

Wisconsin Department of Justice

Egrants System User Guide

Last updated 2-24-14

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.) Logging into Egrants.
- 3.) Filling out an Application.
- 4.) Reporting.
- 5.) Requesting modifications to your grant.
- 6.) Steps to close out your grant.

Where can I get more Egrants help?

Egrants Assistance: Weekdays, 8 a.m.–4:30 p.m.

E-mail: Egrants@doj.state.wi.us

Local calls: (608) 267-9068

Toll-free: (888) 894-6607

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

Where can I get help relating to managing my project?

The DOJ Administrative Guide provides guidelines relating to allowable costs, making changes to my grant contract, financial-program-inventory reporting assistance, etc. This document can be found on the DOJ website <http://www.doj.state.wi.us/> scroll down to the bottom of the page and click on Grants which is in the blue section under Resources.

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://register.wisconsin.gov/>
- Click on “Self Registration”.
- Click “Accept” after reading the User Acceptance Agreement.
- Complete Profile Information.
- Click on “DOJ 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 DOJ *Egrants* System

- Soon after registering for your Wisconsin Login ID, you will receive an e-mail message from DOJ *Egrants* containing a link. (*the message will be from noreply@wisconsin.gov*)
- Click on the special encoded link contained in the e-mail message to display the Egrants account request form.
- Your profile information will be partially pre-filled.
- Complete all remaining fields
- Enter Signing Official Name. (Ex. City it is the Mayor, for Counties it is the County Board Chair, Nonprofits it is the Executive Director)
- Enter Applicant Agency Name. (Ex. City of Nashville Police Department)
- Click “Submit”.

Step 3: Log in to the DOJ *Egrants* System

- After submitting your Request for Access to *Egrants* you will receive a confirmation e-mail message from DOJ 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.doj.state.wi.us>
- Enter your Login ID and Password.

2.) Logging into Egrants.

- a.) Go to the DOJ website <http://www.doj.state.wi.us/> and choose scroll down to the bottom of the page and click on “Egrants login” under Resources.

The screenshot shows the footer of the Wisconsin Department of Justice website. It is divided into three main sections: **SITE NAVIGATION**, **RELATED LINKS**, and **CONNECT**.
SITE NAVIGATION includes: ATTORNEY GENERAL J. B. VAN HOLLEN, DIVISION OF CRIMINAL INVESTIGATION, DIVISION OF LAW ENFORCEMENT SERVICES, OFFICE OF CRIME VICTIM SERVICES, DIVISION OF LEGAL SERVICES, MEDIA CENTER, EMPLOYMENT, and TOPICAL INDEX.
RELATED LINKS includes: WISCONSIN AMBER ALERT, MISSING AND EXPLOITED CHILDREN AND ADULTS, WISCONSIN ALLIANCE FOR DRUG ENDANGERED CHILDREN, WISCONSIN CRIME ALERT NETWORK, WISCONSIN BOARD OF COMMISSIONERS OF PUBLIC LANDS, BACKGROUND CHECK & CRIMINAL HISTORY, WIWATCH, and IN MEMORIAM.
CONNECT features social media icons for Twitter, YouTube, RSS, and a mobile device icon.
RESOURCES includes: CRIME LAB, WISCONSIN SEX OFFENDER REGISTRY, GRANTS, **EGRANTS LOGIN** (highlighted with a white mouse cursor), CCAP, STATE OF WISCONSIN, and INFORMATION FOR CURRENT EMPLOYEES.
At the bottom, there is a disclaimer: "This page is created by the Department of Justice. All text, images or associated items are property of the Department of Justice, and may only be reproduced with the consent of the Department of Justice." and navigation links: DOJ HOME | PRIVACY POLICY | CONTACT DOJ.

The screenshot shows the DOJ Egrants login page. At the top, it says "WISCONSIN DEPARTMENT OF JUSTICE" and "ATTORNEY GENERAL J.B. Van Hollen". A navigation bar includes: ATTORNEY GENERAL J.B. VAN HOLLEN, FIGHTING CRIME, VICTIM ASSISTANCE, CONSUMER PROTECTION, MEDIA CENTER, ABOUT DEPARTMENT OF JUSTICE, and TOPICAL INDEX.
The main heading is "Egrants". On the left, there is a "Sign In" form with fields for "Login ID" and "Password", a "Login" button, and a "Forgot Password?" link. Below the form are buttons for "Register Here" and "Grants".
On the right, there is a "Welcome to DOJ Egrants" section with a brief description of the system. Below that is a "Need help?" section with contact information: Email: Egrants@doj.state.wi.us, Phone: (608) 267-9888, Toll Free: (888) 954-6667, Hours of Operation: Weekdays, 8:00 a.m. - 4:30 p.m. CST.
At the bottom, there is a small disclaimer: "Egrants is funded in part through grants from the Office of Justice Programs, U.S. Department of Justice. Neither the U.S. Department nor any of its components operate, control, are responsible for, or necessarily endorse, this Web site (including, without limitation, its content, technical infrastructure, and policies, and any services or tools provided)."
A "CONTACT THE DEPARTMENT OF JUSTICE" link is visible in the top right corner.

System Hints...

- Keep an eye on the clock in the upper right corner and save frequently. 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)
- When the system gives you a project number please write it down. If you leave the system and come back you will want to go into the same application.
- Click on the floating Help Button for assistance.

3.) Filling out an Application.

An agency can apply for grant funds from DOJ 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 you would like to apply against by clicking on the funding announcement title hyperlink.

Fund. Ann. Title	Program Area	Funding Stream	Amount Announced	Open Date	Due Date	Status
JABG TA Grant 2010/11 City of Sun Prairie	Juvenile Justice		\$4,500.00	1/30/2014	2/5/2014	Open
JAG Court Safety and Security Conference 2010	Criminal Justice	Justice Assistance Grant	\$30,000.00	1/9/2014	2/5/2014	Open
VAWA STOP: Coordinated Community Response Planning and Program Management 2012	Violence Against Women Act		\$41,771.00	12/5/2013	2/7/2014	Open

Please send technical comments and questions to Egrants@doj.state.wi.us.
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- 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 Annc. Title: Beat Patrol 2013 Program Contact Person: [Ray Luick](#)
 Year: 2013 Fiscal Contact Person: [Dennis Powers](#)
 Program Area: Justice Systems Improvement
 Funding Stream: BP
 Funding Area: Local Aids
 Release Date: 9/20/2012
 Due Date: 10/30/2012
 Concept Papers Required? No
 Competitive/Non-Competitive: Non-Competitive
 Amount Announced: 1,224,900.00
 Status: Open

Summary: Through this grant announcement, OJA is seeking applications for projects funded under provision of Wisconsin Statutes, S.16.964 (5), the Beat Patrol Program. This program provides funds, up to \$150,000 for the 10 cities with populations over 25,000 that had the highest violent crime rates in 2011 and chose to apply. The program requires a 25% local match and may only be used to support the salary and fringe benefit costs of police officers assigned to beat patrol duties. As described above, matching funds may include unreimbursed salary and fringe benefits of the officers assigned to this project or operating in support of these positions.

Click here to view a printable version of the Funding Announcement document.
 Applicant Agency:

Agency/Project responses for this Funding Announcement

Applicant Agency	Project ID	Project Title
	<input type="button" value="Start an Application"/>	<input type="button" value="Cancel"/>

- d.) A pop up window will give you your grant ID. Make note of the **Grant ID**. You will need this same Grant ID for future log-ins or to retrieve your saved application.

Project Management

Project Application Monitoring Fiscal Details

Grant ID: 9966 Project Title: Fund [Beat Patrol](#)
 Application Status: Open - Draft Announcement: 2013

Message from webpage

Your Grant ID is 9966. Please write this number down. You will use this Grant ID to access your project from now on.

Section Name	In Process	0	0	Last Update
Main Summary Information				0/17/2012 1:20:15 PM
Approval Checklists				0/17/2012 1:20:11 PM
Performance Measures				0/17/2012 1:20:11 PM
Budget Detail				0/17/2012 1:20:15 PM
Budget Narrative	In Process			10/17/2012 1:20:11 PM
Problem Description	In Process			10/17/2012 1:20:11 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”**. At any time you can click Print Application to get a hardcopy 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 DOJ.

The screenshot shows a web application interface. At the top is a dark blue navigation bar with the following items: Main Menu, User Management, Funding Announcement, Project Management (highlighted in red), and Work Manager (0). Below the navigation bar are links for Project, Application, Monitoring, and Fiscal Details. The main content area displays application details: Grant ID: 9966, Project Title: Fund Beat Patrol, and Application Status: Open - Draft. Below this is an 'APPLICATION SUMMARY' section containing a table with columns for Section Name, Status, Point Value, and Last Update. At the bottom of the summary are buttons for Print Application, Submit Application (with a mouse cursor over it), Withdraw Application, and View Issues/Comments.

Section Name	Status	Point Value	Last Update
Main Summary Information	In Process	0	10/17/2012 1:20:15 PM
Approval Checklists	In Process	0	10/17/2012 1:20:11 PM
Performance Measures	In Process	0	10/17/2012 1:20:11 PM
Budget Detail	In Process	0	10/17/2012 1:20:15 PM
Budget Narrative	In Process	0	10/17/2012 1:20:11 PM
Problem Description	In Process	0	10/17/2012 1:20:11 PM

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

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.

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 DOJ grant awards applied for through Egrants. 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.”

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	Create New Modification

[View Issues/Comments](#)

- 2.) To submit a Program Report, click on the “Create” button. Notice the reporting periods and due dates display 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	10/12/2012	Quarterly	Delinquent on 10/13/2012				 Create Edit View
	10/1/2012 - 12/31/2012	1/12/2013	Quarterly	Not Available				Create Edit View
	1/1/2013 - 3/31/2013	4/12/2013	Quarterly	Not Available				Create Edit View
	4/1/2013 - 6/30/2013	7/12/2013	Quarterly	Not Available				Create Edit View
	7/1/2013 - 9/30/2013	10/12/2013	Quarterly	Not Available				Create Edit View
	10/1/2013 - 12/31/2013	1/12/2014	Quarterly	Not Available				Create Edit View
	1/1/2014 - 3/31/2014	4/12/2014	Quarterly	Not Available				Create Edit View
	4/1/2014 - 6/30/2014	7/12/2014	Final	Not Available				Create Edit View

- 3.) Enter the information required for the Reporting Period listed at the top. 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 DOJ 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 final report to close out your grant.)

Report Sections

Sections	Last Update Date	Last Updated By
Performance Measures		
Client Information		
Service Information		
Additional Information		
Attachments		
Other Standard Questions		

Problem Description	Due Date	Status

The information that you enter should relate to the reporting period displayed.

Completing Financial Reports:

Financial Reports are not entered into Egrants, but require a G-2 Request for Reimbursement Form to be completed and **mailed** into DOJ with original signatures of the Project Director and the Financial Officer. The Project Director and Financial Officer should match the approved application. If name changes are required, please do a "Modification to your award" to change the names. (see section 5) The G-2 form can be found <http://www.doj.state.wi.us/> scroll to the bottom and select Grants in the blue section under Resources then on the right select Grant Forms. Forms are shown alphabetically. The G-2 form is used to request payment for the costs incurred for your project.

See the DOJ Administrative Guide for other guidance relating to requesting reimbursement. You can find this guide on the DOJ website by scrolling to the bottom of the home page and in the blue under Resources select Grants.

5.) Requesting modifications to your grant.

A modification is a request to alter the awarded grant contract. It can include changes such as budget changes, key staff changes or grant extension requests.

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.

Section Name	Status	Point Value	Last Update
Main Summary Information	In Process	0	10/17/2012 2:14:02 PM
Performance Measures	In Process	0	10/17/2012 2:13:46 PM
Budget Detail	In Process	0	10/17/2012 2:13:46 PM

Tips for the Main Summary Section

Input the asterisked cells with the appropriate information (Submitted By, Project End Date, Project Start Date, 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 OJA. 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 will be notified if the request was 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 with grant money, an Inventory Report may be required to close out the grant. Inventory Reports can be entered where the Program Reports are entered in Egrants.
- c.) All other programs with equipment exceeding \$5,000 acquisition cost require an Inventory Report in Egrants.