



**Grantee Profile**  
**Uploading Attachments**  
**MI E-Grants**  
**GRANTEE INSTRUCTIONS**

# MI E-Grants Training

- ❑ Review Fiscal Questionnaire
- ❑ Grantee Profile Maintenance
- ❑ Accessing the Grantee Profile
- ❑ Navigating the Agency Attachment Window
- ❑ Upload your Document
- ❑ Verify your Attachment is Viewable

## Document Fiscal Questionnaire

- From the Left Menu option, Under the “Current Grants” section, select a Grant Program for additional general information about a specific Grant Program.

- Open your internet explorer browser window.
- Type in the URL in the address label.

<http://egrams-mi.com/mdhhs>

- Under Current Grants, locate any FY2022 grant program, hyperlink to open the grant information.

- The example here shows the **HAPIS agreements**.

- CO agreements**- click on “Current grants” drop down menu, -> Comprehensive Agreement -> Local Health Department – 2022.

- Master agreements**- click on “Current grants” drop down menu, -> Master Agreement Program -> Master Agreement Program-2022.

Click the ‘Program’ hyperlink to access program specific information and related documentation .

The screenshot shows the EGrAMS Application interface. At the top, there is a header with the MDHHS logo and the text 'EGrAMS Application' and 'Michigan.gov'. Below the header, there is a navigation bar with 'Current Grants' and a date 'Date : Dec-03-21'. On the left, there is a vertical menu with various categories. The 'Public Health Administration MA' category is selected and highlighted with a red circle. A red arrow points from this category to the 'HAPIS-2022' program in the table below. The table has columns for Program, Description, Effective From Date, Effective To Date, Submission Date, and Available Grant Amount. The 'HAPIS-2022' program is highlighted with a yellow box.

Program	Description	Effective From Date	Effective To Date	Submission Date	Available Grant Amount
<a href="#">HAPIS-2022</a>	HIV/STD Care, Prevention and Support - 2022	10/1/2021	9/30/2022	8/23/2021	12,460,078.00
<a href="#">EEEH-2022</a>	Expanding, Enhancing Emotional Health - 2022	10/1/2021	9/30/2022	8/20/2021	6,000,000.00
<a href="#">HCPCS-2022</a>	Hepatitis C Prevention, Care, & Support - 2022	10/1/2021	9/30/2022	8/20/2021	1,240,180.00
<a href="#">TPIP-2022</a>	Taking Pride in Prevention - 2022	10/1/2021	9/30/2022	8/13/2021	800,000.00
<a href="#">EEEH-2021</a>	Expanding, Enhancing Emotional Health - 2021	10/1/2020	9/30/2021	8/24/2020	1,000,000.00
<a href="#">HAPIS-2021</a>	HIV/STD Care, Prevention and Support - 2021	10/1/2020	9/30/2021	8/18/2020	16,724,546.00
<a href="#">TPIP-2021</a>	Taking Pride in Prevention - 2021	10/1/2020	9/30/2021	8/5/2020	1,080,000.00
<a href="#">COVID-2020</a>	Coronavirus Response Support Program - 2020	3/1/2020	9/30/2020	3/29/2020	28,000,000.00

## Document Fiscal Questionnaire

- Under the Documents tab locate the Fiscal Review Questionnaire. To download the document, click the hyperlink Fiscal Review Questionnaire.
- Complete the Fiscal Questionnaire and save the information to attach to your agency profile. See page 5.

The screenshot shows the EGrAMS Application interface in Internet Explorer. The 'Documents' tab is active, and the 'Fiscal Review Questionnaire' link is highlighted with a red box and a red arrow pointing to a Microsoft Word document. The Word document is titled 'Subrecipient Questionnaire October 2018 - Protected View - Saved' and contains the following form:

**Fiscal Questionnaire**

Agency Name: \_\_\_\_\_  
 Fiscal Year: \_\_\_\_\_

	Y/N/NA	COMMENTS
<b>A. Activities Allowed / Allowable Costs / Cost Principles / Accounting System and Controls</b>		
A.1. Are grant funds only used on allowed activities and not on items prohibited by the laws, regulations, and provisions of the MDHHS contract pertaining to each MDHHS program?		
A.2. Are staff aware of applicable cost principles (2 CFR 200, Subpart E)?		
A.3. Are staff aware of unallowable costs (i.e. alcoholic beverages, bad debts, contingency reserves, contributions and donations, entertainment, fund raising, use allowances, etc.)?		
A.4. If costs are allocated to multiple funding sources, are they allocated in accordance with relative benefits received in accordance with applicable cost principles, and agree with supporting documentation? Describe how expenditures for supplies, communications, or other expenses are allocated to multiple funding sources.		

## Grantee Profile Maintenance

- Open your internet explorer browser window.
- Type in the URL in the address label.  
<http://egrams-mi.com/Portal>
- Click on “EGrAMS Portal Login”.

Application Home (\*)-required field Date: Dec-06-13

Home

About EGrAMS Portal

EGrAMS Portal Login

Grant Opportunity Notification

Register your Agency

Create User Profile

Validate Workstation

Search Grants

Advanced Grant Search

**EGrAMS (Electronic Grants Administration and Management System) Portal** is State of Michigan grant management application portal to aid the grantee community in the search for grant opportunities state-wide. There are over 250 grant programs offered by the State grant making agencies. EGrAMS-MI.com allows one stop shop for organizations to access and find grants across State Departments.

**Please Note:** \*If you are in need of personal Financial assistance such as Social Security/Supplemental Security Income, Medicaid or State Social Services, you can find help at [www.michigan.gov](http://www.michigan.gov). This type of individual assistance is not available on the website.

\*If you are starting and/or growing a business in Michigan, you can find help at Michigan Small Business and Technology Development Center. Link to [www.gvsu.edu/misbtcdc/](http://www.gvsu.edu/misbtcdc/). This type of assistance is not available on this

If you have any technical problem, please contact HTC's EGrAMS Help Desk at [egramshelp\\_dch@](mailto:egramshelp_dch@) your full name and complete telephone number (with area code) when you contact the Help Desk.

**Login**

\*User Name:

\*Password:

Michigan.gov Home | EGrAMS Home | Contact EGrAMS | Contact Information | State Web Sites  
Privacy Policy | Link Policy | Accessibility Policy | Security Policy

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## ❑ Accessing the Grantee Profile

- Select **Grantee > Agency > Grantee Agency**.
- Click on the GO button.

The screenshot shows the EGrAMS Application interface. At the top, there is a navigation bar with 'Michigan.gov' and 'The Official State of Michigan Website'. Below this, there are dropdown menus for 'Grantee', 'Agency', and 'Grantee Agency'. A green 'go' button is highlighted with a red circle. To the right of the 'go' button are links for 'Home | Logout'. Below the navigation bar, there is a 'Welcome Screen' section with a 'Hello' message and instructions on how to access the current grant. A red arrow points down from the 'go' button to the next screenshot.

**EGrAMS Application**

Michigan.gov  
The Official State of Michigan Website

Grantee Agency Grantee Agency go Home | Logout

Welcome Screen Timeout Left: 20 mins Date: Dec-09-13

Hello

Welcome to the EGrAMS (Electronic Grants Administration & Management System) Portal Application.

Access your current grant - You may begin using the EGrAMS Portal application by selecting the State Agency link on the right of the screen to access your grant. The system will redirect you to the EGrAMS State Agency Portal, click 'OK' to continue the department directly.

Department of Community Health – <http://egramsmi.com/CT>

Department of Human Services – <http://egramsmi.com/CT>

Children's Trust Fund – <http://egramsmi.com/CT>

If you wish to view or change your EGrAMS User Profile, click on the 'Change' button.

For additional information on the EGrAMS Portal, click on the 'Review' button.

If you have any problems accessing the application, please contact the Help Desk at [egramshelp\\_dch@htcinc.com](mailto:egramshelp_dch@htcinc.com). Please include your area code when you contact the Help Desk.

Parent Agency	Role
Your Agency name here	Grantee
Agency	Role
Michigan Department of Community Health	Grantor

**EGrAMS Application**

Michigan.gov  
The Official State of Michigan Website

Grantee Agency Grantee Agency go Home | Logout

Change Review Timeout Left: 20 mins Date: Dec-09-13

General Information Contact Information Attachments Demographic

**General Information**

\*Federal ID: 99-9999999 \*Agency Name: Your agency name here

DUNS Number: Vendor Reference:

\*Address Line 1: Address Line 2:

\*City: \*State: \*Zip:

Website:

Eaith Based:  Yes  No MI based business:  Yes  No

\*Agency Type: Agency Sub-Type:

**Contact Information**

\*Contact Person: \*Email:

\*Phone: Ext: Fax:

Mailing Address Same:  Yes

Code	County	Primary

Find Cancel

□ Navigating the Agency Attachment Window

- Change the mode from “Review” to “Change”.
- Click on the “FIND” button.

The screenshot shows the EGrAMS Application interface. At the top, there is a navigation bar with the Michigan.gov logo and the text "The Official State of Michigan Website". Below this, there are dropdown menus for "Grantee", "Agency", and "Grantee Agency", along with a "go" button and links for "Home" and "Logout". The current date is "Dec-09-13" and the "Timeout Left" is "20 mins".

In the main content area, there are two buttons: "Change" (circled in red) and "Review". Below these buttons are four tabs: "General Information", "Contact Information", "Attachments", and "Demographic".

The "General Information" section contains the following fields:

- \*Federal ID: 99-9999999
- DUNS Number: [Empty]
- \*Address Line 1: [Empty]
- \*City: [Empty]
- Website: [Empty]
- Faith Based:  Yes  No
- \*Agency Type: [Empty]
- \*Agency Name: Your Agency Name here
- Vendor Reference: [Empty]
- Address Line 2: [Empty]
- \*State: [Empty] \*Zip: [Empty]
- MI based business:  Yes  No
- Agency Sub-Type: [Empty]

The "Contact Information" section contains the following fields:

- \*Contact Person: [Empty] \*Email: [Empty]
- \*Phone: [Empty] Ext: [Empty] Fax: [Empty]
- Mailing Address Same:  Yes

Below the contact information is a table with the following columns: Code, County, and Primary.

Code	County	Primary
<input type="checkbox"/>	[Empty]	<input type="checkbox"/>
<input type="checkbox"/>	[Empty]	<input type="checkbox"/>
<input type="checkbox"/>	[Empty]	<input type="checkbox"/>
<input type="checkbox"/>	[Empty]	<input type="checkbox"/>
<input type="checkbox"/>	[Empty]	<input type="checkbox"/>

At the bottom right of the form, there are two buttons: "Find" (circled in red) and "Cancel".

□ Navigating the Agency Attachment Window

1. Click on the “Attachments” tab.
2. Click on the “Type” lookup icon.
3. Select Attachment type: FYXXFRQ-Fiscal Year 20XX Fiscal Review Questionnaire.

The screenshot displays the EGrAMS Application interface. At the top, there is a navigation bar with the Michigan.gov logo and the text "EGrAMS Application". Below this, there are dropdown menus for "Grantee", "Agency", and "Grantee Agency", along with a "go" button and links for "Home" and "Logout". A "Timeout Left: 20 mins" and "Date: Dec-09-13" are also visible.

The main content area features a "Change" button and a "Review" button. Below these are tabs for "General Information", "Contact Information", "Attachments" (highlighted with a red circle and labeled "# 1"), and "Demographic". The "Attachments" tab is active, showing a table with columns: "Del.", "Attachment Type", "Valid From", "Valid To", and "Attachment File". The first row is selected, showing "FY14FRQ" and "Fiscal Year 2014 Fisc". A red circle highlights the lookup icon (three dots) next to "FY14FRQ", labeled "# 2".

A "Lookup" window is open, titled "Lookup - Internet Explorer, optimized for Bing and MSN". It contains a search form with "Attach Type" and "Description" fields, and "Lookup", "Reset", and "Close" buttons. Below the form, it shows "Record Count: 13" and "Page 1 of 1". A table lists attachment types and descriptions:

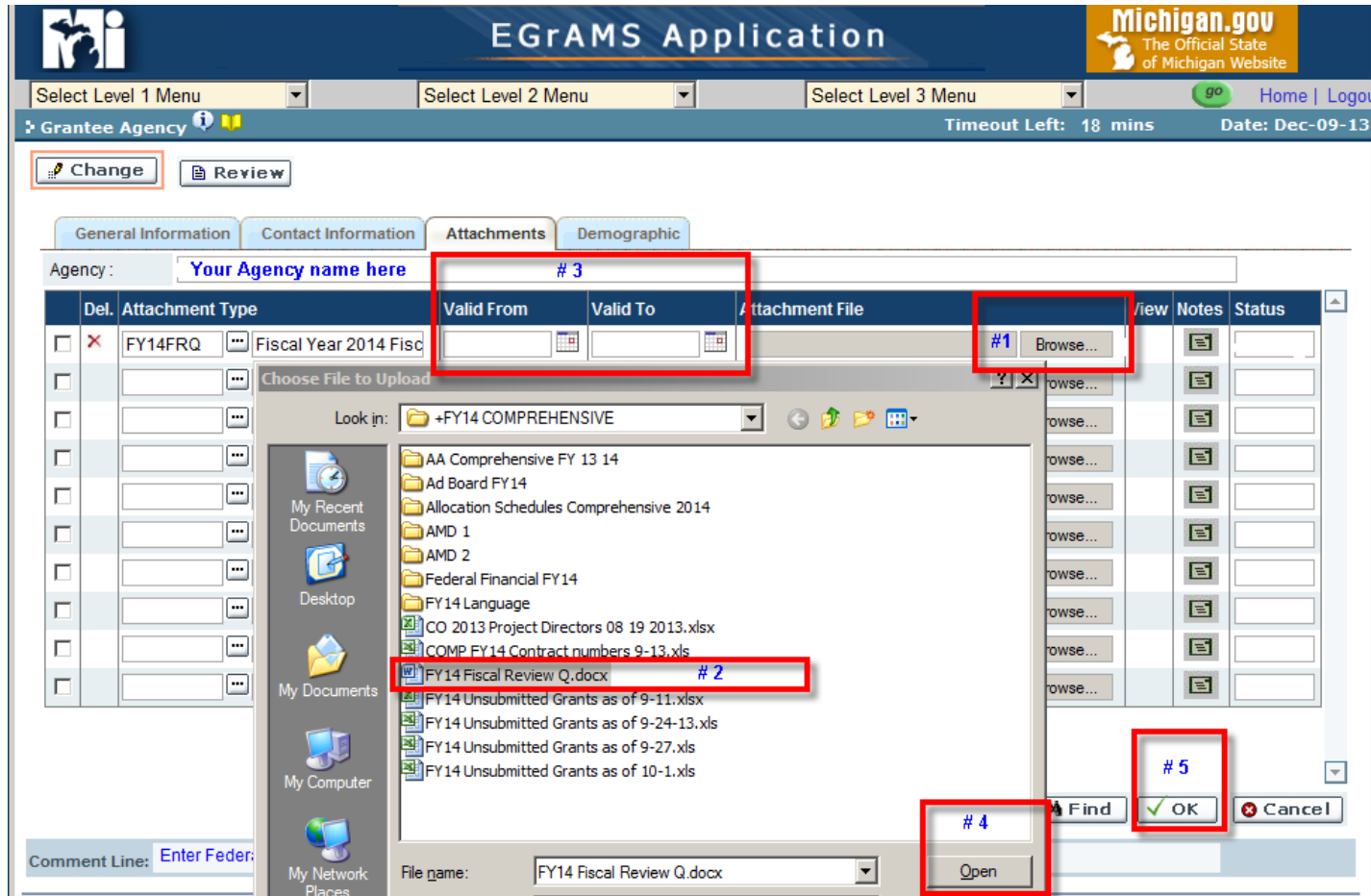
Attach Type	Description
501@3	501@3 Status
AIA	Articles of Incorporation amendments
ALLOCLTR	Cost Allocation Letter
AUDIT	Audit Statement
CAPADT	Corrective Action Plan
FSADT	Financial Statement Audit
<input checked="" type="checkbox"/> FY14FRQ	Fiscal Year 2014 Fiscal Review Questionnaire # 3
INDIRECT	Federal Indirect Approval Letter
NP990	990 - Non Profit Only
NPAI	Non-Profit Articles of Incorporation

The "FY14FRQ" row is selected, highlighted with a red circle and labeled "# 3". At the bottom of the lookup window, there are "Find", "OK", and "Cancel" buttons. A "Comment Line: Enter Federal Id" is visible at the bottom left of the main application window.



**Upload your Document**

1. Click on the “Browse” button, the pop up window will open.
2. Find your saved document. (I.E. FY14 Fiscal Review Q.docx)
3. Tab past the Valid from and Valid To date fields.
4. Click on “Open” to load the document.
5. Click on “OK” to Save.



❑ **Verify your attachment is viewable**

1. Change the mode from “Change” to “Review”.
2. Click on the “FIND” button.
3. Click on the “Attachments” tab.
4. Click on the paper clip icon under the View column.
5. The document should open and the completed form should appear.
6. If the document is not viewable, please start the process again on page 6.

The screenshot displays the EGrAMS Application interface. At the top, there is a header with the Michigan state logo and 'Michigan.gov The Official State of Michigan Website'. Below this is a navigation bar with 'Change' and 'Review #1' buttons. The main area shows a form for 'Michigan Public Health Institute' with tabs for 'General Infor', 'Attachments', and 'Demographic'. A table lists attachments with columns for 'Del.', 'Attachment Type', 'Valid From', 'Valid To', 'Attachment File', 'View', 'Notes', and 'Status'. A 'File Download' dialog box is open, showing a Microsoft Word document named '401\_FY14FRQ\_1.DOCX' from 'egrms-mi.com'. The 'Open' button in the dialog is circled in red. A 'Find' button is also circled in red at the bottom right.

## Technical Support Contacts:

- **EGRAMS Help Desk**  
Email : [MDHHS-EGRAMS-HELP@Michigan.gov](mailto:MDHHS-EGRAMS-HELP@Michigan.gov)