

# Accessing the Comprehensive Agreement

The comprehensive agreement is in EGrAMS and is updated annually. Local Health Departments can access this any time for reference and updates. Following these steps assures access to the most current grant agreement information available.

## Step 1

In your web browser, please go to <https://egrms-mi.com/mdhhs/User/home.aspx>

This will take you to the Egrams page. A login is required to enter data into EGrAMS, but not to view MDHHS agreement information. Click on the comprehensive agreement link in the left column of the screen.

The screenshot shows the EGrAMS Application web page. At the top, there is a header with the MDHHS logo, the text "EGrAMS Application", and the Michigan.gov logo. Below the header is a navigation bar with "Home" and a date "Date : Oct-14-20". The left sidebar contains a list of menu items, with "Comprehensive Agreement" highlighted by a blue arrow. The main content area contains the following text:

The **Michigan Department of Health and Human Services (MDHHS)** is one of 18 departments of the government in the State of Michigan. The department is the largest in the state government and is responsible for health policy and management of the state's publicly funded health service systems. The MDHHS utilizes the EGrAMS software to implement the **MI E-Grants** program.

**EGrAMS** is an **Electronic Grants Administration & Management System** to aid users in the grants process. The System is password protected and only authorized users can access the system.

To access MI E-Grants, you should have a valid User ID. To apply to become an authorized user, you first need to create a User profile (see left side bar). Once created, your request will be reviewed, and if accepted, you will be notified by email.

The options in the left pane of the home page do not require a valid User ID. Move the mouse over the options to view additional details for each option. For additional information, click on the book icon at the top of the page.




If you have any problem accessing the application, please contact the **MI E-Grants Helpdesk at 517-335-3359** or [Help@michigan.gov](mailto:Help@michigan.gov). *NOTE: The Helpdesk voicemail is being checked twice daily while staff continue to work remotely. Be sure to leave an email address in your message if you choose to leave a voicemail.* Please include your full name and complete telephone number (with area code) when you contact the MI E-Grants Helpdesk.

**NEW:** To access our Budgeting for Grants 101 Training, [click here](#).

At the bottom of the page, there is a footer with links: Michigan.gov Home | EGrAMS Home | Contact EGrAMS | Contact Information | State Web Sites | Privacy Policy | Link Policy | Accessibility Policy | Security Policy. Copyright © 2001-2006 State of Michigan.

## Step 2

Find the current program year and click on the blue program code. The Code is a clickable hyperlink that opens the FY agreement information. You can also access past agreements to view information (i.e., previous FY CSHCS Medicaid Outreach percentage rates).

Date : Oct-14-20

- Home
- About EGrAMS
- EGrAMS Login
- Validate Workstation
- Register your Agency
- Create User Profile
- Project Director Request
- Grant Opportunity Notification
- Search Grants
- Current Grants**
- Aging and Adult Services
- Bureau of Community Services
- Bureau of Community Services MA
- Behavioral Hlth and Dev Disabilities Adm
- Behavioral Hlth and Dev Dis Adm Standard
- Community Action & Economic Opportunity

Category:

Option:  Open  All

Program	Description	Effective From Date	Effective To Date	Submission Date	Available Grant Amount
<a href="#">CO-2021</a>	Comprehensive Agreement - 2021	10/1/2020	9/30/2021	8/7/2020	145,779,237.00
<a href="#">CO-2020</a>	Local Health Department - 2020	10/1/2019	9/30/2020	7/19/2019	145,578,539.00
<a href="#">CO-2019</a>	Local Health Department - 2019	10/1/2018	9/30/2019	6/16/2018	127,273,305.00
<a href="#">CO-2018</a>	Local Health Department - 2018	10/1/2017	9/30/2018	6/16/2017	127,273,305.00
<a href="#">CO-2017</a>	Local Health Department - 2017	10/1/2016	9/30/2017	7/19/2016	125,869,943.00
<a href="#">CO-2016</a>	Comprehensive Agreement - 2016	10/1/2015	9/30/2016	9/8/2015	120,309,214.00
<a href="#">CO-2015</a>	Comprehensive Agreement - 2015	10/1/2014	9/30/2015	9/17/2014	120,309,214.00
<a href="#">CO-2014</a>	Comprehensive Agreement - FY 2014	10/1/2013	9/30/2014	9/5/2013	114,815,092.00
<a href="#">CO-2013</a>	Comprehensive Agreement - FY 2013	10/1/2012	9/30/2013	9/5/2012	114,815,092.00
<a href="#">CO-2012</a>	Comprehensive Agreement - FY 2012	10/1/2011	9/30/2012	8/31/2011	114,815,092.00

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### Step 3

When the new page opens, find the documents tab and click on it to access the FY agreement and attachment documents.

The screenshot displays the EGrAMS Application interface. At the top, there is a header with the MDHHS logo and the Michigan.gov logo. Below the header, a navigation bar includes a 'View Synopsis' button and a 'Date: Oct-14-20' indicator. A 'Print' button and a 'Close' button are also visible. The main content area features a form with the following fields:

- Grant Category: Comprehensive Agreement
- Grant Program: Local Health Department - 2021
- Project: [Empty field]

Below the form, there are three tabs: 'General', 'Additional Information', and 'Documents'. A blue arrow points to the 'Documents' tab. The 'Synopsis' section contains the following text:

The Local Health Department agreement is a grant agreement between the Michigan Department of Health and Human Services (MDHHS) and each of Michigan's 45 Local Health Departments (LHDs). This agreement contains the majority of the MDHHS funded programs provided through LHDs.

The legal basis for the LHD agreement can be found in 333.2484 of Michigan's Public Health Code (P.A. 368 of 1978, as amended). This section grants authority to the

The 'Timeline' section displays the following information:

RFP Publication Date:	06/25/20	Submission Date / Time:	08/07/2020 05:00:00 PM	Approval Date:	09/29/20
Available Funding Amount:	145,779,237.00	Min. Requested Amount:	N/A	Max. Requested Amount:	N/A

The 'Technical Assistance Session (Not Applicable)' section is currently empty.

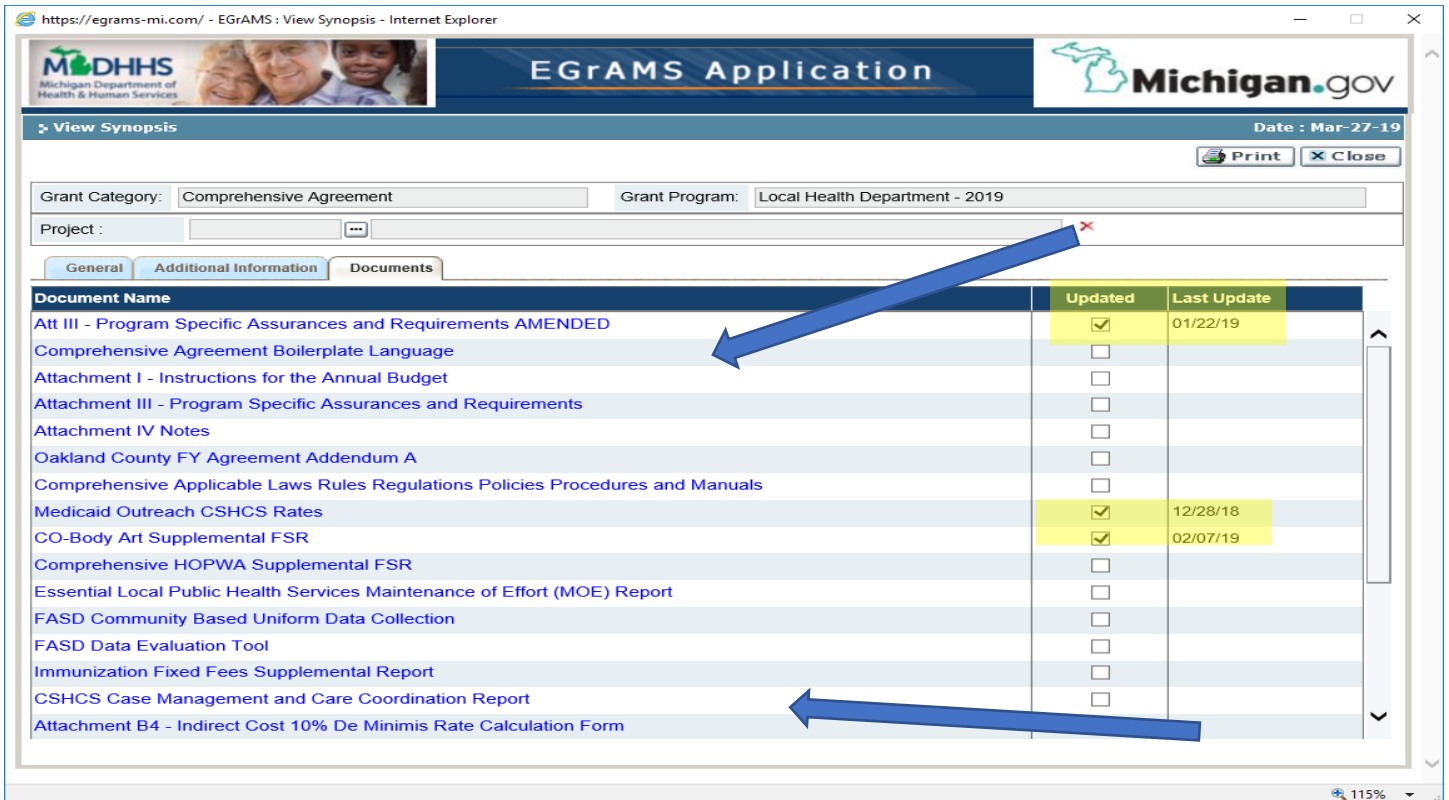
The 'Contacts' section contains the following table:

Name	Email	Title	Telephone	Type
Jason Hamblen	hamblenj@michigan.gov	Section Manager	(517) 241-0176	Primary

Please note that in the above screen shot, you can see the contract manager name (for the grants/Egrams team), email and phone number. You can also see when the agreement was published, and the funding that was available for the fiscal year, as well as the submission and approval date.

## Step 4

The document tab displays all boilerplate language and all the attachment documents. All Documents are viewable by clicking on the hyperlinks. Clicking on the hyperlink opens a PDF file. Please note that as documents are updated through the amendment process, the update is noted in the Updated and Last Update columns on the right of the screen.



The screenshot shows the EGrAMS Application interface. At the top, there is a header with the Michigan Department of Health & Human Services logo and the Michigan.gov logo. Below the header, there is a navigation bar with "View Synopsis" and a date of "Mar-27-19". There are "Print" and "Close" buttons. The main content area shows a form with "Grant Category: Comprehensive Agreement" and "Grant Program: Local Health Department - 2019". Below the form, there are tabs for "General", "Additional Information", and "Documents". The "Documents" tab is active, displaying a table of documents. The table has three columns: "Document Name", "Updated", and "Last Update". The "Updated" column contains checkboxes, and the "Last Update" column contains dates. Two rows are highlighted in yellow: "Comprehensive Applicable Laws Rules Regulations Policies Procedures and Manuals" with a checked box and date "12/28/18", and "CO-Body Art Supplemental FSR" with a checked box and date "02/07/19". Two blue arrows point to the "Comprehensive Agreement Boilerplate Language" and "Attachment B4 - Indirect Cost 10% De Minimis Rate Calculation Form" rows.

Document Name	Updated	Last Update
<a href="#">Att III - Program Specific Assurances and Requirements AMENDED</a>	<input checked="" type="checkbox"/>	01/22/19
<a href="#">Comprehensive Agreement Boilerplate Language</a>	<input type="checkbox"/>	
<a href="#">Attachment I - Instructions for the Annual Budget</a>	<input type="checkbox"/>	
<a href="#">Attachment III - Program Specific Assurances and Requirements</a>	<input type="checkbox"/>	
<a href="#">Attachment IV Notes</a>	<input type="checkbox"/>	
<a href="#">Oakland County FY Agreement Addendum A</a>	<input type="checkbox"/>	
<a href="#">Comprehensive Applicable Laws Rules Regulations Policies Procedures and Manuals</a>	<input checked="" type="checkbox"/>	12/28/18
<a href="#">Medicaid Outreach CSHCS Rates</a>	<input checked="" type="checkbox"/>	02/07/19
<a href="#">CO-Body Art Supplemental FSR</a>	<input checked="" type="checkbox"/>	02/07/19
<a href="#">Comprehensive HOPWA Supplemental FSR</a>	<input type="checkbox"/>	
<a href="#">Essential Local Public Health Services Maintenance of Effort (MOE) Report</a>	<input type="checkbox"/>	
<a href="#">FASD Community Based Uniform Data Collection</a>	<input type="checkbox"/>	
<a href="#">FASD Data Evaluation Tool</a>	<input type="checkbox"/>	
<a href="#">Immunization Fixed Fees Supplemental Report</a>	<input type="checkbox"/>	
<a href="#">CSHCS Case Management and Care Coordination Report</a>	<input type="checkbox"/>	
<a href="#">Attachment B4 - Indirect Cost 10% De Minimis Rate Calculation Form</a>	<input type="checkbox"/>	

### Documents that are resources for your information and use

- **Comprehensive Agreement Boilerplate language** -Includes general agreement provisions, including pass through provisions from the Federal Government associated with use of federal funds.
- **Attachment I** – Includes budget and billing instructions for CSHCS program services – including an explanation on how to budget and bill for CSHCS Medicaid Outreach.
- **CSHCS Attachment III** – Includes specific program requirements for CSHCS Outreach and Advocacy, CSHCS Care Coordination, CSHCS Medicaid Outreach and other programs.
- **Attachment IV** – Specifies fees paid for billable services.