

eGrants

The Public Safety Office (PSO) within the Office of the Governor (OOG) is pleased to announce a new feature in [eGrants](#) to assist with assigning multiple grant officials for multiple projects at the same time.

Requirements

Grant Official Designee

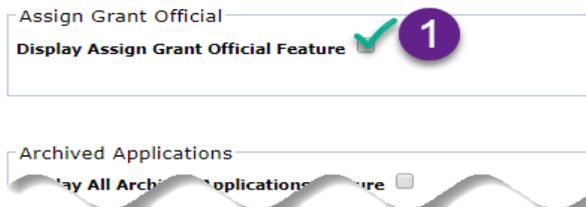
Each project must have four assigned grant officials, including: Authorized Official (AO), Financial Officer (FO), Project Director (PD), and Grant Writer (GW). With the exception of the GW, no person shall serve in more than one capacity. The Grant Writer (GW) can be one of the three officials listed above; or, a consultant who can be someone not employed or attached to your agency.

State Requirement

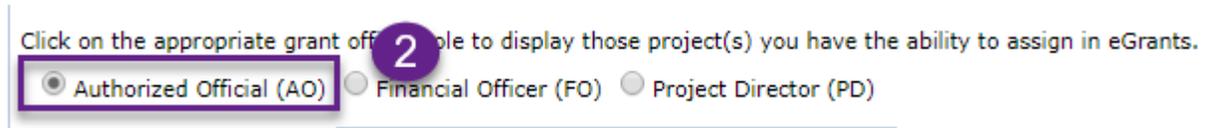
The PSO requires grantees receiving funding, or on track to receive funding, to keep their grant officials updated within eGrants for each pending application moving forward, and any active grant that has not closed out. The grantee agency is required to notify the PSO within 20 calendar days of any change in the designated AO, FO, or PD.

eGrants Instructions

Step 1 From the **My Home** tab check the box next to "Display Assign Grant Official" feature to view a list of pending applications and active grants available for update.



Step 2 Select the Grant Official Role you currently serve in. For example, if you are the AO and are logging in to update the FO on several grants, you would select 'Authorized Official (AO)'. A list of project(s) where you are the assigned grant official selected will display onscreen; or the message "**No grant records found.**" will display if the system cannot locate any records where you served in the grant official role selected.



Step 3 Enter the email address for the new grant official(s) in the appropriate box(es). Refer to the "List of Permissions By Role" located on the **My Home** tab under the "General Information and Instructions" area to determine whether or not you are authorized to submit a grant official update request.

Step 4 Select one or more project(s) in the list to submit a grant official update request for – *the grant officials currently assigned are listed for your convenience.*

Assign Grant Official

Display Assign Grant Official Feature

Complete this section to update the grant officials for one or more pending applications and/or active grants. Ensure your new contact has registered for an eGrants account first; then enter that same Email Address in the appropriate box below. If you are assigned to more than one project under two different User Roles, you may want select another role to display those project(s) onscreen.

Exception: If there is no checkbox, this indicates the project is currently being adjusted and is locked for edits until it is either approved by OOG or deleted, or the project is incomplete and/or has errors that must be fixed before the grant official update can occur.

Authorized Official (AO)
 Financial Officer (FO)
 Project Director (PD)

New AO Email Address:
 New FO Email Address:
 New PD Email Address: **3**
 New GW Email Address:

Send Request

Select One or More Records

Record Count: 23

4 10 per Page Select the number of records to display per page.

Select	Grant	Type	Fund Source	Current Status	Project Title	Grantee Name	Authorized Official	Financial Officer	Project Director	Grant Writer
<input checked="" type="checkbox"/>	10	Grant	VA	Active Grant	Victim Assistance Program					
<input type="checkbox"/>	9	Application	VA	Pending OOG Review	Victim Assistance Program					
<input checked="" type="checkbox"/>	3	Grant	SF	Active Grant	Court Program					
<input checked="" type="checkbox"/>	4	Application	DC	Pending OOG Review	Court Program					
<input type="checkbox"/>	5	Grant	SF	Active Grant	Drug Court					

Note: Some projects may not have a check box available. This means the project is currently locked for updates due to other outstanding issues and cannot be included in the adjustment request. See example below.

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Exception: If there is no checkbox, this indicates the project is currently being adjusted and is locked for edits until it is either approved by OOG or deleted, or the project is incomplete and/or has errors that must be fixed before the grant official update can occur.

Authorized Official (AO)
 Financial Officer (FO)
 Project Director (PD)

New AO Email Address:
 New FO Email Address:
 New PD Email Address:
 New GW Email Address:

locked

Select	Grant	Type	Fund Source	Current Status	Project Title
<input type="checkbox"/>	10	Grant	RT	Pending OOG Review	Treatment Cen
<input type="checkbox"/>	11	Application	RT	Pending OOG Review	Treatment Cen
<input checked="" type="checkbox"/>	8	Grant	DC	Active Grant	Drug Court

Step 5 Click the "Send Request" button to send your request to the PSO for processing.

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Authorized Official (AO)
 Financial Officer (FO)
 Project Director (PD)

New AO Email Address:
 New FO Email Address:
 New PD Email Address:
 New GW Email Address:

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Send Request

Receipt Your assigned grant officials, including your new contact, will receive an email confirmation for each request sent to the PSO for processing.

- *Look for an email titled - eGrants: Receipt for Request to Assign Grant Official(s)*

Confirmation We will notify your grant officials by email when the request has been approved or denied.

- *Look for an email titled with one of the following:*
 - *eGrants: Approval for Assign Grant Official(s) Request*
 - *eGrants: Denial for Assign Grant Official(s) Request*

History of Requests

Once your request has been sent to the PSO for processing, each individual project will include a record of who requested the update and the new contact.

Pending Applications

Navigate to the project's **Profile/Details** tab and scroll down to the "Notes by Grantee to OOG" area to view all requests submitted to the PSO for processing.

Notes by Grantee to OOG

Note from Grantee to OOG

Enter on: 5/16/2019 9:57:11 AM By: The grantee's Authorized Official, [redacted] has submitted a request to update the grant official(s) as follows: New Grant Writer - [redacted]

Active Grants

Navigate to the project's **Summary/Adjustment History** tab and scroll down to the table titled "Grant Adjustment History" to view all request(s) submitted to PSO for processing.

Adjustment Status	Date Created	Date Certified	Date Approved	Grant End Date	Award Amount	Description
Denied by OOG	10/4/2018	10/4/2018		08/31/2019	\$74,692.00	Update SAM expiration date[DELETED]
Approved	10/4/2018	10/4/2018	10/04/2018	08/31/2019	\$74,692.00	The grantee's Project Director, [redacted] has submitted a request to update the SAM Expiration Date to 10/03/19 for DUNS - [redacted]
Approved	5/16/2019	5/16/2019	05/16/2019	08/31/2019	\$74,692.00	The grantee's Project Director, [redacted] has submitted a request to update the grant official(s) as follows: New Grant Writer - [redacted]

When Should I Contact the eGrants Help Desk?

When you need assistance navigating within eGrants, have a technical question or issue, or need assistance getting access to your agency's content online, use the Contact Us [form](#), send your request by [email](#), or phone the PSO at (512) 463-1919.

A list of common reasons grant officials *might* need to contact the help desk are listed below.

- When a contact's last name, email address, or position needs to be updated, refer to the instructions on the **My Profile** tab, and find the heading labeled "How Do I Update My Contact Information" under the "General Information and Instructions" area.
- When you need your password reset, account unlocked or re-activated, or you are unable to complete your registration for any reason, the help desk can assist you in resolving those issues. The retrieve password and user name features are located on the eGrants **Home** page.
- You *might* be referred to the help desk by any PSO or other partner contact at any time. If the help desk or your PSO grant manager are unable to resolve the issue, your request or issue *may* be referred to the eGrants Team for resolution.