

MIDC FY25

Quarterly Reporting

December 2024

EGrAMS Basics



The screenshot shows the EGrAMS Application homepage. At the top, there are three logos: the Michigan Indigent Defense Commission logo on the left, the "EGrAMS Application" title in the center, and the Michigan.gov logo on the right. Below the logos is a navigation bar with a "Home" link, a help icon, and a date "Date : Dec-09-24".

On the left side, there is a vertical menu with the following items: Home, About EGrAMS, EGrAMS Login, Validate Workstation, Create User Profile, Project Director Request, Grant Opportunity Notification, Search Grants, **Current Grants** (highlighted), and Compliance Plans.

The main content area contains the following text:

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](#).

At the bottom of the page, there is a footer with the following text:

[Michigan.gov Home](#) | [EGrAMS Home](#) | [Contact EGrAMS](#) | [Contact Information](#) |
DTMB - IT Policies, Standards and Procedures (Michigan) | [Minutes and Meetings](#) | [Resources](#) | [Grants](#)
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<https://www.egrans-mi.com/MIDC/user/home.aspx>

Check/update your profile

Home Setup Grantor Review Management Approval Post Award Reporting Tool Logout

Welcome Screen Timeout : 15 mins Date : Dec-09-24

Home Setup Grantor Review Management Approval Post Award Reporting Tool Logout

User Setup (*) - Required field Timeout : 14 mins Date : Dec-09-

User Details

*Login Name:	mmccowan	*Confirm Password:	
*Password:			
Prefix:	<input type="radio"/> DR <input type="radio"/> MR <input type="radio"/> MRS <input checked="" type="radio"/> MS <input type="radio"/> PROF		
*First Name:	Marla	*Last Name:	McCowan
*Display Name:	Marla		
*Address Line 1:	611 W Ottawa		
Address Line 2:	4th Floor		
*City :	Lansing	*State:	MI
*Phone :	(517) 388-6702	*Zip 1:	48933
Fax :		Zip 2:	
*e-Mail Address :	McCowanM@michigan.gov	Phone Extension :	
*Designation / Title:	DDIR Deputy Director	Menu Style :	Dynamic
*Parent Agency :	MIDC001 Michigan Indigent Defense Commission	*Role Code :	MGTSTF Management Staff
*County :	065 Ingham		
Photo:	<input type="text"/> Browse	Signature:	<input type="text"/> Browse
Password Reset :	<input type="radio"/> Yes <input checked="" type="radio"/> No	User Status :	Active Show Security

User Name: mmccowan [M]

OK Cancel

Log in issues & permissions



The screenshot shows a web application interface with a navigation bar at the top containing links for Home, Administration, Project Director, Grant Application, Reporting, Communication, Training Materials, and Logout. The main content area is titled 'Assign Agency Users' and includes a search section with the following criteria:

Grant Program : CPA-25 Compliance Plan and Cost Analysis Renewal - FY 2025
 Agency : 38-1914307 Allegan County

Below the search criteria is a table with columns for Project Code, Project Title, and Assign To Users. The table lists several users with their login IDs, names, and roles. The 'Assign To Users' column contains checkboxes for each user, and an 'Assign' button is visible next to the project title.

Project Code	Project Title	Assign To Users							
<input type="checkbox"/> CPA-25	Compliance Plan and Cost Analysis Renewal - FY 2025	<input type="button" value="Assign"/>							
Login ID	User Name	User Status	Role	Perm Cd	Appl.	Category	Primary	Perm. Status	Del.
<input type="checkbox"/> lnenciarini03	Lorna Nenciarini	<input checked="" type="checkbox"/>	GRANTE		<input type="checkbox"/>	...	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> rsarro	Robert Sarro	<input checked="" type="checkbox"/>	GRANTE	9	<input type="checkbox"/>	Authorized Official	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> ccatalino	Chad Catalino	<input checked="" type="checkbox"/>	GRANTE	1	<input type="checkbox"/>	Project Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> jwinsemius	Jessica Winsemius	<input checked="" type="checkbox"/>	GRANTE		<input type="checkbox"/>	...	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> dgomez	Diane Gomez	<input checked="" type="checkbox"/>	GRANTE	4	<input type="checkbox"/>	Financial Officer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> mmitteer	Manda Mitteer	<input checked="" type="checkbox"/>	GRANTE		<input type="checkbox"/>	...	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> tankutk	Karla Tankut	<input checked="" type="checkbox"/>	GRANTE		<input type="checkbox"/>	...	<input type="checkbox"/>	<input type="checkbox"/>	

At the bottom of the page, there are buttons for Find, OK, and Cancel. The user name 'ccatalino [C Catalino]' and agency 'Allegan County' are displayed at the bottom left.

MIDC Staff can help

Assign Users to a Program Timeout : 15 mins Date : Nov-13-24

Specify Grant Program And Agency Information and Click the action..

*Option : Program User

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


*Agency Class : Grantor Agency Grantee Agency

Agency : 38-6004855 Houghton County


Select Users : Permission Type : Regular Amendment Permission Status : Assigned All Results : Expand Collapse

Federal Id.	Agency	Org. Unit	+Info							
Login Id	User Name	Role	Designation	User Stat	Permission	Appl.	Cat.	Primary	Perm. Stat	
<input type="checkbox"/>	aharris	Ann Harris	GRANTE	Administrator	<input checked="" type="checkbox"/>	1	Project Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	HOCOADM	Ben Larson	GRANTE	Administrator	<input type="checkbox"/>	9	Authorized Official	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	admhoco	Benjamin Larson	GRANTE	County Administrator	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	larsonba	Benjamin Larson	GRANTE	County Administrator	<input type="checkbox"/>	1	Project Director	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Houghtoncou	Chelsea Rheault	GRANTE	Assigned Counsel Admir	<input checked="" type="checkbox"/>	4	Financial Officer	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	EBjorn	Elizabeth Bjorn	GRANTE	Financial Controller	<input type="checkbox"/>	4	Financial Officer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	gmachiela1	Ginny Machiela	GRANTE	Admin Assistant	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	bylitalo	Rebecca Ylitalo	GRANTE	Chief Financial Officer	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Review Approved Plan



EGrAMS Application



Home Administration Project Director Grant Application Reporting Communication Training Materials
Logout

Print / Submit Application
Timeout : 15 mins
Date : Dec-09-24

*Status: Open All

Program: ✖

Agency : 38-1914307 Allegan 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	Contract Signed / Signed by Grantee
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	Contract Signed / Signed by Grantee
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

Save a .pdf of the contract

The image shows a screenshot of the EGrAMS application interface. A red arrow points to the 'View Contract' button at the bottom right. The main content area displays contract details for 'CPA-25'.

General Information

Grant Program :	CPA-25	Compliance Plan and Cost Analysis Renewal - FY
Agency :	38-6000191	Berrien County
Project :	CPA-25	Compliance Plan and Cost Analysis Renewal - FY 202

Agency Application Status

Requested Amount:	4,803,046.46	Project Am	
Recommended Amount:	4,803,046.46	Approved /	
Submit Date:	4/8/2024	10:03 AM	Last Status
Application Ref #:	220371		
Stage:	CTRTS	Contract Signed	Status: Signed by Grantee

Contract Details (PDF View):

GRANT NO E20250006-00

GRANT BETWEEN
THE STATE OF MICHIGAN
MICHIGAN INDIGENT DEFENSE COMMISSION (MIDC)
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS (LARA)
AND
Berrien County

GRANTEE/ADDRESS:
Name: Brian Dissette
Title: County Administrator
Address: 701 Main Street, St. Joseph, MI 49085
Phone: (269) 982-8693 x 809

GRANTOR/ADDRESS:
Michigan Indigent Defense Commission
Department of Licensing and Regulatory Affairs
611 W. Ottawa St.
Lansing, MI 48933
(517) 657-3060

GRANT PERIOD:
From: 10/01/2024 to 09/30/2025

TOTAL AUTHORIZED BUDGET: \$5,382,645.04
State Grant Contribution: \$4,803,046.46
Local Share Contribution: \$579,598.58

ACCOUNTING DETAIL: Accounting Template No.: 6411113T032
SIGMA Vendor Code: CV0047017

Contract # E20250006-00, Berrien County, Compliance Plan and Cost Analysis Renewal - FY 2025, Date: 10/10/2024, Page: 1 of 12

Check for payments made

Home Administration Project Director Grant Application Reporting Communication Training Materials Logout

Payment Status Timeout : 15 mins Date : Dec-09-24

Grant Program : CPA-25 Compliance Analysis Renewal - FY 2025

Agency : 38-1914307 Allegan Co

Project:

Period From : Period To : Print Detail Report :

Status : Pending Paid All Type : Payment Op. Advance Adjustment All Include Obligation :

Agency	Contract #	Contract Amt.	Total FSR Appr.	YTD Paid	Pending	+/-
Allegan County	E20250001-00	4,296,302.12	0.00	1,074,075.53	-1,074,075.53	-

Period From	Period To	Requested	Request Dt.	Type	Payment Details	Process Dt.	Paid	Status
10/01/2024	12/31/2024	1,074,075.53	11/14/2024	Payment	Electronic Fund Transfer	11/14/2024	1,074,075.53	Complete

Totals : 4,296,302.12 0.00 1,074,075.53 -1,074,075.53

Download PDF Find Cancel

Report Status

Home Administration Project Director Grant Applications Reporting Communication Training Materials Logout

Progress Reports (*) - Required field Timeout : 15 mins Date : Dec-09-24

Progress Report Budget

Specify Program Information and click find..

*Grant Program : CPA-24 Compliance Plan and Cost Analysis Renewal - FY 2024 *Agency : 38-1914307 Allegan County

Fiscal Year : 2024 All Display : Project Report

Project: Report: All

*Status : Pending Submitted Approved Cancelled Pending Correction Request

Code	Description	Report Notes	Type	Report Freq.	Report Dt.	Due Date	Submit Dt.	Review Notes	Status	Submit
ATYLST	Attorney List	...	Statistics	Quarterly	09/30/2024	10/30/2024	11/21/2024	...	XP-A / A	
ATYLST	Attorney List	...	Statistics	Quarterly	06/30/2024	07/31/2024	08/06/2024	...	XP-A / A	
ATYLST	Attorney List	...	Statistics	Quarterly	03/31/2024	05/01/2024	04/29/2024	...	XP-A / A	
ATYLST	Attorney List	...	Statistics	Quarterly	12/31/2023	01/31/2024	04/12/2024	...	XP-A / A	
FSR	Financial Status Report	...	Expenditure	Quarterly	09/30/2024	10/30/2024	11/25/2024	...	XP-A / A	
FSR	Financial Status Report	...	Expenditure	Quarterly	06/30/2024	07/31/2024	09/23/2024	...	XP-A / A	
FSR	Financial Status Report	...	Expenditure	Quarterly	03/31/2024	05/01/2024	05/23/2024	...	XP-A / A	
FSR	Financial Status Report	...	Expenditure	Quarterly	12/31/2023	01/31/2024	04/19/2024	...	XP-A / A	
QPR	Quarterly Program Report	...	Statistics	Quarterly	09/30/2024	10/30/2024	10/31/2024	...	XP-A / A	

Find OK Cancel

Questions for Marla about EGrAMS
generally?

Financial Status Reporting

Rebecca Mack, Grants Director

Attorney Invoices

- Attach to attorney list (not FSR)
- Best practices
 - If possible, separate attorney time from other eligible reimbursements
 - Ensure all expenses are supported with documentation
 - Examples:
 - CDAM Registration
 - Bridge Fare
 - iChat, Jpay

Rejected FSRs, common errors

- Expenses listed in the wrong category
- Expenses not supported with documentation
- Incorrect rates
 - Contract attorneys exceeding CJA panel w/o MIDC approval
 - See Grant Manual p. 34-35
- Ineligible expenses – some examples include:
 - Local bar dues (Grant Manual p.15)
 - Restraints or monitoring services (Grant Manual p.17)
 - Standby/Advisory counsel (Grant Manual p. 26)
 - Printed materials at training (Grant Manual p.19)

LIT/Budget Adjustments

- Reminders
 - Please check with Regional Manager *prior to* submitting a request in EGrAMS
 - Review the plan to ensure adjustment is necessary
 - For example, it is VERY rare to have anything in the “equipment” category
 - LITs cannot be facilitated for FY25 unless the contract is signed

Questions for Rebecca about FSRs?

FY25 Reporting Webinar: Data and Research

JONAH SIEGEL
RESEARCH DIRECTOR

Summary

No changes to the QPR
in FY25

Several changes to the
AL, including new data
points and shifts in what
is optional/ mandatory

Attorney Information

Do not include
the P.

Name of Attorney	P#	Salaried?	Standard 7 Tier
Siegel, Jonah	12345	<input checked="" type="checkbox"/>	Low S ▾
Wangler, Melissa	23456	<input type="checkbox"/>	Life ▾
Marla, McCowan	34567	<input type="checkbox"/>	Life ▾
Calef, Lauren	45678	<input type="checkbox"/>	High S ▾
Walter, Nicole	56789	<input checked="" type="checkbox"/>	Life ▾
Weinberg, Neil	01234	<input type="checkbox"/>	Misd ▾
		<input type="checkbox"/>	▾

- Both mandatory in FY25
- Will carry over between quarters
- Please update in the next reporting quarter when there is a change in either field

New CSV Template Option!



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

Period : 10/01/2024-10/31/2024 2025 Status: Work in Progress Review Comments:

[ATYLIST_TMPL_20241206-121242.csv](#)

1 Of 2

Four steps:

1. Download the template using the download button, then open the blue link that appears.
2. Fill out your template and save it on your computer.
3. Come back to egrams, hit the browse button, and find your document.
4. Upload it using the upload button.
5. Check the data that automatically populated and also make any necessary changes to the first four columns.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	#	Name of A	P#	Salaried?	Standard 7	# of New P	# of New T	# of New N	# of New L	# of New H	# of New Li	Total Paid	Misd Hour	Fel Hours	(Life Hours	Total Paid	# of Hours	Status
2	1	Askew, Lau	79304	No	Life													Active
3	2	Baldwin, C	77584	No	Life													Active
4	3	Catalino, P	39516	No	Life													Active
5	4	Chmiel, Ma	80556	No	Life													Active
6	5	Coleman, S	60973	No	Life													Inactive
7	6	Dillon, Luc	75866	No	Life													Active
8	7	Easterday,	79475	No	High Severity Fel													Inactive
9	8	Eldred, Jos	46914	No	Life													Inactive
10	9	Eldred, My	86578	No	Low Severity Fel													Active
11	10	Fish, Brian	79587	No	Misd													Active
12	11	Fortier, Sa	86557	No	Misd													Inactive
13	12	Graham, L	86178	No	Life													Active
14	13	Grantham,	84495	No	Life													Active
15	14	Grimes, Ca	77551	No	Life													Active
16	15	Hammond	40271	No	Life													Active
17	16	Hauser, Ma	83767	No	Life													Active
18	17	Heffner, M	72812	No	Life													Active
19	18	Hettinger,	52995	No	Life													Active




















Fill in all of these cells!

Invoices and Attorney Status

Please upload invoices for each attorney using the blue arrow button at the end of each attorney's row.

If you have multiple documents for each attorney, you can upload a folder here instead. If you are getting an error message that your uploads are too big, **please try zipping the file or hitting "save" after each upload.**

Please update attorney status as/when necessary.

Doc 	Status	Del.
	Inactiv 	
	Active 	
	Active 	
	Active 	
	Active 	
	Active 	

Reimbursements

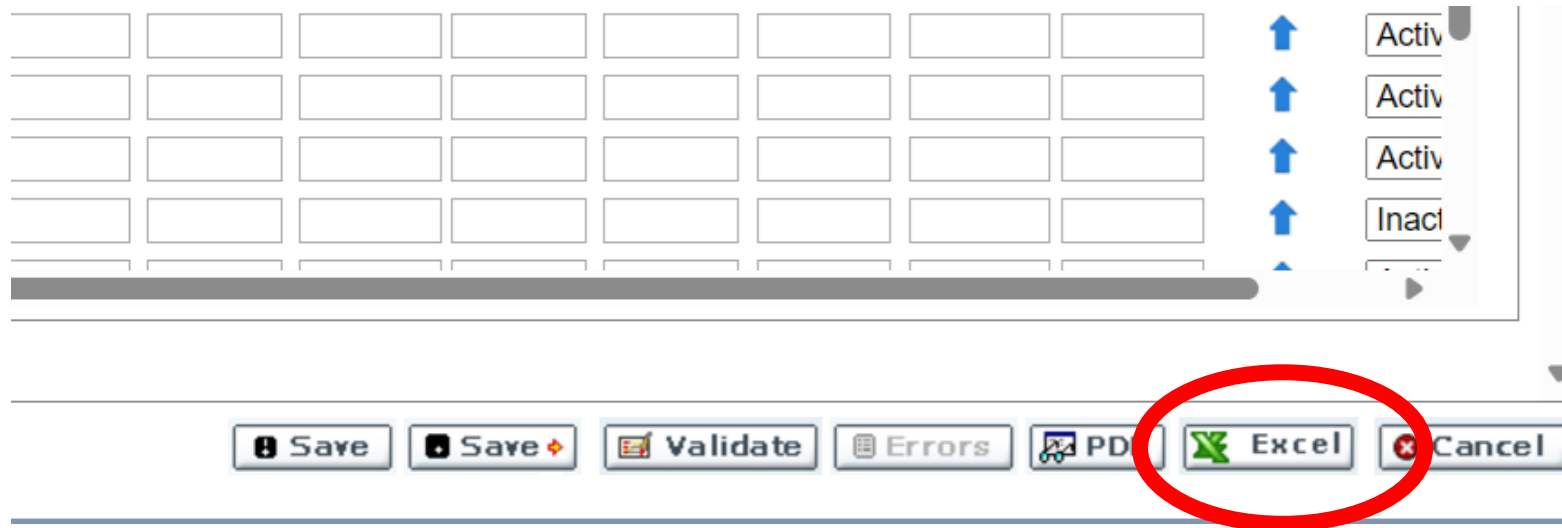
Reimbursements are no longer collected in a column on the attorney list. They were originally collected to help remind systems to differentiate those payments from direct attorney payments. Now they have been taken off entirely.

If it is possible in your documentation, **please submit direct attorney payments on the Attorney List and reimbursements on your FSR.**

However, **IF your attorney invoices include reimbursements, then please include all of the backup documentation for reimbursements in the Attorney List upload.**

New Excel Option!

(For those didn't use the template)



At the request of several users, we have added an excel button to the bottom of the AL screen. If you'd like to either double check your numbers in excel or just keep an excel version of your submission for yourself, you can do that here.




Additional Information

The Attorney List now has a box for any additional information that you'd like to share with the MIDC, similar to the QPR. You'll need to click to the second page of the AL to see this prompt.



Please share any other information relevant to your Attorney List submission this quarter.

0 characters





Questions?
