

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



System Compatibility

Log In

<b>Log In</b>	 <b>New to WebGrants - Michigan Courts?</b> <a href="#">Register Here</a>
User ID:* <input type="text"/> Password:* <input type="password"/> <input type="button" value="Log In"/> <a href="#">Forgot User Id?</a> <a href="#">Forgot Password?</a>	

### Announcements

New to WebGrants? Login and click "Instructions" to access tutorial videos!

To prepare for the 2017 awards, please review the *2017 Budget Revision Instructions* located with the tutorial videos in the Instructions section of WebGrants.

Click here to receive a user ID and password

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Register

<b>Personal Information</b>				<a href="#">Register</a>
Name:*	Ms. <input type="text" value="Alice"/>	<input type="text"/>	<input type="text" value="Tester"/>	
	<small>Salutation First Name</small>	<small>Middle Name</small>	<small>Last Name</small>	
Title:	<input type="text" value="Program Coordinator"/>			
Email:*	<input type="text" value="testing@courts.mi.gov"/>			
Confirm Email*	<input type="text" value="testing@courts.mi.gov"/>			
Address:*	<input type="text" value="123 Anytown"/>			
Address Line 2	<input type="text"/>			
Address Line 3	<input type="text"/>			
City*	<input type="text" value="Anywhere"/>	<input type="text" value="Michigan"/>	<input type="text" value="12345"/>	
	<small>City</small>	<small>State/Province</small>	<small>Postal Code/Zip</small>	
Phone:*	<input type="text" value="517-222-1212"/>	<input type="text"/>		
	<small>Phone</small>	<small>Ext.</small>		
Fax:	<input type="text"/>			
<b>Organization Information</b>				
Name:*	<input type="text" value="100th Circuit Court"/>			
Organization Type:	<input type="text" value="State Court Administrative Office"/>			
Tax ID:	<input type="text"/>			
Organization Website:	<input type="text"/>			
Address:*	<input type="text" value="123 Anytown"/>			
	<input type="text"/>			
	<input type="text"/>			
	<input type="text" value="Anywhere"/>	<input type="text" value="Michigan"/>	<input type="text" value="12345"/>	
	<small>City</small>	<small>State/Province</small>	<small>Postal Code/Zip</small>	
Phone:*	<input type="text" value="517-222-1212"/>	<input type="text"/>		
	<small>Phone</small>	<small>Ext.</small>		
Fax:	<input type="text"/>			
				<a href="#">Register</a>

Put your job title as well as work information in this section

Enter the details of the court you are affiliated with

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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]



**Your Password will be provided in a separate email**

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  
[knudsen@courts.mi.gov](mailto:knudsen@courts.mi.gov)

## Application Process

### Opening an Application

- 1.) Log into WebGrants.
- 2.) Click “Funding Opportunities.”

MICHIGAN COURTS  
One Court of Justice

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

Welcome iam Testing

Main Menu  
Click Help above to view instructions. Go to "My Profile" to reset password.

- Instructions
- My Profile
- Funding Opportunities**
- My Applications
- My Grants

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

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Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

**Funding Opportunities**

**Current Funding Opportunities**  
All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be unable to submit your application after this date.  
Click on the title to open the Funding Opportunity summary.  
Click on the column headers to sort list of Opportunities.

ID	Agency	Program	Opportunity Title	Application Deadline
07105	Michigan Courts	Testing	TESTING	Final Application Deadline not Applicable
08030	Michigan Courts	Urban Drug Court Initiative (UDCI)	NEW CLAIM PROCESS TESTING OPPORTUNITY	Final Application Deadline not Applicable

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## Starting a New Application

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

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

**Funding Opportunities**

**Current Applications**  
Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, Click the Start a New Application link or to copy data from an old application, click on the Copy Existing Application link.

ID	Application Title	Status
08031	NEW CLAIM PROCESS TESTING OPPORTUNITY	Submitted
08061	Lauren Fetner- Testing Document	Editing
08063	NEW CLAIM PROCESS TESTING OPPORTUNITY	Submitted

**Opportunity Details** | Copy Existing Application | Start a New Application | Ask A Question

**08030-NEW CLAIM PROCESS TESTING OPPORTUNITY**

**Urban Drug Court Initiative (UDCI)**  
Application Deadline: Final Application Deadline not Applicable

Award Amount Range:	Not Applicable	Program Officer:	Lauren Fetner
Project Start Date:	10/01/2016	Phone:	517-373-0260 x
Project End Date:	09/30/2017	Email:	FetnerL@courts.mi.gov

Award Announcement Date:

Maximum Claim Approval Levels 3  
Maximum Contract Amendment Approval Levels 2  
Maximum Status Report Approval Levels

- 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.”

**MICHIGAN COURTS**  
One Court of Justice

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

**Instructions**  
This page must be completed and saved before proceeding with the rest of the application process.

**General Information**

Primary Contact:\* Alice Tester

Project Title: 2018 Urban Drug Court  
(limited to 250 characters)\*

Authorized Official:\* Iam Testing

Organization:\* 100th Circuit Court

[Return to Top](#)

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2.) Click “Go to Application Forms.”

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Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

**Application**

**Application: 08592 - 2018 Urban Drug Court**

Program Area: Urban Drug Court Initiative (UDCI)

Funding Opportunity: 08030 - NEW CLAIM PROCESS TESTING OPPORTUNITY

Application Deadline: Final Application Deadline not Applicable

**Instructions**  
This page must be completed and saved before proceeding with the rest of the application process.

**General Information**

System ID: 08592

Project Title: 2018 Urban Drug Court

Primary Contact: Alice Tester

Authorized Official: Iam Testing

Organization: 100th Circuit Court

[Go to Application Forms](#)

Last Edited By: Iam 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: 08030 - 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
<a href="#">General Information</a>		✓	10/20/2016
<a href="#">Application Information</a>			
<a href="#">Applicant Contact Information</a>			
<a href="#">DCCMIS Contact Information</a>			
<a href="#">Preapplication UDCI</a>			
<a href="#">Program Design-Part 1</a>			
<a href="#">Program Design- Part 2</a>			
<a href="#">Program Design Part 3</a>			
<a href="#">Program Design Part 4</a>			
<a href="#">Program Design Part 5</a>			
<a href="#">Program Design Part 6</a>			
<a href="#">Medication Assisted Treatment (OPTIONAL)</a>			
<a href="#">Program Income</a>			
<a href="#">Certification Forms</a>			
<a href="#">Financial Request Justification</a>			
<a href="#">Attachment of Itemized Costs</a>			
<a href="#">UDCI Budget</a>			
<a href="#">2017 Budget</a>			

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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.

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

**Application**

**Application: 08592 - 2018 Urban Drug Court**

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**

Have 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 have been made to your program.

Font Family | Font Size | **B** | *I* | U | [List Icons] | [Text Icons]

|

Click save when you are finished with the section!

- 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.

**MICHIGAN COURTS**  
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Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

**Application**

**Application: 08592 - 2018 Urban Drug Court**

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**

Have 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
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 made to your program.

Mark as Complete | Go to Application Forms

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- 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 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	Application Details	Submit	Withdraw
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			
UDCI Budget			
2017 Budget			

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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.”

The screenshot shows the 'Funding Opportunities' page. At the top, there are navigation links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, Save. Below this is a section for 'Current Applications' with a table:

ID	Application Title	Status
07112	TESTING Uploading Contracts	Submitted
07136	Testing MATS	Editing

Below the table is the 'Opportunity Details' section for '07105-TESTING'. It includes a 'Copy Existing Application' button (highlighted in a red box) and a 'Start a New Application' button. The details include:

- Testing**
- Application Deadline: Final Application Deadline not Applicable**
- Award Amount Range:** Not Applicable
- Project Start Date:**
- Project End Date:**
- Award Announcement Date:**
- Program Officer:** Lauren Fetner
- Phone:** 517-373-0260 x
- Email:** FetnerL@courts.mi.gov
- Maximum Claim Approval Levels:** 2
- Maximum Contract Amendment Approval Levels:** 4
- Maximum Status Report Approval Levels:**

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

The screenshot shows the 'Copy Application' page. At the top, there are navigation links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, Save (highlighted in a red box). Below this is a section for 'Copy Application' with a table:

Copy	Program Area	Funding Opportunity	ID	Title	Stage	Status
<input type="radio"/>	Domestic Violence Swift and Sure Sanctions Probation Program (DVSSSPP)	Domestic Violence Swift and Sure Sanctions Probation Program (DVSSSPP)	01709	Test DVSSSPP	Final App	Withdrawn
<input checked="" type="radio"/>	Domestic Violence Swift and Sure Sanctions Probation Program (DVSSSPP)	Domestic Violence Swift and Sure Sanctions Probation Program (DVSSSPP)	01714	TEST - DVSSSPP	Final App	Withdrawn
<input type="radio"/>	Domestic Violence Swift and Sure Sanctions Probation Program (DVSSSPP)	Domestic Violence Swift and Sure Sanctions Probation Program (DVSSSPP)	01715	Test-DVSSSPP	Final App	Withdrawn
<input type="radio"/>	Domestic Violence Swift and Sure Sanctions Probation Program (DVSSSPP)	Domestic Violence Swift and Sure Sanctions Probation Program (DVSSSPP)	01716	Kathy test	Final App	Withdrawn
<input type="radio"/>	Domestic Violence Swift and Sure Sanctions Probation Program (DVSSSPP)	Domestic Violence Swift and Sure Sanctions Probation Program (DVSSSPP)	01723	Kathy print copy	Final App	Withdrawn
<input type="radio"/>	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	Submitted
<input type="radio"/>	Domestic Violence Swift and Sure Sanctions Probation Program (DVSSSPP)	Domestic Violence Swift and Sure Sanctions Probation Program (DVSSSPP)	01926	Toms Test App	Final App	Withdrawn
<input type="radio"/>	Edward Byrne Memorial Justice Assistance Grant (Byrne JAG) CFDA 16.738	Byrne JAG Grant Application	00001	Toms Test App	Final App	Submitted
<input type="radio"/>	Edward Byrne Memorial Justice Assistance Grant (Byrne JAG) CFDA 16.738	Byrne JAG Grant Application	00002	MDCGP/Byrne/OHSP Combined Application	Final App	Submitted
<input type="radio"/>	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 Drug Court**

Program Area: Urban Drug Court Initiative (UDCI)

Funding Opportunity: 08030 - 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			
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 5			
Program Design Part 6			
Medication Assisted Treatment (OPTIONAL)			
Program Income			
Certification Forms			
Financial Request Justification			
Attachment of Itemized Costs			
UDCI Budget			
2017 Budget			

Application Details | Submit | Withdraw

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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.

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

**Application**

**Application: 08592 - 2018 Urban Drug Court**

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**

Have 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 have been made to your program.

Font Family | Font Size | B | I | U | [Rich Text Editor Icons]

|

Click save when you are finished with the section!



- 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.

**MICHIGAN COURTS**  
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Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

**Application**

**Application: 08592 - 2018 Urban Drug Court**

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

Have 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  
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 made to your program.

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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 - 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	Application Details	
		Complete?	Submit   Withdraw
General Information			
Application Information		✓	10/20/2016
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.

**Application: 08592 - 2018 Urban Drug Court**

Program Area: Urban Drug Court Initiative (UDCI)  
 Funding Opportunity: 08030 - 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** [Application Details](#) | [Submit](#) | [Withdraw](#)

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		
<b>2017 Budget</b>		

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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.

Menu | Help | Log Out Back | Print | Add | Delete | Edit | Save

**Application**

**Application: 08592 - 2018 Urban Drug Court**

Program Area: Urban Drug Court Initiative (UDCI)  
 Funding Opportunity: 08030 - NEW CLAIM PROCESS TESTING OPPORTUNITY  
 Application Deadline: Final Application Deadline not Applicable

**Personnel** [Mark as Complete](#) | [Go to Application Forms](#) | [Add](#)

Name	Position	Computation	Request	Other Grant Or Funding Sources	Local Cash Contribution	Local In-Kind Contribution	Total
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**Personnel Justification**  
 Personnel Justification\*  
 Justify personnel (i.e., wages) associated with the proposed project.

**Fringe Benefits**

Row	Percentage	Request	Other Grant Or Funding Sources	Local Cash Contribution	Local In-Kind Contribution	Total
Employer FICA	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Retirement	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hospital Insurance	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dental Insurance	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vision Insurance	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Unemployment	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Workers Compensation	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Life Insurance	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Totals</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>



3.) Complete the sections, and click “Save.” \*Note\* There is a 150-character limit in computation.

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Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

**Application**

**Application: 08592 - 2018 Urban Drug Court**

Program Area: Urban Drug Court Initiative (UDCI)  
 Funding Opportunity: 08030 - NEW CLAIM PROCESS TESTING OPPORTUNITY  
 Application Deadline: Final Application Deadline not Applicable

**Personnel**

Name\* Steven Seesit  
 Position Coordinator  
 Computation \$30/hr x 40 hrs/week x 52 weeks  
 Request 62400  
 Other Grant Or Funding Sources \$0.00  
 Local Cash Contribution \$0.00  
 Local In-Kind Contribution \$0.00

[Return to Top](#)

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

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Menu | Help | Log Out | Back | Print | Add | Delete | **Edit** | Save

**Application**

**Application: 08592 - 2018 Urban Drug Court**

Program Area: Urban Drug Court Initiative (UDCI)  
 Funding Opportunity: 08030 - NEW CLAIM PROCESS TESTING OPPORTUNITY  
 Application Deadline: Final Application Deadline not Applicable

**Personnel** Mark as Complete | Go to Application Forms | Add

Name	Position	Computation	Request	Other Grant Or Funding Sources	Local Cash Contribution	Local In-Kind Contribution	Total
Steven Seesit	Coordinator	\$30/hr x 40 hrs/week x 52 weeks	\$62,400.00	\$0.00	\$0.00	\$0.00	\$62,400.00
			<b>\$62,400.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$62,400.00</b>

**Personnel Justification**

**Personnel Justification\***  
 Justify personnel (i.e., wages) associated with the proposed project.

**Fringe Benefits**

Row	Percentage	Request	Other Grant Or Funding Sources	Local Cash Contribution	Local In-Kind Contribution	Total
Employer FICA	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Retirement	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hospital Insurance	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dental Insurance	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$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 Justification**

**Personnel Justification\***

*Justify personnel (i.e., wages) associated with the proposed project.*

Font Family    Font Size    **B**    *I*    U    [List Icons]    [Link Icon]    [Image Icon]    [Color Icon]    [Background Color Icon]    [Table Icon]    [Text Color Icon]

Path: p Words: 0

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**Fringe Benefits**

Row	Percentage	Request	Other Grant Or Funding Sources	Local Cash Contribution	Local In-Kind Contribution
Employer FICA	0%	\$0.00	\$0.00	\$0.00	\$0.00
Retirement	0%	\$0.00	\$0.00	\$0.00	\$0.00
Hospital Insurance	0%	\$0.00	\$0.00	\$0.00	\$0.00
Dental Insurance	0%	\$0.00	\$0.00	\$0.00	\$0.00
Vision Insurance	0%	\$0.00	\$0.00	\$0.00	\$0.00
Unemployment	0%	\$0.00	\$0.00	\$0.00	\$0.00
Workers Compensation	0%	\$0.00	\$0.00	\$0.00	\$0.00
Life Insurance	0%	\$0.00	\$0.00	\$0.00	\$0.00
Other	0%	\$0.00	\$0.00	\$0.00	\$0.00
Other	0%	\$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.”

**MICHIGAN COURTS**  
*One Court of Justice*

[Menu](#) | [Help](#) | [Log Out](#)

[Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

---

**Application**

**Application: 08592 - 2018 Urban Drug Court**

Program Area: Urban Drug Court Initiative (UDCI)

Funding Opportunity: 08030 - NEW CLAIM PROCESS TESTING OPPORTUNITY

Application Deadline: Final Application Deadline not Applicable

---

**Personnel** [Mark as Complete](#) | [Go to Application Forms](#) | [Add](#)

Name	Position	Computation	Request	Other Grant Or Funding Sources	Local Cash Contribution	Local In-Kind Contribution	Total
<a href="#">Steven Seesit</a>	Coordinator	\$30/hr x 40 hrs/week x 52 weeks	\$62,400.00	\$0.00	\$0.00	\$0.00	\$62,400.00
			<b>\$62,400.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$62,400.00</b>

---

**Personnel Justification**

**Personnel Justification\***

*Justify personnel (i.e., wages) associated with the proposed project.*

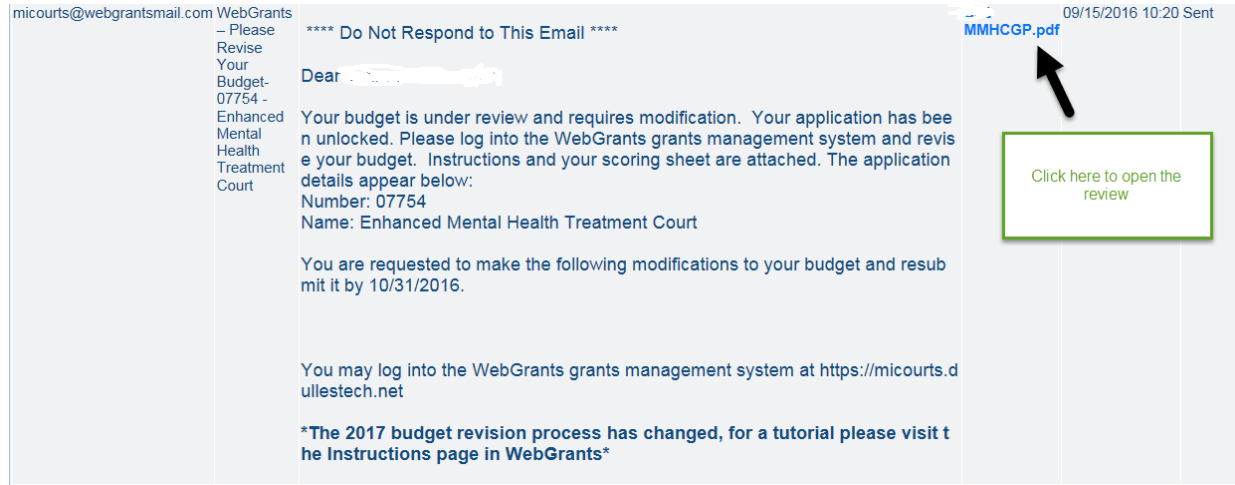
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**Fringe Benefits**

Row	Percentage	Request	Other Grant Or Funding Sources	Local Cash Contribution	Local In-Kind Contribution	Total
Employer FICA	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Retirement	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hospital Insurance	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dental Insurance	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

## 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.



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.

ID	Status	Stage	Project Title	Funding Opportunity	Program Area	Deadline
07698	Correcting	Final Application	County Sobriety Court	07018 - Fiscal Year 2017 Michigan Drug Court Grant Program(MDCGP)	Michigan Drug Court Grant Program (MDCGP)	05/13/2016
07754	Correcting	Final Application	Enhanced Mental Health Treatment Court	07068 - Fiscal Year 2017 Michigan Mental Health Court Grant Program	Michigan Mental Health Court Grant Program (MMHCGP)	05/13/2016

- 4.) Select the budget that requires alteration. \*Note\* You will not have access to your entire application.

**MICHIGAN COURTS**  
One Court of Justice

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

**Application**

**Application: 07754 - Enhanced Mental Health Treatment Court**

Program Area: Michigan Mental Health Court Grant Program (MMHCGP)  
Funding Opportunity: 07068 - Fiscal Year 2017 Michigan Mental Health Court Grant Program  
Application Deadline: 05/13/2016

**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** [Application Details](#) | [Submit](#)

Form Name	Complete?	Last Edited
<a href="#">2017 Budget</a>		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.

**MICHIGAN COURTS**  
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Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

**Application**

**Application: 08592 - 2018 Urban Drug Court**

Program Area: Urban Drug Court Initiative (UDCI)  
Funding Opportunity: 08030 - NEW CLAIM PROCESS TESTING OPPORTUNITY  
Application Deadline: Final Application Deadline not Applicable

**Personnel** [Mark as Complete](#) | [Go to Application Forms](#) | [Add](#)

Name	Position	Computation	Request	Other Grant Or Funding Sources	Local Cash Contribution	Local In-Kind Contribution	Total
<a href="#">Steven Seesit</a>	Coordinator	\$30/hr x 40 hrs/week x 52 weeks	\$62,400.00	\$0.00	\$0.00	\$0.00	\$62,400.00
			\$62,400.00	\$0.00	\$0.00	\$0.00	\$62,400.00

**Personnel Justification**  
Personnel Justification\*  
Justify personnel (i.e., wages) associated with the proposed project.

**Fringe Benefits**

Row	Percentage	Request	Other Grant Or Funding Sources	Local Cash Contribution	Local In-Kind Contribution	Total
Employer FICA	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Retirement	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hospital Insurance	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

6.) Once the budget reflects the award amount, “Mark as Complete,” and then click “Submit.”

**MICHIGAN COURTS**  
One Court of Justice

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

**Application**

Application: 08592 - 2018 Urban Drug Court

Program Area: Urban Drug Court Initiative (UDCI)

Funding Opportunity: 08030 - NEW CLAIM PROCESS TESTING OPPORTUNITY

Application Deadline: Final Application Deadline not Applicable

**Personnel** Mark as Complete [Go to Application Forms](#) | [Add](#)

Name	Position	Computation	Request	Other Grant Or Funding Sources	Local Cash Contribution	Local In-Kind Contribution	Total
Steven Seesit	Coordinator	\$30/hr x 40 hrs/week x 52 weeks	\$62,400.00	\$0.00	\$0.00	\$0.00	\$62,400.00
			\$62,400.00	\$0.00	\$0.00	\$0.00	\$62,400.00

**Personnel Justification**

Personnel Justification\*

Justify personnel (i.e., wages) associated with the proposed project.

**Fringe Benefits**

Row	Percentage	Request	Other Grant Or Funding Sources	Local Cash Contribution	Local In-Kind Contribution	Total
Employer FICA	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Retirement	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hospital Insurance	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dental Insurance	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



## 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.”

The screenshot shows the Michigan Courts WebGrants interface. At the top, there is a header with the Michigan Courts logo and the text "MICHIGAN COURTS One Court of Justice". Below the header, there is a navigation bar with "Menu", "Help", and "Log Out" on the left, and "Back", "Print", "Add", "Delete", "Edit", and "Save" on the right. The main content area is titled "Welcome iam Testing" and contains a "Main Menu" section. The "Main Menu" section has a sub-header "Click Help above to view instructions. Go to 'My Profile' to reset password." and a list of menu items: "Instructions", "My Profile", "Funding Opportunities", "My Applications", and "My Grants". The "My Grants" item is highlighted with a red box. At the bottom of the page, there is a footer with "WebGrants - Michigan Courts" on the left and "Dulles Technology Partners Inc. © 2001-2016 Dulles Technology Partners Inc. WebGrants 6.2 - All Rights Reserved." on the right.

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

The screenshot shows the Michigan Courts WebGrants interface with the "Grant Tracking" section. The header is "One Court of Justice". Below the header, there is a navigation bar with "Menu", "Help", and "Log Out" on the left, and "Back", "Print", "Add", "Delete", "Edit", and "Save" on the right. The main content area is titled "Grant Tracking" and contains a sub-header "Current Grants" and a link "Closed Grants | Claims". Below the sub-header, there is a table of grants. The table has columns for "ID", "Status", "Year", "Title", "Program Area", "Grant Administrator", and "Grant Amount". The table contains 13 rows of data. The "Title" column is highlighted in blue font. At the bottom of the table, there is a "Total" row with a value of "\$861,980.10". Below the table, there is a footer with "WebGrants - Michigan Courts" on the left and "Dulles Technology Partners Inc. © 2001-2016 Dulles Technology Partners Inc. WebGrants 6.2 - All Rights Reserved." on the right.

ID	Status	Year	Title	Program Area	Grant Administrator	Grant Amount
04636	Underway	2016	TEST 100th Circuit Court 2015 Byrne JAG	Edward Byrne Memorial Justice Assistance Grant (Byrne JAG) CFDA 16.738	Marie Pappas	\$128,169.40
04505	Underway	2016	PART 2 FY 16 Testing	Urban Drug Court Initiative (UDCI)	Lauren Fetner	\$164,157.00
04567	Underway	2016	FY 2016 TEST	Edward Byrne Memorial Justice Assistance Grant (Byrne JAG) CFDA 16.738	Marie Pappas	\$44,850.00
07051	Underway	2016	FY 17 Blank Testing Doc	Swift and Sure Sanctions Probation Program (SSSPP)	Thomas Myers	\$5,000.00
07186	Underway	2016	Fiscal Year 2017 Michigan Drug Court Grant Program (MDCGP)	Michigan Drug Court Grant Program (MDCGP)	Dana Graham	\$6,000.00
07213	Underway	2016	Fiscal Year 2017 Michigan Regional DWI Court Grant Program	Regional DWI Courts	Lauren Fetner	\$8,000.00
07225	Underway	2016	Fiscal Year 2017 Urban Drug Court Initiative Grant Application	Urban Drug Court Initiative (UDCI)	Lauren Fetner	\$0.00
07122	Underway	2016	Lauren Fetner_Testing	Urban Drug Court Initiative (UDCI)	Lauren Fetner	\$53,420.00
07231	Underway	2016	Fiscal Year 2017 Michigan Drug Court Grant Program (MDCGP)	Michigan Drug Court Grant Program (MDCGP)	Dana Graham	\$146,280.00
07057	Underway	2016	Marie's Testing Application	Edward Byrne Memorial Justice Assistance Grant (Byrne JAG) CFDA 16.738	Marie Pappas	\$150,280.00
08125	Underway	2016	2017 Michigan Mental Health Court Grant Program (MMHCGP) - ""Planning Grant""	Michigan Mental Health Court Grant Program - Planning Grant (MMHCGP-PG)	Marie Pappas	\$117,441.70
03542	Underway	2015	2016 testing	Michigan Drug Court Grant Program (MDCGP)	Dana Graham	\$1,182.00
02381	Underway	2014	FY 16 VTC TEST	Michigan Veterans Treatment Court Grant Program (MVTCPG)	Dana Graham	\$37,200.00
<b>Total</b>					<b>\$861,980.10</b>	


Showing 1 - 13 of 13

## 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.

Menu | Help | Log Out
Back | Print | Add | Delete | Edit | Save

 **Grant Tracking**

**Grant: 07231 - Fiscal Year 2017 Michigan Drug Court Grant Program(MDCGP) - 2016**

Status: Underway

Program Area: Michigan Drug Court Grant 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	-
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."

**Grant Tracking**

**Grant: 07231 - Fiscal Year 2017 Michigan Drug Court Grant Program(MDCGP) - 2016**

Status: Underway

Program Area: Michigan Drug Court Grant 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
<b>Claims</b>	
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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One Court of Justice

**Grant Tracking**

**Grant: 07231 - Fiscal Year 2017 Michigan Drug Court Grant Program(MDCGP) - 2016**

Status: Underway

Program Area: Michigan Drug Court Grant Program (MDCGP)

Grantee Organization: 100th Circuit Court

Program Officer: Dana Graham

Awarded Amount: \$146,280.00

**Claims**

ID	Type	Status	Date Submitted	Date Paid	Copy Existing Claim   Return to Components	Claim Amount
07231 - 001	Reimbursement	Submitted	10/20/2016		10/01/2016 - 12/31/2017	\$8,500.00
07231 - 002	Reimbursement	Editing			01/01/2017 - 03/31/2017	\$0.00
07231 - 003	Reimbursement	Editing			04/01/2017 - 06/30/2017	\$0.00
07231 - 004	Reimbursement	Editing			07/01/2017 - 09/30/2017	\$0.00
<b>Submitted Amount</b>						<b>\$8,500.00</b>
<b>Approved Amount</b>						<b>\$0.00</b>
<b>Paid Total</b>						<b>\$0.00</b>
<b>Total</b>						<b>\$8,500.00</b>

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5.) Select "Reimbursement."

Menu | Help | Log Out      Back | Print | Add | Delete | Edit | Save

**Grant Tracking**

Claim: 07231 - 003 Grant Components

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

Instructions

*To watch a tutorial regarding how to complete your claims report in WebGrants, click [here](#).*

Components Preview | Submit

Complete each component of the Claim and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	10/17/2016
<b>Reimbursement</b>		
Backup Documentation		

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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.

Program Area: Michigan Drug Court Grant Program (MDCGP)  
 Grantee Organization: 100th Circuit Court  
 Program Manager: Dana Graham

**Reimbursement**

Budget Category	Details	Contract Budget	Expenses This Period	Prior Expenses (Paid)
<b>Personnel</b>				
Sally Tester	Sally Tester (Name) Program Coordinator (Position) \$25/hr x 40hrs/week x 52 weeks (Computation)	\$52,000.00	\$0.00	\$0.00
Steven Seesit	Steven Seesit (Name) Case Manager (Position) \$15/Hr x 40hrs/week x 52 weeks (Computation)	\$31,200.00	\$0.00	\$0.00
<b>Fringe Benefits Summary</b>				
Fringe Benefits Total		\$2,000.00	\$0.00	\$0.00
<b>Contractual</b>				
Drug Testing	Drug Testing (Service to be Provided) ABC Testing, IND Testing, CBF Testing (Contractor(s) ) \$8/6-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, Superlicious Substance Abuse Treatment (Contractor(s) ) \$100/individual session \$60/group session (Computation)	\$30,000.00	\$0.00	\$0.00
<b>Supplies</b>				
Drug Testing Supplies	Drug Testing Supplies (Type of Supply) \$12/bag of straws, 500 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
<b>Travel</b>				
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

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

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Menu | Help | Log Out | Back | Print | Add | Delete | Edit | **Save**

**Grant Tracking**

Claim: 07231 - 003 Grant Components

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

Reimbursement		Contract Budget	Expenses This Period	Prior Expenses (Paid)
<b>Personnel</b>				
Sally Tester	Sally Tester (Name) Program Coordinator (Position) \$25/hr x 40hrs/week x 52 weeks (Computation)	\$52,000.00	\$0.00	\$0.00
Steven Seesit	Steven Seesit (Name) Case Manager (Position) \$15/Hr x 40hrs/week x 52 weeks (Computation)	\$31,200.00	\$0.00	\$0.00
<b>Fringe Benefits Summary</b>				
Fringe Benefits Total		\$2,000.00	\$0.00	\$0.00
<b>Contractual</b>				
Drug Testing	Drug Testing (Service to be Provided) ABC Testing, IND Testing, CBF Testing (Contractor(s)) \$8/6-panel test, \$12/10 panel test (Computation) SA Treatment (Service to be Provided)	\$25,000.00	\$0.00	\$0.00

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.”

**MICHIGAN COURTS**  
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Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

**Grant Tracking**

Claim: 07231 - 003 Grant Components

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

Reimbursement		Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total Paid	Available Balance (Unpaid)
		<b>Mark as Complete</b>		<b>Go to Claim Forms</b>		
<b>Personnel</b>						
Sally Tester	Sally Tester (Name) Program Coordinator (Position) \$25/hr x 40hrs/week x 52 weeks (Computation)	\$52,000.00	\$0.00	\$0.00	\$0.00	\$52,000.00
Steven Seesit	Steven Seesit (Name) Case Manager (Position) \$15/Hr x 40hrs/week x 52 weeks (Computation)	\$31,200.00	\$0.00	\$0.00	\$0.00	\$31,200.00
<b>Fringe Benefits Summary</b>						
Fringe Benefits Total		\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00
<b>Contractual</b>						
Drug Testing	Drug Testing (Service to be Provided) ABC Testing, IND Testing, CBF Testing (Contractor(s)) \$8/6-panel test, \$12/10 panel test (Computation)	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00

9.) Next, select “Backup Documentation.”

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

**Grant Tracking**

Claim: 07231 - 003 Grant Components

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

**Instructions**

*To watch a tutorial regarding how to complete your claims report in WebGrants, click [here](#).*

**Components** Preview | Submit

Complete each component of the Claim and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	10/17/2016
Reimbursement		10/21/2016
<b>Backup Documentation</b>		

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

**Grant Tracking**

Claim: 07231 - 003 Grant Components

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

**Backup Documentation** Mark as Complete | Go to Claim Forms

*Request Summary* - Upload the claim summary sheet. This document may be a word or excel file and must provide a summary of each invoice or service that is being requested for reimbursement.  
*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 (vacation or sick leave, for example). 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 back-up 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.  
*Contractual Documentation* - Upload all backup documentation that will be requested for reimbursement with this claim. Include only invoices pertaining to this claim.

Attachment	Description	File Name	File Size	Type	Delete?
<a href="#">Request Summary</a>					🗑️
<a href="#">Personnel and Fringe Documentation</a>					🗑️
<a href="#">Contractual Documentation</a>					🗑️
<a href="#">Additional Contractual Documentation (If Needed)</a>					🗑️
<a href="#">Additional Contractual Documentation (If Needed)</a>					🗑️
<a href="#">Supplies Documentation</a>					🗑️
<a href="#">Travel Documentation</a>					🗑️

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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.

The screenshot displays the Michigan Courts WebGrants interface. At the top left is the Michigan Courts logo with the tagline "One Court of Justice". Below the logo is a navigation bar with "Menu", "Help", and "Log Out" links. To the right of the navigation bar are icons for "Back", "Print", "Add", "Delete", "Edit", and "Save". The main content area is titled "Claim" and "Attach File". It contains "Attachment Instructions" for a "Request Summary" and an "Upload File" section with a "Browse..." button. A text box for "Description" contains "Request Summary, 3rd quarter". A callout box points to the "Browse..." button with the text "Click here to upload a file from your computer." The footer includes "WebGrants - Michigan Courts" and "Dulles Technology Partners Inc. © 2001-2016 Dulles Technology Partners Inc. WebGrants 6.2 - All Rights Reserved."



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

**MICHIGAN COURTS**  
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Menu | Help | Log Out | Back | Print | Add | Delete | Edit | **Save**

**Claim**

**Attach File**

**Attachment Instructions**  
Request Summary - Upload the claim summary sheet. This document may be a word or excel file and must provide a summary of each invoice or service that is being requested for reimbursement.

Upload File: C:\Users\vetnerf\Desktop\WebGrantsHowToManual Volume 2a.< Browse...  
Description\*: Request Summary, 3rd quarter

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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 Components

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

**Backup Documentation** Mark as Complete | Go to Claim Forms

**Request Summary** - Upload the claim summary sheet. This document may be a word or excel file and must provide a summary of each invoice or service that is being requested for reimbursement.  
**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 (vacation or sick leave, for example). 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 back-up 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.  
**Contractual Documentation** - Upload all backup documentation that will be requested for reimbursement with this claim. Include only invoices pertaining to this claim.

Attachment	Description	File Name	File Size	Type	Delete?
Request Summary	Request Summary, 3rd quarter	WebGrantsHowToManual Volume 2a.docx	2.9 MB	docx	
<b>Personnel and Fringe Documentation</b>					
Contractual Documentation			2.9 MB		
Additional Contractual Documentation (If Needed)			2.9 MB		
Additional Contractual Documentation (If Needed)			2.9 MB		
Supplies Documentation			2.9 MB		
Travel Documentation			2.9 MB		

Last Edited By: iam Testing, 10/21/2016

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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.”

Grant: 07231 - Fiscal Year 2017 Michigan Drug Court Grant Program(MDCGP) - 2016

Status: Underway

Program Area: Michigan Drug Court Grant 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	
Claims	10/12/2016
Status Reports	
<b>Contract Amendments</b>	
Sub-Contractor Forms	
Grant Contact Information	
On-site Review	
2017 Budget	10/12/2016
Opportunity	-
Application	-

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- 4.) Click “Add.”

Grant: 07231 - Fiscal Year 2017 Michigan Drug Court Grant Program(MDCGP) - 2016

Status: Underway

Program Area: Michigan Drug Court Grant Program (MDCGP)

Grantee Organization: 100th Circuit Court

Program Officer: Dana Graham

Awarded Amount: \$146,280.00

**Instructions**  
*To request a change to your budget or contract, click Add. If the change involves the movement of funds select “Budget Revision” if the change does not involve the movement of funds select “Project Revision”. If you require assistance, please contact Lauren Fetner: 517-373-0260 or fetnerl@courts.mi.gov*  
*To watch a tutorial on submitting a contract amendment, click [here](#).*

ID	Type	Status	Submitted Date	Last Edited By
07231 - 01	Budget Revision	Editing		
07231 - 02	Budget Revision	Editing		
07231 - 03	Budget Revision	Editing		
07231 - 04	Budget Revision	Editing		
07231 - 05	Budget Revision	Submitted	10/19/2016	

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5.) Give the amendment a title and ensure that budget revision is selected in the dropdown, then click “Save.”

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Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

**Grant Tracking**

**General Information**

Title: (limited to 250 characters)\* Testing Amendment

Contract Amendment Type:\* Budget Revision

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6.) Click “Return to Components.”

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Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

**Grant Tracking**

**General Information**

ID: 08599  
Title: Testing Amendment  
Amendment Type: Budget Revision  
Status: Editing

[Return to Components](#)

Last Edited By: Iam Testing, 10/21/2016

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7.) Select “Contract Amendment.”

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Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

**Contract Amendment**

**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:

**Components** [Preview](#) | [Submit](#)

Name	Complete?	Last Edited
<a href="#">General Information</a>		10/21/2016
<a href="#">Contract Amendment</a>	✓	10/21/2016

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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.

Menu | Help | Log Out      Back | Print | Add | Delete | Edit | Save

**Contract Amendments**

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**

*These forms are used to request the movement of funds from one line item to another or, to request changes to your project. Further instructions are available by clicking "help" at the top of your screen. If you require assistance, please contact Lauren Fetner: 517-373-0260 or fetnerl@courts.mi.gov*

*To watch a tutorial on submitting a contract amendment, click [here](#).*

**Personnel**      Mark as Complete | Return to Components | Add

Name	Position	Computation	Request	Other Grant Or Funding Sources	Local Cash Contribution	Local In-Kind Contribution	Total	Addition/Subtraction
<a href="#">Sally Tester</a>	Program Coordinator	\$25/hr x 40hrs/week x 52 weeks	\$52,000.00	\$0.00	\$0.00	\$0.00	\$52,000.00	\$0.00
<a href="#">Steven Seesit</a>	Case Manager	\$15/Hr x 40hrs/week x 52 weeks	\$31,200.00	\$0.00	\$0.00	\$0.00	\$31,200.00	\$0.00
			<b>\$83,200.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$83,200.00</b>	<b>\$0.00</b>

Personnel Justification

- 10.) Input the amount you are either adding or removing from that item, then click “Save.”

Menu | Help | Log Out      Back | Print | Add | Delete | Edit | Save

**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**

*These forms are used to request the movement of funds from one line item to another or, to request changes to your project. Further instructions are available by clicking "help" at the top of your screen. If you require assistance, please contact Lauren Fetner: 517-373-0260 or fetnerl@courts.mi.gov*

*To watch a tutorial on submitting a contract amendment, click [here](#).*

**Personnel**

Addition/Subtraction  x

[Return to Top](#)

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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.

**Contract Amendments**

**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**

*These forms are used to request the movement of funds from one line item to another or, to request changes to your project. Further instructions are available by clicking "help" at the top of your screen. If you require assistance, please contact Lauren Fetner: 517-373-0260 or fetnerl@courts.mi.gov*

*To watch a tutorial on submitting a contract amendment, click [here](#).*

**Personnel** [Mark as Complete](#) | [Return to Components](#) | [Add](#)

Name	Position	Computation	Request	Other Grant Or Funding Sources	Local Cash Contribution	Local In-Kind Contribution	Total	Addition/Subtraction
Sally	Program	\$25/hr x 40hrs/week x 52	\$52,000.00	\$0.00	\$0.00	\$0.00	\$52,000.00	(\$400.00)

12.) To add a new line item, add the details in the “Justification” describing the changes needed as well as the line items to be created. Be sure to include all pertinent information such as pay rates, contractual services and fees, and supplies. Be as detailed as possible. When completed, scroll to the top of the screen and click “Save.”

**Justification**

**Explanation of Request**

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. This position is not benefit impacted. Move

Path: p Words: 47

[Return to Top](#)

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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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Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Grant Tracking

General Information

Title: Testing 123  
(limited to 250 characters)\*

Contract Amendment Type: Project Revision

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- 3.) Click “Return to Components.”

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Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Grant Tracking

General Information

ID: 08601  
Title: Testing 123  
Amendment Type: Project Revision  
Status: Editing

Return to Components

Last Edited by: lam Testing, 10/21/2016

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4.) Select “Project Revision.”

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Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

### Contract Amendment

Contract Amendment: 07

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:

Components		Preview	Submit
Name	Complete?	Last Edited	
General Information	✓	10/21/2016	
Project Revision			

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5.) Click “Edit.”

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Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

### Contract Amendments

Contract Amendment: 07

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**

To request a change to your budget or contract, click Add. Give the request a title and click Save. Return to the grant components and choose Budget. At the top of the screen, click Edit. Indicate where you are adding money and what line item you are subtracting it from. At the bottom of the form, explain your request. If you are not moving funds, only the explanation of your request is required. When finished, click Save. Mark as Complete at the top of the page and Submit the request.

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\***

Font Family    Font Size    **B**    *I*    U    [Text Alignment Icons]    [List Icons]    [Table Icon]    [Link Icon]    [Image Icon]    [Color Picker]    [Background Color]    [Undo]    [Redo]

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](#)

- 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.”

Menu | Help | Log Out Back | Print | Add | Delete | Edit | Save

**Grant Tracking**

**Grant: 07231 - Fiscal Year 2017 Michigan Drug Court Grant Program(MDCGP) - 2016**

Status: Underway  
 Program Area: Michigan Drug Court Grant 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	
<b>Sub-Contractor Forms</b>	
Grant Contact Information	
On-site Review	
2017 Budget	10/12/2016
Opportunity	-
Application	-



- 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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Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

**Grant Tracking**

Grant: 07231 - Fiscal Year 2017 Michigan Drug Court Grant Program(MDCGP) - 2016

Status: Underway

Program Area: Michigan Drug Court Grant Program (MDCGP)

Grantee Organization: 100th Circuit Court

Program Officer: Dana Graham

Awarded Amount: \$146,280.00

Sub-Contractor Forms Return to Components

To download a subcontract template, click [here](#).

Do NOT delete subcontracts that are no longer in use. We must have a record of all subcontracts used at any time throughout the fiscal year.

Description	File Name	File Size
Last Edited By:		

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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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Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

**Grant Tracking**

**Attach File**

To download a subcontract template, click [here](#).

Do NOT delete subcontracts that are no longer in use. We must have a record of all subcontracts used at any time throughout the fiscal year.

Upload File: C:\Users\ifetnerf\Desktop\UDCI Memo Final.docx

Description:\* Sally Susie- Contractual Case Manager

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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.”

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

**Grant Tracking**

**Grant: 07231 - Fiscal Year 2017 Michigan Drug Court Grant Program(MDCGP) - 2016**

Status: Underway  
 Program Area: Michigan Drug Court Grant 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	
Claims	10/12/2016
<b>Status Reports</b>	
Contract Amendments	
Sub-Contractor Forms	
Grant Contact Information	
On-site Review	
2017 Budget	10/12/2016
Opportunity	-
Application	-

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

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

**Grant Tracking**

**Grant: 04567 - FY 2016 TEST - 2016**

Status: Underway  
 Program Area: Edward Byrne Memorial Justice Assistance Grant (Byrne JAG) CFDA 16.738  
 Grantee Organization: 100th Circuit Court  
 Program Officer: Marie Pappas  
 Awarded Amount: \$44,850.00

**Status Reports** Copy Existing Status Report | Return to Components

ID	Type	Date From-To	Due Date	Submitted Date	Arrived?	Status
<b>04567 - 01</b>	Mid-Year Progress Report with Data	10/01/2015-03/31/2016			-	Editing
04567 - 02	Quarterly Report	10/01/2015-12/31/2016			-	Editing
04567 - 03	Annual Report	10/01/2015-09/30/2016			-	Editing
04567 - 04	Bi-Annual Report	10/01/2015-03/31/2016			-	Editing

Last Edited By:

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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.

The screenshot shows the Michigan Courts WebGrants interface. At the top, there is a header with the Michigan Courts logo and the text "MICHIGAN COURTS One Court of Justice". Below the header, there are navigation links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The main content area is titled "Grant Tracking" and displays the following information:

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

Below this information is a table titled "Components" with the following data:

Name	Complete?	Last Edited
General Information	✓	02/29/2016
2016 Mid-Year Progress Report With Data	✓	04/26/2016
Progress Report Attachment	✓	04/26/2016

An arrow points to the "Progress Report Attachment" row in the table. Below the table, there is a footer with the text "WebGrants - Michigan Courts" and "Dulles Technology Partners Inc. © 2001-2016 Dulles Technology Partners Inc. WebGrants 6.2 - All Rights Reserved."

The second screenshot shows the same Michigan Courts WebGrants interface, but with the "Progress Report Attachment" section expanded. It displays a table with the following data:

Description	File Name
No Data Report	42-1 District Court, Oakland - Adult.pdf

An arrow points to the "42-1 District Court, Oakland - Adult.pdf" file name. Below the table, there is a footer with the text "WebGrants - Michigan Courts" and "Dulles Technology Partners Inc. © 2001-2016 Dulles Technology Partners Inc. WebGrants 6.2 - All Rights Reserved."



2.) Once the attachment has been downloaded, select “Go to Status Report Forms.”

**MICHIGAN COURTS**  
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Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

**Grant Tracking**

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: lam Testing, 04/26/2016

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3.) Select “Progress Report with Data.” \*Note\* The name of this component will change slightly from year to year.

**MICHIGAN COURTS**  
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Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

**Grant Tracking**

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

**Components** [Preview](#) | [Submit](#)

Complete each component of the status report and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	02/29/2016
2016 Mid-Year Progress Report With Data		
Progress Report Attachment	✓	04/26/2016

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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.

**MICHIGAN COURTS**  
One Court of Justice

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

**Grant Tracking**

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

**Components** Preview | Submit

Complete each component of the status report 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.

**MICHIGAN COURTS**  
One Court of Justice

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

**Grant Tracking**

**Grant: 04567 - FY 2016 TEST - 2016**

Status: Underway  
 Program Area: Edward Byrne Memorial Justice Assistance Grant (Byrne JAG) CFDA 16.738  
 Grantee Organization: 100th Circuit Court  
 Program Officer: Marie Pappas  
 Awarded Amount: \$44,850.00

Status Reports		Copy Existing Status Report   Return to Components				
ID	Type	Date From-To	Due Date	Submitted Date	Arrived?	Status
04567 - 01	Year-End Report	10/01/2015-03/31/2016			-	Editing
04567 - 02	Quarterly Report	10/01/2015-12/31/2016			-	Editing
04567 - 03	Annual Report	10/01/2015-09/30/2016			-	Editing
04567 - 04	Bi-Annual Report	10/01/2015-03/31/2016			-	Editing
04567 - 05	Year-End Report with Data	07/01/2017-09/30/2017			-	Editing

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- 2.) Click “Edit” at the top of the screen.
- 3.) Select “Quarterly Program Report.”

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One Court of Justice

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

**Grant Tracking**

**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 when you are done.

Name	Complete?	Last Edited
General Information	✓	05/05/2016
Quarterly Program Report		
Program Income Report		05/05/2016

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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.

Report, click [here](#).

**Quarterly Program Report**

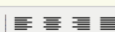
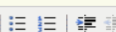


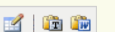
Report Quarter:\*

Drug Court Type:\*

**Section I - Grant Activities**

**Goals and Objectives\***

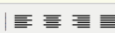
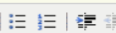


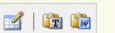
*Provide information regarding your program goals and objectives and explain your progress in accomplishing them this quarter.*

Font Family  Font Size  **B** *I* U |  |  |  |  | 

Path: p Words: 0

**Primary Target Population\***






*What is your primary target population? Provide number and percentage of total participants currently in your program who match your primary target population.*

Font Family  Font Size  **B** *I* U |  |  |  |  | 

Path: p Words: 0

**Major Activities Planned\***

*What major activities are planned for your program in the next six months?*

Font Family  Font Size  **B** *I* U |  |  |  |  | 

Path: p Words: 0

**Section II - Drug Court Case Management Information System (DCCMIS) Data Validation Information**

*Enter information below as of the date at the end of the current quarter.*

Number of Participants:\*

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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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One Court of Justice

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

**Grant Tracking**

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 when you are done.

Name	Complete?	Last Edited
General Information	✓	05/05/2016
Quarterly Program Report		
Program Income Report		05/05/2016

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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.”

**MICHIGAN COURTS**  
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Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

**Grant Tracking**

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 when you are done.

Name	Complete?	Last Edited
General Information	✓	05/05/2016
Quarterly Program Report		
Program Income Report		05/05/2016

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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.

**MICHIGAN COURTS**  
One Court of Justice

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

**Grant Tracking**

**Grant: 04567 - FY 2016 TEST - 2016**

Status: Underway  
 Program Area: Edward Byrne Memorial Justice Assistance Grant (Byrne JAG) CFDA 16.738  
 Grantee Organization: 100th Circuit Court  
 Program Officer: Marie Pappas  
 Awarded Amount: \$44,850.00

**Status Reports** Copy Existing Status Report | Return to Components

ID	Type	Date From-To	Due Date	Submitted Date	Arrived?	Status
04567 - 01	Year-End Report	10/01/2015-03/31/2016			-	Editing
04567 - 02	Quarterly Report	10/01/2015-12/31/2016			-	Editing
04567 - 03	Annual Report	10/01/2015-09/30/2016			-	Editing
04567 - 04	Bi-Annual Report	10/01/2015-03/31/2016			-	Editing
04567 - 05	Year-End Report with Data	07/01/2017-09/30/2017			-	Editing

Last Edited By:

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- 2.) Click “Edit” and then select “Employee Time Certification.”

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**Grant Tracking**

**Status Report: 04567 - 04**

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 when you are done.

Name	Complete?	Last Edited
General Information		05/05/2016
Employee Time Certification	✓	

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3.) Select the grant-specific form by clicking the corresponding blue-hyperlinked “here.”

The screenshot shows the 'Grant Tracking' page for Status Report: 04567 - 04. The grant details are: 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, and Program Manager: Marie Pappas. The page includes navigation links (Menu, Help, Log Out, Back, Print, Add, Delete, Edit, Save) and a section for uploading forms. Two arrows point to the blue hyperlinks 'here' in the instructions: 'To access the OHSP Employee Time Certification Form, please click here.' and 'To access the Byrne JAG Employee Time Certification Form, please click here.' Below the instructions is a table with columns 'Description' and 'File Name', and a 'Last Edited By:' field. The footer contains 'WebGrants - Michigan Courts' and copyright information for Dulles Technology Partners Inc.

4.) Save and complete the form.

5.) Upload the form back into the Biannual report by clicking “Add.”

This screenshot is identical to the one above, showing the 'Grant Tracking' page. A black arrow points to the 'Add' button in the top navigation bar, which is used to upload the completed form back into the report.

- 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.

**MICHIGAN COURTS**  
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**Application**

**Attach File**

To access the OHSP Employee Time Certification Form, please click [here](#).

To access the Byrne JAG Employee Time Certification Form, please click [here](#).

After the form has been signed by each individual listed in the personnel section of your budget, attach the forms in this section.

To access instructions for completing the form, please click [here](#).

For a tutorial regarding completing the Bi-annual Employee Time Certification, click [here](#).

Upload File:

Description:\* Suzy Seesit Employee Time Certification

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- 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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Menu | Help | Log Out      Back | Print | Add | Delete | Edit | Save

**Grant Tracking**

Grant: 04567 - FY 2016 TEST - 2016

Status: Underway

Program Area: Edward Byrne Memorial Justice Assistance Grant (Byrne JAG) CFDA 16.738

Grantee Organization: 100th Circuit Court

Program Officer: Marie Pappas

Awarded Amount: \$44,850.00

**Status Reports**      Copy Existing Status Report | Return to Components

ID	Type	Date From-To	Due Date	Submitted Date	Arrived?	Status
04567 - 01	Year-End Report	10/01/2015-03/31/2016			-	Editing
04567 - 02	Quarterly Report	10/01/2015-12/31/2016			-	Editing
04567 - 03	Annual Report	10/01/2015-09/30/2016			-	Editing
04567 - 04	Bi-Annual Report	10/01/2015-03/31/2016			-	Editing
04567 - 05	Year-End Report with Data	07/01/2017-09/30/2017			-	Editing

Last Edited By

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2.) Select “Program Income Waiver.”

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Menu | Help | Log Out      Back | Print | Add | Delete | Edit | Save

**Grant Tracking**

Status Report: 07057 - 03

Grant: 07057-Marie's Testing Application

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 when you are done.

Name	Complete?	Last Edited
General Information	✓	10/20/2016
Program Income Waiver		
Equal Employment Opportunity Plan		10/20/2016

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3.) Click “Edit” and complete the questions as requested.

Grantee Organization: **100th Circuit Court**  
 Program Manager: **Marie Pappas**

**Instructions**  
 Please complete this Program Income Verification to let us know if your program will collect program income this fiscal year.  
 Instructions for completing the Program Income Report and Verification can be found by clicking [here](#).  
 For a tutorial regarding completing the Program Income Verification, click [here](#).

**Program Income Verification**  
 A. "Program Income" means gross income earned by the grantee during the funding period as a direct result of the project. Federal funds received through a grant are NOT considered to be program income.  
 B. "Direct Result" means a specific act or set of activities which are directly attributable 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 in the**  
 We (the Project Director and Financial Officer), by placing a checkmark within this box, hereby certify that the above-referenced grant does not earn income that can be defined as program income. We have placed our signatures below as certifications as such.

Earn Program Income? \*  Yes  No

Project Director Name: \*

Date: \*

Financial Officer 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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[Menu](#) | [Help](#) | [Log Out](#) [Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

**Grant Tracking**

Status Report: 07057 - 03

Grant: **07057-Marie's Testing Application**  
 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 when you are done.

Name	Complete?	Last Edited
<a href="#">General Information</a>	✓	10/20/2016
<a href="#">Program Income Waiver</a>		
<a href="#">Equal Employment Opportunity Plan</a> ←		10/20/2016

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

**Grant Tracking**

Status Report: 07057 - 03

Grant: [07057-Marie's Testing Application](#)

Status: Editing

Program Area: Edward Byrne Memorial Justice Assistance Grant (Byrne JAG) CFDA 16.738

Grantee Organization: [100th Circuit Court](#)

Program Manager: Marie Pappas

**Instructions**

*As a condition of accepting Byrne JAG funding, programs must upload the court's Equal Employment Opportunity Plan certification. Information regarding this certification can be found [here](#). Please upload the certification by clicking the Add button in the tool bar above.*

**Equal Employment Opportunity Plan**

For assistance please click [here](#).

In accordance to the requirements of OJP, is your court required to formulate an EEOP? \*  Yes  No

If yes, did you submit the certification to OCR?  Yes  No

Please upload the certification

If no, did you submit the certification to the OCR indicating you are exempt from formulating an EEOP?  Yes  No

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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.

**Grant Tracking**

Status Report: 07057 - 03

Grant: [07057-Marie's Testing Application](#)

Status: Editing

Program Area: Edward Byrne Memorial Justice Assistance Grant (Byrne JAG) CFDA 16.738

Grantee Organization: [100th Circuit Court](#)

Program Manager: Marie Pappas

**Instructions**

*As a condition of accepting Byrne JAG funding, programs must upload the court's Equal Employment Opportunity Plan certification. Information regarding this certification can be found [here](#). Please upload the certification by clicking the Add button in the tool bar above.*

**Equal Employment Opportunity Plan** [Create New Version](#) | [Mark as Complete](#) | [Go to Status Report Forms](#)

For assistance please click [here](#).

In accordance to the requirements of OJP, is your court required to formulate an EEOP? \* Yes

If yes, did you submit the certification to OCR? Yes

Please upload the certification  Add ←

If no, did you submit the certification to the OCR indicating you are exempt from formulating an EEOP? No

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b.) Click “Browse” to locate the file and then “Attach File.”

**Attach File**

Upload File:

10.) If the report is completed to your satisfaction, select “Mark as Complete” and then “Submit.”



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*One Court of Justice*

[Menu](#) | [Help](#) | [Log Out](#)

[Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

**Grant Tracking**

**Status Report: 07057 - 03**

Grant: [07057-Marie's Testing Application](#)

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 when you are done.

Name	Complete?	Last Edited
<a href="#">General Information</a>	✓	10/20/2016
<a href="#">Program Income Waiver</a>		
<a href="#">Equal Employment Opportunity Plan</a>	✓	10/24/2016

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