

## Email Information

From : hamblenj@michigan.gov Sent : Jun-07-23 08:13:43 AM  
To : dshaw@livgov.com  
Subject : Michigan Department of Health and Human Services Fiscal Year (FY)-2024 Allocation for Child and Parent Legal Representation - 2024  
Message :

Jun 07, 2023

Deborah Shaw, Court Administrator  
County of Livingston - 44th Circuit Court  
240 S Highlander Way Ste 3  
Howell, MI 48843 2073

Dear Deborah Shaw:

Your CPLR-2024 - Child and Parent Legal Representation - 2024 allocation is \$71250.00. This allocation is based on anticipated FY 2024 Appropriations for Michigan Department of Health and Human Services (MDHHS) and is subject to the availability of funds, MDHHS's anticipated Appropriation Act for FY 2024, MDHHS approval, and State Administrative Board approval.

Please complete the application, including the work plan and budget, and submit it through MDHHS EGrAMS within **three weeks**. Once the application is complete, it must be submitted by your agency's Authorized Official. This will facilitate timely processing of your agreement. If you are not able to submit your application within this timeframe, please contact your Program Manager and a Grants Division team member.

The allocation must be budgeted and expended consistent with the requirements contained in your agreement.

If you have questions on how to submit your application, please contact a Grants Division team member at 517-335-3359 or [MDHHS-EGrAMS-HELP@michigan.gov](mailto:MDHHS-EGrAMS-HELP@michigan.gov).

### **Next Steps**

The next steps in the MDHHS EGrAMS system for completing your work plan and budget and submitting your application for MDHHS approval are as follows:

1. The person assigned as the Project Director in your agency will give each user in your agency access to the CPLR-2024 - Child and Parent Legal Representation - 2024 agreement in MDHHS EGrAMS.
2. Using a web browser, access MDHHS EGrAMS at <http://egram-mi.com/mdhhs>. The recommended web browser for use with MDHHS EGrAMS is Microsoft Edge. For your convenience, you can access training videos, available on-demand, demonstrating how to use the MDHHS EGrAMS system by clicking <https://tinyurl.com/3nznz83u>.
3. Login to the MDHHS EGrAMS system.
4. Access the application using the drop-down menus "Grantee>Grant Application>Enter Grant Application" and click on "Go."
5. Select the CPLR-2024 - Child and Parent Legal Representation - 2024 program and click the "Go" button.
6. Select the hyperlink titled County of Livingston - 44th Circuit Court
7. Complete the face sheet, including your agency's contact information. Click the "Save" button before advancing to the next screen(s).
8. When completing the application tabs, it is highly recommended that you use the "Copy" button to initially populate the data and modify the information to reflect the current-year work plan and budget.
9. When the application has been entered, validated, and is error-free, it is ready for submission by the Authorized Official. Use the drop-down menus "Grantee>Grant Application>Grant Application Preview" and click the "Go" button. Select the hyperlink titled County of Livingston - 44th Circuit Court. To submit the application to MDHHS, click on the "Submit" button on the grant application preview screen.

A blank version of the FY 2024 Agreement Boilerplate is available on the MDHHS EGrAMS home page. To access this document, before you login to MDHHS EGrAMS, click Childrens Services Agency located under the "Current Grants" header. Select the hyperlink for the FY 2024 agreement and click on the "Documents" tab to access the documents.

Grantees can generate the Schedule of Finance Assistance on-demand using MDHHS EGrAMS. Grantees that have worked with MDHHS in the past have previously found this information in the grant agreement. To generate the Schedule of Finance Assistance, access MDHHS EGrAMS at <http://egram-mi.com/mdhhs>. Once logged in, path to Grantee > Grant Application > Schedule of Finance Assistance. Click Generate, enter 2024 in the Fiscal Year field, and click Find. The Schedule can be saved as either an Excel or PDF using the available buttons on the screen. The Schedule will reflect

the most up-to-date funding information at the time it is generated, and MDHHS recommends generating revised versions periodically to capture any funding updates.

**Technical Assistance**

Technical assistance to complete the work plan and budget is available through a Grants Division team member through the MDHHS EGrAMS Help Desk at 517-335-3359 or [MDHHS-EGrAMS-HELP@michigan.gov](mailto:MDHHS-EGrAMS-HELP@michigan.gov).

Thank you for your cooperation and support.

Sincerely,

Jeanette Hensler, Grants Division Director  
Bureau of Grants and Purchasing  
Michigan Department of Health and Human Services

cc: FSRMDHHS@michigan.gov

