

Louisiana Commission on Law Enforcement (LCLE)

Electronic Grants Management System (Egrants)



Application Quick Start Guide

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Louisiana Commission on Law Enforcement

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Applying for a Grant

An Application is created in response to an open Funding Announcement and is the way an agency applies for a grant from LCLE.

You will need to register as a user prior to entering an application for the first time. A separate Quick Start Guide entitled “[LCLE Egrants User Registration Request Quick Start Guide](#)” is available on LCLE’s website to assist you with the registration process.

Note: The procedure below assumes that the Organization and User are already registered.

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

**Site Access**

User ID: *

Password: *

Login

Register

Register for access to the Louisiana Commission on Law Enforcement Egrants Application.

Change Password

Change your LA Login password and/or e-mail address.

Forgot Password

Forgot your Password?

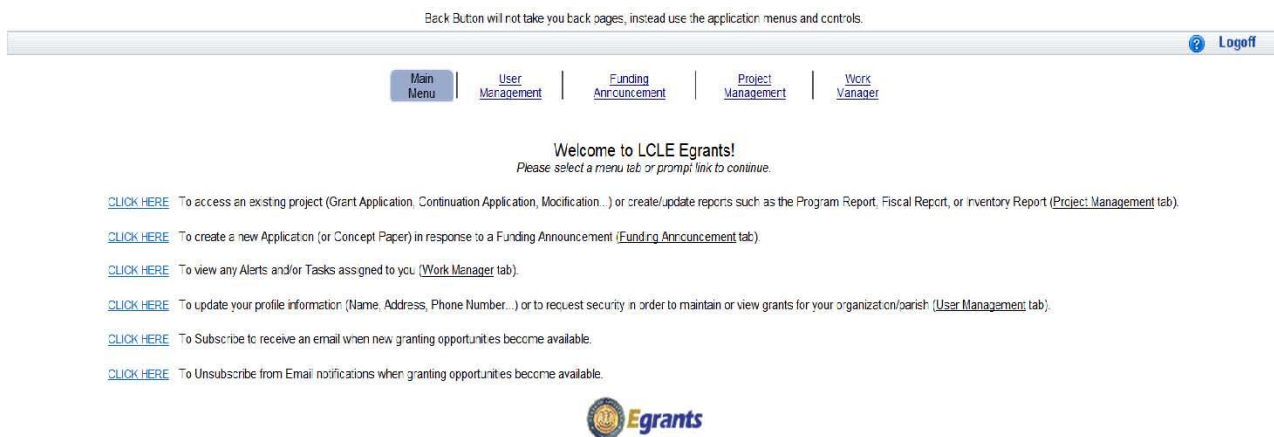
Click here to have a new one sent to your e-mail address.

Please send technical comments and problems to [LCLE EGRANTS Support](#).

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Enter the user ID and password obtained through registration and click the “**Login**” button.

Applying for Grants



An application is created in response to an open *funding announcement*, and is how you apply for a grant.

If you are creating a new application, in response to a funding announcement, **click on the second “CLICK HERE” hyperlink**, or select **“Funding Announcement”** in the menu at the top of the screen.

If you are accessing an application already created for editing and completion prior to submission, or an application that has been submitted to check on the status, click on the first **“CLICK HERE”** hyperlink, or select **“Project Management”** in the menu. Proceed to the section titled **“Finding an Existing Grant Application”** on page 9 of this quick start guide.

Finding the Funding Announcement

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

FUNDING ANNOUNCEMENT SEARCH

Search Criteria:

Funding Announcement Title:

Program Area: Victims Services ▼

Funding Stream: [All] ▼

Plan Year: [All] ▼

Status: Open ▼

Search

Fund. Annc. Title	Program Area	Funding Stream	Amount Announced	Open Date	Due Date	Status
Activity Area FA - Training	Victims Services	Victims Services	\$1,000.00	10/11/2012	12/31/2012	Open
Testing FA Set-up	Victims Services	Victims Services	\$50.00	10/5/2012	12/31/2012	Open
Victim Of Crime Sandbox FA	Victims Services	Victims Services	\$13,000.00	10/10/2012	11/30/2012	Open

The **Funding Announcement Search** screen will default to display all of the open funding announcements available for applications to be submitted.

Additionally, you can search for a specific funding announcement based upon the search criteria selected.

Clicking on a specific hyperlink in the **Funding Announcement Title**, will allow you to view the funding announcement details and determine if your agency is eligible to apply. You may click on the Fund Announcement Document link. It will specify all of the agencies that may apply to this funding announcement. The document will provide the federal and match (if applicable) allocations to enter in the budget detail.

Creating A New Application

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](#)

FUNDING ANNOUNCEMENT SUMMARY

Funding Anno. Title: Victim Of Crime Sandbox FA
Year: 2013
Program Area: Victims Services
Funding Stream: VOCA
Funding Area: Victims Of Crime Act
Release Date: 10/10/2012
Due Date: 11/30/2012
Concept Papers Required? No
Competitive/Non-Competitive: Non-Competitive
Amount Announced: 10,000.00
Status: Open
Summary:

Program Contact Person: [Mr Barry E Reber](#)
Fiscal Contact Person: [Ms. Laura Zellers](#)

Agency/Project responses for this Funding Announcement

Applicant Agency	Project ID	Project Title
Create New Application Cancel		

The **Funding Announcement Summary** displays the funding announcement details and allows you to determine if you want to create an application.

Any applications already created by your agency within the funding announcement will display below the **“Agency/Project responses for this Funding Announcement”** line and above the **“Create New Application”** button.

If you decide to create an application, click on the **“Create New Application”** button.

Grant Application Number

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

Project Application Monitoring Audit Fiscal Details Reporting Requirements

Grant ID: 1001
Status: Open - Draft

Message from webpage

⚠ Your Grant ID is 1001. Please write this number down.
You will use this Grant ID to access your project from now on.

OK

Section Name	Last Update
Budget Detail	10/11/2012 7:11:34 AM
Main Summary Information	10/11/2012 7:11:34 AM
Performance Indicators	10/11/2012 7:11:31 AM
Recipient Agency Budget	10/11/2012 7:11:31 AM

View Contract | Preview Signature Page | Submit Application | Withdraw Application

View Issues/Comments

All grant applications are assigned a “**grant id**”. You will need to remember and note this number because it will be used to reference this application throughout its life cycle in the Egrants System.

Only the **Main Summary Information** section can be accessed first. No other section can be completed until the Main Summary Information is completed. Later in this guide, beginning on page 11, more instructions are available for completing the Main Summary Information, but it is important to understand a few facts from pages 9 and 10 about the application sections before getting started.

Finding An Existing 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:

[Search](#)

[Quick Searches](#)
[Applications in Process \(28\)](#)
[Awarded Projects - Active \(20\)](#)

Applications In Process Quick Search results displayed

Grant ID	Applicant Agency	Title	Receipt Date
1009	YMCA of the Capital Area, Baton Rouge	LCLE Test Application 9	
1008	YMCA of the Capital Area, Baton Rouge	LCLE Test Application 8	
1007	YMCA of the Capital Area, Baton Rouge	LCLE Test Application 7	
1006	YMCA of the Capital Area, Baton Rouge	LCLE Test Application 6	
1005	YMCA of the Capital Area, Baton Rouge	LCLE Test Application 5	
1003	YMCA of the Capital Area, Baton Rouge	LCLE Test Application 3	
1002	YMCA of the Capital Area, Baton Rouge	LCLE Test Application 2	
1001	YMCA of the Capital Area, Baton Rouge	LCLE Sandbox Test Application	

If you cannot complete the grant application and need to return to work on it, or if you are checking the status of an existing application, click on the first **“CLICK HERE”** hyperlink, or select **“Project Management”** in the menu as can be seen on page 5 **Applying for Grants**. Egrants will take you to the **Project Management Search** screen.

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

Accessing an Existing Grant Application

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

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

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

Grant ID: 1001 Project Title:
Status: Open - Draft Fund Announcement: [Victim Of Crime Sandbox FA](#)

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
1001 :	Create Project Modification Request (PMR)		
	Application	-	Open - Draft * P

[View Issues/Comments](#)

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

Click on the “**Application**” hyperlink to direct you to the **Application Summary** screen.

Starting the Application Entry

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

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

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

Grant ID: 1001
Status: Open - Draft

Project Title:
Fund Announcement: [Victim Of Crime Sandbox FA](#)

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Budget Details	In Process	0	10/11/2012 7:11:34 AM
Main Summary Information	In Process	0	10/11/2012 7:11:34 AM
Performance Indicators	In Process	0	10/11/2012 7:11:31 AM
Recipient Agency Budget	In Process	0	10/11/2012 7:11:31 AM

[View Contract](#) [Preview Signature Page](#) [Submit Application](#) [Withdraw Application](#)

[View Issues/Comments](#)

The **Application Summary** shows the various sections which need to be completed for the application to be submitted.

Note: Only the **Main Summary Information** section is available at this point. When this section is completed and saved, the other sections will become available.

Each of the sections displayed needs to be reviewed, questions answered and the status changed to a value of "Completed".

The status of the application is "**Open – Draft**" until it is submitted to LCLE.

Updating An Application Section's Completion Status

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

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

Grant ID: 1074 Project Title:
Status: Open - Draft Fund Announcement: [Funding Announcement Title](#)

MAIN SUMMARY

Section Point Value: 10
Completion Status: In Process ▼

SubGrant ID: --
Applicant Agency: [YMCA of the Capital Area, Baton Rouge](#)
FID #: 23-1370514
Recipient Agency:

Project Director: ▼ [Details](#) Project Director not listed in dropdown? ⓘ
Financial Officer: ▼ [Details](#) Financial Officer not listed in dropdown? ⓘ
Primary Contact: ▼ [Details](#) Primary Contact not listed in dropdown? ⓘ
[Additional Contacts \(0-LCLE\)](#)

Program Staff Contact: [Mr. Barry E. Reber](#)
Fiscal Contact: [Ms. Laura Zellers](#)

Created Date: 5/6/2013 9:58:42 AM
Last Update Date: 5/6/2013 9:58:46 AM

[Change Applicant](#)
[Add Recipient](#)
[Add Applicant as Recipient Agency](#)

The **Main Summary**, like all sections, has a “**Completion Status**” which opens with a value of “**In Process**”. Once you have entered all the information requested in a section, change the status value to “**Complete**” and click “**Save**”.

Entering the Main Summary Information Section

System will time out at: 11:57:57 AM
Remaining time: 19:47

Grant ID: 1074
Status: Open - Draft

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

MAIN SUMMARY

Created By: Mr A Church
Last Update By: Mr A Church

Created Date: 5/6/2013 9:58:42 AM
Last Update Date: 5/6/2013 9:58:43 AM

Section Point Value: 10
Completion Status: in Process

SubGrant ID: ---

Applicant Agency: [HCA of the Capital Area, Baton Rouge](#)

FID #: 23-1370514

Recipient Agency:

Project Director: Details Project Director not listed in dropdown? ?

Financial Officer: Details Financial Officer not listed in dropdown? ?

Primary Contact: Details Primary Contact not listed in dropdown? ?

[Add New Contact \(LCLE\)](#)

Program Staff Contact: [Mr Barry E Reber](#)
Fiscal Contact: [Ms Laura Zales](#)

Listing of Signatories
[Add New Signatory](#)

[Name](#) [Title](#)

Application Invitation Date:
Application Received Date:
Advisory Committee Meeting Date:
Commission Meeting Date:
Start Date:
Signature Paser Received Date:
Returned Date:

Continuation Invitation Date:
Application Award Date:
Application Award Amount:
Notification of Award Date:
End Date:
Resubmitted Date:

[Short Project Title *](#)

[Brief Project Description *](#)
(maximum 320 characters)

Enter the “**Short Project Title**” for your project.

Enter the “**Brief Project Description**” for your project.

HINT: It may be easier to copy this from a Word document into the text box.

Click on the “**Add Applicant as Recipient Agency**” button and the system will automatically add your information as the Recipient Agency. **NOTE: LCLE requires the applicant to receive the funding so this button will be clicked for each application submitted. Do NOT click on Add Recipient and add a new agency.**

You will need to assign a Project Director, Financial Officer and Primary Contact for this agency. Click on the dropdown arrow for each field to view the names of individual users who are registered in Egrants and have security access to this grant. The Project Director and Financial Officer cannot be the same person.

By clicking on “**Details**,” (see illustration above) you will be able to check specific information associated with the name you have selected in the dropdown box, such as the individual’s address, agency address, email, and phone number to confirm that you are selecting the correct individual.

By clicking on the “?” you will find information as to why the individual you are looking for in the dropdown box may not be there and how you can have them added to the list.

If the individual you wish to select does not appear in the dropdown list, and is not a registered user, the individual must register with Egrants to obtain a user id and password and then obtain appropriate security to the grant.

If an individual is already a registered user but does not appear in the list, they only need to obtain security access to the grant to appear in the list. They do not need to re-register.

Assigning the Signatories

System will time out at: 03:54:33 PM. Remaining time: 18:43

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

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

Grant ID: 1074
Status: Open - Draft

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

MAIN SUMMARY

Section Point Value: 10
Completion Status: In Process

SubGrant ID: --

Applicant Agency: [YMCA of the Capital Area, Baton Rouge](#)
FID #: 23-1370514

Recipient Agency: [YMCA of the Capital Area, Baton Rouge](#)

Project Director: Mr Al Church [Details](#) Project Director not listed in dropdown?

Financial Officer: Ms Ann Helper [Details](#) Financial Officer not listed in dropdown?

Primary Contact: Mr Sam Smith [Details](#) Primary Contact not listed in dropdown?

[Additional Contacts \(0-LCLE\)](#)

Program Staff Contact: [Mr Barry E Reber](#)
Fiscal Contact: [Ms. Laura Zellers](#)

Listing of Signatories
[Add New Signatory](#)

[Name](#) [Title](#)

Application Invitation Date:
Application Received Date:
Advisory Committee Meeting Date:
Commission Meeting Date:
Start Date:
Signature Paper Received Date:
Returned Date:

Continuation Invitation Date:
Application Award Date:
Application Award Amount:
Notification of Award Date:
End Date:
Resubmitted Date:

Short Project Title: Agency Short Project Title

Brief Project Description: (maximum 320 characters)
Description of the Project which the agency is applying for funds.

The **Signatory** is the person expected to sign the submitted application. The **Signatory** is typically the Mayor, Sheriff, District Attorney, Executive Director or Chief Judge. Click on the “**Add New Signatory**” button.

LCLE requires that the head of the applicant organization be selected as the signatory.

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

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

Grant ID: 1074
Status: Open - Draft

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

SIGNATORY SEARCH

Search Criteria
Last Name: Church
First Name:
City:
Parish: [All]
Zip Code:

[Search](#)

[Add New Signatory](#)

Last Name	First Name	Address	City	Parish	Zip
Church	Al	4000 Gus Young Avenue	Baton Rouge	East Baton Rouge	70802

[Cancel](#)

You will be transferred to the **Signatory Search** screen.

Enter the last name of the person or other search criteria for the person you want to add and click on the “**Search**” button.

A list of names, which are your search results, will appear at the bottom of the screen. Select the **last name** hyperlink for the name of the person you want to add as a signatory. The signatory need not be a registered Egrants user and may be entered manually by selecting the “**Add New Signatory**” button after the signatory search did not return any results.

System will time out at: 04:04:35 PM
Remaining time: 19:15

INDIVIDUALS DETAILS
[View History](#) [Save](#) [Delete](#) [Cancel](#)

Courtesy Title:

First Name:

Middle Initial/Name:

Last Name & Suffix:

Title:

Preferred Contact Method:

Email Address:

Default Address:

Last Update By: Mr Armand Soullard

Last Update Date: 10/12/2012 5:14:28 PM

Status:

User Login ID	Terms Of Use Policy Signoff Date
achurch	9/27/2012

[Add New Address](#)

Address Listing *

Address Listing

Select	Delete	Envelope/Labels: 4000 Gus Young Avenue, Baton Rouge, East Baton Rouge, Louisiana, 70802, UNITED STATES
------------------------	------------------------	--

Agency Address Listing

Select	YMCA of the Capital Area, Baton Rouge, Envelope/Labels, YMCA of the Capital Area, Baton Rouge, 521 3rd Street, Baton Rouge, East Baton Rouge, Louisiana, 70802-0521, UNITED STATES
------------------------	--

[Add Phone Number](#)

Telephone Number Listing*

	Location	Phone Number	Extension	Agency Name	Remarks
Select	Delete	Fax	225-555-2121	555	
Select	Delete	Work	225-555-1212		

[View History](#) [Save](#) [Delete](#) [Cancel](#)

You will be transferred to the **Individuals Details** screen (screen shot above). Review the information displayed and confirm this is the correct person and click on the “**Save**” button.

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

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

Grant ID: 1074

Status: Open - Draft

Project Title: Agency Short Project Title

Fund Announcement: [Funding Announcement Title](#)

MAIN SUMMARY

Section Point Value: 10

Completion Status:

SubGrant ID: --

Applicant Agency: [YMCA of the Capital Area, Baton Rouge](#)

FID #: 23-1370514

Recipient Agency: [YMCA of the Capital Area, Baton Rouge](#)

Project Director: [Details](#) Project Director not listed in dropdown? ⓘ

Financial Officer: [Details](#) Financial Officer not listed in dropdown? ⓘ

Primary Contact: [Details](#) Primary Contact not listed in dropdown? ⓘ

[Additional Contacts \(0-1 CLE\)](#)

Created Date: 5/6/2013 9:58:42 AM

Last Update Date: 5/6/2013 2:49:14 PM

[Change Applicant](#)

[Change Recipient](#)

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

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

Listing of Signatories

Add New Signatory

Name	Title
Mr Al Church	

You will be transferred back to the **Main Summary** screen. The person you selected will now be listed in a grid as a signatory.

Completing the Main Summary Section

Application Invitation Date:
 Application Received Date:
 Advisory Committee Meeting Date:
 Commission Meeting Date:
 Start Date:

Continuation Invitation Date:
 Application Award Date:
 Application Award Amount:
 Notification of Award Date:
 End Date:

Signature Paper Received Date:
 Returned Date:
 Resubmitted Date:

Short Project Title: * Agency Short Project Title

Brief Project Description: * Description of the Project which the agency is applying for funds.
 (maximum 320 characters)

Law Enforcement Districts
 District 1 - Northwest LEPD
 Law Enforcement Districts
 Law Enforcement Districts
 Action

Keywords
 Victim Outreach
 Add Keyword
 Keyword
 Action

State Senate Districts
 001
 Add State Senate Districts
 State Senate Districts
 Action

State House District
 001
 Add State House District
 State House District
 Action

Save Save And Continue Editing Delete Cancel

To complete the rest of the **Main Summary**, enter the start and end dates associated with the proposed project.

Select the Law Enforcement District that allocated the funding associated with the project from the dropdown, and click on the **“Law Enforcement Districts”** button. If LCLE allocated funding for the associated project, choose District 8 – State.

Select a Keyword associated with the project from the dropdown and click on the **“Add Keyword”** button to add it. Continue to add all appropriate keywords per instructions included with the funding announcement.

Select a State Senate District associated with the project from the dropdown and click on the **“Add State Senate Districts”** button to add it. Select all districts that are applicable to the project.

Select a State House District associated with the project from the dropdown and click on the **“Add State House Districts”** button to add it. Select all districts that are applicable to the project.

Changing the Main Summary Section Status

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#)
[Project](#) | [Application](#) | [Monitoring](#) | [Audit](#) | [Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 1074
 Status: Open - Draft

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

MAIN SUMMARY

Created By: Mr Al Church
 Last Update By: Mr Al Church

Created Date: 5/6/2013 9:58:42 AM
 Last Update Date: 5/6/2013 9:58:46 AM

Section Point Value: 10
 Completion Status: In Process ▼

SubGrant ID: --
 Applicant Agency: [MCA of the Capital Area, Baton Rouge](#)
 FID #: 23-1379514
 Recipient Agency:

Project Director: ▼ [Details](#) Project Director not listed in dropdown? ⓘ
 Financial Officer: ▼ [Details](#) Financial Officer not listed in dropdown? ⓘ
 Primary Contact: ▼ [Details](#) Primary Contact not listed in dropdown? ⓘ
[Additional Contacts \(0-LCLE\)](#)

Program Staff Contact: [Mr Barry E Reber](#)
 Fiscal Contact: [Ms Leurs Zellers](#)

[Change Applicant](#)
[Add Recipient](#)
[Add Applicant as Recipient Agency](#)

Once you have entered all the information requested in the section, scroll to the top of the screen and change the **Completion Status** value for the section to **“Complete”**.

Click the **“Save”** button. You will return to the **Application Summary** page. The remaining sections are now available for update.

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#)
[Project](#) | [Application](#) | [Monitoring](#) | [Audit](#) | [Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 1074
 Status: Open - Draft

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

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Budget Detail	In Process	20	5/6/2013 10:32:58 AM
LCLE Audit Requirements	In Process	50	5/6/2013 9:58:42 AM
Main Summary Information	Complete	10	5/17/2013 2:14:22 PM
Performance Indicators	In Process	10	5/6/2013 9:58:42 AM
Recipient Agency Budget	In Process	10	5/6/2013 9:58:42 AM

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

The section names displayed for completion vary based upon the type of program in the funding announcement and the kind of information required by the funding source. After completing each section, change the **Completion Status** from **“In-Process”** to **“Complete”** and click **“Save”** button. Egrants will return to the **Application Summary** page.

On-line Help is Available to Complete the Sections

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

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

Grant ID: 1076 Project Title: Short Title of Project
Status: Open - Draft Fund Announcement: [Funding Announcement Title](#)

Section Point Value: 50
Completion Status: In Process

Created By: Mr Al Church Created Date: 5/20/2013 10:41:41 AM
Last Update By: Mr Al Church Last Update Date: 5/20/2013 10:41:41 AM

AUDIT REQUIREMENTS

1. Does your organization/agency expend \$500,000 or more in Federal funds (during the fiscal year of the organization/agency from any and all sources including the amount of this application)?



Please provide the following information if your organization/agency expends \$500,000 or more in Federal funds for the fiscal year being audited:

1.1. Date of last audit

1.1.1. audit period beginning:

1.1.2. audit period ending:

1.2. Date of next audit

1.2.1. audit period beginning:

1.2.2. audit period ending:

1.3. Date next audit will be forwarded to LCLE

[View History](#) [Save](#) [Save And Continue Editing](#) [Return to Project Summary](#)

Clicking on the section name within the “Application Summary” page opens the section for update.

A question which has specific rules defined for the response will display a gavel . You can hover over the gavel icon to see the rules display.

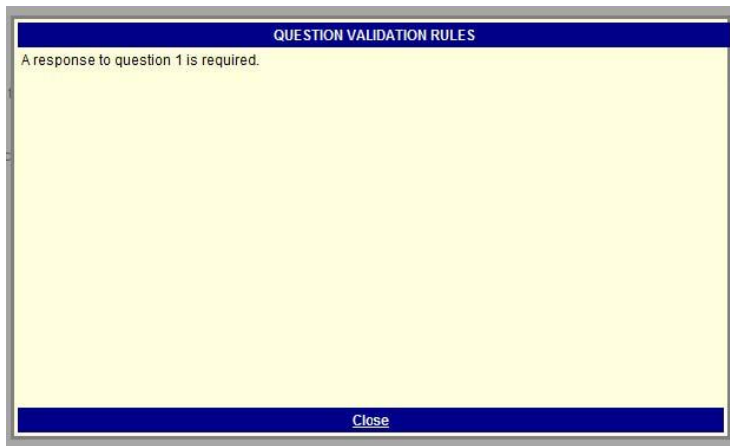
AUDIT REQUIREMENTS

1. Does your organization/agency expend \$500,000 or more in Federal funds (during the fiscal year of the organization/agency from any and all sources including the amount of this application)?



Please A response to question 1 is required. ation/agency expends \$500,000 or more in Federal funds for the fiscal year being audited:

Or you can click on the gavel icon to see a pop-up display of the rules.



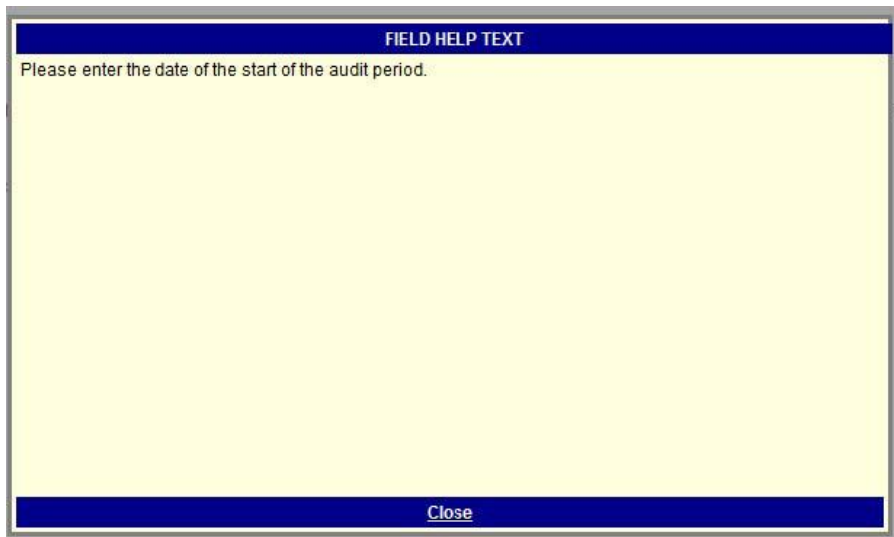
Click **"Close"** to close the pop-up and return to the section questions.

A question which has help text defined to further assist with the information needed in the question response will display a blue question mark.

1.1.1. audit period beginning:   

1.1.2. audit period ending:   

Clicking the blue question mark icon will display a pop-up containing the help text information.



Click **"Close"** to close the pop-up and return to the section questions.

Completing the Budget Detail Section

After the Main Summary Information section has been made “Complete”, you will be able to click on Budget Detail.

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

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

Grant ID: 6348 **Project Title:** jdkfjdkjf
Status: Open - Draft **Fund Announcement:** 2020 BJAG (March 2021)

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Budget Detail	In Process	0	3/9/2022 11:16:42 AM
Main Summary Information	Complete	0	3/9/2022 11:16:42 AM
Performance Indicators	In Process	0	3/8/2022 3:50:27 PM

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The Budget Setup screen will appear. **YOU MUST ALWAYS MAKE SURE THAT THE AGENCY BUDGET IS SELECTED.** Click Save.

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Grant ID: 6348 **Project Title:** jdkfjdkjf
Status: Open - Draft **Fund Announcement:** 2020 BJAG (March 2021)

BUDGET SETUP

BUDGET SETUP DEFINITIONS

Agency Budget - Provides a separate budget(s) within the Master Budget, allowing specific departments within a county to input their budget line item detail (Agency Budget) separate from the Master Budget. These costs will then be consolidated into the Master Budget categories.

Pass Through Budget - Select when funds are being passed through the applicant agency to other organizations or contractors (service providers). Allows for the input of a separate budget, including budget line item details, for these organizations. The total of each Pass Through Budget will be incorporated into the Consultant category of the Master Budget.

Click the Help button in the upper right corner for examples.

Recipient Agency Name	Agency Budget	Pass Through Budget
Livingston Parish Sheriff's Office	☒	☐

[Save](#) [Cancel](#)

Once you click on “Save”, the following screen will pop up:

BUDGET SUMMARY

Section Point Value: 0 Created By: Ms Martha Addison Created Date: 3/8/2022 3:50:27 PM
 Completion Status: In Process Last Update By: Ms Martha Addison Last Update Date: 3/9/2022 11:27:31 AM

BY RECIPIENT AGENCY	YEAR1	TOTAL
Livingston Parish Sheriff's Office (Agency Budget)	0.00	0.00
Total:	0.00	0.00

BY CATEGORY	YEAR1	TOTAL
Personnel	0.00	0.00
Employee Benefits	0.00	0.00
Travel (Including Training)	0.00	0.00
Equipment	0.00	0.00
Supplies & Operating Expenses	0.00	0.00
Consultants	0.00	0.00
Construction	0.00	0.00
Other	0.00	0.00
Total:	0.00	0.00

BY SOURCE	YEAR1	TOTAL
Federal	0.00	0.00
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.)	0.00	0.00
In-Kind Match	0.00	0.00
Project Income Match	0.00	0.00
Total: Σ	0.00	0.00

Budget Setup Save Save And Continue Editing Cancel

Click on the Agency budget hyperlink. This screen will popup with the available budget categories.

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

Grant ID: 6348 Project Title: jdkfjdkjf
 Status: Open - Draft Fund Announcement: 2020 BJAG (March 2021)

LIVINGSTON PARISH SHERIFF'S OFFICE BUDGET SUMMARY
Agency Budget

BY CATEGORY	YEAR1	TOTAL
Personnel	0.00	0.00
Employee Benefits	0.00	0.00
Travel (Including Training)	0.00	0.00
Equipment	0.00	0.00
Supplies & Operating Expenses	0.00	0.00
Consultants	0.00	0.00
Construction	0.00	0.00
Other	0.00	0.00
Total:	0.00	0.00

Cancel

Click on a specific category to view and complete further details required for budgeting line items within the category.

For example, click on the **Personnel** category. You must enter a Justification for a personnel budget. You will not be able to save without a Justification.

Click the “Add New Line” to add project-funded personnel details

PERSONNEL

Justification:

Add New Line

Position	Name	Cost	
		Year1	Total
		Total:	0.00
			0.00

Save Cancel

PERSONNEL BUDGET LINE ITEMS

Created By: Created Date:

Last Update By: Last Update Date:

Position : * (maximum 70 characters)

Name : * (maximum 70 characters)

6348

Year 1

# Budgeted Hours / Week *	x	# Weeks *	x	Hourly Pay Rate *	Cost
					0.00
What are the standard working hours per week for this position? * hrs.					% Budgeted Hours: 0.000

Total Line Item Cost (All Years): 0.00

Save Save And Add Another Delete Cancel

Enter the requested information for the position such as the position title, employee’s name and the complete calculation determining the cost being billed to the project. Egrants was updated in August 2020 and the computation input looks different from what you may have seen before. You must enter all fields highlighted. Enter the hourly pay rate. If the person is a “salaried” position, you will need to convert their salary to an hourly rate. For example...Joe Smith makes an annual salary of \$50,000 and works 40 hours per week. To get to Joe’s hourly rate, you would take \$50,000 divided by 2,080 hours (52 x 40) which equals \$24.04 per hour. You will then enter the number of weeks for this project. Enter the standard number of working hours per week (i.e. 35, 40, etc).

Depending on the percentage of time that an employee devotes to the project will dictate the “# Budgeted Hours/Week”. If a person works 100% of their time to this project and the standard working hours per week is 40, then you would enter 40. If this person works 50% of their time to this project, then you would enter 20, etc.

Each individual or TBD will have their own individual line item/computation. If you choose to factor in a merit increase, you will need to enter two separate lines. For example Joe Smith may make \$24.04/hour for January – June then he is supposed to get a 4% increase on July 1st. You would enter his name “Joe Smith Jan 22 – June 22” using the \$24.04/hour for 26 weeks, then enter a new line item “Joe Smith July 22 – Dec 22” at \$25.01 for 26 weeks.

With this method of data entry, it may be necessary to make minor adjustments for rounding. In the example below, entering \$24.04 per hour for 52 weeks, the computation came out to be \$50,003; however, you know that you were only allocated \$50,000. To correct this, use calculator to back into the # Budgeted Hours/Week and/or the # of weeks.

PERSONNEL BUDGET LINE ITEMS
 Created By: Created Date:
 Last Update By: Last Update Date:

Position : * Deputy (maximum 70 characters)
 Name : * Joe Smith (maximum 70 characters)

5348

Year 1

# Budgeted Hours / Week *	# Weeks *	Hourly Pay Rate *	Cost
40	x 52	x 24.04	50,003.00
What are the standard working hours per week for this position? * 40.000 hrs.			% Budgeted Hours: 100.000

PERSONNEL BUDGET LINE ITEMS
 Created By: Created Date:
 Last Update By: Last Update Date:

Position : * Deputy (maximum 70 characters)
 Name : * Joe Smith (maximum 70 characters)

6348

Year 1

# Budgeted Hours / Week *	# Weeks *	Hourly Pay Rate *	Cost
39.997	x 52.001	x 24.04	50,000.00
What are the standard working hours per week for this position? * 40.000 hrs.			% Budgeted Hours: 99.992

Upon completion of the information entry, click **“Save”** to exit and return to the budget category list or click **“Save And Add Another”** to add another personnel line.

PERSONNEL
Add New Line

Position	Name	Cost	
		Year1	Total
Receptionist	Sue Smith	18,000.00	18,000.00
Total:		18,000.00	18,000.00

Cancel

If you have finished entering all the project personnel billing to the project, click the “**Cancel**” button. A summary of each individual’s personnel cost is accumulated under the Personnel screen that becomes the total of the Personnel category on the **Budget Summary** screen.

Section Point Value: 20
Completion Status: In Process

BUDGET SUMMARY
Created By: Mr Al Church
Last Update By: Mr Al Church

Created Date: 5/20/2013 10:41:41 AM
Last Update Date: 5/20/2013 11:59:16 AM

BY RECIPIENT AGENCY	YEAR1	TOTAL
YMCA of the Capital Area, Baton Rouge	18,000.00	18,000.00
Total Σ	18,000.00	18,000.00

BY CATEGORY	YEAR1	TOTAL
Personnel	18,000.00	18,000.00
Employee Benefits	0.00	0.00
Travel (Including Training)	0.00	0.00
Equipment	0.00	0.00
Supplies & Operating Expenses	0.00	0.00
Consultants	0.00	0.00
Construction	0.00	0.00
Other	0.00	0.00
Total:	18,000.00	18,000.00

BY SOURCE	YEAR1	TOTAL
Federal	0.00	0.00
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.)	0.00	0.00
In-Kind Match	0.00	0.00
Project Income Match	0.00	0.00
Total Σ	0.00	0.00

Budget Setup Save Save And Continue Editing Cancel

Each position and cost for the position is then automatically included in the Personnel category.

Employee Benefits, Travel, Supplies and Operating Expenses, Construction, and Other categories are similar to the Personnel entry, but with a Computation line and a cost entry, which is then rolled into the category’s total becoming a part of the overall budget on the budget summary screen. Refer to the **Applicant’s Manual** for the format in which LCLE requires Personnel costs to be entered.

EQUIPMENT BUDGET LINE ITEMS
Created By: Created Date:
Last Update By: Last Update Date:

Item : * New Computer (maximum 70 characters)

Year 1:	Unit Cost	Quantity	Cost Σ
7,000.00	3,000		21,000.00
Total Cost Σ			21,000.00

Save Save And Add Another Delete Cancel

The Equipment category entry is a little different with a Cost and Quantity per piece of equipment. Each line item calculates automatically and totaled then rolled up for a total cost included on the Budget Summary screen. This breakdown is used in the inventory reporting module. All items budgeted in this category shall be placed into an inventory system.

CONSULTANTS

Name / Position	Service Provided	Cost	
		Year1	Total
Steve Smith / IT - Network	Network Support	20,000.00	20,000.00
Total:		20,000.00	20,000.00

CONSULTANT TRAVEL

Consultant * Location:

Consultant	Location	Item	Cost	
			Year1	Total
Total:			0.00	0.00

PRODUCTS OR SERVICE

Consultant *

Consultant	Item	Cost	
		Year1	Total
Total:		0.00	0.00

OVERALL TOTALS

Year1	Total
20,000.00	20,000.00

All expenses associated with consultants are entered under the Consultant category. The “**Add New Consultant**” button entry is just like Personnel entry.

Once consultants have been entered, travel expenses or products/services for that consultant can be entered by selecting the consultant from the dropdown list and clicking the “**Add New Travel Item**” or “**Add New Product Item**” button.

The costs accumulate and will total at the bottom of the Consultant entry screen and appear in the Consultant category of the Budget Summary screen.

Section Point Value: 20
Completion Status: In Process

BUDGET SUMMARY
Created By: Mr Al Church
Last Update By: Mr Al Church

Created Date: 5/20/2013 10:41:41 AM
Last Update Date: 5/20/2013 12:40:04 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		0.00	0.00
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.)		0.00	0.00
In-Kind Match		0.00	0.00
Project Income Match		0.00	0.00
Total: Σ		0.00	0.00

Budget Setup Save Save And Continue Editing Cancel

Section Point Value: 20
Completion Status: In Process

BUDGET SUMMARY
Created By: Mr Al Church
Last Update By: Mr Al Church

Created Date: 5/20/2013 10:41:41 AM
Last Update Date: 5/20/2013 12:40:04 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.)		5,000.00	5,000.00
In-Kind Match		6,160.00	6,160.00
Project Income Match		0.00	0.00
Total: Σ		60,800.00	60,800.00

Budget Setup Save Save And Continue Editing Cancel

The monetary income needed to complete the project should be entered in the **By Source** section, located on the bottom part of the budget. The funding sources that are allowed will have open fields for the dollar amount entry. The total amount of the sources should match the total of the cost categories for the project.

Adding/Completing an Attachment

AUDIT REQUIREMENTS

1. Does your organization/agency expend \$500,000 or more in Federal funds (during the fiscal year of the organization/agency from any and all sources including the amount of this application)?

Please provide the following information if your organization/agency expends \$500,000 or more in Federal funds for the fiscal year being audited:

1.1. Date of last audit

1.1.1. audit period beginning:

1.1.2. audit period ending:

1.2. Date of next audit

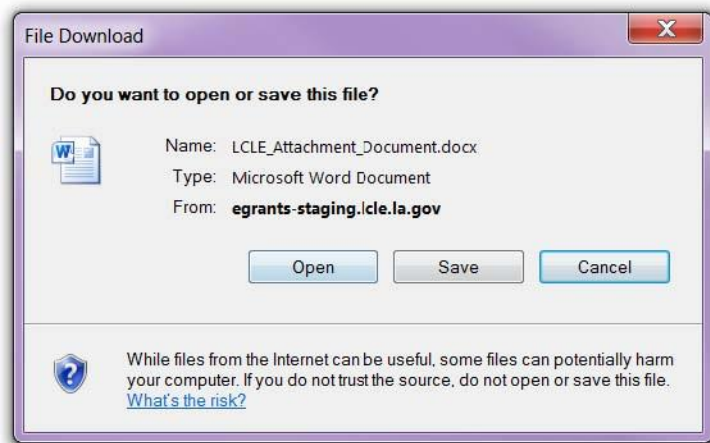
1.2.1. audit period beginning:

1.2.2. audit period ending:

1.3. Date next audit will be forwarded to LCLE

Attachment Name	Description	Date	History
File Attachment Documents			
LCLE Attachment Template Document			
View History Add Attachment Save Save And Continue Editing Return to Project Summary			

A section may request that an attachment be included for additional information. If the information must be supplied in a certain format, a template may be attached which can be accessed by clicking on the “**Preview Attachment**” or eyeglass over the paper icon.



A pop-up will appear asking if you want to open or save the document attached. Save the document to your PC and update it with the requested information.

Click on the “**Add Attachment**” button to add the completed attachment to the application section.

Finalizing the Application

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Grant ID: 1076 Project Title: Short Title of Project
 Status: Open - Draft Fund Announcement: [Funding Announcement Title](#)

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Budget Detail	Complete	20	5/21/2013 9:21:59 AM
LCLE Audit Requirements	Complete	50	5/21/2013 9:22:16 AM
Main Summary Information	Complete	10	5/21/2013 9:23:05 AM
Performance Indicators	Complete	10	5/21/2013 9:22:34 AM
Recipient Agency Budget	Complete	10	5/21/2013 9:22:54 AM

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A complete copy of your application can be viewed or printed by clicking on the “**View Contract**” button at the bottom of the **Application Summary** screen. You can view the contract document at any time.

LOUISIANA COMMISSION ON LAW ENFORCEMENT		LCLE USE ONLY	
Applicant Hereby Applies to the LCLE for Financial Support for the Within-Described Project:		Receipt Date	Award Date
			Subgrant Number(s) -- 1076
1. Type of Funds for which you are applying	Victims Services (Federal 16.575 VOCA)		
2. Applicant	Name Of Applicant: YMCA of the Capital Area, Baton Rouge		
	Federal LD: 23-1370514		Parish: East Baton Rouge
	Street Address Line 1: 521 3rd Street		
	Address Line 2:		Address Line 3:
	City: Baton Rouge	State: LA	Zip: 70802-0521
3. Recipient Agencies	YMCA of the Capital Area, Baton Rouge		
4. Project Director	Name: Mr Al Church		Title:
	Agency:		
	Street Address Line 1: 4000 Gus Young Avenue		
	Address Line 2:		Address Line 3:
	City: Baton Rouge	State: LA	Zip: 70802
5. Financial Officer	Phone: 225-555-1212	Fax: 225-555-2121 x555	Email: al@mail.com
	Name: Ms Ann Helper		Title: Subgrantee
	Agency:		
	Street Address Line 1: 521 3rd Street		
	Address Line 2:		Address Line 3:
City: Baton Rouge	State: LA	Zip: 70802-0521	
6. Contact	Phone: 225-612-9622	Fax:	Email: ahelper@mail.com
	Name: Mr Sam Smith		Title: Director
	Agency:		
	Street Address Line 1: 1735 Thomas H Delpit Dr		
	Address Line 2:		Address Line 3:
City: Baton Rouge	State: LA	Zip: 70802-1735	
	Phone: 225-555-1212 x3333	Fax: 225-555-2121 x555	Email: ssmith@mail.com

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.

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Grant ID: 1076 Project Title: Short Title of Project
Status: Open - Draft Fund Announcement: [Funding Announcement Title](#)

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Budget Detail	Complete	20	5/21/2013 9:21:59 AM
LCLE Audit Requirements	Complete	50	5/21/2013 9:22:16 AM
Main Summary Information	Complete	10	5/21/2013 9:23:05 AM
Performance Indicators	Complete	10	5/21/2013 9:22:34 AM
Recipient Agency Budget	Complete	10	5/21/2013 9:22:54 AM

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[View Issues/Comments](#)

When you have completed all the sections and have marked the status of each complete, you can select the “**Submit Application**” button at the bottom of the **Application Summary** screen. Applicants must upload a signature page. You may either click on Preview Signature Page button or you can download the signature page below, have it signed by the authorized official and then upload using the green arrow below.

[View Contract](#) [View Signature Page](#) [Submit Application](#) [View Issues/Comments](#)

[Delete Application](#) [Return to Project Summary](#)

Signature Documents

Grant Application Signature Page:  (download blank signature page)

Grantee Signed: [Browse...](#) No file selected. 

LCLE Received:

Grant ID: 1192 Project Title: Multi-Jurisdictional Task Force Status: Open - Draft
 Applicant Agency: Winnfield, City of Original Award Amount: \$0.00 Adjusted Award Amount: \$0.00

APPLICATION SECTIONS

Section Name	Status	Point Value	Average Score	Last Update
LCLE Budget Summary With Cash Match	Complete	0		6/22/2013
LCLE Budget - Personnel	Complete	0		6/22/2013
LCLE Budget - Fringe Benefits	Complete	0		6/23/2013
LCLE Budget - Travel	Complete	0		6/23/2013
LCLE Budget - Equipment	Complete	0		6/23/2013
LCLE Budget - Supplies & Operating Expenses	Complete	0		6/30/2013
LCLE Budget - Consultant	Complete	0		6/30/2013
BJAG Budget Confidential	Complete	0		6/30/2013
BJAG Purpose Areas	Complete	0		6/30/2013
BJAG Project Funding History	Complete	0		6/30/2013
LCLE Program Narrative	Complete	0		6/30/2013
LCLE Goals	Complete	0		6/30/2013
LCLE Objectives	Complete	0		6/30/2013
LCLE Activities	Complete	0		6/30/2013
BJAG Performance Measurements	Complete	0		6/30/2013
LCLE Prior Results	Complete	0		6/30/2013
BJAG Demographics	Complete	0		6/30/2013
LCLE Resources	Complete	0		6/30/2013
LCLE Audit Requirements	Complete	0		6/30/2013
BJAG Audit & Seizure questions	Complete	100		6/30/2013
LCLE EEO/	Complete	0		6/30/2013
LCLE FFATA	Complete	0		6/30/2013
BJAG Certified Assurance	Complete	0		6/30/2013
LCLE Certification of Compliance	Complete	0		6/30/2013
BJAG Certification of Confidential Funds	Complete	0		6/30/2013
BJAG Certification of MJTF Projects	Complete	0		6/30/2013

Submitted Application

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Grant ID: 1078
Status: Open - Received

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

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Budget Detail	Complete	20	5/22/2013 9:00:51 AM
LCLE Audit Requirements	Complete	50	5/22/2013 9:01:17 AM
Main Summary Information	Complete	10	5/22/2013 9:02:16 AM
Performance Indicators	Complete	10	5/22/2013 9:01:57 AM
Recipient Agency Budget	Complete	10	5/22/2013 9:01:41 AM

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[View Issues/Comments](#)

Once you have submitted the application, the status of the application will change to “Open-Received”. LCLE staff will be notified about the application upon submission.

You will receive an email and a pop-up notifying you the application has been submitted to LCLE that is worded such as this:

“Thank you for submitting your response to Fund Announcement: "Funding Announcement Title". LCLE has received your submission and will begin processing. You can check the status of your submission at any time by returning to <https://egrants.lcle.la.gov> and opening your project through the Project Management Search screen.”