

Louisiana Commission on Law Enforcement (LCLE)

Electronic Grants Management System (Egrants)



Project Modification Request (PMR) Quick Start Guide

Prepared by:

Louisiana Commission on Law Enforcement

February 10, 2014

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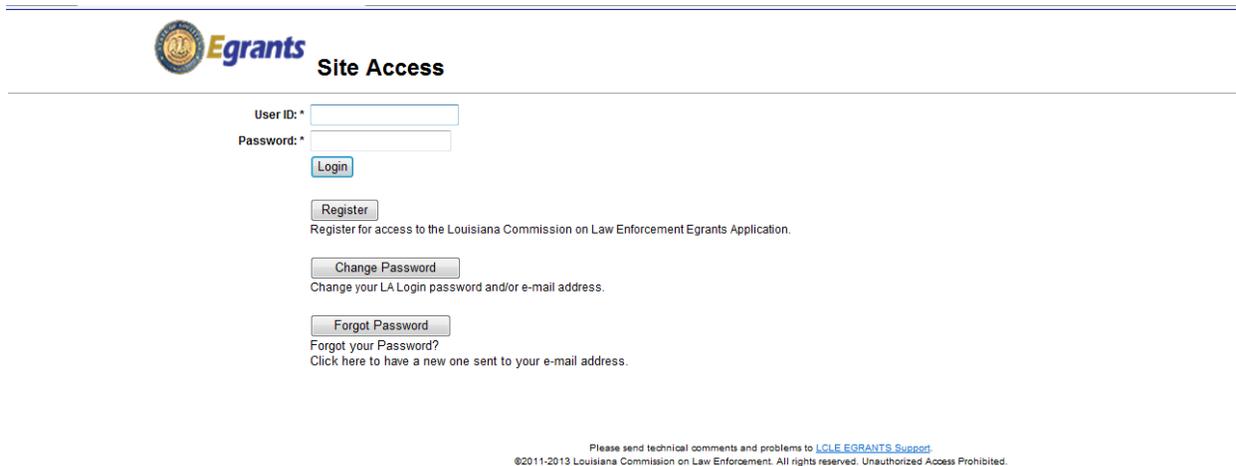
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Accessing the Egrants System

Once an application is awarded, the subgrantee will be required to submit a program report documenting the progress of the project for LCLE staff to review.

NOTE: It is assumed that the Organization and User are already registered since an application has been submitted and awarded. A separate Quick Start Guide entitled “*LCLE Egrants User Registration Request Quick Start Guide*” is available to assist you with the registration process.

Go to the LCLE Egrants website at <http://egrants.lcle.la.gov/Egrants/Login.aspx>. The following screen will appear.



The screenshot shows the 'Egrants Site Access' page. It features the Egrants logo at the top left. Below the logo, there are two input fields: 'User ID: *' and 'Password: *'. A 'Login' button is positioned below the password field. Below the login button are three additional buttons: 'Register', 'Change Password', and 'Forgot Password'. Each button has a corresponding text description below it. At the bottom of the page, there is a small line of text: 'Please send technical comments and problems to [LCLE EGRANTS Support](#). ©2011-2013 Louisiana Commission on Law Enforcement. All rights reserved. Unauthorized Access Prohibited.'

Enter the user ID and password obtained through registration and click the “**Login**” button. This will log you into the system.

Project Management

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#)

Welcome to LCLE Egrants!
 Please select a menu tab or prompt link to continue.

[CLICK HERE](#) To access an existing project (Grant Application, Continuation Application, Modification...) or create/update reports such as the Program Report, Fiscal Report, or Inventory Report ([Project Management](#) tab).

[CLICK HERE](#) To create a new Application (or Concept Paper) in response to a Funding Announcement ([Funding Announcement](#) tab).

[CLICK HERE](#) To view any Alerts and/or Tasks assigned to you ([Work Manager](#) tab).

[CLICK HERE](#) To update your profile information (Name, Address, Phone Number...) or to request security in order to maintain or view grants for your organization/parish ([User Management](#) tab).

[CLICK HERE](#) To Subscribe to receive an email when new granting opportunities become available.

[CLICK HERE](#) To Unsubscribe from Email notifications when granting opportunities become available.

When creating a Project Modification Request the user is accessing an existing application.

Click the first “*Click Here*” link - To access an existing project (Grant Application, Continuation Application, Modification...) or create/update reports such as the Program Report, Fiscal Report, or Inventory Report ([Project Management](#) tab).

System will time out at: 03:19:36
Remaining time: 19:51

Back Button will not take you back pages. Instead use the application menus and controls.

[Logoff](#)

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#) | [Internal Menu](#)

Search [Program Monitoring](#)

PROJECT MANAGEMENT SEARCH

Search Criteria:
 Grant ID:
 Applicant Agency:
 Recipient / Allocation Agency:
 Funding Announcement:
 Keywords:

Quick Searches
[Applications In Process \(2\)](#)
[Awarded Projects - Active \(7\)](#)

Grant ID	Applicant Agency	Title	Receipt Date
1376	16th Judicial District Attorney's Office	Elderly Victims of Crime	10/04/2013

Input the 4-digit Grant ID and click *Search*. Click on the hyperlinked Grant ID (shown in blue). If the agency receives more than one funded project and you are unsure of the Grant ID number, you can enter any of the Search Criteria fields and press enter or click the *Search* button. All funded projects will appear which allows you to click on the correct Grant ID.

Project Modification Request

Project Modification Request (PMR) allows the subgrantee to request amendments to the original approved application during the project period. This report allows the following Section modifications:

1. Main Summary Information
 - a. Project officials and addresses – authorized/signatory official, project director, financial officer, primary contact
 - b. Project period – change project period
 - c. Justification for the modification request
2. Budget
 - a. Revisions to budget categories and line item details within a budget category
3. Performance Indicators

Users with program creator and/or Financial Creator role(s) can create the modification. A user with a submission role can submit a completed Program Modification Request electronically. For instance, a user having program creator and submission roles, will be able to create the modification, but will be unable to request budget changes. Likewise, a user with the financial creator role cannot make revisions to the performance indicators, nor submit a completed modification without the submission role. Both program creator and financial creator will need to collaborate to complete the Program Modification Report.

Creating a Project Modification Request

Back Button will not take you back pages, instead use the application menus and controls.

System will time out at: 10/23/14 Remaining time: 19:48

Logoff

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Project [Monitoring](#) [Audit](#) [Fiscal Details](#) [Reporting Requirements](#)

Grant ID: 1376 **Project Title:** Elderly Victims of Crime
 Status: Open - Awarded **Fund Announcement:** 2012 VOCA - State Level Allocation (Nov 2013)

PROJECT SUMMARY

[CLICK HERE](#) To enter/update/view a Program, Fiscal, or Inventory Report for this grant ([Monitoring](#) menu item).
[CLICK HERE](#) To view any Audit Information for this grant ([Audit](#) menu item).
[CLICK HERE](#) To view the current financial information for this grant such as payments and funding sources ([Fiscal Details](#) menu item).
[CLICK HERE](#) To view the reporting requirements for this grant such as when fiscal reports are due ([Reporting Requirements](#) menu item).

Select the document link to access the details (i.e. Budget, Main Summary, Contract report...).

Phase	Documents	Start - End Dates	Status
1376 :	Create Project Modification Request (PMR)		
	Application	10/1/2013 - 9/30/2014	Open - Awarded

The Project Summary will appear. Click on “*Create Project Modification Request (PMR)*”. Only those who have the Program Creator and/or Financial Creator can create the PMR. The Program Creator can revise the program section and Financial Creator can revise the budget section.

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Project [Monitoring](#) [Audit](#) [Fiscal Details](#) [Reporting Requirements](#)

Grant ID: 1376 **Project Title:** Elderly Victims of Crime
 Status: Open - Awarded **Fund Announcement:** 2012 VOCA - State Level Allocation (Nov 2013)

PROJECT SUMMARY

[CLICK HERE](#) To enter/update/view a Program, Fiscal, or Inventory Report for this grant ([Monitoring](#) menu item).
[CLICK HERE](#) To view any Audit Information for this grant ([Audit](#) menu item).
[CLICK HERE](#) To view the current financial information for this grant such as payments and funding sources ([Fiscal Details](#) menu item).
[CLICK HERE](#) To view the reporting requirements for this grant such as when fiscal reports are due ([Reporting Requirements](#) menu item).

Select the document link to access the details (i.e. Budget, Main Summary, Contract report...).

Phase	Documents	Start - End Dates	Status
1376 :	Create Project Modification Request (PMR)		
	Modifications 1	10/1/2013 - 12/31/2014	Open - Draft
	Application	10/1/2013 - 9/30/2014	Open - Awarded

[View Issues/Comments](#)

NOTE: If the Program Modification Request is created and the user needs to exit the system and return to it later, the user will click on “*Modification 1*” to resume

(See previous page). Until the PMR is submitted, it will be in “Open-Draft” status.

Create Project Modification Request (PMR) Confirmation

Original, signed, modification requests must be received LCLE at least 30 days prior to the end date of the subgrant to ensure LCLE's consideration of the request. In the last 30 days of the project period, only under exceptional circumstances will a modification request be considered, but only if a detailed justification for the late request accompanies the request and LCLE finds the justification merits its consideration. No modification requests will be considered, or approved if they are received at LCLE after the end of your grant.

Please complete all sections (Summary, Budget, Justification and Performance Measures) by entering the requested changes and switching the section status to complete. If you have no changes to make to a particular section, just change the section status to *Complete*. Once all section statuses are marked *Complete*, click the *Submit Modification* button to transmit your project modification request to LCLE for consideration.

Your modification is not considered officially submitted until you click the *Submit* button and the status changes to *Open-Received* and your signed modification request is received by LCLE. LCLE should receive the original, signed page one and if required, page two within 10 days of the online submission. **Modifications must be submitted through Egrants and the original signed modification request must be received by LCLE at least 30 days prior to the end of the project.**

For ALL modification requests, you must print page one and possibly page two. Click the *Preview Signature Page* button at the bottom of the modification summary screen to print your signature pages. The Project Director or Financial Officer must sign page one.

Page two is required when the modification request is to (1) increase the total award or (2) when the agency wishes to de-obligate funding prior to the project end date. When page two is required, pages one and two must be submitted together. The Authorized Official of the applicant agency must sign page two.

Mail Signature Page(s) to:
Louisiana Commission on Law Enforcement
Attention: Grants Section
P.O. Box 3133
Baton Rouge, LA 70821-3133

These instructions will also be available by clicking the *Help* button in the upper right corner of the modification summary screen.

Read the “*Create Project Modification Request (PMR) Confirmation*”. Failure to follow the instructions can result in the PMR denial. Click on “*Continue*” if you wish to proceed with the request.

NOTE: *Original, signed modification requests must be received by LCLE at least 30 days prior to the end date of the subgrant period to ensure LCLE's consideration of the request. In the last 30 days of the project period, only under exceptional circumstances with a modification request be considered but only if the detailed justification of the late request accompanies the request and LCLE finds the justification merits its consideration. No modifications requests will be considered or approved if they are received at LCLE after the end of your grant.*

*Your modification is not considered officially submitted until you click the *Submit* button and the status changes to *Open-Received* and your signed modification request is received by LCLE. LCLE should receive the original, signed page one and if required, page two **within 10 days of the online submission.***

Back Button will not take you back pages, instead use the application menus and controls.

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Grant ID: 1376
Status: Open - Draft

Project Title: Elderly Victims of Crime
Fund Announcement: 2012 VOCA - State Level Allocation (Nov 2013)

MODIFICATION SUMMARY

Please complete all sections and click the Submit Modification Button to transmit your modification request to LCLE for consideration.

Section Name	Status	Point Value	Last Update
Budget Detail	In Process	0	2/9/2014 3:07:50 PM
Main Summary Information	In Process	0	2/9/2014 3:07:50 PM
Performance Indicators	In Process	0	2/9/2014 3:07:50 PM

[View Contract](#) | [Preview Signature Page](#) | [Submit Modification](#) | [Withdraw Modification](#) | [View Issues/Comments](#) | [Cancel](#)

The “*Modification Summary*” page appears allowing changes to three sections: Budget Detail, Main Summary Information and Performance Indicators.

Start with “*Main Summary Information*”. This section of the PMR allows changes to the Project Director, Financial Officer, Primary Contact, Signatory (Authorized Official), Project Period, and includes the narrative field for the Justification of Request. The “Submitted By” is a drop-down box that lists only those individuals who are authorized by designation, in addition to LCLE Program and Fiscal Staff, to submit the Request.

The “*Justification of Requested Modification*” must be a **detailed** narrative explaining the reason for the PMR. Proper data entry and paragraph spacing is necessary. Click on “Save”. Clicking on

“Save and Continue Editing” allows you to save the information and later resume editing if needed.

Example of data entered on Main Summary Information:

[Additional Contacts \(0-LCLE\)](#)
 Program Staff Contact: [Ms Crystal Foster](#)
 Fiscal Contact: [Mrs. Melanie J. Vick](#)

Listing of Signatories

Name	Title

Phase: Initial
 Submitted By: * Mrs. Audrey D Thibodeaux * Submitted Date: *

Application Award Date: 2/9/2014 Modification Award Amount:
 Project Start Date: * 10/1/2013 Project End Date: * 12/31/14

Commission Meeting: Signature Page Received Date:
 Resubmitted Date: Returned Date:

ification of Requested Modification: *

This justification narrative should be DETAILED explaining what is being amended from the original application.

When the Completion Status is changed from “In Process” to “Complete” and saved, the Egrants navigates to “Modification Summary”.



System will time out at: 03: Remaining time: 19:45

Back Button will not take you back pages, instead use the application menus and controls.

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Grant ID: 1376 Project Title: Elderly Victims of Crime
 Status: Open - Draft Fund Announcement: [2012 VOCA - State Level Allocation \(Nov 2013\)](#)

MODIFICATION SUMMARY

Please complete all sections and click the Submit Modification Button to transmit your modification request to LCLE for consideration.

Section Name	Status	Point Value	Last Update
Budget Detail	In Process	0	2/9/2014 3:07:50 PM
Main Summary Information	Complete	0	2/9/2014 3:17:18 PM
Performance Indicators	In Process	0	2/9/2014 3:07:50 PM

Click on “Budget Details”. Click on each Budget Category that requires modification. A user with the Financial Creator role can make changes to the Budget Section.

Example:
The following screens show a staff change in Personnel.

Grant ID: 1376 Project Title: Elderly Victims of Crime System will time out at: 03:36:41
 Status: Open - Draft Fund Announcement: 2012 VOCA - State Level Allocation (LCC) Remaining time: 19:43

BUDGET DETAILS

Section Point Value: 0 Created By: Ms Tanya M LaPorte Created Date: 2/9/2014 3:07:50 PM
 Completion Status: In Process Last Update By: Ms Tanya M LaPorte Last Update Date: 2/9/2014 3:07:50 PM

Budget Category	Current Subgrant Budget	Requested Subgrant Budget	Net Change Dollar Amount
Personnel	120,310.00	120,310.00	0.00
Employee Benefits	37,945.00	37,945.00	0.00
Travel (Including Training)	5,472.00	5,472.00	0.00
Equipment	0.00	0.00	0.00
Supplies & Operating Expenses	49,668.00	49,668.00	0.00
Consultants	0.00	0.00	0.00
Construction	0.00	0.00	0.00
Other	0.00	0.00	0.00
Total: Σ	213,395.00	213,395.00	0.00

Source	Current Budget	New Budget	Net Change Dollar Amount
Federal	170,716.00	170,716.00	0.00
State	0.00	0.00	0.00
Project Income	0.00	0.00	0.00
Interest	0.00	0.00	0.00
State Match	0.00	0.00	0.00
Cash Match (New Approp.)	1,852.00	1,852.00	0.00
In-Kind Match	40,827.00	40,827.00	0.00
Project Income Match	0.00	0.00	0.00
Total: Σ	213,395.00	213,395.00	0.00

Budget Setup Save Save And Continue Editing Cancel

Click on “Personnel” to open this budget section. Select the position that requires revision.

PERSONNEL BUDGET LINE ITEMS

Created By: Mrs Audrey D Thibodeaux Created Date: 8/24/2013 8:05:09 PM
 Last Update By: Ms Tanya M LaPorte Last Update Date: 2/9/2014 3:23:27 PM

Position Name	Current	New
Baton Rouge Elderly Victim Advocate	Baton Rouge Elderly Victim Advocate	Baton Rouge Elderly Victim Advocate
Lorie Ann Parker	Lorie Ann Parker	Lorie Ann Parker

Year	Computation	Cost	Computation	Cost
Year 1	\$15/Hour X 20/Hours/Weekly X 52 Weeks	15,600.00	\$15/Hour X 20/Hours/Weekly X 40 Weeks	12,000.00
		Total Cost: 15,600.00		Total Cost: 12,000.00

Submit Issue/Comment Save Save And Add Another Cancel

Enter the revised budget change for the current individual under the “New” column, then click on “Save”.

Grant ID: 1376
Status: Open - Draft

Project Title: Elderly Victims of Crime
Fund Announcement: 2012 VOCA - State Level Allocation (Nov 2013)

PERSONNEL

[Add New Line](#)

Position	Name	Year 1 Cost		Total
		Current	New	
Baton Rouge Elderly Victim Advocate	Lorie Ann Parker	15,600.00	15,600.00	15,600.00
Caddo Parish Elderly Victim Advocate	Claire Crawford	15,165.00	15,165.00	15,165.00
Calcasieu Parish Elderly Victim Advocate	Gene Duhon	13,382.00	13,382.00	13,382.00
ECVA Victim Advocate	Elizabeth Beslin	7,500.00	7,500.00	7,500.00
ECVA/EPS Victim Advocate/Case Manager	Rena Hebert	32,600.00	32,600.00	32,600.00
Ouachita Parish Victim Advocate	Lea Jones	12,063.00	12,063.00	12,063.00
Project Director	Audrey Thibodeaux	24,000.00	24,000.00	24,000.00
Total:		120,310.00	120,310.00	120,310.00

[Cancel](#)

Click on "Add New Line".



System will time out at: 19:52
Remaining time: 19:52

Back Button will not take you back pages, instead use the application menus and controls.

[Logoff](#)

Grant ID: 1376
Status: Open - Draft

Project Title: Elderly Victims of Crime
Fund Announcement: 2012 VOCA - State Level Allocation (Nov 2013)

PERSONNEL BUDGET LINE ITEMS

Created By: Ms Tanya M LaPorte Created Date: 2/9/2014 3:28:42 PM
Last Update By: Ms Tanya M LaPorte Last Update Date: 2/9/2014 3:28:42 PM

	Current	New
Position:		East Baton Rouge Advocate
Name:		Jane Smith

Year	Current		New	
	Computation	Cost	Computation	Cost
Year 1:	--	--	PT, 100%, \$15 p/h, 12 weeks, 100%	3,600.00
Total Cost:		0.00	Total Cost Σ	3,600.00

[Save](#) [Save And Add Another](#) [Delete](#) [Cancel](#)

Under the "New" column, enter the new personnel. Click on "Save" when completed.

Grant ID: 1376
Status: Open - Draft

Project Title: Elderly Victims of Crime
Fund Announcement: 2012 VOCA - State Level Allocation (Nov 2013)

PERSONNEL

Position	Name	Year 1 Cost		Total
		Current	New	
Baton Rouge Elderly Victim Advocate	Lorie Ann Parker	15,600.00	15,600.00	15,600.00
Caddo Parish Elderly Victim Advocate	Claire Crawford	15,165.00	15,165.00	15,165.00
Calcasieu Parish Elderly Victim Advocate	Gene Duhon	13,382.00	13,382.00	13,382.00
ECVA Victim Advocate	Elizabeth Beslin	7,500.00	7,500.00	7,500.00
ECVA/EPS Victim Advocate/Case Manager	Rena Hebert	32,600.00	32,600.00	32,600.00
Ouachita Parish Victim Advocate	Lea Jones	12,063.00	12,063.00	12,063.00
Project Director	Audrey Thibodeaux	24,000.00	24,000.00	24,000.00
Total:		120,310.00	120,310.00	120,310.00

When completed, click “Cancel” and the screen will return to the “Modification Summary”.

NOTE: Resumes for any new personnel added to the project must be attached to the signature page being mailed to LCLE.

Grant ID: 1376
Status: Open - Draft

Project Title: Elderly Victims of Crime
Fund Announcement: 2012 VOCA - State Level Allocation (Nov 2013)

MODIFICATION SUMMARY

Please complete all sections and click the Submit Modification Button to transmit your modification request to LCLE for consideration.

Section Name	Status	Point Value	Last Update
Budget Detail	Complete	0	2/9/2014 3:30:44 PM
Main Summary Information	Complete	0	2/9/2014 3:28:42 PM
Performance Indicators	Complete	0	2/9/2014 3:31:52 PM

| | | | |

Follow the same steps if any revisions are needed in “Performance Indicators”. This section must be marked “Complete” even if no changes occurred. A user with the Program Creator role can make changes to the Performance Indicators Section. Once all three sections have a Completion Status of “Complete”, the “Submit Modification” button is enabled.

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[Project](#) | [Modification](#) | [Monitoring](#) | [Audit](#) | [Fiscal Details](#) | [Reporting Requirements](#)

You must print page one, and in some circumstances page two, and mail the original signed page(s). LCLE must receive the signature page(s) within 10 days of this electronic submission. Please see the Creating a Project Modification Request Quickstart Guide in the Egrants Help Center or click the Help button on the main summary page of your modification to view specific directions regarding pages one and two. Reminder: You can view the contract at any time by using the View Contract button.

Please complete all sections and click the Submit Modification Button to transmit your modification request to LCLE for consideration.

After the “*Submit Modification*” is clicked, read the instructions and click “*OK*”. Remember the signed signature page(s) are due to LCLE within 10 days of the submission online modification request.

Viewing a Project Modification Request



**Louisiana Commission
on Law Enforcement and
Administration of Criminal Justice**



system will expire on: 11/14/14
Remaining time: 19:46

Back Button will not take you back pages, instead use the application menus and controls.

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Grant ID: 1376
Status: Open - Draft

Project Title: Elderly Victims of Crime
Fund Announcement: 2012 VOCA - State Level Allocation (Nov 2013)

MODIFICATION SUMMARY

Please complete all sections and click the Submit Modification Button to transmit your modification request to LCLE for consideration.

Section Name	Status	Point Value	Last Update
Budget Detail	Complete	0	2/9/2014 3:30:44 PM
Main Summary Information	Complete	0	2/9/2014 3:28:42 PM
Performance Indicators	Complete	0	2/9/2014 3:31:52 PM

Click on “View Contract” to generate a PDF report of the modification request. User should allow pop-ups for this report to generate.



System will time out
Remaining time: 1

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

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- [Project Modification](#)
[Monitoring](#)
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[Fiscal Details](#)
[Reporting Requirements](#)

Your report should appear in a new window in about a minute, if it does not appear [Click Here](#).
 You will need Adobe Reader to view the report.
 If you receive errors when the Adobe Reader is attempting to display the report, make sure you have the latest version of the Reader software.

To continue, press the Continue button.

Click below to get the Adobe Reader software.



The screen will appear as shown above. Once the PDF is created the Program Modification Request will appear as shown.

PROJECT MODIFICATION REQUEST

1. Subgrant Number: 1376		2. Accountal Number: 1	
3. Subgrantee: 106 Judicial District Attorney's Office		4. Created Date: 2/9/2014	
5. Patch: Beta		6. Award Date: 2/9/2014	
7. Project Title: Elderly Victims of Crime			
8. Approved Project Period: From: 10/1/2013 To: 9/30/2014			
9. Modified Project Period: From: 10/1/2013 To: 12/31/2014			
10. Total Approved Budget by FUND SOURCE:			
	a. Current Subgrant Budget	b. Requested Subgrant Budget	c. Net Change Plus (minus) Dollar Amount
Federal	170,716.00	170,716.00	0.00
State	0.00	0.00	0.00
Project Income	0.00	0.00	0.00
Interest	0.00	0.00	0.00
State Match	0.00	0.00	0.00
Cash Match (New Approp.)	1,852.00	1,852.00	0.00
In-Cash Match	40,827.00	40,827.00	0.00
Project Income Matches	0.00	0.00	0.00
TOTAL	213,395.00	213,395.00	0.00
11. Budgetary Information:			
	a. Current Subgrant Budget	b. Requested Subgrant Budget	c. Net Change Plus (minus) Dollar Amount
Personnel	120,310.00	120,310.00	0.00
Employee Benefits	37,345.00	37,345.00	0.00
Travel (Including Training)	3,875.00	3,875.00	0.00
Equipment	0.00	0.00	0.00
Supplies & Operating Expenses	49,665.00	49,665.00	0.00
Construction	0.00	0.00	0.00
Other	0.00	0.00	0.00
TOTAL	213,395.00	213,395.00	0.00

12. Explanation or Justification of Requested Modification:
 See Attached Justification.

13. Signatures:
 Financial Officer: Mrs. Angela D Crockett Date: _____ Project Director: Mrs. Ashley D Thibodeau Date: _____

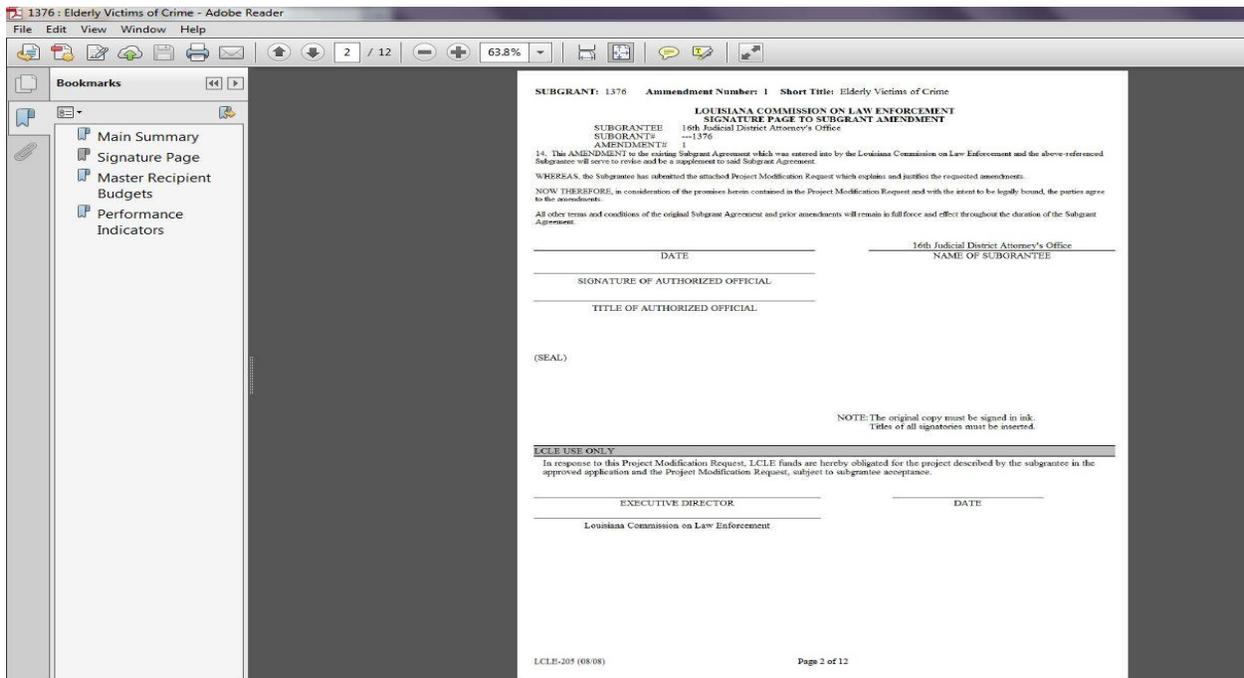
FOR LCLE USE ONLY

Recommendation:
 Grants Section Date: _____ Program Manager Date: _____

Recommendation:
 Grants Management Per:
 Approved: _____ Date: _____
 Disapproved: _____ Date: _____

LCLE-205 (08/08) Page 1 of 12

Page 1 is signed and submitted to LCLE; however, the user can print the entire modification for records. The page needs to be signed by either or both the Project Director and Financial Officer depending on the request.



A Program Modification Request for an increase of project’s funding, a voluntarily reduction in funding, or change of the Signatory (Organization’s head official) aka “authorized official”, print page 2 to be submitted with authorized official’s signature and title.



Back Button will not take you back pages, instead use the application menus and controls.

[? Logoff](#)

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Your report should appear in a new window in about a minute, if it does not appear [Click Here](#).

You will need Adobe Reader to view the report.

If you receive errors when the Adobe Reader is attempting to display the report, make sure you have the latest version of the Reader software.

To continue, press the Continue button.

Click below to get the Adobe Reader software.



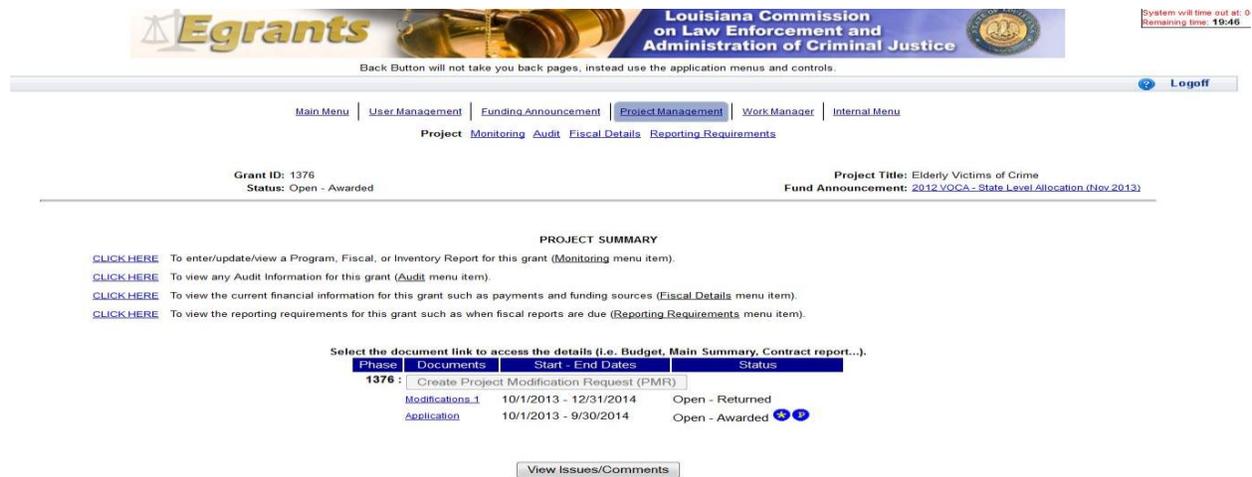
When the PDF is closed and user is returned to Egrants click on “Continue”.

Withdrawing a Project Modification Request

You can withdraw a request at any time after submitting the request, by notifying LCLE via email that the organization wishes to withdraw the modification. The “*Withdraw Modification*” button does not work.

Correcting a Returned Project Modification Request

LCLE can return the Program Modification Request for additional information. The project director and financial officer, primary contact and additional contacts assigned to receive copies of correspondence will receive a “*Task*” via Egrants advising the PMR has been returned. The “*Task*” can be found in “*Work Manager*”.



The screenshot shows the Egrants system interface for the Louisiana Commission on Law Enforcement and Administration of Criminal Justice. It includes a navigation menu, project information, and a table of modification requests.

System Information: System will time out at: 0 Remaining time: 10:46

Navigation: Main Menu | User Management | Funding Announcement | **Project Management** | Work Manager | Internal Menu

Project Details: Project: Monitoring Audit Fiscal Details Reporting Requirements

Grant Information: Grant ID: 1376 Status: Open - Awarded

Project Title: Elderly Victims of Crime

Fund Announcement: 2012 VOCA - State Level Allocation (Nov 2013)

PROJECT SUMMARY

- [CLICK HERE](#) To enter/update/view a Program, Fiscal, or Inventory Report for this grant (Monitoring menu item).
- [CLICK HERE](#) To view any Audit Information for this grant (Audit menu item).
- [CLICK HERE](#) To view the current financial information for this grant such as payments and funding sources (Fiscal Details menu item).
- [CLICK HERE](#) To view the reporting requirements for this grant such as when fiscal reports are due (Reporting Requirements menu item).

Select the document link to access the details (i.e. Budget, Main Summary, Contract report...).

Phase	Documents	Start - End Dates	Status
1376	Create Project Modification Request (PMR)		
	Modifications_1	10/1/2013 - 12/31/2014	Open - Returned
	Application	10/1/2013 - 9/30/2014	Open - Awarded

[View Issues/Comments](#)

The screen will show that the Modification is “*Open-Returned*”. Click on “*Modification 1*”

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

Main Menu | User Management | Funding Announcement | **Project Management** | Work Manager | Internal Menu
Project | **Modification** | Monitoring | Audit | Fiscal Details | Reporting Requirements

Grant ID: 1376
Status: Open - Returned

Project Title: Elderly Victims of Crime
Fund Announcement: 2012 VOCA - State Level Allocation (Nov 2013)

MODIFICATION SUMMARY

Please complete all sections and click the Submit Modification Button to transmit your modification request to LCLE for consideration.

Section Name	Status	Point Value	Last Update
Budget Detail	Return	0	2/9/2014 3:48:11 PM
Main Summary Information	Return	0	2/9/2014 3:50:04 PM
Performance Indicators	Complete	0	2/9/2014 3:31:52 PM

View Contract | Preview Signature Page | Submit Modification | Withdraw Modification | View Issues/Comments | Cancel

The “*Modification Summary*” will show the section(s) returned. Click on “*View Issues/Comments*” to see the reasons.

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

Main Menu | User Management | Funding Announcement | **Project Management** | Work Manager | Internal Menu
Project | **Modification** | Monitoring | Audit | Fiscal Details | Reporting Requirements

Grant ID: 1376
Status: Open - Returned

Project Title: Elderly Victims of Crime
Fund Announcement: 2012 VOCA - State Level Allocation (Nov 2013)

EXTERNAL ISSUES/COMMENTS LISTING

Click on the link in the Short Title column to view details for the corresponding Issue or Comment.

Preview All External Issues | Preview All External Comments

I/C #	Created By	Date Created	Short Title	Source	Section	Type	Status
1	Ms Tanya M LaPorte	2/9/2014	Personnel budgeted for 52 weeks	Modifications - Initial - 2	Budget Detail	Issue	In-Process
2	Ms Tanya M LaPorte	2/9/2014	Project End date-Details the Justification	Modifications - Initial - 2	Main Summary Information	Issue	In-Process

Cancel

You have the option of clicking on each Issue/Comment and address each one. Or, you can click on “*Preview All External Issues*” and/or “*Preview All External Comments*” which will allow the ability to print all issues/comments if needed.



Remaining time: 1

Back Button will not take you back pages, instead use the application menus and controls.

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- [Project](#) | [Modification](#) | [Monitoring](#) | [Audit](#) | [Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 1376
Status: Open - Returned

Project Title: Elderly Victims of Crime
Fund Announcement: 2012 VOCA - State Level Allocation (Nov 2013)

ISSUE/COMMENT DETAILS

View Type: External

Affected Section: Budget Detail

Created By: Ms Tanya M LaPorte

Created Date: 2/9/2014 3:47:46 PM

Source: Modifications - Initial - 2

Last Update By: Ms Tanya M LaPorte

Last Update Date: 2/9/2014 3:47:46 PM

Type of Entry: Issue
Due Date: 3/1/2014

Completion Status: In-Process

Short Title: * Personnel budgeted for 52 weeks
Description: * This extension would make it necessary to fund Personnel costs for an additional 13 weeks. This modified budget reflects 52 weeks. How will the extended period of time be funded.

Responses have been disabled for this issue/comment.
Please make the requested corrections to the appropriate Sections and resubmit.

Read the issue/comment and make the requested changes in the section identified to have deficiencies.

Grant ID: 1376
Status: Open - Returned

Project Title: Elderly Victims of Crime
Fund Announcement: 2012 VOCA - State Level Allocation (Nov 2013)
Remaining time: 19:48

BUDGET DETAILS

Section Point Value: 0

Created By: Ms Tanya M LaPorte

Created Date: 2/9/2014 3:07:50 PM

Completion Status: Return

Last Update By: Ms Tanya M LaPorte

Last Update Date: 2/9/2014 3:48:11 PM

Budget Category	Current Subgrant Budget	Requested Subgrant Budget	Net Change Dollar Amount
Personnel	120,310.00	120,310.00	0.00
Employee Benefits	37,945.00	37,945.00	0.00
Travel (Including Training)	5,472.00	5,472.00	0.00
Equipment	0.00	0.00	0.00
Supplies & Operating Expenses	49,668.00	49,668.00	0.00
Consultants	0.00	0.00	0.00
Construction	0.00	0.00	0.00
Other	0.00	0.00	0.00
Total	213,395.00	213,395.00	0.00

Total Approved Budget by Fund Source			
Source	Current Budget	New Budget	Net Change Dollar Amount
Federal	170,716.00	170,716.00	0.00
State	0.00	0.00	0.00
Project Income	0.00	0.00	0.00
Interest	0.00	0.00	0.00
State Match	0.00	0.00	0.00
Cash Match (New Approp.)	1,852.00	1,852.00	0.00
In-Kind Match	40,827.00	40,827.00	0.00
Project Income Match	0.00	0.00	0.00
Total	213,395.00	213,395.00	0.00

Please send technical comments and problems to [LCLE EGRANTS Support \(LCLE STAGING\)](#).
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Click on the appropriate section and make the change(s). Change the Completion Status from "Return" to "Resubmit". Click "Save".



System will time out in
Remaining time: 19:4

Back Button will not take you back pages, instead use the application menus and controls.

 [Logoff](#)

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Grant ID: 1376
Status: Open - Returned

Project Title: Elderly Victims of Crime
Fund Announcement: 2012 VOCA - State Level Allocation (Nov 2013)

MODIFICATION SUMMARY

Please complete all sections and click the Submit Modification Button to transmit your modification request to LCLE for consideration.

Section Name	Status	Point Value	Last Update
Budget Detail	Resubmit	0	2/9/2014 3:56:43 PM
Main Summary Information	Resubmit	0	2/9/2014 3:57:03 PM
Performance Indicators	Complete	0	2/9/2014 3:31:52 PM

When all sections are marked either complete or resubmit, click on “*Submit Modification*”. Read the instructions. If any changes in the resubmission causes the modification page one to differ from the original PMR submission, page 1 and page 2, if needed, must be resubmitted and received by LCLE within 10 days of the electronic resubmission.

After a Program Modification Request is approved/denied, the project director, primary contact, will receive an “Alert” from Egrants that the modification was approved/denied.

LCLE will email a scanned version of the signed pages 1 and 2 for a PMR approved for an increase of funding.

LCLE no longer issues a Revised Award when an increase is approved and awarded.