

Michigan WebGrants

How-To Manual



How to apply for a grant, request reimbursement, submit reports, file subcontracts, and monitor your funding through a user-friendly online grant management system provided by the State Court Administrative Office.

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Michigan WebGrants Basics

Michigan WebGrants is an online web-based grant management system. Its user-friendly format makes grant management simple for grantees by housing all grant funding opportunities, allowing applicants to cut and paste into applications and copy previous applications, providing an avenue for grantees to quickly and easily submit reports, view their budget, correspond with SCAO staff, and to request budget adjustments all in one tool.

You may use the following operating systems: Microsoft Windows 7, Windows Vista, or Windows XP, Apple OS X, Linux 2.0, and Unix 3.0. You may use the following internet browsers: Internet Explorer 6.0+, Safari 2.0+, Mozilla Firefox 2.0+, Opera 9.0+, or Chrome. Each team member has access to the system by creating an account. All accounts associated with a particular court will have the ability to see all grants awarded to that court. For example, all team members with accounts at the 100th Circuit Court will be able to see all applications and grant activity for all grants at the 100th Circuit court.

The  **Menu** button brings you to the main home screen from anywhere in the system.

The  **Back** button should be used when navigating the system instead of your browser's back button.

 **Help** always appears in the upper left corner of your screen and when you click the help button, it loads instructions about the particular page you are viewing at that time.

How to Apply for a Grant Using WebGrants

WebGrants' URL is <http://micourts.dullestech.net>. Type the URL into your browser to load the web page.

You'll need to create a user account. Once you've created an account, you never need to create another account to apply for another grant, even if you are applying for a different grant program in the future. To create an account, click on the "Register Here" link.

The screenshot shows the WebGrants - Michigan Courts interface. On the left, there is a 'Log In' section with a key icon and the text 'Log In'. Below this, there are two input fields: 'User ID:*' and 'Password:*', both with red asterisks indicating they are required. A 'Log In' button is positioned below the password field, and a 'Forgot Password?' link is located below the button. On the right side of the main content area, there is a banner for 'MICHIGAN COURTS One Court of Justice' featuring the state seal. Below the banner, the text 'New to WebGrants - Michigan Courts?' is displayed, followed by a blue 'Register Here' link. A red arrow points to this link. The footer of the page contains the text 'WebGrants - Michigan Courts' on the left and 'Dulles Technology Partners Inc. © 2001-2012 Dulles Technology Partners Inc. WebGrants 3.1 - All Rights Reserved.' on the right.

To register, you need to fill out the information on the registration page. Any field with a red asterisk is a required field in WebGrants and must be filled in.

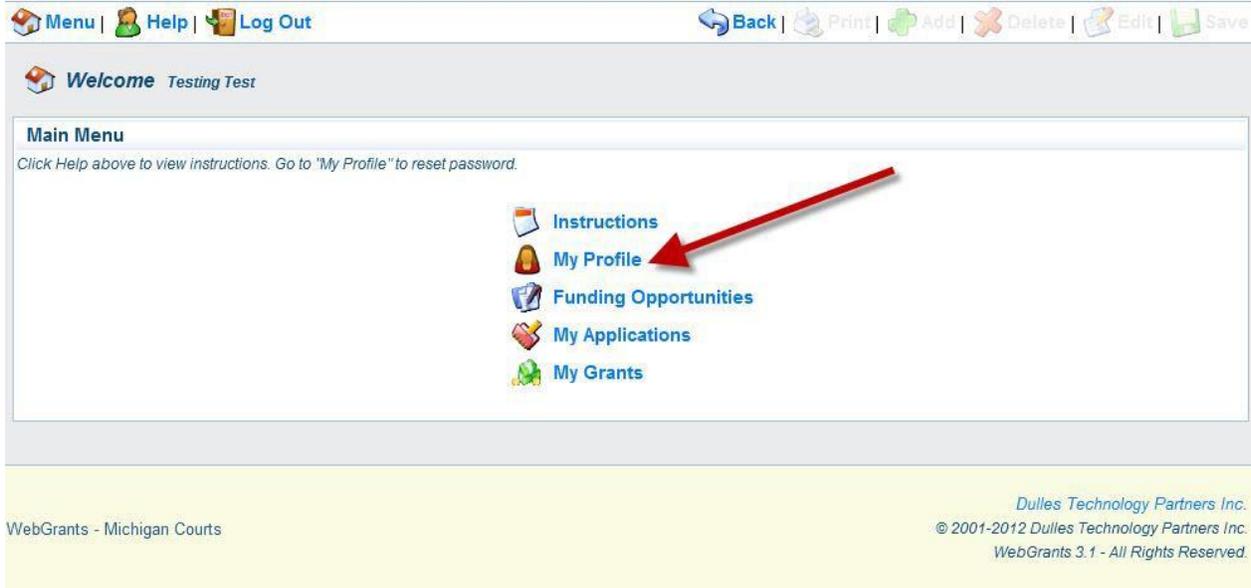
When you have completed the registration page and clicked the “Register” button, you will receive this message.



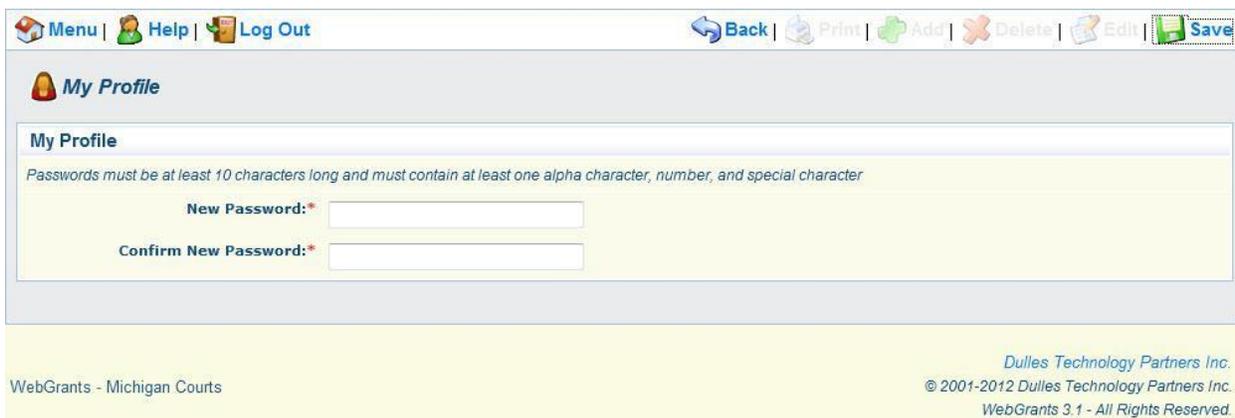
A notice will be sent to the Problem-Solving Courts team letting us know that you wish to create an account. We must log into to WebGrants to approve that account.

Once we have approved your account, you will receive an email that contains your user ID and password for the system. You may now enter your user ID and password on the Log In screen to access the WebGrants system.

After you enter your user ID and password, you will land on a Main Menu screen that looks like this. You can change your password by clicking on “My Profile”.



If you choose to change your password, please note that your new password must be at least 10 characters long and must contain at least one alpha character, one number, and one special character.



On the home page, choose “Funding Opportunities”.

MICHIGAN COURTS
One Court of Justice

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Welcome Jessica Parks

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

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

WebGrants - Michigan Courts

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Choosing “Funding Opportunities” will bring you to a screen that lists all of the open grant opportunities that are currently posted for applications.

Choose the grant that you wish to apply for by clicking on that grant's "Opportunity Title".

The screenshot shows a web application interface for Michigan Courts. At the top, there are navigation links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below this is a section titled "Funding Opportunities" with a sub-section "Current Funding Opportunities". A note states: "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." Below the note is a table with the following data:

| ID | Agency | Program | Opportunity Title | Application Deadline |
|-------|-----------------|--|--|----------------------|
| 00050 | Michigan Courts | Edward Byrne Memorial Justice Assistance Grant (Byrne JAG) | Edward Byrne Memorial Justice Assistance Grant (Byrne JAG) | 07/08/2013 |
| 00007 | Michigan Courts | Michigan Community Court Grant Program (MCCGP) | Michigan Community Court Grant Program | 08/01/2013 |
| 00004 | Michigan Courts | Michigan Drug Court Grant Program (MDCGP) | Michigan Drug Court Grant Program (MDCGP) | 06/21/2013 |
| 00019 | Michigan Courts | Michigan Drug Court Grant Program (MDCGP) - Planning Grant | Michigan Drug Court Grant Program (MDCGP) ***Planning Application*** | 06/21/2013 |
| 00009 | Michigan Courts | Michigan Mental Health Court Grant Program (MMHCGP) | Michigan Mental Health Court Grant Program | 08/01/2013 |
| 00051 | Michigan Courts | Office of Highway Safety Planning (OHSP) | Office of Highway Safety Planning (OHSP) | 07/08/2013 |
| 00052 | Michigan Courts | Office of Highway Safety Planning (OHSP) - Planning | Office of Highway Safety Planning (OHSP) ***Planning Application*** | 07/08/2013 |
| 00010 | Michigan Courts | Swift and Sure Sanctions Probation Program (SSSPP) | Swift and Sure Sanctions Probation Program | 08/01/2013 |
| 00011 | Michigan Courts | Urban Drug Court Initiative (UDCI) | Urban Drug Court Initiative Grant Application | 08/01/2013 |

At the bottom of the page, there is a footer with the text: "WebGrants - Michigan Courts" on the left, and "Dulles Technology Partners Inc. © 2001-2012 Dulles Technology Partners Inc. WebGrants 3.1 - All Rights Reserved." on the right.

The page that loads will describe the funding opportunity. Be sure to read the information posted there. The description provides detail about the funding source, eligibility requirements, reporting, allowable and disallowable expenses, and the assurances associated with the grant program.

Once you've selected the Funding Opportunity that you are interested in and clicked on its title, choose "Start a New Application".

Menu | Help | Log Out

Back | Print | Add | Delets | 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 |
|--------------------------|-------------------|--------|
| No existing applications | | |

Opportunity Details [Copy Existing Application](#) | [Start a New Application](#) | [Ask A Question](#)

00050-Edward Byrne Memorial Justice Assistance Grant (Byrne JAG)

Edward Byrne Memorial Justice Assistance Grant (Byrne JAG)
Application Deadline: 07/08/2013 12:00 AM

| | | | |
|--------------------------|----------------|------------------|--|
| Award Amount Range: | Not Applicable | Program Officer: | Marie Pappas |
| Project Start Date: | 10/01/2013 | Phone: | 517-373-2206 x |
| Project End Date: | 09/30/2014 | Email: | pappasm@courts.mi.gov |
| Award Announcement Date: | 06/10/2013 | | |

WebGrants - Michigan Courts

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Your new application must be given a title. We recommend that you title your application so that it identifies the year of funding, the grant you are applying for, and your court. In the drop-down box called Primary Contact, select the Project Director. The Primary Contact will be the only person who receives messages through WebGrants about the application. When you have entered this information, click "Save" in the upper right corner.

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.
 The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.
 The Authorized Official, if this is displayed, is the person from your organization who is authorized to submit the proposal and commit your organization to the work involved. Select the organization, if you belong to more than one, for which you will be submitting this application.

General Information

Primary Contact:* Testing Test

Project Title:
 (limited to 250 characters)* 2014 Application for Byrne JAG Funding - 100th Circuit Court

Authorized Official:* Testing Test

Organization:* 1st Circuit Court

[Return to Top](#)

Now, click on the “Go to Application Forms” button. This will bring you to a list of the grant components that comprise the grant application.

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

Application

Application: 00081 - 2014 Application for Byrne JAG Funding - 100th Circuit Court

Program Area: Edward Byrne Memorial Justice Assistance Grant (Byrne JAG)
 Funding Opportunity: 00050 - Edward Byrne Memorial Justice Assistance Grant (Byrne JAG)
 Proposal Deadline: 07/08/2013

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

General Information

System ID: 00081
 Project Title: 2014 Application for Byrne JAG Funding - 100th Circuit Court
 Primary Contact: Testing Test
 Organization: 1st Circuit Court

[Go to Application Forms](#)

Last Edited By: Testing Test, 04/07/2013

This is the list of grant application components for one of the grants that is available through our office. By providing a project title on the last screen, the system has assigned your grant a System ID. Using that information, along with your User ID and Password, the system had filled in our “General Information” for the chosen application and marked that you have completed this section of the grant application. You can see that it is completed by the check mark in the “Complete?” column. Click on the next component of the application. The next application form will vary, depending on the funding opportunity you have selected.

| Application Forms | | Preview | Submit | Withdraw |
|--|-----------|-------------------------|------------------------|--------------------------|
| Form Name | Complete? | Last Edited | | |
| General Information | ✓ | 04/02/2013 | | |
| Application Information | | | | |
| Contact Information | | | | |
| Program Description | | | | |
| Program Goals (Required) | | | | |
| Program Goals (Optional) | | | | |
| Target Population and Screening | | | | |
| Assessments and Treatment | | | | |
| Program Length and Case Management | | | | |
| Judicial Supervision and Drug Testing | | | | |
| Sanctions and Incentives | | | | |
| Graduation Requirements and Expulsion Criteria | | | | |
| Sustainability Plan and Evaluation Plan | | | | |
| Drug Court Team | | | | |
| Program Income | | | | |
| Certification Forms | | | | |
| Budget | | | | |

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You may see that the next application is called “Preapplication”. Preapplications exist for funding opportunities that have specific eligibility parameters. For example, the Office of Highway Safety Planning grant offered through our office is only available to new programs or existing programs that are expanding their target population in a meaningful way and that accept drunk or drugged drivers. The preapplication questions serve as a check that the applicant is eligible for

the funding opportunity for which they are applying. If the applicant’s responses to the questions indicate that they are not eligible, the WebGrants system will not allow them to save the application form. This safeguards applicants from spending time submitting an application that will ultimately be rejected.

For each application form, after you have entered information and saved, you may edit that information using the “Edit” button, return to the application components list using the “Go to Application Forms” button, or mark the application component as completed using the “Mark as Completed” button. Components that are marked as complete **can** be edited in the future. However, an application cannot be submitted until all components are marked as completed.

We want to highlight one tricky section: The Budget. Click the first “Add” button that you see on the right side of the screen. The button corresponds to the Personnel line item of the budget.

Application: 00196 - Test for budget

Program Area: Michigan Drug Court Grant Program (MDCGP)
 Funding Opportunity: 00004 - Michigan Drug Court Grant Program (MDCGP)
 Proposal Deadline: 06/21/2013

| 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. These personnel costs should tie back to the Budget Request Summary and Budget Detail worksheet.

Next, a window will open where you will identify the Personnel that you wish to charge to the grant. Fill out the information in the boxes and click the Save button.

Personnel

Name* Anna Banana

Position* Program Coordinator

hours worked on project X hourly rate

Computation* \$25.50/hour x 1,080 hours/year = \$27,540

Request* \$27,540

Other Grant Or Funding Sources \$0.00

Local Cash Contribution \$0.00

Local In-Kind Contribution \$0.00

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WebGrants - Michigan Courts

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Once you save the form, the screen will refresh and you will see that the personnel section of the budget is now populated with the information you just entered. To add additional personnel in this section, click the Add button and complete the form again and save.

Next, choose the Add button next to Contractual (**note that you need to skip over Fringe Benefits for now**) and complete the form that opens. When you complete the form and click save, the budget will update. Continue in this manner, choosing the Add buttons on the right side of the screen and adding your budget request information for Contractual, Supplies, and Travel. If a component of the budget template is not needed, you may leave it blank.

To complete the budget component of the application, you need to return to the top of the screen and choose the “Edit” button to respond to the narrative questions. When you choose the “Edit” button, narrative text boxes will appear for the narrative and the Fringe Benefit boxes will

unlock. Complete the text boxes with justifications for the expenses you identified in numbers on the previous page and fill out the fringe benefits you are requesting.

| Personnel | | | | | | | Go to Application Forms |
|-------------|---------------------|---|--------------------|--------------------------------|-------------------------|----------------------------|---|
| Name | Position | Computation | Request | Other Grant Or Funding Sources | Local Cash Contribution | Local In-Kind Contribution | |
| Anna Banana | Program Coordinator | \$25.50/hour x 1,080 hours/year = \$27,540 | \$27,540.00 | \$0.00 | \$0.00 | \$0.00 | |
| | | | \$27,540.00 | \$0.00 | \$0.00 | \$0.00 | |

Personnel Justification

Personnel Justification*

Justify personnel (i.e., wages) associated with the proposed project. These personnel costs should tie back to the Budget Request Summary and Budget Detail worksheet.

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

Anna Banana is the Program Coordinator for the 100th Circuit Court. Ms. Banana's responsibilities include X, Y, Z. Anna's salary is \$25.50 per hour. 1,080 hours a year will be charged to the grant.

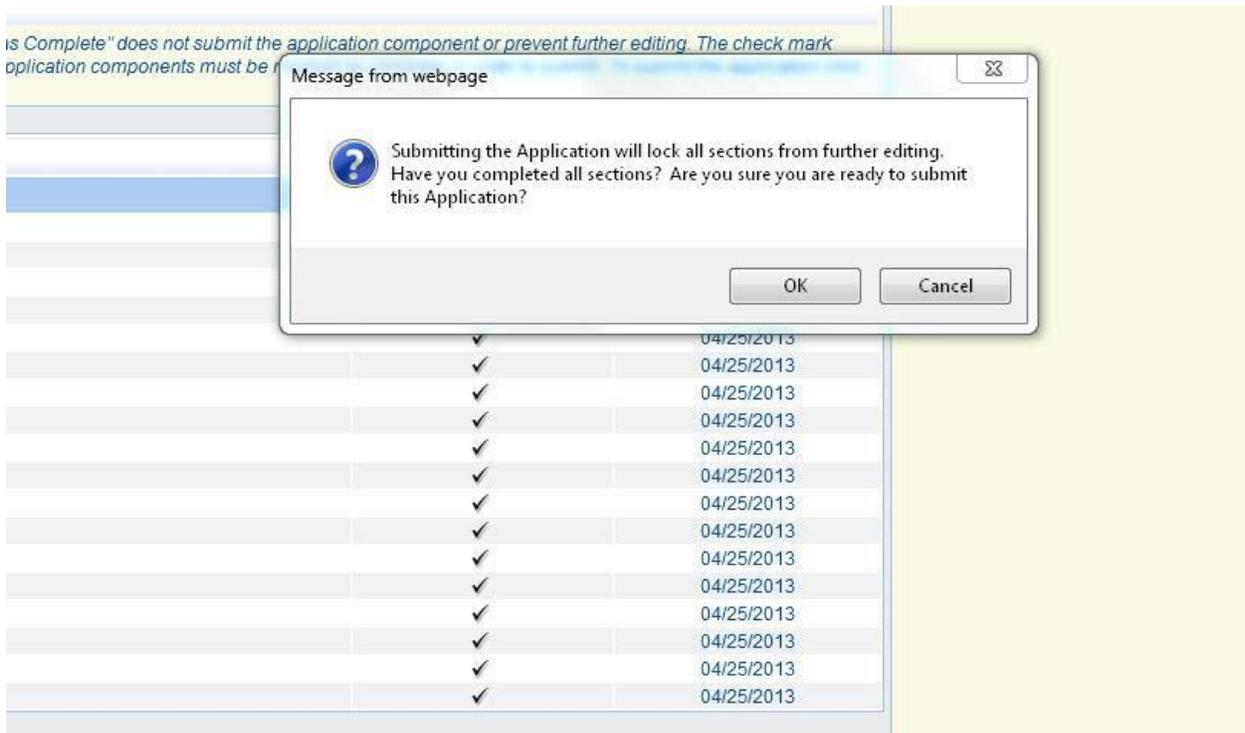
Path: p Words:30

You must complete each narrative section, even if you simply indicate that the section is not applicable (because you are not requesting supplies, for example). After you have completed the budget and saved it, you will notice that the bottom of the budget template form has summarized your budget request and autocalculated the total request. Either “Go to Application Forms” or “Mark as Complete”.

In order to submit an application, all Application Forms must be marked as complete. You can identify if a form has been marked as complete by the check marks in the “Complete?” column.

| Application Forms | | Application Details Submit Withdraw | |
|--|-----------|---|--|
| Form Name | Complete? | Last Edited | |
| General Information | ✓ | 04/25/2013 | |
| Preapplication Byrne JAG | ✓ | 04/25/2013 | |
| Application Information | ✓ | 04/25/2013 | |
| Contact Information | ✓ | 04/25/2013 | |
| Program Description | ✓ | 04/25/2013 | |
| Program Goals (Required) | ✓ | 04/25/2013 | |
| Program Goals (Optional) | ✓ | 04/25/2013 | |
| Target Population and Screening | ✓ | 04/25/2013 | |
| Assessments and Treatment | ✓ | 04/25/2013 | |
| Program Length and Case Management | ✓ | 04/25/2013 | |
| Judicial Supervision and Drug Testing | ✓ | 04/25/2013 | |
| Sanctions and Incentives | ✓ | 04/25/2013 | |
| Graduation Requirements and Expulsion Criteria | ✓ | 04/25/2013 | |
| Sustainability Plan and Evaluation Plan | ✓ | 04/25/2013 | |
| Drug Court Team | ✓ | 04/25/2013 | |
| Program Income | ✓ | 04/25/2013 | |
| Certification Forms | ✓ | 04/25/2013 | |
| Budget | ✓ | 04/25/2013 | |

When you click the “Submit” button, you will receive a pop-up message like the message below:



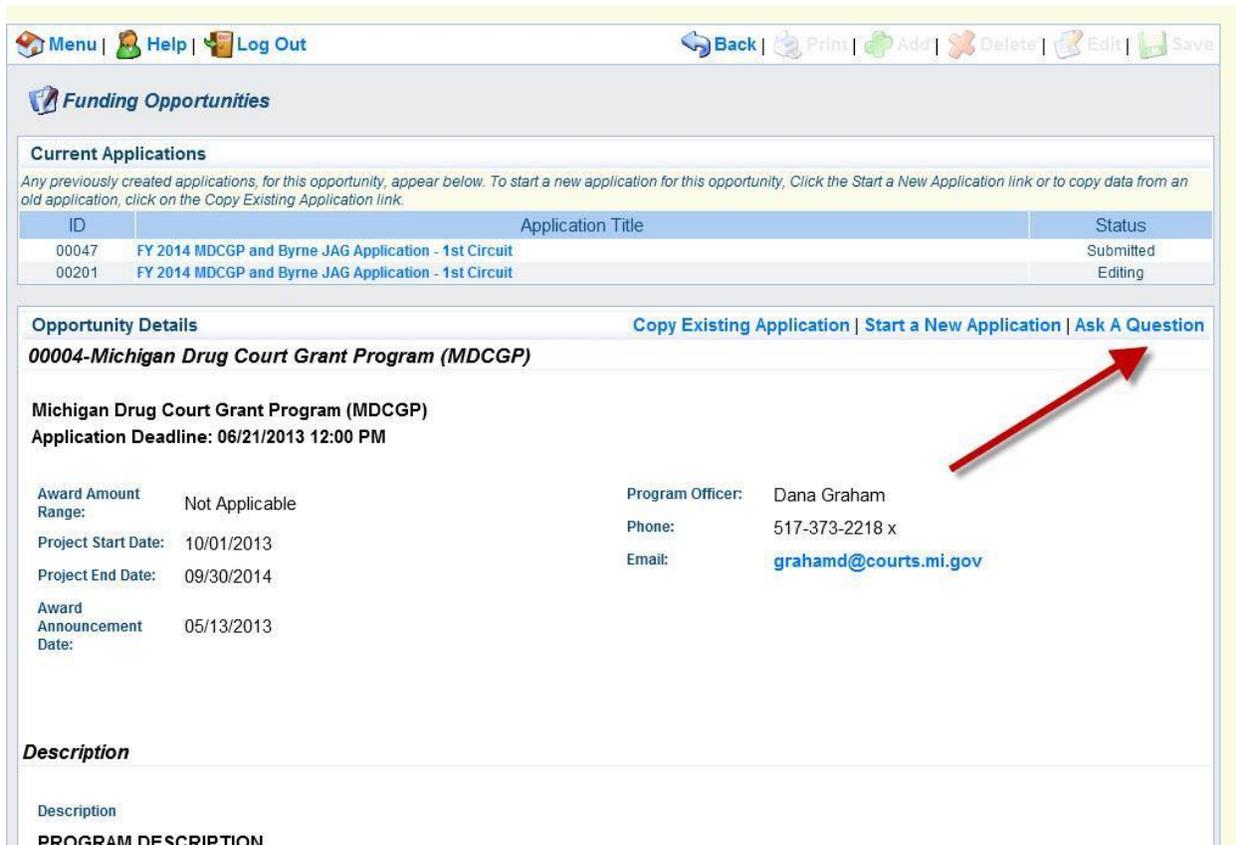
When you click “OK” in the pop-up message window, the application will be submitted to SCAO and you will receive a

confirmation message, naming your application and the application ID number.

Congratulations! You've submitted a grant through WebGrants!

Asking a Question

You can ask the SCAO staff a question about a grant by clicking on the Funding Opportunity and choosing Ask A Question.



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 |
|-------|---|-----------|
| 00047 | FY 2014 MDCGP and Byrne JAG Application - 1st Circuit | Submitted |
| 00201 | FY 2014 MDCGP and Byrne JAG Application - 1st Circuit | Editing |

Opportunity Details [Copy Existing Application](#) | [Start a New Application](#) | [Ask A Question](#)

00004-Michigan Drug Court Grant Program (MDCGP)

Michigan Drug Court Grant Program (MDCGP)
Application Deadline: 06/21/2013 12:00 PM

| | | | |
|--------------------------|----------------|------------------|--|
| Award Amount Range: | Not Applicable | Program Officer: | Dana Graham |
| Project Start Date: | 10/01/2013 | Phone: | 517-373-2218 x |
| Project End Date: | 09/30/2014 | Email: | grahamd@courts.mi.gov |
| Award Announcement Date: | 05/13/2013 | | |

Description

Description

PROGRAM DESCRIPTION

Type your question into the question box and click Save. The question will be sent to SCAO staff.

The screenshot shows a web application interface. At the top, there is a navigation bar with icons and labels for 'Menu', 'Help', 'Log Out', 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save'. Below this is a section titled 'Funding Opportunities'. The main content area displays details for a funding opportunity: '00004 - Michigan Drug Court Grant Program (MDCGP)'. The status is 'Posted', the program area is 'Michigan Drug Court Grant Program (MDCGP)', and the final application deadline is '06/21/2013 12:00 PM'. Below the details is a 'Post Question' section. It contains a warning: 'Questions that you post will appear at the bottom of the Funding Opportunity details page. Answers will be posted along side your questions. Anyone applying to this Funding Opportunity can see your question and the answer. BE CAREFUL WHAT YOU POST!'. There is a text input field labeled 'Question:' and a 'Save' button.

We may choose to respond to you individually or to post your question and our response for all to see if we think that it will assist others. If we post the response, it will appear at the bottom of the Funding Opportunity description page (the page where you clicked to ask the question).

Submitting a Second Application

A fantastic feature of WebGrants is that, once you've submitted an application before, your work is minimal when submitting future grant applications, even if you are applying for a different grant program!

To submit a new grant application using information from a previous application, choose the Funding Opportunity from the WebGrants home screen.

Choose the name of the grant in which you are interested in applying. When the funding opportunity description page loads, choose Copy an Existing Application.

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 |
|-------|-------------------|-----------|
| 02135 | Regional MHC TEST | Submitted |

Opportunity Details [Copy Existing Application](#) | [Start a New Application](#) | [Ask A Question](#)

02134-Michigan Mental Health Court Regional Grant Program - (MMHCGP-Regional)

Michigan Mental Health Court Regional Grant Program (MMHCGP-Regional)
Application Deadline: 07/01/2014 11:59 PM

Award Amount Range: Not Applicable Program Officer: Marie Pappas
 Project Start Date: 10/01/2014 Phone: 517-373-2206 x
 Project End Date: 09/30/2015 Email: pappasm@courts.mi.gov

Award Announcement

The page will open that lists all applications that you have submitted in the past. Choose the application that you want to copy by clicking on the radio button in front of that application and clicking Save.

Funding Opportunities

Copy Application

Select an application below to copy and click save. The data in this prior application will be copied into a new application. You may then edit this data and then submit the completed application.

| Copy | Program Area | Funding Opportunity | ID | Title | Stage | Status |
|-----------------------|--|--|-------|--|-----------|-----------|
| <input type="radio"/> | Edward Byrne Memorial Justice Assistance Grant (Byrne JAG) | Edward Byrne Memorial Justice Assistance Grant (Byrne JAG) | 00081 | 2014 Application for Byrne JAG Funding - 100th Circuit Court | Final App | Editing |
| <input type="radio"/> | Michigan Drug Court Grant Program (MDCGP) | Michigan Drug Court Grant Program (MDCGP) | 00047 | FY 2014 MDCGP and Byrne JAG Application - 1st Circuit | Final App | Submitted |

The page will refresh and list the forms associated with the grant application. The application that you selected will load into the application forms that you see listed. **First, click on General Information.** Even though this section is automatically marked as completed, you should choose the Edit button at the top of the page and rename this application for the correct year and grant program, then save it.

As you click through the grant forms, you'll see that your previously entered information has populated them. Click Edit to revise that information. Also note that new questions may have been added to the form. Mark each form as complete when you are finished.

Revising Your Budget

You will receive an email from the WebGrants system when it is time to revise your budget. The email will direct you to log into the system to revise your budget.

When you log into the system, choose My Applications.



You will see your grant listed on the My Applications page and the status next to it will state that it is in “Correcting” status. Click on the grant. You will be directed to the budget form. Because this is the only form requiring revision, it is the only form that you will see and be able to adjust.

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 |
| Budget | | 04/25/2013 |

Click on the “Budget” form and the budget page will open. To add new information to any budget section, use the Add button as you did when creating the budget. To delete or change existing information in a budget section, click on the hyperlink for the item that you want to change.

Application: 00047 - FY 2014 MDCGP and Byrne JAG Application - 1st Circuit

Program Area: Michigan Drug Court Grant Program (MDCGP)
Funding Opportunity: 00004 - Michigan Drug Court Grant Program (MDCGP)
Proposal Deadline: 06/21/2013

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 |
|-------------|--------------|--|--------------------|--------------------------------|-------------------------|----------------------------|--------------------|
| Anna Banana | Case Manager | \$25/hour x 1080 hours | \$27,000.00 | \$0.00 | \$0.00 | \$0.00 | \$27,000.00 |
| Tom Turkey | Case Manager | \$28.09/hour x 500 hours/year = \$14,045 | \$14,045.00 | \$0.00 | \$0.00 | \$30,000.00 | \$44,045.00 |
| | | | \$41,045.00 | \$0.00 | \$0.00 | \$30,000.00 | \$71,045.00 |

Personnel Justification

Personnel Justification*

Justify personnel (i.e., wages) associated with the proposed project. These personnel costs should tie back to the Budget Request Summary and Budget Detail worksheet.

Anna Banana's responsibilities as case manager include...

Then adjust the calculation and requested amount or delete the entry using the Delete button.

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

Application

Application: 00047 - FY 2014 MDCGP and Byrne JAG Application - 1st Circuit

Program Area: Michigan Drug Court Grant Program (MDCGP)
Funding Opportunity: 00004 - Michigan Drug Court Grant Program (MDCGP)
Proposal Deadline: 06/21/2013

Personnel

Name* Anna Banana
Position* Case Manager
hours worked on project X hourly rate
Computation* \$25/hour x 1080 hours
Request* \$27,000.00
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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Note: When saving the form or budget after making changes, the system requires time. Please be patient while the system recalculates and saves.

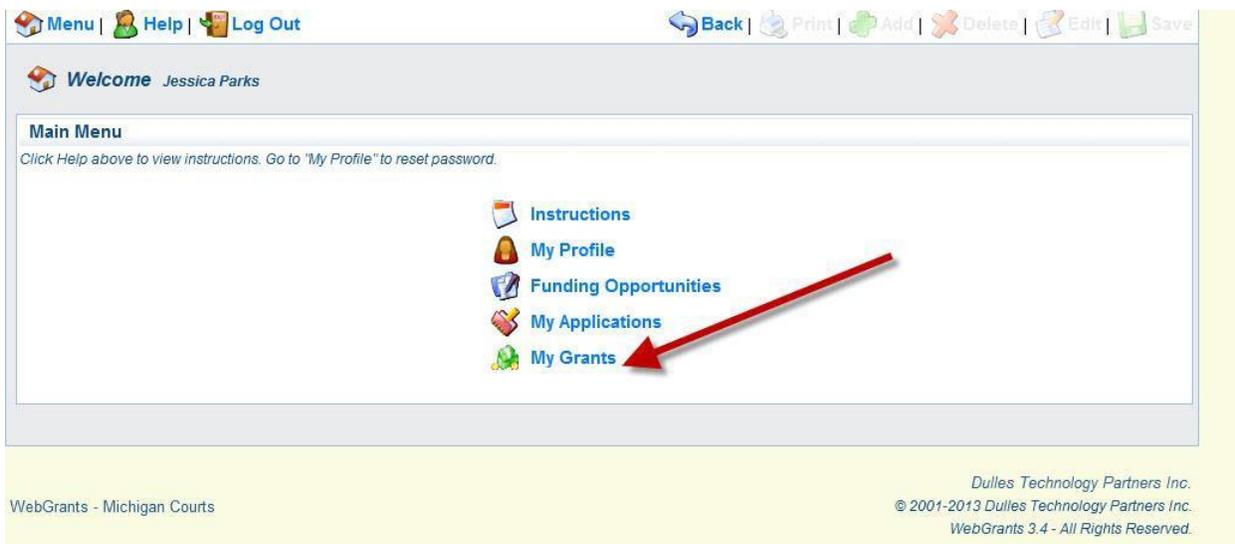
Remember that you'll need to include new information in the narrative text boxes for justifications. Use the "Edit" button at the top of the screen to edit justifications associated with each budget form section.

When you have adjusted the numbers and the narratives, mark the form as complete. The screen will refresh and you will once again be able to submit your budget using the Submit button.

Submitting a Claim for Reimbursement

Congratulations on your grant award! All grant programs administered by problem-solving courts are reimbursement programs. That means that you must submit receipts, invoices, payroll documents, etc. to document the funds that you expended on the grant program and request to be reimbursed for those expenses. You must complete a claim each quarter, whether you are requesting reimbursement or not. It is fine to submit a claim for zero dollars for a quarter.

Also, please remember that grantees who have contractual expenses in their approved budget must submit subcontracts with each subrecipient agency or service provider before SCAO can reimburse for those expenses. Subcontract templates are linked to on the Subcontract component of My Grants. When the subcontract is signed by both parties, it should be attached to your grant in WebGrants. To attach your subcontracts in WebGrants, click on My Grants.



The screenshot displays the WebGrants user interface. At the top, there is a navigation bar with links for Menu, Help, and Log Out. Below this, a welcome message reads "Welcome Jessica Parks". The main content area is titled "Main Menu" and contains a list of links: Instructions, My Profile, Funding Opportunities, My Applications, and My Grants. A red arrow points to the "My Grants" link. The footer of the page includes the text "WebGrants - Michigan Courts" on the left and "Dulles Technology Partners Inc. © 2001-2013 Dulles Technology Partners Inc. WebGrants 3.4 - All Rights Reserved." on the right.

Then select Sub-Contractor Forms.

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

Grant Tracking

Grant: 00178 - Test of Claims and Budget - 2013

Status: Underway
Program Area: Edward Byrne Memorial Justice Assistance Grant (Byrne JAG)
Grantee Organization: Grantee Organization
Program Officer: Marie Pappas
Awarded Amount: \$61,817.34

Grant Components

The components below are associated with the current Funding Opportunity. You can change these components in the Funding Opportunity module. You may associate specific forms in the Associated Forms section above. You can define your own alerts in the Alerts section. You can make notes by clicking Annotations. You can copy this grant and you can export the raw data.

| Component | Last Edited |
|-----------------------------|-------------|
| General Information | 04/15/2013 |
| Claims | |
| Status Reports | |
| Site Visit | |
| Contract Amendments | |
| Correspondence | |
| Sub-Contractor Forms | |
| Budget | 04/22/2013 |
| Opportunity | - |
| Application | - |

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Choose Add at the top of the page.

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

Grant Tracking

Grant: 00178 - Test of Claims and Budget - 2013

Status: Underway
Program Area: Edward Byrne Memorial Justice Assistance Grant (Byrne JAG)
Grantee Organization: Grantee Organization
Program Officer: Marie Pappas
Awarded Amount: \$61,817.34

Sub-Contractor Forms [Return to Components](#)

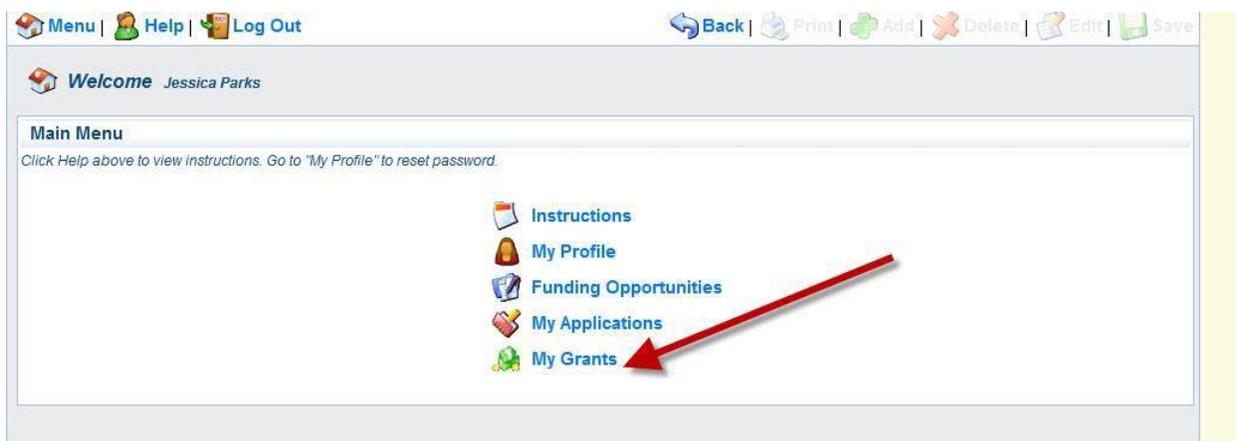
| Description | File Name | File Size | Last Edited By: |
|-------------|-----------|-----------|-----------------|
|-------------|-----------|-----------|-----------------|

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Use the Browse function to identify the subcontract that you want to attach to the grant. Make sure that you name the document that you are attaching with the name of the Subcontractor (ABC Treatment, for example). When you click “Save” at the top of the screen, the document is loaded and you are finished.



To submit a claim for reimbursement, click on “My Grants” from your home screen in WebGrants. Then click on the title of the grant for which you’d like to submit a claim.



Choose “Claims” from the menu list.

Grant: 00178 - Test of Claims and Budget - 2013

Status: Underway

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

Grantee Organization: Grantee Organization

Program Officer: Marie Pappas

Awarded Amount: \$61,817.34

Grant Components

The components below are associated with the current Funding Opportunity. You can change these components in the Funding Opportunity section. You may associate specific forms in the Associated Forms section above. You can define your own alerts in the Alerts section. You can copy this grant and you can export the raw data.

| Component |
|--------------------------------------|
| General Information |
| Claims |
| Status Reports |
| Site Visit |
| Contract Amendments |
| Correspondence |
| Sub-Contractor Forms |
| Budget |
| Opportunity |
| Application |

Choose the hyperlink for the claim you need to submit. Then click Reimbursement and click Edit. In the boxes that appear, enter the amount that you are claiming for reimbursement and click Save.

| Budget Category | Contract Budget | Expenses This Period | Prior Expenses (Paid) |
|--------------------------------|-----------------|----------------------|-----------------------|
| Personnel Summary | | | |
| Personnel Total | \$39,586.00 | \$0.00 | \$37,000.00 |
| Fringe Benefits Summary | | | |
| Fringe Benefits Total | \$7,521.34 | \$0.00 | \$6,750.00 |
| Contractual Summary | | | |
| Contractual Total | \$4,700.00 | \$0.00 | \$3,700.00 |
| Supplies Summary | | | |
| Supplies Total | \$10.00 | \$0.00 | \$10.00 |
| Travel Summary | | | |
| Travel Total | \$10,000.00 | \$0.00 | \$8,770.00 |

If you are entering a zero report, you do not need to enter any numbers, simply click Save.

Mark as Complete or Go to Claim Forms. Remember, you can mark the form as complete and return later to edit it using the Edit button.

You must attach documentation that substantiates the claim you have submitted. To attach the back-up documentation (payroll documents, invoices, receipts, etc.), click on Attachments.

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 | ✓ | 04/25/2013 |
| Reimbursement | ✓ | 04/25/2013 |
| Attachments | | |

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Then click the Add button at the top of the screen.

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

Grant Tracking

Claim: 00178 - 008 [Grant Components](#)

Grant: [00178-Test of Claims and Budget](#)

Status: Editing

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

Grantee Organization: Grantee Organization

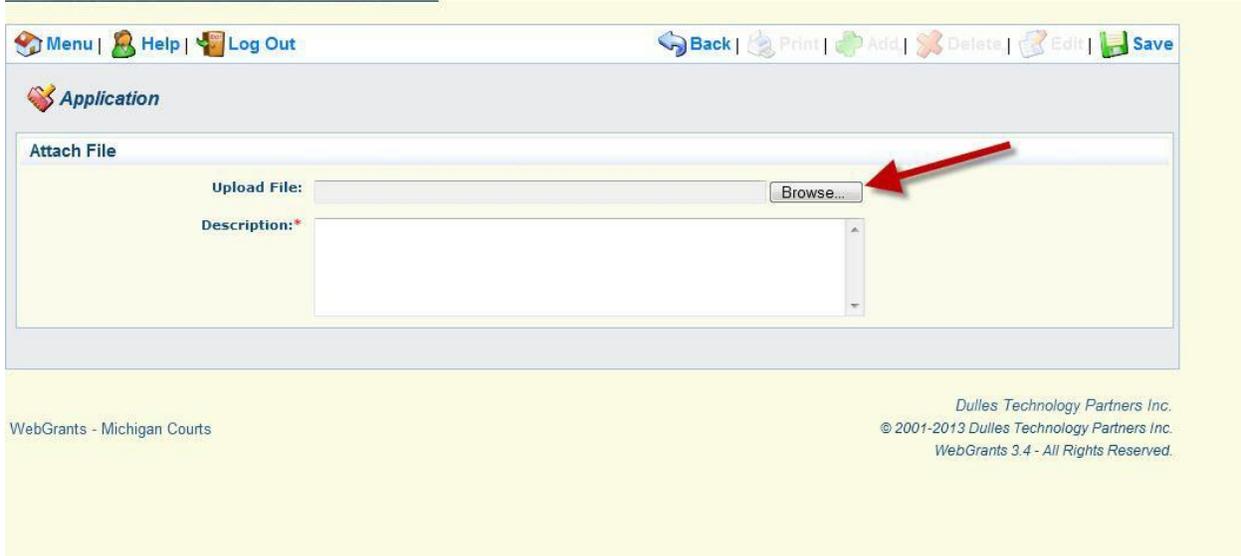
Program Manager: Marie Pappas

Attachments [Mark as Complete](#) | [Go to Claim Forms](#)

| Description | File Name | File Size | Last Edited By: |
|-------------|-----------|-----------|-----------------|
|-------------|-----------|-----------|-----------------|

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Use the Browse function to locate the file that you would like to attach to your claim. In the Description text box, identify the file by naming the quarter that the documentation corresponds to such as “First Quarter Documentation”.

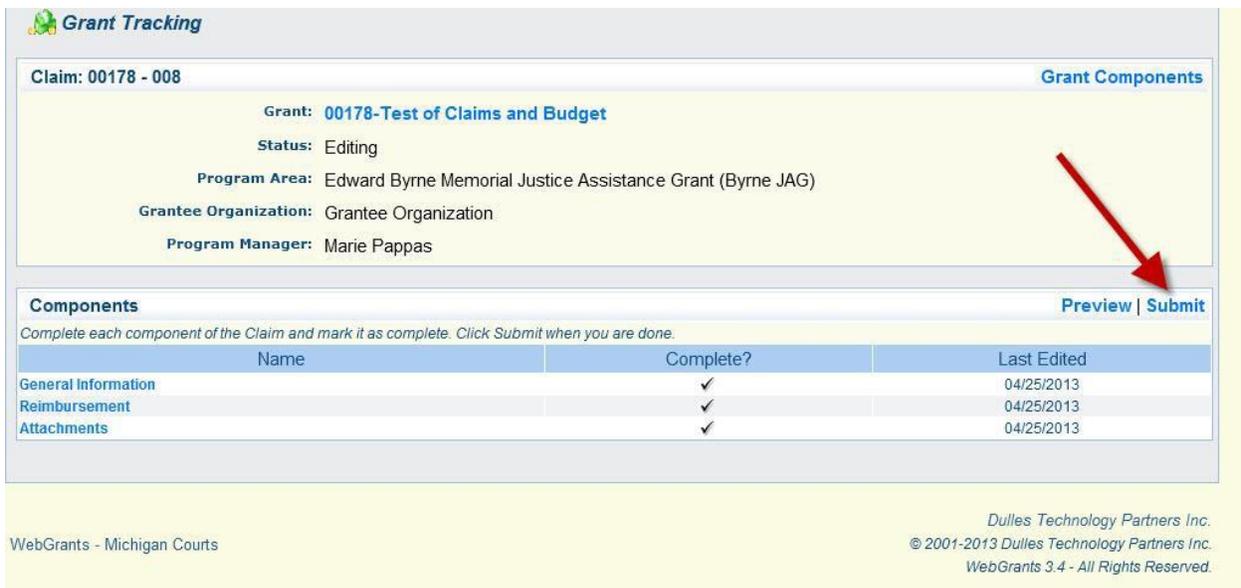


The screenshot shows the 'Attach File' section of the application. At the top, there is a navigation bar with 'Menu | Help | Log Out' on the left and 'Back | Print | Add | Delete | Edit | Save' on the right. Below this is the 'Application' header. The main content area is titled 'Attach File' and contains an 'Upload File:' label next to a text input field and a 'Browse...' button. A red arrow points to the 'Browse...' button. Below the input field is a 'Description:*' label followed by a large text area for entering details.

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Mark as Complete or Go to Claims Forms. Click Submit to submit the claim to SCAO.



The screenshot displays the 'Grant Tracking' interface. At the top left is the 'Grant Tracking' header. The main content area shows 'Claim: 00178 - 008' with a 'Grant Components' link. Below this, the following details are listed: 'Grant: 00178-Test of Claims and Budget', 'Status: Editing', 'Program Area: Edward Byrne Memorial Justice Assistance Grant (Byrne JAG)', 'Grantee Organization: Grantee Organization', and 'Program Manager: Marie Pappas'. A red arrow points to the 'Submit' button in the bottom right corner. Below the details is a 'Components' section with a 'Preview | Submit' link. A table lists the components and their completion status:

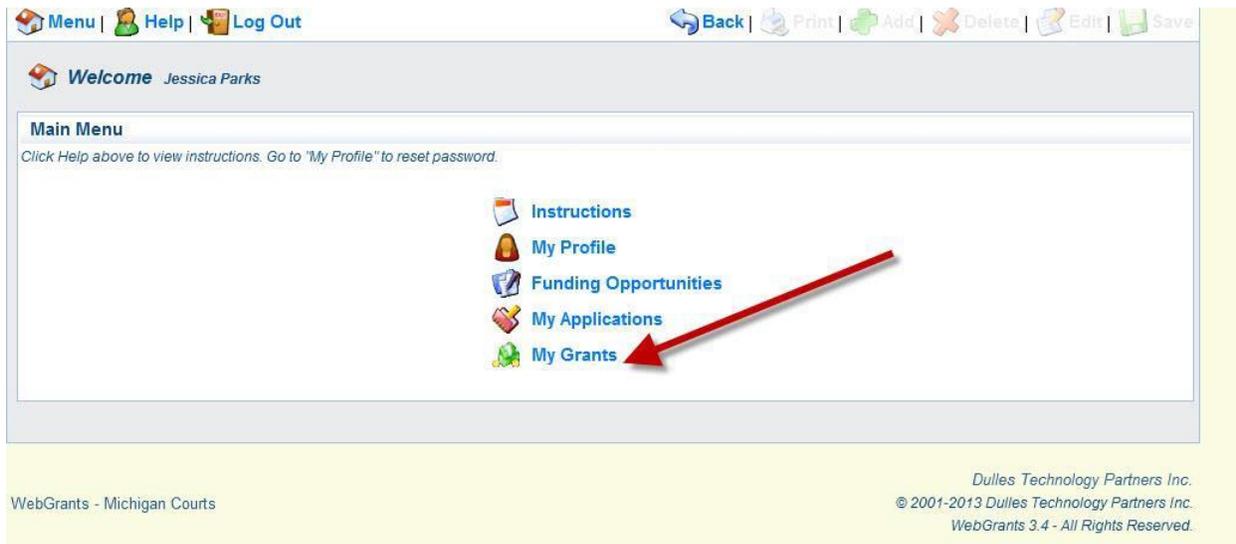
| Name | Complete? | Last Edited |
|---------------------|-----------|-------------|
| General Information | ✓ | 04/25/2013 |
| Reimbursement | ✓ | 04/25/2013 |
| Attachments | ✓ | 04/25/2013 |

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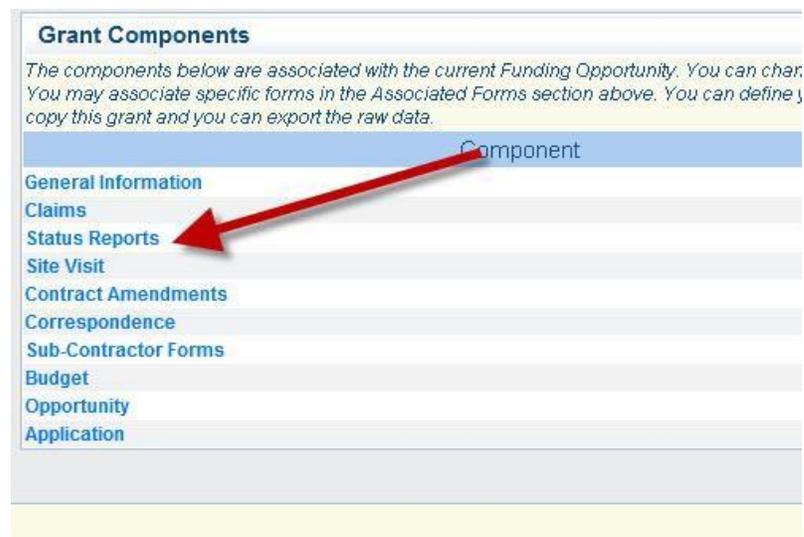
Submitting a Status Report

The type of status reports that you may be required to submit depends on the type of funding opportunity associated with your award. If your grant program requires a status report, you'll find them on by clicking on My Grants from the home page.



The screenshot shows the WebGrants home page for Jessica Parks. At the top, there are navigation links: Menu, Help, and Log Out. On the right, there are utility icons: Back, Print, Add, Delete, Edit, and Save. Below the navigation is a 'Welcome Jessica Parks' message. The main content area is titled 'Main Menu' and contains a list of menu items: Instructions, My Profile, Funding Opportunities, My Applications, and My Grants. A red arrow points to the 'My Grants' item. At the bottom left, it says 'WebGrants - Michigan Courts'. At the bottom right, it says 'Dulles Technology Partners Inc. © 2001-2013 Dulles Technology Partners Inc. WebGrants 3.4 - All Rights Reserved.'

Click on the name of your grant and click on Status Reports.



The screenshot shows the 'Grant Components' section. It has a title 'Grant Components' and a description: 'The components below are associated with the current Funding Opportunity. You can char. You may associate specific forms in the Associated Forms section above. You can define, copy this grant and you can export the raw data.' Below the description is a table with a header 'Component' and a list of components: General Information, Claims, Status Reports, Site Visit, Contract Amendments, Correspondence, Sub-Contractor Forms, Budget, Opportunity, and Application. A red arrow points to the 'Status Reports' component.

Click on the report period for which you are submitting information. The components associated with that status report will be listed. Progress reports are loaded into status reports approximately three weeks before their due date. All other status reports will be loaded before your grant is made active.

Click on the component that you want to complete.

Status Report: 00178 - 01

Grant: 00178-Test of Claims and Budget

Status: Editing

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

Grantee Organization: Grantee Organization

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 | | |
| Quarterly Program Report | ✓ | 04/22/2013 |
| Program Income Report | | |

WebGrants - Michigan Courts

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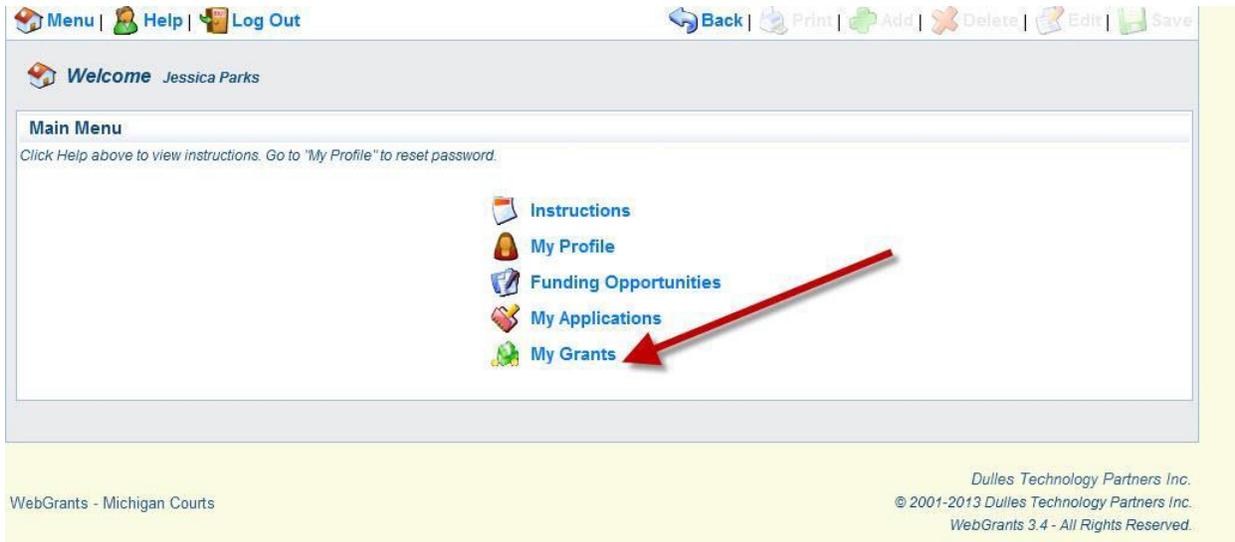
The report form will load. Required boxes are marked with a red asterisk. Complete the report and save it. Mark the report as complete or Go to Status Report Forms.

You cannot submit the report until all components of the report are marked as complete. When you have completed all components, choose the submit button.

Submitting a Contract Adjustment Request

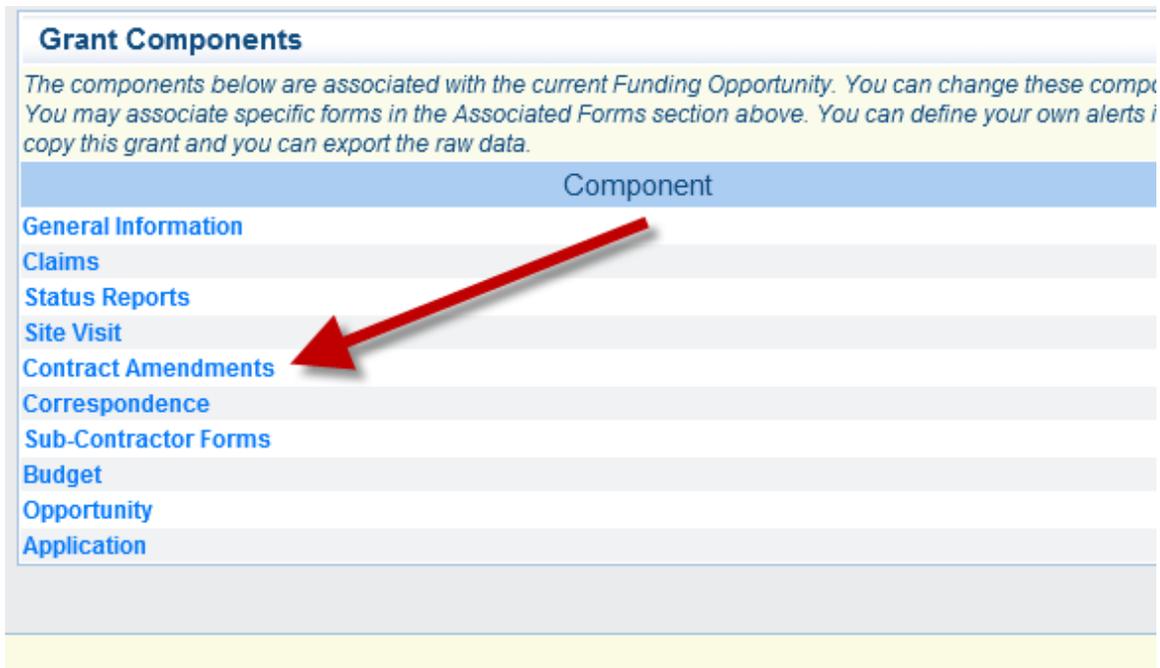
What if you determine that you need to change your program structure, to alter your budget, or to change staff assignments in the program? It's easy in WebGrants!

Click on My Grants, then choose the title of your grant.



The screenshot shows the top navigation bar with links for Menu, Help, and Log Out. On the right, there are utility icons for Back, Print, Add, Delete, Edit, and Save. Below this is a welcome message for Jessica Parks. The main content area is titled 'Main Menu' and contains a list of menu items: Instructions, My Profile, Funding Opportunities, My Applications, and My Grants. A red arrow points to the 'My Grants' link. At the bottom, there is a footer with the text 'WebGrants - Michigan Courts' on the left and 'Dulles Technology Partners Inc. © 2001-2013 Dulles Technology Partners Inc. WebGrants 3.4 - All Rights Reserved.' on the right.

Click on Contract Amendments. You will use contract amendments to change your budget or your program structure.



The screenshot shows a section titled 'Grant Components'. Below the title is a paragraph of text: 'The components below are associated with the current Funding Opportunity. You can change these components. You may associate specific forms in the Associated Forms section above. You can define your own alerts in this grant and you can export the raw data.' Below the text is a table with a single column titled 'Component'. The table lists several components: General Information, Claims, Status Reports, Site Visit, Contract Amendments, Correspondence, Sub-Contractor Forms, Budget, Opportunity, and Application. A red arrow points to the 'Contract Amendments' row.

| Component |
|----------------------|
| General Information |
| Claims |
| Status Reports |
| Site Visit |
| Contract Amendments |
| Correspondence |
| Sub-Contractor Forms |
| Budget |
| Opportunity |
| Application |

Click the Add button on the form.

Grantee Organization: Grantee Organization
Program Officer: Marie Pappas
Awarded Amount: \$61,817.34

Contract Amendments [Add](#)

| ID | Type | Status | Submitted Date |
|------------|-----------------|-----------|----------------|
| 00178 - 01 | Budget Revision | Approved | 04/22/2013 |
| 00178 - 02 | Budget Revision | Submitted | 04/24/2013 |

Last Edited By:

Dulles Technology Partners Inc.

Identify the title of your request and then click Save.

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

Grant Tracking

General Information

Title: (limited to 250 characters)* Requested revision 4/25/13

Contract Amendment Type:* Budget Revision

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WebGrants - Michigan Courts

Click to Return to Components. Click on the Component called Budget. The screen will load with your approved budget. To request an amendment to the budget, click Edit at the top of the screen.

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

Contract Amendments

Contract Amendment: 03

Grant: **00178-Test of Claims and Budget**

Status: Editing

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

Grantee Organization: Grantee Organization

Program Manager: Marie Pappas

Submitted Date:

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 |
|------|----------|-------------|---------|--------------------------------|-------------------------|----------------------------|-------|
|------|----------|-------------|---------|--------------------------------|-------------------------|----------------------------|-------|

Scroll to the bottom of the page that loads. This is where you'll indicate whether and how you wish to move funds and your reason behind the request.

Personnel Summary

| Budget Category | Revised Amount |
|-----------------|----------------|
| Personnel Total | \$0.00 |

Fringe Benefits Summary

| Budget Category | Revised Amount |
|-----------------------|----------------|
| Fringe Benefits Total | \$0.00 |

Contractual Summary

| Budget Category | Revised Amount |
|-------------------|----------------|
| Contractual Total | \$0.00 |

Supplies Summary

| Budget Category | Revised Amount |
|-----------------|----------------|
| Supplies Total | \$0.00 |

Travel Summary

| Budget Category | Revised Amount |
|-----------------|----------------|
| Travel Total | \$0.00 |

Total Budget

| Budget Category | Revised Amount |
|-----------------|----------------|
| Total | \$0.00 |

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 | [List Icons] | [Other Icons]

In the Revised Amount column, enter the amount by which you would like to change the budget. Do not enter the budget that you would like to see as the final budget. For example, if your approved budget included \$20,000 for personnel and you would like to move \$1,000 from personnel to contractual expenses, you would enter “-\$1,000” in the personnel revised amount box and “+\$1,000” in the revised amount contractual box. In the Explanation of Requested Adjustment, explain why you wish to move the funds between line items. If you only wish to change the name of an employee being charged to the grant, or wish to make an adjustment that is not monetary, you only need to complete the Explanation of Requested Adjustment box. Click save and you can see your suggested revision displayed on the screen. Mark it as complete at the top of the screen. The screen will refresh and give you a button to submit the request. Click Submit. If SCAO approves the requested adjustment, SCAO will adjust your budget. You will see the submitted requested change from Submitted to Approved and your budget will reflect the change.

Viewing Your Budget

Do you need a reminder of what amounts were approved for each line item? Did you forget what percent of an employee’s salary was being charged to the grant? You can review your approved budget at any time!

Click on My Grants.

The screenshot shows the top navigation bar with links for Menu, Help, and Log Out. On the right, there are utility icons for Back, Print, Add, Delete, Edit, and Save. Below this is a 'Welcome' message for Jessica Parks. The 'Main Menu' section contains a list of links: Instructions, My Profile, Funding Opportunities, My Applications, and My Grants. A red arrow points to the 'My Grants' link. At the bottom, there is a footer with 'WebGrants - Michigan Courts' on the left and copyright information for Dulles Technology Partners Inc. on the right.

Then click on the title for your grant. Click on Budget.

The screenshot displays the 'Grant Components' section. It includes a header, a descriptive paragraph, and a table with a 'Component' column. The components listed are: General Information, Claims, Status Reports, Site Visit, Contract Amendments, Correspondence, Sub-Contractor Forms, Budget, Opportunity, and Application. A red arrow points to the 'Budget' component.

| Component |
|----------------------|
| General Information |
| Claims |
| Status Reports |
| Site Visit |
| Contract Amendments |
| Correspondence |
| Sub-Contractor Forms |
| Budget |
| Opportunity |
| Application |

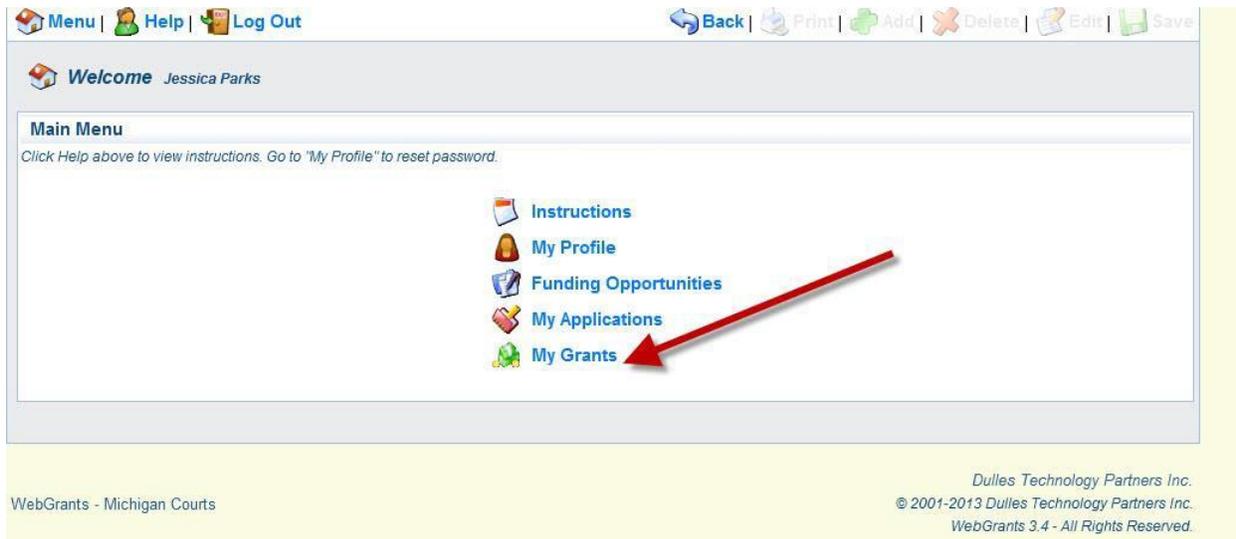
The budget that is approved by the SCAO will load and you can reference it at any time. When contract adjustments are approved, the changes in your budget will be reflected here.

Finding Allowable and Disallowable Expenses and Details of a Grant

Program After Award

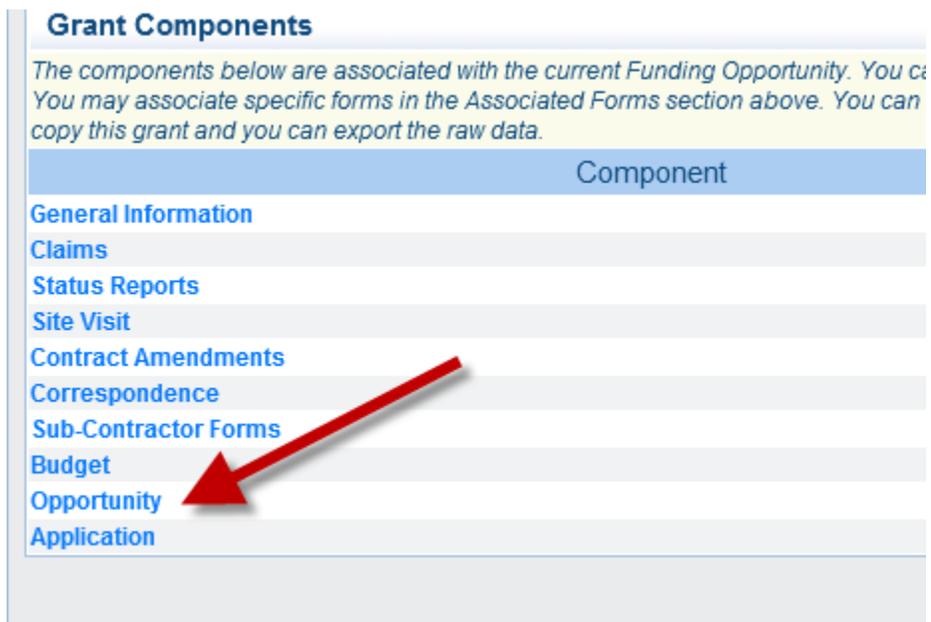
After you have been awarded a grant through WebGrants, you can refer back to the description of the grant, the reporting due dates, the allowable and disallowable expenses, and the assurances for the grant at any time.

Click on My Grants.



The screenshot displays the WebGrants user interface. At the top, there is a navigation bar with links for Menu, Help, and Log Out. To the right of this bar are utility icons for Back, Print, Add, Delete, Edit, and Save. Below the navigation bar, a welcome message reads "Welcome Jessica Parks". The main content area is titled "Main Menu" and contains a list of menu items: Instructions, My Profile, Funding Opportunities, My Applications, and My Grants. A red arrow points to the "My Grants" link. At the bottom of the page, there is a footer with the text "WebGrants - Michigan Courts" on the left and "Dulles Technology Partners Inc. © 2001-2013 Dulles Technology Partners Inc. WebGrants 3.4 - All Rights Reserved." on the right.

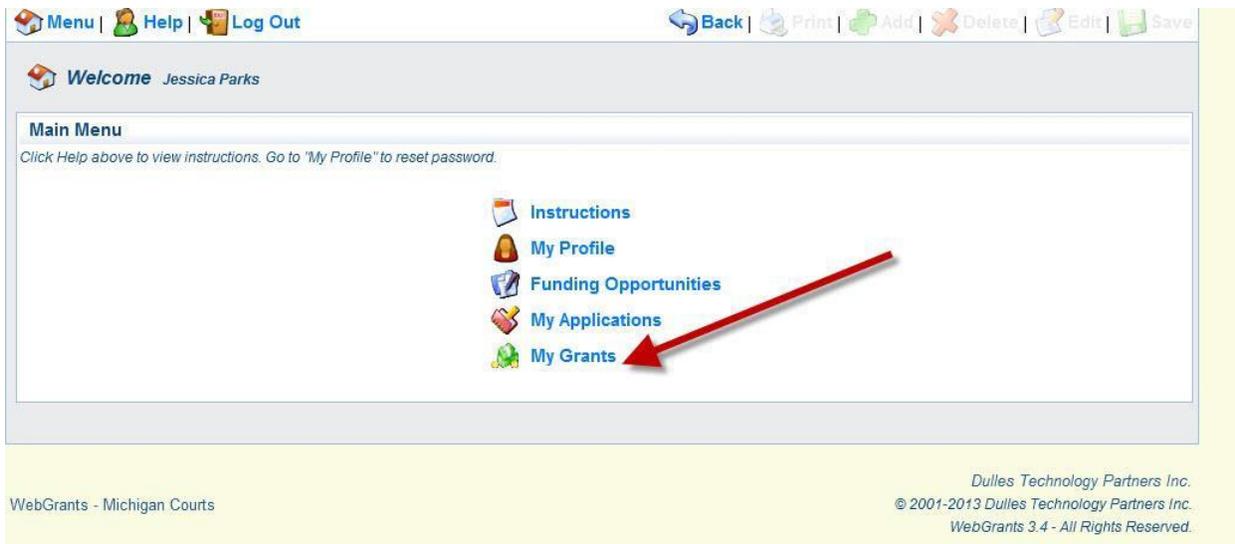
Click on the title of your grant and then click on Opportunity.



The funding opportunity description, reporting due dates, allowable and disallowable expenses, and assurances are listed.

Viewing Your Submitted Application After Award

If you would like to refer back to the application that you submitted after you have received an award, you can find your application by clicking on My Grants.



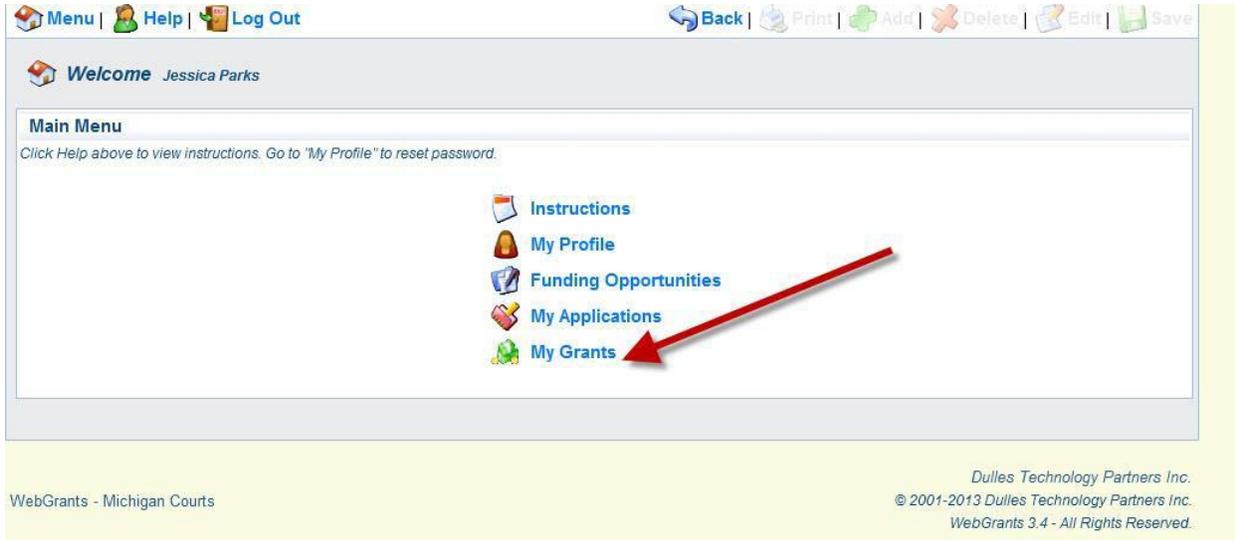
Then click on the title of your grant and choose Application.



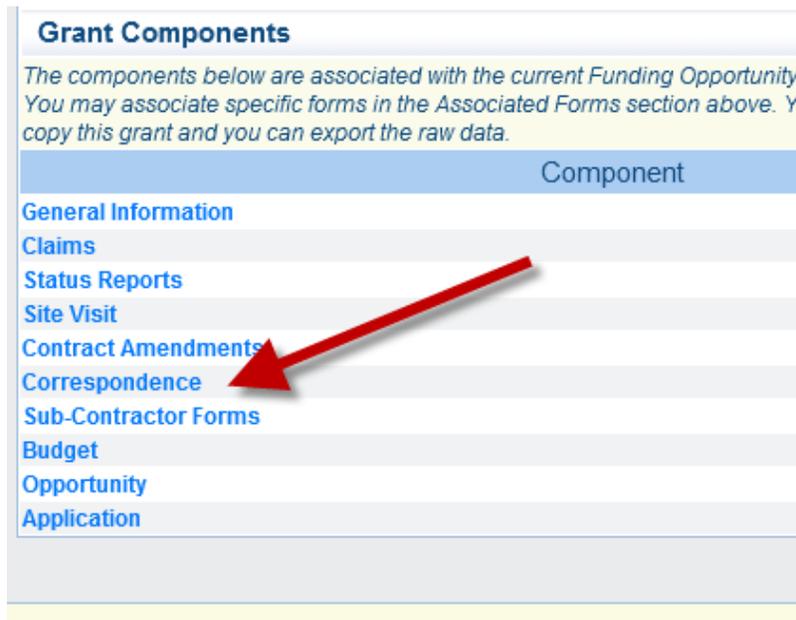
Submitting Correspondence and Asking Questions After Award

A great feature of WebGrants is that you can communicate directly with your SCAO grant officer by using a Correspondence module within WebGrants. Using Correspondence will allow all questions and answers

regarding your grant to be housed in the module for your team to view. To use Correspondence, click on My Grant.



Then choose your grant title and click on Correspondence.



Click on the Add button.



A Correspondence window will open. The To: box will populate with the names of the SCAO grant officers associated with your grant. Select the person(s) you would like to send correspondence to by clicking on their name. This will highlight their name in blue. To select more than one name, hold down the CTRL key on your keyboard while clicking on a second name. If you wish to include others who are not listed, you may type the individual's email address into the CC: box. Make sure that you give your email a Subject. Then type the message that you would like to send. You may attach up to five documents to your message. When you are finished, click the send button in the upper right corner of the Correspondence window.

The screenshot shows a web interface titled "Correspondence" with a "Send" button in the top right corner. The "To:" field is populated with "Marie Pappas" and "Jessica Parks". Below it, a note states "Additional CC addresses must be entered in email format." The "CC:" field is empty, with a sub-note "Use a semicolon (;) to separate email addresses". The "Subject:" field is empty. The "Message:" field is a large text area. At the bottom, there are five "Attachments:" rows, each with a "Browse..." button.

This procedure sends an email to the SCAO staff member(s) you selected. SCAO staff will then log into WebGrants and respond to your message. When SCAO staff responds, you will receive an email with the response. A copy of that response is also stored in Correspondence. This is a wonderful way to keep all Correspondence associated with your grant in one easy to access location for all to see.

Changing or Adding Additional Contacts to a Grant

Until your grant status has been made Underway, meaning that you have been awarded funds, only one contact, the person identified on the grant application as the Primary Contact, will receive alerts and notices generated by the WebGrants system. After your grant has been made Underway, SCAO can add contacts to your grant or change the primary contact. If you wish for others in your court to receive messages from the WebGrants system, those individuals must first register for accounts. To change contacts, call Carol Knudsen at 517-373-7351. She will unlock the Grant Contact Information form for you to make changes and will update WebGrants with your selections.