WORKING WITH BCAEO

October 23, 2019
Weatherization Technical Conference

Presented by Melanie Sanford
TALKING POINTS

- Makeup of the Bureau/Who to go to for help
- FY20 Grant Changes
- SharePoint
- What keeps you up at night?
MDHHS ORG CHART

- Opportunity has approximately 8,000 staff. This includes all local office employees and the Children’s Services Agency.
- Our section of the MDHHS Org chart is almost 30 pages and does not include a breakdown of field staff.
Opportunity has approximately 8,000 staff. This includes all local office employees and the Children’s Services Agency.
Bureau of Community Action and Economic Opportunity

MiTEC
Michigan Training and Education Center
(Technical Weatherization and CSBG training)

Training Center Director
Ray Judy

Deputy Director
Tom Andrews

Program Assistant
Ashli Helms

Weatherization Technical Instructors

Instructor
Steve Dillehay

Instructor
Terry Emelander

Senior Instructor
Vacant

Instructor
Vacant

CSBG/ROMA Trainers

ROMA Data Integration Coordinator
Jeremy Biddle
WHO DO I TURN TO FOR HELP?

SHAREPOINT HAS A FOLDER WITH STAFF ASSIGNMENTS AND CONTACT LISTS!
WHO DO I TURN TO FOR HELP?

WHEN ALL ELSE FAILS....REACH OUT TO OUR MAIN EMAIL!

MDHHS-BCAEO@Michigan.gov
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 MDHHS-EGrAMS-Help@michigan.gov. 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.

***Only use Internet Explorer as the Web Browser when accessing this software***
COMMON QUESTIONS

- Who do I go to for help?
  - Programmatic: Ask us!
  - Technical: Ask the MDHHS Bureau of Grants and Purchasing: [MDHHS-EGrAMS-HELP@Michigan.gov](mailto:MDHHS-EGrAMS-HELP@Michigan.gov)

- Why did we have to go into a new system?

- Why is my grant amount different than my allocation chart?
What major changes can I expect?
- Bi-monthly payments are no longer an option.
- Agreements will run on the state’s Fiscal Year (October-September).
- Agreements are for one year at a time.
- Each funding source/cycle will have its own agreement.
- Slight language changes
- Financial Status Reports are required
- Budget Review/Line Item Transfer turnaround times will be more efficient
**HAVE MORE QUESTIONS?**

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<thead>
<tr>
<th>Name</th>
<th>Comments</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>2019 9 - 6 EGrAMS Webinar Presentation.pdf</td>
<td></td>
<td>EGrAMS Webinar Presentation</td>
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<td>BCAEO EGrAMS Grantee Training.pdf</td>
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<td>BCAEO EGrAMS Transition 8.19.19.pdf</td>
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</tr>
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<td>FY20 Programs in EGrAMS.xlsx</td>
<td></td>
<td>EGrAMS Naming Conventions</td>
</tr>
<tr>
<td>FY20 vs current contract language.xlsx</td>
<td></td>
<td>EGrAMS contract language changes highlights</td>
</tr>
</tbody>
</table>
SHAREPOINT!!!

File Sharing

Streamlining Documents and Information

Ease Access – Multiple Devices
FUNCTIONALITY (LIBRARIES)

- Agency specific information includes:
  These types of documents can be stored in SharePoint
  - Monitoring Documents
    - Tools, reports, notes, etc.
  - Contract Documents
    - Original Contracts
    - NFAs and Amendments
    - Budgets and Plans
  - Organizational Standards
  - A general folder for you to upload documents into
  - Any other documents per your request
FUNCTIONALITY (LIBRARIES)

- Each agency has a library that only their registered users can see.
  - Libraries contain agency-specific information
  - All users can see the Shared Document library
WHAT HAS BCAEO CONVERTED TO SHAREPOINT?

- Shared Calendars – all BCAEO events and activities
- Announcements – Important Information
- Shared Documents Library - CSPM and more
- Agency Libraries Contract Processing – CSBG and DOE
- Organizational Standards Process
- Weatherization .mdb files
The front page features a calendar with BCAEO events as well as their registration links, handouts, webinar recordings, etc.

<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
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<tr>
<td></td>
<td>10:00 am - 3:00 pm</td>
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<td>6:30 am MITEC CAZ Pressure Diagnostics</td>
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<td>Data Strategic Alliance</td>
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<td>11:00 am FY 20 MEAP Update</td>
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<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
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<td></td>
<td>2:00 pm - 3:00 pm</td>
<td></td>
<td></td>
<td>2:00 pm - 4:00 pm</td>
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<tr>
<td></td>
<td>Weatherization Manager Webinar</td>
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<td></td>
<td>Final FY19 SOEs Due</td>
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<td>17</td>
<td>18</td>
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<td>4:00 pm - 5:00 pm</td>
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<td>Logic Models due to BCAEO</td>
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<td></td>
<td>Fall WX Technical Conference (Frankenmuth, MI)</td>
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<td></td>
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<td></td>
<td>8:00 am MITEC Crew Leader Comprehensive</td>
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<td>8:00 am MITEC Crew Leader Comprehensive</td>
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<td>8:00 am MITEC The Successful Energy</td>
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<td></td>
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<td>8:00 am MITEC LSW &amp; IAQ Training Session</td>
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</tbody>
</table>
## FUNCTIONALITY (CALENDAR)

- Simply click on an event to see the information, registration or recording

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>Title</td>
<td>FY 20 MEAP Update</td>
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<tr>
<td>Location</td>
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<td>Start Time</td>
<td>10/3/2019 11:00 AM</td>
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<tr>
<td>End Time</td>
<td>10/3/2019 12:00 PM</td>
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<td>Description</td>
<td>Link to audio recording of webinar:</td>
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<td><a href="https://register.gotowebinar.com/recording/9188816987366451980">https://register.gotowebinar.com/recording/9188816987366451980</a></td>
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<tr>
<td>Category</td>
<td>Webinar</td>
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<td>All Day Event</td>
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</tr>
<tr>
<td>Recurrence</td>
<td></td>
</tr>
</tbody>
</table>
If we have something we want to draw your attention to, we’ll store it in the Announcements and let you know!
FUNCTIONALITY (ALERTS)

- You can also choose to get alerts when items change in a library or subfolder.
Alert me when items change

Alert Title
Enter the title for this alert. This is included in the subject of the notification sent for this alert.

Send Alerts To
You can enter user names or e-mail addresses. Separate them with semicolons.

Users:
Sanford, Melanie (DiHIG) 

Delivery Method
Specify how you want the alerts delivered.

Send me alerts by:
- E-mail
  SanfordM2@michigan.gov
- Text Message (SMS) 5172850412

Change Type
Specify the type of changes that you want to be alerted to.

Only send me alerts when:
- All changes
- New items are added
- Existing items are modified
- Items are deleted

Send me an alert when:
- Anything changes
- Someone else changes a document
- Someone else changes a document created by me
- Someone else changes a document last modified by me

Send Alerts for These Changes
Specify whether to filter alerts based on specific criteria. You may also restrict your alerts to only include items that show in a particular view.

When to Send Alerts
Specify how frequently you want to be alerted. (mobile alert is only available for immediately send)

- Send notification immediately
- Send a daily summary
- Send a weekly summary

Time:
Tuesday 10:00 AM

Customize which alerts you receive and add multiple users to the request
## Shared Documents

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Metadata</th>
<th>Modified</th>
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<tr>
<td>Community Service Block Grant (CSBG)</td>
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<td>April 16</td>
</tr>
<tr>
<td>Weatherization Assistance Program</td>
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<td></td>
<td>April 16</td>
</tr>
<tr>
<td>Community Services Policy Manual (CSPM)</td>
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<td>April 16</td>
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<tr>
<td>MITEC</td>
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<td>April 16</td>
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<tr>
<td>BCAEO Academy</td>
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<td>October 31, 2018</td>
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<td>BCAEO Communications</td>
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<tr>
<td>FAC$Pro</td>
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<td>October 31, 2018</td>
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<tr>
<td>Media</td>
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<td>May 31</td>
</tr>
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<td>Meet the BCAEO Team</td>
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<td></td>
<td>October 31, 2018</td>
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<tr>
<td>Monitoring</td>
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<td>February 5</td>
</tr>
<tr>
<td>Organizational Standards</td>
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<td>December 18, 2018</td>
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<td>Results Oriented Management and Account</td>
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<td></td>
<td>February 5</td>
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<tr>
<td>Training &amp; Technical Assistance</td>
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<td>February 25</td>
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<tr>
<td>BCAEO Dashboards.url</td>
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<td>February 25</td>
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<tr>
<td>Michigan Economic and Social Opportunity...</td>
<td></td>
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<td>January 31</td>
</tr>
</tbody>
</table>
## AGENCY DOCUMENTS

Monroe County Opportunity Program

<table>
<thead>
<tr>
<th>Name</th>
<th>Modified</th>
<th>Modified By</th>
</tr>
</thead>
<tbody>
<tr>
<td>_CSBG</td>
<td>April 9</td>
<td>Schoenow, Kris (DHHS)</td>
</tr>
<tr>
<td>_Weatherization Assistance Program</td>
<td>April 10</td>
<td>Schoenow, Kris (DHHS)</td>
</tr>
<tr>
<td>_Important Agency Organizational Document</td>
<td>June 20</td>
<td>Oncrus, Patrick (DHHS)</td>
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<tr>
<td>_MEAP</td>
<td>August 8</td>
<td>Mehls, Alexandria (DHHS)</td>
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<tr>
<td>_Monitoring</td>
<td>April 9</td>
<td>Schoenow, Kris (DHHS)</td>
</tr>
<tr>
<td>_SOE Documents</td>
<td>July 18</td>
<td>Oncrus, Patrick (DHHS)</td>
</tr>
<tr>
<td>Agency Document Uploads</td>
<td>January 17</td>
<td>Sanford, Melanie (DHHS)</td>
</tr>
<tr>
<td>Documents to be Deleted</td>
<td>March 1</td>
<td>Gulker, Benjamin (DHHS)</td>
</tr>
</tbody>
</table>

Documents to be Deleted
March 1
WEATHERIZATION .MDB FILES

- An easy way to share documents, pictures, and .mdb files for Weatherization Technical Monitoring follows the same sharing process as Organizational Standards:
  - copy and paste,
  - load with “drag & drop”, and/or
  - upload manually

Fun Fact: This is a great tool for large files, easy transmittal of files, AND can be used from your mobile device. Are you working in the field and need to upload pictures of a job? It’s a one-click process!
WHAT IS BCAEO PLANNING FOR SHAREPOINT?

- Annual Agency Checklist – BCAEO is working on migrating this process to a policy and storage place on SharePoint
- Contract Processing with SharePoint and EGRAMS
- SOE (Payment Processing) with SharePoint and EGRAMs
- Monitoring
- Weatherization Jobs - Pictures
To request access, contact BCAEO’s SharePoint primary contact, Andrew (Drew) Kornecky: KorneckyA@Michigan.gov

The request will be added to our master list and then forwarded to the state's Business Integration Center for processing.

Requestors will receive an email inviting them to join the page from “no-reply@sharepointonline.com”
ACCESS

- Users will receive access to the BCAEO Shared Documents and their agency Libraries.

- EDs: If you would only like users for your agency to have access to the BCAEO Shared Documents, or would like to see a list of users that have requested access within your agency, please contact Drew Kornecky (KorneckyA@Michigan.gov).
ACCESS – MOBILE APP

- In your App Store
- Search for "Microsoft SharePoint"
- Get and Open App
ACCESS – MOBILE APP

- Open App
- Click on Shared Documents
- Find BCAEO's CSPMs
  Click on Community Services Policy Manual
- Open File and search
ACCESS – MOBILE APP

The Grantee is required to use 90.0% of the federal poverty level income guidelines to determine eligibility for the ACC Program. Income guidelines are adjusted annually for inflation. The income guidelines for 2022 are as follows:

<table>
<thead>
<tr>
<th>Family Size</th>
<th>Income Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$30,000</td>
</tr>
<tr>
<td>2</td>
<td>$40,000</td>
</tr>
<tr>
<td>3</td>
<td>$50,000</td>
</tr>
</tbody>
</table>

Applicant's File
The application must be accompanied by a copy of the identification of the applicant(s). The identification must be a current driver's license, social security card, or other valid identification. The identification must be dated no more than 90 days from the date of application. The identification must include the applicant's name, address, and signature.

The Certification of Application
An applicant must be inspected when eligible. The inspection must be done by a certified inspector. The inspection must be done within 12 months of the date of application. The inspection must be done by a certified inspector. The inspection must be done within 12 months of the date of application. The inspection must include a self-declaration of income eligibility.

Automatic Income Eligibility
A household is automatically income eligible if any household member receives any of the following payments at any time during the 12-month period preceding the eligibility date:

- Social Security
- Veteran's benefits
- Unemployment compensation
- Retirement benefits
- Child support
- Alimony
- Disability benefits

Documentation of Income
Income must be documented and submitted in FACCT form (see Table 1). The following forms are acceptable documentation:

- Bank statements
- Pay stubs
- Self-employment income
- Investment income
- Government payments

An exception may be made for self-employed income, when the self-employed income is from a business operated by the household member. The business must be related to the household member's occupation and the business must be in operation for at least 12 months.

Self-Declaration of Income
A household is income eligible if any household member receives any of the following payments at any time during the 12-month period preceding the eligibility date:

- Social Security
- Veteran's benefits
- Unemployment compensation
- Retirement benefits
- Child support
- Alimony
- Disability benefits

The self-declaration must be signed by all household members who receive income.

Note: If a household member receives income from more than one source, only the income from the source with the highest income must be included in the self-declaration.
**TIPS & TRICKS**

- If an ED wants to limit some information for only their Executive Staff to see within their Library, BCAEO can create a separate “Admin” Library with restricted access.
  - Let us know which information you would like restricted and who you would like to see it.

- Having trouble navigating or benefitting from the full functionality while using Internet Explorer? Try using a different browser (Firefox, Google Chrome, Edge…).
TIPS & TRICKS

- Does your agency already use SharePoint which is restricting your access to BCAEO's? You have a few options:
  - Try going to office.com, then switch to a different account.
  - Use two separate web browsers. You can be logged into two accounts at once if you’re using two separate browsers.
  - There’s also an option of creating a new session within Google Chrome and Internet Explorer, but that can be a little confusing. In Internet Explorer, you can go to File --> new session, which opens a new browser window and lets you sign into another account. In Chrome, you have to create a separate user profile and then switch to that profile.
BCAEO ADMINS

- Andrew Kornecky (KorneckyA@Michigan.gov)
- Ben Gulker (GulkerB@Michigan.gov)
- Jeremy Biddle (BiddleJ1@Michigan.gov)
- Melanie Sanford (SanfordM2@Michigan.gov)
WHAT KEEPS YOU UP AT NIGHT?