | Standard 4 | Standard 5 | Standar

Save | Save + | Validate | Errors | Done | PDF | Copy | Show Tree

2. Project Information - Page 2

f.	Agency Local Share:	164,640.01
----	---------------------	------------

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.

Contacts ⓘ 📄 (*) - Required field Timeout : 20 mins Date : Apr-01-24

Agency : Alpena County Program : Compliance Plan and Cost Analysis Renewal - FY 2025
Application : Compliance Plan and Cost Analysis Renewal - FY 2025 [Show Documents](#)

Applicant Additional Info Standard 1 Standard 2 Standard 3 Standard 4 Standard 5 Standard 6 ⏪ ⏩ ✕ Close

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

3. Contacts

*Contact Type	<input type="text"/>	...	<input type="text"/>
a. EGrAMS Login	<input type="text"/>	...	<input type="text"/> ✕
b. *Name	<input type="text"/>		
c. *Address	<input type="text"/>		
d. Address II	<input type="text"/>		
e. *City	<input type="text"/>	*State	<input type="text"/> ... *Zip 1 <input type="text"/> Zip 2 <input type="text"/>
f. *Telephone	<input type="text"/>	Ext. <input type="text"/>	Fax <input type="text"/>
g. *E-Mail Address	<input type="text"/>		
h. Designation / Title	<input type="text"/>	...	<input type="text"/>

✕ Delete



EGrAMS : Enter Grant Application - Google Chrome

test.egrms-mi.com/midc/GrantApp/CopyApp.aspx?appid=368&appcd=130100

Enter Grant Application

Grant Category Grant Category

All Sections :

OK Close

EGrAMS : Lookup - Google Chrome

test.egrms-mi.com/midc/include/FrmLookup.aspx?ControlName=ctlLookupFromApp&...

Lookup

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

Code :

Description :

Lookup Reset Close

Record Count : Page 1 of 1

Sel.	Code	Description	Program
<input checked="" type="checkbox"/>	CPA-22	Compliance Plan and Cost Analysis Renewal - FY 2022	CPA-22
<input checked="" type="checkbox"/>	CPA-23	Compliance Plan and Cost Analysis Renewal - FY 2023	CPA-23
<input checked="" type="checkbox"/>	CPA-24	Compliance Plan and Cost Analysis Renewal - FY 2024	CPA-24

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.

Additional Info Timeout : 20 mins Date : Apr-01-2025

Agency : Alpena County Program : Compliance Plan and Cost Analysis Renewal - FY 2025

Application : Compliance Plan and Cost Analysis Renewal - FY 2025 Show Documents

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

Save Save Validate Errors Done PDF Copy Show Tree

Submitter Information

*Funding Unit/System Name: Alpena County

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




Common error:
Not hitting “save” to
populate the fields
and sign



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-01-24

Agency : Alpena County Program : Compliance Plan and Cost Analysis Renewal - FY 2025
Application : Compliance Plan and Cost Analysis Renewal - FY 2025 [Show Documents](#)

Applicant Additional Info Standard 1 Standard 2 Standard 3 Standard 4 Standard 5 Standar   

Submitter Information

*Funding Unit/System Name: Alpena County

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: Julie Miller
Title: Chief Assistant Defender
Email Address: jmillier@nemichdefender.org
Phone Number: (989) 354-2856
Date: 04/01/2024
Signature: *Julie Miller*

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.

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

Tip: If you have not hired a MAC, 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?

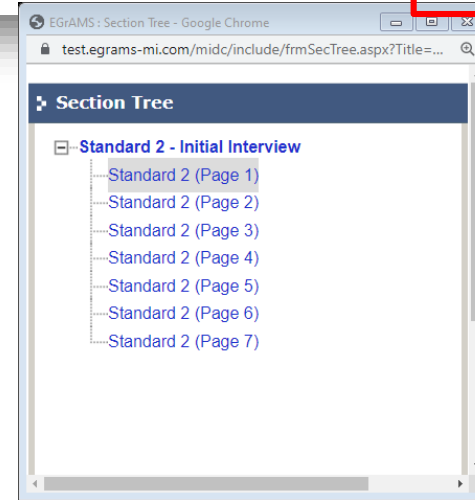
Comment Line:



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.

You can “close” the application anytime and resume your work later.

When you log back in you will see the application entry/work in progress listed in your tasks on the home screen. Click the hyperlink to resume and it will prompt you to go back right where you left off.

The screenshot shows a web application interface with a dark blue header. The header contains 'Additional Info' with an information icon and a 'Timeout : 20 mins' indicator. The date 'Apr-01-24' is visible in the top right. Below the header, there are fields for 'Agency : Alpena County' and 'Program : Compliance Plan and Cost Analysis Renewal - FY 2025'. The 'Application : Compliance Plan and Cost Analysis Renewal - FY 2025' is also displayed. A navigation bar includes tabs for 'Applicant', 'Additional Info', 'Standard 1', 'Standard 2', 'Standard 3', 'Standard 4', 'Standard 5', and 'Standar'. A 'Close' button is highlighted with a red box. Below the navigation bar, there are buttons for 'Save', 'Save +', 'Validate', 'Errors', 'Done', 'PDF', and 'Copy'. A 'Show Tree' button is also present. The main content area is titled 'Delivery System Model' and contains three numbered questions. Question 1 asks about the current indigent defense delivery system with five radio button options. Question 2 asks if the user is proposing to change the system for next year, with 'Yes' and 'No' radio buttons. Question 3 asks for the model to be used next year, with a text input field. A 'Comment Line' field is at the bottom.

Program	Description	Submit Date
CPA-25	Compliance Plan and Cost Analysis Renewal - FY 2025	4/22/2024 11:59:00 PM
CPA-25	Compliance Plan and Cost Analysis Renewal - FY 2025	Application Entry / Work in Progress

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 ⏪ ⏩ [X] 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

🔍 B I 🖼️ | 📄 📄 📄 📄 📄 | 📄 📄 📄 📄 📄

These attorneys will attend MIDC approved trial skills training.

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



Spell Done

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



There are *no changes* to many of the Standard tabs this year.

Tip: If you copy 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).



STANDARD 1 – TRAINING AND EVALUATION

- Make sure you answer the question about CE Broker.
- If you have attorneys practicing criminal defense in Michigan for less than 2 years, they need to have skills training in the compliance plan.
- Questions relating to costs should be addressed in the cost analysis tab.

STANDARD 2 – INITIAL INTERVIEWS

- Describe the space in sufficient detail so that when MIDC staff does a site evaluation we can identify the correct spaces.
- Space modification typically falls under “supplies and services” but for significant construction projects please contact your regional manager.

STANDARD 3 – EXPERTS/INVESTIGATORS

- Rates on the MIDC's website serve as "guidance" and individual determinations are left to the appointing authority.
- Have a big case? Cold case? Hot case? Parks/Poole/Stovall etc? Please contact your regional manager to assist with projecting your funding needs.

STANDARD 4 – CAFA

- Include detail for arraignments as well as all other critical stages of the proceedings.
- Do you pay for “shift coverage” or “on call” rates for attorneys? Please describe.

STANDARD 5 – INDEPENDENCE

- Take a close look at your “review partner” if you have one, and make sure you have the most up to date info in the narrative.
- Need a review partner? Ask us! We can put you in touch with someone in a neighboring system to look over billing/conflict and other issues.

INDIGENCY SCREENING

- The MIDC continues to track information around contribution and reimbursement.
- We have “decision trees” on our website to assist.

STANDARD 8 – ATTORNEY COMPENSATION

- Contract attorney hourly rates for FY25:
 - Misdemeanors - \$124.12
 - Felonies - \$136.53
 - Life Offenses - \$148.91
- Attorney General Scales (for salary guidance only)
 - 15A/Staff Attorney minimum pay will be \$32.55/hr or \$67,704/annually FTE
 - 16/Senior Attorney minimum pay will be \$49.92/hr or \$103,849.20/annually FTE

Tip: All prompts must be answered in narrative format for any non-hourly payment arrangements (i.e. shift coverage or “on call” fees).

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

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 main title is "EGrAMS Application". Below the header, there is a navigation bar with "Attorney Compensation" selected. The top right shows "Timeout : 20 mins" and "Date : Apr-04-23".

The main content area displays the following information:

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

There are several tabs: Standard 3, Standard 4, Standard 5, Indigency, Attorney Compensation (selected), Miscellaneous, and Cost Analysis. A "Show Documents" link is visible on the right.

Below the tabs is a toolbar with buttons: Spell, Save, Save +, Validate, Errors, Done, PDF, Copy, and Show Tree. There are also icons for a lock and a printer.

The main section is titled "Attorney Compensation (Page 2)". It contains a text box with the following text:

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).

Below the text box is a character count "0 characters" and a rich text editor toolbar with icons for bold, italic, link, unlink, bulleted list, numbered list, indent, outdent, decrease indent, increase indent, and table.

A red arrow points to the text box area.

NEW QUESTIONS

Standards 6 and 7

Agency : Alpena County Program : Compliance Plan and Cost Analysis Renewal - FY 2025
Application : Compliance Plan and Cost Analysis Renewal - FY 2025

Show Documents

- Standard 2
- Standard 3
- Standard 4
- Standard 5
- Standard 6
- Standard 7
- Indigency
- Attorney Compen

X Close



- Spell
- Save
- Save +
- Validate
- Errors
- Done
- PDF
- Copy

Show Tree

Standard 6

Indigent Defense Workloads

- 40. *Public defender offices, assigned counsel, and contract attorneys should not exceed the caseload levels adopted in MIDC Standard 6. Are there sufficient attorneys in your funding unit to meet the caseload standard? Please answer Yes or No Yes No
- 41. *Does the system currently have a process to monitor caseloads? Please answer Yes or No Yes No

If yes, please briefly describe your current process for monitoring and auditing caseloads.

0 characters



- Spell
- Save
- Save +
- Validate
- Errors
- Done
- PDF
- Copy

Show Tree

Standard 6 (Page 2)

If no, what will your plan be for monitoring and auditing caseloads?

0 characters



Comment Line:

Agency : Alpena County Program : Compliance Plan and Cost Analysis Renewal - FY 2025
Application : Compliance Plan and Cost Analysis Renewal - FY 2025

Show Documents

- Standard 2
- Standard 3
- Standard 4
- Standard 5
- Standard 6
- Standard 7
- Indigency
- Attorney Compen

X Close



- Spell
- Save
- Save
- Validate
- Errors
- Done
- PDF
- Copy

Show Tree

Standard 6 (Page 3)

42. *How many attorneys in your system maintain a private/retained or a partial trial-level criminal caseload? (For example, an attorney working on civil matters, youth defense, family legal matters, appellate cases, etc.)

- None
- 1 - 9
- 10 - 49
- 50+

Estimate is fine!

43. *Who will be responsible for monitoring and auditing caseload calculations?

44. *How will caseloads be locally monitored throughout the year? How will attorneys be notified when they have reached their caseload cap?

0 characters






Comment Line:

Agency : Alpena County Program : Compliance Plan and Cost Analysis Renewal - FY 2025

Application : Compliance Plan and Cost Analysis Renewal - FY 2025

[Show Documents](#)

Standard 2 Standard 3 Standard 4 Standard 5 **Standard 6** Standard 7 Indigency Attorney Compen   



 Spell  Save  Save +  Validate  Errors  Done  PDF  Copy  Show Tree  

Standard 6 (Page 4)

45. *Will you have a process to gather information about an attorney's caseload or assignments from other funding units?

0 characters

 **B** *I*  |     |     

The MIDC is not currently able to provide real-time assignment data for attorneys practicing in multiple jurisdictions. However, the MIDC can easily provide systems with:

- 1) A list of attorneys on their roster who have taken cases in other local funding units in recent quarters, and
- 2) Assignment data for those attorneys through the most recently finalized reporting period.

Agency : Alpena County Program : Compliance Plan and Cost Analysis Renewal - FY 2025

Application : Compliance Plan and Cost Analysis Renewal - FY 2025

[Show Documents](#)

Standard 2 Standard 3 Standard 4 Standard 5 **Standard 6** Standard 7 Indigency Attorney Compen   



Standard 6 (Page 5)

46. *What action will be taken when the caseload cap is reached?

0 characters

 **B** *I*  |     |     

Agency : Alpena County Program : Compliance Plan and Cost Analysis Renewal - FY 2025

Application : Compliance Plan and Cost Analysis Renewal - FY 2025

Show Documents

Standard 3 Standard 4 Standard 5 Standard 6 Standard 7 Indigency Attorney Compensation ⏪ ⏩ X Close



✓ Spell Save Save + Validate Errors Done PDF Copy

Show Tree ⏪ ⏩

Standard 7

Qualification of Counsel

47. *Eligibility for particular case assignments must be based on counsel's ability, training and experience. Are there sufficient attorneys in your funding unit to meet the caseload standard? Please answer Yes or No Yes No X

*Does your answer Yes

✓ Spell Save Save + Validate Errors Done PDF Copy

If yes, briefly

0 character



Standard 7 (Page 2)

If no, what will your plan be to identify counsel's qualifications?

0 characters



Agency : Alpena County Program : Compliance Plan and Cost Analysis Renewal - FY 2025

Application : Compliance Plan and Cost Analysis Renewal - FY 2025

[Show Documents](#)

Standard 3 Standard 4 Standard 5 Standard 6 Standard 7 Indigency Attorney Compensation ⏪ ⏩ **X Close**



✓ Spell **Save** **Save ↕** **Validate** **Errors** **✓ Done** **PDF** **Copy**

Show Tree ⏪ ⏩

Standard 7 (Page 3)

48. *Who will be responsible for assessing counsel's qualifications?

49. *How will attorneys be notified of their qualification level?

50. *What will be your appeal process if a private/roster attorney disagrees with their qualification level?

0 characters

Comment Line:

Agency : Alpena County Program : Compliance Plan and Cost Analysis Renewal - FY 2025

Application : Compliance Plan and Cost Analysis Renewal - FY 2025

[Show Documents](#)

Standard 3

Standard 4

Standard 5

Standard 6

Standard 7

Indigency

Attorney Compensation




 Spell  Save  Save   Validate  Errors  Done  PDF  Copy

 Show Tree  

Standard 7 (Page 4)

Review of Counsel

51. *The quality of the representation provided by indigent defense providers must be monitored and regularly assessed. Does your system currently have a process to review counsel? Please answer Yes or No. Yes No 

If yes, briefly describe your current process for reviewing counsel, including participants in the review process.

0 characters



Comment Line:

[Large empty text area]

52. *Who will be responsible for reviewing counsel?

53. *How often will the reviews occur?

Comment Line:

On the “miscellaneous” tab, there is a 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 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
McInerene, 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 ×

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 :


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: Note the “Data Collection” option 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		

Browse  



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. 34 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

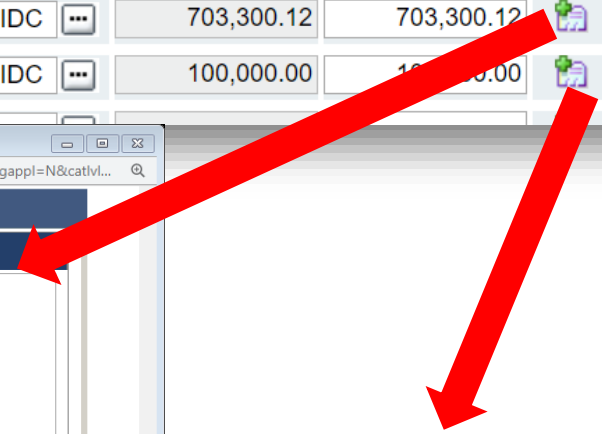
MIDC rates of \$118.21, \$130.03, or \$141.82 per hour depending on severity of case.

EGrAMS : Notes - Google Chrome

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

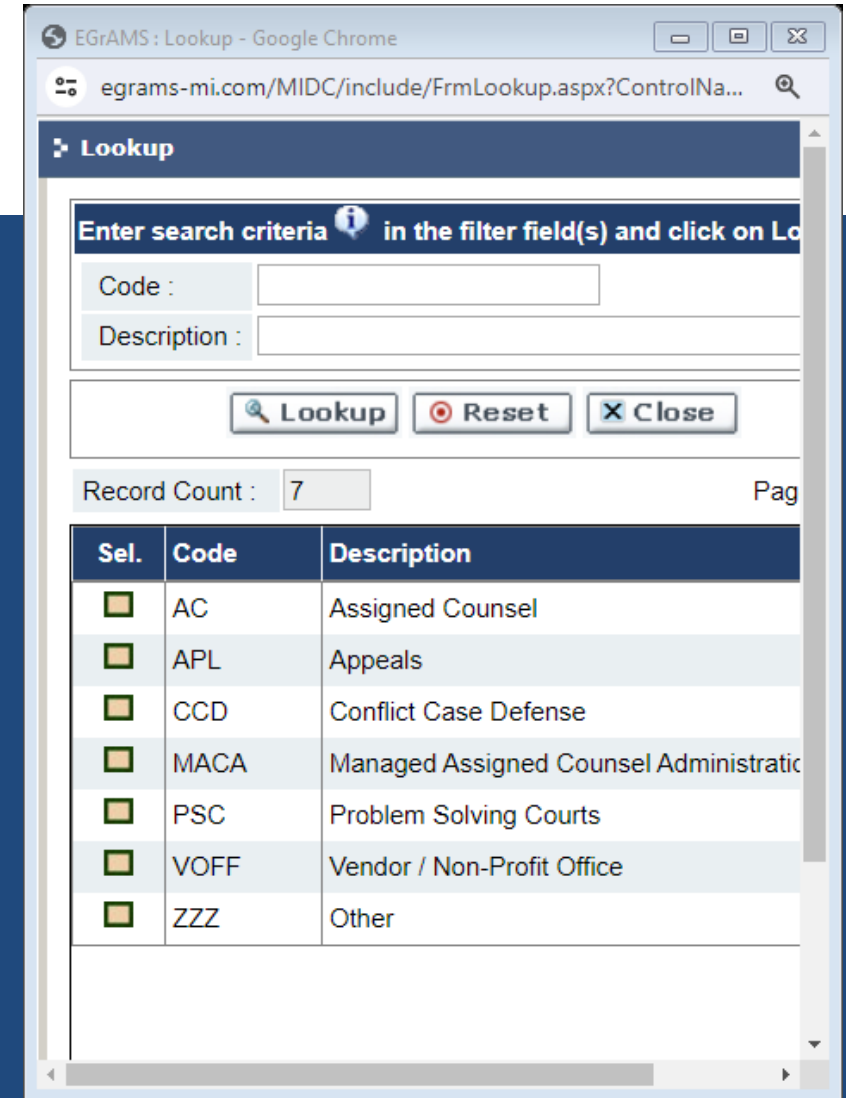
Notes

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



APPEALS

- The MIDC allows for funding for district to circuit appeals and interlocutory appeals that are the responsibility of trial counsel. Please contact your regional manager for more information and budget projection.
- Projections and billing should be tracked hourly. Example: 100 hours x \$148.91/hr = \$14,891.00 for the line item request.



The screenshot shows a web browser window titled "EGrAMS : Lookup - Google Chrome". The address bar displays "egramms-mi.com/MIDC/include/FrmLookup.aspx?ControlNa...". The page content includes a "Lookup" header, a search instruction "Enter search criteria in the filter field(s) and click on Lo", and two input fields: "Code :" and "Description :". Below these fields are three buttons: "Lookup", "Reset", and "Close". A "Record Count" field shows the number "7". Below the buttons is a table with the following data:

Sel.	Code	Description
<input type="checkbox"/>	AC	Assigned Counsel
<input type="checkbox"/>	APL	Appeals
<input type="checkbox"/>	CCD	Conflict Case Defense
<input type="checkbox"/>	MACA	Managed Assigned Counsel Administratic
<input type="checkbox"/>	PSC	Problem Solving Courts
<input type="checkbox"/>	VOFF	Vendor / Non-Profit Office
<input type="checkbox"/>	ZZZ	Other

Guidelines for rates of pay to **experts and investigators** can be found on the MIDC's website. **These are helpful for guidance only.**

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

Cost Analysis Detail

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

Attachment :

	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"/>								
Totals :						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="button" value="..."/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="..."/>	<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="button" value="..."/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="..."/>	<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="button" value="..."/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="..."/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Notes"/>	<input type="button" value="File"/>

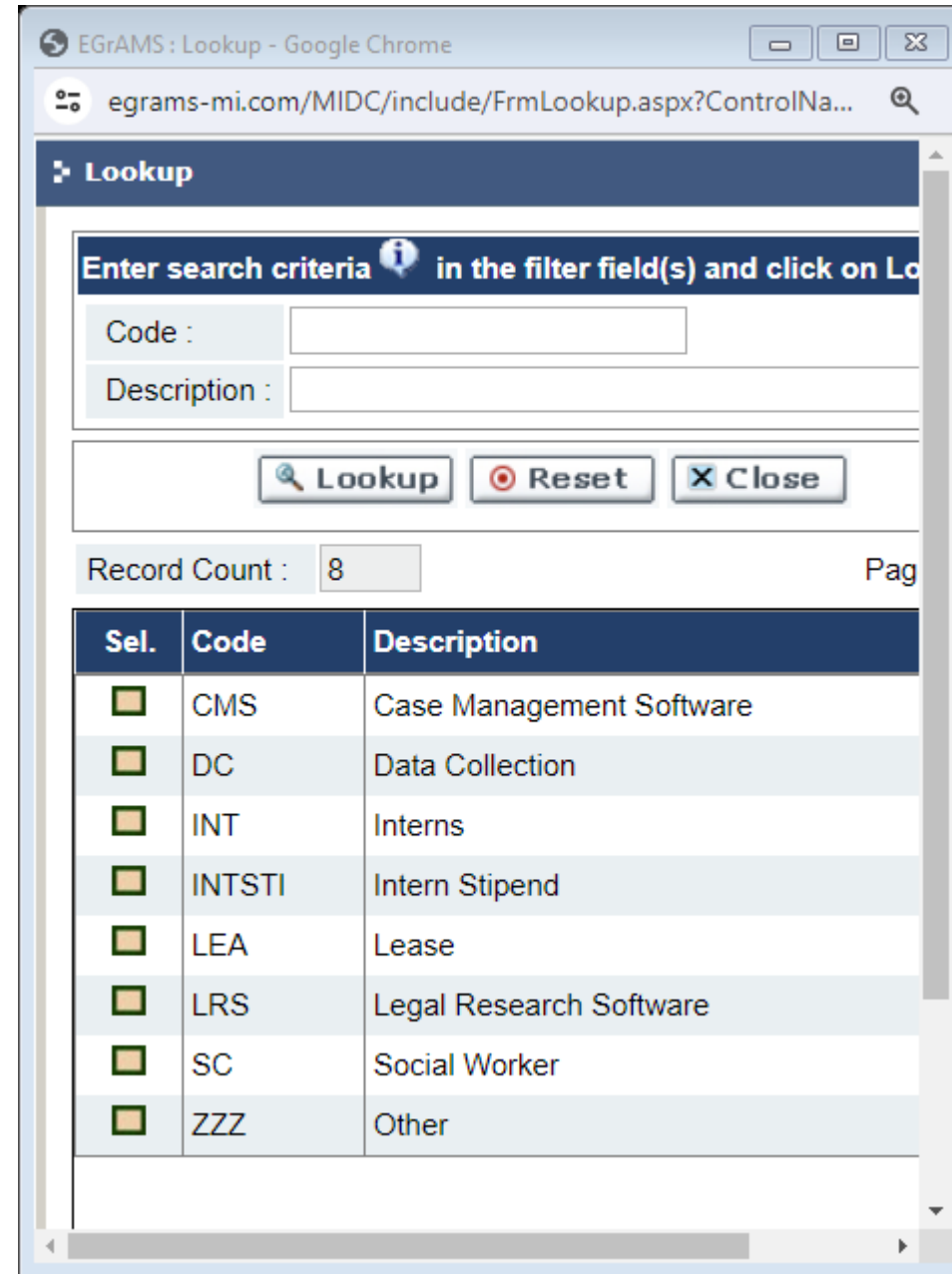
Please only use this section for **new construction** or **significant** renovation projects, which will be subjected to heightened scrutiny by the MIDC upon review.

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 were new categories in FY24. 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 "egrms-mi.com/MIDC/include/FrmLookup.aspx?ControlNa...". The page has a dark blue header with the word "Lookup" and a search icon. Below the header is a search form with the instruction "Enter search criteria in the filter field(s) and click on Lo". The form has two input fields: "Code :" and "Description :". Below the form are three buttons: "Lookup", "Reset", and "Close". Below the buttons is a "Record Count : 8" and a "Pag" label. The main content is a table with three columns: "Sel.", "Code", and "Description". The table contains eight rows of data.

Sel.	Code	Description
<input type="checkbox"/>	CMS	Case Management Software
<input type="checkbox"/>	DC	Data Collection
<input type="checkbox"/>	INT	Interns
<input type="checkbox"/>	INTSTI	Intern Stipend
<input type="checkbox"/>	LEA	Lease
<input type="checkbox"/>	LRS	Legal Research Software
<input type="checkbox"/>	SC	Social Worker
<input type="checkbox"/>	ZZZ	Other

Reminder: **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 web application interface. At the top, there are tabs for '5', 'Indigency', and 'Attorney Compensation'. Below the tabs 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 with one result:

Enter search criteria in the filter field(s) and

Code :

Description :

Buttons:

Record Count : 1

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

Totals :

Comment Line:

“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.

The screenshot displays a software interface with two main components: a 'Cost Analysis Detail' form and a 'Lookup' dialog box.

Cost Analysis Detail Form:

- Buttons: Save, Save +, Validate, Errors.
- Section: **Cost Analysis Detail**
- Category: Other Expenses - Training/Travel
- Classification Seq.: 3
- Attachment: (empty)
- Table with columns: Description, checkboxes, and edit icons.
 - Row 1: [X] Registration Fees, CDAM
 - Row 2: [X] Registration Fees, CDAM Training
 - Row 3: [X] Mileage, Training
 - Row 4: [X] Mileage, Routine
- Comment Line: (empty)
- User Name: ccatalino [C Catalino] , Agency: Allegan County

Lookup Dialog Box:

- Header: Enter search criteria in the filter field(s) and click on Look
- Code: (input field)
- Description: (input field)
- Buttons: Lookup, Reset, Close
- Record Count: 12, Page 1
- Table with columns: Sel., Code, Description, and a partial T column.
 - BM: Bar Membership (800)
 - CV: Client Visits (500)
 - LOD: Lodging (900)
 - MEA: Meals (691)
 - MIL: Mileage (133)
 - NM: NAPD Membership
 - REG: Registration Fees
 - SEM: Seminars
 - SM: SADO Membership
 - TP: Training Partnerships
 - TRN: Training
 - ZZZ: Other

Page-Footer: Michigan.gov Home | EGrAMS Home

HUMANITARIAN SUPPORT

- “To facilitate a client’s access to the justice system, a cost analysis can also include funding for transportation, lodging, and meals for a client consistent with MRPC 1.8(e).”
- Please speak with your regional manager for more information.

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 prior year

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

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". The address bar displays "test.egram-mi.com/CTF/include/FrmLookup.aspx?ControlName...". 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 form, the "Record Count" is shown as "17" and "Page 1 of 1". A table of results is displayed with the following columns: "Sel.", "Code", and "Description".

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

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.



Save Save Validate Errors Done PDF Copy

Cost Analysis Detail

Category : Indirect Costs - Indirect Costs Type : Expenditure

Classification Seq. : Sub Type : Indirect

	Description	Percent.	Units	T
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

EGrAMS : Section Tree - Google Chrome

test.egrms-mi.com/midc/include/frnSecTree.aspx?Title=...

Section Tree

- Personnel
- Fringe Benefits
- Contractual**
 - Contracts for Attorneys
 - Contracts for Experts and Investigators
 - Contracts for Construction
 - Contracts Other
- Other Expenses**
 - Equipment
 - Training/Travel
 - Supplies/Services
- INDIRECT EXPENSES**
 - Indirect Costs**
 - Indirect Costs
 - Cost Analysis Summary
 - Source of Funds

OK

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.

The screenshot shows the 'Cost Analysis Summary' page with a table of expenses. The table has four columns: 'Description', 'Total', 'State Grant', and 'Narr.'. The 'Narr.' column contains icons: a yellow icon with a document symbol indicates a completed narrative, while a gray icon with a document symbol indicates an incomplete narrative. A red box highlights the 'Narr.' icons for 'Equipment', 'Training/Travel', and 'Supplies/Services', which are all gray, indicating that the narrative for these categories is not yet completed.

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

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 Year... Timeout : 16 mins Date : Apr-04-23

Agency [Redacted]
Application : [Redacted] [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](#)

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.

Save Save+ Validate Errors Done PDF Copy Show Tree

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

Timeout : 20 mins Date : Apr-04-2024

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.
	TOTAL EXPEN	3,187,368.20	3,187,368.20	0.00	0.00	
	Source of Funds					
✗	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	
	Total Source of Funds	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 the Michigan logo, the text "MICHIGAN INDIGENT DEFENSE COMMISSION", "EGrAMS Application", and the "Michigan.gov" logo. Below this is a secondary navigation bar with tabs for "Home", "Administration", "Project Director", "Grant Application", "Reporting", "Communication", "Training Materials", and "Logout". A red arrow points to the "Grant Application" tab. The main content area features a "Start a New Application" dropdown menu with options: "Add", "Change", "Delete", and "Review". Below these are input fields for "*Agency:" (38-1914307) and "Allegan County", and "*Grant Program:". A context menu is open over the "Grant Application" tab, listing "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. 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 :

go

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	Application Entry / Work in Progress	<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.

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

Timeout : 20 mins Date : Apr-04-23

Agency 38-1914307 Allegan County

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

Stage-APP/W 1. Applicant Information

Applicant
Applicant
Project
Contacts

Additional Information

Standard 1 - Training and Educa

Standard 2 - Initial Interview

Standard 3 - Investigation and E

Standard 4 - Counsel at First Ap

Standard 5 - Attorney Assignme

Determining Indigency, Contribu

Attorney Compensation

Miscellaneous

Cost Analysis

Vendor / Non-Profit Office

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.

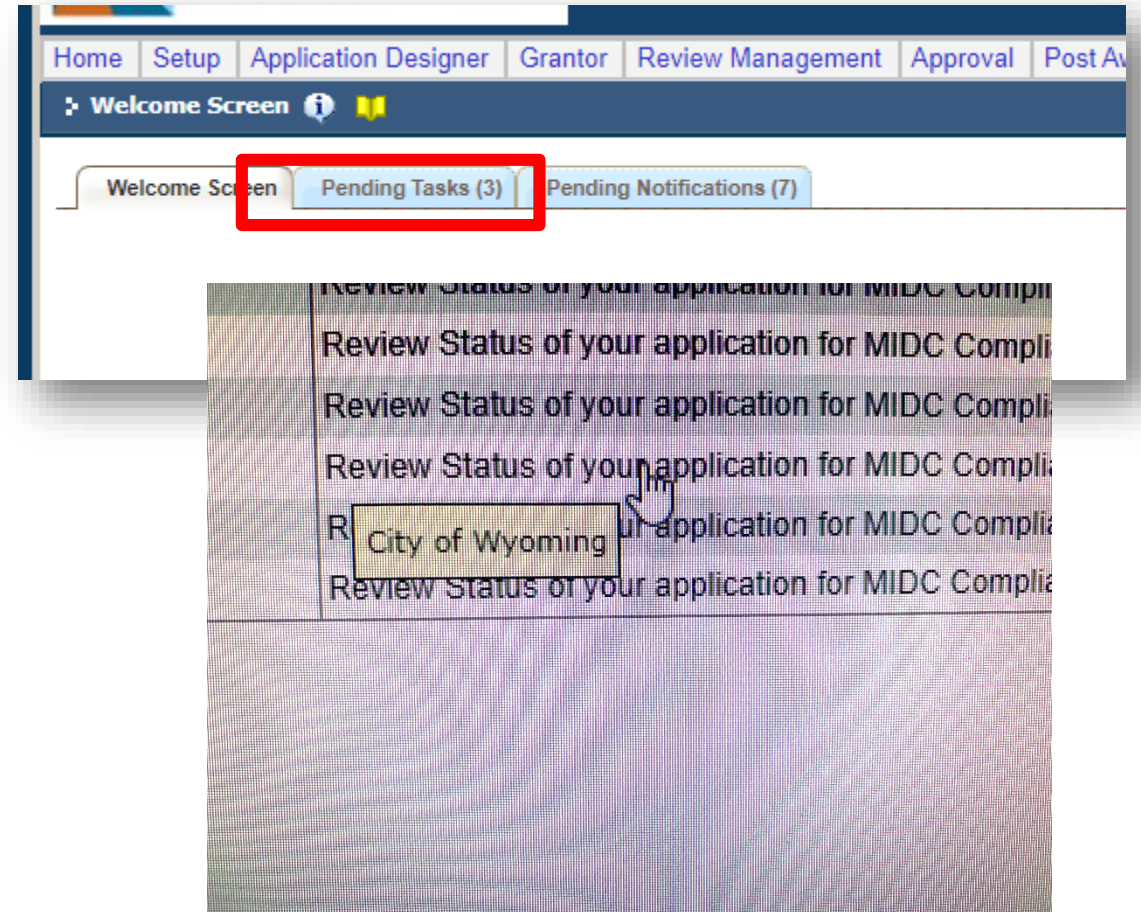
g. Agency's fiscal year (beginning month and day) Jan - 1

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



Hello C Catalino,

Welcome to MDC E GrAMS

Status : Pending Complete All




 Find

Date / Time	Tasks	Program	Agency	Project	Sel.
04/02/2024 10:46:27 AM	Application Corrections Pending	CPA-25	Allegan County		

Agency : Allegan County Program : Compliance Plan and Cost Analysis Renewal - FY 2025

Application : Compliance Plan and Cost Analysis Renewal - FY 2025

[Show Documents](#)

Applicant Additional Info Standard 1 Standard 2 Standard 3 Standard 4 Standard 5 Standard 6    Close



 Save  Save +  Validate  Errors  Done  PDF

 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						

Agency : Allegan County Program : Compliance Plan and Cost Analysis Renewal - FY 2025

Application : Compliance Plan and Cost Analysis Renewal - FY 2025

Show Documents

- Agency
- Attorney Compensation
- Miscellaneous
- Cost Analysis
- Vendor Cost Analysis
- Index**

Close



Description	Status	Del	Errors	Comments	Files
Standard 3 (Page 3)	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Standard 3 (Page 4)	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Standard 3 (Page 5)	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Standard 4 - Counsel at First Appearance					
Standard 4	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Standard 4 (Page 2)					
Standard 4 (Page 3)					
Standard 4 (Page 4)					
Standard 4 (Page 5)					
Standard 4 (Page 6)					
Standard 5 - Attorney Assignment					
Standard 5					
Standard 5 (Page 2)					
Standard 5 (Page 3)					



EGrAMS : Review Comments - Google Chrome

test.egrms-mi.com/midc/designer/RvwComments.aspx?index=Y&ctype=G&seccat=STD4&desc=%...

Review Comments

Section : Standard 4 (Page 3)

Comment

Standard 4 (Page 3) : please include specific rates to be paid in the narrative.



Filter Options : ALL

Find PDF

Cancel

After making corrections, return to the steps to print/submit to forward back to the Regional Manager.

Make sure you re-submit by the statutory deadline and before EGrAMS closes.

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

Michigan.gov
Timeout : 20 mins
Date : Apr-04-23

Applicant

Agency: 38-1914307 Allegan County

Program: Compliance Plan and Cost Analysis Renewal - FY 2024

Stage-APP/W

1. 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

Validat Submit

NEED EGRAMS HELP?

Contact Deborah at MitchellD20@Michigan.gov
517-643-6875

or Marla at McCowanM@Michigan.gov
517-388-6702