Wisconsin Emergency Management

Egrants System User Guide

12/1/2015

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:

Where can I get more Egrants help?

Egrants Assistance: Non-Holiday Weekdays, 7:30 a.m.–4:00 p.m.
E-mail: WEMEgrants@wisconsin.gov
Telephone: (608) 242-3236

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

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://egrants.emergencymanagement.wi.gov/egmis/login.aspx
- Click on Homeland Security Grants on the menu bar on the left side of the page
- Click on the "Register Here" button.
- Click on "Self Registration".
- Click "Accept" after reading the User Acceptance Agreement.
- Complete Profile Information.
- Click on "WEM 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 WEM Egrants System

- Soon after registering for your Wisconsin Login ID, you will receive an e-mail message from WEM Egrants containing a link. *(The message will be from postmaster@doa.state.wi.us)*
- Click on the *Egrants* link contained in the e-mail message.
- Your Wisconsin Profile Information will be pre-filled.
- Enter Signing Official Name. (Examples: for a City it is the Mayor, for a County it is the County Board Chair)
- Enter Applicant Agency Name. (Example: City of Badger Police Department)
- Select the User Roles[1] that you would like yourself to be assigned (clicking on the role title will give you the definition)
- Click "Submit".

Step 3: Log in to the WEM Egrants System

- After submitting your Request for Access to *Egrants* you will receive a confirmation e-mail message from WEM 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.emergencymanagement.wi.gov/egmis/login.aspx
- Enter your Login ID and Password
- Click on "Login".

[1] Security within the Egrants system is based on "roles". A role-based system provides considerable flexibility for applicant agency users, while at the same time protects confidential information. There are six security roles to choose from. All individuals that use Egrants must have at least one role assigned, and may have any combination (including all) of these roles. Roles may be assigned by a project-by-project basis, or they may be assigned to a user for all the agency's projects. There is a minimum of three roles that need to be assigned in each agency: Program Creator, Financial Creator, and Submission. These roles may be filled by a single person or by several people within the agency.

2.) LOGGING INTO EGRANTS

a.) Go to the Egrants Login page https://egrants.emergencymanagement.wi.gov/egmis/login.aspx

b.) Enter your Login ID and Password and click the "Login" button.

Once you have logged into Egrants you will see "Welcome to WEM Egrants" menu page!

3.) FILLING OUT AN APPLICATION

An agency can apply for grant funds from WEM 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.

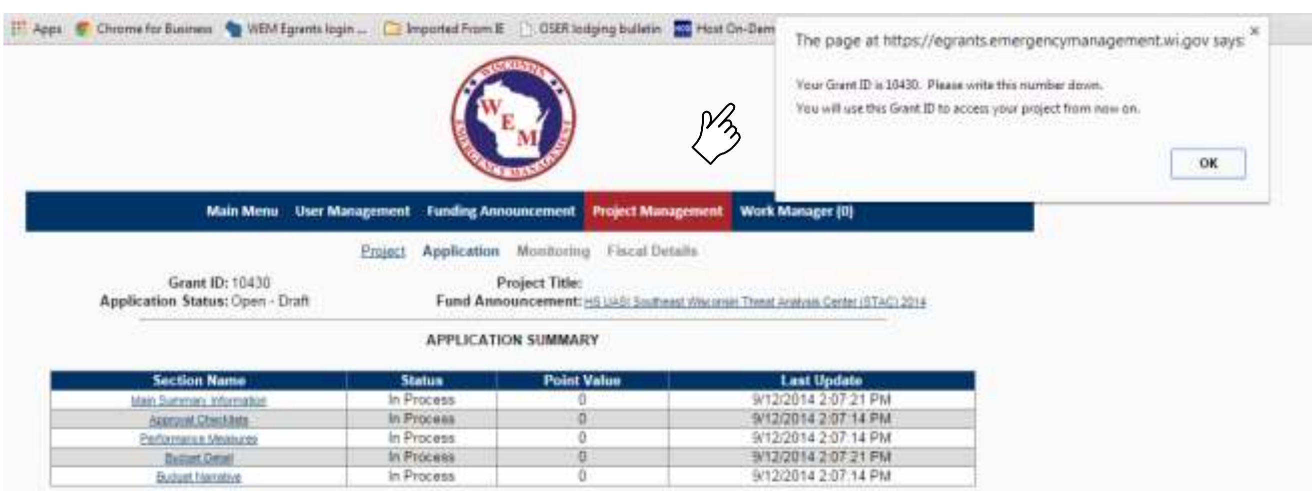
b.) Select the appropriate Funding Announcement (FA) by clicking on the FA title hyperlink.

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

Helpful hint

Print the Funding Announcement as a reference guide, this document will provide useful information such as allowable activities or costs.

d.) A pop up window will give you your grant ID. **Make note of the Grant ID.** You will need this Grant ID Number for future log-ins or to retrieve your saved grant application. **Note: each grant will have its own unique grant identification number.**



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”**. You can click Print Application at any time to print a copy 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 WEM.

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

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 in order to change anything.

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.

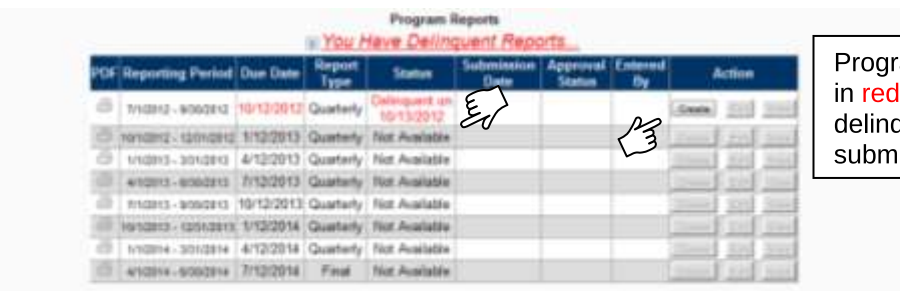
4.) REPORTING

Program Reports and Financial Reports are a requirement for all WEM grant awards. 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."

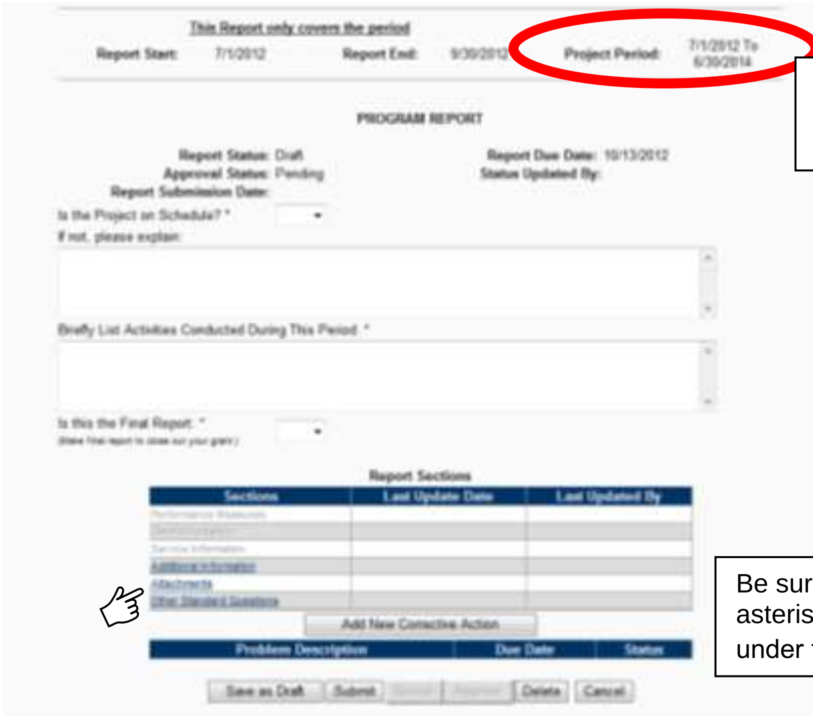
2.) To submit a Program Report, click on the "Create" button. Notice the reporting periods are listed in grant performance period secession as to their due date in the system in addition to your grant award documents.



Program Reports indicated in red font, are considered delinquent and need to be submitted immediately.

3.) Enter the information required for the Reporting Period. 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 WEM staff.



The information that you enter into your program report should relate to the reporting period displayed.

Be sure to complete all asterisked fields and hyperlinks under the “Report Sections” box.

Completing Financial Reports:

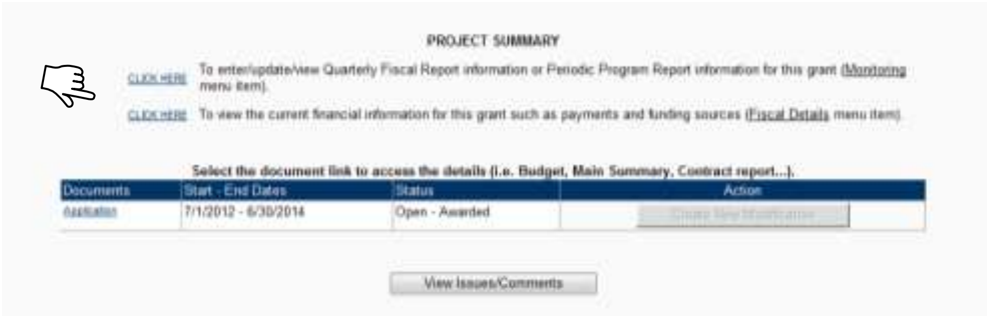
Financial Reports are not entered into Egrants,by the grantee. This information is entered by WEM staff upon receipt of a G-2 and all invoices documenting expenses. TheG-2 form may be completed and **mailed** into WEM containing signatures of the Project Director and the Financial Officer or the signed G-2 and invoices may be scanned, or faxed to the Grants Specialist. The G-2 form can be found at http://emergencymanagement.wi.gov/egrants/forms.asp. The G-2 form is used to request payment for the costs incurred for your project.

See the WEM Administrative Guide for other guidance relating to requesting reimbursement. You can find this guide on the WEM website.

Submitting Project Document Attachments:

Certain documents pertain to the entire grant performance period; such as contracts, Funding Acknowledgement, Request for Proposal, Positon Descriptions, etc. vs. documents that relate to a specified performance period such as; class rosters, evaluations, meeting minutes, agendas, etc. For documents that pertain to the entire grant performance period, submit project documents in the “Project Document Attachment” section

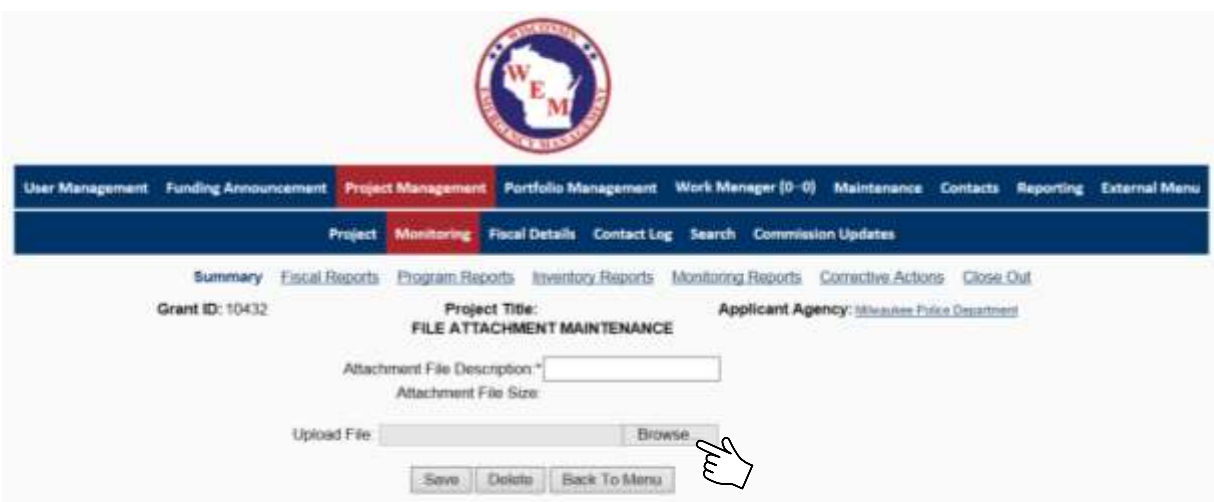
1. Log into your grant and select “Click Here to enter/update/view Quarterly Fiscal Report information or Periodic Program Report information for this grant.”



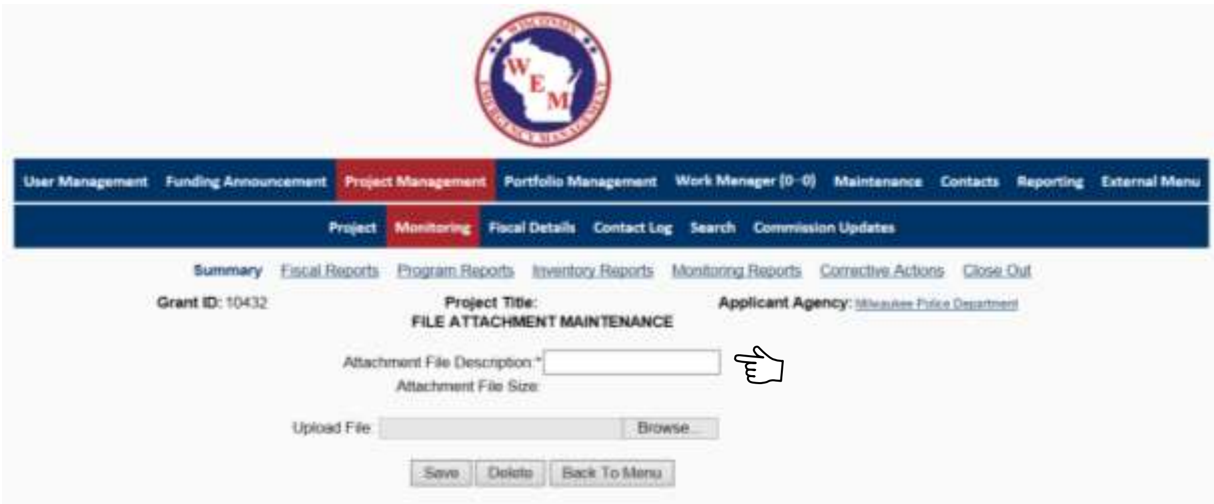
2. Click on the Project Document Attachments button.

The Project Document Attachments section is at the bottom of the page, use the scroll bar to access

3. Click on the Browse button, search your computer files for the document you wish to upload.



4. Name your file; for example Position Description, or Contract.

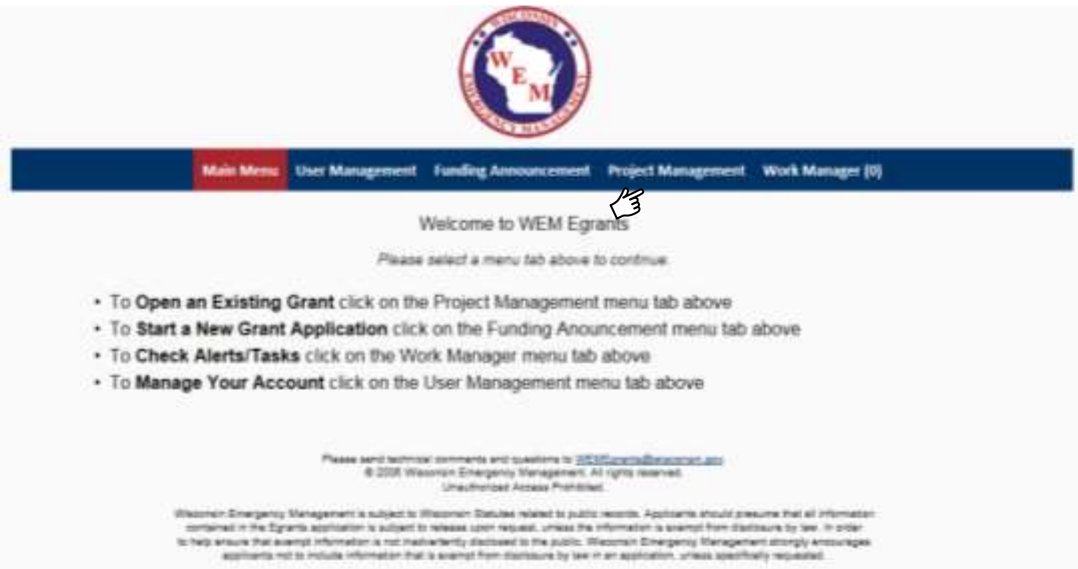

User Management
Funding Announcement
Project Management
Portfolio Management
Work Manager (0-0)
Maintenance
Contacts
Reporting
External Menu
Project
Monitoring
Fiscal Details
Contact Log
Search
Commission Updates
Summary
Fiscal Reports
Program Reports
Inventory Reports
Monitoring Reports
Corrective Actions
Close Out
Grant ID: 10432
Project Title:
FILE ATTACHMENT MAINTENANCE
Applicant Agency:
Attachment File Description:*
Attachment File Size:
Upload File:
Browse...
Save
Delete
Back To Menu

5. Click save.

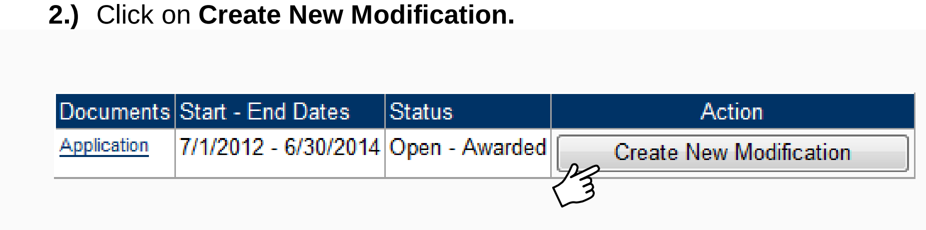
5.) REQUESTING MODIFICATIONS TO YOUR GRANT

A modification is a request to alter the awarded grant contract.

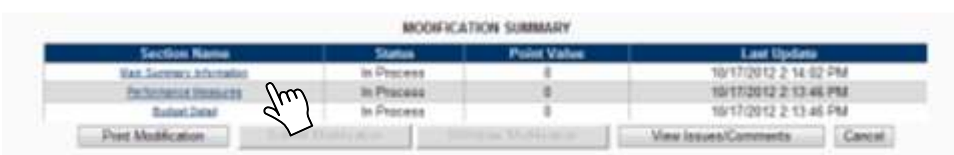
1.) Log in to Egrants and click on the "Project Management" tab. Enter your Grant ID number.



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, and 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**.

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**.

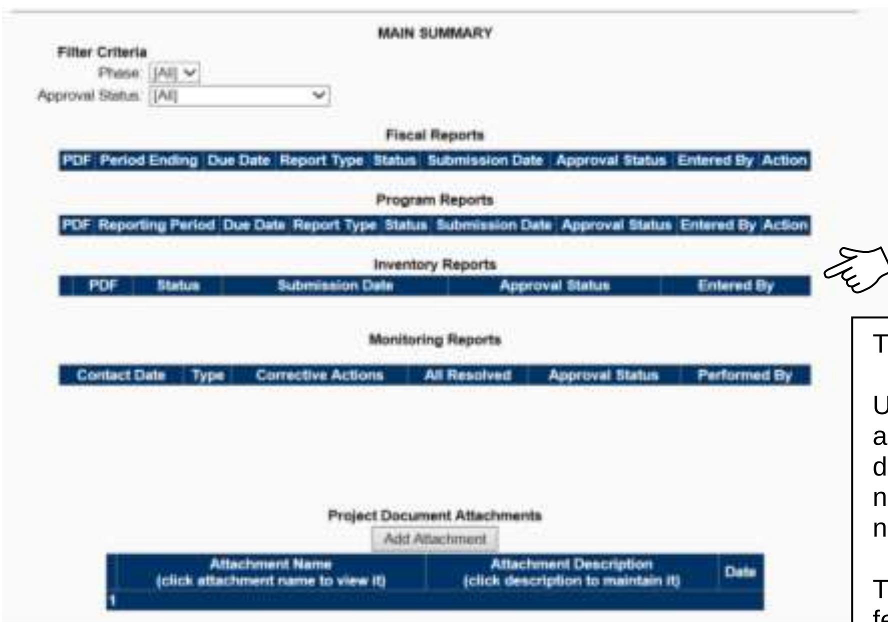
All sections must be marked COMPLETE on the Modification Summary page to enable the **Submit Modification** button to send the requested modification to WEM. From this screen you can also print a copy of your modification.

You will get a paper Grant Adjustment Notice in the mail if your modification is approved or program staff will notify you if the request has been denied.

6.) 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"**.

b.) If Equipment was purchased utilizing grant money, an Inventory Report is required to close out the grant. Inventory Reports are located in the monitoring section below the financial and program reporting, in Egrants.



Tips for the Inventory Report

Update quantity, unit cost, date acquired, total cost, condition, discipline using, location, invoice number, and add remarks as necessary.

This report will be used to complete federal reports, and grant compliance visits.