State Court Administrative Office Trial Court Services Problem-Solving Courts



WebGrants How-To Manual For External Users



November 2016

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Registering as a New User

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Once the registration is approved, the system will generate an e-mail, a username, and a password.

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

Dear Alice Tester,

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

User id: atester1 Password: [Password]

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

If you have any questions, please contact: Carol Knudsen 517-373-7351 knudsenc@courts.mi.gov Your Password will be provided in a separate email

Application Process

Opening an Application

- 1.) Log into WebGrants.
- 2.) Click "Funding Opportunities."

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3.) Select the "Opportunity Title" of the program you wish to apply for.

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Current All current date. Click on th	ne title to open the	ortunities nities appear below. The Application Dea : Funding Opportunity summary.	dline indicates the due date for the application submission. You wi	II be unable to submit your application after this
Click on the	ne column header Agency	s to sort list of Opportunities. Program	Opportunity Title	Application Deadline
	Agency lichigan Courts	Testing	TESTING	Final Application Deadline not Applicable
	lichigan Courts	Urban Drug Court Initiative (UDCI)	NEW CLAIM PROCESS TESTING OPPORTUNITY	Final Application Deadline not Applicable
WebGrants	s - Michigan Cou	ırts		Dulles Technology Partners Inc. © 2001-2016 Dulles Technology Partners Inc. WebGrants 6.2 - All Rights Reserved.

Starting a New Application

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

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08061	Lauren Fetner- Testing Document			Editing
08063	NEW CLAIM PROCESS TESTING OPPORTUNITY			Submitted
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Application	Deadline: Final Application Deadline not Application	Program Officer:	Lauren Fetner	
Award Amoun	Deadline: Final Application Deadline not Applica		Lauren Fetner 517-373-0260 x	
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Award Amoun Range: Project Start D	Deadline: Final Application Deadline not Applica t Not Applicable Date: 10/01/2016 ate: 09/30/2017	Program Officer: Phone:	517-373-0260 x	

- 1.) After selecting "Start a New Application" using the instructions on page 3, fill in the required information that is requested on the page 4.
 - a. Primary Contact: The individual who is responsible for all reporting in WebGrants.
 - b. Project Title: What you are naming the application?

- c. Authorized Official: The individual who is responsible for authorizing submissions must be a WebGrants registered user.
- d. Organization: The court that will receive the grant.e. Click "Save."

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Instructions			
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General Information			
Primary Contact:*	Alice Tester V		
Project Title: (limited to 250 characters)*	2018 Urban Drug Court	^	
		~	
Authorized Official:*	Iam Testing V		
Organization:*	100th Circuit Court		
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2.) Click "Go to Applica	ation Forms"		
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Program Area:	Urban Drug Court Initiative (UDCI)		
Funding Opportunity:	08030 - NEW CLAIM PROCESS TESTING	OPPORTUNITY	
Application Deadline:	Final Application Deadline not Applicable		
Instructions	a proceeding with the part of the application process		
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Project Title:	2018 Urban Drug Court		
Primary Contact:	Alice Tester		
Authorized Official:	lam Testing		
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			Last Edited By: lam Testing, 10/20/2016
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3.) Select a section (red box-blue font) to edit.

Application: 08592 - 2018 Urban Drug Court Program Area: Urban Drug Court Initiative (UDCI) Funding Opportunity: 08303 - NEW CLAIM PROCESS TESTING OPPORTUNITY Application Deadline: Final Application Deadline not Applicable Instructions The required application forms appear below. Please note: Clicking "Mark as Complete" does not submit the application component or prevent further editing. The check mark beside the form is only an indicator that the form has been completed. All application components must be marked as complete in order to submit. To submit the application click the Submit button. Application Forms Form Name Complete? Last Edited General Information ✓ 10/20/2016 Application Information ✓ 10/20/2016 Program Design-Part 1 Program Design-Part 2 Program Design Part 3 Program Design Part 6 Program Design Part 6 Program Design Part 6 Program Design Part 6 Forms Image: Clicking Costs Image: Clicking Costs VDOCI Budget VDOCI Budget Image: Clicking Costs Image: Clicking Costs VDOCI Budget Image: Clicking Costs Image: Clicking Costs Image: Clicking Clicking Application Forms Image: Clicking Clicking Image: Clicking Clicking Image: Clicking Clic				
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4.) Fill out the required sections (designated with a red star) and then click "Save." *Note* You cannot save the page until you have added a place holder in all of the required fields designated with a red star.

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Section		1
Application: 08592 - 2018 Urban Drug Court		
Program Area: Urban Drug Court Initiative (UE	DCI)	
Funding Opportunity: 08030 - NEW CLAIM PROCES	SS TESTING OPPORTUNITY	
Application Deadline: Final Application Deadline not	Applicable	Click save when you are finished with
		the section!
Program Design-Part 1		
Have there been any changes in the following areas of your program? If yes, please of Target Population*	escribe the changes in the text box provided. ● Yes ○ No	
Screening and Eligibility*	⊖Yes ●No	
Participant Identification*	●Yes ○No	
Legal Screening*	⊖Yes ●No	
Clinical Assessment*	●Yes ○No	
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5.) If you are satisfied with the section, select "Mark as Complete." If you would like to return to the section at a later time, select "Go to Application Forms," which will not mark the section completed on the main page.

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Program Area:	Urban Drug Court Initiative (UDCI)	
Funding Opportunity:	08030 - NEW CLAIM PROCESS TESTING	OPPORTUNITY
Application Deadline:	Final Application Deadline not Applicable	
Program Design-Part 1		Mark as Complete Go to Application Forms
	areas of your program? If yes, please describe the ch	nanges in the text box provided.
Target Population*	Yes	
Screening and Eligibility*	No	
Participant Identification*	Yes	
Legal Screening*	No	
Clinical Assessment*	Yes	
Program Design Changes		
If you have answered yes to any of the above	questions describe the changes that have been mad	le to your program.
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VebGrants - Michigan Courts		Dulles Technology Partners Inc. © 2001-2016 Dulles Technology Partners Inc. WebGrants 6.2 - All Rights Reserved.

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

Application: 08592 - 2018 Urban Drug Court		
Program Area: Urban Drug Court Initiative (UDCI)		
Funding Opportunity: 08030 - NEW CLAIM PROCESS TE	STING OPPORTUNITY	
Application Deadline: Final Application Deadline not Applic	able	
Instructions		
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Applicant Contact Information		
DCCMIS Contact Information		
Preapplication UDCI		
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Medication Assisted Treatment (OPTIONAL) Program Income		
Certification Forms		
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Copying an Existing Application

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

1.) Select "Copy Existing Application."

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Funding	Opportunities			
Current Applic	ations			
Any previously creat application, click on	ed applications, for this opportunity, appear below. To the Copy Existing Application link.	start a new application for this opportuni	ity, Click the Start a New Application I	ink or to copy data from an old
ID		Application Title		Status
07112 07136	TESTING Uploading Contracts Testing MATS			Submitted Editing
Testing Application D	eadline: Final Application Deadline not A	pplicable		
	eadline: Final Application Deadline not A Not Applicable	Program Officer:	Lauren Fetner	
Application D	Not Applicable	Program Officer: Phone:	517-373-0260 x	
Application D Award Amount Range:	Not Applicable	Program Officer:		
Application D Award Amount Range: Project Start Da	Not Applicable te: e:	Program Officer: Phone:	517-373-0260 x	

2.) Select the application you wish to copy, then click "Save."

	MICHIGAN One Court of Justice		🌀 Back 🖄 Print 🧼 Add 🐝 D		
_	Funding Opportunities	-			
	y Application				
Select applica		ck save. The data in this prior application will be copied into	o a new application. You may then edit this data ar	id then submit the com	pleted
Сору	Program Area	Funding Opportunity	ID Title	Stage	Statu
	Domestic Violence Swift and Sure Sanctions Probation Program (DVSSSPP)	Domestic Violence Swift and Sure Sanctions Probation Program (DVSSSPP)	01709 Test DVSSSPP	Final App	Withdra
	Domestic Violence Swift and Sure Sanctions Probation Program (DVSSSPP)	Domestic Violence Swift and Sure Sanctions Probation Program (DVSSSPP)	01714 TEST - DVSSSPP	Final App	Withdra
\bigcirc	Domestic Violence Swift and Sure Sanctions Probation Program (DVSSSPP)	Domestic Violence Swift and Sure Sanctions Probation Program (DVSSSPP)	01715 Test-DVSSSPP	Final App	Withdra
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\bigcirc	Domestic Violence Swift and Sure Sanctions Probation Program (DVSSSPP)	Domestic Violence Swift and Sure Sanctions Probation Program (DVSSSPP)	01918 Test of DVSSSPP grant components	Final App	Submit
0	Domestic Violence Swift and Sure Sanctions Probation Program (DVSSSPP)	Domestic Violence Swift and Sure Sanctions Probation Program (DVSSSPP)	01926 Toms Test App	Final App	Withdra
\bigcirc	Edward Byrne Memorial Justice Assistance Grant (Byrne JAG) CFDA 16.738	Byrne JAG Grant Application	00001 Toms Test App	Final App	Submit
\bigcirc	Edward Byrne Memorial Justice Assistance Grant (Byrne JAG) CFDA 16.738	Byrne JAG Grant Application	00002 MDCGP/Byrne/OHSP Combined Applic	ation Final App	Submit
	Edward Byrne Memorial Justice			Final	

3.) Select a section (red box-blue font) to edit. *Note* Even though the "General Information" section appears to be complete, make sure you update the section as the contact information may change from year to year.

Application: 08592 - 2018 Urban D	rug Court		
Program Area:	Urban Drug Court Initiative (UDCI)		
Funding Opportunity:	08030 - NEW CLAIM PROCESS TESTING OPPORT	UNITY	
Application Deadline:	Final Application Deadline not Applicable		
Instructions			
	Please note: Clicking "Mark as Complete" does not submit the app been completed. All application components must be marked as co		
Application Forms		Application D	etails Submit Withdra
	Form Name	Complete?	Last Edited
General Information		1	10/20/2016
Application Information			
Applicant Contact Information			
DCCMIS Contact Information			
Preapplication UDCI			
Program Design-Part 1			
Program Design- Part 2			
Program Design Part 3			
Program Design Part 4			
Program Design Part 4 Program Design Part 5 Program Design Part 6			
Program Design Part 4 Program Design Part 5 Program Design Part 6 Medication Assisted Treatment (OPTIONAL	.)		
Program Design Part 4 Program Design Part 5 Program Design Part 6 Medication Assisted Treatment (OPTIONAI Program Income	.)		
Program Design Part 4 Program Design Part 5 Program Design Part 6 Medication Assisted Treatment (OPTIONAL Program Income Certification Forms	.)		
Program Design Part 4 Program Design Part 5 Program Design Part 6 Medication Assisted Treatment (OPTIONAL Program Income Certification Forms Financial Request Justification	.)		
Program Design Part 4 Program Design Part 5 Program Design Part 6 Medication Assisted Treatment (OPTIONAL Program Income Certification Forms Financial Request Justification Attachment of Itemized Costs	.)		
Program Design Part 4 Program Design Part 5 Program Design Part 6 Medication Assisted Treatment (OPTIONAL Program Income Certification Forms Financial Request Justification	.)		

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4.) Update the required sections (designated with a red star) and then click "Save." *Note* You cannot save the page until you have added a place holder in all of the required fields that are designated with a red star.

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💞 Application		+
Application: 08592 - 2018 Urban Drug Court		
Program Area: Urban Drug Court Initiative (UE	DCI)	
Funding Opportunity: 08030 - NEW CLAIM PROCES	SS TESTING OPPORTUNITY	
Application Deadline: Final Application Deadline not	Applicable	Click save when you are finished wit
Program Design-Part 1		
ave there been any changes in the following areas of your program? If yes, please	describe the changes in the text box provided.	
Target Population*	●Yes ○No	
Screening and Eligibility*	⊖Yes ●No	
Participant Identification*	●Yes ○No	
Legal Screening*	⊖Yes [®] No	
Clinical Assessment*	●Yes ○No	
Program Design Changes		
If you have answered yes to any of the above questions describe the changes that h	have been made to your program.	
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5.) If you are satisfied with the section, you will select "Mark as Complete." If you would like to return to the section at a later time, you can select "Go to Application Forms," which will not mark the section completed on the main page.

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💞 Appli	ication					
Applicati	on: 08592 - 2018 Urban D	orug Court				
	Program Area:	Urban Drug Cou	urt Initiative (UDCI)			
	Funding Opportunity:	08030 - NEW C	LAIM PROCESS TESTIN	IG OPPORTUNITY		
	Application Deadline:	Final Application	n Deadline not Applicable			
	Design-Part 1					Go to Application Forms
Have there be	een any changes in the following Target Population*		m? If yes, please describe the	changes in the text box p	rovided.	
	Screening and Eligibility*	No				
	Participant Identification*	Yes				
	Legal Screening*	No				
	Clinical Assessment*	Yes				
Program De	sign Changes					
If you have a	answered yes to any of the above	e questions describe	the changes that have been m	ade to your program.		
					Last I	Edited By: lam Testing, 10/20/2016

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

Application: 08592 - 2018 Urban Drug Court		
Program Area: Urban Drug	Court Initiative (UDCI)	
Funding Opportunity: 08030 - NE	V CLAIM PROCESS TESTING OPPORTUNITY	
Application Deadline: Final Applic	ation Deadline not Applicable	
Instructions		
The required application forms appear below. Please note: C the form is only an indicator that the form has been complete button.	cking "Mark as Complete" does not submit the application component or prever All application components must be marked as complete in order to submit. T	nt further editing. The check mark beside o submit the application click the Submit
Application Forms	Applic	ation Details Submit Withdray
Form Nan	e Complete?	Last Edited
General Information	4	10/20/2016
Application Information		
Applicant Contact Information		
DCCMIS Contact Information		
Preapplication UDCI		
Program Design-Part 1		10/20/2016
Program Design- Part 2		
Program Design Part 3		
Program Design Part 4		
Program Design Part 5		
Program Design Part 6		
Medication Assisted Treatment (OPTIONAL)		
Program Income		
Certification Forms		
Financial Request Justification		
Attachment of Itemized Costs		
UDCI Budget		
2017 Budget		
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Completing a Budget

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

Program Area:	Urban Drug Court Initiative (UDCI)		
Funding Opportunity:	08030 - NEW CLAIM PROCESS TESTING OPPORT	UNITY	
Application Deadline:	Final Application Deadline not Applicable		
Instructions			
	Please note: Clicking "Mark as Complete" does not submit the app been completed. All application components must be marked as co		
Application Forms		Application I	Details Submit Withdr
	Form Name	Complete?	Last Edited
General Information		√	10/20/2016
Application Information			
Applicant Contact Information			
DCCMIS Contact Information			
Preapplication UDCI			
Program Design-Part 1			10/20/2016
Program Design- Part 2			
Program Design Part 3			
Program Design Part 4			
Program Design Part 5			
Program Design Part 6			
Medication Assisted Treatment (OPTIONAL			
Program Income			
Certification Forms			
Financial Request Justification			
Attachment of Itemized Costs			
2017 Budget			
			Dulles Technology Partners

2.) To add a line item to Personnel, Contractual, Supplies or Travel, click the "Add" button at the top right-hand corner of the specific section.

(na						
Sector Application	on					
Application: 08	3592 - 2018 Urba	n Drug Cou	rt			
	Program Ar	ea: Urban D	rug Court Initiative (UDCI)			
			NEW CLAIM PROCESS TESTING OF	BOBTUNITY		
				PORTONITY		
	Application Deadli	ne: Final Ap	plication Deadline not Applicable			
Personnel				Mark as Complet	e Go to Application Forms	Ad
Name Position	Computation	Request	Other Grant Or Funding Sources	Local Cash Contribution	Local In-Kind Contribution	Tota
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Personnel Justifica Justify personnel (i.e	ntion" e., wages) associated	t with the propo	sed project.			
Personnel Justifica	ntion" e., wages) associated	l with the propo	sed project.			
Personnel Justifica Justify personnel (i.e	ntion" e., wages) associated		sed project. Other Grant Or Funding Sources	Local Cash Contribution	Local In-Kind Contribution	Tota
Personnel Justifica Justify personnel (i.e Fringe Benefits	ntion" a., wages) associated s Percentag	e Request % \$0.00		\$0.00	Local In-Kind Contribution \$0.00	Tota \$0.0
Personnel Justifica Justify personnel (I.e Fringe Benefits Row Employer FICA Retirement	ntion" a., wages) associated s Percentag	e Request % \$0.00 % \$0.00	Other Grant Or Funding Sources \$0.00 \$0.00	\$0.00 \$0.00	\$0.00 \$0.00	\$0.0
Personnel Justifica Justify personnel (I.e Fringe Benefits Row Employer FICA Retirement Hospital Insurance	s Percentag	e Request % \$0.00 % \$0.00 % \$0.00	Other Grant Or Funding Sources \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$0.0 \$0.0 \$0.0
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Personnel Justifico Justify personnel (r.e Fringe Benefits Row Employer FICA Retirement Hospital Insurance Jental Insurance Jental Insurance	stion* , wages) associated Percentag	e Request % \$0.00 % \$0.00 % \$0.00 % \$0.00 % \$0.00	Other Grant Or Funding Sources \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.0 \$0.0 \$0.0 \$0.0 \$0.0
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3.) Complete the sections, and click "Save." *Note* There is a 150-character limit in computation.

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W Application	
Application: 08592 - 2018 Urba	n Drug Court
Program A	ea: Urban Drug Court Initiative (UDCI)
Funding Opportur	ity: 08030 - NEW CLAIM PROCESS TESTING OPPORTUNITY
Application Deadl	ne: Final Application Deadline not Applicable
Personnel	
Nar	te* Steven Seesit
Posi	ion Coordinator
Computa	ion \$30/hr x 40 hrs/week x 52 weeks
Requ	est 62400
Other Grant Or Funding Sou	ces \$0.00
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Local In-Kind Contribu	ion \$0.00
	Return to Top
WebGrants - Michigan Courts	Dulles Technology Partners Inc. © 2001-2016 Dulles Technology Partners Inc. WebGrants 6.2 - All Rights Reserved.

4.) To add "Fringe Benefits" as well as "Justification(s)," click "Edit" at the top of the screen.

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Personne	el						Mark as Complete	Go to Application Forms	s Add
Name	Position	Compu	utation	Request	Other Grant Or Fundi Sources	ng	Local Cash Contribution	Local In-Kind Contribution	Total
Steven Seesit	Coordinator	\$30/hr x 40 hrs/v weeks	veek x 52	\$62,400.00		\$0.00	\$0.00	\$0.00 \$6	2,400.00
				\$62,400.00		\$0.00	\$0.00	\$0.00 \$6	2,400.00
Personne	Justificat	ion							
Personnel J Justify perso	CONTRACTOR NO.	es) associated wi	th the propos	ed project.					
Fringe Be	enefits								
R	ow	Percentage	Request	Other Gran	Or Funding Sources	Local	Cash Contribution	Local In-Kind Contribution	Total
Employer FIC	A	0%	\$0.00		\$0.00		\$0.00	\$0.00	
Retirement		0%	\$0.00		\$0.00		\$0.00	\$0.00	
Hospital Insu		0%	\$0.00		\$0.00		\$0.00	\$0.00	
Dental Insura	nce	0%	\$0.00		\$0.00		\$0.00	\$0.00	0 \$0.00

5.) Complete the "Justification(s)" and enter your "Fringe Benefit" request(s) (if applicable). Click "Save" when complete. *Note* "Justification(s)" are mandatory fields; you must have at least one letter or number in each text box before you can save your work.

Personnel Justifica	tion				
Personnel Justification* Justify personnel (i.e., wag		ith the proposed p	roject.		
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Path: p Fringe Benefits				Words:0	
	Percentage	Request	Other Grant Or Funding Sources	Words:0	Local In-Kind Contribution
Fringe Benefits Row	Percentage	Request	Other Grant Or Funding Sources		Local In-Kind Contribution
Fringe Benefits Row Employer FICA				Local Cash Contribution	
Fringe Benefits Row Employer FICA Retirement	0%	\$0.00	\$0.00	Local Cash Contribution	\$0.00
Fringe Benefits Row Employer FICA Retirement Hospital Insurance	0%	\$0.00 \$0.00	\$0.00 \$0.00	Local Cash Contribution \$0.00 \$0.00	\$0.00 \$0.00
Fringe Benefits Row Employer FICA Retirement Hospital Insurance Dental Insurance	0% 0% 0%	\$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	Local Cash Contribution \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00
Fringe Benefits Row Employer FICA Retirement Hospital Insurance Dental Insurance Vision Insurance	0% 0% 0% 0%	\$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00	Local Cash Contribution \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00
Fringe Benefits Row Employer FICA Retirement Hospital Insurance Dental Insurance Vision Insurance Jnemployment	0% 0% 0% 0% 0%	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Local Cash Contribution \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00
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Fringe Benefits Row Employer FICA Retirement Hospital Insurance Dental Insurance Vision Insurance Unemployment Workers Compensation	0% 0% 0% 0% 0% 0%	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Local Cash Contribution \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00

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

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Applicati	on: 08592 -	2018 Urban	Drug Court	6					
		Program Area	Urban Dr	ug Court Initia	tive (UDCI)				
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Name	Position	Comp	utation	Request	Other Grant Or Fundle Sources	ng	Local Cash Contribution	Local In-Kind Contribution	Total
Steven Seesit	Coordinator	\$30/hr x 40 hrs/v weeks	veek x 52	\$62,400.00		\$0.00	\$0.00	\$0.00 \$62	2,400
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Justify perso	ow CA rance	0%	\$0.00	Other Grant	\$0.00	Local	\$0.00	\$0.00) \$0.) \$0.) \$0.

Award Process

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

micourts@webgrantsmail.com WebG		09/15/2016 10:20 Sent
– Plea Revis		MMHCGP.pdf
Your Budge 07754		<u>۲</u>
Enhar Menta	ced Your budget is under review and requires modification. Your application has be	
Health	e your budget. Instructions and your scoring sheet are attached. The application	n
Court	details appear below: Number: 07754	Click here to open the review
	Name: Enhanced Mental Health Treatment Court	
	You are requested to make the following modifications to your budget and resub mit it by 10/31/2016.	
	You may log into the WebGrants grants management system at https://micourts ullestech.net	.d
	The 2017 budget revision process has changed, for a tutorial please visit he Instructions page in WebGrants	t

Follow the steps below to edit your budget.

- 1.) Log into WebGrants.
- 2.) Select "My Applications."
- 3.) Select the "Project Title" of the budget you would like to alter.

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The a	oplications	lications	ciated with recent Funding Oppor	unities and are in Editing, Submitted, or Correcting statuses.		Applications rchived
The a			ciated with recent Funding Oppor	unities and are in Editing, Submitted, or Correcting statuses. Funding Opportunity		
The a Applic	oplications ations link.	below are asso	•	Funding Opportunity	To view older applications, click on the A	rchived

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MICHIGAN COURTS One Court of Justice	
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Section	
Application: 07754 - Enhanced Mental Health Treatm	nt Court
Program Area: Michigan Mental He	alth Court Grant Program (MMHCGP)
Funding Opportunity: 07068 - Fiscal Yea	2017 Michigan Mental Health Court Grant Program
Application Deadline: 05/13/2016	
Instructions	
	rk as Complete* does not submit the application component or prevent further editing. The check mark beside ration components must be marked as complete in order to submit. To submit the application click the Submit.
Application Forms	Application Details Submi
Form Name	Complete? Last Edited
2017 Budget	10/18/2016
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5.) To make changes to a specific line item within the Personnel, Contractual, Supplies or Travel sections, or to delete a line; click the blue hyperlinked section in the far left-hand corner of the table. To make changes to "Fringe Benefits," or, to alter the "Justification(s)," click "Edit" at the top of the screen.

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😽 Appl	ication							
Applicati	on: 08592 -	2018 Urban D	orug Court					
		Program Area:	Urban Dru	ug Court Initia	tive (UDCI)			
	Fundi	ng Opportunity:	08030 - N	NEW CLAIM P	ROCESS TESTING OPPORTU	NITY		
	Applie	ation Deadline:	Final App	lication Dead	ine not Applicable			
Personne	al					Mark as Complete	Go to Application Forms	1.4
Name	Position	Compu	itation	Request	Other Grant Or Funding Sources	Local Cash Contribution	Local In-Kind	Total
steven	Coordinator	\$30/hr x 40 hrs/w	/eek x 52	\$62,400.00	\$0.00	\$0.00	\$0.00 \$62	.400
		WEEKS		\$62,400.00	\$0.00	\$0.00	\$0.00 \$62	.400
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6.) Once the budget reflects the award amount, "Mark as Complete," and then click "Submit.

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100	ication							
Applicati	ion: 08592	2018 Urban Dru	ig Court					
entre anno		Program Area:	Irban Drug Court	Initiative (UDCI)				
	Famil		General Contention	IM PROCESS TESTING OF	DODTU	NITY		
					PURIU	NITT		
	Арры	cation Deadline: F	inal Application L	eadline not Applicable				
Personn	el					Mark as Complete	Go to Application Forms	Ac
Name	Position	Computat	ion Reque	est Other Grant Or Fundi Sources	ng	Local Cash Contribution	Local In-Kind Contribution	Total
				Courses.		Contratoquion	Contribution	
	Coordinator	\$30/hr x 40 hrs/week	k x 52 \$62,400		\$0.00	\$0.00	\$0.00 \$62	
	Coordinator	\$30/hr x 40 hrs/week weeks	k x 52 \$62,400 \$62,400	00	\$0.00 \$0.00			,400.0
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Grant Requirements

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

Accessing a Grant

- 1.) Log into WebGrants.
- 2.) Select "My Grants."

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Main Menu	
Click Help above to view instructions. Go to "My Profile" to reset pa	ssword. Instructions My Profile Funding Opportunities My Applications My Grants
WebGrants - Michigan Courts	Dulles Technology Partners Inc. © 2001-2016 Dulles Technology Partners Inc. WebGrants 6.2 - All Rights Reserved.

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

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	Grant	Track	king			
Cur	rent Gra	ants			Closed Gra	ants Claims
Grants	in the sta	tus Un	derway or Suspended appear on this list. To view other Grant	s, click the closed Grants link.		
ID	Status	Year	Title	Program Area	Grant Administrator	Grant Amount
04636	Underway	y 2016	TEST 100th Circuit Court 2015 Byrne JAG	Edward Byrne Memorial Justice Assistance Grant (Byrne JAG) CFDA 16.738	Marie Pappas	\$128,169.4
04505	Underway	2016	PART 2 FY 16 Testing	Urban Drug Court Initiative (UDCI)	Lauren Fetner	\$164,157.0
04567	Underway	y 2016	FY 2016 TEST	Edward Byrne Memorial Justice Assistance Grant (Byrne JAG) CFDA 16.738	Marie Pappas	\$44,850.0
07051	Underway		FY 17 Blank Testing Doc	Swift and Sure Sanctions Probation Program (SSSPP)	Thomas Myers	\$5,000.0
07186	Underway	2016	Fiscal Year 2017 Michigan Drug Court Grant Program (MDCGP)	Michigan Drug Court Grant Program (MDCGP)	Dana Graham	\$6,000.0
07213	Underway		Fiscal Year 2017 Michigan Regional DWI Court Grant Program	Regional DWI Courts	Lauren Fetner	\$8,000.0
07225	Underway	2016	Fiscal Year 2017 Urban Drug Court Initiative Grant Application	Urban Drug Court Initiative (UDCI)	Lauren Fetner	\$0.0
07122	Underway	2016	Lauren Fetner_Testing	Urban Drug Court Initiative (UDCI)	Lauren Fetner	\$53,420.0
07231	Underway	2016	Fiscal Year 2017 Michigan Drug Court Grant Program (MDCGP)	Michigan Drug Court Grant Program (MDCGP)	Dana Graham	\$146,280.0
07057	Underway	2016	Marie's Testing Application	Edward Byrne Memorial Justice Assistance Grant (Byrne JAG) CFDA 16.738	Marie Pappas	\$150,280.0
08125	Underway	y 2016	2017 Michigan Mental Health Court Grant Program (MMHCGP) - ***Planning Grant***	Michigan Mental Health Court Grant Program - Planning Grant (MMHCGP-PG)	Marie Pappas	\$117,441.7
03542	Underway	2015	2016 testing	Michigan Drug Court Grant Program (MDCGP)	Dana Graham	\$1,182.0
02381	Underway	y 2014	FY 15 VTC TEST	Michigan Veterans Treatment Court Grant Program (MVTCGP)	Dana Graham	\$37,200.0
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				Tota		owing 1 - 1

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Grant Components

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

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

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🐊 Grant Tracking	
Grant: 07231 - Fiscal Year 2017 Michigan Drug Court Grant Program(MDC	GP) - 2016
Status: Underway	
Program Area: Michigan Drug Court Grant Program (MD	CGP)
Grantee Organization: 100th Circuit Court	,
Program Officer: Dana Graham	
Awarded Amount: \$146,280.00	
Instructions	
The grant forms appear below.	
The grant forme appear below.	
Grant Components	
You can define your own alerts in the Alerts section	
Component	Last Edited
General Information	10/12/2016
Claims	
Status Reports Contract Amendments	
Sub-Contractor Forms	
Grant Contact Information	
On-site Review	
2017 Budget	10/12/2016
Opportunity	-
Application	-
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Submitting a Claim

Quarterly financial claims must be submitted by January 10, April 10, July 10, and October 10. Grantees are reimbursed for expenditures; claims must be received before SCAO issues any payment. To submit a claim, execute the following steps:

- 1.) Log into WebGrants.
- 2.) Click My Grants.
- 3.) Select "Claims."

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🐊 Grant Tracking	
Grant: 07231 - Fiscal Year 2017 Michigan	Srant Program(MDCGP) - 2016
Status: Under	
Program Area: Michio	t Grant Program (MDCGP)
Grantee Organization: 100th	
Program Officer: Dana C	
Awarded Amount: \$146.2	
Instructions	
The grant forms appear below.	
Grant Components	
You can define your own alerts in the Alerts section	
	Last Edited
General Information	10/12/2016
Claims	
Status Reports	
Contract Amendments Sub-Contractor Forms	
Grant Contact Information	
On-site Review	
2017 Budget	10/12/2016
Opportunity	
Application	*
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4.) Select the quarter in which you would like to submit the (preloaded) reimbursements.

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🚱 Grant	Tracking					
Grant: 072	31 - Fiscal Year 2017 M	Ichigan Drug Court (Grant Program(MI	DCGP) - 2016		
	Status:	Underway				
	Program Area:	Michigan Drug Cou	t Grant Program (I	MDCGP)		
		100th Circuit Court		10000000000		
		Dana Graham				
	Awarded Amount:	\$146,280.00				
	Awarded Amount:	\$146,280.00				
Claims	Awarded Amount:	\$146,280.00			Copy Existing Claim I	Return to Component
Claims	Aworded Amount	\$146,280.00 Status	Date Submitted	Date Paid	Copy Existing Claim I Date From-To	Return to Component Claim Amount
ID 07231 - 0	Type 01 Reimbursemen	Status t Submitted			Date From-To 10/01/2016 - 12/31/2017	Claim Amount \$8,500
ID 07231 - 0 07231 - 0	Type 01 Reimbursemen 02 Reimbursemen	Status t Submitted t Editing	Submitted		Date From-To 10/01/2016 - 12/31/2017 01/01/2017 - 03/31/2017	Claim Amount \$8,500. \$0.
ID 07231 - 0 07231 - 0 07231 - 0	Type 01 Reimbursemen 02 Reimbursemen 03 Reimbursemen	Status t Submitted t Editing t Editing	Submitted		Date From-To 10/01/2018 - 12/31/2017 01/01/2017 - 03/31/2017 04/01/2017 - 06/30/2017	Claim Amount \$8,500. \$0. \$0.
ID 07231 - 0 07231 - 0	Type 01 Reimbursemen 02 Reimbursemen 03 Reimbursemen	Status t Submitted t Editing t Editing	Submitted		Date From-To 10/01/2016 - 12/31/2017 01/01/2017 - 03/31/2017	Claim Amount \$8,500. \$0. \$0. \$0. \$0.
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07231 - 0 07231 - 0 07231 - 0	Type 01 Reimbursemen 02 Reimbursemen 03 Reimbursemen	Status t Submitted t Editing t Editing	Submitted		Date From-To 10/01/2016 - 12/31/2017 01/01/2017 - 03/31/2017 04/01/2017 - 06/30/2017 07/01/2017 - 09/30/2017 Submitted Amount Approved Amount	Claim Amount \$8,500 \$0 \$0 \$6,600 \$0 \$0 \$0 \$0 \$0

5.) Select "Reimbursement."

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🐊 Gran	t Tracking			
Claim: 07	7231 - 003			Grant Components
	Grant:	07231-Fiscal Year 2017 Mich	nigan Drug Court Grant Program(MDCGP)	
	Status:	Editing		
	Program Area:	Michigan Drug Court Grant Pr	rogram (MDCGP)	
	Grantee Organization:	100th Circuit Court		
	Program Manager:	Dana Graham		
Instructio	ons			
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6.) Enter all expenses for the period in their respective lines on the budget, if you are missing an expense in your budget or if you are over your limit, you will need to create a contract amendment before submission. *Note* Contract amendment instructions are available in a separate section of this manual.

Reimbursement				
Budget Category	Details	Contract Budget	Expenses This Period	Prior Expenses (Paid)
Personnel				(r did)
Sally Tester	Sally Tester (Name) Program Coordinator (Position) \$25/hr x 40/hrs/week x 52 weeks (Computation)	\$52,000.00	\$0.00	\$0.00
Steven Seesit	Steven Seesit (Name) Case Manager (Position) \$15/Hr x ADnrs/week x 52 weeks (Computation)	\$31,200.00	\$0.00	\$0.00
Fringe Benefits Summa	ny			
Fringe Benefits Total		\$2,000.00	\$0.00	\$0.00
Contractual				
Drug Testing	Drug Testing (Service to be Provided) ABC Testing, IND Testing, CBF Testing (Contractor(s)) \$8/8-panel test, \$12/10 panel test (Computation)	\$25,000.00	\$0.00	\$0.00
SA Treatment	SA Treatment (Service to be Provided) In the Real Treatment Agency, Supericious Substance Abuse Treatmen (Contractor(s)) \$100/individual session (S60/croup session (Computation)	\$30,000.00	\$0.00	\$0.00
Supplies				
Drug Testing Supplies	Drug Testing Supplies (Type of Supply) \$12/bag of straws, 600 count cups (Computation)	\$3,000.00	\$0.00	\$0.00
Graduation Supplies	Graduation Supplies (Type of Supply) \$50/Graduation (Computation)	\$200.00	\$0.00	\$0.00
Travel				
Bus Passes	Bus Passes (Type of Travel) 40, 30-day passes @\$50/pass (Computation)	\$2,000.00	\$0.00	\$0.00
MADCP	MADCP (Type of Travel) 3 team members (Computation)	\$880.00	\$0.00	\$0.00

7.) Once all of the expenses have been entered, click "Save."

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🐊 Grant Tracki	ing					_
Claim: 07231 - 003	3				Grant C	omponents
	Status: Editing Program Area: Michigan Drug Intee Organization: 100th Circuit Co Program Manager: Dana Graham	Court Grant Program (MDCGP) ourt				
Reimbursement						
Budget Category		Details		ontract udget	Expenses This Period	Prior Expenses (Paid)
Personnel						()
Sally Tester	Sally Tester (Name) Program Coordinator (Position) \$25/hr x 40hrs/week x 52 weeks (Com	putation)	\$5	52,000.00	\$0.00	\$0.00
teven Seesit	Steven Seesit (Name) Case Manager (Position) \$15/Hr x 40hrs/week x 52 weeks (Com	nputation)	\$3	31,200.00	\$0.00	\$0.00
ringe Benefits Summa	iry					
ringe Benefits Total			\$	\$2,000.00	\$0.00	\$0.00
Contractual						
Drug Testing	Drug Testing (Service to be Provided) ABC Testing, IND Testing, CBF Testin \$8/6-panel test, \$12/10 panel test (Cor	g (Contractor(s))	\$2	25,000.00	\$0.00	\$0.00
	SA Treatment (Service to be Provided				to 00	AD 00

8.) If you have completed this section, click "Mark as Complete." If you have not, and wish to add more information, click "Go to Claim Forms."

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🔒 Grant Trac	king						
Claim: 07231 - 0	03					Grant Con	nponen
	Status:	0 <mark>7231-Fiscal Year 2017 Michigan D</mark> Editing Vichigan Drug Court Grant Program (DCGP)			
G	rantee Organization: 1 Program Manager: [100th Circuit Court					
Reimbursement	t			Mark as C		Go to Clai	
Budget Category		Details	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total Paid	Availab Balanc (Unpair
Personnel							
Sally Tester	Sally Tester (Name) Program Coordinator (P \$25/hr x 40hrs/week x 5		\$52,000.00	\$0.00	\$0.00	\$0.00	\$52,000
	Steven Seesit (Name) Case Manager (Position \$15/Hr x 40hrs/week x 5		\$31,200.00	\$0.00	\$0.00	\$0.00	\$31,200
Steven Seesit							
			\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000
Steven Seesit Fringe Benefits Sum Fringe Benefits Total							
Fringe Benefits Sum	Drug Testing (Service to						

9.) Next, select "Backup Documentation."

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À Grant	t Tracking			
Claim: 07	231 - 003			Grant Component
	Grant:	07231-Fiscal Year 2017	Michigan Drug Court Grant Program(MDCG	P)
	Status:	Editing		
	Program Area:	Michigan Drug Court Gran	nt Program (MDCGP)	
	Grantee Organization:	100th Circuit Court		
	Program Manager:	Dana Graham		
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To you ^{compone}	watch a ir claims h component of the Claim and rr Nam mation ent	neport in	n WebGrants,	Click here.

10.) To upload a specific document, click the blue hyperlink for each section under the "Attachment" column.

Claim: 07231 - 003					Gran	t Components
Grant:	07231-Fiscal Year 201	7 Michigan Drug Court (Grant Program(MD	CGP)		
Status:	Editing					
Program Area:	Michigan Drug Court G	rant Program (MDCGP)				
Grantee Organization:		runt rogram (mboor)				
Program Manager:	Dana Granam					
Backup Documentation				Mark as Com	plete I Go t	o Claim Form
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imbursement. ersonnel and Fringe Documentation - Indi ho have a portion of their salary charged to a	viduals whose salary is charge a grant. In cases where a porti	ed to a grant fall into one of two on of an individual's salary is ch	categories: those who h arged to a grant, proper	ave all of their sala backup document	ry charged to a ation includes a	a grant and those a time sheet that
<pre>tequest Summary - Upload the claim summa- imbursement. arsonnel and Fringe Documentation - Indi fentifies the portion of their salary charged of lentifies the portion of the individual's time thi rant. The time sheet should include a separa opending on the number of days in each mor ourts must include a copy of a detailed gener ocumentation. The documentation must iden harged to a grant, they must be in equal prop ontractual Documentation - Upload all boc</pre>	viduals whose salary is charg a grant. In cases where a port at was spent on grant-related te column for each grant and nth and the placement of weel ral ledger, budget and expend tify each employee being chan sortion to the hours worked on	ed to a grant fall into one of two ion of an individual's salary is ch activities and the portion spent i a column for leave time (vacatic kends. The employee should ce tind'e report, or payroll journal pr ged to the grant and include de the grant and the individual bet	categories: those who h harged to a grant, proper on other activities, even n or sick leave, for exan rify the time sheet is ac oduced by an accountin tailed entries of the cost telits and amounts must	have all of their sala backup document if those other activi pple). The number of curate with his or hig system for the rej s incurred in addition be identified on th	ry charged to a ation includes a ties are charge of hours per mo er signature an operting period a on to a total. If i e payroll docun	a grant and those a time sheet that d to a different onth will vary d date. In addition as back-up fringe benefits are nent.
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Backup documentation should be uploaded in the following format:

- a. **Request Summary**: An Excel or Word document that provides an overview of all the requested reimbursements. ***This is a required field.***
- b. Personnel and Fringe Documentation: Individuals whose salary is charged to a grant fall into one of two categories: those who have all of their salary charged to a grant and those who have a portion of their salary charged to a grant. In cases where a portion of an individual's salary is charged to a grant, proper backup documentation includes a time sheet that identifies the portion of the individual's time that was spent on grant-related activities and the portion spent on other activities, even if those other activities are charged to a different grant. The time sheet should include a separate column for each grant and a column for leave time (for example, vacation or sick leave). The number of hours per month will vary depending on the number of days in each month and the placement of weekends. The employee should certify the time sheet is accurate with his or her signature and date. In addition, courts must include a copy of a detailed general ledger, budget and expenditure report, or payroll journal produced by an accounting system for the reporting period as backup documentation. The documentation must identify each employee being charged to the grant and include detailed entries of the costs incurred in addition to a total. If fringe benefits are charged to a grant, they must be in equal proportion to the hours worked on the grant and the individual benefits and amounts must be identified on the payroll document.
- c. **Contractual Documentation**: All invoices that are being requested for reimbursement should contain details of the expense and should be organized by contractor. This documentation can be broken down into three, separate uploads.
- d. **Supplies Documentation**: Invoices for all supplies that are being requested for reimbursement, this includes receipts from local stores for incentives, office supplies, or graduation supplies.
- e. **Travel Documentation**: Travel vouchers and mileage sheets as well as any other additional travel reimbursements such as taxi receipts or bus passes.
- 11.) Once you have selected the document type, enter a brief description in the text box. This description should allow the analyst reviewing the claim to easily identify the upload.
- 12.) Click "Browse" to select a file to upload from your computer.

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13.) Once the file has been selected, click "Save."

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

Claim: 07231 - 003				Grant C	omponents
Grant:	07231-Fiscal Year 2017 Michig	gan Drug Court Grant Program(MDCGP)			
Status:	Editing				
Program Area:	Michigan Drug Court Grant Proc	ram (MDCGP)			
Grantee Organization:					
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Program Manager:	Dana Graham				
Backup Documentation		Mark	as Complete	Go to C	laim Forms
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15.) Once you have uploaded all of the necessary documentation, click "Mark as Complete," and then click "Submit."

Claim Tips!

- **1.**) Make sure all of your contract amendments are submitted at least one week before your claim submission is due.
- 2.) The Request Summary upload is a required field; you must include a summary document before you will be able to submit your claim.
- 3.) Practice merging multiple documents into one upload. For assistance, contact your local IT department.

Contract Amendments

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

Budget Revision

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

- 1.) Log into WebGrants.
- 2.) Select "My Grants."
- 3.) Select "Contract Amendments."

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🐊 Grant Tracking			
Grant: 07231 - Fiscal Year 2017	/lichigan Drug Court Grant Program(MD	CGP) - 2016	
Statu	s: Underway		
Program Are	a: Michigan Drug Court Grant Program (M	(DCGP)	
	100th Circuit Court		
Program Office	r: Dana Graham		
Awarded Amoun	t: \$146,280.00		
Instructions			
The grant forms appear below.			
Grant Components			
You can define your own alerts in the Alerts	section		
	Component	Last Edited	
General Information		10/12/2016	
Claims			
Status Reports			
Contract Amendments Sub-Contractor Forms			
Grant Contact Information			
On-site Review			
2017 Budget		10/12/2016	
Opportunity		-	
Application		*	
WebGrants - Michigan Courts		Dulles Technology Parti © 2001-2016 Dulles Technology Part WebGrants 6.2 - All Rights F	tners Inc

4.) Click "Add."

Frant: 07231 - FISCAL Year 2017 Mil	chigan Drug Court Grant Progr	ram(MDCGP) - 2016		
Status:	Underway			
Program Area:	Michigan Drug Court Grant Pro	gram (MDCGP)		
Grantee Organization:	100th Circuit Court			
Program Officer:	Dana Graham			
Awarded Amount:				
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6.) Click "Return to Components."

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Amendment Type:	Budget Revision	
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7.) Select "Contract Amendment."

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

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Co	ontract Amen	dments							
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		Grant: 07231-	Fiscal Year	2017 Michigan Drug C	ourt Grant Progra	m(MDCGP)			
		Status: Editing							
		Program Area: Michiga	n Drug Cou	rt Grant Program (MDC	GP)				
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10.) Input the amount you are either adding or removing from that item, then click "Save."

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À Grant Tracking	↑
Contract Amendment: 06	
Grant:	07231-Fiscal Year 2017 Michigan Drug Court Grant Program(MDCGP)
Status:	Editing
Program Area:	Michigan Drug Court Grant Program (MDCGP)
Grantee Organization:	100th Circuit Court
Program Manager:	Dana Graham
Submitted Date:	
Instructions	
	ir project. Further instructions are available by clicking "help" at the
or fetnerl@courts.mi.go	ou require assistance, please contact Lauren Fetner: 517-373-0260 ov submitting a contract amendment, click here.
or fetnerl@courts.mi.go	
r fetnerl@courts.mi.go o watch a tutorial on s	
r fetnerl@courts.mi.go o watch a tutorial on s Personnel	by in the submitting a contract amendment, click here.

11.) To make changes to "Fringe Benefits," add a new line item as well as include a justification for the amendment, click "Edit" at the top of the screen.



Explanation of Request	
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Reduce Sally's salary by \$1000 and apply it to the new case manager (see below) Create a new Case Manager (Sarah Tester), Sarah will be working no more than 3 hours a week for the program at a pay rate of \$10/hour.	
Create a new case Manager ("Safah rester), Safah will be working no more than 3 hours a week for the program at a pay fate of \$10/hour. This position is not benefit impacted. Move	

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13.) If you are satisfied with the amendment, select "Mark as Complete" and then click "Submit."

Budget Revision Tips!

- **1.**) Make sure you have your revision written out before you enter, the revision should balance (the amount added equals the amount removed from other sections).
- 2.) NEVER CLICK ADD! Because of the type of form, clicking "Add" will not provide the text boxes required to provide the details necessary for the amendment. Insert all of these details in the justification (starting at step 11).
- 3.) If you make some major mistakes, just start a new exception. Accidentally delete something? (Do not click DELETE.) Because this form is not directly tied to your budget, you can create a new amendment and start from scratch. Unfortunately, an "undo" button has not yet been created.

Project Revision

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

- 1.) Complete steps 1-4 of the "Budget Revision."
- 2.) Give the amendment a title and ensure that "Project Revision" is selected in the dropdown, then click "Save."

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General Information	
(limited to 250 characters)*	
Contract Amendment Type: Project Revision V	
WebGrants - Michigan Courts	Dulles Technology Partners Inc. © 2001-2016 Dulles Technology Partners Inc. WebGrants 6.2 - All Rights Reserved.
3.) Click "Return to Components." MICHIGAN COURTS One Court of Justice	
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General Information	Return to Components
ID: 08601	
Title: Testing 123	4
Amendment Type: Project Revision	
status: Editing	Last Edited by: Iam Testing, 10/21/2016
	Last Lunecupy, rdff Testility, 10/21/2010
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4.) Select "Project Revis	ion."		
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🔍 Contract Amendment			
Contract Amendment: 07			
Status:	Editing Michigan Drug Court Grant 100th Circuit Court	ichigan Drug Court Grant Program(MDO Program (MDCGP)	CGP)
Components			Preview Submit
Name		Complete?	Last Edited
General Information			10/21/2016
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5.) Click "Edit." MICHIGAN Cone Court of Justice	OURTS		
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Contract Amendments			
Contract Amendment: 07			
Grant:	07231-Fiscal Year 2017 M	ichigan Drug Court Grant Program(MD0	CGP)
Status:	Editing		
Program Area:	Michigan Drug Court Grant	Program (MDCGP)	
Grantee Organization:			
Program Manager:	Dana Graham		
Submitted Date:			
Instructions			
To request a change to Save. Return to the gra Edit. Indicate where you the bottom of the form,	ant components a u are adding mor explain your requ uest is required.	uest. If you are not moving	top of the screen, click are subtracting it from. At

To watch a tutorial on submitting a contract amendment, click here.

Personnel

Mark as Complete | Return to Components | Add

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

Explanation of Requested Adjustment	
In detail, provide the amount, rate, name, agency, line item, etc., that describes the justification for the requested adjustment.	
Explanation of Requested Adjustment*	
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When we intially started the program we knew we would be hiring a part time case manager and therefore included the information in our budget. As of 10/1/2016, Sally Seesit was hired at the rate specified in the current budget. Please include her name on the budget as a new hire.	
Path: p Words:49	
	Return to Top
	Dulles Technology Partners Inc.
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	webGrants 6.2 - All Rights Reserved.

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

Subcontractor Forms

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

- 1.) Log into WebGrants.
- 2.) Click "My Grants."
- 3.) Select the grant you wish to access.
- 4.) Click "Subcontractor Forms."

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🙈 Grant Tracking	
Grant: 07231 - Fiscal Year 2017 Michigan Drug Court Grant Pr	ogram(MDCGP) - 2016
Status: Underway	
Program Area: Michigan Drug Court Grant F	Program (MDCGP)
Grantee Organization: 100th Circuit Court	
Program Officer: Dana Graham	
Awarded Amount: \$146,280.00	
Instructions	
The grant forms appear below.	
Grant Components	
You can define your own alerts in the Alerts section	
Component	Last Edited
General Information	10/12/2016
Claims Status Reports	
Contract Amendments	
Sub-Contractor Forms	
Grant Contact Information	
On-site Review 2017 Budget	10/12/2016
Opportunity	10/12/2010
Application	-
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5.) If a contract template is required, click the blue "here." If a contract is complete and ready to be uploaded, click the "Add" at the top of the screen.

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🐊 Grant Tracking		
Grant: 07231 - Fiscal Year 2017 Michi	igan Drug Court Grant Program(MDCGP) - 2016	
Status: U Program Area: M	nderway lichigan Drug Court Grant Program (MDCGP)	
Grantee Organization: 1		
Awarded Amount: \$	146,280.00	
Sub-Contractor Forms		Return to Component:
To download a subcontract temp	late, click here.	
Do NOT delete subcontracts that throughout the fiscal year.	t are no longer in use. We must have a record of all subcor	ntracts used at any time
Description	File Name	File Size
		Last Edited B
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6.) Provide a brief description of the document, then click "Browse" to select the document from your desktop. When completed, click "Save."

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Attach File			
To download a subcontract ten	iplate, click <mark>here</mark> .		
Do NOT delete subcontracts th throughout the fiscal year.	at are no longer in use. We must h	ave a record of all subcontracts	used at any time
Upload File:	C:\Users\fetnerl\Desktop\UDCI Memo Final.do	bcx Browse	
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Status Reports

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

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

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Grant Tracking		
Grant: 07231 - Fiscal Year 2017 Mi	chigan Drug Court Grant Program(Mi	DCGP) - 2016
Status:	Underway	
	Michigan Drug Court Grant Program (I	(DCGB)
		MDCGF)
Grantee Organization:	100th Circuit Court	
Program Officer:	Dana Graham	
Awarded Amount:	\$146.280.00	
Instructions		
The grant forms appear below.		
Grant Components		
You can define your own alerts in the Alerts a	oction	
	Component	Last Edited
General Information		10/12/2016
Claims		
Status Reports Contract Amendments		
Sub-Contractor Forms		
Grant Contact Information		
On-site Review		
2017 Budget		10/12/2016
Opportunity		
Application		
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VebGrants - Michigan Courts		© 2001-2016 Dulles Technology Partne

5.) Select the preloaded "Status" report by clicking its ID number in the far left-hand column.

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😪 Grant	Tracking					
Grant: 0456	67 - FY 2016 TEST - 2016					
	Status: Under	rway				
	Program Area: Edwa	rd Byrne Memorial Justice Assistance G	rant (Byrne JAG) (FDA 16.738		
			rant (Byrne JAG) (FDA 16.738		
	Grantee Organization: 100th	Circuit Court	rant (Byrne JAG) (CFDA 16.738		
	Grantee Organization: 100th Program Officer: Marie	Circuit Court Pappas	rant (Byrne JAG) (CFDA 16.738		
	Grantee Organization: 100th	Circuit Court Pappas	rant (Byrne JAG) (CFDA 16.738		
	Grantee Organization: 100th Program Officer: Marle Awarded Amount: \$44,8	Circuit Court Pappas				
Status Reg	Grantee Organization: 100th Program Officer: Marle Awarded Amount: \$44,8	Circuit Court Pappas		SFDA 16.738	Return to Cor	mponent
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ID 04567 - 01	Grantee Organization: 100th Program Officer: Marie Awarded Amount: \$44,8 Coorts Type Mid-Year Progress Report w	Circuit Court Pappas 50.00 Date From-To ith Data 10/01/2015-03/31/2016	Copy Exi	sting Status Report		Editing
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Progress Reports

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

With Data

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

- 1.) Select the Progress Report attachment.
 - a. This is an Excel document that is loaded into your report by an SCAO analyst. You will want to open and either save or print this document to allow for reporting on the findings in a later section of the report.

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	Grant:	04567-FY 2016 TEST		
	Status:	Editing		
	Program Area:	Edward Byrne Memorial Justice Assistance Grant	(Byrne JAG) CFDA 16.738	
	Grantee Organization:	100th Circuit Court		
	Program Manager:	Marie Pappas		
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2.) Once the attachment has been downloaded, select "Go to Status Report Forms."

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Status Report: 04567 - 01	
Grant:	04567-FY 2016 TEST
Status:	Editing
Program Area:	Edward Byrne Memorial Justice Assistance Grant (Byrne JAG) CFDA 16.738
Grantee Organization:	100th Circuit Court
Program Manager:	Marie Pappas
Progress Report Attachment	Go to Status Report Forms
Description	File Name
No Data Report	42-1 District Court, Oakland - Adult.pdf Last Edited By: Iam Testing, 04/26/2016
	Last Edited by: Tam Testing, 04/20/2016
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ebGrants - Michigan Courts	© 2001-2016 Dulles Technology Partners Inc.
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3.) Select "Progress Report with Data." *Note* The name of this component will change slightly from year to year.

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Status Report: 04567 - 01			
Grant:	04567-FY 2016 TEST		
Status:	Editing		
Program Area:	Edward Byrne Memorial Justice Assistance Gra	ant (Byrne JAG) CFDA 16.738	
Grantee Organization:	100th Circuit Court		
Program Manager:	Marie Pappas		
Components			Preview Submit
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General Information 2016 Mid-Year Progress Report With Data		√	02/29/2016
Progress Report Attachment		✓	04/26/2016
WebGrants - Michigan Courts		© 200	Dulles Technology Partners Inc. 1-2016 Dulles Technology Partners Inc. WebGrants 6.2 - All Rights Reserved.

- 4.) Complete the sections of the report providing the necessary details.
 - a. Program Update: Provide specific information updating the SCAO analysts about your program.

- b. Additional Program Questions: This section will change with each reporting period; please provide responses to the questions. Use as much detail as possible.
- c. Goals: Provide the progress your program has made towards achieving the goals as specified in the grant application. Make sure to use data and details as much as possible. (Talk to your SCAO analyst if you have not already received DCAS training.).
- d. Data Analysis: Use the attached data sheet (that you downloaded in step #2) to answer these questions. Be as specific as possible; use data and details as much as you can.
- 5.) When you are satisfied with the report, click "Save," "Mark as Complete," and click "Submit." *Note* If you intend to go back to this report at a later date to complete it, make sure that you have added at least one letter or number in each required section. The system will not allow the report to be saved until this happens.

Without Data

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

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

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Status Report: 04567 - 01			
Grant:	04567-FY 2016 TEST		
Status:	Editing		
Program Area:	Edward Byrne Memorial Justice Assistance Grar	t (Byrne JAG) CFDA 16.738	
Grantee Organization:	100th Circuit Court		
Program Manager:	Marie Pappas		
Components			Preview Submit
	t and mark it as complete. Click Submit when you are done.		
	Name	Complete?	Last Edited
General Information		✓	10/21/2016
Year-End Progress Report W/o Data			
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- 2.) Complete the sections of the report providing the necessary details.
 - a. Program Update: Provide specific information updating the SCAO analysts about your program.
 - b. Additional Program Questions: This section will change with each reporting period. Please provide detailed responses to the questions.

- c. Goals: Provide the progress your program has made towards achieving the goals as specified in the grant application. Make sure to use data and details as much as possible. (Talk to your SCAO analyst if you have not already received DCAS training.).
- 3.) When you are satisfied with the report, click "Save," then "Mark as Complete," and click "Submit." *Note* If you intend to go back to this report at a later date to complete it, make sure that you have inserted at least one letter or number in each required section. The system will not allow the report to be saved until this happens.

Quarterly Report

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

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

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Grant: 045	67 - FY 2016 TEST - 2016					
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		- Byrne Memorial Justice Assistand I <mark>rcuit Court</mark> ppas	ce Grant (Byrne JA	G) CFDA 16.738		
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ID 04567 - 01 04567 - 02	Program Area: Edward E Grantee Organization: 100th Cit Program Officer: Marie Pa Awarded Amount: \$44,850.0 ports Type Year-End Report Quarterly Report	Ayrne Memorial Justice Assistant reuit Court ppas D0 Date From-To 10/01/2015-03/31/2016 10/01/2015-12/31/2016	Сору	Existing Status Report		Status Editing Editing
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- 2.) Click "Edit" at the top of the screen.
- 3.) Select "Quarterly Program Report."

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Status Report: 04567 - 02		
Grant: 04567-FY 2016 TEST		
Status: Editing		
Program Area: Edward Byrne Memorial Justice	Assistance Grant (Byrne JAG) CFDA	16.738
Grantee Organization: 100th Circuit Court		
Program Manager: Marie Pappas		
Components		Preview Submit
Complete each component of the status report and mark it as complete. Click Submit w		
Name	Complete?	Last Edited
General Information Quarterly Program Report	✓	05/05/2016
Program Income Report		05/05/2016
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	38	

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- 4.) Click "Edit" at the top of the screen to open the report.
 - a. Section I-Grant Activities: Answer the required questions using as much detail as possible. These questions may alter slightly between grant years and will consist of questions regarding primary target population, program modifications and the achievement of your goals and objectives as stated in the grant application.
 - b. Section II-Drug Court Case Management Information System Data Validation Information: Input the number of participants actively participating in your program at the end of the current quarter. This information can be obtained in DCCMIS.

Quarterly Program Report	
Report Quarter:*	
Drug Court Type:*	
ection I - Grant Activities	
oals and Objectives*	
rovide information regarding your program goals and objectives and explain your progress in	accomplishing them this guarter.
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5.) When you have completed the report, scroll to the top of the page and click "Save" and then "Mark as Complete."

6.) Click "Program Income Report."

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

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Biannual Report

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

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

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	Status: Underway					
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	Grantee Organization: 100th Circu	it Court				
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3.) Select the grant-specific form by clicking the corresponding blue-hyperlinked "here."

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For a tutorial regarding completing the	Bi-annual Employee Time Certification, click here.
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6.) Enter a brief description of the upload file and click "Browse" to locate it. Click "Save" to enter the completed form into the report.

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WebGrants - Michigan Courts			Dulles Technology Partners Inc. © 2001-2016 Dulles Technology Partners Inc.

7.) When the report is completed to your satisfaction, click "Save," "Mark as Complete," and click "Submit."

Annual Report

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

1.) Select the report labeled as "Annual Report."

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2.) Select "Program Income Waiver."

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Grant:	07057-Marie's Testing Application		
Status:	Editing		
Program Area:	Edward Byrne Memorial Justice Assistance Gran	nt (Byrne JAG) CFDA 16.738	
Grantee Organization:	100th Circuit Court		
Program Manager:	Marle Pappas		
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3.) Click "Edit" and complete the questions as requested.

Program Manager: Marie Pappas	
Instructions	
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Program Income Verification	
to be program income.	ding period as a direct result of the project. Federal funds received through a grant are NOT considered butable to grant funds and directly related to the goals and objectives of the project.
If your grant project will NOT earn income, place a checkmark	t in the
We (the Project Director and Financial Officer), by placing a checkmark within to program income. We have placed our signatures below as certifications as such	this box, hereby certify that the above-referenced grant does not earn income that can be defined as h.
Earn Program Income?* OYes ONO	
Project Director Name:*	
Date:*	
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- 4.) Click "Save" and then "Mark as Complete."
 5.) If you are an OHSP program, you may submit the Annual Report at this time. If you are a Byrne JAG program, move on to Step 6.
 6.) Select "Equal Employment Opportunity Plan."

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7.) Click "Edit" at the top of the screen and complete the series of yes/no questions.

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Grant:	07057-Marie's Testing Application
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Grantee Organization:	100th Circuit Court
Program Manager:	Marie Pappas
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WebGrants - Michigan Courts

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8.) Scroll to the top of the screen and click "Save."

- 9.) If you answered 'Yes' to the first two questions, you must upload your EEOP certification.
 - a.) After completing step 8, click the "Add" within the EEOP report document.

Status Report: 07057 - 03		
Grant:	07057-Marie's Testing Applic	ation
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Program Area:	Edward Byrne Memorial Justice	e Assistance Grant (Byrne JAG) CFDA 16.738
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