Louisiana Commission on Law Enforcement (LCLE)

Electronic Grants Management System (Egrants)

Program Report Corrections
Quick Start Guide

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Louisiana Commission on Law Enforcement
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Table of Contents

Accessing the Egrants System 4

Project Management 5

Finding Your Grant Application 6

Entering the Monitoring Area 7

Finding a Program Report 8

Returned Program Report for Correction 9

Work Manager 10

Work Manager Tasks and Alerts 11

Task and Alert Details 12

Corrective Actions 13

Corrective Action Details 14

Resubmit the Program Report with Updates 18

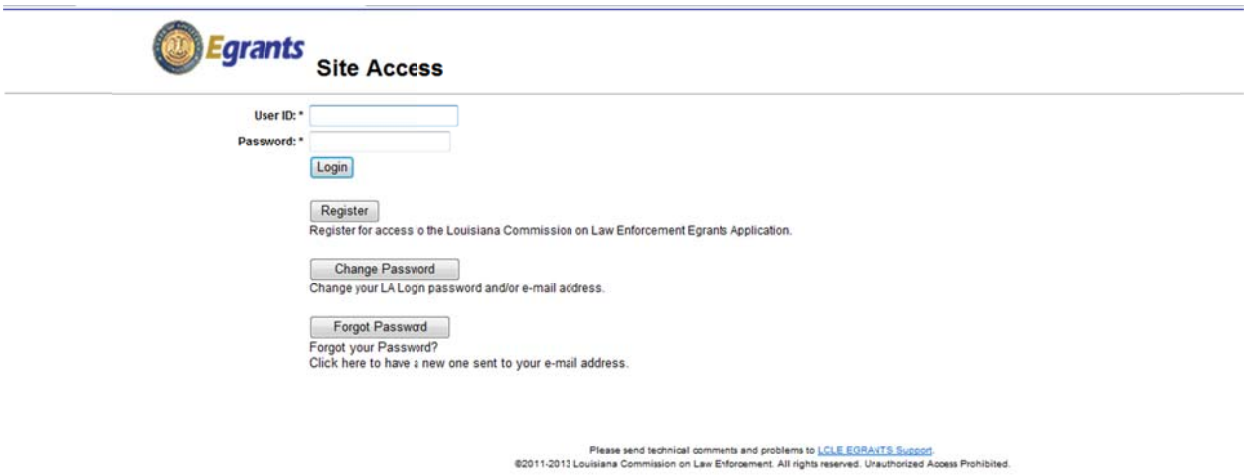
Program Report Approval 19

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. During LCLE's review, the LCLE staff may have questions or require additional information to the program report submitted. This quick start guide will assist you with determining whether or not the LCLE staff has returned your program report requesting additional information and where to find issues or comments regarding your program report, which need your response.

> **NOTE**: It is assumed that the Organization and User are already registered because 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.

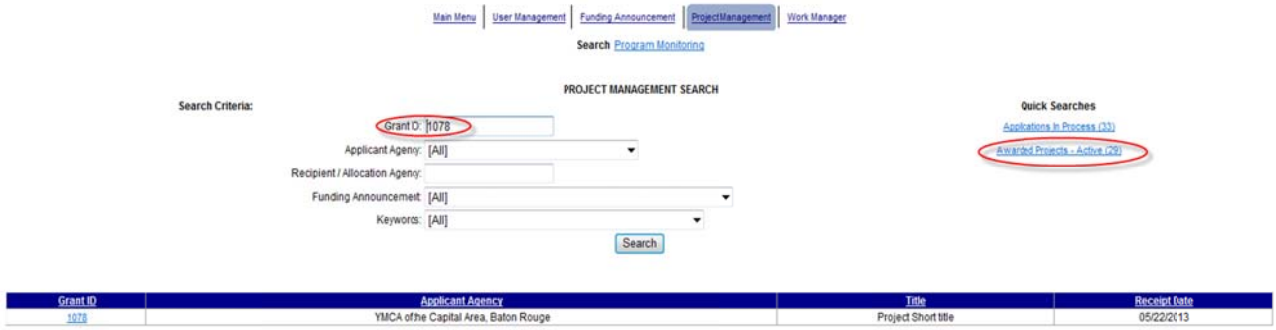


Enter the user ID and password obtained through registration and click the "**Login**" button.

Project Management

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 the first "**CLICK HERE**" hyperlink, or select "**Project Management**" in the menu.

Finding Your Grant Application

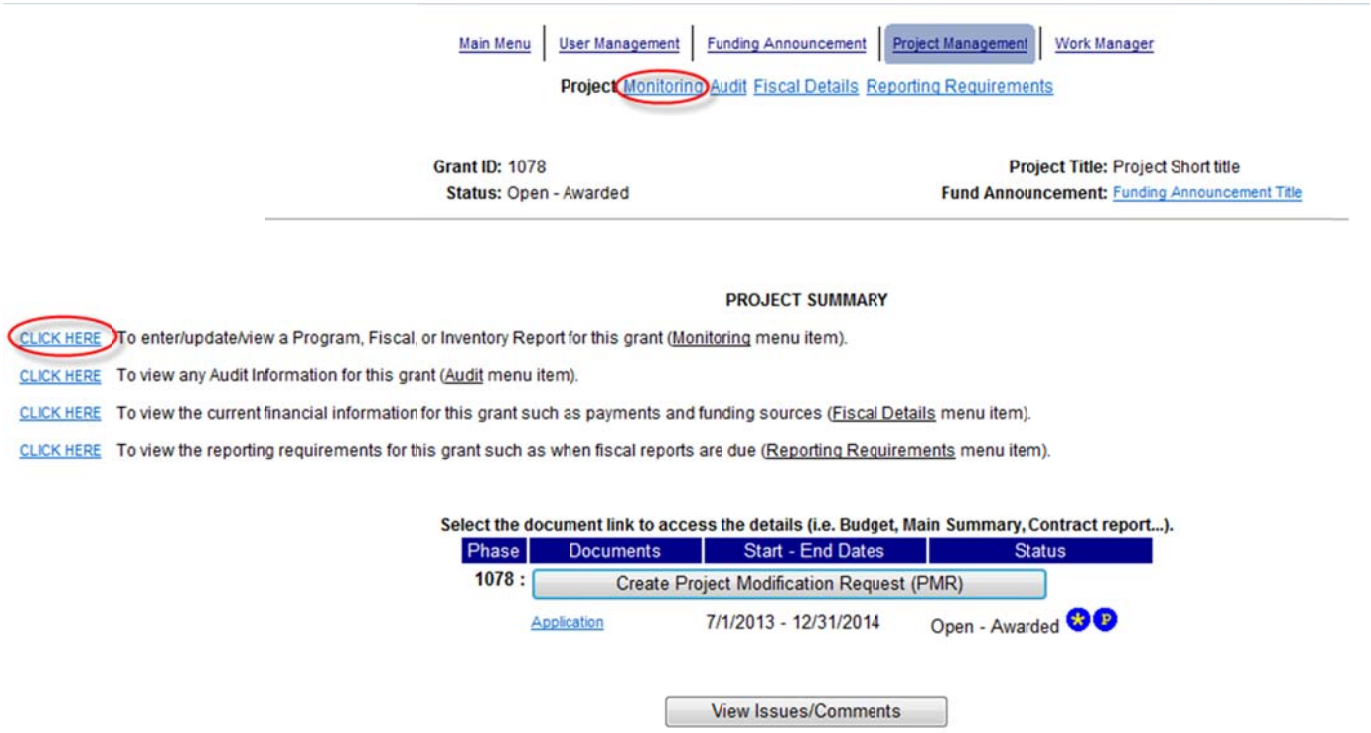


If you know the Grant Id you want to work on, enter it in the "**Grant ID**" field on the **Project Management Search** screen and click on the "**Search**" button. Only this grant application will display in the search results list.

If you want to see a list of awarded grants for your agency, click 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.

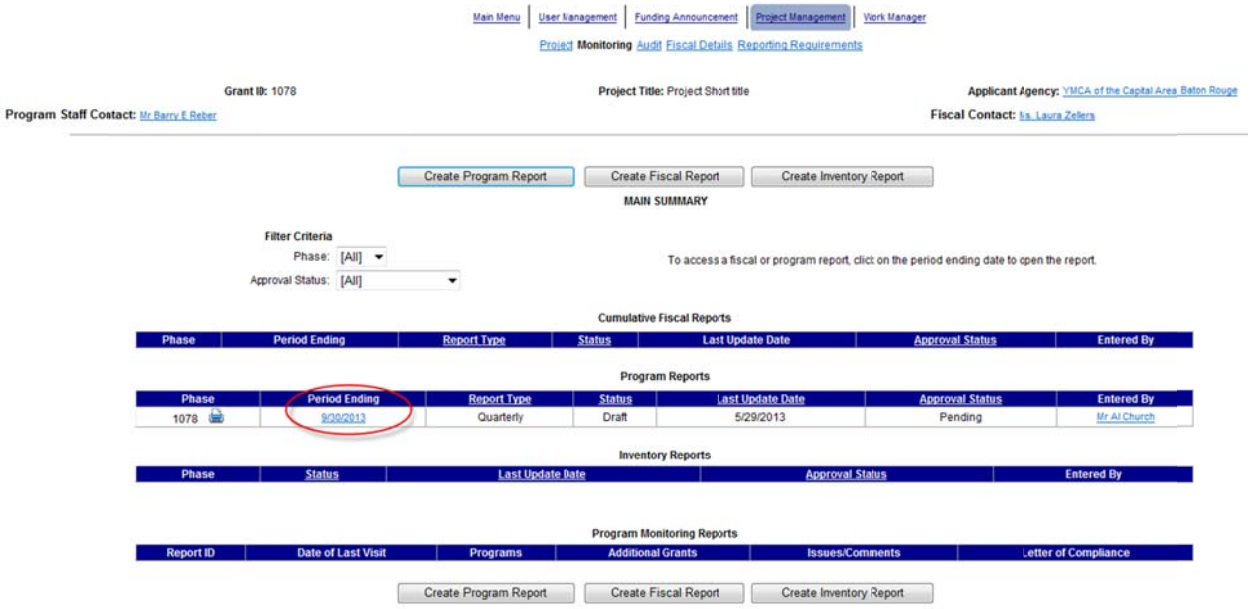
Entering the Monitoring Area



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.

Finding a Program Report



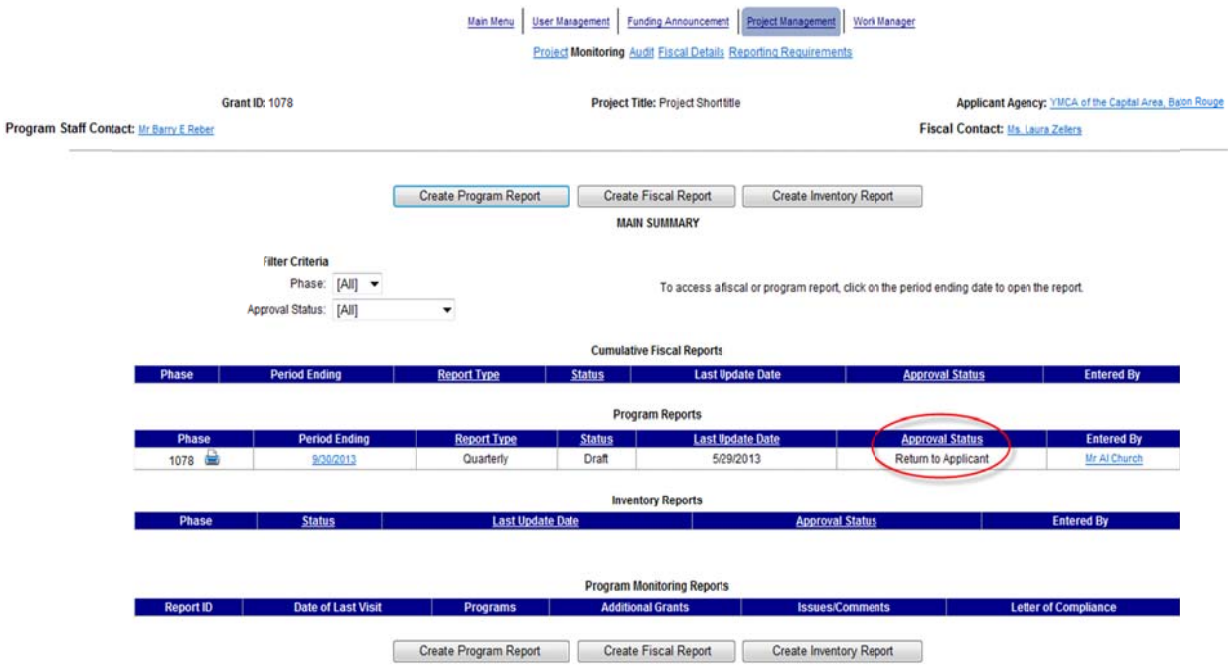
Program reports which have been created already will be displayed under **Program Reports**. If you have started a program report and need to continue working on it, click on the **Period Ending** date to open the report.

Clicking on the printer will create a PDF version of the report for printing. A message will appear asking if you'd 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. 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 approved by LCLE staff. After LCLE staff has approved it, the status will change to "**Approved**". If the LCLE returns the program report for additional information, the status will change to "**Return to Applicant**".

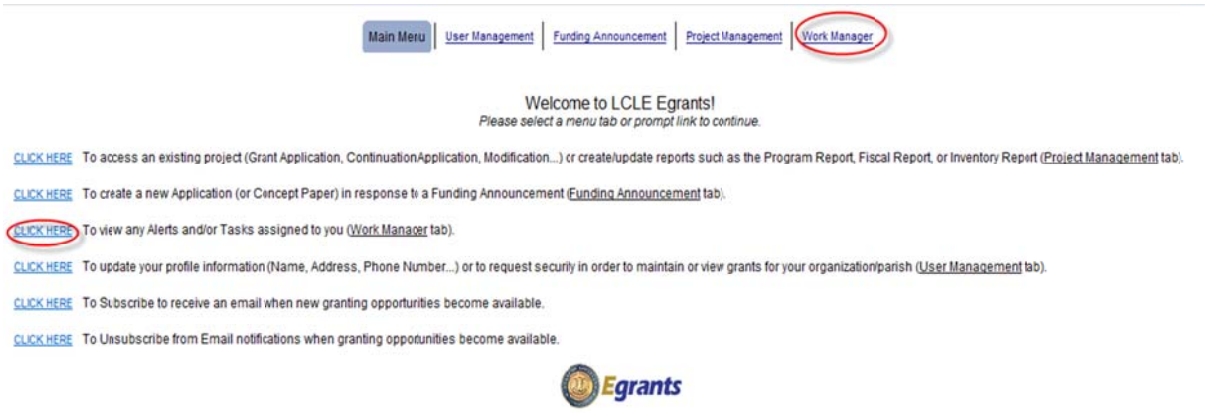
Returned Program Report for Correction

Once you submit a program report, LCLE staff will be notified to review it.



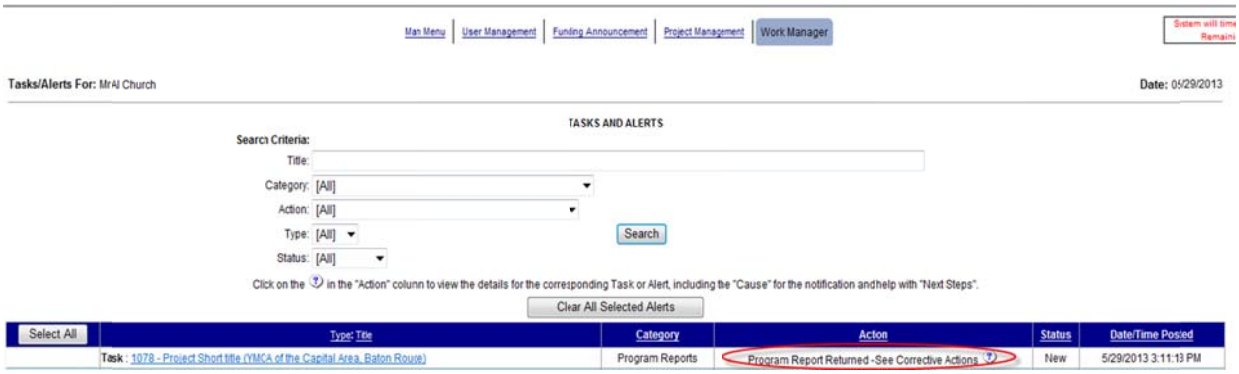
If the LCLE staff encounter problems with the report that need correction, they will document them as corrective actions. The status of the report will be changed to "**Return to Applicant**" and the report will be returned to you for updates.

Work Manager



You will be notified of any problems with the program report through **Work Manager**. The email address on file for the primary contact will receive an email alerting them to items added to the **Work Manager**.

Work Manager Tasks and Alerts

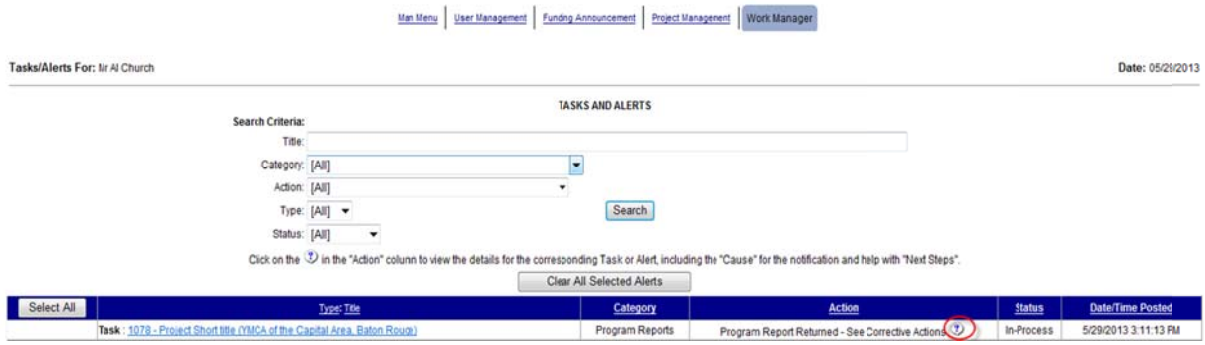


A Work Manager **task** is a work item that must be performed. If you receive a task, some action must be taken within Egrants on your program report to clear the task. The Primary Contact associated with each subgrant will receive all task notifications.

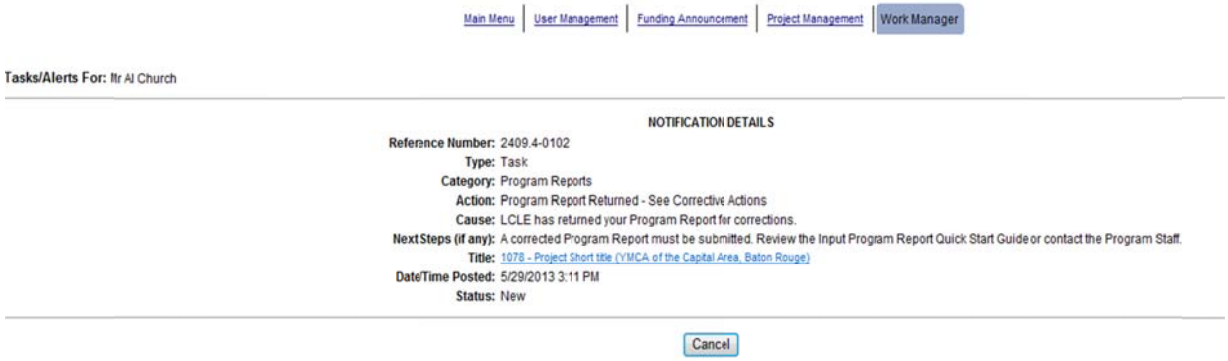
A Work Manager **alert** is a notification of an event that has occurred or of an activity that is pending within the Egrants system regarding your program report. No action by the recipient is required. You can manually clear any alert notifications received.

Work Manager will display a task about the program report being returned.

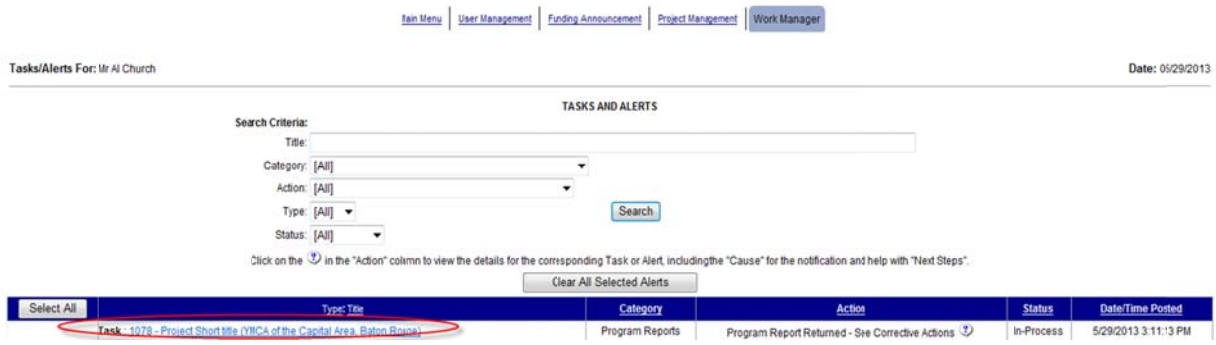
Task and Alert Details



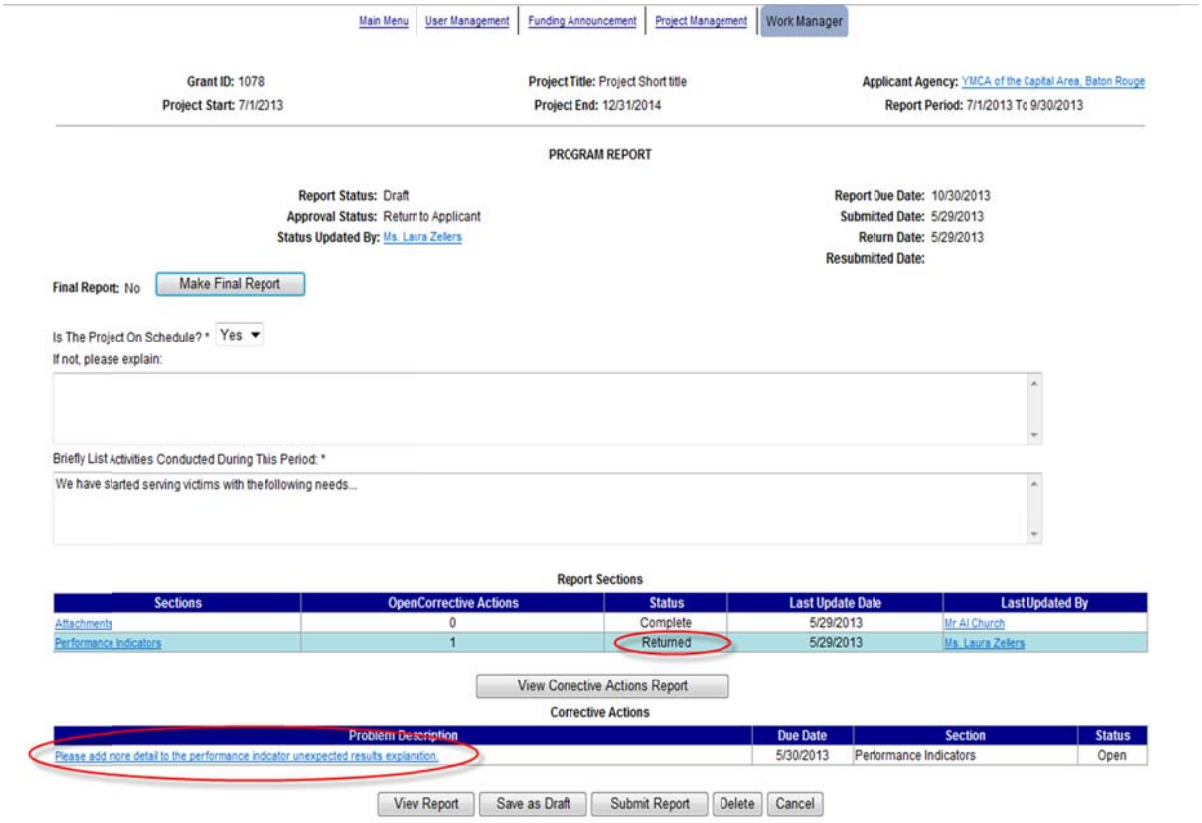
You can click on the "**?**" in the Action column to learn the reason for receiving the task or alert as directions for the next steps to take on the **Notification Details** screen.



Corrective Actions

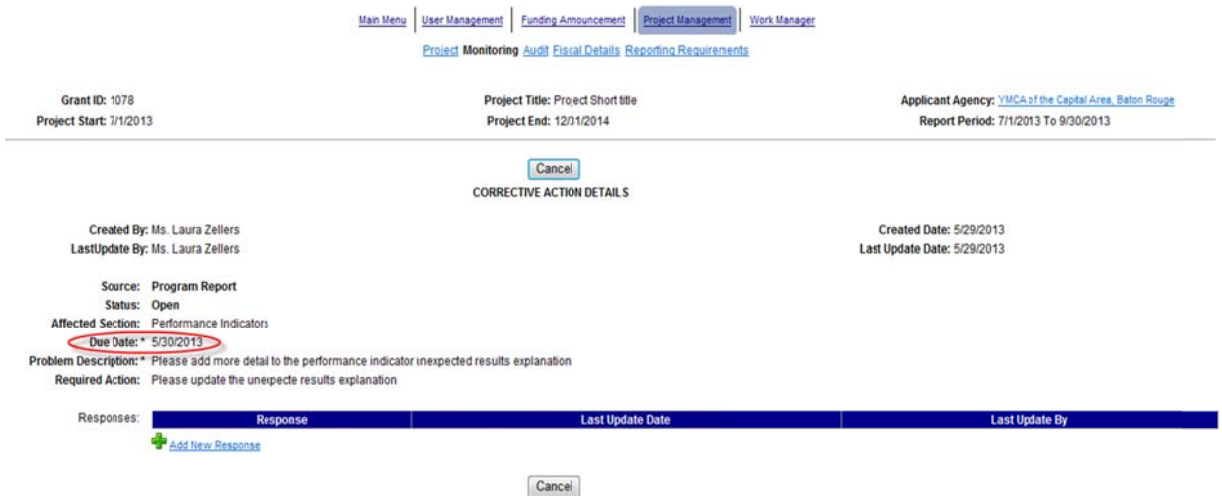


You can click on the title of the returned program report to see the reviewer's corrective actions necessary for approval.

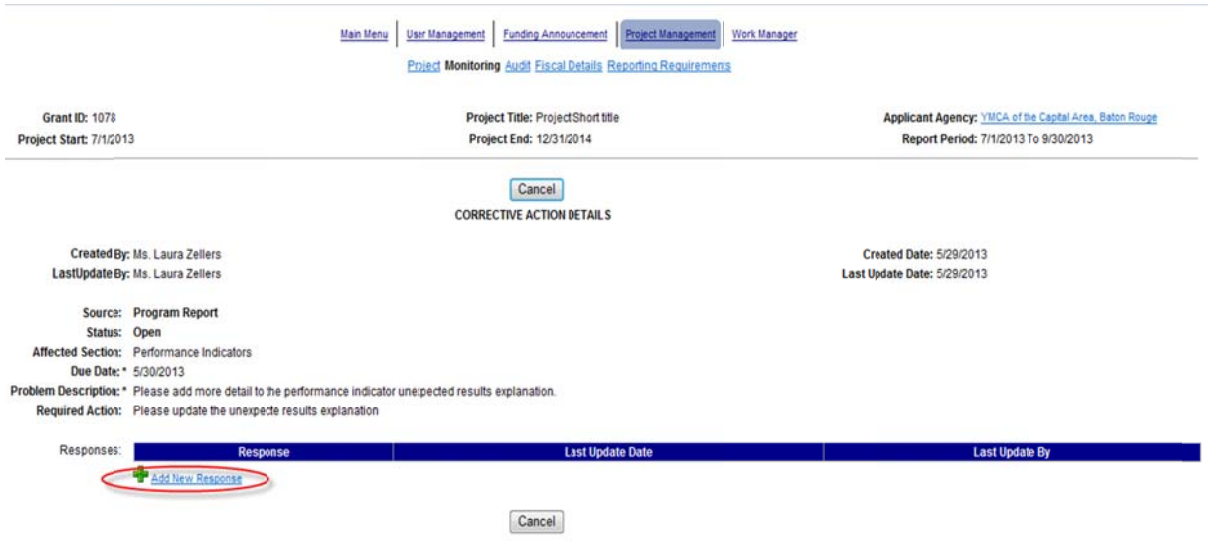


You can see which section has been marked with a status of "**Returned**" and click on the "**Problem Description**" of the corrective action to see the details of the question or change requested.

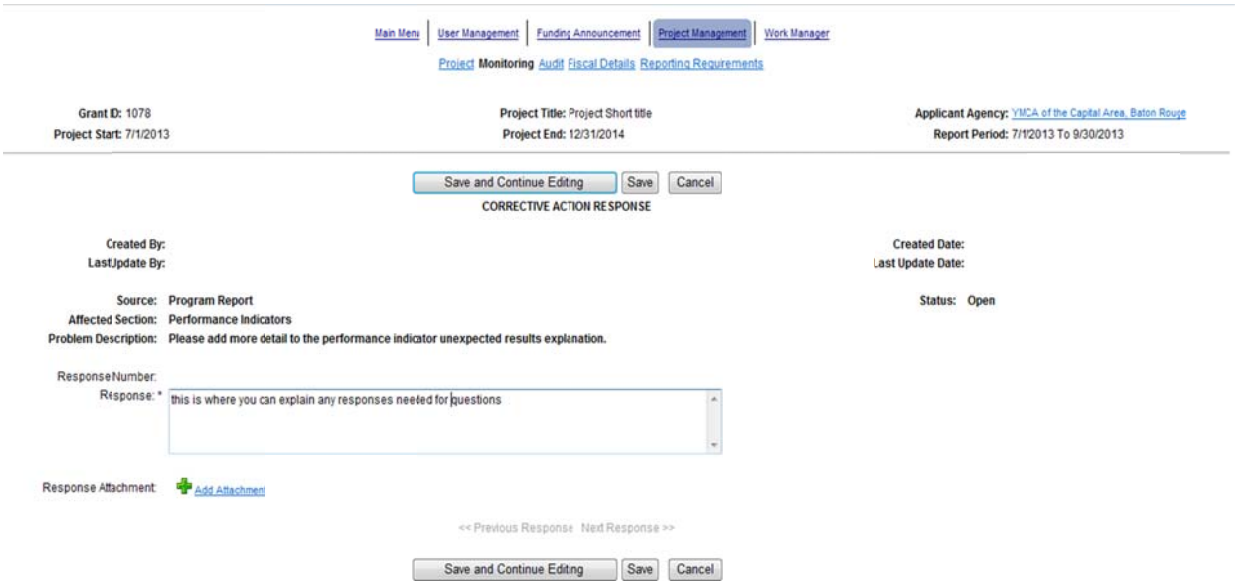
Corrective Action Details



The **Corrective Action Details** screen appears. Actions contain a corresponding "**Due Date**". This is the date when LCLE would like the problem resolved and the report resubmitted to them.

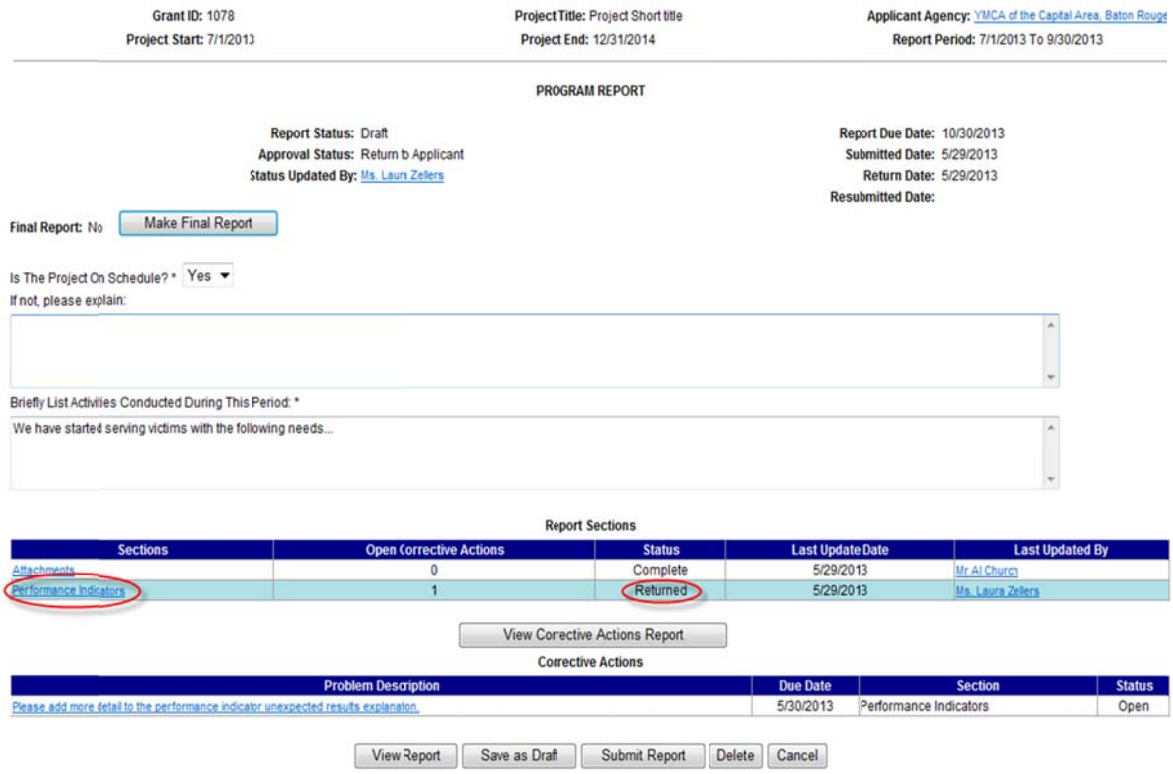


Corrective actions can request a response. Click on the "**Add New Response**" button.

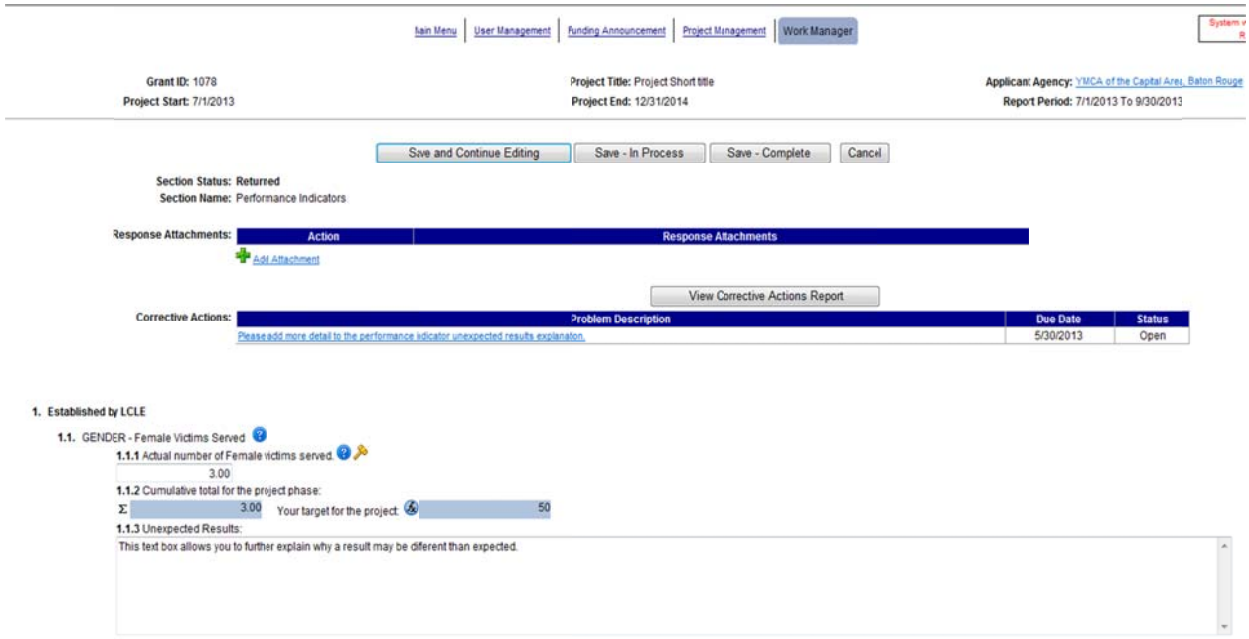


Enter a response description and any attachments needed to address the corrective action and click the "**Save**" button.

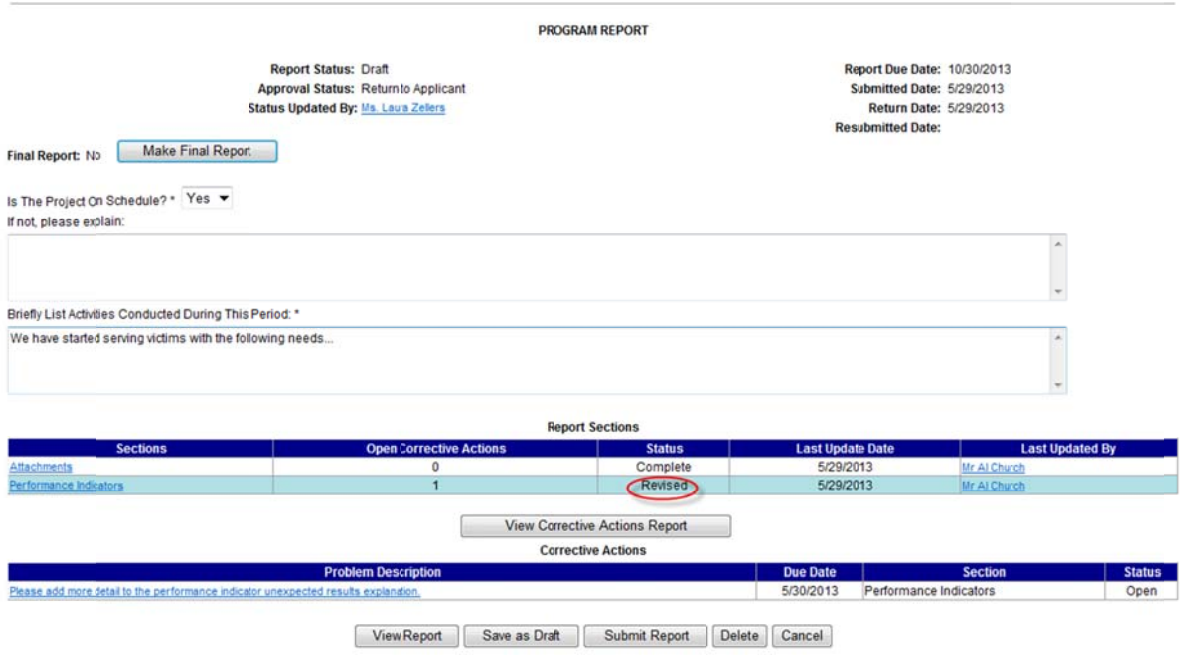
If you are finished with the corrective action, click the "**Cancel**" button to return to the report.



The program report will be sent back to you in its entirety. The sections requiring changes will be marked as "**Returned**." These are the only sections which you can update.

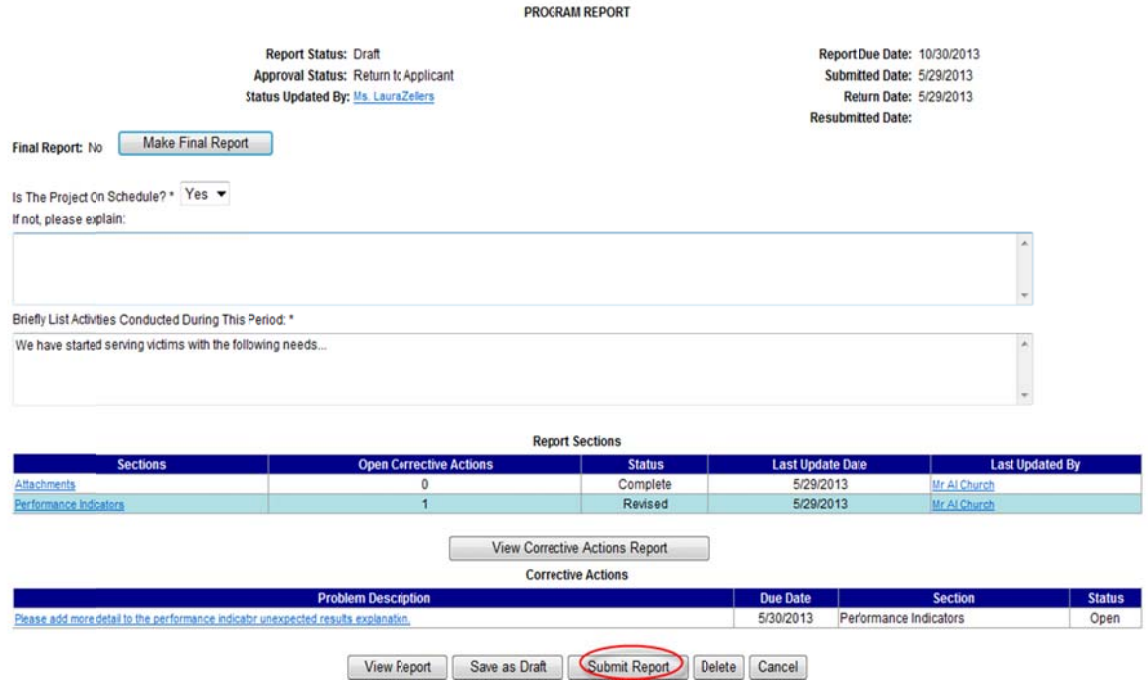


You can view the corrective actions specific to the section and make the requested changes in the section.

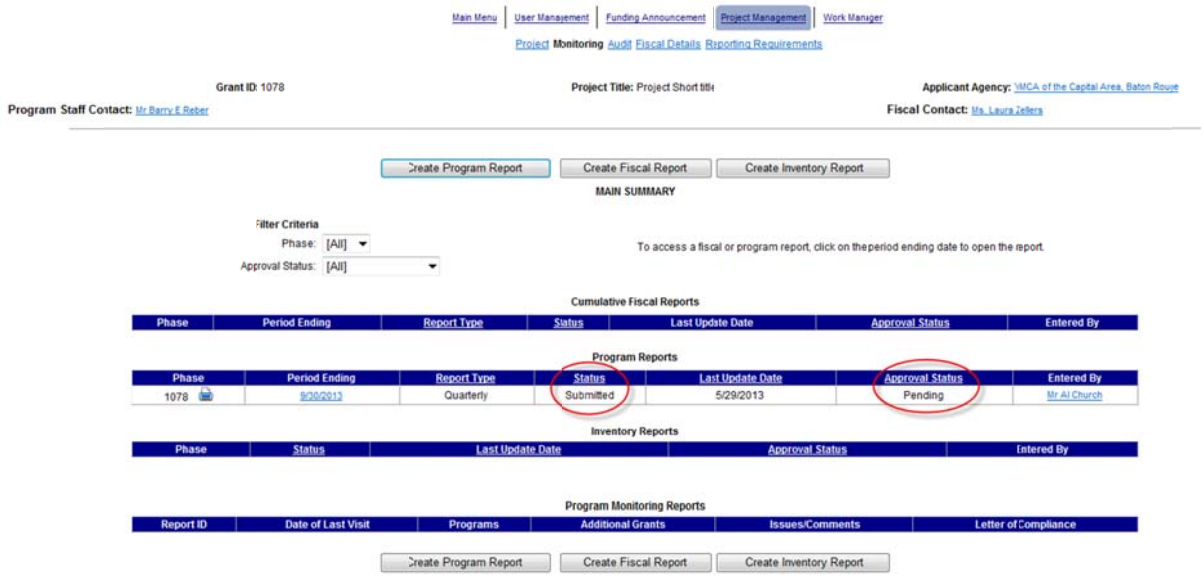


Once you have completed the updates, click on the "**Save – Complete**" button to change the section status from "**Returned**" to "**Revised**".

Resubmit the Program Report with Updates

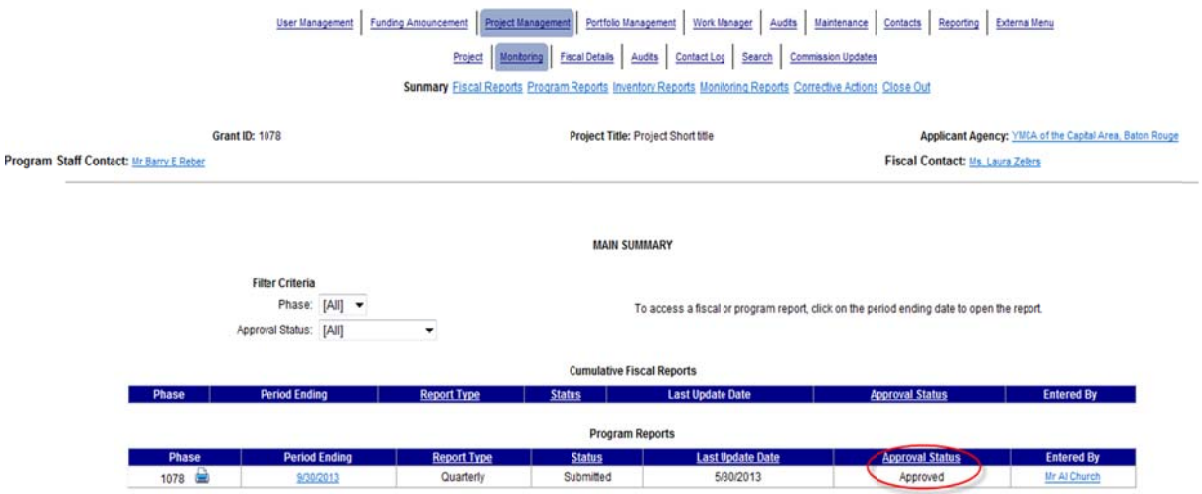


Once you are finished and all the sections have a status of "**Complete**" or "**Revised**", click on the "**Submit Report**" button.



LCLE staff will be notified that updates have been completed and that the report is ready for review.

Program Report Approval



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