

Louisiana Commission on Law Enforcement (LCLE)

Electronic Grants Management System (Egrants)



Application Corrections Quick Start Guide

Prepared by:
Computer Aid, Inc. &
Louisiana Commission on Law Enforcement
July 8, 2013

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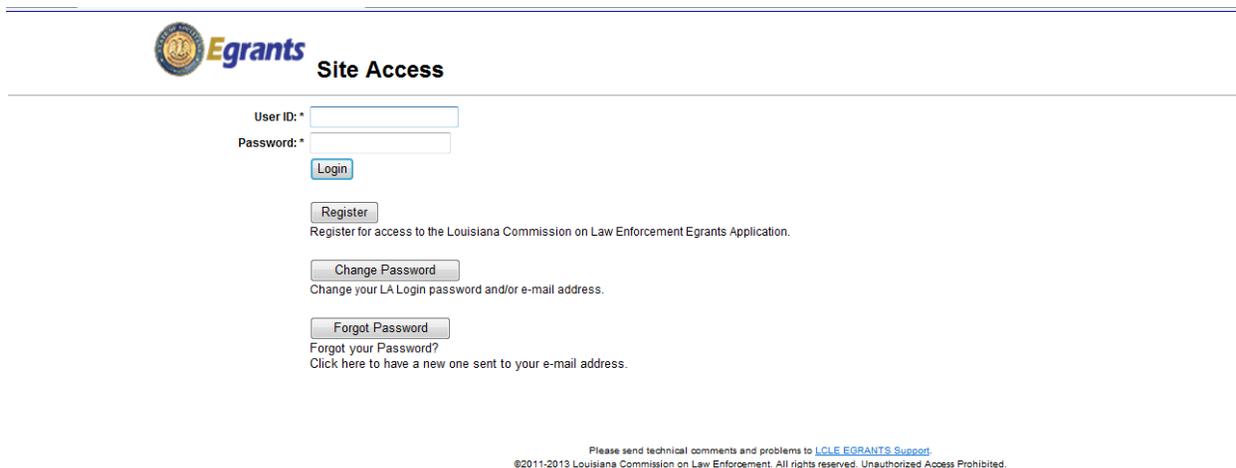
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Accessing the Egrants System

Once an application is awarded, LCLE staff will review it to ensure the requirements for the grant funding have been provided. During this review, the LCLE staff may have questions or require some updates to the submitted application. This quick start guide will assist you with determining whether or not the LCLE staff has returned your application requesting additional information regarding your application and where to find issues or comments regarding your application, which need your response.

NOTE: It is assumed that the Organization and User are already registered since an application has been submitted. 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 blue 'Login' button is positioned below the password field. Below the login button are three buttons: 'Register', 'Change Password', and 'Forgot Password'. Each button has a corresponding description: 'Register for access to the Louisiana Commission on Law Enforcement Egrants Application.', 'Change your LA Login password and/or e-mail address.', and 'Forgot your Password? Click here to have a new one sent to your e-mail address.' At the bottom of the page, there is a small footer with technical support information and a copyright notice: '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.



If you are accessing an application that has been submitted, to check on the status, click the first “**CLICK HERE**” hyperlink, or select “**Project Management**” in the menu.

Finding An Existing Grant Application

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

Search [Program Monitoring](#)

PROJECT MANAGEMENT SEARCH

Search Criteria:

Grant ID:

Applicant Agency:

Recipient / Allocation Agency:

Funding Announcement:

Keywords:

Applications In Process Quick Search results displayed

Quick Searches

[Applications In Process \(28\)](#)

[Awarded Projects - Active \(20\)](#)

Grant ID	Applicant Agency	Title	Receipt Date
1909	YMCA of the Capital Area, Baton Rouge	LCLE Test Application 9	
1908	YMCA of the Capital Area, Baton Rouge	LCLE Test Application 8	
1907	YMCA of the Capital Area, Baton Rouge	LCLE Test Application 7	
1906	YMCA of the Capital Area, Baton Rouge	LCLE Test Application 6	
1905	YMCA of the Capital Area, Baton Rouge	LCLE Test Application 5	
1903	YMCA of the Capital Area, Baton Rouge	LCLE Test Application 3	
1902	YMCA of the Capital Area, Baton Rouge	LCLE Test Application 2	
1901	YMCA of the Capital Area, Baton Rouge	LCLE Sandbox Test Application	

If the application has not been awarded, click on the **“Applications In Process”** link, and a list of applications, which have not been awarded, will display. The list of grants will display with the most recent grant application listed at the top of the results list. You can click on the column headers to change the order of the sort results.

Click on the Grant ID number to go to the **“Project Summary”** screen associated with the application.

OR

If you know the grant application number you want to work on, enter the number in the Grant ID search criteria and click on the **“Search”** button. Only this grant application will display in the search results list.

Returned Application for Correction

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

Grant ID: 1078
Status: Open - Returned

Project Title: Project Short title
Fund Announcement: [Funding Announcement Title](#)

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
1078 :	Create Project Modification Request (PMR)		
	Application	7/1/2013 - 12/31/2014	Open - Returned  

[View Issues/Comments](#)

The “**Project Summary**” screen displays the current status of the grant application.

Once you submit an application, LCLE staff will review the application.

If the LCLE staff encounter any problems with the application which need to be corrected, they will document them as issues or comments. The status of the application will be changed to “**Open-Returned**” and the application will be returned to you for correction.

Click on the “Application” hyperlink to direct you to the Application Summary within the application.

Work Manager

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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.



You will be notified of any problems with the application through **Work Manager**.

Work Manager Tasks and Alerts

System will time Remain

Main Menu | User Management | Funding Announcement | Project Management | **Work Manager**

Tasks/Alerts For: Mr Al Church Date: 05/22/2013

TASKS AND ALERTS

Search Criteria:

Title:

Category: [All]

Action: [All]

Type: [All]

Status: [All]

Click on the  in the "Action" column to view the details for the corresponding Task or Alert, including the "Cause" for the notification and help with "Next Steps".

Select All	Type: Title	Category	Action	Status	Date/Time Posted
<input type="checkbox"/>	Task 1078 - Project Short Title (YMCA of the Capital Area, Baton Rouge)	Applications	Returned 	New	5/22/2013 12:28:41 PM
<input type="checkbox"/>	Alert 1078 - Project Short Title (YMCA of the Capital Area, Baton Rouge)	Applications	Issues/Comments Review Required 	New	5/22/2013 12:27:36 PM

Work Manager Task is a work item that must be performed. If you receive a task, some action must be taken within Egrants on your Application or Report to clear the task. The Primary Contact associated with each application will receive all tasks.

Work Manager Alert is a notification of an event that has occurred, or of an activity that is pending within the Egrants system regarding your Application or Report. No action by the recipient is required. You can manually clear any alerts received.

Work Manager will display tasks about the application being returned and alerts about any issues or comments created for the application.

Task and Alert Details

System will time Remain

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Tasks/Alerts For: Mr Al Church Date: 05/22/2013

TASKS AND ALERTS

Search Criteria:

Title:

Category: [All]

Action: [All]

Type: [All]

Status: [All]

Click on the in the "Action" column to view the details for the corresponding Task or Alert, including the "Cause" for the notification and help with "Next Steps".

Select All	Type>Title	Category	Action	Status	Date/Time Posted
<input type="checkbox"/>	Task : 1078 - Project Short title (YMCA of the Capital Area, Baton Rouge)	Applications	Returned	New	5/22/2013 12:28:41 PM
<input type="checkbox"/>	Alert : 1078 - Project Short title (YMCA of the Capital Area, Baton Rouge)	Applications	Issues/Comments Review Required	New	5/22/2013 12:27:36 PM

You can click on the “?” in the Action column to learn the cause for receiving the task or alert as well as the next steps to take on the **Notification Details** screen.

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Tasks/Alerts For: Mr Al Church Date: 05/22/2013

NOTIFICATION DETAILS

Reference Number: 2000 2-0007
 Type: Alert
 Category: Applications
 Action: Issues/Comments Review Required
 Cause: Following a review of your Application, Issues or Comments have been noted.
 Next Steps (if any): Review the Issues/Comments and respond and/or take required action. Review the Application Processing Quick Start Guide or contact the Fiscal/Program Staff associated with this Issue/Comment.
 Title: [1078 - Project Short title \(YMCA of the Capital Area, Baton Rouge\)](#)
 Date/Time Posted: 5/22/2013 12:27 PM
 Status: New

Issues/Comments List

System will time Remain

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Tasks/Alerts For: Mr Al Church Date: 05/22/2013

TASKS AND ALERTS

Search Criteria:

Title:

Category: [All]

Action: [All]

Type: [All]

Status: [All]

Click on the in the "Action" column to view the details for the corresponding Task or Alert, including the "Cause" for the notification and help with "Next Steps".

Select All	Type	Title	Category	Action	Status	Date/Time Posted
<input type="checkbox"/>	Task	1078 - Project Short title (YMCA of the Capital Area, Baton Rouge)	Applications	Returned	New	5/22/2013 12:28:41 PM
<input type="checkbox"/>	Alert	1078 - Project Short title (YMCA of the Capital Area, Baton Rouge)	Applications	Issues/Comments Review Required	New	5/22/2013 12:27:36 PM

You can click on the title of the returned application to see the reviewer's issues and comments about why the application was returned.

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Grant ID: 1078 Project Title: Project Short title
 Status: Open - Returned Fund Announcement: [Funding Announcement Title](#)

EXTERNAL ISSUES/COMMENTS LISTING

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

IC #	Created By	Date Created	Short Title	Source	Section	Type	Status
1	Ms. Laura Zellers	5/22/2013	Please verify salary	Application	Budget Detail	Comment	
2	Ms. Laura Zellers	5/22/2013	Please change the number	Application	Performance Indicators	Issue	In-Process

You can click on the Short title of each issue or comment to see the details of the question or change requested.

Issues/Comments Details

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

Grant ID: 1078
Status: Open - Returned

Project Title: Project Short title
Fund Announcement: Funding Announcement Title

ISSUE/COMMENT DETAILS

View Type: External

Affected Section: Performance Indicators

Created By: Ms. Laura Zellers

Created Date: 5/22/2013 12:27:36 PM

Source: Application

Last Update By: Ms. Laura Zellers

Last Update Date: 5/22/2013 12:27:36 PM

Type of Entry: Issue

Completion Status: In-Process

Due Date: 5/30/2103

Short Title: * Please change the number

Description: * An issue requires an update to be made to the application before it will be accepted.

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

[Cancel](#)

[Print Preview Issue/Comment](#)

The **Issue/Comment Details** screen appears. Issues contain a corresponding **“Due Date”**. This is the date when LCLE would like a response to resolve the issue.

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Grant ID: 1078
Status: Open - Returned

Project Title: Project Short title
Fund Announcement: Funding Announcement Title

ISSUE/COMMENT DETAILS

View Type: External

Affected Section: Budget Detail

Created By: Ms. Laura Zellers

Created Date: 5/22/2013 12:24:21 PM

Source: Application

Last Update By: Ms. Laura Zellers

Last Update Date: 5/22/2013 12:30:12 PM

Type of Entry: Comment

Short Title: * Please verify salary

Description: * Please verify the salary of the personnel assigned to the project.

[Add New Response](#)

Number	Response Description	Last Updated	Updated By
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[Cancel](#)

[Print Preview Issue/Comment](#)

Issues or comments can request a response. Click on the **“Add New Response”** button.

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Grant ID: 1078
Status: Open - Returned

Project Title: Project Short title
Fund Announcement: Funding Announcement Title

ISSUE/COMMENT RESPONSE

Created By: **Created Date:**

Last Update By:

Last Update Date: 5/22/2013 1:19:06 PM

Source: Application

Type of Entry: Comment

Affected Section: Budget Detail

Completion Status:

Issue Short Title: Please verify salary

Response Number: Not Yet Assigned

Response: *

Attachment File Name:

New Attachment:

< Previous Response Next Response >

Enter a response description and any attachments needed to address the comment or issue, and click the "Save" button.

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Grant ID: 1078
Status: Open - Returned

Project Title: Project Short title
Fund Announcement: Funding Announcement Title

ISSUE/COMMENT DETAILS

View Type: External

Affected Section: Budget Detail

Created By: Ms. Laura Zellers

Created Date: 5/22/2013 12:24:21 PM

Source: Application

Last Update By: Mr Al Church

Last Update Date: 5/22/2013 1:19:06 PM

Type of Entry: Comment

Short Title: * Please verify salary

Description: * Please verify the salary of the personnel assigned to the project.

Number	Response Description	Last Updated	Updated By
1	This is a response in order to resolve a question or issue.	5/22/2013 1:22:48 PM	Mr Al Church

If you are finished with the issue or comment, click the "Cancel" button to return to the list.

Grant ID: 1078
Status: Open - Returned

Project Title: Project Short title
Fund Announcement: [Funding Announcement Title](#)

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Budget Detail	Return	20	5/22/2013 12:24:47 PM
LCLE Audit Requirements	Complete	50	5/22/2013 9:01:17 AM
Main Summary Information	Complete	10	5/22/2013 12:28:41 PM
Performance Indicators	Return	10	5/22/2013 12:28:14 PM
Recipient Agency Budget	Complete	10	5/22/2013 9:01:41 AM

The application will be sent back to you in its entirety. The sections requiring changes will be marked as "Return." These are the only sections which you can access.

Grant ID: 1078
Status: Open - Returned

Project Title: Project Short title
Fund Announcement: [Funding Announcement Title](#)

BUDGET SUMMARY

Section Point Value: 20
Completion Status: **Resubmit**

Created By: Mr Al Church
Last Update By: Ms. Laura Zellers

Created Date: 5/20/2013 2:25:57 PM
Last Update Date: 5/22/2013 12:24:47 PM

BY RECIPIENT AGENCY	YEAR1	TOTAL
YMCA of the Capital Area, Baton Rouge	60,800.00	60,800.00
Total: Σ	60,800.00	60,800.00
BY CATEGORY	YEAR1	TOTAL
Personnel	18,000.00	18,000.00
Employee Benefits	1,800.00	1,800.00
Travel (Including Training)	0.00	0.00
Equipment	21,000.00	21,000.00
Supplies & Operating Expenses	0.00	0.00
Consultants	20,000.00	20,000.00
Construction	0.00	0.00
Other	0.00	0.00
Total:	60,800.00	60,800.00
BY SOURCE	YEAR1	TOTAL
Federal	48,640.00	48,640.00
State	0.00	0.00
Project Income	0.00	0.00
Interest	0.00	0.00
State Match	0.00	0.00
Cash Match (New Approp.)	6,000.00	6,000.00
In-Kind Match	6,160.00	6,160.00
Project Income Match	0.00	0.00
Total: Σ	60,800.00	60,800.00

Make the requested changes in the section and change the section "Completion Status" to "Resubmit".

Resubmit the Application with Updates

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Grant ID: 1078

Project Title: Project Short title

Status: Open - Returned

Fund Announcement: [Funding Announcement Title](#)

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Budget Detail	Resubmit	20	5/22/2013 1:42:51 PM
LCLE Audit Requirements	Complete	50	5/22/2013 9:01:17 AM
Main Summary Information	Complete	10	5/22/2013 12:28:41 PM
Performance Indicators	Resubmit	10	5/22/2013 1:43:06 PM
Recipient Agency Budget	Complete	10	5/22/2013 9:01:41 AM

[View Contract](#)

[Preview Signature Page](#)

[Submit Application](#)

[Withdraw Application](#)

[View Issues/Comments](#)

Once you are finished and all the sections have a status of Complete or Resubmit, click on the “**Submit Application**” button to notify the LCLE staff that all updates have been completed. The LCLE staff can then review the application updates.