

The Sub-grantee Process when Returned

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Welcome to DCJC Egrants!

Please select a menu tab or prompt link to continue.

[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).

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The sub-grantee will be notified regarding a problem with the application through Work Manager. The primary contact entered on the application by the sub-grantee will receive all of the tasks/alerts from Work Manager.

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Tasks/Alerts For: Miss Subgrantee Test

Date: 04/09/2014

TASKS AND ALERTS

Search Criteria:

Title:

Category:

Action:

Type:

Status:

Click on the [down arrow](#) in the "Action" column to view the details for the corresponding Task or Alert, including the "Cause" for the notification and help with "Next Steps".

Select All	Type	Title	Category	Action	Status	Date/Time Posted
<input type="checkbox"/>	Task	1005 - DCJC Test Application 2014 (YWCA of the Delaware Valley)	Applications	Returned down arrow	New	4/9/2014 11:40:38 AM
<input type="checkbox"/>	Alert	1005 - DCJC Test Application 2014 (YWCA of the Delaware Valley)	Applications	Issues/Comments Review Required down arrow	New	4/9/2014 11:39:54 AM

Work Manager will allow the Sub-grantee to see the task about the application being returned and an alert about the issue/comment created.

The sub-grantee will click on the alert to view the reviewer's comments on why the application has been returned.

The sub-grantee will click on the task to enter the application to correct it.

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Grant ID: 1005 Project Title: DCJC Test Application 2014
 Status: Open - Returned Fund Announcement: [Victims of Crime Sandbox FA](#)

EXTERNAL ISSUES/COMMENTS LISTING

Click on the link in the Short Title column to view details for the corresponding issue or comment.

IC #	Created By	Date Created	Short Title	Source	Section	Type	Status
1	Ms. Sara Wagner	4/9/2014	Verify Budget Entries	Application	Main Summary Information	Issue	In-Process

Clicking on the Short Title will display the comment details.

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Grant ID: 1005 Project Title: DCJC Test Application 2014
 Status: Open - Returned Fund Announcement: [Victims of Crime Sandbox FA](#)

ISSUE/COMMENT DETAILS

View Type: External

Affected Section: Main Summary Information

Created By: Ms. Sara Wagner

Created Date: 4/9/2014 11:39:12 AM

Source: Application

Last Update By: Ms. Sara Wagner

Last Update Date: 4/9/2014 11:39:54 AM

Type of Entry: Issue
Due Date: 4/15/2014

Completion Status: In-Process

Short Title: * Verify Budget Entries
Description: * Verify Budget Entries

Number	Response Description	Last Updated	Updated By
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Now the full issue content appears and a response can be entered by the sub-grantee, if allowed when the issue was created.

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Grant ID: 1005 Project Title: DCJC Test Application 2014
 Status: Open - Returned Fund Announcement: [Victims of Crime Sandbox FA](#)

ISSUE/COMMENT RESPONSE

Created By: Created Date:

Last Update By: Last Update Date: 4/9/2014 11:43:04 AM

Source: Application

Affected Section: Main Summary Information

Type of Entry: Issue

Completion Status: In-Process

Issue Short Title: Verify Budget Entries

Response Number: Not Yet Assigned
Response: *

Budget entries verified

Attachment File Name:

New Attachment:

< Previous Response Next Response >

Click Save.

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Grant ID: 1005 Project Title: DCJC Test Application 2014
 Status: Open - Returned Fund Announcement: Victims of Crime Sandbox FA

ISSUE/COMMENT DETAILS

View Type: External

Affected Section: Main Summary Information

Created By: Ms. Sara Wagner

Created Date: 4/9/2014 11:39:12 AM

Source: Application

Last Update By: Ms. Sara Wagner

Last Update Date: 4/9/2014 11:39:54 AM

Type of Entry: Issue

Completion Status: In-Process

Due Date: 4/15/2014

Short Title: * Verify Budget Entries
 Description: * Verify Budget Entries

[Add New Response](#)

Number	Response Description	Last Updated	Updated By
1	Budget entries verified	4/9/2014 11:43:26 AM	Miss Subgrantee Test

[Cancel](#) [Print Preview Issue/Comment](#)

The response entered by the Sub-grantee now appears in the issue.

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Grant ID: 1005 Project Title: DCJC Test Application 2014
 Status: Open - Returned Fund Announcement: [Victims of Crime Sandbox FA](#)

PROJECT SUMMARY

[CLICK HERE](#) 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).

[CLICK HERE](#) 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
1005 :	Create Project Modification Request (PMR)		
	Application	5/1/2014 - 12/31/2014	Open - Returned

[View Issues/Comments](#)

The sub-grantee can now navigate to the application summary to review and change the section in question.

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Grant ID: 1005 Project Title: DCJC Test Application 2014
 Status: Open - Returned Fund Announcement: [Victims of Crime Sandbox FA](#)

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Application Assurances	Complete	0	4/9/2014 11:28:37 AM
Certification Regarding Debarment	Complete	0	4/9/2014 11:27:04 AM
Approval Checklists	Complete	0	4/9/2014 11:27:09 AM
Budget Detail	Return	0	4/9/2014 11:48:23 AM
Main Summary Information	Complete	0	4/9/2014 11:48:32 AM
Performance Indicators	Complete	0	4/9/2014 11:23:07 AM
Recipient Agency Budget	Complete	0	4/9/2014 11:28:05 AM

Note that only the Budget Detail has a section status of **"Return"**. This is the only section available to be changed by the sub-grantee. **NO** other sections are available for update.

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Grant ID: 1005 Project Title: DCJC Test Application 2014
 Status: Open - Returned Fund Announcement: [Victims of Crime Sandbox FA](#)

BUDGET SUMMARY

Section Point Value: 0
 Completion Status:

Created By: Miss Subgrantee Test
 Last Update By: Ms. Sara Wagner

Created Date: 4/9/2014 11:04:49 AM
 Last Update Date: 4/9/2014 11:48:23 AM

BY RECIPIENT AGENCY	YEAR1	TOTAL
YWCA of the Delaware Valley	10,000.00	10,000.00
Total: Σ	10,000.00	10,000.00
BY CATEGORY	YEAR1	TOTAL
Personal	5,000.00	5,000.00
Employee Benefits	0.00	0.00
Travel (Including Training)	5,000.00	5,000.00
Equipment	0.00	0.00
Supplies & Operating Expenses	0.00	0.00
Consultants	0.00	0.00
Construction	0.00	0.00
Other	0.00	0.00
Total:	10,000.00	10,000.00
BY SOURCE	YEAR1	TOTAL
Federal	5,000.00	5,000.00
State	0.00	0.00
Project Income	0.00	0.00
Interest	0.00	0.00
State Match	0.00	0.00
Cash Match (New Approp.)	0.00	0.00
In-Kind Match	5,000.00	5,000.00
Project Income Match	0.00	0.00
Total: Σ	10,000.00	10,000.00

Once the Budget Detail content has been corrected, the sub-grantee will change the section Completion Status to "Resubmit". Click Save.

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Grant ID: 1005
Status: Open - Returned

Project Title: DCJC Test Application 2014
Fund Announcement: [Victims of Crime Sandbox FA](#)

APPLICATION SUMMARY

Section Name	Status	Point Value	Last Update
Application Assurances	Complete	0	4/9/2014 11:28:37 AM
Certification Regarding Debarment	Complete	0	4/9/2014 11:27:04 AM
Approval Checklists	Complete	0	4/9/2014 11:27:09 AM
Budget Detail	Resubmit	0	4/9/2014 11:49:36 AM
Main Summary Information	Complete	0	4/9/2014 11:48:32 AM
Performance Indicators	Complete	0	4/9/2014 11:23:07 AM
Recipient Agency Budget	Complete	0	4/9/2014 11:28:05 AM

[View Contract](#) |
 [Preview Signature Page](#) |
 [Submit Application](#) |
 [Withdraw Application](#)
[View Issues/Comments](#)

The sub-grantee can now resubmit the application by clicking the "Submit Application" button.

Status flow for Updating Returned Egrants Applications:

Sub-grantee:

- After entering the Application, the sections requiring update will have a status of "Return".
- The sub-grantee needs to read and address the items requiring update in the Issues/Comments. Once this has been completed for the section in question, the sub-grantee needs to change Section Status to "Resubmit".
- Once all sections in "Return" status have been updated to "Resubmit", they can click on the "Submit Application" button to return the corrected Application to DCJC.