

Louisiana Community and Technical
College System (LCTCS)
eGrants Applicant/Grantee User Guide



Louisiana's
Community & Technical Colleges
Changing Lives, Creating Futures



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GUIDE LEGEND

Symbol	Description
	Highlights an important part in a figure, referenced in the text.
	Indicates an alert for the user to be aware of.
	An important reference or reminder for the user.
	Arrow points to a key part in a figure.

1 APPLICANT / GRANTEE USER REGISTRATION

Registration Process

This section contains a step-by-step guide for the Grantee on how to submit a request for an account with the Louisiana's Community and Technical Colleges Systems (LCTCS) eGrants Applicant Portal and how to set login credentials once the account has been approved.

1.1 Accessing the Applicant Portal

Applicable to: Primary and Secondary applicant

In order to access the LCTCS eGrants Applicant Portal, the user should enter the following URL in to a supported web browser: lctcs-egms.force.com .



The LCTCS Portal is supported by the following browser versions:

- Microsoft® Internet Explorer® Version 11
- Mozilla® Firefox® version 35 & above (Most recent and stable version recommended)
- Google Chrome™ version 30 & above (Most recent and stable version recommended)

There are two blocks available (Fig. 1); the left panel [1] contains **Useful Links** set up by LCTCS for the user to refer to at any time, and the right [2] contains a button where the user can register for a new account along with fields to login as an existing user.

A screenshot of the LCTCS eGrants Applicant Portal login screen. The header features the LCTCS logo and the text "Louisiana's Community & Technical Colleges" with the tagline "Changing Lives, Creating Futures". Below the header, there are two main panels. Panel 1, on the left, is titled "Useful Links" and contains a list of links: LCTCS, About Us, Adult Education, Carl Perkins, IT & Help Desk, and Staff Directory. Panel 2, on the right, is titled "Existing Users" and contains a login form with fields for "Username:" and "Password:", a "Login" button, and a "Forgot Password?" link. Above the login form, there is a link for "Don't have an account? Register". A red callout box with the number "1" points to the "Useful Links" panel, and another red callout box with the number "2" points to the "Existing Users" panel.

Figure 1: LCTCS Login Screen

1.2 Registering as a New User

Applicable to: Primary and Secondary applicant

Once the LCTCS Applicant Portal has been accessed, the user can register for an account. To begin, click on the **Register** button, as highlighted in Figure 2.

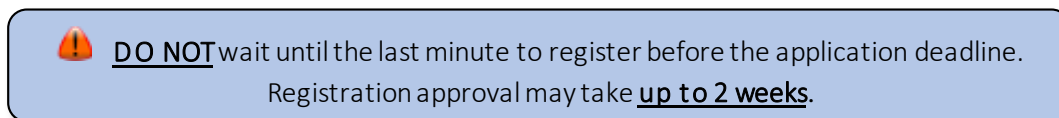
The screenshot shows the LCTCS Applicant Portal. On the left is a "Useful Links" sidebar with links to LCTCS, About Us, Adult Education, Carl Perkins, IT & Help Desk, and Staff Directory. The main area is titled "Existing Users" and contains a login form with fields for "Username:" and "Password:", a "Login" button, and a "Forgot Password?" link. To the right of the login form is a red-bordered box containing the text "Don't have an account?" and a blue "Register" button. A blue arrow points to the "Register" button. Below the login form, a note states: "* Applicants must have an active account prior to the Application Deadline."

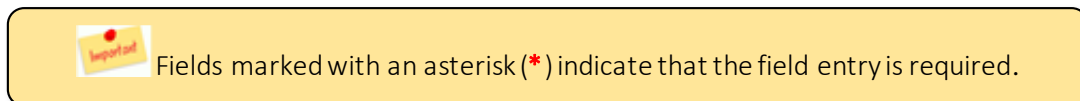
Figure 2: Registering as a New User

1. Next, review the **Applicant Non-Disclosure Agreement** (Fig. 3). Click **Agree** to proceed. If the user chooses to **Disagree**, they will not be able to continue with the registration process.

The screenshot shows the "Applicant Non-Disclosure Agreement" page for Louisiana's Community & Technical Colleges. The page header includes the LCTCS logo and the text "Louisiana's Community & Technical Colleges Changing Lives, Creating Futures". Below the header is a navigation bar with the following links: "Applicant Non-Disclosure Agreement", "Organization Search", "Organization Profile", "Applicant Profile", and "Confirmation". A "Back" button is located on the right side of the navigation bar. The main content area contains the text of the agreement, which states that the funding application submitted herein includes information that shall not be disclosed outside the Louisiana Community and Technical College System (LCTCS) and shall not be duplicated, used or disclosed, in whole or in part, for any purpose other than to evaluate this application, retain a record of submission and to receive, store and transfer documents needed to process applications, conduct pre and post-award transactions and to manage grant awards issued to the registrant organization. The agreement also states that the applicant agrees not to disclose any LCTCS notice of intent to fund until LCTCS issues an award or public notification of the award. At the bottom of the page, there are two buttons: "Disagree" and "Agree". A blue arrow points to the "Agree" button.

Figure 3: Non-Disclosure Agreement

2. To search for an organization, enter the **EIN** and **DUNS** numbers for your organization and click on the **Search** button, as highlighted in Figure 4.
 - The EIN number is a nine-digit number, and should be entered without any spaces or commas;
 - The DUNS number is a nine or thirteen-digit number, and should be entered without any spaces or commas.
 - If the user is applying for Perkins funds, make sure the **Program Type** is selected as **Perkins**.



Applicant Non-Disclosure Agreement → Organization Search → Organization Profile → Applicant Profile → Confirmation

Fields marked as * are required

Start by searching your organization. Please enter the Employer Identification Number(EIN), the Data Universal Numbering System (DUNS). Next select Grant Program "Perkins" or "Adult Education". Finally click the Search button. If the organization does not exist for the Program Type "Adult Education" then the system will prompt you to Create your Organization. If the organization of Program Type "Perkins" does not exist then, please contact LCTCS Perkins Program Staff.

1 Employer Identification Number (EIN)*

2 Data Universal Number System (DUNS) Number*

3 Program Type*

Perkins

Cancel Search

Figure 4: Organization Search

Entering a valid EIN/DUNS number combination will result in the respective organization being populated in the search results (Fig. 5). Click on the **Continue to Register** button to proceed.

Applicant Non-Disclosure Agreement → Organization Search → Organization Profile → Applicant Profile → Confirmation

Fields marked as * are required

Start by searching your organization. Please enter the Employer Identification Number(EIN), the Data Universal Numbering System (DUNS). Next select Grant Program "Perkins" or "Adult Education". Finally click the Search button. If the organization does not exist for the Program Type "Adult Education" then the system will prompt you to Create your Organization. If the organization of Program Type "Perkins" does not exist then, please contact LCTCS Perkins Program Staff.

1 Employer Identification Number (EIN)*

2 Data Universal Number System (DUNS) Number*

3 Program Type*

Perkins

Cancel Search

Search Results

Action	Organization Name	Address 1	Point of Contact
+	Community College	College Drive	

Continue to Register

Figure 5: Organization Search Results

3. In the next screen, the user will be required to complete basic applicant information (Fig. 6). In the **Role** field, the user may select their role as either a **Primary** or **Secondary** user, depending on the specifications of their respective organization. Both Primary and Secondary users can access and edit information in the eGrants Portal but *only* the Primary user can submit applications and other required forms/information requested by LCTCS.



If you have any questions regarding any of the fields, hover your mouse over the blue question bubble to view a brief description.

A screenshot of the 'Applicant Profile' screen in the eGrants Portal. The screen has a dark blue header with navigation links: 'Applicant Non Disclosure Agreement', 'Organization Search', 'Organization Profile', 'Applicant Profile', and 'Confirmation'. Below the header, the title 'Applicant Profile' is displayed. A red note at the top right states 'Fields marked with * are required'. The main content area contains instructions: 'Each Applicant organization can create two applicant profiles: • Primary Applicant Profile – This profile has to be approved by LCTCS Program Staff in order to access the system. The primary applicant can submit applications and access post award forms. • Secondary Applicant Profile – The secondary applicant can edit all information available to the applicant or sub-grantee.' The form fields are organized into two columns. The left column includes 'Prefix' (dropdown), 'Suffix' (dropdown), 'First Name' (text), 'Last Name' (text), 'Address 1' (text), 'Address 2' (text), 'City' (text), and 'State' (dropdown). The right column includes 'Zip Code' (text), 'Country' (dropdown, set to 'USA'), 'Phone Number' (text), 'Role' (dropdown, set to 'None'), 'Fax' (text), 'Email' (text), and 'User Name' (text) with a 'Check Availability' link. A blue arrow points to the 'Role' dropdown. Below the form fields is a CAPTCHA section with a red border. It contains a CAPTCHA image showing the number '156', a text input field with the placeholder 'Type the text', and a 'CAPTCHA' button. A blue arrow points to the CAPTCHA image. At the bottom left is a 'Cancel' button, and at the bottom right is a 'Next' button with a blue arrow pointing to it.

Figure 6: Applicant Profile Screen



The email address must be valid in order to receive access to the account. The username can be anything as long as it is in the “email” format (i.e. name@email.com).

4. Before proceeding, the user must complete the CAPTCHA (Completely Automated Public Turing test to tell Computers and Humans Apart) field, indicated with the red box in Figure 6. The CAPTCHA test is a safety feature which allows the system to determine whether the user is a human or computer. This feature prevents spam and wrongful access in to the system. If there is difficulty reading the test in the CAPTCHA box, click the “Get New Challenge” button or the audio button to hear the displayed text. Click **Next** to continue.

5. If all the information has been entered in correctly, the user will be prompted with a confirmation screen (Fig. 7). The registration process is now complete. Upon approval from LCTCS, the Applicant will receive instructions on setting login credentials.

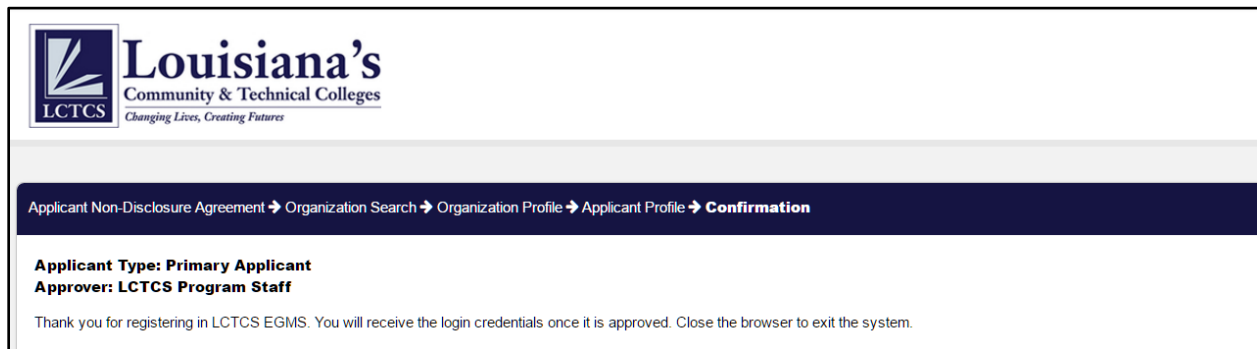


Figure 7: Confirmation Screen

1.3 Activating an Approved Account

Applicable to: Primary and Secondary Applicant

This section will explain the process of activating the Primary or Secondary Applicant account, once an approval message has been received.

1. Once the account has been approved by LCTCS, the applicant will receive the following email of approval and a link to set login credentials (Fig. 8). Click on the “[here](#)” link to begin.

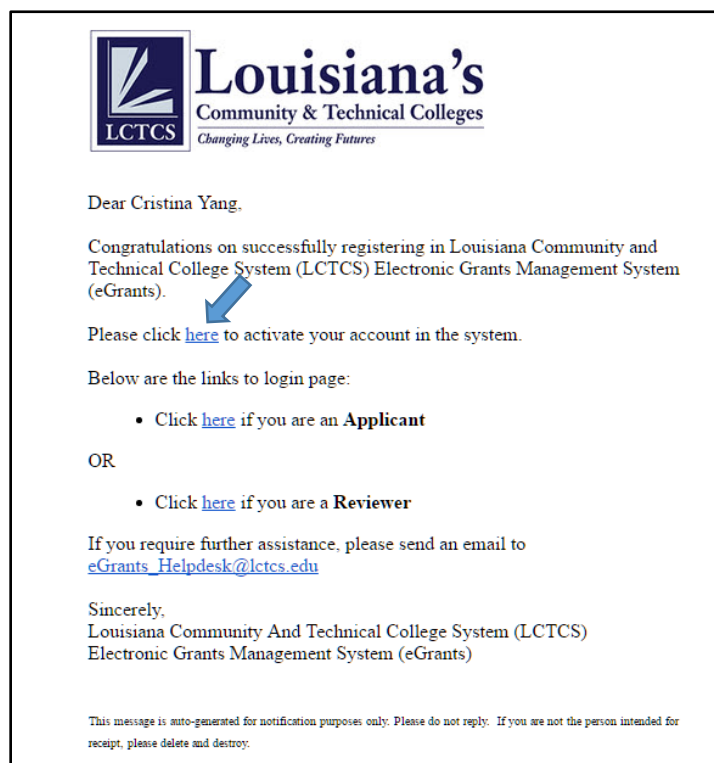


Figure 8: Account Approval Email

2. By clicking the link, the applicant will be taken to the LCTCS eGrants Portal, where the user will be asked to set their password (Fig. 9).

Figure 9: Setting Login Credentials

3. In order to set the password, it must meet the following criteria:
 - a. At least 8 characters
 - b. At least 1 letter
 - c. At least 1 number
4. Once the chosen password has met the minimum requirements, a confirmation notice will appear in each field, as shown in Figure 10. Click **Change Password** to proceed.

Figure 10: Changing the Password

5. Clicking the **Change Password** button will automatically log the applicant in to the eGrants Portal. The registration process is now complete. The user will arrive at the **Contact View** page in the eGrants Portal (Fig. 11). Review all the entered information and click on the **Home** tab.

The screenshot shows the 'CONTACT VIEW - WALLY WEST' page. At the top is the Louisiana's Community & Technical Colleges logo and navigation tabs: HOME, FUNDING OPPORTUNITIES, APPLICATIONS, GRANTS, and POST GRANTS. A user profile dropdown shows 'Wally West' and 'EGMS Portal'. Below the header, a welcome message says 'WELCOME to EGMS. Please review your profile and then click on the "Home" tab.' There are two tabs: 'Profile Information' (active) and 'Attachments'. The 'Profile Information' section is divided into 'User Information' and 'Contact Information'. The 'User Information' section contains fields for Prefix, Suffix, First Name (Wally), Last Name (West), User Name (wwest16@gmail.com), Organization Name (Community College), and User Role (Primary Applicant). The 'Contact Information' section contains fields for Address 1 (College Drive), Address 2, City (Washington), State/Province (District of Columbia), Country (USA), Zip/Postal Code (20001), Email (awadoodoc212@gmail.com), Phone (202-465-5858), and Fax (NA).

User Information	
Prefix	
Suffix	
First Name	Wally
Last Name	West
User Name	wwest16@gmail.com
Organization Name	Community College
User Role	Primary Applicant

Contact Information	
Address 1	College Drive
Address 2	
City	Washington
State/Province	District of Columbia
Country	USA
Zip/Postal Code	20001
Email	awadoodoc212@gmail.com
Phone	202-465-5858
Fax	NA

Figure 11: Contact View

2 HOW TO RESET PASSWORD

If at any time the user has forgotten the password or needs to be reset, the user may do so from the LCTCS eGrants login portal. In the right block, click on the **Forgot Password** link (Fig. 12).

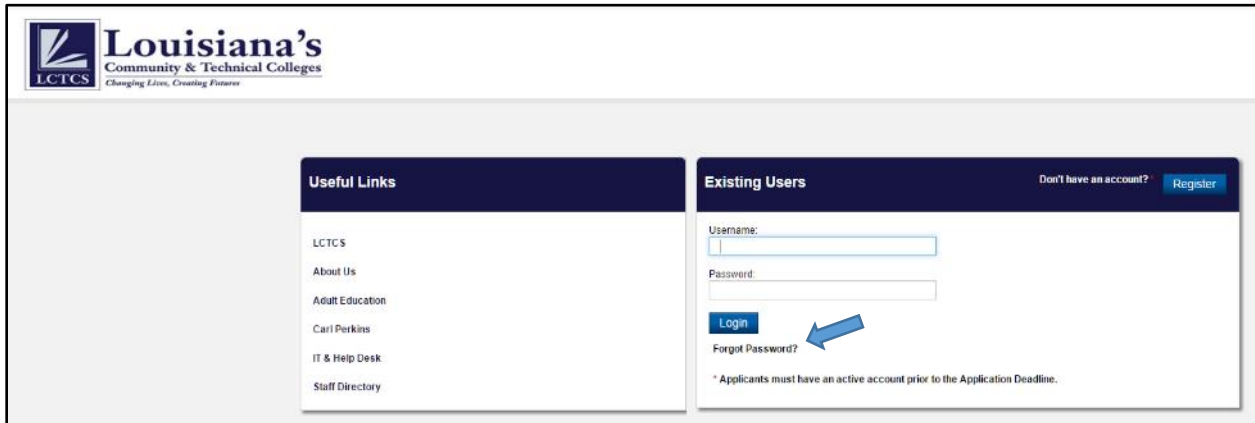
The screenshot shows the LCTCS eGrants login portal. At the top left is the LCTCS logo with the text "Louisiana's Community & Technical Colleges" and "Changing Lives, Creating Futures". Below the logo is a "Useful Links" section with a list of links: LCTCS, About Us, Adult Education, Carl Perkins, IT & Help Desk, and Staff Directory. To the right is the "Existing Users" section. It contains a "Username:" input field, a "Password:" input field, a "Login" button, and a "Forgot Password?" link. A blue arrow points to the "Forgot Password?" link. Above the "Forgot Password?" link is a "Don't have an account? Register" link. Below the "Forgot Password?" link is a note: "* Applicants must have an active account prior to the Application Deadline."

Figure 12: Forgot Password Link

Clicking on the **Forgot Password** link will take the user to **Password Reset** screen (Fig. 13). Here, the user should enter in their username and click on the **Reset Password** button.

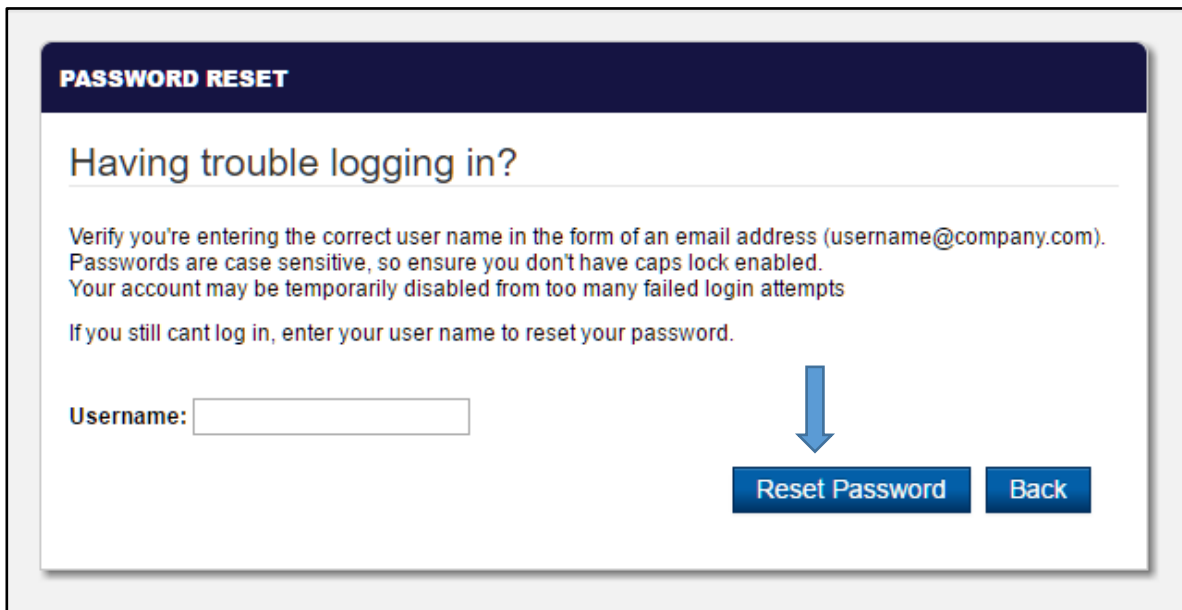
The screenshot shows the "PASSWORD RESET" screen. At the top is a dark blue header with the text "PASSWORD RESET" in white. Below the header is a section titled "Having trouble logging in?". Under this title, there is a paragraph of text: "Verify you're entering the correct user name in the form of an email address (username@company.com). Passwords are case sensitive, so ensure you don't have caps lock enabled. Your account may be temporarily disabled from too many failed login attempts. If you still cant log in, enter your user name to reset your password." Below this text is a "Username:" label followed by an input field. To the right of the input field is a blue arrow pointing down to a "Reset Password" button. Next to the "Reset Password" button is a "Back" button.

Figure 13: Password Reset

After clicking on the **Reset Password** button, the user will be prompted with a confirmation message informing them that their request for a password reset has been received (Fig. 14).

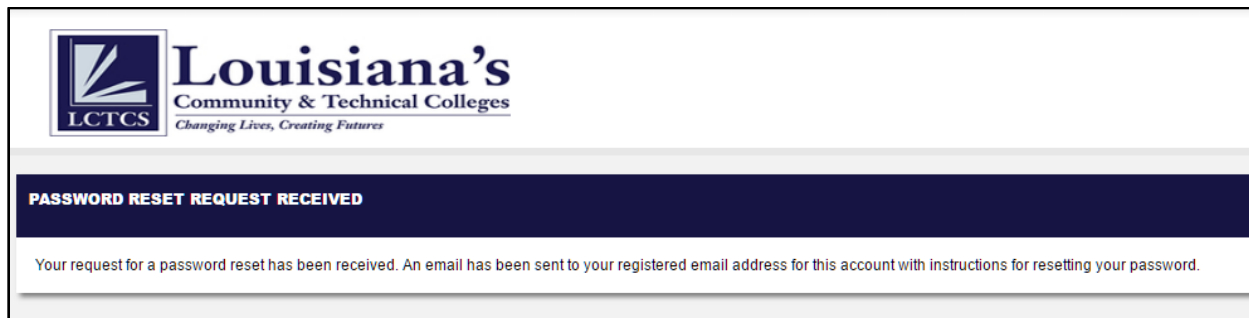


Figure 14: Password Reset Request Received

The user will then receive an email with instructions on how to reset the password (Fig. 15). Click on the hyperlink to proceed.

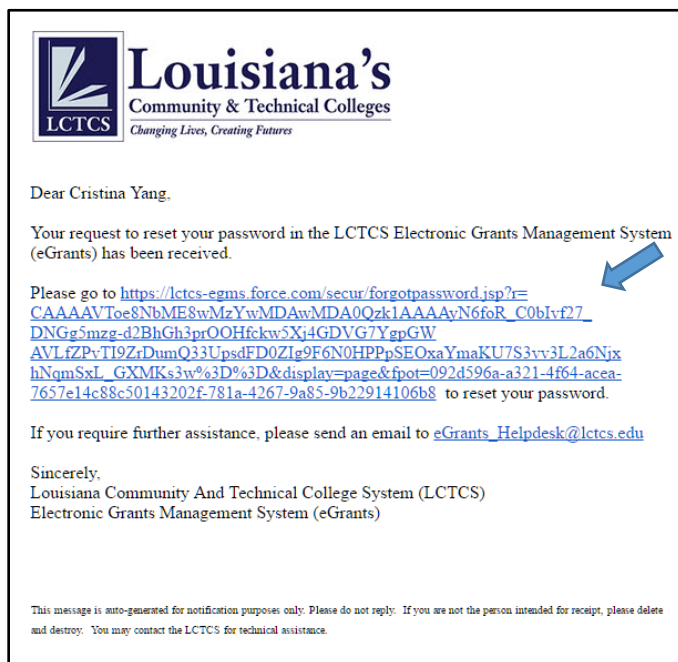


Figure 15: Reset Password Email

The user will be taken to the eGrants Portal, where they can set their password once again (Fig. 16). ***The user may not use a password that has been previously used.*** Enter in a password and click **Change Password** to complete the password reset/recovery process.

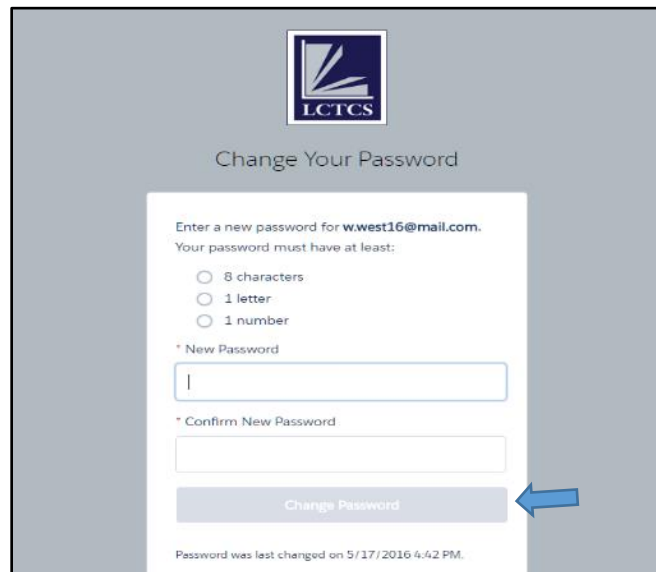


Figure 16: Change Your Password

3 SUBMITTING AN APPLICATION

To begin with the application submission process, access the external LCTCS eGrants portal. Enter the following URL in to a supported browser: lctcs-egms.force.com .

Both the Primary and Secondary users may log in and access the FO. The user will also receive an email notification (Fig. 17) inviting them to apply for the Funding Opportunity. Click on the [“here”](#) link to proceed.

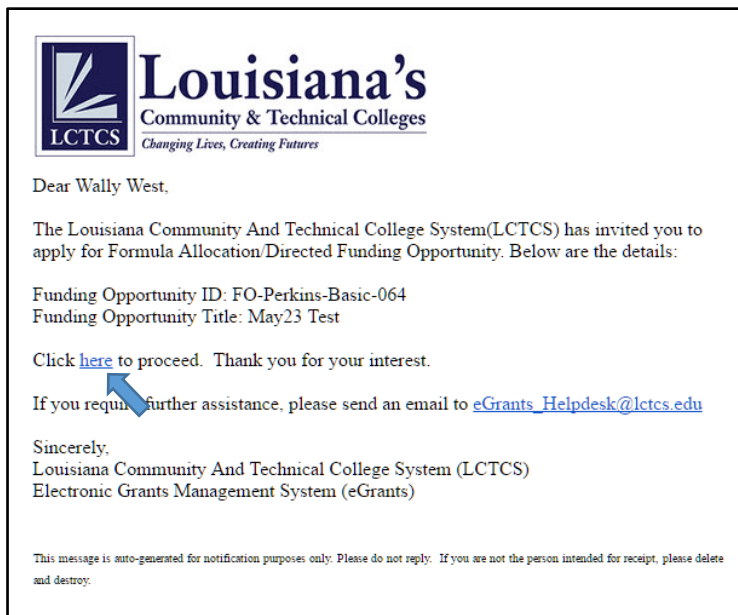


Figure 17: FO Invitation Notification

Next, the information for the Funding Opportunity will be displayed on the LCTCS eGrants Portal (Fig. 18). If the user decides to proceed with applying for the FO, click on the **Create Application** button.

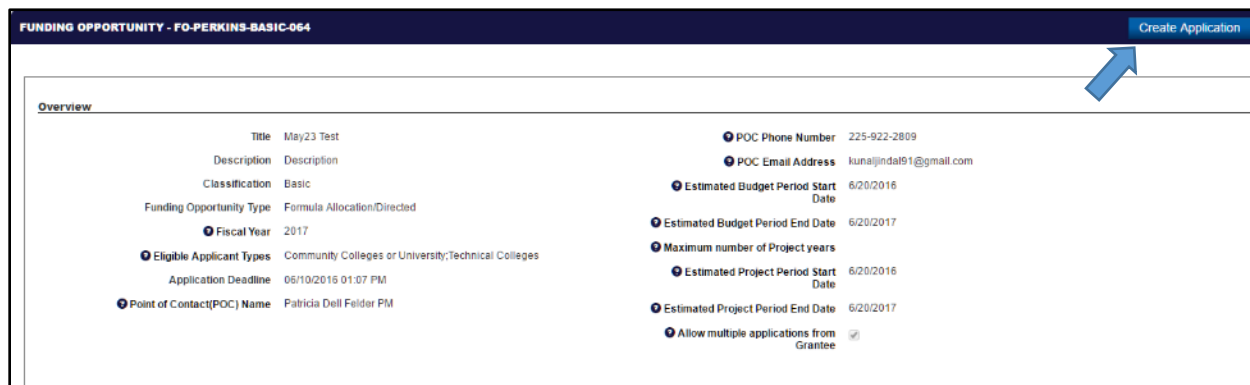


Figure 18: Funding Opportunity Information

Clicking the **Create Application** button will begin the application process. In the **Application Edit** screen, the first tab is the **Grant Narrative** tab. This tab contains eleven question in which the user will describe their proposal for applying for the FO and how they plan to use the funds (Fig. 19). The questions will vary based on whether a Basic and CCTC FO has been selected. Complete all the required fields. **Note: Click on the Save button before proceeding to on another tab – otherwise all data entry will be lost.**

Please complete all required information before submission. Please save your changes before you update the budget, otherwise you may lose your data. Only Primary user is allowed to submit an application.

Grant Narrative | Performance Evaluation | Required Uses of Funds | Summary Budget | Assurances | Certification

The application must address, at a minimum, each of the items listed below in the narrative form. Response is **mandatory** for each of the items below and is not to exceed 2000 words.

Grant Narrative

*1. Provide a summary of how Perkins IV funds will be used. Outline the recipient's goals and objectives for the next three years, including desired outcomes. [Sec.134(b)(1)]

Rich text editor toolbar: Bold, Italic, Underline, Styles, Format, and various icons for text formatting and alignment.

Characters: 0, Words: 0 Characters Left: 15000 Words Left: 2000

*2. What activities will the recipient conduct to achieve the goals and desired outcomes described above? How will these activities enable the recipient to meet the adjusted levels of performance for each core indicator as FINAL AGREED-UPON PERFORMANCE LEVELS as outline in the performance chart? [Sec.134(b)(2)]

Figure 19: Grant Narrative tab

The **Performance Evaluation** tab contains several indicators that measure the level of performance (Fig. 20). If the performance level for any indicator is **below 90%**, the user will need to attach an improvement plan. To edit an indicator, click on **Edit** icon next to the **Core Indicator of Performance** and complete all the editable fields.

Performance Evaluation | Grant Narrative | Required Uses of Funds | Summary Budget | Assurances | Certification

Cancel Save Performance Evaluation

For each performance indicator, please provide actual performance level and strategies/activities to improve performance level. If any of the performance levels are below 90%, then you must attach an improvement plan.

Performance Evaluations

Edit View Strategies/Activities

Actions	Core Indicator of Performance	State Adjusted Level of Performance (%)	Actual Level of Performance (%)	Adjusted vs. Actual Level of Performance (%)	Met 90% of Adjusted Level of Performance?	Strategies or Activities
	1P1 - Technical Skill Attainment	55	<input type="text"/>	-55		<div></div>
	2P1 - Credential, Certificate, or Degree (Completion)	33		-33		

Figure 20: Performance Evaluation tab

The third tab is the **Required Uses of Funds** tab (Fig. 21). Click on the **Edit** button next to each **Required Use** and indicate whether Perkins dollars were used to support the activity or other sources. Click on the **Save – Required Uses of Funds** button once complete.

Required Uses of Funds Checklist Cancel Save - Required Use of Funds

Check the appropriate block in the table below to indicate whether Perkins dollars or other dollars are used to support the activities. If other sources are used, indicate if they are the state, private, or other federal dollars.

Required Uses of Funds Checklists

[Edit](#)

Actions	Required Uses	Is Source of Funds Perkins?	Other Source
Edit	1. Strengthen the academic and career and technical skills of students participating in career and technical education programs, by stre...		
Edit	2. Link career and technical education at the secondary level and career and technical education at the postsecondary level, including b...		
Edit	3. Provide students with strong experience in and understanding of all aspects of an industry, which may include work-based learning e...		
Edit	4. Develop, improve, or expand the use of technology in career and technical education, which may include - (A) training of career and te...		
Edit	5. Provide professional development programs, including (A) In-service and pre-service training on - (i) effective integration and use of c...		
Edit	6. Develop and implement evaluations of the career and technical education programs carried out with funds under this title, including a...		
Edit	7. Initiate, improve, expand, and modernize quality career and technical education programs, including relevant technology.		
Edit	8. Provide services and activities that are of sufficient size, scope, and quality to be effective.		
Edit	9. Provide activities to prepare special populations, including single parents and displaced homemakers who are enrolled in career and...		

Figure 21: Required Uses of Funds tab

In the **Summary Budget** tab, enter in dollar amounts for each budget category (Fig. 22). Click on the **Edit** icon to complete the fields.

Summary Budget

Summary Budget

Category Name	Amount	Detailed Budget
1. SALARIES	0.00	Edit
2. EMPLOYEE BENEFITS	0.00	Edit
3. PROFESSIONAL SERVICES	0.00	Edit
4. OPERATING SERVICES/PURCHASED PROPERTY SERVICES	0.00	Edit
5. TRAVEL/OTHER PURCHASED SERVICES	0.00	Edit
6 a. CONSUMABLE SUPPLIES	0.00	Edit
6 b. NON-CONSUMABLE SUPPLIES	0.00	Edit
6. SUPPLIES (6a + 6b)	0.0	

Figure 22: Summary Budget tab

Finally, the last two tabs contain **Assurances** and a **Certification**. Read through the language and click on “I hereby assure/certify that” to agree to the Assurance and Certification (Fig. 23). Click **Save** once complete.

The screenshot shows two tabs: "Assurances" and "Certification". The "Assurances" tab is active, displaying the "STATEMENT OF ASSURANCES" under the Carl D. Perkins Career and Technical Education Act of 2006. It contains three numbered items regarding fund use, program operations, and fiscal control. The "Certification" tab is also visible, showing the "CERTIFICATION" section with instructions and two numbered items (a and b) regarding lobbying and federal funds.

Figure 23: Assurances and Certification tab

Clicking **Save** will populate a progress bar and two more tabs for the application (Fig. 24). The **Forms Template** tab will contain applicable forms (required and optional). Click on the **Download Template** icon in the **Actions** column. Complete the information in the downloaded forms.

The screenshot shows the "Forms Template" tab with a progress bar at the top. Below the progress bar, there is a section for "Required Forms" and a section for "Optional Forms". The "Required Forms" section includes a table with columns for "Actions", "Name", and "Description". A blue arrow points to the "Download Template" icon in the "Actions" column for the "Partnership Summary and Attestation" form.

Actions	Name	Description
	Partnership Summary	Basic Grant - Partnership Summary - <i>Required for Basic</i>
	Partnership Summary and Attestation	Partnership Summary and Attestation - <i>Required for Basic</i>
	Basic Grant Budget Narrative	Basic Grant Budget Narrative - <i>Required for Basic</i>
	Program Inventory	Required for Basic Grant
	Cover Sheet with Signatures	Cover Sheet with Signatures

Figure 24: Forms Template tab

The **required** and **optional** documents will vary based on the budget categories selected. Table 1 provides a brief description for each document, requirements based on a Basic of CCTC application and additional comments regarding the requirements.

Table 1

#	Attachment classification	REQUIRED for Basic	REQUIRED for CCTC	additional comments
1	Cover Sheet	Yes	Yes	Common to Basic and CCTC. Submitted as an attachment with official signatures
2	Program Inventory	Yes	Not Applicable for CCTC	
3	Basic Grant Budget Narrative	Yes	Not Applicable for CCTC	
4	CCTC Grant Budget Narrative	Not Applicable for Basic	Yes	
5	Partnership Summary and Attestation	Yes	Not Applicable for CCTC	
6	Partnership Summary	Yes	Not Applicable for CCTC	
7	Personnel Activity Report (PAR)	Optional	Optional	<i>Required if personnel are funded)</i>
8	Improvement Plan	Optional	Not Applicable for CCTC	<i>Required if any of the performance levels indicators are less than 90%</i>
9	Position Description	Optional	Optional	<i>Required if personnel are funded)</i>
10	Position Description Roster	Optional	Optional	<i>Required if personnel are funded)</i>
11	Travel Form	Optional	Optional	<i>Required if Travel is funded)</i>
12	Consumables	Optional	Optional	<i>Required if consumables are funded)</i>
13	Non-consumables	Optional	Optional	<i>Required if non-consumables are funded)</i>
14	Property	Optional	Optional	<i>Required if Property is funded)</i>

Once the user has completed all the required and optional documents, click on the **Checklist and Attachments** tab (Fig. 25). The user can attach documents in this tab and also track the requirements of the application on a **Submission Checklist**. Add the completed documents from the Forms Template tab by clicking the **Add Attachments** button. In the **Checklist** block, verify when a task has been completed by clicking the **Edit** button in the **Actions** column next to the respective tab name. Click **Save** once complete.

Figure 25: Checklist and Attachment tab

After completing the requirements and uploading all the necessary documents, click on the **Submit Application** button. The application will be sent to LCTCS and undergo a review process. The Progress bar will advance to “Submitted” (Fig. 26).

Figure 26: Application Submitted

4 REVISE APPLICATION

Applicable to: Primary and Secondary user

Once an application has been approved, the Program Manager (PM) will initiate a **Pre-Award Revision Request**. This request will contain a description on what areas need to be revised, modified or negotiated. Only the sections selected by the PM will be editable by the applicant. The applicant will receive an email notification and Pending Task (Fig. 27).

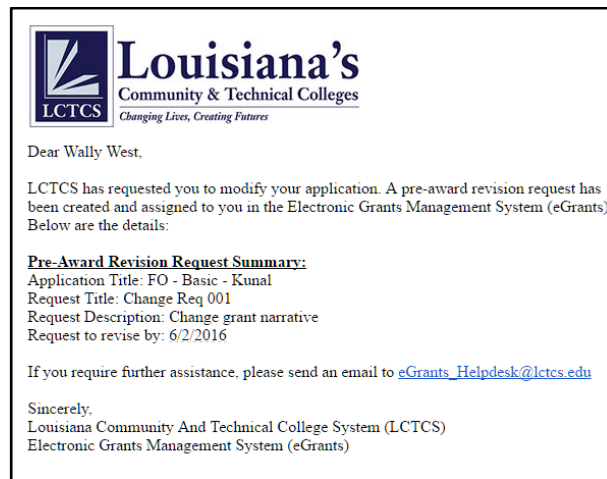


Figure 27: Pre-Award Request Email Notification

To begin, access the External LCTCS eGrants Portal. From the **Home** page, click on the **Applications** tab and click on **Pending Tasks** (Fig. 28). Click on the **Start** link in the **Actions** column for the Task Type, **Pre-Award Revision Submission Request**.

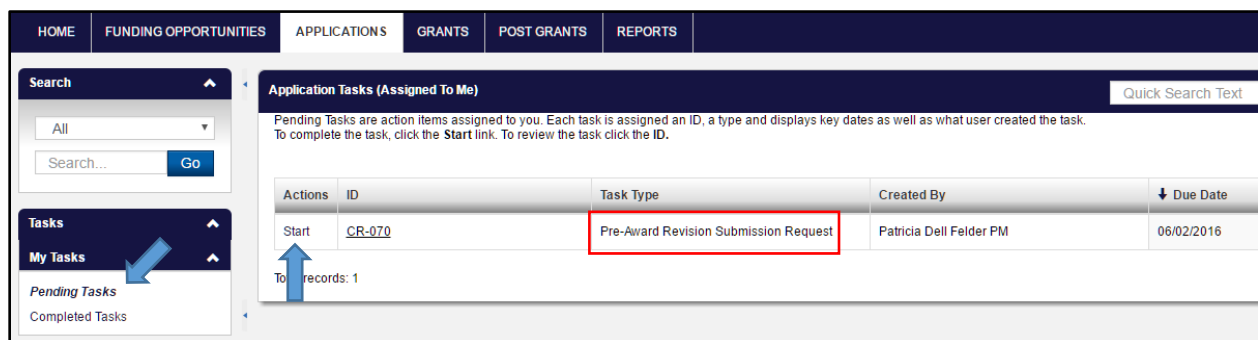


Figure 28: Pre-Award Revision Submission Request

The next screen will display information regarding the **Pre-Award Request** (Fig. 29). Review the details and click on the **Revise Application** button.

PRE-AWARD REVISION REQUEST - CR-070 - IN PROGRESS		Revise Application
Overview		
Funding Opportunity ID	FO-Perkins-Basic-066	
Funding Opportunity Title	FO - Basic - Kunal	
Application ID	APP-PG-Perkins Program-00001-2016-0073	
Applicant Organization	Baton Rouge Community College	
Pre-Award Revision Request Details		
Request Title	Change Req 001	
Select Application sections to modify	Grant Narrative	
Description	Change grant narrative	
Due Date	6/2/2016	
Applicant Response		
Applicant Response		

Figure 29: Pre-Award Revision Request

To begin the **Pre-Award Request**, click on the **Edit** button in the **Application View** screen (Fig. 30).

APPLICATION VIEW - APP-PG-PERKINS PROGRAM-00001-2016-0073		Edit	Resubmit Application
Please complete all required information before submission. Please save your changes before you update the budget, otherwise you may lose your data. Only Primary user is allowed to submit an application.			
<div> In Progress Submitted Review In Progress Pre-Award Revision In Progress Pending Award Award Drafted Awarded </div>			
Applicant Profile	Grant Narrative	Performance Evaluation	Required Uses of Funds
	Checklist and Attachment	+	
Funding Opportunity			
Funding Opportunity	FO-Perkins-Basic-066		Title FO - Basic - Kunal
Classification	Basic		Fiscal Year 2017
Applicant's Organization Profile			

Figure 30: Application View Screen

The next screen will populate the application tabs (Fig. 31). Again, **only** the tabs selected by the PM to be revised will be editable. Make the changes/revisions to the respective sections and click **Save** once complete.

APPLICATION EDIT - APP-PG-PERKINS PROGRAM-00001-2016-0073

Save Cancel

Please complete all required information before submission. Please save your changes before you update the budget, otherwise you may lose your data. Only Primary user is allowed to submit an application.

Grant Narrative Performance Evaluation Required Uses of Funds Summary Budget Assurances Certification

The application must address, at a minimum, each of the items listed below in the narrative form. Response is mandatory for each of the items below and is not to exceed 2000 words.

Grant Narrative

*1. Provide a summary of how Perkins IV funds will be used. Outline the recipient's goals and objectives for the next three years, including desired outcomes. [Sec.134(b)(1)]

text

Figure 31: Application Edit screen

After all the revisions have been made, click on the **Pre-Award Revisions** tab. In the **Actions** column, click on the **Comments** icon next to the request. The Applicant will be presented with an **Applicant Response** field (Fig. 32). Enter comments pertaining to the revisions that were made. Click the **Save** button to continue.

PRE-AWARD REVISION REQUEST - CR-070 - IN PROGRESS

Cancel Save

Fields marked with * are required

Overview

Funding Opportunity ID	FO-Perkins-Basic-066
Funding Opportunity Title	FO - Basic - Kunal
Application ID	APP-PG-Perkins Program-00001-2016-0073
Applicant Organization	Baton Rouge Community College

Pre-Award Revision Request Details

*Request Title	Change Req 001
*Description	Change grant narrative
*Due Date	6/2/2016

Applicant Response

Applicant Response

Figure 32: Applicant Response Field

Finally, click on the **Resubmit Application** button, indicated in **red** in Figure 30. The **Pre-Award Request** has now been submitted. In the **Pre-Award Revisions** tab, the status will be updated to 'Submitted by Applicant' (Fig. 33).

Applicant Profile	Grant Narrative	Performance Evaluation	Required Uses of Funds	Summary Budget	Assurances	Pre-Award Revisions
Pre-Award Revision Requests						
View Comments						
Actions	ID	Request Title	Status	Due Date	Last Updated Date	
	CR-070	Change Req 001	Submitted By Applicant	06/02/2016	05/25/2016 4:53:PM	

Figure 33: Pre-Award Request Submitted

5 SUBMITTING A PAYMENT REQUEST

Applicable to: Primary or Secondary user

Once a grant award has been issued, the grantees can submit **Reimbursement Payment Requests**, which are based on the reporting cycle frequency set by LCTCS. The tasks will be created automatically by the eGrants System for both Primary and Secondary users on the **last day of the month**. It is expected for the payment requests to be submitted regularly, on a **monthly basis**. If a request submission is delayed/missed, the system enforces a sequential order for submission. The first one must be submitted before submitting a new one. Only one payment request can be made at a time. One request must be processed and approved by LCTCS before another can be made. ***Failure to submit requests on a regular basis will delay payments.*** Both the Primary and Secondary users may access and edit the task, but **only** the Primary user may submit the payment request.

To begin a payment request, access the External LCTCS eGrants Portal and log in as the Primary or Secondary user. From the **Home** page, click on the **Post Grants** tab and then, **Pending Tasks**.

In the **Actions** column, click on the **Start** link for the Task Type, **Submit Reimbursement Request** (Fig. 34).

HOME

FUNDING OPPORTUNITIES

APPLICATIONS

GRANTS

POST GRANTS

REPORTS

Search

All

Search...

Go

Tasks

Post Grants Tasks

Pending Tasks

Completed Tasks

Post Grants Tasks (Assigned To Me)

Page 1 of 1

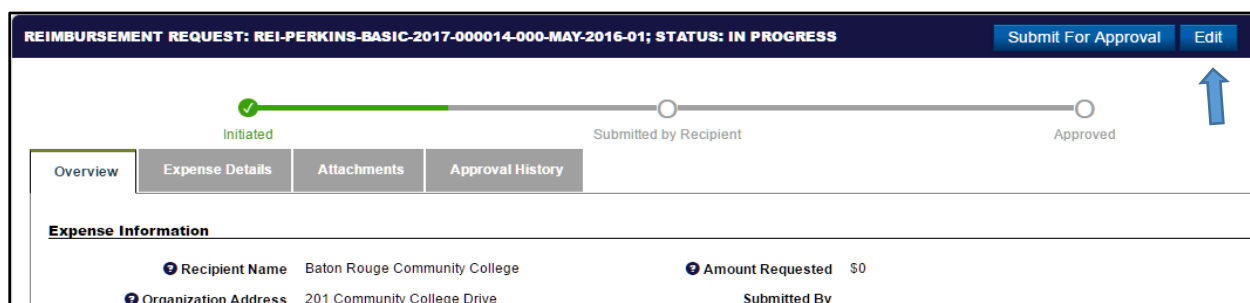
Quick Search Text

Pending Tasks are action items assigned to you. Each task is assigned an ID, a type and displays key dates as well as what user created the task. To complete the task, click the **Start** link. To review the task click the ID.

Actions	Task Type	Created By	Due Date
Start	REI-Perkins-Basic-2017-000014-000-May-20...	GovGrants Admin	08/10/2016
Start	REI-Perkins-Basic-2017-000014-000-May-20...	GovGrants Admin	09/10/2016
Start	REI-Perkins-Basic-2017-000014-000-May-20...	GovGrants Admin	10/10/2016

Figure 34: Reimbursement Request

Next, the user will be taken to the **Reimbursement Request** screen (Fig. 35). Click on the **Edit** button to begin.



REIMBURSEMENT REQUEST: REI-PERKINS-BASIC-2017-000014-000-MAY-2016-01; STATUS: IN PROGRESS

Submit For Approval Edit

Initiated Submitted by Recipient Approved

Overview Expense Details Attachments Approval History

Expense Information

Recipient Name Baton Rouge Community College Amount Requested \$0

Organization Address 201 Community College Drive Submitted By

Figure 35: Reimbursement Request Screen

In the **Overview** tab, scroll down to accept the **Terms and Agreement** (Fig. 36).

Terms & Agreement

Certification: I certify that amount claimed are true and are fully supported by the detailed accounting records of my organization, which are available for examination and/or audits

☒ Allowable Cost ☐

☒ Receipts and Supporting Documents maintained ☐

Figure 36: Terms and Agreement

In the **Expense Details** tab, enter in the reimbursement amount in the **Requested Expense** column for the respective budget category (Fig. 37). The requested amount *cannot* be greater than the Remaining Budget amount. Click **Save** once complete.

REIMBURSEMENT REQUEST: REI-PERKINS-BASIC-2017-000014-000-MAY-2016-01; STATUS: IN PROGRESS

Cancel Save

Fields marked * are required

Overview Expense Details

Budget Category Expense Breakdown

Budget Category Expense Breakdown

Category Name	DetailLink	Budgeted Amount	Grant YTD Spent	Remaining Budget	Requested Expense
1. SALARIES		90000.00	0.00	90000.00	\$ 1000.00

Figure 37: Expense Details tab

After all necessary information for the reimbursement request has been entered, click on the **Submit for Approval** button (Fig. 38).

REIMBURSEMENT REQUEST: REI-PERKINS-BASIC-2017-000014-000-MAY-2016-01; STATUS: IN PROGRESS

Submit For Approval Edit

Initiated Submitted by Recipient Approved

Overview Expense Details Attachments Approval History

Budget Category Expense Breakdown

Budget Category Expense Breakdown

Category Name	DetailLink	Budgeted Amount	Grant YTD Spent	Remaining Budget	Requested Expense
1. SALARIES		90000.00	0.00	89000.00	\$ 1000.00

Figure 38: Submitting Reimbursement Request

5.1 How to Initiate a Refund

If near the end of the billing period there is an award amount left over which was not used, the grantee can refund the unused money back to LCTCS.

In order to initiate a refund, enter the following URL in to a supported browser to access the External LCTCS eGrants System: lctcs-egms.force.com. The user will arrive at the LCTCS eGrants Home tab (Fig. 39).

The screenshot shows the LCTCS eGrants Home tab. The header includes the Louisiana's Community & Technical Colleges logo and a user profile for Jose M. The navigation bar has tabs for HOME, FUNDING OPPORTUNITIES, APPLICATIONS, GRANTS, POST GRANTS, and REPORTS. The left sidebar contains sections for Search, Tasks (My Tasks, Pending Tasks, Completed Tasks), Activities (Organization Profile), Recent Items, and Useful Links. The main content area is titled "Pending Tasks (Assigned To Me)" and shows a list of tasks with columns for Actions, ID, Task Type, Created By, and Due Date. The tasks are listed in a table with 10 rows, each starting with a "Start" action and a "Pending Tasks" link.

Figure 39: LCTCS eGrants Home tab

Once logged in, click on the **Grants** tab. Click on the **Active Grants** link in the left navigation menu (Fig. 40). Select the grant for which you would like to initiate a refund and click the hyperlink in the Grant ID column.

The screenshot shows the LCTCS eGrants Grants tab. The navigation bar has tabs for HOME, FUNDING OPPORTUNITIES, APPLICATIONS, GRANTS, POST GRANTS, and REPORTS. The left sidebar contains sections for Search, Tasks (Grant Tasks, Pending Tasks, Completed Tasks), Activities (Active Grants, Closed Grants), Recent Items, and Useful Links. The main content area is titled "Grants" and shows a list of grants with columns for Grant ID, Project Name, Classification, Fiscal Year, Project Period Start Date, and Project Period End Date. The grants are listed in a table with 6 rows, each starting with a "Grant ID" link. A blue arrow points to the "Active Grants" link in the left sidebar, and another blue arrow points to the "Grant ID" link in the first row of the table.

Figure 40: Active Grants

In the **Grant** view screen, click on the **Reimbursement Requests** tab (Fig. 41). Click on the **Initiate Refund** button to begin the process.

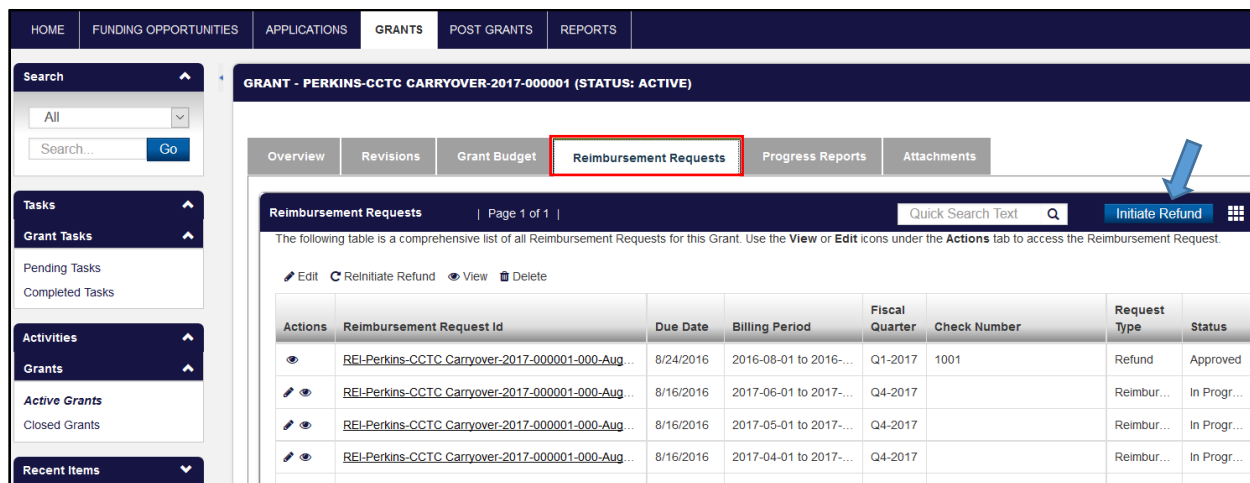


Figure 41: Reimbursement Request tab

In the next screen, the user will be presented with four tabs: **Overview**, **Expense Details**, **Attachments** and **Approval History** (Fig. 42).

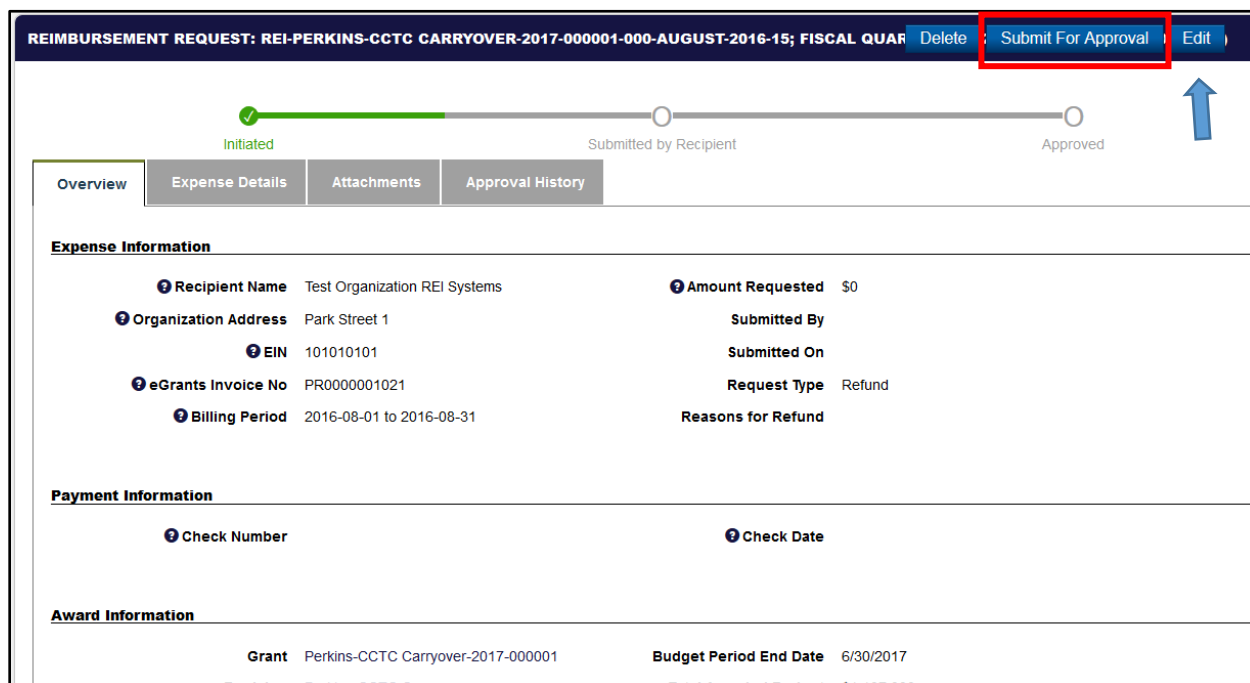


Figure 42: Reimbursement Request (Refund) Form

Click on the **Edit** button to enter a **Reason for Refund**, **Check Number**, and **Check Date** (Fig. 43). Scroll down and complete the **Terms and Agreement** block (Fig. 44).

Expense Information	
1 Recipient Name	Test Organization REI Systems
2 Organization Address	Park Street 1
3 EIN	101010101
4 *eGrants Invoice No	PR0000001021
5 Billing Period	2016-08-01 to 2016-08-31
6 Amount Requested	\$ 0
Submitted By	
Submitted On	
Request Type	Refund
*Reasons for Refund	<input type="text"/>

Payment Information	
7 Check Number	<input type="text"/>
8 Check Date	<input type="text"/>

Figure 43: Expense and Payment Information

Award Information	
Grant	Perkins-CCTC Carryover-2017-000001
Revision	Perkins-CCTC Carryover-2017-000001-000
Grant Period	7/1/2016 to 6/30/2017
Budget Period Start Date	7/1/2016
Budget Period End Date	6/30/2017
Total Awarded Budget	\$ 1,107,000
Remaining Amount	\$ 857,200

Terms & Agreement	
Certification: I certify that amount claimed are true and are fully supported by the detailed accounting records of my organization, which are available for examination and/or audits	
9 AllowableCost	<input type="checkbox"/>
10 Receipts and Supporting Documents maintained	<input type="checkbox"/>

Figure 44: Terms and Agreement Block

In the **Expense Details** tab, enter in the refund amounts for the respective **Budget Categories** (Fig. 45). Once the refund amounts have been entered, click the **Save** button to proceed.

REIMBURSEMENT REQUEST: REI-PERKINS-CCTC CARRYOVER-2017-000001-000-AUGUST-2016-15; FISCAL QUARTER: (Q1-2017); ST. Cancel P Save S

Fields marked as * are required

Overview **Expense Details**

Budget Category Expense Breakdown

Budget Category Expense Breakdown

Category Name	DetailLink	Budgeted Amount	YTD Spent	Remaining Budget	Requested Amount
1. SALARIES		100,000.00	6,500.00	93,500.00	\$ <input type="text"/> 0.00
2. EMPLOYEE BENEFITS		100,000.00	10,500.00	89,500.00	\$ <input type="text"/> 0.00
3. PROFESSIONAL SERVICES		100,000.00	23,500.00	76,500.00	\$ <input type="text"/> 0.00
4. OPERATING SERVICES/PURCHASED PROPERTY SERVICES		100,000.00	27,000.00	73,000.00	\$ <input type="text"/> 0.00
5. TRAVEL/OTHER PURCHASED SERVICES		100,000.00	32,000.00	68,000.00	\$ <input type="text"/> 0.00
6 a. CONSUMABLE SUPPLIES		100,000.00	25,000.00	75,000.00	\$ <input type="text"/> 0.00
6 b. NON-CONSUMABLE SUPPLIES		100,000.00	16,000.00	84,000.00	\$ <input type="text"/> 0.00

Figure 45: Expense Details tab

The user may upload any relevant documents in the **Attachments** tab as needed. Once complete, click the **Submit for Approval** button, highlighted in **red** in Figure 42.

6 SUBMITTING A PROGRESS REPORT

During the Award Issuance phase, the Program Manager establishes a **Reporting Cycle** for various reports, which creates these requests based on a particular frequency.

In order to submit a **Progress Report**, navigate to the **External LCTCS eGrants Portal** by entering the following URL in to a supported browser: lctcs-egms.force.com (Fig. 46). Log in using the Grantee credentials.

Figure 46: External User Log In

Once you have logged in, click on the **Post Grants** tab and then click on **Pending Tasks** in the left navigation menu (Fig. 47). Select the **Task Type, Submit Progress Report**, for the grant for which a progress report needs to be submitted. Click **Start** in the **Actions** column to proceed.

Actions	Task Type	Created By	Due Date
Start	Submit Progress Report	GovGrants Admin QA	10/20/2016
Start	Submit Progress Report	GovGrants Admin QA	10/30/2016
Start	Submit Reimbursement Request	GovGrants Admin QA	11/30/2016
Start	Submit Reimbursement Request	GovGrants Admin QA	12/10/2016
Start	Submit Progress Report	GovGrants Admin QA	01/03/2017
Start	Submit Progress Report	GovGrants Admin QA	01/03/2017
Start	Submit Reimbursement Request	GovGrants Admin QA	01/10/2017
Start	Submit Progress Report	GovGrants Admin QA	01/15/2017
Start	Submit Progress Report	GovGrants Admin QA	01/20/2017
Start	Submit Progress Report	GovGrants Admin QA	01/30/2017

Figure 47: Progress Report Pending Task

The next screen will populate the **Progress Report** (Fig 48 and 49). Review all the information in the **Progress Details** tab. The block titled **Current Quarter Reimbursement Requests** contains a list of all reimbursements and refunds that have been processed during the Billing Period.

PROGRESS REPORT: PERKINS-CCTC CARRYOVER-2017-000006-PR-001; FISCAL QUARTER: Q1-2017; (STATUS: IN PROGRESS) [Submit for approval](#) [Edit](#)

Progress Details | Attachments | Approval History

Profile Information

Report Frequency	Quarterly	Grant Number	Perkins-CCTC Carryover-2017-000006
Reporting Period Start Date	7/1/2016	Award	Perkins-CCTC Carryover-2017-000006-000
Reporting Period End Date	9/30/2016	Program Fiscal Year	2017
Recipient Organization Name	Test Organization REI Systems	Project Number	400
Organization Address	Park Street 1	Submission Date	

Budget and Financial Information

Total budget for this grant	\$2,006,000	Balance unobligated as of end of this quarter	\$1,953,000
Total amount obligated last quarter	\$0	Budgeted dollar amount obligated towards Property	\$10,000
Total dollar amount obligated during this quarter	\$53,000	% of budgeted dollar amount obligated towards Property	18.87%

Figure 48: Progress Report

Scrolling down the page of the Progress Report contains a section titled, **Progress Update**. In order to enter text and provide details regarding the Progress Report, click on the **Edit** button, which will refresh the page and populate text fields for both questions. Once complete, click **Save**.

Current Quarter Reimbursement Requests

Reimbursement Name	Billing Period	Fiscal Quarter	Status	Total Requested Amount
REI-Perkins-CCTC Carryover-2017-000006-000-August-2016-01	2016-07-01 to 2016-07-...	Q1-2017	Approved	\$23,000.00
REI-Perkins-CCTC Carryover-2017-000006-000-August-2016-02	2016-08-01 to 2016-08-...	Q1-2017	Approved	\$20,000.00
REI-Perkins-CCTC Carryover-2017-000006-000-August-2016-03	2016-09-01 to 2016-09-...	Q1-2017	Approved	\$22,000.00
REI-Perkins-CCTC Carryover-2017-000006-000-August-2016-13	2016-08-01 to 2016-08-...	Q1-2017	Approved	(\$5,000.00)
REI-Perkins-CCTC Carryover-2017-000006-000-August-2016-14	2016-08-01 to 2016-08-...	Q1-2017	Approved	(\$2,000.00)
REI-Perkins-CCTC Carryover-2017-000006-001-August-2016-01	2016-08-01 to 2016-08-...	Q1-2017	Approved	(\$5,000.00)

Progress Update

Provide a brief update on progress that has been made during this reporting period to meet the goals and objectives listed in the Local Application (LAP)
Enter Text Here

Describe specific activities that have addressed the needs of special population students
Enter Text Here

Figure 49: Current Quarter Reimbursements and Progress Update

The second tab in the Progress Report is the **Attachments** tab. The user may upload any necessary documents by clicking on the **Add Attachments** button (Fig. 50).

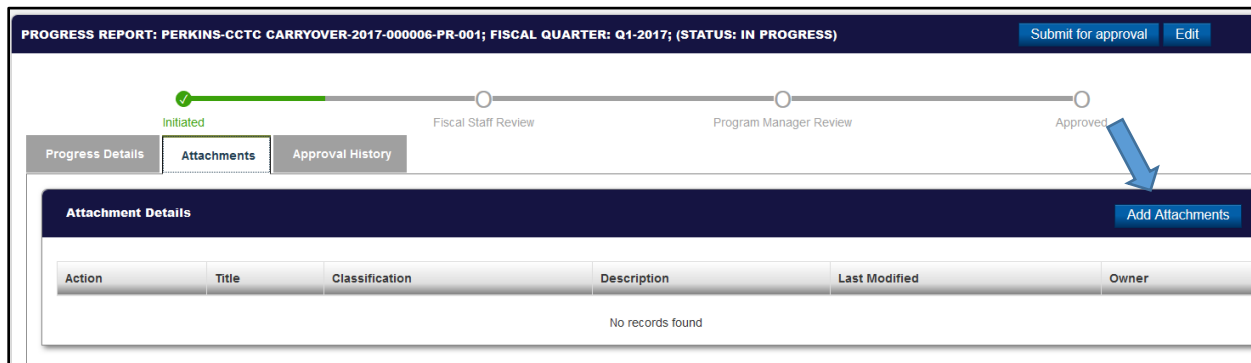


Figure 50: Attachments Tab

Clicking on the button will open a **Documents Upload** window. Complete all the required information and upload the document (Fig. 51). Click **Save** once complete.

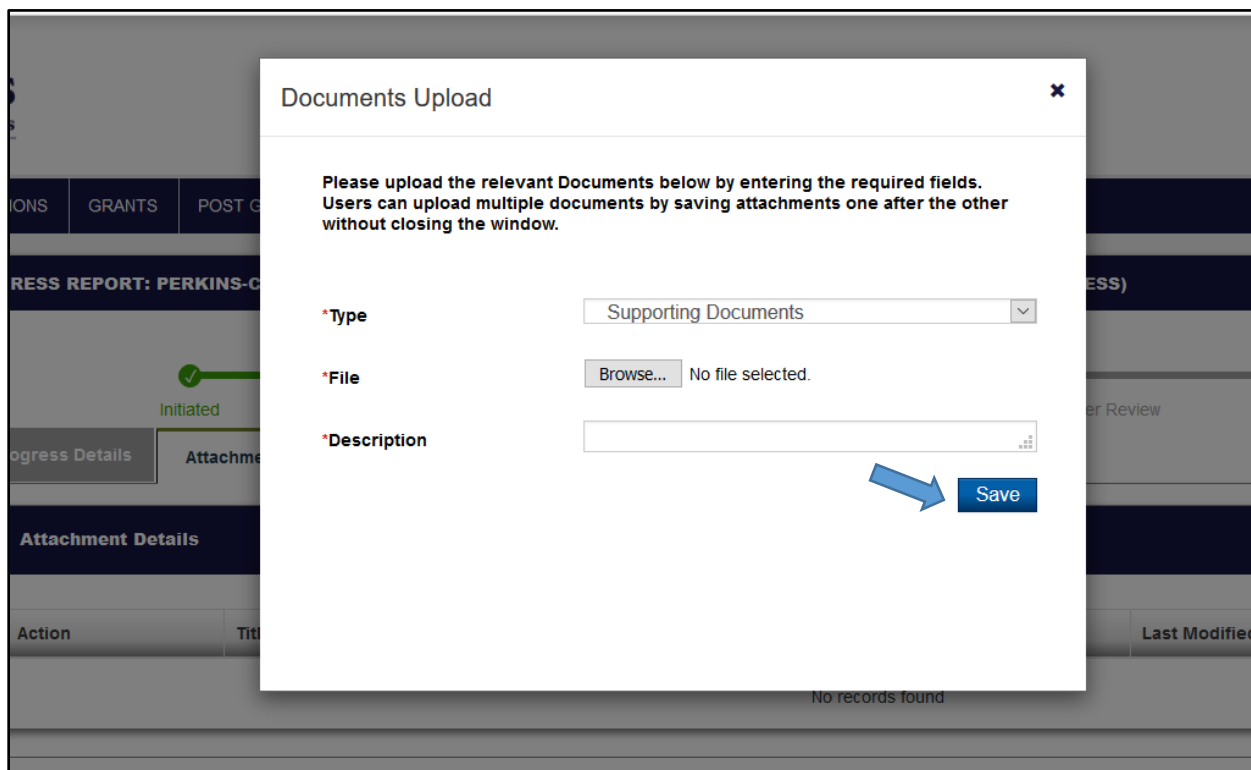


Figure 51: Upload Document

The final tab is the **Approval History** tab, which will display the status of approvals of the Progress Reports once it has been submitted (Fig. 52). Once all tabs have been completed, click on the **Submit for Approval** button.

The screenshot shows a web interface for a progress report. At the top, a dark blue header bar contains the text "PROGRESS REPORT: PERKINS-CCTC CARRYOVER-2017-000006-PR-001; FISCAL QUARTER: Q1-2017; (STATUS: IN PROGRESS)" and two buttons: "Submit for approval" and "Edit". Below the header is a progress bar with four stages: "Initiated" (marked with a green checkmark and a green bar), "Fiscal Staff Review", "Program Manager Review", and "Approved". Below the progress bar are three tabs: "Progress Details", "Attachments", and "Approval History" (which is selected). Below the tabs is a table with four columns: "Date", "Status", "Assigned To", and "Comments". At the bottom right, there are three buttons: "Submit for approval", "Edit", and "Back to Top". A blue arrow points from the "Submit for approval" button in the bottom right to the "Submit for approval" button in the top right.

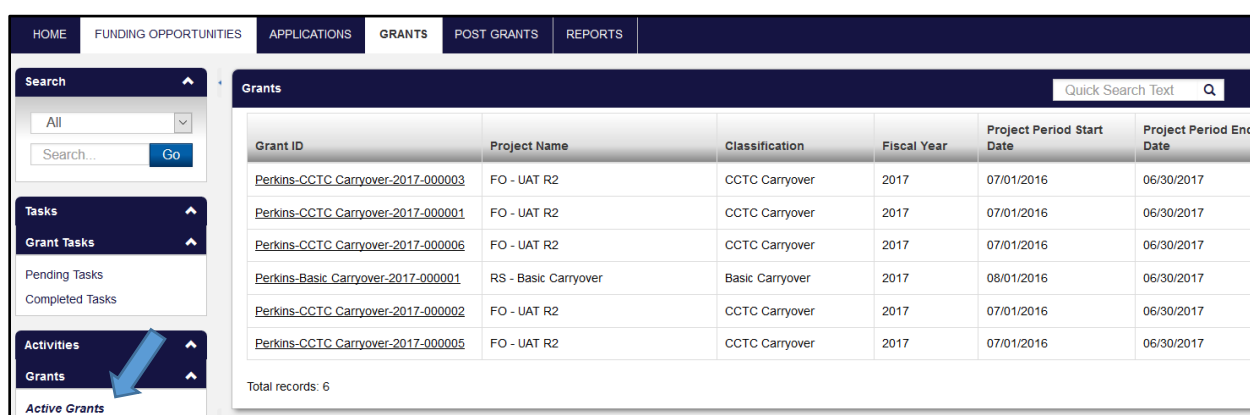
Figure 52: Approval History Tab

7 SUBMITTING AN AMENDMENT REQUEST

If at any time during the Post Award phase a rearrangement of the budget is required, the grantee may submit an **Amendment** request. This will not change the overall budget amount but instead, will allow the grantee to reallocate dollar amounts between budget categories.

To begin, log in to the **External LCTCS eGrants System** by entering the following URL in to a supported browser: lctcs-egms.force.com .

Once the user has logged in, click on the **Grants** tab and then, the **Active Grants** link in the left navigation menu. Click the hyperlink for Grant for which an **Amendment** needs to be submitted (Fig. 53).



HOME FUNDING OPPORTUNITIES APPLICATIONS GRANTS POST GRANTS REPORTS					
Grants					
Grant ID	Project Name	Classification	Fiscal Year	Project Period Start Date	Project Period End Date
Perkins-CCTC Carryover-2017-000003	FO - UAT R2	CCTC Carryover	2017	07/01/2016	06/30/2017
Perkins-CCTC Carryover-2017-000001	FO - UAT R2	CCTC Carryover	2017	07/01/2016	06/30/2017
Perkins-CCTC Carryover-2017-000006	FO - UAT R2	CCTC Carryover	2017	07/01/2016	06/30/2017
Perkins-Basic Carryover-2017-000001	RS - Basic Carryover	Basic Carryover	2017	08/01/2016	06/30/2017
Perkins-CCTC Carryover-2017-000002	FO - UAT R2	CCTC Carryover	2017	07/01/2016	06/30/2017
Perkins-CCTC Carryover-2017-000005	FO - UAT R2	CCTC Carryover	2017	07/01/2016	06/30/2017
Total records: 6					

Figure 53: Active Grants

In the **Grant** view screen, click on the **Revisions** tab (Fig. 54). In the **Amendment Request** block, click on the **New** button to continue.

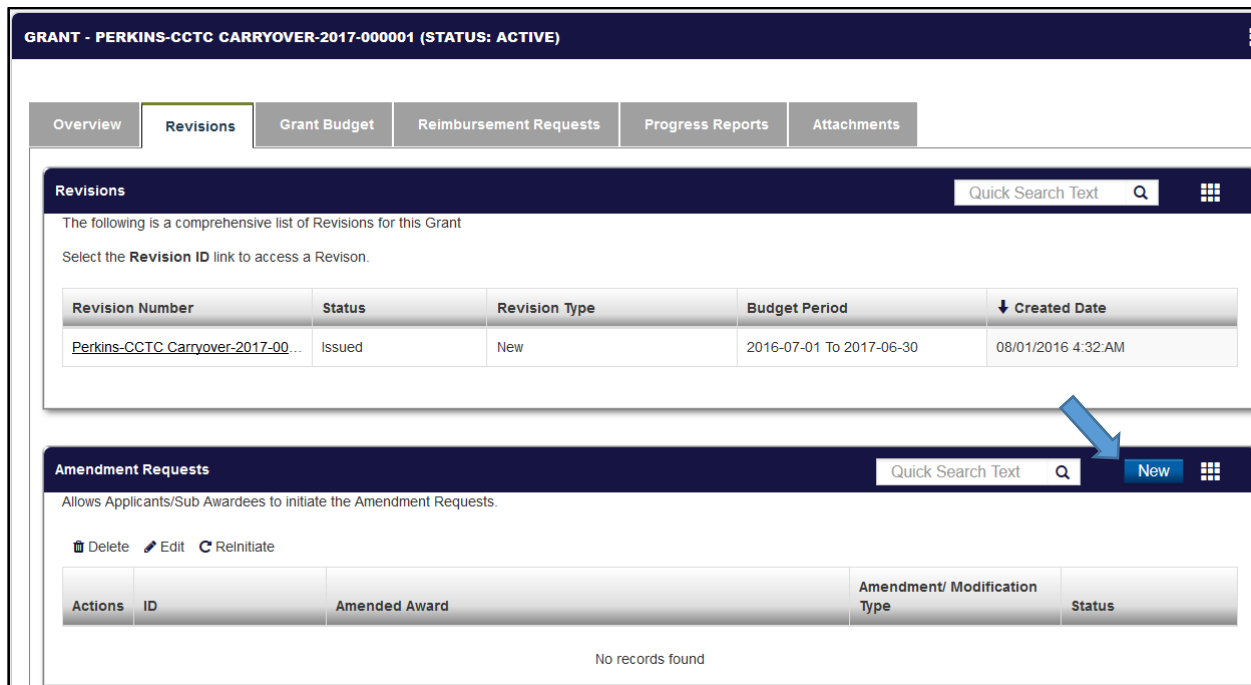


Figure 54: Revisions Tab

Clicking the **New** button will open a new tab in your browser. In the overview tab, complete the **Amendment Details** block by selecting the **Amendment/Modification Type** and enter a **Reason for the Amendment** (Fig. 55). Click **Save** to continue.

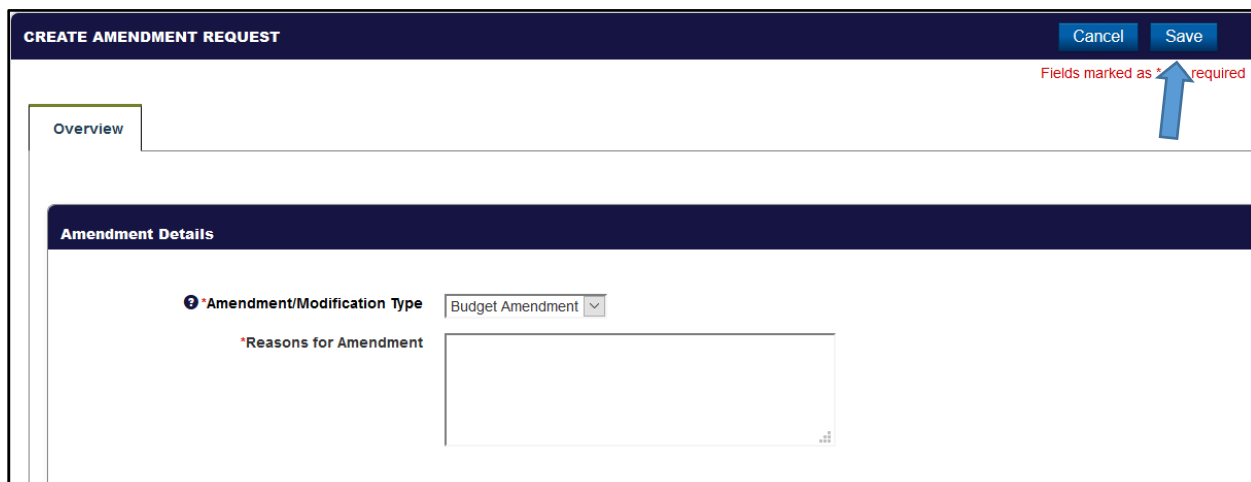


Figure 55: Amendment Request

Clicking **Save** will refresh the page and populate additional tabs. Click **Edit** to begin. In the **Summary Budget** tab, click on the “pencil” icon in the **Details** column (Fig. 56).

Overview Summary Budget						
In order to submit an amendment request net adjustment should be Zero.						
Current Budget						
Budget Revision Summary Budget						
Category Name	Budgeted Amount	Year to Date Spent	Remaining Budget	Requested Revised Budget	Details	Adjustment
1. SALARIES	100,000.00	6,500.00	93,500.00	100,000.00		0.00
2. EMPLOYEE BENEFITS	100,000.00	10,500.00	89,500.00	100,000.00		0.00
3. PROFESSIONAL SERVICES	100,000.00	23,500.00	76,500.00	100,000.00		0.00
4. OPERATING SERVICES/PURCHASED PROPERTY SERVICES	100,000.00	27,000.00	73,000.00	100,000.00		0.00
5. TRAVEL/OTHER PURCHASED SERVICES	100,000.00	32,000.00	68,000.00	100,000.00		0.00
6 a. CONSUMABLE SUPPLIES	100,000.00	25,000.00	75,000.00	100,000.00		0.00

Figure 56: Summary Budget tab

Enter the adjustment amounts in the **Requested Revised Budget** column (Fig. 57). Please remember that the net of adjustments must equal to zero (0). The user is simply reallocating dollar amounts from one budget category in to another. Click **Save** once complete.

DETAILED SUMMARY BUDGET

Save

Detailed Summary Budget for 1. SALARIES

+ Add new budget line item

- Remove last budget line item

Item no.	Narrative Description	Grant Budget	Requested Revised Budget
1	SALARIES	100000.00	100000.00
	Total Budget	100000.00	100000.00

Figure 57: Detailed Summary Budget

In the **Attachments** tab, the user may upload any revised documents. Once all the required fields have been completed, click on the **Submit for Approval** button to complete the Amendment Request process.

8 REPORTS

The Primary and Secondary users may access certain reports in the **LCTCS eGrants Portal**. Once logged in, click on the Reports tab (Fig. 57). Clicking on the Report Name link will open a new window and will display the respective report.

Report Name	Description	Last Run
Approved Reimbursements Report	This report will display reimbursement requests that have been approved for each grant.	05/27/20
All Reimbursements Report	Displays all reimbursement requests that have been approved or that are 'in progress' for all grants.	05/27/20
Tasks By Status	Displays all tasks across each phase of the grant cycle for the logged in user.	05/27/20

Total records: 3

Figure 58: Reports

8.1 Submit Annual Performance Report

Applicable to: Grantee

Once the PM has created the **Annual Performance Report**, an email notification will be sent to both the Primary and Secondary users to complete the report and provide Annual Performance Indicators (Fig. 59). A corresponding Pending Task will also be created for both users.

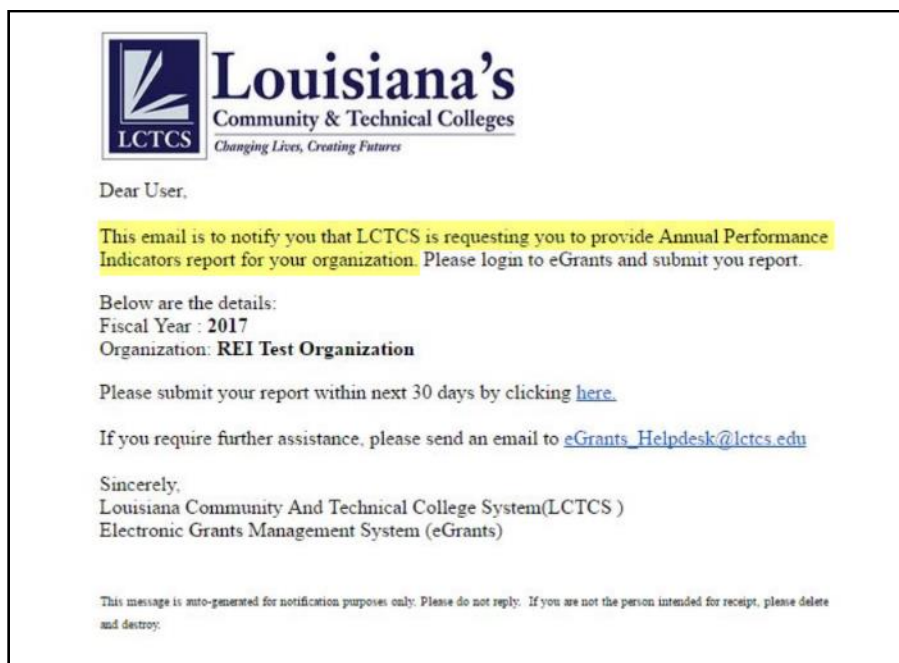


Figure 59: Email notification for Annual Performance Indicators

To begin, log in to the External LCTCS EGMS Portal using the previously established credentials (Fig. 60).

Figure 60: External Login Portal

Click on the **Post Grants** tab and then, click on the **Pending Tasks** link in the left navigation menu. Click **Start** in the **Actions** column next to the **Submit Annual Performance Report** task type (Fig. 61).

Actions	ID	Task Type	Created By	Due Date
Start	External Organization UAL 2	Attach DUNS Certification	Patricia Diell Felder PM	10/29/2016
Start	AP-0204	Submit Annual Performance Report	Patricia Diell Felder PM	04/22/2017

Total records: 2

Figure 61: Pending Task

The next screen will display the **Annual Performance Report**, to be completed by the user. In the **Performance Section**, click on the **Edit** Icon (Fig. 62).

Important Notes

Unless the conditions below are met, the system will not allow the user to submit the report

1. When entering values for the **Numerator/Denominator**, do not leave any field “empty/blank”. If there is no value to enter, **please enter a “0”** for that field.
2. The value for the **Gender** Section Name must match the value of the **Race/Ethnicity** Section Name.
3. The value of the **Numerator** cannot be greater than the Denominator. The calculated percentage cannot be greater than 100%.

ANNUAL PERFORMANCE REPORT 2017 : AP-0204 (STATUS: CREATED)

Submit for Approval

1P1

2P1

3P1

4P1

5P1

5P2

Participants

Concentrators

Numerator: Number of CTE Concentrators who attain a passing score on a minimum of 75% of their occupational courses during the reporting year.

Denominator: Distinct number of CTE Concentrators with a minimum of one (1) CTE course during the reporting year.

1P1 - Technical Skill Attainment

Performance Level	Total Number of Student In Numerator	Total Number of Student In Denominator	State Adjusted Level of Performance(%)	Actual Level of Performance(%)	Adjusted vs. Actual Level of Performance(%)	Met 90% of Adjusted Level of Performance
1P1	0	0	67	0	-67	

Performance Section for 1P1

Please fill out the information in the below table.
You must enter a value for every entry field. blank spaces will prevent submission.
Only whole numbers are allowed and any value entered after a decimal place will be removed.

View

Edit







Actions	Section Name	Numerator Total	Denominator Total
 	Gender	0	0
 	Race/Ethnicity	0	0
 	Special Populations And Other Student Categories	0	0

Figure 62: Performance Section Table

In the pop-up window, complete all the required data. Click the **Save** button once complete (Fig. 63).

Edit

1P1 - GENDER

Population	Number of Students in Numerator	Number of Students in Denominator	Actual Level of Performance(%)
Male	<input type="text"/>	<input type="text"/>	0.00
Female	<input type="text"/>	<input type="text"/>	0.00
Total	0.00	0.00	-

Save

Figure 63: Edit Section

Complete the **Performance Section** for all tabs. Once complete, click on the **Submit for Approval** button. The tab specifications are described in the chart below.

Performance Level Name	Core Indicator
1 P1	Technical Skill Attainment
2 P1	Credential, Certificate, or Degree (Completion)
3 P1	Student Retention and Transfer
4 P1	Student Placement (employment, military, or apprenticeship)
5 P1	Nontraditional Participation
5 P2	Nontraditional Completion
Post-Secondary Concentrators	Post-Secondary Concentrators
All Post-Secondary Participants	All Post-Secondary Participants

Upon successful submission of the report, the user will receive a confirmation message (Fig. 64).

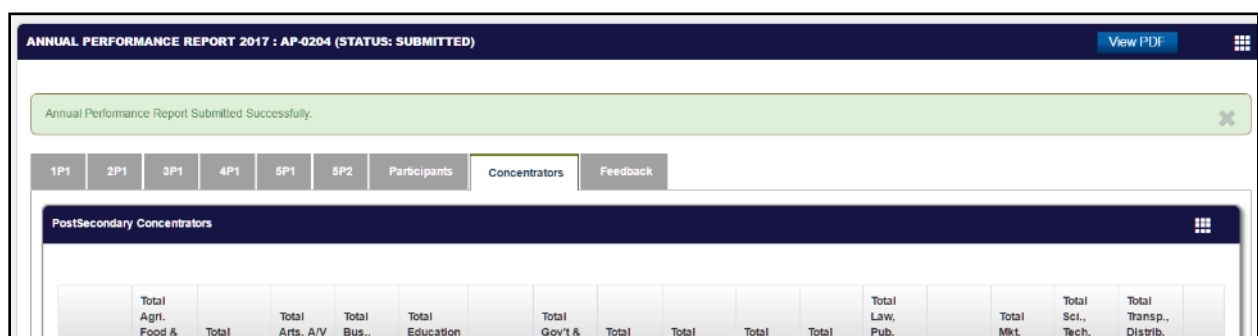


Figure 64: Confirmation Message

8.2 Rejected Annual Performance Report

Applicable to: Grantee

If a submitted Annual Performance Report is rejected by the PM, the Primary and Secondary users will receive an email notification (Fig. 65). Both users will also have corresponding Pending Tasks, **Revise Annual Performance Report**. The users will access the task as before, review the feedback regarding the corrections and resubmit the report.

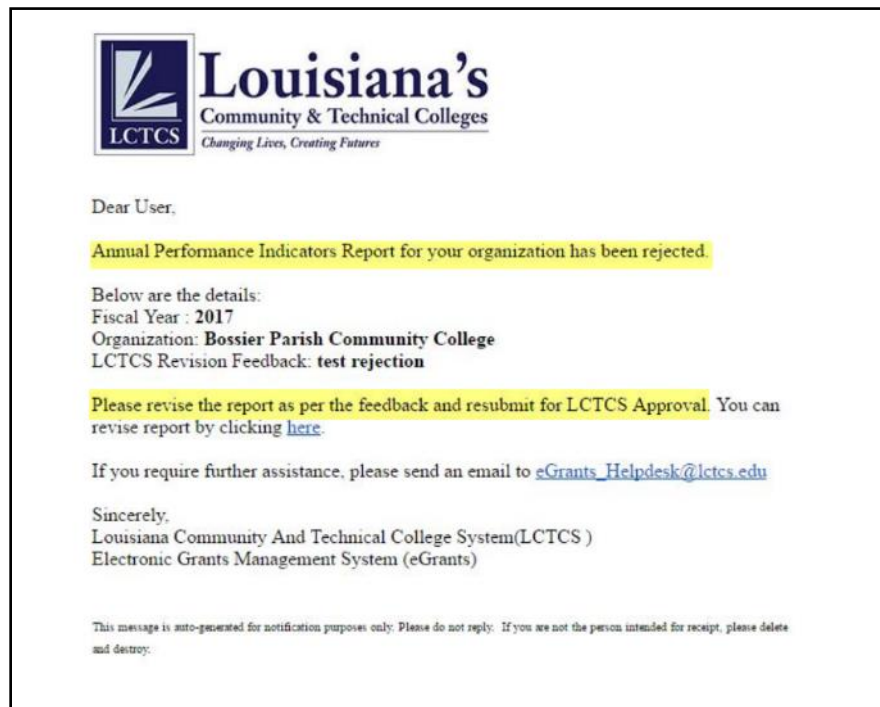


Figure 65: Rejection Email Notification

9 SUBMIT CLOSEOUT

When the Project is completed, the LCTCS Fiscal Staff initiates a Closeout process and sends it to the Recipient for consent. The Recipient receives an email and a Pending task to Submit the Closeout details.

Login to the external portal <https://lctcs-egms.force.com/> as a Recipient. Click on the **Post Grants** tab and then click on **Pending Tasks** on Left navigation menu.

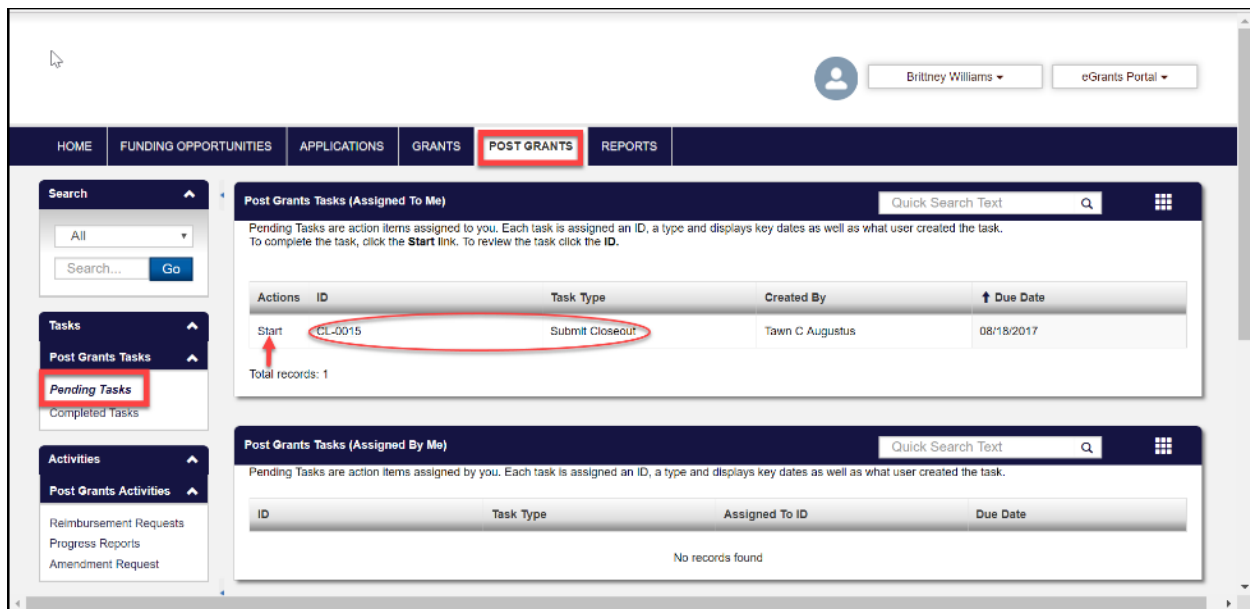


Figure 66: Identifying the task for submitting closeout

The system will display two sections: **Post Grants Tasks (Assigned To Me)** and a **Post Grants Tasks (Assigned By Me)**. Under **Post Grants Tasks (Assigned To Me)**. Click on the **Start** action beside the task type **Submit Closeout** for your Grant. Upon clicking on **Start**, the System will open a view page with 6 tabs as seen in figure 67.

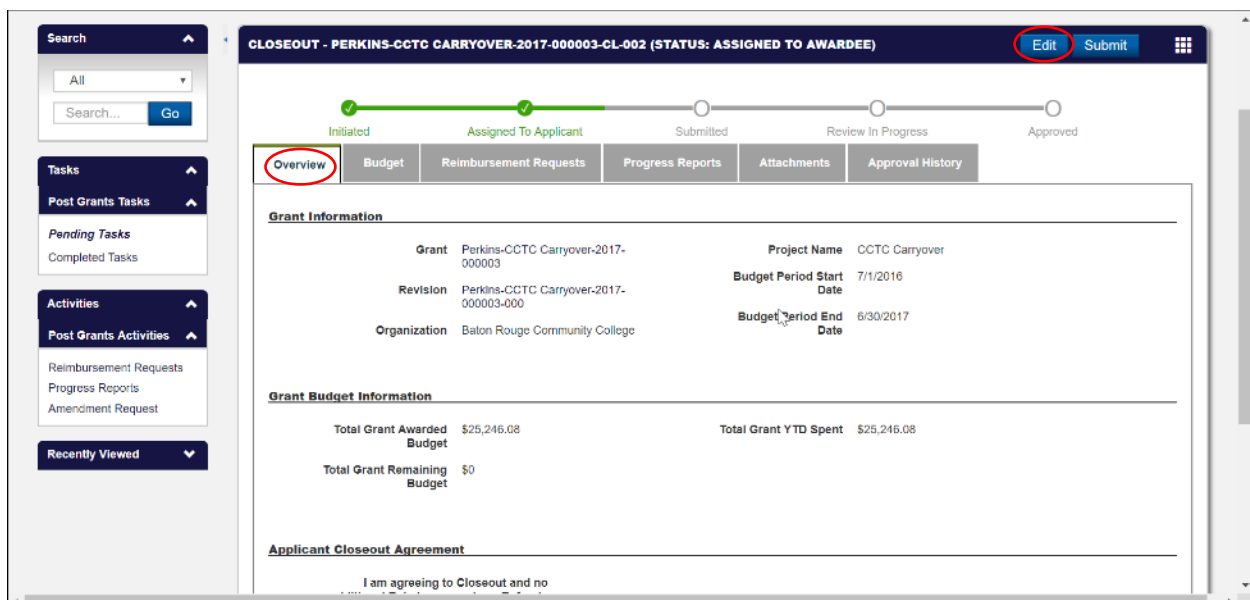


Figure 67: View Page of the tabs

Select the **Overview** tab and click the **Edit** button—highlighted in figure 67. The Overview tab will be the only tab visible. In the **Applicant Closeout Agreement** section of the Overview tab (scroll down to bottom of page), select **Yes/No** in the decision dropdown, to proceed with the Closeout.

Grant Information

Grant	Perkins-CCTC Carryover-2017-000003	Project Name	CCTC Carryover
Revision	Perkins-CCTC Carryover-2017-000003-000	Budget Period Start Date	7/1/2016
Organization	Baton Rouge Community College	Budget Period End Date	6/30/2017

Grant Budget Information

Total Grant Awarded Budget	\$ 25,246	Total Grant YTD Spent	\$ 25,246
Total Grant Remaining Budget	\$ 0		

Applicant Closeout Agreement

I am agreeing to Closeout and no additional Reimbursements or Refunds are required

Reasons for not agreeing to Closeout

Figure 68: Closeout decision

9.1 Choosing to closeout

If you choose to proceed with the closeout, Select **Yes** and click on the **Save** button

Grant Budget Information

Total Grant Awarded Budget	\$ 25,246	Total Grant YTD Spent	\$ 25,246
Total Grant Remaining Budget	\$ 0		

Applicant Closeout Agreement

I am agreeing to Closeout and no additional Reimbursements or Refunds are required

Reasons for not agreeing to Closeout

Figure 69: Deciding to closeout

Upon clicking **Save**, all previously hidden tabs will be displayed again (Budget, reimbursement request, progress reports, attachments, and approval history). Review the information in all these tabs and click on the **Submit** button. Upon clicking on Submit, the Internal Staff will receive a notification to review and approve the closeout. Upon Final closeout by the Internal Staff, you will receive an email notification.

The screenshot shows a web form with two main sections. The first section, titled "Grant Budget Information", contains two rows of data: "Total Grant Awarded Budget" with a value of "\$25,246.08" and "Total Grant YTD Spent" with a value of "\$25,246.08". Below this, it shows "Total Grant Remaining Budget" with a value of "\$0". The second section, titled "Applicant Closeout Agreement", contains a text input field with the text "I am agreeing to Closeout and no additional Reimbursements or Refunds are required". To the right of this text is a dropdown menu with "Yes" selected. Below this is another text input field labeled "Reasons for not agreeing to Closeout". At the bottom right of the form are two buttons: "Edit" and "Submit". A red arrow points to the "Submit" button.

Figure 70: Submitting the closeout

9.2 Choosing not to closeout

If you choose not to move on with the closeout, select an appropriate reason (*requesting to submit final reimbursement/requesting to submit final refund*) from the dropdown beside **Reasons for not agreeing to closeout** field. Click on the **Save** button.

The screenshot shows the same web form as Figure 70, but with the "No" option selected in the dropdown menu next to the text input field. Below this, the "Reasons for not agreeing to Closeout" field now has a dropdown menu with "Requesting to submit final Reimbursement" selected. A red arrow points to this dropdown. At the bottom right of the form are two buttons: "Cancel" and "Save". A red arrow points to the "Save" button. The form is part of a larger application with a sidebar on the left containing links for "Reimbursement Requests", "Progress Reports", and "Amendment Request". The footer of the application shows the "GovGrants" logo and "LCTCS Policies".

Figure 71: Deciding not to closeout

Upon clicking **Save**, all previously hidden tabs will be displayed again (Budget, reimbursement request, progress reports, attachments, and approval history). Review the information in all these tabs and click on the **additional Request LCTCS Assistance button**. Upon requesting, the Internal Staff will receive a task to **Initiate Final refund** or **Initiate final reimbursement** based on the reason you chose.

9.2.1 Submit refund

Once the Fiscal Staff initiates the Final refund, you will receive an email notification and a Pending task. Click on the **Post Grants** tab and click on **Pending Tasks** in the left panel of the screen. Click on the **Start** action beside the task type **Submit Refund Request** for your Grant.

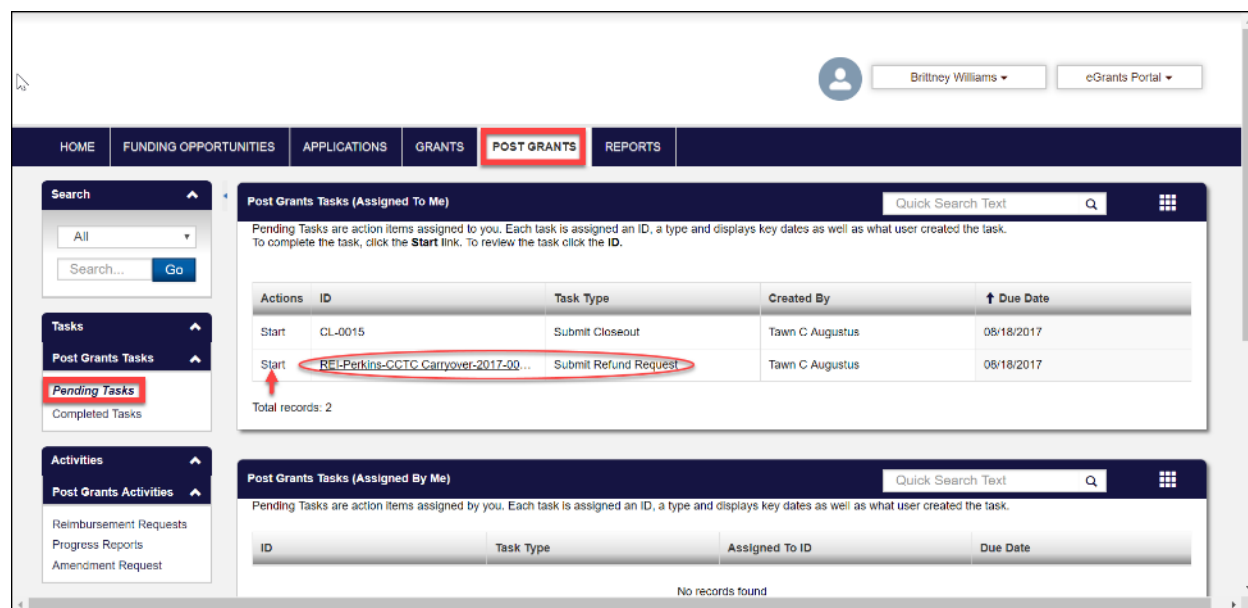


Figure 72: Identifying the task to Submit Refund Request

9.2.1.1 Overview tab

Upon clicking **Start**, two tabs (**Overview** and **Expense**) will be displayed. Click on the **Overview** tab. In the **Expense Information** section, fill relevant details in the **Reason for refund** text box.

PROGRESS

All Search... Go

Tasks

Post Grants Tasks

Pending Tasks

Completed Tasks

Activities

Post Grants Activities

Reimbursement Requests

Progress Reports

Amendment Request

Recently Viewed

Expense Information

Recipient Name: Baton Rouge Community College

Organization Address: 201 Community College Drive

EIN: 721334786

Grants Invoice No: PR0000001544

Billing Period: 2017-08-01 to 2017-08-31

Amount Requested: \$ 0

Submitted By:

Submitted On:

Request Type: Refund

Reasons for Refund:

Payment Information

Check Number:

Check Date:

Figure 73: Expense Information section

In the **Payment Information** section, enter the **Check Number** and **Check Date** (optional). The **Grant information** section has auto populated details about the Grant.

Payment Information

Check Number:

Check Date:

Grant Information

Grant	Perkins-CCTC Carryover-2017-000003	Budget Period End Date	6/30/2017
Grant Budget Period	7/1/2016 to 6/30/2017	Total Awarded Budget	\$ 25,246
Budget Period Start Date	7/1/2016	Remaining Amount	\$ 0

Figure 74: Payment Information section

In the **Fiscal Review** section, click on the check box to confirm that all the data has been entered and the monthly reimbursement and revision is completed and available for the Internal users to review and approve.

Fiscal Review

I am confirming that all data has been entered and the following monthly reimbursement/revision is completed and available to be reviewed and submitted. ☐

Terms & Agreement

Certification: I certify that amount claimed are true and are fully supported by the detailed accounting records of my organization, which are available for examination and/or audits

☒ AllowableCost ☐

☒ Receipts and Supporting Documents maintained ☐

Cancel Save

Figure 75: Fiscal Review section

In the **Terms & Agreement** section, click on the check boxes to confirm that all the amount claimed are true. Upon filling details in all the sections, click on the **Save** button.

9.2.1.2 Expense tab

Click on the **Expense Details** tab. Fill in the **Requested Expense** column for the Budget categories you would request refund for. Upon filling all the details, click on the Save button. The Internal Staff will receive an email notification to review and approve the Refund request and complete the closeout process. Upon Final closeout by the Internal Staff, you will receive an email notification.

REIMBURSEMENT REQUEST: REL-PERKINS-CCTC CARRYOVER-2017-000003-002-AUGUST-2017-01; FISCAL QUARTER: Cancel Save IN

Overview Expense Details

Budget Category Expense Breakdown

Category Name	DetailLink	Budgeted Amount	YTD Spent	Remaining Budget	Requested Expense
1. SALARIES		11,200.00	0.00	0.00	\$ -10000.00
2. EMPLOYEE BENEFITS		0.00	0.00	0.00	\$ 0.00
3. PROFESSIONAL SERVICES		25,200.00	25,200.00	0.00	\$ 0.00
4. OPERATING SERVICES/PURCHASED PROPERTY SERVICES		0.00	0.00	0.00	\$ 0.00
5. TRAVEL/OTHER PURCHASED SERVICES		11.09	11.09	0.00	\$ 0.00

Figure 76: Expense details tab

9.2.2 Submit reimbursements

Once the Fiscal Staff initiates the Final reimbursement, you will receive an email notification and a Pending task. Click on the **Post Grants** tab and click on **Pending Tasks** in the left panel of the screen. Click on the **Start** action beside the task type **Submit Reimbursement Request** for your Grant.

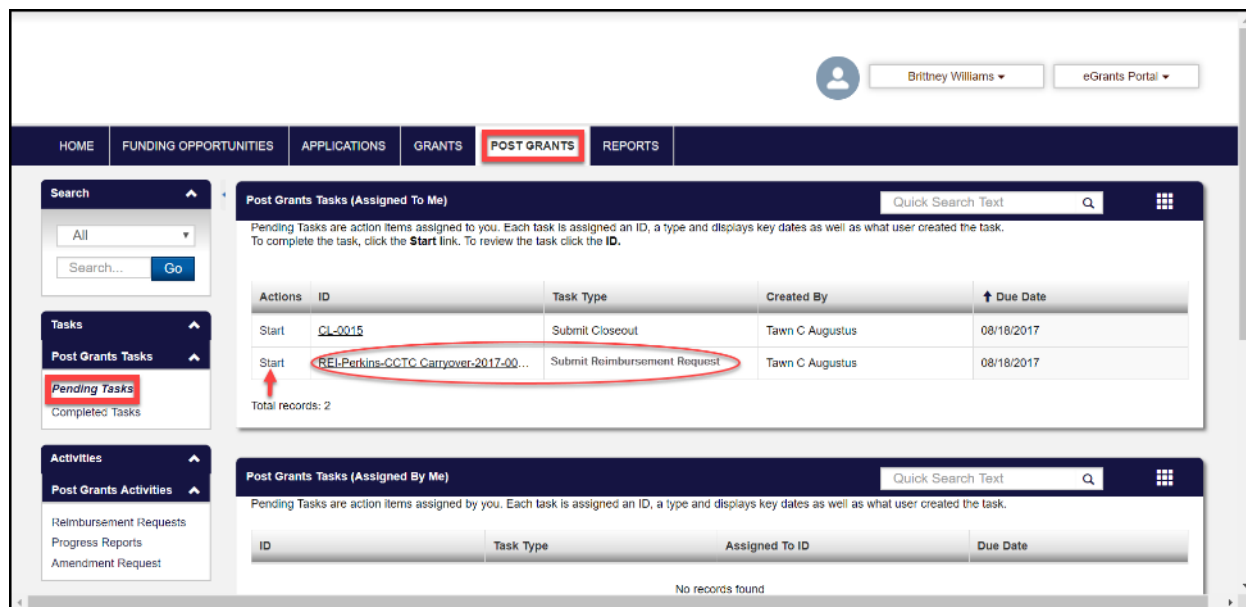


Figure 77: Identifying the task to Submit Reimbursement Request

9.2.2.1 Overview tab

Upon clicking Start, you will be able to see four tabs. Click on the **Overview** tab with auto populated details about the Grant. Review them and click on the **Save** button.

Tasks

Post Grants Tasks

Pending Tasks

Completed Tasks

Activities

Post Grants Activities

Reimbursement Requests

Progress Reports

Amendment Request

Recently Viewed

Initiated

Submitted by Recipient

Approved

Overview

Expense Details

Attachments

Approval History

Expense Information

Recipient Name

Community College

Amount Requested

\$0

Organization Address

2345 Glen Dr

Submitted By

EIN

192837465

Submitted On

eGrants Invoice No

PR0000001541

Request Type

Reimbursement

Billing Period

2017-10-01 to 2017-10-31

Payment Information

Check Number

Banner Invoice Number

Check Date

Grant Information

Special education-000002

Date

Grant Budget Period

10/1/2017 to 6/30/2018

Total Awarded Budget

\$ 200,000

Budget Period Start Date

10/1/2017

Remaining Amount

\$ 140,000

Fiscal Review

I am confirming that all data has been entered and the following monthly reimbursement/revision is completed and available to be reviewed and submitted.

☐

Terms & Agreement

Certification: I certify that amount claimed are true and are fully supported by the detailed accounting records of my organization, which are available for examination and/or audits

AllowableCost

☐

Receipts and Supporting Documents maintained

☐

Cancel

Save

Figure 78: Overview tab

Applicant/Grantee User Guide
Version 3.0

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Updated 05/23/2017

9.2.2.2 Expense tab

Click on the Expense tab and click on the Edit button to enter the **Requested Expense** column for the Budget categories you would request refund for. Click on the **Save** button upon filling all the expense details.

Category Name	DetailLink	Budgeted Amount	YTD Spent	Remaining Budget	Requested Expense
1. SALARIES		0.00	0.00	0.00	\$ 0.00
2. EMPLOYEE BENEFITS		10,000.00	2,000.00	7,000.00	\$ 1,000.00
3. PROFESSIONAL SERVICES		0.00	0.00	0.00	\$ 0.00
4. OPERATING SERVICES/PURCHASED PROPERTY SERVICES		20,000.00	0.00	10,000.00	\$ 10,000.00
5. TRAVEL/OTHER PURCHASED SERVICES		0.00	0.00	0.00	\$ 0.00
6 a. CONSUMABLE SUPPLIES		0.00	0.00	0.00	\$ 0.00
6 b. NON-CONSUMABLE SUPPLIES		0.00	0.00	0.00	\$ 0.00
6. SUPPLIES (6a + 6b)		0.00	0.00	0.00	\$ 0.00
7. PROPERTY		0.00	0.00	0.00	\$ 0.00

Figure 79: Expense details tab

9.2.2.3 Attachments tab

You may upload any relevant documents in the **Attachments** tab as needed. Click on the Add Attachments button in the **Attachment** table.

Action	Title	Classification	Description	Last Modified	Owner
	Personnel activity report.docx	Receipts and Supporting Docu...	Test	8/9/2017 9:51 AM	Barbara Kraus

Figure 80: Adding Attachments

Clicking on the **Add Attachment** button will open a new screen to choose and attach documents. Click on the **Save** button when done.

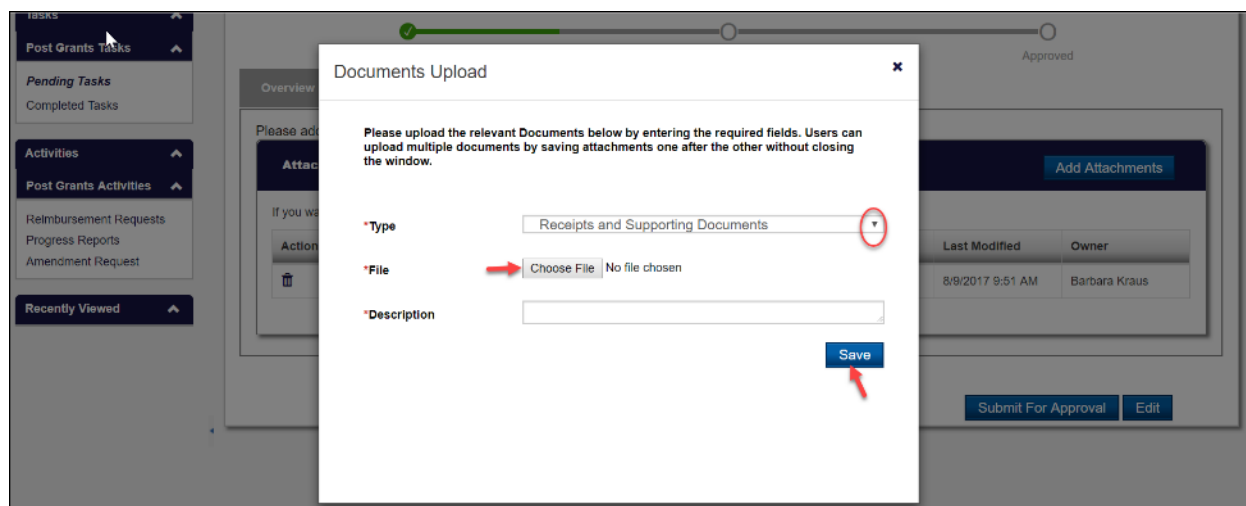


Figure 81: Uploading Attachments

9.2.2.4 Approval History tab

The last tab is the Approval History tab which will display the status of approvals of the Reimbursement requests once it has been submitted. Once all tabs have been completed, click on the **Submit for Approval** button. The Internal Staff will receive an email notification to review and approve the Reimbursement request and complete the closeout process. Upon Final closeout by the Internal Staff, you will receive an email notification.

