

# Child and Parent Legal Representation (CPLR) Grant FY 2024 User Guide



## MDHHS Program

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# TABLE OF CONTENTS

What is New	3
Changes made for FY24:	3
Grant Timeline:	3
Brief Description	4
Program Summary:	4
Application Process: Intent to Apply	6
Application Process: EGrAMS	7
Program Assignments within EGrAMS:	7
Narrative:	7
Work Plan:	8
Budget:	12
Submitting Grant Application for Approval	13
Ongoing Reporting Requirements	14
Completion of Monthly Billing Spreadsheet:	14
Monthly Number of Children Impacted by Representation: (IV-E Requirement)	16
Completion of Financial Status Report (FSR) in EGrAMS:	17
Fiscal Questionnaire:	17
Quarterly Work Plan Report:	17
Amendment Process	19
Changes That May be Necessary:	19
Steps to Complete an Amendment:	19
Glossary	20
Additional Resources	21

# WHAT IS NEW

## Changes made for FY24:

- Clarifying what enhanced legal service was provided within the work plan report.
- No longer require how reimbursement funds are spent.
- Changed work plan requirements.
- Clarified work plan review layout.
- Added a Glossary section.
- Added a Grant Timeline.

## Grant Timeline:



<b>Intent to Apply</b>	The Intent to apply is emailed out around January/February prior to the fiscal year starting. This is completed on a spreadsheet outside of the EGrAMS system.
<b>User Profile</b>	Each grantee should ensure a minimum of 3 people have user profiles within EGrAMS. If someone does not have a user profile, one should be created.
<b>Complete Application</b>	Around June/July prior to the fiscal year starting, the application will be available within EGrAMS to complete and submit.
<b>Monthly FSRs</b>	Financial Status Reports (FSRs) are due on a monthly basis and should be submitted within EGrAMS along with the required monthly billing spreadsheet that is provided by program office.
<b>Work Plan Reviews</b>	Quarterly Work Plan Reviews are required to be completed with the EGrAMS system utilizing the layout provided within the CPLR FY24 User Guide. All required data should be provided.
<b>Obligation Report</b>	During the last quarter of the fiscal year, this report is required to estimate the remaining expenditure for the final agreement period.
<b>Final FSR</b>	When submitting September's FSR, the report can be submitted multiple times. To close out the grant, the last FSR must have the listed type: Final.

## BRIEF DESCRIPTION

The Child and Parent Legal Representation Grant (CPLR) is a federal passthrough of title IV-E funds, managed by the Michigan Department of Health and Human Services (MDHHS), offered to all circuit courts and tribes in Michigan. The grant will allow MDHHS to make a title IV-E reimbursement claim at the rate of 50% for legal services provided by attorneys representing parents and/or children in child protective proceedings where at least one child is placed in out of home placement (foster care). The department will determine the type and amount of eligible expenditures based on federal guidance from the Children's Bureau and will provide the court the applicable title IV-E funds. The grant period is October 1 through September 30 each year.

### Program Summary:

- **Purpose**
  - To enhance legal representation for children and families in child protective proceedings. Courts will be able to claim for eligible expenses related to representing children and/or parents within the abuse and neglect eligible population.
- **Eligibility**
  - Attorney fees that are connected to a client involved in formal court proceedings where at least one child is placed out of the home under the care and supervision of the department is eligible under this grant.
- **Grant Penetration Rate**
  - The IV-E Penetration rate is determined by the amount of IV-E eligible youth that are in the eligible population.
  - Utilizing the penetration rate in the monthly billing eliminates the need for grantees to sort out invoices based on IV-E eligibility and allows bills to be submitted for all eligible youth (see above), despite their funding source.
  - Due to the statewide IV-E penetration rate being close to 30%, MDHHS has agreed to allow for state general funds (GF) to be used so that all grantees can have a consistent 50% grant penetration rate for the entire FY24.
    - For example, if the IV-E penetration rate is 30%, general funds will support the remaining 20% to reach the 50% grant penetration rate.
  - The title IV-E reimbursement rate is 50% for title IV-E eligible cases. With the grant penetration rate being 50% as well, this leads to an overall 25% reimbursement rate.

- **Enhanced Legal Service Requirement:**
  - It is required that an enhanced legal service is provided, and it is one that the grantee was not provided prior to this grant.
  - The type of enhancement provided must be indicated within the Work Plan of the grant.
- **Reimbursable Court Funded Legal Representation Expenses:**
  - Court-funded legal representation expenses that can be billed to the CPLR grant for title IV-E reimbursement include:
    - (1) Attorney costs for in court legal representation.
    - (2) Attorney costs for attendance at court-approved child welfare training.
    - (3) Attorney costs for ancillary legal services provided to remove barriers to permanency.
    - (4) Costs associated with an Attorney Mentor Program.
    - (5) Attorney costs for out of court legal representation.
- **Example of Program Monthly Expense Billing Calculation:**
  - A court spends \$10,000 in July on parent and child legal representation costs in child protective proceedings.
  - The agreed grant penetration rate for FY24 is 50%
  - The federal IV-E reimbursement rate is 50%.
  - Reimbursement Amount = Total program monthly expense multiplied by the monthly grant penetration rate (50%) multiplied by 50% federal IV-E reimbursement rate.
    - $(\$10,000 \times 50\%) \times 50\% = \$2,500$ . The grantee would receive \$2,500 in total reimbursement (between federal IV-E and state general funds).
- Grantees will be sub-recipients of the department's title IV-E federal grant.

## APPLICATION PROCESS: INTENT TO APPLY

1. Complete the Intent to Apply spreadsheet and turn it in to the [MDHHS-IVE-LRGrant@michigan.gov](mailto:MDHHS-IVE-LRGrant@michigan.gov) mailbox.

*Note:* The total cost estimates should be entered into the intent to apply request. If during the grant cycle the court needs to increase their total project cost, an amendment can be made at that time. Amendment approvals are not guaranteed.

2. MDHHS will provide the court's total approved amount of anticipated federal funding, including the breakdown of the amount eligible for reimbursement and the local amounts that must be spent.
3. The MDHHS Bureau of Grants and Purchasing (BGP) will register all applicants into EGrAMS. Once registered, a notification will be sent to the identified contact person to submit the grant application through EGrAMS.

***TIP: Recorded Webinar link for completing an application within EGrAMS: <https://youtu.be/i4qUOexVWA8>***

# APPLICATION PROCESS: EGRAMS

## Program Assignments within EGrAMS:

- Project Director: This user is responsible for activating other users' profiles and assigning other users to work on the grant program, including applications and reports.
- Authorized Official: This user is responsible to submit grant applications and sign contracts with official authority of the court.
- Financial Officer: This user is responsible for submitting financial status reports (FSR) and requests for reimbursement.

**Note:** The following program assignments are required within EGrAMS and *must be held by different individuals*.

1. Individuals taking on the roles above must first create a user profile in EGrAMS if they do not already have one.
2. Once the individual serving as project director has created their profile, they must contact the EGrAMS help desk at [MDHHS-EGrAMS-HELP@michigan.gov](mailto:MDHHS-EGrAMS-HELP@michigan.gov) to request assignment as project director for their agency (court) for the CPLR grant program.
3. The project director is then able to assign the other users for your agency:
  - Log into EGrAMS at <http://egram-mi.com/mdhhs> and go to menus Grantee > Project Director > Assign Agency Users.

**Note:** Your agency should complete all sections of the application; users assigned to any of the key roles named above may work on the application by logging in at <http://egram-mi.com/mdhhs> and setting menus to Grantee > Grant Application > Enter Grant Application.

## Narrative:

- Program Synopsis: Enter a short narrative describing what the court plans to do to improve legal representation for children and/or parents in child protective proceedings with the grant funding.
- Target Population: Choose the court of jurisdiction.

## Work Plan:

Grantees are required to complete a work plan within their application. The work plan outlines the eligible legal representation services (called activities) that will be provided through this grant. There are five allowable services/activities available to be submitted within the financial status report (FSR) for reimbursement. Any allowable service(s) submitted within the monthly FSR **must** be included as an activity in the work plan.

Each activity selected will be evaluated by the grantee quarterly through a work plan review in EGrAMS based on the data methods provided in Objective 1 examples below. The data collected, if implemented at the beginning of the process, should simplify the measurement and reporting requirements. Other data collection methods are acceptable in addition to what is being requested.

As part of the grant agreement, the court must demonstrate what type of enhancement(s) are being provided through legal representation **that were not offered prior to this grant**. This may be as simple as increasing attorney fees to maintain or attract new attorneys on the roster, provide reimbursement for services not previously allowed, or creating a mentorship program to help support new attorneys within the abuse and neglect population. **The enhanced service provided must be indicated in the work plan to ensure this requirement is met.**

**Objective 1:** Billable services submitted for reimbursement within the grant. *(Required)*

- **Available Activities:** The below is a list of allowable activities. A minimum of one activity is required.

	Activity	Does this qualify as an Enhanced Service?
Activity 1	Compensation for attorneys to obtain or maintain high quality attorneys.	This is considered an enhanced service if an increase in rate of pay was provided.
Activity 2	Compensating attorneys to attend training	This is considered an enhanced service if there was a pay increase to the rate of reimbursement <b>OR</b> if this was not a paid service prior to this grant.
Activity 3	Compensating attorneys to represent families in ancillary legal matters that are causing barriers to permanency.	This is considered an enhanced service if there was a pay increase to the rate of reimbursement <b>OR</b> if this was not a paid service prior to this grant.
Activity 4	Establishing an attorney mentor program to assist newer attorneys.	This is considered an enhanced service if there was a pay increase to the rate of reimbursement <b>OR</b> if this was not a paid service prior to this grant.
Activity 5	Compensating attorneys to attend out of court client meetings.	This is considered an enhanced service if there was a pay increase to the rate of reimbursement <b>OR</b> if this was not a paid service prior to this grant.



**Objective 1 Examples:** (Most of the language below can be copied directly into the work plan section of the application).

<b>Activity 1: Attorney Compensation</b>	
<b>Activities:</b>	The court will compensate attorneys with the CPLR grant funding to obtain or maintain high quality attorneys. <ul style="list-style-type: none"> <li>If this is an enhanced service, indicate how the service was enhanced in this section compared to prior to the county's participation in this grant.</li> </ul>
<b>Responsible Staff:</b>	Which staff will be responsible for carrying out this activity? Please choose a job role, not a specific name.
<b>From/To Date:</b>	10/01/2023 to 09/30/2024.
<b>Expected Outcome:</b>	Consistency in legal representation.
<b>Measurement:</b>	<ol style="list-style-type: none"> <li>Number of attorneys on court appointment list.</li> <li>Number of attorneys on court appointment list prior to this grant being implemented within your court.</li> </ol>

<b>Activity 2: Compensate Attorneys to Attend Training</b>	
<b>Activities:</b>	Attorneys will be compensated for attending court-approved child welfare trainings, which will advance the attorneys' skills and lead to faster permanency. <ul style="list-style-type: none"> <li>If this is an enhanced service, indicate how the service was enhanced in this section compared to prior to the county's participation in this grant.</li> </ul>
<b>Responsible Staff:</b>	Which staff will be responsible for carrying out this activity? Please choose a job role, not a specific name.
<b>From/To Date:</b>	10/01/2023 to 09/30/2024.
<b>Expected Outcome:</b>	<ol style="list-style-type: none"> <li>Attorneys will attend court-approved child welfare trainings.</li> <li>Attorneys will find the training helpful to their practice.</li> </ol>
<b>Measurement:</b>	<ol style="list-style-type: none"> <li>Number of attorneys that attended a training.</li> <li>Percentage of attorneys that attended a training.</li> <li>Percentage of attorneys that found the training helpful. Needed? How does the court know if they found it helpful?</li> </ol>

### Activity 3: Provide Ancillary Legal Services to Families

<b>Activities:</b>	Attorneys will be compensated to represent families in ancillary legal matters that are causing barriers to permanency. <ul style="list-style-type: none"> <li>If this is an enhanced service, indicate how the service was enhanced in this section compared to prior to the county's participation in this grant.</li> </ul>
<b>Responsible Staff:</b>	Which staff will be responsible for carrying out this activity? Please choose a job role, not a specific name.
<b>From/To Date:</b>	10/01/2023 to 09/30/2024.
<b>Expected Outcome:</b>	Ancillary legal matters will be resolved.
<b>Measurement:</b>	<ol style="list-style-type: none"> <li>Number of cases provided ancillary legal services.</li> <li>Percentage of cases provided ancillary legal services.</li> <li>Types of legal services provided.</li> </ol>

### Activity 4: Establish an Attorney Mentor Program

<b>Activities:</b>	Experienced attorneys will mentor newer attorneys through their first few child protective proceedings. <ul style="list-style-type: none"> <li>If this is an enhanced service, indicate how the service was enhanced in this section compared to prior to the county's participation in this grant.</li> </ul>
<b>Responsible Staff:</b>	Which staff will be responsible for carrying out this activity? Please choose a job role, not a specific name.
<b>From/To Date:</b>	10/01/2023 to 09/30/2024.
<b>Expected Outcome:</b>	New attorneys will receive assistance from a mentor.
<b>Measurement:</b>	<ol style="list-style-type: none"> <li>Number of new attorneys in mentor program.</li> <li>Percentage of new attorneys in mentor program.</li> </ol>

### Activity 5: Compensate Attorneys for Out of Court Advocacy

<b>Activities:</b>	Attorneys will be compensated to represent clients in out-of-court meetings. <ul style="list-style-type: none"> <li>If this is an enhanced service, indicate how the service was enhanced in this section compared to prior to the county's participation in this grant.</li> </ul>
<b>Responsible Staff:</b>	Which staff will be responsible for carrying out this activity? Please choose a job role, not a specific name.
<b>From/To Date:</b>	10/01/2023 to 09/30/2024.
<b>Expected Outcome:</b>	Attorneys will attend out of court meetings, resulting in increased client communication.
<b>Measurement:</b>	<ol style="list-style-type: none"> <li>Number of attorneys that attended out of court meetings.</li> <li>Total number of out of court meetings attended.</li> </ol>

## Objective 2: Enhanced Service

- This objective is **only** required if the enhanced legal service being provided is **not** listed in one of the activities above. This must outline what service is being provided to improve representation for children and parents in the abuse and neglect population.

Objective 1: Enhanced Service	
<b>Activities:</b>	Indicate what new service/activity is being provided to enhance legal representation.
<b>Responsible Staff:</b>	Which staff will be responsible for carrying out this activity? Please choose a job role, not a specific name.
<b>From/To Date:</b>	10/01/2023 to 09/30/2024.
<b>Expected Outcome:</b>	How will the activity/service improve legal representation for children and parents?
<b>Measurement:</b>	How will you measure the impact of this activity/service on the targeted population?

## Objective 3: Services Provided by the Grant Reimbursement Funds. *(Optional)*

- This is an **optional** section for those who are utilizing reimbursement funds to support additional services for the abuse and neglect population. This **does not** have a required layout but provides a space to report the good work being done because of this grant, if applicable.

Objective 3: Services Provided by the Grant Reimbursement Funds.	
<b>Activities:</b>	What service(s) are being provided by the reimbursement funds of this grant to enhance legal representation provided to children and parents in the abuse and neglect system?
<b>Responsible Staff:</b>	Which staff will be responsible for carrying out this activity? Please choose a job role, not a specific name.
<b>From/To Date:</b>	10/01/2023 to 09/30/2024.
<b>Expected Outcome:</b>	<i>(optional)</i> How will the activity/service improve the legal representation provided to children and/or parents within the abuse and neglect system? What will the impact of this activity/service be on the targeted population?
<b>Measurement:</b>	<i>(optional)</i> How will you measure the impact of this activity/service on the targeted population?

## Budget:

- Budget Details. The budget details the costs of title IV-E eligible legal representation of children and parents in child protective proceedings covered by this grant. The budget may not include planned expenditures that are not title IV-E eligible.
  - Attorney Billing:
    - Listing Attorney Fees:
      - Salary and Wages: Attorneys employed by the grantee directly.
      - Contractual-Subcontractor: A contract with a firm or an individual attorney.
      - Other Expenses—Legal Fees: Individual attorneys, pool/panel/etc.
    - Example Budget Breakdown Scenarios:
      - Scenario 1: The court has contracted with one firm for multiple attorneys.  
Budget Breakdown: The court should enter the contractor's information - agency information only, not specific attorney names - in the contractor section of the application. If the contract with the attorneys/law firm is \$50,000 or higher, attach a brief statement of work indicating the services provided in that subcontract.
      - Scenario 2: The court has contracted with more than one firm for attorney services.  
Budget Breakdown: The court should list each firm's information - agency information only, not specific attorney names - in the contractor section of the application. If any subcontract is \$50,000 or higher, attach a brief statement of work indicating the services provided in that subcontract.
      - Scenario 3: The court has contracted with individual attorneys.  
Budget Breakdown: List those attorneys by name in the contractor section of the budget. If any subcontract is \$50,000 or higher, attach a brief statement of work indicating the services provided in that subcontract.
      - Scenario 4: The court has agreements (not a contract) with individual attorneys, not through a firm or business entity.  
Budget Breakdown: List those attorneys by name in the *Other Expenses* section of the budget. The courts can select *Other* as the category.
      - Scenario 5: The court has attorneys on staff.  
Budget Breakdown: Those attorneys should be listed in the Salary & Wage section of the budget by name.
  - Note:* A list of your attorneys and/or contracted firm(s) should be uploaded into your Grant Application in EGrAMS.
  - All other expenses should be listed under *Other Expenses* such as for travel, training cost, etc. The other categories are intended to be utilized for those that are direct employees of the grantee.

- Source of Funds:

- Total Project Cost: Total Project Cost is the amount the court expects to spend on legal representation costs during the period of the grant, which includes the local total and the state total.
  - Local Total: The Local Total is the amount of court funding budgeted for parent and child legal representation in child protective proceedings.
  - State Total: The State Total is an estimate of the court's title IV-E reimbursement through this grant. The estimated amount is calculated by multiplying the Total Project Cost x the statewide title IV-E penetration rate x 50%.

*Example:* The court spends \$5,000 during the month of October. This amount is submitted for reimbursement within EGrAMS. The amount that will be reimbursed from the grant to be reinvested in one of the seven strategies above to enhance legal representation to children and parents would be \$1,250  $((\$5000 \times 50\%) \times 50\%)$ , which is entered into the state amount. That would leave \$3,750 to be entered as the local total.

## Submitting Grant Application for Approval

- Once the application is complete in EGrAMS, the authorized official must submit the application by logging in at <http://egrms-mi.com/mdhhs>, then going to menus Grantee > Grant Application > Grant Application Preview.
- There are multiple levels of approval before the final grant application can be signed and finalized. An email will be sent to the authorized official once it is ready for signature.

**1. Grants section releases Agreement. Grantee must work on grant application sections with goal to submit prior to beginning of agreement period.**

Location	Stage	Status
Grantee	Application Entry	Pending / Work in Progress
Grantee	Proposal Revision	Pending / Work in Progress

GRANTEE

**2. Grantee submits Agreement. Grantor must now move agreement through this series of approvals:**

Location	Stage	Status
Grantor	Program Approval	Ctrt Manager Tasks
Grantor	Program Approval	Pgm Manager Review
Grantor	Budget Approval	Level 1
Grantor	Budget Approval	Level 2
Grantor	Contracts Approval	CTS Tasks
Grantor	Contracts Approval	Admin Svcs Review
Grantor	Contracts Approval	Contract Template
Grantor	Contracts Approval	Ctrt Mgmt Review
Grantor	Master Agreement Contract	Pending

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**3. Agreement is sent back to Grantee for signature.**

Location	Stage	Status
Grantee	Contract	Pending

**4. Grantee signs Agreement. Agreement becomes effective on start date.**

Location	Stage	Status
Grantee	Contract Signed	Signed by Grantee

GRANTEE

# ONGOING REPORTING REQUIREMENTS

Grantees are required to complete a Monthly billing spreadsheet which will be attached to the Financial Status Report (FSR) each month in EGrAMS. In addition, grantees are required to complete a quarterly work plan report.

## Completion of Monthly Billing Spreadsheet:

The Monthly Billing Spreadsheet must be completed each month with the following tabs:

- **Roster Tab:** This can be completed with the full roster of attorneys even if billing does not include some attorneys in that specific month. *Note:* This roster is used to prefill names into the Break Down of Monthly Expenses tab.

Subcontractor/Attorney First and Last Name	Michigan Bar Identifier/Contract Number (if applicable)	Type of Representation

- **Monthly Court Bill Tab:**

- Only the following sections need to be completed:

- Grantee Name.
- Billing Month.
- Fiscal Year.
- Billing Type.
- Monthly Number of Children Impacted by Representation.
- FC Penetration Rate. For FY24, it will be a flat 50%

*Note:* The tabs highlighted in blue in the application are pre-set with formulas based on what is entered in other areas of this report and should NOT be manually entered.

### Monthly Court Bill

Grantee Name:	
Billing Month:	
Fiscal Year:	FY24
Billing Type:	Original
Monthly Number of Children Impacted by Representation:	
FC Penetration Rate:	50.00%
Monthly Local Expenses:	\$ -
Monthly State Expenses (Reimbursement):	\$ -
Total Program Monthly Expenses:	\$ -

Specific Service Provided	Total Billed
Salary & Wages	\$ -
Fringe Benefits	\$ -
Travel Cost	\$ -
Supplies & Materials	\$ -
Contractual	\$ -
Equipment	\$ -
Other Expenses	\$ -
Total Program Monthly Expenses (Local):	\$ -

### How to count the number of children impacted (C7):

**Child:** Count each child included in this month's billing.

**Parent:** For each parent that was included in this month's billing, count *all* of that parent's children that were in care during the current billing month. Each child should only be counted one time per month even if multiple parents have representation

**Parent Example:** An attorney represented a parent who has 3 children in foster care. You Count 3 for number of children impacted by representation for that parent.

**Both:** If both the child and parent were included in this month's billing, count that as one.

**Both Example:** During the billing month, attorneys billed for both the parent and 3 children on one case. The total number of children impacted would be 3.





### Monthly Number of Children Impacted by Representation: (IV-E Requirement)

The obligation to report on the monthly number of **children** impacted by the child and parent legal representation grant is required when requesting reimbursement of title IV-E funds. The requirement is to report on the average monthly number of children on whose behalf title IV-E foster care independent legal representation (child or parent) administrative costs were incurred. Care must be taken to ensure that children are not counted multiple times in a month.

- **Child:** Count each child included in this month's billing; this is an unduplicated child count each month.
- **Parent:** For each parent that was included in this month's billing, count each of the parent's children that were in care during the current billing month. This is an unduplicated child count each month even if multiple parents have representation.
  - Parent Example: An attorney represented a parent who has three children in foster care. Count three for the number of children impacted by representation for that parent.
- **Both Parent and Child:** If both the child and parent were included in this month's billing, count that as one.
  - Both Example: During the billing month, attorneys billed for both the parents and three children on one case. The total number of children impacted would be three.

### Additional scenarios for counting the number of monthly children impacted.

- **Scenario 1:** The court has a contract with an attorney who is paid a monthly stipend to represent five children. Because the contract includes all five children, five would be the number reported even if the attorney did not directly work on that child's case during the month. The monthly contract made the attorney available to the child for the month which is what brings them into the monthly count.
  - **Example:** The attorney represents two families, one with three children and another with two children, but is paid a flat rate for the month to be available for all five children. During May, the family with three children has direct contact with the attorney but because of the monthly flat rate (as opposed to an hourly charge) the monthly report would be five children.
- **Scenario 2:** The court contracts with an attorney to represent a single family and pays based on the number of hours billed during the month. Because the funds paid are specific to a specific case, the number of children counted would only be those who were included in that month's bill.
  - **Example:** The attorney represents five children from two different families. During May only one family with three children is included in the monthly billing so the monthly report would be three children.



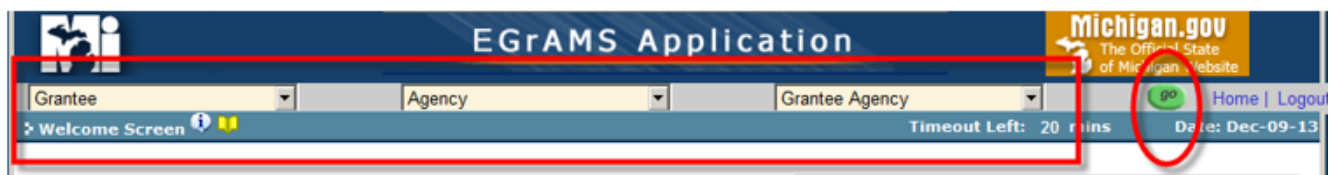
## Completion of Financial Status Report (FSR) in EGrAMS:

- The FSR is a type of progress report in EGrAMS that courts must submit monthly. The FSR is used to submit monthly billing requests in order to receive reimbursement.
- The information entered on the Monthly Billing Spreadsheet is utilized to complete the FSR in EGrAMS.
  - The local and state amounts must reflect what is in the spreadsheet.
  - The completed Monthly Billing Spreadsheet must be attached to a program expense in the corresponding month's FSR within the Expenditure tab.

*Note:* The completed spreadsheet, not screenshots, are to be uploaded into EGrAMS.

## Fiscal Questionnaire:

- The fiscal questionnaire should be uploaded yearly into the Agency EGrAMS profile by December of the current fiscal year.
- This can be accessed by going through EGrAMS and selecting: Grantee > Agency > Grantee Agency and click on the Go button.



1. Change the mode from “review” to “change:
2. Select the Find button.
3. Select the Attachments tab and click on the “type” lookup icon.
4. Select the Attachment type: FYXXFRQ-Fiscal Year 20XX Fiscal Review Questionnaire.
5. Then select the browse button to upload the document that is needed to be uploaded.
6. Select OK to save the document.

## Quarterly Work Plan Report:

- The initial Work Plan created during the grant application process will help guide the details listed within the quarterly Work Plan Report.
- The quarterly Work Plan Report provides feedback regarding the quality of services being provided to parents and children served by the grant.

### Example Layout:

Target Audience :	Court Appointed Attorneys	Complete :	<input type="checkbox"/>	Completion Date :	<input type="text"/>
Period Summary :	<ul style="list-style-type: none"> <li>• Number of attorneys on court appointment list for this Quarter of review: 10</li> <li>• Number of attorneys on previous year(s) roster: 10</li> </ul>				
Evaluation Results :	<p>Though on paper we have maintained ten attorneys in reality their availability to take cases is slightly diminished. All ten attorneys renewed their contracts, however two have requested to only be appointed when no other attorney is available. We have increased the number of appellate attorneys available for appointment during this quarter </p>				

- The following areas are required to be completed each quarter for each activity listed in the work plan under Objective 1.
  - Target Audience: Who is this activity affecting?
  - Completed/Completed date: (check box): Mark Complete only when the activity has been completed for the **entire** grant period and will not be worked on later.
  - Period Summary: Include the below detail based on the activity answering:

	Activity	Details entered into Period Summary
Activity 1	Compensation for attorneys to obtain or maintain high quality attorneys	<ul style="list-style-type: none"> <li>• Number of attorneys on court appointment list for this Quarter of review.</li> <li>• Number of attorneys on previous year(s) roster</li> </ul>
Activity 2	Compensating attorneys to attend training	<ul style="list-style-type: none"> <li>• Number and percentage of attorneys that attended a training.</li> <li>• Percentage of attorneys that found the training helpful.</li> </ul>
Activity 3	Compensating attorneys to represent families in ancillary legal matters that are causing barriers to permanency	<ul style="list-style-type: none"> <li>• Number of cases provided ancillary legal services.</li> <li>• Percentage of cases provided ancillary legal services.</li> <li>• Types of legal services provided.</li> </ul>
Activity 4	Establishing an attorney mentor program to assist newer attorneys	<ul style="list-style-type: none"> <li>• Number of new attorneys in mentor program.</li> <li>• Percentage of new attorneys in mentor program.</li> </ul>
Activity 5	Compensating attorneys to attend out of court client meetings	<ul style="list-style-type: none"> <li>• Number of attorneys that attended out of court meetings.</li> <li>• Percentage of attorneys that attended out of court meetings.</li> <li>• Total number of out of court meetings attended.</li> </ul>

- Evaluation Results: The evaluation results section is where a narrative of the progress during this quarter should be listed. This includes any issues that were presented during the quarter, any additional details that is worth noting, etc.

***Tip: Monthly Financial Status Report (FSR) must be completed and sent for approval by the end of the following month to ensure timely reimbursement.***

# AMENDMENT PROCESS

## Changes That May be Necessary:

- Budget edits, including moving funds from one line to another or requesting an increase to the budget.
- Edits to the list of attorneys in the agreement.
- Adjustments to the Work Plan.

## Steps to Complete an Amendment:

1. Consult with MDHHS Program Office analyst to determine if an amendment is needed by sending an emailing to [MDHHS-IVE-LRGrant@michigan.gov](mailto:MDHHS-IVE-LRGrant@michigan.gov).
2. If an amendment is needed, MDHHS Program Office will send a request to the EGrAMS Office, which requires approval from both the Grants Program Manager and the MDHHS Budget Office.
3. If approved, EGrAMS staff will open the agreement for corrections.
  - a. The authorized official will receive an email through EGrAMS indicating that the agreement is available for amendment, the timeframe for amendment completion, and any specific instructions necessary to complete the amendment.
4. Once the necessary amendments are made within the original grant application layout, the application must be sent for approval through EGrAMS, the same process as for approving the original application.

***Tip: FSRs cannot be submitted while a budget is being amended. Once the amendment is approved, FSR submissions can resume.***

## GLOSSARY

**Amendment:** A minor change or addition to the grant, such as changing funds from one budget line to another or to increase or decrease grant agreement amount.

**EGrAMS:** Electronic Grant Administration and Management System. This is the software utilized by MDHHS to implement its outgoing grant agreements.

**Eligible Services:** The services allowed for reimbursement under this grant. These are all the services that are allowed to be submitted within the monthly billing report (FSR in EGrAMS).

**Enhanced Services:** Any approved services (including rate increases) that were not previously provided prior to participating in the CPLR grant.

**Financial Status Report (FSR):** The FSR is a standardized format for reporting expenditures and the source of funds related to the grant program.

**General Funds (GF):** General funds are funds provided by MDHHS.

**Grant Penetration Rate:** The grant penetration rate is the rate utilized to determine the amount eligible for reimbursement with this grant. This rate is set at 50% for FY24. State general funds (GF) covers the difference between the IV-E penetration rate and the 50% grant penetration rate.

**IV-E Penetration Rate:** This is the percentage of IV-E funded youth that are in the eligible population.

**IV-E Reimbursement Claim Rate:** The IV-E reimbursement claim rate is 50%. This rate is used to determine how much of the expenditures are eligible for reimbursement, after the grant penetration rate has been applied.

**Monthly Billing Report:** The monthly billing report is a spreadsheet provided by the program office which is used to combine all invoices/billing statements for the month recording. This should be completed and uploaded each month into the Financial Status Report (FSR) within EGrAMS.

**Work Plan:** The work plan is a required section within the grant application where grantees can list out the objectives that are being set for this grant, including activities utilized to reach those objectives, who would be responsible to complete those activities, estimated timeframe to complete them, as well as expected outcomes and data measurements.

## ADDITIONAL RESOURCES

### EGrAMS Screen Help Documents:

These documents can be found on the main sign in page for EGrAMS under:  
About EGrAMS → Screen Help Documents → NEW EGrAMS Training Videos.

- Getting Started in EGrAMS: This training is ideal for users new to the system and who are in the process of setting up a profile, or for project directors who are in charge of setting up other users in EGrAMS - <https://vimeo.com/533846635>.
- Completing an Application or Amendment in EGrAMS: This module will help anyone who is new to or wants a refresher on entering applications and amendments into EGrAMS. It includes the submission process, MDHHS approval process, and final signatures - <https://vimeo.com/534169455>.
- Completing Reports in EGrAMS: This training is for grantee users whose grants require them to submit reports in EGrAMS. It covers all types of reports, how to complete them, their deadlines, and the approval process involved with each - <https://vimeo.com/534183227>.
- Project-Based Agreement Training: Project-based agreements are those which have multiple grant projects associated with them, including the Master Agreement, Comprehensive Agreement with the Local Health Departments, Comprehensive Services for Behavioral Health (CBH), and a handful of other programs. This training covers the unique aspects of how project director's assign users, application/amendment details, and other processes distinct to Project based agreements - <https://vimeo.com/534170588>.

**For questions related to the EGrAMS system or for technical support,  
please reach out to the EGrAMS helpdesk at:**

**[MDHHS-EGrAMS-HELP@michigan.gov](mailto:MDHHS-EGrAMS-HELP@michigan.gov)**

**or**

**[517-335-3359](tel:517-335-3359)**

**For program specific questions including technical support with the  
Monthly Billing Spreadsheet, please email:**

**[MDHHS-IVE-LRGrant@michigan.gov](mailto:MDHHS-IVE-LRGrant@michigan.gov)**