

Louisiana Commission on Law Enforcement (LCLE)

Electronic Grants Management System (Egrants)



Program Report Quick Start Guide

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

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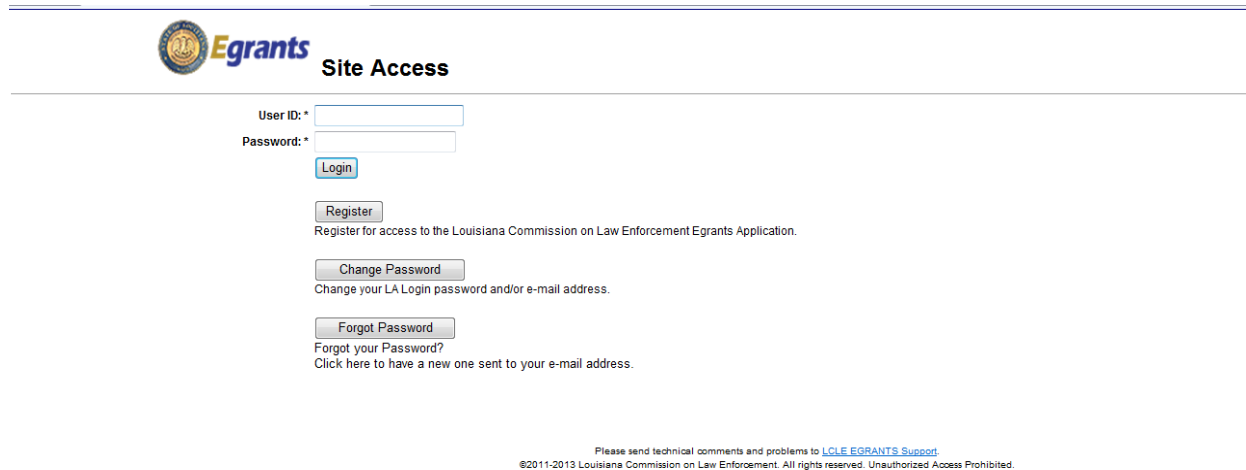
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Accessing the Egrants System

Once an application is awarded, 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 'Site Access' page for the Egrants system. It features the Egrants logo at the top left. Below the logo, there are two input fields: 'User ID:' and 'Password:'. To the right of each field is a small blue button labeled 'Login'. Below the 'Login' buttons, there is a 'Register' button with the text 'Register for access to the Louisiana Commission on Law Enforcement Egrants Application.' below it. Further down, there is a 'Change Password' button with the text 'Change your LA Login password and/or e-mail address.' below it. At the bottom, there is a 'Forgot Password' button with the text 'Forgot your Password? Click here to have a new one sent to your e-mail address.' below it. At the very 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.



If you are accessing an existing application to check on the status or to create/update a Program Report, Fiscal Report, or Inventory Report for a grant, click on the first “**CLICK HERE**” hyperlink, or select “**Project Management**” in the menu.

Finding Your Grant Application

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

Search [Program Monitoring](#)

Search Criteria:

PROJECT MANAGEMENT SEARCH

Grant ID:

Applicant Agency:

Recipient / Allocation Agency:

Funding Announcement:

Keywords:

Quick Searches

[Applications in Process \(33\)](#)

[Awarded Projects - Active \(29\)](#)

Grant ID	Applicant Agency	Title	Receipt Date
1078	YMCA of the Capital Area, Baton Rouge	Project Short title	05/22/2013

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.

If you want to see a list of awarded grants for your agency, click on the “**Awarded Projects**” link. The list of grants will display with the most recent awarded 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.

Entering the Monitoring Area

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

Grant ID: 1078 Project Title: Project Short title
Status: Open - Awarded 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 - Awarded  

[View Issues/Comments](#)

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

Click on the “**Click Here**” or “**Monitoring**” hyperlink to direct you to the Monitoring page for the application.

Creating a Program Report

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

Grant ID: 1078 Project Title: Project Short title Applicant Agency: [YMCA of the Capital Area, Baton Rouge](#)
 Program Staff Contact: [Mr. Barry E. Reber](#) Fiscal Contact: [Ms. Laura Zellers](#)

Filter Criteria
 Phase: [All] ▾
 Approval Status: [All] ▾

To access a fiscal or program report, click on the period ending date to open the report.

Cumulative Fiscal Reports

Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
Program Reports						
Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
Inventory Reports						
Phase	Status	Last Update Date	Approval Status	Entered By		
Program Monitoring Reports						
Report ID	Date of Last Visit	Programs	Additional Grants	Issues/Comments	Letter of Compliance	

Click on the **“Create Program Report”** button to create a new program report for the grant.

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

Grant ID: 1078 Project Title: Project Short title Applicant Agency: [YMCA of the Capital Area, Baton Rouge](#)
 Program Staff Contact: [Mr. Barry E. Reber](#) Fiscal Contact: [Ms. Laura Zellers](#)

Filter Criteria
 Phase: [All] ▾
 Approval Status: [All] ▾

To access a fiscal or program report, click on the period ending date to open the report.

Cumulative Fiscal Reports

Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
Program Reports						
Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
1078	9/30/2013	Quarterly	Draft	5/29/2013	Pending	Mr. Al Church
Inventory Reports						
Phase	Status	Last Update Date	Approval Status	Entered By		
Program Monitoring Reports						
Report ID	Date of Last Visit	Programs	Additional Grants	Issues/Comments	Letter of Compliance	

Any program reports which have been created already will be displayed. If you have started a program report and need to continue working on it, click the **“Period Ending”** date to open the report.

Clicking on the printer will create a PDF version of the report for printing. A message will appear asking if you like to include attachments in the PDF document being created. Once you click on the “**Yes**” or “**No**” button, the report will be created and displayed.

The Status of your report will appear as “**Draft**” while you are creating and working on it. The report will not be transmitted to LCLE while in “**Draft**” status. Once the report is submitted to LCLE, the Status will change to “**Submitted**”. The Approval status for the report will initially appear as “**Pending**” until it is reviewed and approval by LCLE staff. Once LCLE staff has approved it, the status will change to “**Approved**”. During the review, LCLE staff may return the report and the status will be changed to “**Returned**” for additional information.

Entering Program Report Information

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

Grant ID: 1078
Project Start: 7/1/2013

Project Title: Project Short title
Project End: 12/31/2014

Applicant Agency: [YMCA of the Capital Area, Baton Rouge](#)
Report Period: 7/1/2013 To 9/30/2013

PROGRAM REPORT

Report Status: Draft
Approval Status: Pending
Status Updated By:

Report Due Date: 10/30/2013
Submitted Date:
Return Date:
Resubmitted Date:

Final Report: No

Is The Project On Schedule? *

If not, please explain:

Briefly List Activities Conducted During This Period: *

We have started serving victims with the following needs...

Report Sections

Sections	Open Corrective Actions	Status	Last Update Date	Last Updated By
Attachments	0	In Process		
Performance Indicators	0	In Process		

The report being created is to reflect the activities which have taken place over the report period.

If you are at the end of your project and can submit your final report prior to the end date of your project, click on the **“Make Final Report”** button. The system will add additional sections to be completed to the program report which are needed for the final report contents.

Select **“Yes”** or **“No”** from the dropdown to respond if the project is on schedule, and if it is not, please describe the activities which are causing the project to be late.

Enter a description of activities which have taken place during the report period.

Click on the section names displayed as links under the Report Sections section. You must complete each section, causing the Status to change from **“In Process”** to **“Complete”** before you can submit the report for LCLE review.

If you cannot complete the report at one time, you must enter the information requested for the questions with an **“*”** before you can save the report by clicking on the **“Save as Draft”** button.

Completing the Attachment Report Section

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

Grant ID: 1078 Project Title: Project Short title Applicant Agency: [YMCA of the Capital Area, Baton Rouge](#)
 Project Start: 7/1/2013 Project End: 12/31/2014 Report Period: 7/1/2013 To 9/30/2013

Section Status: In Process
Section Name: Attachments

Attachments:	Attachment Name	Description	Template File	Date
	LCLE Attachment Document.docx	LCLE Program Attachment		5/29/2013

Attachments needed to support activities described in the program report can be added to the Attachments Section. Click on the **“Add Attachment”** button to display the attachment pop-up.

Attachments already added are displayed in a list on the screen.

You can save the section information entered and continue to work on it by clicking on the **“Save and Continue Editing”** button.

You can save the section information entered and leave the section by clicking on the **“Save – In Process”** button.

You can save the section information entered and mark the section as complete by clicking on the **“Save – Complete”** button.

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

Grant ID: 1078 Project Title: Project Short title Applicant Agency: [YMCA of the Capital Area, Baton Rouge](#)
 Project Start: 7/1/2013 Project End: 12/31/2014 Report Period: 7/1/2013 To 9/30/2013

FILE ATTACHMENT MAINTENANCE

Created Date: Created By:
 Last Update Date: Last Update By:

Attachment File Description:*

Upload File:

Maximum attachment size is 4,096 KB. Attempting to attach a document over 4096 KB in size will result in an error.

Clicking on the **“Add Attachment”** button displays the attachment pop-up to enter the attachment and description information. This appears to repeat the first sentence above.


Performance Indicators Section

1. Established by LCLE

1.1. GENDER - Female Victims Served

1.1.1 Actual number of Female victims served.

1.1.2 Cumulative total for the project phase:

Σ Your target for the project:  50

1.2. GENDER - Male Victims Served

1.2.1 Actual number of Male victims served.

1.2.2 Cumulative total for the project phase:


Σ Your target for the project:  35

1.3. GENDER - Unknown Victims Served

1.3.1 Actual number of unknown victims served.

Please try and NOT use this category.  


1.3.2 Cumulative total for the project phase:

Σ Your target for the project:  3

1.4. VICTIMIZATION - Primary

1.4.1 Actual number of Primary Type of Victimization.


1.4.2 Cumulative total for the project phase:

Σ Your target for the project:  N/A

1.5. VICTIMIZATION - Secondary

1.5.1 Actual number of Secondary Type of Victimization.


1.5.2 Cumulative total for the project phase:

Σ Your target for the project:  N/A

1.6. VICTIMIZATION - Unknown



1.6.1 Actual number of Unknown Type of Victimization.

1.6.2 Cumulative total for the project phase:

Σ Your target for the project:  N/A


Performance Indicators assigned to the grant are displayed for entry of the actual results for the reporting period. Any target values collected in the grant application are displayed. Performance Indicator results are accumulated over the life of the project.

1. Established by LCLE

1.1. GENDER - Female Victims Served 1.1.1 Actual number of Female victims served 

3.00

1.1.2 Cumulative total for the project phase:

Σ 3.00 Your target for the project:  50

1.1.3 Unexpected Results

This text box allows you to further explain why a result may be different than expected.

Some grants, but not all grants, will allow “**Unexpected Results**” to be entered. This information is entered to explain why an indicator may be showing poor or no results.

FIELD HELP TEXT

Please provide the total number of female victims to be served for the life of the project.

[Close](#)

The blue question (?) mark provides help text further defining the content to be provided.

The gold gavel (insert the gavel pic) provides any rules associated with the answer to the performance indicator.

Click “**Close**” to close the pop-up and return to the section.

Completing Activity Area Sections

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

Grant ID: 1079 **Project Title:** Short Project Title **Applicant Agency:** [YMCA of the Capital Area, Baton Rouge](#)
Project Start: 7/1/2013 **Project End:** 12/31/2014 **Report Period:** 7/1/2013 To 9/30/2013

PROGRAM REPORT

Report Status: Draft **Report Due Date:** 10/30/2013
Approval Status: Pending **Submitted Date:**
Status Updated By: **Return Date:**
Resubmitted Date:

Final Report: No

Is The Project On Schedule? * Yes
 If not, please explain:

Briefly List Activities Conducted During This Period: *
 Activities completed during this reporting period include...

Report Sections				
Sections	Open Corrective Actions	Status	Last Update Date	Last Updated By
Attachments	0	In Process		
Activity Areas	0	In Process		
Activity Performance Indicators	0	In Process		
Performance Indicators	0	In Process		

Some funding announcements are able to provide funds to different types of projects. When this is the case, additional sections called “**Activity Areas**” and “**Activity Performance Indicators**” are included in the program report sections.

Click on the “**Activity Area**” section first to view the areas selected when the application was completed.

Grant ID: 1079 Project Title: Short Project Title Applicant Agency: [YMCA of the Capital Area, Baton Rouge](#)
 Project Start: 7/1/2013 Project End: 12/31/2014 Report Period: 7/1/2013 To 9/30/2013

Section Status: In Process
 Section Name: Activity Performance Indicator(s)

Below is a list of activities which have questions that must be answered for this period.

Sections	Status	Last Update Date	Last Updated By
STOP-STOP Function Areas-Criminal Justice - Law Enforcement	In Process	5/30/2013	Mr. Al Church

After reviewing the Activity Areas to ensure accuracy, click on the **“Activity Performance Indicators”** section. Each Activity Area selected will be displayed. Click on the area name to see the questions and performance indicators to be answered regarding your project.

System will time out:
Remaining tin

Grant ID: 1079 Project Title: Short Project Title Applicant Agency: [YMCA of the Capital Area, Baton Rouge](#)
 Project Start: 7/1/2013 Project End: 12/31/2014 Report Period: 7/1/2013 To 9/30/2013

Section Status: In Process
 Section Name: STOP-STOP Function Areas Criminal Justice - Law En
 Section Description: STOP-STOP Function Areas Criminal Justice - Law Enforcement

1. Were STOP Program funds used for law enforcement activities?
(Select Yes if your STOP Program subgrant funded law enforcement activities. If STOP funds supported only a victim-witness assistant or victim advocate located in a law enforcement agency, then complete only the Victim Services Activity Area.)

2. Report the number of STOP Program-funded activities related to sexual assault, domestic violence/dating violence, and/or stalking cases/incidents.
(If any activity relates to a case/incident involving more than one type of crime, the activity should be counted only once under the primary victimization.)

ID	Activity Type	Sexual Assault	Domestic Violence/Dating Violence	Stalking
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[Add Row](#)

3. Victim/survivor referrals to Governmental Victim Services

3.1 Actual Amount this report period:

3.2 Cumulative total for the project phase:

Σ Your target for the project:

4. Victim/survivor referrals to Non-governmental Victim Services

4.1 Actual Amount this report period:

4.2 Cumulative total for the project phase:

Σ Your target for the project:

Answer the questions and performance indicators associated with the activity area.

The blue question mark (?) provides help text further defining the content to be provided.

The gold gavel (pic) provides any rules associated with the answer to the performance indicator or question.

You can save the Activity Area information entered and continue to work on it by clicking the **“Save and Continue Editing”** button.

You can save the Activity Area information entered and leave the activity area by clicking the **“Save – In Process”** button.

You can save the Activity Area information entered and mark the activity area as complete by clicking the **“Save – Complete”** button.

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

Grant ID: 1079 Project Title: Short Project Title Applicant Agency: [YMCA of the Capital Area, Baton Rouge](#)
 Project Start: 7/1/2013 Project End: 12/31/2014 Report Period: 7/1/2013 To 9/30/2013

Section Status: In Process
Section Name: Activity Performance Indicator(s)

Below is a list of activities which have questions that must be answered for this period.

Sections	Status	Last Update Date	Last Updated By
STOP-STOP Function Areas Criminal Justice - Law Enforcement	Complete	5/30/2013	Mr Al Church

Once you have answered all the questions and performance indicators for the specific activity area and have clicked the **“Save – Complete”** button, you will be returned to the list of activity areas you selected.

Once you have completed answering all the questions and performance indicators for each activity area, click the **“Save – Complete”** button. You will be returned to the program report section list.

Report Sections

Sections	Open Corrective Actions	Status	Last Update Date	Last Updated By
Attachments	0	In Process	5/30/2013	Mr Al Church
Activity Areas	0	Complete	5/30/2013	Mr Al Church
Activity Performance Indicator(s)	0	Complete	5/30/2013	Mr Al Church
Performance Indicators	0	In Process	5/30/2013	Mr Al Church

Complete the rest of the report sections until all of the Status values are **“Complete”**.

Click the **“Submit Report”** button.

Program Report Submission Confirmation

Program Report Submission Confirmation

I certify that, to the best of my knowledge and belief, the information contained in this report is accurate, complete and in compliance with the application as approved by LCLE; and I further certify that I am aware of the programmatic and financial requirements set forth by the Grantor and LCLE and all information reported was made in compliance with these guidelines.

Once you have Submitted the program report, a program report confirmation message will appear asking you to agree with the statement. Click **“Agree”** to continue with the report submission.

Program Report Approval

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[Project](#) | [Monitoring](#) | [Fiscal Details](#) | [Audits](#) | [Contact Log](#) | [Search](#) | [Commission Updates](#)

[Summary](#) | [Fiscal Reports](#) | [Program Reports](#) | [Inventory Reports](#) | [Monitoring Reports](#) | [Corrective Actions](#) | [Close Out](#)

Grant ID: 1078

Project Title: Project Short title

Applicant Agency: YMCA of the Capital Area, Baton Rouge

Program Staff Contact: [Mr. Barry E Reber](#)

Fiscal Contact: [Ms. Laura Zellers](#)

MAIN SUMMARY

Filter Criteria

Phase:

Approval Status:

To access a fiscal or program report, click on the period ending date to open the report.

Cumulative Fiscal Reports

Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
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Program Reports

Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
1078	9/30/2013	Quarterly	Submitted	5/30/2013	Approved	Mr. Al Church

Once the report is submitted to LCLE, the Status will change to “**Submitted**”. The Approval status for the report will initially appear as “**Pending**” until it is reviewed and approval by LCLE staff. Once the staff has approved it, the status will change to “**Approved**”.

If there are any questions, LCLE staff may return the program report for additional information and the status will be changed to “**Returned**”. If this happens, refer to “**Programs Report Corrections Quick Start Guide**”.