

Grant Modifications

Progress & Activity Reports

Payment Request Claim

eGrants



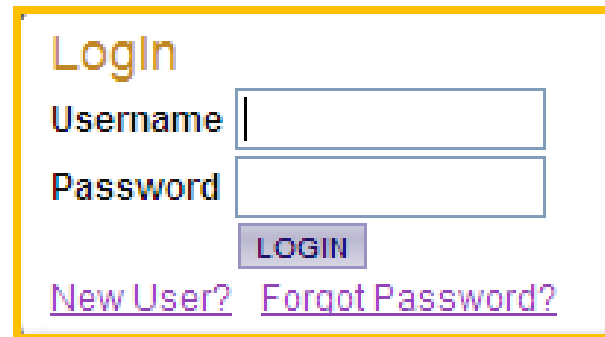
eGrants Grant Program Modifications

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.



The screenshot shows a login form with the following elements:

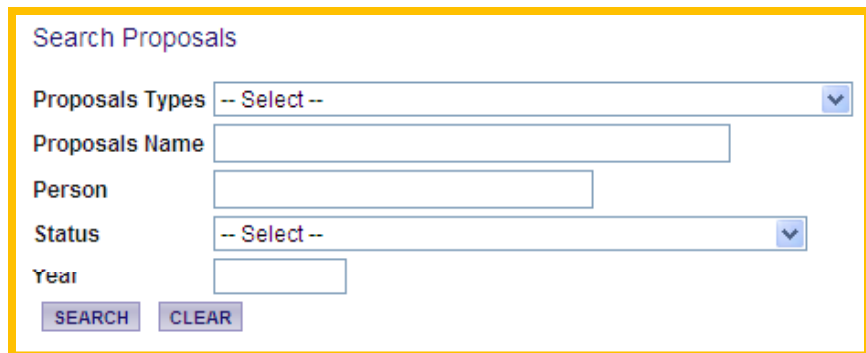
- Title: **Login**
- Username:
- Password:
- Button: **LOGIN**
- Links: [New User?](#) and [Forgot Password?](#)

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



The screenshot shows a navigation bar with four tabs: **My Home**, **My Proposals**, **My Payments**, and **My Progress Reports**.

- Specify the grant type using the dropdown. Click **“SEARCH”**. No other criteria is needed.



The screenshot shows a search form titled **Search Proposals** with the following fields:

- Proposals Types:
- Proposals Name:
- Person:
- Status:
- Year:
- Buttons: **SEARCH** and **CLEAR**

Completing an eGrants Grant 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

 **Change the Status**
Select the **View Status Options** button below to perform actions.

- On “**Proposal Menu**” page go to “**Change the Status**” section to make a program modification request. Click the “**View Status Options**” button. This puts the grant in **Grant Modification in Request** status.

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**

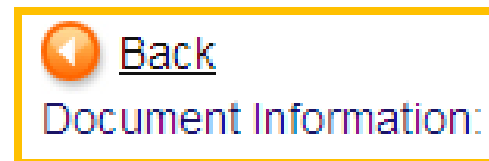
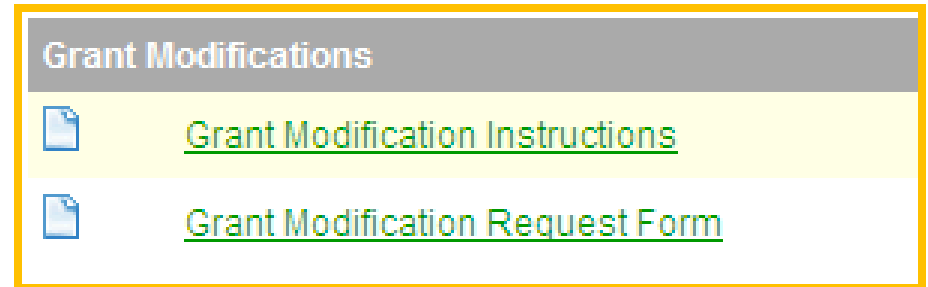
Select the View Forms button below to view, edit, and complete forms.

[VIEW FORMS](#)

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

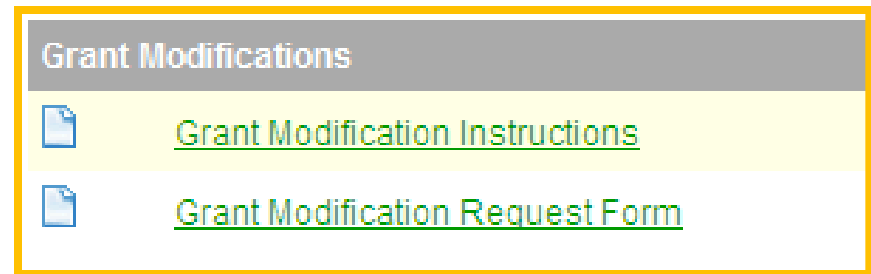
Completing an eGrants Program Modification

- 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 the “**Proposal Menu - View, Edit and Complete Forms**” read instructions on how to do a modification, and access the form to complete the request.



- Click the “**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**”.

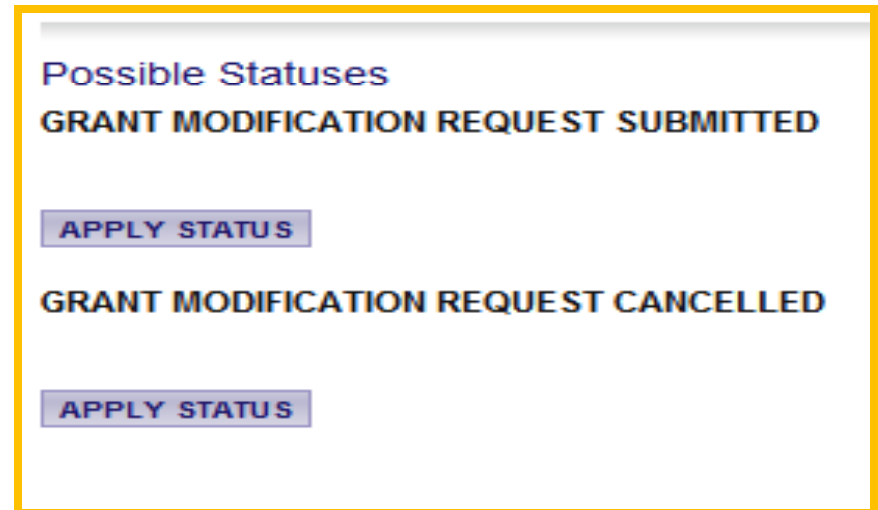
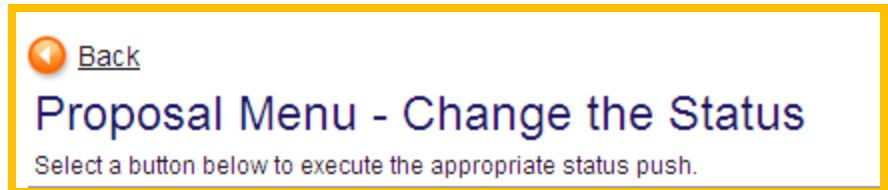
Change the Status

Select the View Status Options button below to perform actions such as submitting applications or request modifications.

[VIEW STATUS OPTIONS](#)

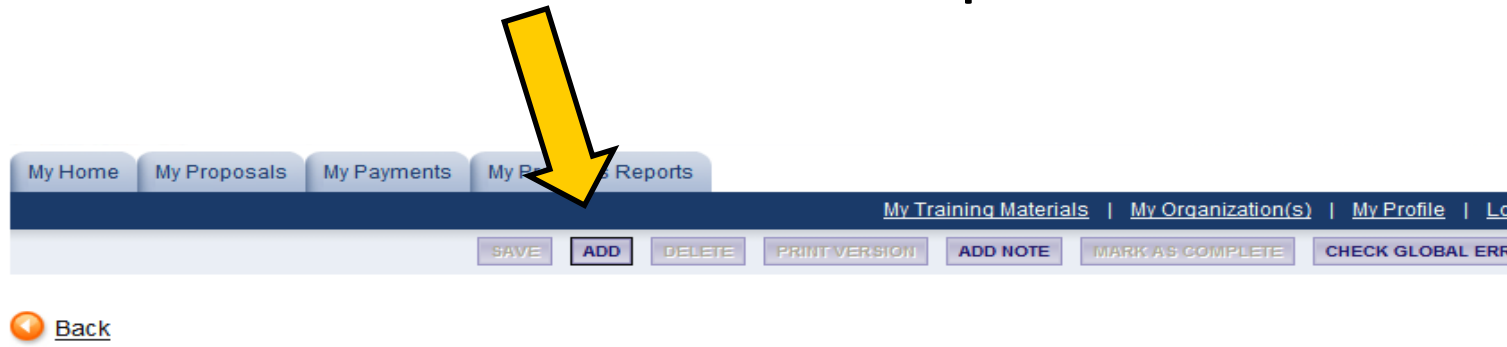
Completing an eGrants Program Modification

- 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 types of reports:
 - Schedule 'A' Permanent Fitting Station –Semi-Annual and Final
 - Schedule 'B' Awareness Training –Activity Report
 - Schedule 'C' Car Seat Checks –Activity Report
 - Schedule 'D' Distribution –Semi-Annual and Final

Due Dates

Progress & Activity Reports

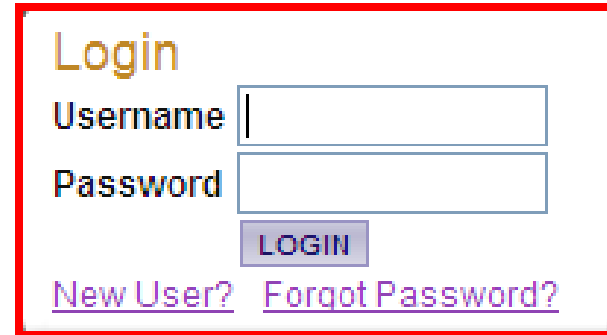
The type of grant will determine the reports needed to be completed and filed with the GTSC.

- 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 dropdown. Click “**SEARCH**”. Use no other search criteria.

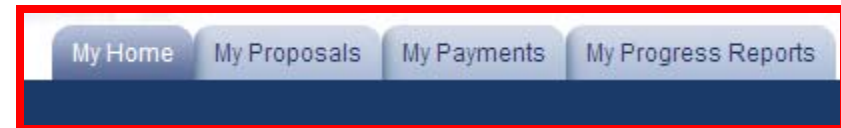


Login

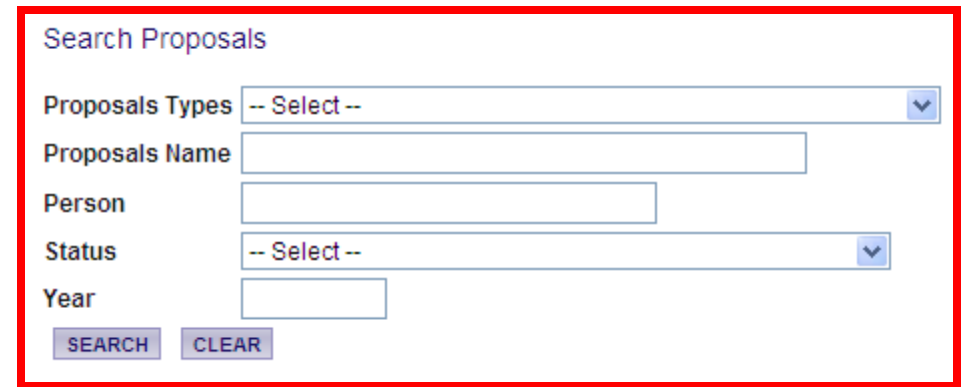
Username

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 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 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.

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**

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**”.

REPORT TYPE SELECTION

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

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



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

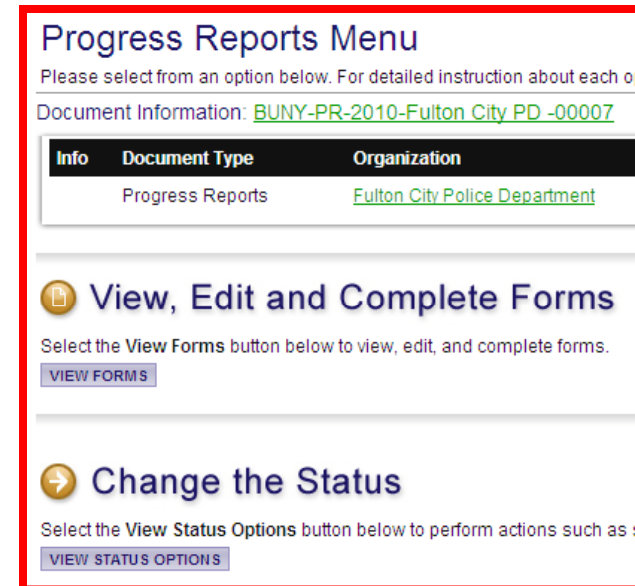
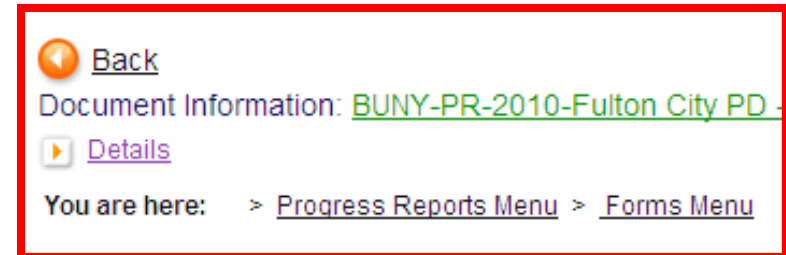
Describe why project is behind schedule or has no activity this reporting period.

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	<input type="text"/>	<input type="text"/>
Child restraint tickets	<input type="text"/>	<input type="text"/>
Other UTTs issued	<input type="text"/>	<input type="text"/>
Total Tickets	<input type="text"/>	<input type="text"/>
Penal law arrests	<input type="text"/>	<input type="text"/>
DWI/DWAI Arrests	<input type="text"/>	<input type="text"/>

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.



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

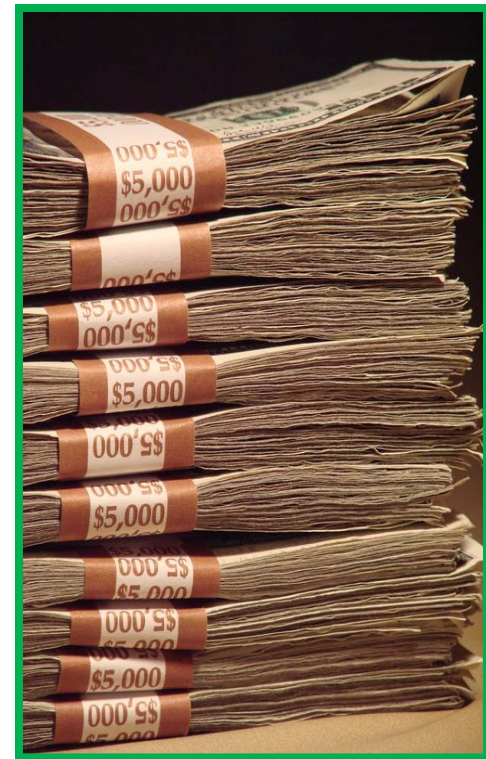
PROGRESS REPORT SUBMITTED

PROGRESS REPORT CANCELLED

- If you experience any difficulties in completing a process report on eGrants, please contact your highway safety representative. Don't let the deadline for submitting required reports pass.

eGrants Payment Request Claims

- All grant funding is provided through the reimbursement process, reimbursement must be claimed.
- Only grant approved items can be claimed for reimbursement.
- Claim totals can not exceed a specific line item awarded amount in your budget.
- Your grant must be in Grant Contract Approved status to request payment.



Claim Due Dates

- Reimbursement claims are to be submitted, minimally, on a quarterly basis and/or when funds are expended.
- Approved commodity/equipment 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 claimed by October 31.
- Claims received after October 31 are subject to non-reimbursement.



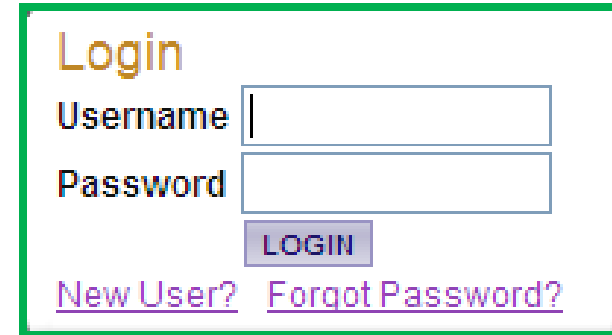
Claim Approved Expenses



- You will be reimbursed ONLY for items in your approved budget.
- BEFORE you incur a cost, review your approved budget on eGrants.
- If you have submitted a Grant Modification, do not incur the cost until you have approval.

Completing an eGrants Request for Payment Claim

- Sign on to eGrants with user name and password.
- Locate the grant using the “**My Proposals**” tab.
- Specify the grant type using the dropdown (no other criteria needed). Click “**SEARCH**”

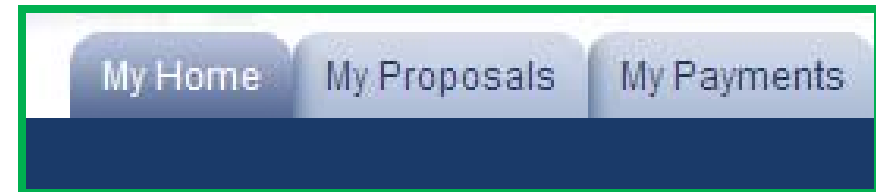


Login

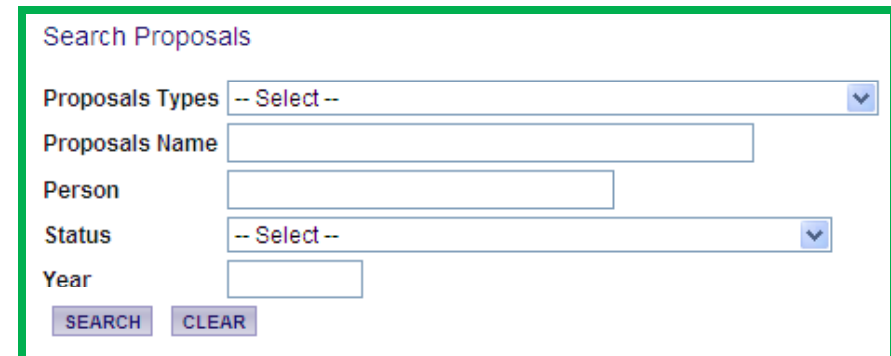
Username

Password

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



My Home My Proposals My Payments



Search Proposals

Proposals Types

Proposals Name

Person

Status

Year


Completing an eGrants Request for Payment Claim

- Click on the grant name from the search results box. Must be in the status Grant Contract Approved.

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 down to “Initiate Progress Reports and Payment Requests” then click “View Items”.

 **Initiate Progress Reports and Payment Requests**
Select the View Items button below to prepare progress reports and payment requests.

Completing an eGrants Request for Payment Claim

- 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.

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

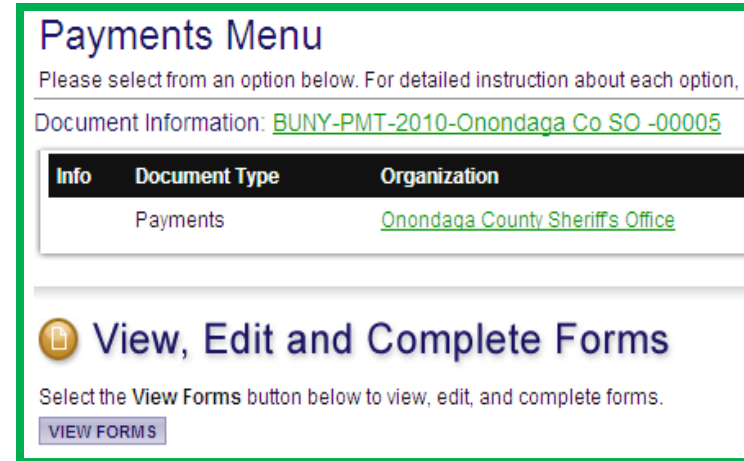
Agreement

Please make a selection below to continue.

Are you sure you want to create this Payment Voucher

Completing an eGrants Request for Payment Claim

- 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,

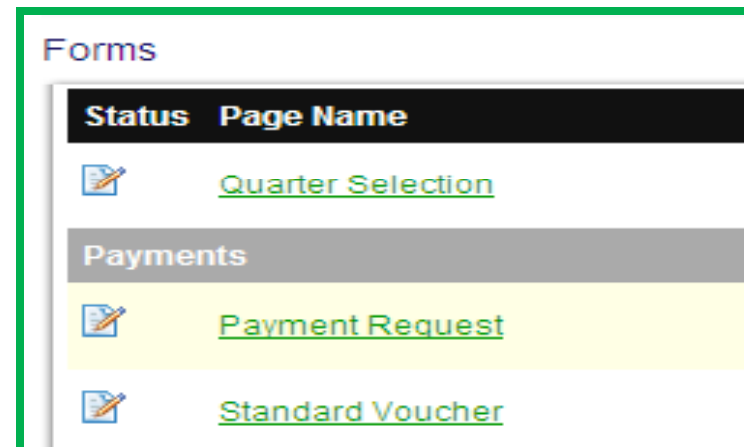
Document Information: [BUNY-PMT-2010-Onondaga Co SO -00005](#)

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 Request for Payment Claim

- 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)

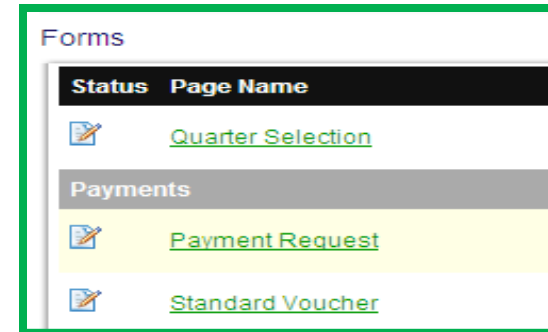


Back

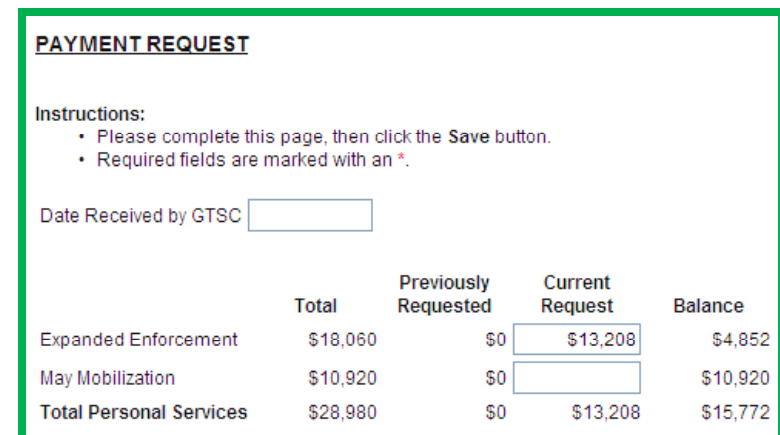
Document Information:

Completing an eGrants Request for Payment Claim

- 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 and to complete and save all forms on the payment menu.



Status	Page Name
	Quarter Selection
	Payment Request
	Standard Voucher



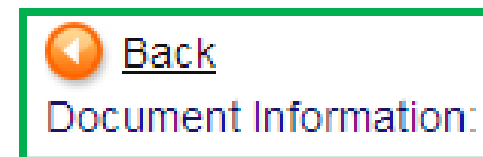
PAYMENT REQUEST


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	<input type="text" value="\$13,208"/>	\$4,852
May Mobilization	\$10,920	\$0	<input type="text"/>	\$10,920
Total Personal Services	\$28,980	\$0	\$13,208	\$15,772

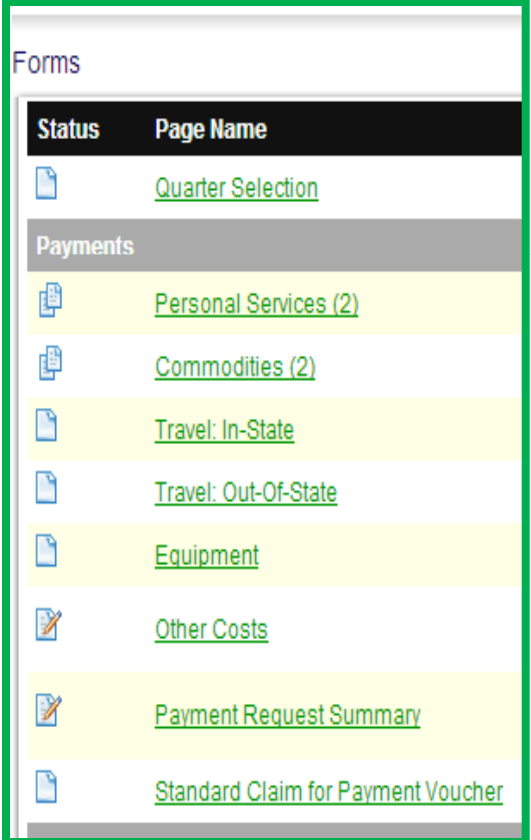











 [Back](#)

[Document Information:](#)

Completing an eGrants Request for Payment Claim

- 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 Claim for Payment Voucher”.



Status	Page Name
	Quarter Selection
Payments	
	Personal Services (2)
	Commodities (2)
	Travel: In-State
	Travel: Out-Of-State
	Equipment
	Other Costs
	Payment Request Summary
	Standard Claim for Payment Voucher

Completing an eGrants Request for Payment Claim

- On the “**Standard Claim for Payment Voucher**” page, check the acknowledgement box and click “**SAVE**”.
- Click the link to generate a claim for payment voucher PDF form, print it out and sign. You can save a copy of the voucher on your computer.

Completing an eGrants Request for Payment Claim

- Each claim must be signed and mailed to GTSC with supporting receipts or other documentation. AND
- Each claim must be submitted in eGrants by changing status to submit.
- PS-1 and PS-1NE Word forms can be accessed at SafeNY.ny.gov or use link on the Personal Services form page.

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:

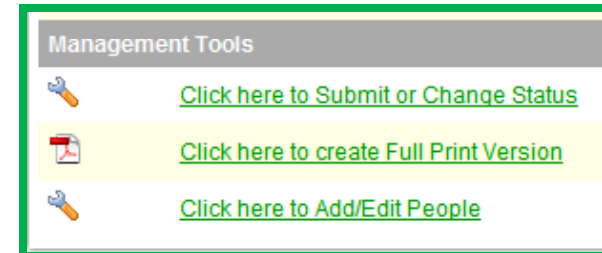
- Please complete this page, then click the **Save** button.
- Clicking the **Save** button will calculate percentages and totals.
- After saving the page and you do not receive an error, you can click **Add** to add another item.
- Required fields are marked with an *.

[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 form must be saved. 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 form must be saved. You will need to upload this completed document with your payment request.

Completing an eGrants Request for Payment Claim

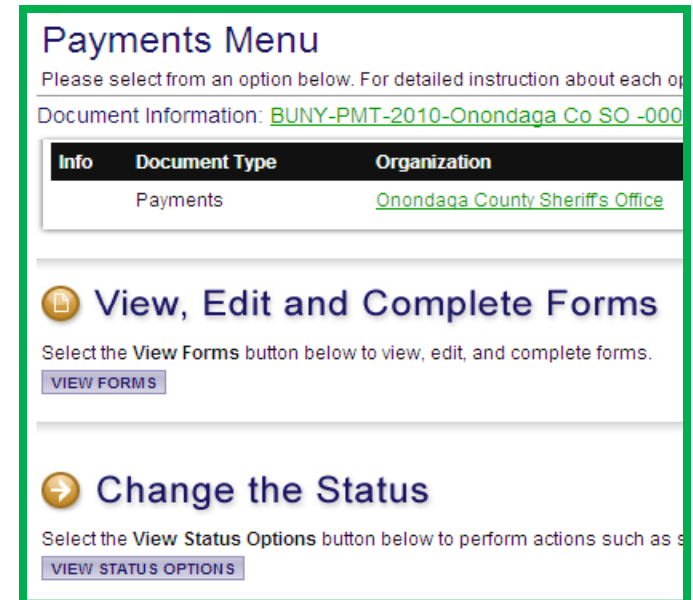
- After saving the claim form, scroll down to Management Tools to access the status change menu.



OR

- Or the status can be changed on "Payments Menu" page scroll down to "Change the Status" section to click on "View Status Options".

Mail signed form and backup to GTSC.



Completing an eGrants Request for Payment Claim

- Click “**Apply Status**” to submit the payment claim voucher or “**Apply Status**” to cancel the payment claim voucher. Be sure you mail the claim for with your backup. GTSC cannot process payment without documentation.
- If you experience any difficulties in completing a payment claim on eGrants, please contact your highway safety representative. Do not let fiscal deadlines pass.

Payments Menu - Change the Status

Select a button below to execute the appropriate status push.

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

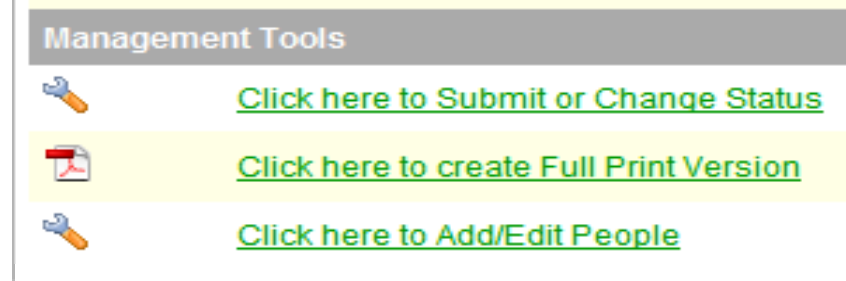
Info	Document Type	Organization
	Payments	Onondaga County Sheriff's Office

Possible Statuses

VOUCHER SUBMITTED

VOUCHER CANCELLED

GTSC cannot review Grants, Grant Program Modifications, Progress Reports or Payment Claims until you submit them.



Please always remember to

CHANGE THE STATUS



to submit!

Only Project Directors, Fiscal Agents directly assigned to grants can submit. Be sure you have the correct role and are assigned to the grant.

- Program Modifications
- Progress Reports
- Payment Claims

QUESTIONS?
COMMENTS?
CONCERNS?

THANK YOU!



eGrants

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