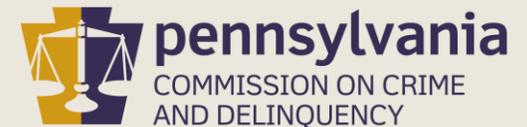


QUARTERLY PROGRAM REPORT WALKTHROUGH

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.

TABLE OF CONTENTS

- | | |
|----|--|
| 1. | <u>Create a Program Report</u> |
| 2. | <u>Complete a Quarterly Program Report</u> |
| 3. | <u>Complete a Final Program Report</u> |

CREATE A QUARTERLY REPORT IN EGRANTS

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

Enter your Keystone Login credentials to log in to Egrants



If you have an existing CWOPA\ or MUSER\ account, you can continue to sign in using that account information.

If you have already signed up for Keystone Login through another state agency's data-system, please use your Keystone Login information to sign in below.

All other Egrants users who do not have a Keystone Login account should click the Register link below.

Keystone Login
UserName

Keystone Login
Password

Log in

[Forgot Password?](#)

[Forgot UserName?](#)

[Not Registered? Register as a new Keystone Login user](#)

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.

[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.

[CLICK HERE](#) 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:	Grant ID: <input type="text"/>	Quick Searches
	Applicant Agency: <input type="text" value="[All]"/>	Applications In Process (0)
	Recipient Agency: <input type="text"/>	Awarded Projects - Active (1)
	Funding Announcement: <input type="text" value="[All]"/>	
	Keywords: <input type="text" value="[All]"/>	
	<input type="button" value="Search"/>	

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.

PROJECT MANAGEMENT SEARCH

Search Criteria:

Grant ID:

Applicant Agency:

Recipient Agency:

Funding Announcement:

Keywords:

Quick Searches
[Applications In Process \(0\)](#)
[Awarded Projects - Active \(1\)](#)

Awarded Projects - Active Quick Search results displayed

<u>Grant ID</u>	<u>Applicant Agency</u>	<u>Title</u>	<u>Receipt Date</u>
29999	Sample Agency	Security Cameras and Sound Systems - Elementary	10/12/2018

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).”

Grant ID: 29999

Project Title: Security Cameras and
Sound Systems -
Elementary

Status: Open - Awarded

Fund Announcement: [School Safety and Security
Grant Program](#)

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
29999:	Create Project Modification Request (PMR)		
	Application	11/1/2018 - 10/31/2019	Open - Awarded  

[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](#)

[\[Fiscal Report Walkthrough\]](#)

MAIN SUMMARY

Filter Criteria
Phase: [All] ▼
Approval Status: [All] ▼

To access a fiscal or program report, click on the period ending date to open the report.

Cumulative Fiscal Reports
Delinquent Quarterly Report Periods:
29999 (6/30/2019)

Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
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Program Reports
Delinquent Quarterly Report Periods:
29999 (12/31/2018, 3/31/2019, 6/30/2019)

Phase	Period Ending	Report Type	Status	Last Update Date	Approval Status	Entered By
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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 [Egrants 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.

PROGRAM REPORT

Report Status: Draft **Report Due Date:** 1/21/2019
Approval Status: Pending **Submitted Date:**
Status Updated By: **Return Date:**
Resubmitted Date:

Final Report: No

Is The Project On Schedule? * !

If not, please explain:

Briefly List Activities Conducted During This Period: *

Report Sections

Sections	Open Corrective Actions	Status	Last Update Date	Last Updated By
Attachments	0	In Process	9/26/2019	
Performance Indicators	0	In Process	9/26/2019	

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.

PROGRAM REPORT

Report Status: Draft **Report Due Date:** 1/21/2019
Approval Status: Pending **Submitted Date:**
Status Updated By: **Return Date:**
Resubmitted Date:

Final Report: No

Is The Project On Schedule? * ▾

If not, please explain:

Briefly List Activities Conducted During This Period: *

Report Sections

Sections	Open Corrective Actions	Status	Last Update Date	Last Updated By
Attachments	0	In Process	9/26/2019	
Performance Indicators	0	In Process	9/26/2019	

In the Attachments section, click the **Save – Complete** button.

Save and Continue Editing Save - In Process **Save - Complete** Cancel

Section Status: In Process
Section Name: Attachments

System Test System Test System Test System Test System Test System Test

Attachments:

Attachment Name	Description	Template File	Date
<i>No records to display.</i>			

System Test System Test System Test System Test System Test System Test

Save and Continue Editing Save - In Process Save - Complete Cancel

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 Performance Indicators page, click the **Save – Complete** button.

Save and Continue Editing Save - In Process **Save - Complete** Cancel

Section Status: In Process
Section Name: Performance Indicators

1. Established by PCCD
2. Established by Subgrantee

Save and Continue Editing Save - In Process **Save - Complete** Cancel

The School Safety and Security Program 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 school entity's records for detail on how to correctly respond to those indicators.

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

PROGRAM REPORT

Report Status: Draft
Approval Status: Pending
Status Updated By:

Report Due Date: 1/21/2019
Submitted Date:
Return Date:
Resubmitted Date:

Final Report: No

Is The Project On Schedule? *

If not, please explain:

Briefly List Activities Conducted During This Period: *

Completed purchase and installation of high school and middle school cameras.

Report Sections

Sections	Open Corrective Actions	Status	Last Update Date	Last Updated By
Attachments	0	Complete	9/26/2019	
Performance Indicators	0	Complete	9/26/2019	

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.

Program Report Submission Confirmation

I hereby certify that, to the best of my knowledge, the information contained in this report is accurate, complete, and in compliance with the application as approved by PCCD; and I further certify that I am aware of the requirements set forth in the OJP Financial Guide (for federal funds) and PCCD's Applicant's Manual and that all expenditures were made in compliance with these guidelines.

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.

PROGRAM REPORT

Report Status: Draft
Approval Status: Pending
Status Updated By:

Report Due Date: 1/21/2019
Submitted Date:
Return Date:
Resubmitted Date:

Final Report: No

Is The Project On Schedule? *

If not, please explain:

Briefly List Activities Conducted During This Period: *

Report Sections

Sections	Open Corrective Actions	Status	Last Update Date	Last Updated By
Attachments	0	In Process		
Performance Indicators	0	In Process		

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

PROGRAM REPORT

Report Status: Draft **Report Due Date:** 1/21/2019
Approval Status: Pending **Submitted Date:**
Status Updated By: **Return Date:**
Resubmitted Date:

Final Report: No

Is The Project On Schedule? * ▼

If not, please explain:

Briefly List Activities Conducted During This Period: *

Report Sections

Sections	Open Corrective Actions	Status	Last Update Date	Last Updated By
Attachments	0	In Process	9/26/2019	
Performance Indicators	0	In Process	9/26/2019	

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

PROGRAM REPORT

Report Status: Draft
Approval Status: Pending
Status Updated By:

Report Due Date: 1/21/2019
Submitted Date:
Return Date:
Resubmitted Date:

Final Report: No

Is The Project On Schedule? *

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

Sections	Open Corrective Actions	Status	Last Update Date	Last Updated By
Attachments	0	In Process		
Performance Indicators	0	In Process		

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

PROGRAM REPORT

Report Status: Draft
Approval Status: Pending
Status Updated By:

Report Due Date: 1/21/2019
Submitted Date:
Return Date:
Resubmitted Date:

Final Report: Yes

Is The Project On Schedule? *

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

Sections	Open Corrective Actions	Status	Last Update Date	Last Updated By
Attachments	0	In Process		
Final Report	0	In Process		
Performance Indicators	0	In Process		

In the Attachments section, click the **Save – Complete** button.

Save and Continue Editing Save - In Process **Save - Complete** Cancel

Section Status: In Process
Section Name: Attachments

System Test System Test System Test System Test System Test System Test

Attachments:

Attachment Name	Description	Template File	Date
<i>No records to display.</i>			

System Test System Test System Test System Test System Test System Test

Save and Continue Editing Save - In Process Save - Complete Cancel

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 Report Sections table.

PROGRAM REPORT

Report Status: Draft
Approval Status: Pending
Status Updated By:

Report Due Date: 1/21/2019
Submitted Date:
Return Date:
Resubmitted Date:

Final Report: Yes

Is The Project On Schedule? * ▼

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

Sections	Open Corrective Actions	Status	Last Update Date	Last Updated By
Attachments	0	Complete	9/26/2019	
Final Report	0	In Process	9/26/2019	
Performance Indicators	0	In Process	9/26/2019	

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.

System
Remain

Section Status: In Process
Section Name: Final Report

Save and Continue Editing Save - In Process Save - Complete Cancel

stem Test System Test

1. With the advantage of hindsight, what would you do differently in implementing this project?

2. Did you intend for this project to be sustained?

3. Choose the best response about the accomplishments of the project.

3.1. If less than 50% of the objectives were accomplished, please choose the best reason the objectives were not accomplished.

4. Choose the best response related to the projected sustainability of the project 12 months after the end of PCCD funding.

5. Please identify all sources of continuation funding for this project.

State agency other than PCCD
 PCCD
 Federal Government
 County Agency
 Private Foundation or Trust
 Agency fund raising/donations

6. Will the sustaining of this project result in downsizing other initiatives within your agency?

7. Please identify the number of agency positions that will be eliminated/furloughed as a result of this funding ending.

8. Please identify the number of agency positions that will be changed from full-time to part-time or will otherwise have their number of compensated hours reduced.

9. If this project will not be sustained, will be sustained at a greatly reduced level or sustainability will result in significant cut-backs elsewhere, please choose the best reason for lack of sustainability.

10. Please identify, in the text box below, those variables that helped you to sustain the project, please only include those items not identified above.

11. Please identify, in the text box below, those variables that negatively affected your ability to sustain the project, please only include those items not identified above.

stem Test System Test

Save and Continue Editing Save - In Process Save - Complete Cancel

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

PROGRAM REPORT

Report Status: Draft
Approval Status: Pending
Status Updated By:

Report Due Date: 1/21/2019
Submitted Date:
Return Date:
Resubmitted Date:

Final Report: Yes

Is The Project On Schedule? *

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

Sections	Open Corrective Actions	Status	Last Update Date	Last Updated By
Attachments	0	Complete	9/26/2019	
Final Report	0	Complete	9/26/2019	
Performance Indicators	0	In Process	9/26/2019	

On the Performance Indicators page, click the **Save – Complete** button.

Save and Continue Editing Save - In Process Save - Complete Cancel

Section Status: In Process
Section Name: Performance Indicators

1. Established by PCCD
2. Established by Subgrantee

Save and Continue Editing Save - In Process Save - Complete Cancel

The School Safety and Security Program 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 school entity's records for detail on how to correctly respond to those indicators.

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

PROGRAM REPORT

Report Status: Draft
Approval Status: Pending
Status Updated By:

Report Due Date: 1/21/2019
Submitted Date:
Return Date:
Resubmitted Date:

Final Report: Yes

Is The Project On Schedule? *

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

Sections	Open Corrective Actions	Status	Last Update Date	Last Updated By
Attachments	0	Complete	9/26/2019	
Final Report	0	Complete	9/26/2019	
Performance Indicators	0	Complete	9/26/2019	

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.

Program Report Submission Confirmation

I hereby certify that, to the best of my knowledge, the information contained in this report is accurate, complete, and in compliance with the application as approved by PCCD; and I further certify that I am aware of the requirements set forth in the OJP Financial Guide (for federal funds) and PCCD's Applicant's Manual and that all expenditures were made in compliance with these guidelines.

Agree

Cancel

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 [Grant Guides page of PCCD's website](#).

TABLE OF CONTENTS

- | | |
|----|---|
| 1. | Create a Quarterly Report |
| 2. | Complete a Quarterly Program Report |
| 3. | Complete a Final Program Report |