# QUARTERLY PROGRAM REPORT WALKTHROUGH

A guide to completing a Quarterly Program Report in Egrants



# INFORMATION GUIDE

This guide follows each step to complete a Quarterly Program Report in Egrants.

You may follow this walkthrough page by page or click on a step listed on the right of this slide for information on a specific step of the process.

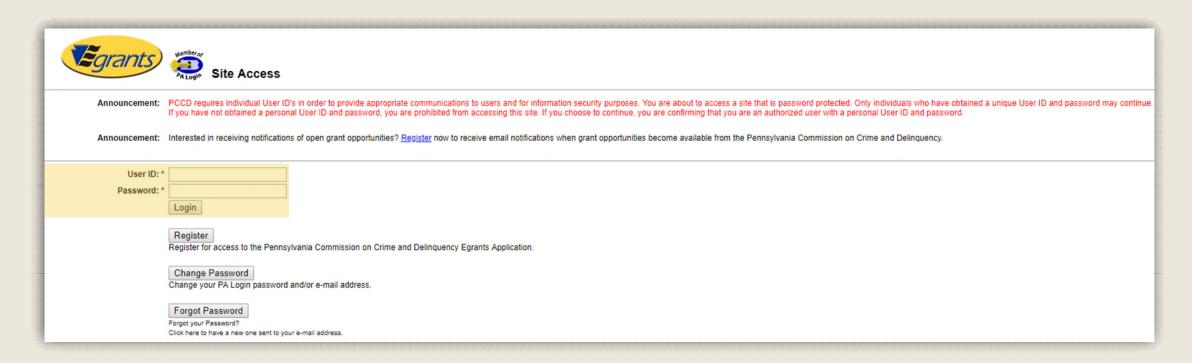
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# CREATE A QUARTERLY REPORT IN EGRANTS

Log into Egrants at <a href="https://www.pccdegrants.pa.gov/Egrants/Login.aspx">https://www.pccdegrants.pa.gov/Egrants/Login.aspx</a>.



On the Main Menu, click the top menu item link which reads "To access an existing project (Grant Application, Continuation Application, Modification...) or create/update reports such as the Program Report, Fiscal Report, or Inventory Report (Project Management tab)."

### Welcome to PCCD Egrants!

Please select a menu tab or prompt link to continue

System Test

CLICK HERE To access an existing project (Grant Application, Continuation Application, Modification...) or create/update reports such as the Program Report, Fiscal Report, or Inventory Report (Project Management tab).

CLICK HERE To create a new Application (or Concept Paper) in response to a Funding Announcement (Funding Announcement tab).

CLICK HERE To view any Alerts and/or Tasks assigned to you (Work Manager tab).

CLICK HERE To update your profile information (Name, Address, Phone Number...) or to request security in order to maintain or view grants for your organization/county (User Management tab).

CLICK HERE To Subscribe to receive an email when new granting opportunities become available.

<u>CLICK HERE</u> To Unsubscribe from Email notifications when granting opportunities become available.

On the right side of the Project Management Search page, you'll see a menu titled Quick Searches. Click on the linked titled **Awarded Projects – Active.** 

	PROJECT MANAGEMENT SEARCH	
Search Criteria:	Tyetom Toet	Quick Searches
Grant ID:	ystem lest	Applications In Process (0)
Applicant Agency:	[AII]	<u>Awarded Projects - Active (1)</u>
Recipient Agency:		
Funding Announcement:	[AII]	▼
Keywords:	[AII] ▼	
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Information about your active grants will appear below the Search Criteria section. Click on the **Grant ID** link that matches the grant you are creating a report for.

	Grant ID:  Applicant Agency: [All]  Recipient Agency:  ng Announcement: [All]	ROJECT MANAGEMENT SEARCH	Quick Searches  Applications In Process  Awarded Projects - Active	
System Test	Keywords: [All]	Search	System Test	
	Awarded Pi	rojects - Active Quick Search results displayed		
Grant ID Applicant Age	nc <u>y</u>	<u>Title</u>	Rec	eipt Date
29999 Sample Agency	Security Cameras an	d Sound Systems - Elementary	10/12/2018	SVet

On the Project Summary page, click the top menu item link which reads "To enter/update/view a Program, Fiscal, or Inventory Report for this grant (Monitoring menu item)."

Security Cameras and Project Title: Sound Systems -Grant ID: 29999 Elementary School Safety and Security Grant Program Status: Open - Awarded **Fund Announcement:** PROJECT SUMMARY To enter/update/view a Program, Fiscal, or Inventory Report for this grant (Monitoring menu item). CLICK HERE To view any Audit Information for this grant (Audit menu item). To view the current financial information for this grant such as payments and funding sources (Fiscal Details menu item). CLICK HERE To view the reporting requirements for this grant such as when fiscal reports are due (Reporting Requirements menu item). Select the document link to access the details (i.e. Budget, Main Summary, Contract report...). Phase Documents Start - End Dates Status 29999: Create Project Modification Request (PMR) Open - Awarded 📯 😰 11/1/2018 - 10/31/2019 **Application** 

View Issues/Comments

On the Main Summary page, click the **Create Program Report** or **Create Fiscal Report** button to open the appropriate report page. Please click on the corresponding link below to continue the walkthrough:

Quarterly Program Report Walkthrough Final Program Report Walkthrough

	Create Program Report	Create Fiscal Report	Create Inventory Report	
	Create Flogram Report	Create Fiscal Report	Create inventory Report	
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Phase:	[AII] ▼	To access a fi	scal or program report, click of	n the period ending date to open the report.
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Phase Period Endi	ng <u>Report Type</u>	Status Last Update	Date <u>Approval Sta</u>	atus Entered By
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Phase Period Endi	ng <u>Report Type</u>	Status Last Update	Date Approval Sta	atus Entered By

If the Create Program Report or Create Fiscal Report button does not appear, you will need to request the Program Creator and/or Fiscal Creator roles. The <u>Egrants</u> Registration Walkthrough includes directions on how to request these roles.

# **COMPLETE PROGRAM REPORT**

On the Program Report page, click the down arrow of the dropdown menu to indicate whether the project is on schedule.

- If the project is **on schedule**, please **select 'Yes' from the dropdown menu** and move on to the next slide.
- If the project is **not on schedule**, please **provide an explanation in the text field** provided directly below the question.

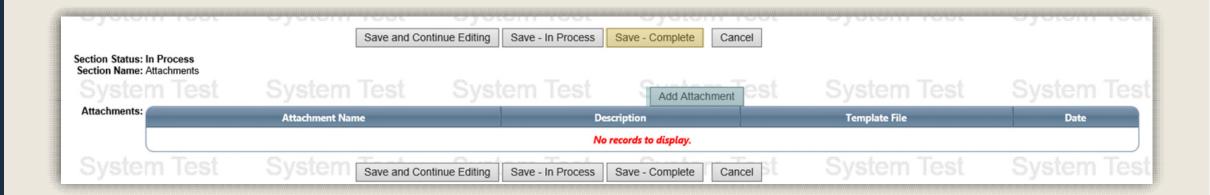
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	View Report	Save as Draft	Submit Report	Delete	Cancel	

On the Program Report page, use the **second text field** provided to enter a **brief description of the project activities conducted** during the quarter.

Once complete, click the **Attachments** section located in the link in the Report Sections table.

		PROG	RAM REPORT				
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	View Report	Save as Draft	Submit Report	Delete	Cancel		

In the Attachments section, click the Save - Complete button.



You are not required to attach any documents to your Quarterly Program Report, however if you want to upload documents to this section, you can do so by clicking the **Add Attachment** button.

On the Program Report page, click the **Performance Indicators** link in the Report Sections table.

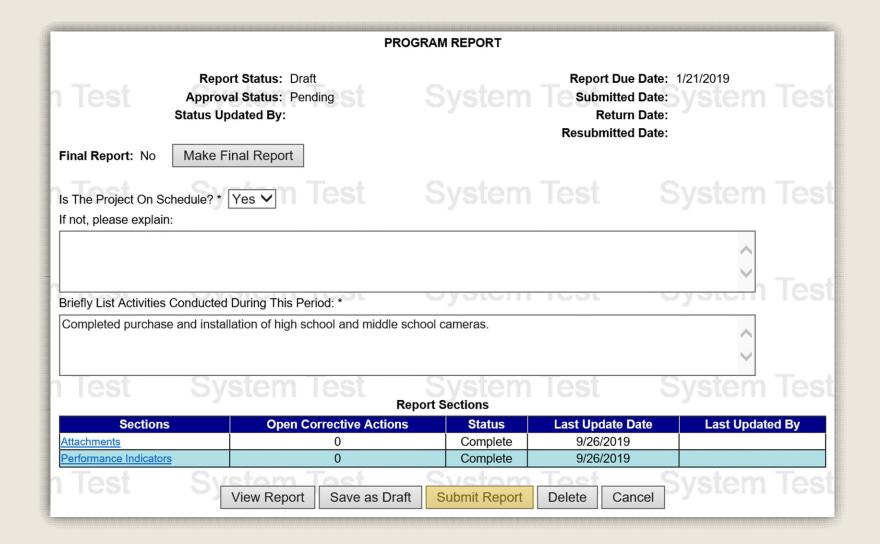
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Performance Indicators		0	In Process		6/2019		
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	View Report	Save as Draft	Submit Report	Delete	Cancel		

On the Performance Indicators page, click the Save - Complete button.



The Non-Profit Security Grant Fund does not require any Performance Indicators and this section should contain the two inactive sections highlighted above. If there are performance indicators in this section, they were established by the person who completed the grant application. Please defer to that person and your organization's records for detail on how to correctly respond to those indicators.

# On the Program Report page, click the Submit Report button.



Confirm the submission of your report by reading the certification and clicking the Agree button.

After submission, your Quarterly Program Report will be reviewed by School Safety and Security program staff. You will receive notice from Egrants if there are any further actions required and when the Report is approved.

em	Test	System TProgram R	eport Submission Confirmation	System Test
	application as	that, to the best of my knowledge, the infor approved by PCCD; and I further certify tha inds) and PCCD's Applicant's Manual and the	t I am aware of the requirements set forth i	in the OJP Financial Guide (for federal
em		System Test	Agree Cancel	System Test
		Svetam Tast	Svetam Taet	System Test

Your final quarterly program report will automatically be a Final Program Report. If you expend all of your funds prior to the end of the project, you can create a final program report by pressing the "Create Final Report" button in any of the periodic program reports.

The following slides provide a walkthrough on how to complete a Final Program Report. Please do not follow the directions provided on the following slides unless you are completing a Final Program Report.

# COMPLETE FINAL PROGRAM REPORT

On the Program Report page, click the down arrow of the dropdown menu to indicate whether the project is on schedule.

- If the project is **on schedule**, please **select 'Yes' from the dropdown menu** and move on to the next slide.
- If the project is **not on schedule**, please **provide an explanation in the text field** provided directly below the question.

		PROGI	RAM REPORT			
n Test	Report Status: Draft Approval Status: Pend Status Updated By:			Report Due Date: Submitted Date: Return Date: Resubmitted Date:		
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Attachments  Performance Indicator	9	0	In Process In Process			
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On the Program Report page, use the **second text field** provided to enter a **brief description of the project activities conducted** during the quarter.

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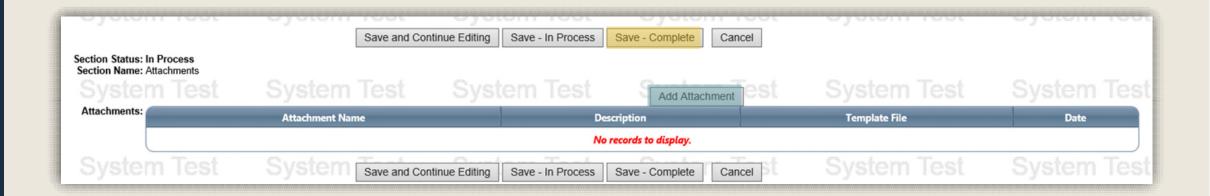
# On the Program Report page, click the Make Final Report button.

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Click the **Attachments** link located in the link in the Report Sections table.

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In the Attachments section, click the Save - Complete button.

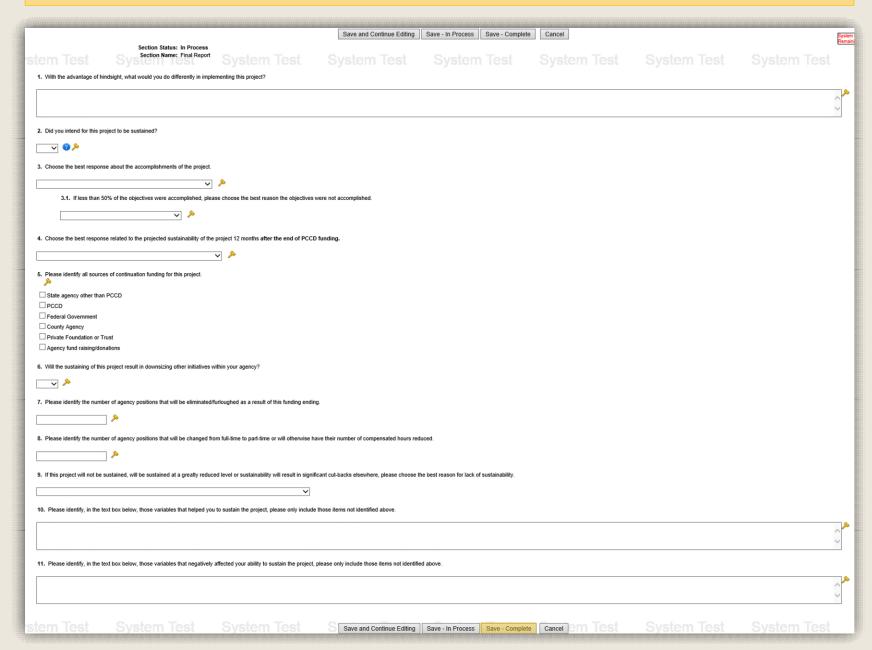


You are not required to attach any documents to your Quarterly Program Report, however if you want to upload documents to this section, you can do so by clicking the **Add Attachment** button.

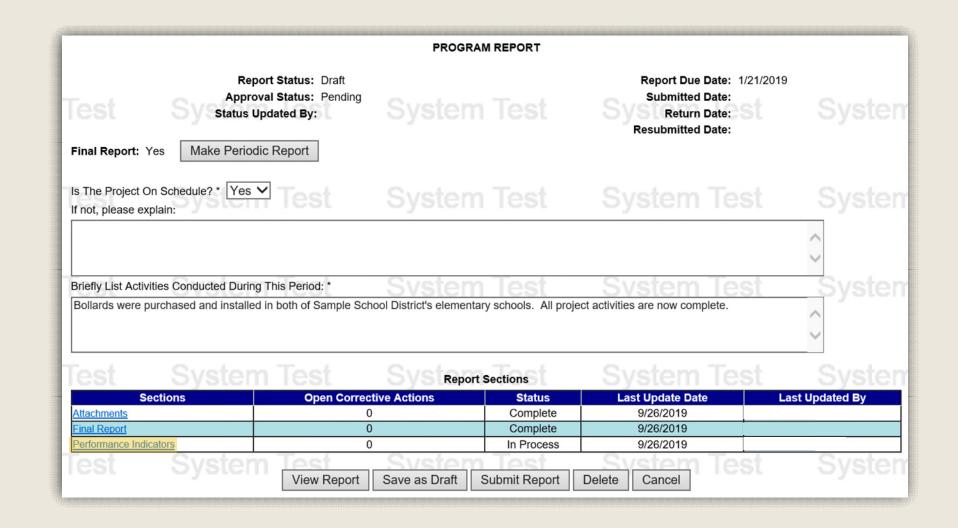
On the Program Report page, click the **Final Report** link located in the link in the Report Sections table.

		PROGI	RAM REPORT				
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Performance Indicators	OVSICIII	0	In Process	9/26	5/2019	7 V 20 I C . I I I	155
	90.0		90.0111				
	View Report	Save as Draft	Submit Report	Delete	Cancel		

Complete all 11 questions of the Final Report survey. If the question does not apply to your grant project, select 'No' or type in 'N/A'. Once finished, click the Save – Complete button.



On the Program Report page, click the Performance Indicators link in the Report Sections table.



On the Performance Indicators page, click the Save - Complete button.



The Non-profit Security Grant Fund does not require any Performance Indicators and this section should contain the two inactive sections highlighted above. If there are performance indicators in this section, they were established by the person who completed the grant application. Please defer to that person and your organization's records for detail on how to correctly respond to those indicators.

# On the Program Report page, click the Submit Report button.

Resubmitted Date:  Final Report: Yes Make Periodic Report  Is The Project On Schedule? Yes   If not, please explain:  Briefly List Activities Conducted During This Period: *  Bollards were purchased and installed in both of Sample School District's elementary schools. All project activities are now complete.  Report Sections  Report Sections  Sections Open Corrective Actions Status Last Update Date Last Update Date Altachments 0 Complete 9/26/2019  Final Report 0 Complete 9/26/2019			PROGRAM	REPORT		
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Confirm the submission of your report by reading the certification and clicking the Agree button.

After submission, your Quarterly Program Report will be reviewed by program staff. You will receive notice from Egrants if there are any further actions required and when the Report is approved.



# INFORMATION GUIDE

Use the links in the table of contents to the right to revisit any step of this walkthrough.

For additional grant guides and walkthroughs, please visit the <u>Grant Guides page of PCCD's website</u>.

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### pennsylvania COMMISSION ON CRIME AND DELINQUENCY

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