E-Grants User Manual

E-Grants

Office of the Florida Attorney General

This user guide gives a general overview of E-Grants navigation. E-Grants is used by Office of the Florida Attorney General to allow agencies to create/submit grant applications and manage grant projects.

If you have any questions or if you need assistance and you are trying to register for E-Grants, please contact the Bureau of Advocacy and Grants Management at (850) 414-3380.

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GRANTEE USER TYPES

There are four types of sub-grantee security roles:

- Sub-Grantee Administrator
- Sub-Grantee Signatory
- Sub-Grantee Staff
- Sub-Grantee View Only

These roles have different security levels needed to access Application/Grants. Once a Sub-Grantee Administrator is identified and a new user account is created, the Sub-Grantee Administrator can select and enter the organization's staff member names into the E-Grants system.

Sub-Grantee Administrator
- Can initiate an application.
- Adds new users to E-Grants system and assigns Sub-Grantee roles to user Organization (ex: Sub-Grantee Administrator or Sub-Grantee Staff).
- Edits, Deactivates and/or deletes user account information.
- Views, applies for, and submits grant application.
- Enters, updates, and deletes information on Applications/Grants.
- Downloads and attaches files to Application/Grants.
- Modifies Application/Grants with status of "Application Modifications Required".
- Cancels an application.
- Checks status of Application/Grants.

Sub-Grantee Signatory
- Sign's application forms.

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Sub-Grantee Staff

- Can initiate an application.
- Enters, updates, and deletes information on Applications/Grants.
- Downloads and attaches files to Application/Grants.
- Modifies Application/Grants with status of "Application Modifications Required".
- Views and applies for Applications/Grants.
- Checks status of Application/Grants.

Sub-Grantee View Only

- View and Read-Only.

SYSTEM ACCESS

New Organization and User Access

To gain access to the E-Grants system, new users will need to register with the system. Once an authorized designee of the agency has submitted a registration request, they will receive email notification of approval or denial. Upon registration approval, the authorized agency designee can add or delete staff that will have access to the grant application and other documents.

Note: if you are already registered as a Sub-Grantee Administrator, please use that login information to access the system. You do not need two accounts.

- Navigate to the E-Grants login screen at https://egrants.myfloridalegal.com.
- Click the link in the login box called "New User?".

- Fill out the Registration page

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NOTE: if the field has a red asterisk at the end of it that means that it is required to be filled in. You cannot submit your registration page without filling in all required fields. This note is true for all forms found within the application.

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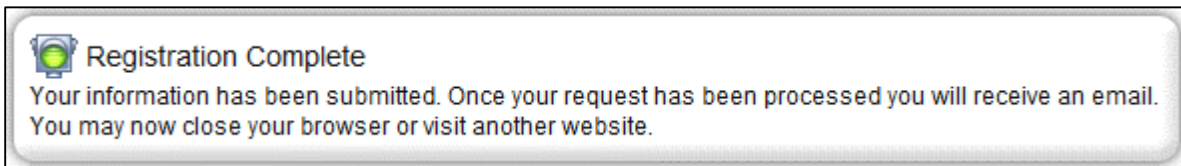- Please enter your full legal name and the full legal name of the agency, as well as all other required fields. Once you have filled out the registration page, select the Save button in the top right hand corner of the screen. If you have no errors on the page after you select Save, you will receive the following message:

Registration Complete
Your information has been submitted. Once your request has been processed you will receive an email. You may now close your browser or visit another website.

- You will receive an email about the log-in process after you have been approved in the E-Grants system.

Adding New Users

- Once you have access to the E-Grants system with a user role of Sub-Grantee Administrator, select the "My Organization(s)" link at the top right of the screen to add a new user to your organization.

- Select "Organization Members".

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- Select "Add Member".

- Select "New Member".

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- Fill in all required fields and select "Save & Add to Organization".

Your new user is now added to your organization.

Note: Users are not able to access documents to which they are not assigned. The Sub-Grantee Administrator may assign a user to a document via the "Add/Edit People" option located within each document. On the document's main menu, under "Access Management Tools," "View Management Tools," select "Add/Edit People".

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LOGIN PAGE

To access E-Grants, enter https://egrants.myfloridalegal.com into the address bar of a web browser. The page looks like the image below.

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To log onto the site, enter the username and password provided by the system email after being added to the system. The login page also has useful information and links to various offices and guidelines.

Trouble shooting the Login page

- If you have entered your login information and receive the error message: "Your account was not found", then you have entered the wrong username.

To resolve this issue please read the login page to find the number for assistance.

- If you received the error message of: "Invalid password", then you have entered the wrong password.

- To correct this issue, please use the "Forgot Password" tool which is located within the login box. To use this tool, enter your username and email address then select the "Reset My Password and Email me the New One". A new password will then be sent to your email address.
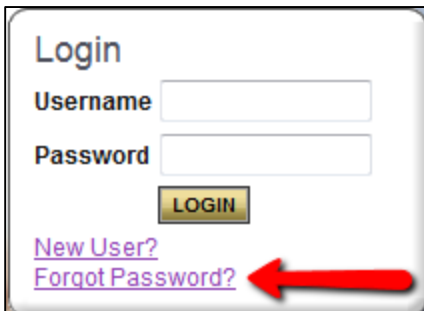
Note: Be sure to check your spam folder for the new password email.

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Forgot Your Password?

Please enter the following information to reset your password.

You will be emailed a new password if a matching email address is found.

Please enter your username [   ] *
Please enter your email address [   ] *

RESET MY PASSWORD AND EMAIL ME THE NEW ONE

Bookmark/Favorites

- E-Grants may be bookmarked, or added, to the favorites menu.

    After accessing the E-Grants Login page, on the Internet Explorer (IE) menu bar:

    o Select "Favorites".

    o Select "Add to Favorites".

    o Rename the site, if desired.

    o Select "Add".

Adding E-Grants to Trusted Sites

To avoid various browser-related restrictions unnecessarily placed on E-Grants, make the following changes to the web browser.

- If using Internet Explorer, we recommend adding the E-Grants Login page to the list of trusted sites as follows:

    o Select "Tools".

    o Select "Internet Options".

    o Select "Security".

    o Select "Trusted sites".

    o Select "Sites".

    o In "Add this website to the zone:" enter: https://egrants.myfloridalegal.com

    o Select "Add".

    o Select "Close" and then "OK".

USER CONTACT INFORMATION

Updating User Profile

It is important to keep your contact information up-to-date. This may be done quickly and easily in E-Grants.

- By keeping records current, E-Grants Staff members are able to easily contact users when the need arises. This is especially important for timely messaging. When system messages are sent from E-Grants, they are sent to the e-mail address in the user profile. If your e-mail address is incorrect in the contact information, you will not receive automatic notifications. In the event of a forgotten password, the e-mail address is required and must match the one listed in the contact information.

    Follow the steps below to update your profile:
    - From the Home page, select "My Profile".

- Update the My Profile page with current information.
- Select "Save".

Organization - ABC Provider

Follow the instructions listed below to add/remove/modify organization members.

Organization Information | **Organization Members** | Organization Documents

Add/Edit Members

Administrators with the authority to add members to your organization can follow these steps:
Please complete the information below. All required fields are marked with an *.

	Prefix	First	Middle	Last	Suffix
Name	▾	*		*	▾

Title

Email *

Username *

Password *   **Confirm Password** *

Date Active   **Date Inactive**

Role -- Select -- ▾ *

The fields below are populated with the Organization information by default. However, you may edit the information in any of the fields.
This information may also be edited by the person you are creating the profile for from their My Profile page.

Address *

City *   **State** Florida ▾ *   **Zipcode** *

County ▾ *

Phone #1 *   **Phone #2**

Fax   **Cell Phone**

Website

Updating Another User's Contact Information

- The Sub-Grantee Administrator may edit another user's contact information as follows:
  - Select "My Organization(s)" and then select the applicable organization if there are more than one.
  - Select "Organization Members".
  - Select the name of the desired user.
  - Update as needed and "Save".

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Updating Organization Information

When an organization's contact information changes, it is important to update the system.

Deactivating a User

A Sub-Grantee Administrator can deactivate a member of his/her organization. A deactivated user cannot access or edit proposal-related information. To deactivate a user:

- If there is more than one organization, then first select the one to edit.
- Select "Organization Members".
- Using the drop-down calendar, set the second "Active Dates" field to the date on which the user will no longer have access.
- Select "Save".

HOME PAGE

The Home page is the first page that you will see after logging into E-Grants. From the Home page all types of documents can be accessed, such as application /grants, contract information, forms, reports, e-mail/messages, user information, system information, etc.

E-Grants features two tabs across the top of the screen that allow access to the My Home page and My Applications.

When there are no active tasks to perform, "My Tasks" does not appear on the Home page. There may be times when only "My Inbox" (e-mail/messages) appears on the Home page.

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Searching for Applications

The My Applications tab allows for searching applications in the system. This example will show how to search for an application.

- To view a list of application /grants:

  o Select "My Applications".

  o "Search" and the list displays below.

- To view application/grants by type, name, status, or by year:

  o Select "My Applications".

  o Fill in the necessary information.

  o "Search".

From the list of application /grants, select the one to view by selecting the name.

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Viewing Opportunities

The "View Available Proposals" option is only visible to Sub-Grantee Administrators and Sub-Grantee Staff and lists available Grant Opportunities for which they can apply. To initiate a Proposal, select "View Opportunities" and then "Apply Now."

The "My Opportunities" page will also have a search option to filter through multiple opportunities. The search criteria includes:

- Provider.
  - Name of the agency hosting the application/grant.
- Document Instance.
  - Name of the grant opportunity.
- Due Date (From – To):
  - Date the grants starts and date that the grant is no longer available.

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My Inbox (E-mail/Messages)

E-Grants system e-mail/messages are sent periodically. E-mails are sent to your E-Grants My Inbox and the e-mail address listed in the E-Grants contacts information.

For example, an e-mail may be sent upon submission of an application, an application being returned for modification, etc. These messages keep users informed and serve as a reminder when certain tasks require action.

My Inbox allows access to system e-mail/messages. To see contents, select "Open Inbox."

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Viewing E-mail/Messages

All new unread messages, if any, are displayed.

The following can be done in the Inbox:

- Sort messages by Priority, Sender, Subject, or Date/Time.
- Select "View All System Messages" to see all messages going back to when system access was received.
- View a message's priority status.
- Select its subject link to view the message.
- See date/time a message was sent.
- Select a sender's name to reply to a message.
- Check box at left of message to "Mark Checked As Read" or "Mark Checked Archived".

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My Inbox

Sort my inbox messages by: -- Select -- ▼ GO | View All My System Messages

		Priority	Sender	Subject	Date/Time
☐	✉		System, Grant	Application Submitted	12/1/2015 2:57:25 PM
☐	✉		System, Grant	Application Modifications Required	11/30/2015 3:01:01 PM
☐	✉		System, Grant	Application Submitted	11/30/2015 2:06:18 PM
☐	✉		System, Grant	Application Modifications Required	11/5/2015 1:47:09 PM

CLOSE MY INBOX   MARK CHECKED AS READ   MARK CHECKED AS ARCHIVED

Searching for E-mail/Messages

To search for a message, select "View All System Messages." From the "System Messages" page, enter a keyword and "Search." A list of messages that match the search criteria will display.

The following can also be done from this menu:

• Sort search results by Priority, Sender, Subject, Date/Time, or Status.

• View all messages going back to when system access was received.

• View a message's priority status.

• Select a sender's name to reply to a message.

• See date/time a message was sent.

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My System Messages

Use the search functionality below to locate an email. Enter a keyword to search the sender, subject or within the body of an email. You may also filter your results before you search by using the sort functionality.

📁 System Email Folders

📁 My System Messages
📁 My Sent Messages
📁 My Archived Messages

✉ My System Messages

📄 Compose a Message

Keyword search my system messages for: [   ]   Sort search results by: [-- Select -- ▼]   [SEARCH]

1

	Priority	Sender	Subject	Date/Time	Status
✉		Grant System	Application Submitted	12/1/2015 2:57:25 PM	Unread
✉		Grant System	Application Modifications Required	11/30/2015 3:01:01 PM	Unread
✉		Grant System	Application Submitted	11/30/2015 2:06:18 PM	Unread
✉		Grant System	Application Modifications Required	11/5/2015 1:47:09 PM	Unread

1

My Tasks (Active Tasks)

"My Tasks" appears on the Home page when there are tasks that require action. Some of the tasks may be critical (indicated by a red Date Due). To access documents requiring action, select "Open Tasks" and then the name of a document. When there are no active tasks, "My Tasks" is not visible on the Home page.

Note: To access all application/grants that are assigned, see the user guide section "Searching for Applications".

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INITIATE AN APPLICATION

During a grant cycle's "Request for Proposal" (RFP) period, "View Available Proposals" appears on the Home page. When the application period is over, this option is not visible.

A Sub-Grantee Administrator and Sub-Grantee Staff are the only roles authorized to initiate an application.

Application Initiation

- To initiate an application:
    - On the Home page, under View Available Opportunities, click "View Opportunities".
    - A list of available grant opportunities displays with search fields to help users find a particular opportunity.

- To initiate an application, select "Apply Now".

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After selecting "Apply Now", the user will be taken to the application main menu to start work on the application/grant.

Returning to an Application in Progress

When logging out of E-Grants and returning later to continue working on an application:

- Login to E-Grants.
- Under My Tasks, select "Open Tasks", this displays all of the Tasks that you currently have in the system.
- Click on the name of the grant link to return to an application that is already in process.

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VOCA APPLICATION MENU

The Application main page has four sections to help keep tasks and information organized. The sections are described below.

Viewing, Editing, and Completing Forms

"View, Edit and Complete Forms" is where the vast majority of work is completed within the system. This section contains the forms that must be completed before submitting an application. To access a form, select "View Forms" and then select the name of the form to view, edit, or complete.

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Forms				
Status	**Page Name**	**Note**	**Created By**	**Last Modified By**
📄	Print Application			
Agency Information				
📄	Applicant Information			
📄	Agency Eligibility			
Certifications				
📄	Certification Regarding Debarment			
📄	Special Conditions Certification			
📄	Standard Assurances			
📄	EEOP Certification Form			
📄	Related Parties Questionnaire			
Budget Information				
📄	Funding Source Chart			
📄	VOCA Personnel Budget			
📄	VOCA Contractual Budget			
📄	VOCA Equipment Budget			
📄	VOCA Operating Budget			
📄	VOCA Training Budget			
📄	VOCA Match Budget			
📄	VOCA Budget Request			
📄	Use of VOCA and Match Funds			
Project Information				
📄	Statement of Need			
📄	Project Proposal			
📄	Victims Served and Types of Services			
📄	Required Documentation			

When the icon on the far left of the menu is a stop sign 🛑 that indicates the page has an error on it. When the icon is a pencil 📝 that indicates the page has been saved at least once, and is being edited or is complete.

Agency Information			
🛑	Applicant Information	GA Sewell 12/3/2015 10:59:51 AM	
📝	Agency Eligibility	GA Sewell 12/3/2015 11:03:30 AM	GA Sewell 12/3/2015 11:03:42 AM

When the warning ⚠ icon is displaying, this indicates something is possibly wrong with that form. However, a Sub-Grantee Administrator can still submit with a warning sign present on the application.

⚠	VOCA Operating Budget	GA Sewell 12/4/2015 8:03:12 AM	111 111 12/4/2015 10:21:48 AM

Changing the Status

"Change the Status" allows a Sub-Grantee Administrator to submit an Application or push grant documents to the next status. Select "View Status Options" to see which possible statuses are available.

⊙ **Change the Status**

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

[VIEW STATUS OPTIONS]

Accessing Management Tools

"Access Management Tools" allows a Sub-Grantee Administrator certain administrative responsibilities such as the ability to add/edit people to a proposal (attach users to a proposal) and view a proposal's status history.

🔑 **Access Management Tools**

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the document history.

[VIEW MANAGEMENT TOOLS]

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- **Create Full Print Version** creates a printable version of the document for reading and/or saving. **Create Full Blank Print Version** creates a form/template version.

- **Add/Edit People** is used to add people, change security, alter active dates, etc.

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- **Status History** link provides the statuses that a document has passed through.

- **Check for Errors** checks the document for errors and returns a list of links to pages with identified errors that need to be corrected before the document can be moved to the next status.

Note: Global Errors always showing for first submission of your application?

Upon your first submission attempt, you might receive Global Errors about forms within the application. There is data on these pages which is pre-populated from other pages, so the system forces you to revisit/resave these pages to populate that data.

Global Errors

Document Information: VOCA-2016-ABC Provider-00153

▶ Details

🛑 You must complete this page.
Agency Eligibility

🛑 You must complete this page.
Applicant Information

- **View Modification History** will allow you to view the modifications that have taken place with the application. Click on the page and it will display the modification.

VOCA Application Menu - Modification History

Below are the details for the modification history of this document.
To view the modification, select a page below. Then select the modification icon(s) 📝 on the page to view the actual modification(s).

▶ Details

Modification History

Page	Modification	Date/Time	By
Funding Source Chart	Added	12/3/2015 1:26:20 PM	Sewell, GA
Standard Assurances	Added	11/30/2015 9:23:40 AM	Sewell, GA
VOCA Operating Budget	Added	11/25/2015 3:59:52 PM	Sewell, GA
Related Parties Questionnaire	Added	11/25/2015 3:41:36 PM	Sewell, GA
EEOP Certification Form	Added	11/25/2015 3:37:10 PM	Sewell, GA
Special Conditions Certification	Added	11/25/2015 3:33:22 PM	Sewell, GA
Certification Regarding Debarment	Added	11/25/2015 3:31:59 PM	Sewell, GA
Agency Eligibility	Added	11/25/2015 3:31:03 PM	Sewell, GA
Applicant Information	Added	11/25/2015 3:30:29 PM	Sewell, GA

APPLICATION/GRANT USER MANAGEMENT

The Sub-Grantee Administrator is responsible for adding and ensuring that appropriate users are assigned documents. Sub-Grantee Staff may assist the Sub-Grantee Administrator with completing required forms. User access can be assigned or removed throughout a grant's lifecycle. Only a Sub-Grantee Administrator can submit an application.

Assigning User Access to Application/Grant

To view E-Grants applications, or to assist with completing forms, a user must be assigned to the documents. To add a user to a document:

- From the Application/Grant's main menu, under Access Management Tools, select the "View Management Tools" button and then "Add/Edit People".

- o Type the name, or part of the user's name (at least 3 characters), in the Person Search field, and "Search".
- o Check the box in the column next to the desired person.
- o Select a role for the user, along with an appropriate Active Date.
- o "Save" to complete adding the user to the document.

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Person Search

Enter a name or partial name: [   ] [SEARCH]

Current People Assigned

	Person	Organization(s)	Role	Active Dates	Assigned By
☑	New User1 Email	ABC Provider (Sub-Grantee Administrator)	Sub-Grantee Administrator	12/23/2015 - [ ]	Grant System

- Repeat this process to add additional users, if necessary.
- Return to "Add/Edit People" to confirm that all users have been added correctly.

Removing User Access to Application/Grant

There are two ways to remove a user from an E-Grants document.

- From an Application main menu, under Access Management Tools, "View Management Tools" and then "Add/Edit People." Edit "Active Dates" for the user. The user will not be able to access the document before a specified start-date (first field) or after a specified end-date (second field).
- You can also deselect their name and Save.

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VOCA Application Menu - People

The functionality on this page will allow you add, delete or edit people on this document.
Use the keyword search function to locate a person you would like to add. Select the check box next to the name in the search results.
Or, you can uncheck the box next to the person(s) name under the Current People Assigned area to remove people.
After you perform your modifications, remember to select the **SAVE** button to save your changes.

Document Information: VOCA-2016-ABC Provider-00153
▶ Details

Person Search
Enter a name or partial name: [   ] [SEARCH]

Current People Assigned

☐	Person	Organization(s)	Role	Active Dates	Assigned By
☑	New User1 Email	ABC Provider (Sub-Grantee Administrator)	Sub-Grantee Administrator	12/23/2015 -	Grant System
☑	Mrs. Courtney Pellegrino Email	Florida Office of the Attorney General (Sub-Grantee Administrator)	Sub-Grantee Administrator ▼	12/23/2015 -	Grant System
☑	Ms. Lina Maria Jr. Email	Florida Office of the Attorney General (Sub-Grantee Administrator)	Sub-Grantee Administrator ▼	12/23/2015 -	Grant System
☑	User 1 Email	ABC Provider (Sub-Grantee Administrator)	Sub-Grantee Administrator ▼	12/23/2015 -	Grant System

FORMS COMPLETION

On an Application's Form Menu the forms within an application are shown. These are the forms that must be completed before submitting the application. The following sections go through the information necessary to complete an application.

Navigating Forms

After opening a form, there are two ways to navigate.

- Use the links following "You are here:"

Document Information: VOCA-2016-ABC Provider-00153
▶ Details
You are here: > VOCA Application Menu > Forms Menu

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• Use the Navigation Links listed at the bottom of the page.

The navigation links provide access to other pages within the subsection you are currently in.

To return to the forms menu, where another form can be selected to complete, select "Forms Menu" from the "You are here:" links.

Note: To ensure that changes made to a form are not lost, select "Save" before leaving the form.

Error Messages

When a form is saved and required fields are not filled-in, or on-screen application rules have been violated, an error message displays across the top of the page. Errors do not need to be corrected immediately, however to successfully submit the application, all errors must be fixed.

Uploading Attachments

All attachments submitted via E-Grants must not contain confidential/sensitive data that is not required to support the E-Grants-management process. Before attachments are uploaded, sensitive information must be redacted. Examples of sensitive information include social security numbers (even if it is only the last 4 digits of an SSN), items such as bank account numbers (generally found at the bottom of a check), or credit card data.

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When not enough space is available to capture the type of information that is required on a form, a file upload feature is available that allows a file to be attached. The following file types are allowed: bmp, doc, docx, gif, jpg, pdf, png, ppt, tif, txt, wpd, xls, xlsx. To locate and upload a file, select "Browse."

Go to the folder that contains the file, select the file, and "Open".
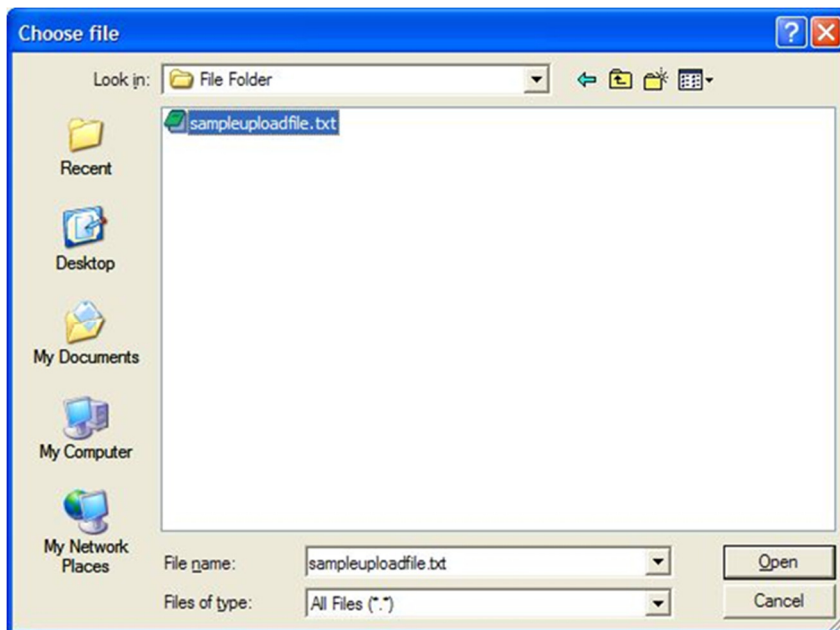
After the page reloads, select "Save".

Printing (PDF)

On many pages a "Print Version" button is available that automatically creates a printable Portable Document Format (PDF) version. This dynamic PDF can be printed, or saved to a computer. It is good practice to review the PDF files carefully for accuracy prior to submitting. In most cases, the Print Version button will not display until the page is saved.
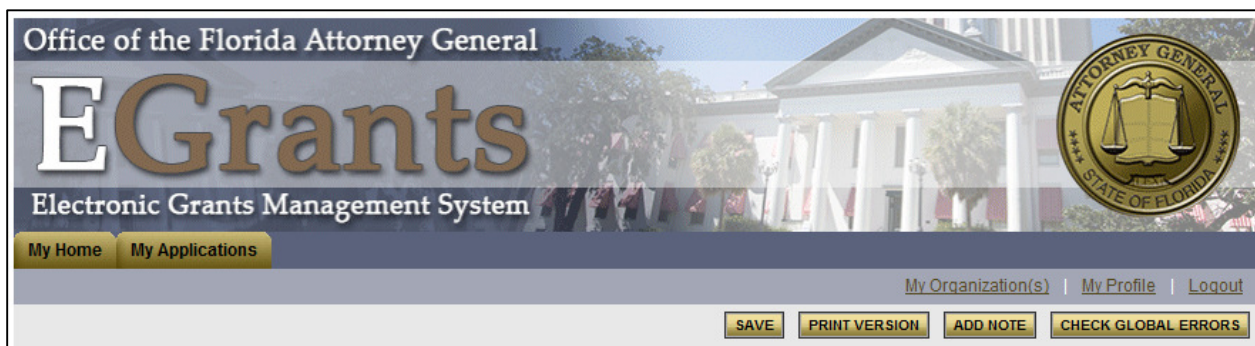
Copy and Paste Restrictions

Be cautious when using the copy and paste function of most word processing programs (e.g., MS Word) to transfer text into E-Grants form fields or narrative text boxes.

E-Grants does not recognize some characters and formatting, such as tables, graphs, photographs, bullets, and some tabs.

Also be aware of the different character limits of text boxes--attempting to copy and paste text that is longer than the allotted space returns an error message. The character limit is located at the bottom left of a text box.

FORMS COMPLETION

The Sub-Grantee Administrator is the only one authorized to submit an application. When the application is complete and no additional changes are required, the Sub-Grantee Administrator may submit.

> **Once an Application has been submitted, it becomes "read-only" and can no longer be edited unless it is returned to the Sub-Grantee by the Review Panel.**

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- To submit an application, the Sub-Grantee Administrator selects "View Status Options" under the Change the Status header on the application's main menu.

- Possible status changes display. Select "Apply Status" under the appropriate status change.

- If errors exist on any of the application's forms when attempting to submit, a message appears showing the form(s) that contain errors. All errors must be fixed before E-Grants will accept the application.

When errors do not exist, the Sub-Grantee Administrator is allowed to submit successfully.

APPLICATION PROCESS

Once an application has been submitted, the application is then reviewed by the Review Team. Depending on the results of the review, the application can be sent back to the submitting organization for modifications or move to the next step in the review process.

If your application comes back for modifications, you will be notified via email that modifications are required on your application and it will need to be re-submitted. To determine why your application has been returned for modifications, look at the Technical Review Results form.

The Technical Review Results form will explain why the application was returned. Each form in the application will have a section like this for easy communication of what the E-Grant system needs in order to process your application.

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Forms

Status	Page Name	Note	Created By	Last Modified By
📄	Print Application			
Agency Information				
🗋	Applicant Information ⬅			
🗋	Agency Eligibility			
Certifications				
🗋	Certification Regarding Debarment			
🗋	Special Conditions Certification			
🗋	Standard Assurances			
🗋	EEOP Certification Form			
🗋	Related Parties Questionnaire			
Budget Information				
🗋	Funding Source Chart			
🗋	VOCA Personnel Budget			
🗋	VOCA Contractual Budget			
🗋	VOCA Equipment Budget			
🗋	VOCA Operating Budget			
🗋	VOCA Training Budget			
🗋	VOCA Match Budget			
🗋	VOCA Budget Request			
🗋	Use of VOCA and Match Funds			
Project Information				
🗋	Statement of Need			
🗋	Project Proposal			
🗋	Victims Served and Types of Services			
🗋	Required Documentation			

VOCA GRANT APPLICATION - TECHNICAL REVIEW RESULTS

Agency Information Review

Application Information

1. Are there any discrepancies in the information? If yes, then please explain in the comments field.   Yes

    Comments:

    You have a wrong entry into the Organization Name.

Agency Eligibility

1. Is the applicant agency type correct?   Yes
2. Is the implementing agency type correct?   Yes
3. Is the indicated Judicial Circuit correct for the service area?   Yes
4. Are the correct counties selected for the judicial circuit?   Yes
5. Are the geographical characteristics correct?   Yes
6. Are the indicated Congressional District(s) correct?   Yes
7. Is the purpose of the project acceptable?   Yes
8. Is the primary use of funding acceptable?   Yes

NOTE: The Technical Review Results form is only visible during the status of Application Modifications Required.