

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 24, 2025

This page intentionally left blank.

Table of Contents

Accessing the Egrants System	Error! Bookmark not defined.
Project Management	5
Project Modification Request	6
Creating a Project Modification Request	7
Viewing a Project Modification Request.....	15
Withdrawing a Project Modification Request	16
Correcting a Returned Project Modification Request.....	167

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: *

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

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

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](#)
©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.

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

[Search](#) [Program Monitoring](#)

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.

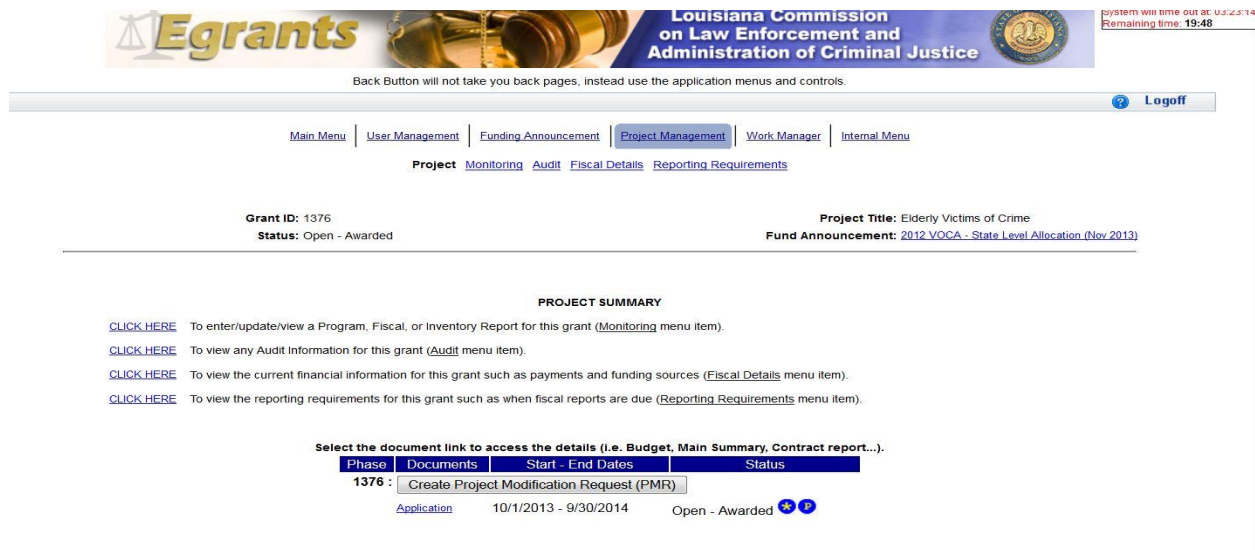
Project Modification Request

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

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

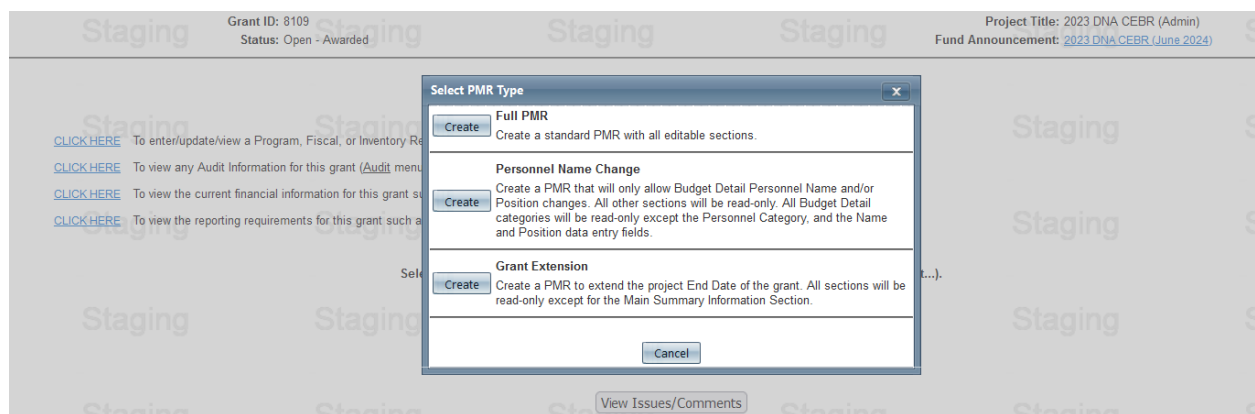


The screenshot shows the Egrants system interface for the Louisiana Commission on Law Enforcement and Administration of Criminal Justice. The top navigation bar includes links for Main Menu, User Management, Funding Announcement, Project Management, Work Manager, and Internal Menu. The Project Management section is active, showing links for Project, Monitoring, Audit, Fiscal Details, and Reporting Requirements. The Grant ID is 1376, and the Project Title is Elderly Victims of Crime. The Fund Announcement is 2012 VOCA - State Level Allocation (Nov 2013). The Project Summary section includes links for Monitoring, Audit, Fiscal Details, and Reporting Requirements. A table shows 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)	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.

The following screen will pop up:



The screenshot shows the Egrants system interface for the Louisiana Commission on Law Enforcement and Administration of Criminal Justice. The top navigation bar includes links for Main Menu, User Management, Funding Announcement, Project Management, Work Manager, and Internal Menu. The Project Management section is active, showing links for Project, Monitoring, Audit, Fiscal Details, and Reporting Requirements. The Grant ID is 8109, and the Project Title is 2023 DNA CEBR (Admin). The Fund Announcement is 2023 DNA CEBR (June 2024). The Select PMR Type dialog box is open, showing options for Full PMR, Personnel Name Change, and Grant Extension.

Select PMR Type

Create Full PMR
Create a standard PMR with all editable sections.

Create Personnel Name Change
Create a PMR that will only allow Budget Detail Personnel Name and/or Position changes. All other sections will be read-only. All Budget Detail categories will be read-only except the Personnel Category, and the Name and Position data entry fields.

Create Grant Extension
Create a PMR to extend the project End Date of the grant. All sections will be read-only except for the Main Summary Information Section.

Cancel

With the new update, you have 3 choices of the type of modification:

- 1) Full PMR
 - a. This selection is for when you may have multiple changes to be made. By choosing this option, ALL sections of the modification are available for updates
- 2) Personnel Name Change
 - a. This selection will allow both the main summary page and the budget to be updated.
- 3) Grant extension
 - a. This selection will only allow the main summary page to be updated and the project end date will be modified.

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

System
Remain

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

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 - Draft
	Application	10/1/2013 - 9/30/2014	Open - Awarded ★ P

[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.

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 your signed modification request is received electronically by LCLE. Modifications can be signed by **EITHER** the project director or the financial officer.*

Page 2 of the modification is only required for the following reasons:

- *Change in authorized official*
- *Voluntary relinquishment of federal funds*
- *Approved increase of federal funds*





System will time out at: 03:2
Remaining time: 19:50

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 - Draft

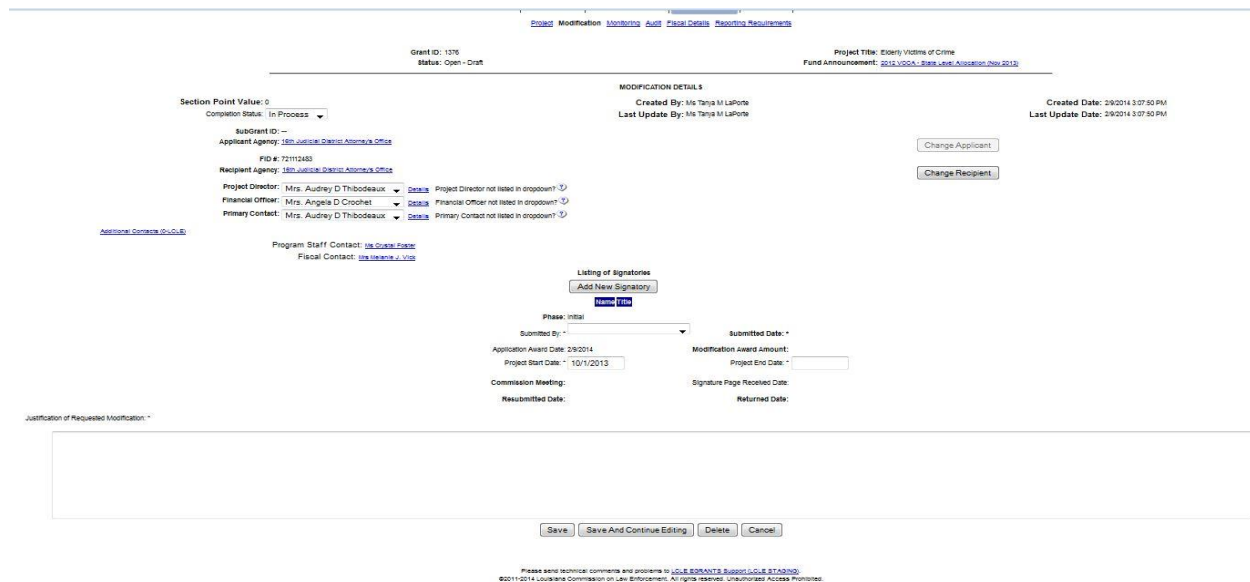
Project Title: Elderly Victims of Crime
Fund Announcement: 2012 VOCA - State Level Allocation (Nov 2013)

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. However, there is a limit of 3,993 characters in the justification box. 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 \(0-1 CLE\)](#)

Program Staff Contact: [Ms. Crystal Foster](#)
Fiscal Contact: [Mrs. Melanie J. Vick](#)

Listing of Signatories
[Add New Signatory](#)

Name	Title
Mrs. Audrey D Thibodeaux	

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

Submitted Date: *
Application Award Date: 2/9/2014
Project Start Date: * 10/1/2013

Modification Award Amount:
Project End Date: * 12/31/14
Signature Page Received Date:
Returned Date:

Resubmitted Date:

ification of Requested Modification: *

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

[Save](#) [Save And Continue Editing](#) [Delete](#) [Cancel](#)

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.

[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 - 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	Complete	0	2/9/2014 3:17:18 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](#)

Click on “Budget Detail”. Click on each Budget Category that requires modification. A user with the Financial Creator role can make changes to the Budget Section. The following screen will appear. Click on your agency’s name in blue (agency budget).

BUDGET DETAILS

Section Point Value: 0

Completion Status: In Process

Created By: Ms Martha Addison

Last Update By: Ms Martha Addison

Created Date: 5/11/2022 1:44:20 PM

Last Update Date: 5/11/2022 1:44:20 PM

BY RECIPIENT AGENCY	Current Subgrant Budget	Requested Subgrant Budget	Net Change Dollar Amount
Livingston Parish Sheriff's Office (Agency Budget)	8,890.00	8,890.00	0.00
Total: Σ	8,890.00	8,890.00	0.00

Budget Category	Current Subgrant Budget	Requested Subgrant Budget	Net Change Dollar Amount
Personnel	8,890.00	8,890.00	0.00
Employee Benefits	0.00	0.00	0.00
Travel (Including Training)	0.00	0.00	0.00
Equipment	0.00	0.00	0.00
Supplies & Operating Expenses	0.00	0.00	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	8,890.00	8,890.00	0.00

Total Approved Budget by Fund Source			
Source	Current Budget	New Budget	Net Change Dollar Amount
Federal	8,890.00	8,890.00	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.)	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00
Total: Σ	8,890.00	8,890.00	0.00

Budget Setup Save Save And Continue Editing Cancel

Example:

The following screen shows that you'd like to make a change to number of weeks in the Personnel budget category for the existing position.

Grant ID: 6137

Status: Open - Draft

Project Title: Criminal Patrols

Fund Announcement: [FY 2019 BJAG \(June 2021\)](#)

NEW BUDGET SUMMARY

BY CATEGORY	YEAR1	TOTAL
Personnel	8,890.00	8,890.00
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:	8,890.00	8,890.00

Cancel

Click on “Personnel” to open this budget section.

Attachments
(Click "Save" to permanently save any uploaded attachments. Allowed file extensions are * .doc, * .docx, * .pdf, * .xls, * .xlsx)

No Files Selected. [Browse](#)

[Upload Attachment\(s\)](#)

File Name

There are no attachment records to display.

[Add New Line](#)

Position	Name	Year 1 Cost		Total
		Current	New	
Deputy	Criminal Patrols	8,890.00	8,890.00	8,890.00
Total:		8,890.00	8,890.00	8,890.00

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

Grant ID: 6137

Status: Open - Draft

Project Title: Criminal Patrols

Fund Announcement: [FY 2019 BJAG \(June 2021\)](#)

System will time out at: 02:4

Remaining time: 59:14

PERSONNEL BUDGET LINE ITEMS

Created By: Mr. Jeff Simmons **Created Date:** 4/29/2021 10:35:57 AM
Last Update By: Ms Martha Addison **Last Update Date:** 5/11/2022 1:44:20 PM

Current Position: Deputy

Current Name: Criminal Patrols

New Position:

New Name:

6137

Current Year 1

#Budgeted Hours / Week *	# Weeks *	Hourly Pay Rate *	Cost
4,499	x 52	x 38.00	8,890.00

What are the standard working hours per week for this position? 40.000 hrs.

% Budgeted Hours: 11.248

Total Line Item Cost (All Years): 8,890.00

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

Click on the position that is to be revised. Enter the revised budget change for the current individual by clicking on the **pencil** to edit. Update the necessary fields then click Save.

PERSONNEL BUDGET LINE ITEMS

Created By: Mr. Jeff Simmons Created Date: 4/29/2021 10:35:57 AM
Last Update By: Ms Martha Addison Last Update Date: 5/11/2022 1:44:20 PM

Current Position: Deputy New Position: * Deputy
Current Name: Criminal Patrols New Name: * Criminal Patrols

6137

Current Year 1 ▶

# Budgeted Hours / Week *	# Weeks *	Hourly Pay Rate *	Cost
4,499	x 52	x 38.00	8,890.00

What are the standard working hours per week for this position? 40.000 hrs. % Budgeted Hours: 11.248

New Year 1

# Budgeted Hours / Week *	# Weeks *	Hourly Pay Rate *	Cost
4,499	x 40	x 88.00	6,838.00

What are the standard working hours per week for this position? * 40.000 hrs. % Budgeted Hours: 11.247

Total Line Item Cost (All Years): 6,838.00

Save Save And Add Another Cancel

To add an additional personnel entry, click on “Add New Line”.

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

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.

If you are replacing an individual, you will follow the same steps EXCEPT you MUST modify the current position’s number of week (for the person who left), then ADD A NEW LINE for the replacement individual. Please DO NOT just change the name to the replacement. Your modification will be returned for corrections.

For the “Performance Indicators” section, this section will already be marked Complete, so nothing is required for this section.

Grant ID: 8056 Project Title: Criminal Records Improvement
 Status: Open - Draft Fund Announcement: FY2022 BJAG (June 2024)

MODIFICATION SUMMARY

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

Section Name	Status	Last Update
Budget Detail	Complete	2/24/2025 2:59:43 PM
Main Summary Information	Complete	2/24/2025 3:00:21 PM
Performance Indicators	Complete	2/24/2025 2:59:43 PM

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

Signature Documents

Grant Modification 1 Signature Page: (download blank signature page)

Grantee Signed: No file selected

LCLE Received:

At this point, you will click on View Signature Page and pages 1-3 will convert to a PDF document. Either the project director or the financial officer will sign page 1. **Note...ONLY ONE SIGNATURE IS REQUIRED.** Page 2 will be signed if needed (see page 9 for circumstances). Once signed in blue ink, you will save your document, click on Browse and click on the green arrow  to attach the signed document, then you can click on Submit Modification.

1376 : Elderly Victims of Crime - Adobe Reader

File Edit View Window Help

1 / 12

63.8%

Bookmarks

Main Summary

Signature Page

Master Recipient Budgets

Performance Indicators

LOUISIANA COMMISSION ON LAW ENFORCEMENT

PROJECT MODIFICATION REQUEST

1. Subgrant Number: ---1376

3. Subgrantee: 10th Judicial District Attorney's Office

5. Patch: Brian

7. Project Title: Elderly Victims of Crime

9. Approved Project Period: From: 10/1/2013 To: 9/30/2014

11. Total Approved Budget by FUND SOURCE:

13. Budgetary Information

2. Amendment Number: 1

4. Created Date: 2/9/2014

6. Award Date: 2/9/2014

8. Modified Project Period: From: 10/1/2013 To: 12/31/2014

10. Current Subgrant Budget

12. Requested Subgrant Budget

14. Current Subgrant Budget

16. Requested Subgrant Budget

10. Total Approved Budget by FUND SOURCE:

11. Budgetary Information

12. Requested Subgrant Budget

13. Budgetary Information

10. Total Approved Budget by FUND SOURCE:

11. Budgetary Information

12. Requested Subgrant Budget

13. Budgetary Information

12. Explanation or Justification of Requested Modification:

See Attached Justification.

13. Signatures:

Funding Officer: Mrs. Angela D Crockett
Date

Project Director: Mrs. Audrey D Thibodeaux
Date

FOR CLERK USE ONLY

Grant Section
Date

Program Manager
Date

Recommendation:
Grant Management Per
Approved
Disapproved

Section Manager
Date

LCLC-205 (08/08)

Page 1 of 12

IT IS NO LONGER REQUIRED FOR MODIFICATIONS TO BE EMAILED TO LCLE.

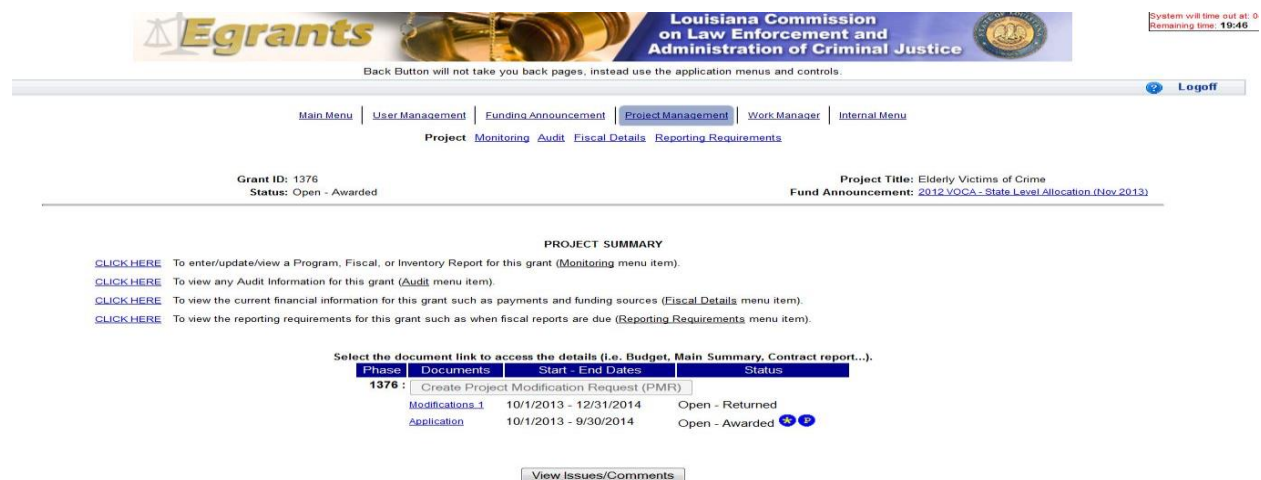
After the “*Submit Modification*” is clicked, read the instructions and click “OK”.

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 displays the Egrants system interface for the Louisiana Commission on Law Enforcement and Administration of Criminal Justice. The top navigation bar includes links for Main Menu, User Management, Funding Announcement, Project Management, Work Manager, and Internal Menu. The Project Management section is active, showing a table of project modifications.

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”



System will time out at: 04:0
Remaining time: 19:48

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.



Remaining time: 19:

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](#)

IC #	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- Detail 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.

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)

ISSUE/COMMENT DETAILS

View Type: External

Affected Section: Budget Detail

Source: Modifications - Initial - 2

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

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.

Created By: Ms Tanya M LaPorte

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

Last Update By: Ms Tanya M LaPorte

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

Completion Status: In-Process

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

[Cancel](#) [Print Preview Issue/Comment](#)

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

Completion Status: Return

Created By: Ms Tanya M LaPorte

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

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: Σ	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: Σ	213,395.00	213,395.00	0.00

[Budget Setup](#) [Save](#) [Save And Continue Editing](#) [Cancel](#)

Please send technical comments and problems to [LCLE EGRANTS Support \(LCLE STAGING\)](#).
©2011-2014 Louisiana Commission on Law Enforcement. All rights reserved. Unauthorized Access Prohibited.

Click on the appropriate section and make the change(s). Change the Completion Status from "Return" to "Resubmit". Click "Save".



System will time out at
Remaining time: 18:4

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	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

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

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.