

Wisconsin Emergency Management

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
2.) Logging into Egrants.....	3
3.) Filling out an Application.....	4
4.) Reporting Requirements.....	7
5.) Requesting modifications to your grant.....	11
6.) Steps to close out your grant.....	12

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 Roles¹ 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.

FUNDING ANNOUNCEMENT SUMMARY

Funding Ann. Title: HS UASI Southeast Wisconsin Threat Analysis Center (STAC) 2014
 Year: 2015
 Program Area: Homeland Security - WEM
 Funding Stream: HSW
 Funding Area: Homeland Security
 Release Date: 8/19/2014
 Due Date: 9/17/2014
 Concept Papers Required? No
 Competitive/Non-Competitive: Non-Competitive
 Amount Announced: 55,000.00
 Status: Open
 Summary: Funding shall be used for the STAC to upgrade technology and software in order to maintain existing capabilities, collaborate with local, state and federal law enforcement agencies to identify and minimize threat factors, maintain an partnerships with private sector and provide training as necessary.

Program Staff Person: [Michael Jordan](#)
 Fiscal Contact Person: [Deb Hughes](#)

[View Document](#) Click here to view a printable version of the Funding Announcement

Applicant Agency:

Agency/Project responses for this Funding Announcement

Applicant Agency	Project ID	Project Title
Start an Application Cancel		

Please send technical comments and questions to WEMEgrants@emergencymanagement.wi.gov
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 Unauthorized Access Prohibited.

Wisconsin Emergency Management is subject to Wisconsin Statutes related to public records. Applicants should presume that all information contained in the Egrants application is subject to release upon request, unless the information is exempt from disclosure by law. In order to help ensure that exempt information is not inadvertently disclosed to the public, Wisconsin Emergency Management strongly encourages applicants not to include information that is exempt from disclosure by law in an application, unless specifically requested.

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.**

The page at <https://egrants.emergencymanagement.wi.gov> says:

Your Grant ID is 10430. Please write this number down.
 You will use this Grant ID to access your project from now on.

Grant ID: 10430
 Application Status: Open - Draft

Project Title:
 Fund Announcement: HS UASI Southeast Wisconsin Threat Analysis Center (STAC) 2014

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Main Summary Information	In Process	0	9/12/2014 2:07:21 PM
Approval Checklist	In Process	0	9/12/2014 2:07:14 PM
Performance Measures	In Process	0	9/12/2014 2:07:14 PM
Budget Detail	In Process	0	9/12/2014 2:07:21 PM
Subnet Narrative	In Process	0	9/12/2014 2:07:14 PM

- 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.

Section Name	Status	Point Value	Last Update
Main Summary Information	Complete	0	9/12/2014 2:12:31 PM
Approval Checklist	Complete	0	9/12/2014 2:10:01 PM
Performance Measures	Complete	0	9/12/2014 2:09:23 PM
Budget Detail	Complete	0	9/12/2014 2:09:17 PM
Budget Narrative	Complete	0	9/12/2014 2:09:09 PM

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

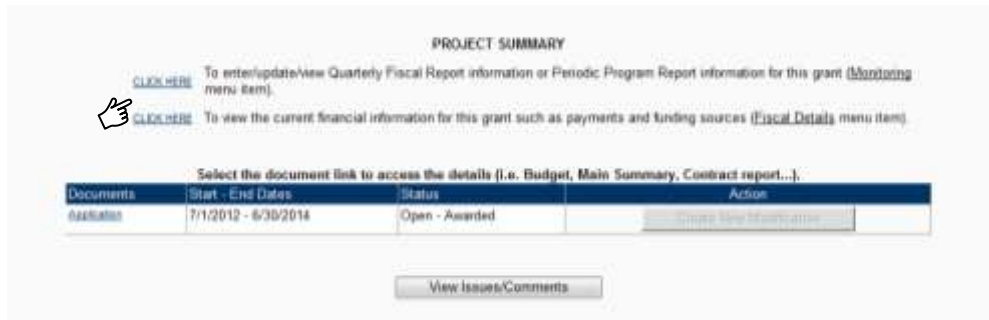
- 1.) The system will ask you to search our system first to see if the information already exists. If the correct data comes up, select it and click save.
- 2.) To find your Congressional, Senate, and Assembly Districts, you can click on the map to view your district.

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

You Have Delinquent Reports...

PDF	Reporting Period	Due Date	Report Type	Status	Submission Date	Approval Status	Entered By	Action
	7/1/2012 - 9/30/2012	10/13/2012	Quarterly	Delinquent on 10/13/2012				<input type="button" value="Create"/>
	10/1/2012 - 12/31/2012	1/12/2013	Quarterly	Not Available				<input type="button" value="Create"/>
	1/1/2013 - 3/31/2013	4/12/2013	Quarterly	Not Available				<input type="button" value="Create"/>
	4/1/2013 - 6/30/2013	7/12/2013	Quarterly	Not Available				<input type="button" value="Create"/>
	7/1/2013 - 9/30/2013	10/12/2013	Quarterly	Not Available				<input type="button" value="Create"/>
	10/1/2013 - 12/31/2013	1/12/2014	Quarterly	Not Available				<input type="button" value="Create"/>
	1/1/2014 - 3/31/2014	4/12/2014	Quarterly	Not Available				<input type="button" value="Create"/>
	4/1/2014 - 6/30/2014	7/12/2014	Final	Not Available				<input type="button" value="Create"/>

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.

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 this report to close out your grant)

Report Sections

Sections	Last Update Date	Last Updated By
Emergency Preparedness		
Emergency Response		
Emergency Recovery		
Attachments		
Other Standard Sections		

Add New Connective Action

Problem Description	Due Date	Status

Save as Draft Submit Delete Cancel

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. The G-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, Position 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."

PROJECT SUMMARY

 [CLICK HERE](#) To enter/update/view Quarterly Fiscal Report information or Periodic Program Report information for this grant ([Monitoring](#) menu item).

[CLICK HERE](#) To view the current financial information for this grant such as payments and funding sources ([Fiscal Details](#) menu item).

Select the document link to access the details (i.e. Budget, Main Summary, Contract report...).

Documents	Start - End Dates	Status	Action
Application	7/1/2012 - 6/30/2014	Open - Awarded	<input type="button" value="Click Here to Attach"/>

2. Click on the Project Document Attachments button.

Fiscal Reports

PDF	Period Ending	Due Date	Report Type	Status	Submission Date	Approval Status	Entered By	Action

Program Reports

PDF	Reporting Period	Due Date	Report Type	Status	Submission Date	Approval Status	Entered By	Action

Inventory Reports

PDF	Status	Submission Date	Approval Status	Entered By

Monitoring Reports


Contact Date	Type	Corrective Actions	All Resolved	Approval Status	Performed By

Project Document Attachments

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

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.



[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: [Sheboygan Police Department](#)


Attachment File Description:

Attachment File Size:

Upload File:

| |

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: [Milwaukee Police Department](#)

Attachment File Description* 

Attachment File Size:

Upload File:

5. Click save.

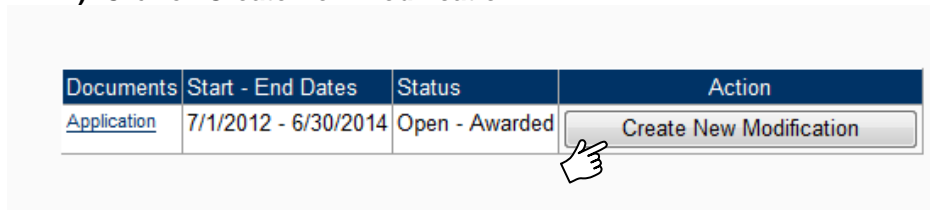
5.) REQUESTING MODIFICATIONS TO YOUR GRANT

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.

The screenshot shows the 'MAIN SUMMARY' page with the following sections:

- Filter Criteria:** Phase: [All], Approval Status: [All]
- Fiscal Reports:** Table with columns: PDF, Period Ending, Due Date, Report Type, Status, Submission Date, Approval Status, Entered By, Action
- Program Reports:** Table with columns: PDF, Reporting Period, Due Date, Report Type, Status, Submission Date, Approval Status, Entered By, Action
- Inventory Reports:** Table with columns: PDF, Status, Submission Date, Approval Status, Entered By. A hand icon points to this table.
- Monitoring Reports:** Table with columns: Contact Date, Type, Corrective Actions, All Resolved, Approval Status, Performed By
- Project Document Attachments:** Includes an 'Add Attachment' button and a table with columns: Attachment Name (click attachment name to view it), Attachment Description (click description to maintain it), Date

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.