Program Modifications
Progress & Activity Reports
Payments - Vouchers

eGrants

eGrants

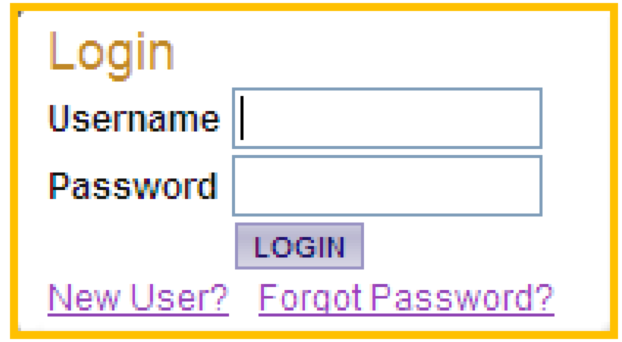
eGrants Program Modifications

Program Modifications are used for:

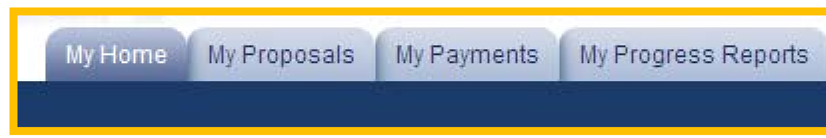
- **Budget Modifications–**will enable grantees to move awarded funds from one line item to another.
- **Scope Changes–**will allow grantees to move the emphasis of the program to another area or location.
- **Time Extensions–**will extend the end date of the grant beyond September 30 to a date specified by the grantee.
- **Other–** Please contact your program representative.

Completing an eGrants Program Modification

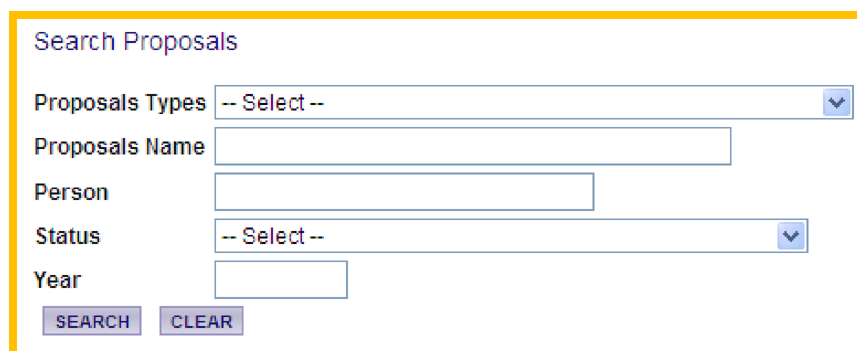
- Sign on to eGrants with user name and password.



- Locate the grant using the “**My Proposals**” tab.



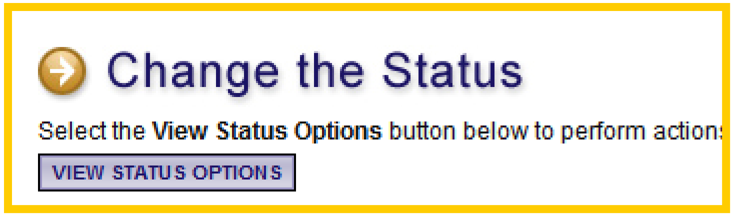
- Specify the grant type using the teardrop. Click “**SEARCH**”.



Completing an eGrants Program Modification

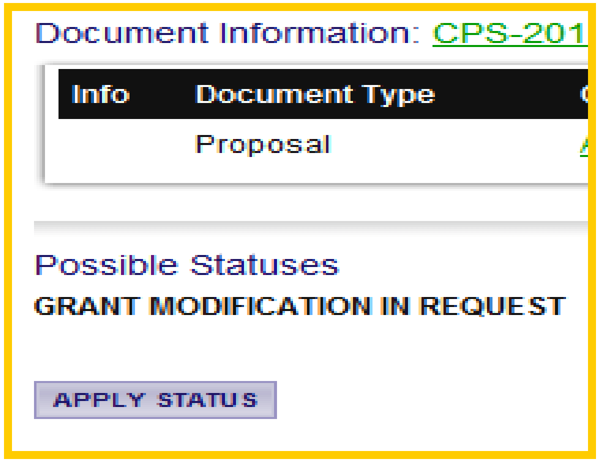
- Select the grant name from the search results box.

Document Type	Organization	Name	Current Status	Year
(STEP) To Reduce Unsafe Driving Behaviors 2010	Syracuse City Police Department	STEP-2010-Syracuse City PD - 00533-(034)	Grant Contract Approved	2010

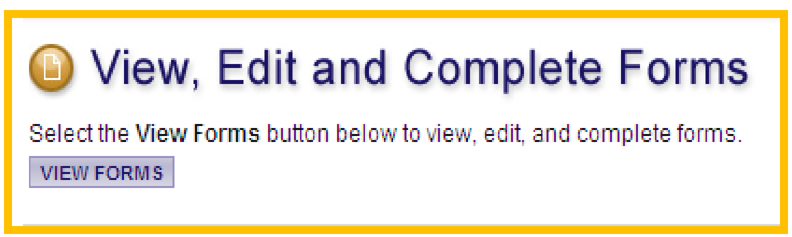


- On "**Proposal Menu**" page go to "**Change the Status**" section to make a program modification request. Click the "**View Status Options**" button.

Completing an eGrants Program Modification



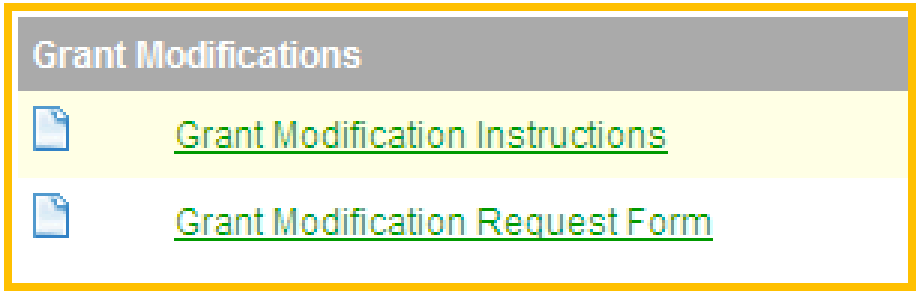
- On the "**Proposal Menu – Change the Status page**", click the button "**Apply Status**" for Grant Modification in Request. This will automatically bring you back to the "**Proposal Menu**" page.

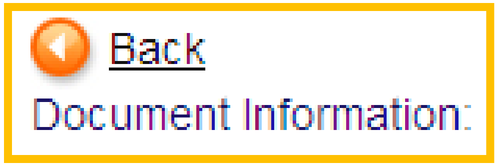


- On "**Proposal Menu**" page scroll to "**View, Edit and Complete Forms**" to click the "**View Forms**" button.

Completing an eGrants Program Modification

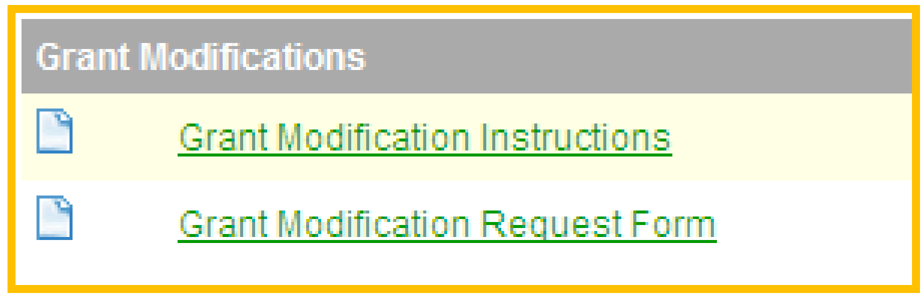
- On "**Proposal Menu - View, Edit and Complete Forms**" page scroll down to "**Grant Modifications**" Section. If you need instructions, read them.
- After reading; click the "**Back**" link next to the orange circle to return to the menu.





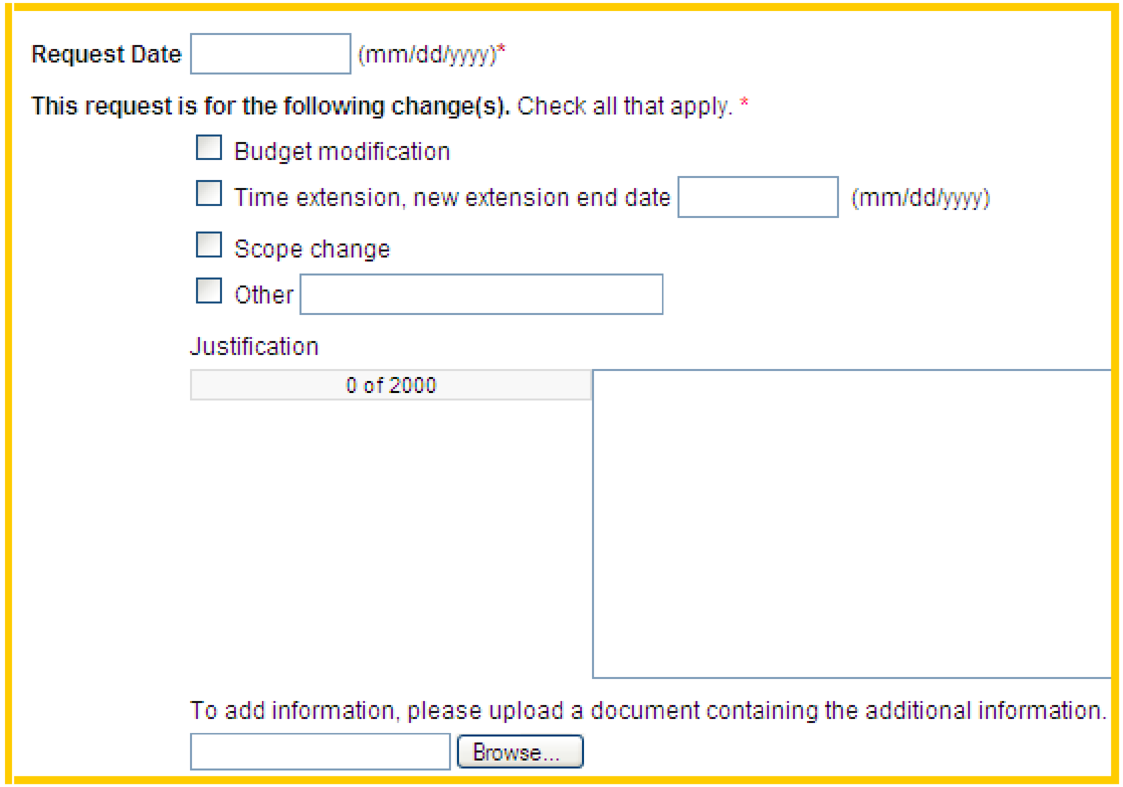
Completing an eGrants Program Modification

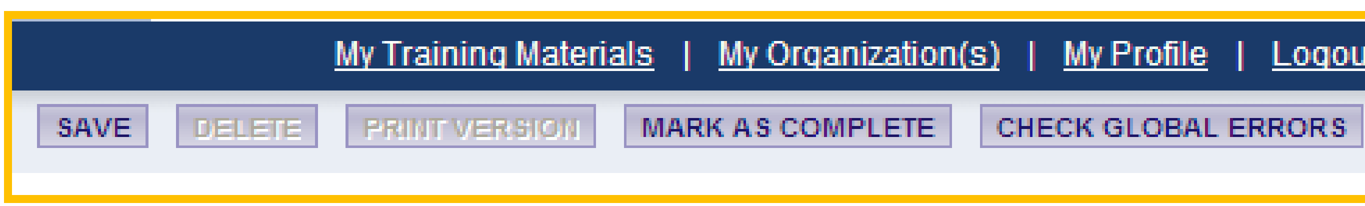
- On “**Proposal Menu - View, Edit and Complete Forms**” page click the green underlined link “**Grant Modification Request Form**”. This will take you to the “**Grant Modification Request Form**” page.



Completing an eGrants Program Modification

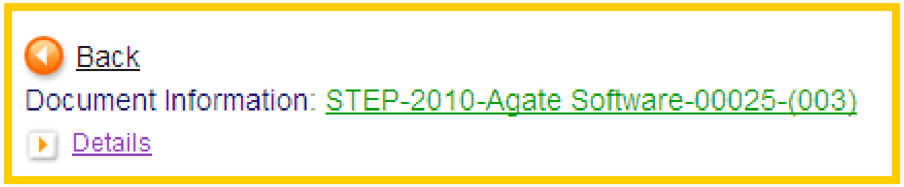
- On the "**Grant Modification Request Form**" page make entries as needed. Budget modifications need dollar amount with reason for the change. Remember to click "**SAVE**".



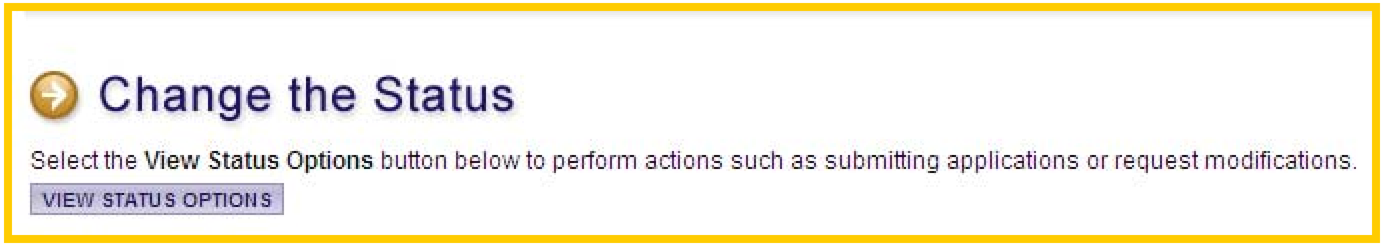


Completing an eGrants Program Modification

- After saving, click on the “**Document Information**” link which is the document name. This will take you to the “**Proposal Menu**”.



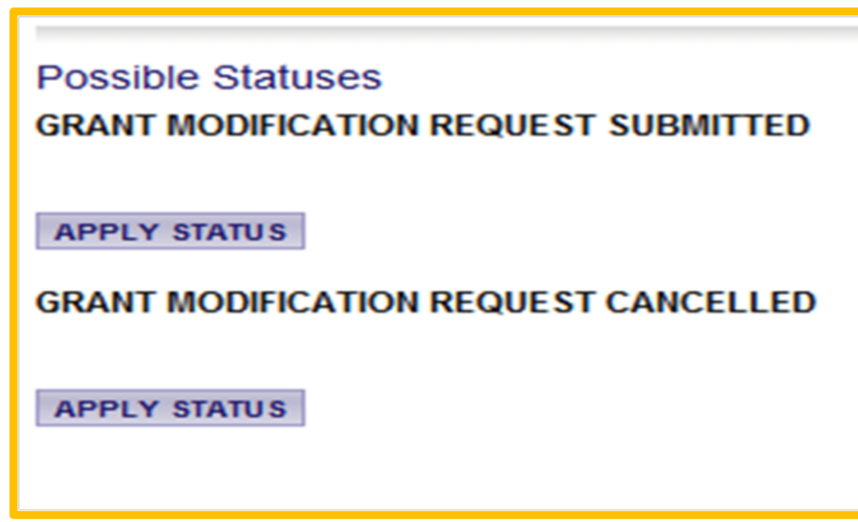
- On the “**Proposal Menu**” page scroll to the “**Change the Status**” section to click button “**View Status Options**”.



Completing an eGrants Program Modification

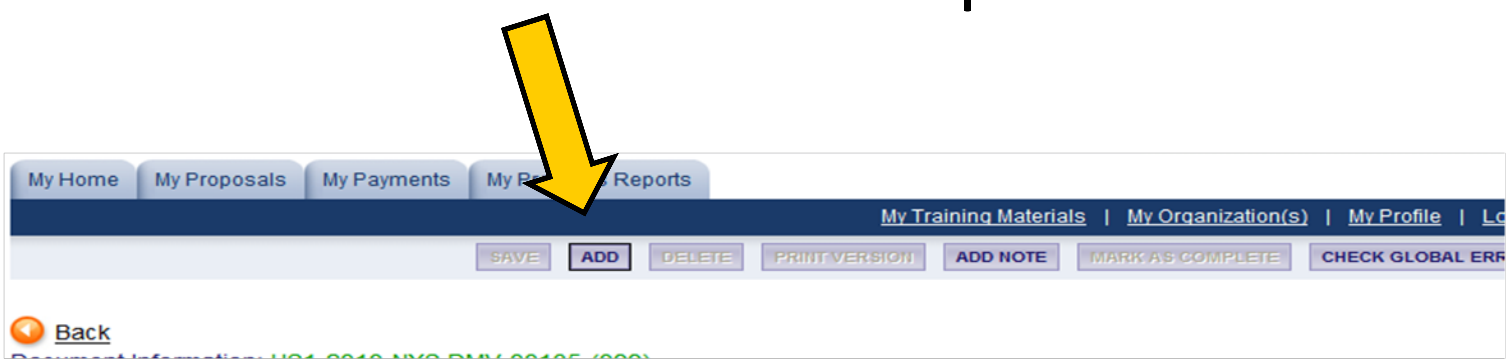
- On "**Proposal Menu - Change the Status**" page look for the "**Possible Statuses**".

- Click "**APPLY STATUS**" to submit the modification or to cancel the modification. Be sure you have submitted the request. GTSC cannot review it until it is submitted.



Completing an eGrants Program Modification – 2nd one

- After the first Project Modification has been processed by the GTSC, you will have to click ADD to get a blank form to do another Modification.
- 'ADD' will only appear after you have had one Mod processed and have changed status to Modification in Request.



Progress & Activity Reports

STEP, BUNY and Highway Safety Grants require a Semi-Annual and Final Report.

CPS grants have four offerings:

- Permanent Fitting Station –Semi-Annual and Final
- Awareness Training –Activity Report
- Car Seat Checks –Activity Report
- Distribution –Semi-Annual and Final

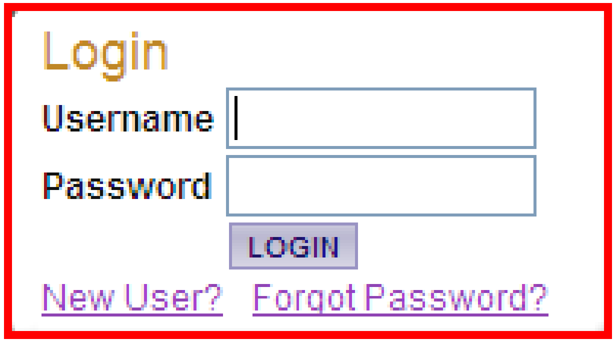
Due Dates
Progress & Activity Reports

The type of grant will determine the reports needed to be completed and filed with the GTSC.

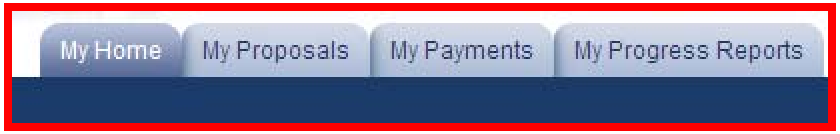
- Semi-Annual Reports are due **April 15**
- Final Reports are due **October 15**
- Awareness Trainings Activity Reports are due **5 days** after the event.
- Car Seat Checks Activity Reports are due **5 days** after the event.

Completing an eGrants Progress & Activity Report

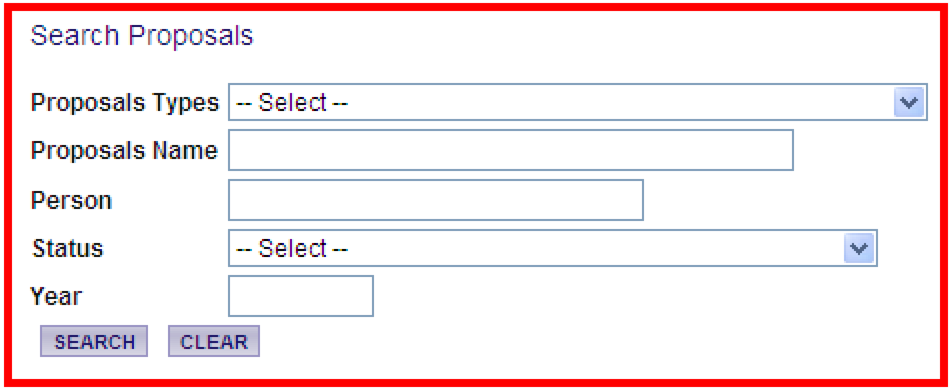
- Sign on to eGrants with user name and password.



- Locate the grant using the "**My Proposals**" tab.



- Specify the grant type using the teardrop. Click "**SEARCH**".



Completing an eGrants Progress & Activity Report

- Select the grant name from the search results box.

Export Results to Screen Sort my proposals by: -- Select -- GO

Document Type	Organization	Name	Current Status	Year
(STEP) To Reduce Unsafe Driving Behaviors 2010	Syracuse City Police Department	STEP-2010-Syracuse City PD - 00533-(034)	Grant Contract Approved	2010

- On "**Proposal Menu**" page scroll to "**Initiate Reports and Payment Requests**" to click the "**View Items**".

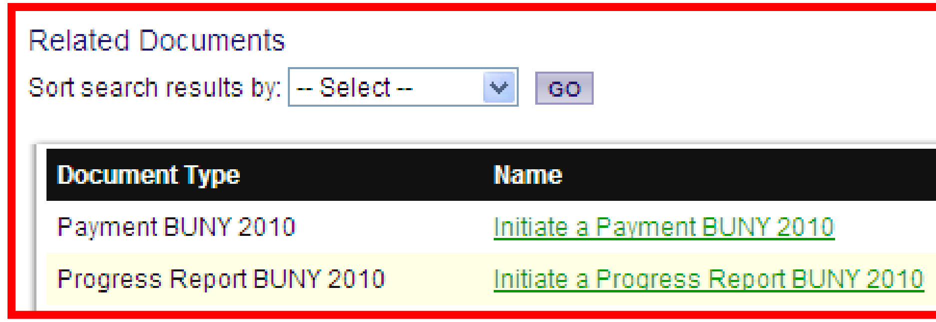
Initiate Reports and Payment Requests

Select the **View Items** button below to prepare progress reports and payment requests.

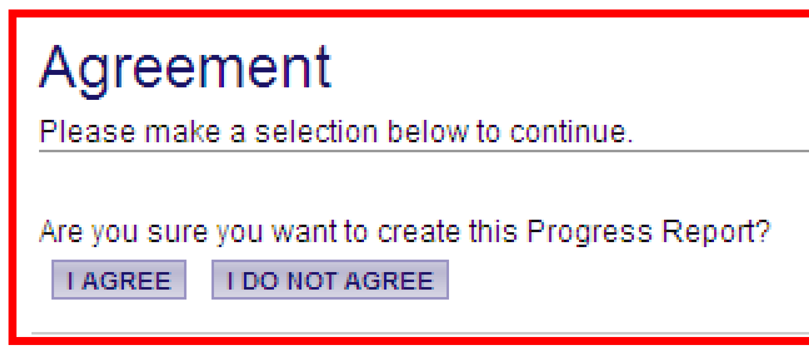
VIEW ITEMS

Completing an eGrants Progress & Activity Report

- On the “**Reports and Payments”** page, click the link to “**Initiate a Progress Report”** in the “**Related Documents”** section.

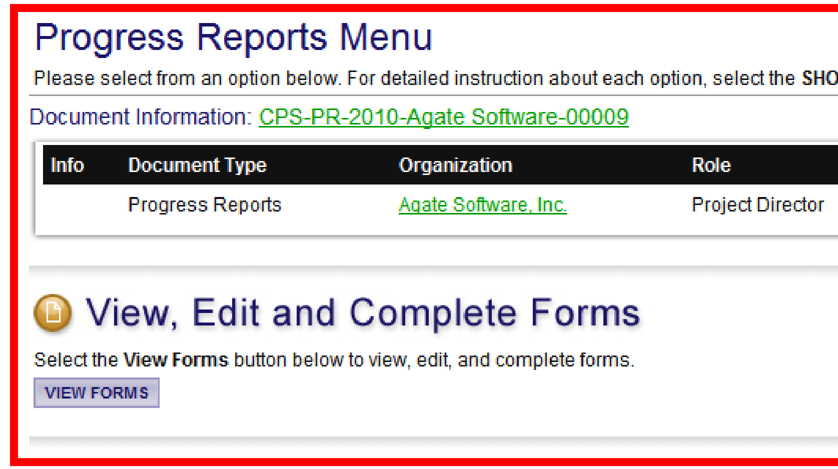


- This will take you to the **“Agreement”** page. Click on the **“I AGREE”** button. This will take you to the **“Progress Reports Menu”** page.

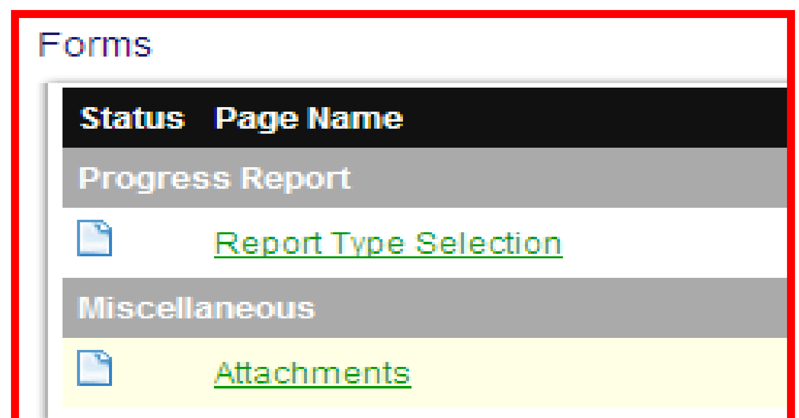


Completing an eGrants Progress & Activity Report

- On the **“Progress Reports Menu”** page, scroll to **“View, Edit and Complete Forms”** section to click **“VIEW FORMS”** button.

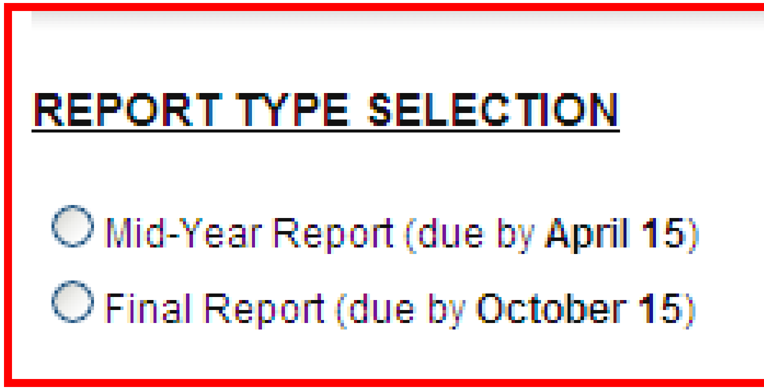


- On the **“Progress Reports Menu –View, Edit and Complete Forms ”** page, scroll to the **“Forms”** section to click on **“Report Type Selection”**.

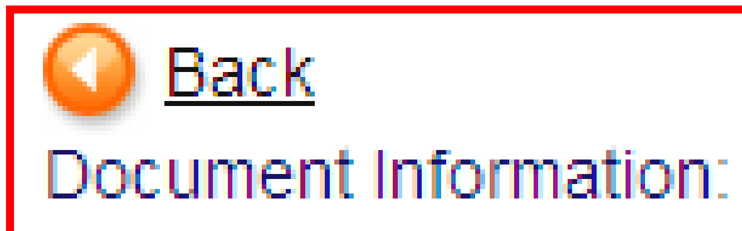


Completing an eGrants Progress & Activity Report

- On the "**Report Type Selection**" page click the type of report you are creating. Remember click "**SAVE**".



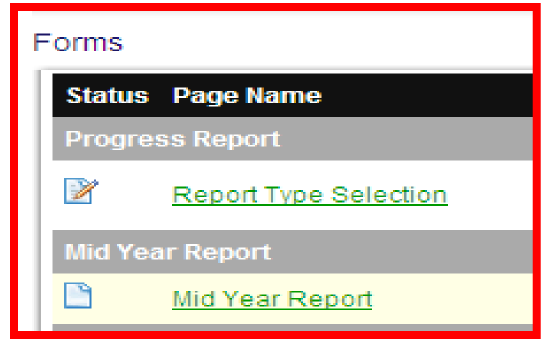
- After saving the report type, click the "**Back**" link next to the orange circle in eGrants.

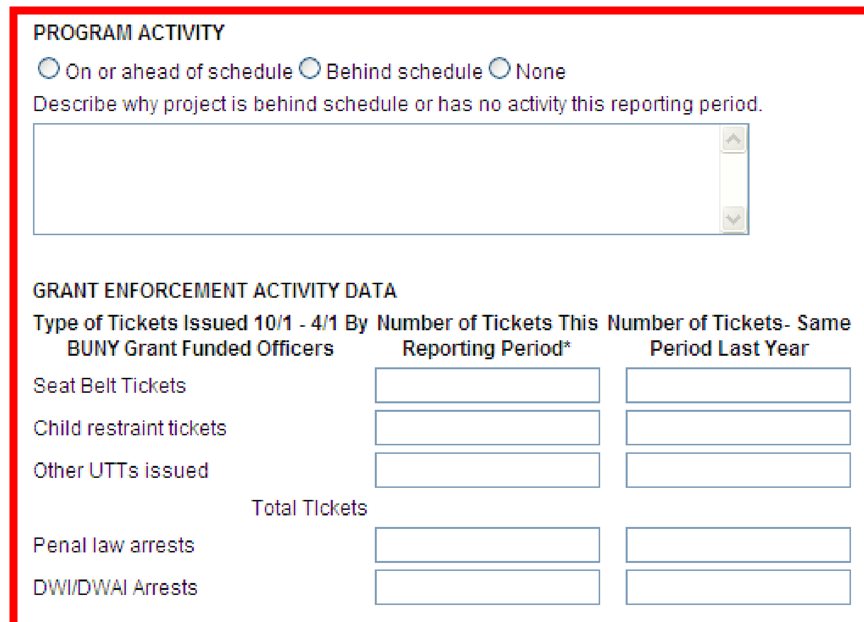


Completing an eGrants Progress & Activity Report

- On the "**Progress Reports Menu - View, Edit and Complete Forms**" page scroll to "**Forms**" section to click the "**Mid Year Report**".

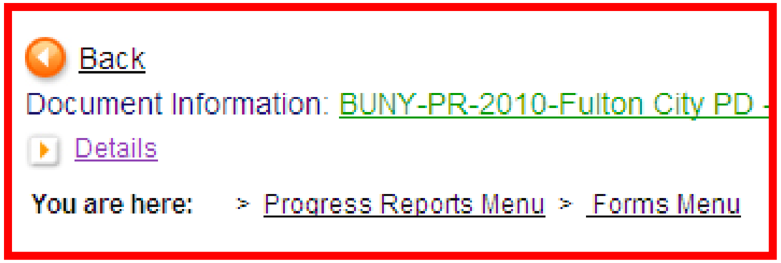
- On the "**Mid Year Report**" page fill in all required data and remember to click "**SAVE**".



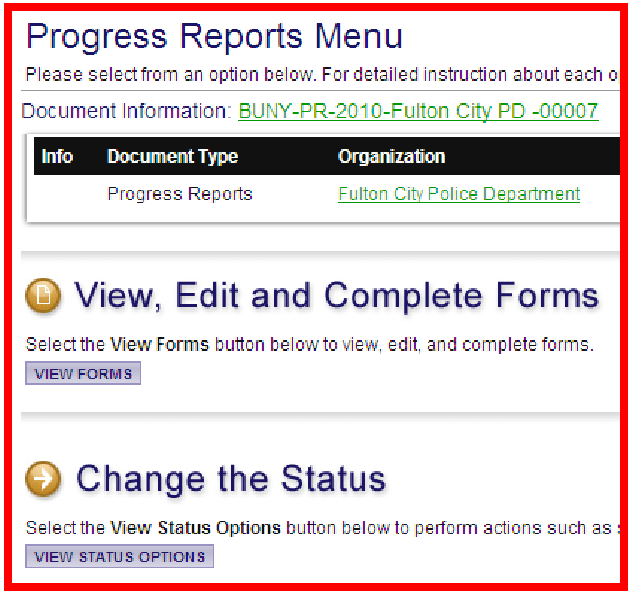


Completing an eGrants Progress & Activity Report

- After saving the "**Mid Year Report**", click the "**Progress Report Menu**" underlined link.



- On "**Progress Reports Menu**" page scroll down to "**Change the Status**" section to click on "**View Status Options**".



Completing an eGrants Progress & Activity Report

- Click "**Apply Status**" to **submit** the progress report or to cancel the progress report. Be sure you have submitted the report. GTSC cannot review it until it is submitted.
- If you experience any difficulties in completing a process report on eGrants, please contact your highway safety representative.

eGrants Payments - Vouchers

All grant funding is provided through the reimbursement process using vouchers.

Vouchers can only be used for grant approved items.

Voucher totals can not exceed a specific line item awarded amount in your budget.

Voucher Due Dates

It is recommended vouchers be submitted, minimally, on a quarterly basis and/or when funds are expended.

All major items must be purchased by July 31 and received by September 30.

All allowable costs incurred during the October 1 to September 30 grant period must be submitted on a voucher by October 31.

All vouchers received after October 31 are subject to non-reimbursement.

Voucher Approved Expenses

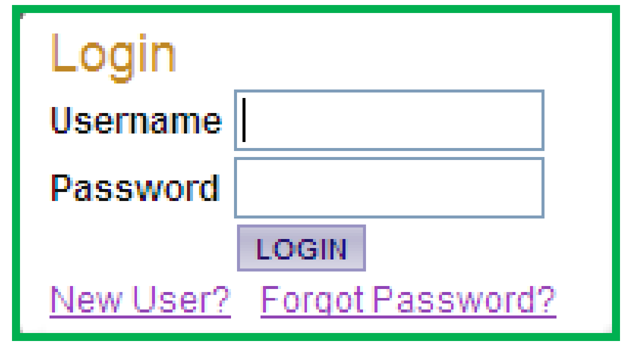
You will be reimbursed ONLY for items in your approved budget.

BEFORE you incur a cost, review your approved budget.

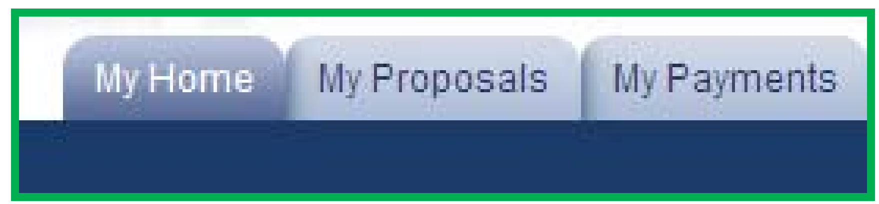
If you have submitted a Modification, do not incur the cost until you have approval.

Completing an eGrants Voucher

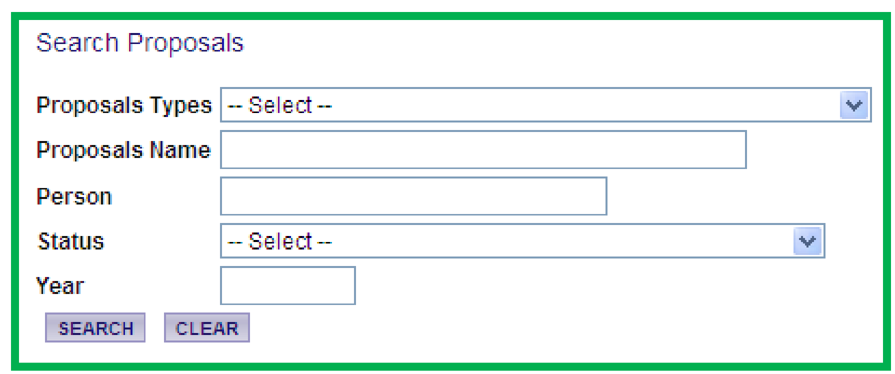
- Sign on to eGrants with user name and password.



- Locate the grant using the “**My Proposals**” tab.



- Specify the grant type using the teardrop. Click “**SEARCH**



Completing an eGrants Voucher

- Select the grant name from the search results box.

Export Results to Screen Sort my proposals by: -- Select -- GO

Document Type	Organization	Name	Current Status	Year
(STEP) To Reduce Unsafe Driving Behaviors 2010	Syracuse City Police Department	STEP-2010-Syracuse City PD - 00533-(034)	Grant Contract Approved	2010

- On "**Proposal Menu**" page scroll "**Initiate Progress Reports and Payment Requests**" to click the "**View Items**".

Initiate Progress Reports and Payment Requests

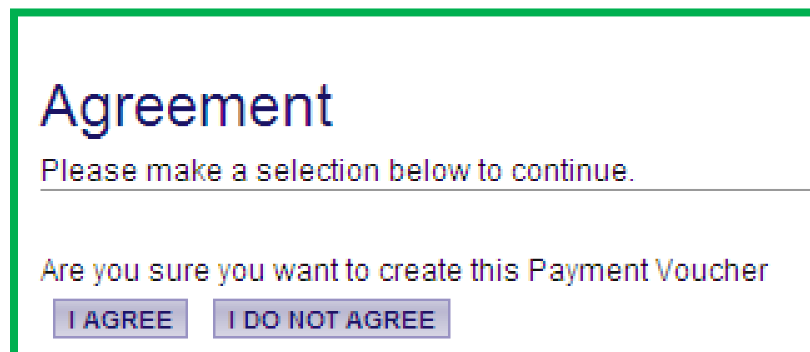
Select the **View Items** button below to prepare progress reports and payment requests.

VIEW ITEMS

Completing an eGrants Voucher

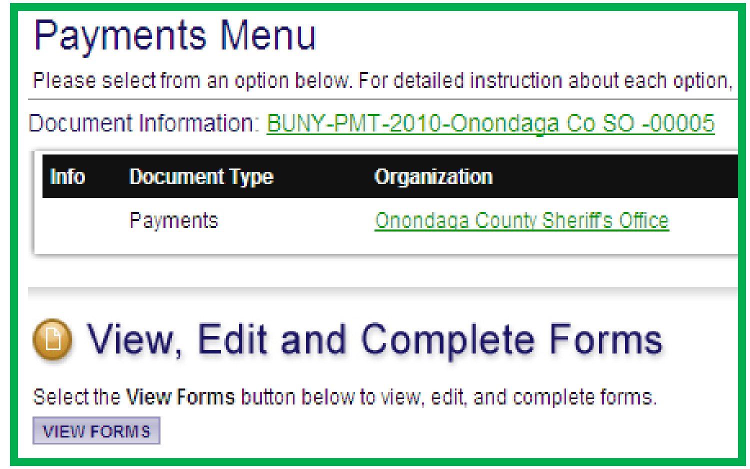
- On the "**Reports and Payments**" page, click the link to "**Initiate a Payment**" in the "**Related Documents**" section.

- This will take you to the **"Agreement"** page. Click on the **"I AGREE"** button. This will take you to the **"Payments Menu"** page. Once started, the payment must be submitted or canceled before another is started.

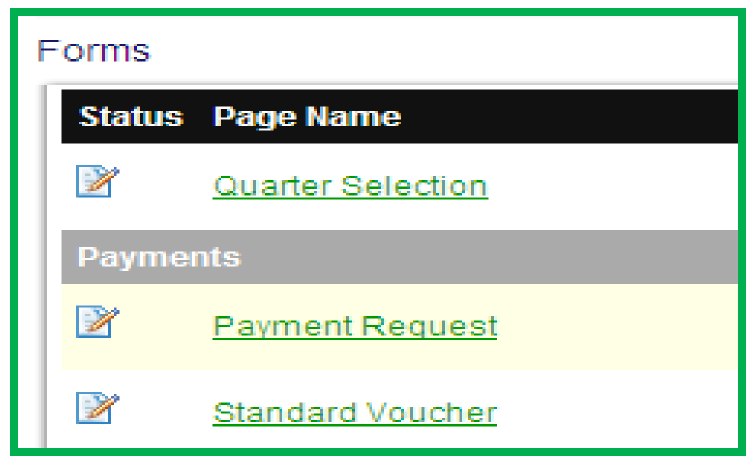


Completing an eGrants Voucher

- On the **“Payments Menu”** page, scroll to **“View, Edit and Complete Forms”** section to click “**VIEW FORMS**” button.

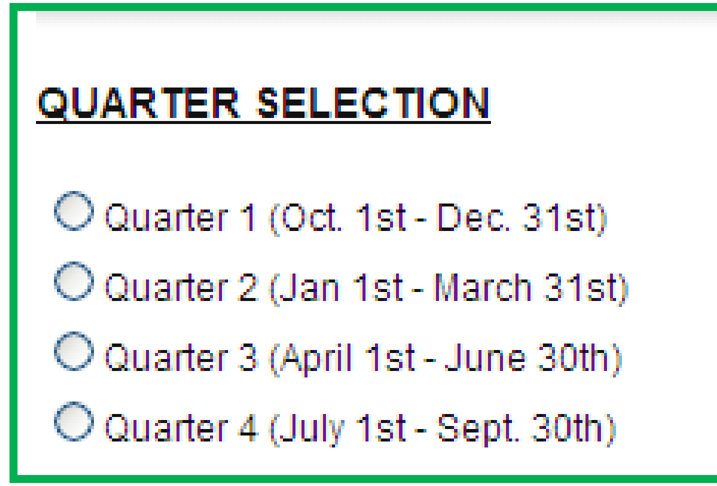


- On the **“Payments Menu –View, Edit and Complete Forms ”** page, scroll to the “**Forms**” section to click on “**Quarter Selection**”.

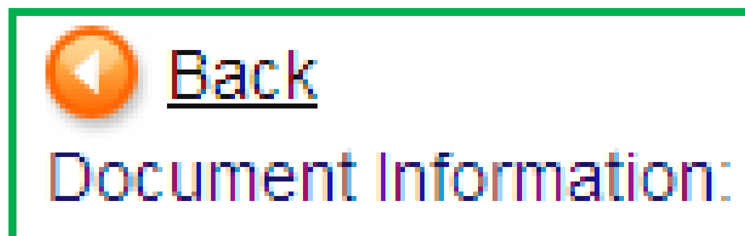


Completing an eGrants Voucher

- On the “**Quarter Selection**” page click the time period for which you are creating a voucher. Remember click “**SAVE**”.

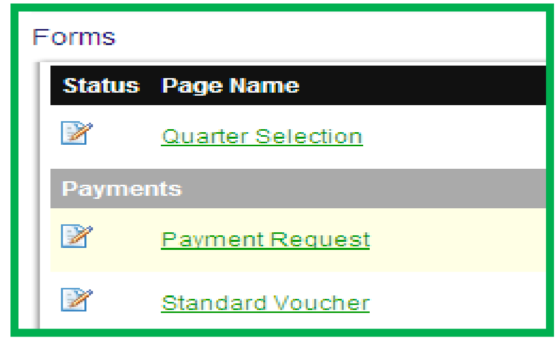


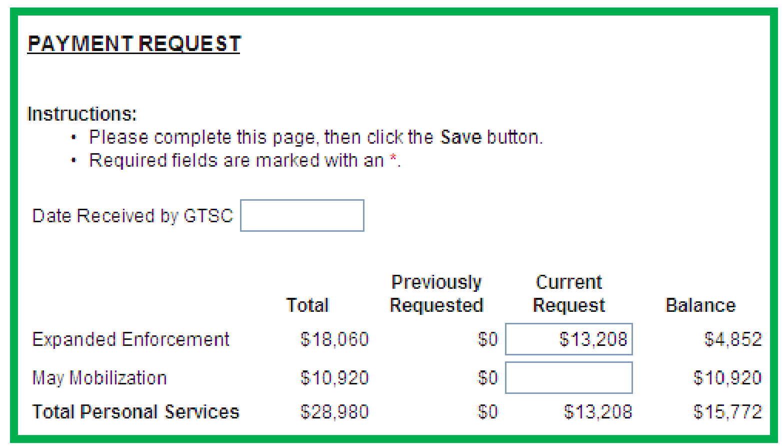
- After saving the quarter selection, click the “**Back**” link next to the orange circle in eGrants.

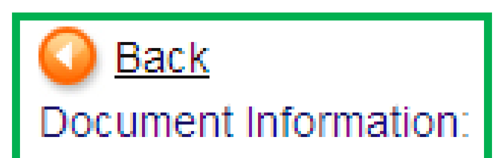


Completing an eGrants Voucher

- On the **"Payments Menu – View, Edit and Complete Forms "** page, scroll to the "**Forms**" section to click on "**Payment Request**".
- On the **"Payment Request"** page fill in the current requested amount and click the **"SAVE"** button.
- Remember to click the **"Back"** link.

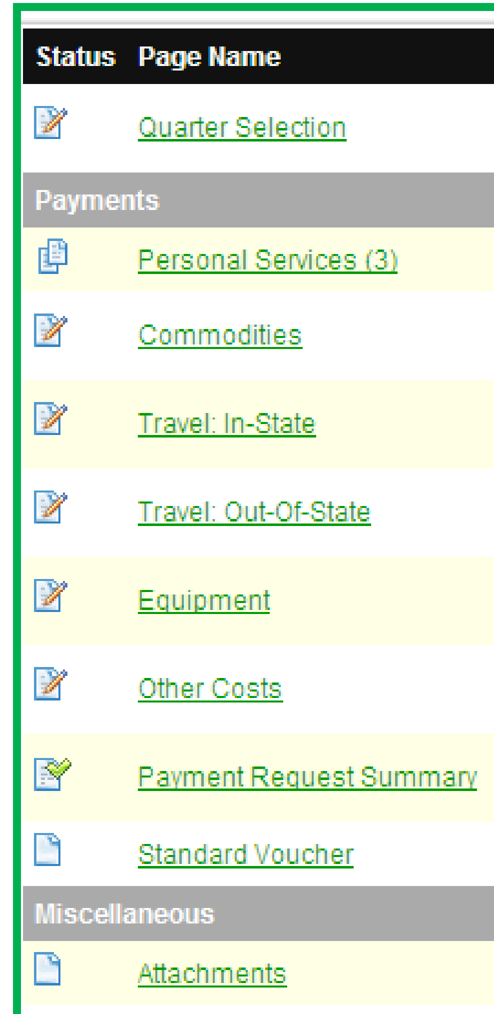






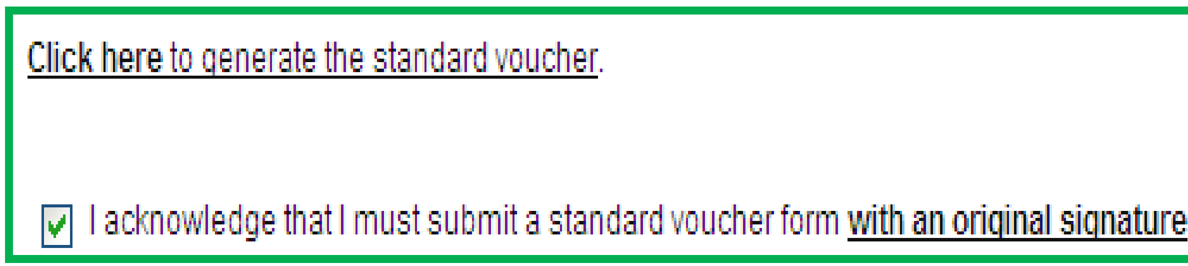
Completing an eGrants Voucher

- On the **“Payments Menu –View, Edit and Complete Forms ”** page, for a highway safety grant, click the line item you are requesting payment for, i.e. Personal Services, Commodities, Travel – in state. On Highway safety grants you must click the Payment Request Summary and save this page first.
- Then scroll to the “**Forms**” section to click on “**Standard Voucher**”.



Completing an eGrants Voucher

- On the “**Standard Voucher**” page, check the box stating to submit an original signed voucher. Remember to click “**SAVE**”.



- Click the link to generate a standard voucher. Open the voucher to print it and save a copy of the voucher on your computer.

Completing an eGrants Voucher

- Each voucher must be signed and mailed to GTSC with supporting documentation.

- PS-1 and PS-1NE can be accessed through the www.Safeny.com website or on the payment page under personal services.

Fiscal Reports — Forms & Instructions:

Form#	Title of Form
	Use eGrants to submit payment request for reimbursement. You may continu track your personal services hours.
PS-1	Itemized Listing of Personal Services for Enforcement
PS-1NE	Itemized Listing of Personal Services for Non-Enforcement

Created By: Maikels, JR on 2/2/2010 10:46:32 AM

You are here: > Payments Menu > Forms Menu > Payments

PERSONAL SERVICES

Instructions:

- Please complete this page, then click the **Save** button.
- Clicking the **Save** button will calculate percentages and totals.
- After saving the page and you do not receive an error, you can click **Add** to add anoth
- Required fields are marked with an *.

ps-1.doc

Itemized Listing of Personal Services for Law Enforcement Hours

You must use the PS-1 to document the personal services costs that you are claiming. This save. You will need to upload this completed document with your payment request.

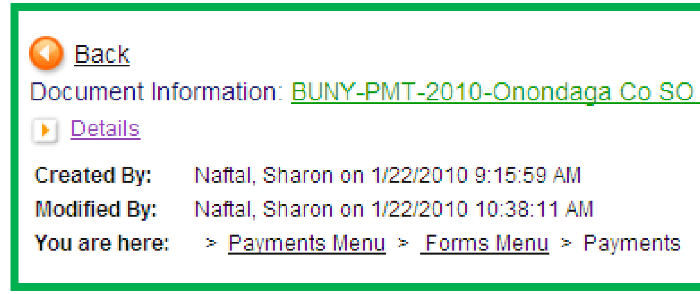
ps-1ne.doc

Itemized Listing of Personal Services for Non-Law Enforcement

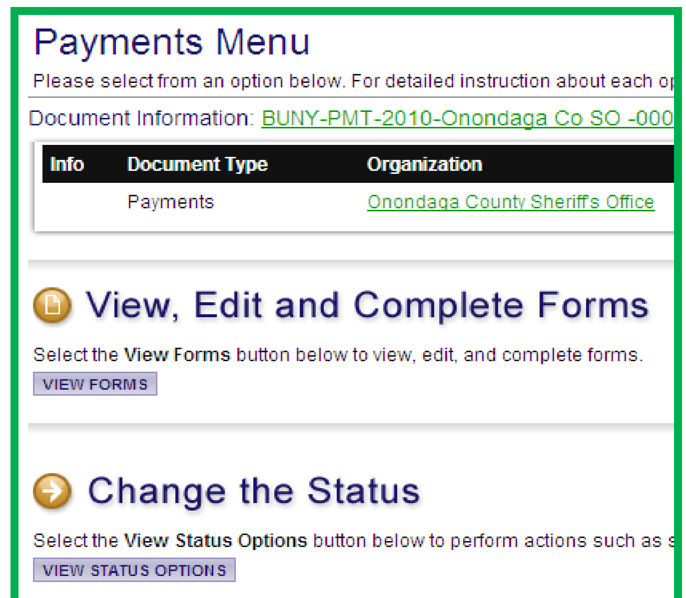
You must use the PS-1NE to document the personal services costs that you are claiming. T save. You will need to upload this completed document with your payment request.

Completing an eGrants Voucher

- After saving the voucher, click on the "**Payments Menu**" link on the line "You are here:".

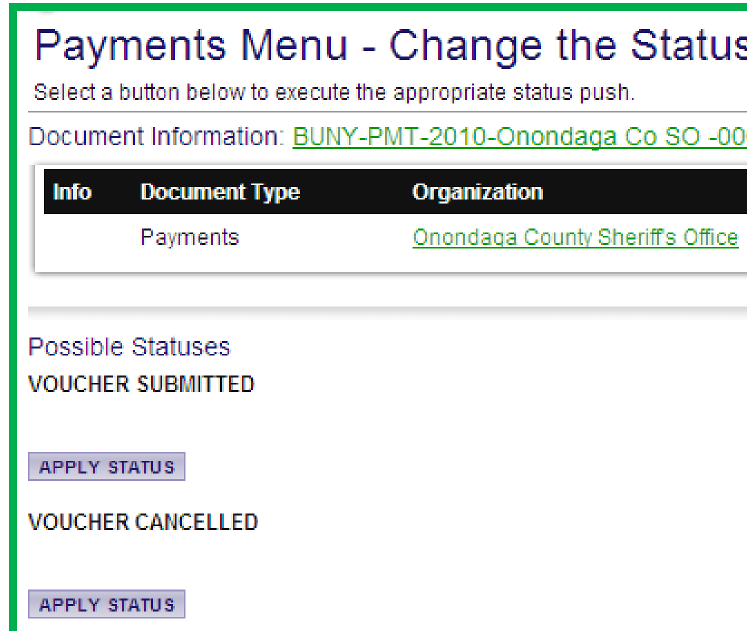


- On "**Payments Menu**" page scroll down to "**Change the Status**" section to click on "**View Status Options**".



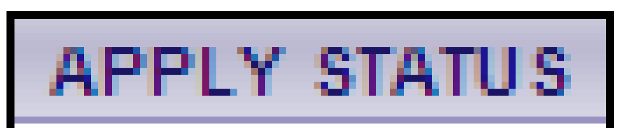
Completing an eGrants Voucher

- Click "**Apply Status**" to submit the payment voucher or "**Apply Status**" to cancel the payment voucher. Be sure you have submitted the voucher with backup. GTSC cannot review it until it is submitted.
- If you experience any difficulties in completing a payment voucher on eGrants, please contact your highway safety representative.



GTSC cannot review Program Modifications, Progress Reports or Vouchers until you submit them.

Please remember to go to the CHANGE THE STATUS page to



to submit!

- Program Modifications
- Progress Reports
- Vouchers

QUESTIONS?
COMMENTS?
CONCERNS?

THANK YOU!

eGrants | New York State Governor's Traffic Safety Committee
Online highway safety grant application and grant management.