

Program Modifications
Progress & Activity Reports
Payments - Vouchers

eGrants



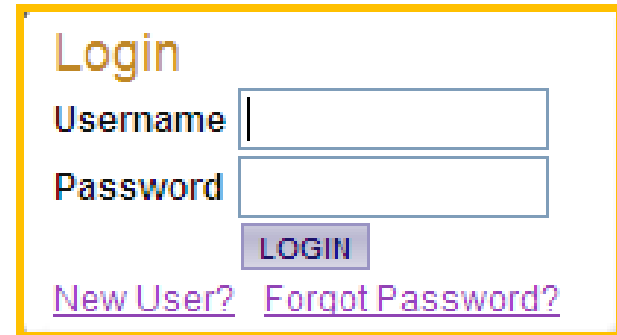
eGrants Program Modifications

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**”.



Login

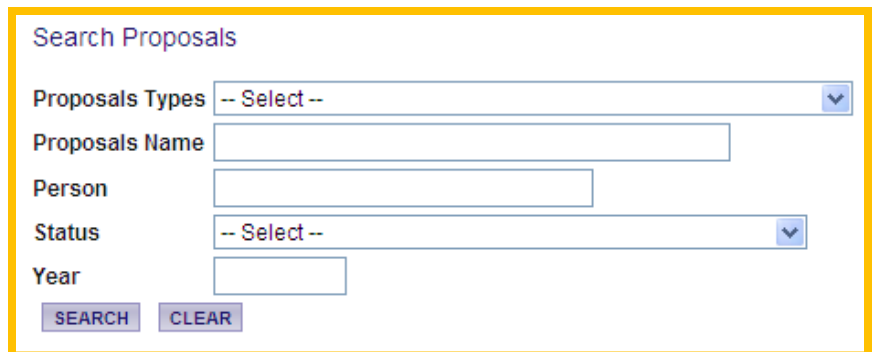
Username

Password

[New User?](#) [Forgot Password?](#)



My Home My Proposals My Payments My Progress Reports



Search Proposals

Proposals Types

Proposals Name

Person

Status

Year

Completing an eGrants Program Modification

- Select the grant name from the search results box.

Export Results to Sort my proposals by:

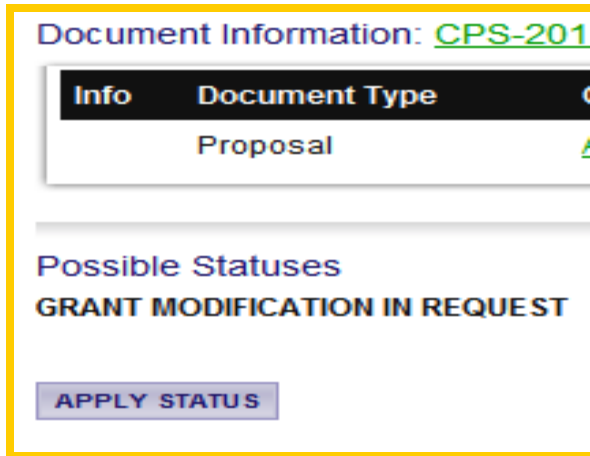
Document Type	Organization	Name	Current Status	Year
(STEP) To Reduce Unsafe Driving Behaviors 2010	Syracuse City Police Department	STEP-2010-Syracuse City PD - 00533-(034)	Grant Contract Approved	2010

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

 **Change the Status**

Select the **View Status Options** button below to perform actions:

Completing an eGrants Program Modification



Document Information: [CPS-201](#)

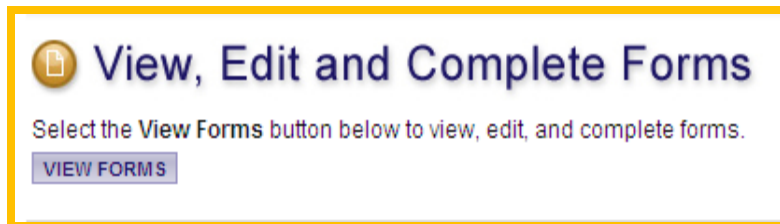
Info	Document Type
	Proposal

Possible Statuses

GRANT MODIFICATION IN REQUEST

[APPLY STATUS](#)

- 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.



 **View, Edit and Complete Forms**

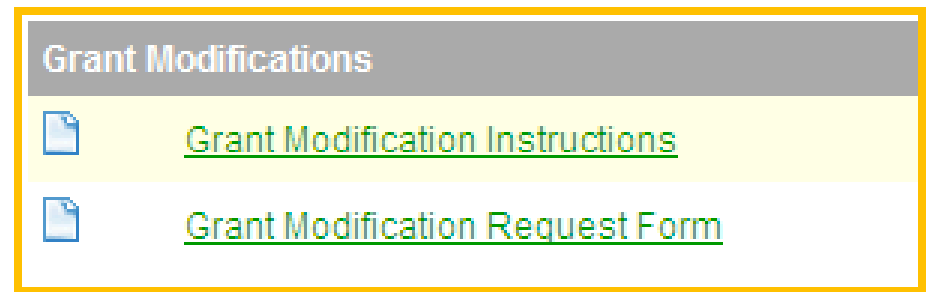
Select the View Forms button below to view, edit, and complete forms.

[VIEW FORMS](#)

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

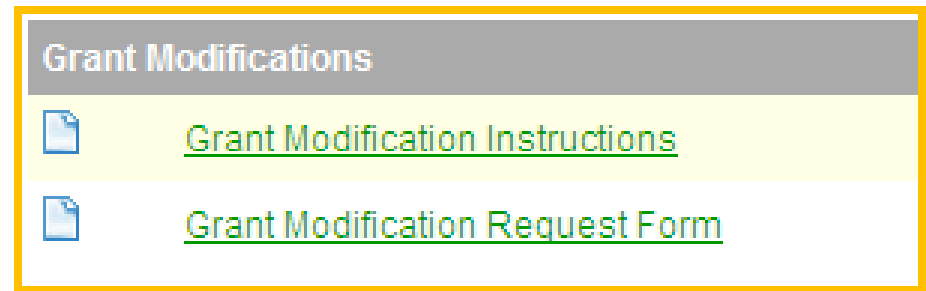
Completing an eGrants Program Modification

- 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.



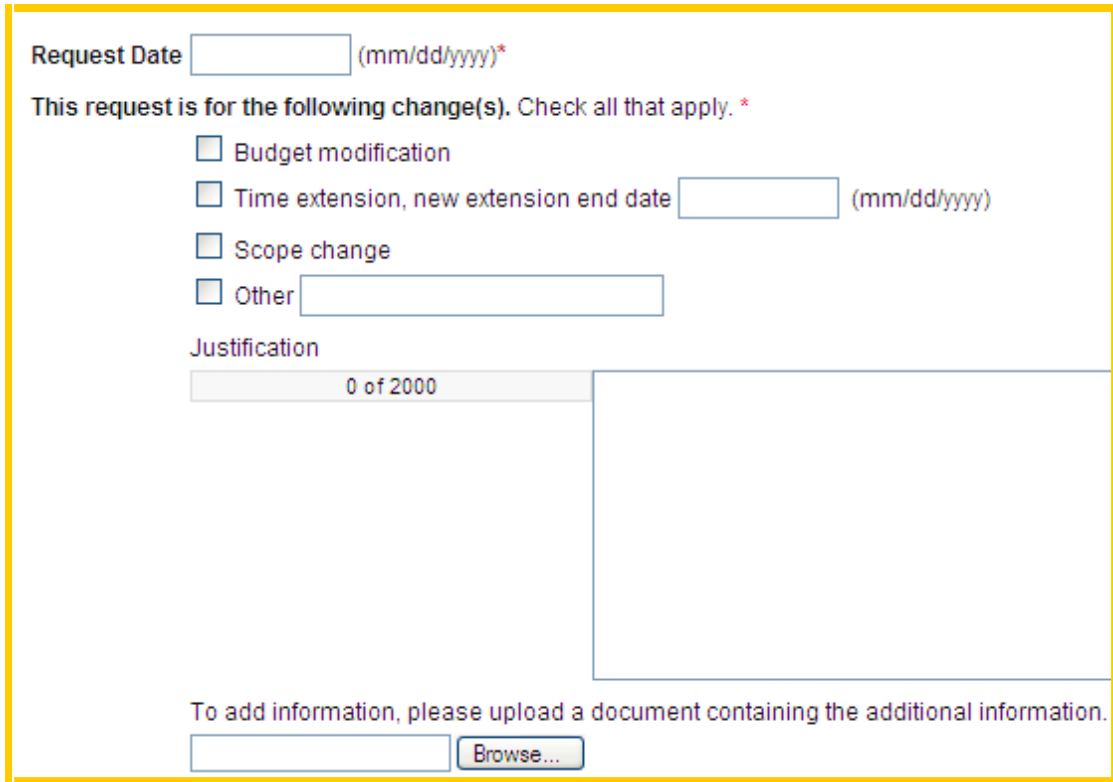
Completing an eGrants Program Modification

- 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**”.



Request Date (mm/dd/yyyy)*

This request is for the following change(s). Check all that apply. *

☐ Budget modification

☐ Time extension, new extension end date (mm/dd/yyyy)

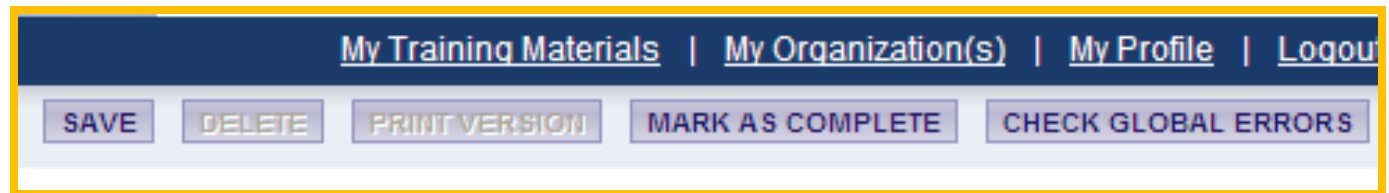
☐ Scope change

☐ Other

Justification

0 of 2000

To add information, please upload a document containing the additional information.



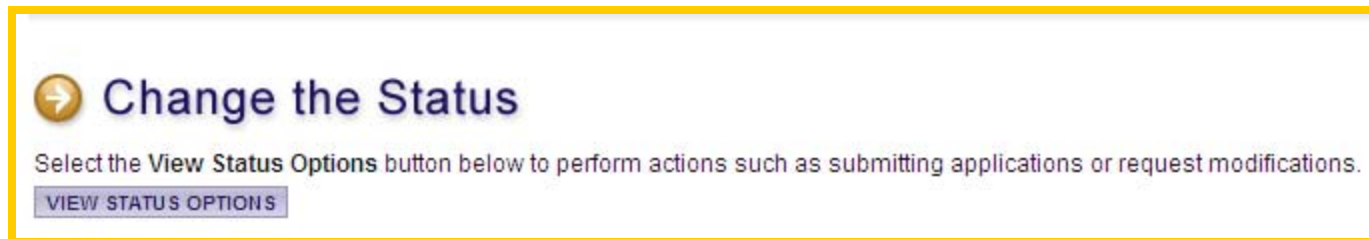
[My Training Materials](#) | [My Organization\(s\)](#) | [My Profile](#) | [Logout](#)

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”**.

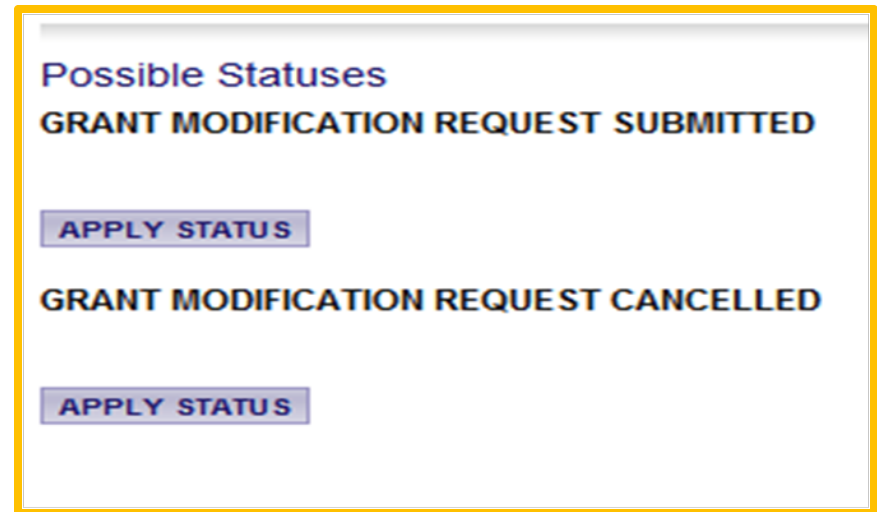
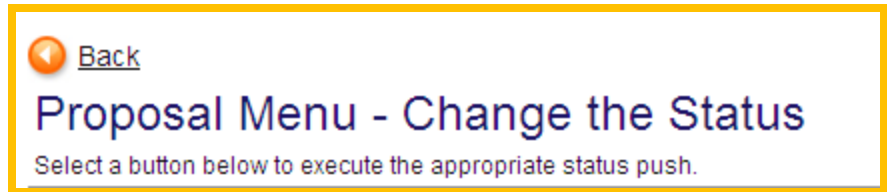


- On the **“Proposal Menu”** page scroll to the **“Change the Status”** section to click button **“View Status Options”**.



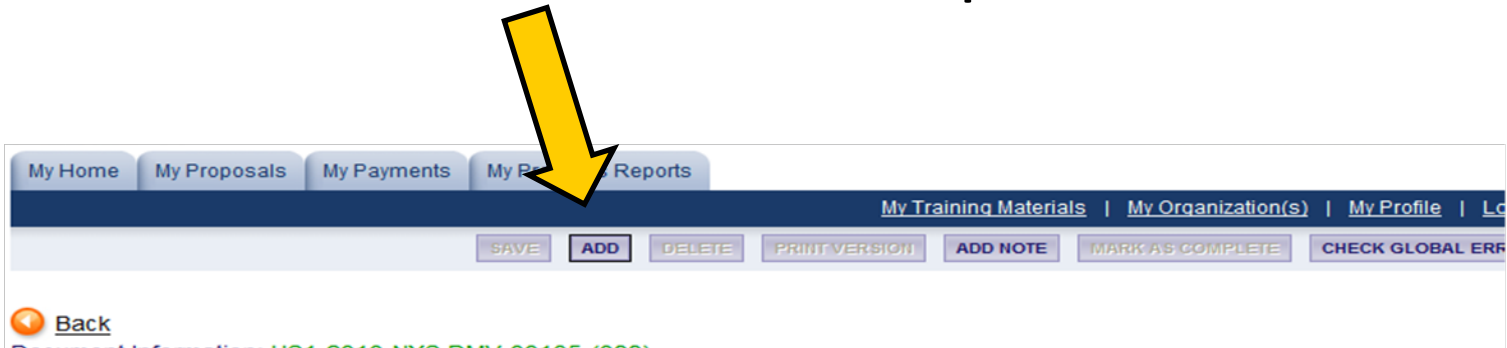
Completing an eGrants Program Modification

- 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

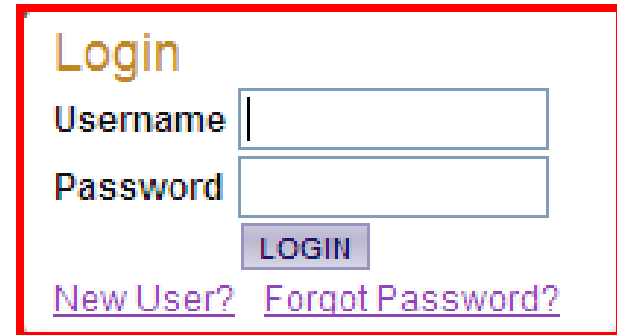
The type of grant will determine the reports needed to be completed and filed with the GTSC.

- 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**”.

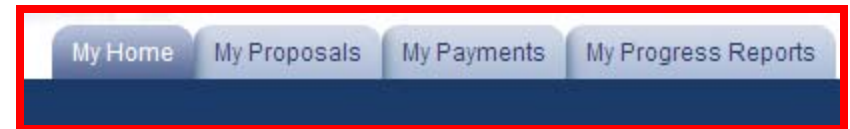


Login

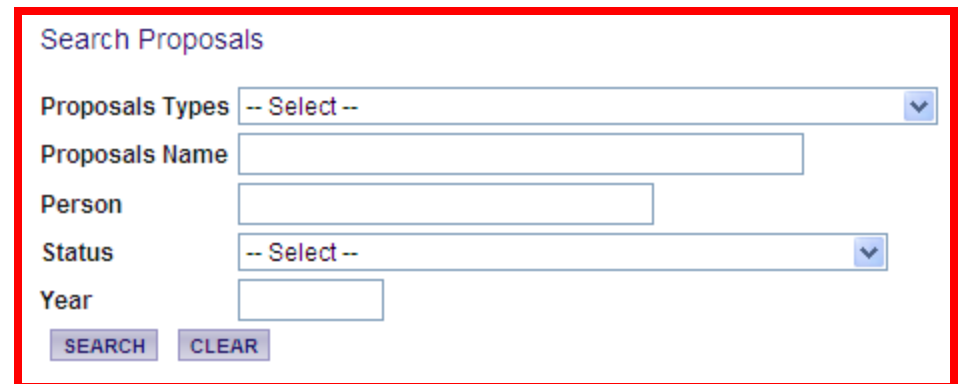
Username

Password

[New User?](#) [Forgot Password?](#)



My Home My Proposals My Payments My Progress Reports



Search Proposals

Proposals Types

Proposals Name

Person

Status

Year

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.

Related Documents

Sort search results by:

Document Type	Name
Payment BUNY 2010	Initiate a Payment BUNY 2010
Progress Report BUNY 2010	Initiate a Progress Report BUNY 2010

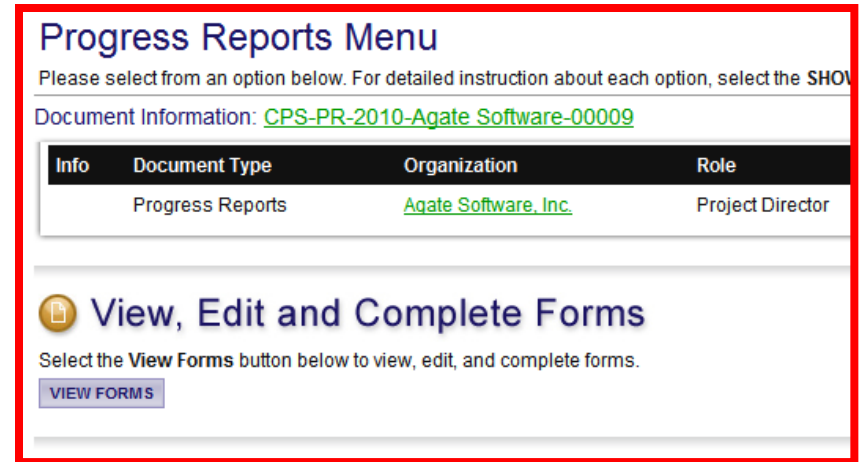
Agreement

Please make a selection below to continue.

Are you sure you want to create this Progress Report?

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**”.



Progress Reports Menu

Please select from an option below. For detailed instruction about each option, select the **SHOW** button.

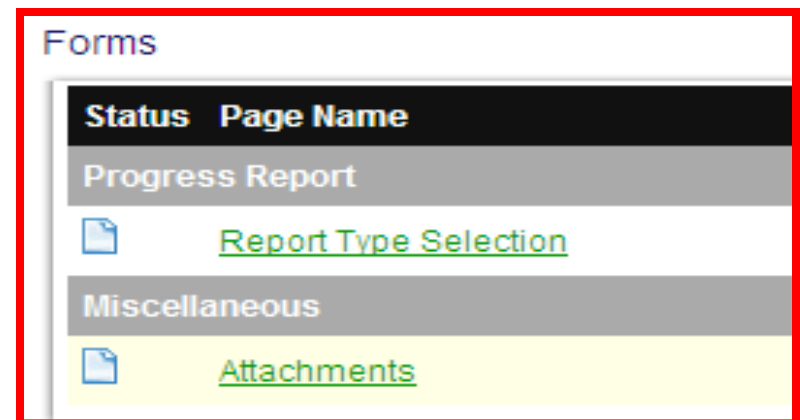
Document Information: [CPS-PR-2010-Agate Software-00009](#)

Info	Document Type	Organization	Role
	Progress Reports	Agate Software, Inc.	Project Director

 **View, Edit and Complete Forms**

Select the **View Forms** button below to view, edit, and complete forms.

[VIEW FORMS](#)



Forms

Status	Page Name
	Progress Report
	Report Type Selection
	Miscellaneous
	Attachments

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.

REPORT TYPE SELECTION

- ☐ Mid-Year Report (due by April 15)
- ☐ Final Report (due by October 15)

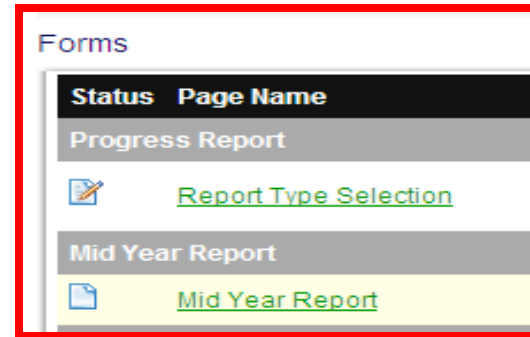


[Back](#)

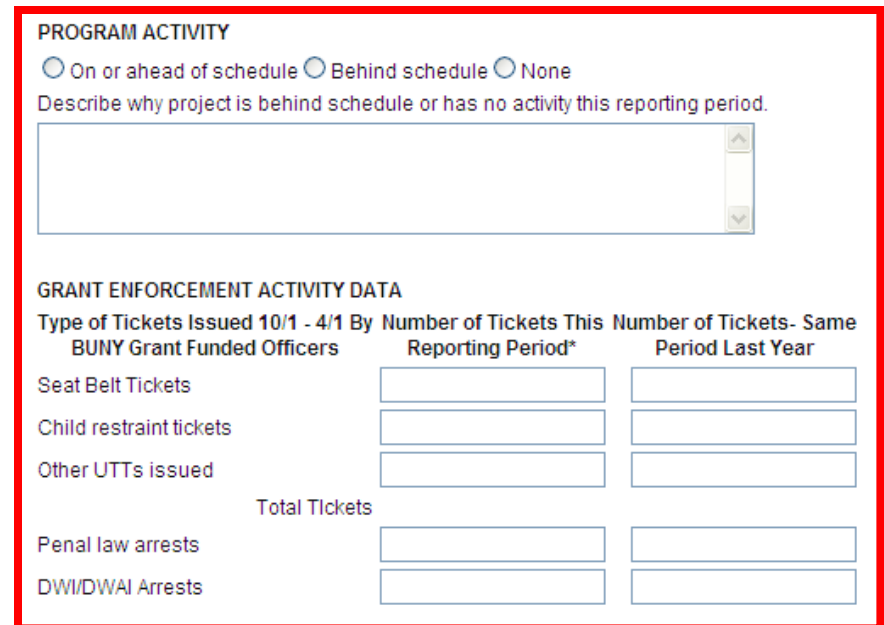
[Document Information:](#)

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”**.



Status	Page Name
	Progress Report
	Report Type Selection
	Mid Year Report
	Mid Year Report



PROGRAM ACTIVITY

☐ On or ahead of schedule ☐ Behind schedule ☐ None

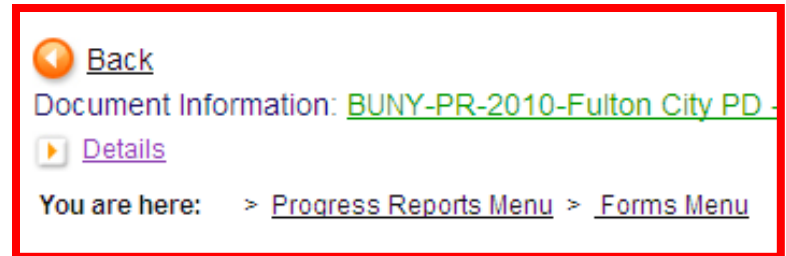
Describe why project is behind schedule or has no activity this reporting period.

GRANT ENFORCEMENT ACTIVITY DATA

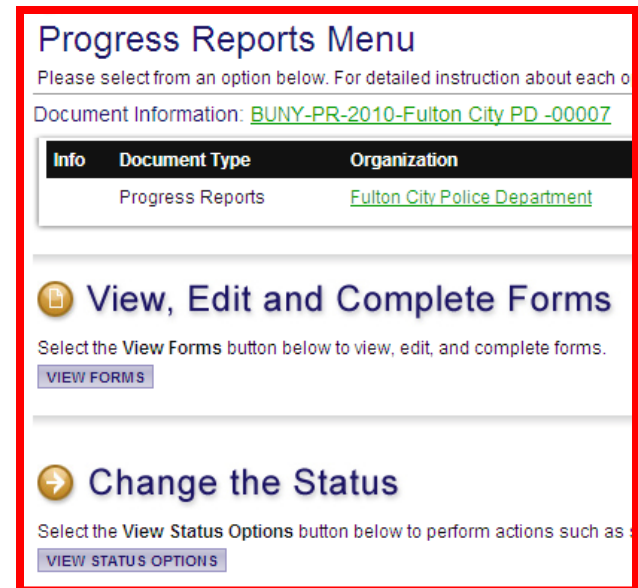
Type of Tickets Issued 10/1 - 4/1 By BUNY Grant Funded Officers	Number of Tickets This Reporting Period*	Number of Tickets- Same Period Last Year
Seat Belt Tickets		
Child restraint tickets		
Other UTTs issued		
Total Tickets		
Penal law arrests		
DWI/DWAI Arrests		

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.

Progress Reports Menu - Change the Status
Select a button below to execute the appropriate status push.

Document Information: [BUNY-PR-2010-Fulton City PD -00007](#)

Info	Document Type	Organization	Role
	Progress Reports	Fulton City Police Department	Proje

Possible Statuses

PROGRESS REPORT SUBMITTED

[APPLY STATUS](#)

PROGRESS REPORT CANCELLED

[APPLY STATUS](#)

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.

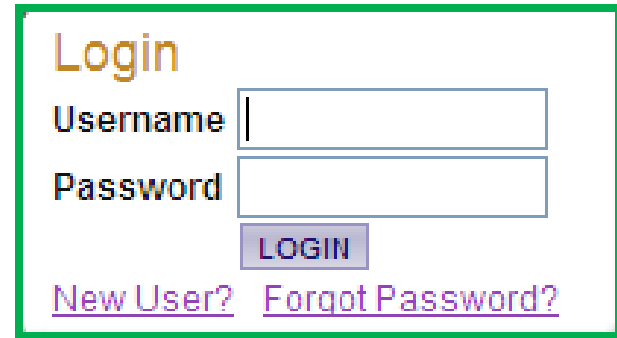


BEFORE you incur a cost, review your approved budget.

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**”

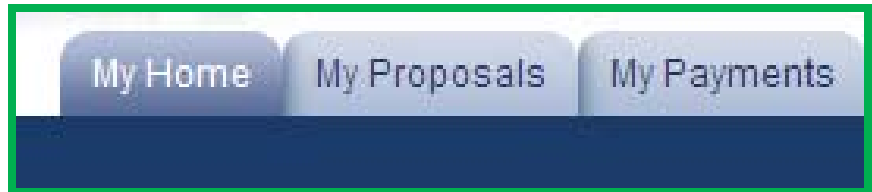


Login

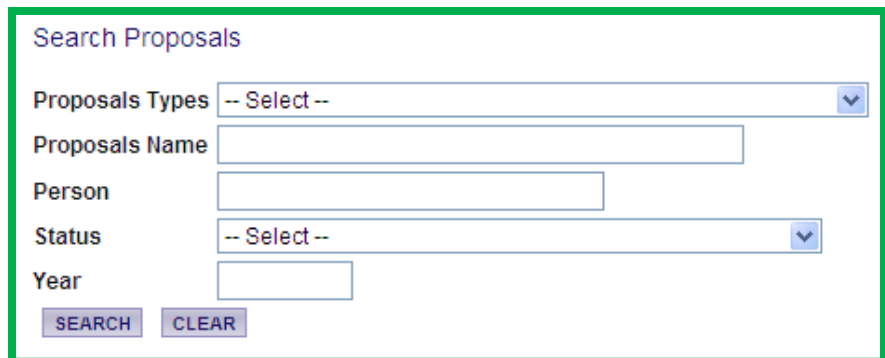
Username

Password

[New User?](#) [Forgot Password?](#)



My Home My Proposals My Payments



Search Proposals

Proposals Types

Proposals Name

Person

Status

Year

Completing an eGrants Voucher

- Select the grant name from the search results box.

Export Results to Sort my proposals by:

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.

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.

Related Documents

Sort search results by:

Document Type	Name
Payment BUNY 2010	Initiate a Payment BUNY 2010
Progress Report BUNY 2010	Initiate a Progress Report BUNY 2010

Agreement

Please make a selection below to continue.

Are you sure you want to create this Payment Voucher

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**”.

Payments Menu

Please select from an option below. For detailed instruction about each option,

Document Information: [BUNY-PMT-2010-Onondaga Co SO -00005](#)

Info	Document Type	Organization
	Payments	Onondaga County Sheriff's Office

 **View, Edit and Complete Forms**

Select the **View Forms** button below to view, edit, and complete forms.

[VIEW FORMS](#)

Forms

Status	Page Name
	Quarter Selection
Payments	
	Payment Request
	Standard Voucher

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.

QUARTER SELECTION

- ☐ Quarter 1 (Oct. 1st - Dec. 31st)
- ☐ Quarter 2 (Jan 1st - March 31st)
- ☐ Quarter 3 (April 1st - June 30th)
- ☐ Quarter 4 (July 1st - Sept. 30th)

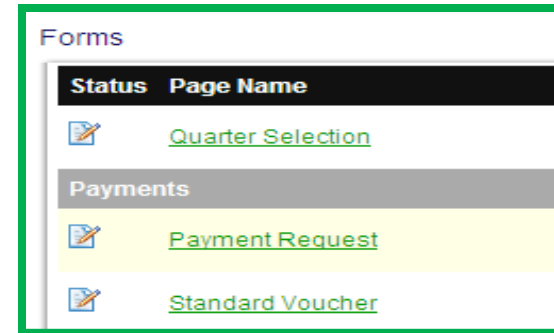


Back

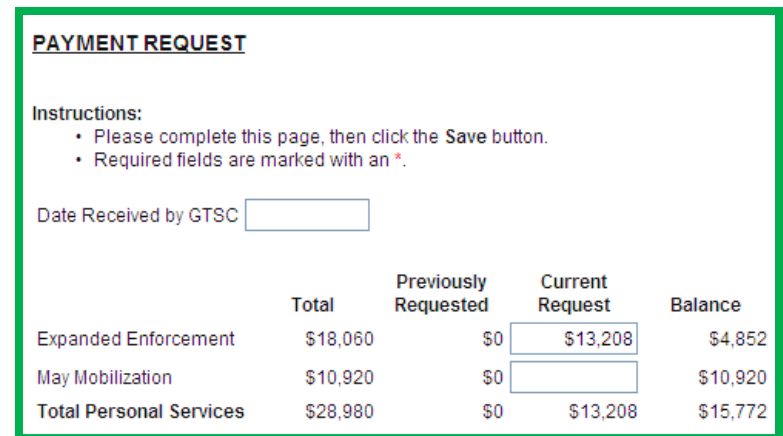
Document Information:

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.



Status	Page Name
	Quarter Selection
	Payment Request
	Standard Voucher



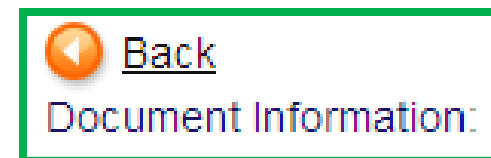
PAYMENT REQUEST

Instructions:

- Please complete this page, then click the **Save** button.
- Required fields are marked with an *.

Date Received by GTSC

	Total	Previously Requested	Current Request	Balance
Expanded Enforcement	\$18,060	\$0	\$13,208	\$4,852
May Mobilization	\$10,920	\$0		\$10,920
Total Personal Services	\$28,980	\$0	\$13,208	\$15,772



[Back](#)

[Document Information:](#)

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**”.

Status	Page Name
	Quarter Selection
Payments	
	Personal Services (3)
	Commodities
	Travel: In-State
	Travel: Out-Of-State
	Equipment
	Other Costs
	Payment Request Summary
	Standard Voucher
Miscellaneous	
	Attachments

Completing an eGrants Voucher

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

[Click here to generate the standard voucher.](#)



I acknowledge that I must submit a standard voucher form with an original signature

- 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 continue to 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 another entry.
- 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. This 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**”.



Back

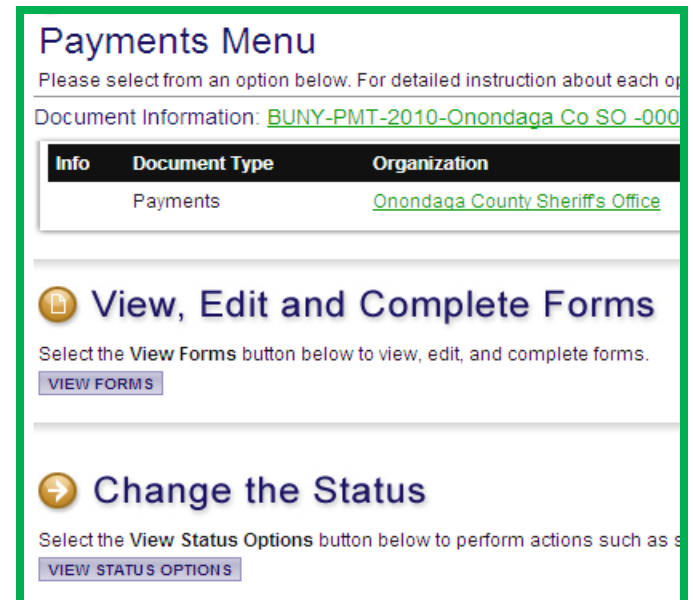
Document Information: [BUNY-PMT-2010-Onondaga Co SO -](#)

Details

Created By: Naftal, Sharon on 1/22/2010 9:15:59 AM

Modified By: Naftal, Sharon on 1/22/2010 10:38:11 AM

You are here: > [Payments Menu](#) > [Forms Menu](#) > Payments



Payments Menu

Please select from an option below. For detailed instruction about each option, click on the link below.

Document Information: [BUNY-PMT-2010-Onondaga Co SO -000](#)

Info	Document Type	Organization
	Payments	Onondaga County Sheriff's Office

View, Edit and Complete Forms

Select the View Forms button below to view, edit, and complete forms.

[VIEW FORMS](#)

Change the Status

Select the View Status Options button below to perform actions such as

[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.

Payments Menu - Change the Status

Select a button below to execute the appropriate status push.

Document Information: [BUNY-PMT-2010-Onondaga Co SO -000](#)

Info	Document Type	Organization
	Payments	Onondaga County Sheriff's Office

Possible Statuses

VOUCHER SUBMITTED

[APPLY STATUS](#)

VOUCHER CANCELLED

[APPLY STATUS](#)

**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!

