Wisconsin Department of Justice

Egrants System User Guide

What is in this guide?

This guide describes technical steps describing how to apply for and manage a grant in Egrants. This will include the following information:

1.) Egrants Login Registration Process.
2.) Logging into Egrants.
3.) Filling out an Application.
4.) Reporting.
5.) Requesting modifications to your grant.
6.) Steps to close out your grant.

Where can I get more Egrants help?
Egrants Assistance: Weekdays, 8 a.m.–4:30 p.m.
E-mail: Egrants@doj.state.wi.us
Local calls: (608) 267-9068
Toll-free: (888) 894-6607

Program and Financial Contact names are listed in the Grant Announcement document associated with the specific funding opportunity for non-technical questions.

Where can I get help relating to managing my project?
The DOJ Administrative Guide provides guidelines relating to allowable costs, making changes to my grant contract, financial-program-inventory reporting assistance, etc. This document can be found on the DOJ website http://www.doj.state.wi.us/
scroll down to the bottom of the page and click on Grants which is in the blue section under Resources.

1.) Egrants Login Registration Process

Step 1: Register for a Wisconsin Login ID (if you already have a Login ID go to step 3)
- Go to https://register.wisconsin.gov/
- Click on "Self Registration".
- Click "Accept" after reading the User Acceptance Agreement.
- Complete Profile Information.
- Click on "DOJ Egrants" as the system you are requesting access to.
- Complete the Login ID and Password fields. *(choose your own)*
- Enter Verification requested information.
- Click "Submit".

**Step 2: Register for the DOJ *Egrants* System**
- Soon after registering for your Wisconsin Login ID, you will receive an e-mail message from DOJ *Egrants* containing a link. *(the message will be from noreply@wisconsin.gov)*
- Click on the special encoded link contained in the e-mail message to display the Egrants account request form.
- Your profile information will be partially pre-filled.
- Complete all remaining fields
- Enter Signing Official Name. (Ex. City it is the Mayor, for Counties it is the County Board Chair, Nonprofits it is the Executive Director)
- Enter Applicant Agency Name. (Ex. City of Nashville Police Department)
- Click "Submit".

**Step 3: Log in to the DOJ *Egrants* System**
- After submitting your Request for Access to *Egrants* you will receive a confirmation e-mail message from DOJ to confirm your account is activated. It should not take long for you to receive this e-mail message; however, it may take up to a few days, so make sure to register early!
- Go to https://egrants.doj.state.wi.us
- Enter your Login ID and Password.

2.) Logging into Egrants.

a.) Go to the DOJ website http://www.doj.state.wi.us/, scroll down to the bottom of the page and click on "Grants".
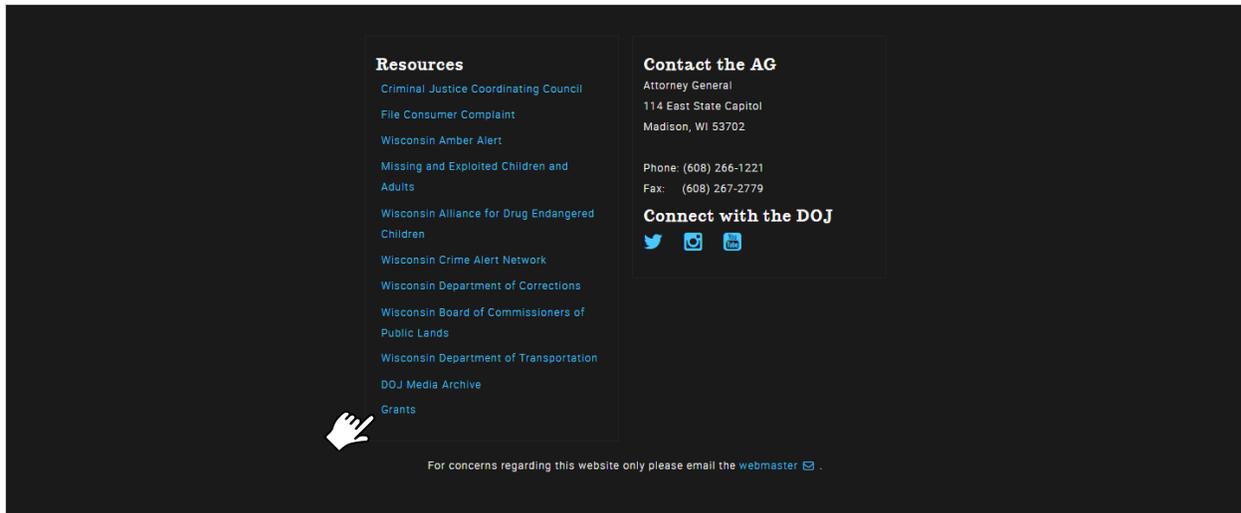
b.) From the Grants Home page click on Egrants Login.
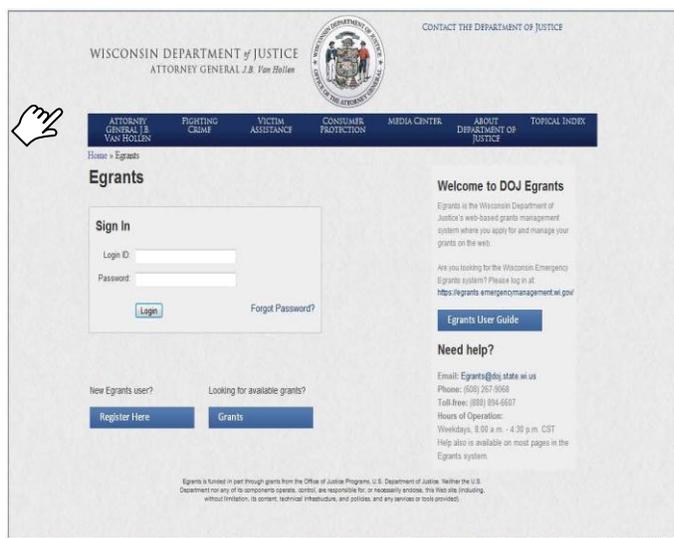
System Hints…

- Keep an eye on the clock in the upper right corner and save frequently. If you have a large narrative that you want to type into the system you may want to do it in Word and copy and paste it into Egrants so you don't time out. (attachments are allowed in many areas)

- When the system gives you a project number please write it down. If you leave the system and come back you will want to go into the same application.

- Click on the floating Help Button for assistance.

3.) Filling out an Application.

An agency can apply for grant funds from DOJ by completing an application in response to a Funding Announcement. The process of finding available funding announcements and completing an application on *Egrants* is described here.

a.) Click on the "Funding Announcement" tab.

b.) Select the appropriate Funding Announcement you would like to apply against by clicking on the funding announcement title hyperlink.

c.) The Funding Announcement Summary for your selection will appear. Click on the "Start an Application" button to begin an application.

d.) A pop up window will give you your grant ID. Make note of the **Grant ID.** You will need this same Grant ID for future log-ins or to retrieve your saved application.

e.) Click on each hyperlink under the Section Name to complete the required information. When finished with each page, change the Completion Status, in the top left corner of the page, from "In Process" to "Complete". Then click **"Save"**. At any time you can click Print Application to get a hardcopy of the application.

All sections must have a Status of "Complete" before you can submit your application. Click **"Submit Application"** when you have all sections marked complete and are ready to submit the application to DOJ.

Main Menu | User Management | Funding Announcement | **Project Management** | Work Manager (0)

Project   Application   Monitoring   Fiscal Details

Grant ID: 9966   Project Title:
Application Status: Open - Draft   Fund Announcement: Beat Patrol 2013

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Main Summary Information	In Process	0	10/17/2012 1:20:15 PM
Approval Checklists	In Process	0	10/17/2012 1:20:11 PM
Performance Measures	In Process	0	10/17/2012 1:20:11 PM
Budget Detail	In Process	0	10/17/2012 1:20:15 PM
Budget Narrative	In Process	0	10/17/2012 1:20:11 PM
Problem Description	In Process	0	10/17/2012 1:20:11 PM

Print Application   Submit Application   Withdraw Application

View Issues/Comments

Keep an eye on the system clock so you don't time out.

You can change the status of each section between "in-process" and "complete" until the time the application is submitted. After it is submitted a modification is required.

See Section 5 for more information about grant modifications.

TIPS on completing the Main Summary Section….

1.) The system will ask you to search our system first to see if the information already exists. If the correct data comes up, select it and click save.

2.) To find your Congressional, Senate, and Assembly Districts, you can click on the map to view your district.

4.) Reporting

Program Reports and Financial Reports are a requirement for all DOJ grant awards applied for through Egrants. Due dates for these reports will be in the award document and must be kept current in order to be reimbursed for costs incurred with the project.

Completing Program Reports:

1.) Log into your grant and select "Click Here to enter/update/view Quarterly Fiscal Report information or Periodic Program Report information for this grant."

2.) To submit a Program Report, click on the "Create" button. Notice the reporting periods and due dates display in the system in addition to your grant award documents.

3.) Enter the information required for the Reporting Period listed at the top. Be sure to complete all asterisked fields and hyperlinks under the "Report Sections" box. If this is your Final Report for the grant, make sure to mark "Is this the Final Report" as "Yes". When the required information is entered and any attachments are included, click "Submit". You can also save a draft of the report and return to finish it later.

Only one Program Report can be submitted at a time. You can't proceed to the next Program Report until the prior one is approved by DOJ staff.

This Report only covers the period

Report Start:	7/1/2012	Report End:	9/30/2012	Project Period:	7/1/2012 To 6/30/2014

PROGRAM REPORT

Report Status: Draft   **Report Due Date:** 10/13/2012
Approval Status: Pending   **Status Updated By:**
Report Submission Date:

Is the Project on Schedule? *
If not, please explain:

Briefly List Activities Conducted During This Period: *

Is this the Final Report: *
(Make final report to close out your grant.)

The information that you enter should relate to the reporting period displayed.

Report Sections

Sections	Last Update Date	Last Updated By
Performance Measures		
Client Information		
Service Information		
Additional Information		
Attachments		
Other Standard Questions		

Add New Corrective Action

Problem Description	Due Date	Status

Save as Draft   Submit   Revise   Approve   Delete   Cancel

Completing Financial Reports:

Selected grant programs have implemented the on-line Financial Reporting process. If your grant requires completion of the on-line data entry and certification process see the steps below.

If your grant does not require on-line completion and certification please complete a G-2 Request for Reimbursement Form and **mail** to DOJ with original signatures of the Project Director and the Financial Officer. The Project Director and Financial Officer should match the approved application. If name changes are required, please do a "Modification to your award" to change the names. (see section 5) The G-2 form can be found http://www.doj.state.wi.us/ scroll to the bottom and select Grants in the blue section under Resources then on the right select Grant Forms. Forms are shown alphabetically. The G-2 form is used to request payment for the costs incurred for your project.

See the DOJ Administrative Guide for other guidance relating to requesting reimbursement. You can find this guide on the DOJ website by scrolling to the bottom of the home page and in the blue under Resources select Grants.

5.) Egrants Fiscal Reports Certification

Egrants Fiscal Reports Certification section allows for electronic submission of fiscal reports.

QUARTERLY SUBGRANTEE REPORT

This report submitted for the calendar quarter ending: 6/30/2016

Report Period Ending Date: * 6/30/2016

Report Type: * ● Quarterly ○ Interim

Final Report: * No ▼

Report Status: Draft
Approval Status: Pending

Submitted Date:
Status Updated By:

Financial Information	Budget	Expenditures To Date	Current Period	New Expenditures To Date
State	115,820.00	26,878.00	0.00	26,878.00
Cash Match (New Approp.)	38,607.00	8,959.00	0.00	8,959.00
Total Σ	154,427.00	35,837.00	0.00	35,837.00

Estimates of Amount of Funds Required Next Quarter: Federal $ 0.00   State $ 0.00

Budget Categories	Budget	Expenditures To Date	Current Period	New Expenditures To Date
Personnel	0.00	0.00	0.00	0.00
Employee Benefits	0.00	0.00	0.00	0.00
Travel (Including Training)	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	0.00	0.00	0.00	0.00
Consultants/Contractual	154,427.00	35,837.00	0.00	35,837.00
Total Σ	154,427.00	35,837.00	0.00	35,837.00

Project Income:

Project Income Earned: 0.00

Project Income Expended: 0.00

Remarks:

[Add Attachment]

Attachment Name (click attachment name to view it)	Attachment Description (click description to maintain it)	Date

Certifications

Project Director: Mr. Thomas Flint

Financial Officer: Ms. Edith Williams

[Certify Report]   [Certify Report]

[Save as Draft] [Submit] [Revise] [Delete] [Cancel]

After completion of your expenditures for the current period use the Certify Report buttons to electronically sign your report. The Project Director and Financial Officer must each certify the report before it can be submitted.

Supplies & Operating Expenses	0.00	0.00	0.00	0.00
Consultants/Contractual	154,427.00	35,837.00	0.00	35,837.00
				35,837.00

Project Income Earned: 0.00

Remarks:

Signature Verification ✕

Certification

By signing this Fiscal Report, I certify that all expenses are true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

Register as Certifier

Login ID: FlintT
Password: ••••••••••

Approve   Cancel

Attachment N
(click attachment nar

Certifications

Project Director: :Mr. Todd Campbell   Financial Officer: Mr G Paul Foster
Certify Report   Certify Report

The certify process involves the entry of certifier's approval of the report and login id and password. If the Project Director or Financial Officer is not currently an Egrants users they must each register to become a user / certifier.

A link to the registration page is provided on the certification dialog screen.

QUARTERLY SUBGRANTEE REPORT

This report submitted for the calendar quarter ending: 6/30/2016

Report Period Ending Date: * 6/30/2016

Report Type: * ◉ Quarterly ○ Interim

Final Report: * No

Report Status: Draft	**Submitted Date:**
Approval Status: Pending	**Status Updated By:** Tom Kershner

Financial Information	Budget	Expenditures To Date	Current Period	New Expenditures To Date
State	115,820.00	26,878.00	0.00	26,878.00
Cash Match (New Approp.)	38,607.00	8,959.00	0.00	8,959.00
Total Σ	154,427.00	35,837.00	0.00	35,837.00

Estimates of Amount of Funds Required Next Quarter: Federal $ 0.00   State $ 0.00

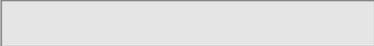| Budget Categories	Budget	Expenditures To Date	Current Period	New Expenditures To Date
Personnel	0.00	0.00	0.00	0.00
Employee Benefits	0.00	0.00	0.00	0.00
Travel (Including Training)	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00
Supplies & Operating Expenses	0.00	0.00	0.00	0.00
Consultants/Contractual	154,427.00	35,837.00	0.00	35,837.00
Total Σ	154,427.00	35,837.00	0.00	35,837.00

Project Income:

Project Income Earned: 0.00   **Project Income Expended:** 0.00

Remarks:

Add Attachment

Attachment Name (click attachment name to view it)	Attachment Description (click description to maintain it)	Date

Certifications

Mr. Thomas Flint	
Project Director: :Mr. Thomas Flint	Financial Officer: Mr G Paul Foster
Certify Report	Certify Report

Save as Draft | Submit | Revise | Delete | Cancel

Once either of the certifiers has signed the report no further data entry can be made except for remarks. Both certifications must be complete before the report can be submitted.

If any errors in the report are found prior to report submission the Revise button will allow the user to erase the signatures and correct the error(s). After corrections have been made the report must be re-certified by the Project Director and Financial Officer. Once both certifications are complete the report can be submitted.

6.) Requesting modifications to your grant.

A modification is a request to alter the awarded grant contract. It can include changes such as budget changes, key staff changes or grant extension requests.

1.) Log in to Egrants and click on the "Project Management" tab. Enter your Grant ID number.

2.) Click on **Create New Modification.**

3.) Click into each section, starting with the **Main Summary Information**. Complete and save that section to enable the other sections.

Tips for the Main Summary Section

Input the asterisked cells with the appropriate information (Submitted By, Project End Date, Project Start Date, Justification of Request). Change the Section Completion Status to "Complete" and click **Save.**

Tips for the Budget Detail Section

If you need to request changes to the Budget Categories, select the appropriate budget category link and make the necessary changes. If you are not requesting a budget change, change the Section Completion Status to "Complete" for this section and **Save**.

12

Tips for the Performance Measures Section

If you need to modify the pre-established performance measures, select the appropriate measures and make the change. If no changes are necessary, change the Section Completion Status to "Complete" and **Save**.

All sections must be marked COMPLETE on the Modification Summary page to enable the **Submit Modification** button to send the requested modification to DOJ. From this screen you can also print a copy of your modification.

You will get a paper Grant Adjustment Notice in the mail if your modification is approved or will be notified if the request was denied.

7.) Steps to close out your grant.

a.) When completing your last Program Report and G-2 Financial Form make sure to mark them as **"FINAL"**.

c.) If Equipment was purchased with grant money, an Inventory Report may be required to close out the grant. Inventory Reports can be entered where the Program Reports are entered in Egrants.

d.) All other programs with equipment exceeding $5,000 acquisition cost require an Inventory Report in Egrants.