7/14/2021

Release 2 User Manual

(Specialty Grants, GAR, and Oversight)

Rural Summer Legal Corps Grant

1. Qualifying and Creating the Application

To begin, ***GrantEase*** users will move to the **Opportunities tab** in the top tier tool bar.

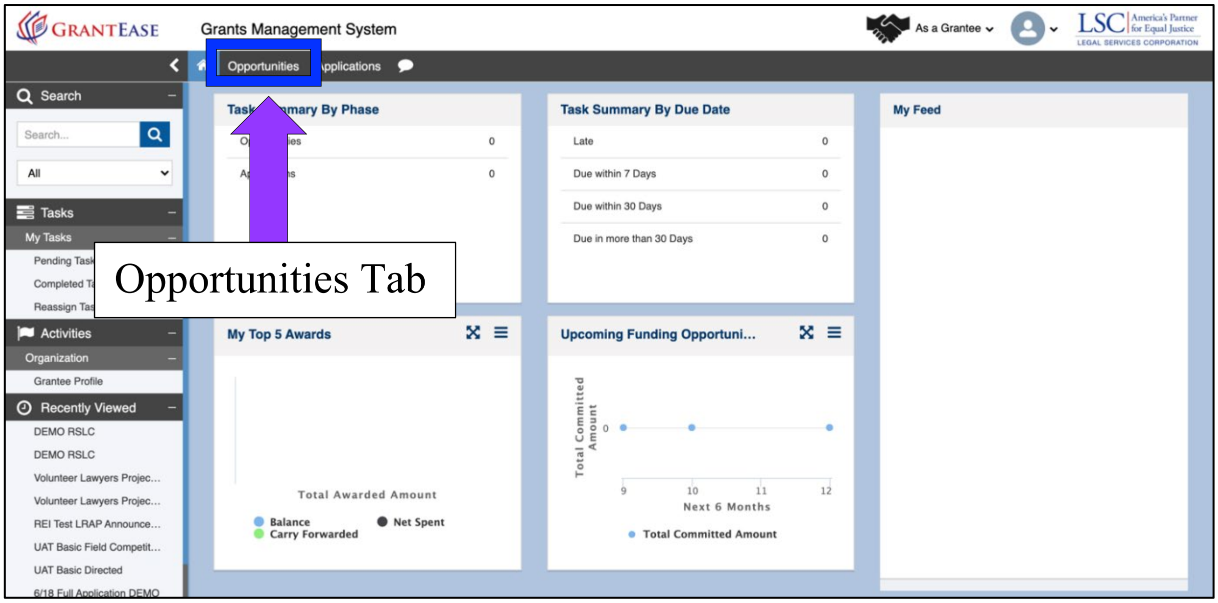


Figure 1: Image of the Home Screen in ***GrantEase***

Then, in the left-hand side bar, users should locate the **Not Yet Qualified tab**.

Once in the **Opportunities tab** users will locate the "Rural Summer Legal Corps Grant" opportunity and select the **green eyeball** icon to begin the grant application.

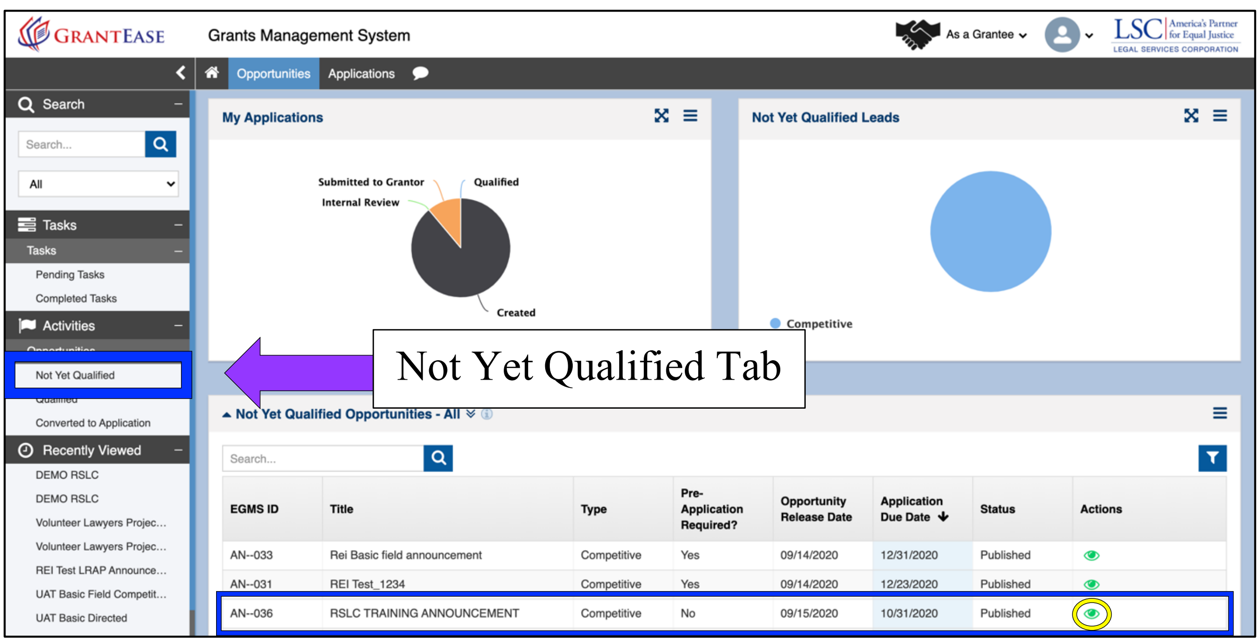


Figure 2: Image of the Opportunities Tab and Not Yet Qualified Opportunities

Qualifying for the Opportunity

Begin by qualifying for the grant by clicking on the **"Qualify" button** on the top right-hand side.

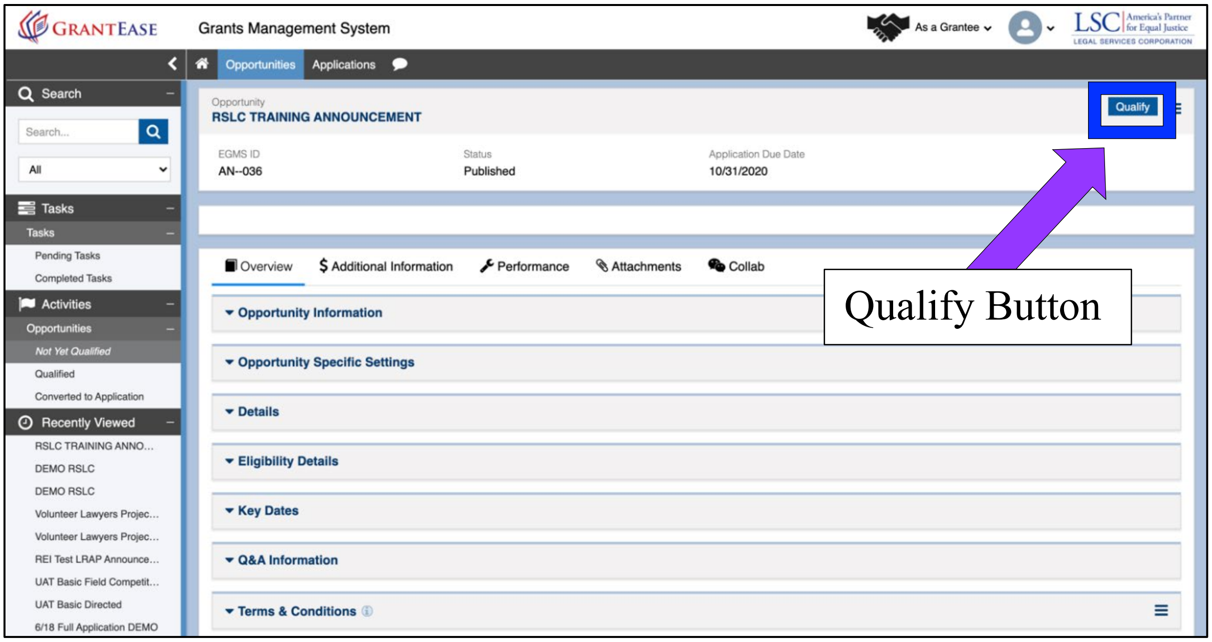


Figure 3: Image of the "Qualify" button for RSLC Application Form

Creating the Application

After qualifying, users will then create the application by clicking on the **"Create Application" button**.

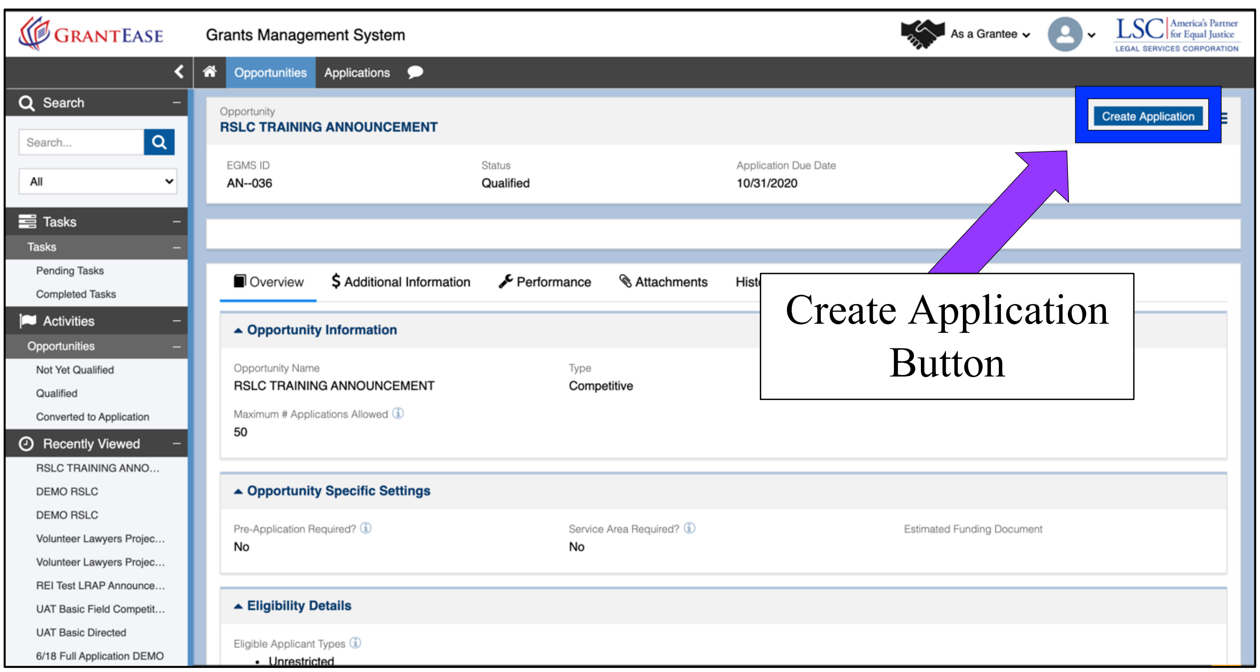


Figure 4: Image of the "Create Application" button for RSLC Application Form

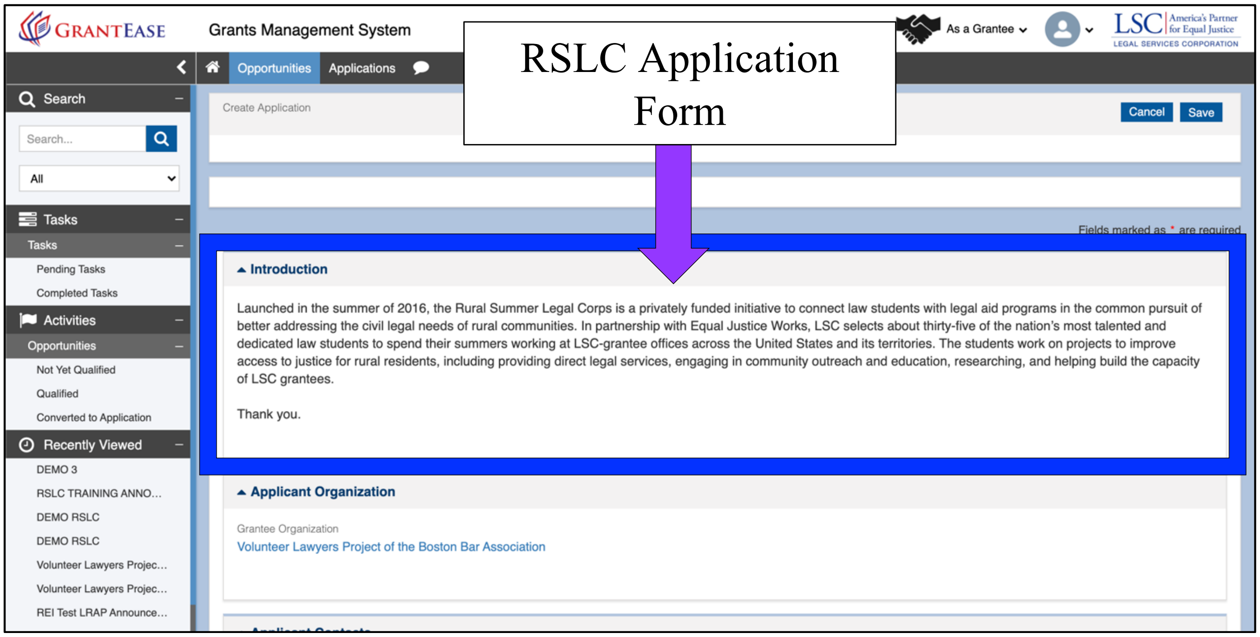


Figure 5: Image of the Rural Summer Legal Corps Application Form Introduction Box

Once users have created the application, they will be asked to denote a contact person in the **Applicant Contacts box** for the RSLC grant.

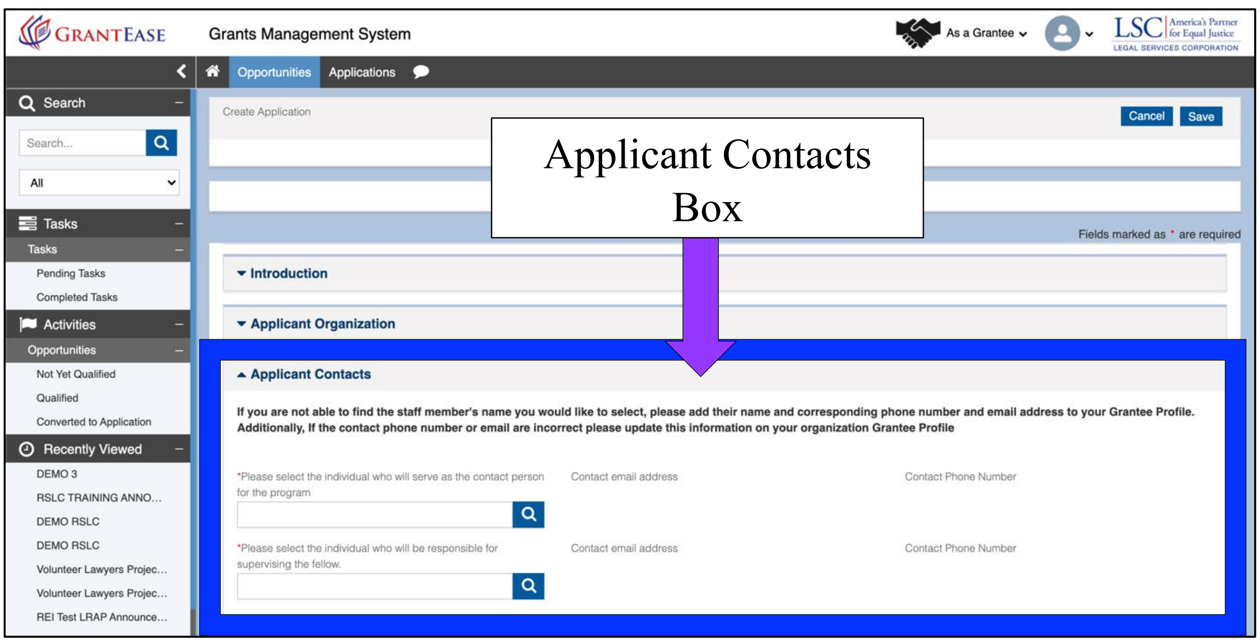


Figure 6: Image of the Applicant Contacts Box

Remember if the name of the contact does not appear in the list once typed in the search box, this means the individual must be added in the **Grantee Profile**.

If the name is already added, a pop-up box will appear, and the user must click on **SELECT** next to the respective contact name.

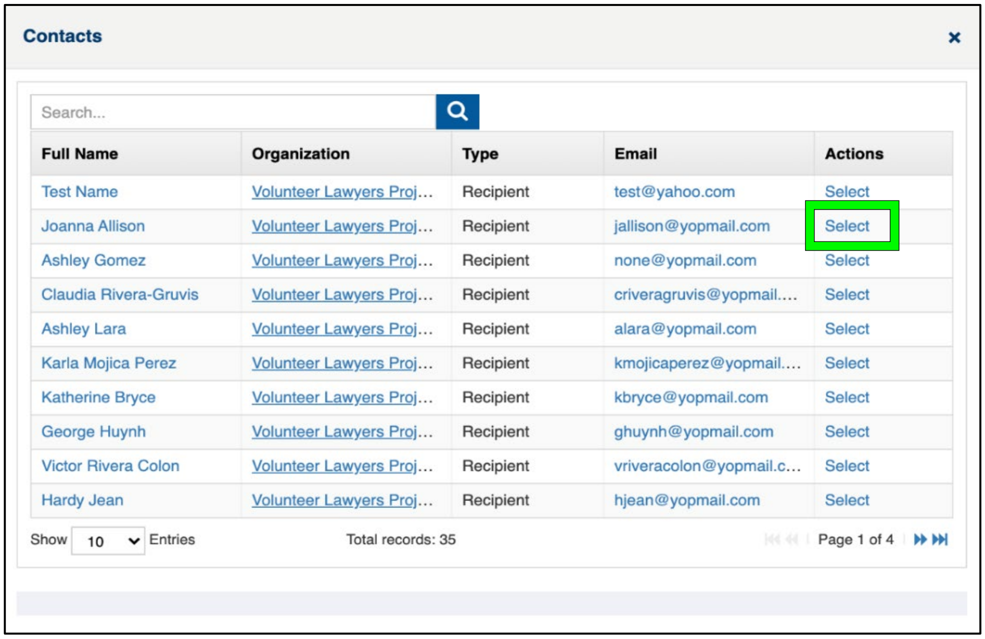


Figure 7: Image of the Applicant Contacts Pop-Up Box

Certifying Application Accuracy

Applicants should then agree to the **"Accuracy Acknowledgement"** for grant application by checking the **"I Agree" box**.

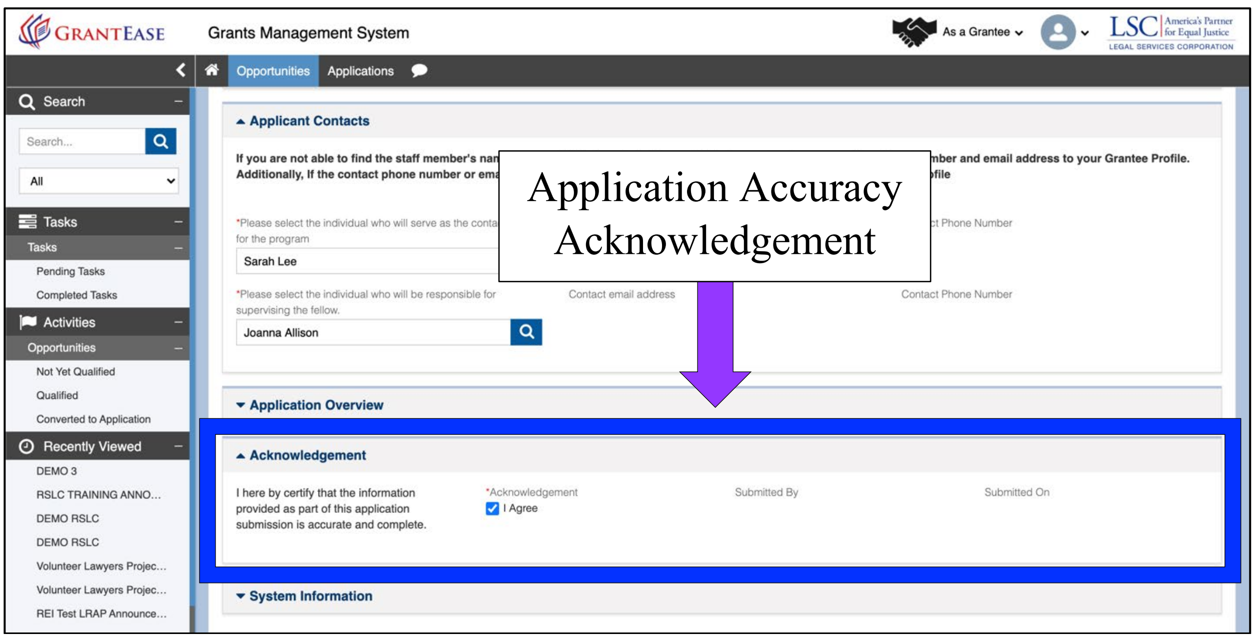


Figure 8: Image of the Application Accuracy Acknowledgement Checkbox

Finally, users must click on the "**SAVE**" **button** to move on to the next steps.

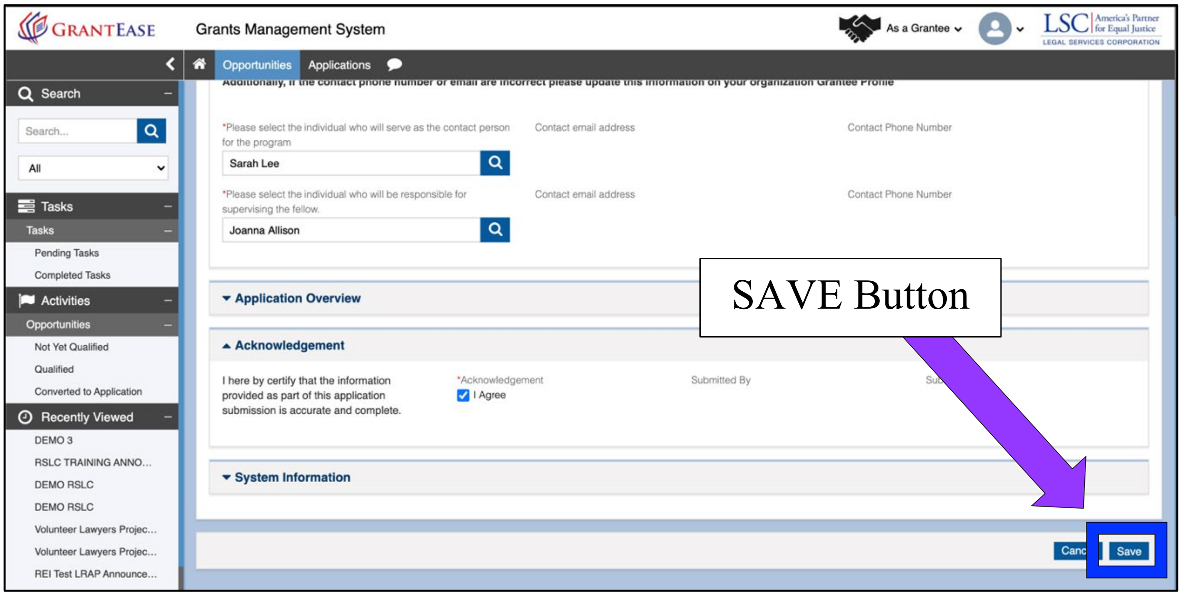


Figure 9: Image of the "SAVE" Button for Application

2. Beginning the Application

As with the Basic Field Grant application, the Rural Summer Legal Corps application requires that applicants complete a simple series of questions in the ***GrantEase*** system.

To begin the application process, users should review the **Overview tab** to ensure all information is accurate.

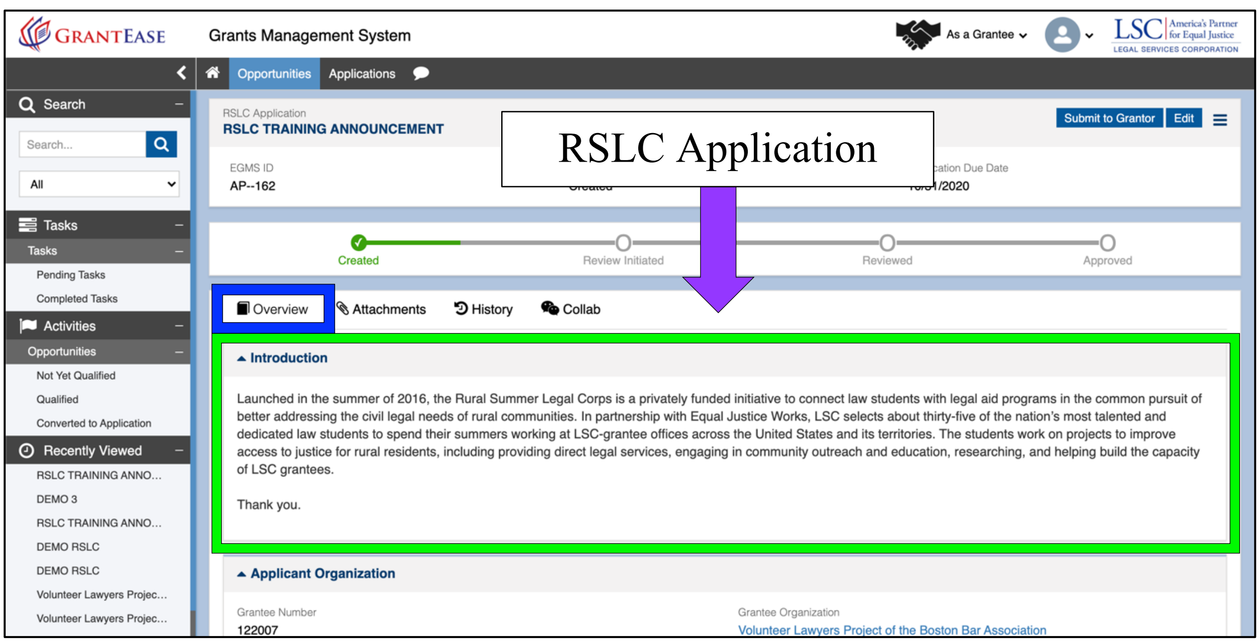


Figure 10: Image of the Overview Tab in RSLC Application

The next step is to begin the RSLC base application. Users will click on the **Attachments Tab**.

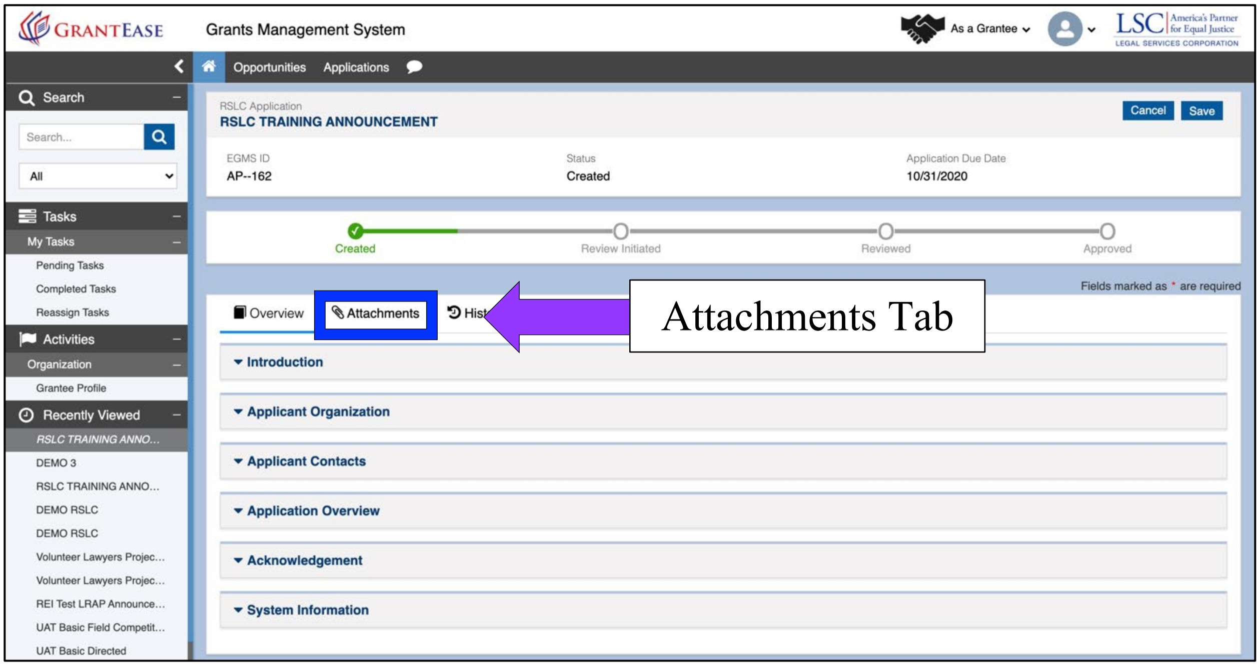


Figure 11: Image of the Attachments Tab of the RSLC Application

The Rural Summer Legal Corps application will be under the **"All Forms"** section.

To "View" the form without making edits, users should click on the **green eyeball**. To "Edit" the application, users should click on the **blue pencil icon**.

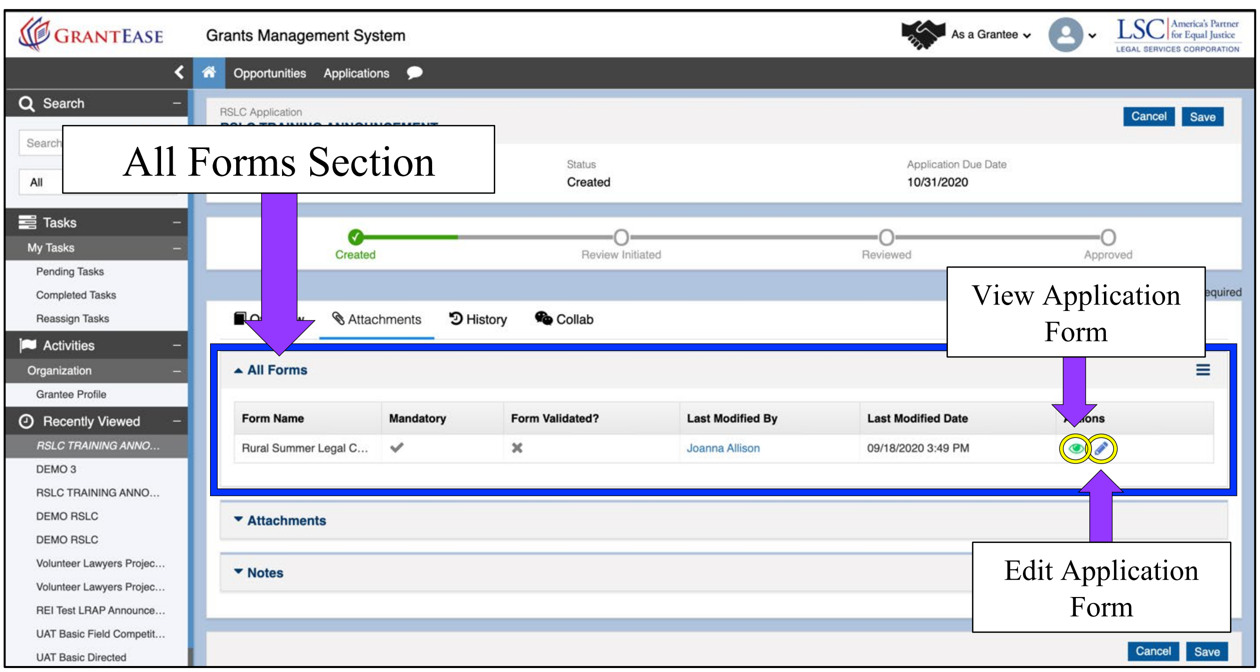


Figure 12: Image of the RSLC Application Form, View Icon, and Edit Icon

3. The Base Application Form

The RSLC Base Application form follows a similar format as previous ***GrantEase*** forms.

Question Logic

Questions in the application may be conditional, meaning that if users answer “Yes” to one question, they will be required to answer additional questions. For example, if a user answers “Yes” to question number **1. *“Have you hosted an RSLC fellow before?”*** they must proceed to respond to question 1.1 and 1.2.

For **Question #2**, if you have **TWO** or more fellows working on the same project only **ONE** application need be completed. You must submit a separate application for each distinctive RSLC project.

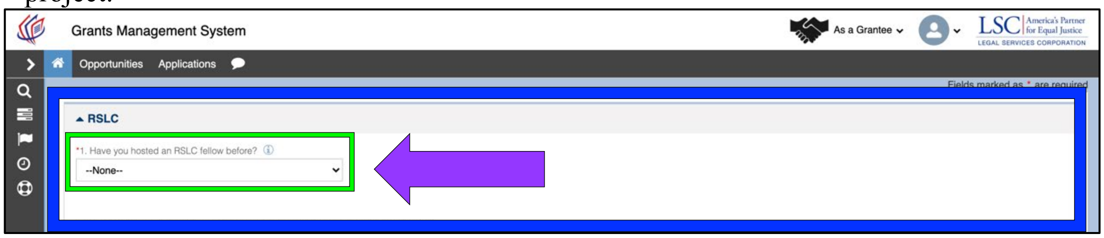


Figure 13: Image of the RSLC Application Form Conditional Question #1

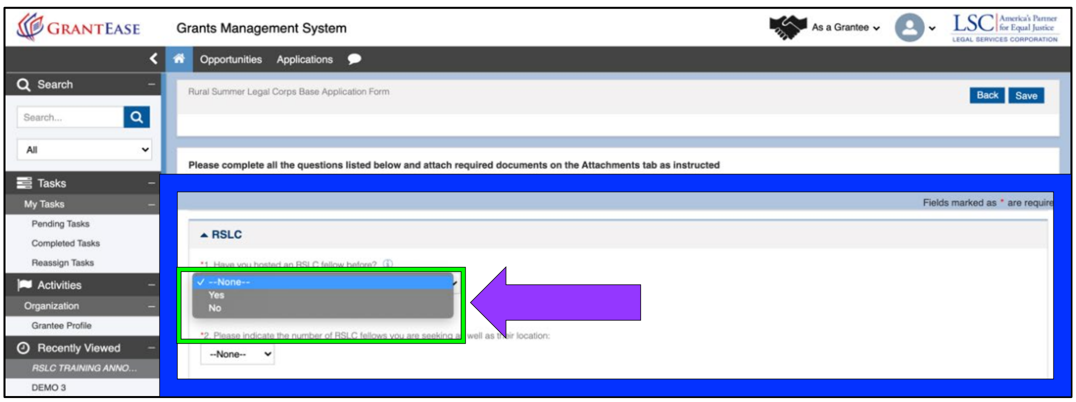


Figure 14: Image of the RSLC Application Form Conditional Question #1 Dropdown

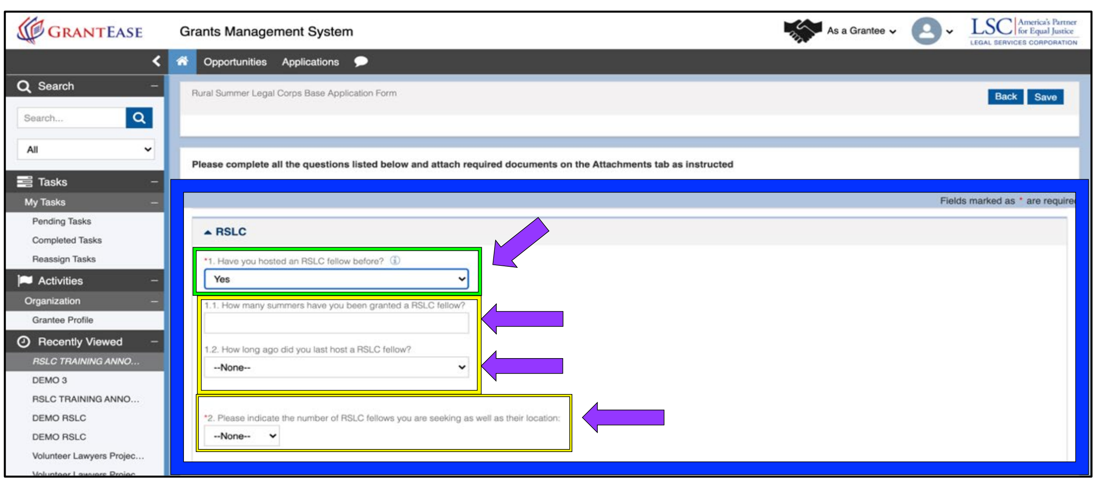


Figure 15: Image of the RSLC Application Form Questions #1 and #2

Information Icons

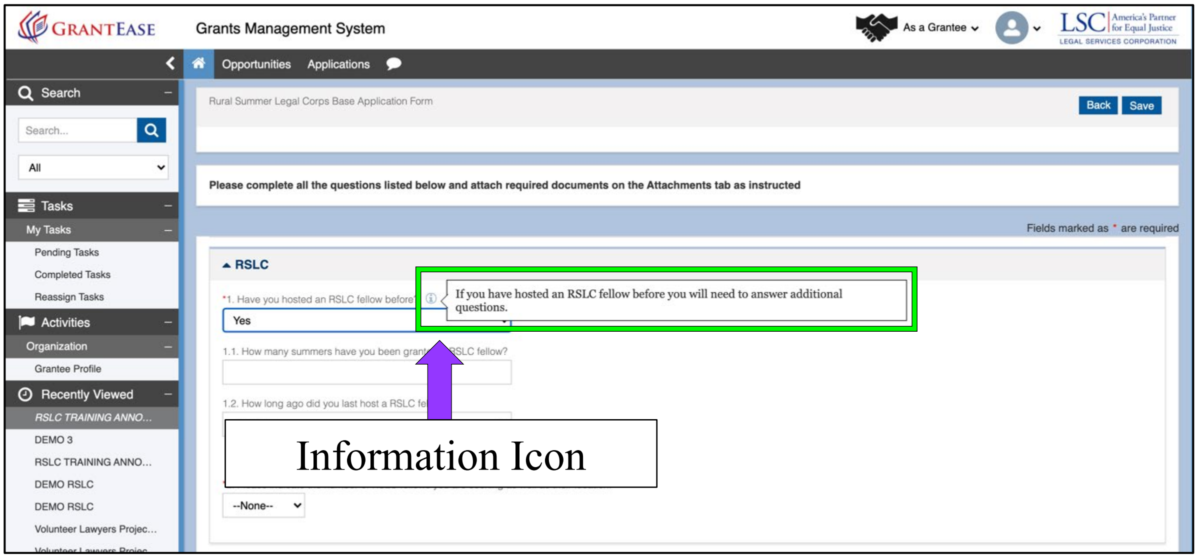


Figure 16: Image of a RSLC Application Question with an Information Icon

These icons will help explain the details of each question; please read them thoroughly to understand what each question is asking.

Location Designation
For the section that asks grantees to denote the location where the fellows will be located, applicants must click on the **"Add/Update Office Location" button**.

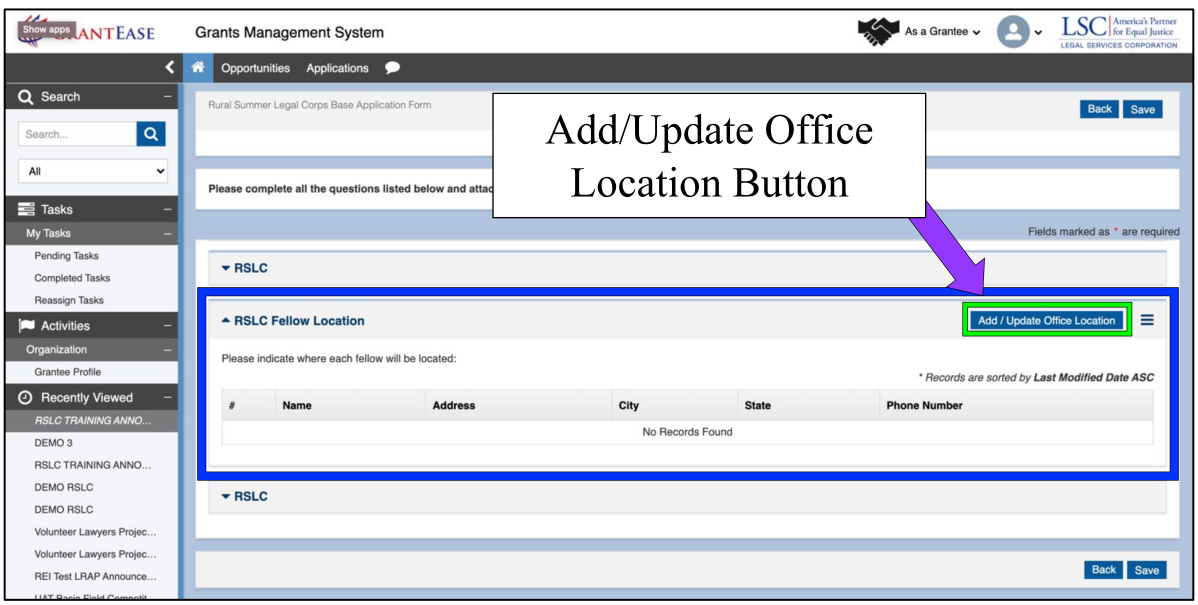


Figure 17: Image of the RSLC Fellow Location Section of the RSLC Application

After clicking on that button, a pop-up box will appear, and users must search among their existing office locations to designate where the fellow will work. If a user would like to add another location, they should select the **"Add Location" button** and complete the same steps.

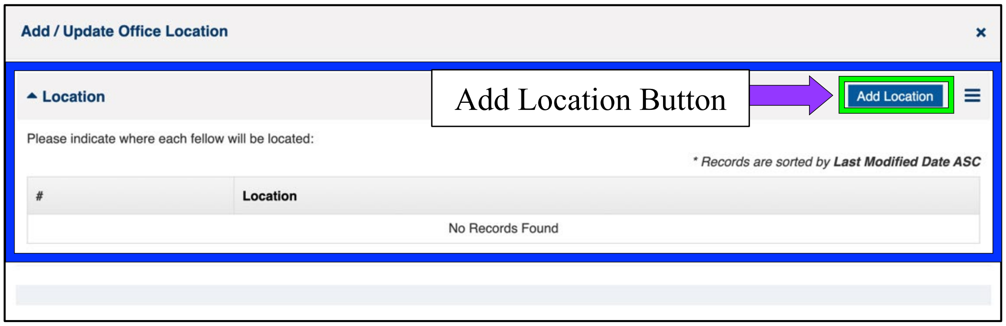


Figure 18: Image of the RSLC "Add/Update Office Location" Pop-Up Box

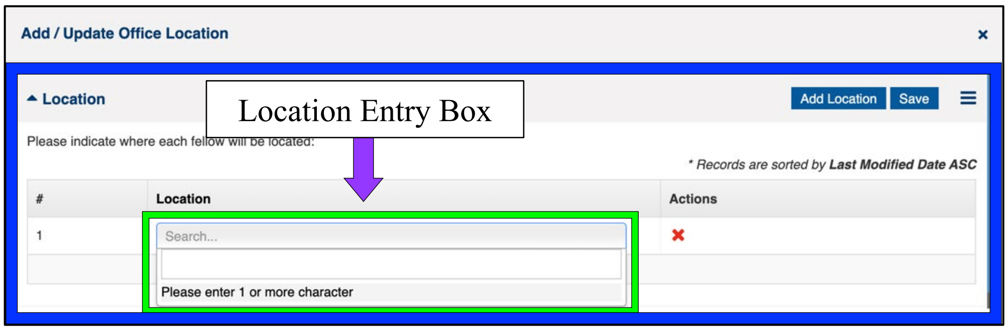


Figure 19: Image of the Location Entry Box in the "Add/Update Office Location" Pop-Up Box

To conclude, users should click on the **"SAVE" button** and move on.

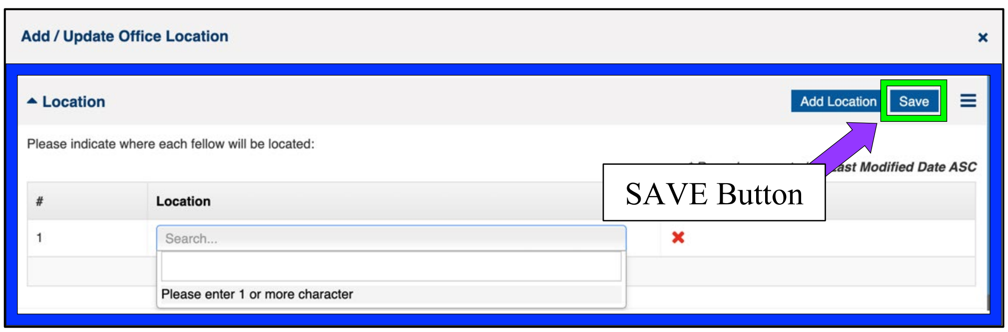


Figure 20: Image of the "Save" Button for the Location Entry

4. Completing the Application

Saving the Completed Application

Once all questions have been completed, users should click on the **"SAVE" button** in the top or bottom right-hand of the screen.

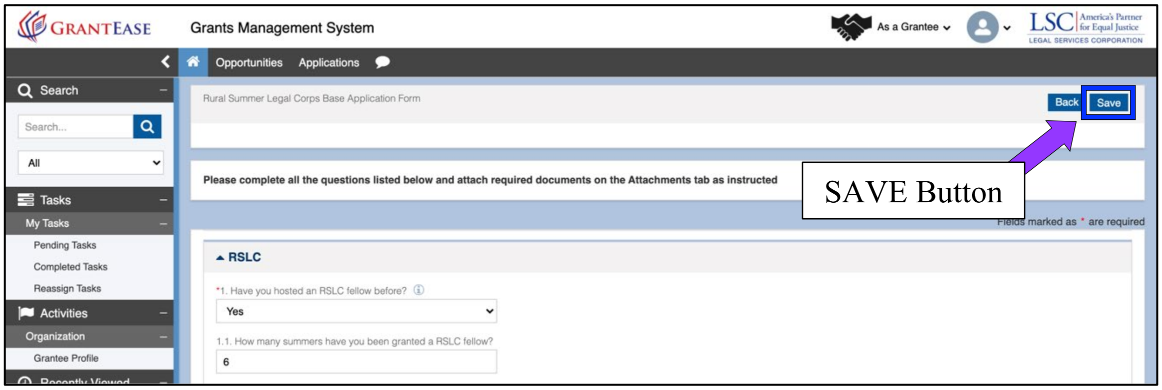


Figure 21: Image of Saving a Completed Application with the "Save" Button

Users will then receive **a green notification** that lets applicants know that the form has been saved successfully.

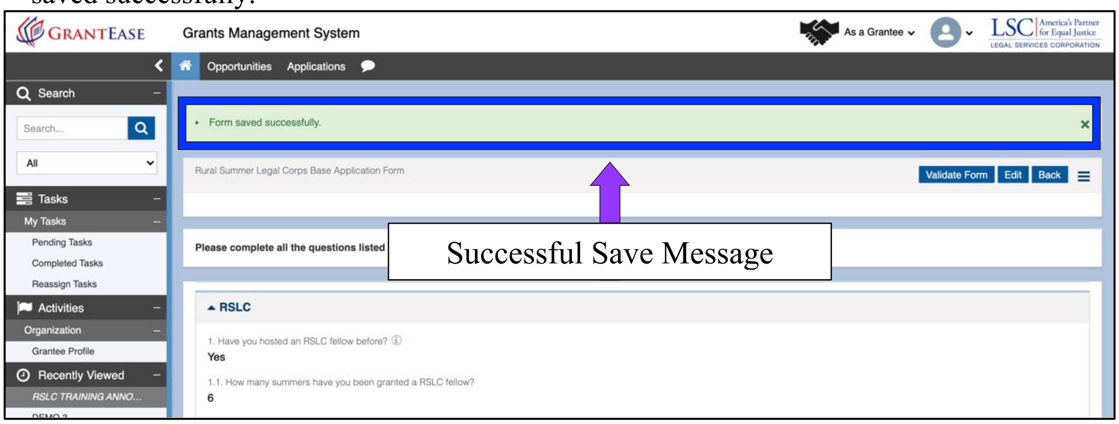


Figure 22: Image of the Successfully Saved Application Message

Application Form Validation

After saving the application, user will proceed to validate the form.

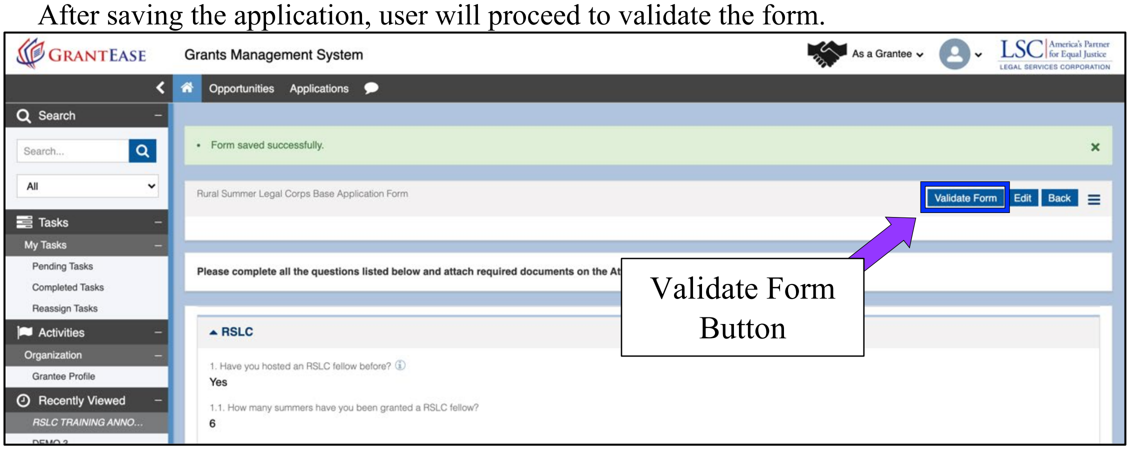


Figure 23: Image of Checking the Application Using the "Validate Form" Button

After clicking on the **"Validate Form" button**, an error message will appear if there are any missing components or errors; they will need to be rectified in order to move on.

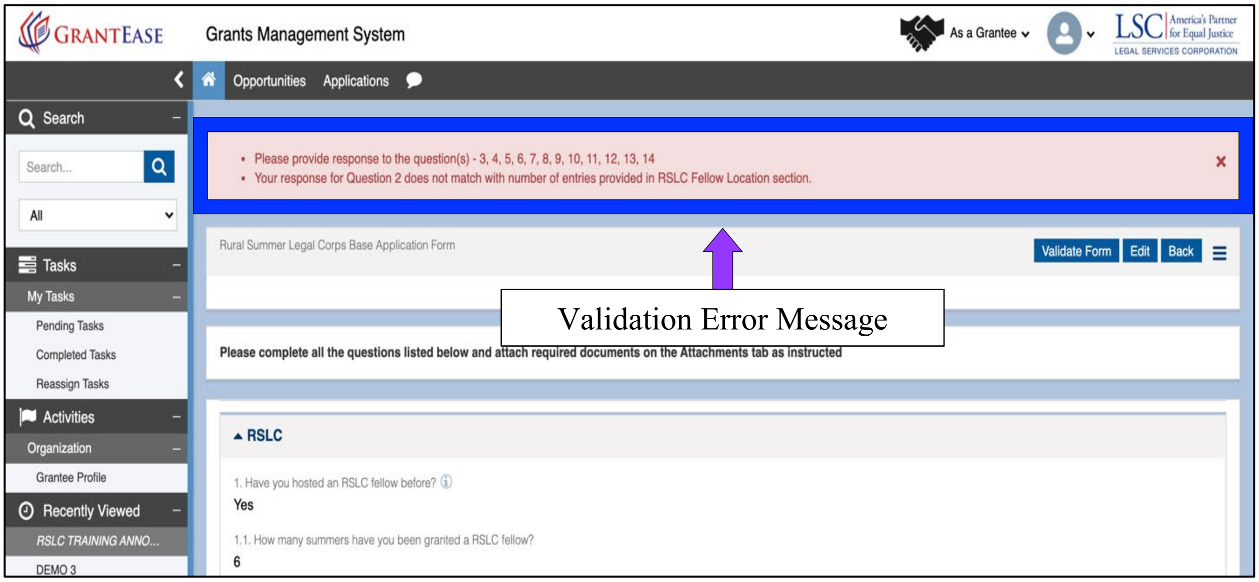


Figure 24: Image of the Application Validation Error Message

Once validation errors are addressed, users will see a check mark and receive a message that the form was successfully validated.

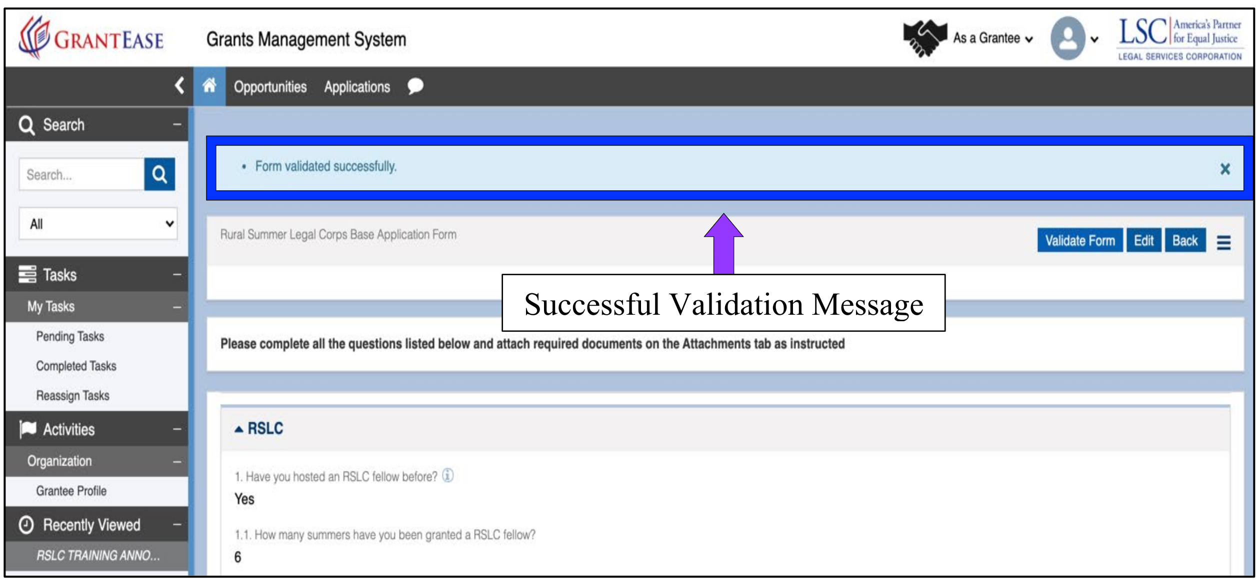


Figure 25: Image of the Successfully Validated Application Message

Application Submission

After validating the form, users should click on the **"BACK" button** to return to the main RSLC application screen.

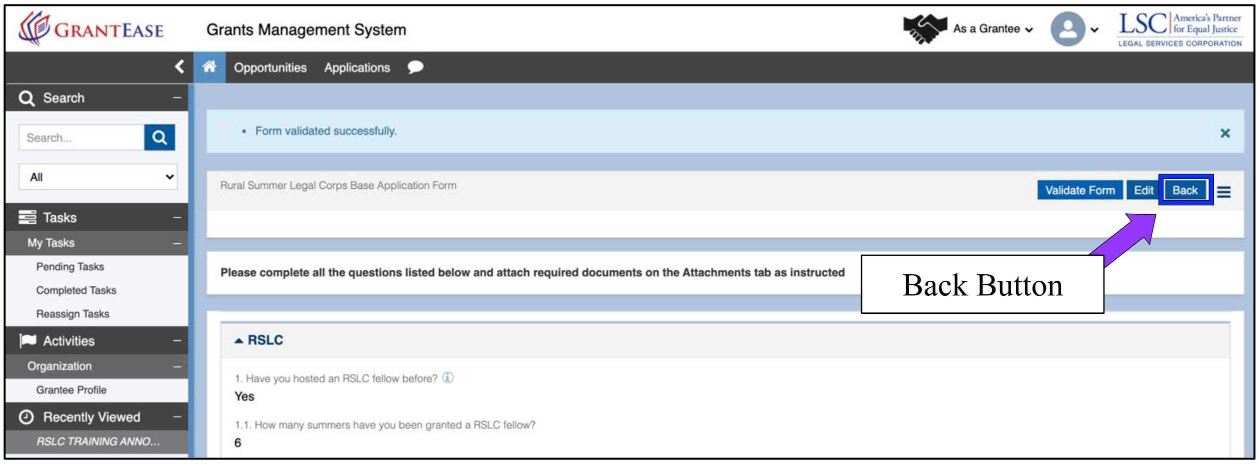


Figure 26: Image of Navigating to the Main RSLC Application Screen Using the "Back" Button

On this screen, users will proceed to select the "**Submit to Grantor" button**.

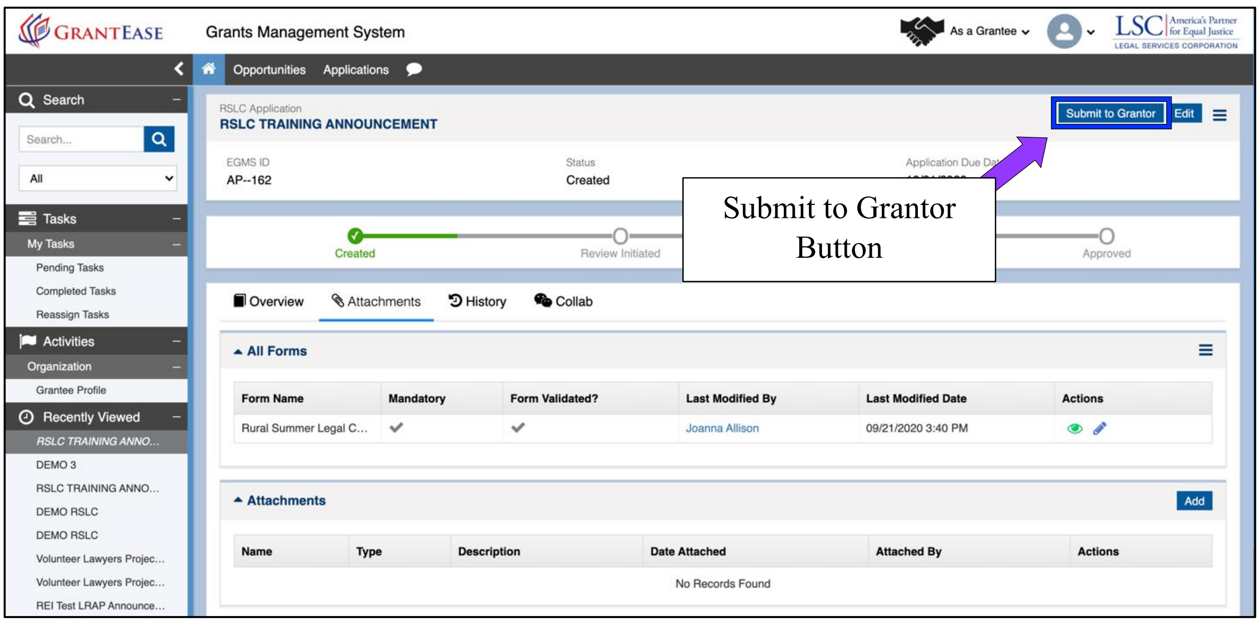
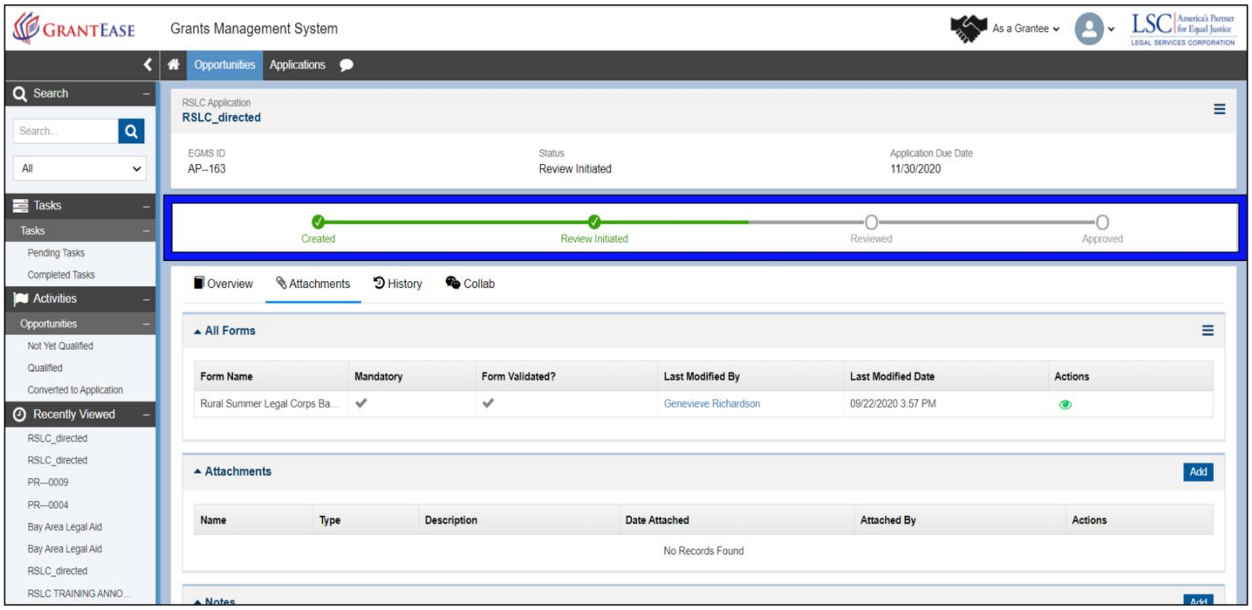


Figure 27: Image of Submitting Application to the Grantor Using the "Submit to Grantor" Button

<u>Remember</u>, if there are missing components or if any sections are incomplete the system will not let the user submit the application.

Once the application is submitted, the status bar will indicate that the application review has been initiated.


GRANTEASE
Grants Management System
As a Grantee
LSC America's Partner for Equal Justice
LEGAL SERVICES CORPORATION
Opportunities
Applications
Search
All
Tasks
Pending Tasks
Completed Tasks
Activities
Opportunities
Not Yet Qualified
Qualified
Converted to Application
Recently Viewed
RSLC_directed
RSLC_directed
PR—0009
PR—0004
Bay Area Legal Aid
Bay Area Legal Aid
RSLC_directed
RSLC TRAINING ANNO...
RSLC Application
RSLC_directed
EGMS ID
AP--163
Status
Review Initiated
Application Due Date
11/30/2020
Created
Review Initiated
Reviewed
Approved
Overview
Attachments
History
Collab
All Forms
Form Name
Mandatory
Form Validated?
Last Modified By
Last Modified Date
Actions
Rural Summer Legal Corps Ba...
Genevieve Richardson
09/22/2020 3:57 PM
Attachments
Add
Name
Type
Description
Date Attached
Attached By
Actions
No Records Found
Notes

Basic Field Grant Award Letter

1. Locating Your Grants and Awards

To view Grant and Award information, first, log in to the ***GrantEase*** portal.

Once logged in, users should click the **Grants Tab** in the top navigation bar.

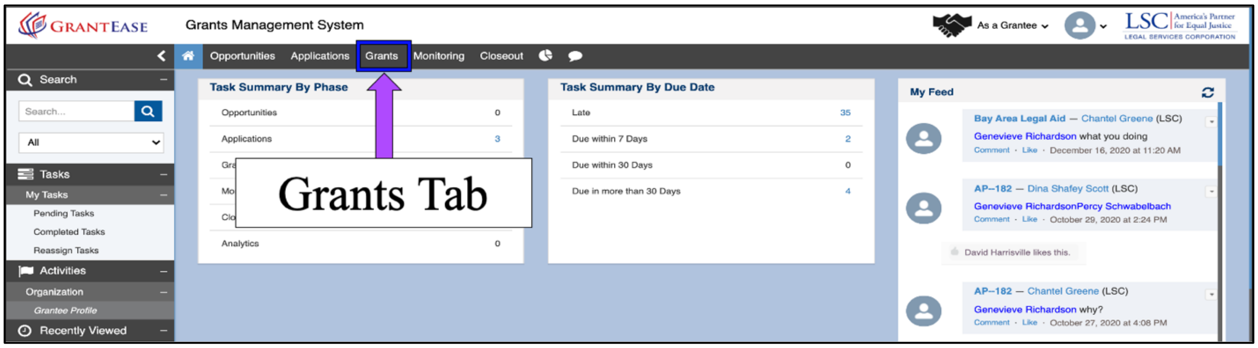


Figure 1: Image of Navigating to the Grants Tab on the Home Screen

Here users will see a table labeled Grants.

This table displays the grants users have received from LSC from the date of the launch of the system (2021 grants and beyond).

Clicking on the double arrows allows users can filter the view by the listed criteria.

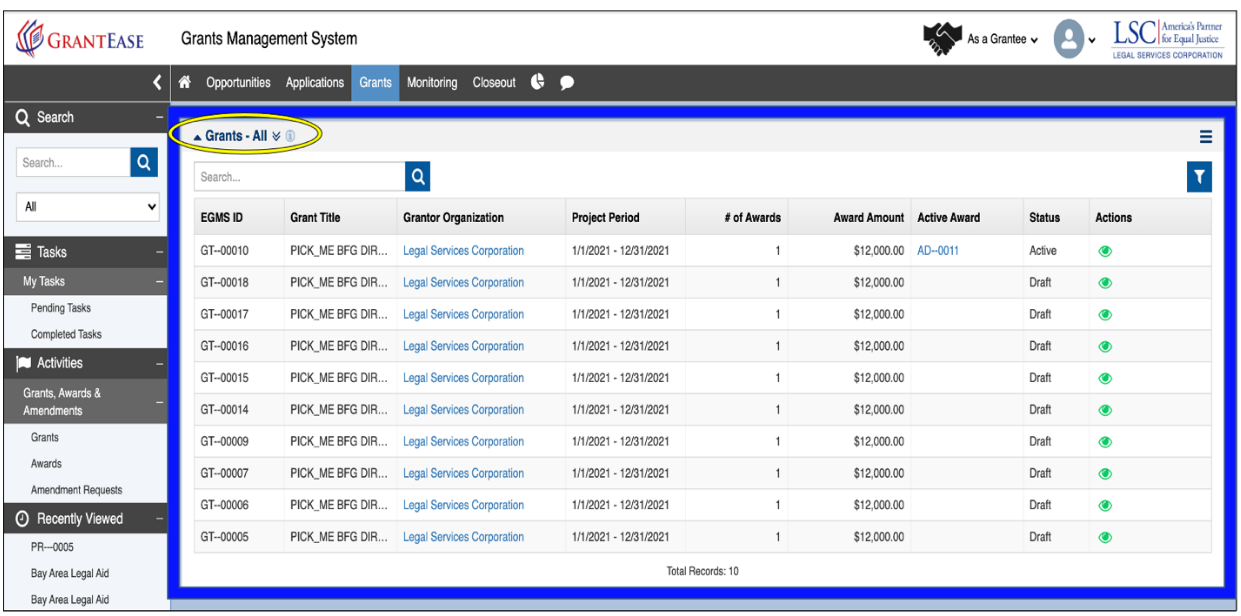


Figure 2: Image of the Selecting the Quick Filter Dropdown Arrows on the Grants Tab

To view an award, choose **Grants All** or **Grants Active**.

- "Grants All" – will show all grants regardless of if they are closed, rejected, active or pending award.
- "Grants Active" – will show ONLY active grants (not last year's closed grants)

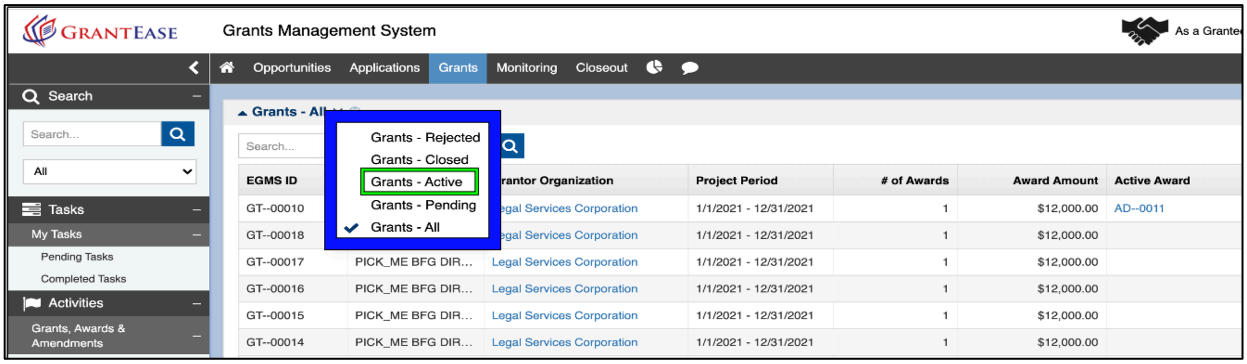


Figure 3: Image of Quick Filter Options and Selecting "All" or "Active" Grants

If there are a large number of grants, users may wish to use the filter feature to filter down to a particular grant program.

To do so, users should click the **funnel icon** in the right corner of the section to open the filter criteria.

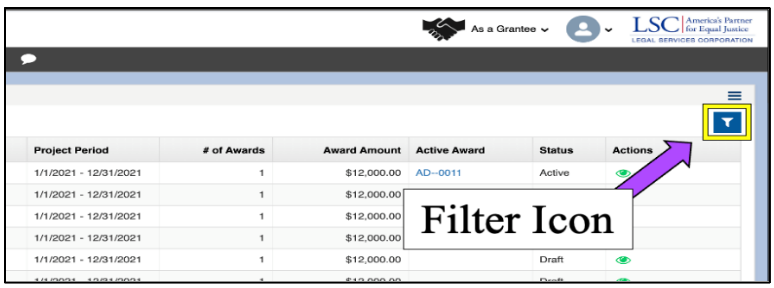


Figure 4: Image of Selecting the Filter Icon to Find a Specific Grant

Users can then filter by Grant Title, Operator, or Value. They should click the **plus (+) icon** under the **Action** column after entering the grant information.

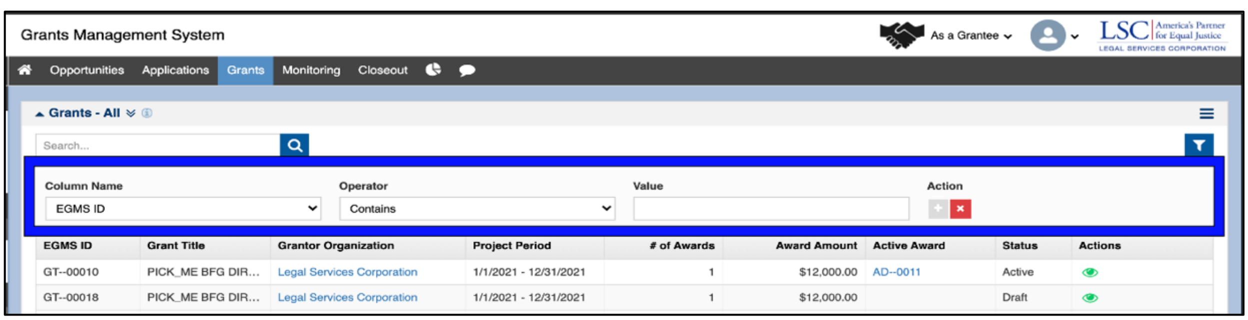


Figure 5: Image of the Filter Information Columns, Adding Filter Icon, and Deleting Filter Icon

If a user wants to *close the filter*, they can simply click on the **funnel icon** a second time.

If a user needs to *delete a filter*, they should click on the **red "X"** under the **Action** column.
If there are a lot of grants listed, users can also use the search feature to find the grant they are interested in.

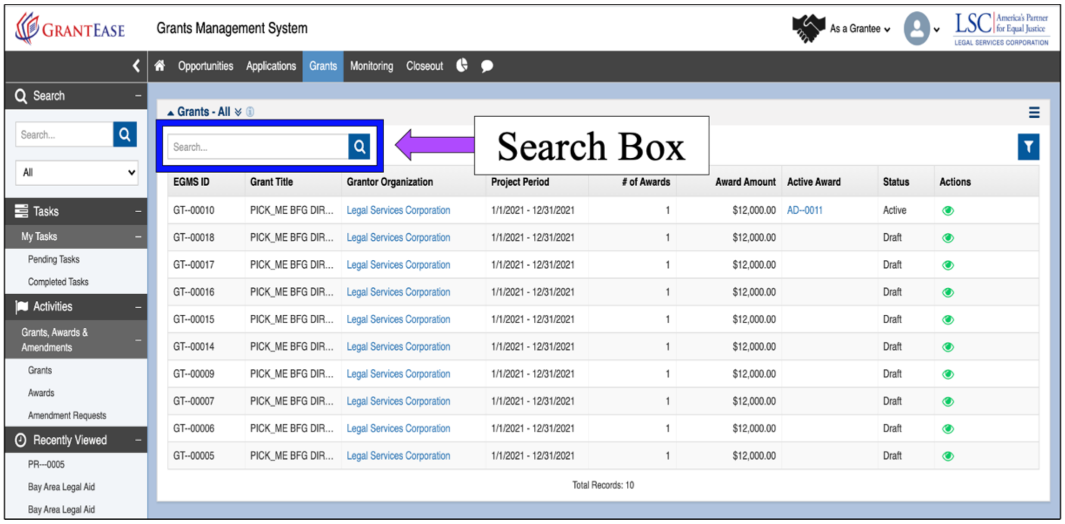


Figure 6: Image of Selecting the Search Box to Find a Grant

To do so, users should type identifying information into the **search box** and click on the **magnifying glass icon** to get their search results.

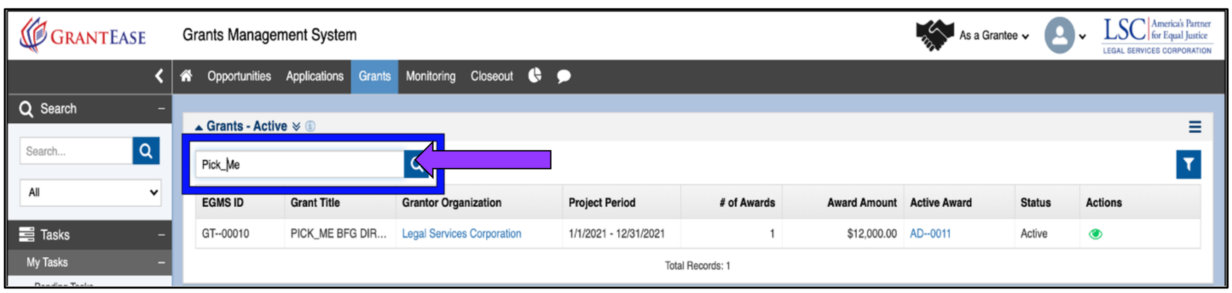


Figure 7: Image of Selecting the Magnifying Glass Icon to Search for a Specific Grant

Once users have identified their Grant, they can navigate through the grant to the award by clicking on the **green eyeball icon** in the Actions column of the Grants table.

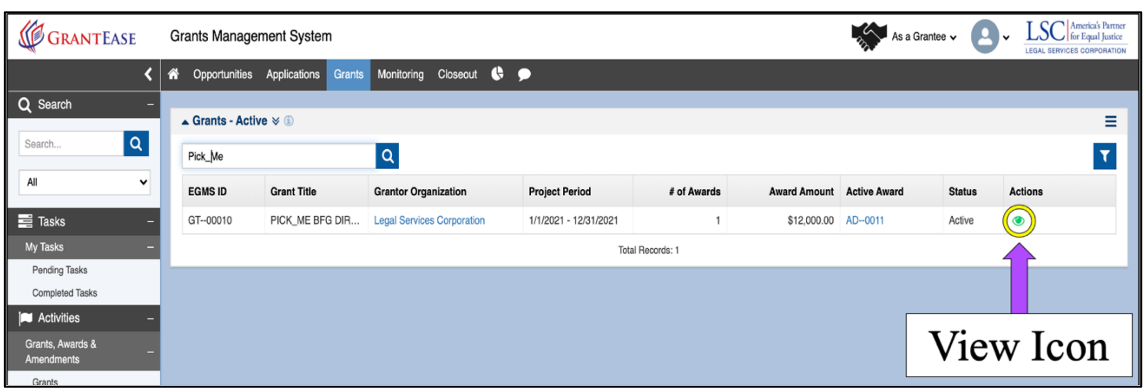


Figure 8: Image of Viewing a Grant after It Is Found

2. Grant Information

Notice that there are several tabs associated with the Grant.

The information contained on these tabs is updated as there are changes and/or updates to a grant.

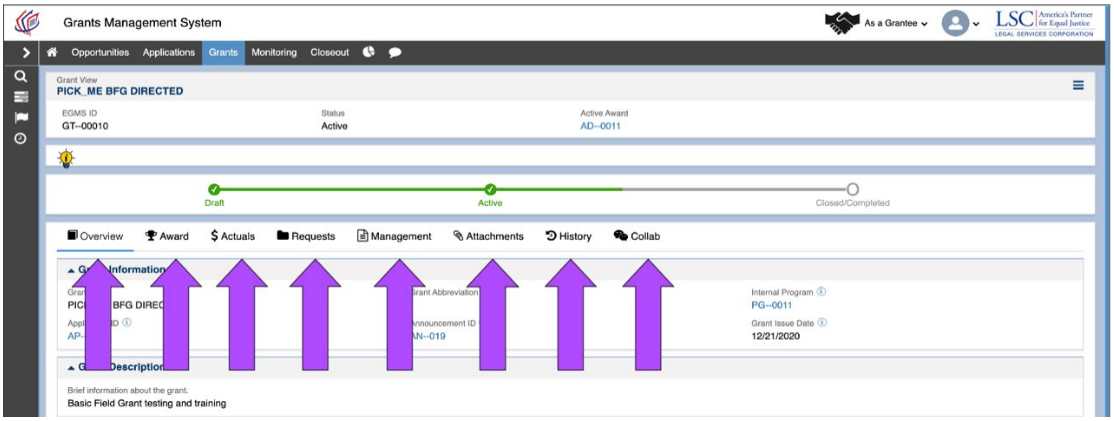


Figure 9: Image of the Grant Information Tabs

The tabs include:

- **Overview:** This is information about the Grant Program (in this case the FY21 Basic Field Renewal program).
- **Award:** This is information about the Award (or awards if your original grant was amended), including a link to the signed award letter (if applicable).
- **$ Actuals:** This is information about the total amount paid to a grantee organization for this grant.
- **Requests:** There are not likely to be requests made at the grant level (most are managed at the award level), but they would be located here.
- **Management:** This is information related to required progress reports (this would include milestone type reporting, not reporting on SGCs, etc.).
- **Attachments:** This will include documents that users submitted as part of their application.
- **History:** This is the history of the grant information.

3. Award Information

To view the 2021 Basic Field Grant Award and all associated information, users should click on the **Award Tab**.

There, users will see their Basic Field Grant Award.

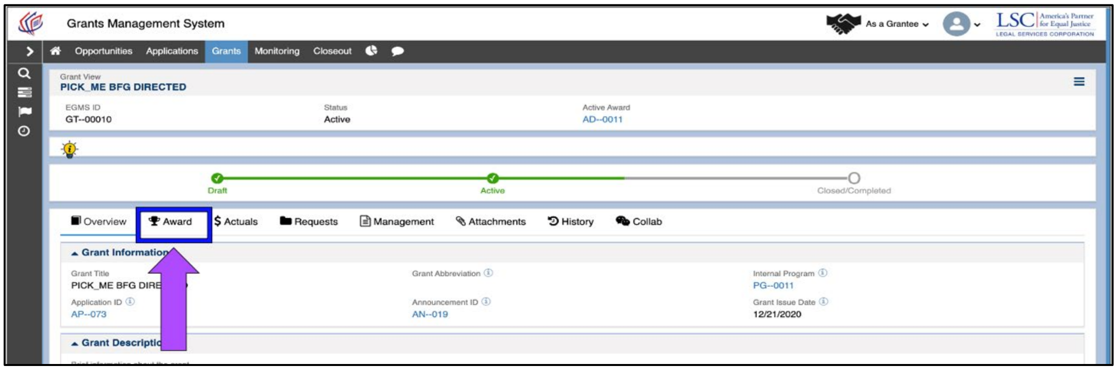


Figure 10: Image of Navigating to the Award Tab

To find out more details, users should click on the **green eyeball icon**.

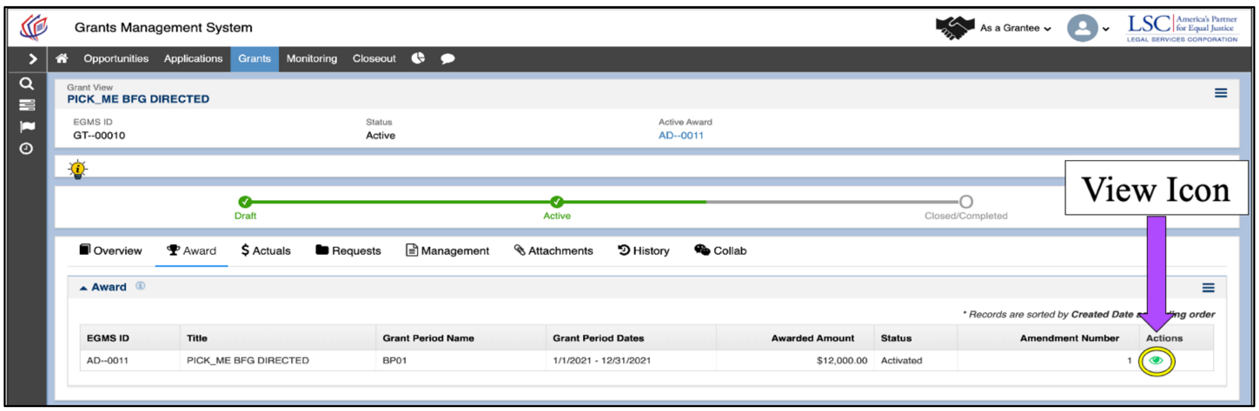


Figure 11: Image of Selecting the View Icon for an Award

Once users have clicked on their award, they will see many tabs. Each of these tabs is associated with the Award.

The information contained on these tabs is updated as there are changes and/or updates to your Award.

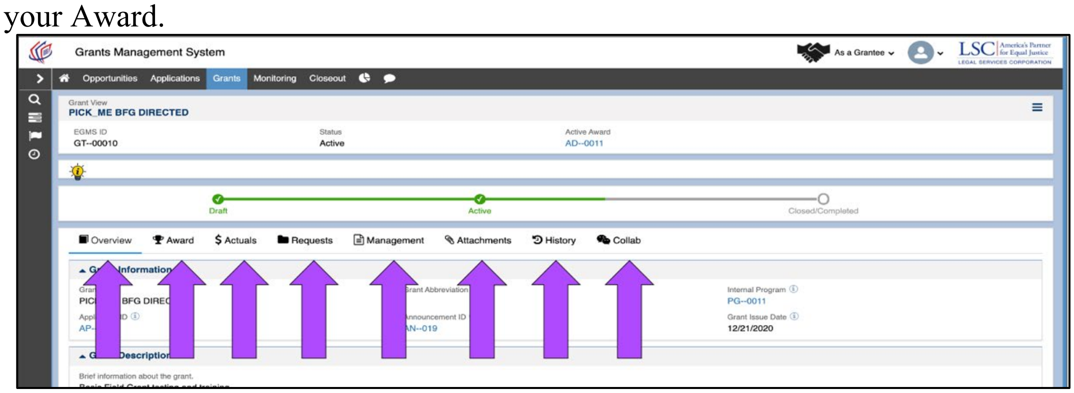


Figure 12: Image of the Award Information Tabs

The tabs include:

- **Overview:** This is information about this Award (in this case the FY21 Basic Field Renewal award)
- **$ Actuals:** This is information about payments made to you for this award (this will include any payments being currently processed for distribution and any

payments made in the past). This is a tab that you will be interested in visiting often.

- **Management:** This is information related to any amendments that affect this award.
- **Terms:** This is information related to a grantee's payment request schedule, progress report schedule, Special Grant Conditions, and the Terms and Conditions related to this award
- **Performance:** This is the repository of progress reports grantees have provided to LSC (if applicable) related to this award.
- **Attachments:** The award letter (if applicable) and any documents that your organization submitted as part of your application will be located here.
- **History:** This is the history of the award information.
- **Collab:** This will be a convenient place to communicate directly to LSC staff about this award. The training for this process will be deployed shortly by LSC.

To find the Basic Field Grant award letter, users should click on the **Attachments tab**.

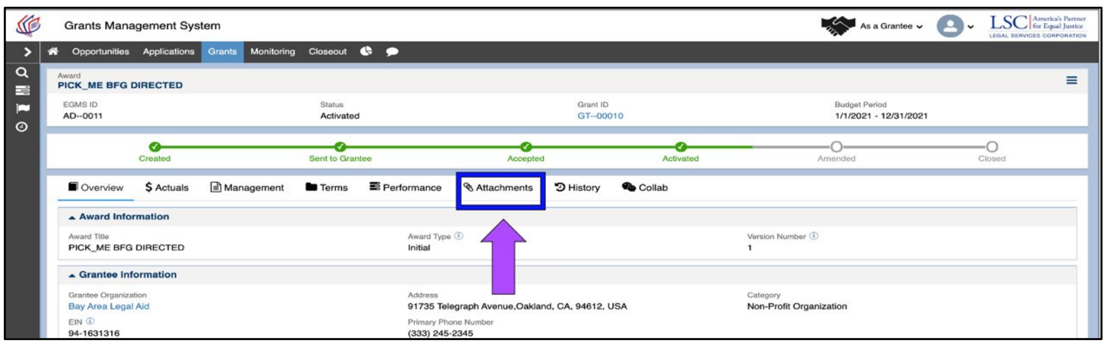


Figure 13: Image of Navigating to the Attachments Tab

The first table users will see is entitled **Award Letters**.

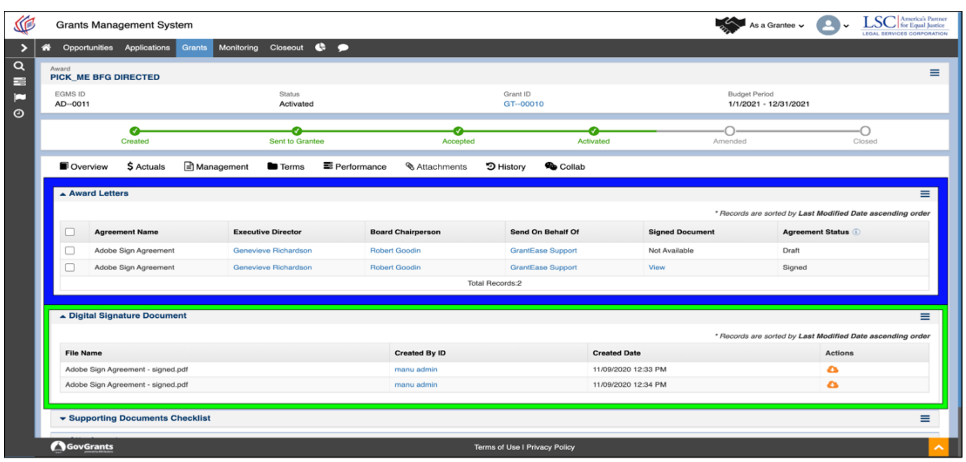


Figure 14: Image of the Award Letter and Digital Signature Document Tables

To view a signed award letter, users should click on the **View link** to open the signed PDF.

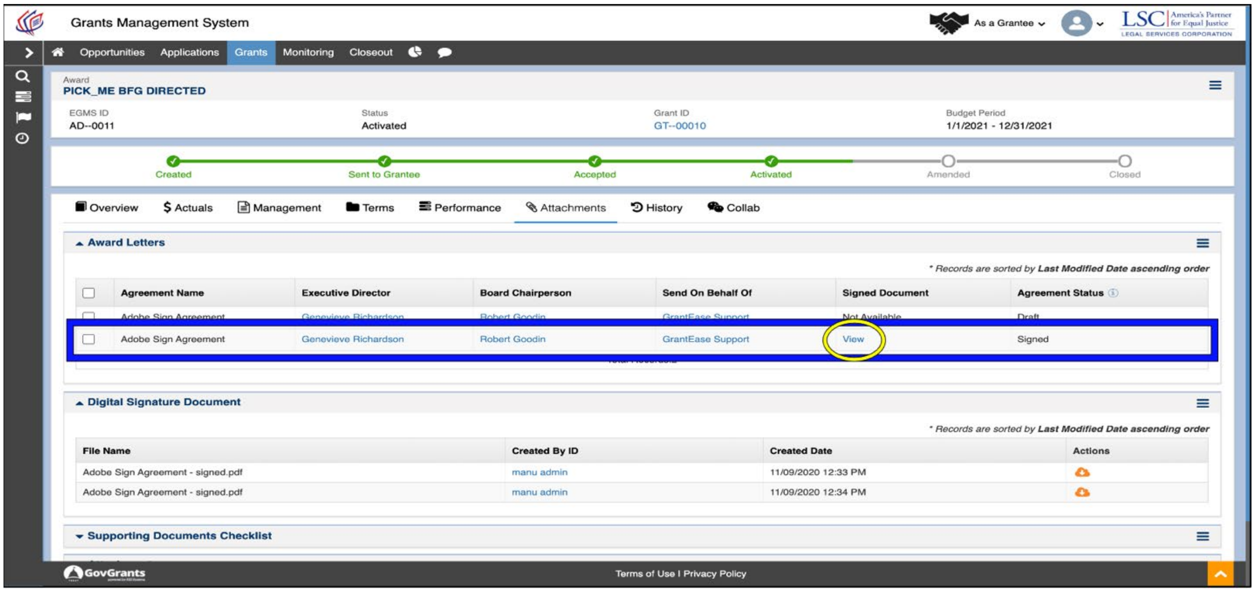


Figure 15: Image of Selecting the View Icon for an Award Letter

The award letter will open in a new window.

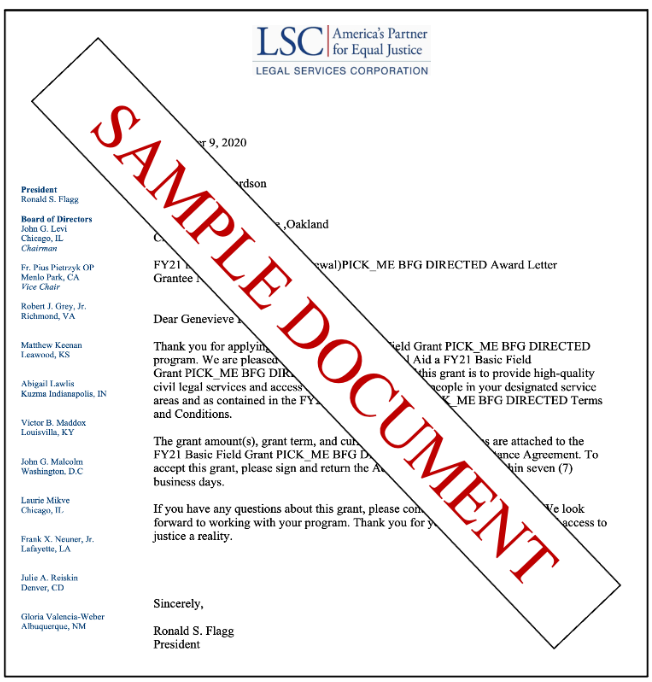


Figure 16: Image of a Sample Award Letter

Grantee Activity Report

1. Updating the Grantee Profile

The Legal Services Corporation (LSC) Grantee Activity Report (GAR) is the largest and longest-running data collection effort on civil legal aid in the United States. Since 1976, LSC has recorded and reported data from grantees in a variety of ways. Grantees report these data using automated reporting forms in the LSC Grants online reporting platform each calendar year.

Calendar Year (CY) 2020 Grantee Activity Reports are due to LSC by March 1, 2021.

The CY2020 GAR Guidance Manual provides substantive information regarding all the 2020 GAR data submission requirements. The Guidance Manual and additional resources for the 2020 GAR reporting cycle can be accessed on the [Grantee Activity Reports] page on the LSC website.

Navigating to the Grantee Profile

If users recall earlier on in the introduction of ***GrantEase*** we asked new users to navigate to their organizational Grantee Profile to provide organizational updates and staff contact updates. The first step in successfully completing your Grantee Activity Report in ***GrantEase*** is to update this grantee profile and add more details, needed for the completion of the GAR.

Begin by navigating to the left-hand side bar and locating **Grantee Profile** under the Activities tab (*users should be sure they are on the* **HOME** *screen*).

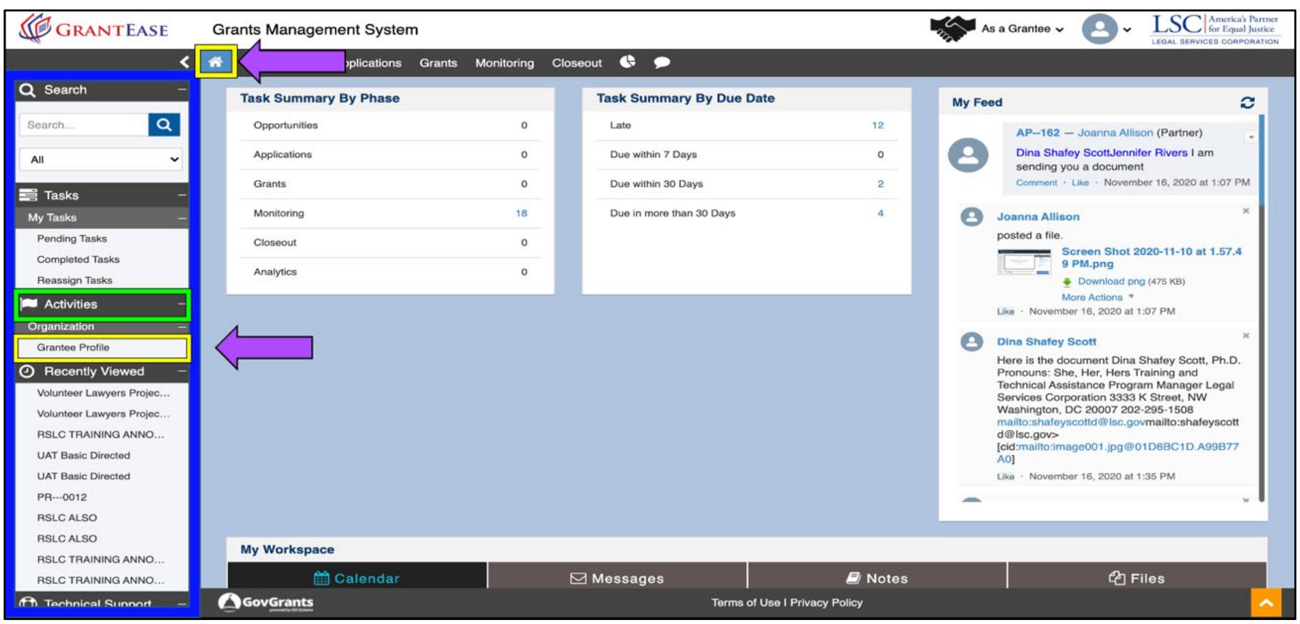


Figure 1: Image of the Home Screen and Grantee Profile tab in the Side Bar

This is a very important first step in completing your GAR. In order for LSC to have the most accurate information possible, we ask that users ensure that all data is up to date as of **December 31 of the GAR year**.

Updating Office Information

Once on the **Overview tab**, begin by scrolling down to the Offices section of the Grantee Profile.

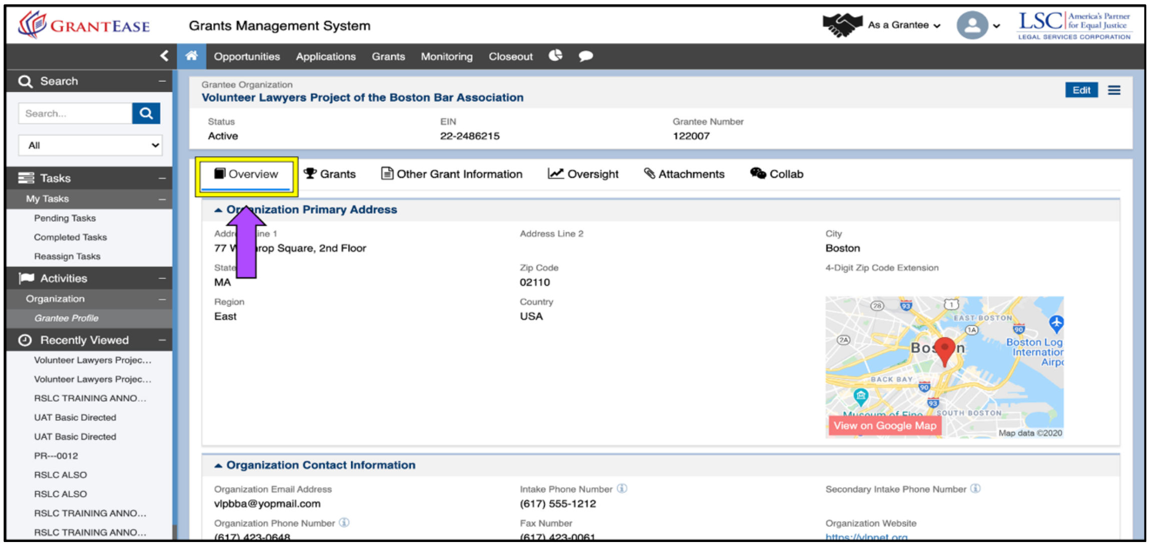


Figure 2: Image of the Overview tab on the Grantee Profile

In this section, users will find each office location that was entered previously (all locations where any work is being conducted). If users do not see offices listed, they must click on the **NEW** button and proceed to add offices (this process is detailed in the Micro-module titled **Grantee Profile**).

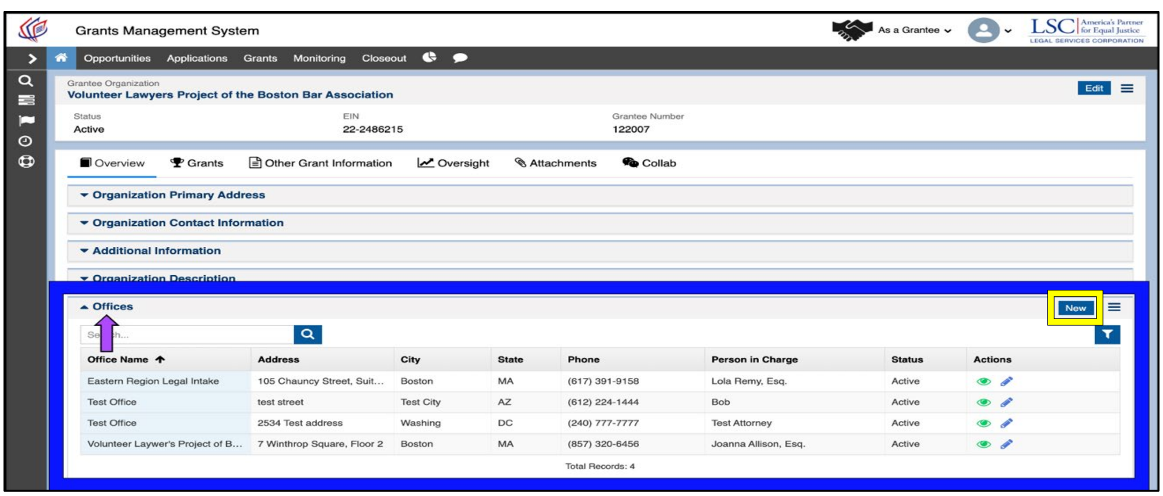


Figure 3: Image of the Offices Section of the Grantee Profile and the New Button

NOTE: *Office information is pre-populated for all grantee offices reported on the prior year's submitted GAR forms. The section lists the names and locations of all offices, office open and close dates, and the name, contact, and regular full-time working hours* *for the supervisor of each office. Pre-populated fields should be updated if they contain information that is no longer relevant or accurate.*

- *If a grantee received funding for the first time in the current GAR reporting year, the office information will not be pre-populated. In such cases, the grantee must create and complete a new office entry.*
- *If a grantee received funding for an additional service area for the first time during the GAR reporting year, the grantee should add any relevant office information for the acquired service area.*

To edit office and staffing details for an existing office that are new to the ***GrantEase*** system, users must click on the **blue pencil icon** next to **each** office location and complete the following fields new to the ***GrantEase*** system:

- Office Type which includes denoting if this is the Main office or Branch office,
  - All grantee organizations must submit **ONE** main office in order to submit the GAR application.
- Person in Charge of that office branch,
- Regular Full Time Work Week Hours (for example, 9am -5pm),
- Status (this denotes whether the office is active or inactive),
- Open Date of the office,
- And Close Date of the office if the status of the office is inactive.

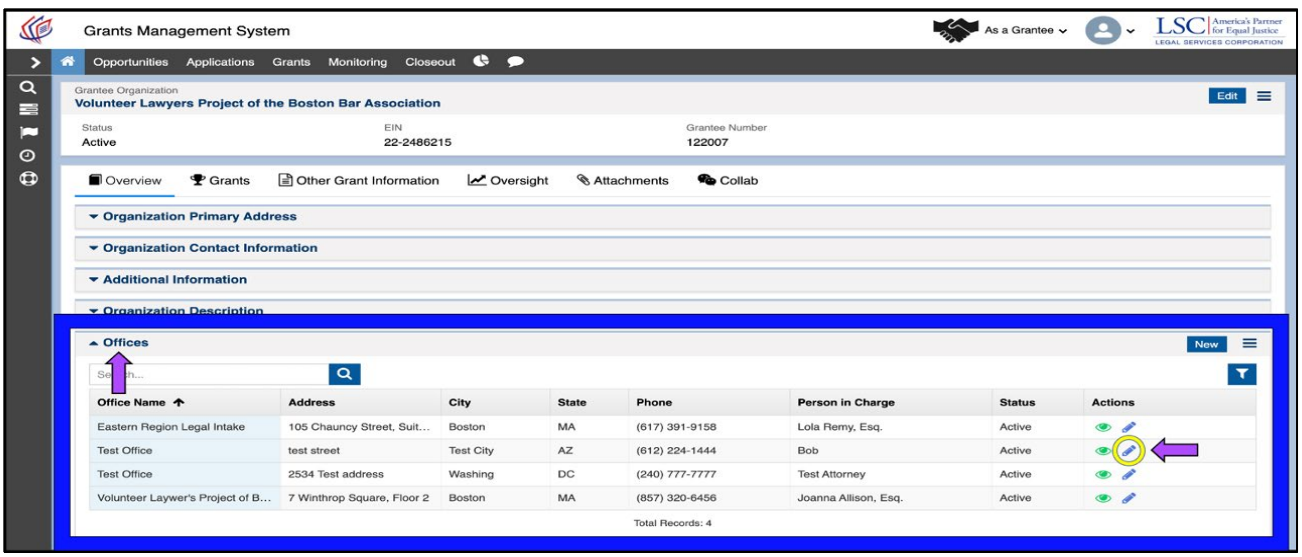


Figure 4: Image of the Edit Icon on the Offices Section of the Grantee Profile

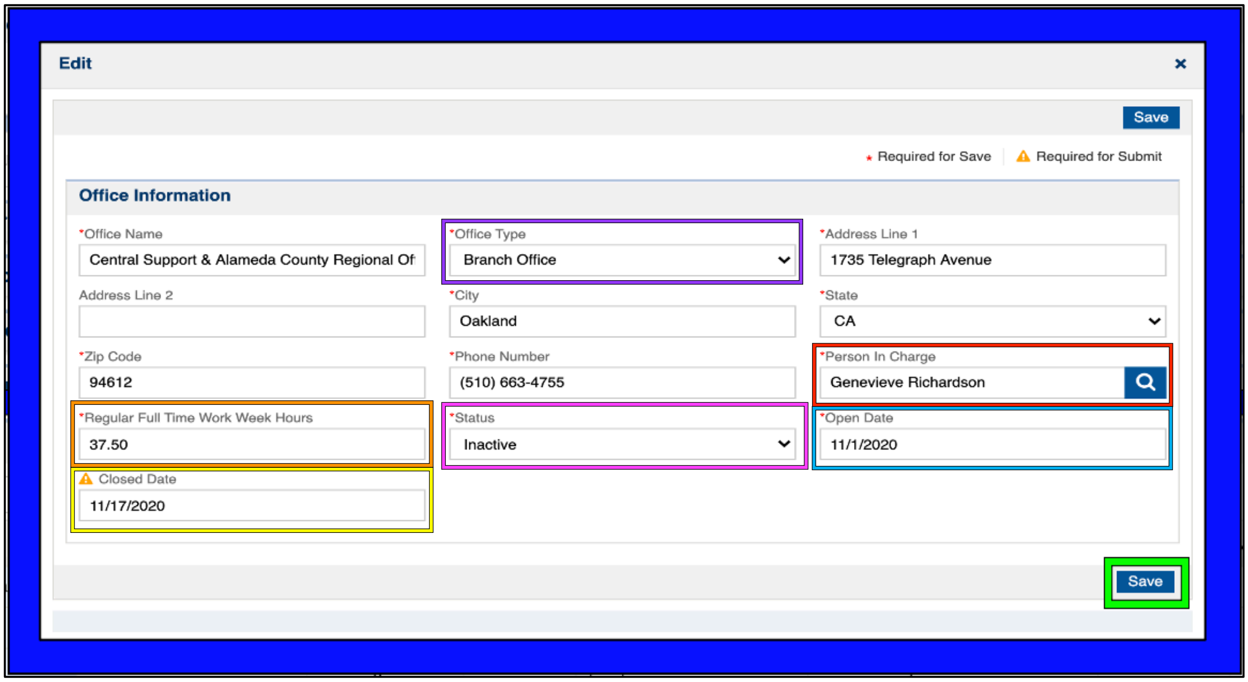


Figure 5: Image of the New Office Location Pop-up Screen

Users should select the **SAVE** button once all new data is entered. This process should be repeated for each office location.

2020 GAR Reporting Guidance

General Reporting Guidance regarding Offices and accompanying revised definitions can be found in the 2020 GAR Guidance Document.

Updating Staff Contact Information

Users will then proceed to **Staff Contacts**. To provide the most detailed and up to date information, begin by making sure that **ALL** staff contact names are present. This information has been pre-populated into the ***GrantEase*** system, but we ask that users verify that all staff have indeed been imported.

> **NOTE:** *Office Staffing information is pre-populated for all grantee offices reported on the prior year's submitted GAR forms. The section lists up-to-date, comprehensive data about grantees' workforces. Pre-populated fields should be updated if they contain information that is no longer relevant or accurate.*
>
> - *If a grantee received funding for the first time in the current GAR reporting year, the office staffing information will not be pre-populated. In such cases, the grantee must create and complete a new set staffing entries.*
> - *If a grantee received funding for an additional service area for the first time during the GAR reporting year, the grantee should add any relevant office staffing information for the acquired service area.*

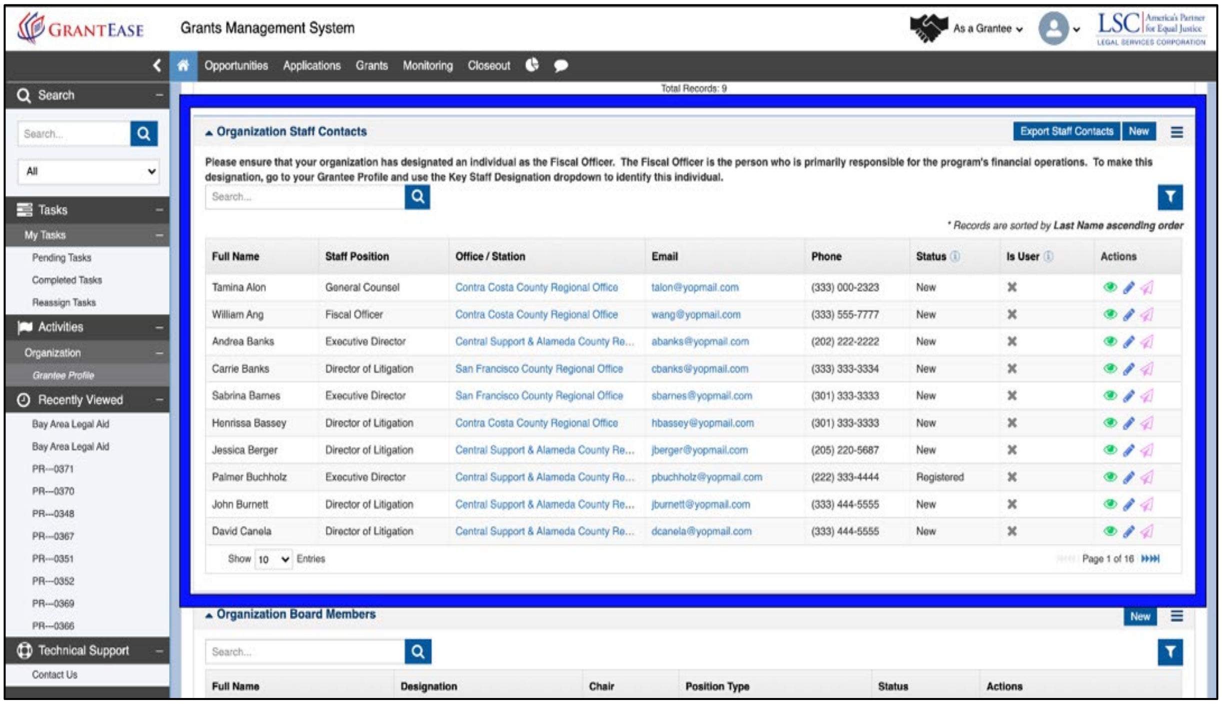


Figure 6: Image of the Organization Staff Contacts Section of the Grantee Profile

After you have added any **NEW** contacts, begin to update each pre-existing staff contact with fields recently added to the ***GrantEase*** system, but familiar from prior GAR reporting years.

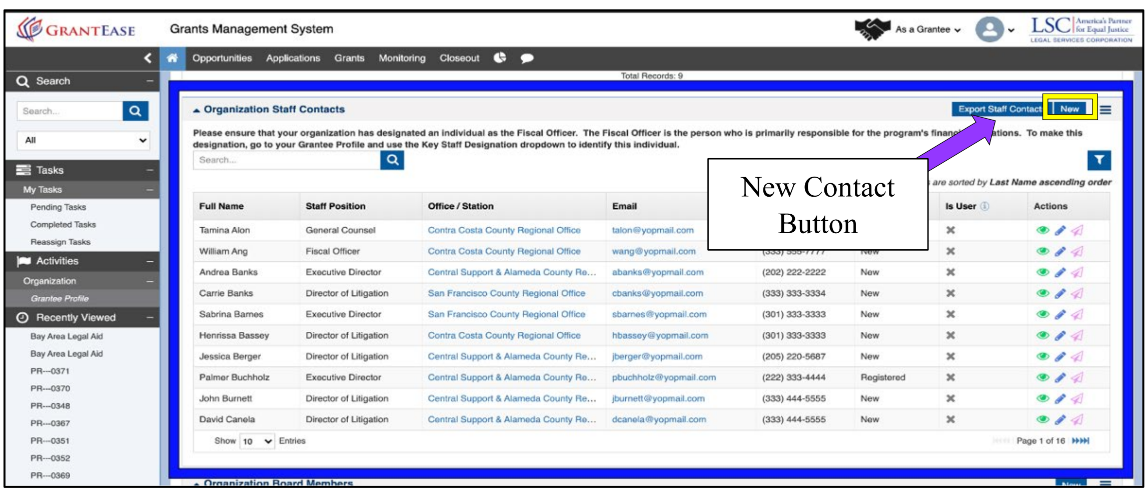


Figure 7: Image of the New Button on the Organization Staff Contacts Section of the Grantee Profile

It may be worthwhile to download an Excel spreadsheet of all Staff Contacts to see which require updates and which do not. To do this, click on the "Export New Staff Contacts" button.

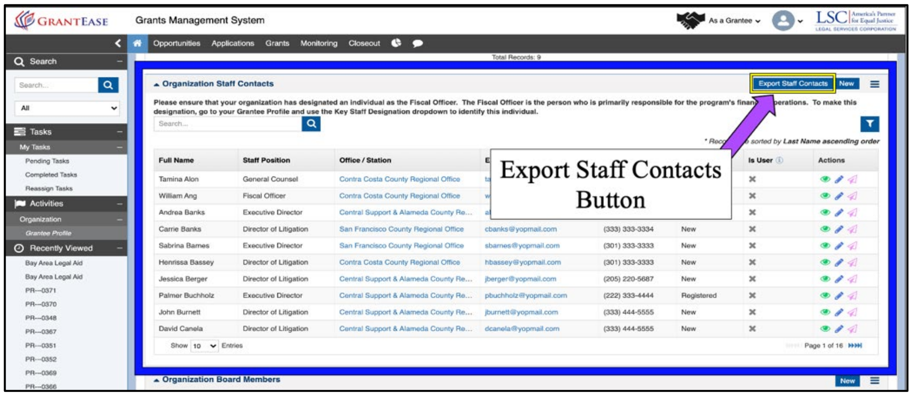


Figure 8: Image of the Export Staff Contacts Button on Staff Contacts Section of the Grantee Profile

Then, click on the downloaded spreadsheet to open it.

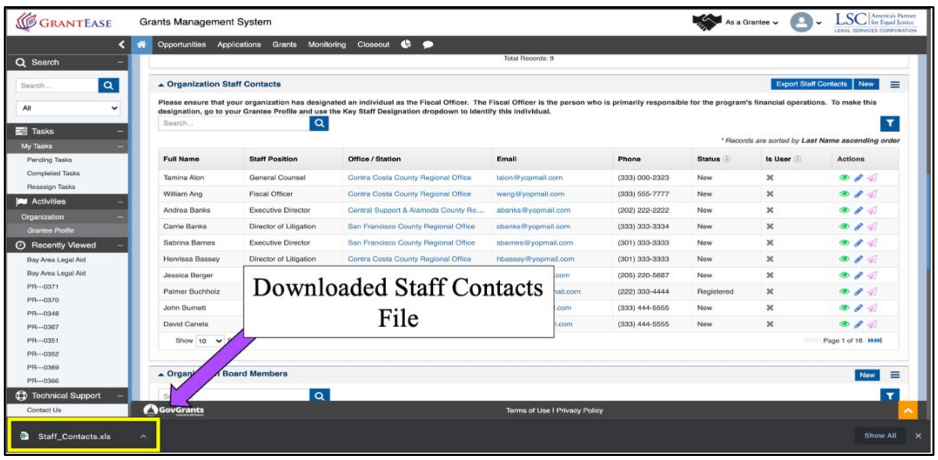


Figure 9: Image of the Downloaded Staff Contacts File

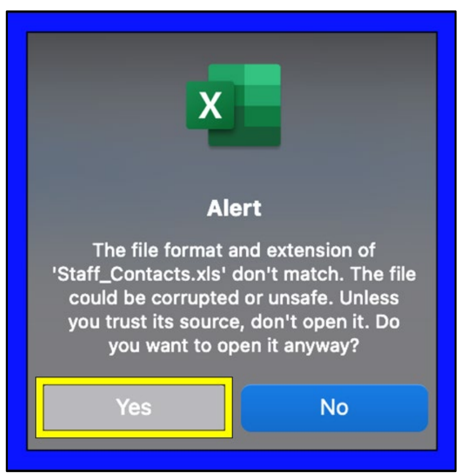


Figure 10: Image of the File Extension Warning from Opening the Excel File

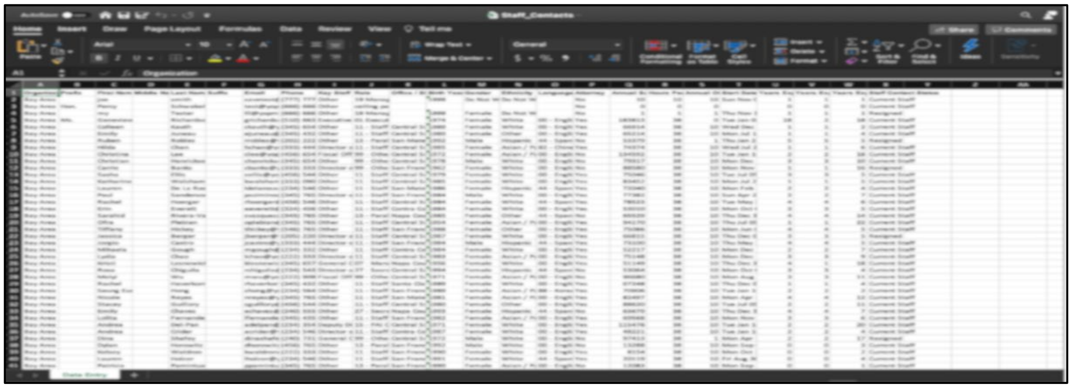


Figure 11: Image of the Opened Organization Staff Contacts File

Once users have identified contacts which need editing, they should begin the update process by clicking on the **blue pencil icon** next to each staff contact name.

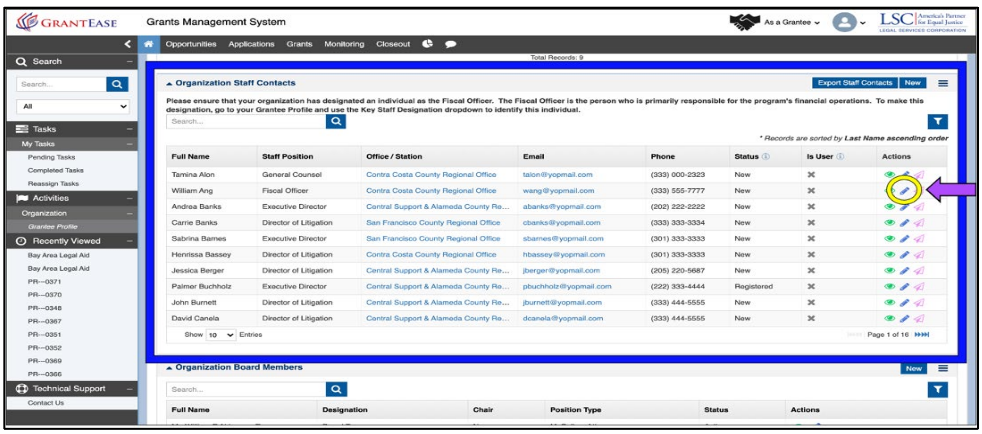


Figure 12: Image of the Edit Icon on the Organization Staff Contacts Section of the Grantee Profile

A pop-up screen should appear. On this screen, users will need to scroll down first to the section labelled "Contact Information." Here, they will enter in the following information: Birth Year, Gender, Race/Ethnicity, and Language. (*See GAR Guidance for relevant definitions*.)

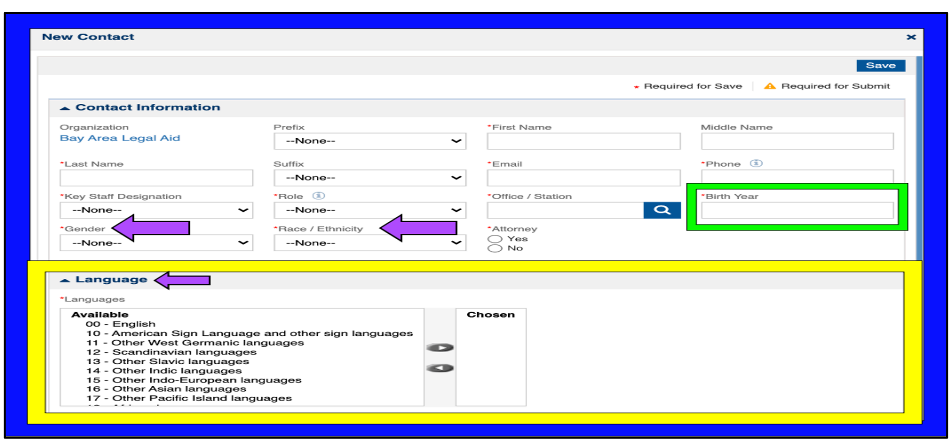


Figure 13: Image of the New/Edit Organization Staff Contacts Pop-up Screen

Then, users should complete the two new data entry sections: Employment Details and Experience and Service Areas.

For the first section, **Employment Details and Experience**, please complete all sections (each is marked with an _asterisk_) including: "*Annual Salary*", "*Hours Per Week*", "*Annual Other Compensation*", "*Start Date*", "*Years of Experience at the Grantee*", "*Years of Experience at the Job*", and the "*Years of Professional Experience*." As a reminder, if the staff member is no longer working at the organization, please select **"Resigned"** in the **Status box** and put the last date of employment in the field labelled "End Date". (*See GAR Guidance for relevant definitions.*)

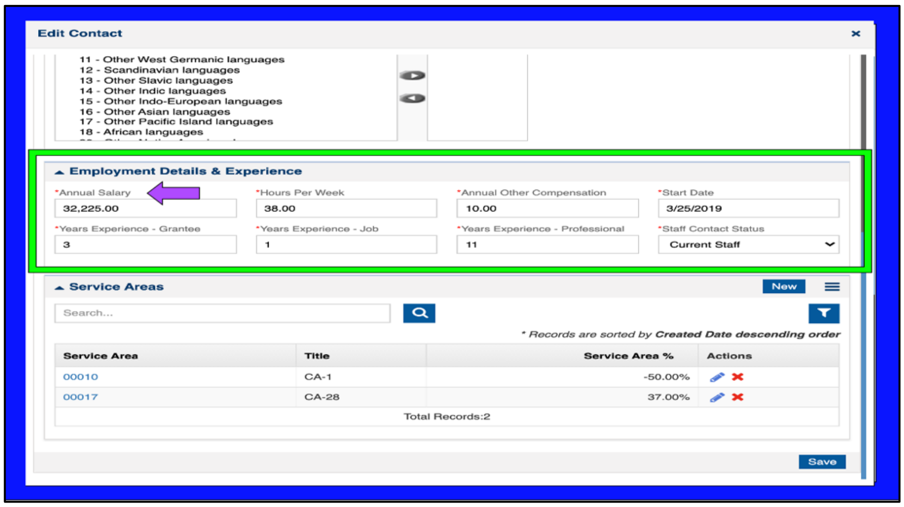


Figure 14: Image of the Employment Details & Experience Section of the Staff Contacts Pop-up Screen

Next, users should scroll to the **Service Area** section where they will be required to assign a percentage of time equaling 100% where the employee works.

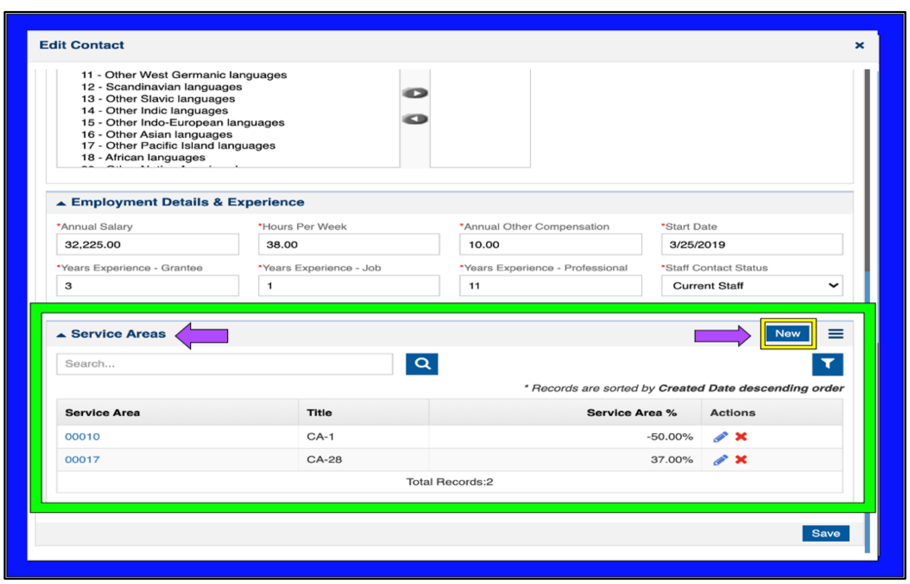


Figure 15: Image of the Service Area Section of the Staff Contacts Pop-up Screen

Please indicate the percentage of time that each staff person spends on activities related to each service area (e.g., Basic Field, Agricultural Worker, Native American) for which the grantee receives funding. These percentages should add up to 100 for staff persons who spend all their time in LSC-eligible activities. For staff persons that do not spend all their time on LSC eligible activities, these percentages should add up to less than 100.

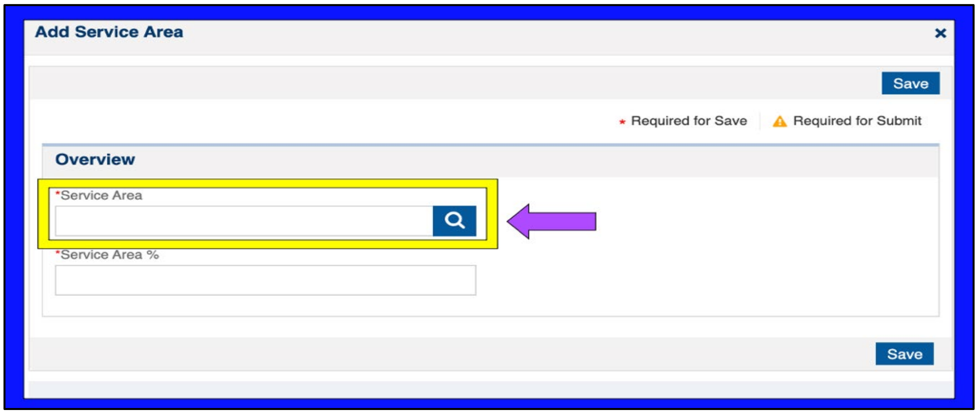


Figure 16: Image of the Search Bar on the Add Service Area Pop-up Screen

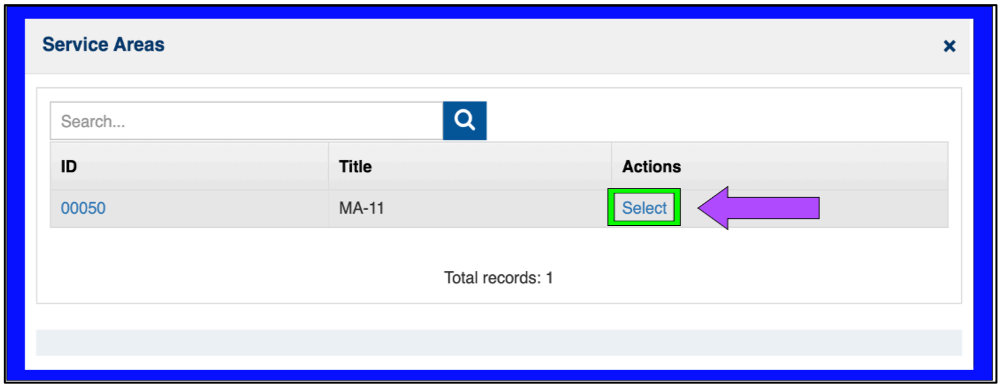


Figure 17: Image of the Select Link in the Add Service Area Pop-up Screen

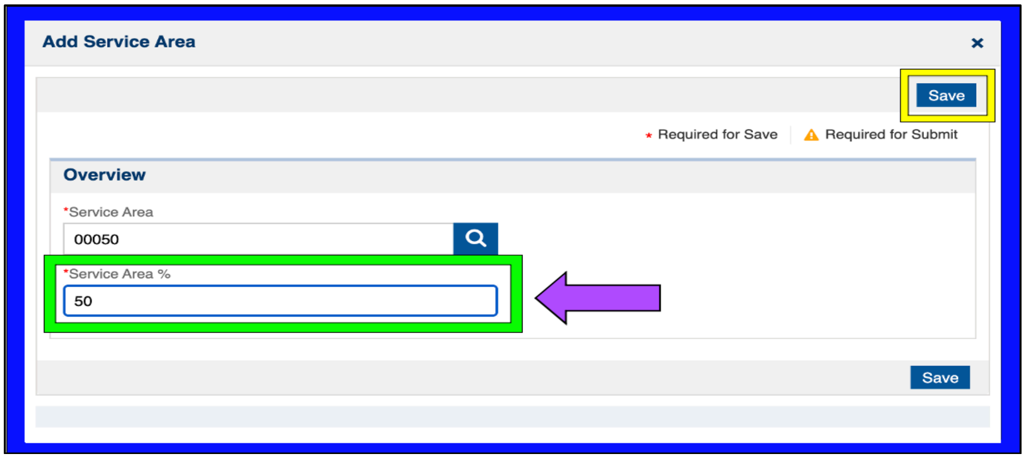


Figure 18: Image of the Percent of Time Worked Section of the Add Service Area Pop-up Screen

If, for example, a staff person spends only 50% of his/her time on LSC-eligible activities, the sum of the percentages entered should be 50%. If a staffer spends no time on LSC-eligible activities, enter 0.

[2020 GAR Reporting Guidance]()

General Reporting Guidance regarding Staffing Information and accompanying revised definitions can be found in the 2020 GAR Guidance Document.

Updating Subgrantee Office Information

After updating **ALL** staff contact fields, users should move onto the **Subgrantee Office** section. Here we ask that users check and update all subgrantee office locations including reviewing the address of the subgrantee and all other required information.

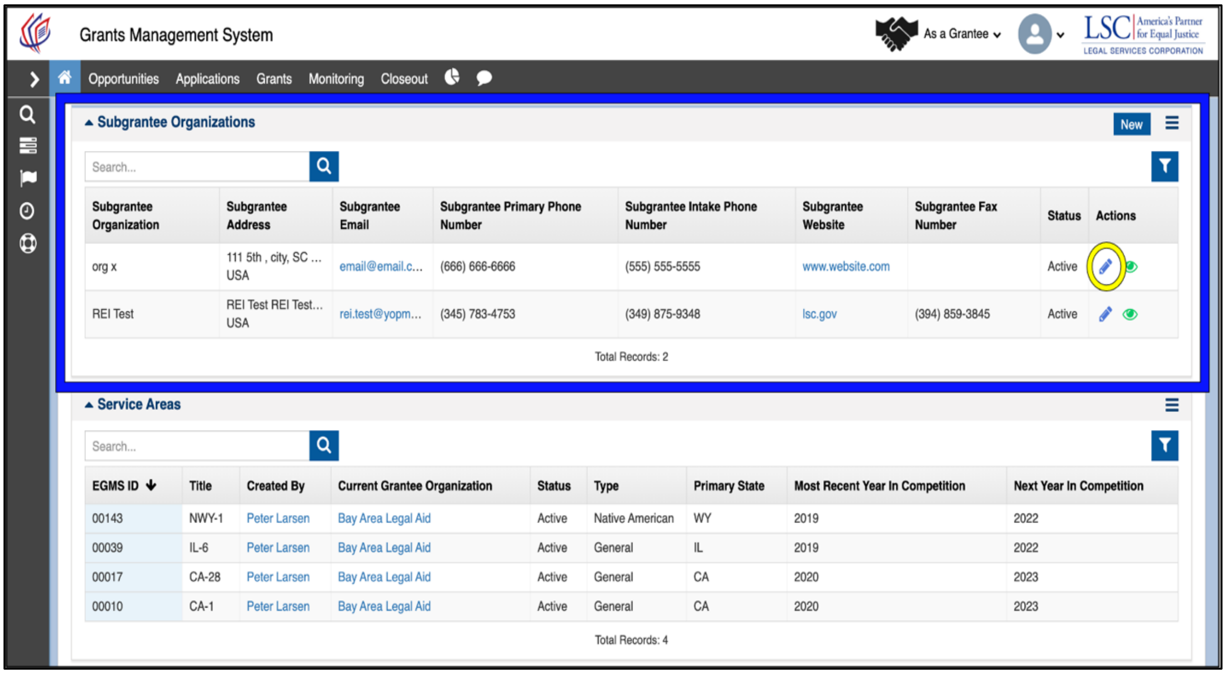


Figure 20: Image of the Subgrantee Organizations Section of the Grantee Profile and the Edit Icon

Although the Subgrantee Start Date and End Date (*if inactive is selected*) aren't required, LSC would like to have that information.

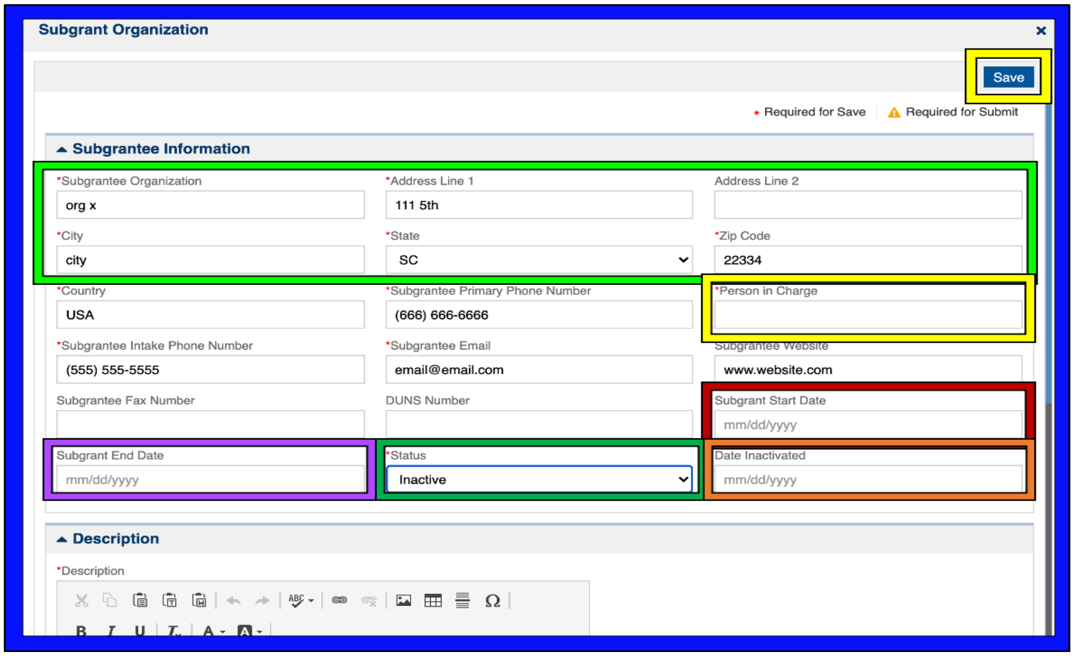


Figure 21: Image of the Edit Subgrantee Organization Pop-up Screen

As a final note, if a subgrantee organization is **NOT** present, please click on the **NEW** button to add that subgrantee organization by filling out the same fields as mentioned above.

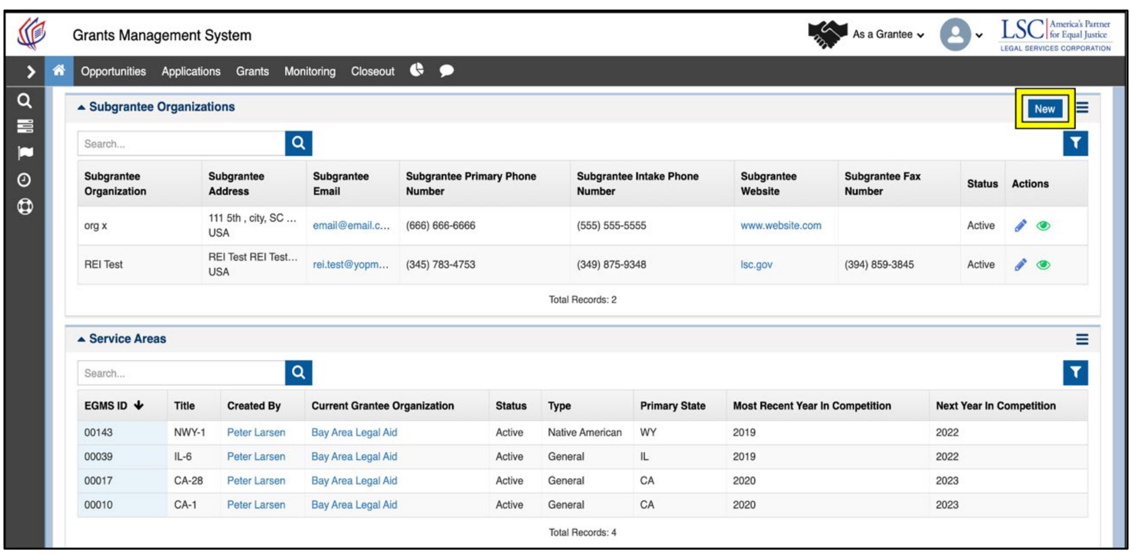


Figure 22: Image of the New Button on the Subgrantee Organizations Section of the Grantee Profile

2. Staff Case Services (and PAI Case Services if applicable)

Accessing the GAR

To access the GAR forms, begin by clicking on the Grantee Profile, followed by selecting the **Oversight** tab.

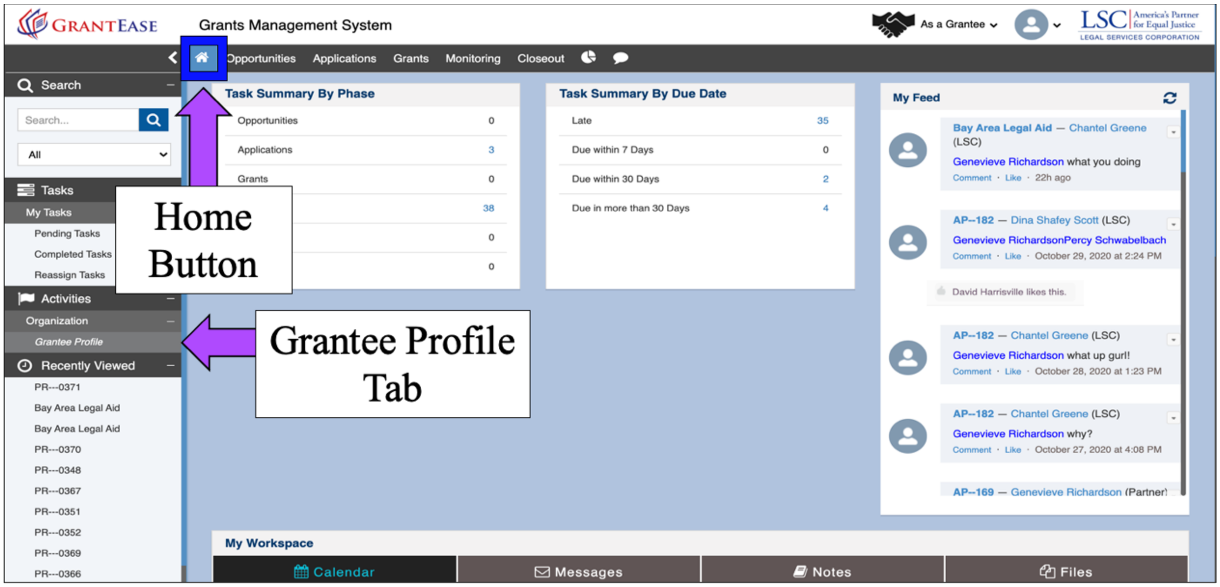


Figure 1: Image of the Home Screen and the Grantee Profile Tab

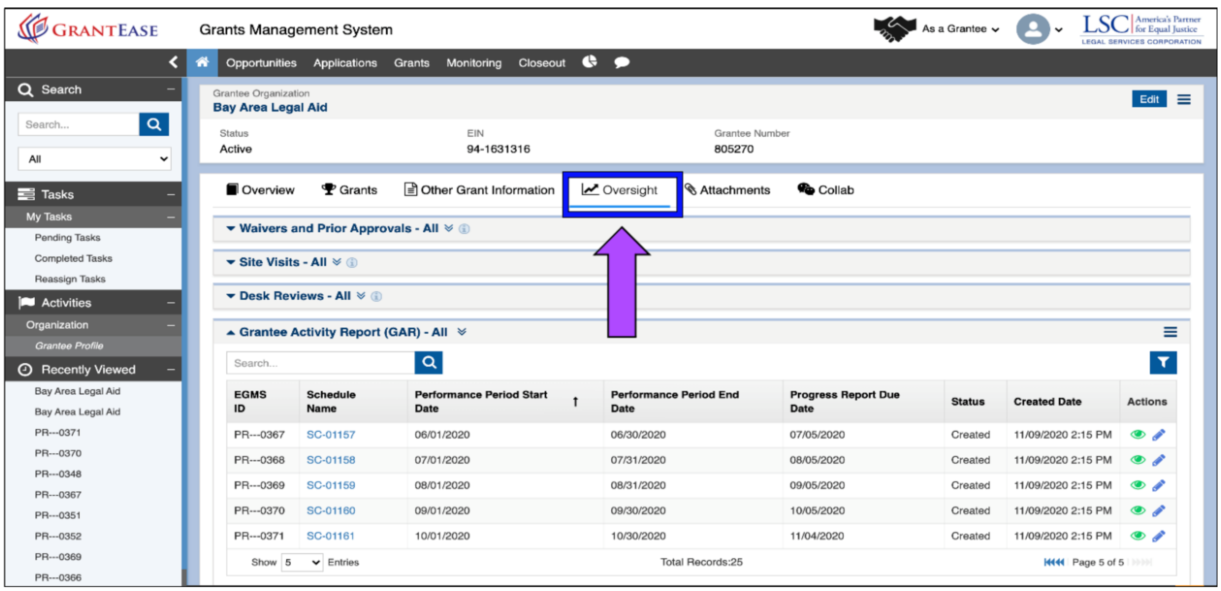


Figure 2: Image of the Oversight Tab on the Grantee Profile

Once in the Oversight tab, users will see a section called **"Grantee Activity Reports"**.

In this section, users will find their respective GAR link(s) organized by

- the "Schedule Name,"
- "Performance Period Start Date,"
- "Performance Period End Date,"
- the "Date that the Progress Report or GAR is Due,"
- the "Status,"
- "Created Date," and
- "Actions to be Taken."

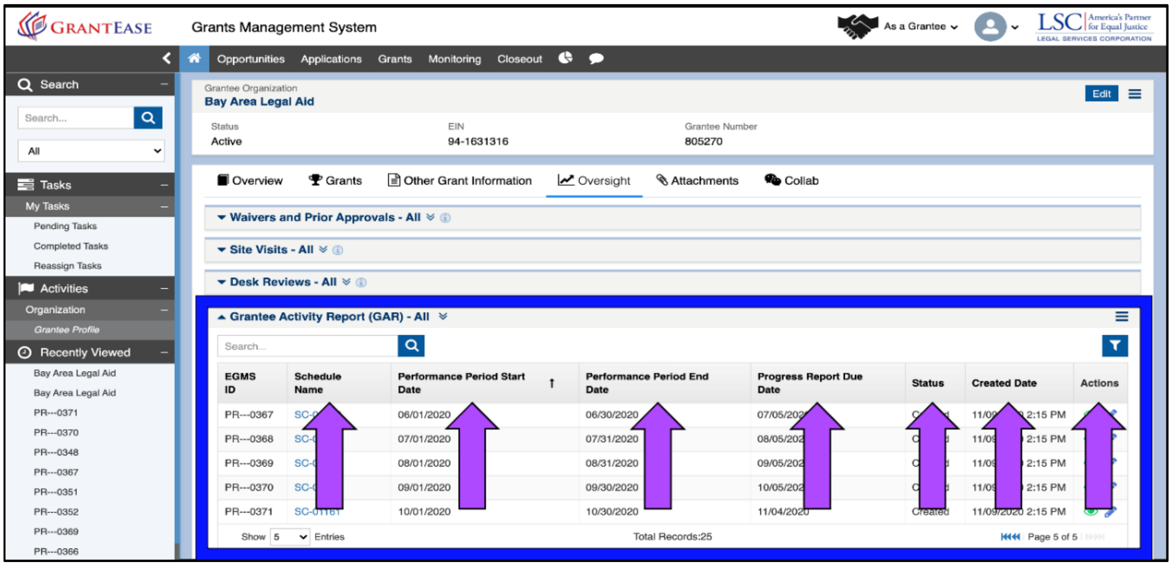


Figure 3: Image of the Information Columns of the GAR Reports

To simply view the GAR reporting forms without editing, users should click on the **green eyeball icon**.

To begin editing the GAR reporting forms, users should click on the **blue pencil icon** next to the GAR.

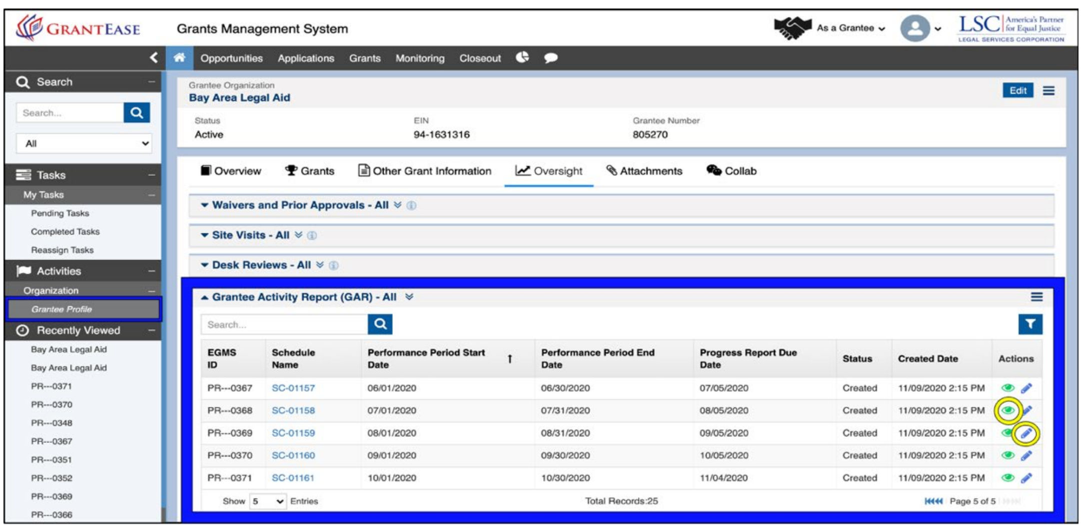


Figure 4: Image of the GAR Section of the Grantee Profile and the View and Edit Icons

The Overview Tab

Begin by reviewing the **Overview tab**. This Overview tab will provide details on the GAR process and components.

As a reminder, The LSC Grantee Activity Report or GAR in the new ***GrantEase*** system consists of a series of forms and sections that collect information at two different levels: grantee and service area.

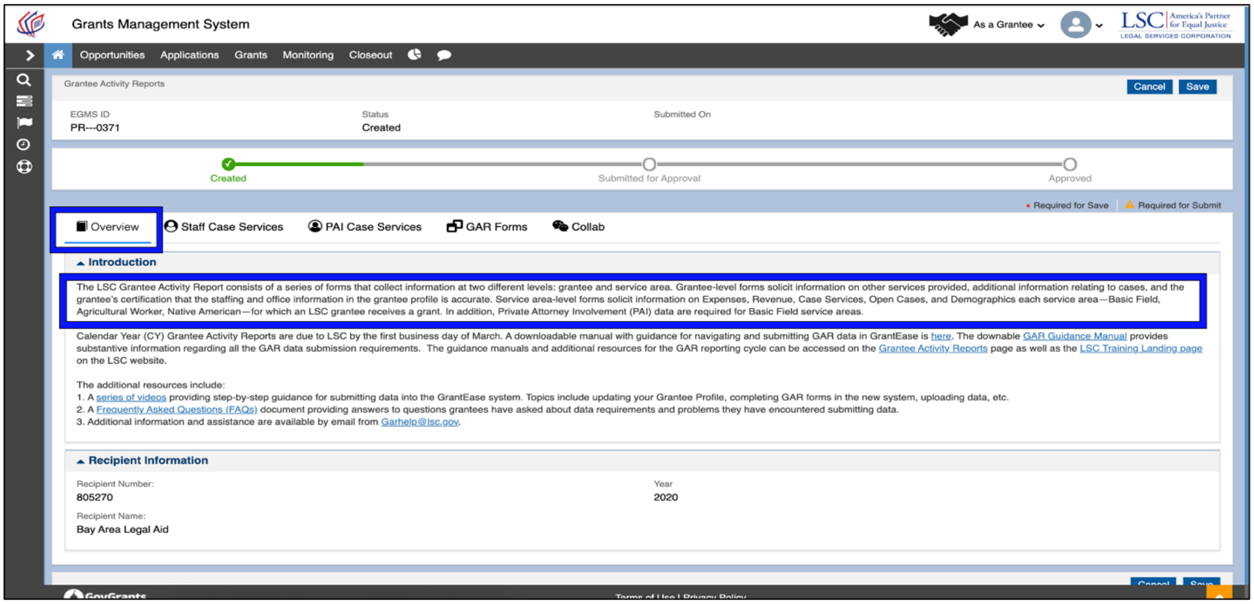


Figure 5: Image of the Introduction Section on the Overview Tab of the GAR Reporting Forms

Below the information about the GAR, users will find links directly to supplemental videos, GAR FAQ's, online form definition and requirement links, and contact information. Users can click on each link to learn more.

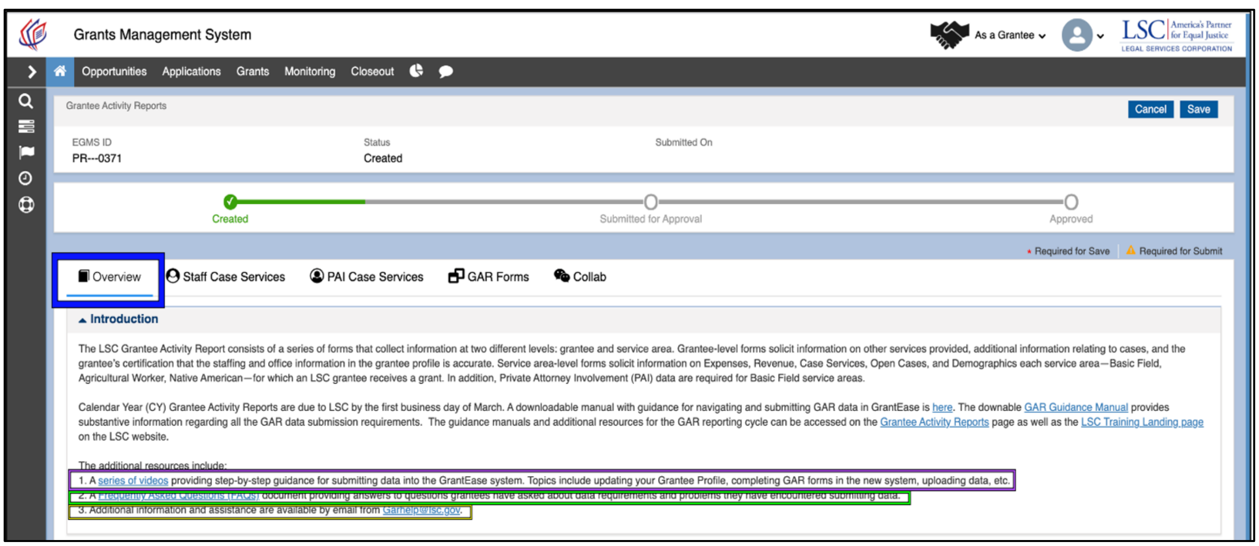


Figure 6: Image of the Additional Resource Links on the Overview Tab of the GAR Reporting Forms

After reviewing the Overview tab, users will be able to navigate to the **Staff Case Services Form**.

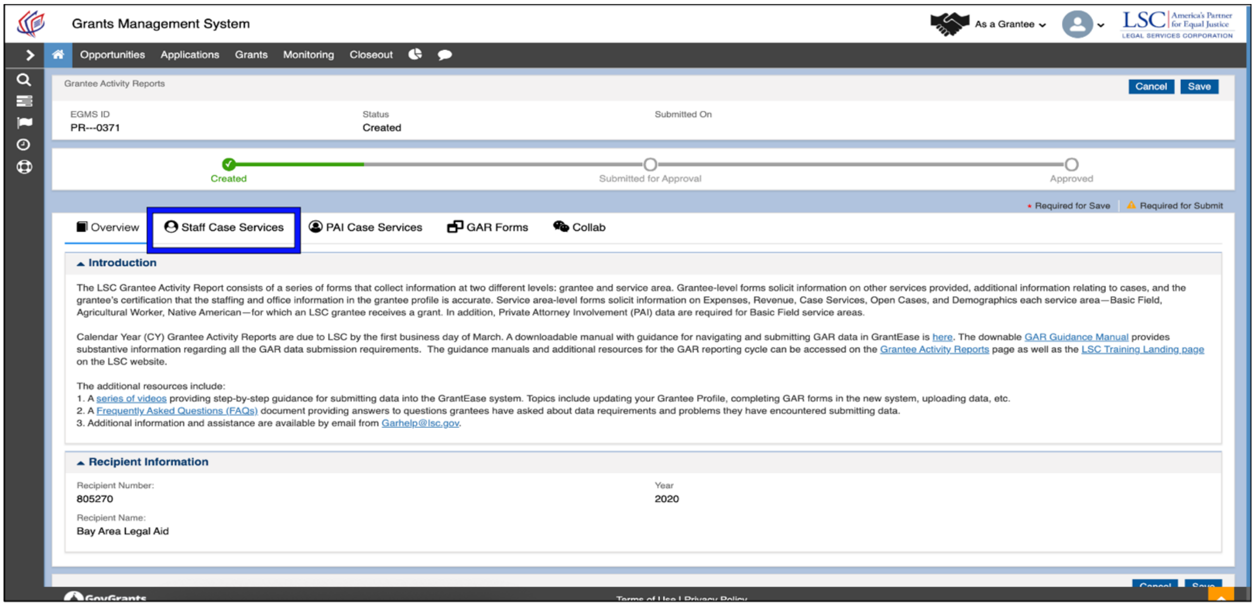


Figure 7: Image of Navigating to the Staff Case Services Tab

Staff Case Services Tab

The **Staff Case Services** tab allows manual entry of case services data for each service area that grantees receive funding for during the GAR reporting cycle. This tab also allows for an upload of case services data for all the service areas the grantee managed during the GAR reporting cycle for this GAR report.

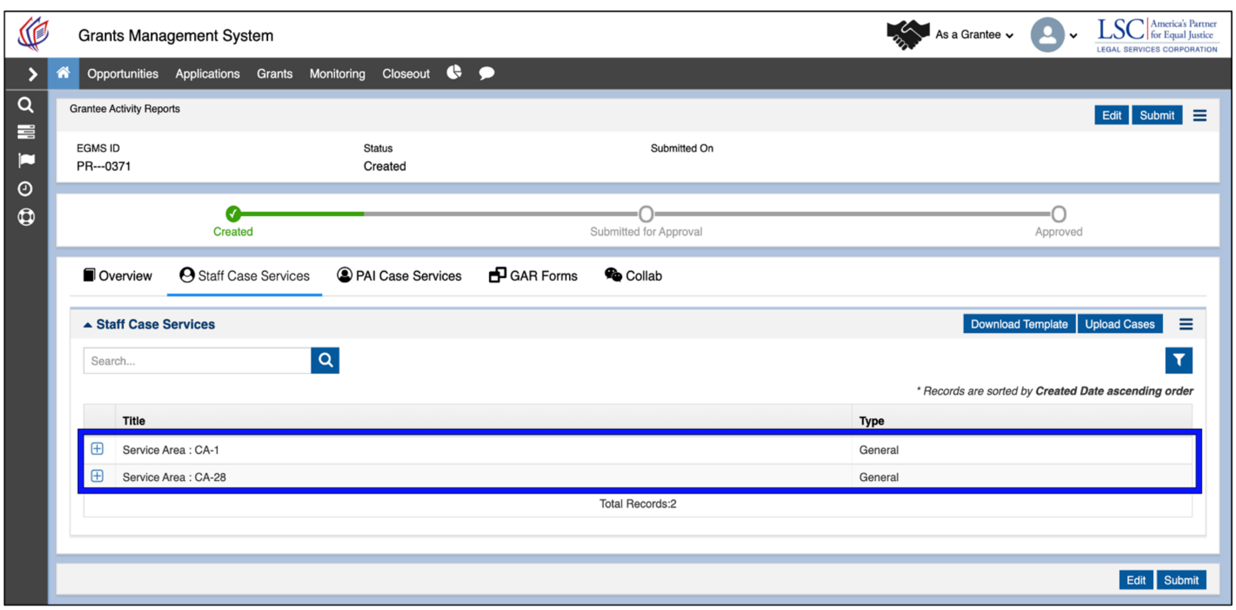


Figure 8: Image of the Service Areas Listed under the Staff Case Services Tab

Below the **Staff Case Services** tab, users will see each service area associated with the grantee. To expand each service area, users should click on the plus sign (+) next to each service area.

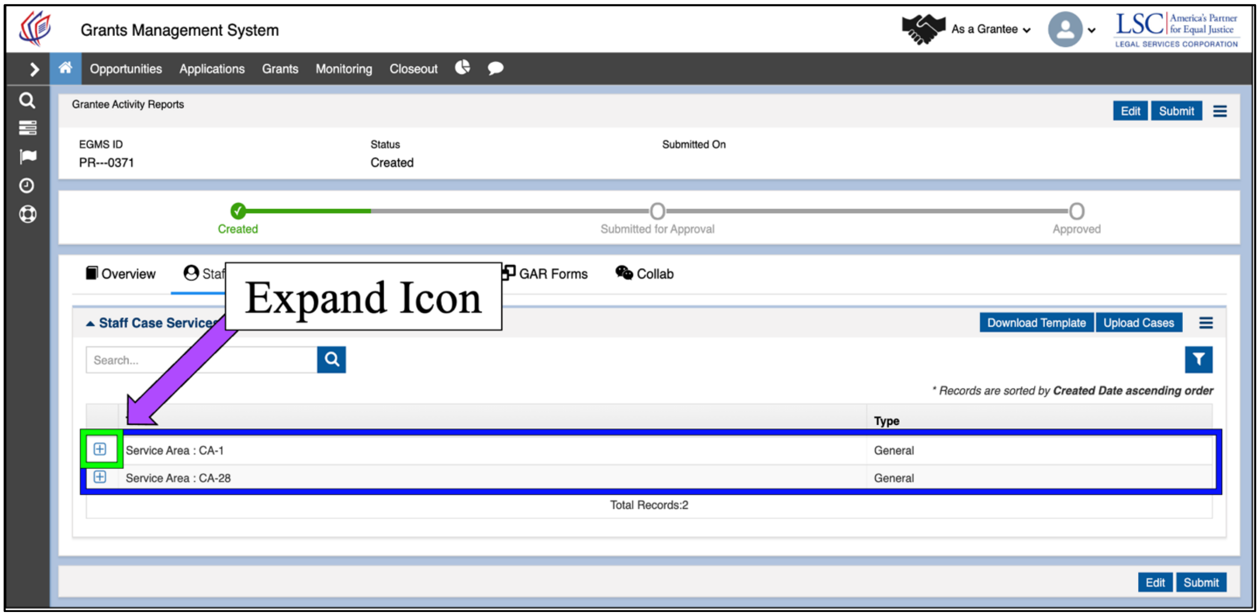


Figure 9: Image of the Expand Icon for a Service Area Listed under the Staff Case Services Tab

Users will see the first **ten** entries displayed; however, if users would like to view **ALL** problem code entries on one screen, they should click on the box that says, "**Show X number of entries**" and select **ALL**.

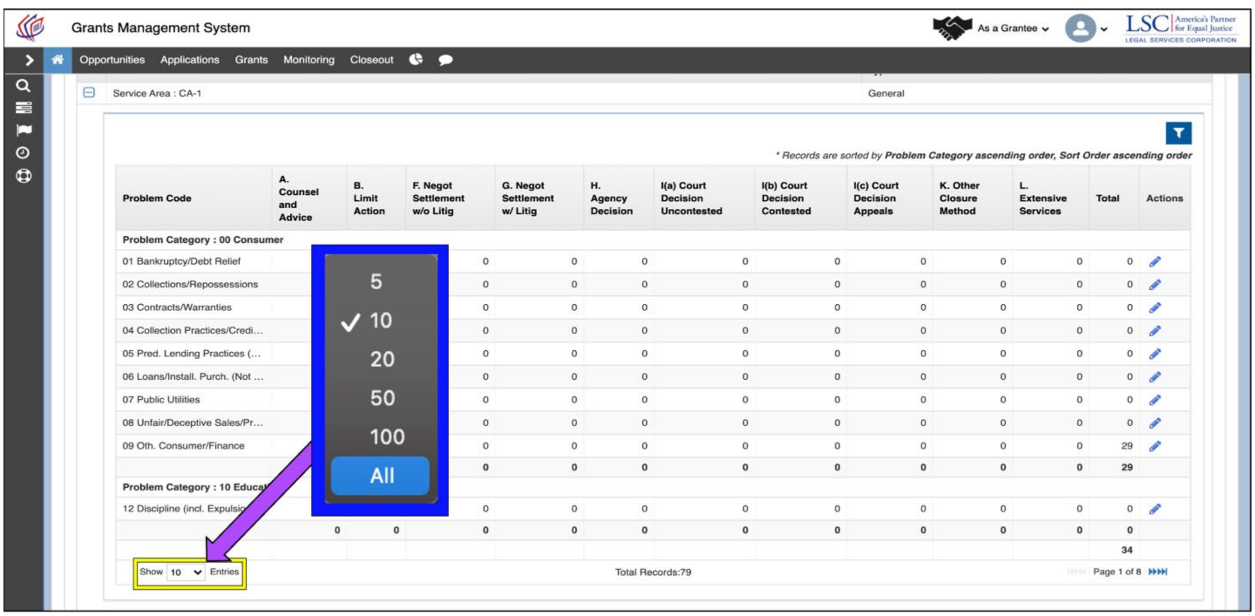


Figure 10: Image of Selecting "Display All Entries" on the Staff Case Services Tab

To begin the data entry process, users must decide if they would like to manually enter in their data for **EACH** service area or if they would like to upload an LSC template to enter the data.

Keep in mind, if choosing the upload option, ***users will still be able to manually edit any uploaded information***.

The next section will go through each option and detail the benefits of each data entry method.

Manual Case Service Data Entry

If users decide that they would prefer to manually enter in the data, they should begin by scrolling through **EACH** applicable problem code.

The columns are organized by

- Problem Category,
- Problem Codes A, B, F, G, H, Ia, Ib, Ic, K, L,
- Total,
- and Actions.

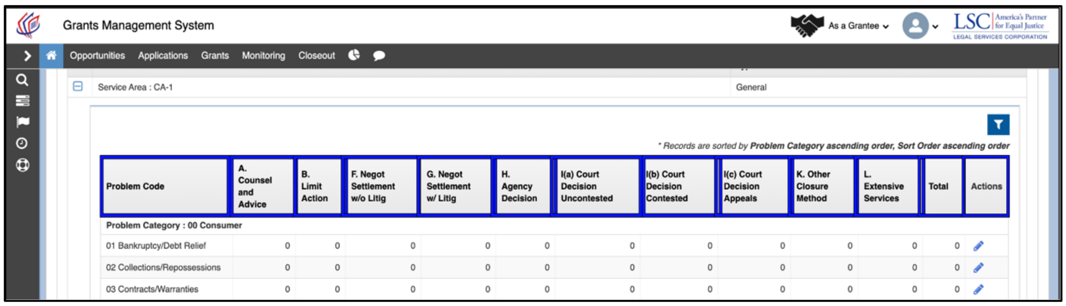


Figure 11: Image of the Data Entry Columns for the Service Area

To begin entering in data, users should click on the **blue pencil icon** next to each problem category. This will open up the data entry fields. Users can then proceed to input their data field by field.

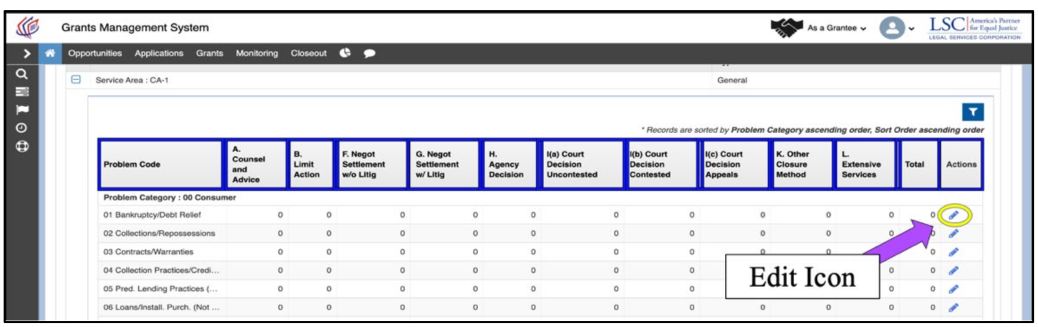


Figure 12: Image of the Edit Icon for Manual Data Entry of a Service Area

2020 GAR Reporting Guidance

General Reporting Guidance regarding revised definitions can be found in the 2020 GAR Guidance document.

NOTE:

- The system will **NOT** allow for negative values.
- The system will allow you to enter numbers as large as 99 billion (11 digits), so please be very careful when entering in numbers.

Figure 13: Image of Incorrect Data Entered for a Service Area

If users enter in a number in error, they should click on the **UNDO icon** to remove the data and start again.

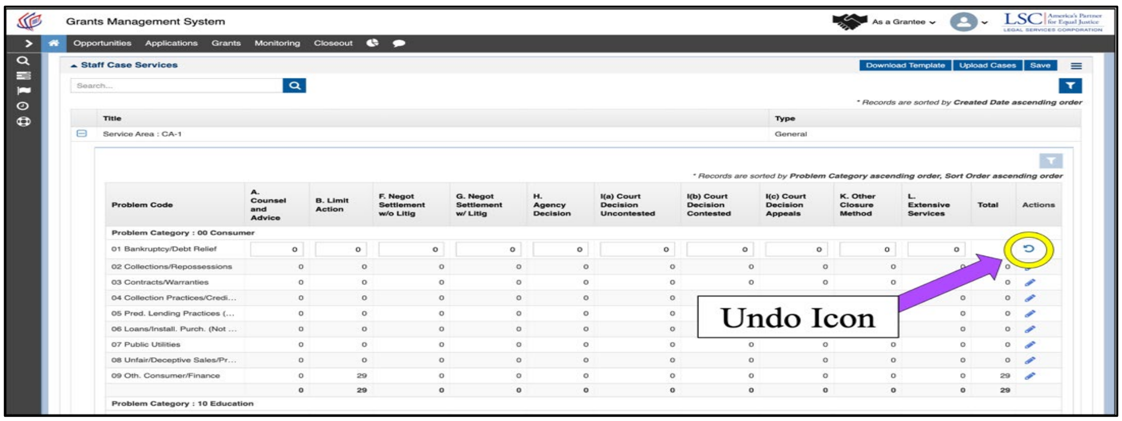


Figure 14: Image of the Undo Icon on a Service Area Data Entry Row

Users do not need to enter in data if it is not relevant to their case service data. While users are entering data into the entry fields, they should **save** consistently to avoid losing data. This will ensure no data is lost and allow a user to leave the computer and return to complete the process at a later time.

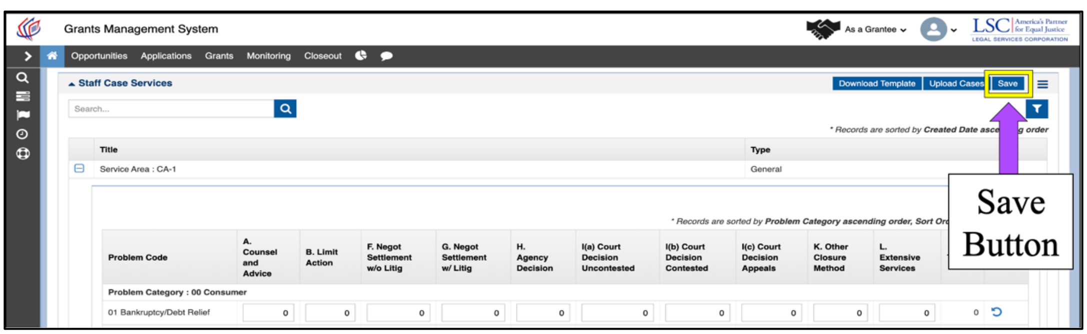


Figure 15: Image of Selecting the Save Button after Entering Data Manually

When users have finished **ONE** service area, they can downsize that section by clicking on the minus sign (-), then move onto the next service area by expanding it with the plus sign (+) and repeating the data entry process.

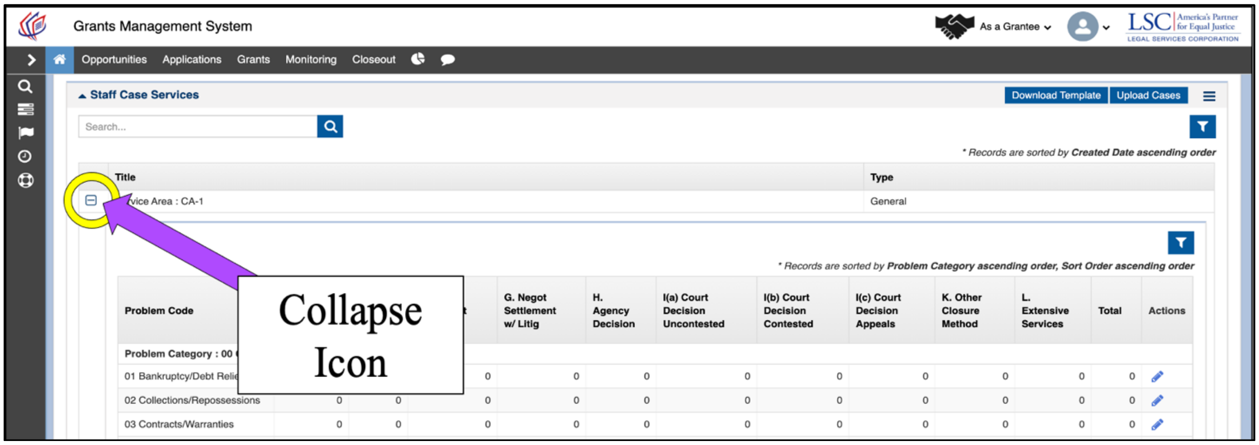


Figure 16: Image of the Collapse Icon to Minimize a Service Area

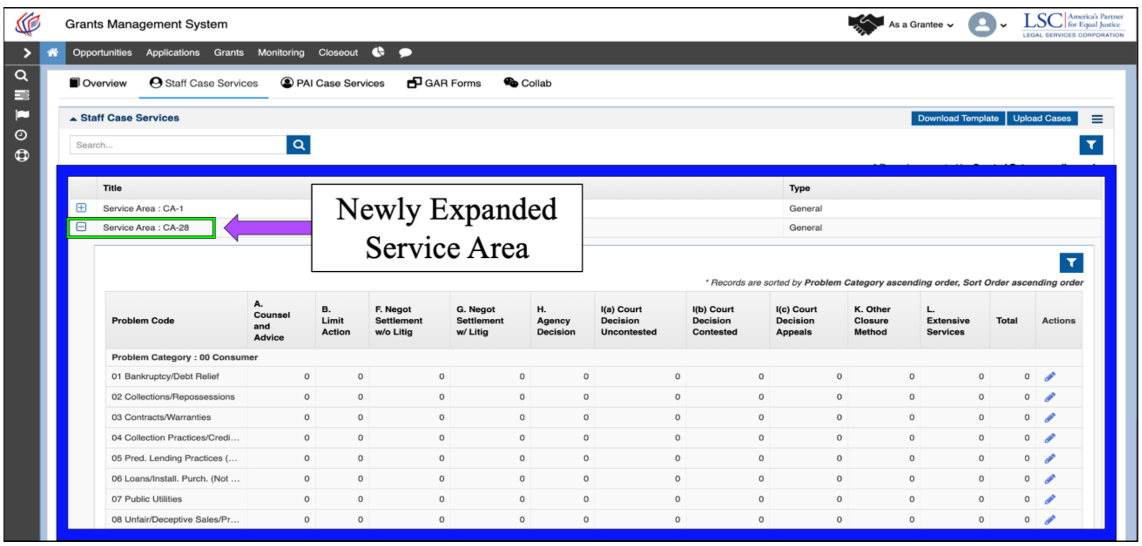


Figure 17: Image of Expanding a New Service Area for Manual Data Entry

Uploaded Template for Case Service Data Entry
If users decide that they would like to use a template to pull from their CMS, then they should follow the next few steps.

Keep in mind one very important note: The service areas will **ALL** appear on one Excel file.

This means, users will see many more rows if they have multiple service areas.

The next section will discuss the two different approaches to downloading and then uploading this template, but first, users should go through the process of downloading the template.

Downloading the Template
STEP 1: Click the "Download Template" button on the upper right side of the screen.

STEP 2: Click on the downloaded file to open it.
STEP 3: After receiving a warning that the file format and extension do not match, click "Yes" to open the file.
STEP 4: Enable editing (if that message appears) to begin entering in data.

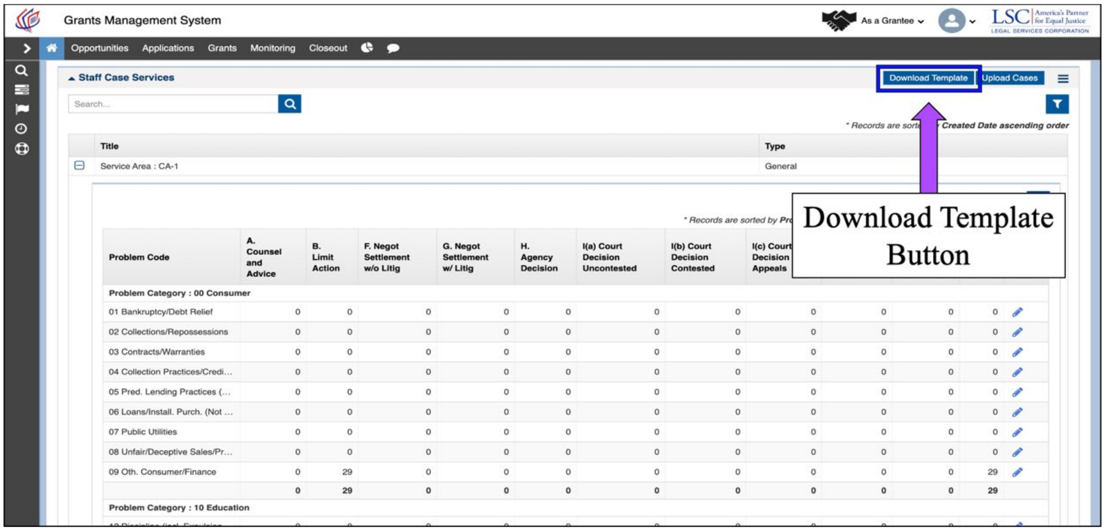


Figure 18: Image of the Staff Case Services Download Template Button

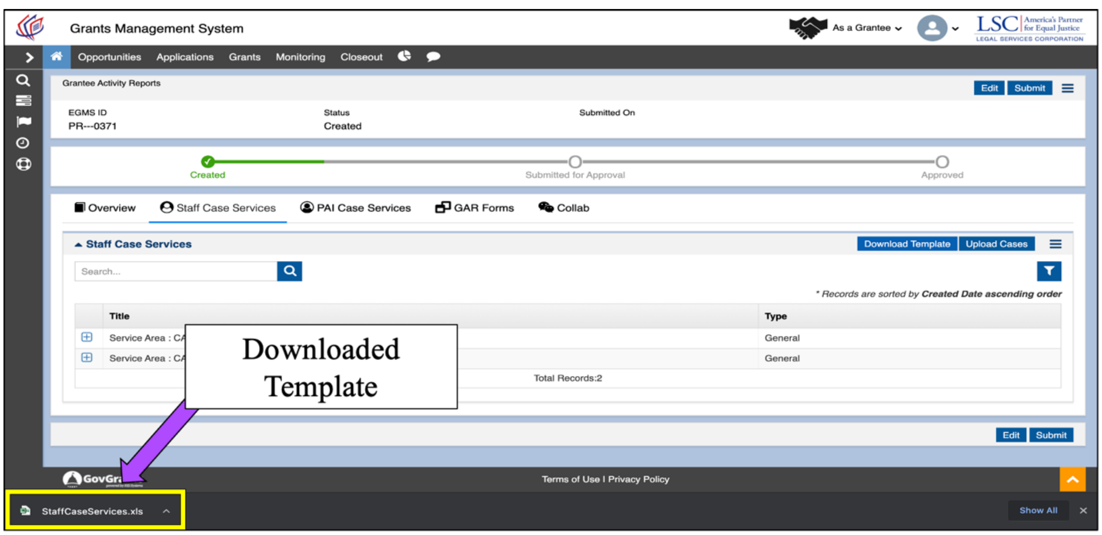


Figure 19: Image of the Downloaded Staff Case Services Template

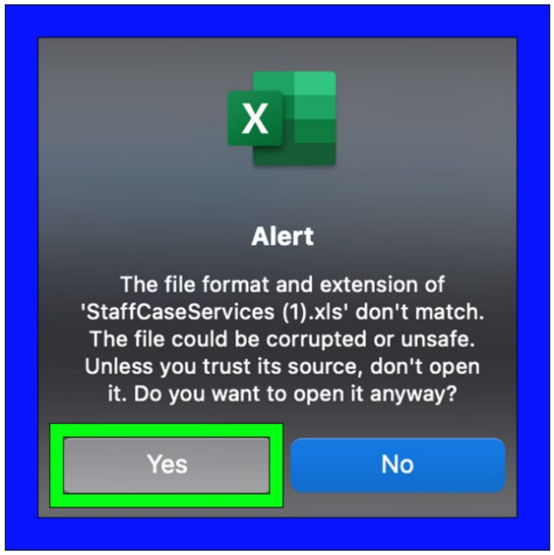


Figure 20: Image of Selecting “Yes” on the File Extension Alert Message

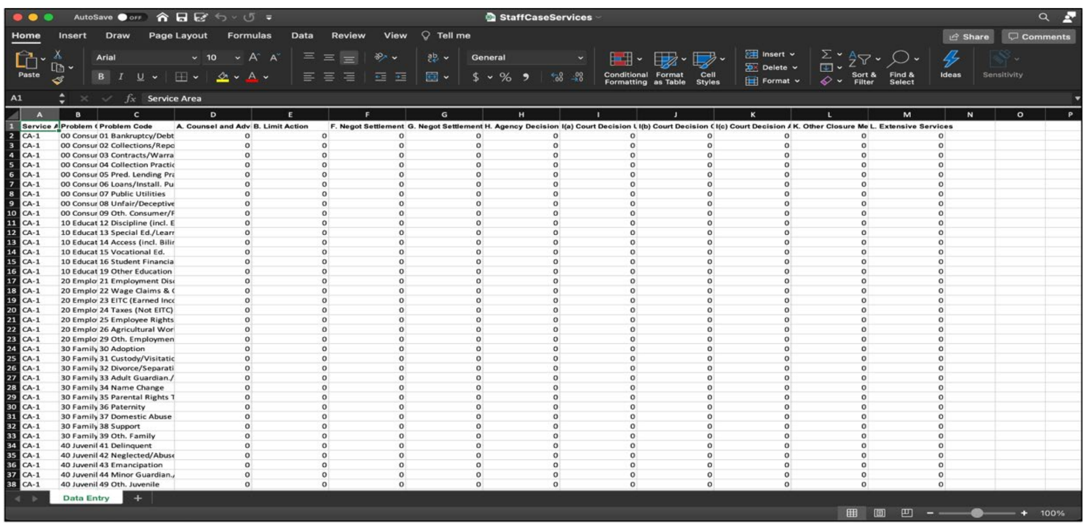


Figure 21: Image of the Opened Staff Case Services Excel Spreadsheet

Completing the Case Services Data Template

Once users have successfully downloaded the template, they should proceed to open it.

The information that users must enter can be pulled directly from their CMS and the format should be set up in duplicative format.

The rows mirror the manual entry fields including the Service Area in question, the Problem Category, followed by the possible Problem Codes. Be sure not to enter any negative values or use characters other than numbers (e.g., letters or punctuation).

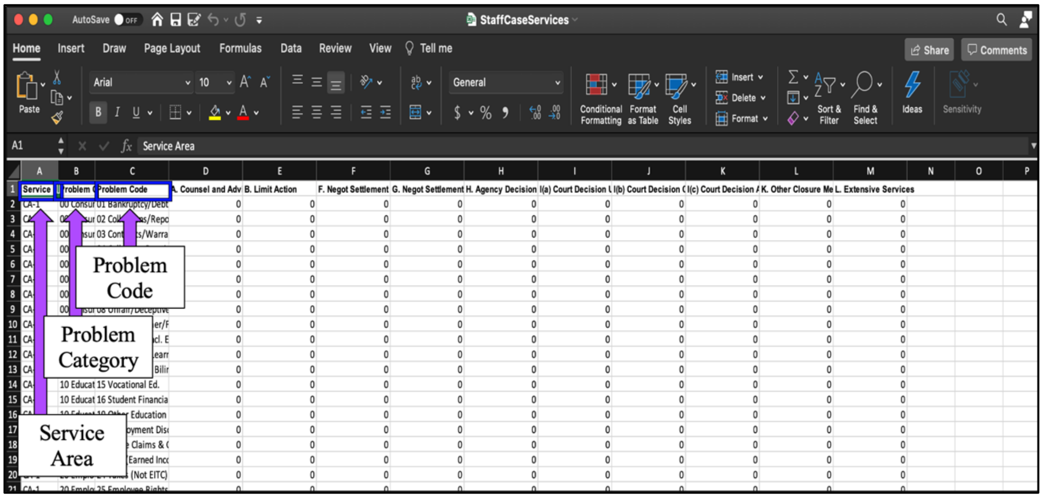


Figure 22: Image of the Row/Column Labels on the Staff Case Services Excel Spreadsheet

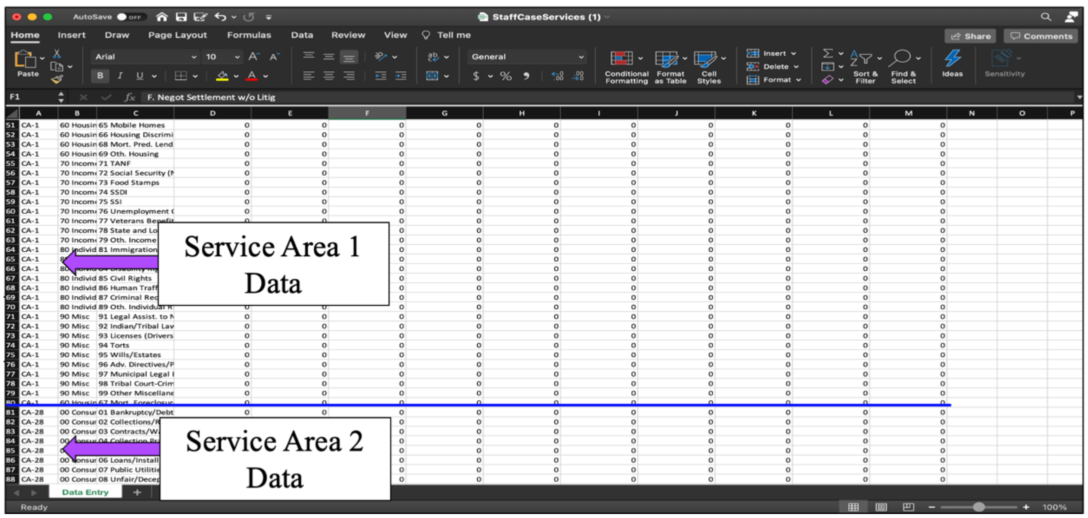


Figure 23: Image of Multiple Service Areas Listed in the Staff Case Services Excel Spreadsheet

If users do use negative values, ***GrantEase*** will not be able to upload the file. Again, if there are no cases closed within a certain category, users may leave it blank or type in "0." Users should be sure to check all of the fields in each service area.

Data Entry Options

OPTION 1:

- Enter data for **ALL** of your organization's Service Areas **at one time**.

OPTION 2:

- Enter data for **only one Service Area, save that data** and the spreadsheet, **upload** that data **to *GrantEase***, and *come back later* **to complete data entry and upload for other Service Areas**.

Figure 24: Image of the Data Entry Options for the Staff Case Services Excel Spreadsheet

At this point, once users have entered in data for the first service area, they can either save the file to their desktop using the "**Save As**" function and select from the drop-down options the Excel Workbook format (.XLSX or .XLS)

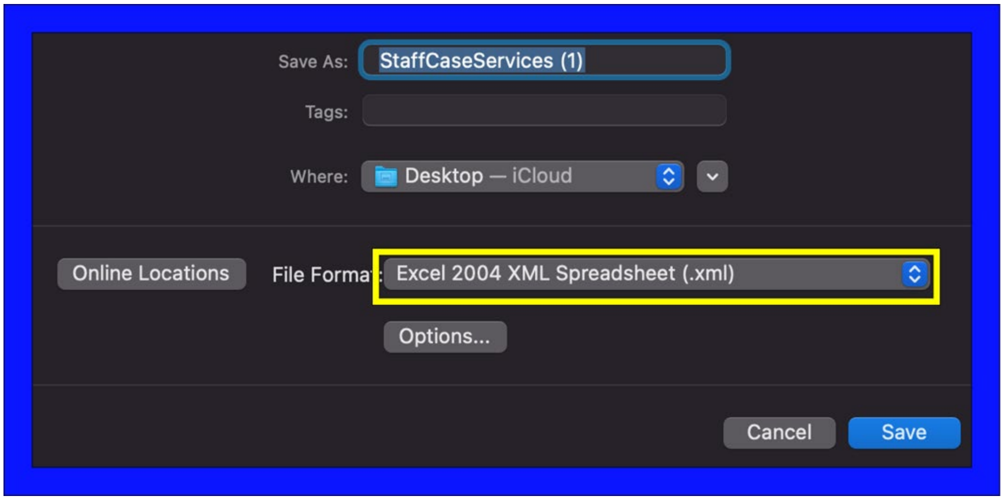


Figure 25: Image of Save Screen for the Staff Case Services Excel Spreadsheet

Figure 26: Image of the Correct File Formats for Saving the Staff Case Services Excel Spreadsheet

OR – Users can *continue entering in data for the* ***EACH*** *service area* on the **same** Excel spreadsheet and follow the same saving steps.

The system will intuitively import the data into the correct service areas in ***GrantEase***.

Once users have either completed one service area or **ALL** service areas, they should go back to the ***GrantEase*** system and click on the "**Upload Cases**" link. This will produce a pop-up screen. Here users will have to browse their folders for the file.

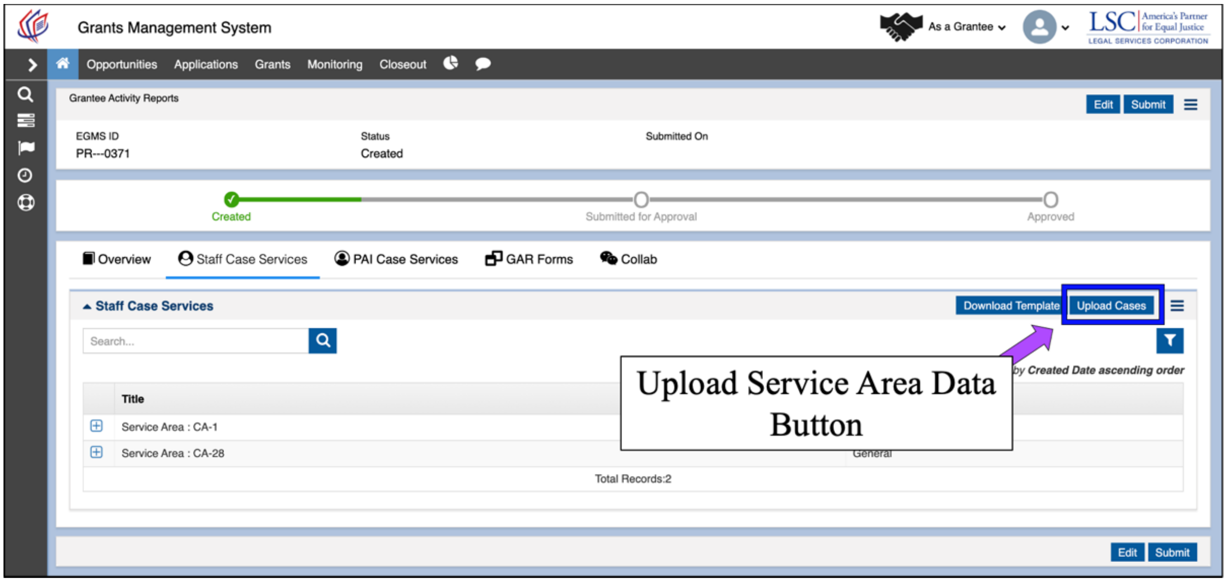


Figure 27: Image of the Upload Service Area Data Button

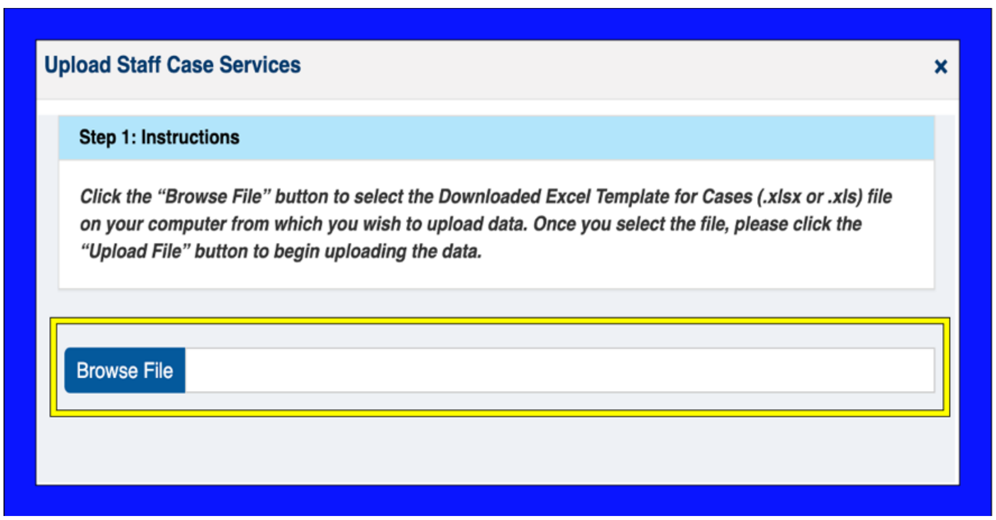


Figure 28: Image of Browsing for the Staff Case Services Excel File

Once the file is located (the .XLS version of the file), users will see a **blue notification** that says, "The file has been successfully attached." Users can then click on "**Upload**".

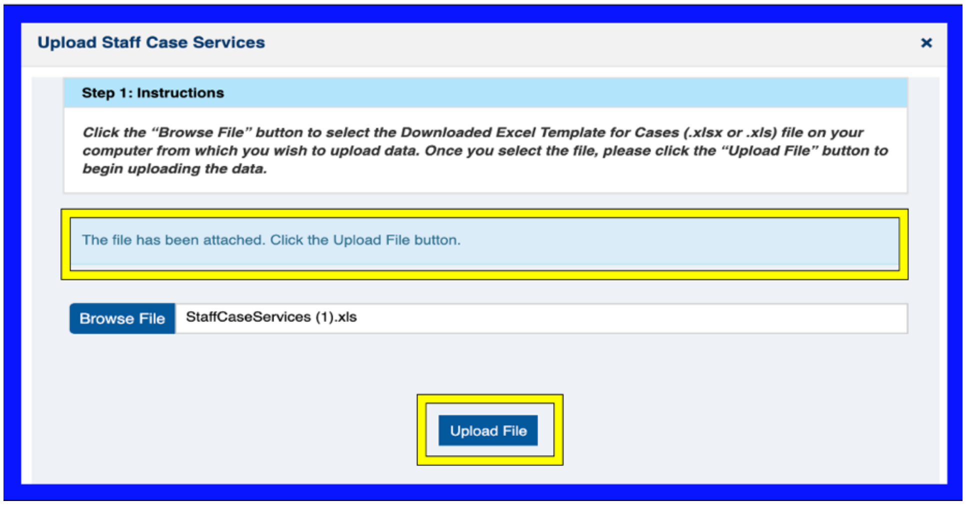


Figure 29: Image of the Attached Staff Case Services Excel File Ready for Upload

If there are errors (meaning the data includes letters or negative values) validation errors will appear. Users can print a list of the validation errors, go back to their Excel spreadsheet, and rectify the errors.

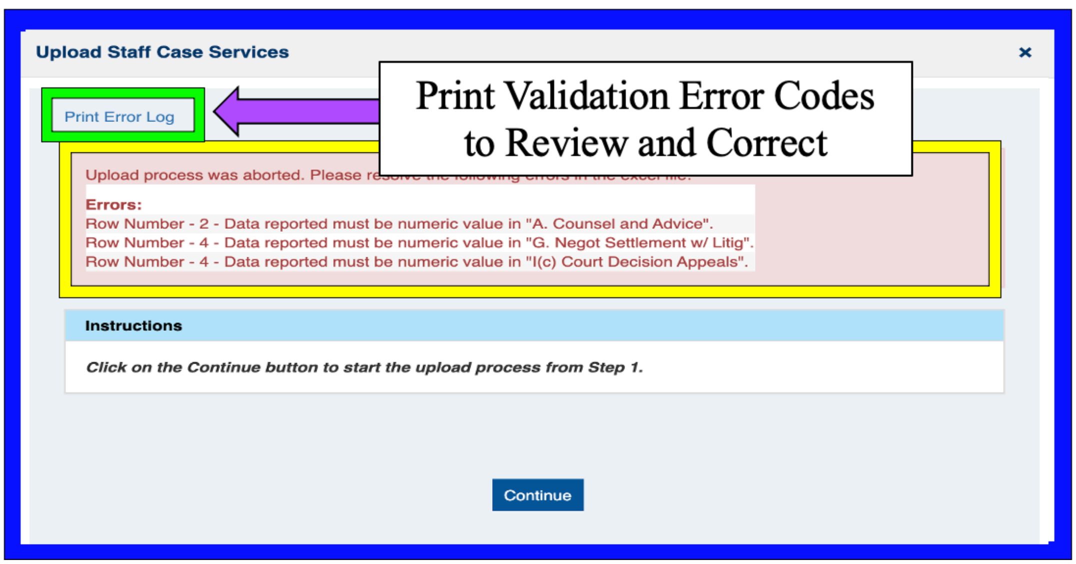


Figure 30: Image of Validation Error Messages for the Excel File and the Print Error Link

Users should then go through the process of uploading the file once all errors have successfully been rectified. When the file has been uploaded successfully, users can click on the "**X**" to return to the main Staff Case Services screen.

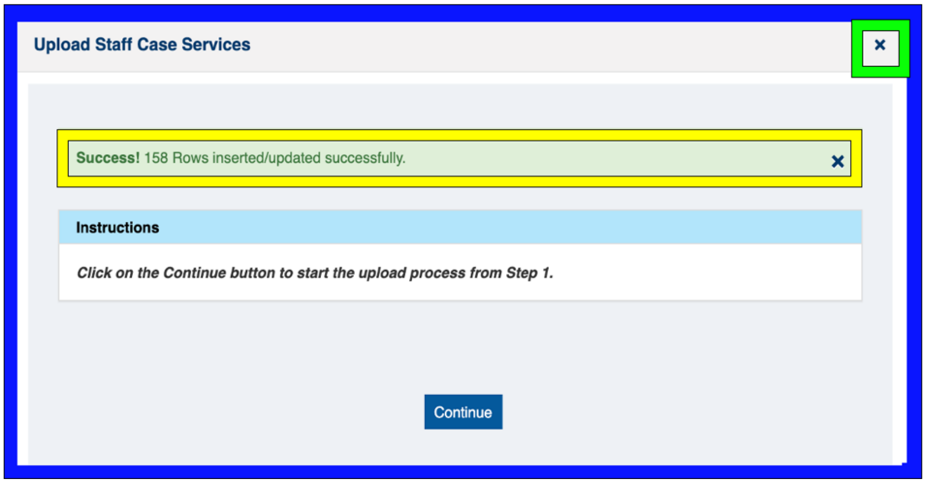


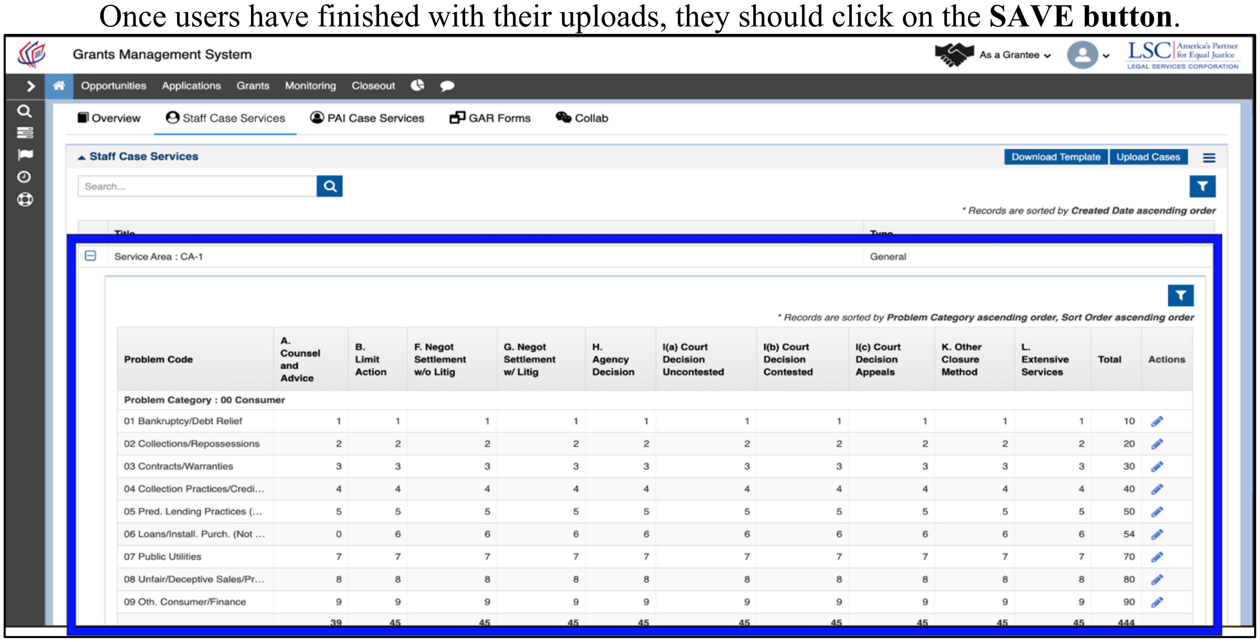
Figure 31: Image of the Successful File Upload Message

It is imperative that users know that this file **IS NOT LOCKED**. This means that ***whatever users enter is what will appear upon uploading the document*** into ***GrantEase***.

BE SURE TO DOUBLE CHECK EACH DATA ENTRY!

If users have decided to enter data for each service area one by one, they will need to upload the spreadsheet as many times as they have service areas and **ONLY** fill out the respective service area (although all service areas will be listed).
** We recommend that users work with one single document, input data, and return to the same document to input the next service area's data. This should eliminate any confusion. **

Once users have finished with their uploads, they should click on the **SAVE button**.



Problem Code	A. Counsel and Advice	B. Limit Action	F. Negot Settlement w/o Litig	G. Negot Settlement w/ Litig	H. Agency Decision	I(a) Court Decision Uncontested	I(b) Court Decision Contested	I(c) Court Decision Appeals	K. Other Closure Method	L. Extensive Services	Total	Actions
Problem Category : 00 Consumer												
01 Bankruptcy/Debt Relief	1	1	1	1	1	1	1	1	1	1	10	
02 Collections/Repossessions	2	2	2	2	2	2	2	2	2	2	20	
03 Contracts/Warranties	3	3	3	3	3	3	3	3	3	3	30	
04 Collection Practices/Credi…	4	4	4	4	4	4	4	4	4	4	40	
05 Pred. Lending Practices (…	5	5	5	5	5	5	5	5	5	5	50	
06 Loans/Install. Purch. (Not …	0	6	6	6	6	6	6	6	6	6	54	
07 Public Utilities	7	7	7	7	7	7	7	7	7	7	70	
08 Unfair/Deceptive Sales/Pr…	8	8	8	8	8	8	8	8	8	8	80	
09 Oth. Consumer/Finance	9	9	9	9	9	9	9	9	9	9	90	
	39	45	45	45	45	45	45	45	45	45	444	

Figure 32: Image of Saved Data from the Uploaded Staff Case Services Excel File

Alternatively, users can export data from their case management system as an Excel file, reformat it to match the LSC GAR template, and then upload the data all at once following the same instructions as above.

PAI Case Services

If users have a tab entitled **PAI Case Services,** then they will be required to upload the same data as above but for PAI Case Services.

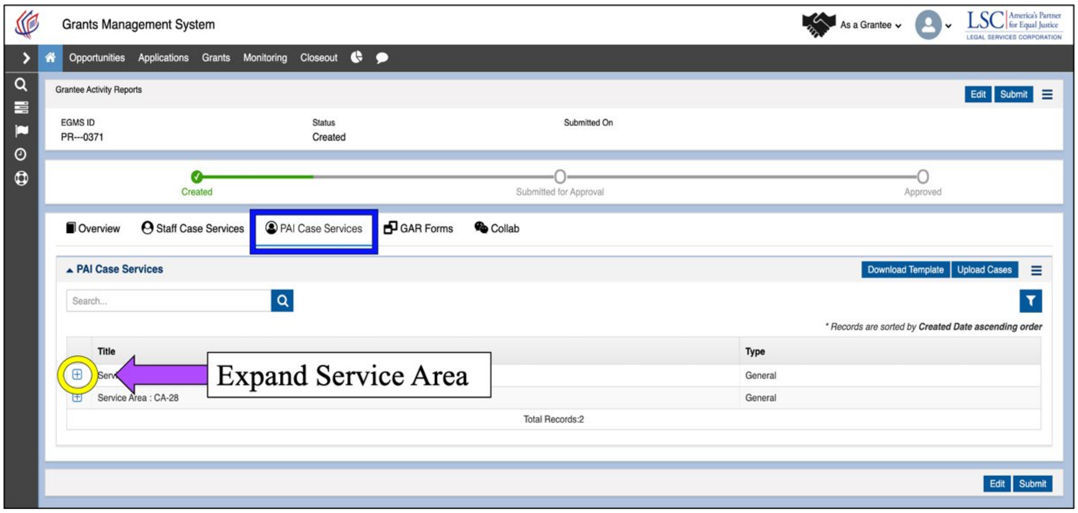


Figure 33: Image of the PAI Case Services Tab and Expand Icon

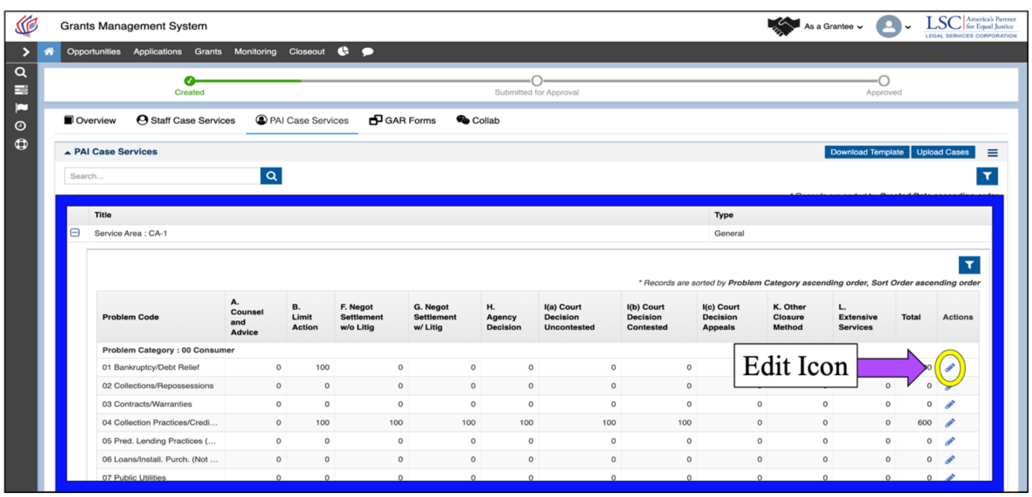


Figure 34: Image of the Edit Icon for Manual Data Entry in this Service Area

If users **do not** see this tab, then this is not applicable to their organization. Grantees should repeat the exact same data entry steps for PAI Case Services as they did for the Staff Case Services data entry.

When complete, they should select the **SAVE** button.

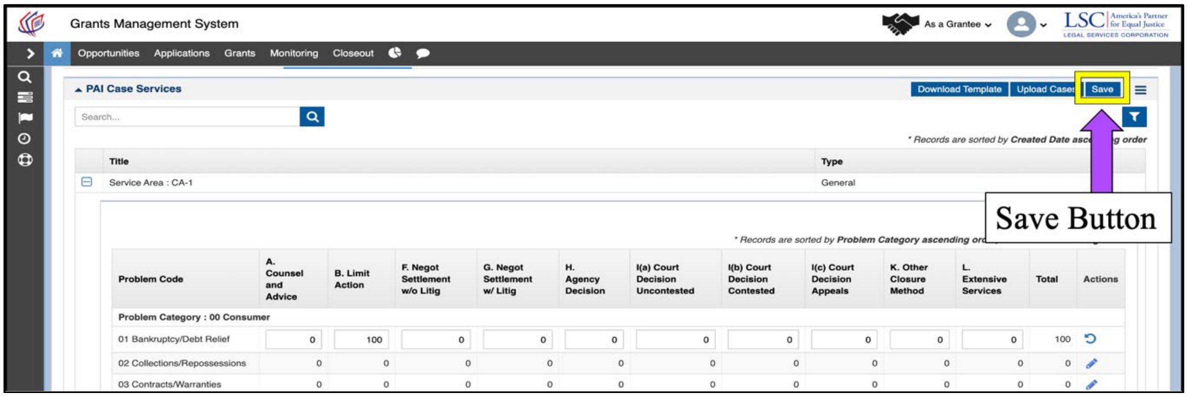


Figure 35: Image of Selecting the Save Button for Data Manually Entered into the Service Area

3. GAR Level Forms

Navigating to the Grantee Level Form

To begin the **Grantee Level Form**, users will navigate from the Staff Case Services section to the GAR forms section. Users should click on the **GAR Forms tab** to navigate to the correct area and begin filling out these forms.

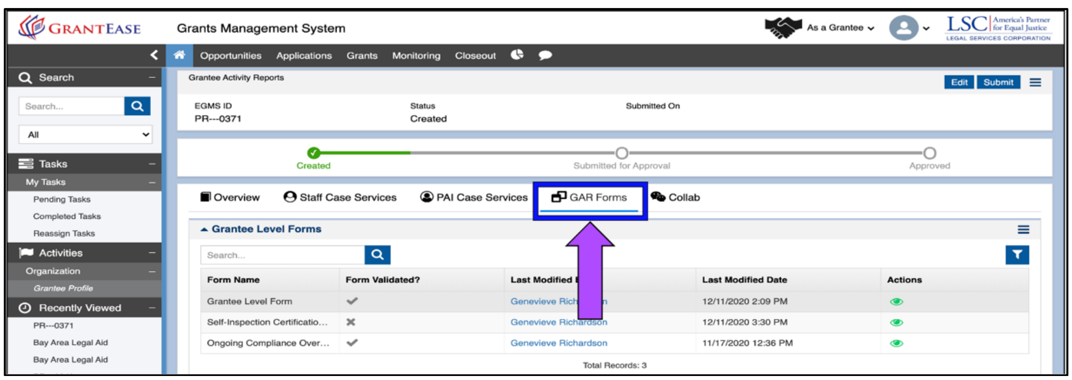


Figure 1: Image of Navigating to the GAR Forms Tab

To begin the Grantee Level Form, click on the **green eyeball icon** next to the form.

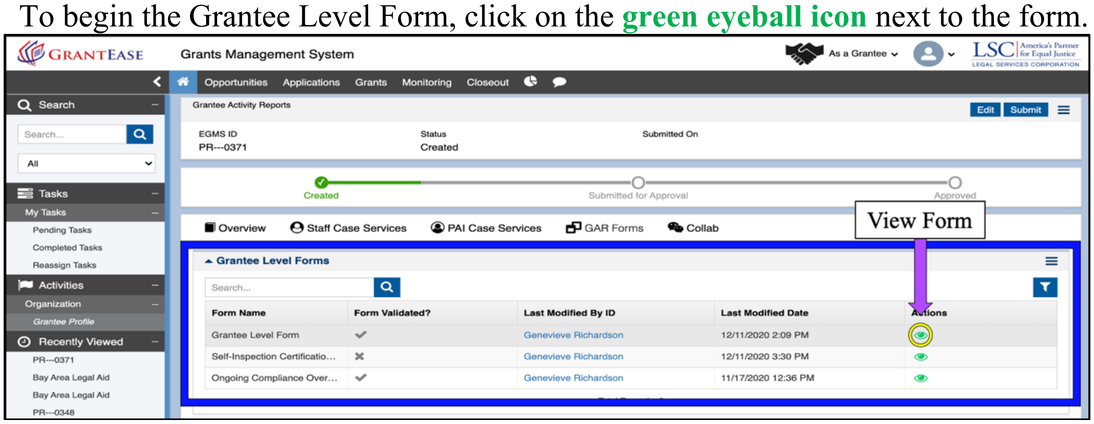


Figure 2: Image of the View Icon for the Grantee Level Form

To begin editing this form, users must be in **EDIT Mode**. Users can do this by clicking on the **Edit Button**.

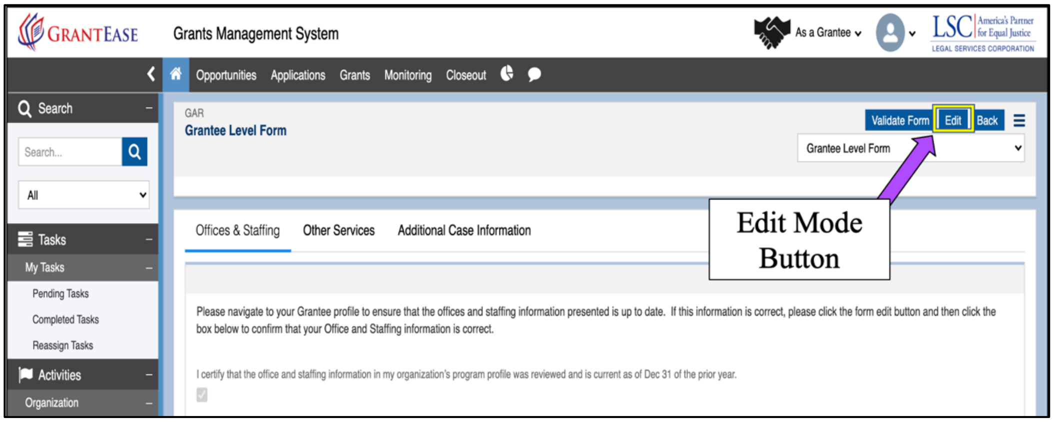


Figure 3: Image of the Edit Button for the Grantee Level Form

Certifying Office and Staff
Before users begin filling out any GAR forms, they should ensure that the offices and staffing section of the Grantee Profile are updated and corrected as necessary.

If at this time users have not updated this information, <u>they should go back and update ALL staff contacts</u> and <u>ALL office locations</u> including subgrantee office locations. If guidance is needed to update this information, please refer back to the **Updating the Grantee Profile Micro-Module** or **Manual Section.**

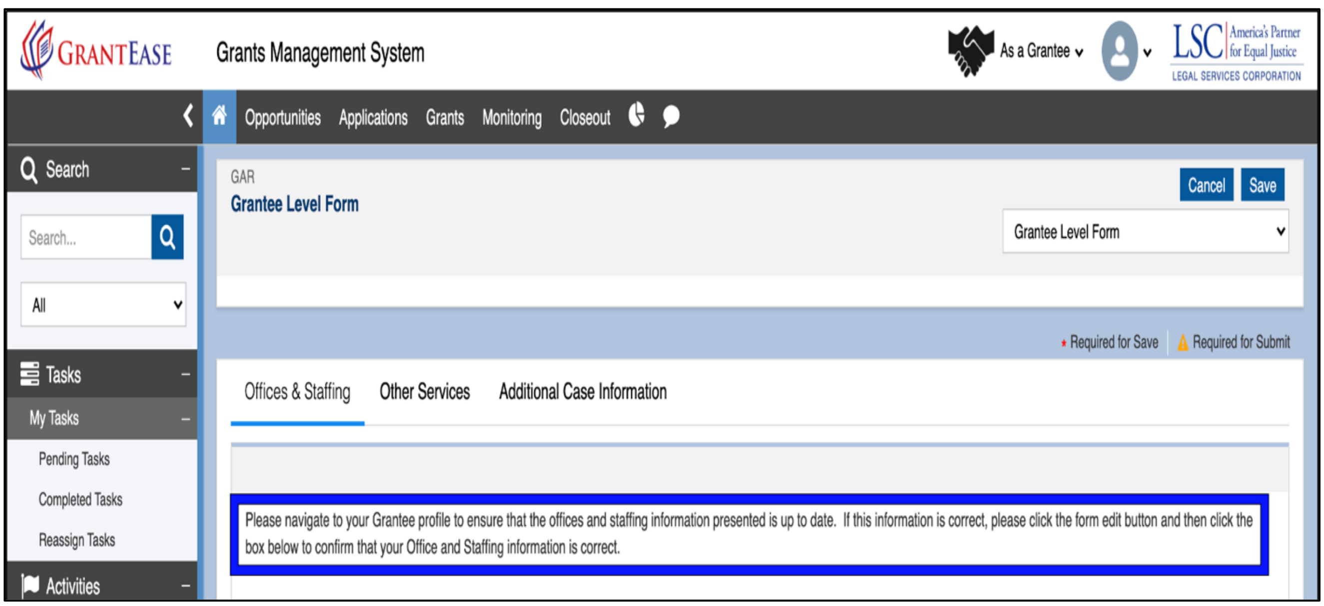


Figure 4: Image of the Grantee Profile Update Message

Once users have done this, they should return to the Grantee Level Form, and click on the **Certification Checkbox** acknowledging that all staff contacts and office location information is updated.

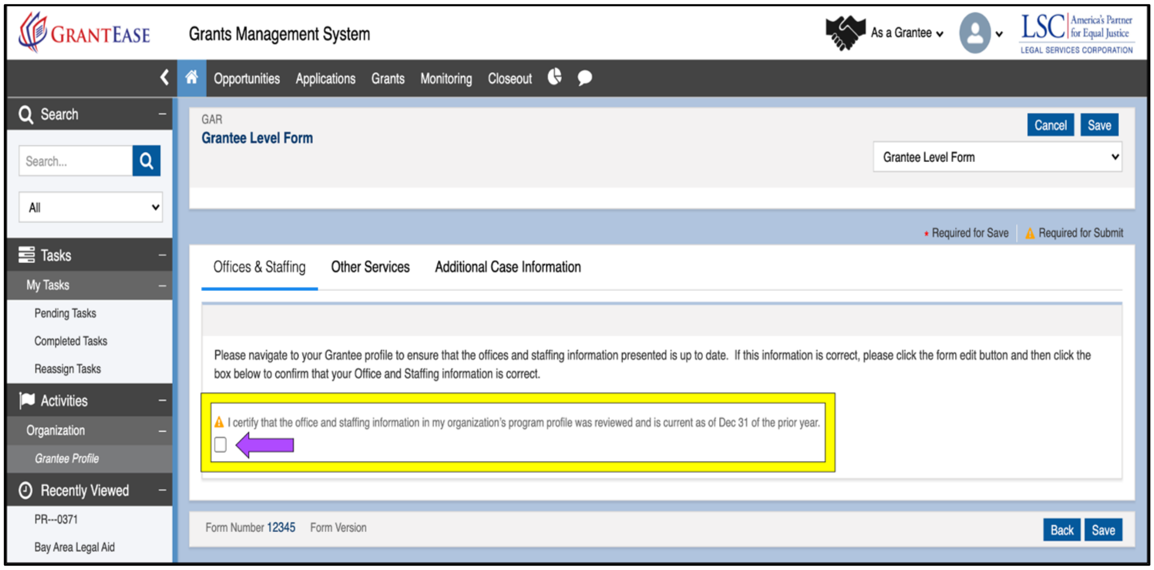


Figure 5: Image of the Staffing and Office Review Certification Chekbox

Other Services

This tab has 9 sections including an "*Introduction,*" "*Website Analytics for Program Website,*" "*Number of Persons Served,*" "*Number of Events,*" "*Referrals,*" "*Other Services Narrative and Summary Report,*" "*Overview of Services Provided,*" "*Vignettes,*" and "*Additional Comments.*"

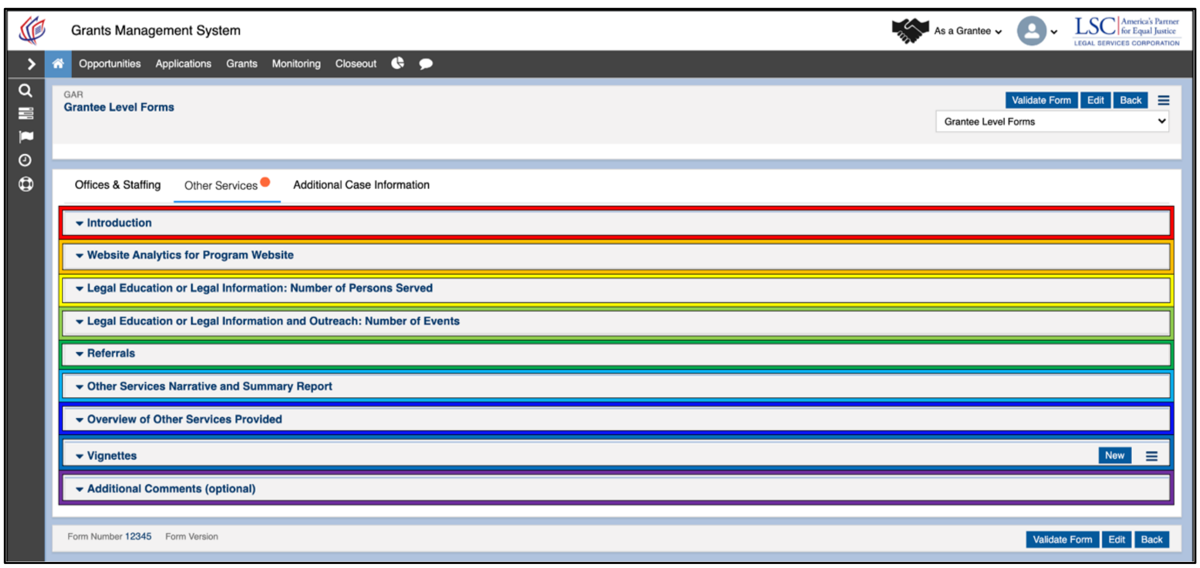


Figure 6: Image of the Other Services Tab Sections

Users should begin by reading the Introduction. Here, users will find a summary of the **Other Services Form**.

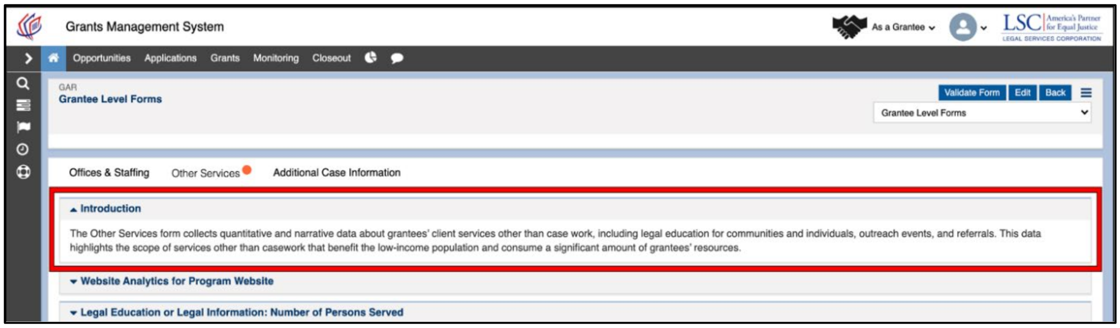


Figure 7: Image of the Introduction Section of the Other Services Tab

After reading this section, users should move on to the Website Analytics section to input their Program Website information.

It is imperative that users **save every section** as they move through it, and again, remember that if unable to enter in data, make sure to put the screen in EDIT mode. In the first section, users must enter in numbers for each field:

- Number of users,
- Number of sessions,
- Average length of sessions (in seconds),
- Number of page views,
- Number of page views per session, and
- Bounce rate

When complete, user should click on the **SAVE button**.

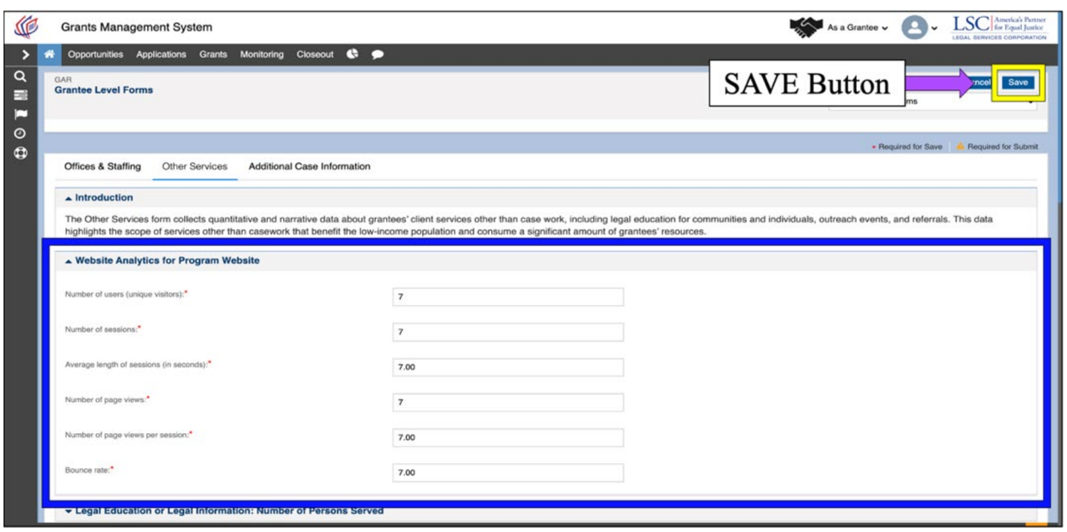


Figure 8: Image of the Completed Website Analytics Section in Edit Mode and Selecting the Save Button

When this section is complete, users should move down to the "*Number of Persons Served*" section, then the "*Number of Events*" section, followed by the "*Referrals*" section saving each time.

2020 GAR Reporting Guidance

Detailed information regarding each of these sections, revised definitions, and instructions on how to retrieve data like analytics from grantee websites, etc., can be found in the 2020 GAR Guidance document.

Overview of Other Services and Vignettes

The **Other Narrative Summary Report** provides grantees an opportunity to profile activities other than case services that they consider noteworthy. This information is critically important because many do not understand the need, value and significance of these activities.

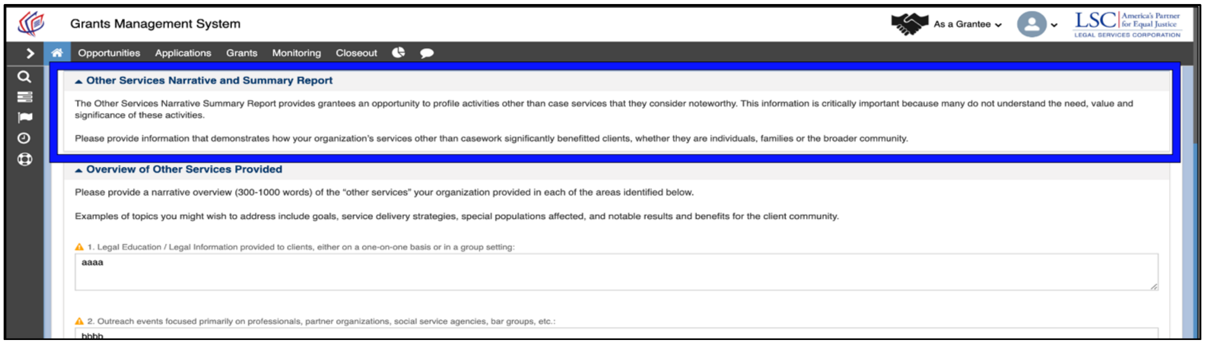


Figure 9: Image of the Other Services Narrative and Summary Report Explanation

A few quick tips for the ***GrantEase*** system:

- If users see an **orange dot**, this means that a form is missing information.
- If users cannot enter information in, they should click on the **Edit button** to go into **EDIT mode**.

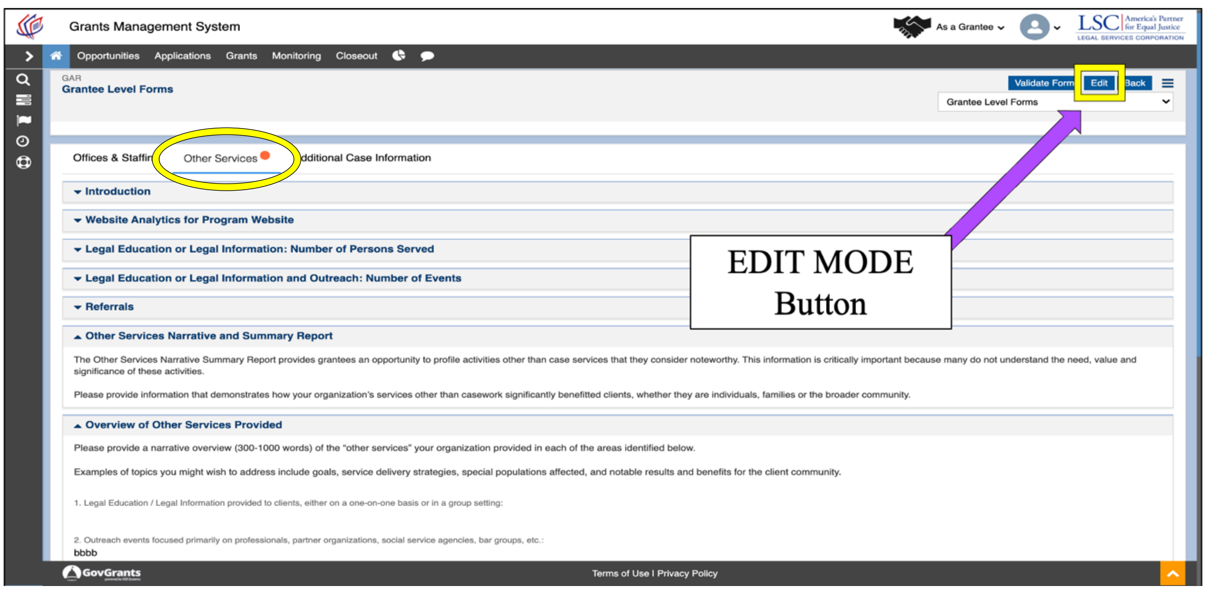


Figure 10: Image of the Missing Information Dot and the Edit Mode Button

Users should start in the **Overview** section by providing a narrative overview (300-1000 words) of the other services provided by their program during this year, briefly addressing each of the types of other services listed in the box. Some examples of topics include *service delivery strategies*, *special populations affected* and *any notable results*.

Each of the four sections should be completed. Once finished with this section, be sure to click the **SAVE button**.

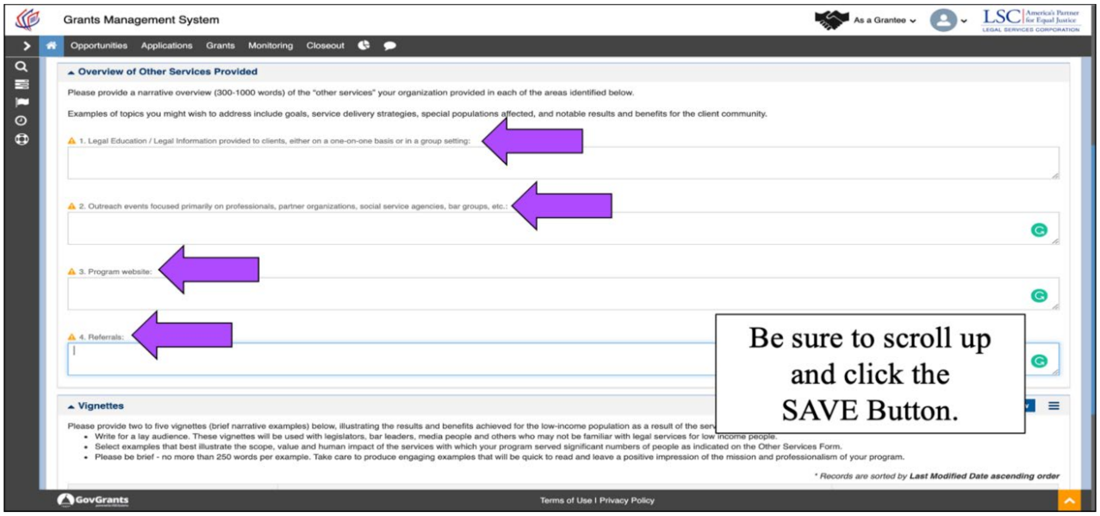


Figure 11: Image of the Four Narrative Boxes of the Other Services Narrative Summary and Report

Users should then move on to the **Vignettes** section. Here, users will provide 2-5 vignettes, which are brief narratives illustrating the results and benefits achieved from working with the low-income population(s) discussed above.

Remember that this should be written for a lay audience and the examples should best illustrate scope, value, and human impact. Each vignette should **be brief**, and no more than 250 words.

To add a vignette, click on the **NEW button** which will produce a pop-up box, enter in a title and a description then click on **SAVE**.

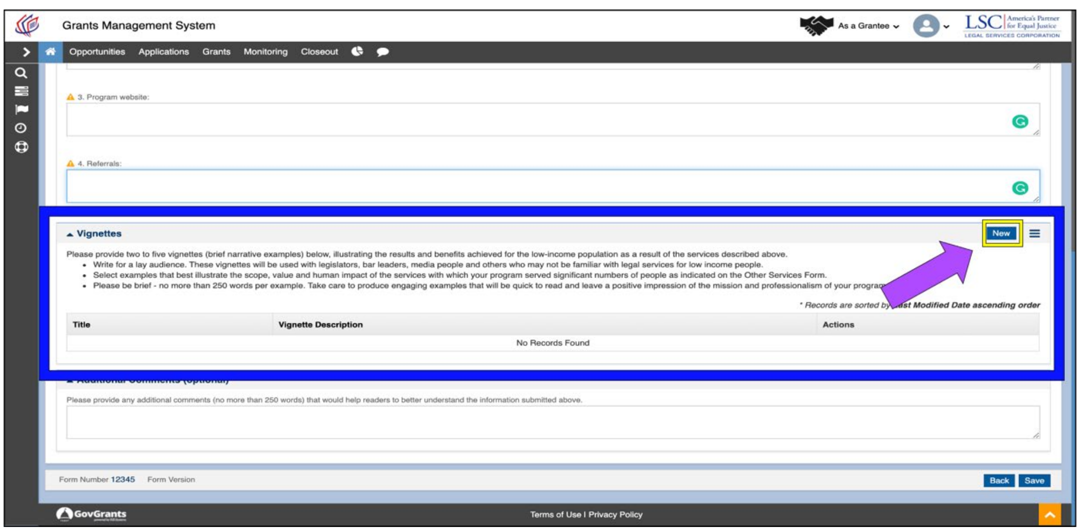


Figure 12: Image of the Vignettes Section of the Other Services Tab and the New Vignette Button

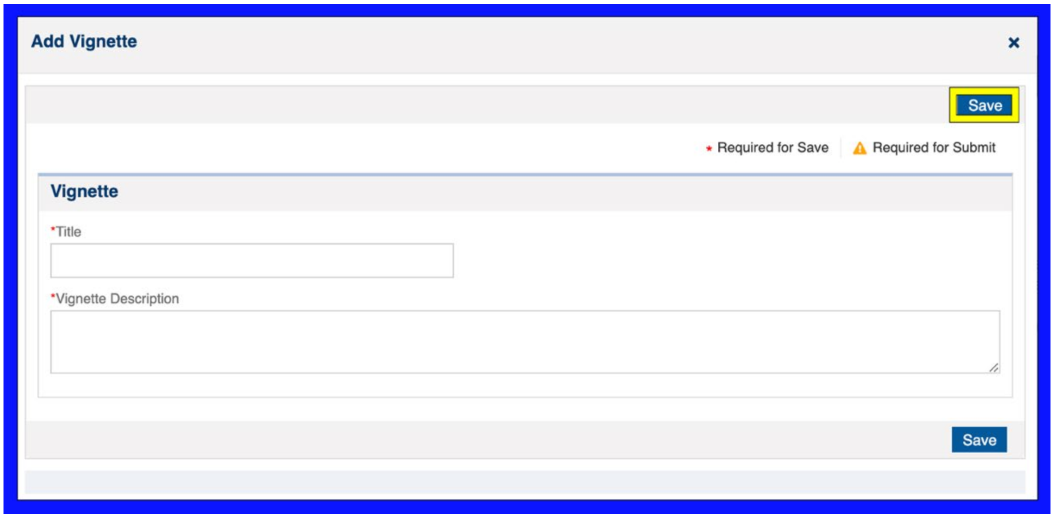


Figure 13: Image of the Add Vignette Pop-up Screen and Selecting the Save Button

If at any time a user would like to view their vignette, they should click on the **green eyeball icon**. To edit a vignette, users should click on the **blue pencil icon**. Finally, if a user is not satisfied, they should click on the **red garbage can icon**.

The **Additional Comments** section at the bottom is for any additional information needed. The purpose of the narrative, vignettes and additional comments is to demonstrate the value and impact of this work.

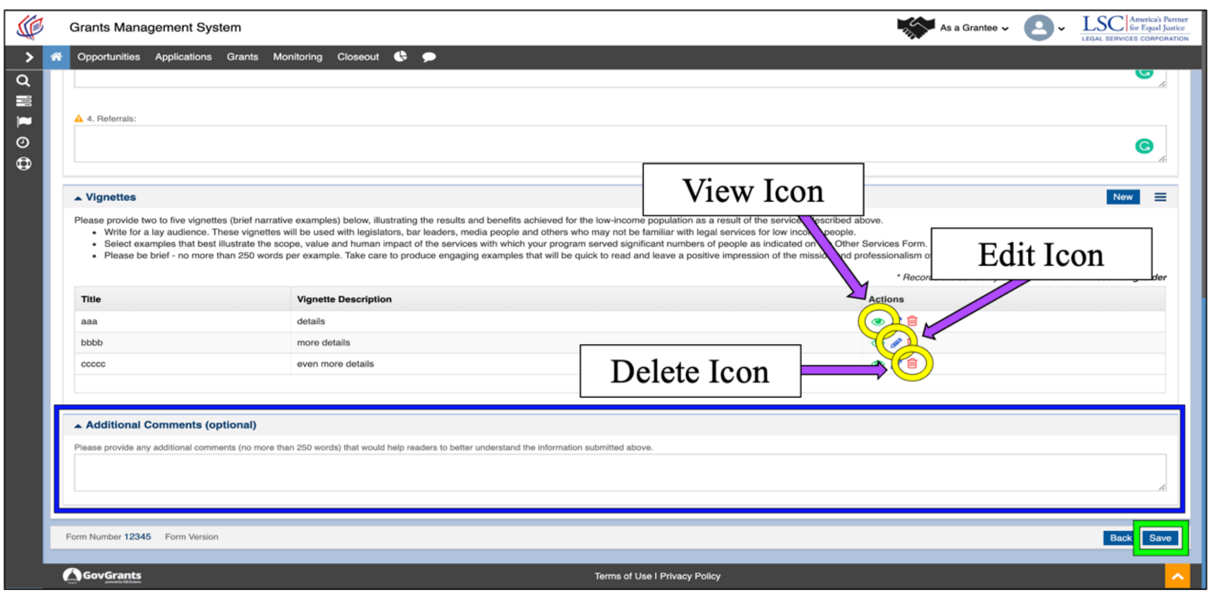


Figure 14: Image of the View, Edit, and Delete Icons in the Vignettes Section and the Additional Comments Section

Again, users should finish the section by saving and then proceed to validating the form by clicking on **Validate Form button**.

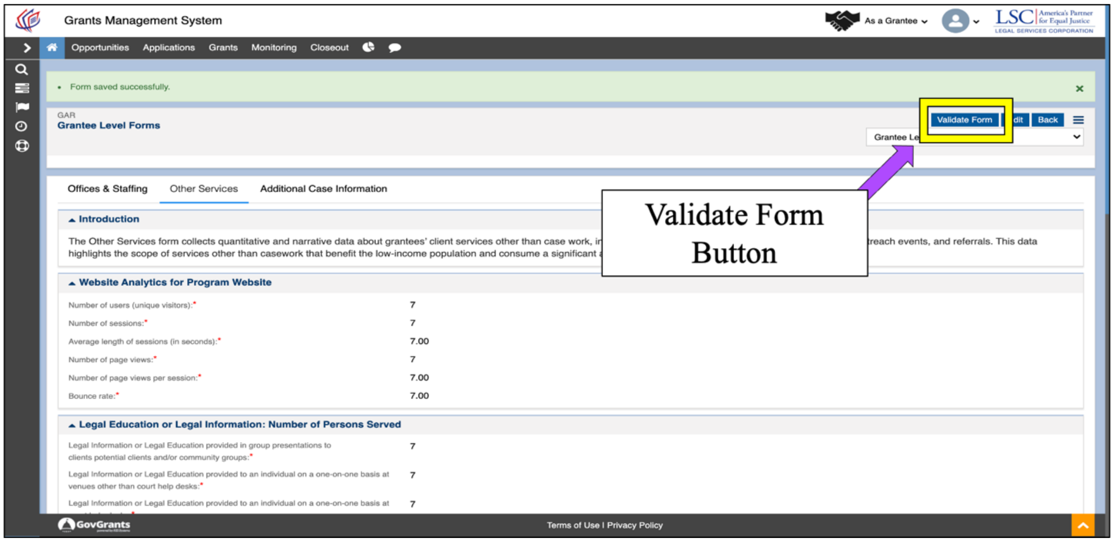


Figure 15: Image of the Validate Form Button for the Other Services Section

Additional Case Information

The final section for this GAR Level Form is the **Additional Case Information tab**. Users should click on this tab, again being sure they are in **EDIT mode**, to begin adding data.

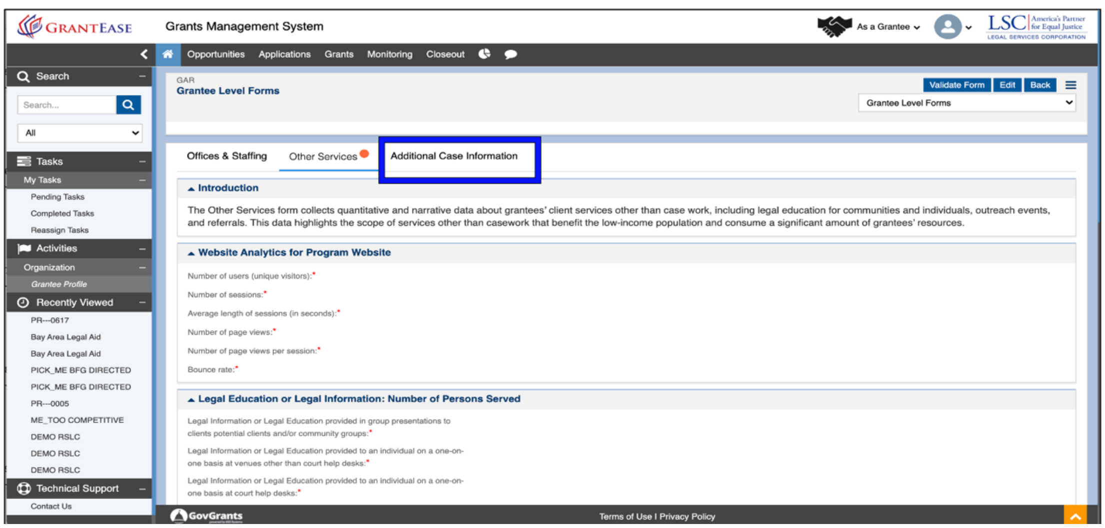


Figure 16: Image of Navigating to the Additional Case Information Tab

In this section, users will enter in the <u>Total Number of Persons</u> in all households served, the <u>LSC-reportable Cases Involving Domestic Violence</u>, followed by the <u>Cases Closed Not Reported to LSC</u>. Once finished, users should click on the **Save button**.

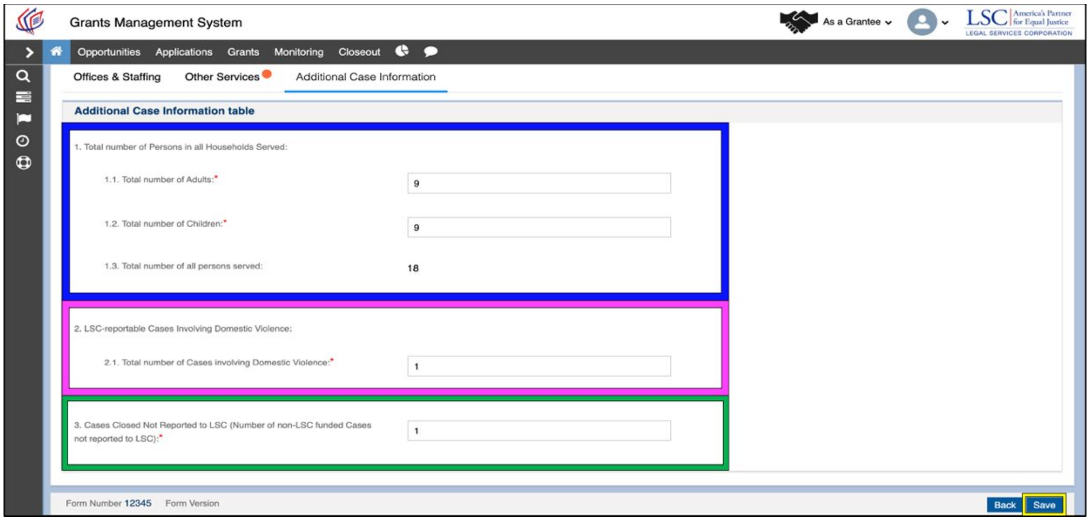


Figure 17: Image of the Table on the Additional Case Information Tab in Edit Mode

[2020 GAR Reporting Guidance]()

General Reporting Guidance regarding definitions and additional field details can be found in the 2020 GAR Guidance Document.

Users will then see a field that says the form has been saved successfully.

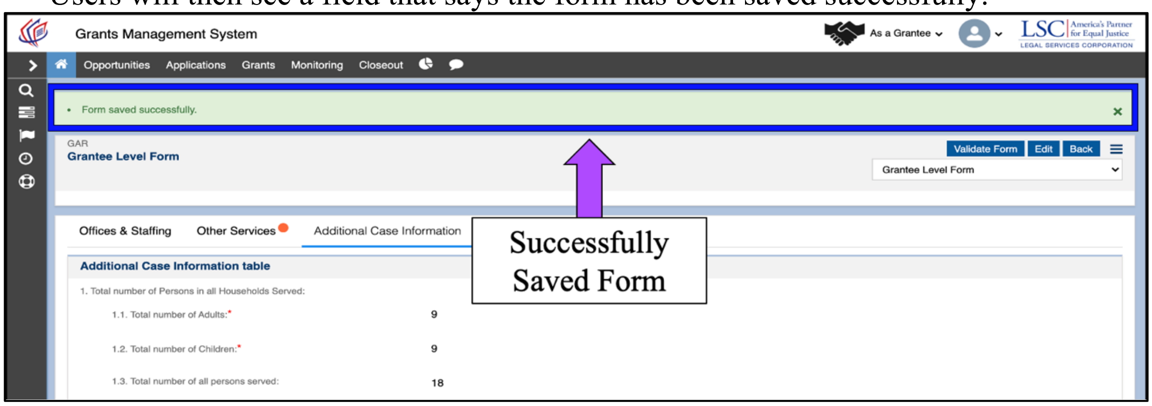


Figure 18: Image of the Successfully Saved Form Message

Users should then validate the form to find any errors, discrepancies, or missing fields.

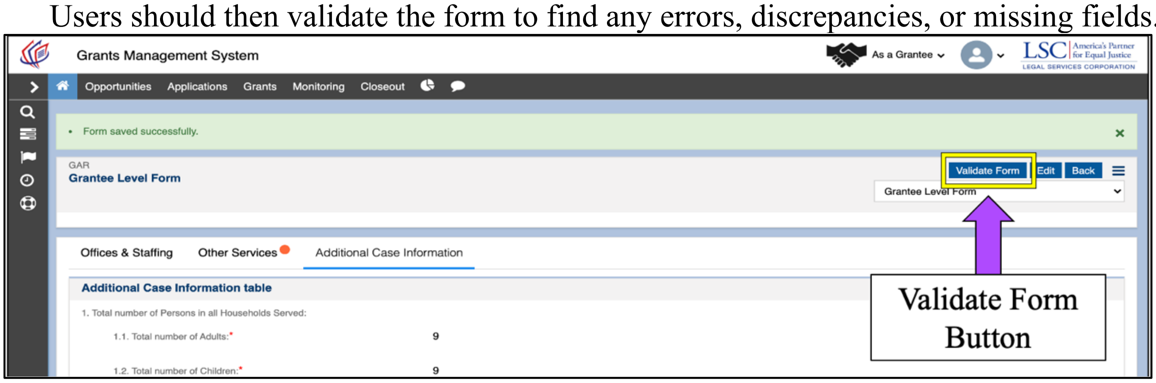


Figure 19: Image of the Validate Form Button for Additional Case Information

Note that although validation errors may not appear during the initial validation, upon submission of the completed GAR, users may see validation errors which will refer back to the specific section completed or omitted in error.

Upon successful validation, a “**Successfully Validated Form**” message will appear.

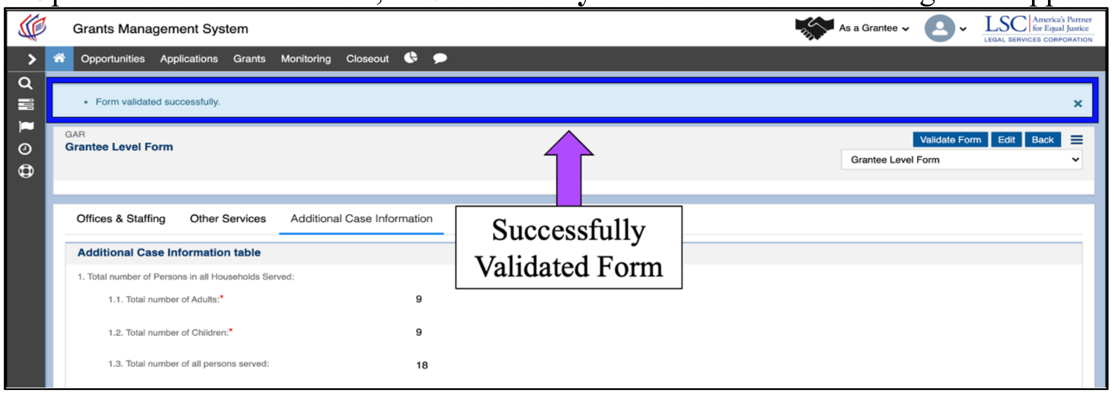


Figure 20: Image of the Successfully Validated Form Message for the Additional Case Information Form

4. Service Area Forms

Accessing Service Area Form(s)

After users have completed the **Ongoing Compliance and Oversight Form,** they can either continue by navigating to the **Service Area Forms**, or if reopening the forms, can start on the GAR tab and scroll down to the bottom section titled Service Area Form(s).

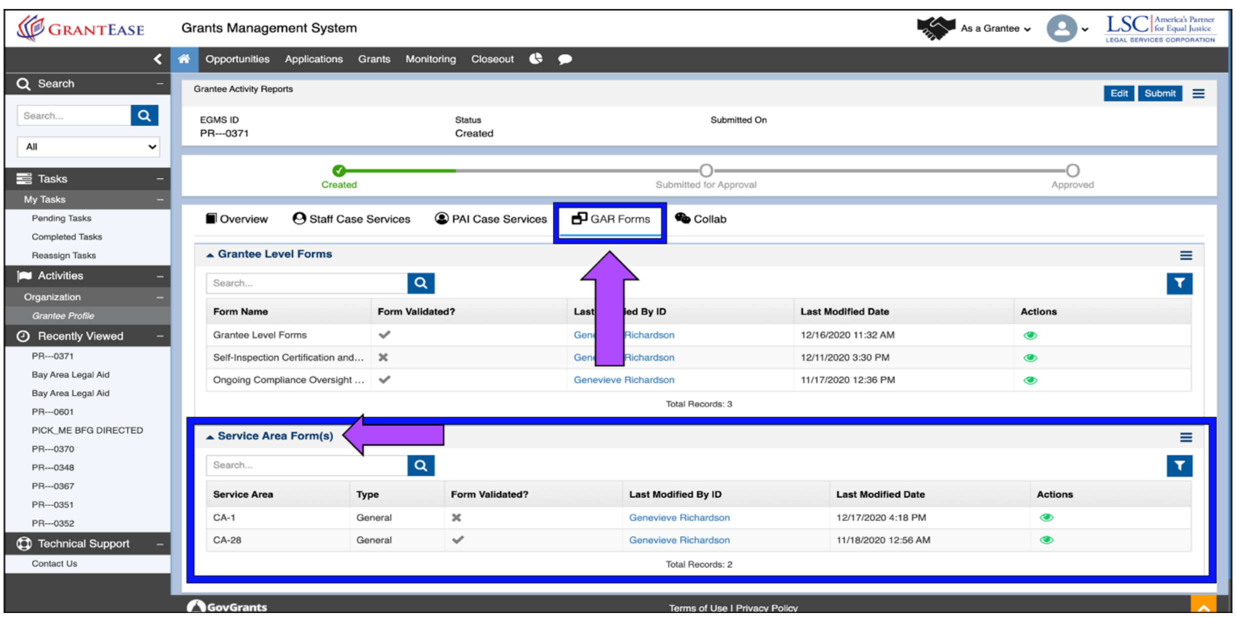


Figure 1: Image of the GAR Forms Tab and the Associated Service Areas

Here, users will see all corresponding service areas denoted.

If there are many service areas, and users would simply like to view one, they should search for the service area name in the Search Box by clicking on the magnifying glass and selecting the corresponding service area.

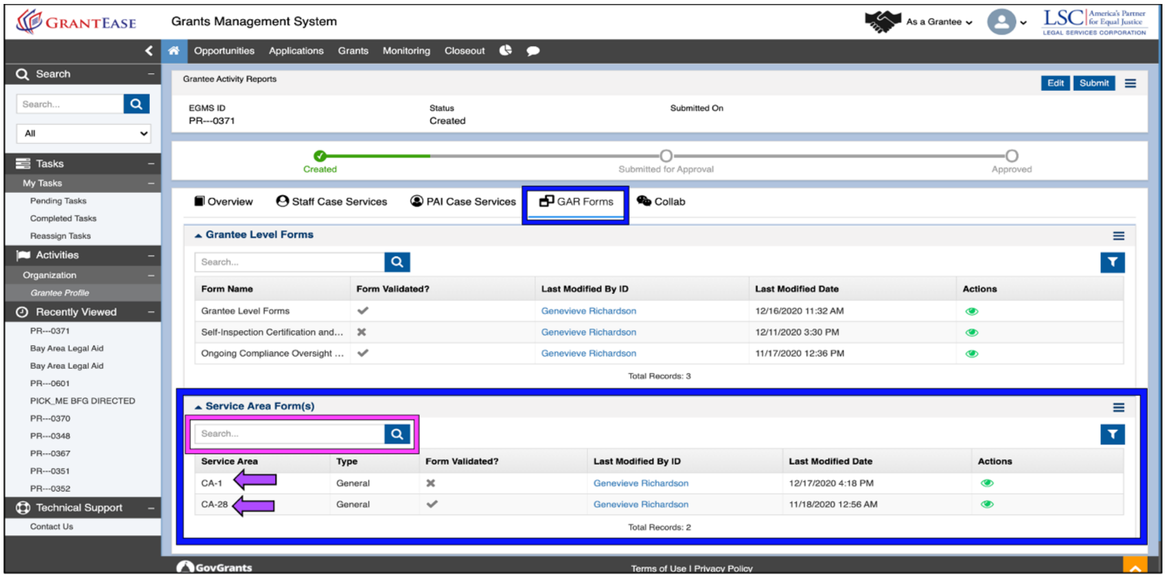


Figure 3: Image of Search Box for Service Areas

Service Area Form(s) Expenses

Start by clicking on the **green eyeball icon** next to each respective service area. This will open up the Service Area Form.

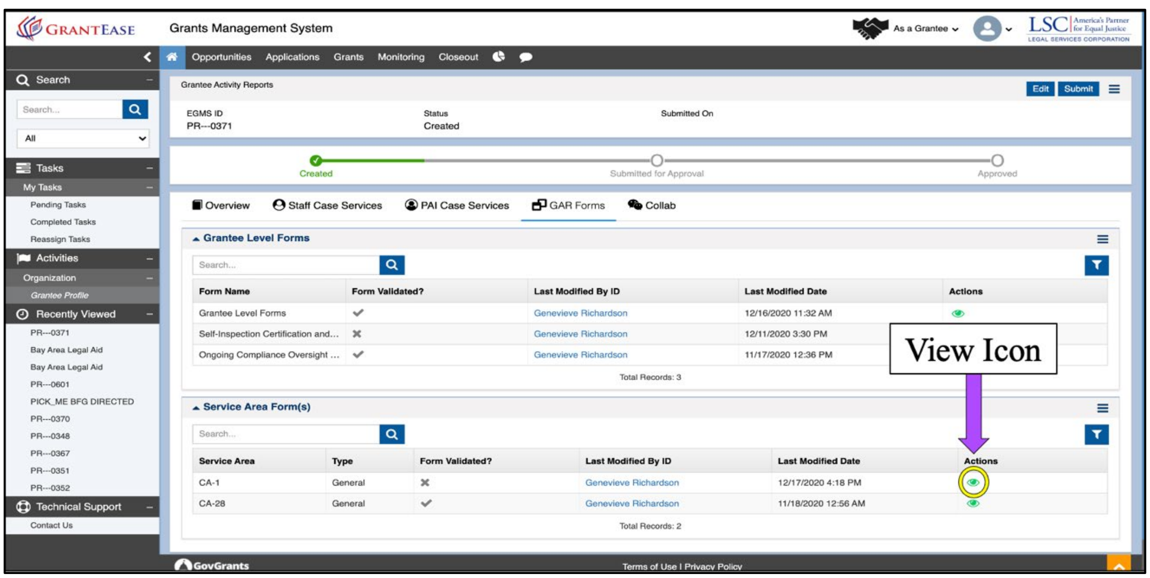


Figure 4: Image of the View Icon for a Service Area

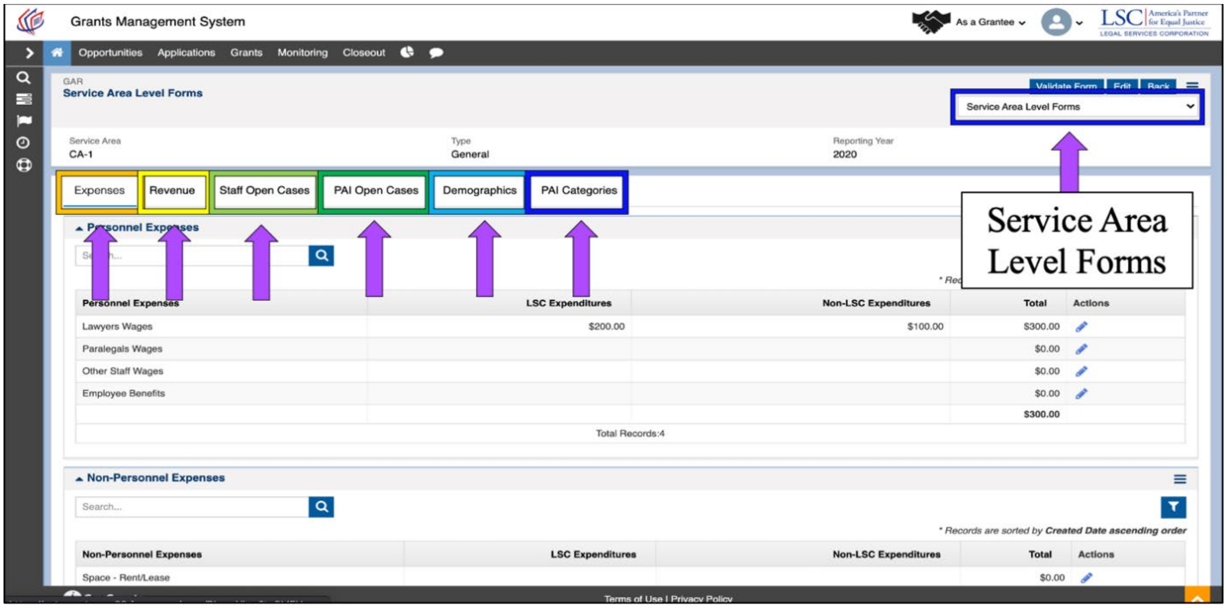


Figure 6: Image of the Navigation Dropdown box and Each Service Area Level Form

It is important to note that the tabs that present on the Service Area Level Forms are dependent on the **type** of service area.

In the case of this Service Area Form we see "*Expense*", "*Revenue*", "*Staff Open Cases*", "*PAI Open Cases*", "*Demographics*" and "*PAI Categories.*" Please complete **ALL** tabs that appear for your respective service area.

The first tab, "Expenses," includes two sections **Personnel Expenses** and **Non-Personnel Expenses**.

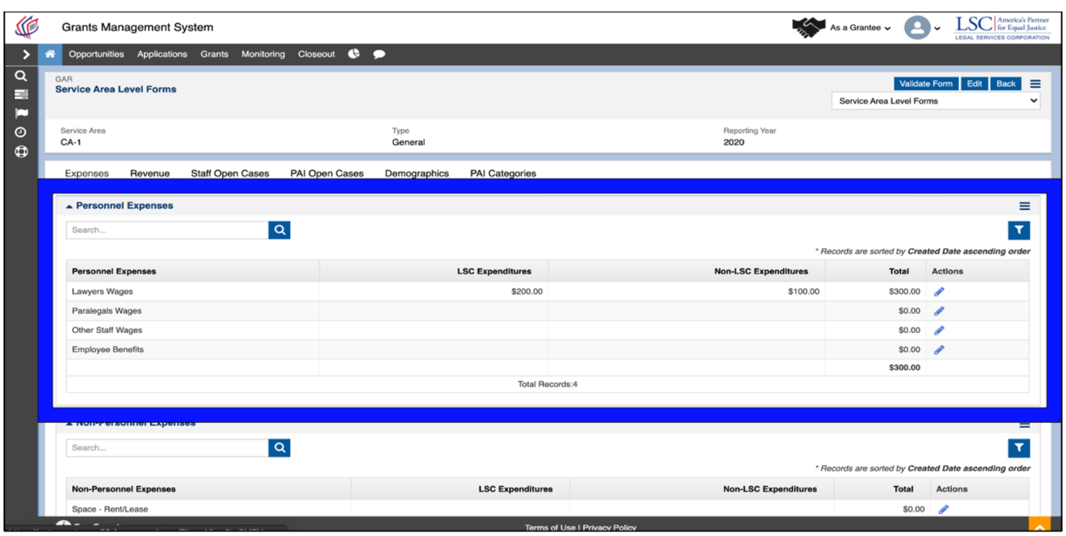


Figure 7: Image of the Personnel Expenses Section of the Service Area Level - Expenses Form

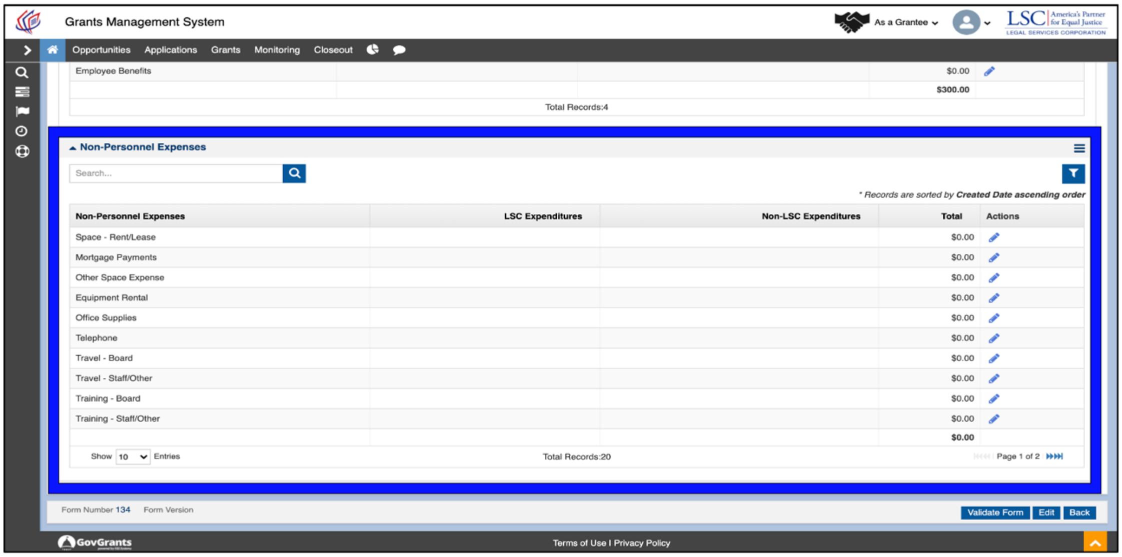


Figure 8: Image of the Non-Personnel Expenses Section of the Service Area Level - Expenses Form

[2020 GAR Reporting Guidance]()
For more details on each of these sections, please visit the GAR Reporting Guidance document.

To understand editing a data field, let's examine Personnel Expenses, Lawyers Wages and Paralegal Wages.

Be aware that users should only enter data as necessary. Fields are pre-set to zero; thus, if a user has no data to enter, they should not edit that field.

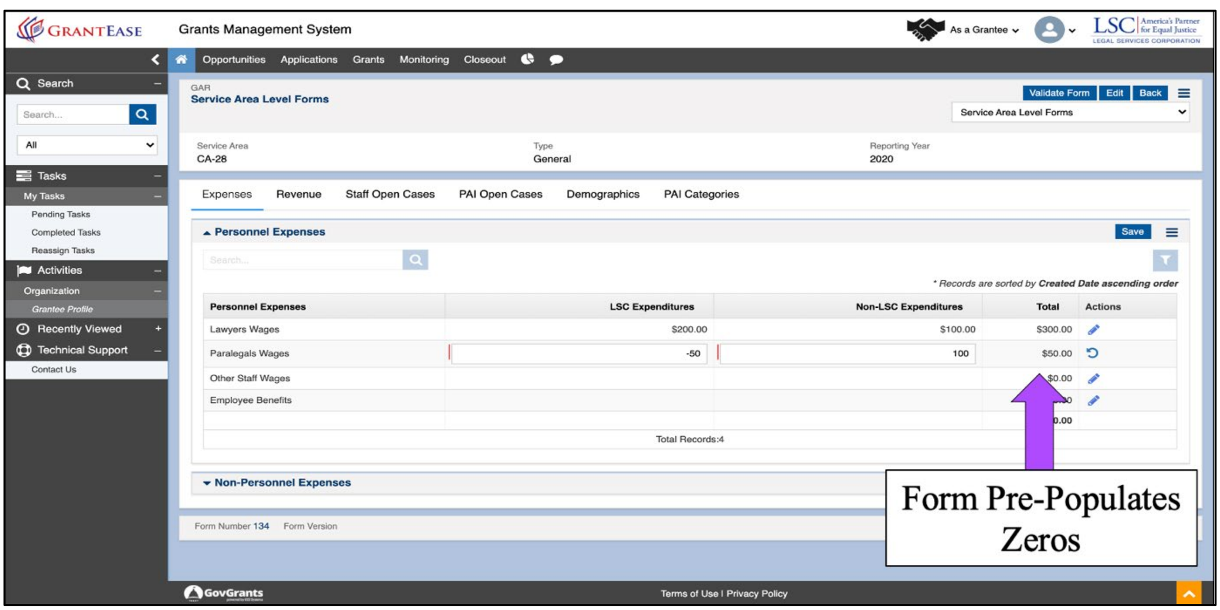


Figure 9: Image of the Pre-populated Zeros on the Expenses Forms

Click on the **blue pencil icon** next to the field. This will open LSC Expenditures and Non-LSC Expenditures.

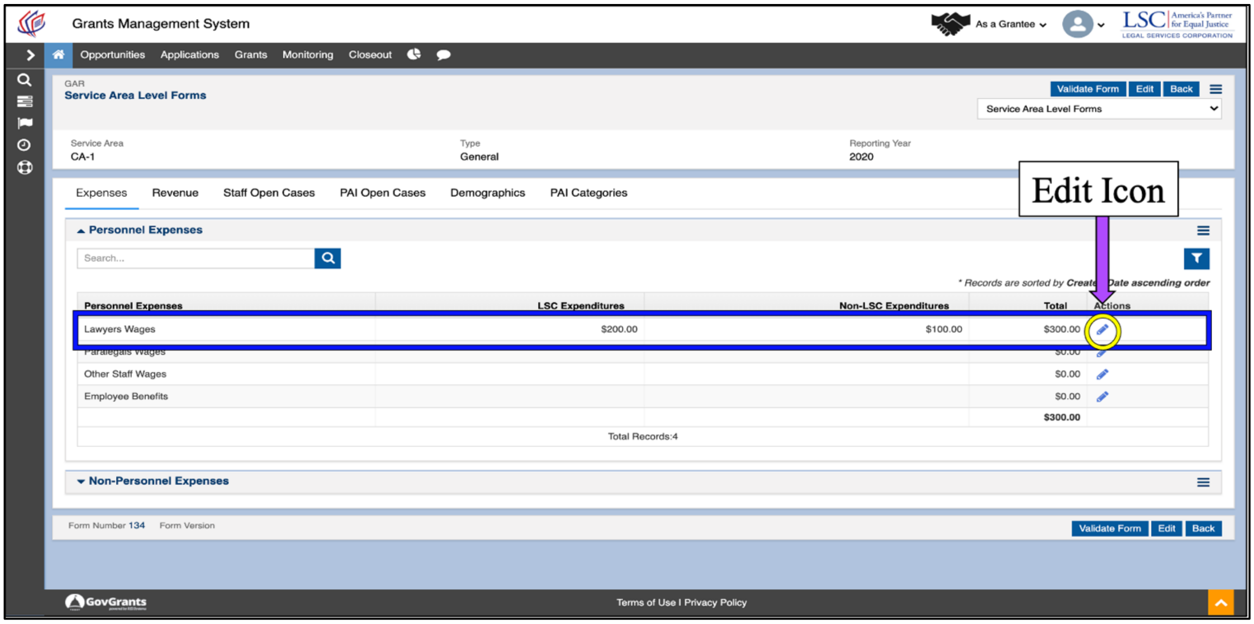


Figure 10: Image of Using the Edit Icon to Enter Data for an Expenditure

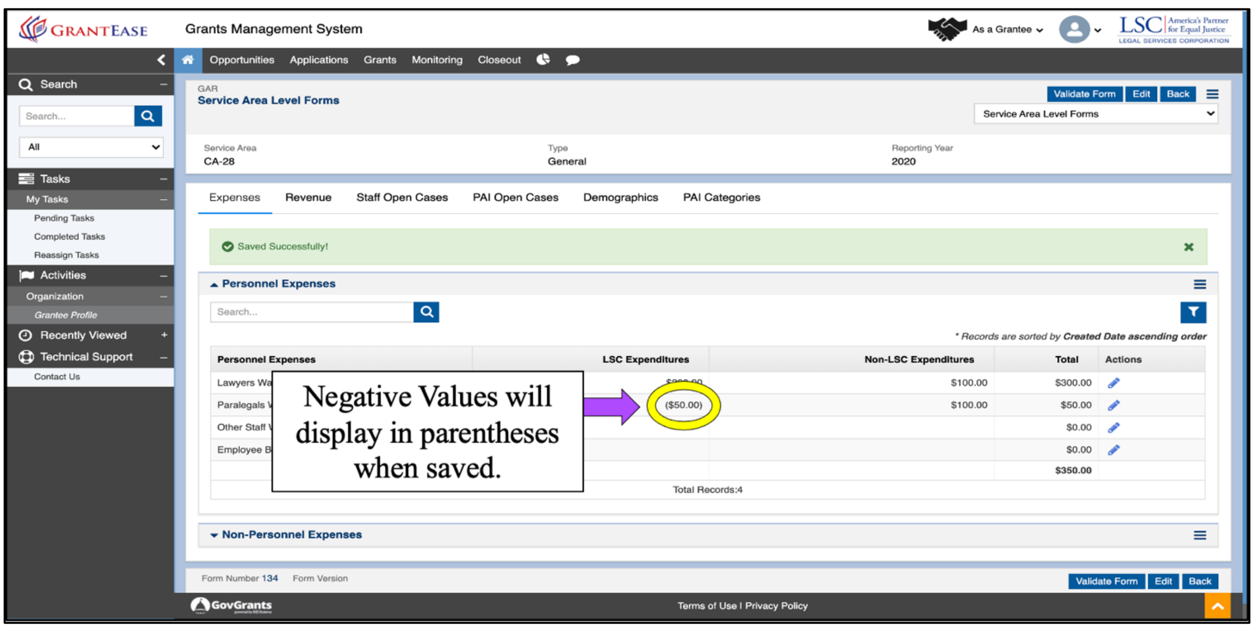


Figure 11: Image of Successfully Saved Data and Negative Values Displaying in Parentheses

Here, unlike other fields, negative values are acceptable.

If a user needs to remove data, they should click on the **Undo icon (⮌)**.

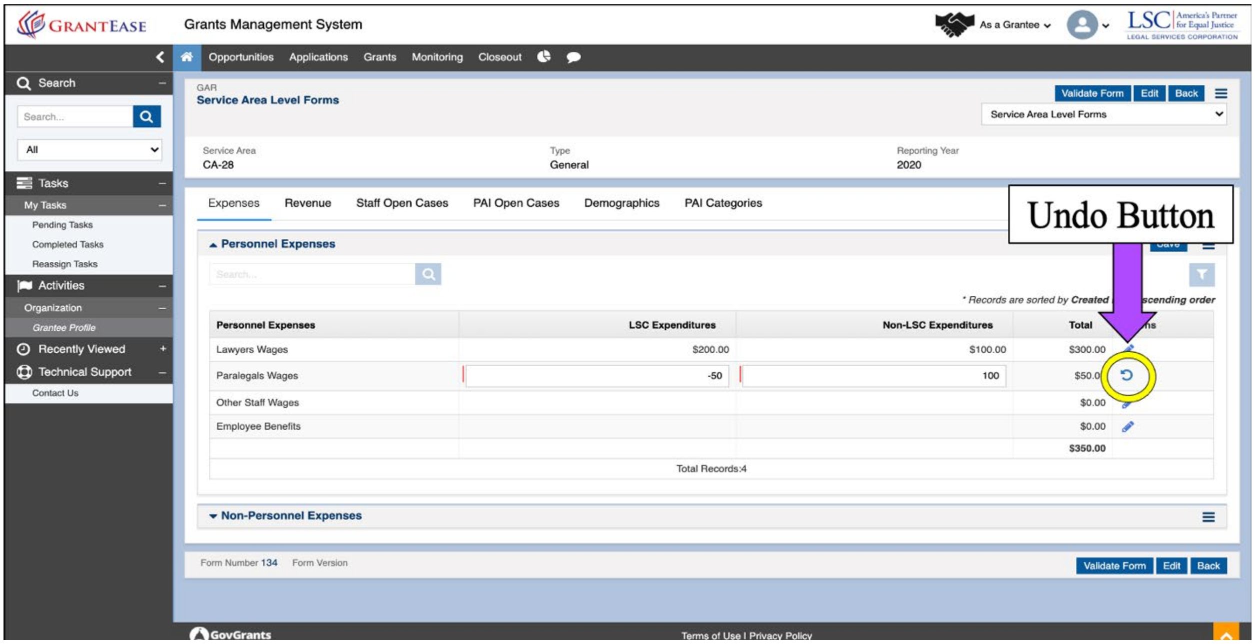


Figure 12: Image of Removing Data from a Field

Also, of importance, there are two pages in the **Non-Personnel Expenses** section.

Users can view all fields at once by clicking on **Show ALL Entries** from the dropdown menu or they can scroll through each page using the double arrows.

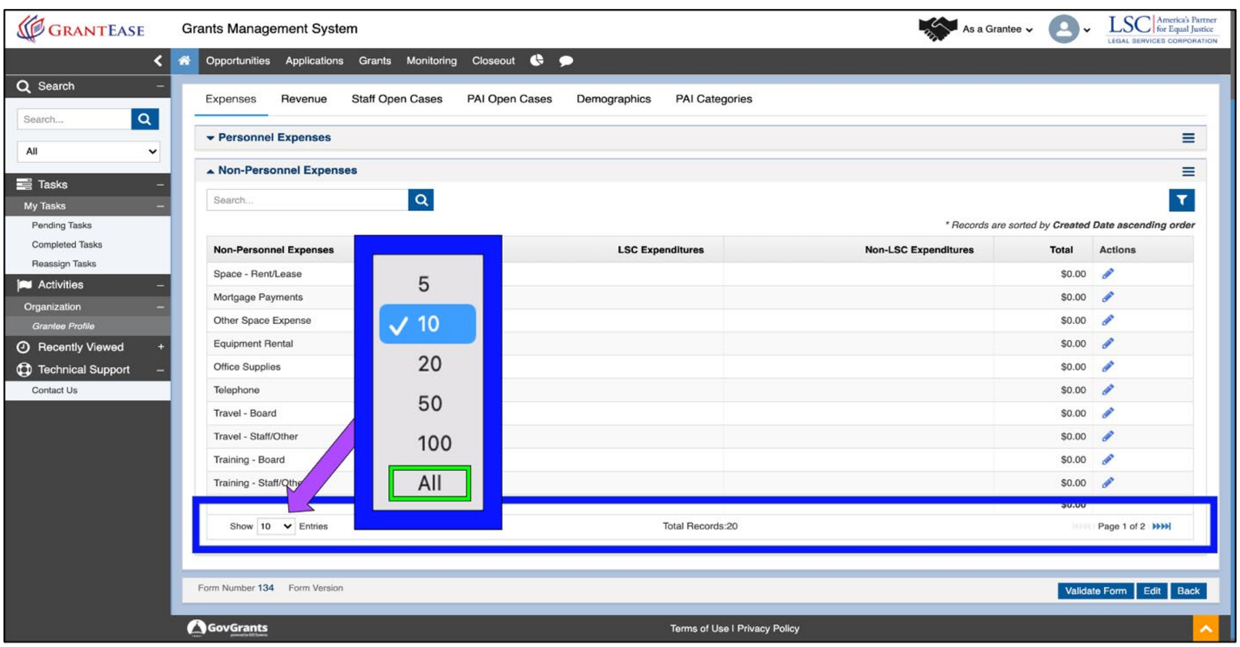


Figure 13: Image of Selecting "Display All Entries" for Non-Personnel Expenses

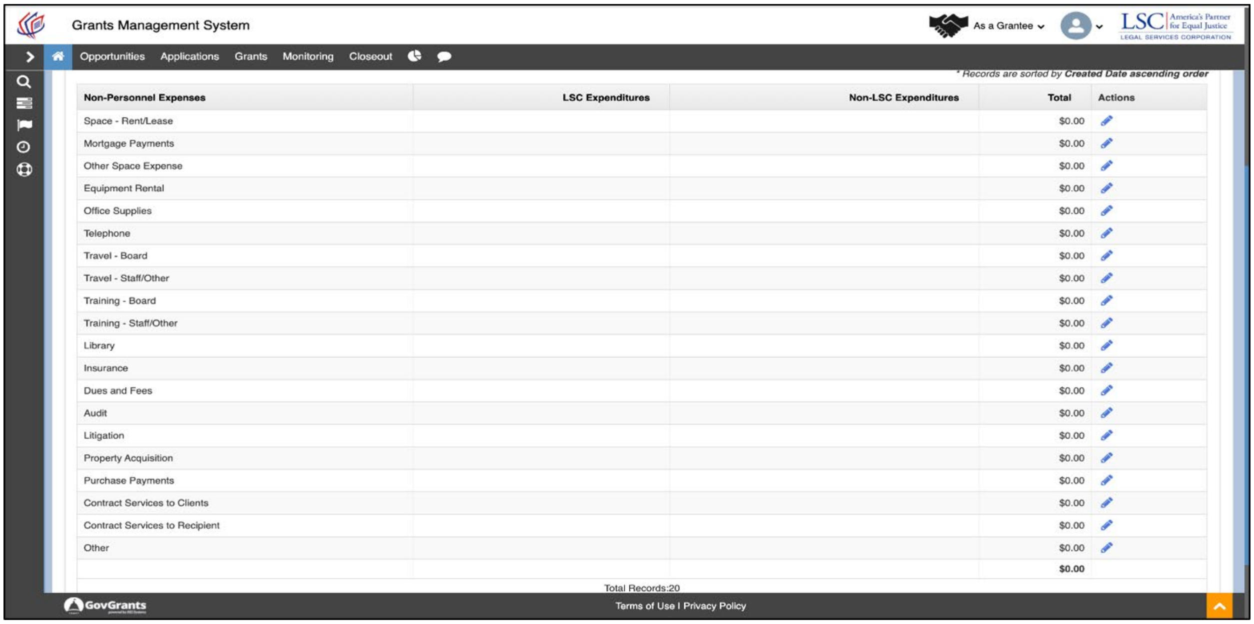


Figure 14: Image of All Entries Being Displayed on One Screen

After completing the **Personnel Expenses** section, users should proceed to complete the **Non-Personnel Expenses** the same way, only completing sections that are applicable.

Users should remember to click on the **Save button** prior to moving to a new section.

Service Area Form(s) Revenue

Once users have completed the Expenses tab, they should move on to the Revenue tab.

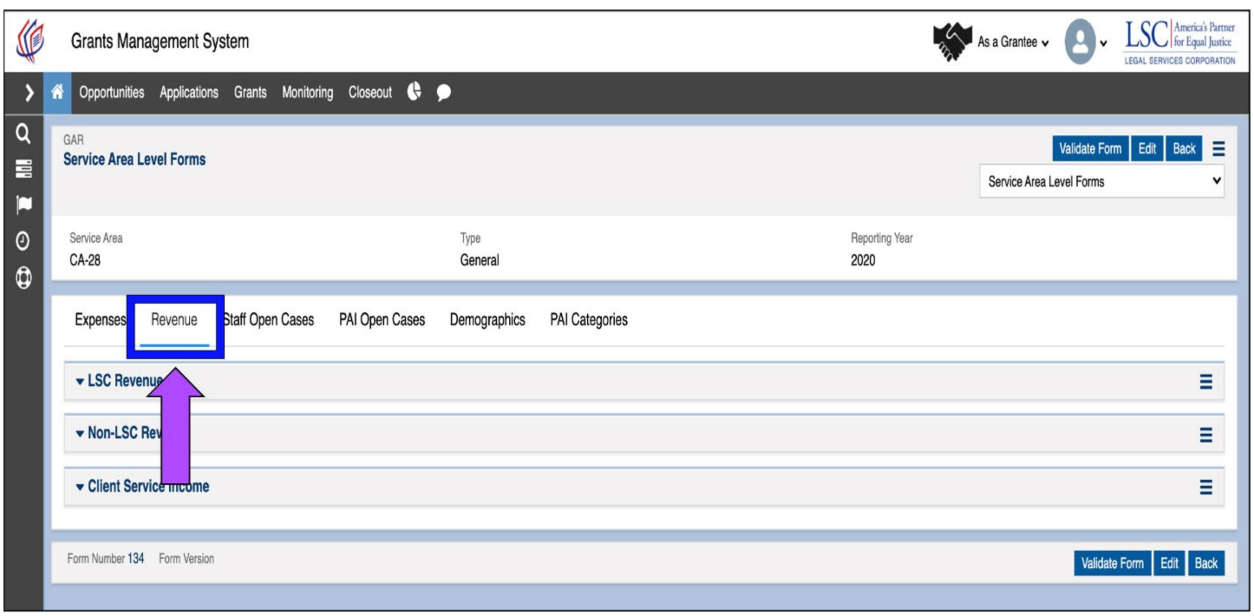


Figure 15: Image of the Service Area Level - Revenue Form

Here, users will see three sections: "*LSC Revenue*", "*Non-LSC Revenue*" and "*Client Service Income*."

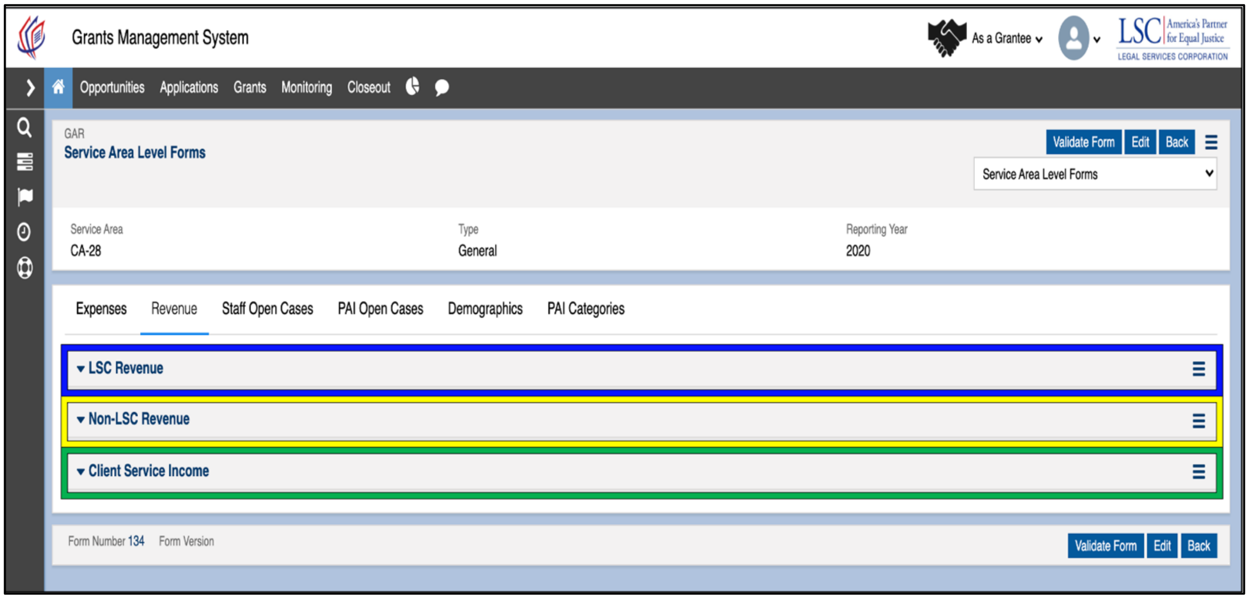


Figure 16: Image of the Sections of the Service Area Level – Revenue Form

As a reminder, users can expand or collapse the sections by clicking on the arrows next to each field. This will allow users to focus on one section at any given time.

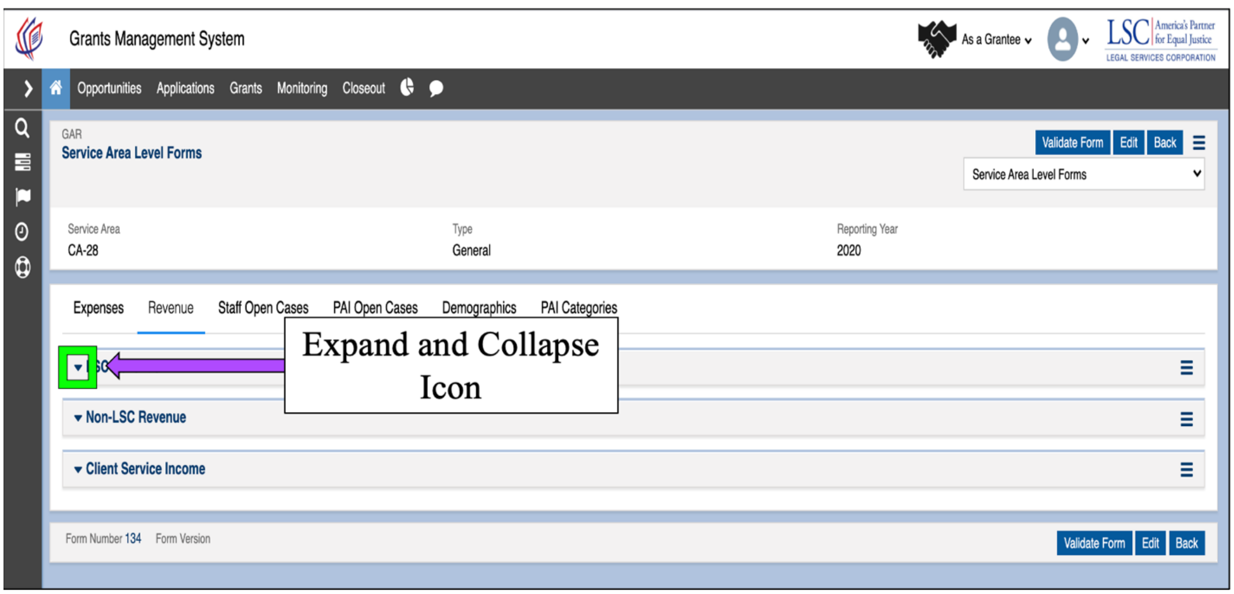


Figure 17: Image of the Expand/Collapse Icon for the Sections of the Service Area Level – Revenue Form

Users should start with LSC Revenue. Here, users will see information on all support and revenue from all sources during the year, their corresponding fund codes, and the amount associated.

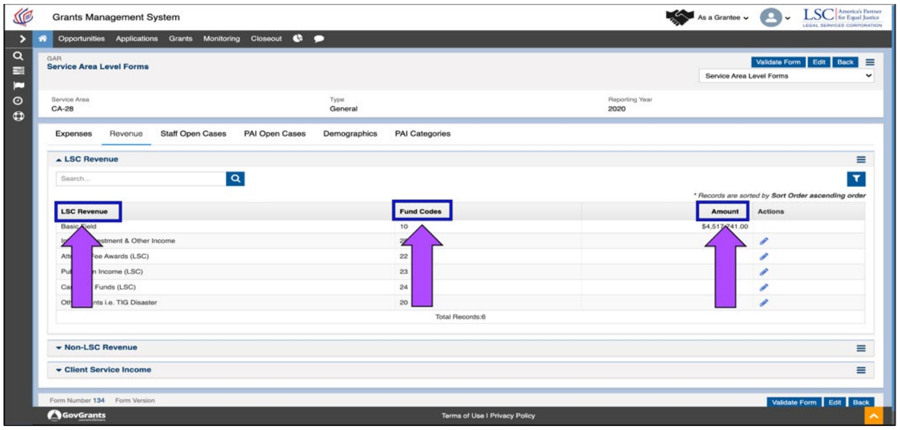


Figure 18: Image of the Data Entry Columns for LSC Revenue

To enter data into the fields, users should click on the **blue pencil icon** or select the Edit Button to enter **Edit Mode**.

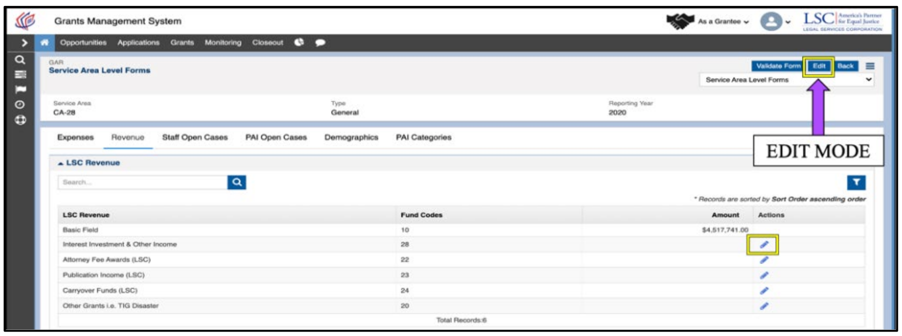


Figure 19: Image of the Both Options for Entering Edit Mode on the Service Area Level Form

Remember only funds received for provision of civil legal services should be reported (e.g., do not report funds used for criminal defense – except as permitted in Native American Tribal courts – or funds used for social service programs.)

Users should click on **SAVE** prior to moving on to a new section.

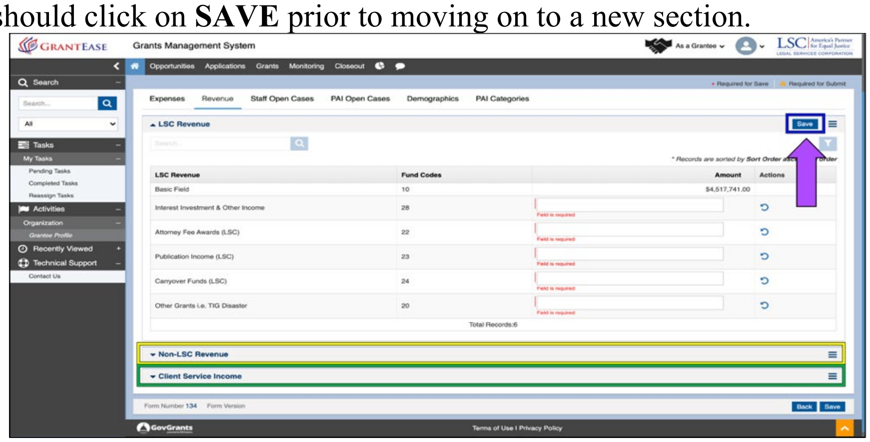


Figure 20: Image of Saving a Section of the Revenue Form and the Highlighted Next Sections

After users have entered in LSC Revenue, they should proceed to enter **Non-LSC Revenue** and **Client Services Income**.

For more details on each of these sections, please visit the GAR Reporting Guidance document.

Service Area Form(s) Staff Open Cases
Users will then navigate to the Staff Open Cases tab (and PAI open cases if relevant). The Case Services tab captures information on Staff and PAI Cases closed during the calendar year in question.

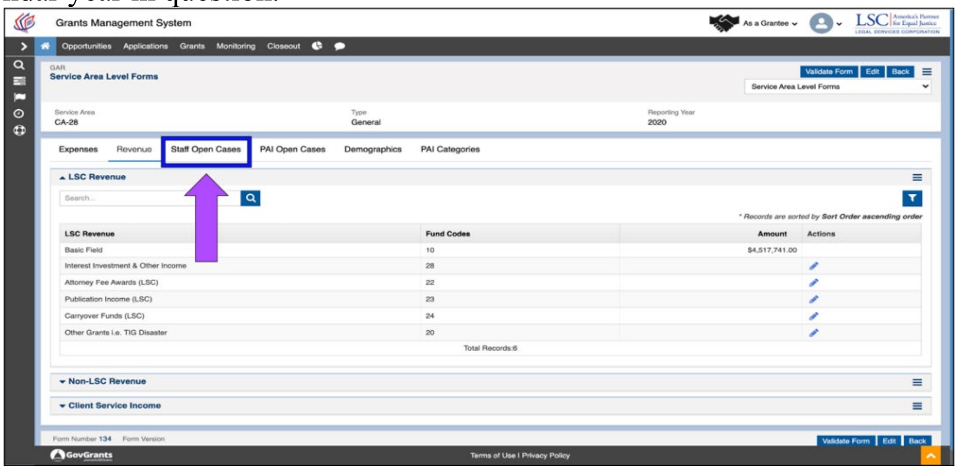


Figure 21: Image of the Navigating to the Service Area Level - Staff Open Cases Form

Closed cases data are the primary measure of the amount and levels of legal assistance grantees provide LSC-eligible people to address the range of civil legal problems they confront.

To enter in data, users should click on the **blue pencil icon** and begin to enter data into each field.

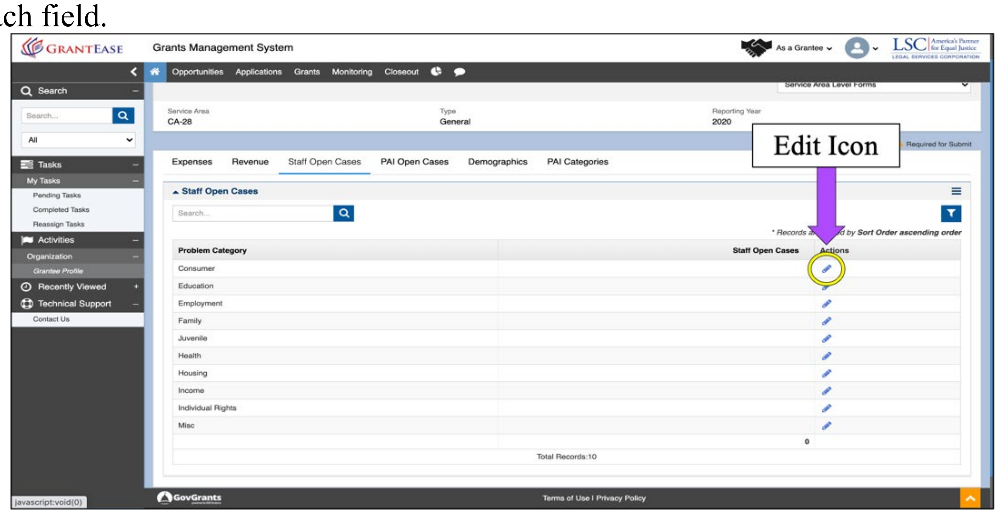


Figure 22: Image of the Edit Icon for the Staff Open Cases Form

If a user mistakenly clicks the **blue pencil icon** but does not wish to enter data, they should click the Undo icon ( ) to remove all data from that row.

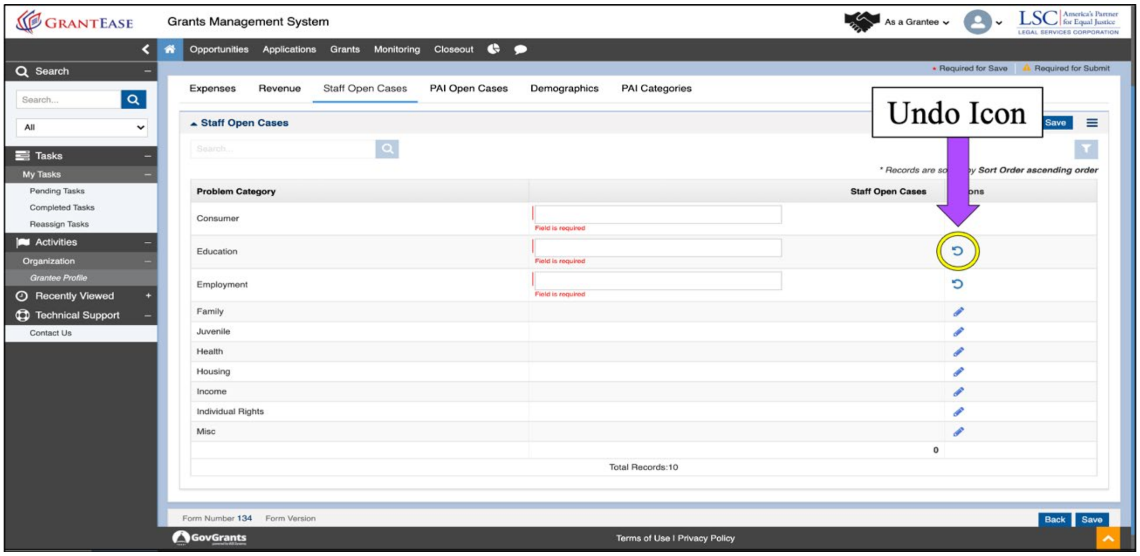


Figure 23: Image of Removing Data Entries from the Form Using the Undo Icon

If a table is open for editing, users should make sure to select the Save button for the table before going on to the next tab.

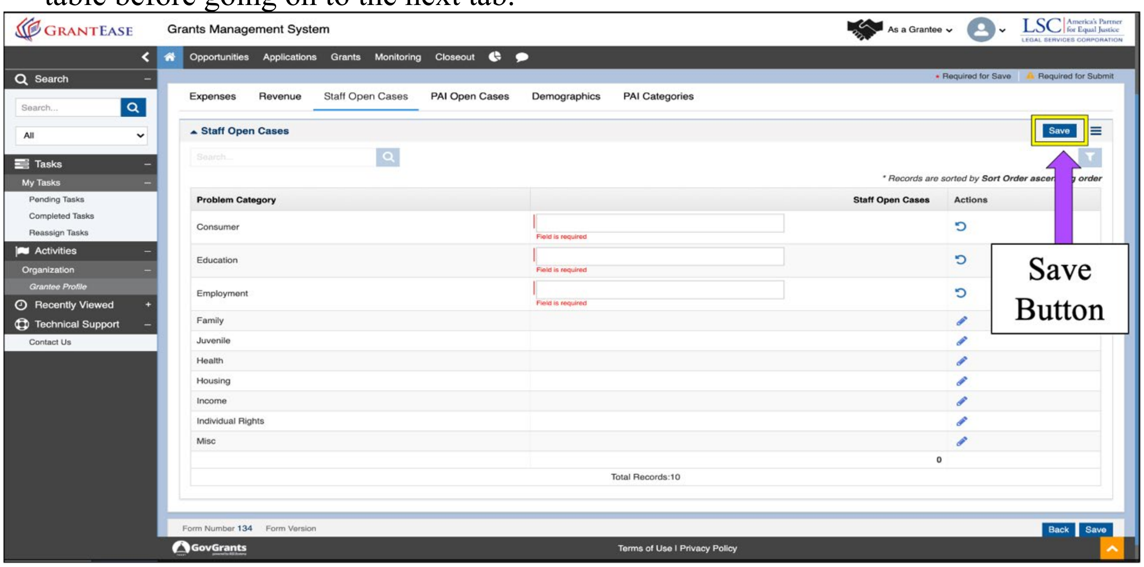


Figure 24: Image of Selecting the Save Button on the Staff Open Cases Form

NOTE:

- If the Service Area is a General Service Area, then users will next see **PAI Open Cases tab**.
- Users should complete the **PAI Open Cases** tab the same way they completed the Staff Open Cases section, then move on to the **Demographics tab**.
- If the Service Area is a Native or Migrant Service Area, users will not see this tab and can move on to the **Demographics tab**.

Service Area Form(s) Demographics

The **Demographics Tab** collects data about the age, race/ethnicity, gender, and veteran status of LSC-eligible clients in LSC-eligible cases in the reporting year, regardless of whether LSC funds were used to deliver these services.

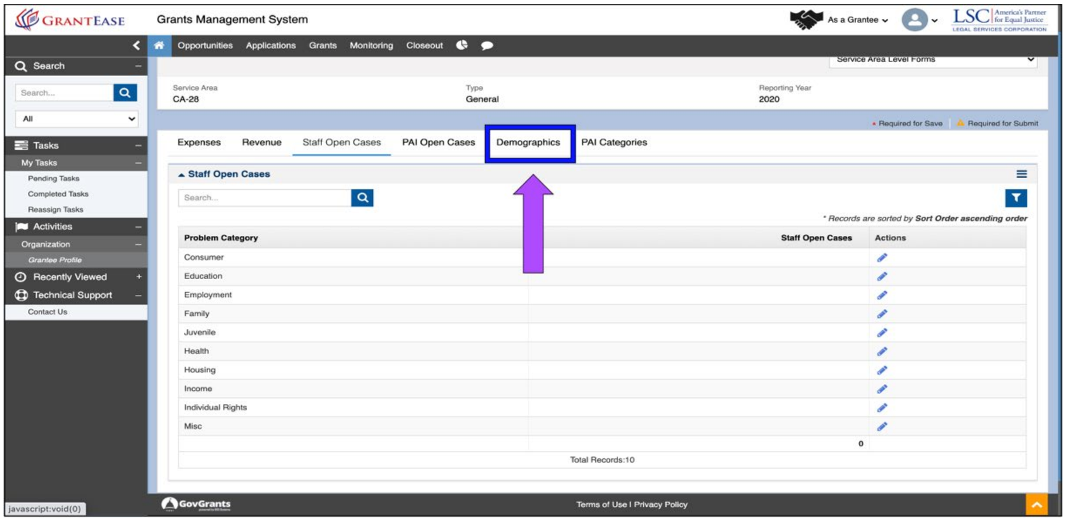


Figure 25: Image of Navigating to the Demographics Tab

It is important that users understand some key characteristics of the **Demographics Tab**.

- Users should report information from all reporting year closed cases, as reported on the GAR Case Services form for the Service Area.
- Users should also report data for all clients, whether served by staff or by PAI, and enter data for each of the individual demographic sub-categories like female, male, other, unknown; This total will be automatically calculated.

Users can start this data entry by clicking on the **blue pencil icon** next to groups and entering in the total number of clients followed by repeating this process for relevant *gender* and *veteran* fields.

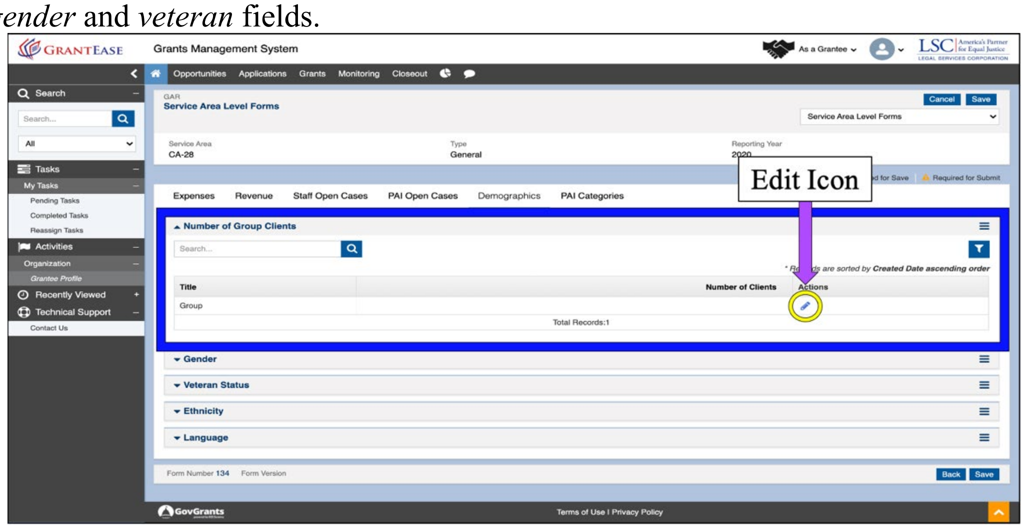


Figure 26: Image of Selecting the Edit Icon for the "Number of Group Clients" Section

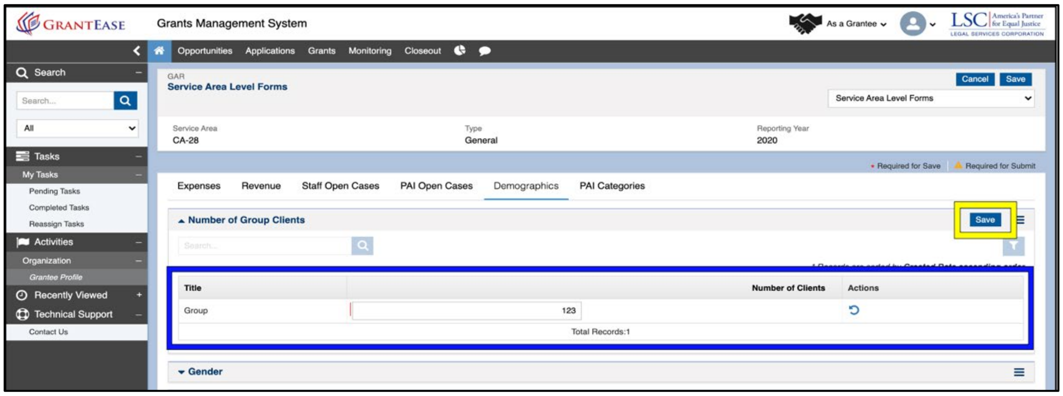


Figure 27: Image of Entering Data in Edit Mode and Selecting the Save Button

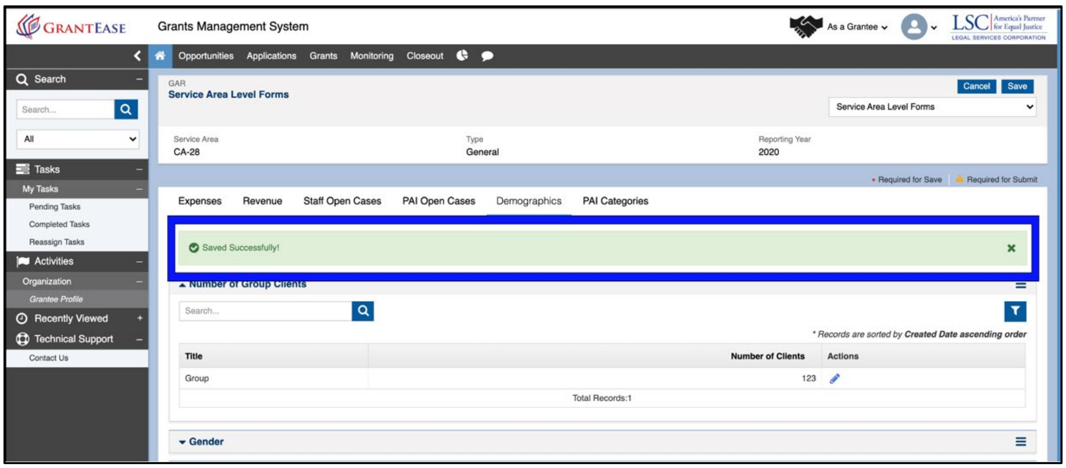


Figure 28: Image of the Successfully Saved Message

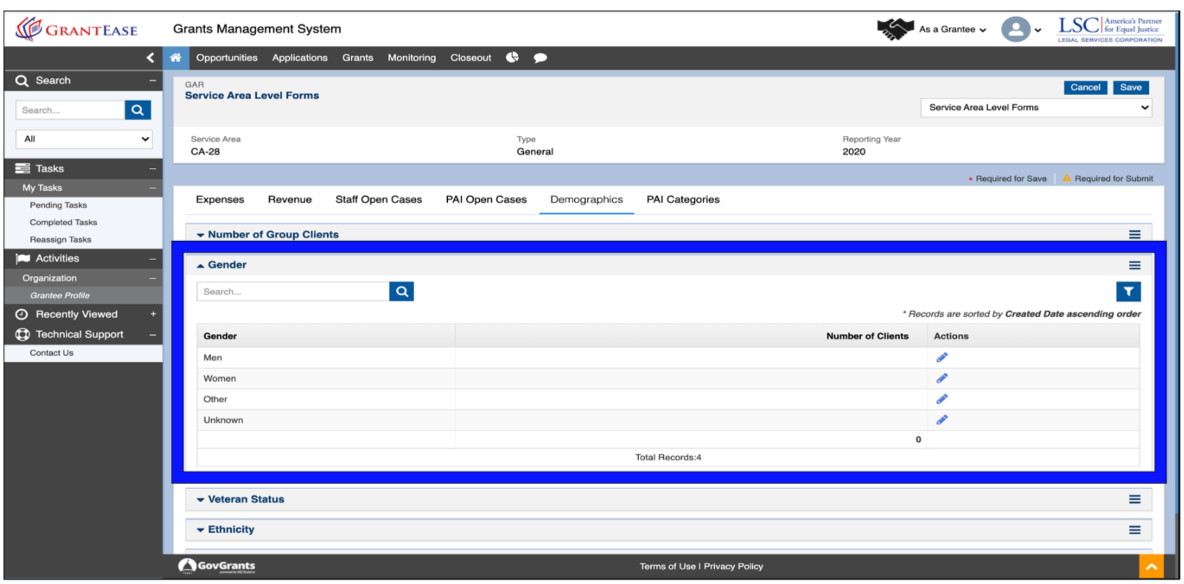


Figure 29: Image of Selecting the Gender Section of the Demographics Tab

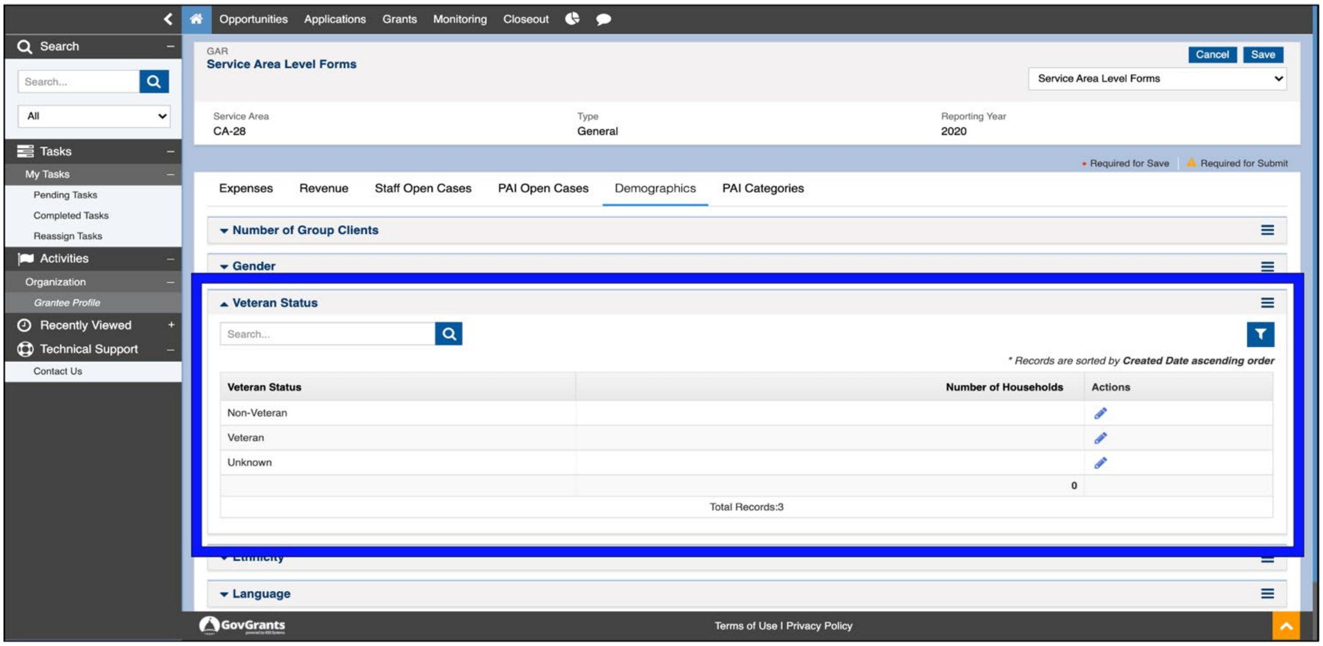


Figure 30: Image of Selecting the Veterans Status Section of the Demographics Tab

Users should then move on to the *Ethnicity/Age* matrix where they will enter in the *ethnicity/race* and corresponding *ages* in each group.

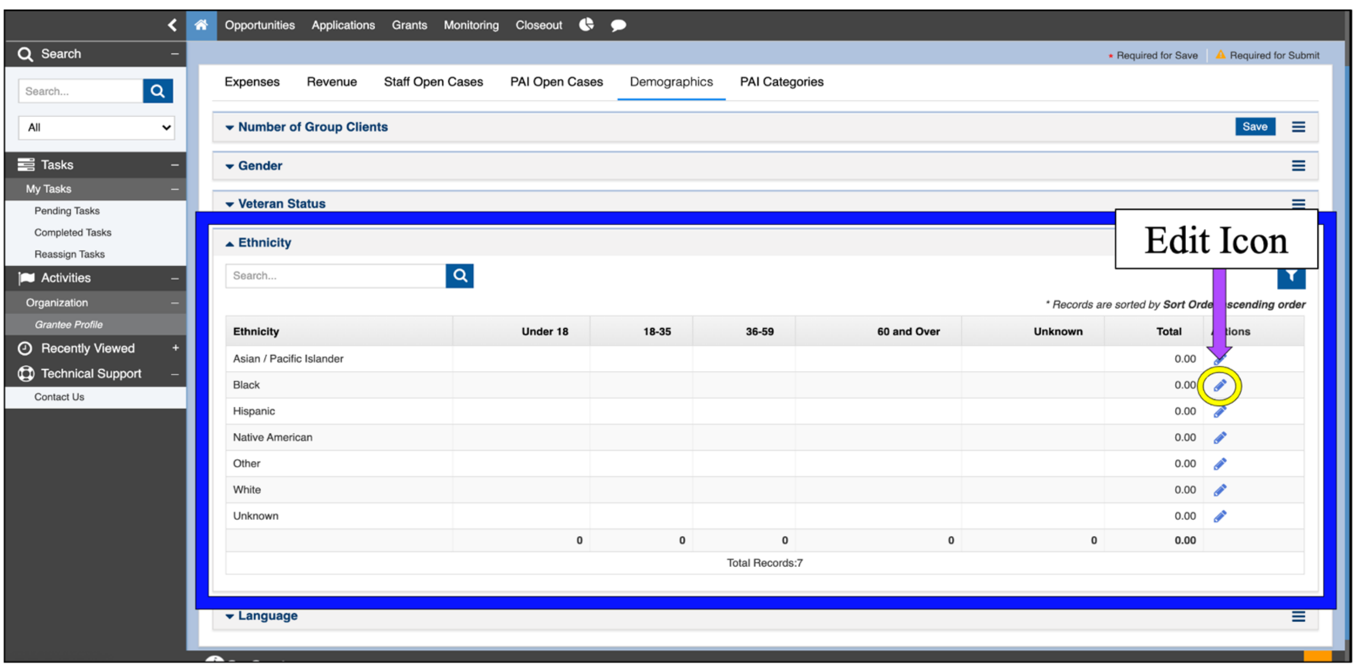


Figure 31: Image of Edit Mode for the Race/Ethnicity Section of the Demographics Tab

Users should only enter in data relevant to their reporting and should select **save** after each section to avoid losing important data.

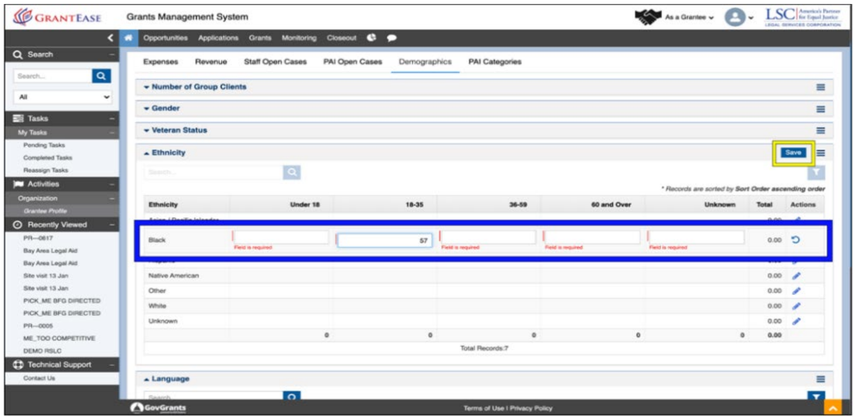


Figure 32: Image of Entering Data into the Race/Ethnicity Table

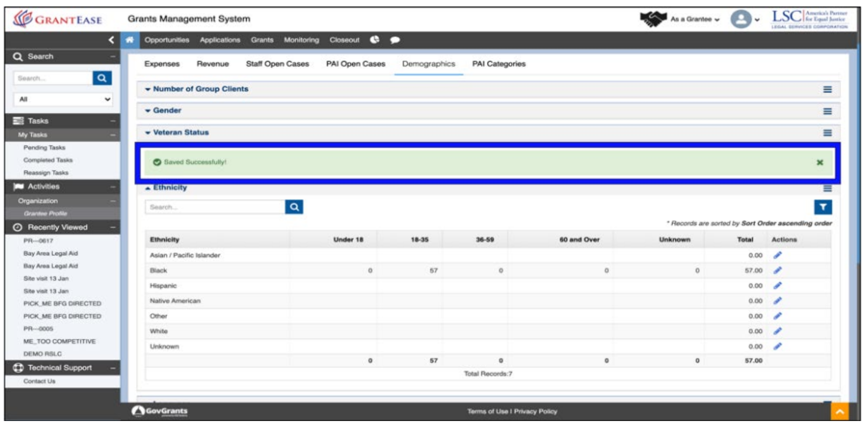


Figure 33: Image of Successfully Saved Message in the Demographics Tab

When users arrive at the *Languages* field there will be many options. This is a new function of the ***GrantEase*** system.

To quickly filter through languages, users can easily type into the **search box** and locate the language needed.

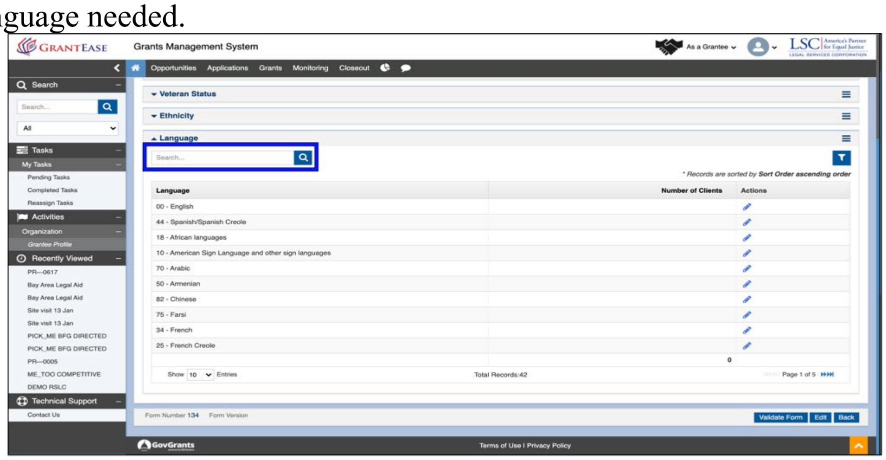


Figure 34: Image of Language Section of the Demographics Tab

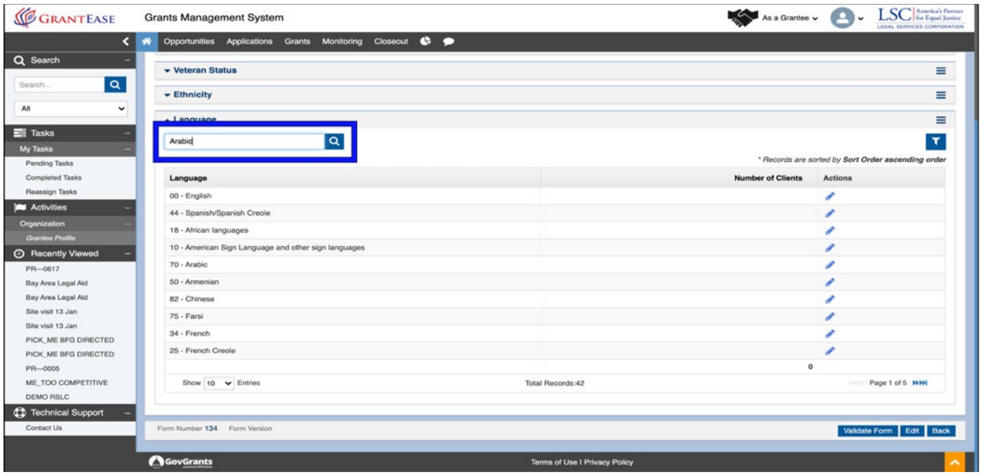


Figure 35: Image of the Search box for the Language Section of the Demographics Tab

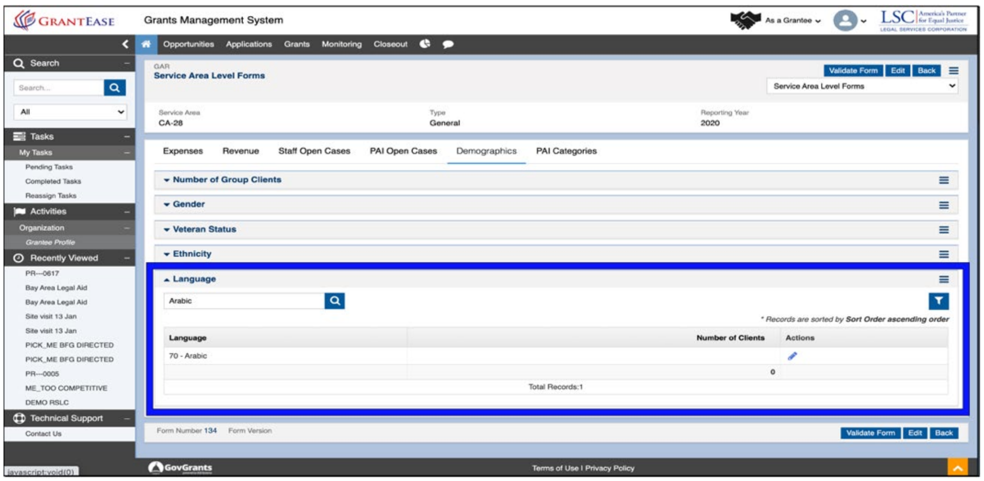


Figure 36: Image of Searching for and Finding "Arabic" in the Language Section

If users want to display **ALL** languages at once, they should select "Show ALL entries" from the dropdown menu at the bottom of the page.

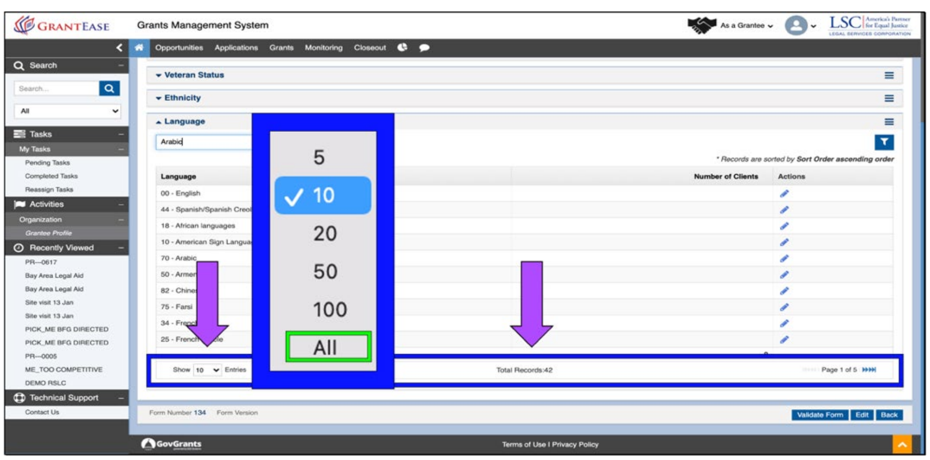


Figure 37: Image of Selecting "Display All Entries" in the Language Section

NOTE: *<u>The following are some important validation reminders:</u>*

Service Area Form(s) Validations for Demographics

- The sum of Gender and Groups = Total Staff and PAI case closures
- The sum of Veteran and Groups = Total Staff and PAI case closures
- The sum of Age/Ethnicity and Groups = Total Staff and PAI case closures
- The sum of Language and Groups = Total Staff and PAI case closure

Service Area Form(s) PAI Categories

The final tab covered in this training, **PAI Categories** will appear only if the Service Area is a General Service Area. If this is not the case, users can move to the submission section.

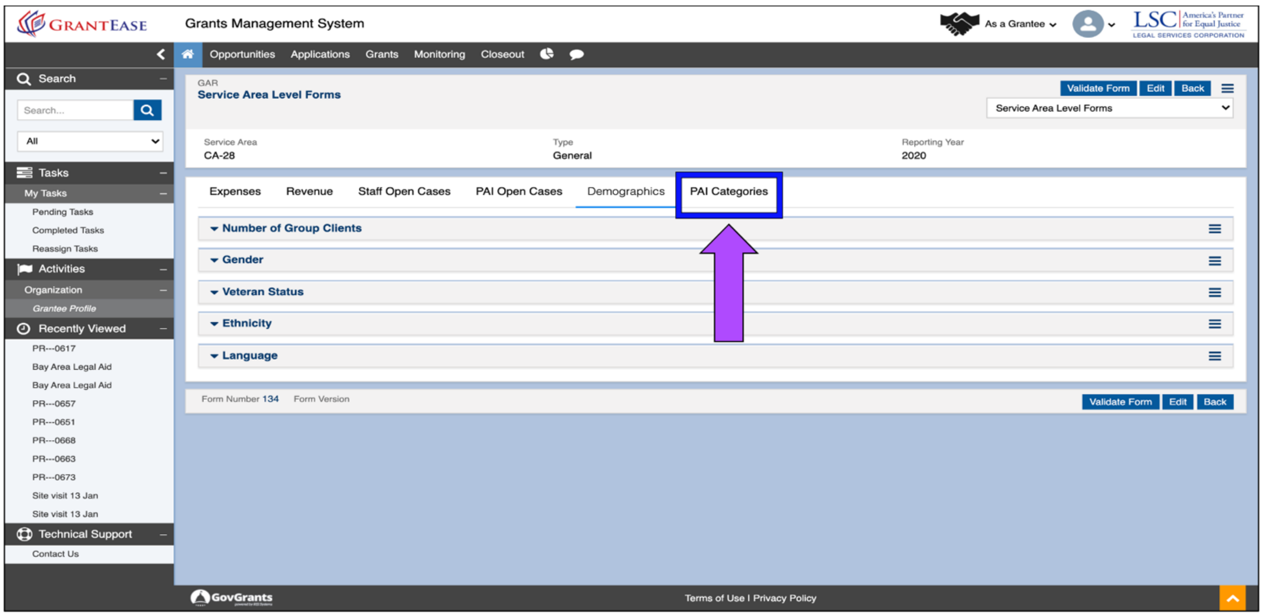


Figure 38: Image of Navigating to the PAI Categories Tab

The Categories of Private Attorney Involvement (PAI) tab captures information about the different categories of practitioners that provide legal assistance to clients or accept cases through grantees' PAI programs.

Upon GAR submission, data entered on this tab is validated against the PAI Case Services tabs.

Thus, users should be aware that the total number of PAI Cases Closed on the categories of PAI section should be equal to the total number of PAI Cases Closed reported on the Case Services tab.

If there is a discrepancy it will appear prior to final submission as a validation error.

To start, users with the **Pro Bono section** should start by clicking on the **blue pencil icon**.

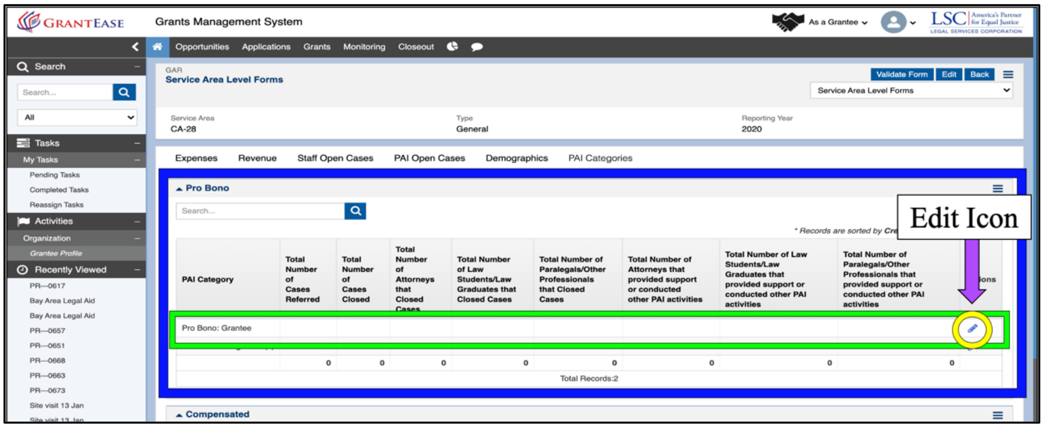


Figure 39: Image of Selecting Edit Mode for the Pro Bono Section of the PAI Categories Tab

This will open up all of the fields in a row. Here users should fill out the appropriate information, and then, click **Save** when complete. If it is necessary to remove information and start again, users should click on the **Undo icon** ( ).

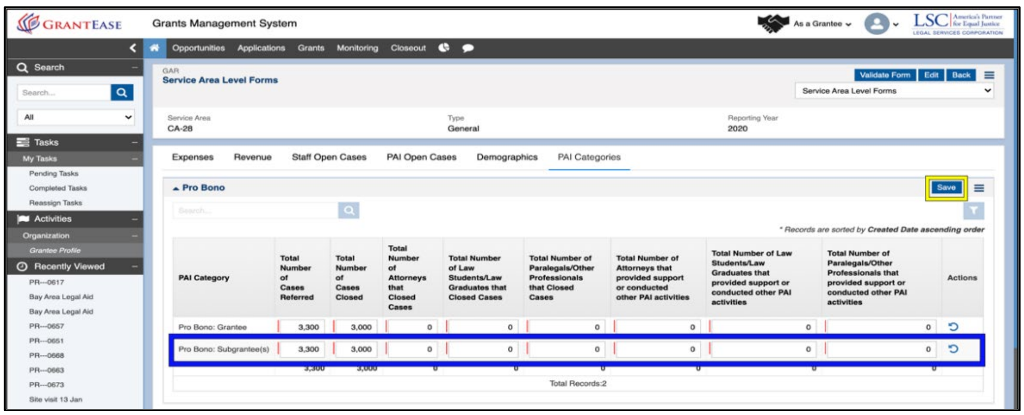


Figure 40: Image of the Undo Icon & Save Button on the Pro Bono Section of the Form

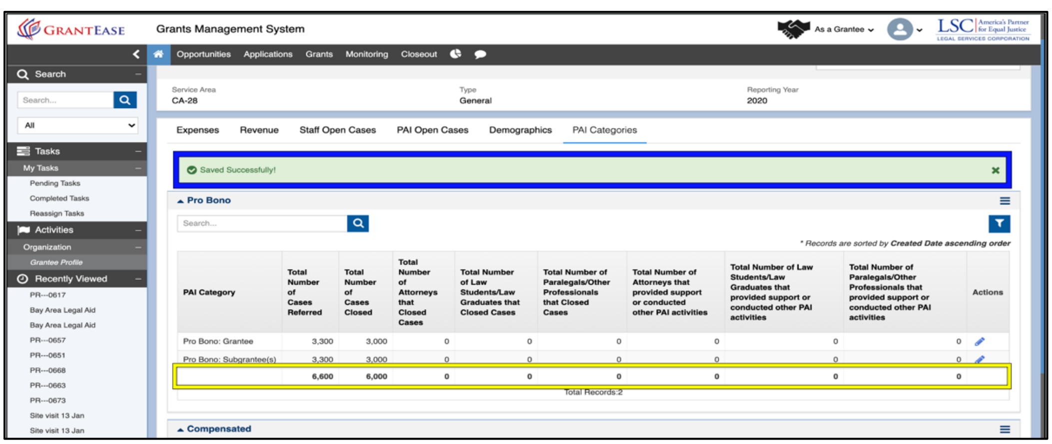


Figure 41: Image of Successfully Saved Message and the Totals Row for the PAI Categories Tab

Once finished with the Pro Bono Section, users should move onto the **Compensated Section** and repeat this process.

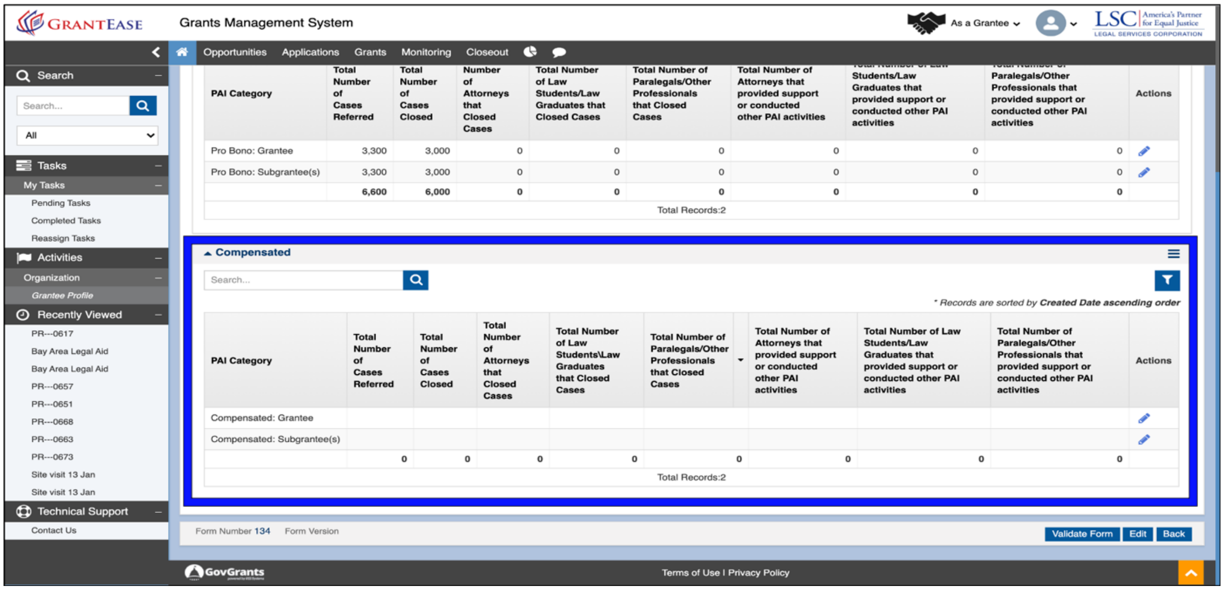


Figure 42: Image of Compensated Section of the PAI Categories Tab

2020 GAR Reporting Guidance
For more details on each of these sections, please visit the General Reporting Guidance document.

After all tabs are complete in the Service Area Forms, users should save and, finally, validate the form.

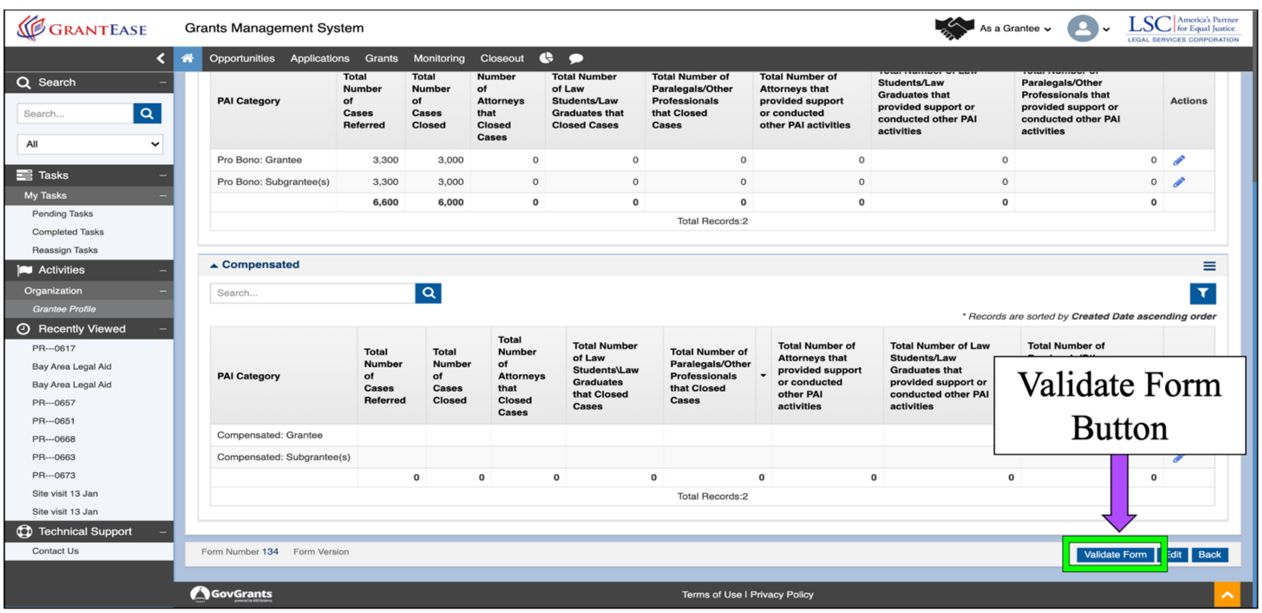


Figure 43: Image of the Validate Form Button for the Service Area Level Forms

Users will note that validation errors will appear at the top of the screen.

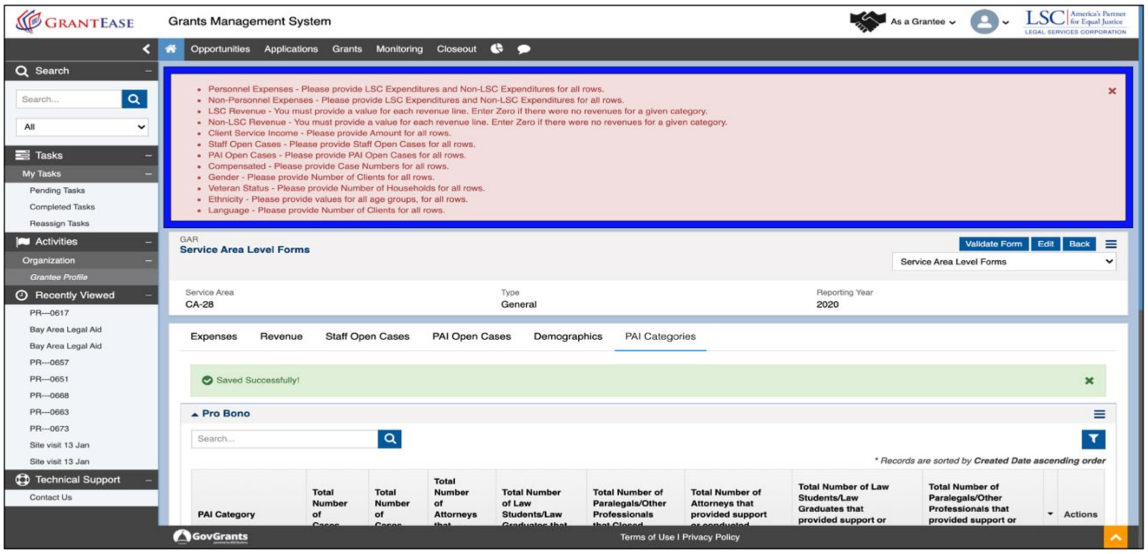


Figure 44: Image of the Validation Error Messages for the Service Area Level Forms

Users should copy and paste all validation errors into an Excel spreadsheet and rectify each of them.

NOTE: There may be more validation errors than can appear on the screen. We recommend cutting and pasting the errors into a spreadsheet, and as they are rectified, they can be crossed off. If after validating again, more errors appear, repeat this process.

Submitting the GAR

Once all tabs of the GAR are complete along with the Self-Inspection and OCE Ongoing Compliance, users will want to submit their GAR. To do so, users should click on the **Back button** to go back to the main screen.

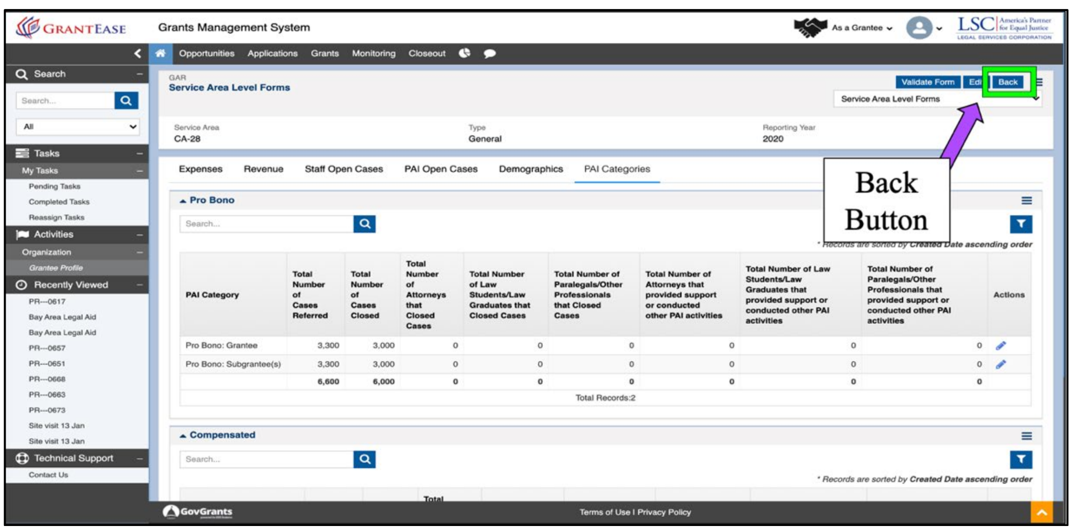


Figure 45: Image of Selecting the Back Button for the GAR Form(s)

This will take users to the initial screen for the **Grantee Activity Report**. Users will want to ensure that <u>**ALL**</u> **forms** have been validated prior to this step (*see checks next to each form to check validation status*).

Users can then select the **Submit button**.

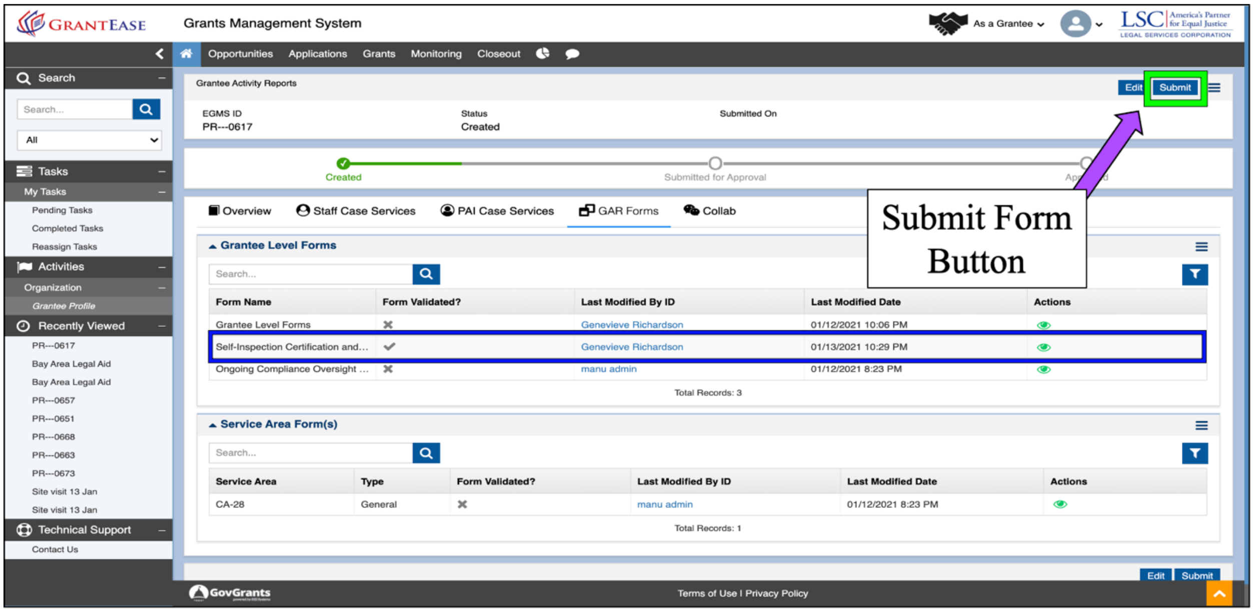


Figure 46: Image of Selecting the Submit Button on the Main Grantee Activity Reports Screen

Users may see a list of validation errors appear. As mentioned previously, this may not be a comprehensive list; thus, users are encouraged to keep track of all of the validation errors by cutting and pasting them into a spreadsheet, rectifying each error one-by-one, and crossing them off of the list.

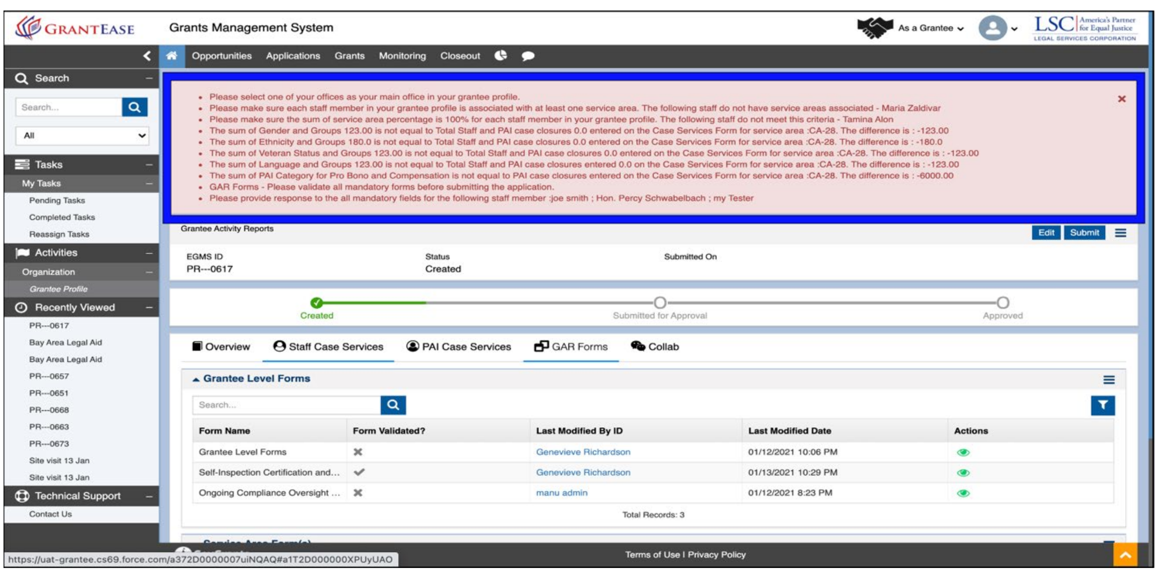


Figure 47: Image of the GAR Validation Error Messages after Selecting the Submit Button

Once the validation correction process is complete, users can resubmit their GAR.

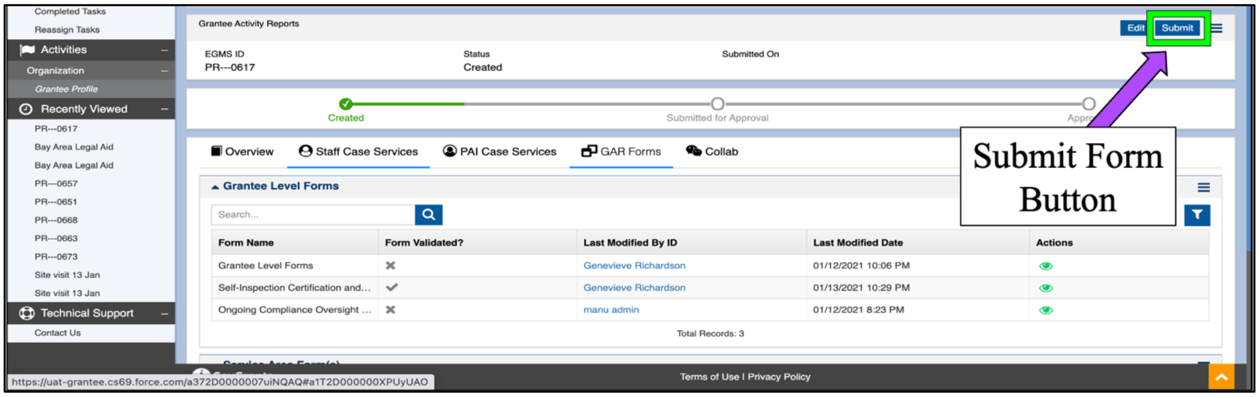


Figure 48: Image of Re-selecting the Submit Button after Rectifying All Validation Errors

If more errors appear, users should continue the rectification and corrective process.

When all errors are rectified, users should select the **Submit button** and see that the report status for the GAR has moved from “Created” to “Submitted for Approval”.

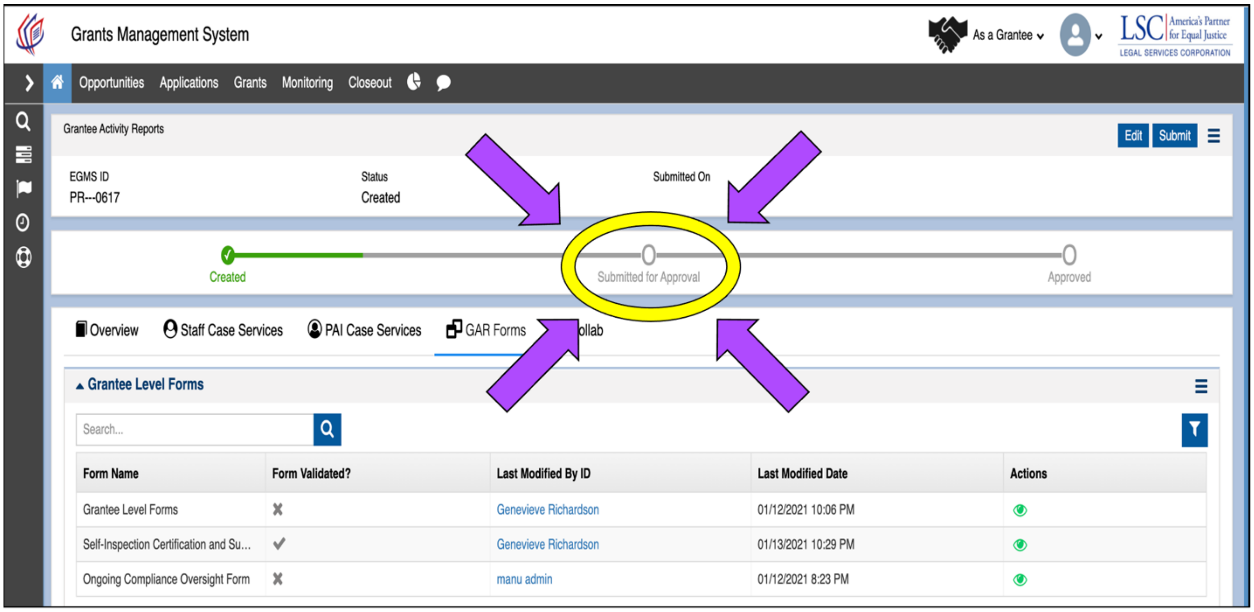


Figure 49: Image of the Status Bar Change that Should Appear after Submission of the GAR Reports

OCE Ongoing Oversight and Self-Inspection

1. Completing the OCE Ongoing Compliance and Self-Inspection Forms

Navigating to the Self-Inspection Form

As a reminder, the **CSR Self-Inspection** provides data LSC requires to determine a statistical measure of the accuracy of LSC grantee Case Services Reports (CSR).

For the Self-Inspection form, users will remain in the **GAR Forms Tab**.

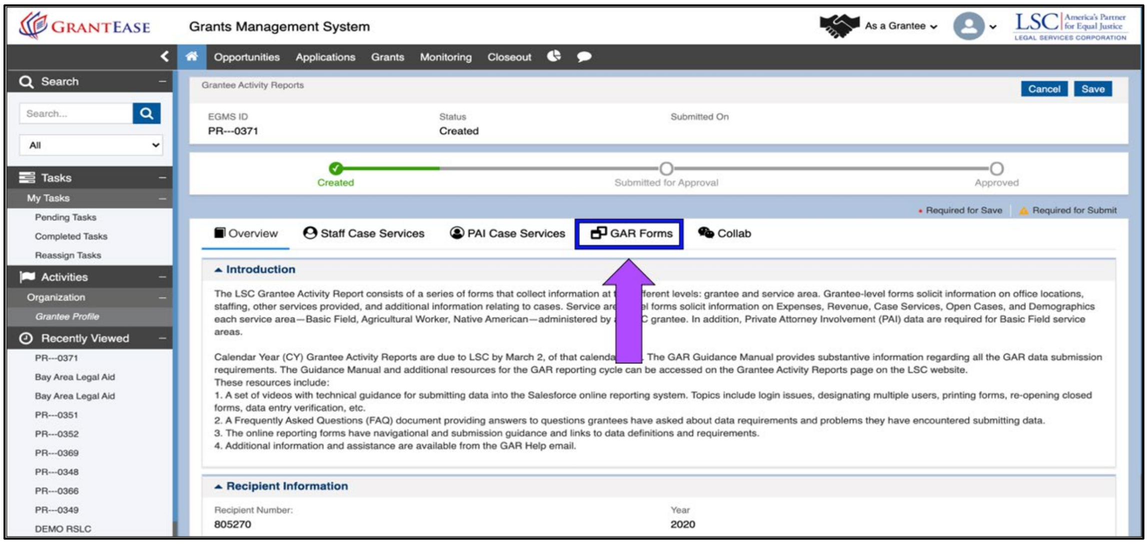


Figure 1: Image of the GAR Forms tab on the Grantee Activity Reports page

After users have fully completed and validated the **Grantee Level Form**, they have the option to navigate to the **Self-Inspection Form** under GAR Forms.

Users must select the **green eyeball** icon next to the Self-Inspection Form to view it.

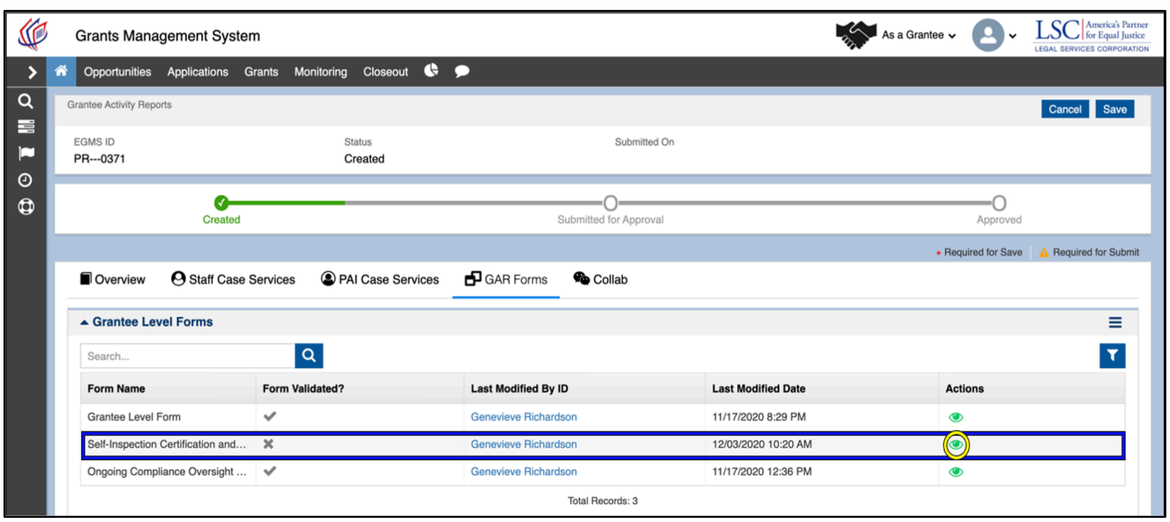


Figure 2: Image of the View Icon for the Self-Inspection Form on the GAR Forms tab

Grantees are required to sample approximately 5% of their cases. (*subject to a minimum of 75 cases and a maximum of 300 cases.*) Grantees with multiple offices are required to sample at least 15 cases from each of their offices. The sample size of larger grantees with multiple offices should not exceed 300.

Completing the Self-Inspection Form

Before users get started, if they need specific guidance regarding filling out the Self-Inspection form, they should navigate to the guidance documents linked at the top of this page.

<u>We ask that users leave the certification check box to the last step after adding all relevant information.</u>

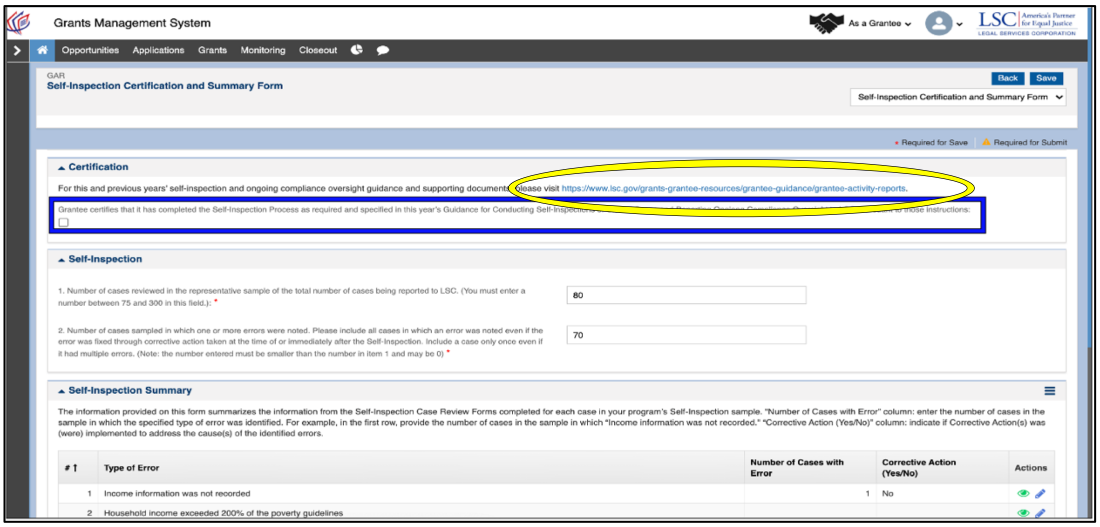


Figure 3: Image of the Self-Inspection Certification & Summary Form and Link to Guidance Document

Users should begin by answering question number one, asking the number of cases your organization reviewed in the sample (this number must be between 75 and 300).

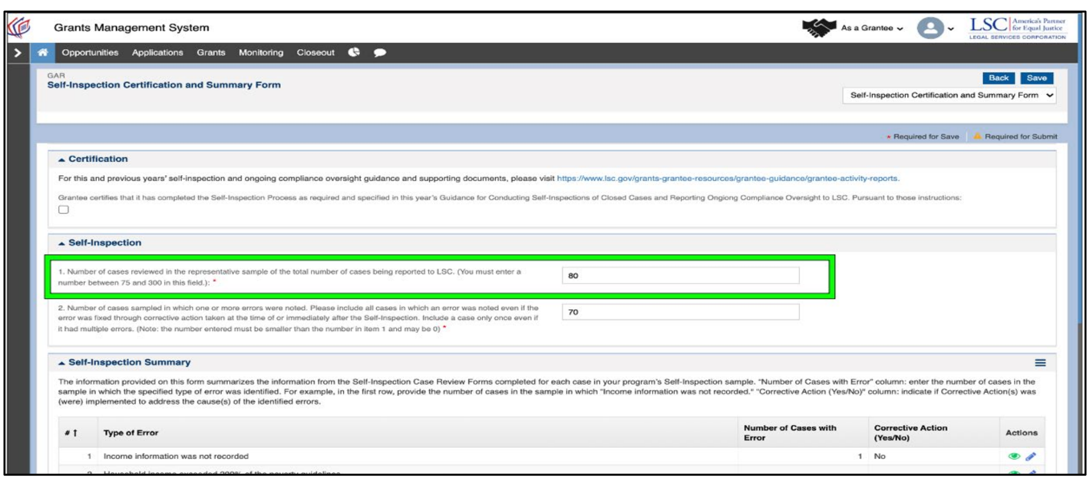


Figure 4: Image of Question 1 on the Self-Inspection Form

Users will then navigate to the second question, asking users to indicate all cases in which an error was noted, even if the error was fixed through corrective action taken at the time of the error or immediately after.

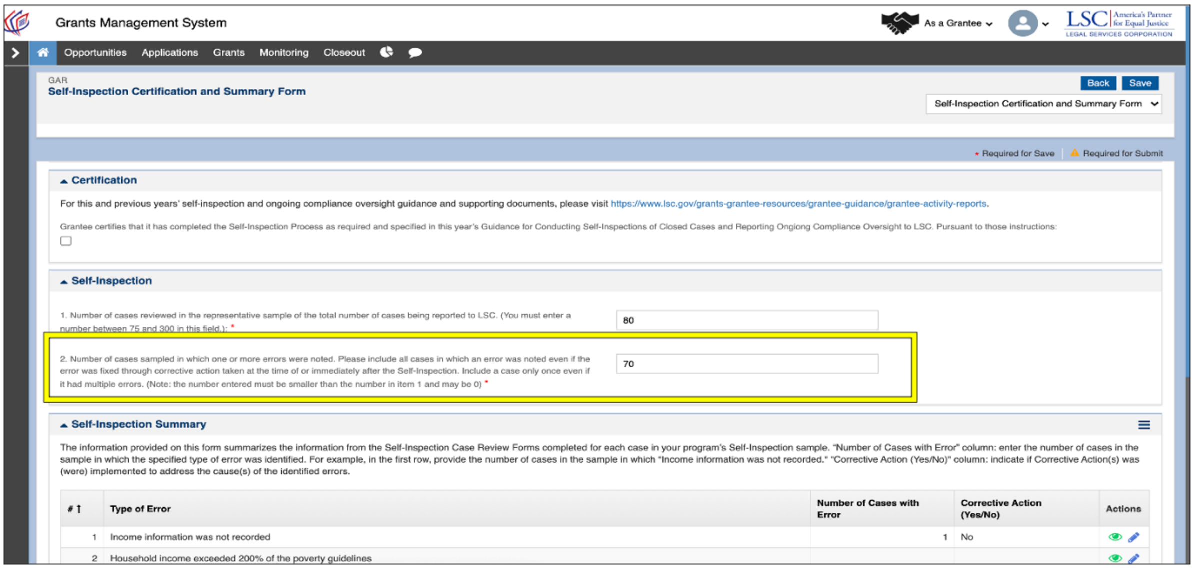


Figure 5: Image of Question 2 on the Self-Inspection Form

After both of these data entry fields are complete, users can move onto the Self-Inspection summary field. Users will notice that there are rows with incomplete sentences.

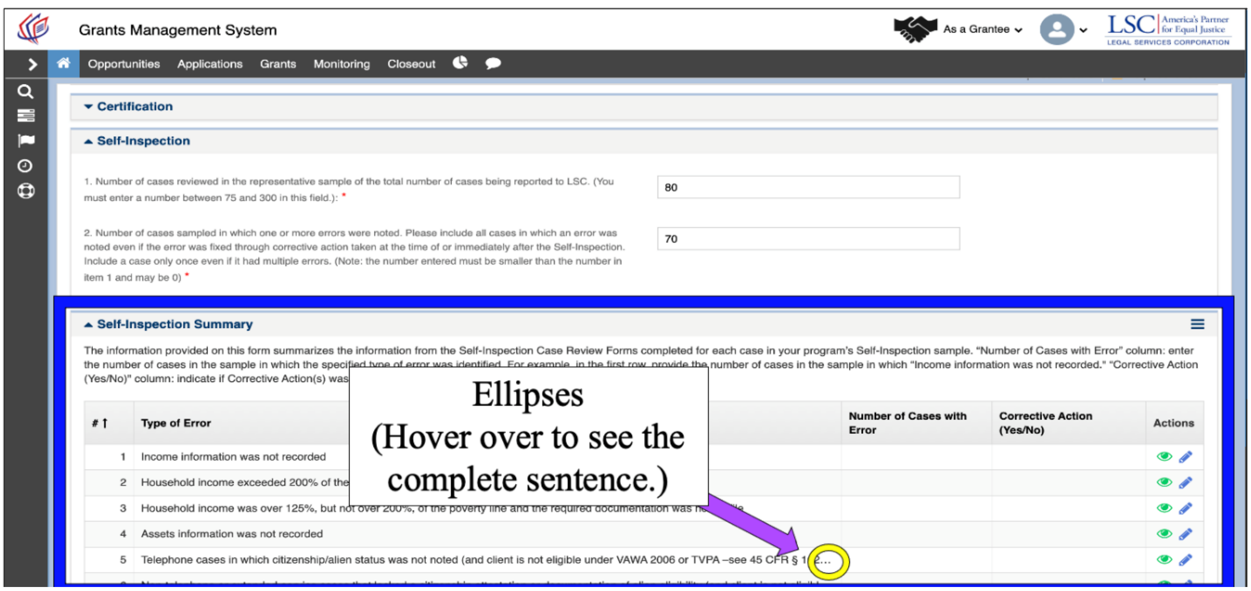


Figure 6: Image of the Ellipses on a Continued Statement on the Self-Inspection Form

To read the full information presented there, users must hover over these to find full explanations.

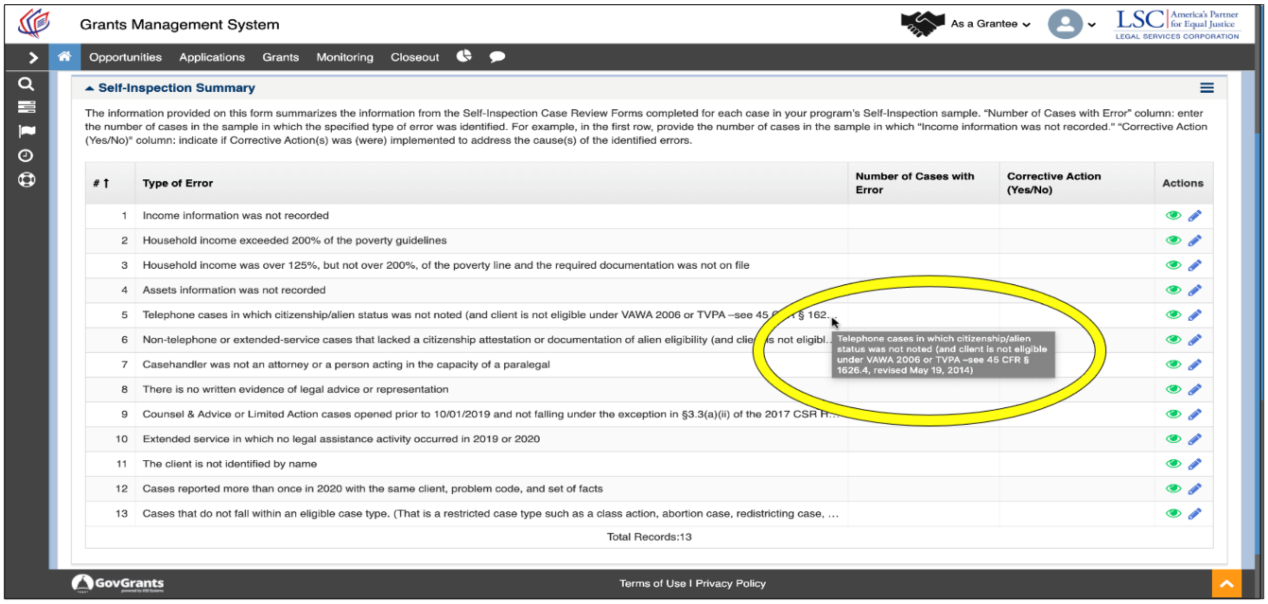


Figure 7: Image of the Complete Text After Hovering Over the Ellipses on the Self-Inspection Form

To begin inputting information in each field, users should click on the **blue pencil icon**.

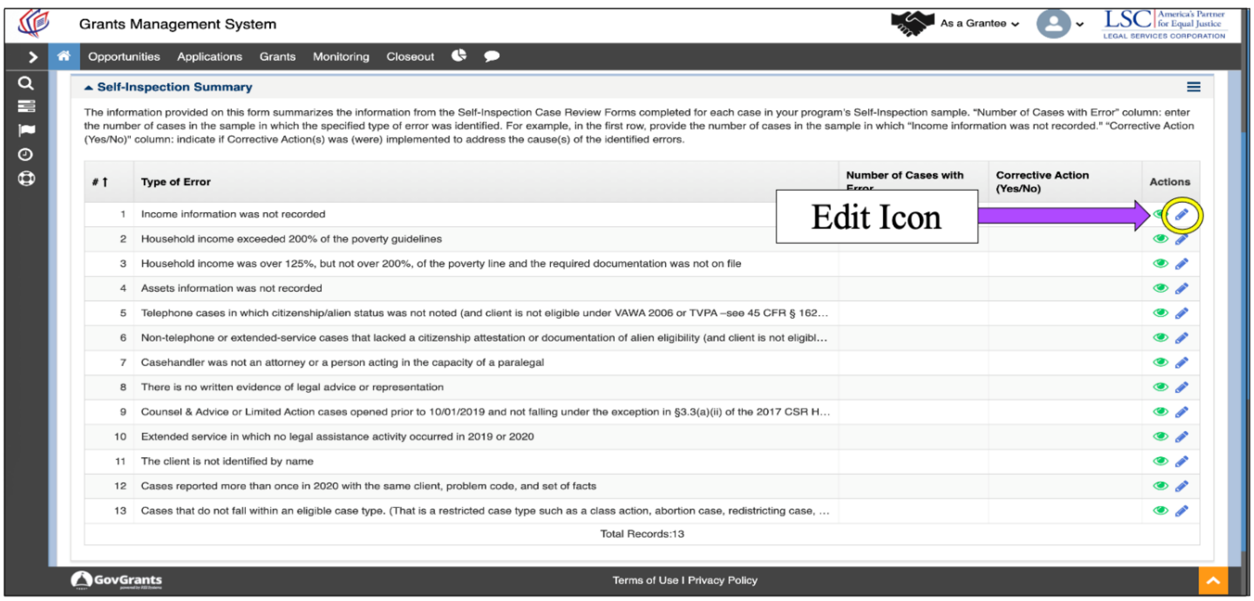


Figure 8: Image of the Edit Icon on the Self-Inspection Form

For example, the first row, "Income information was not recorded" asks that users **first** provide the number of cases in the sample, and **second**, "YES" or "NO" if corrective action(s) were implemented to address the cause(s) of the identified errors.

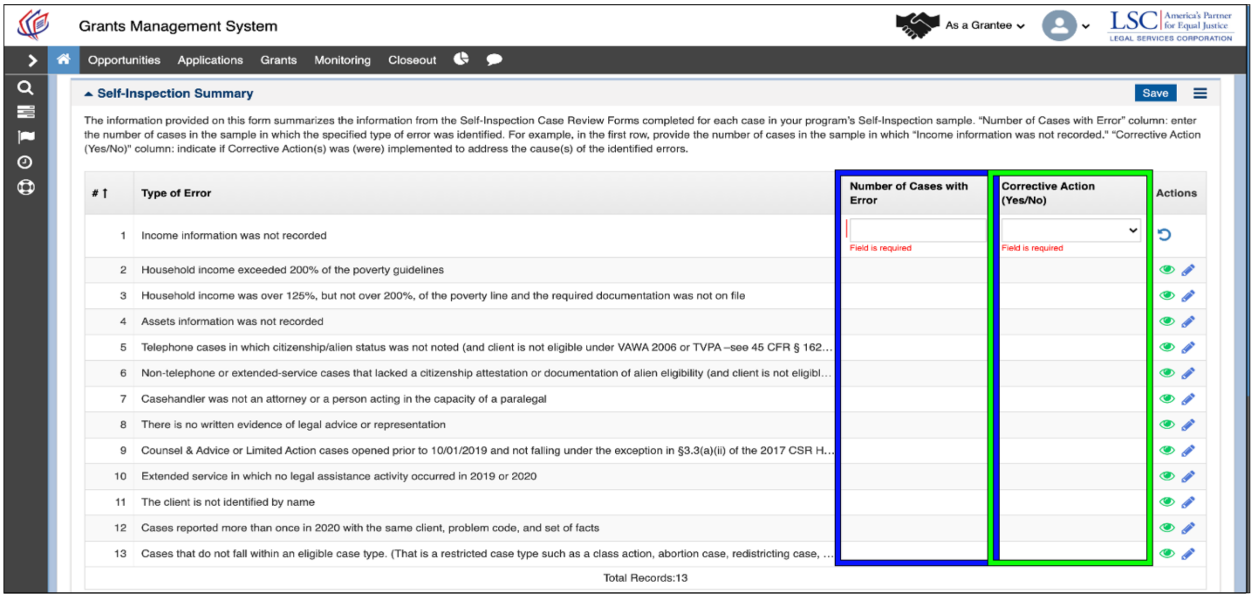


Figure 9: Image of Data Entry Columns on the Self-Inspection Form

Remember, if a user provides a number in the first column, they must provide an answer to the second column which asks if corrective actions were taken.

If information is added in error, users can click on the **blue UNDO icon** to remove the data entered into each row and begin again.

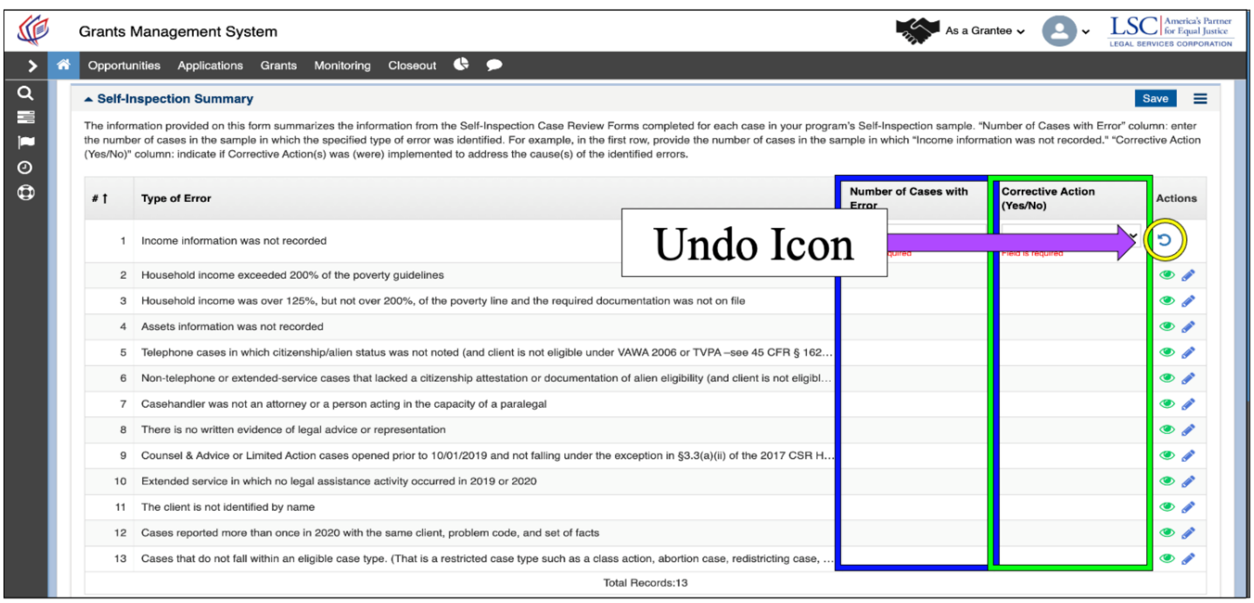


Figure 10: Image of the Undo Icon on the Self-Inspection Form

Users must enter a number in for **<u>every column</u>** even if it is "0".

It is very important that users click on **<u>SAVE</u>** after each data entry.

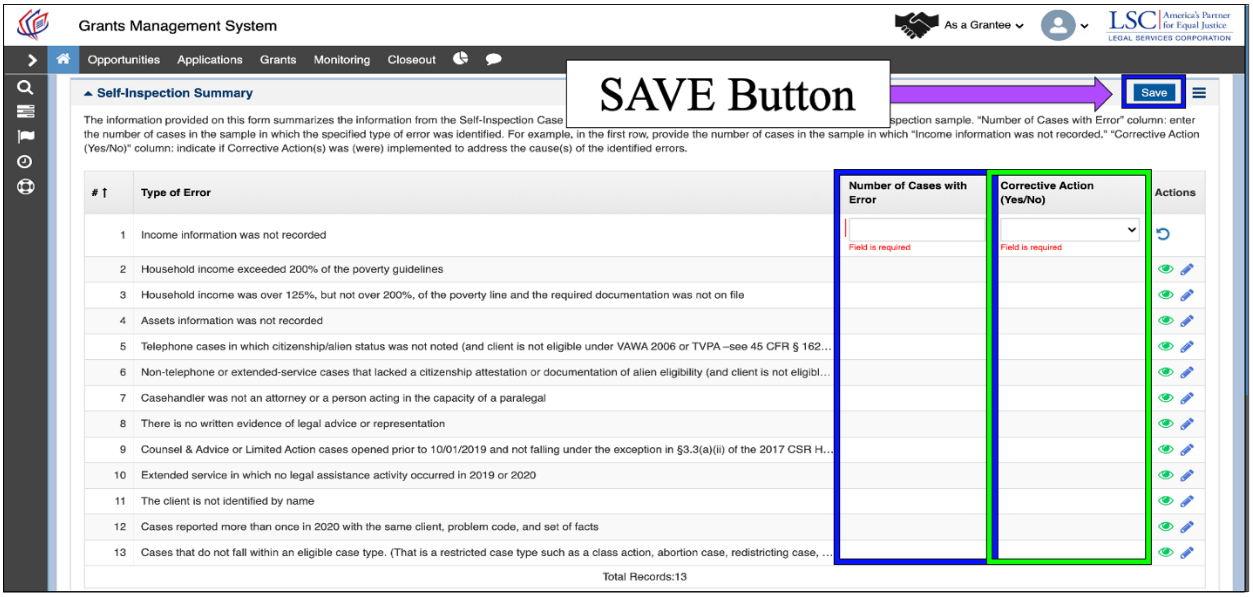


Figure 11: Image of the Save Button on the Self-Inspection Form

Users should see the "Successfully Saved Message" after selecting this button.

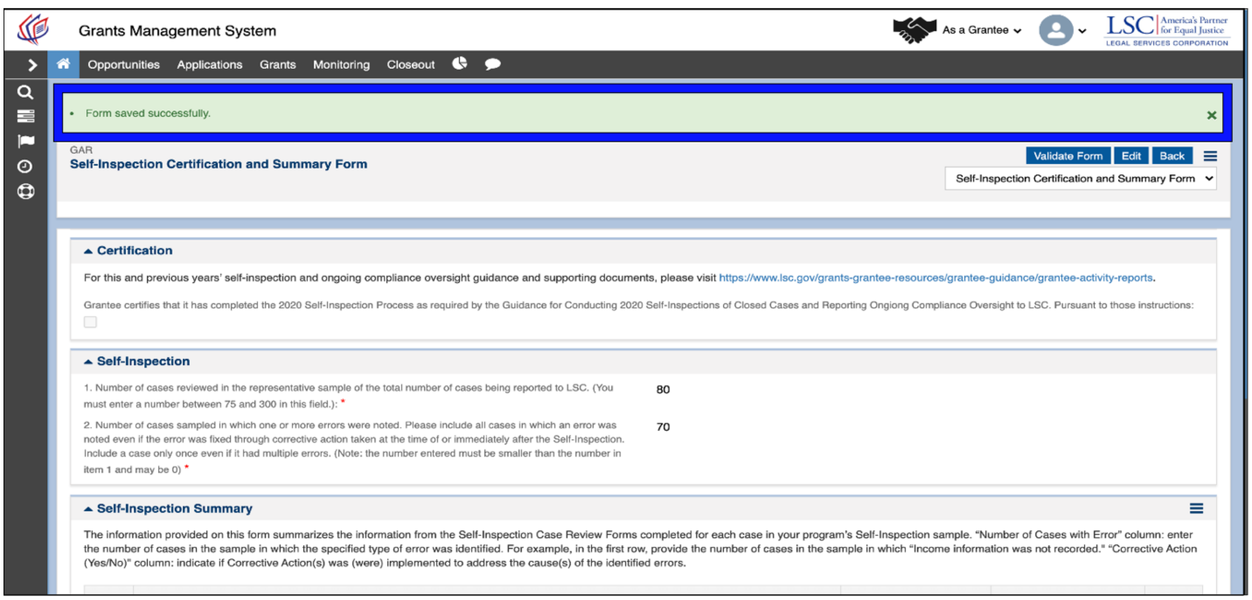


Figure 12: Image of the Successfully Saved Message on the Self-Inspection Form

The final step before certification will be to **VALIDATE** the form.

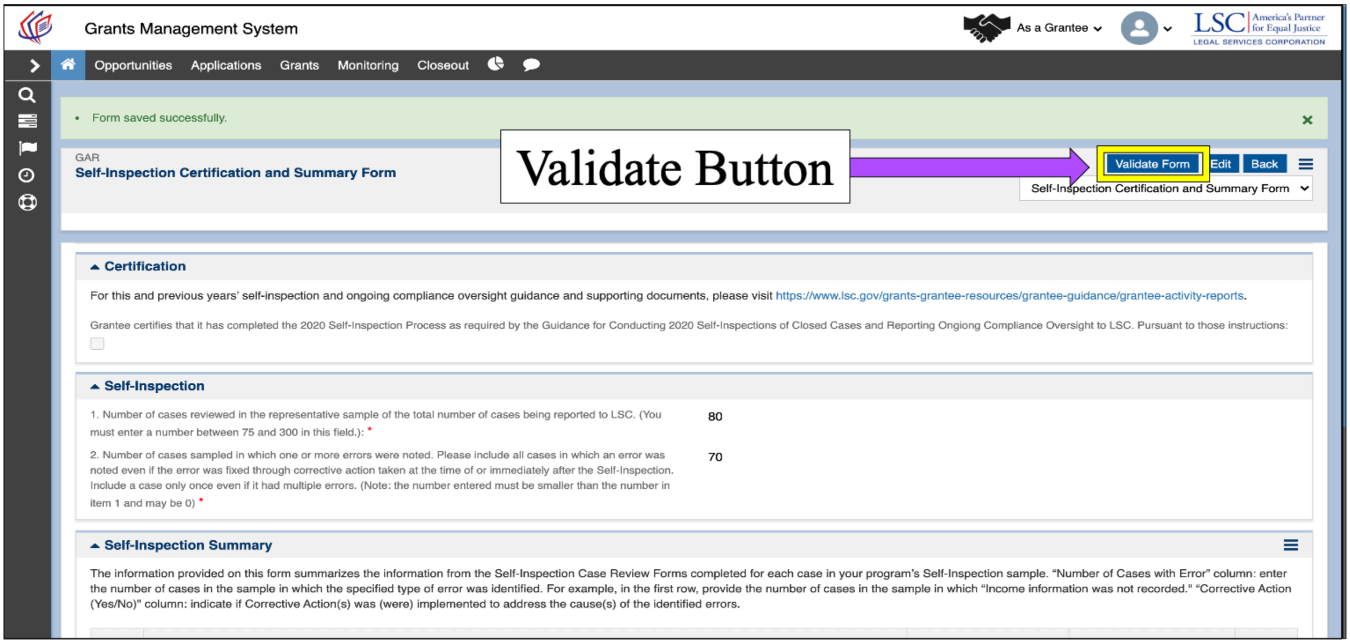


Figure 13: Image of the Validate Form Button on the Ongoing Compliance Oversight Form

If there are any errors or missing fields, then the validation error message will show, and users will have to go back and rectify these errors.

Figure 14: Image of Validation Error Messages from the Self-Inspection Form

After each field has been completed, users should go to the top of the screen and certify their form by selecting the checkbox.

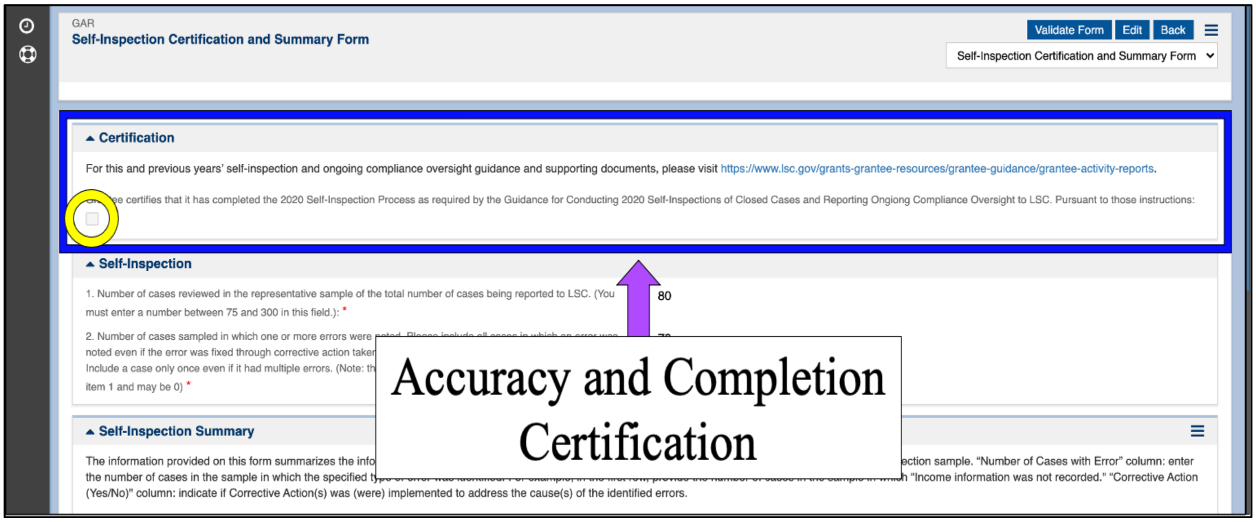


Figure 15: Image of the Accuracy & Certification Checkbox on the Completed Self-Inspection Form

Completing the OCE Ongoing Compliance Form

After users have completed and validated the Self-Inspection Form, they should navigate to the **OCE Ongoing Compliance Form** at the top right of the screen.

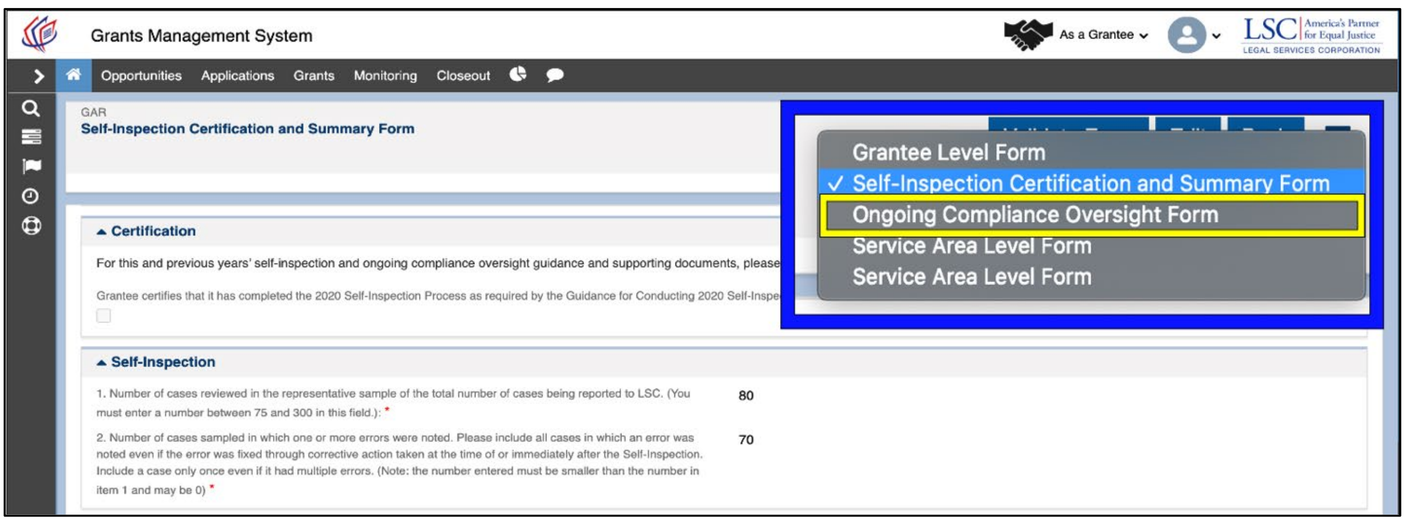


Figure 16: Image of Navigating to the Ongoing Compliance Oversight Form from the Dropdown Menu

The Ongoing Compliance Form is set up similarly to the Self Inspection Form.

Once in the Ongoing Compliance Form, users will find the guidance document link at the top of the screen if additional guidance is needed.

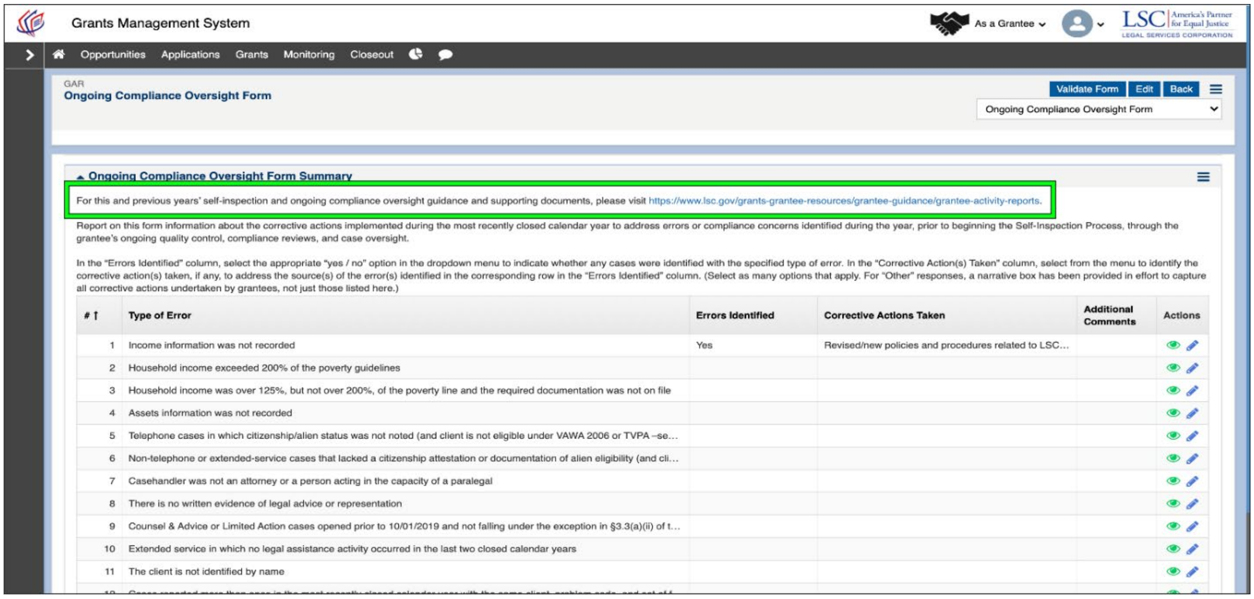


Figure 17: Image of the Guidance Document Link for the Ongoing Compliance Oversight Form

*<u>Users must enter data into each column even if there were **NO** errors identified</u>*.

To begin, users should click on the **blue pencil icon** for each row which will open a pop-up screen.

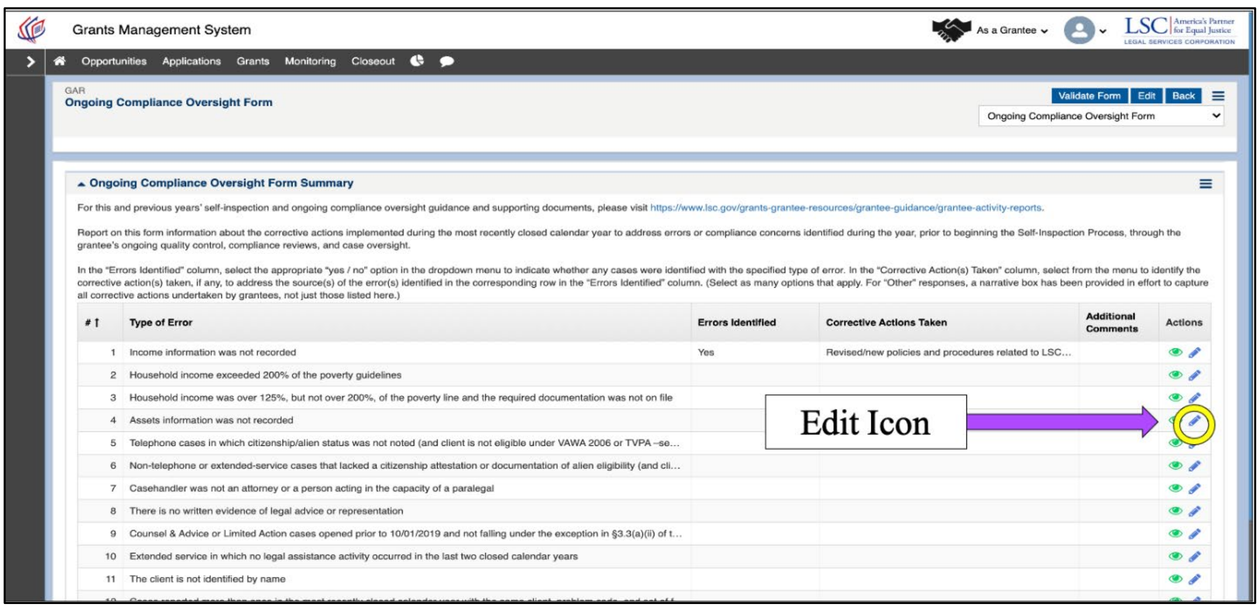


Figure 18: Image of the Edit Icon on the Ongoing Compliance Oversight Form

If no errors were identified, users should select "**NO**" and then "**SAVE**".

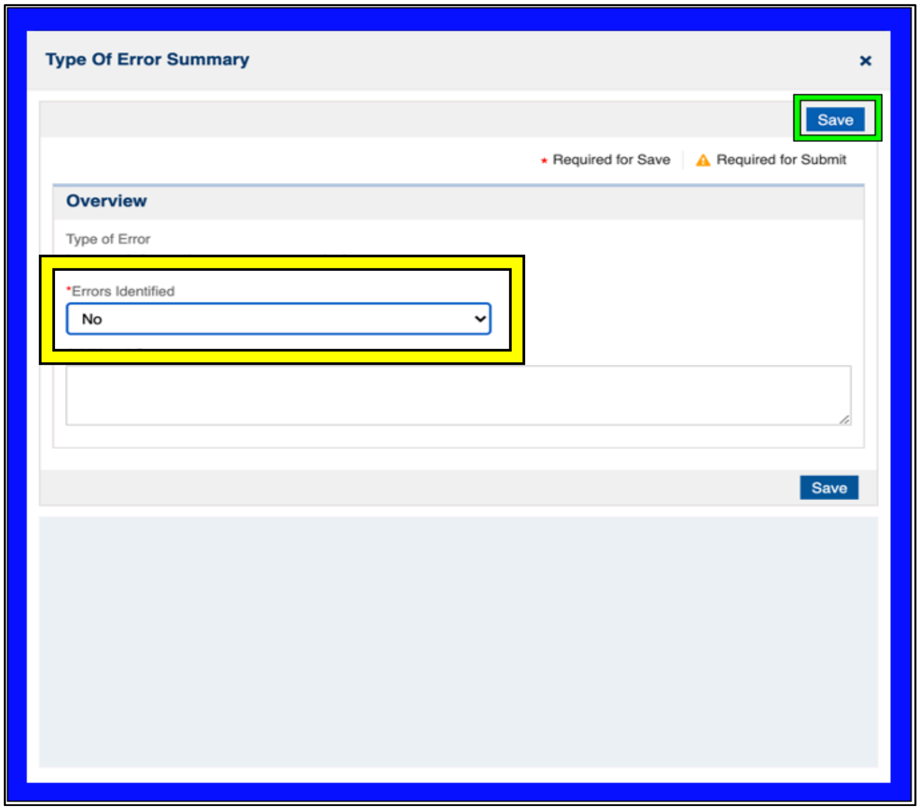


Figure 19: Image of the Data Entry Pop-up Screen and Selecting "No"

If errors have been identified, and a user selects "**YES**," an additional set of checkboxes will appear. Users must select **ALL** corrective actions that were taken.

Figure 20: Image of the Data Entry Pop-up Screen and Selecting "Yes"

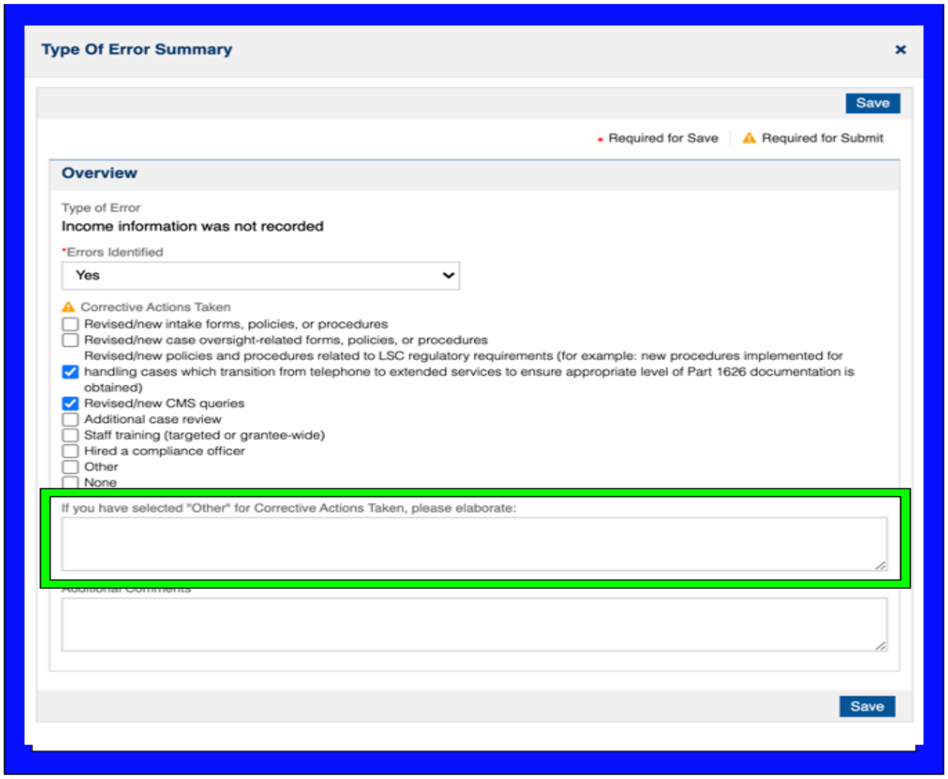


Figure 21: Image of Corrective Actions List That Appears on the Pop-up Screen after Selecting “Yes”

NOTE: ***If a user selects “OTHER,” they must elaborate on what other corrective actions have been taken.***

The **Additional Comments box** is optional.

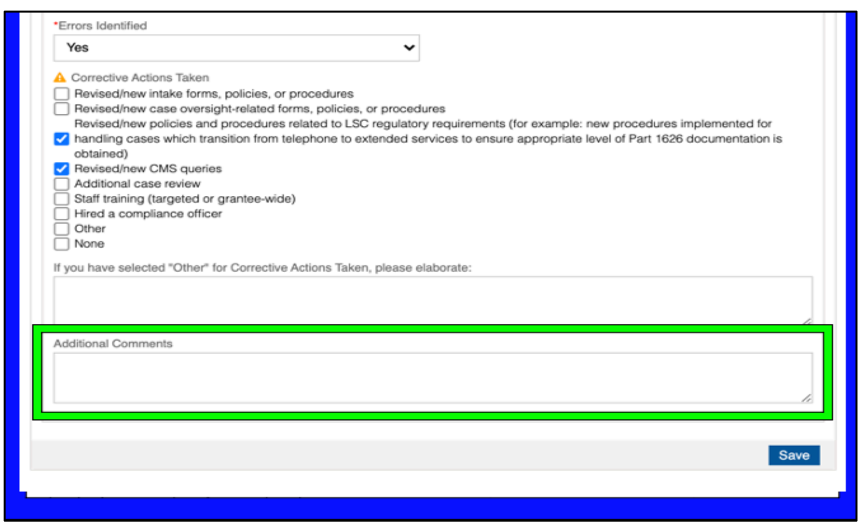


Figure 22: Image of the Additional Comments Box on the Data Entry Pop-up Screen

Once all corrective actions are noted, users must click on **SAVE**, move onto the next row, and follow the same steps.

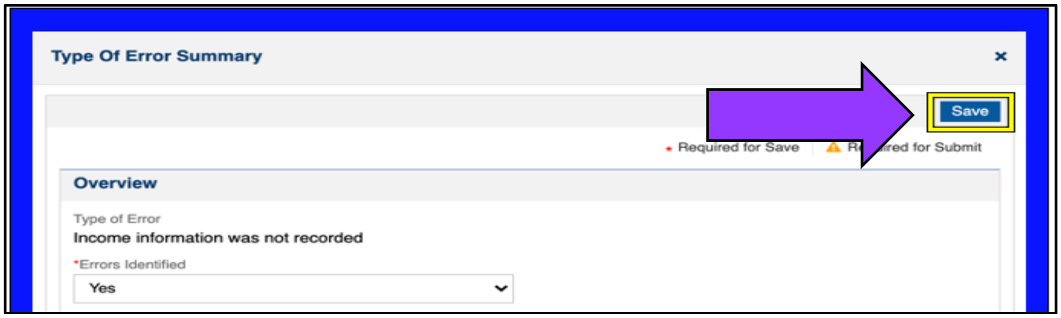


Figure 23: Image of the Save Button on the Data Entry Pop-up Screen

Remember, users should select **SAVE** after entering data into each field especially if they plan to leave and come back to the screen.

Once users have answered all questions and clicked **SAVE,** we ask that they validate their form for accuracy.

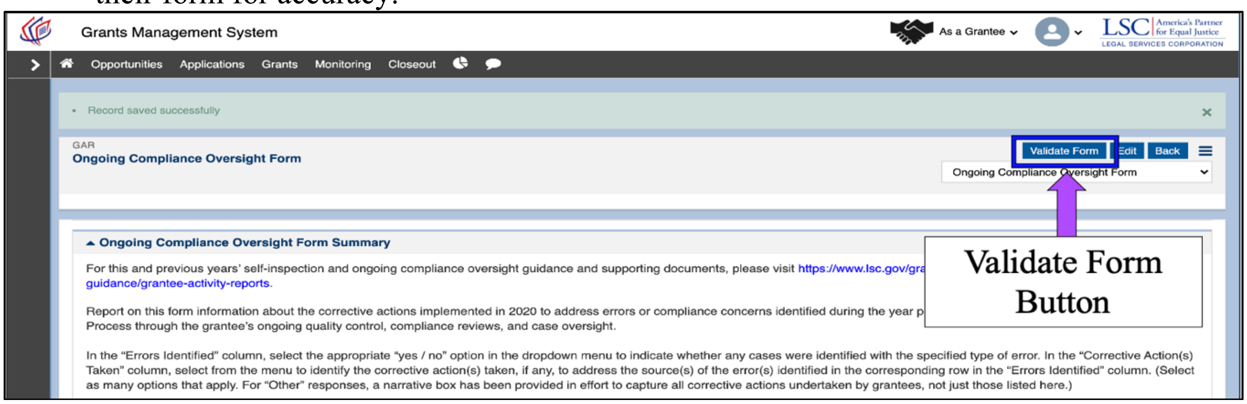


Figure 24: Image of the Validate Form Button on the Completed Ongoing Compliance Oversight Form

If an error message appears, users should rectify the errors.

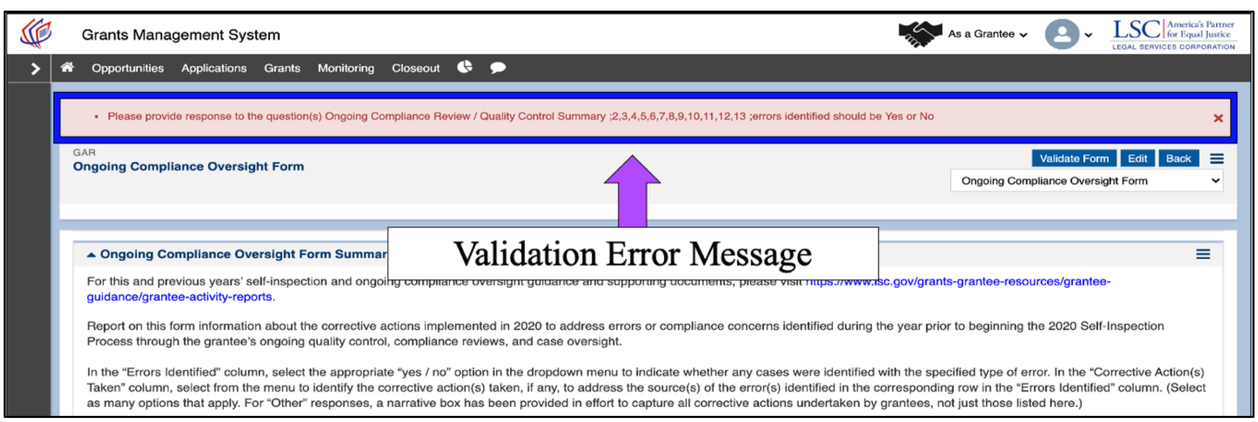


Figure 25: Image of the Validation Error Message on the Ongoing Compliance Oversight Form

Loan Repayment Assistance Program

1. User Accounts

NEW LRAP APPLICANT

Creating Your Account

Applicants that do not already have a ***GrantEase*** account will be required to create a new user account.

Begin by navigating to **grantease.lsc.gov**. This is the main page where new users will create their ***GrantEase*** account (in order to apply for the LRAP grant).

In the top right-hand side of the screen, new users will click on **REGISTER**.

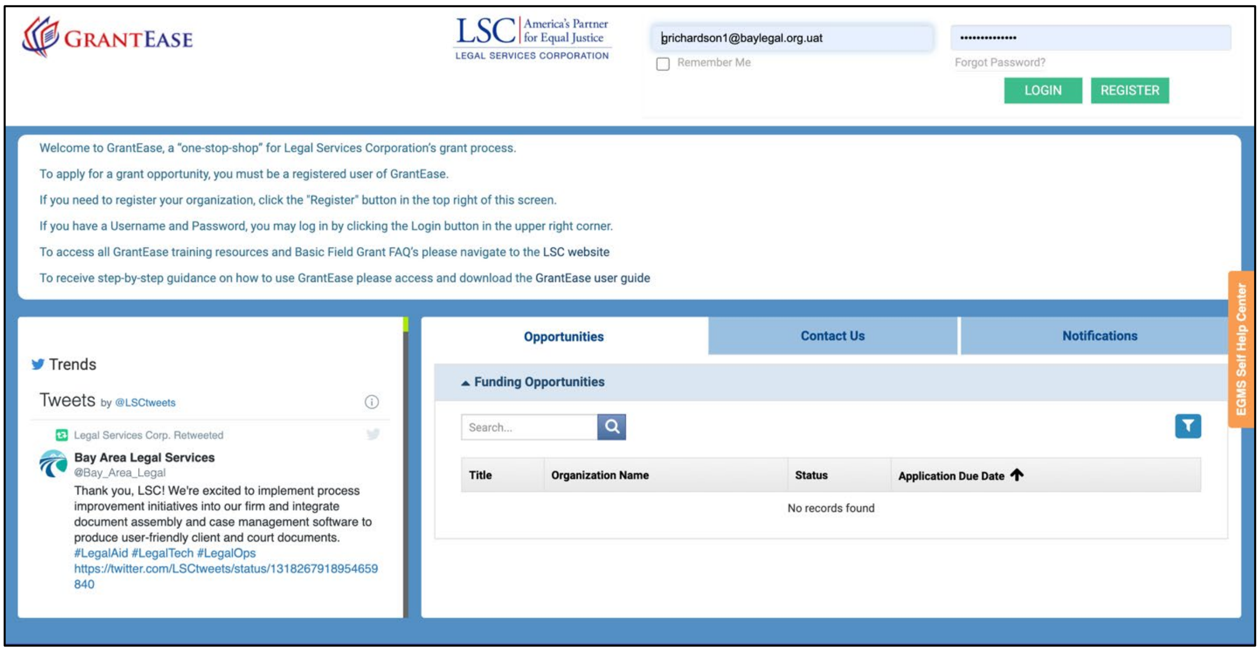


Figure 1: Image of the ***GrantEase*** Login Screen

This will take users to a new screen where they can select *organization* or *individual*.

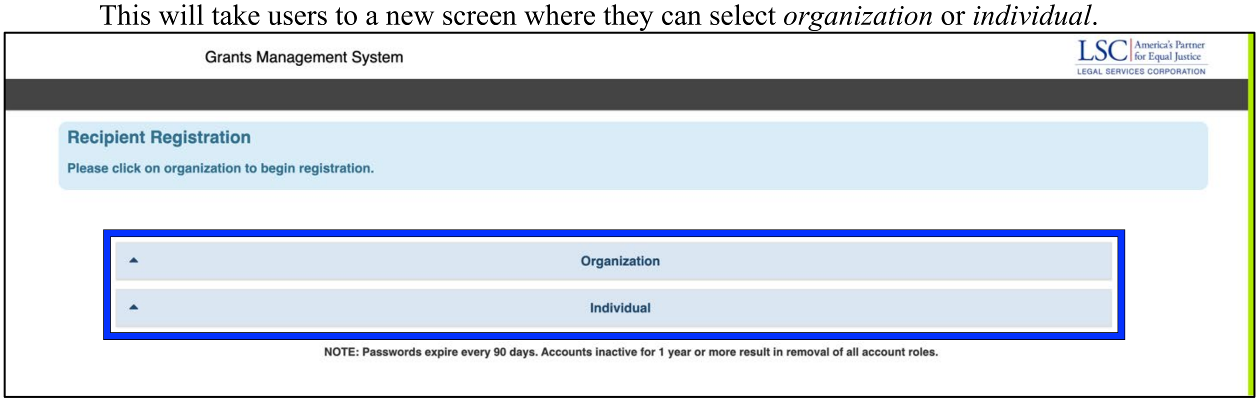


Figure 2: Image of the Registration Screen

Since LRAP applicants are applying as an individual, LSC asks that you click on "Individual" to start this process.

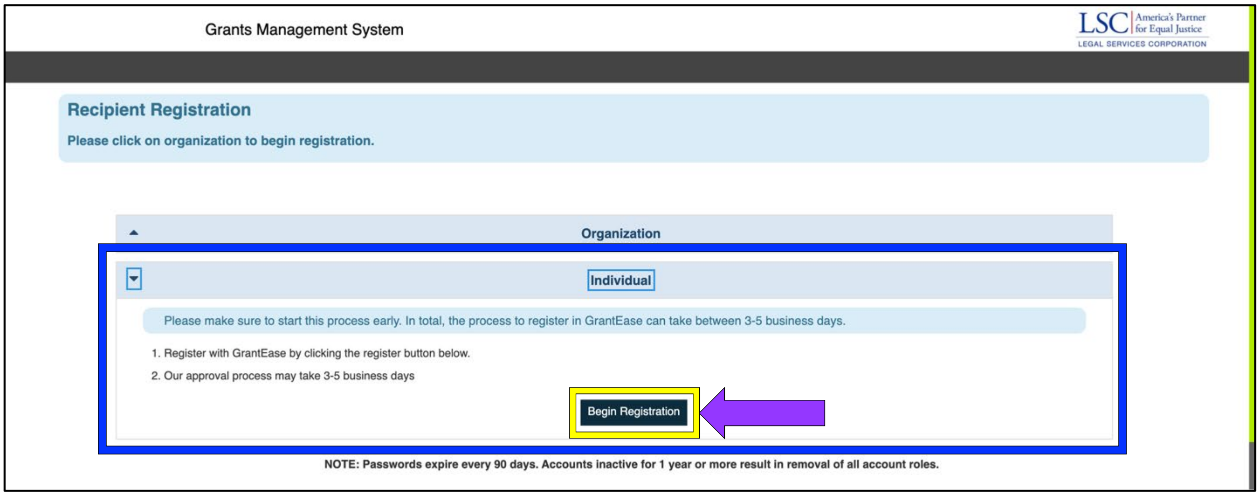


Figure 3: Image of Individual Registration Dropdown Selection

NOTE: The top of the section will alert users that it may take from 3-5 business days to complete the account creation process.

Click on **"Begin Registration"**.

Registering Under a Grantee Organization

Prior to beginning the registration process, new users should alert their Executive Director of their intent to apply. There are two main reasons for this:

1. Users must be part of the organizational staff contacts.
2. Users must also know the unique organization ID which may be retrieved by reaching out to the Executive Director.

To begin, please select the name of the grantee organization by typing the name in the search box.

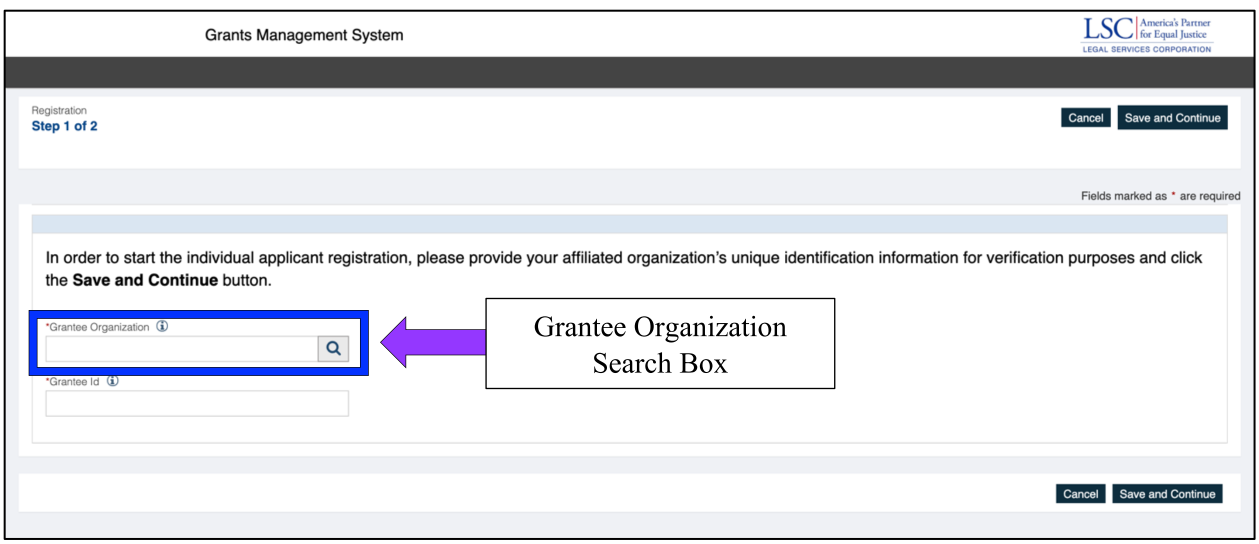


Figure 4: Image of Grantee Organization Affiliation Search Box

Users will be prompted to select from a list if there are multiple entries with similar names.

If this happens, please click on **"SELECT"** next to the accurate grantee name.

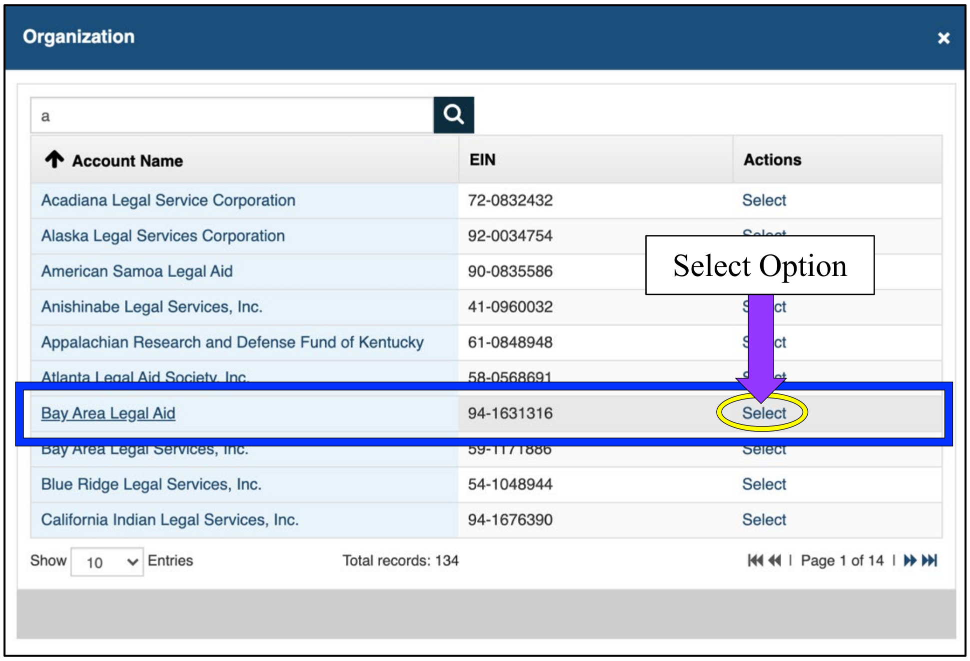


Figure 5: Image of Multiple Entry Pop Up Screen

Once the grantee name is selected, users will be prompted to entire in the 6-digit grantee number (the one you have received from the Executive Director). Please enter in this number and click "Save and Continue" proceed to the next screen.

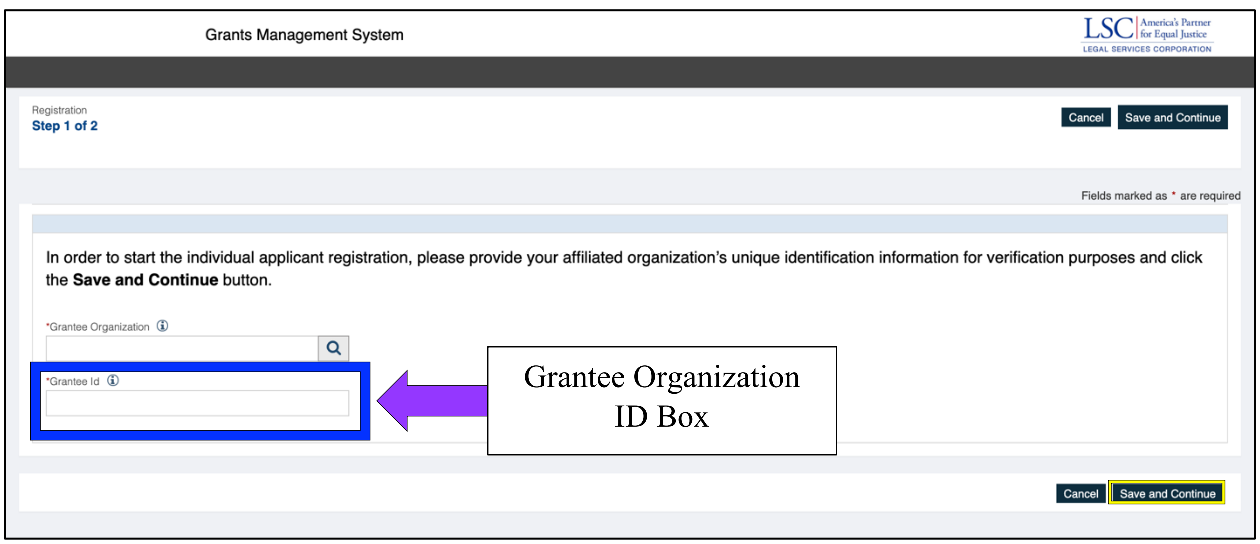


Figure 6: Image of Grantee Organization ID Box

Completing the Individual Account Registration

The next screen will capture individual as well as organizational information about each applicant. As mentioned earlier, users must be part of their organization's staff contacts to apply.

At this time, the first data entry box will ask users to enter in their name. If you do not see your name, please **STOP**, and ask the Executive Director or other organizational ***GrantEase*** user to add your name to staff contacts.

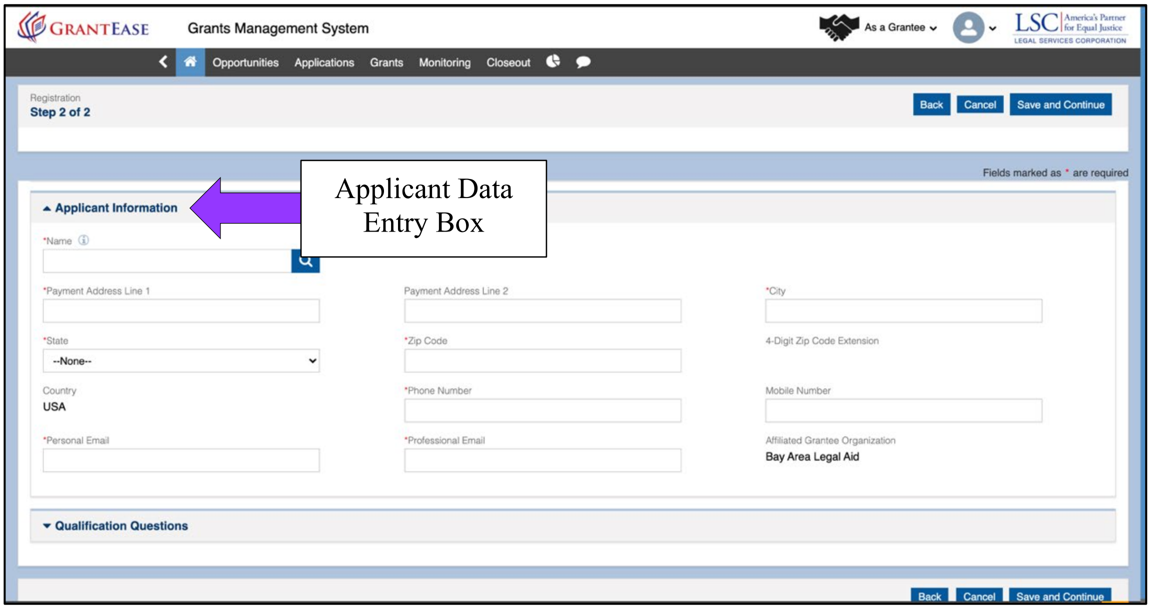


Figure 7: Image of Applicant Data Entry Box

If there are multiple users at your grantee organization with the same name, please remember that a pop-up box will appear asking you to click on **"SELECT"** next to your name.

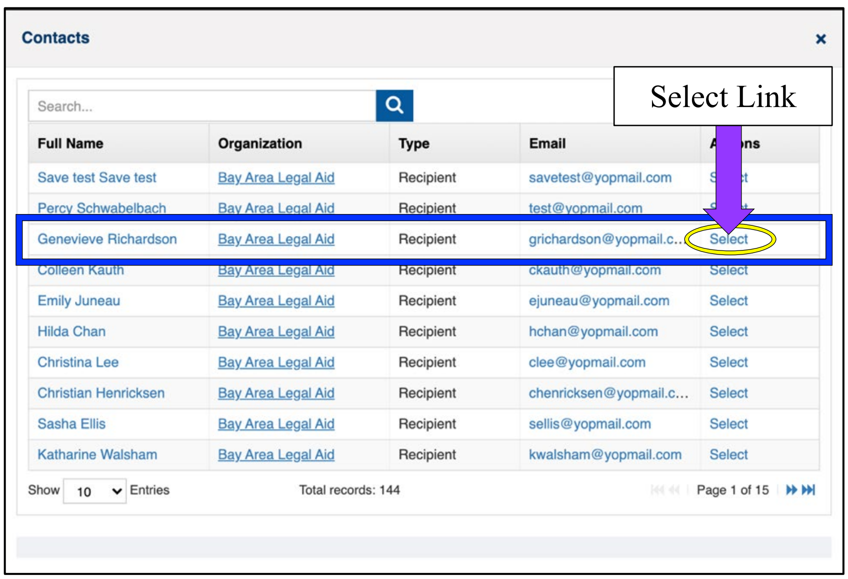


Figure 8: Image of Multiple Users Pop Up Box

Next, users will complete their personal information including personal address for where payments can be mailed.

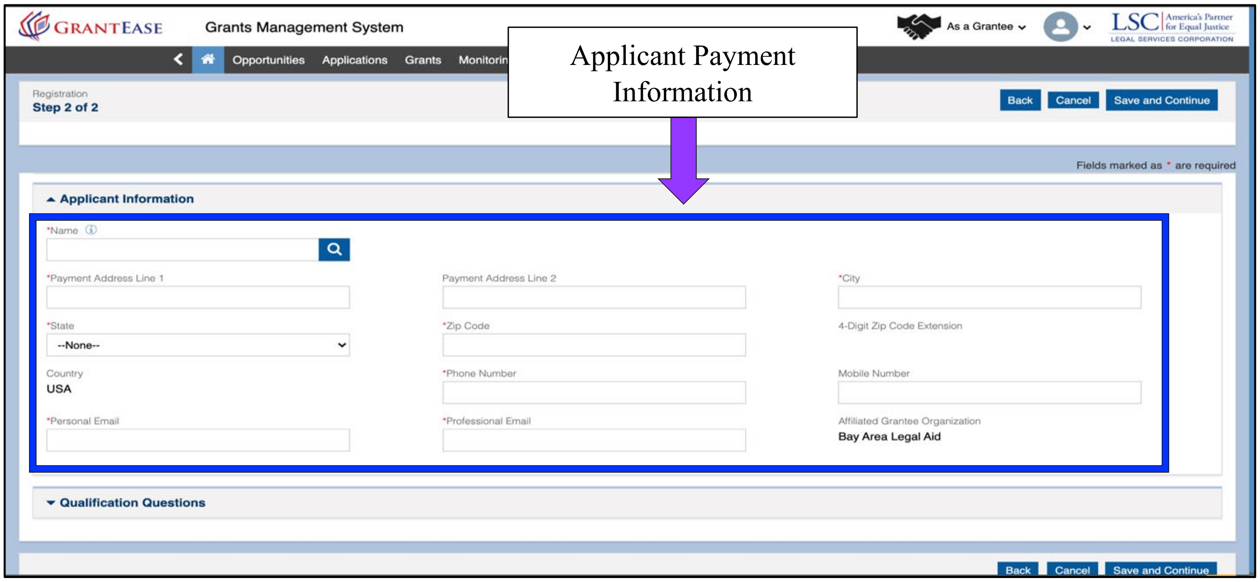


Figure 9: Image of Applicant Personal Information Section

Be aware that users must type different email addresses for their personal and professional contact emails. Also, note that many grantees opted for the preferred method of payment, direct deposit. If you would like detailed instructions on how to complete this form, please refer to **Appendix A** in the ***GrantEase Release 2 User Manual***.

Once all the personal information has been added, users should move on to the qualification questions.

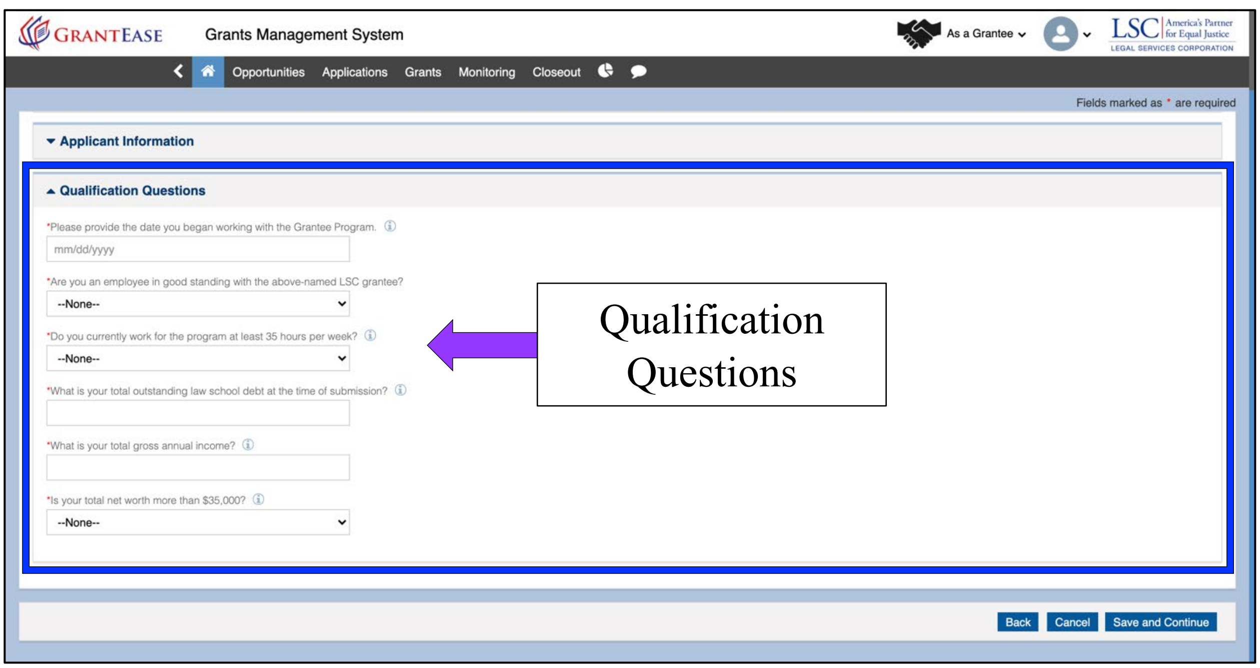


Figure 10: Image of Qualification Questions Section

These questions will capture the basic information required for an application to be considered for the **LRAP grant** including when you started working for the grantee organization, your standing with the grantee organization, if you work at least 35 hours with the grantee organization, your outstanding law school debt, gross annual income, and whether your net worth is above $35,000.

Remember if you would like more information about the questions, please hover over the i-icons to review important explanations.

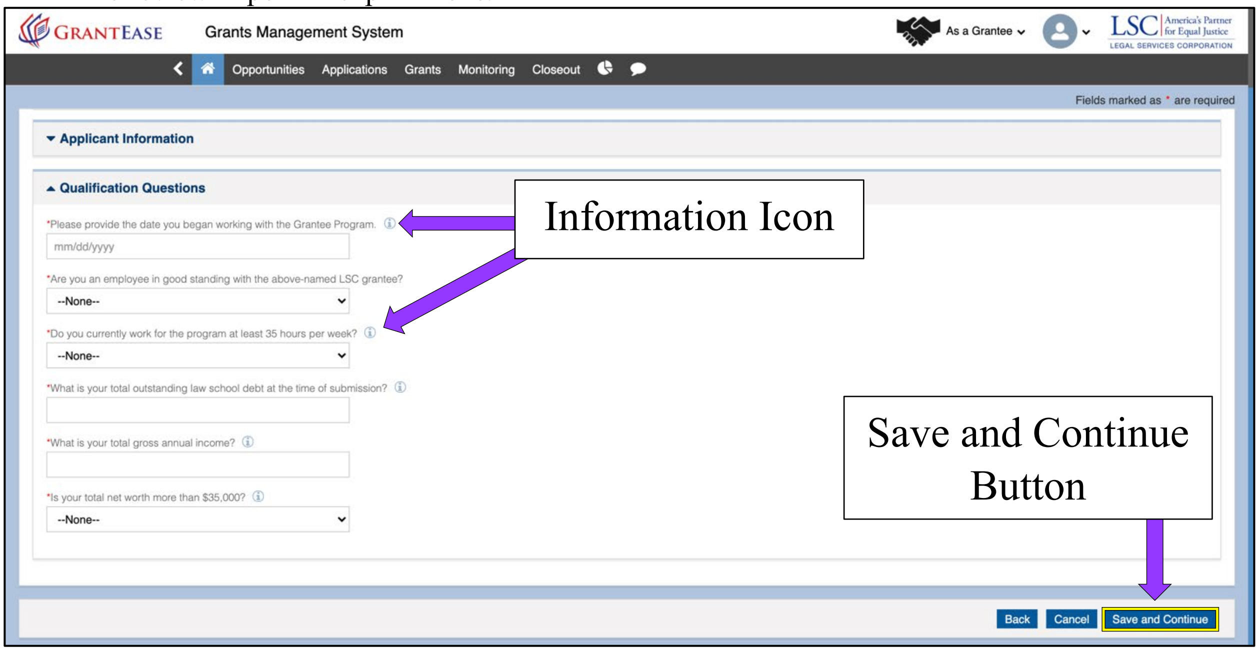


Figure 11: Image of the Information Icons on the Account Registration Page

Once finished, users should click on the **"Save and Continue" button**.

CONFIRMATION EMAIL & BEGINNING THE APPLICATION

Once LSC receives the registration and upon approval, the system will send users an email that will allow them to begin their LRAP application in ***GrantEase***.

After the email is received, users should click on the link that says, "CLICK HERE." Once there, users will be asked to create a new password that is at least 8 characters long, 1 capital letter and 1 number. After creating a password, the ***GrantEase*** basic user interface will appear.

THE LRAP BASIC USER INTERFACE IN *GRANTEASE*

In the top tool bar, applicants will see the ***GrantEase*** symbol along with the LSC symbol.

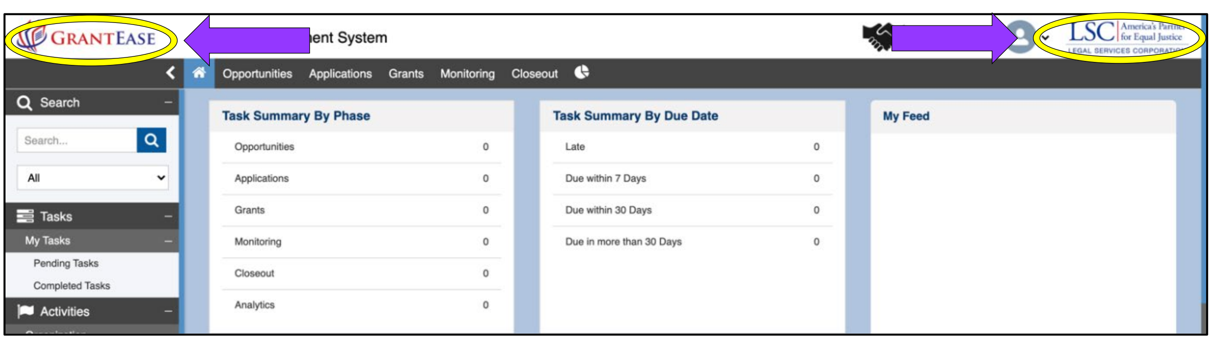


Figure 12: Image of the Top Tool Bar

This section of the page will allow applicants to see their own individual profile and make minor alterations.

First, users may begin by clicking on the greyed-out profile image on the top right-hand side of the screen followed by selecting **"My Profile"** from the options list.

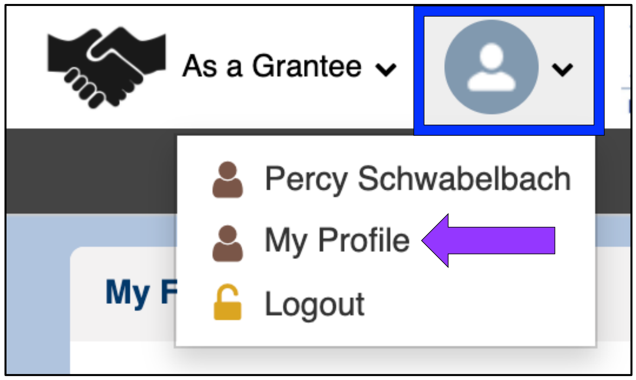


Figure 13: Image of the Top Tool Bar

There are three functions applicants will be able to accomplish here.

- First, applicants can take a snapshot of their grantee profile by clicking on the 3-leveled hamburger icon on the top right-hand side of the screen and then selecting the type of output they would prefer ("PDF" or "Take a SnapShot").

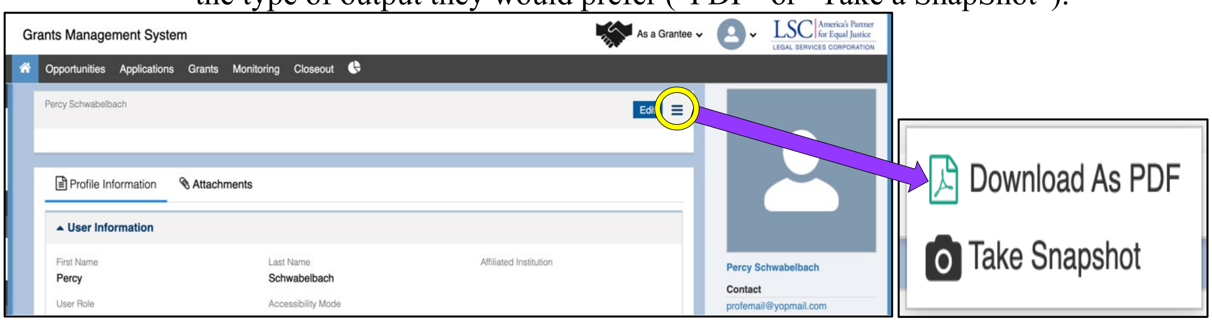


Figure 14: Image of the Menu Icon for the Grantee Profile

- Second, applicants can insert an image they would like to include by scrolling over the large greyed-out profile image on the left and selecting **"Upload."**

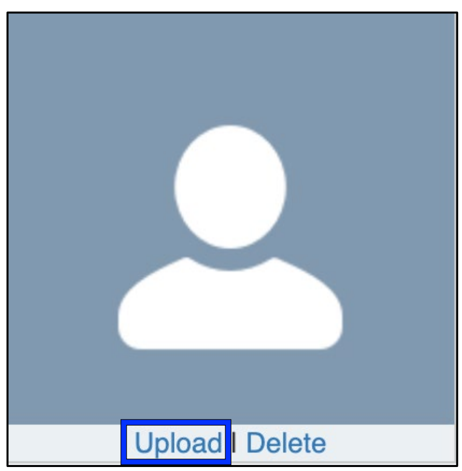


Figure 15: Image of the Greyed-Out Profile Image

- Finally, applicants can upload documents that are relevant to their position. By clicking on **"Attachments"** tab, then selecting the **"ADD"** button, applicants can find or select documents they wish to add to their profile, select them, then click the **“SAVE”** button.

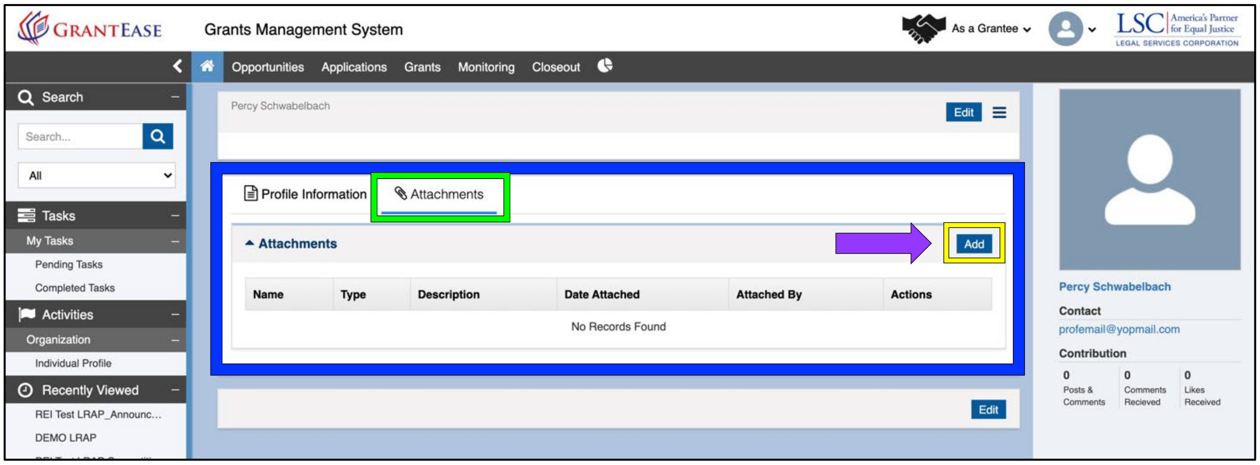


Figure 16: Image of the LRAP Application Attachments Tab and Add Button

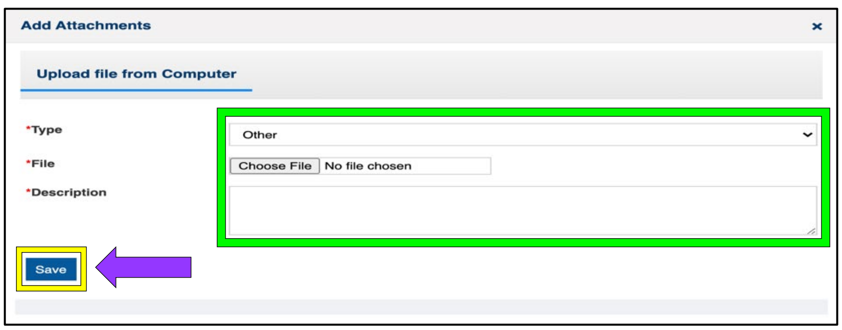


Figure 17: Image of the LRAP Application Attachments Pop-up

The 2nd Tier tool bar will serve as the hub of an applicant’s grant once complete.

- *Keep in mind when clicking on these individual tabs, the content that will appear in the left-hand side bar will change.*

Figure 18: Image of the 2nd Tier Toolbar on the Home Screen

These tabs include:

- The **Home Icon** that will allow users to return to the main screen.

- *PLEASE NOTE***:** Users will **NOT** be able to see "Tasks" or "Individual Grantee Profile" unless they are on the home screen.

- The **Opportunities** tab will display perspective grant opportunities.
- The **Applications** tab will show the applications submitted and status.
- The **Grants** tab will display all current grants.
- The **Monitoring** tab will allow for oversight.
- The **Closeout** tab will show grant closeouts and amendments.

Finally, there is an icon that appears on this secondary tool bar that will serve as a valuable data analysis tools when launched.

- The **pie symbol**, which will show all of the grant data in one location.

On the left **SIDE BAR**, users will find the following items:

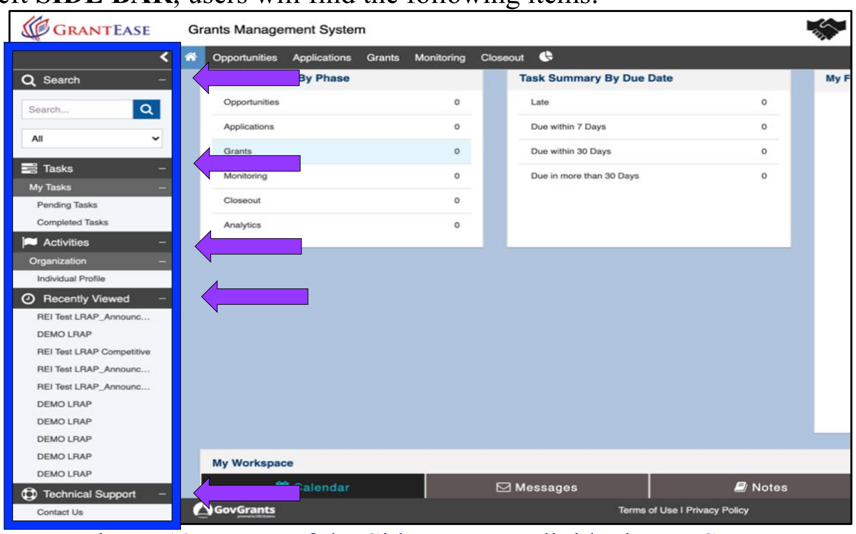


Figure 19: Image of the Side Bar on Individual User Screen

- The **Search** tab which allows for an open search (by word or phrase) or the drop-down which allows users to select from the predefined list.
- The **Tasks** tab allows the user to view tasks assigned by LSC.
- The **Activities** tab will allow individuals to see their individual profile including their added addresses and contact information. Please make sure to update this information as it changes to continue to receive payments in a timely manner.
- The **Recently Viewed** tab serves as a "Pin" option that will show users the most recently viewed location in ***GrantEase***.
- For Technical Support, select the **Technical Support** tab.
- Finally, there will be a **Useful Links** tab at the very bottom of the column.

The home screen in the center of the Basic User Interface will show users some basic statistics on the LRAP grant. This may include current tasks summary by phase, tasks summary by due date, and the user feed.

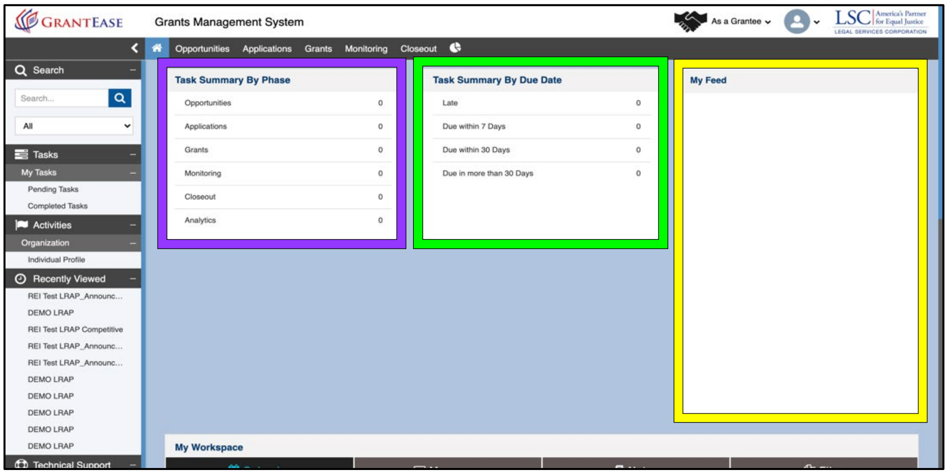


Figure 20: Image of the ***GrantEase*** Individual User Dashboard

If users scroll down to the bottom of the screen, they will see their individual workspace.

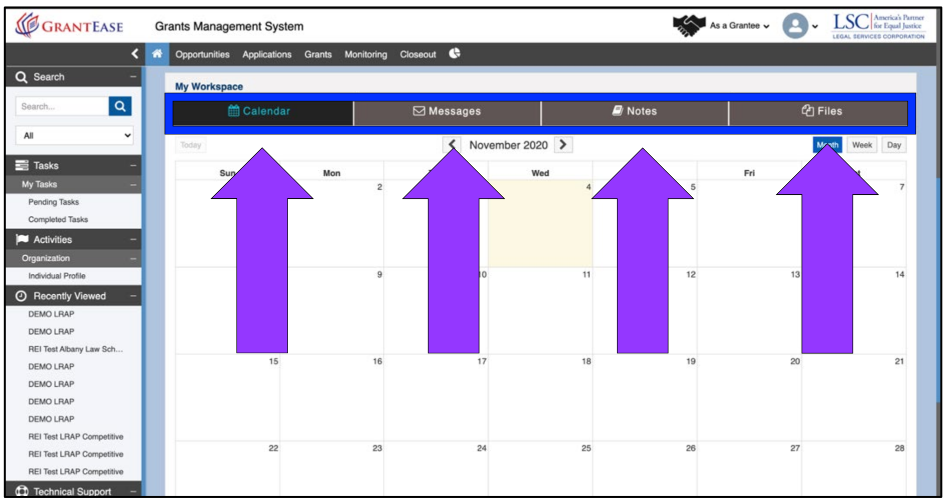


Figure 21: Image of the ***GrantEase*** Individual User Workspace

Here users can find:

- A **Calendar** of important deadlines and dates.
- **Messages** that you have received or sent.
- An option to take **Notes** either to remind oneself or other organizational users of a task or important item.
- A **Files** section that serves as a space to search for documents or select, upload, and download any relevant documents.
    - Files can be <u>sorted</u> by ***Name***, ***Description***, ***Attached to***, ***the Owner***, the ***Last date modified*** and ***Actions***.
    - Options can be <u>filtered</u> by clicking on the respective tab and arranging alphabetically or by date.

BEGINNING THE LRAP APPLICATION

To begin your LRAP Application, click on the **Opportunities** tab in the 2nd tier toolbar.

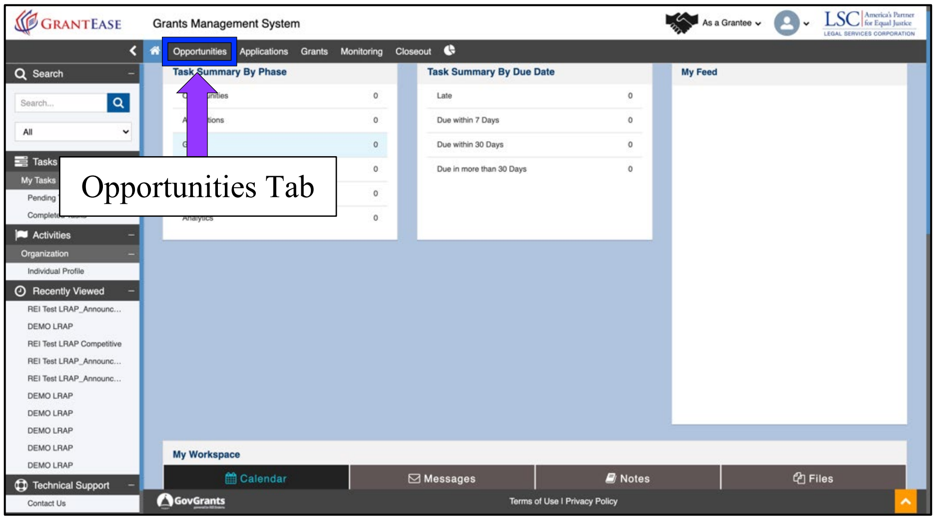


Figure 22: Image of the Opportunities Tab on the Individual User Screen

To begin the application, click on **Not Yet Qualified** opportunities.

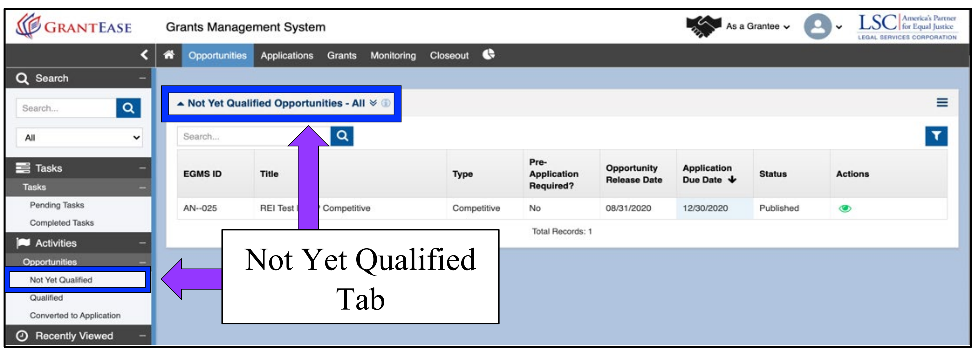


Figure 23: Image of the Not Yet Qualified Opportunities Listing for LRAP Applicants

Once in the **Not Yet Qualified** opportunity, users will see the LRAP grant opportunity. To begin filling out the LRAP application, users should click on the **green eyeball** icon.

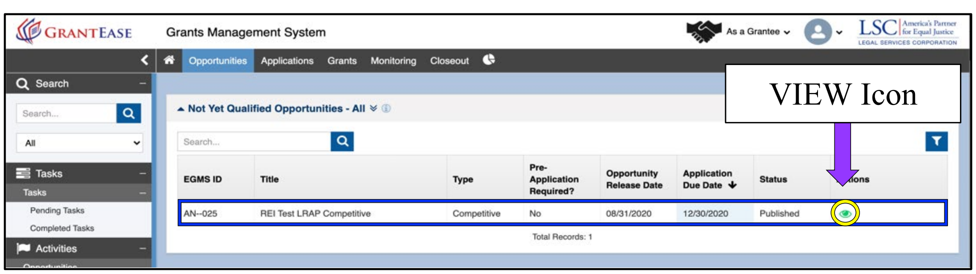


Figure 24: Image of a Selecting the LRAP Application using the View Icon

A new screen will open and will show the details of the grant; please review these details before moving on.

Users must begin by qualifying for the opportunity. To qualify the opportunity, users should click on the **Qualify button** in the top right-hand side of the screen.

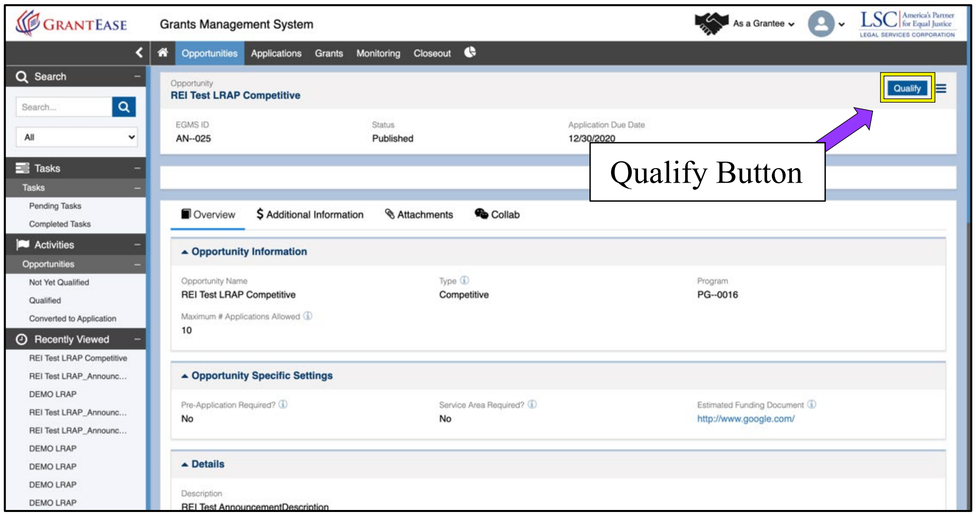


Figure 25: Image of Qualifying an LRAP Opportunity by Selecting the Qualify Button

Once users have qualified the opportunity, they will need to acknowledge that all of the information that appears under the applicant information section is correct by **checking both of the acknowledgement boxes** confirming that all information is correct and certifying that all statements will be true and accurate.

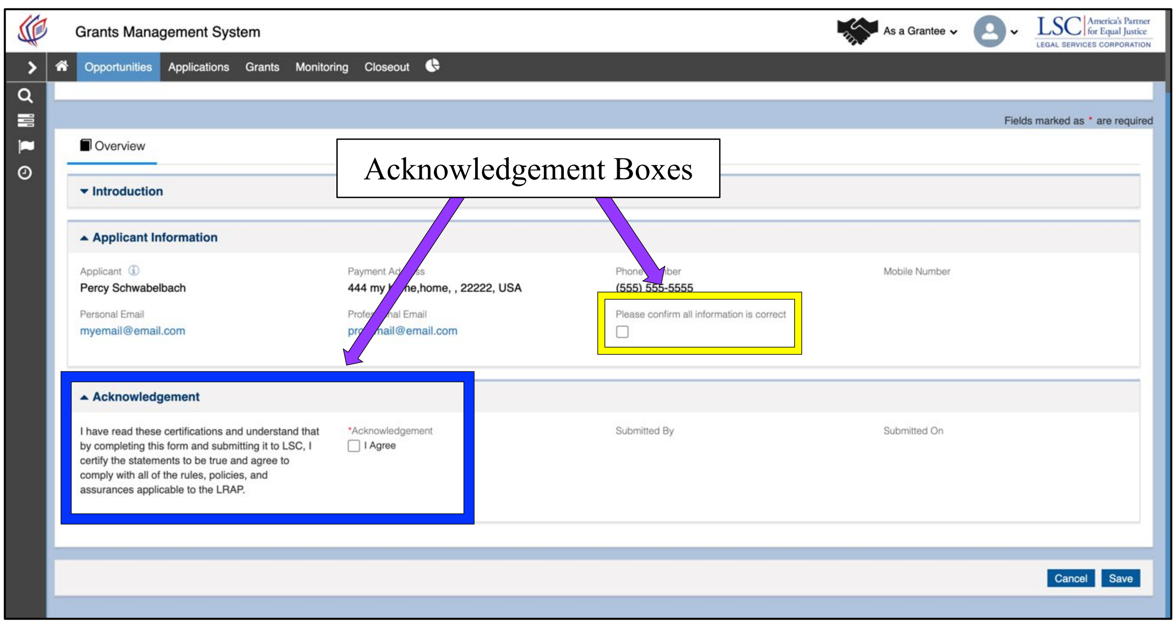


Figure 26: Image of the Application Accuracy and Acknowledgement Checkboxes

Once this is done, users should click on the **SAVE button**.

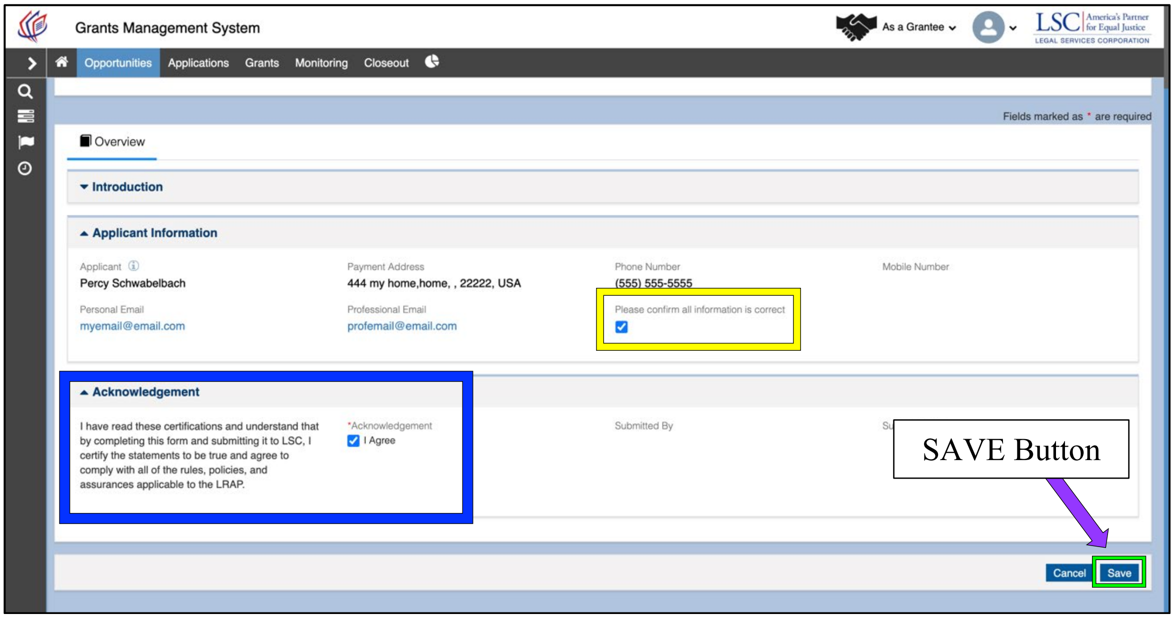


Figure 27: Image of the Completed Acknowledgement Checkboxes and the Save Button

Once users have acknowledged accuracy, they should select the **Create Application button** on the top right-hand side of the screen.

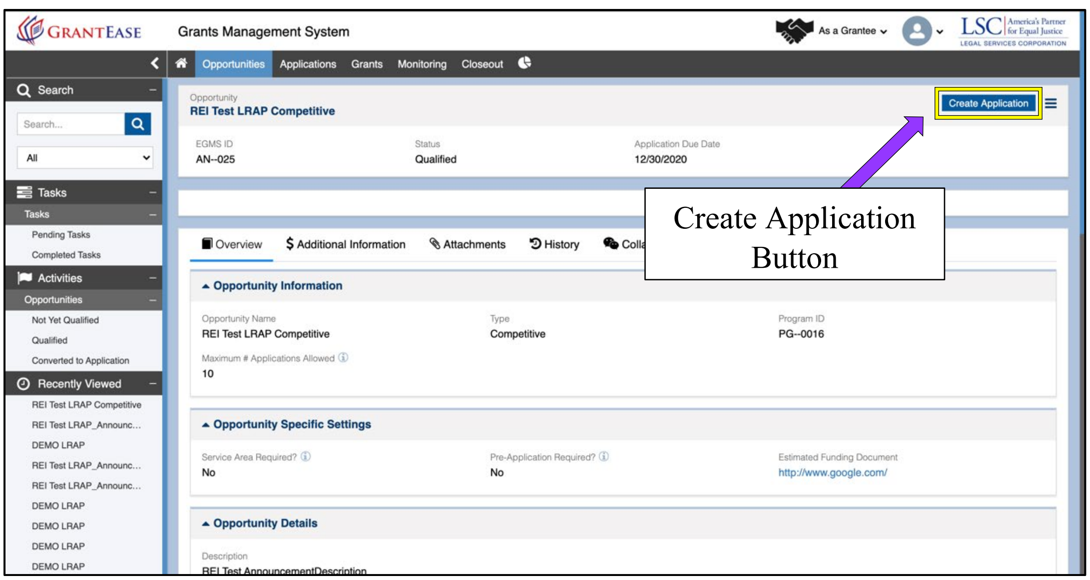


Figure 28: Image of the LRAP Create Application Button

The next screen is organized by four tabs:

- The **Overview** tab which is similar to the first page in that it provides a summary of the application.

- The **Eligibility** tab which corresponds to the questions asked during the registration process,
- The **Attachments** tab, where the official application is, and
- The **Collab** tab.

Figure 29: Image of the Created LRAP Application Main Screen and Tabs

After creating the application, users may begin filling out the LRAP application questions by navigating to the **Attachments** tab.

The LRAP application can be viewed first by clicking on the **green eyeball** icon. Users can begin filling out the application by clicking on the **blue pencil** icon.

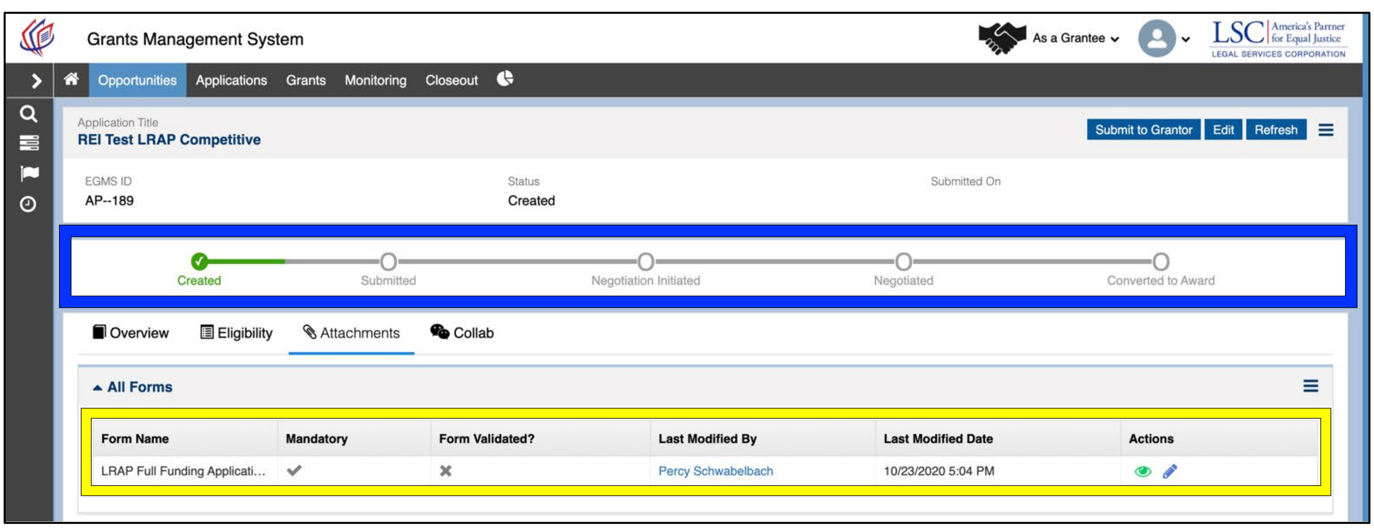


Figure 30: Image of the Created LRAP Application Attachments Tab

THE LRAP APPLICATION

The LRAP application is 10 questions long; however, there may be some conditional or supplemental questions, which means that if a user answers "Yes" or "No" to a question, they may be required to answer supplemental questions.

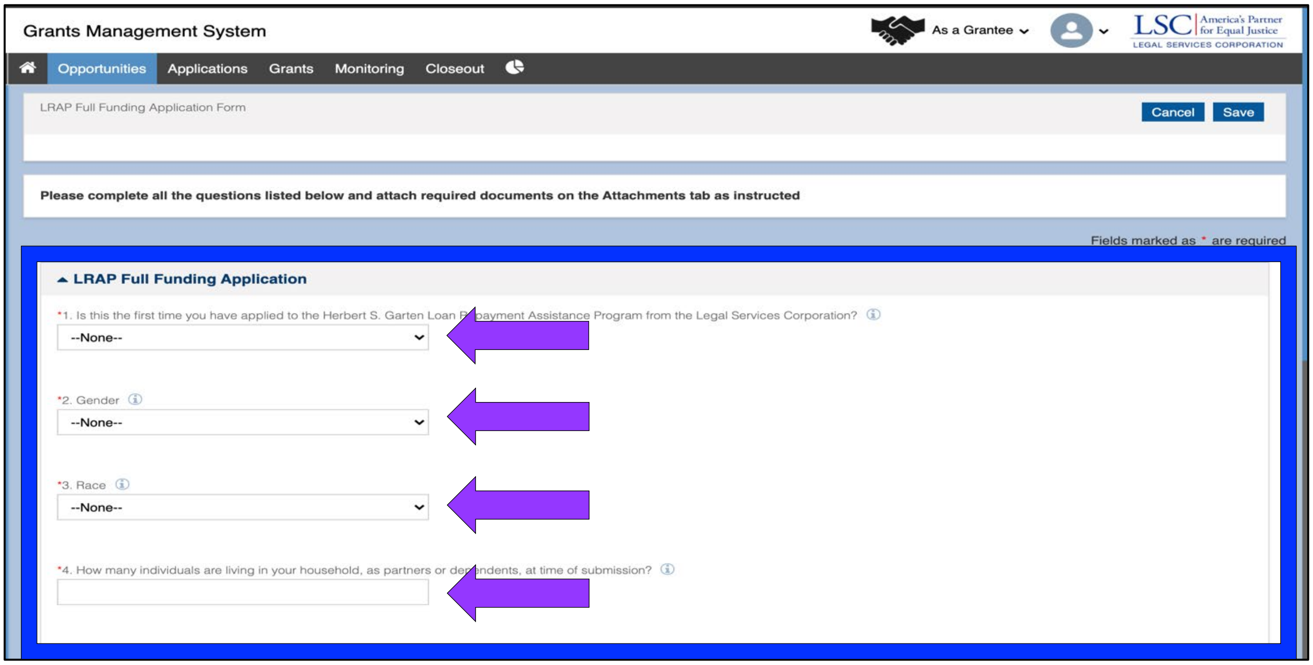


Figure 31: Image of the LRAP Application Questions

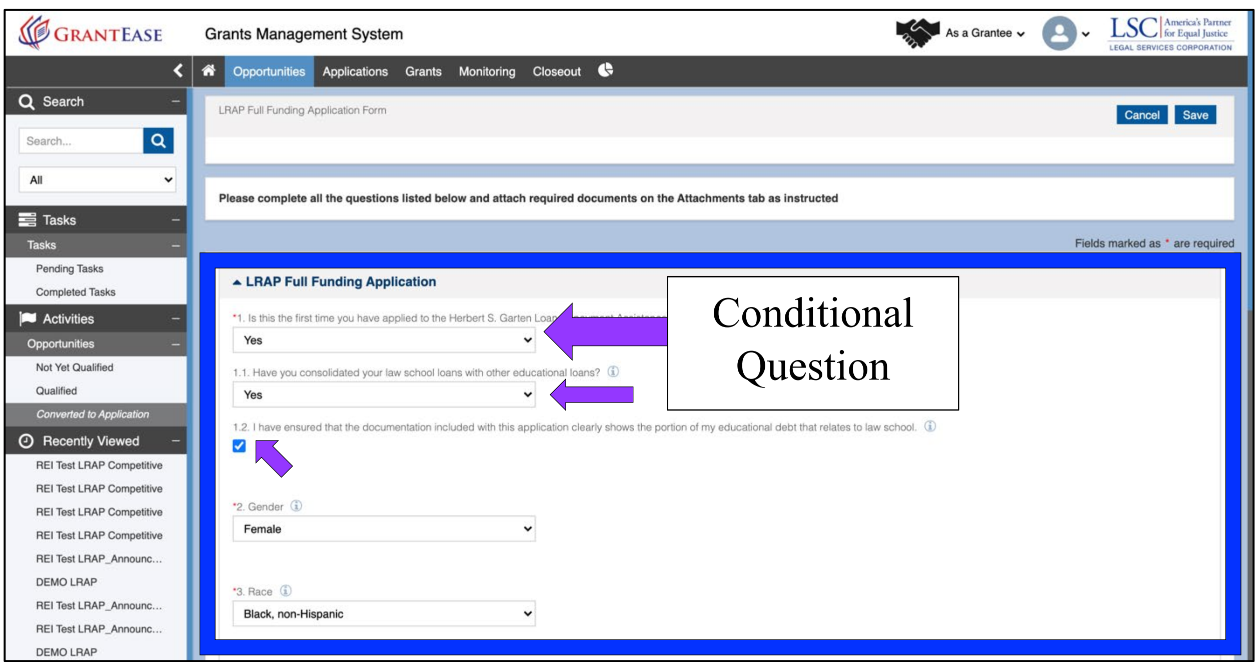


Figure 32: Image of the LRAP Application Conditional Questions and Responses

Beside each question, users will see i-icons which may answer some questions about the application questions. Users should scroll over the i-icons to find out more information about a particular question.

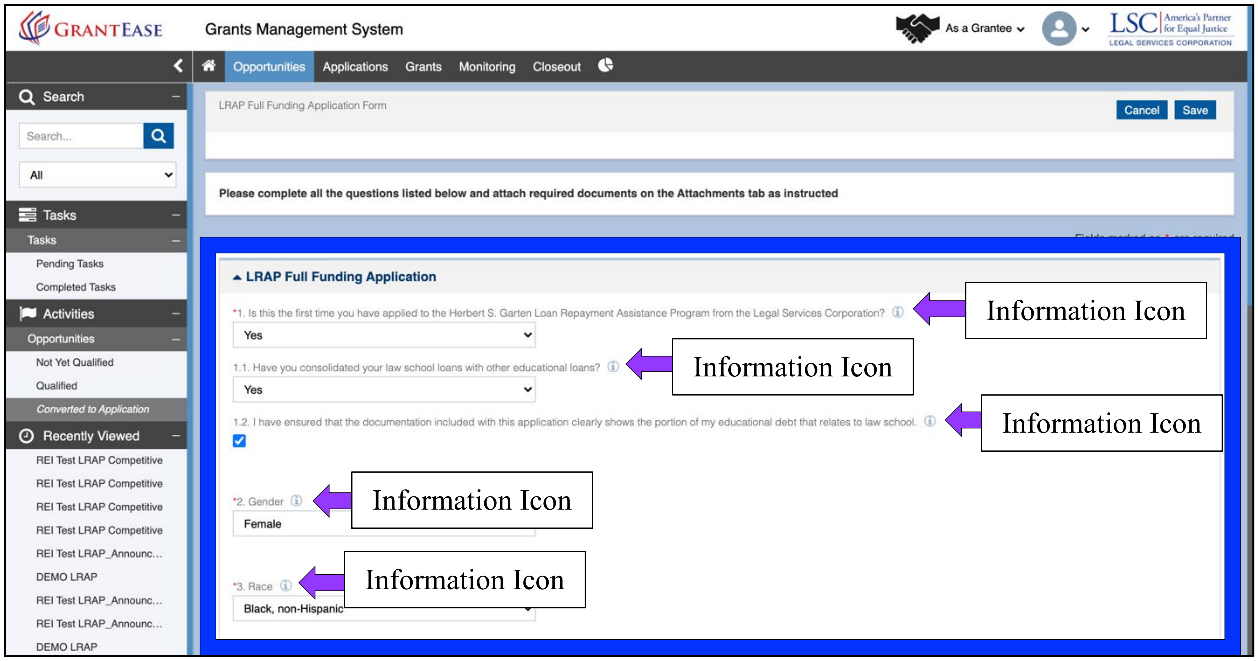


Figure 33: Image of Information Icon Locations on the LRAP Application

Once users have completed all questions, they must again acknowledge the application's accuracy by **checking the box** in question number 10.

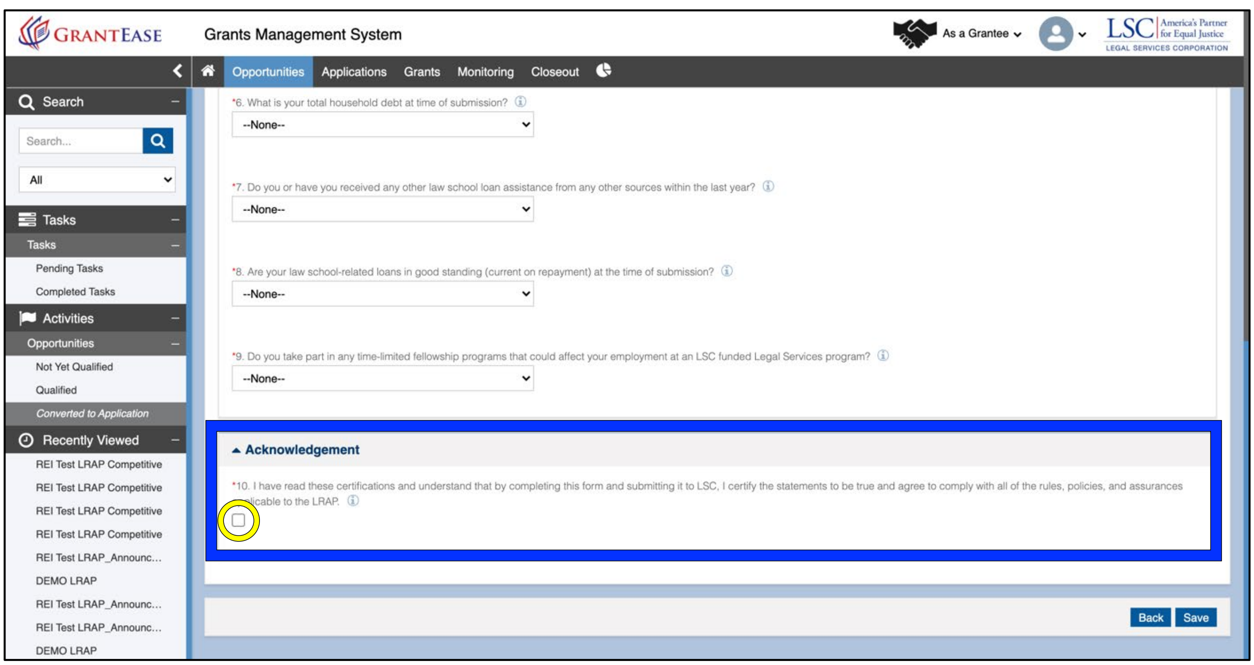


Figure 34: Image of the Acknowledgement Checkbox on the LRAP Application

When the application is complete, users should click on the **Save button** to move forward.

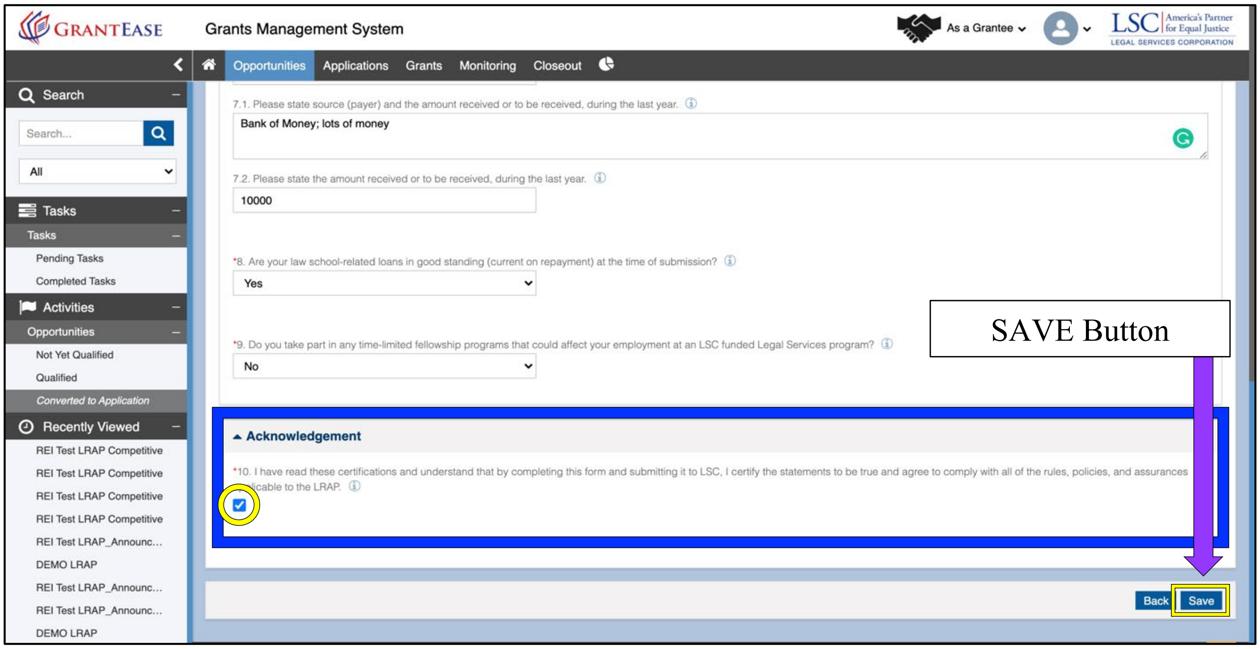


Figure 35: Image of Saving a Completed and Acknowledged LRAP Application Form

Users will receive a message when their application has been successfully saved.

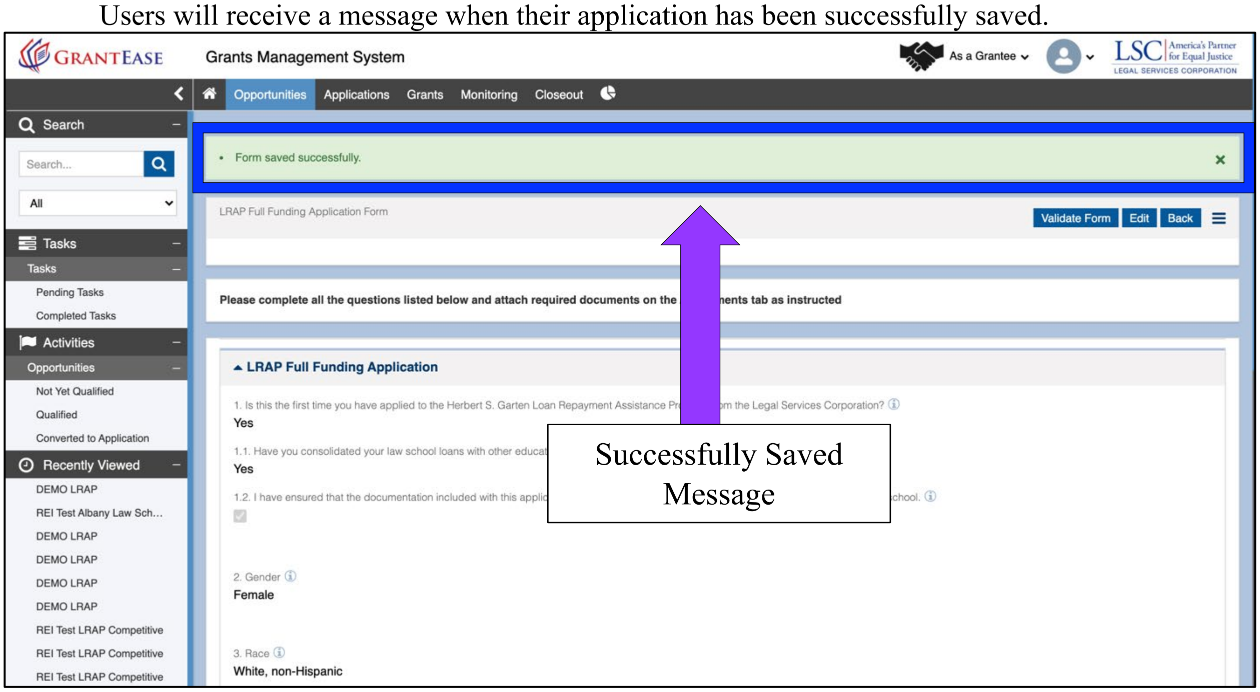


Figure 36: Image of a Successfully Saved, Completed LRAP Application

Before submitting the application, users should utilize the application/form validation feature in the grant system; this will allow users to see which questions have been skipped or are not complete.

On the top right-hand side, users will be able to **"Validate"** their form.

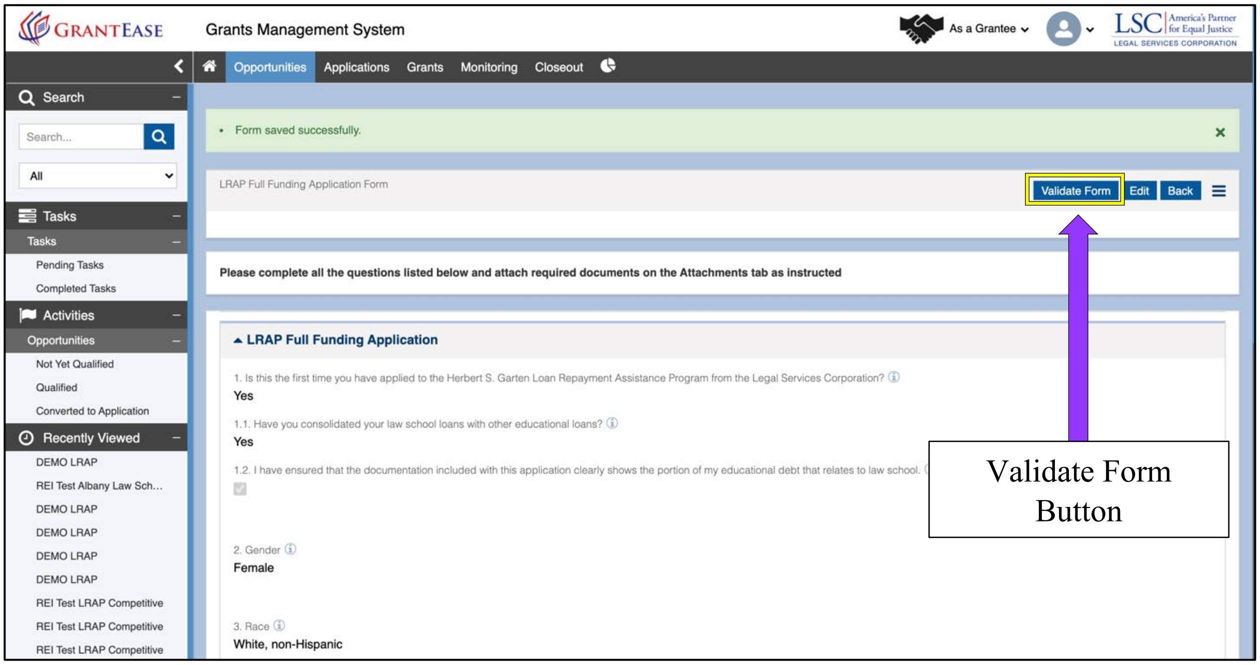


Figure 37: Image of Validating a Completed and Saved LRAP Application Form

Once a user clicks on this button, a listing of all questions that are incomplete or missing will appear.

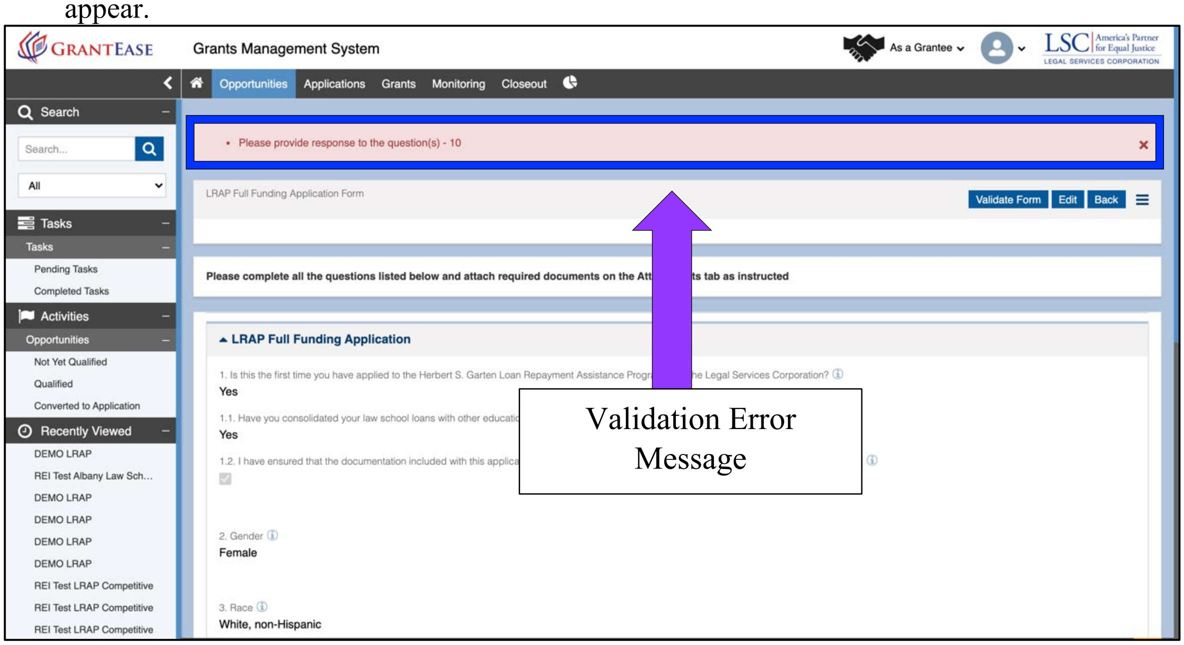


Figure 38: Image of Validation Error Message for an Incomplete LRAP Application

Users can also see that a form has been validated on the main application screen where a check mark will appear next to the form.

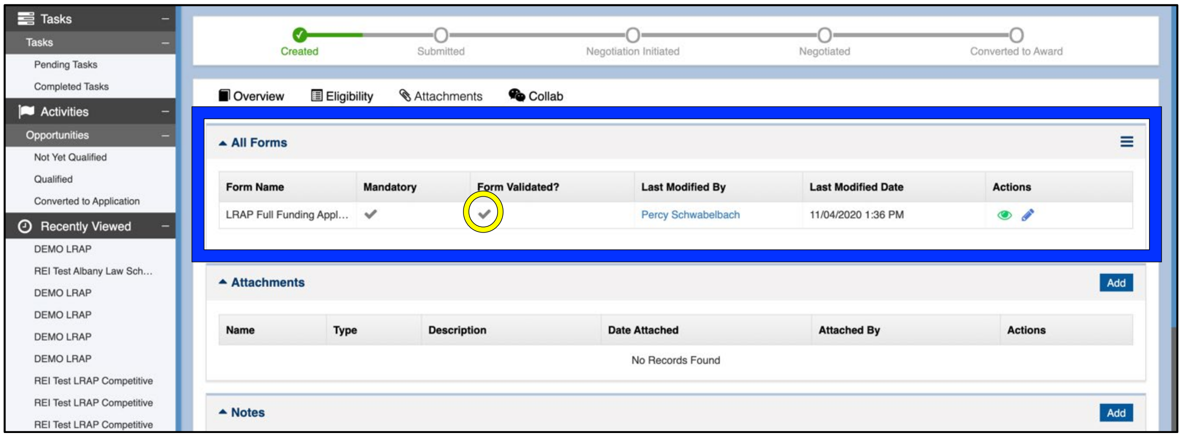


Figure 39: Image of the Form Validation Check on the Main LRAP Application Screen

Additionally, users should note that ***GrantEase*** does not spellcheck a document. Thus, it is imperative that users find an external source to spellcheck; for example, your browser may have a spellcheck feature included with it. Alternatively, users may consider installing a software program like Grammarly or others. If you are interested in receiving information or training resources on these tools, please visit the **LSC Training** landing page.

At this point, users should rectify skipped and incomplete questions, then **SAVE** when complete.

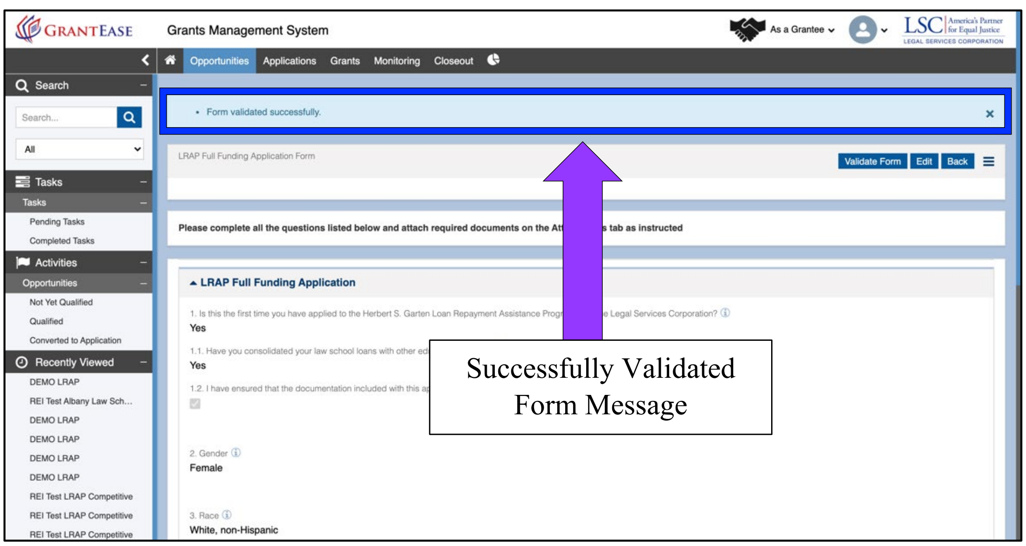


Figure 40: Image of the Successfully Validated LRAP Application Form Message

SUBMITTING THE LRAP APPLICATION

Once users have completed answering all questions and have validated their application form, they should submit the application to the grantor.

Users should click on the **Back button** to return to the main LRAP screen and find the **Submit to Grantor button** on the top right-hand side of the screen.

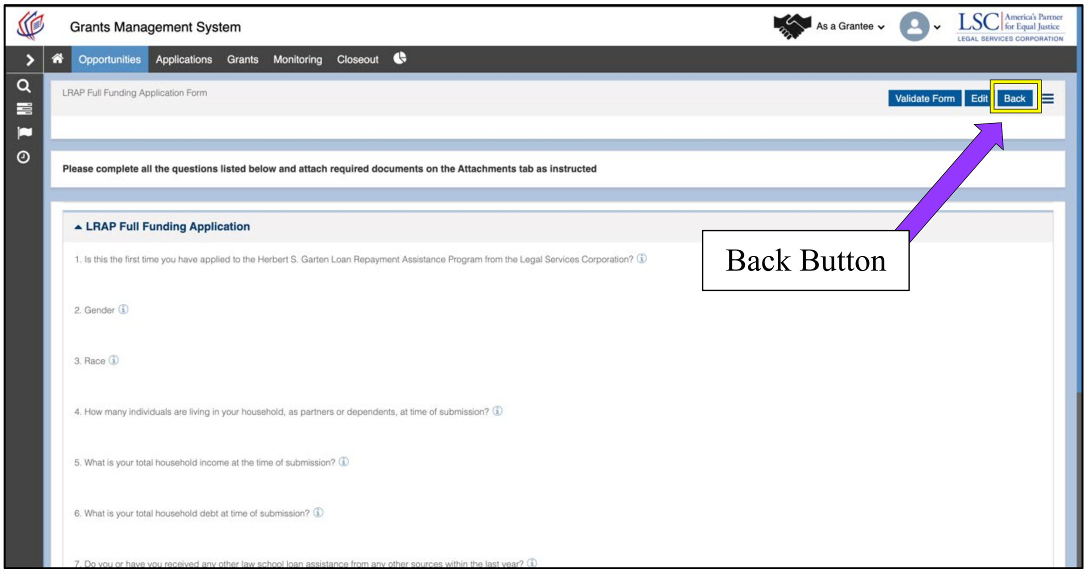


Figure 41: Image of Selecting the Back Button on a Completed and Validated LRAP Application

Once users click on the **Submit to Grantor button**, they will get a warning message asking if they are sure that they want to submit the application. Users should click "Yes".

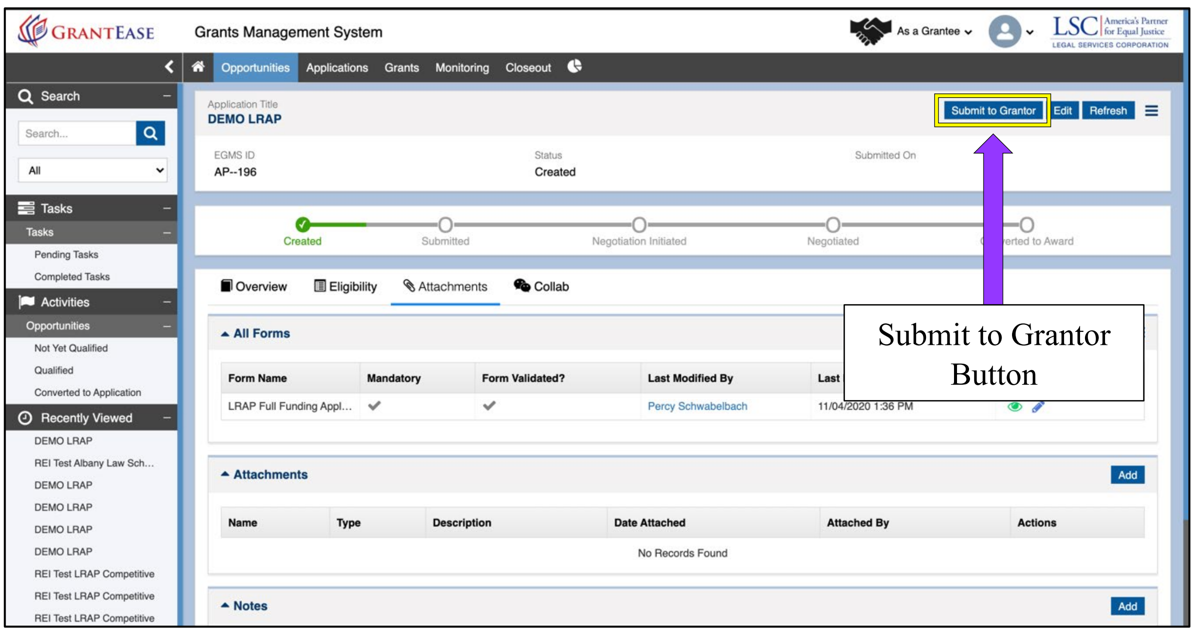


Figure 42: Image of the Submit to Grantor Button on the Main LRAP Application Screen

Once users click on the **Submit to Grantor button**, they will get a warning message asking if they are sure that they want to submit the application.

Users should click "Yes".

They will then see that the green status bar has changed from **Qualified** to **Submitted to Grantor**.

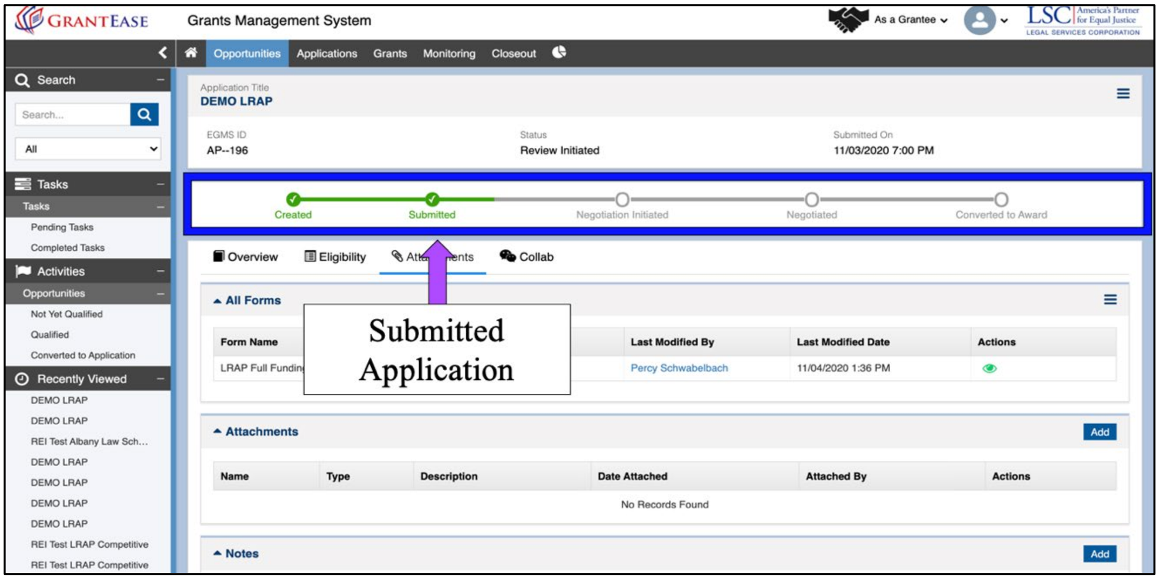


Figure 43: Image of the Updated Application Status Bar

If LSC has questions, users will receive a notification via email and also receive a notification about the application status.

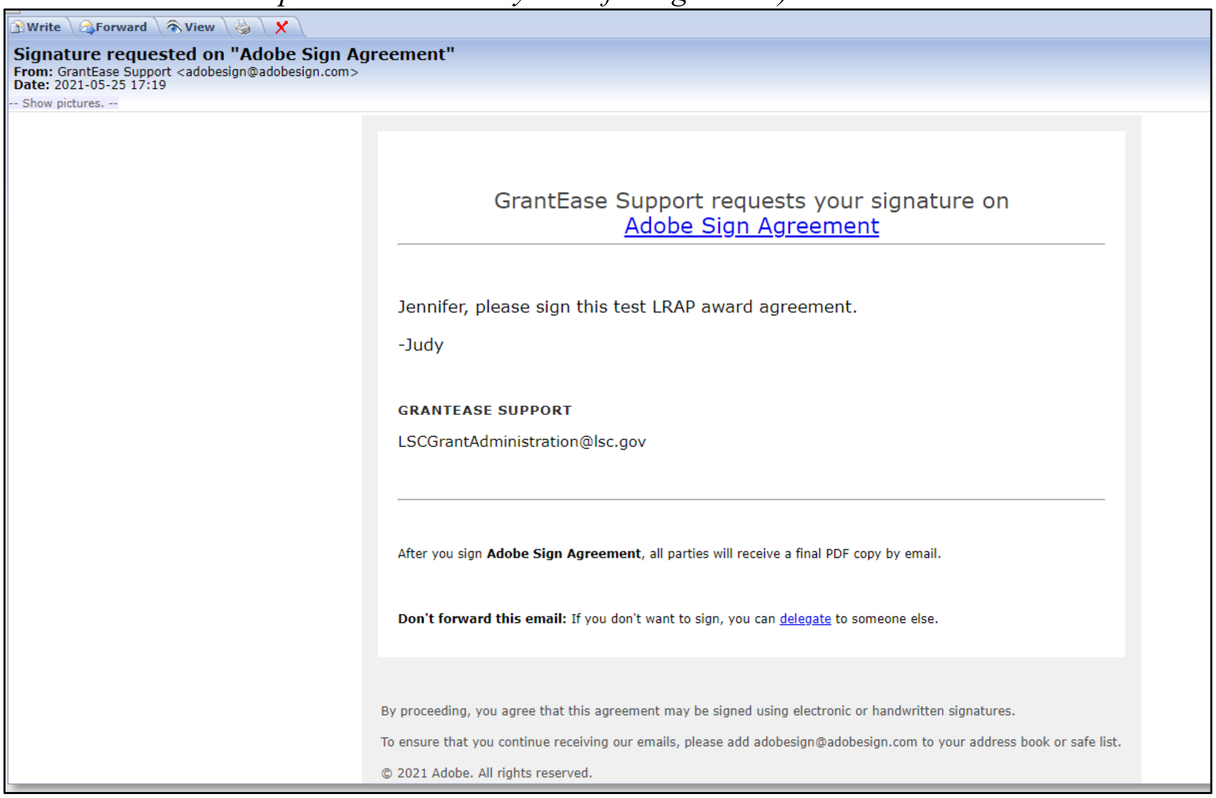
2. Loan Repayment Assistance Program: Managing Your LRAP Grant

SIGNING THE LRAP PROMISSORY NOTE

After applicants have submitted their application to LSC **and IF** the LRAP application is approved, the participating attorney will receive an email requesting that the participating attorney review and electronically sign their LRAP Promissory Note.

The Promissory Note signature will happen outside of ***GrantEase,*** through Adobe E-sign. Participating attorneys will receive an Adobe e-sign request via email.

(**NOTE**: *Recipients should follow the directions provided in the Adobe e-sign request email to sign the Promissory Note. Click on the "Adobe Sign Agreement" link to open the Promissory Note for signature.)*



Write Forward View

Signature requested on "Adobe Sign Agreement"
From: GrantEase Support <adobesign@adobesign.com>
Date: 2021-05-25 17:19
-- Show pictures. --

GrantEase Support requests your signature on
Adobe Sign Agreement

Jennifer, please sign this test LRAP award agreement.

-Judy

GRANTEASE SUPPORT

LSCGrantAdministration@lsc.gov

After you sign **Adobe Sign Agreement**, all parties will receive a final PDF copy by email.

Don't forward this email: If you don't want to sign, you can delegate to someone else.

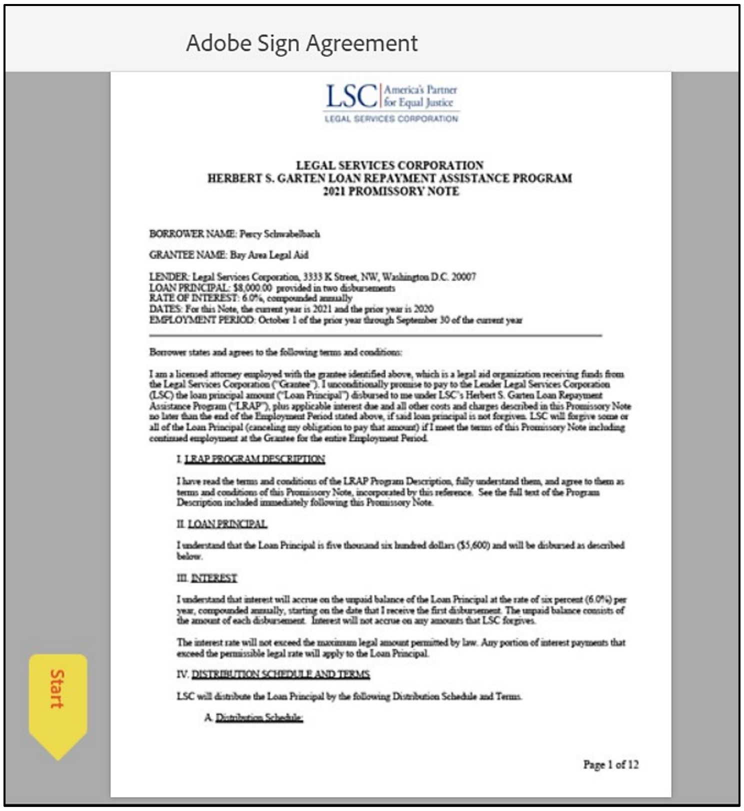
By proceeding, you agree that this agreement may be signed using electronic or handwritten signatures.

To ensure that you continue receiving our emails, please add adobesign@adobesign.com to your address book or safe list.

© 2021 Adobe. All rights reserved.

Figure 1: Image of the Adobe E-sign Request Email with the LRAP Promissory Note

Please read the entire Promissory Note before signing your name at the very end of the agreement as indicated by the yellow arrows.



Adobe Sign Agreement

Start

LSC | America's Partner for Equal Justice
LEGAL SERVICES CORPORATION

LEGAL SERVICES CORPORATION
HERBERT S. GARTEN LOAN REPAYMENT ASSISTANCE PROGRAM
2021 PROMISSORY NOTE

BORROWER NAME: Percy Schwabelbach

GRANTEE NAME: Bay Area Legal Aid

LENDER: Legal Services Corporation, 3333 K Street, NW, Washington D.C. 20007
LOAN PRINCIPAL: $8,000.00 provided in two disbursements
RATE OF INTEREST: 6.0%, compounded annually
DATES: For this Note, the current year is 2021 and the prior year is 2020
EMPLOYMENT PERIOD: October 1 of the prior year through September 30 of the current year

Borrower states and agrees to the following terms and conditions:

I am a licensed attorney employed with the grantee identified above, which is a legal aid organization receiving funds from the Legal Services Corporation ("Grantee"). I unconditionally promise to pay to the Lender Legal Services Corporation (LSC) the loan principal amount ("Loan Principal") disbursed to me under LSC's Herbert S. Garten Loan Repayment Assistance Program ("LRAP"), plus applicable interest due and all other costs and charges described in this Promissory Note no later than the end of the Employment Period stated above, if said loan principal is not forgiven. LSC will forgive some or all of the Loan Principal (canceling my obligation to pay that amount) if I meet the terms of this Promissory Note including continued employment at the Grantee for the entire Employment Period.

I. LRAP PROGRAM DESCRIPTION

I have read the terms and conditions of the LRAP Program Description, fully understand them, and agree to them as terms and conditions of this Promissory Note, incorporated by this reference. See the full text of the Program Description included immediately following this Promissory Note.

II. LOAN PRINCIPAL

I understand that the Loan Principal is five thousand six hundred dollars ($5,600) and will be disbursed as described below.

III. INTEREST

I understand that interest will accrue on the unpaid balance of the Loan Principal at the rate of six percent (6.0%) per year, compounded annually, starting on the date that I receive the first disbursement. The unpaid balance consists of the amount of each disbursement. Interest will not accrue on any amounts that LSC forgives.

The interest rate will not exceed the maximum legal amount permitted by law. Any portion of interest payments that exceed the permissible legal rate will apply to the Loan Principal.

IV. DISTRIBUTION SCHEDULE AND TERMS

LSC will distribute the Loan Principal by the following Distribution Schedule and Terms.

A. Distribution Schedule:

Page 1 of 12

Figure 2: Image of an Adobe E-Sign LRAP Award Promissory Note

Once the signed document is submitted, LSC will receive the fully executed Promissory Note in ***GrantEase***.

FINANCIAL MANAGEMENT SYSTEM: ESTABLISHING YOUR GATEKEEPER ACCOUNT

The system LSC uses to make award payments to participating attorneys through direct deposit is called **Gatekeeper**.

Once LRAP funding decisions are made, Gatekeeper will send the LRAP recipient a message requiring the one-time creation of an account in the Gatekeeper system.

Please note that only first-time recipients and any returning recipient that has had a change in banking information since the last award payment will need to complete this step. All other returning participating attorneys do not have to take any action with Gatekeeper. LSC has transferred their information over from the previous grants management system and no further action is required.

LRAP recipients should click on the **green activate account button** which will take them to a new screen to create an account password. (**NOTE:** *Please create a password that follows the instructions on the screen.*)

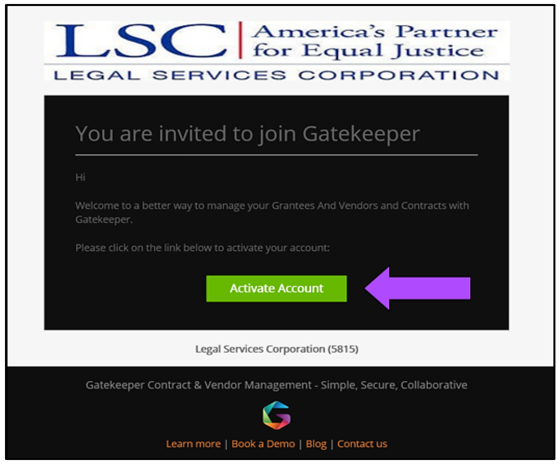


Figure 3: Image of Selecting the Activate Account Button on the Gatekeeper Account Creation Screen

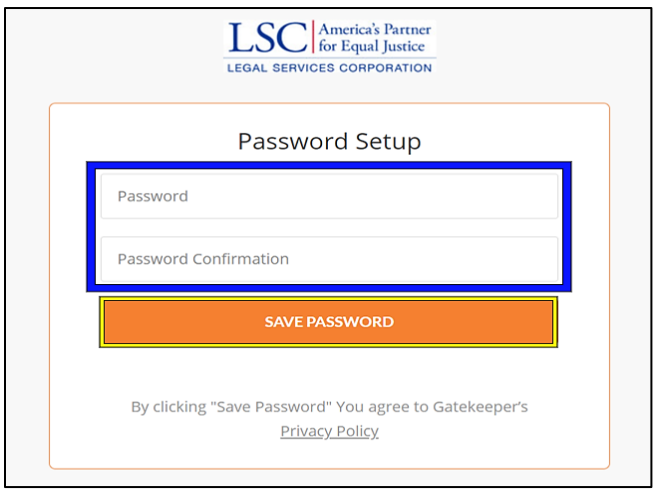


Figure 4: Image of Creating, Confirming, and Saving the Gatekeeper Account Password

Once the account password has been updated, LRAP recipients will see the Gatekeeper main portal.

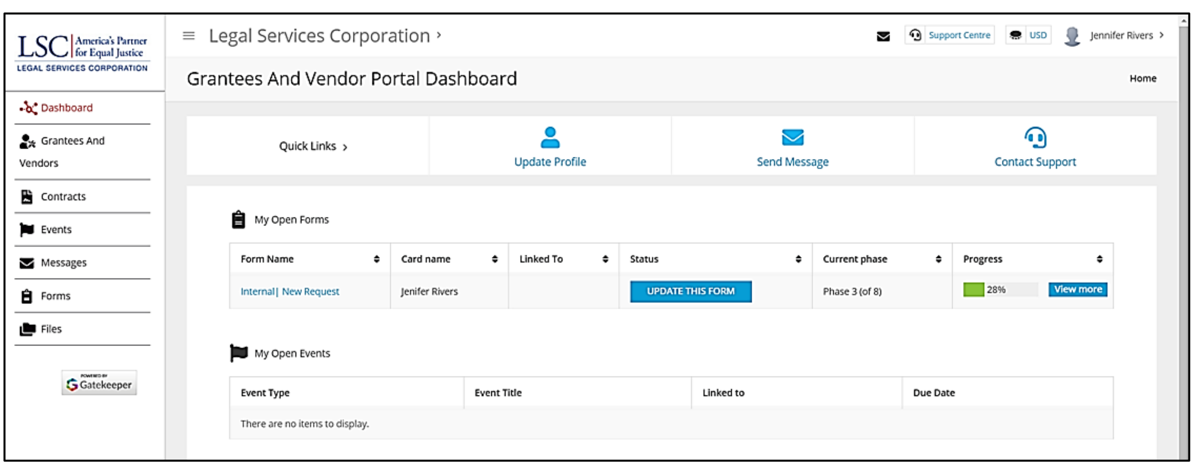


Figure 5: Image of the Gatekeeper Main Portal Screen

Next to the newly created account, LRAP recipients will see a **blue Update This Form button** which they should select.

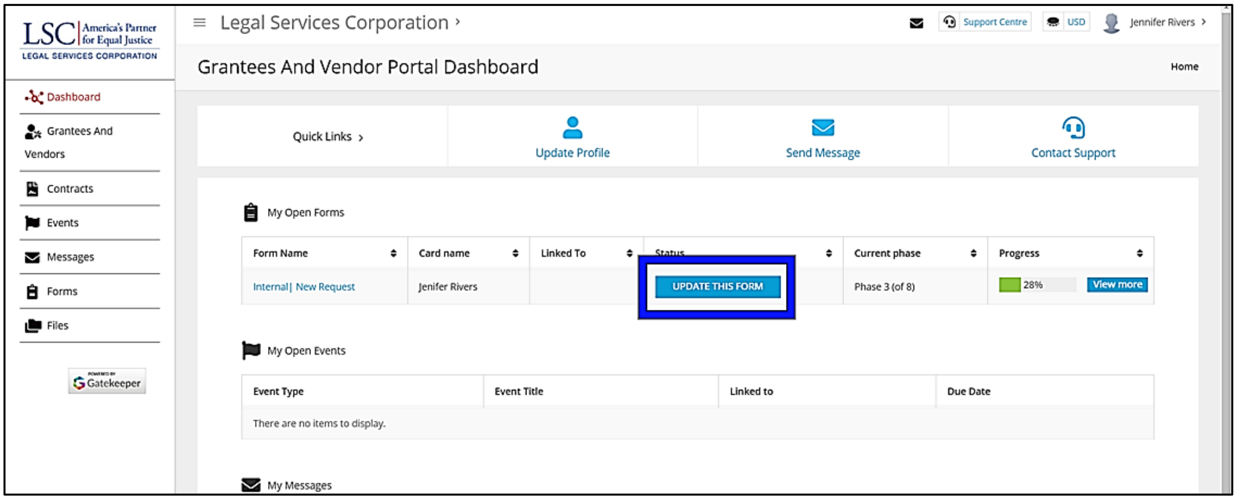


Figure 6: Image of Selecting the Update this Form Button on the Gatekeeper Main Portal Screen

A new screen will appear for the recipient to fill in their account information.

(**NOTE:** *Please provide all required information including* *<u>banking information</u>*, *<u>address</u>* *<u>email address</u>*, *<u>phone number</u>*.)

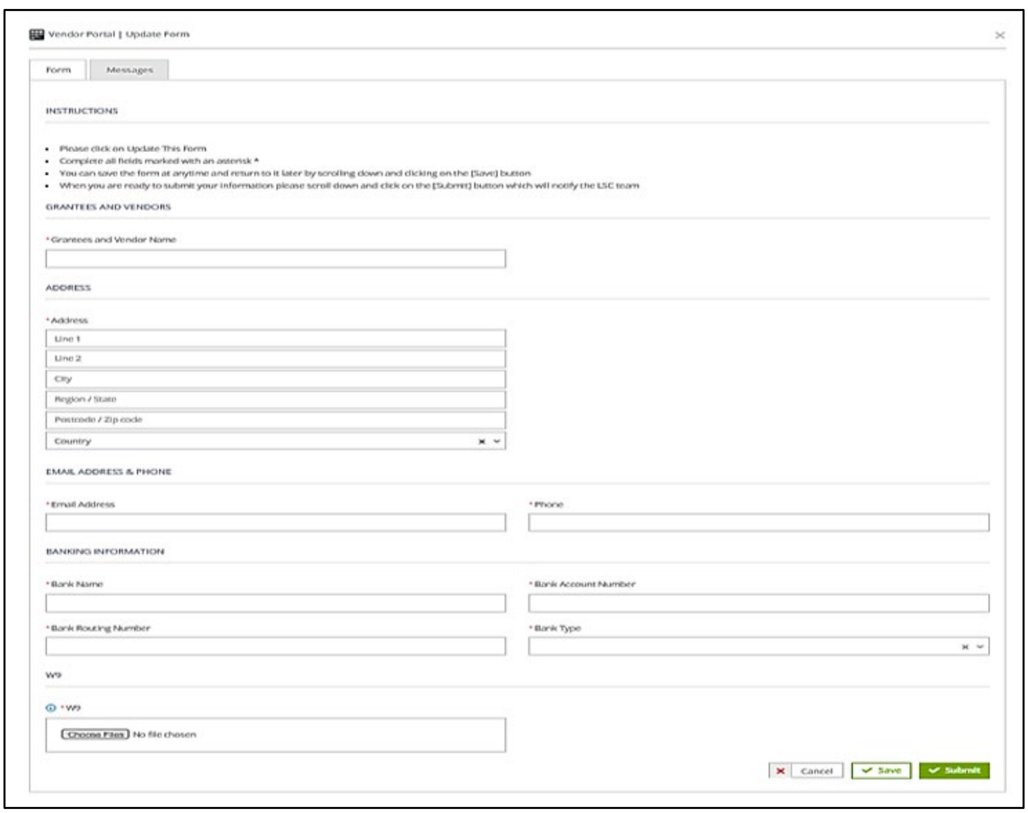


Figure 7: Image of the Update Form Screen in the Gatekeeper System

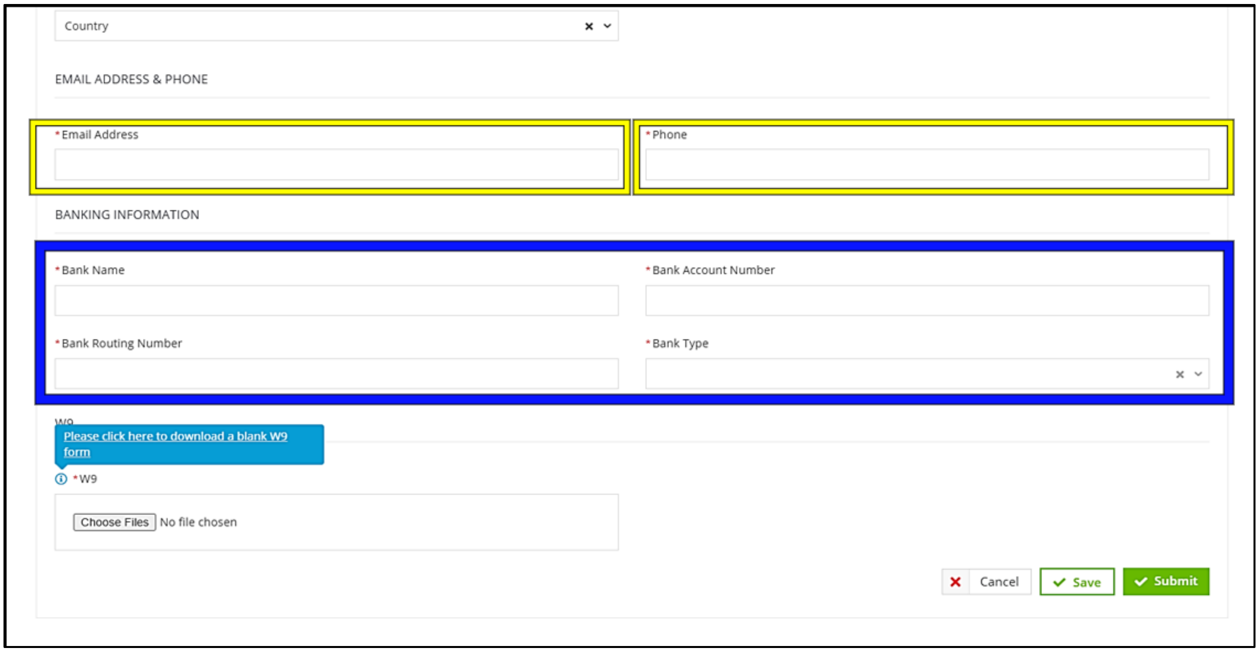


Figure 8: Image of the Contact and Banking Information Sections of the Update Form Screen

When the LRAP recipient gets to the section at the bottom of the form that asks the account holder to upload a copy of their W-9, they should select the **Choose File button** and upload their completed W-9 form. Gatekeeper provides a link to a blank W-9 form in the information icon.

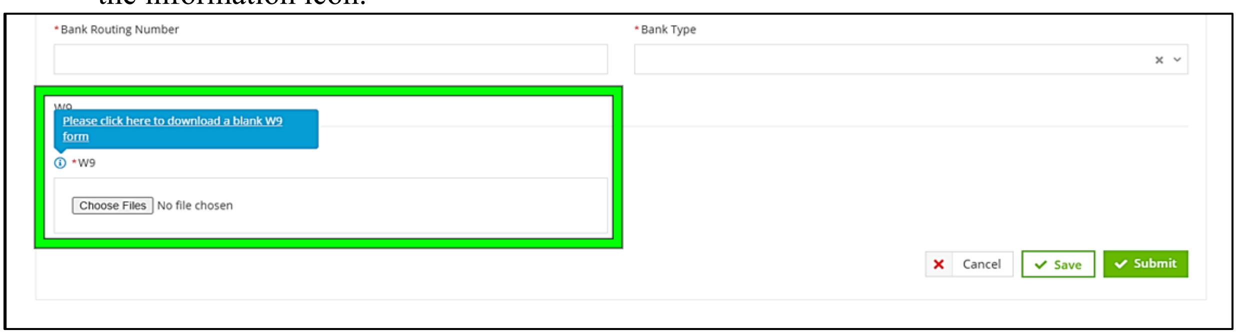


Figure 9: Image of the W-9 Form Link and File Upload Button on the Update Form Screen

After adding all the required account information, LRAP recipients should select the **Submit button**. (**NOTE:** *This process is done only one time*.)

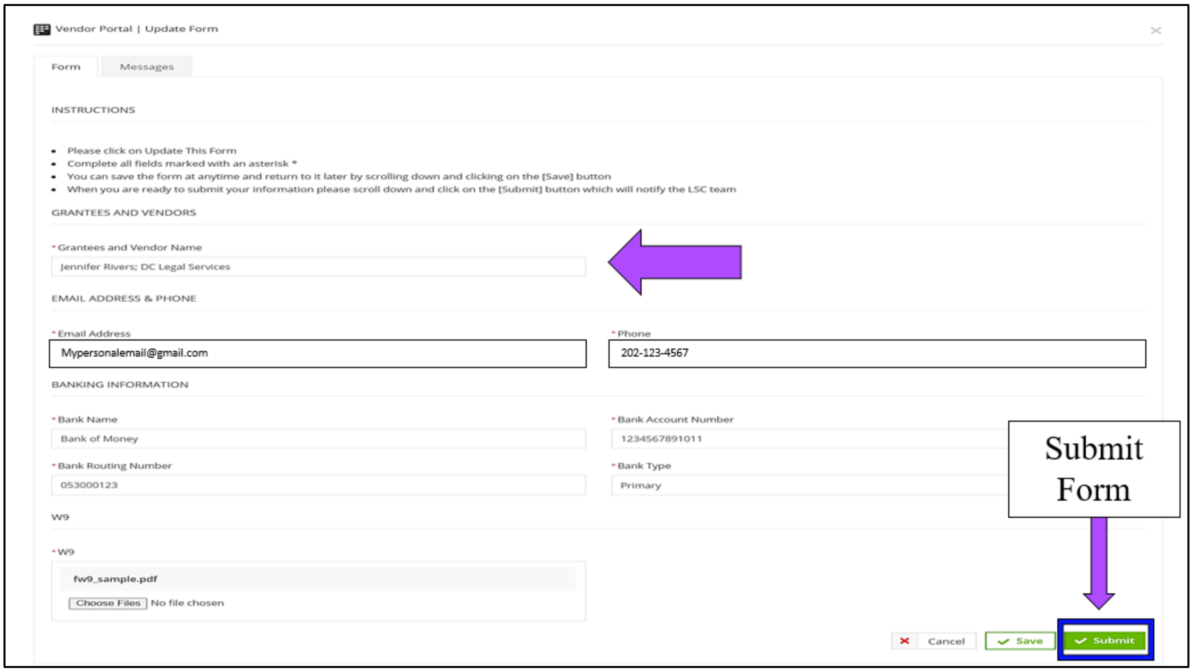


Figure 10: Image of Selecting the Submit Form Button on a Completed Update Form

For any changes with banking information, grant recipients should reach out to LSC at LRAP@lsc.gov.

COMPLETING THE LRAP PAYMENT REQUEST

Approximately fifteen days prior to the scheduled payment date, ***GrantEase*** will send an email notification to the participating attorney that the payment request task has been created. The LRAP recipient should log into ***GrantEase*** and navigate to the **Tasks tab** on the left-hand side bar.

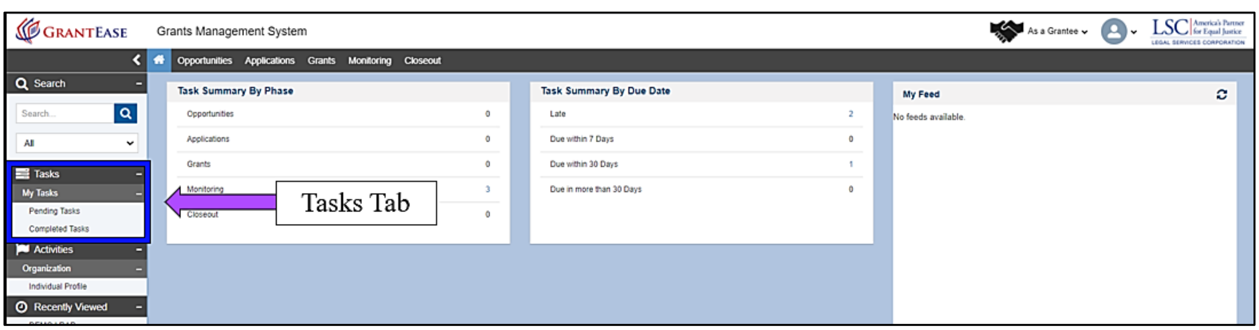


Figure 11: Image of Navigating to the Tasks Tab from the Main ***GrantEase*** Screen

Under the **Tasks tab**, recipients should select **Pending Tasks** and locate the ***Payment Request*** task.

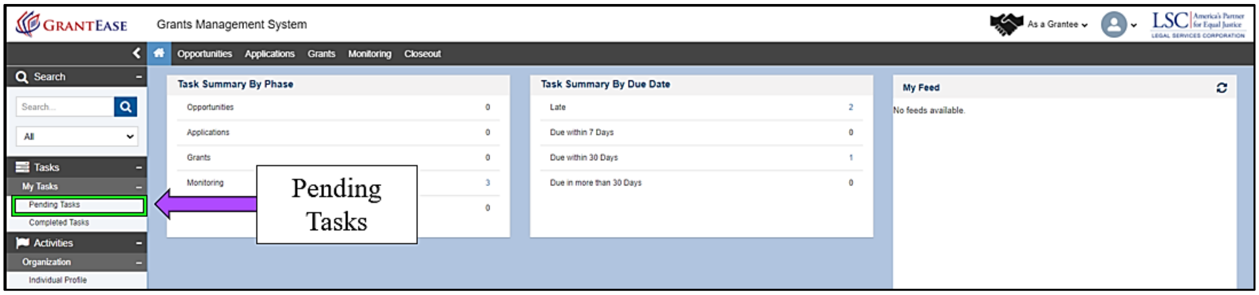


Figure 12: Image of Selecting Pending Tasks in the Tasks Tab on the Main ***GrantEase*** Screen

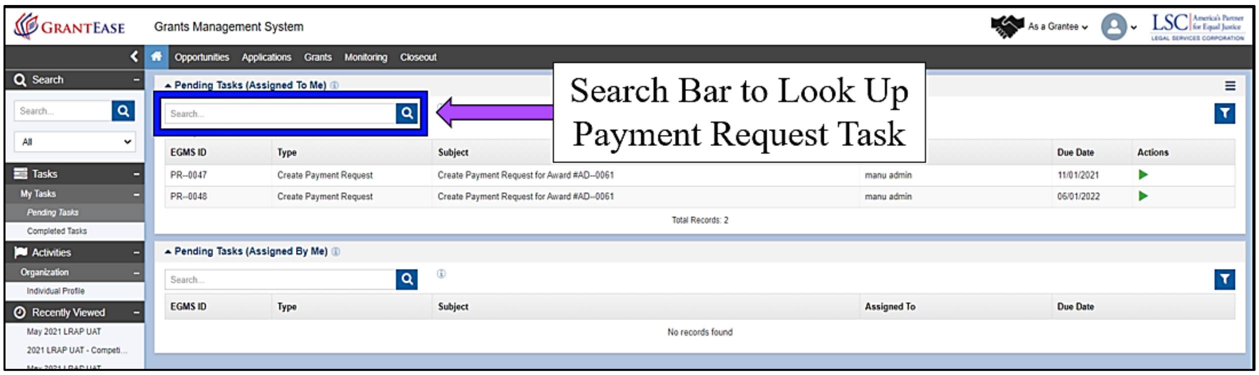


Figure 13: Image of Selecting the Search Bar to Locate and Initiate an LRAP Payment Request

On the far right-hand side of the screen, participating attorneys will see a **green play button**.

Participating attorneys should select the **green play button** which will take them into a new screen to manage the LRAP payment request.

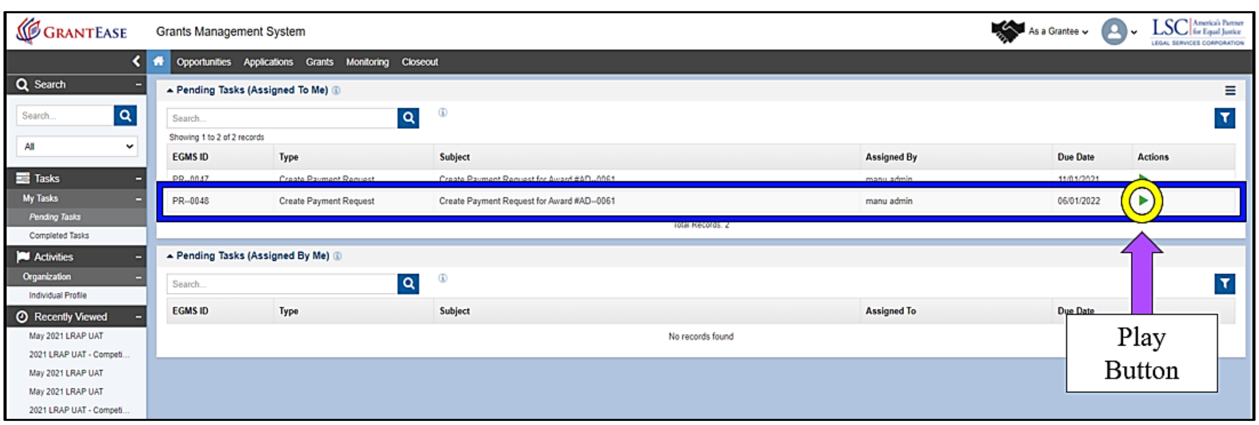


Figure 14: Image of Selecting the Green Play Button to Initiate an LRAP Payment Request

Here, participating attorneys should start by reading the **Overview section** for any important details.

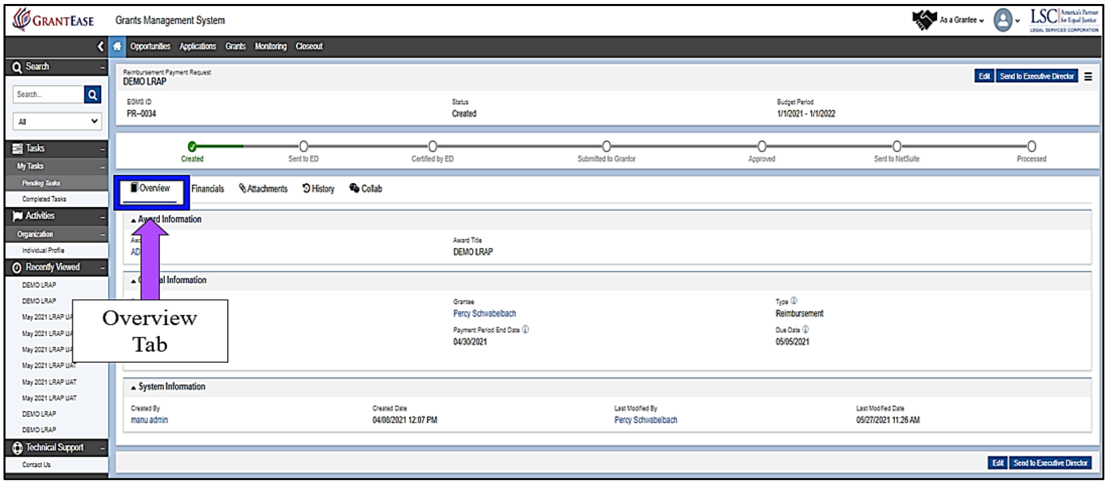


Figure 15: Image of Navigating to the Overview Tab of the LRAP Payment Request

After reading the **Overview tab**, participating attorneys should proceed to the **Financials Tab** where they will confirm the accuracy of the request details.

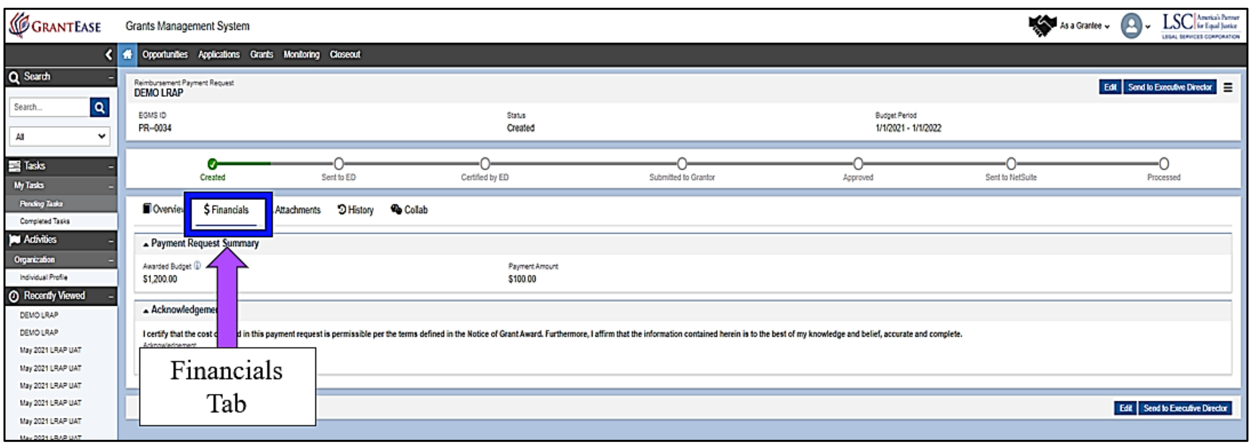


Figure 16: Image of Navigating to the Financials Tab of the LRAP Payment Request

To complete this section, recipients should select the **Edit mode button** in the top right corner and then check the acknowledgement box.

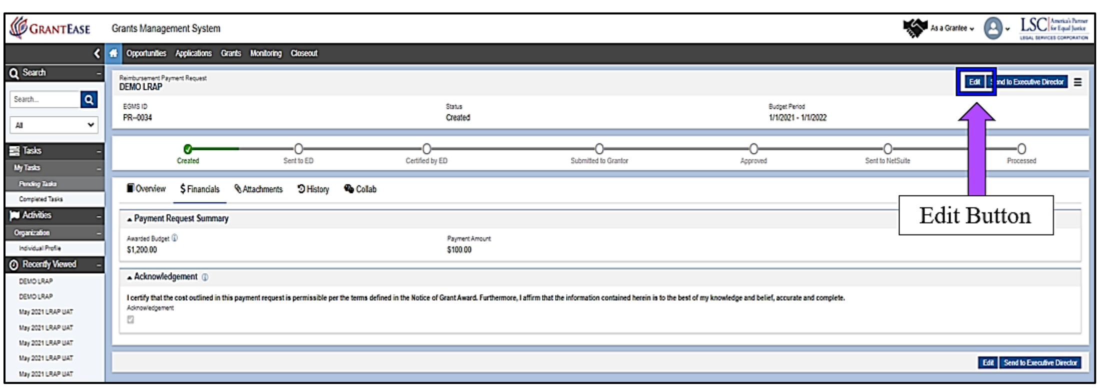


Figure 17: Image of Selecting the Edit Button to Complete the LRAP Payment Request

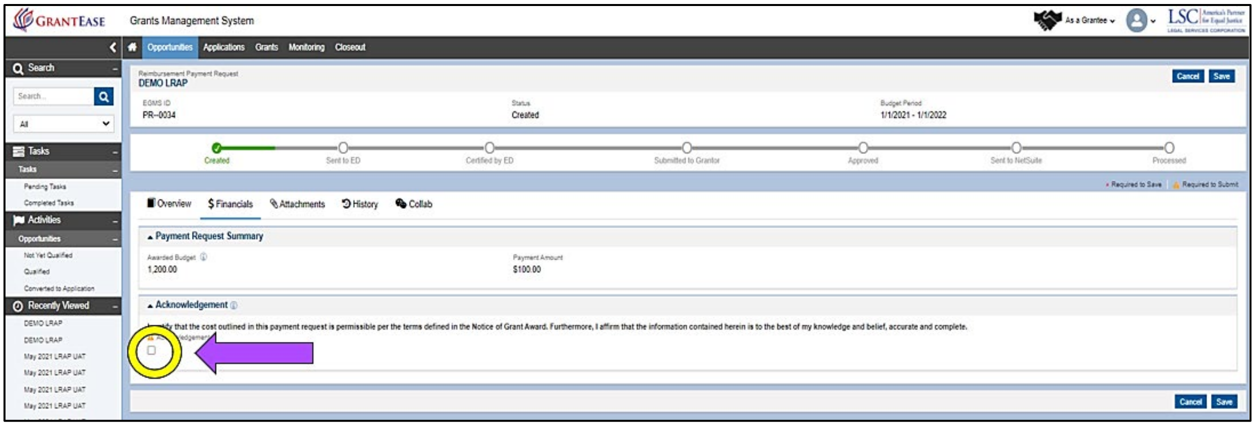


Figure 18: Image of the Acknowledgement Checkbox for the LRAP Payment Request

After the participating attorney has checked the box, they should submit the payment request to their Executive Director.

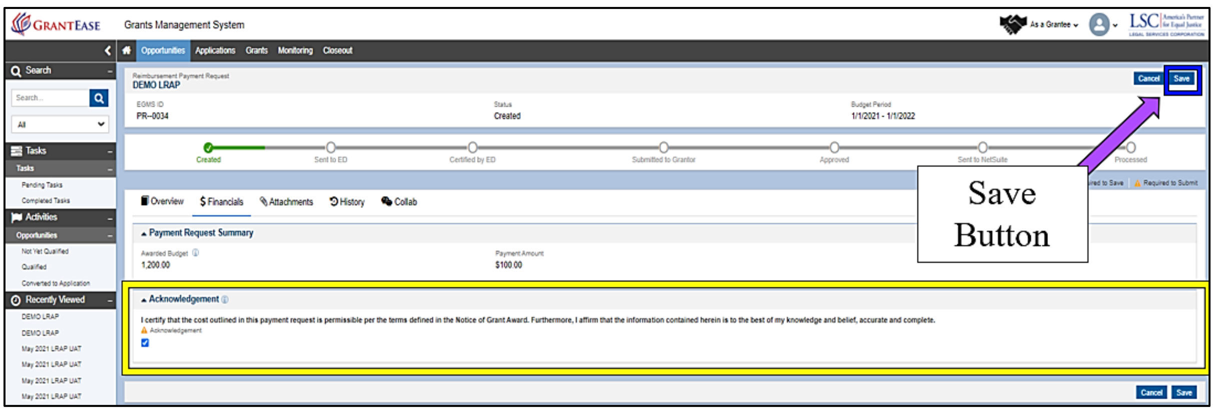


Figure 19: Image of a Completed LRAP Payment Request and Selecting the Save Button

Recipients can do this by selecting the **Submit to Executive Director button**. This will move the status bar to **Sent to Executive Director**.

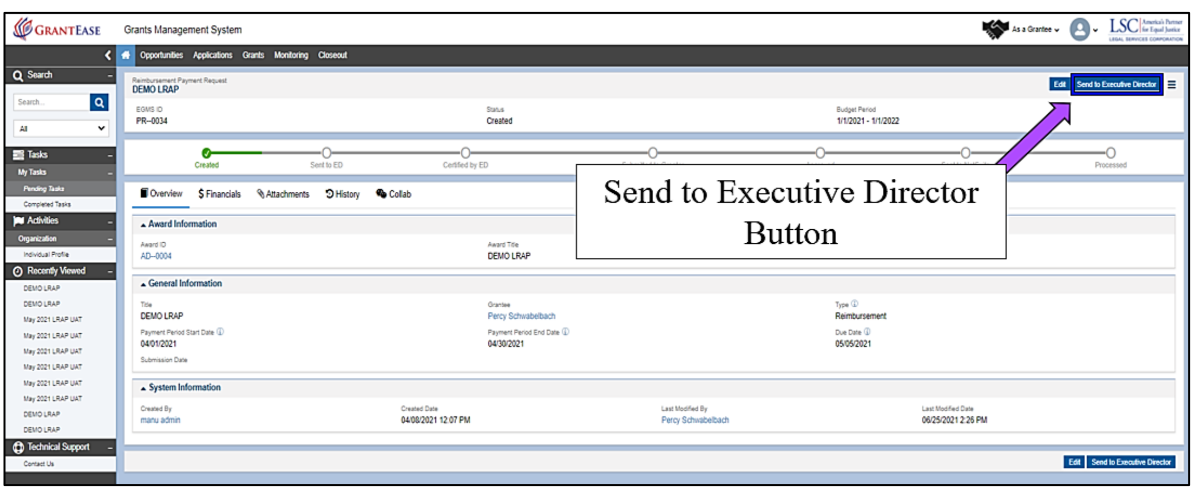


Figure 20: Image of Selecting the Submit to Executive Director Button on the LRAP Request

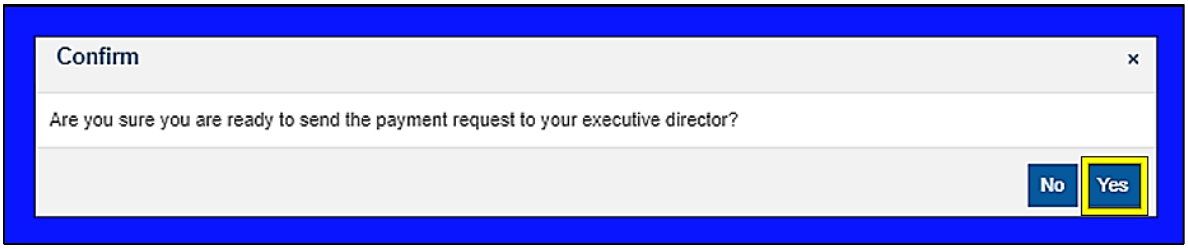


Figure 21: Image of the Submission Confirmation Pop-up Screen

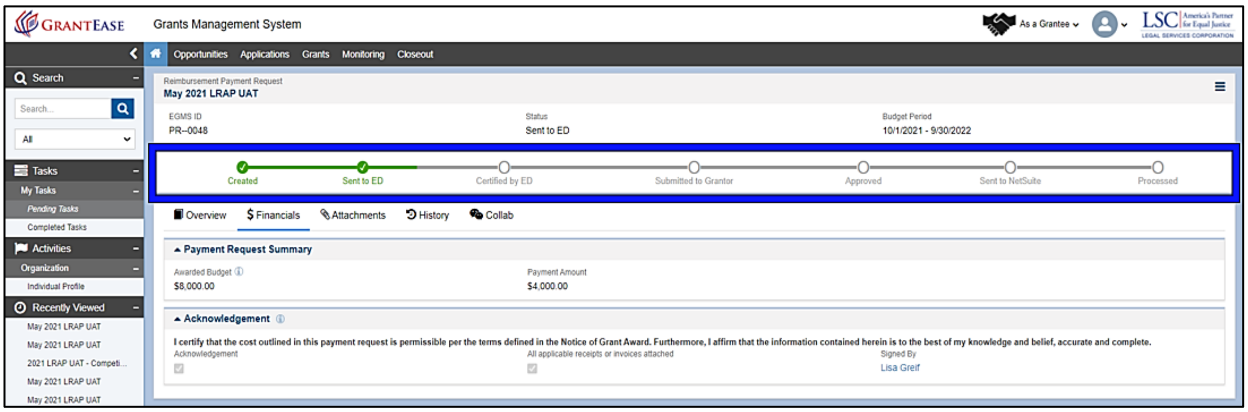


Figure 22: Image of the Updated LRAP Payment Request Status to "Sent to ED"

The next section will cover the steps necessary for the Executive Director to certify the payment request.

CERTIFICATION OF PAYMENT REQUEST BY THE EXECUTIVE DIRECTOR

The Executive Director is responsible for certifying that the participating attorney is in good standing through the LRAP Payment Requests task in ***GrantEase***.

To certify a payment request, the Executive Director should log into their account and then click on the **Tasks tab** in the left-hand side bar.

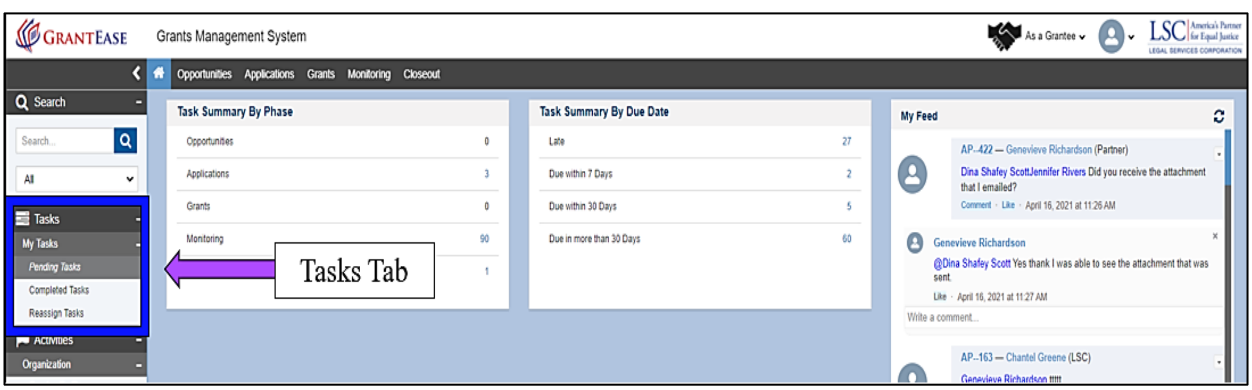


Figure 23: Image of Navigating to the Tasks Tab on the Main Screen

Once in the **Tasks tab,** the Executive Director should locate the **Pending Tasks tab.**

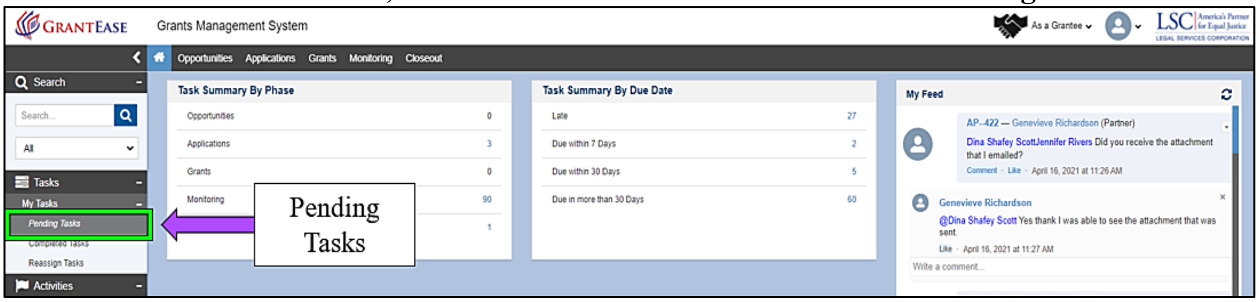


Figure 24: Image of Selecting Pending Tasks from the Tasks Tab

Once in the Pending Tasks Tab, users may need to search for the specific application that requires their certification. Executive directors can do this by typing the name of the participating attorney into the search bar.

Figure 25: Image of Selecting the Search Bar to Locate a Specific Payment Request

Executive Directors should click on the **green play button** which will take them to a new screen where they must certify the form.

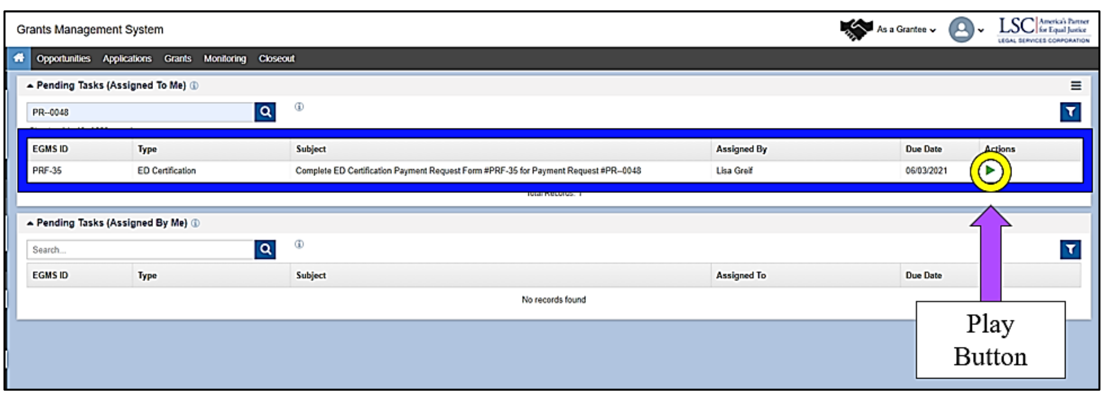


Figure 26: Image of Selecting the Play Button to Complete an LRAP Payment Request

To certify the form, Executive Directors should select the **Edit mode button**, answer questions one through three, and then check the certification box acknowledging that the information provided is accurate.

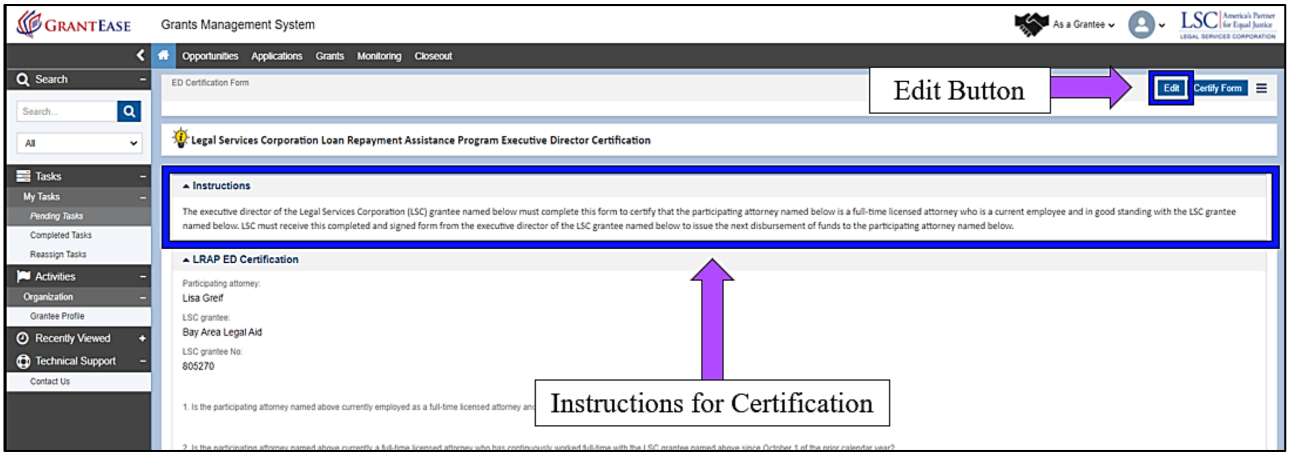


Figure 27: Image of the Instructions and Selecting the Edit Button on an ED Certification Form

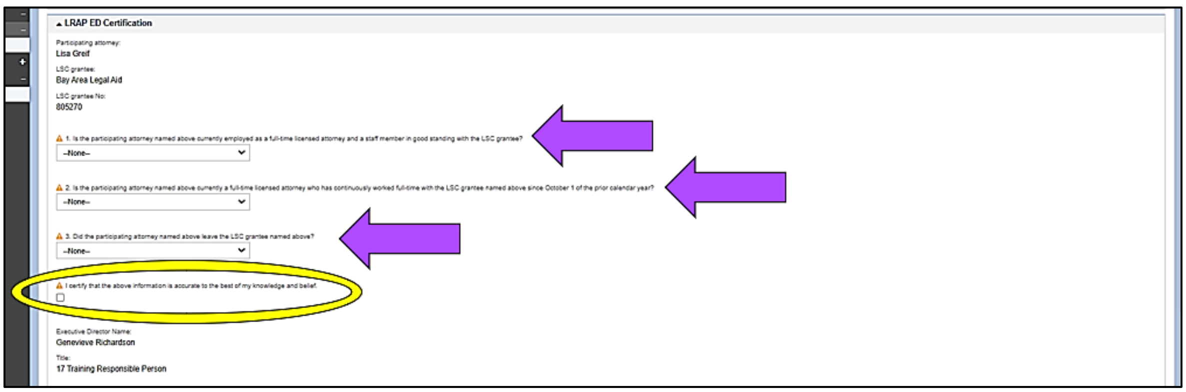


Figure 28: Image of the Required Questions and Certification Acknowledgement Checkbox on the ED Certification Form

Once finished, Executive Directors should select the **Save button**, and then select the **Certify Form button** in the top right-hand corner of the screen.

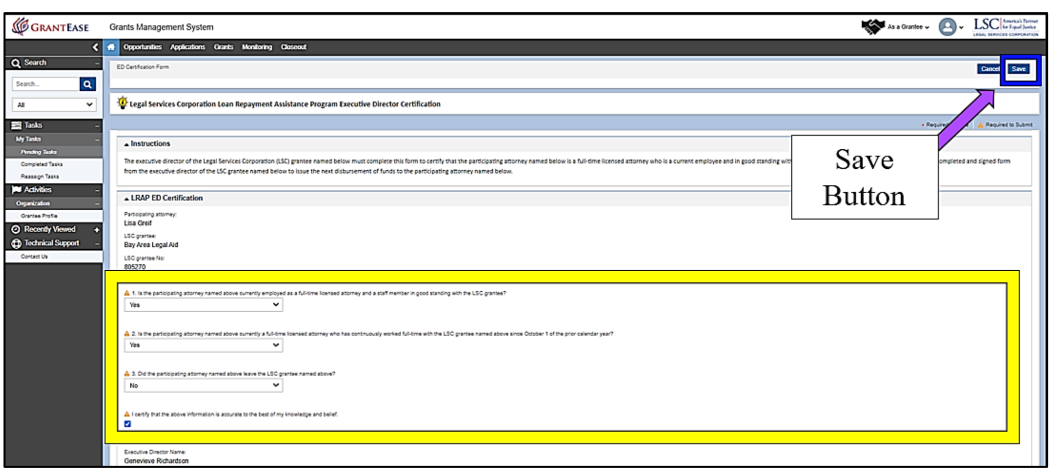


Figure 29: Image of Selecting the Save Button on a Completed LRAP ED Certification Form

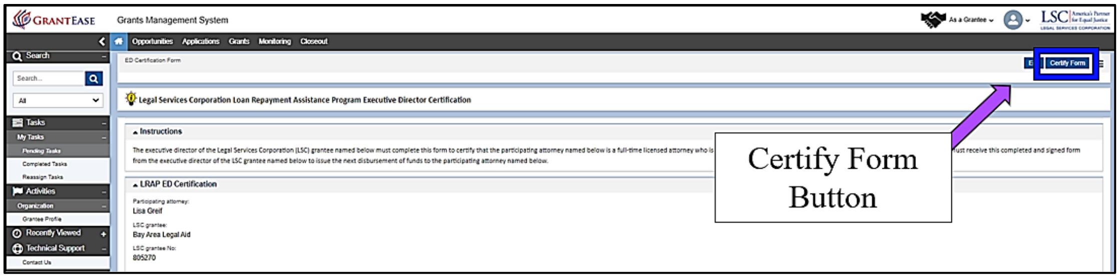


Figure 30: Image of Selecting the Certify Form Button on a Completed and Saved LRAP Executive Director Certification Form

Once the form has been certified, LSC will notify either the Executive Director or the LRAP recipient if there is something wrong or missing.

Once LSC approves the certified payment request, it should take **five to seven business days from acceptance** for a recipient to receive payment.

Pro Bono Innovation Fund Grant

1. Completing a PBIF Pre-Application

LOCATING A PBIF OPPORTUNITY

To begin the Pre-Application, users should click on the **Opportunities Tab** which can be found in the 2nd Tier Tool bar.

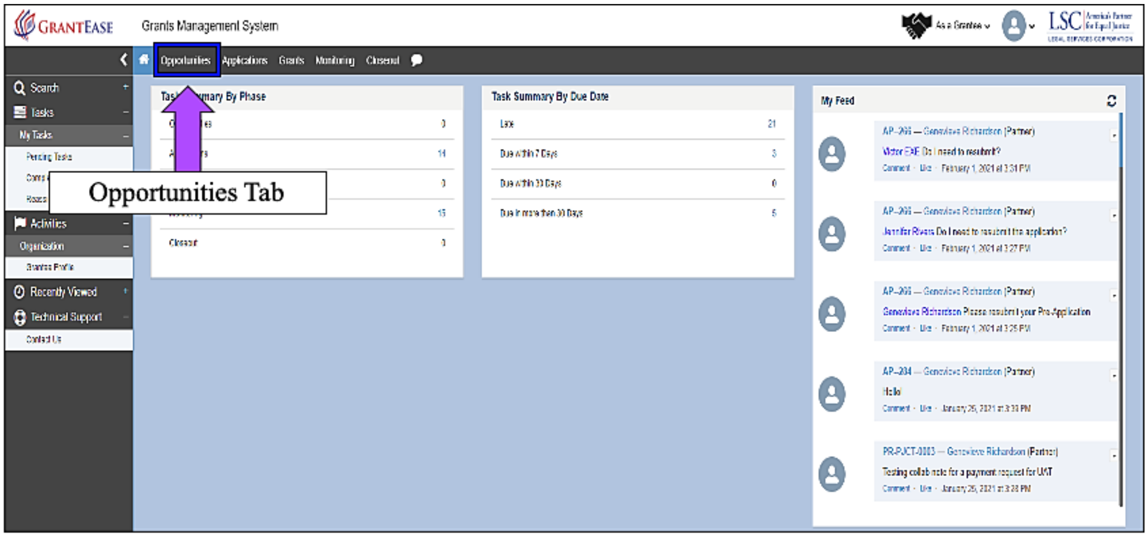


Figure 1: Image of the Home Screen and Selecting the Opportunities Tab

Once in the Opportunities Tab, users will see three options appear on the Side Bar: *Not Yet Qualified*, *Qualified*, and *Converted to Application*.

To locate the PBIF Pre-Application, select "Not Yet Qualified."

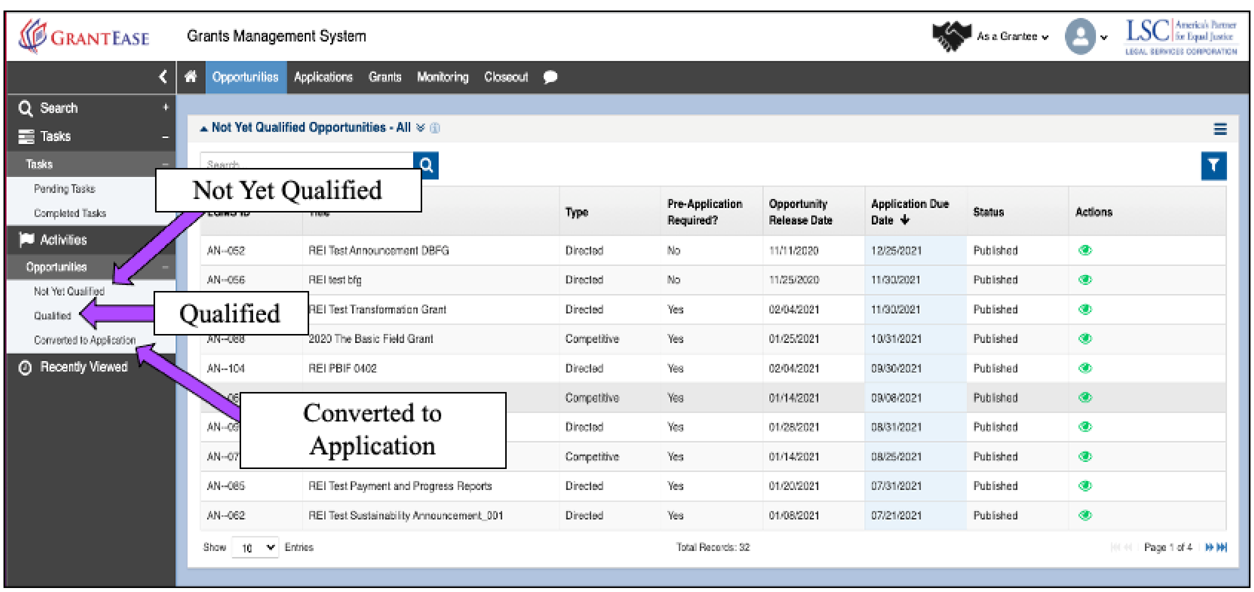


Figure 2: Image of the Opportunities Tab and the Types of Opportunities Available

Users will be taken to a new screen where they will be able to view new opportunities.

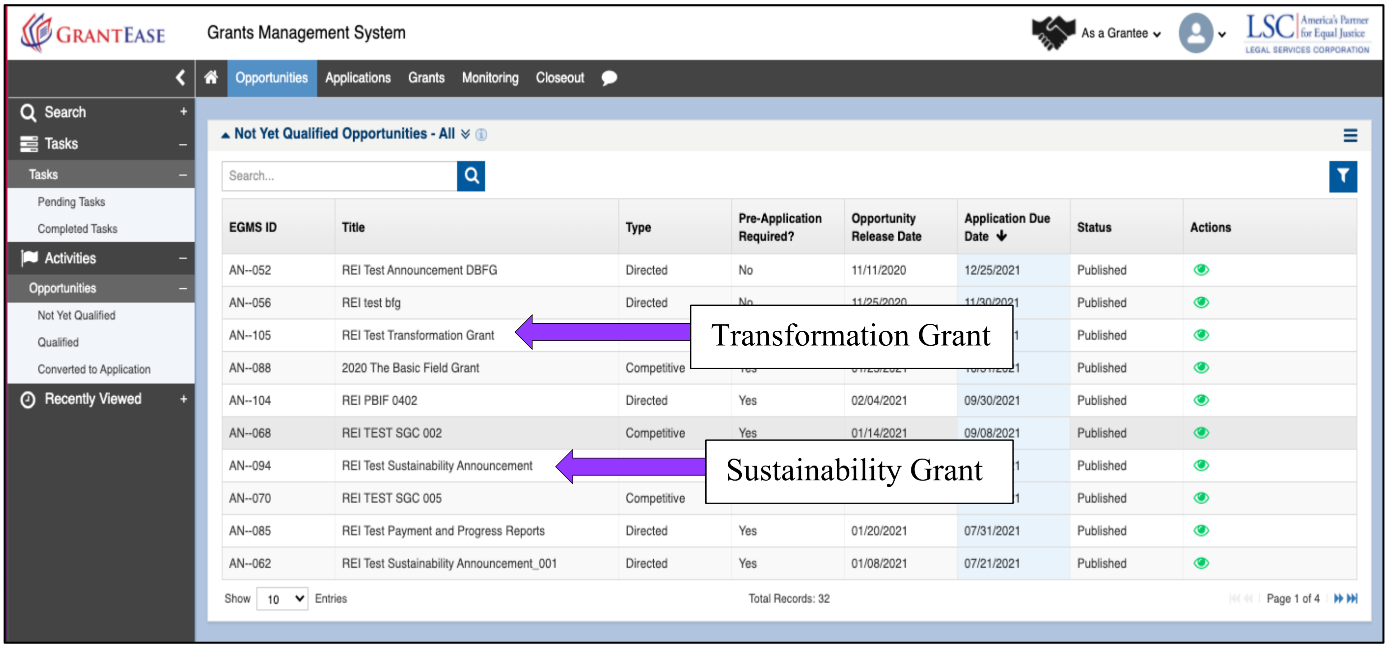


Figure 3: Image of Not Yet Qualified Opportunities

Three different types of PBIF opportunities will be displayed including:

- ***Project Grants*** which leverage volunteers to meet a critical, unmet, and well-defined client need.

- ***Transformation Grants*** which are targeted towards LSC grantees whose leadership is committed to restructuring an entire pro bono program and incorporating Pro Bono best practices into core, high-priority client services with an urgency to create a high-impact pro bono program and finally.

- ***Sustainability Grants*** which are only available to current Pro Bono Innovation Fund grantees and aim to support further development of the most promising and replicable Pro Bono Innovation Fund projects with an additional 24 months of funding.

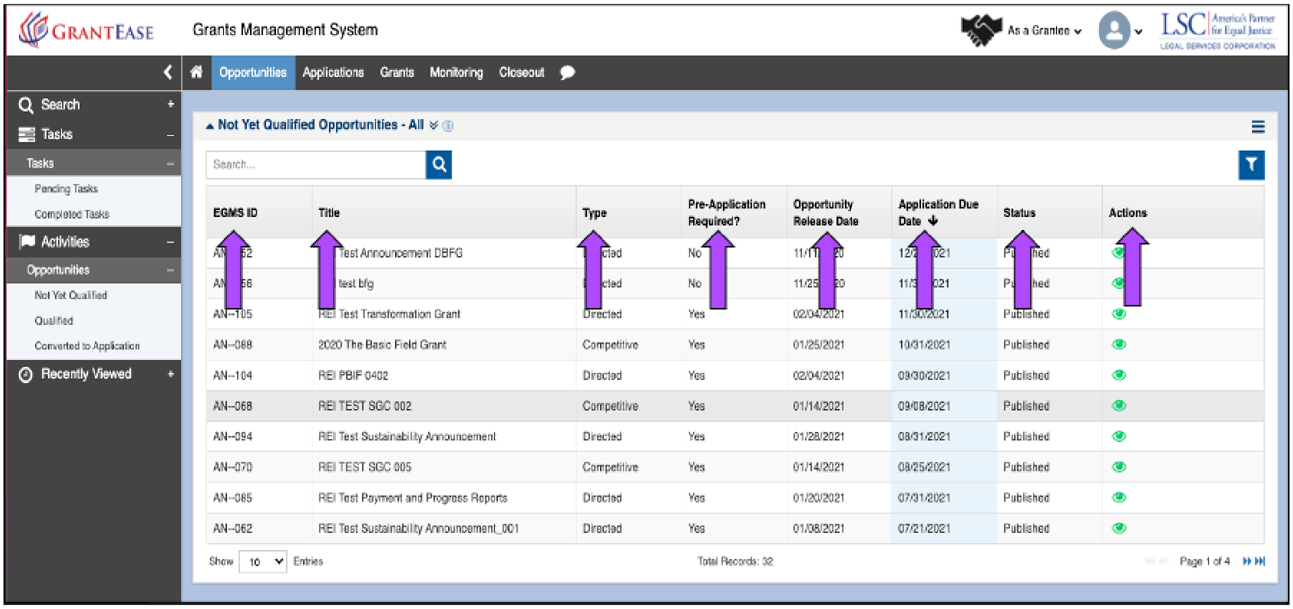


Figure 4: Image of the Opportunity Information Columns

An opportunity will display the following information:

- EGMS ID for the Grant Announcement, not the user,
- Title of the Announcement,
- Type of Announcement,
- Pre-Application Requirement,
- Opportunity Release Date will show when the opportunity was deployed and
- Application Due Date will show when the application is due, and
- Action Column will allow you to see the current opportunity.

To view an opportunity, users should click on the **green eyeball icon** in the Actions column.

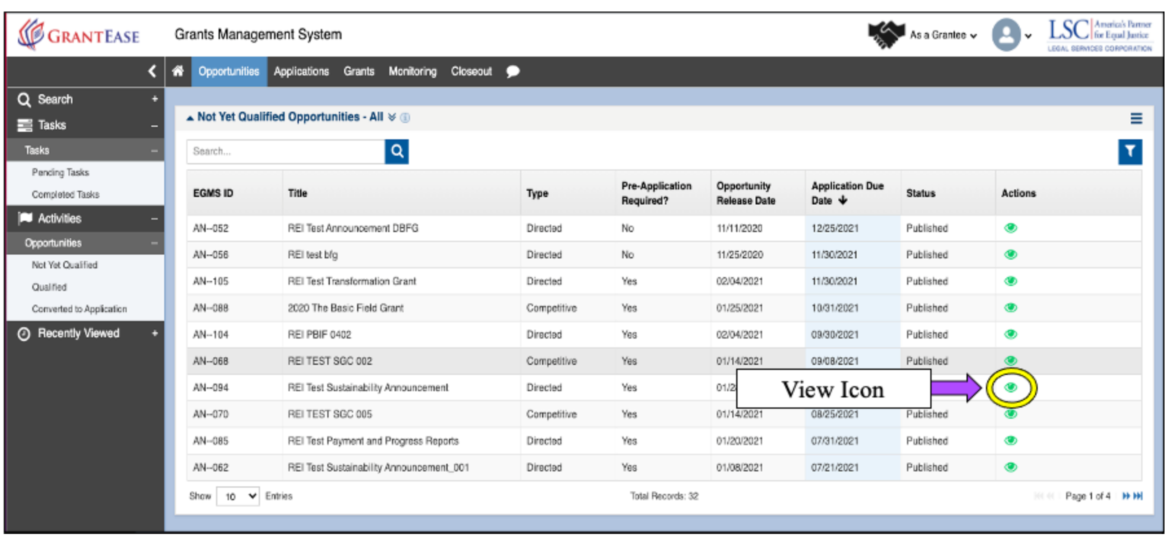


Figure 5: Image of Selecting the View Icon for a PBIF Sustainability Grant Opportunity

QUALIFYING AND CONVERTING THE PBIF OPPORTUNITY

Before moving on and creating the Pre-Application for the PBIF grant, we ask that users review the **Overview Tab** and all other information listed there.

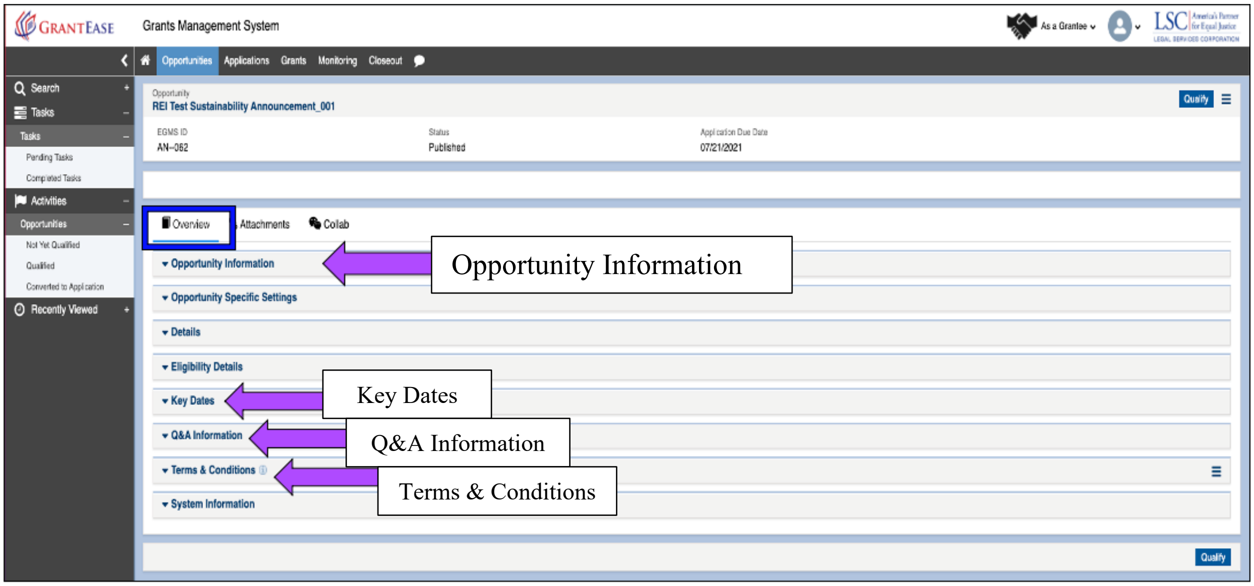


Figure 6: Image of the Various Sections of the Overview Tab

In the Overview Tab, users will see general information that varies from form to form. This information is divided into various sections including: *Grant Details*, *Key Dates*, *Q&A information*, and *Terms and Conditions* among other sections.

Once users have reviewed the Overview Tab, we ask that users click on the **Qualify button** on the top or bottom of the right-hand side of the screen.

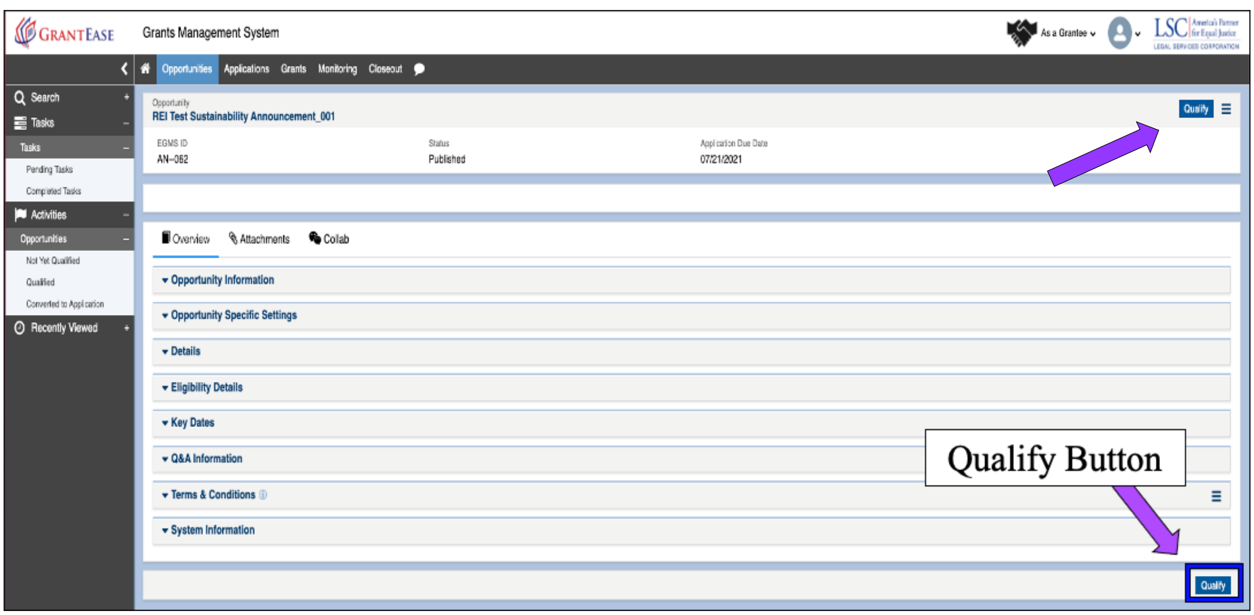


Figure 7: Image of Selecting the Qualify Button for a PBIF Pre-Application

Once users have qualified for the opportunity, they can create their Pre-Application by clicking on the **Create Pre-Application button** on the top or bottom of the right-hand side of the screen**.**

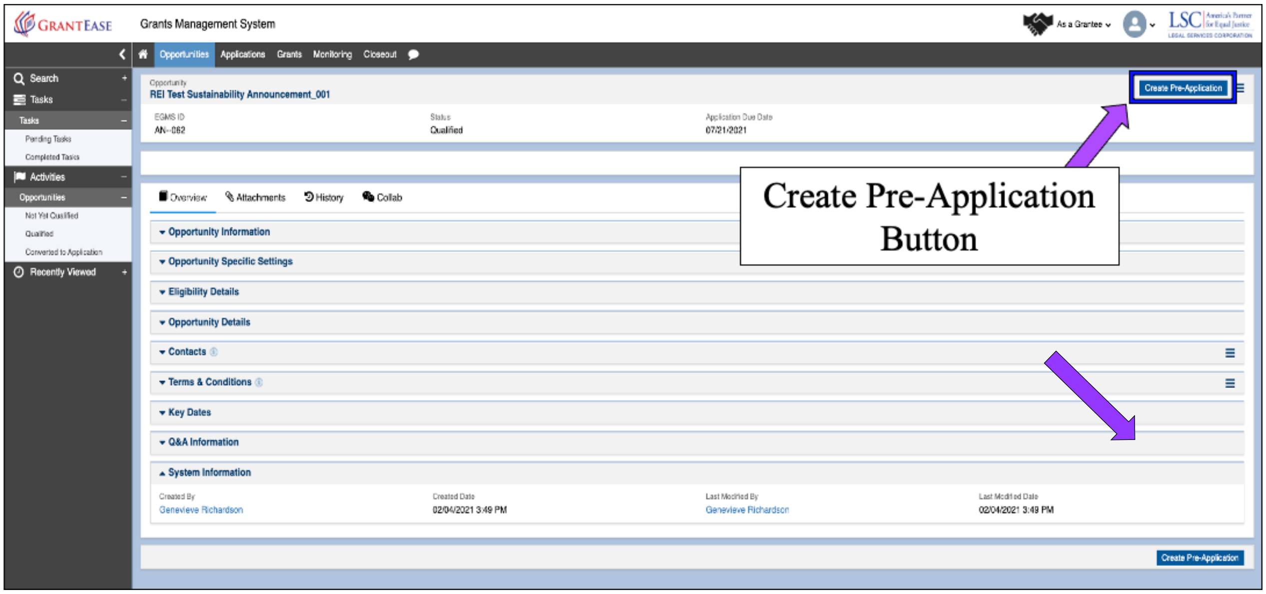


Figure 8: Image of Selecting the Create Pre-Application Button

PBIF CONTACT ACKNOWLEDGEMENT

Before beginning the Pre-Application, users must assign a point of contact person for LSC to reach out to if they have any questions.

To do this, users should click on the **magnifying glass icon** to search for a grantee staff contact.

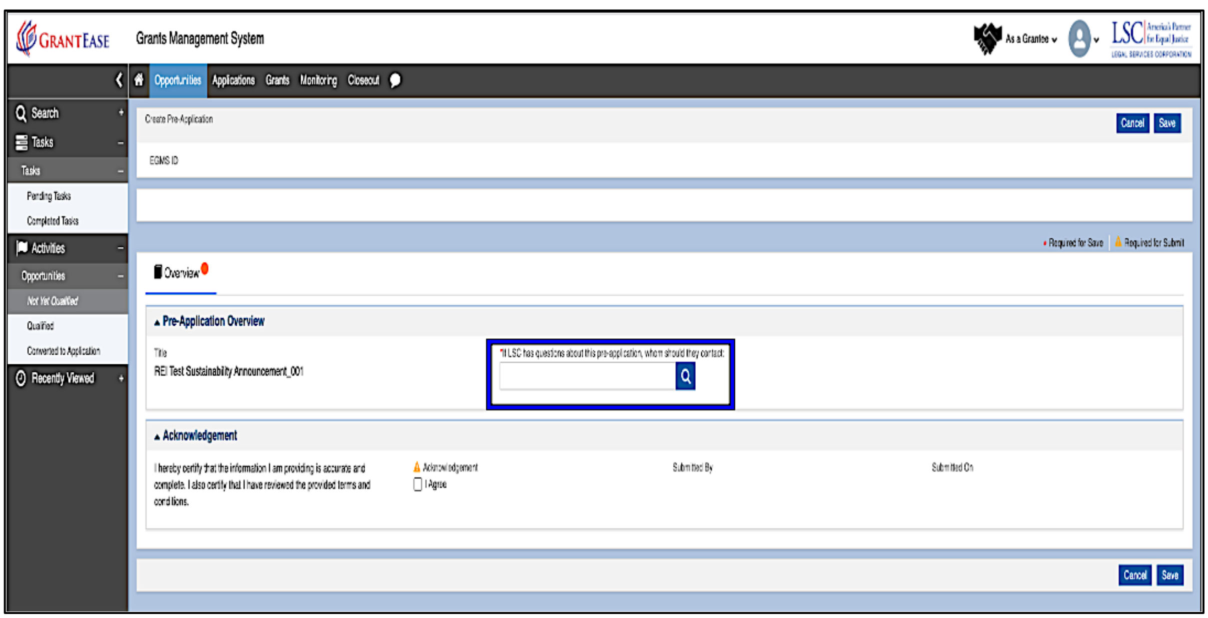


Figure 9: Image of Selecting the Search Box for a Grantee Staff Contact for the Pre-Application

After typing in the contact name and locating the appropriate person, users should click on the **SELECT hyperlink** next to the name listed in the Actions column.

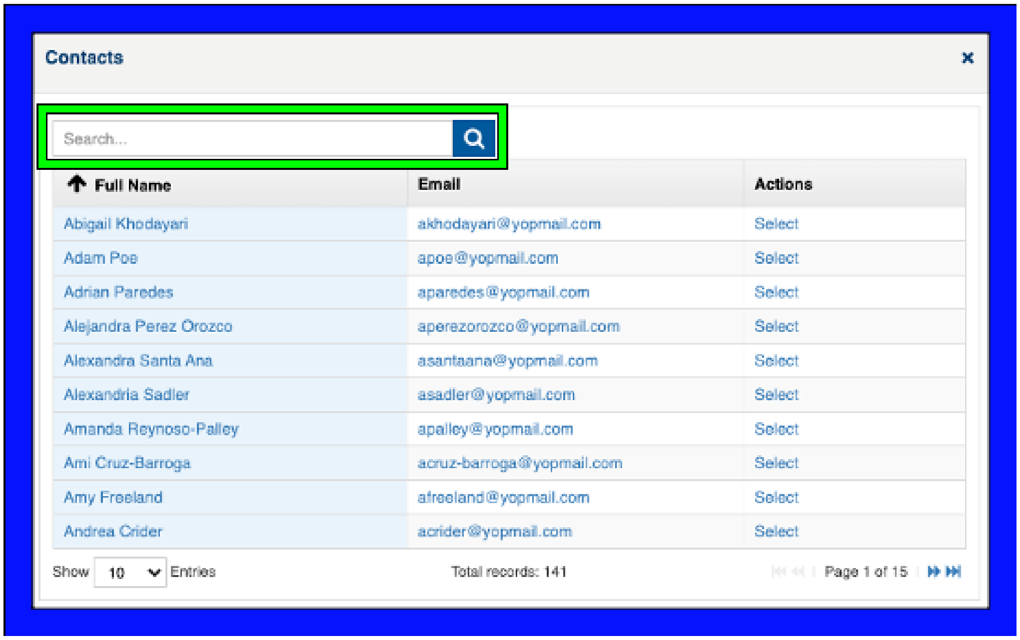


Figure 10: Image of Searching for a Grantee Staff Contact for the Pre-Application

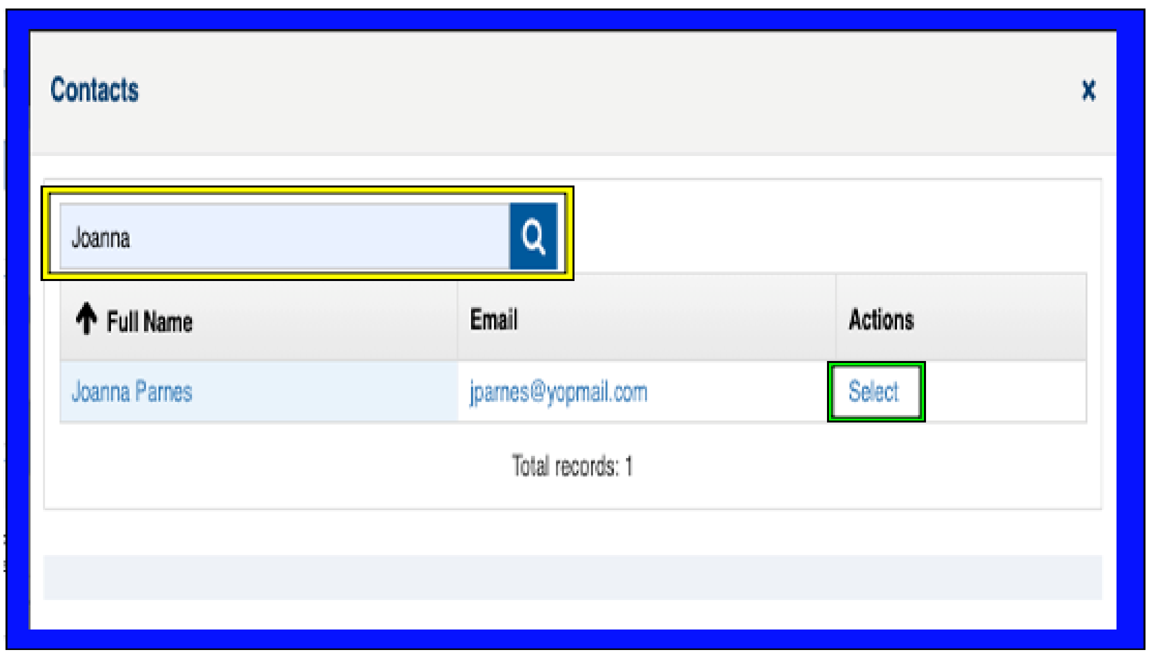


Figure 11: Image of Selecting a Grantee Staff Contact for the Pre-Application

If the staff contact does not appear, users will need to go back and add the staff contact to their Grantee Profile. (*Please see the* ***Updating Your Grantee Profile*** *module for more information*.)

Once users have denoted a staff contact, they will need to acknowledge that all information that they are about to provide is accurate and complete by clicking on the **"I Agree" checkbox** and then selecting the **Save button**.

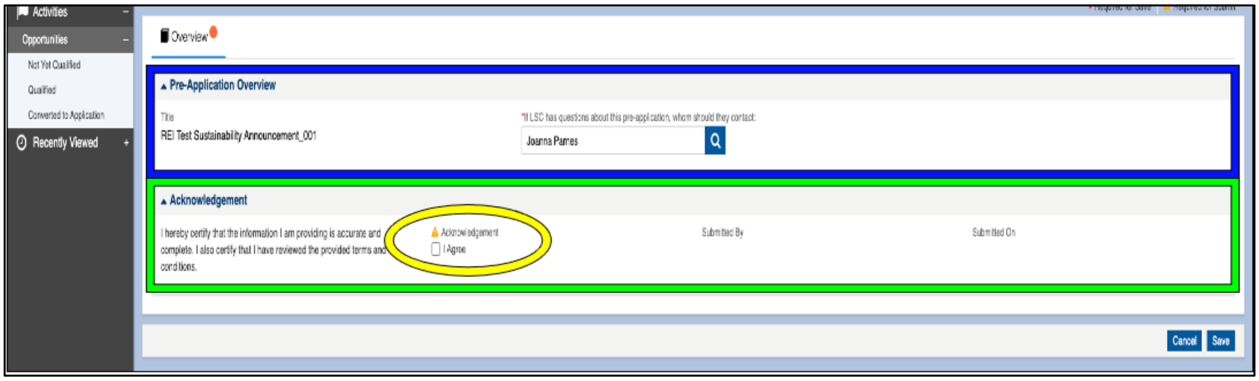


Figure 12: Image of the Selected Staff Contact and the Accuracy Acknowledgement Checkbox

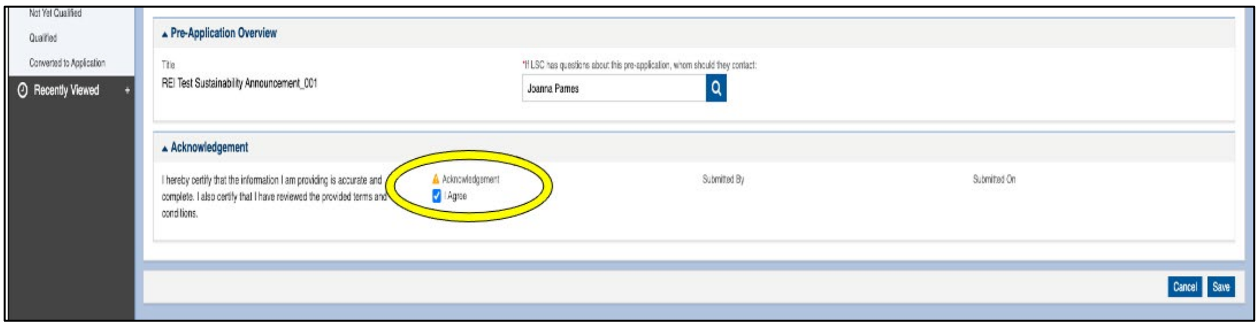


Figure 13: Image of the Completed Accuracy Acknowledgement Checkbox

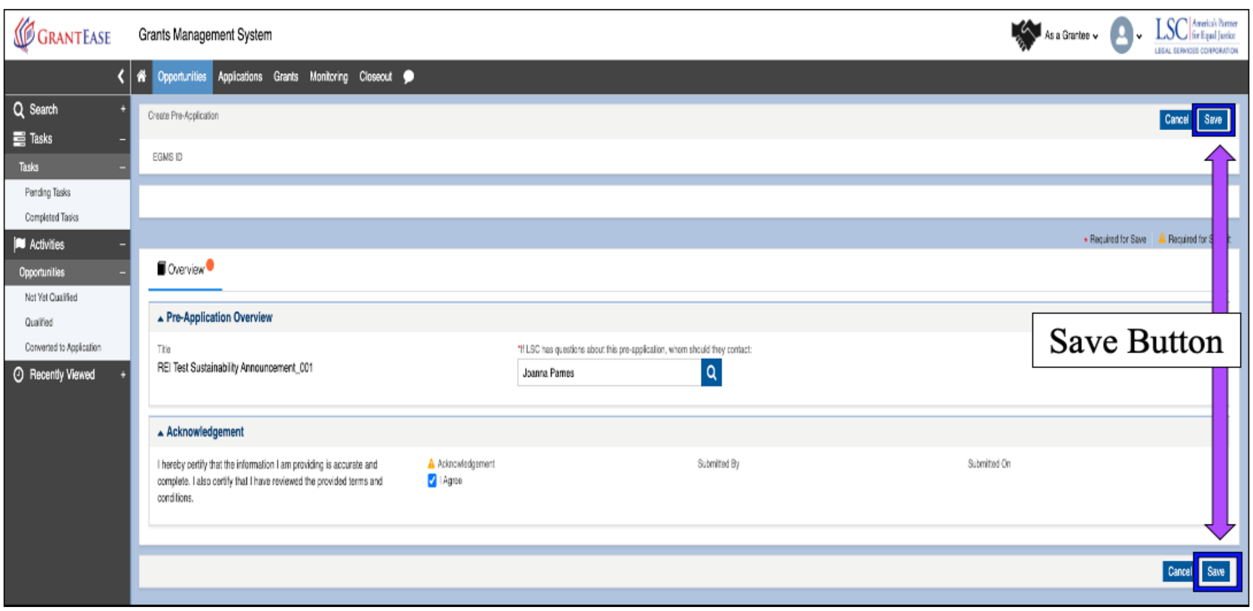


Figure 14: Image of Selecting the Save Button for Creating the Pre-Application

If users would like to leave the PBIF Pre-Application before completion and return, users must locate the **PBIF Pre-Application** in the **Applications Tab**, followed by selecting **Pre-Applications** on the left-hand Side Bar.

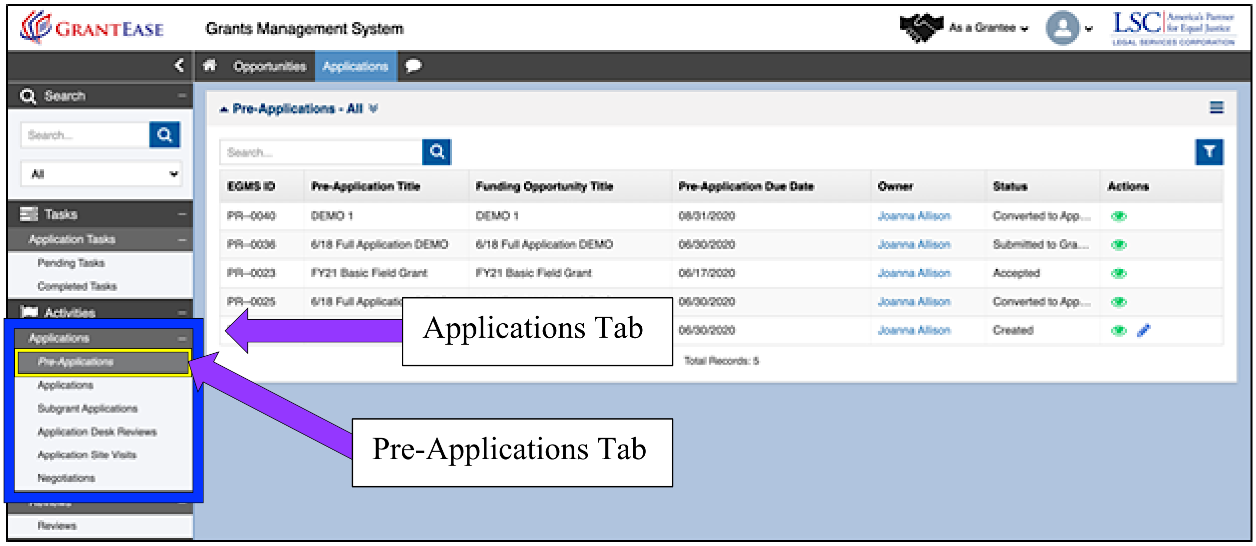


Figure 15: Image of Selecting the Pre-Application from the Applications Tab of the Side Bar

The **PBIF Pre-Application** that is ready to be filled out will show "**Created"** in the **Status column** (this notifies users that it is ready for the application's next step). Clicking on the **green eyeball** next to a "**Created"** PBIF Pre-Application will take the user to the screen to continue filling out the Pre-Application.

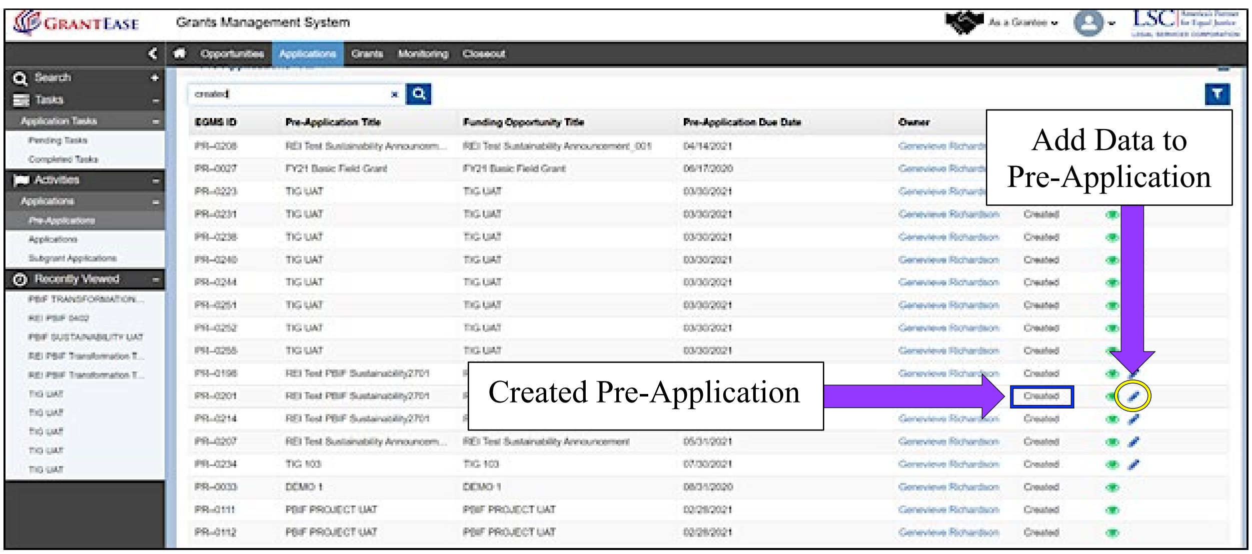


Figure 16: Image of Locating a "Created" Pre-Application and Adding Data to a Pre-Application

To continue filling out the PBIF **Pre-Application,** click on the **blue pencil icon**. This will open up the edit screen and allow users to continue their pre-application, including forms and budget.

NOTE: USER <u>will</u> be able to SAVE their work and return to the applications tab to complete at a later time.

PBIF PRE-APPLICATION FORM

Users will then be taken to a new screen. It is possible that the staff who are responsible for the PBIF grant and for the Pro Bono work may not be the same staff that have ***GrantEase*** user accounts.

Therefore, to make this as seamless as possible for users, The PBIF team has prepared a guide that provides guidance on preparing the Pre-Application that maybe shared with responsible staff. They will be able to prepare responses and information outside the ***GrantEase*** system, which the ***GrantEase*** system user can then enter in the live system online.

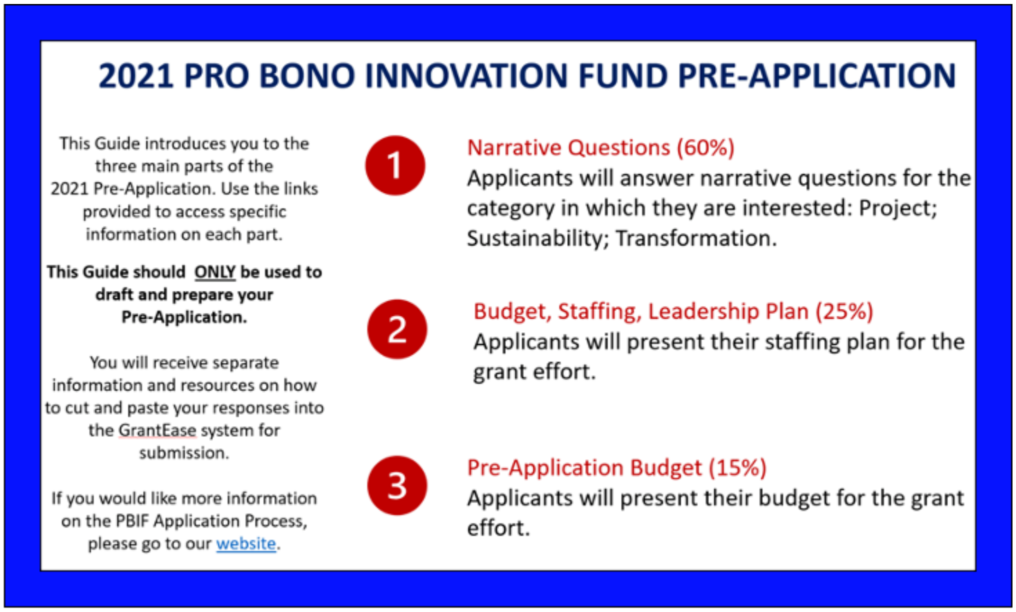


Figure 17: Image of PBIF Pre-Application Guidance Document

To view this guide, please visit (PBIF Pre-Application Guidance)

We ask that users begin their PBIF Pre-Application form by visiting the **Attachments Tab**.

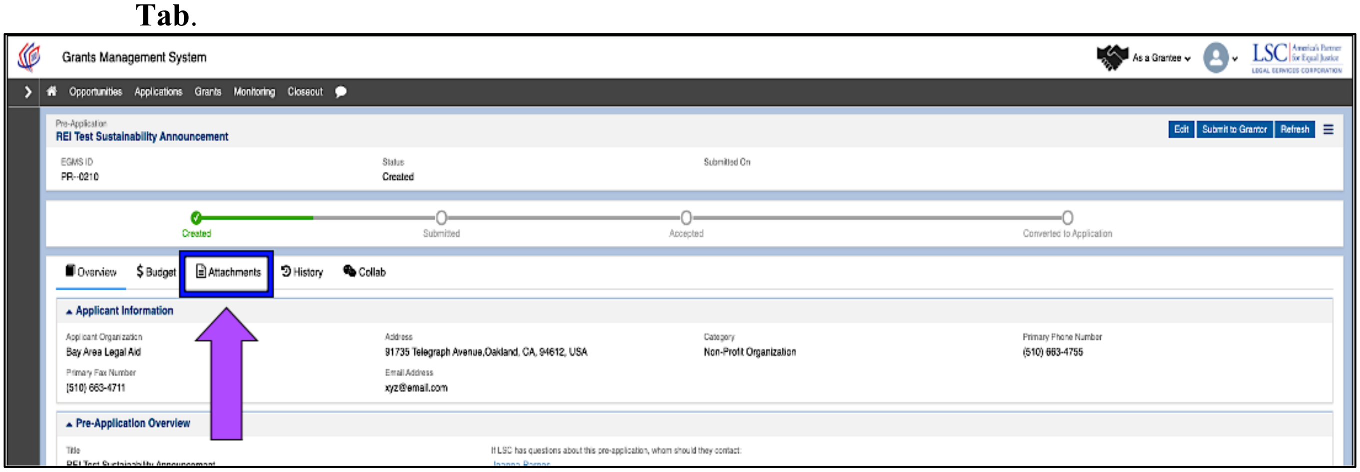


Figure 18: Image of Navigating to the Attachments Tab

Here users will see **PBIF Grant Forms** that are specific to the grant to which they are applying. We ask that users begin with the first form and move to the next.

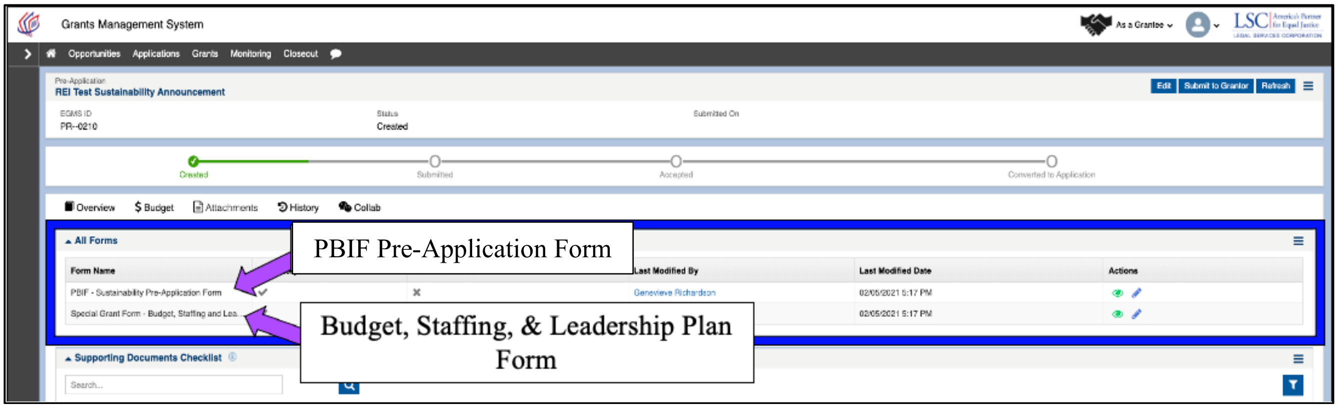


Figure 19: Image of the PBIF Pre-Application All Forms Section

PBIF PRE-APPLICATION FORMS

To begin filling out this simple form, users should begin by clicking on the **blue pencil icon** next to the form.

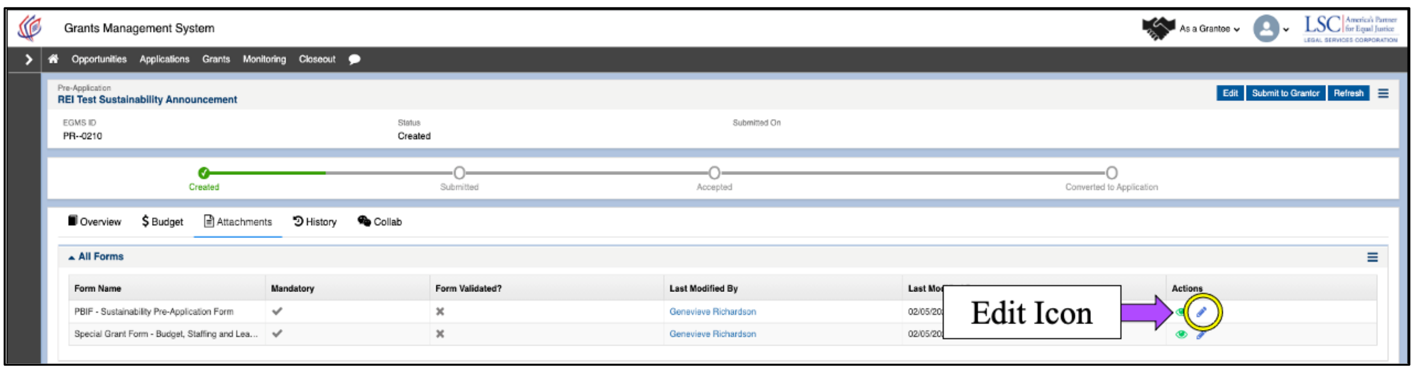


Figure 20: Image of Selecting the Edit Icon for the Special Grant Pre-Application Form

In the Project and Sustainability Pre-Applications, this form has branching logic. This means if a user answers yes to Question #1, then an additional set of questions will be required. Please keep this in mind when answering questions.

Figure 21: Image of a Branching Logic Question on the Pre-Application Form

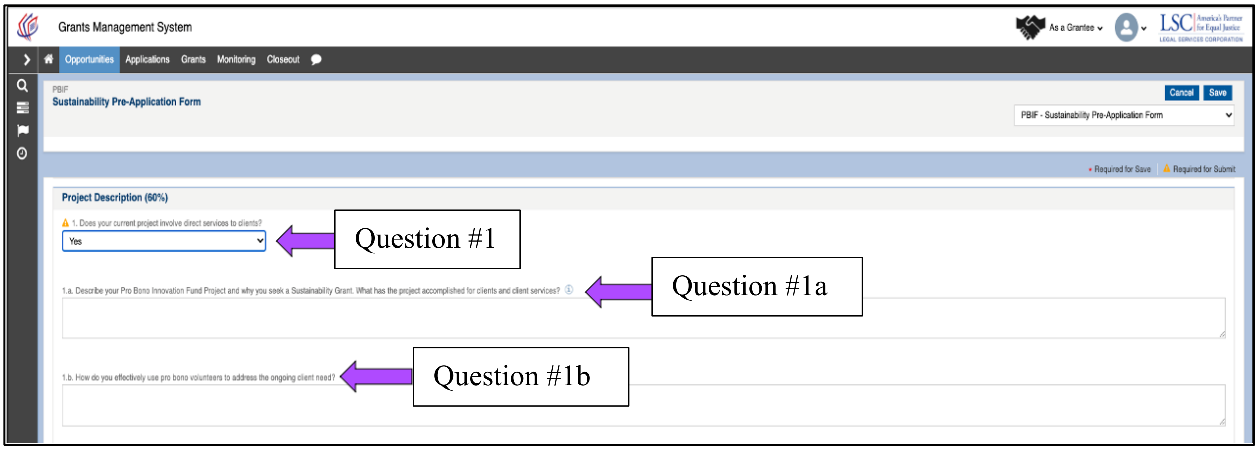


Figure 22: Image of the Additional Questions in a Form with Branching Logic

Also, questions may have more in-depth explanations, which users can view by clicking on the information icons (**i-icons**). For guidance on the length of your responses, again we ask that users refer to the PBIF guidance document.

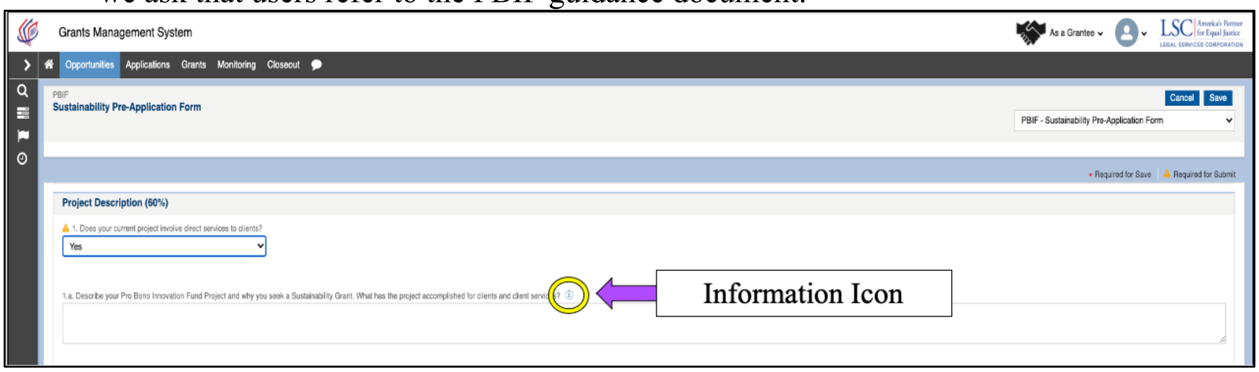


Figure 23: Image of an Information Icon (**i-icon**) on a PBIF Pre-Application Form Question

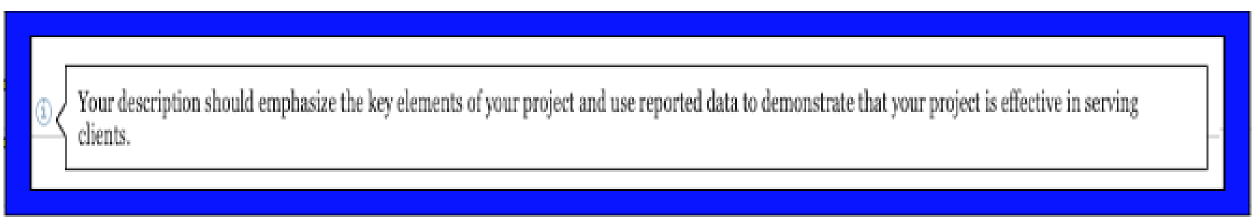


Figure 24: Image of Hovering Over an Information Icon on a PBIF Pre-Application Question

Once users have answered all questions, users should check the formatting and spacing in responses. Once they have checked formatting, they should click on the **Save button** on the bottom right-hand side followed by clicking on the **Validate Form button**.

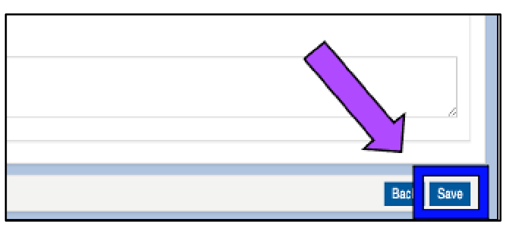


Figure 25: Image of Selecting the Save Button on a PBIF Pre-Application Form

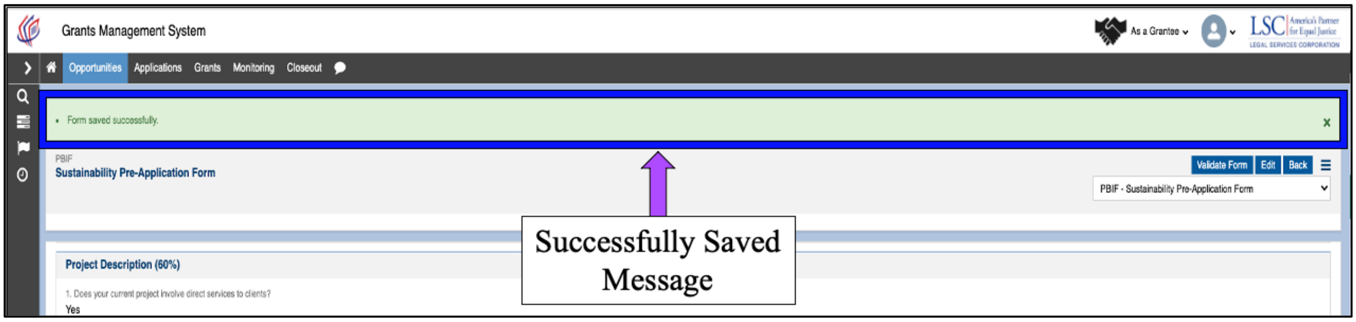


Figure 26: Image of a Successfully Saved PBIF Pre-Application Form

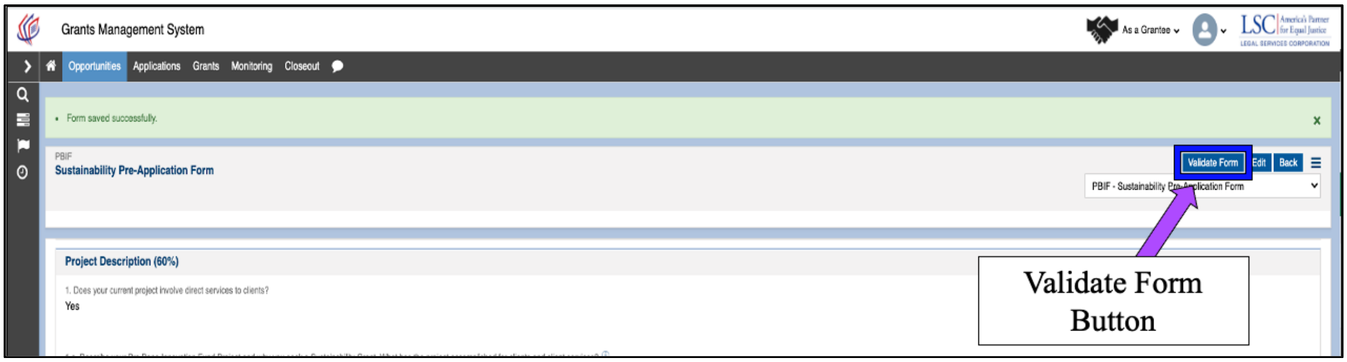


Figure 27: Image of Selecting the Validate Form Button on a PBIF Pre-Application Form

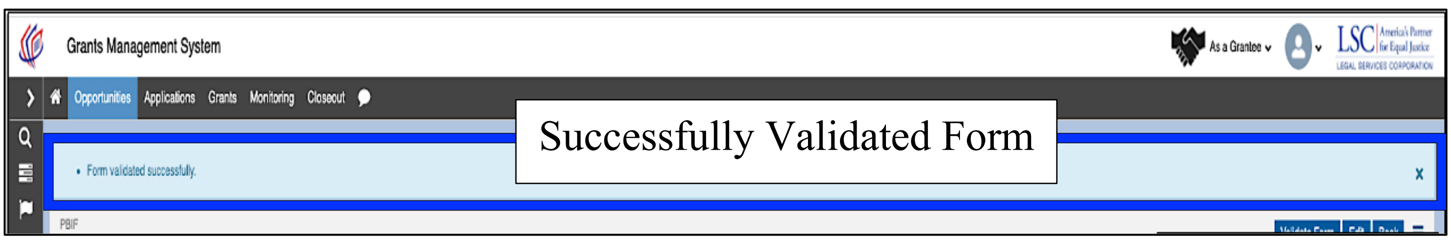


Figure 28: Image of a Successfully Validated PBIF Pre-Application Form

If there are missing components, users will need to go back and rectify these errors before moving onto the next section.

Once the section is successfully validated, users can move to the next form by clicking on the drop-down menu on the top right-hand side of the screen and selecting the next form, if applicable.

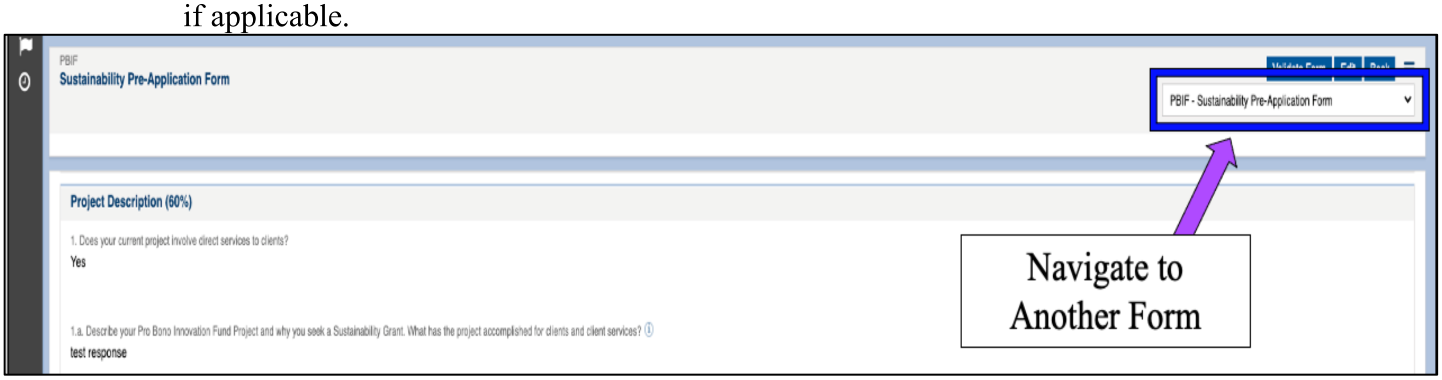


Figure 29: Image of Navigating to Another Form Using the Drop-Down Menu

BUDGET, STAFFING AND LEADERSHIP PLAN FORM

Users should select Special Grant Form – Budget, Staffing and Leadership Plan by selecting the form from the dropdown menu to begin.

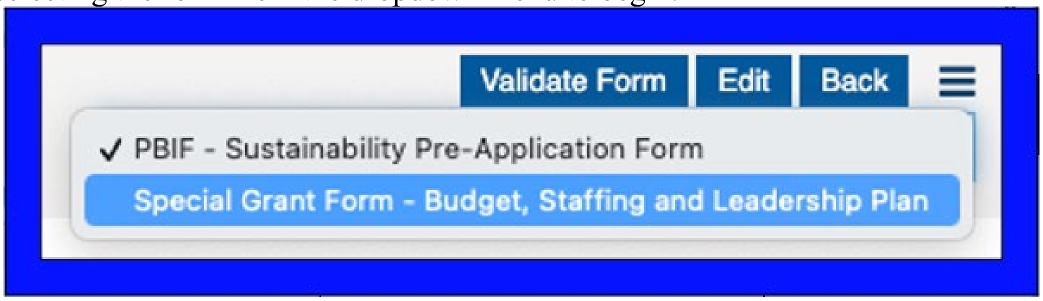


Figure 30: Image of Selecting a New Form from the Drop-Down Menu

The Special Grant Form has three distinct sections including *Budget, Staffing & Leadership Plan*, *Budget Rationale*, and *Staffing Rationale*.

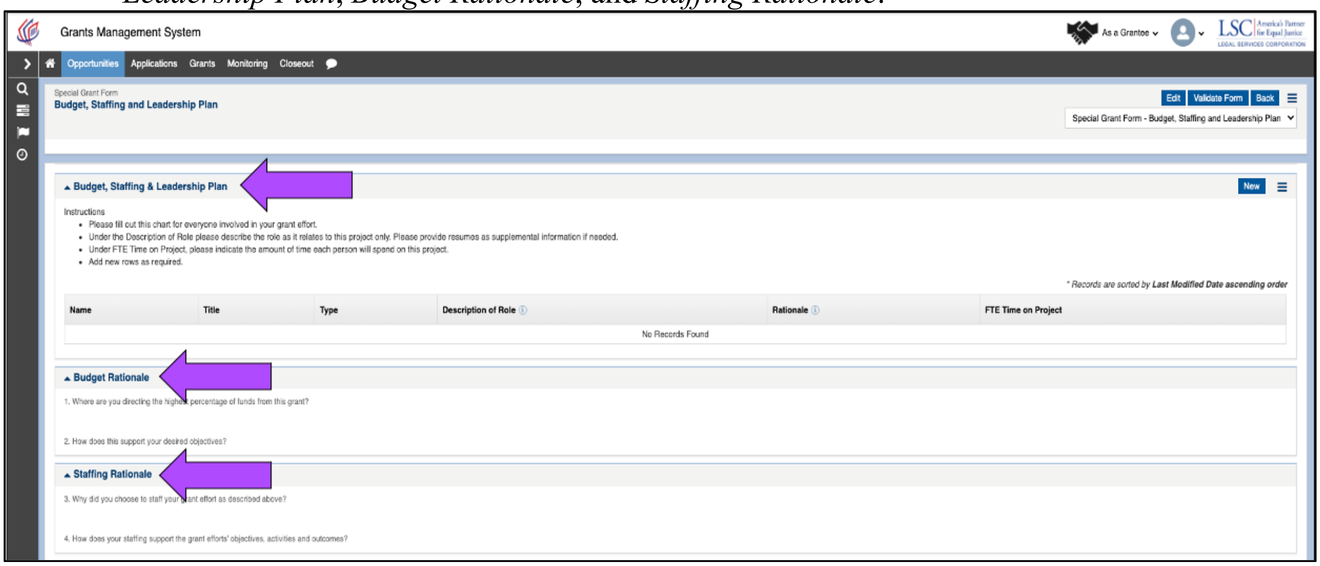


Figure 31: Image of Sections of the Budget, Staffing and Leadership Plan Form

Users should begin in the *Budget, Staffing & Leadership Plan* section. To fill out the chart, users should click on the **New button**; this will open the fields for editing.

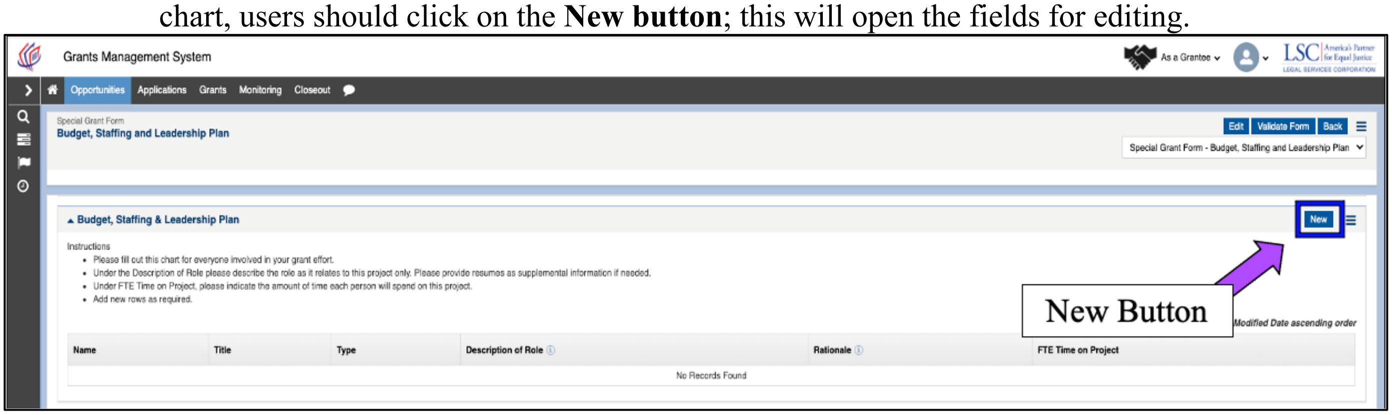


Figure 32: Image of Selecting the New Button to complete the *Budget, Staffing & Leadership Plan* Section

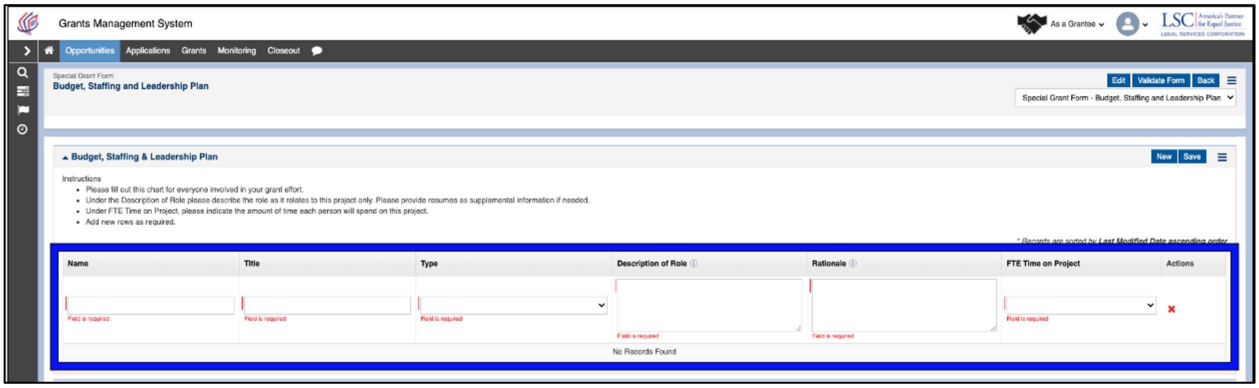


Figure 33: Image of the Editable Fields for the *Budget Staffing, & Leadership Plan* Section

Users should fill out the respective fields and click the **Save button** once complete.

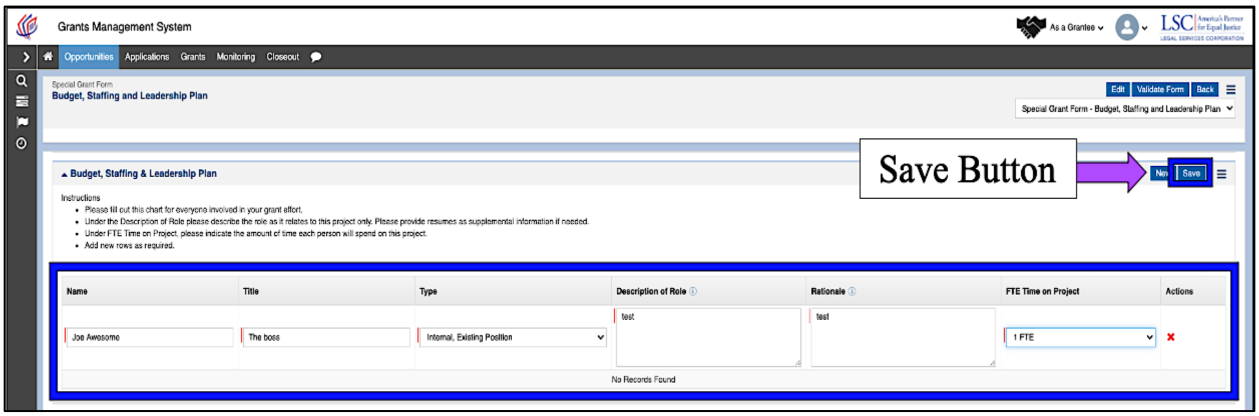


Figure 34: Image of the Completed Fields and Selecting the Save Button

To edit a previously saved entry, click on the **blue pencil icon** next to an entry. To delete an entry, click on **the red x**.

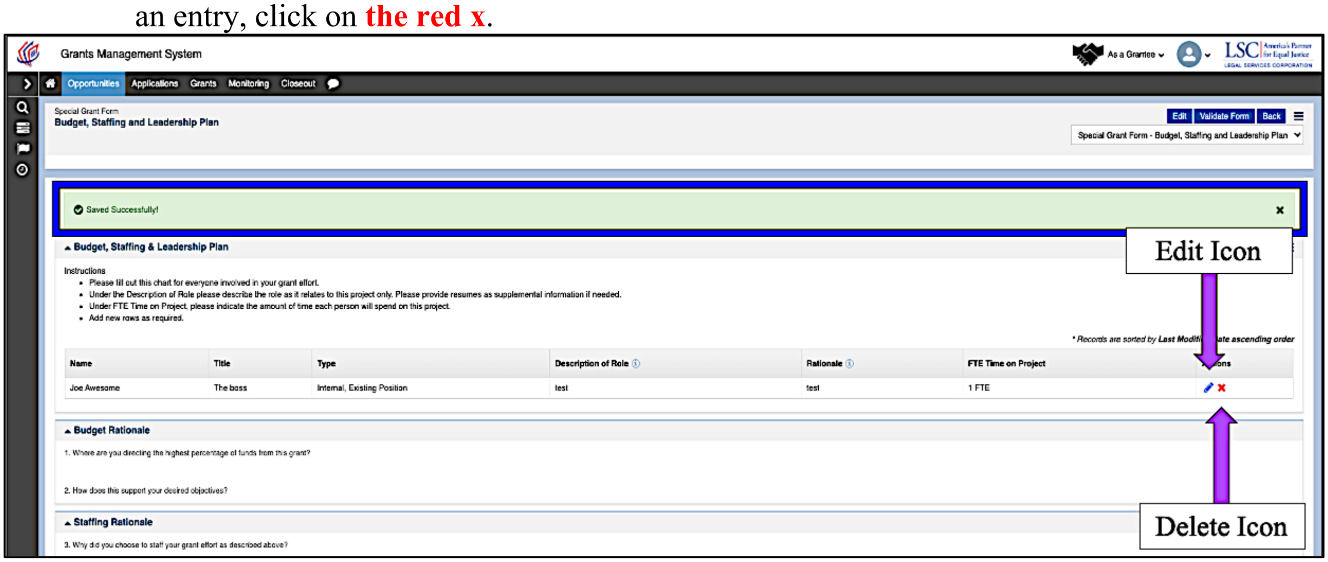


Figure 35: Image of Successfully Saved Section and the Edit and Delete Icons

Once users are finished adding the *Budget, Staffing & Leadership Plan* section, they should then move to the *Budget Rationale* section.

If users are unable to enter data into the fields, please remember to click on the **Edit Mode button**.

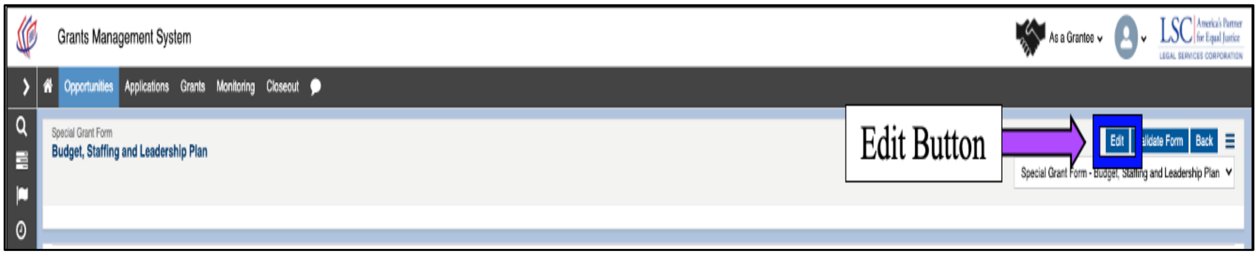


Figure 36: Image of Selecting the Edit Mode Button to Continue Editing the Form

Users should complete the remaining sections and save. Please see PBIF Guidance for specific instructions on responses for the *Budget Rationale* and *Staffing Rationale* Sections.

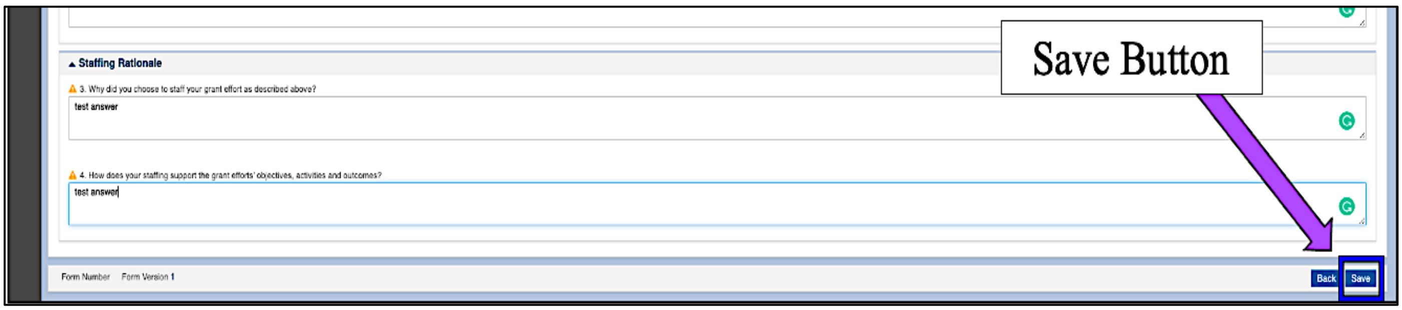


Figure 37: Image of Completing the Other Sections of the Form and Selecting the Save Button

Once users have completed and saved this form, they must validate for errors.

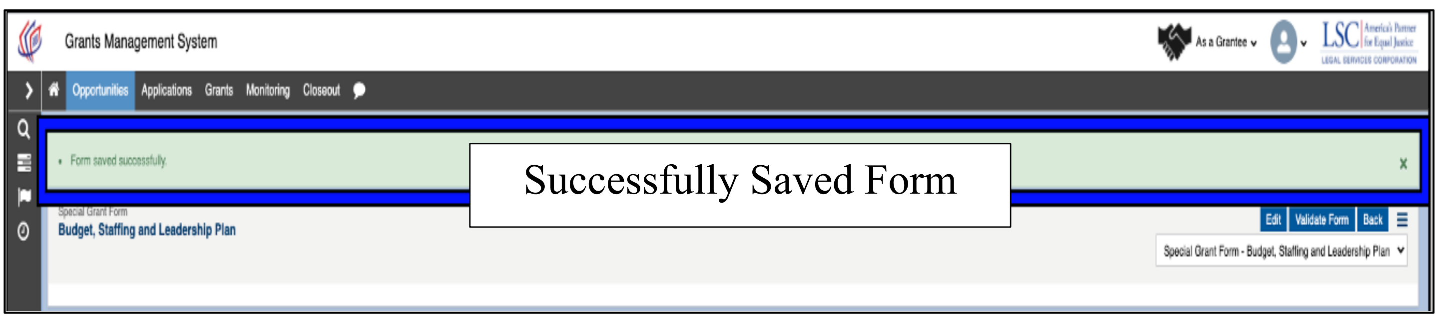


Figure 38: Image of the Successfully Saved Form Message After Completing the Other Form Sections

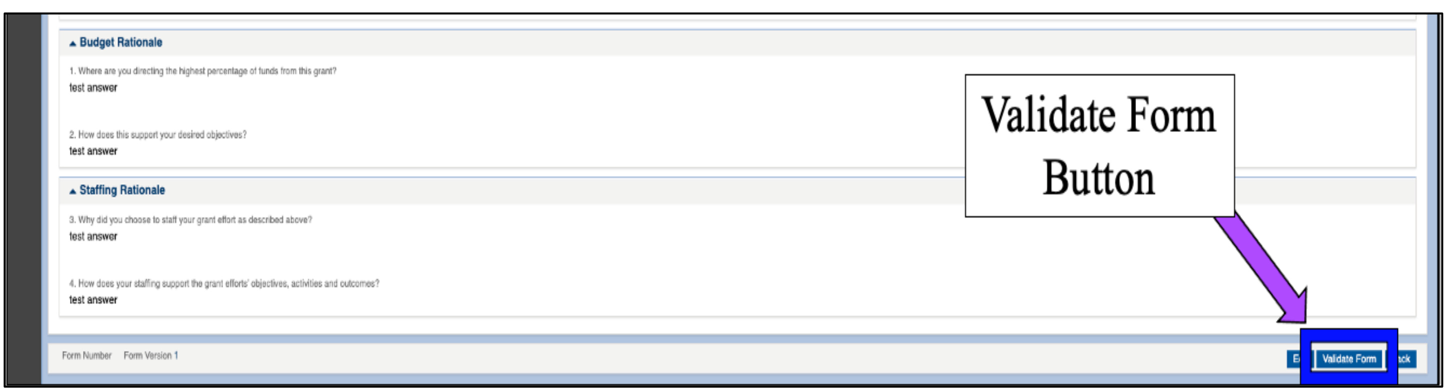


Figure 39: Image of Selecting the Validate Form Button on the Budget, Staffing and Leadership Plan Form

Once the form is validated, users should click on the **Back button** to return to the main page of the Pre-Application.

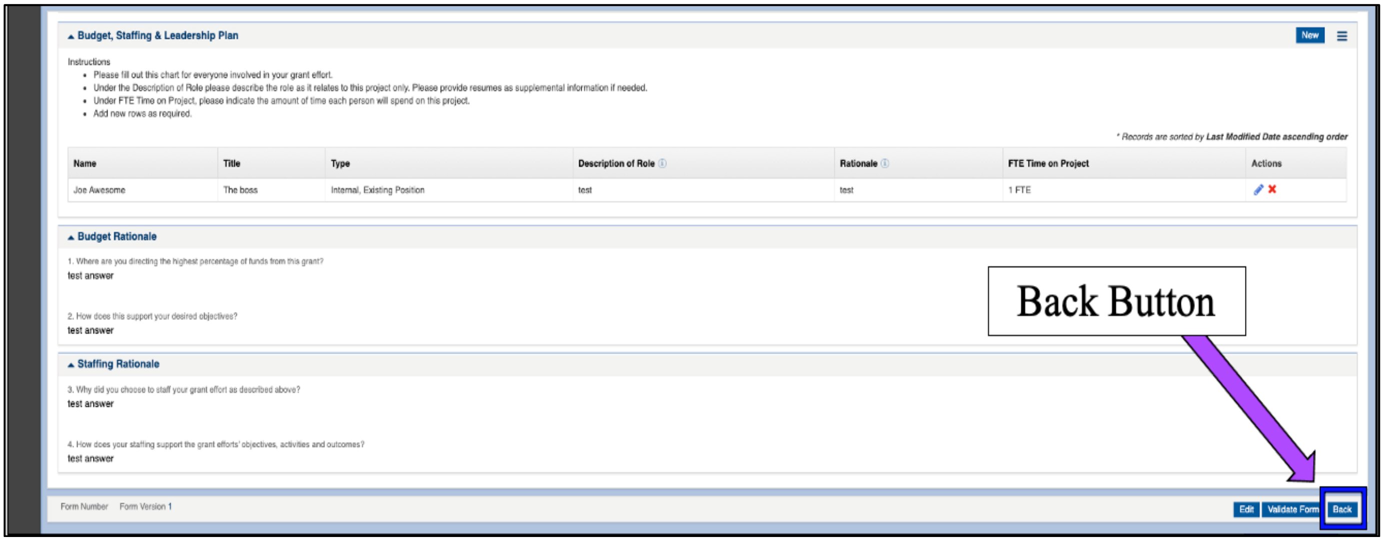


Figure 40: Image of Selecting the Back Button to return to the Main Pre-Application Screen

BUDGET TAB

Users will then proceed to the **Budget Tab**. Please note, if an applicant is invited to submit a Full Application (Pre-Application approved), then the information supplied in the budget table in the Pre-Application will transfer to the Full Application and can then be edited if it has changed.

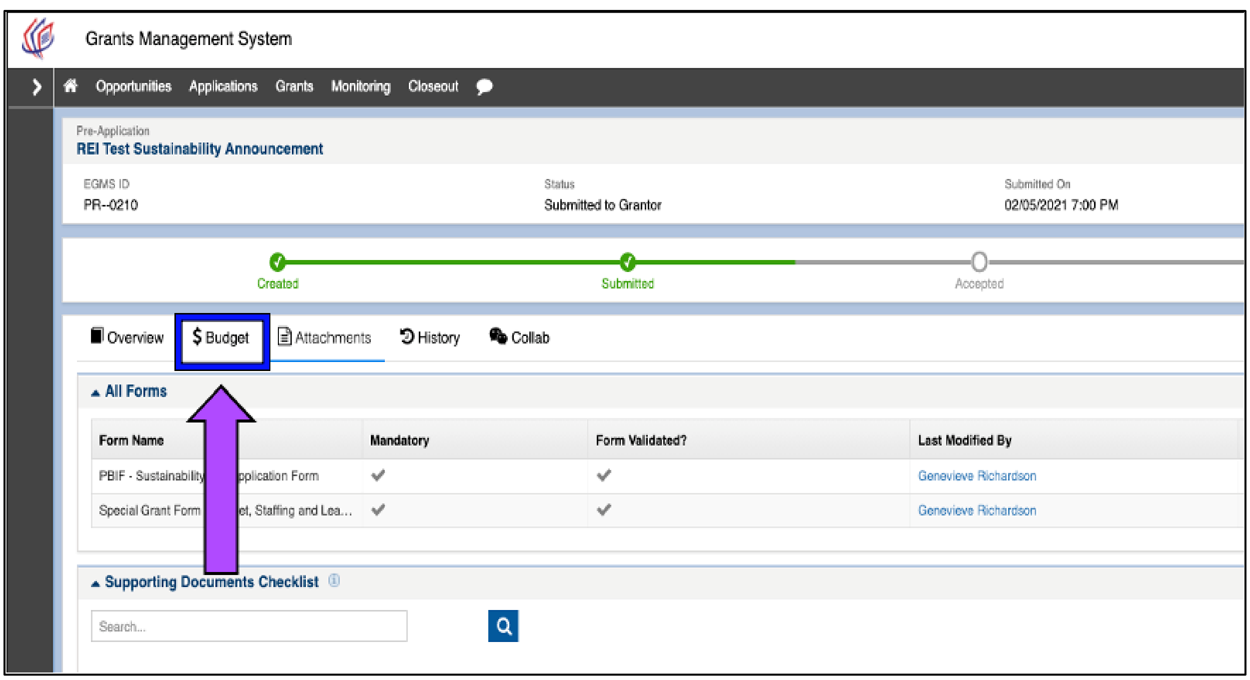


Figure 41: Image of Navigating to the Budget Tab of the PBIF Pre-Application

Once users have clicked on the Budget Categories section, they will see several categories including *Personnel Expenses*, *Project Expenses*, *Contracts & Subgrants*, and *Indirect Costs*.

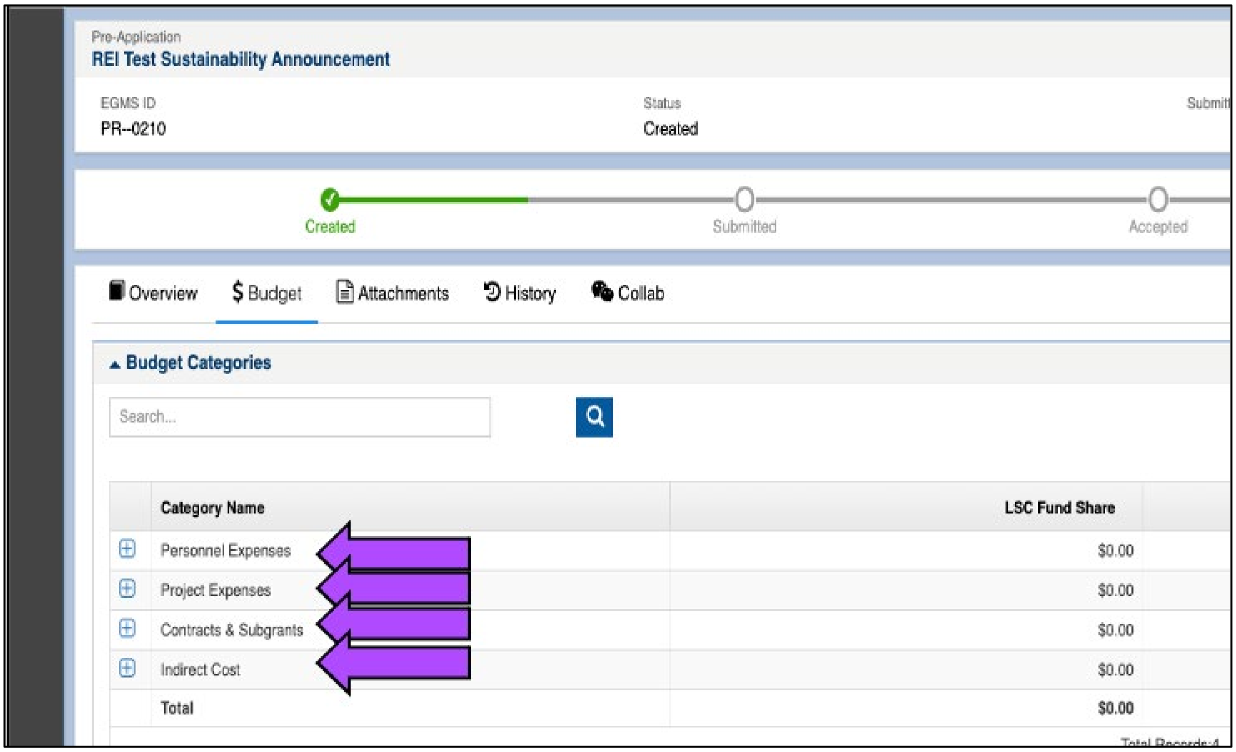


Figure 42: Image of the Budget Categories for the PBIF Pre-Application

To begin adding data to the salaries and wages field, users must click on the **Edit Mode button** and select the **Add Line-Item icon**.

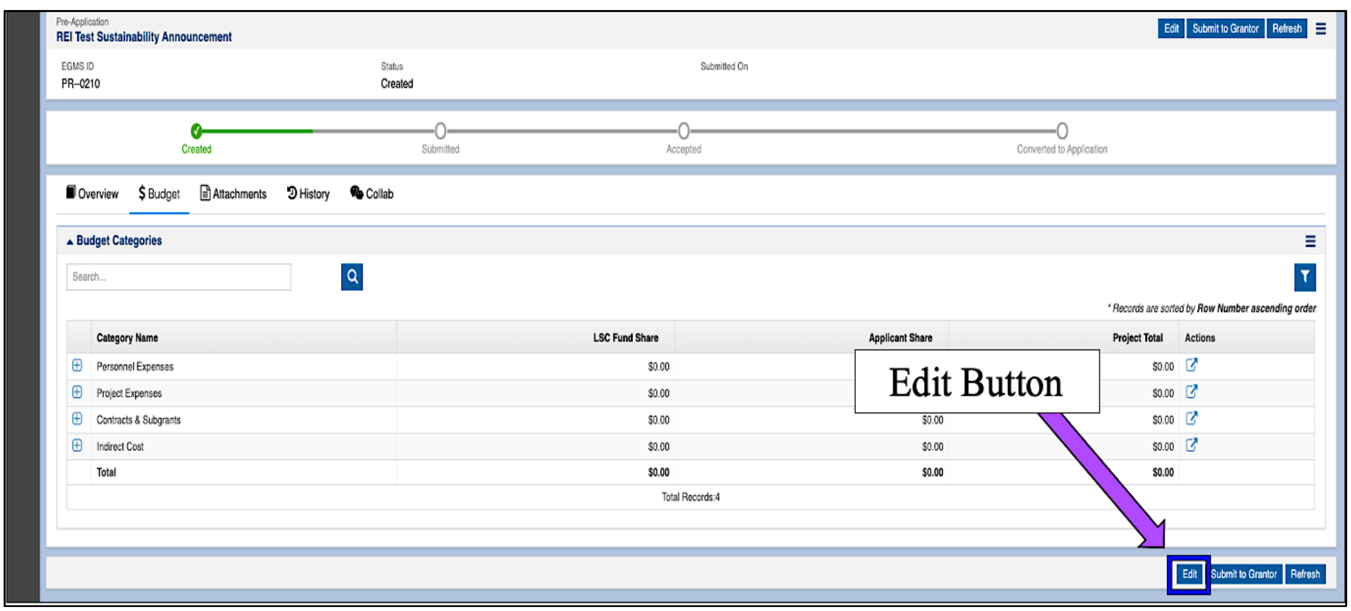


Figure 43: Image of Selecting the Edit Button to Edit the Budget Categories of the Pre-Application

This will open up a pop-up box which will then allow the user to add **NEW** line-items.

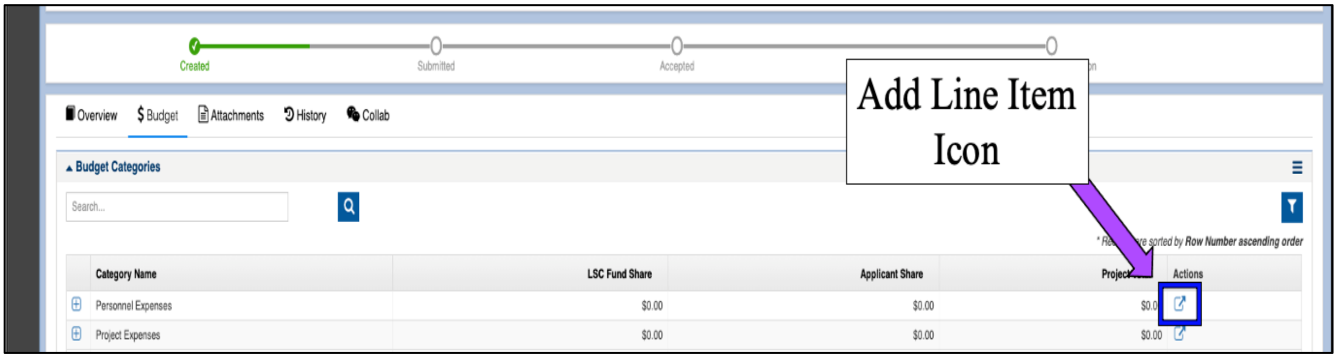


Figure 44: Image of Selecting the Add Line-Item Icon to Enter Data for a Budget Category

Once users click on the **NEW button**, information will need to be entered into the following fields: Name & Position Title; Full Annual Salary; % Time Dedicated to the Project per year; LSC Fund Share and Justification. The remaining boxes are calculated by the system.

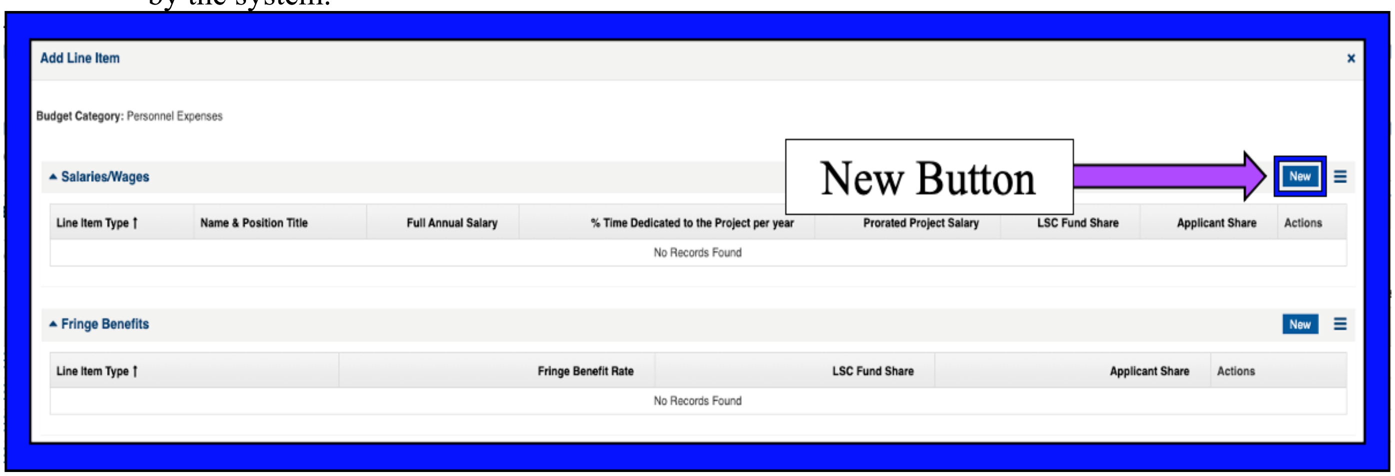


Figure 45: Image of Selecting the New Button to Enter Data for Salaries & Wages

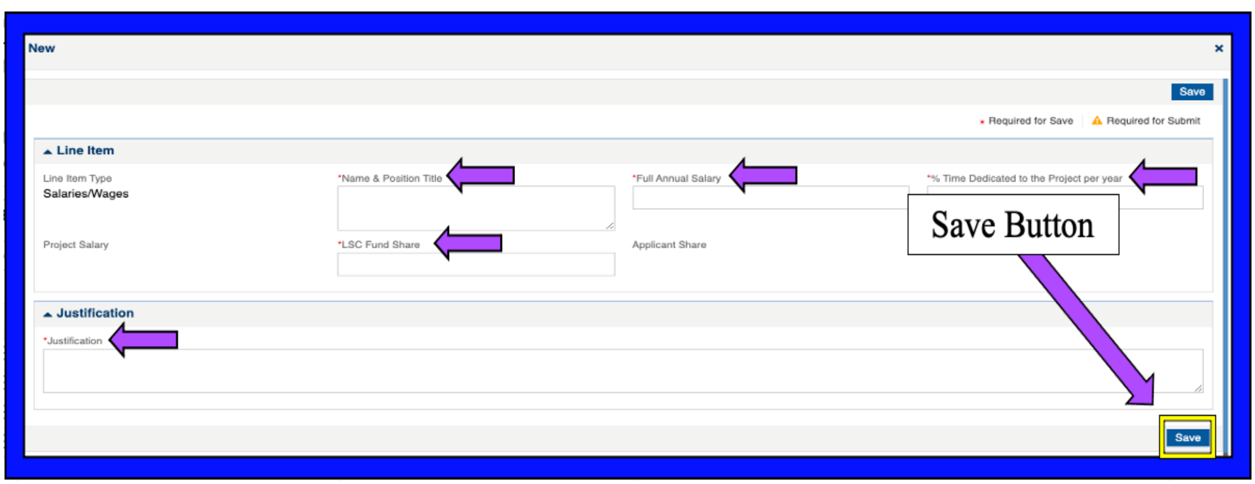


Figure 46: Image of the Required Data Fields for the Salaries/Wages Section and Selecting Save

Users should then proceed to the **Fringe Benefits section**.

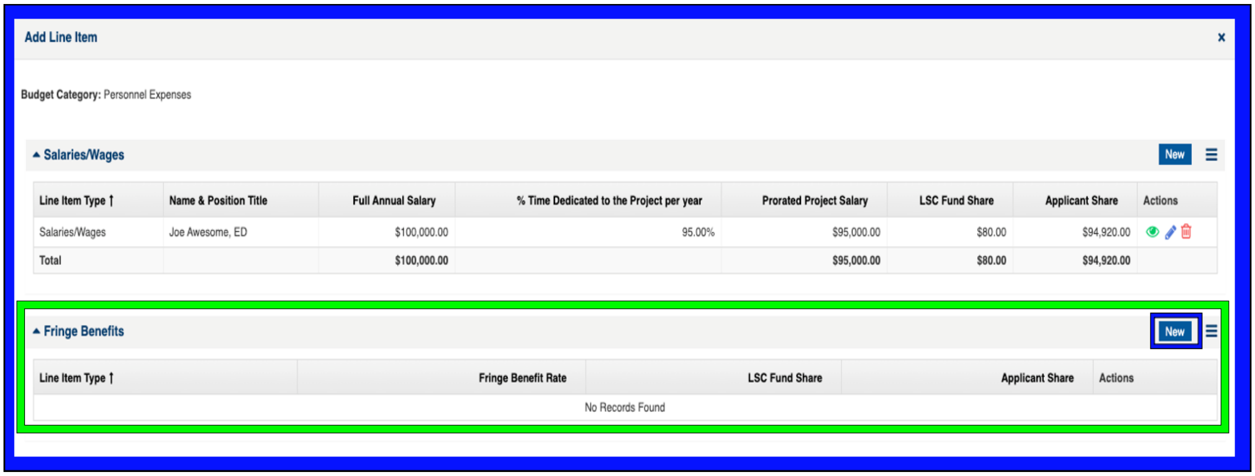


Figure 47: Image of Selecting the New Button to Enter Data for Fringe Benefits

Users should be sure to enter a percentage value (%) in the *Fringe Benefits Rate* field. The system will then calculate the dollar amount.

Once each field is completed with the necessary data, users should click the **SAVE button**.

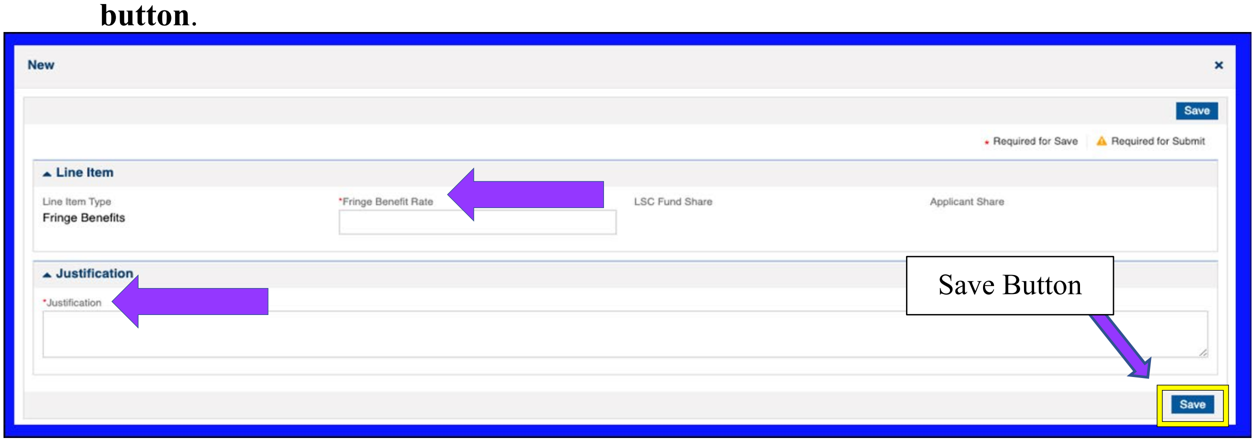


Figure 48: Image of the Required Data Fields for Fringe Benefits and Selecting Save

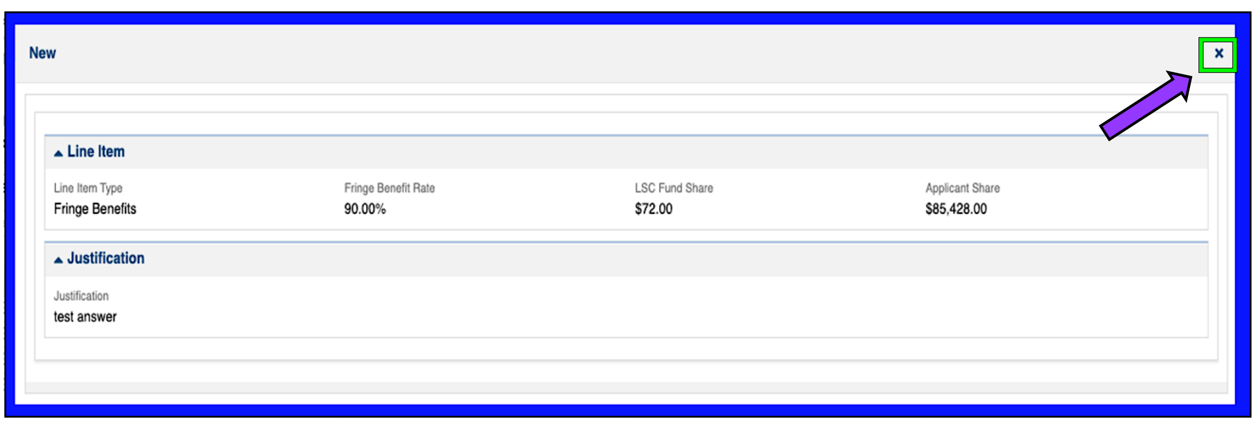


Figure 49: Image of the Complete & Saved Data for Fringe Benefits (with Auto-calculated Fields)

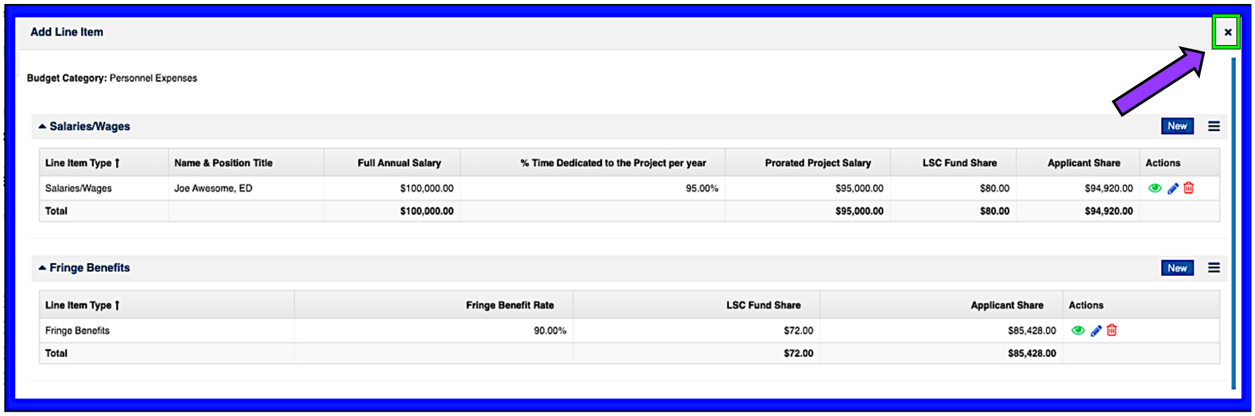


Figure 50: Image of Completed Line-Item Entries for the Personnel Expenses Section of the Budget Tab

Once finished with Personnel Expenses, users should move onto *Project Expenses*, *Contracts & Subgrants* and *Indirect Costs*.

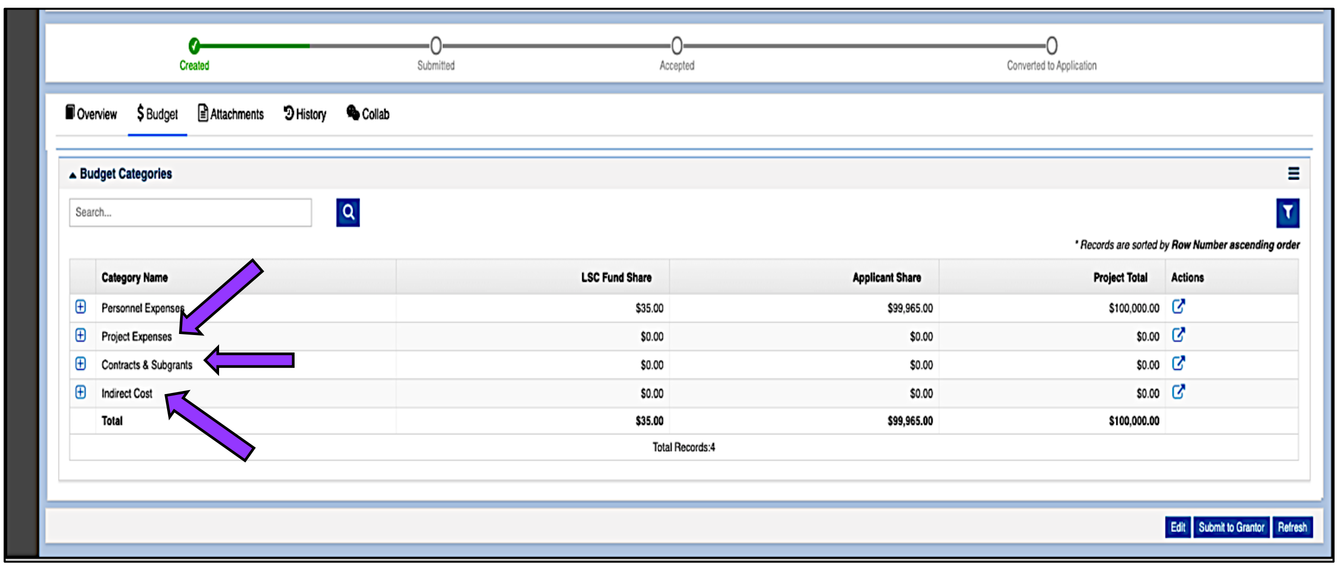


Figure 51: Image of the Remaining Budget Categories to that Require Data Entry

SUBMITTING THE PRE-APPLICATION

Once users have finished adding line-items and have saved their data, they should navigate back to the **Attachments Tab**.

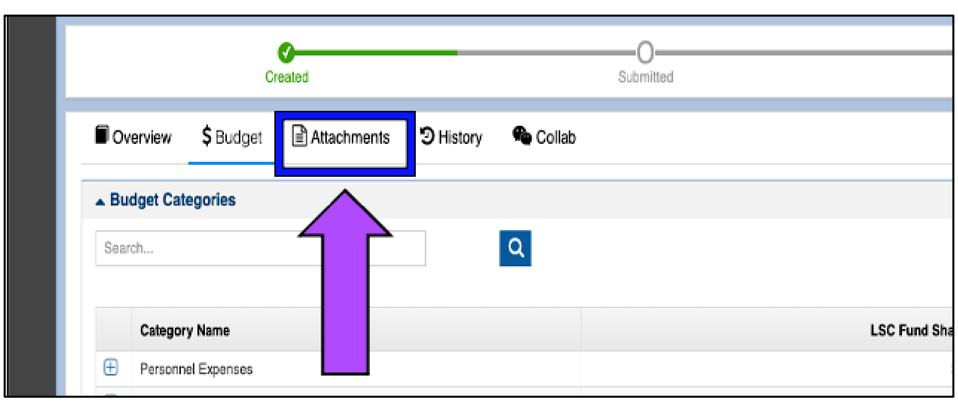


Figure 52: Image of Navigating to the Attachments Tab of the PBIF Pre-Application

Here, users will first want to confirm that their forms are validated by looking for the check next to each form. Then they can proceed to submit the Pre-Application to the grantor.

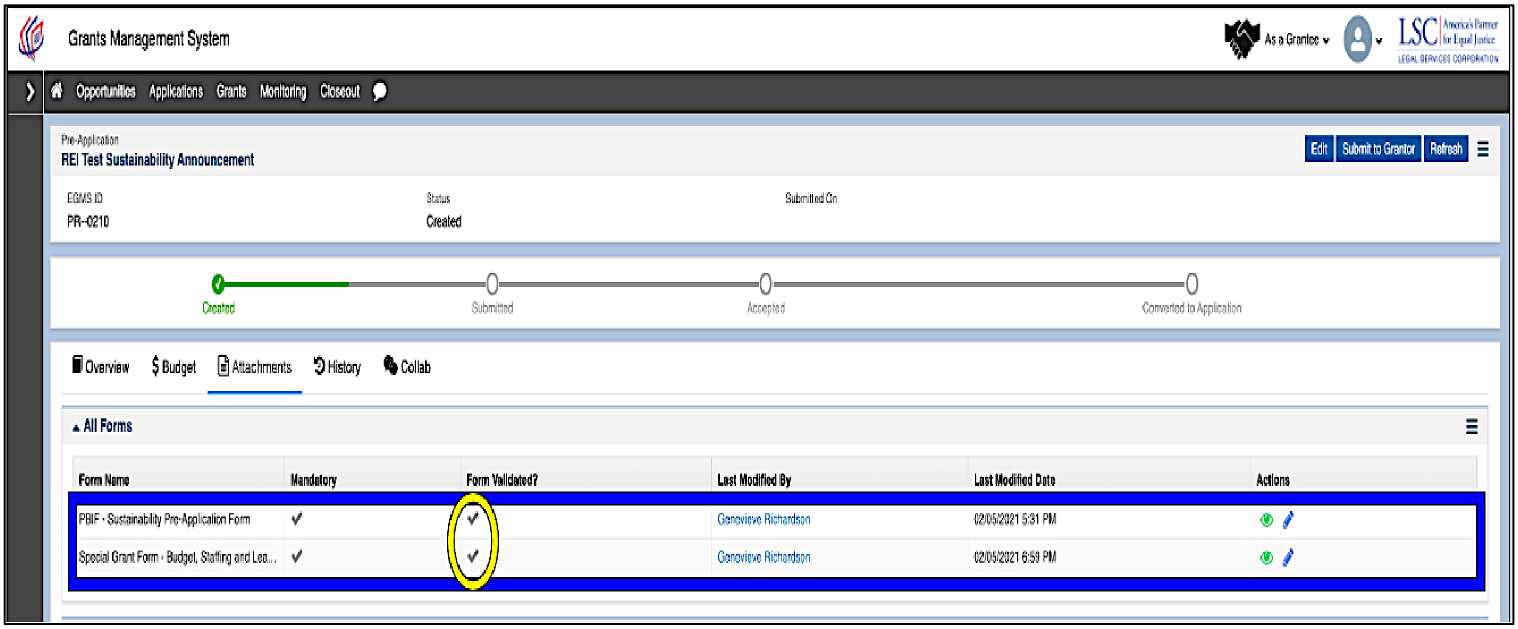


Figure 53: Image of Confirming that All Forms are Validated

On the top or bottom right-hand side of the screen, users will see a **Submit to Grantor button**.

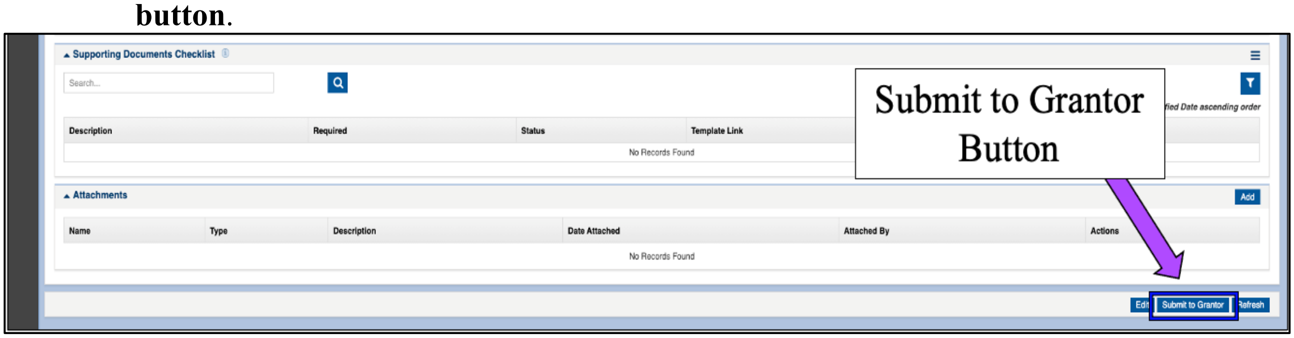


Figure 54: Image of Selecting the Submit to Grantor Button

Figure 55: Image of the PBIF Pre-Application Confirmation Message

Once the user selects the **Submit to Grantor button**, they will either be prompted to rectify any errors that appear, **OR** they will receive confirmation that the status of the application has been moved **Submitted**.

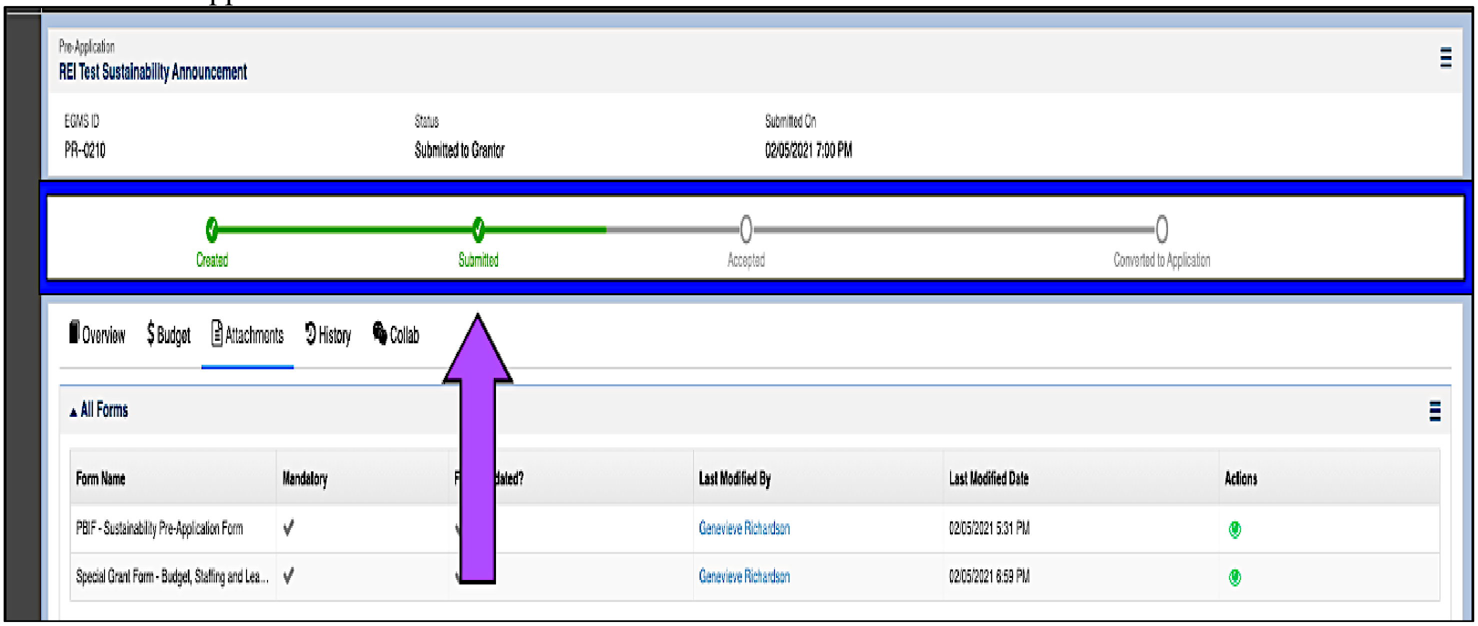


Figure 56: Image of the PBIF Pre-Application Status Bar Changed to Submitted

2. PBIF Full Application

LOCATING A PBIF OPPORTUNITY

To begin the PBIF Full Application, users must locate PBIF Pre-Application in ***GrantEase***.

Users will start by clicking on the **Applications Tab**.

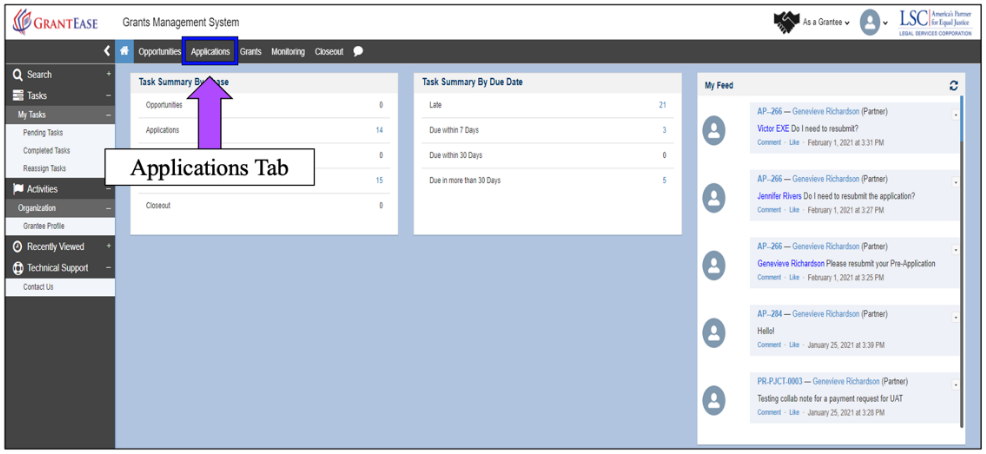


Figure 1: Image of the Applications Tab on the Home Screen

Users will then select Pre-Applications in the left-hand side bar.

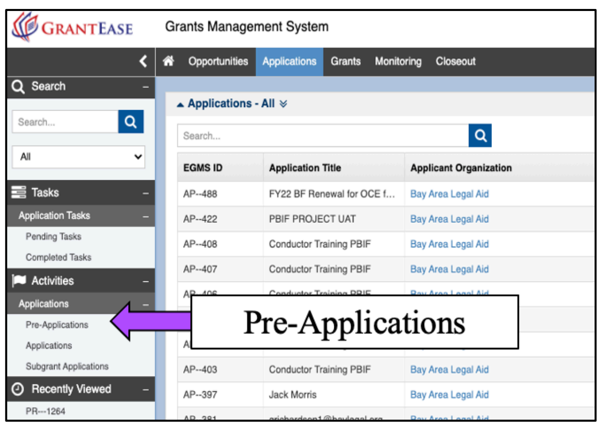


Figure 2: Image of the Selecting the Pre-Applications Tab in the Left-Hand Side Bar

After locating the Pre-Application in ***GrantEase***, users will see that the status is now "Accepted".

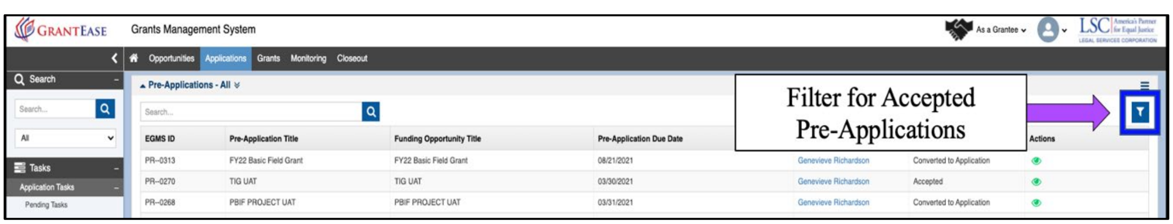


Figure 3: Image of Filtering for "Accepted" Pre-Applications

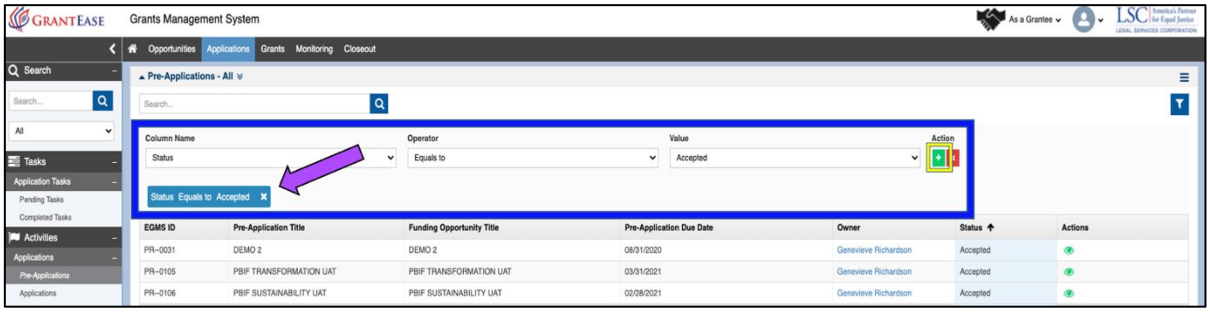


Figure 4: Image of Applying Filter to Sort Through All Applications

Users should then click on the **green eyeball icon** to open this Pre-Application.

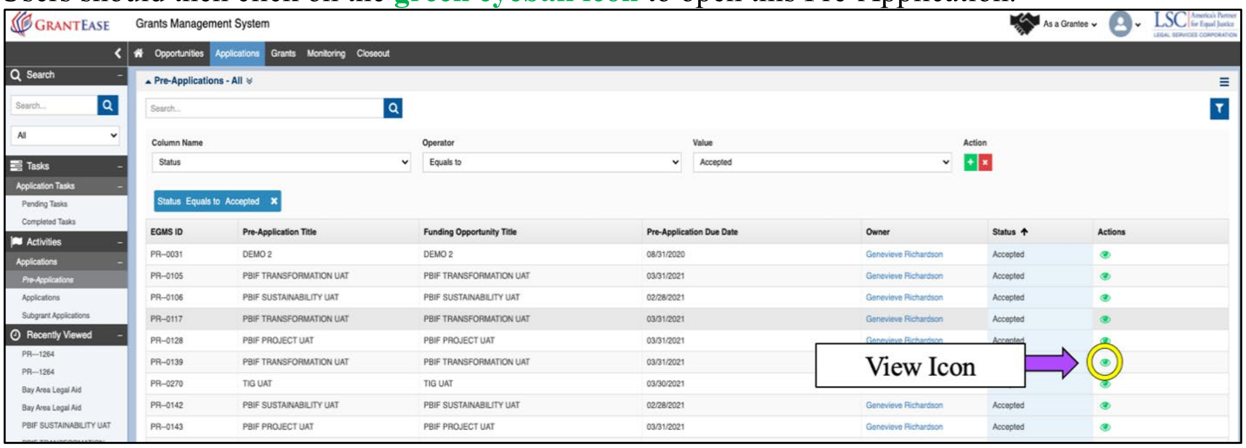


Figure 5: Image of the Selecting the View Icon to Convert a Pre-Application to an Application

Once in the Pre-Application, users will create their Full Application by clicking on the **Create Application Button**.

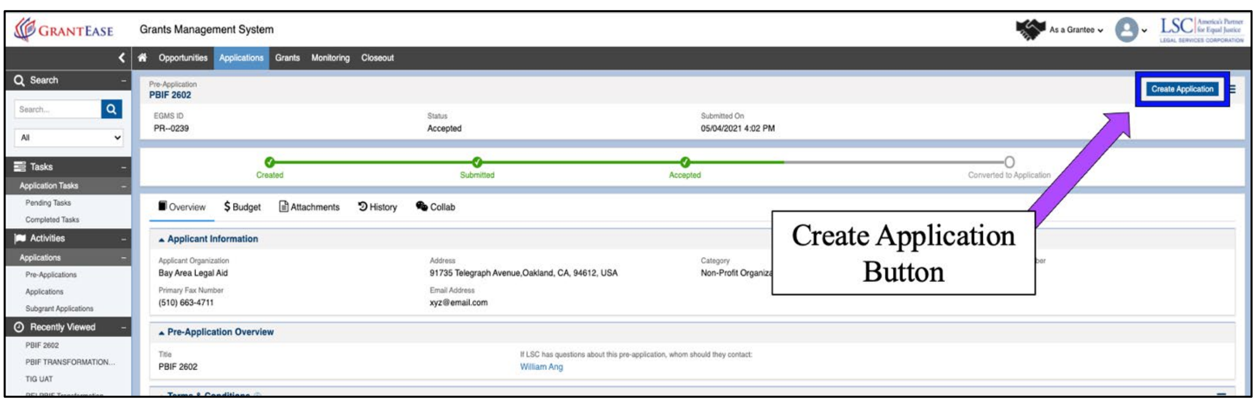


Figure 6: Image of the Selecting the Create Application Button on a Pre-Application

Users will then be taken to a new screen. The first step on this screen is to assign a contact to the PBIF Full Application.

Users should start by clicking on the search box and typing in the contact's name.

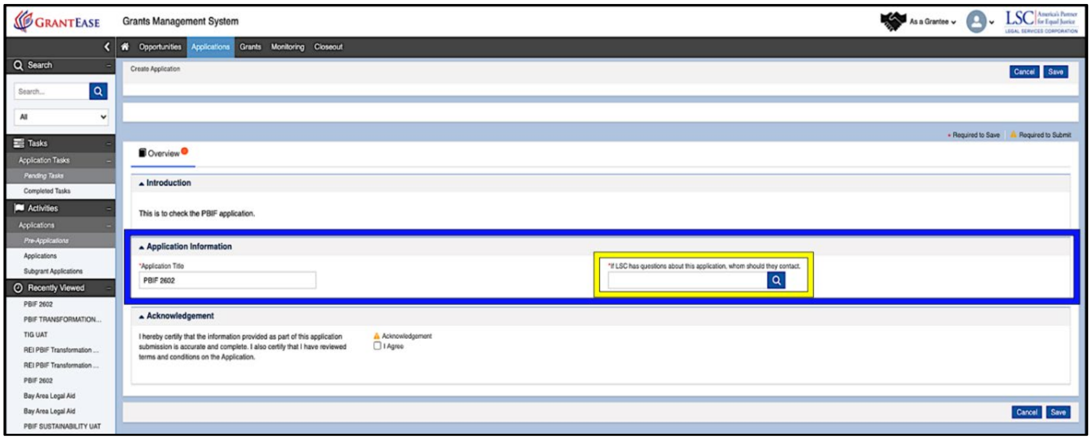


Figure 7: Image of Assigning an Application Contact Person

Once the name appears, users will be able to “Select” that individual’s name.

(**NOTE:** *If the name does not appear, users should go to the organization’s Grantee Profile to add a new staff member.)*

Once a user has added a staff member, they must check the application accuracy acknowledgment box.

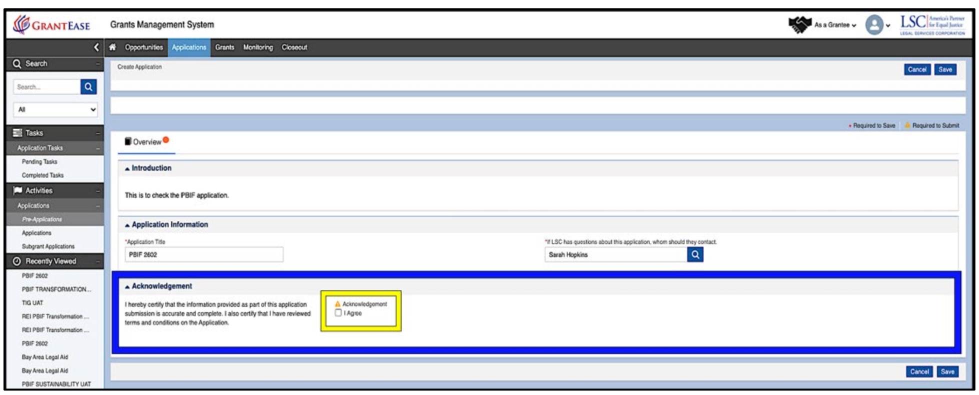


Figure 8: Image of the Checking the Application Accuracy Box

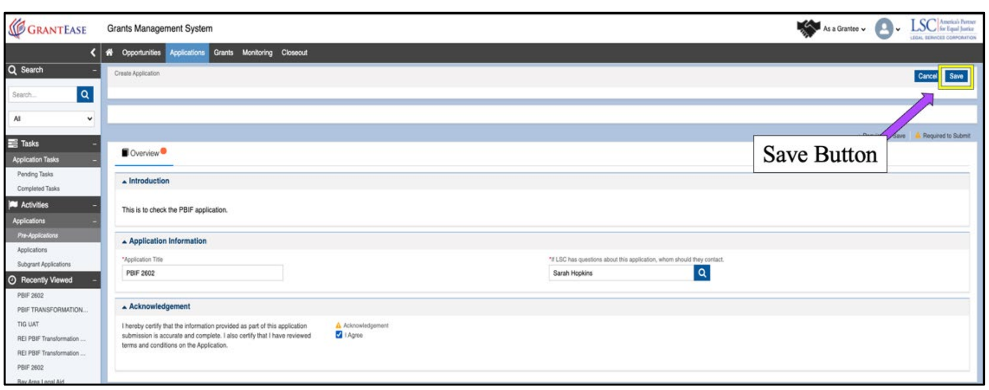


Figure 9: Image of the Selecting the Save Button to Create the Full Application

PROJECT INFORMATION FOR A FULL APPLICATION

A Full Application has multiple tabs.

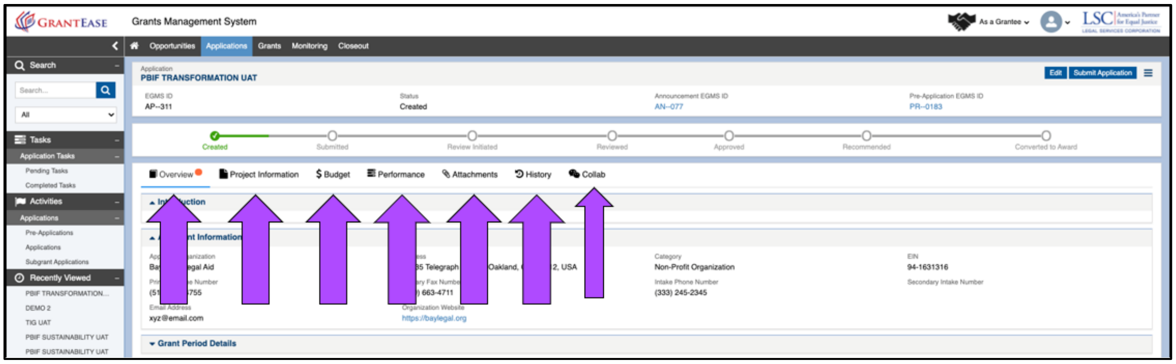


Figure 10: Image of the PBIF Full Application Tabs

The ***Overview***, ***Project Information***, ***Budget***, ***Performance***, and ***Attachments*** tabs. *History* will show all history of the application on the ***Collab Tab*** allows users to communicate on the specific record in question.

- The *Overview, Project Information, Budget and Performance Tabs* are similar for Project, Sustainability and Transformation categories. The Attachments Tab is different for each of the grant categories.
- In this manual, the sections describing the *Overview, Project Information, Budget and Performance Tabs* are **written in reference to all three grant categories**.
- The *Attachments Tab section is divided* – the first part addresses the Transformation grant, and the second section addresses Project and Sustainability grants.

Overview Tab

To begin a Transformation Application, users should review the **Overview tab**, which will have information related to the grant to which the user is applying.

Project Information Tab

Next, users will navigate to the **Project Information Tab**.

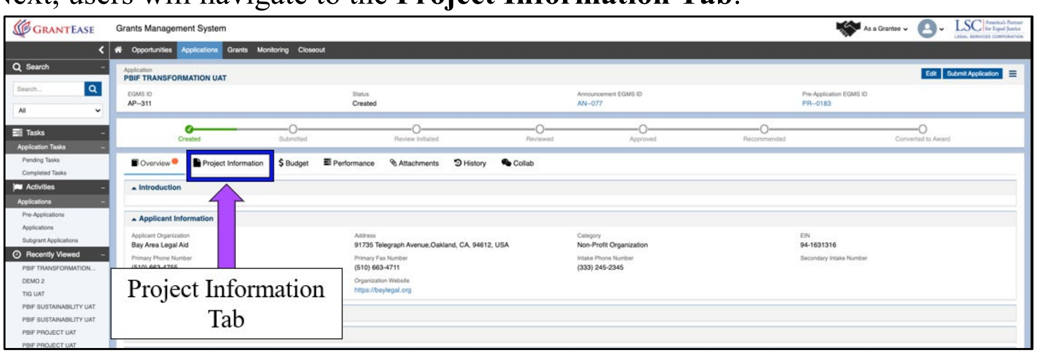


Figure 11: Image of Navigating to the Project Information Tab

If unable to type, users should select the **Edit button** to begin.

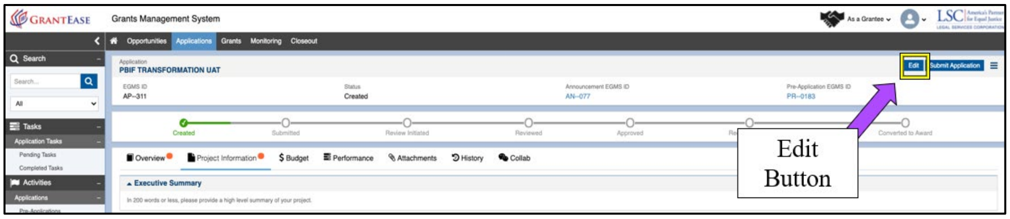


Figure 12: Image of Selecting the Edit Button

On this tab, users will provide an Executive Summary (in 200 words or less).

(**NOTE:** *Please reference the* [**PBIF Full Application Resource Guide**]() *for detailed guidance on what information to include* for each Grant Category)

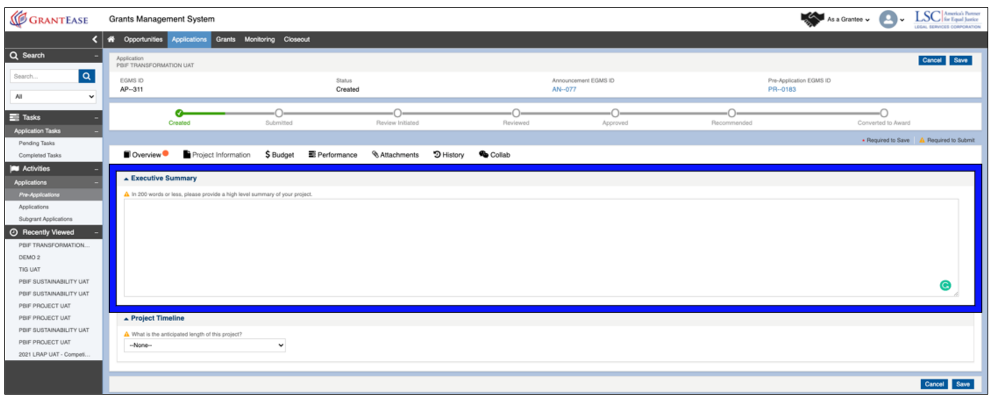


Figure 13: Image of the Executive Summary Box

Once finished with the Executive Summary, users will proceed to the **Project Timeline section**. Transformation grants can choose 24 or 36 months; Project grants can choose 18 or 24 months; and Sustainability grants can only choose 24 months.

(**NOTE:** The system will not let a user choose a timeline outside of these parameters.)

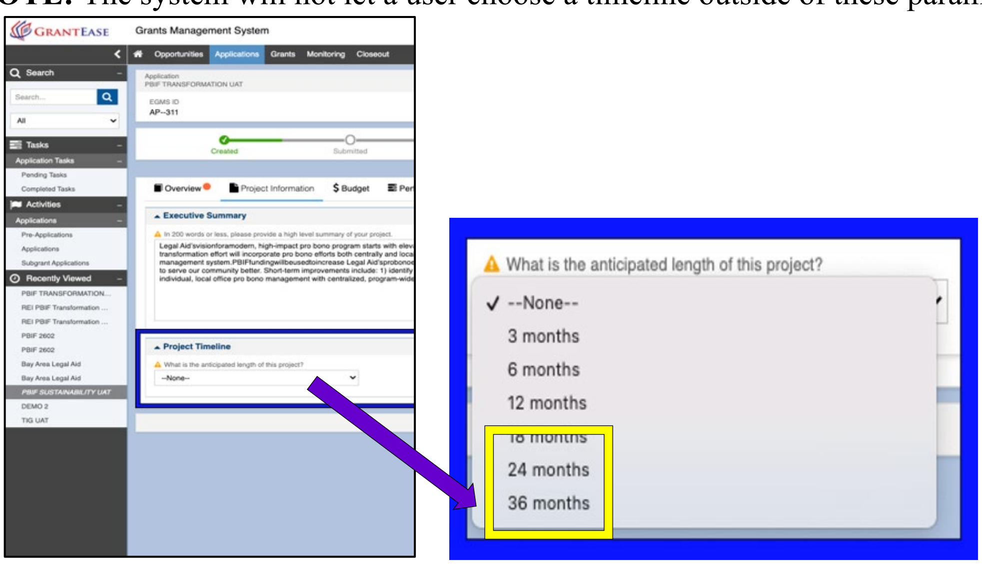


Figure 14: Image of Selecting the Project Length from the Drop-down Menu

Users should select the Save Button after completing all of the information.

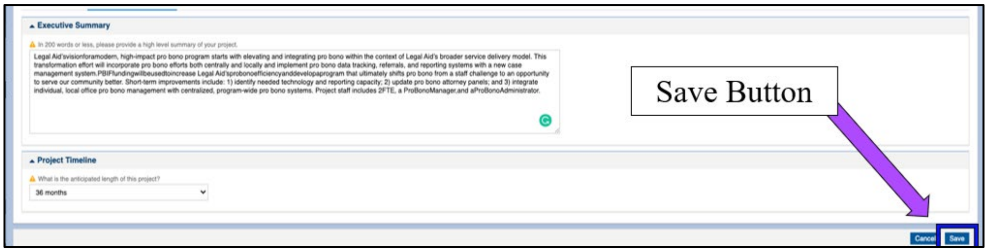


Figure 15: Image of Selecting the Save Button on a Completed Project Information Tab

Once finished in the Project Information Tab, users should navigate to the **Performance Tab**.

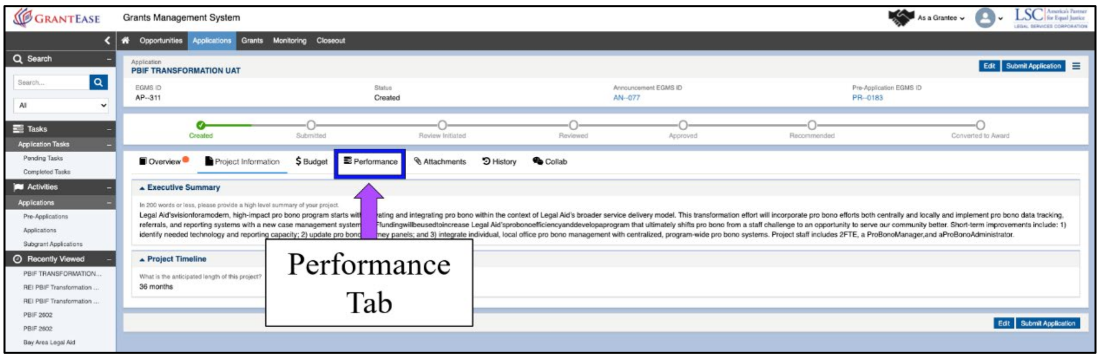


Figure 16: Image of Navigating to the Performance Tab

PERFORMANCE TAB FOR A FULL APPLICATION

In the **Performance Tab**, users will see sections for Goals and Objectives.

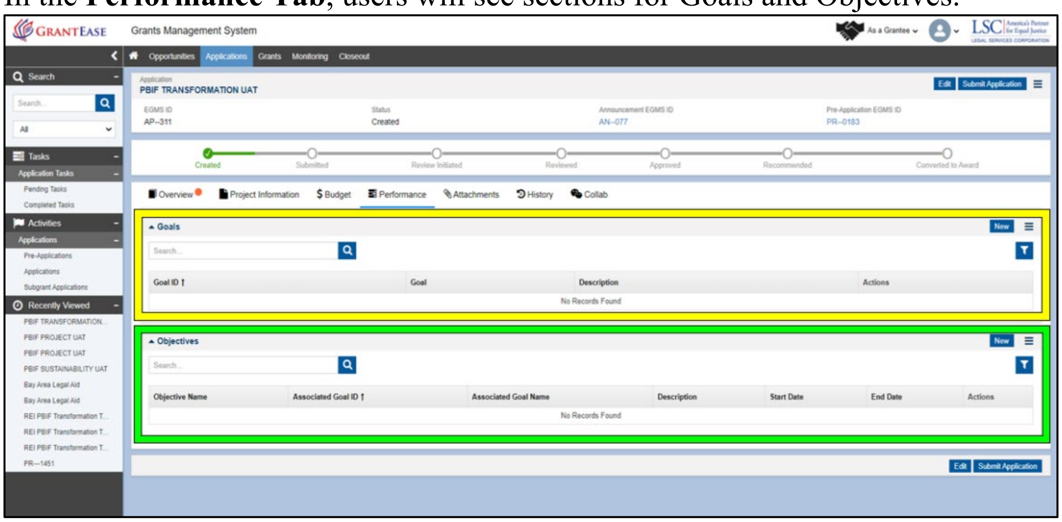


Figure 17: Image of the Goals and Objective Sections of the Performance Tab

Goals

To enter a new goal, users will click on the **NEW button** in the Goals section.

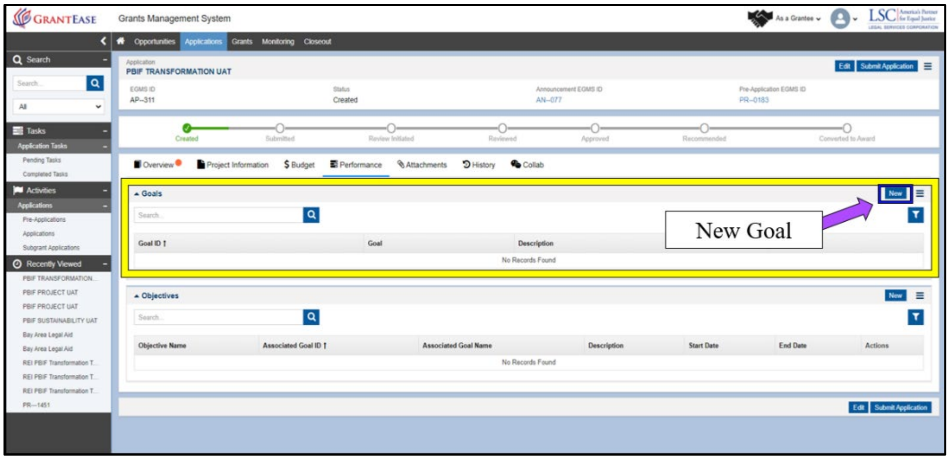


Figure 18: Image of Creating a New Goal in the Goals Section of the Performance Tab

This will open a pop-up screen where users can now enter in both a goal and the description of that goal. As a reminder, there is only one goal for the application.

(**NOTE:** *The **PBIF Full Application Resource Guide** will provide guidance on drafting goals and objectives for the application*.)

Figure 19: Image of the Goals Information Pop-up Box

In the box for **Goal**, users should enter “N/A.” In the box for **Description**, users should enter “N/A.” Once finished with the goal, users will click on the **Save button**, closing the pop-up screen.

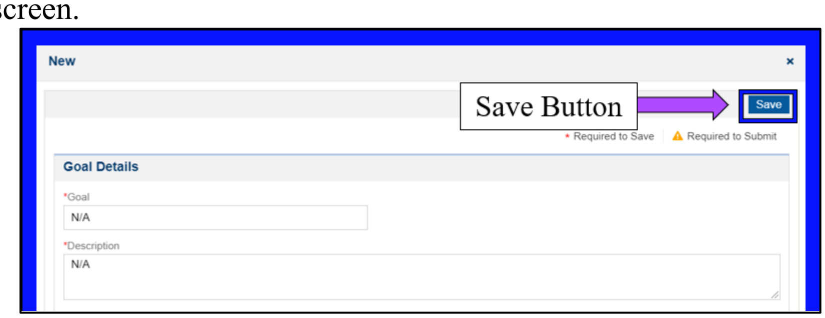


Figure 20: Image of Completing the Information in the Goal Pop-up Box

Objectives

Users should then move on to the **Objectives section** and click on the **NEW button** to enter an objective.

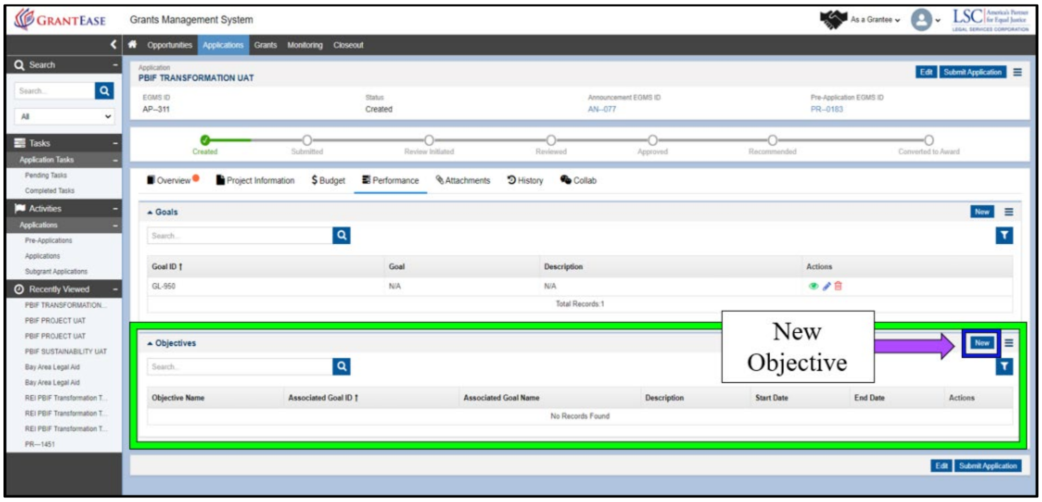


Figure 21: Image of Creating a New Objective in the Objectives Section of the Performance Tab

A pop-up screen will appear with several sections—***Goal ID***, ***Name***, ***Description***, ***Start Date***, ***End Date***, and ***Milestone details***.

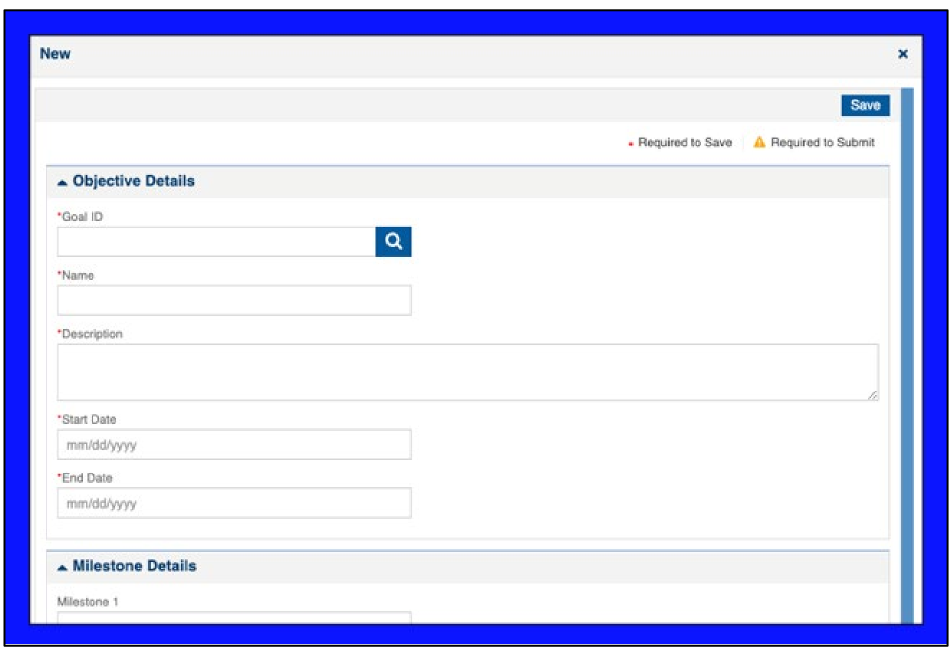


Figure 22: Image of the Objectives Information Pop-up Box

Users will start with the Goal ID. The system requires that every objective be associated with the goal.

Since there is only one goal for each grant, users will associate every objective entered with this one goal.

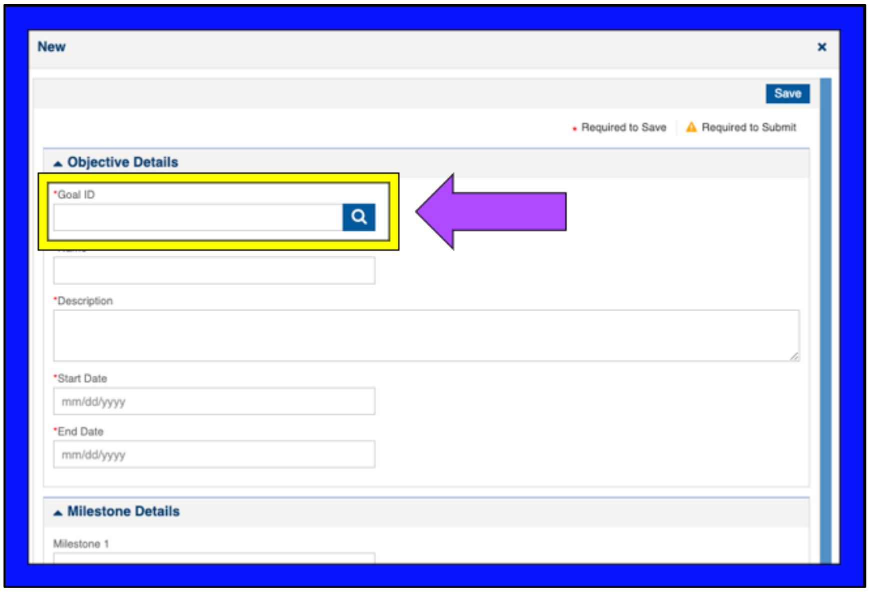


Figure 23: Image of Selecting the Goal ID Box to Associate a Goal with an Objective

To locate that goal, users should click on the **magnifying glass icon** and then click **SELECT** next to the respective goal.

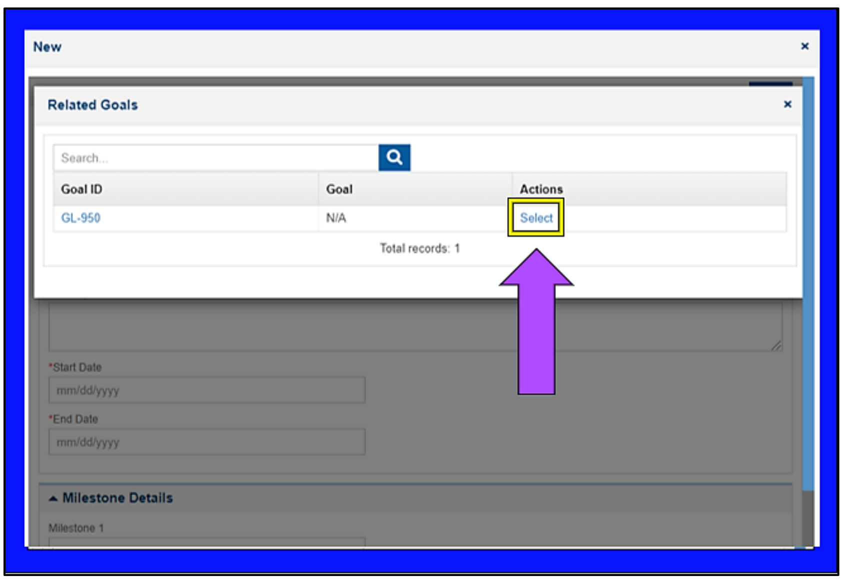


Figure 24: Image of Selecting a Goal ID to Associate with an Objective

Next, users should move to the **Name section**. Here users will enter “N/A”.

Then, users will move to the **Description section**. Here users will also enter “N/A”.

Next, applicants must indicate the **Start Date** that the objective will begin.

(**NOTE:** *The **Start Date** must be October 1, 2021.*)

Finally, applicants must indicate the **End Date** for the objective.

> (**NOTE:** *The **End Date** must be on or before the end date of the **grant term***. For example, if a user selects a 24-month project term, the **End Date** must be on or before September 30, 2023.)

Milestone Details

Users should leave the **Milestone Details** section blank.

Once finished, users will click on the **Save button**, which will close the pop-up box.

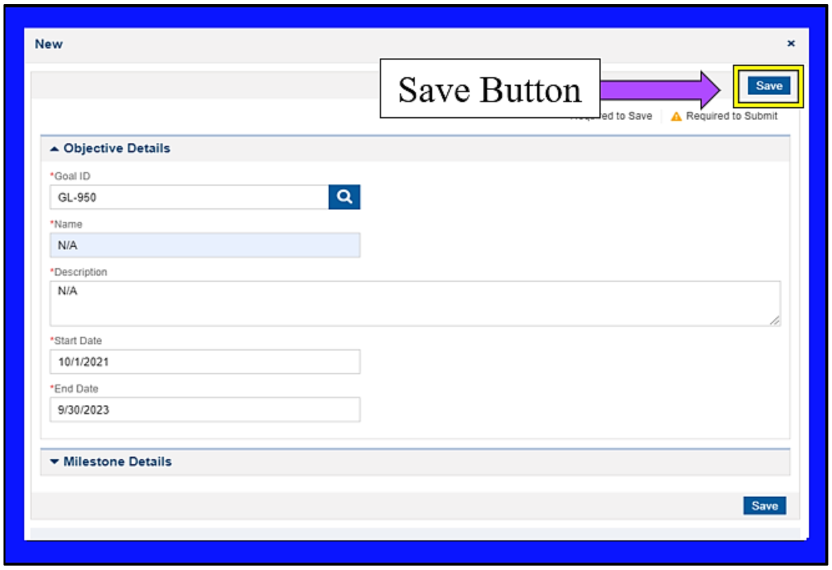


Figure 25: Image of Selecting the Save Button on a Completed Objective Pop-up Box

Users should then navigate to the **Attachments Tab** to begin filling out the forms for a Full Application.

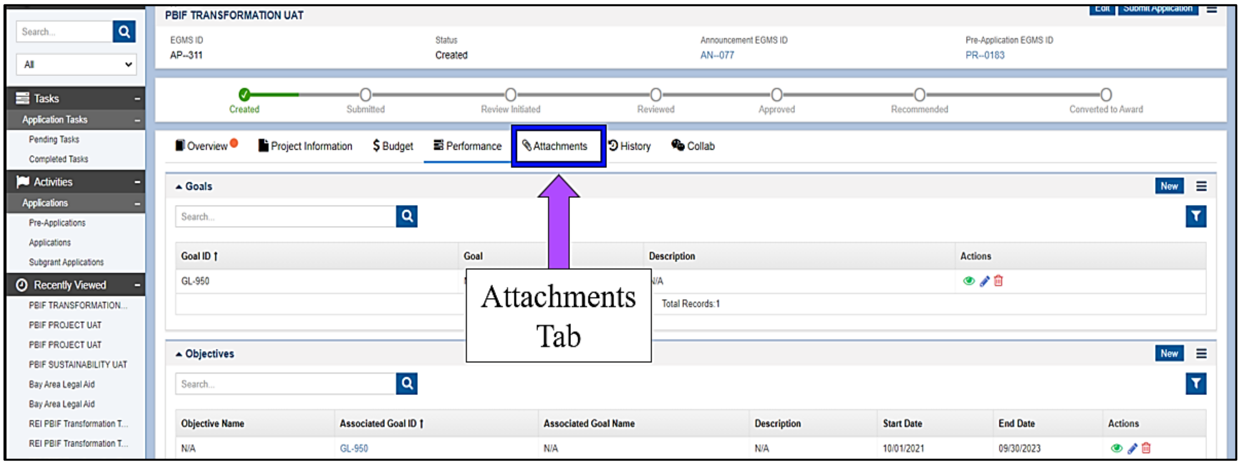


Figure 26: Image of Navigating to the Attachments Tab of a Full Application

THE ATTACHMENTS TAB FOR A PBIF TRANSFORMATION APPLICATION

Once in the Attachments tab, users will see the section for **All forms**.

If you are a PBIF Sustainability or Project Applicant, please go to "THE ATTACHMENTS TAB FOR A PBIF SUSTAINABILITY OR PROJECT APPLICATION"

Users will begin with the first form, which is the ***PBIF Transformation Application form***.

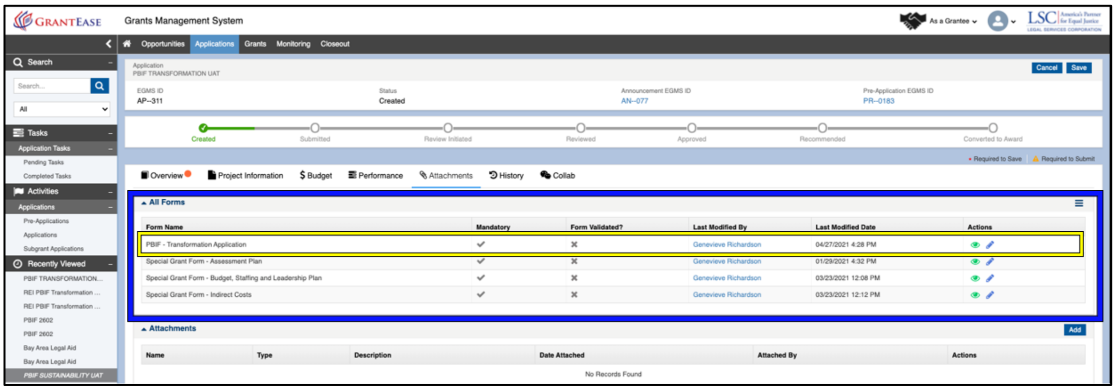


Figure 27: Image of Navigating to the Attachments Tab of a Full Application

PBIF Transformation Application Form

To begin filling out the application form, users must click on the **blue pencil icon**.

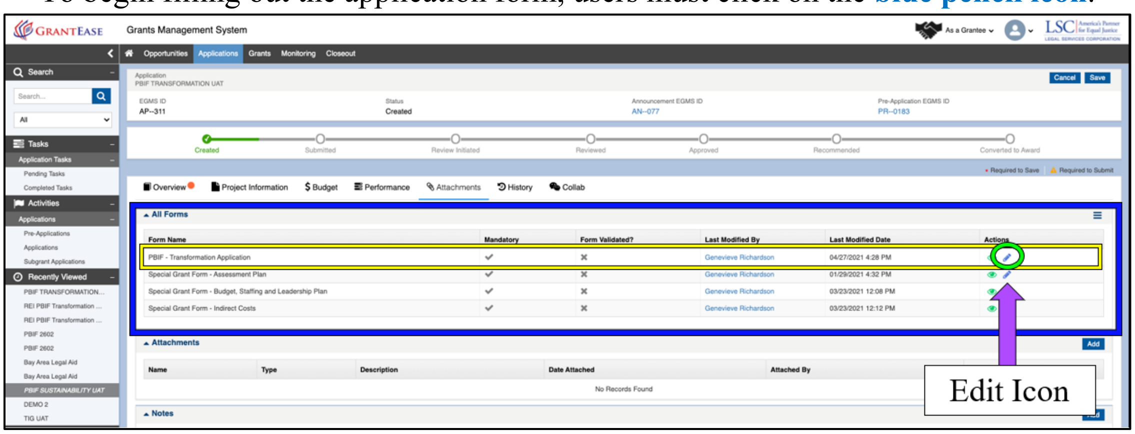


Figure 28: Image of Navigating to the Attachments Tab of a Full Application

Users should start with question number one in the ***Transformation Application Description box*** and respond to every question.

Remember, the **i-icons** are there to assist users by providing further detail.

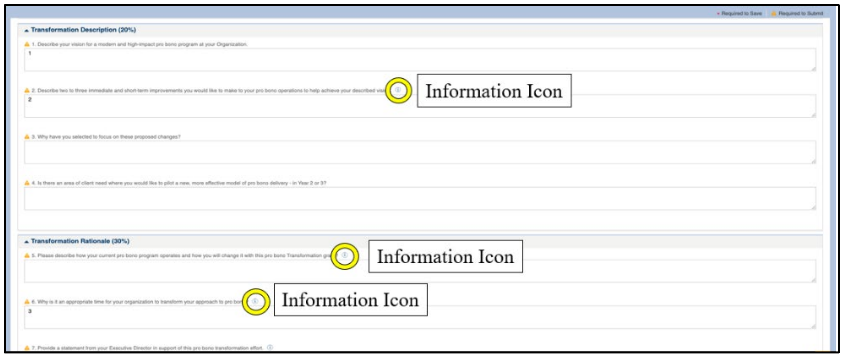


Figure 29: Image of Navigating to the Attachments Tab of a Full Application

Users should then move on to the ***Transformation Rationale section***.

Once users have finished with these questions, they should click on the **Save button** and then ensure that they validate the form by clicking on the **Validate Form button**.

Figure 30: Image of Selecting the Save Button on a Completed Transformation Application Form

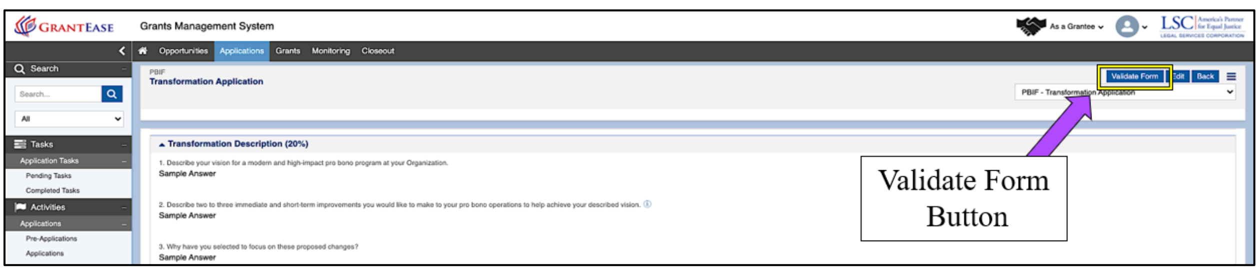


Figure 31: Image of Selecting the Validate Form Button on a Saved Transformation Application Form

Navigating to Other Forms
On the top right-hand side of the screen, users will see a dropdown box listing all the forms requiring completion.

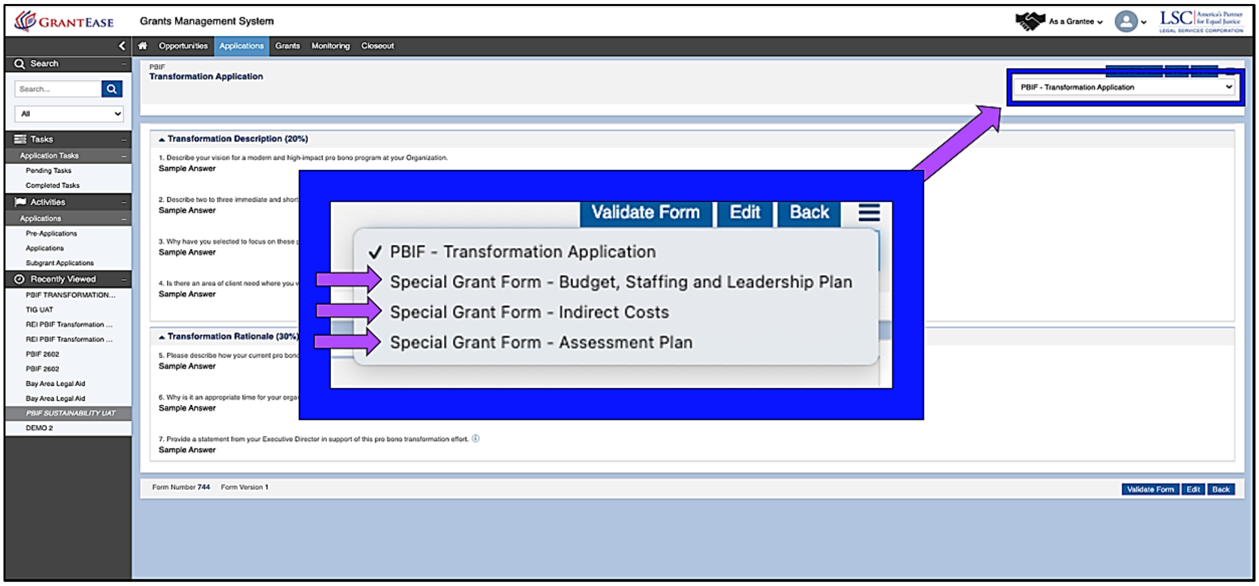


Figure 32: Image of Selecting the Validate Form Button on a Saved Transformation Application Form

Users should select the ***Budget Staffing and Leadership form*** from the drop-down listing to navigate to the next form.

Budget Staffing and Leadership Form

For the ***Budget Staffing and Leadership form***, users should provide an explanation of the budget and staffing rationale.

(**NOTE**: In the Pre-Application, Applicants were instructed to put "N/A" for the Budget Rationale and Staffing Rationale questions. In the Full Application, Applicants are required to respond to the questions under the ***Budget Rationale*** and ***Staffing Rationale***).

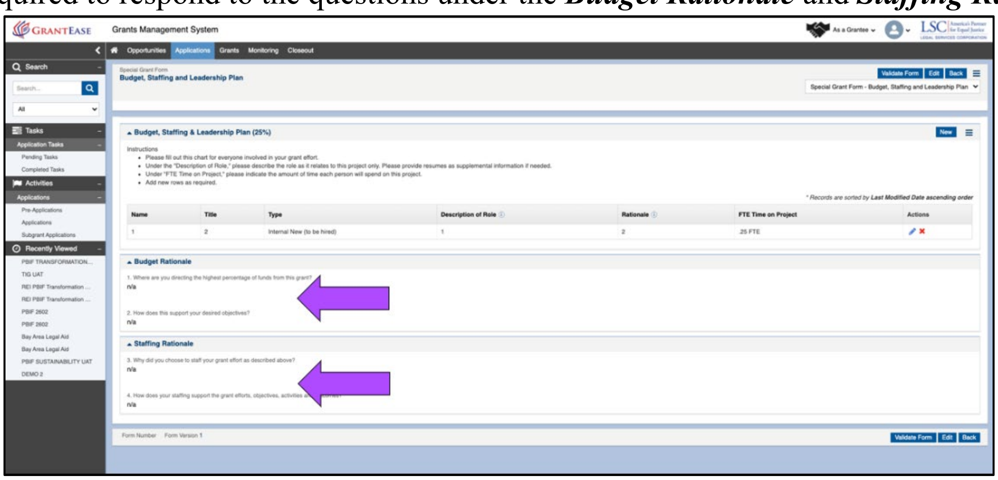


Figure 33: Image of a Saved Budget, Staffing & Leadership Form Requiring Editing

Figure 34: Image of Selecting the Validate Form Button on a Saved Budget, Staffing & Leadership Form

After completing this form, users should save, validate, and move to the next form in the Transformation Application, which is the ***Indirect Cost Form***.

Indirect Cost Form

When in the **Indirect Cost Form**, users should complete all of the required questions.

Figure 35: Image of the Indirect Costs Form

Users must keep in mind that they can answer "Yes" only to number 1 **<u>OR</u>** 2 but **<u>not both</u>**. Users should follow their Accounting Manual for guidance on Indirect Cost Rates.

After completing this form, users should save, validate, and move to the final form in the Transformation Application, which is the ***Assessment Plan***.

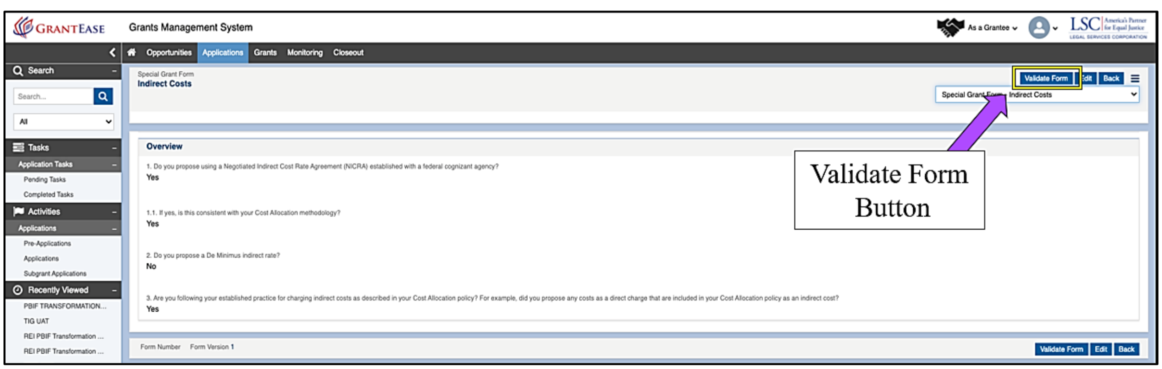


Figure 36: Image of Selecting the Validate Form Button on the Completed Indirect Costs Form

Assessment Plan Form

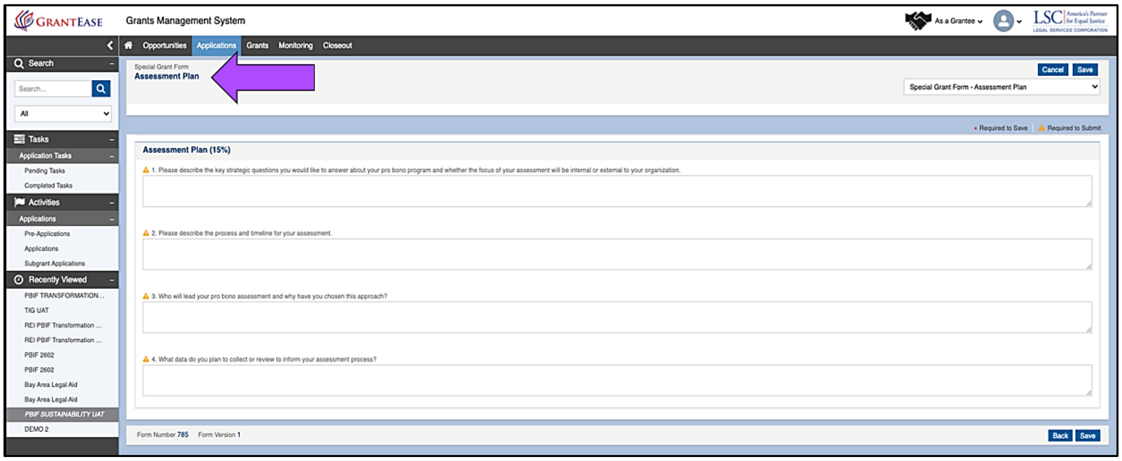


Figure 37: Image of the Assessment Plan Form

Applicants should answer all four questions in this section and be sure to check, before saving, that the responses are error-free. Once finished, users should save and then select the **Validate Form button**.

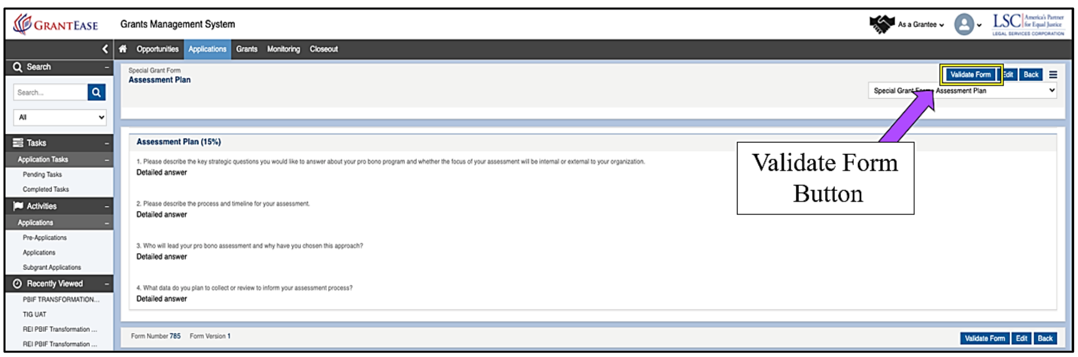


Figure 38: Image of Selecting the Validate Form Button on a Completed Assessment Plan Form

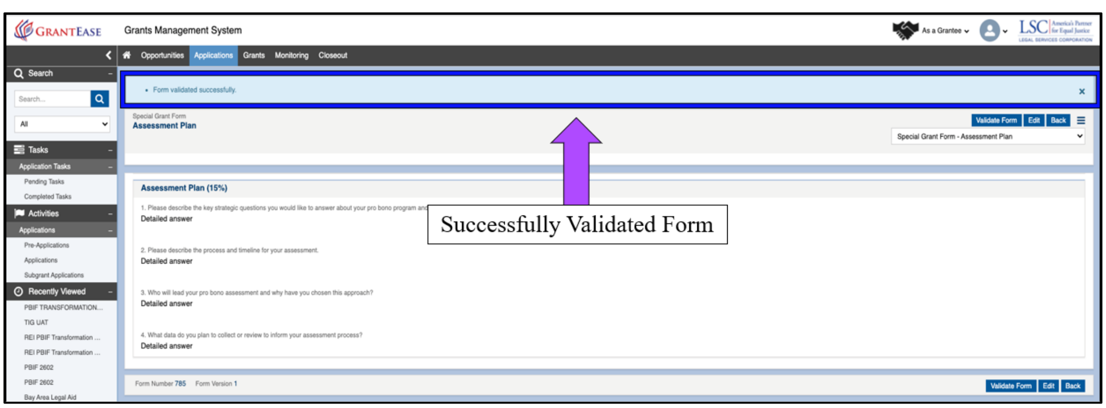


Figure 39: Image of a Successfully Validated Form

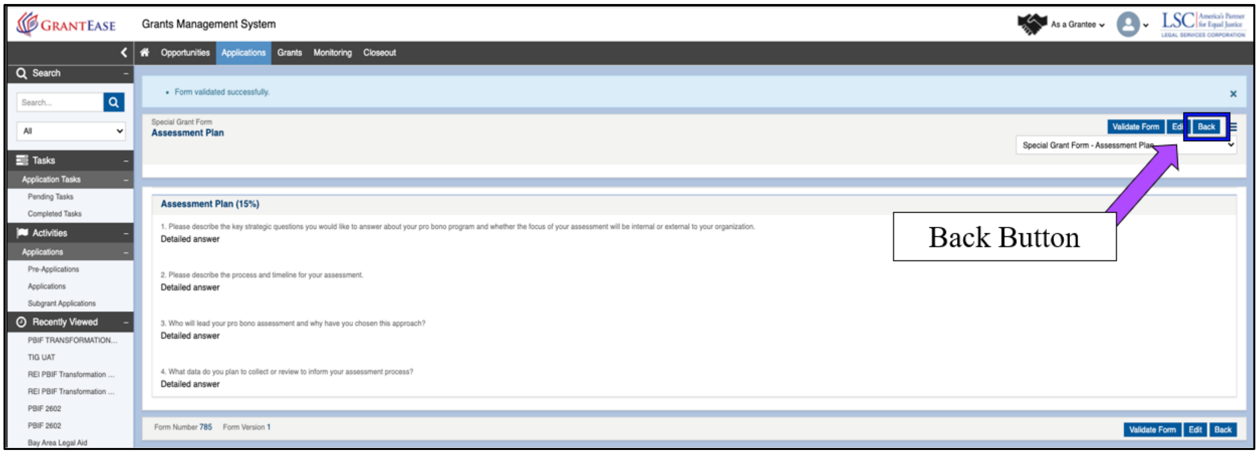


Figure 40: Image of Navigating Back to Attachments Tab by Selecting the Back Button

After validating the last form, users should click on the **Back Button** to return to the Attachments Tab.

Adding Attachments

After users have completed each of the forms, they should move down to the **Attachments section**.

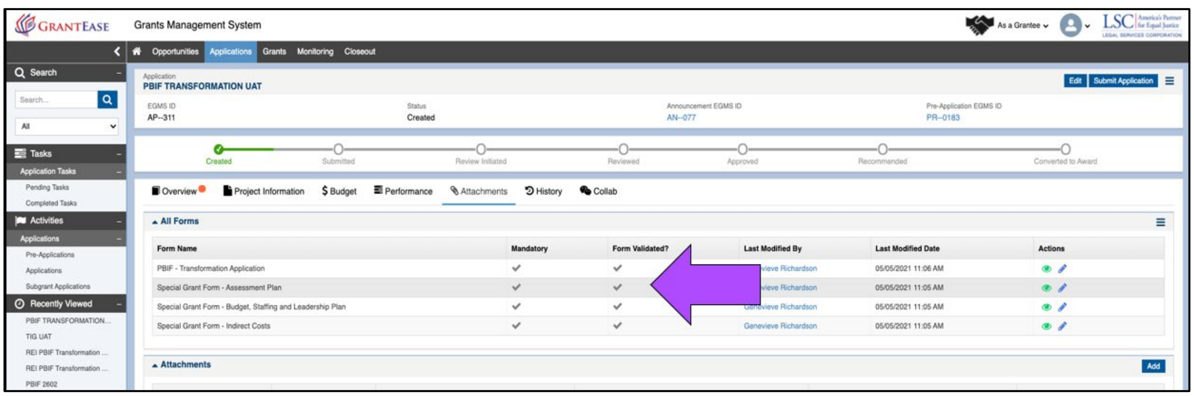


Figure 41: Image of All the Validated Forms on the Attachments Tab

In the ***Attachments section***, users should click on the **Add button** to add a new attachment and proceed to select the kind of attachment that is being uploaded from the drop-down menu.

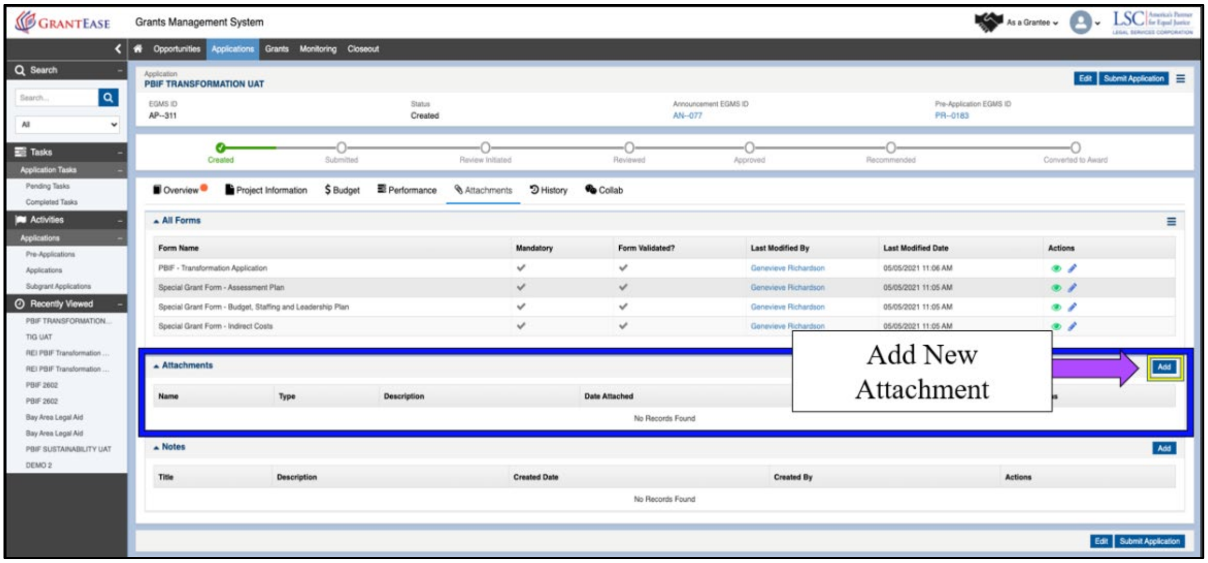


Figure 42: Image of Selecting the Add Button in the Attachments Section of the Attachments Tab

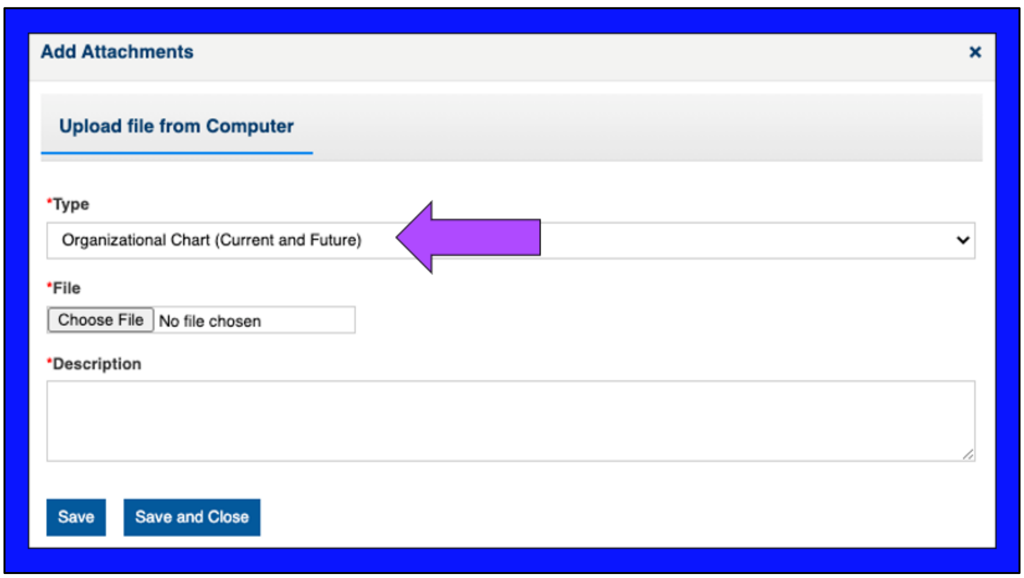


Figure 43: Image of the Add Attachments Pop-up Box

In the **Type section**, users should select the appropriate option from the drop-down menu:

- ***Organizational Chart*** (Current & Future);
- ***Resumes of Existing Staff***;
- ***Position Descriptions*** (FEWs or partial – Current and New);
- ***Letters of Support***;
- ***Letters of Commitment*** (Partners); and
- ***Other***.

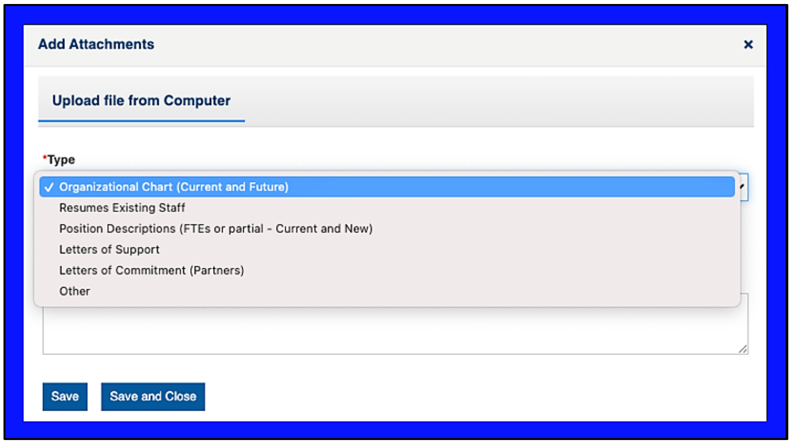


Figure 44: Image of the Attachment Type Dropdown Menu in the Attachments Pop-up Box

Transformation applicants are required to upload two documents:

1. A current organizational chart with pro bono responsible staff highlighted; and
2. A future organizational chart with pro bono responsible staff highlighted.

Naming Attachments

Applicants should follow a specific naming convention to ensure they name each file appropriately.

The PBIF grant will utilize the following naming convention:

- **Grantee name_EGMS ID_**[type of document]
- For "Other," please provide a 1–2-word description of the document

Each attached document should include a brief description. Please be sure to provide 1-2 sentences describing the document.

To add additional documents, users should click on the **Save button;** to exit the upload attachments screen, users should click on **Save and Close Modal button**.

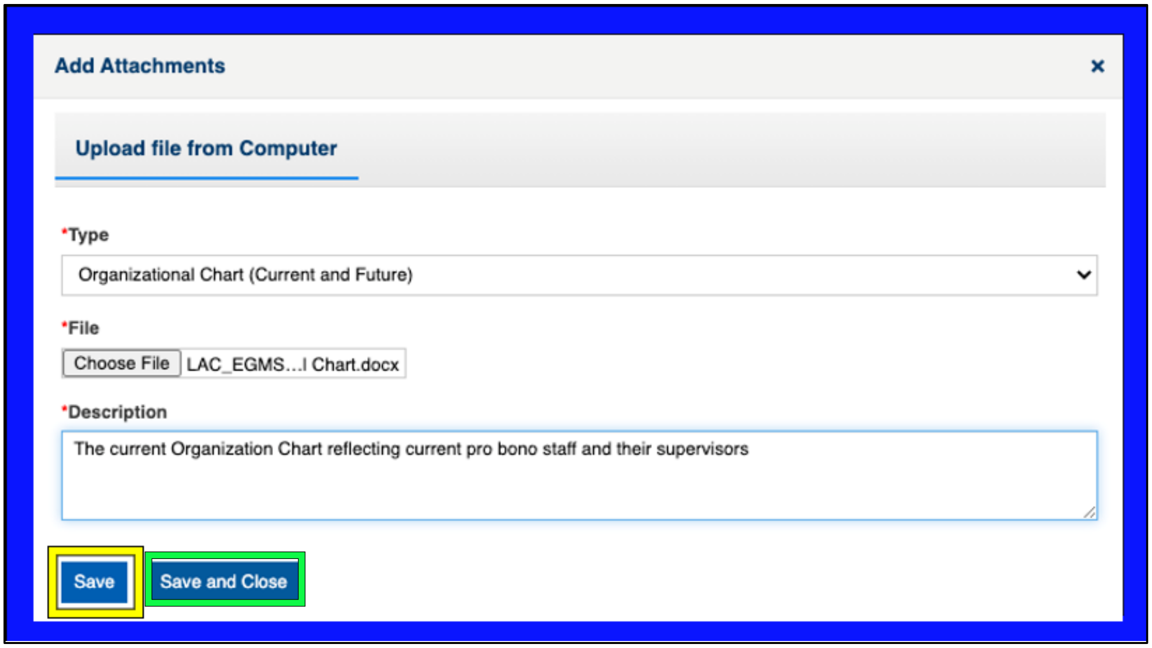


Figure 45: Image of a Completed Attachments Pop-up Box

THE ATTACHMENTS TAB FOR THE PBIF SUSTAINABILITY OR PROJECT APPLICATION

Once in the Attachments tab, users will see the section for **All forms**.

Users will begin with the first form which is the ***PBIF Sustainability or Project Application form***.

PBIF Sustainability Application Form

To begin filling out the application form, users must click on the **blue pencil icon**.

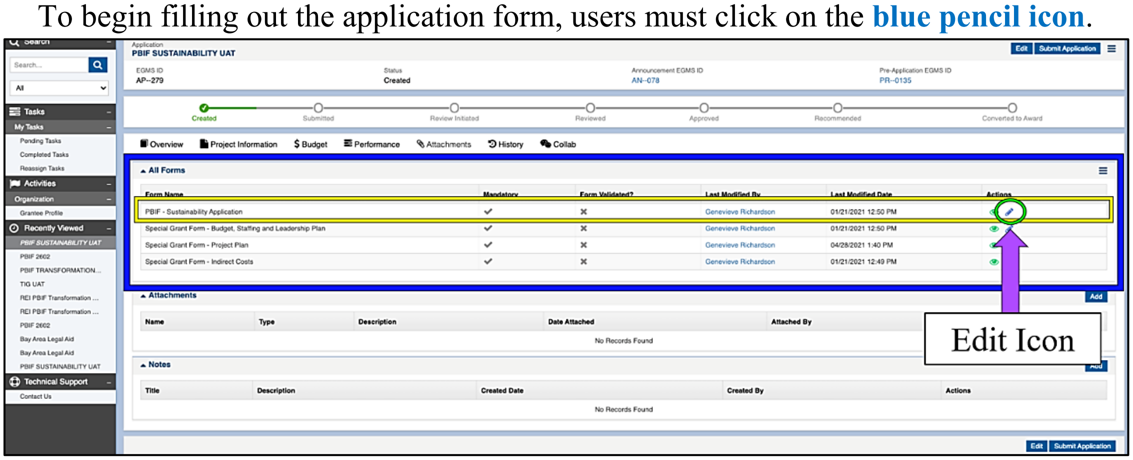


Figure 46: Image of Navigating to the Attachments Tab of a Full Application

Users should start with question number one in the ***Sustainability Application Description box*** and respond to every question.

Remember, the **i-icons** are there to assist users by providing further detail.

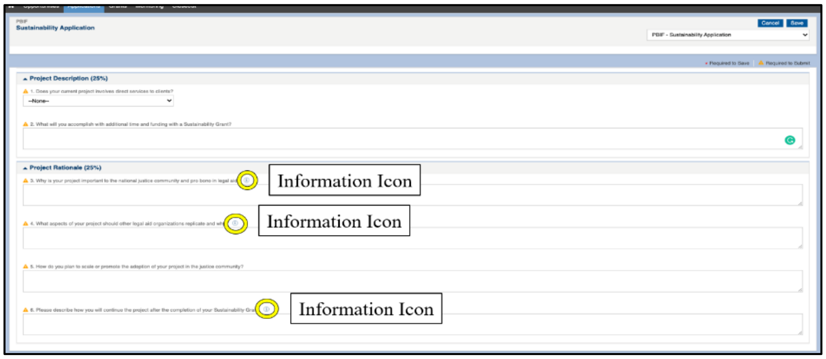


Figure 47: Image of Navigating to the Attachments Tab of a Full Application

Users should then move on to the ***Sustainability Rationale section***.

Once users have finished with these questions, they should click on the **Save button** and then ensure that they validate the form by clicking on the **Validate Form button**.

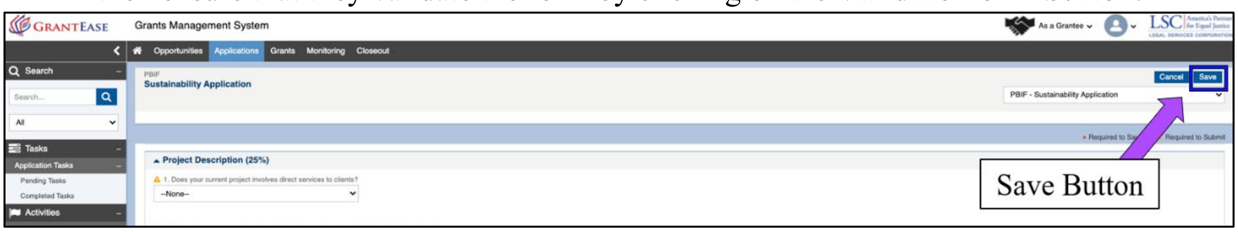


Figure 48: Image of Selecting the Save Button on a Completed Sustainability Application Form

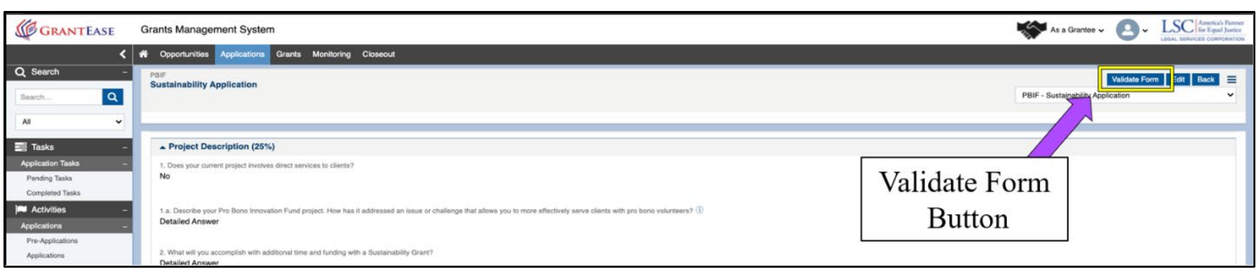


Figure 49: Image of Selecting the Validate Form Button on a Saved Sustainability Application Form

Navigating to Other Forms

On the top right-hand side of the screen, users will see a dropdown box listing all the forms requiring completion.

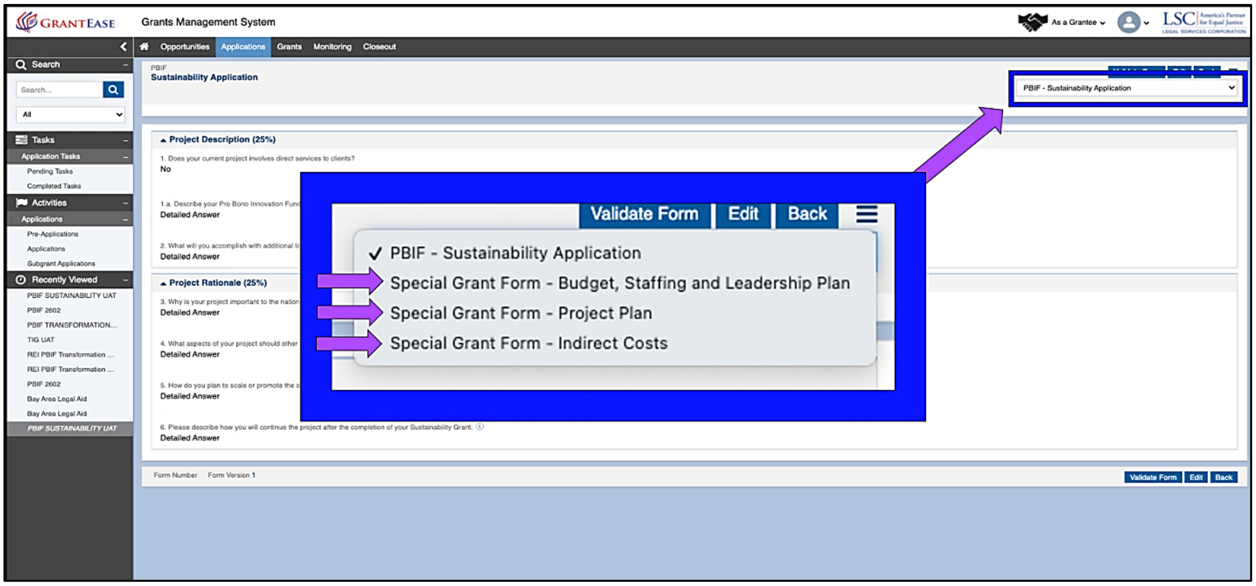


Figure 50: Image of Selecting the Validate Form Button on a Saved Sustainability Application Form

Users should select the ***Budget Staffing and Leadership form*** from the drop-down listing to navigate to the next form.

Budget Staffing and Leadership Form

For the ***Budget Staffing and Leadership form***, users should provide an explanation of the budget and staffing rationale.

(**NOTE**: In the Pre-Application, Applicants were instructed to put "N/A" for the Budget Rationale and Staffing Rationale questions. In the Full Application, Applicants are required to respond to the questions under the ***Budget Rationale*** and ***Staffing Rationale***).

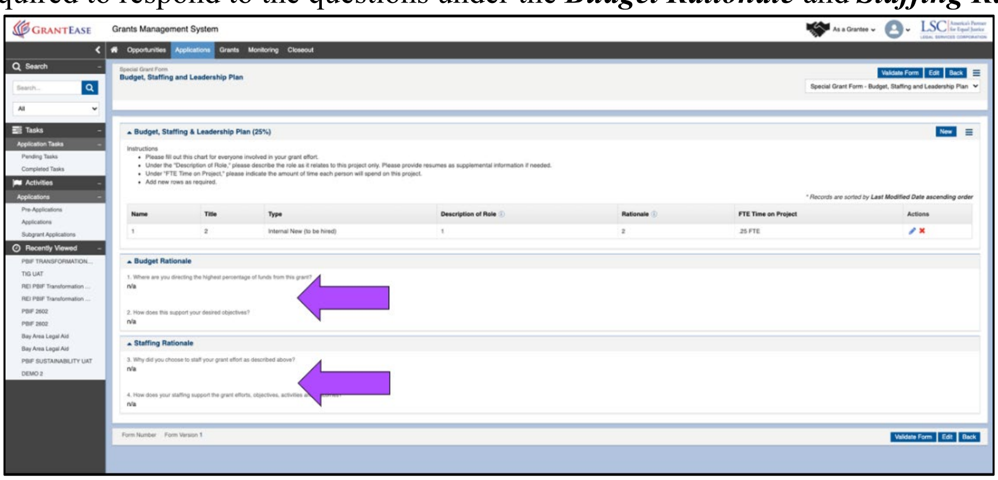


Figure 51: Image of a Saved Budget, Staffing & Leadership Form Requiring Editing

Figure 52: Image of Selecting the Validate Form Button on a Saved Budget, Staffing & Leadership Form

After completing this form, users should save, validate, and move to the next form in the Sustainability Application, which is the ***Project Plan Form***.

Project Plan Form

Users should start with question number one in the ***Project Plan Form*** and respond to every question.

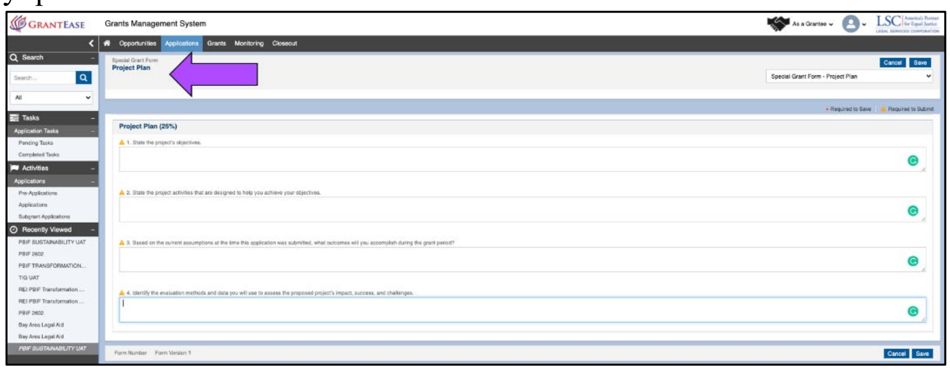


Figure 53: Image of the Project Plan Form for a Sustainability Application

Once users have finished with these questions, they should click on the **Save button** and then ensure that they validate the form by clicking on the **Validate Form button**.

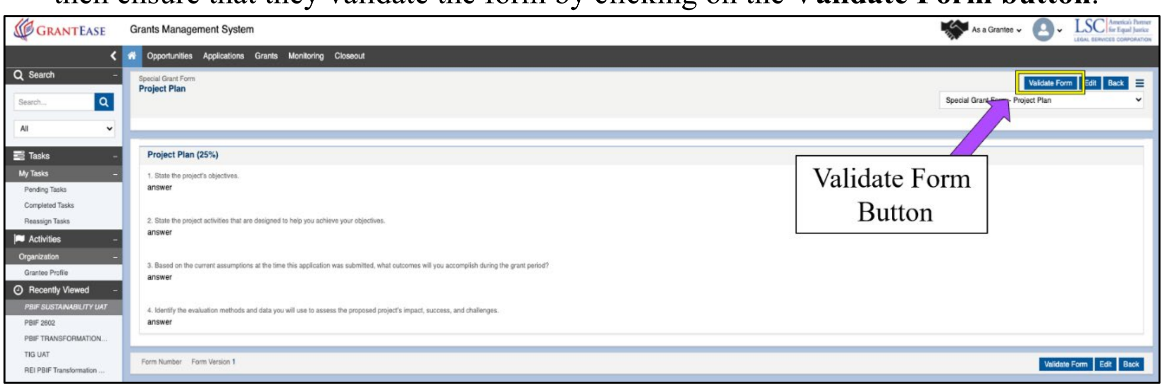


Figure 54: Image of Selecting the Validate Form Button on a Saved Project Plan Form

Users should then move to the final form in the Sustainability or Project Application which is the ***Indirect Cost Form***.

Indirect Cost Form

When in the ***Indirect Cost Form***, users should complete all of the required questions.

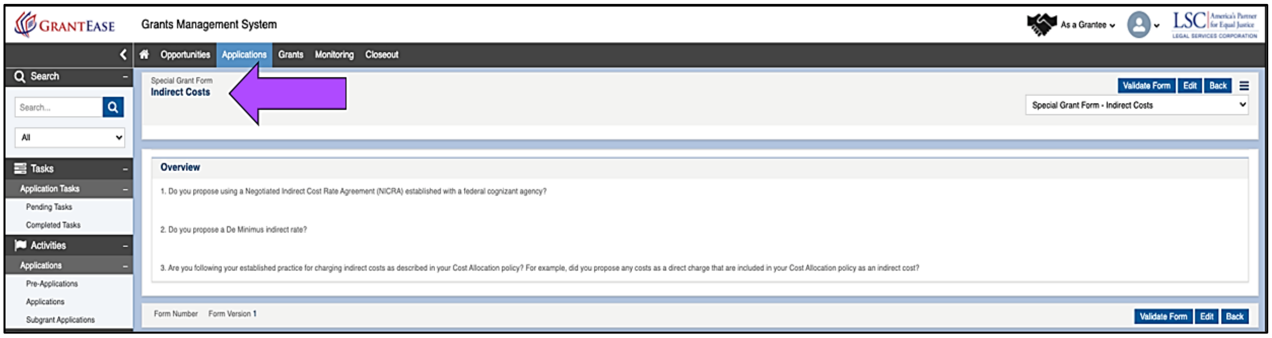


Figure 55: Image of the Indirect Costs Form

Users must keep in mind that they can answer "Yes" only to number 1 **OR** 2 but **not both**. Users should follow their Accounting Manual for guidance on Indirect Cost Rates.

After completing this form, users should save, validate, and select the **Back button** to navigate back to the Attachments Tab.

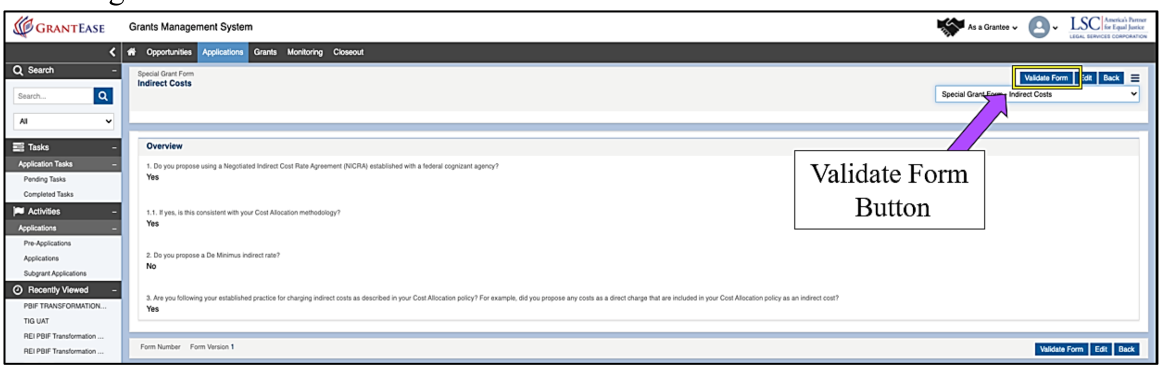


Figure 56: Image of Selecting the Validate Form Button for the Saved Indirect Costs Form

Adding Attachments

After users have completed each of the forms, they should move down to the **Attachments section**.

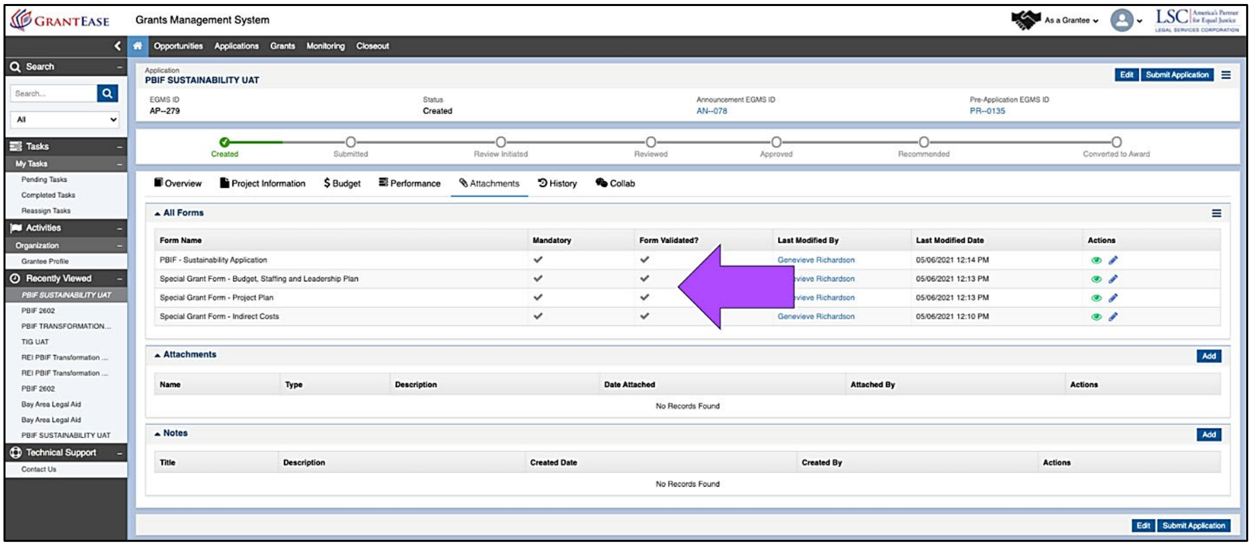


Figure 57: Image of Validated Forms on the Attachments Tab of a Sustainability Application

In the ***Attachments section***, users should click on the **Add button** to add a new attachment and proceed to select the kind of attachment that is being uploaded from the drop-down menu.

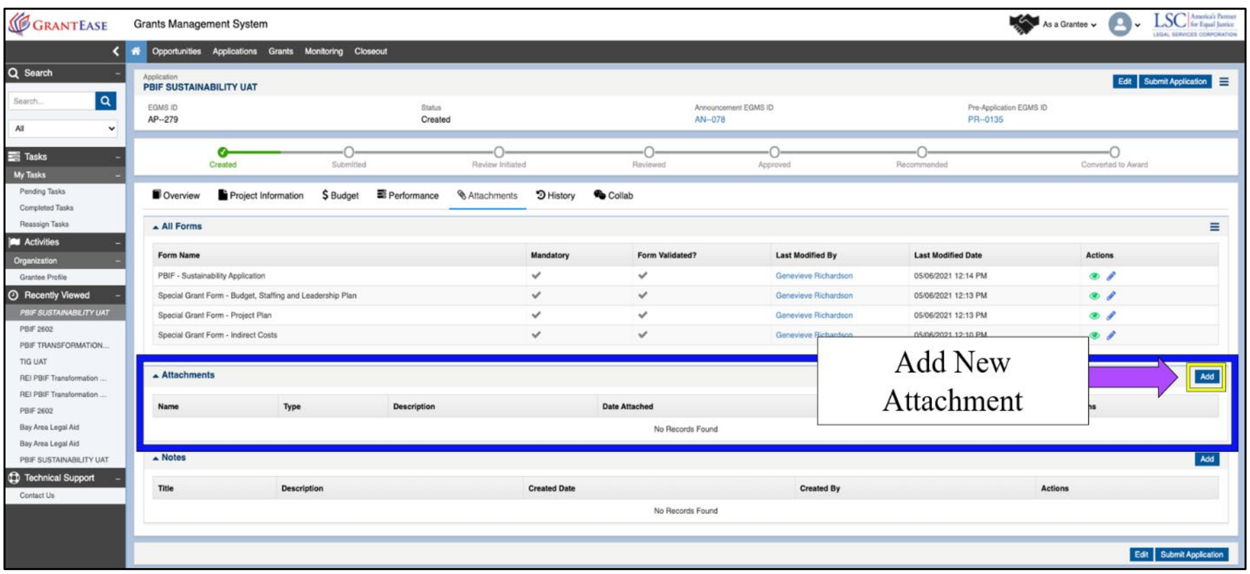


Figure 58: Image of Selecting the Add Button in the Attachments Section of the Attachments Tab

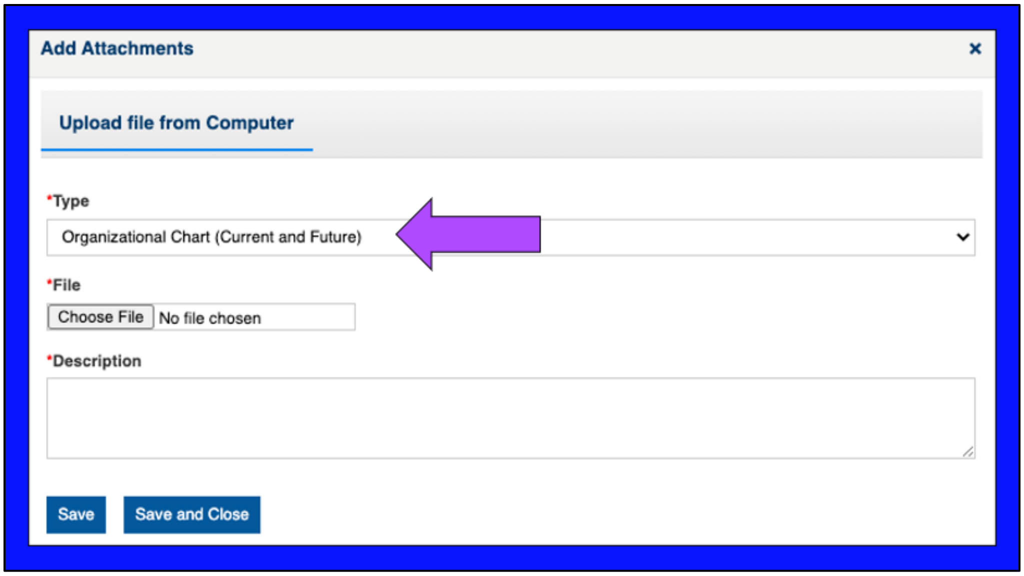


Figure 59: Image of the Add Attachments Pop-up Box

In the **Type section**, users should select the appropriate option from the drop-down menu:

- ***Organizational Chart*** (Current & Future);
- ***Resumes of Existing Staff***;
- ***Position Descriptions*** (FEWs or partial – Current and New);
- ***Letters of Support***;
- ***Letters of Commitment*** (Partners); and
- ***Other***.

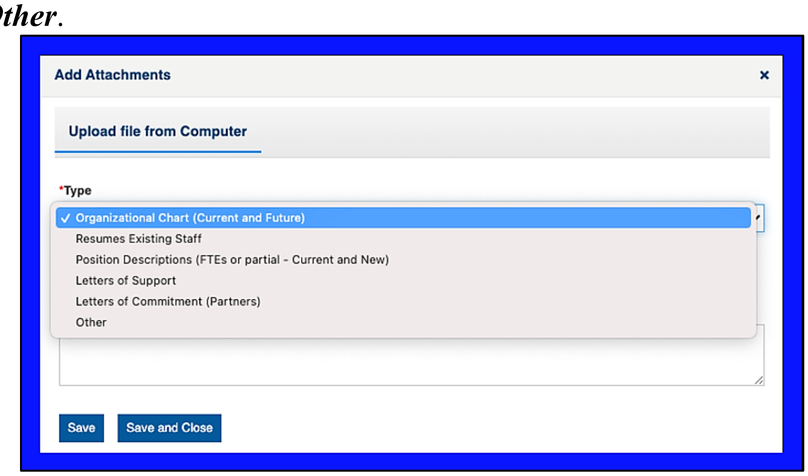


Figure 60: Image of the Attachment Type Dropdown Menu in the Attachments Pop-up Box

Transformation applicants are required to upload two documents:

1. A current organizational chart with pro bono responsible staff highlighted; and
2. A future organizational chart with pro bono responsible staff highlighted.

Naming Attachments
Applicants should follow a specific naming convention to ensure they name each file appropriately.

The PBIF grant will utilize the following naming convention:

- **Grantee name_EGMS ID_**[type of document]
- For "Other," please provide a 1–2-word description of the document

Each attached document should include a brief description. Please be sure to provide 1-2 sentences describing the document.

To add additional documents, users should click on the **Save button;** to exit the upload attachments screen, users should click on **Save and Close Modal button**.

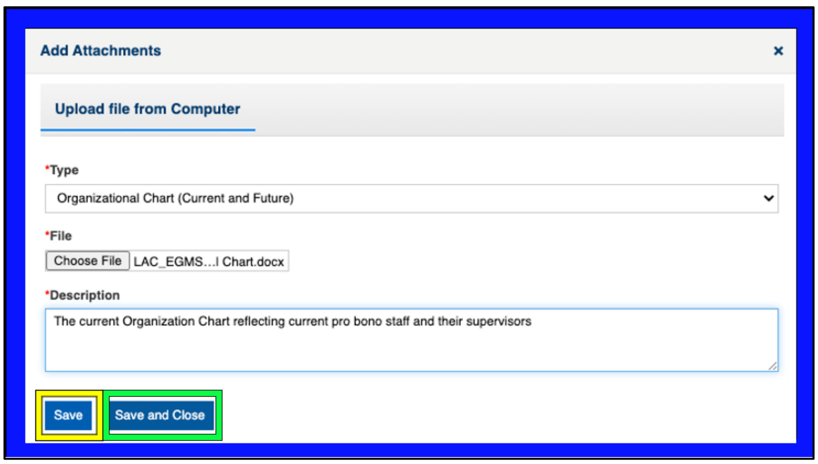


Figure 61: Image of a Completed Attachments Pop-up Box

COMPLETING THE PBIF BUDGET TAB

After completing all forms and attachments, users should navigate to the **Budget Tab** to complete their Budget.

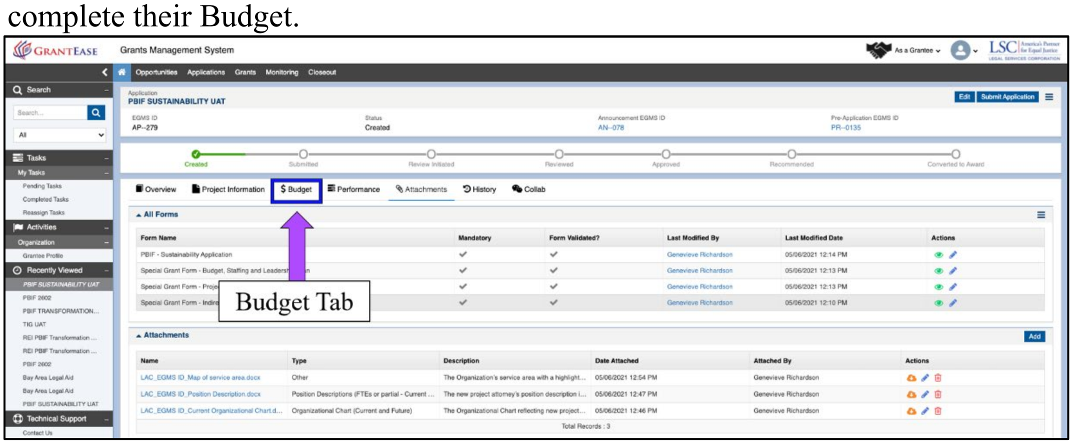


Figure 62: Image of Navigating to the Budget Tab of a Full Application

When the Pre-Application was submitted, there were two different ways that applicants chose to fill out their budgets:

- Either applicants listed the position in a separate line for each year of the grant **OR**
- Applicants ignored the “annual salary” label and entered a salary amount for the grant term.

Users will find step-by-step instructions on how to rectify both approaches to the budget in the [PBIF Full Application Module](#).

Once in the **Budget Tab**, users will see the budget categories.

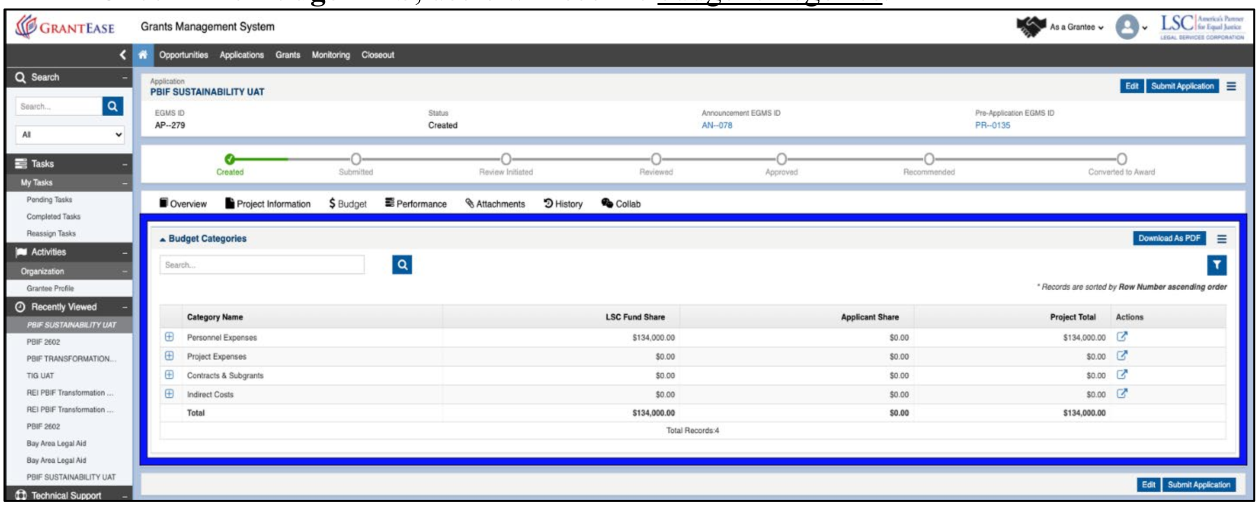


Figure 63: Image the Budget Categories Section of the Budget Tab in a Full Application

Users should locate the first line-item under **Personnel Expenses** and select the **Add Line-item icon**.

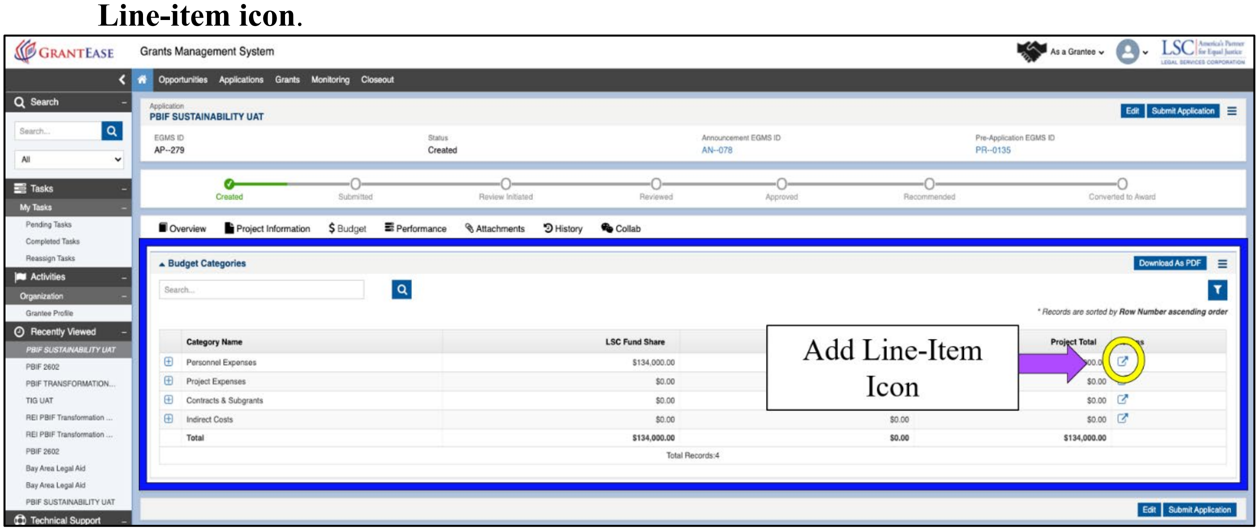


Figure 64: Image of Selecting the Add Line-Item Icon to Add to a Budget Category

The pop-up box will show the user the previously entered line-item. To make changes to this information, users should select the **blue pencil icon**.

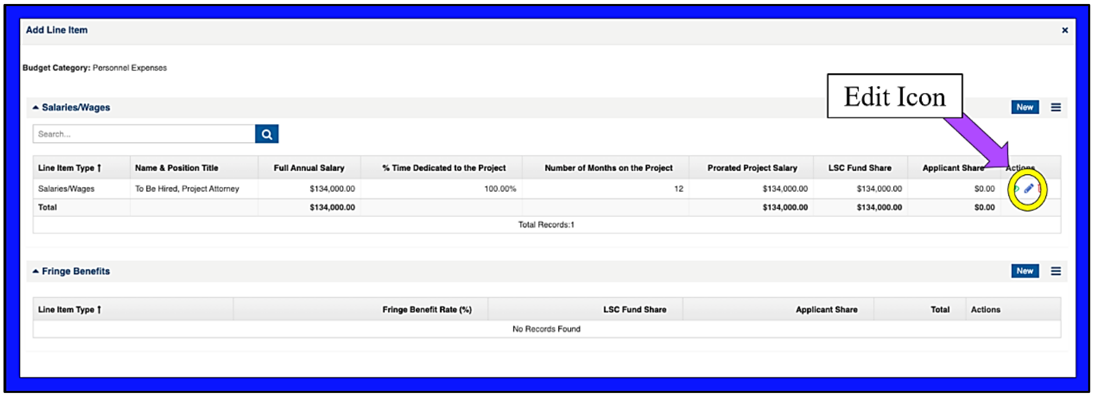


Figure 65: Image of Selecting the Edit Icon for a Line within a Budget Category

SUBMITTING THE PBIF FULL APPLICATION

Once finished with the budget, users can submit the Full Application.

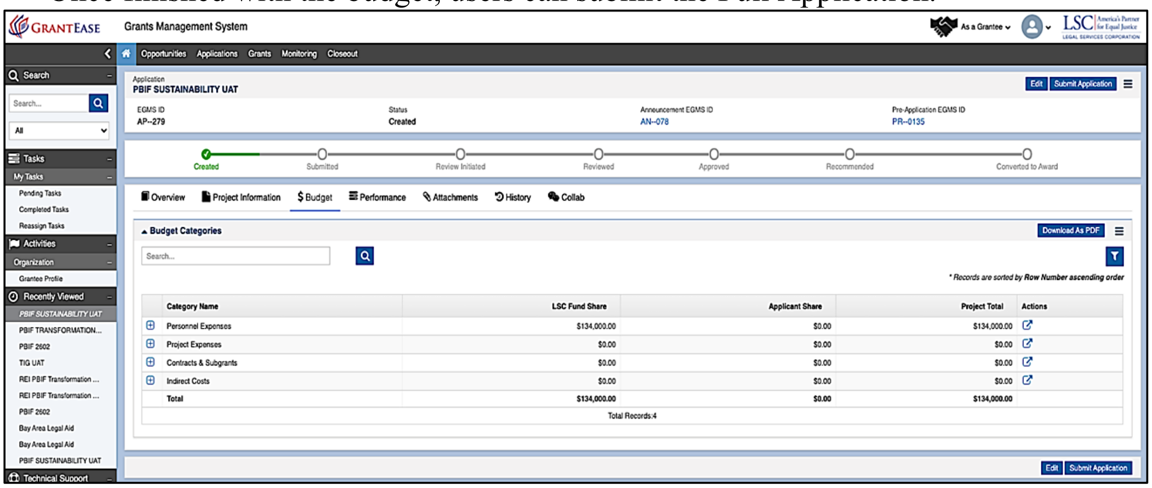


Figure 66: Image of a Completed PBIF Full Application

On the top right-hand side, users should click on the **Submit Application button**.

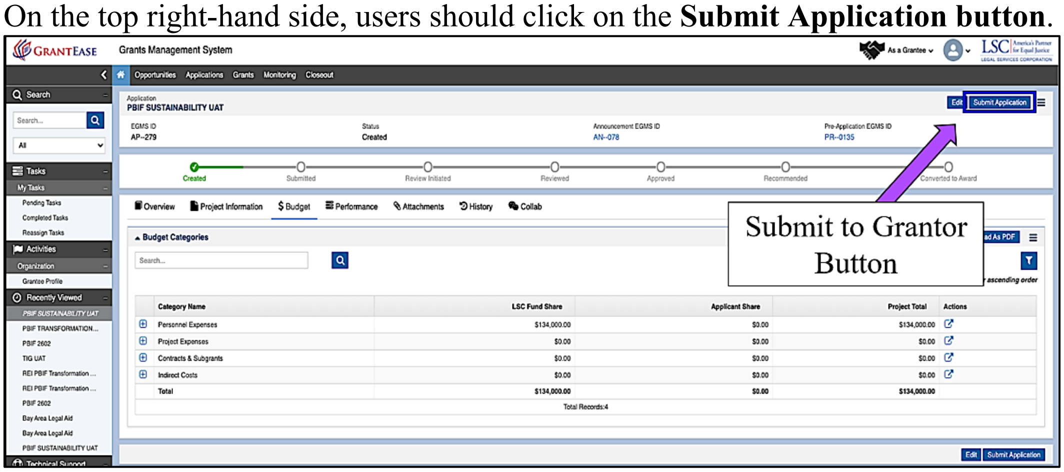


Figure 67: Image of Selecting the Submit Application Button on a Completed PBIF Full Application

A confirmation screen will appear. Users should then select “**Yes**”.

Figure 68: Image of the Submission Confirmation Message and Selecting "Yes"

If there are any validation errors, users should make sure to go back and rectify them.

If there aren't, users will see the status bar move to "**Submitted**" or "**Review Initiated**."

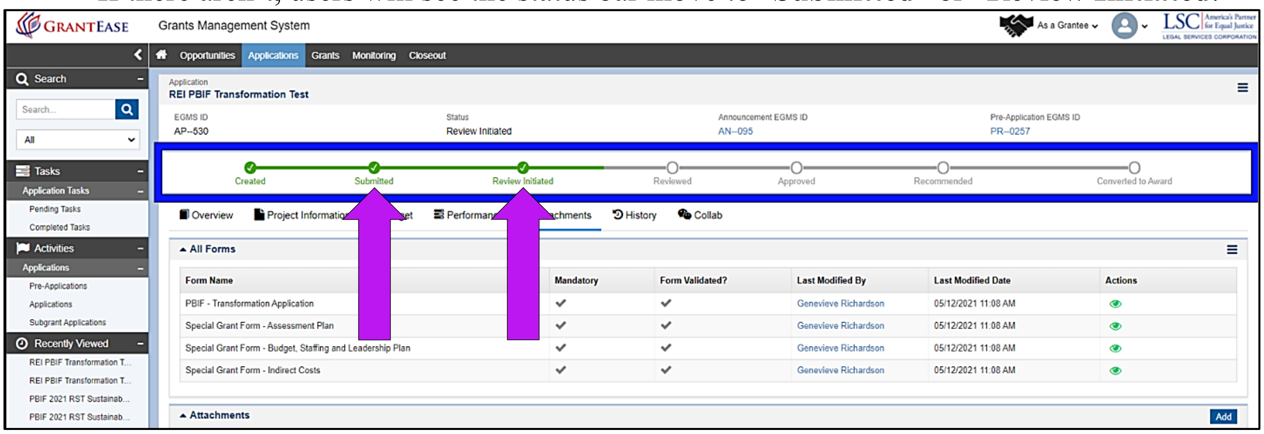


Figure 69: Image of a PBIF Full Application with a "Submitted" and "Review Initiated" Status

Oversight

1. SGCs, SCs, and Progress Reports

Oversight Terminology in *GrantEase*

1. **Special Grant Conditions (SGCs)** – These continue under the same name but are managed in tandem with the Grantee Action Steps.
2. **Subgrant Special Conditions (SCs)** – They continue under the same name but are managed in tandem with the Grantee Action Steps.
3. **Progress Reports** – These will be the centralized way in which grantees report their progress against Special Grant Conditions and Subgrant Special Conditions.

LOCATING SPECIAL GRANT CONDITIONS AND SUBGRANT SPECIAL CONDITIONS

To get to the Oversight tab, users should first locate their Grantee Profile, on the left-hand side bar, followed by selecting the **Oversight tab**.

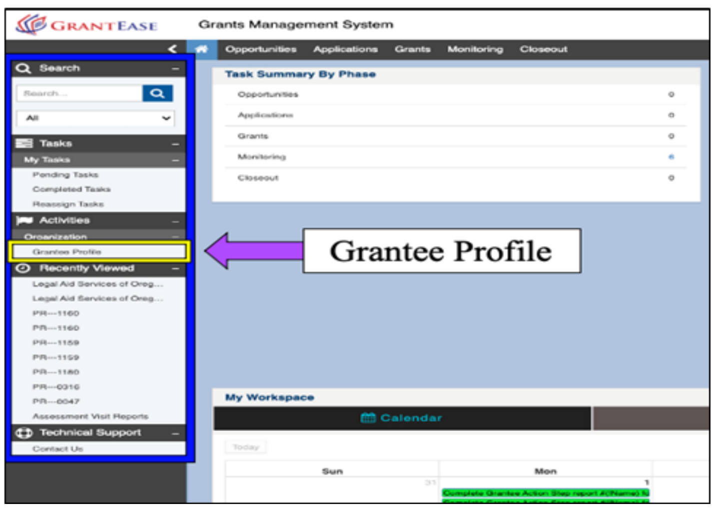


Figure 1: Image of Navigating to the Grantee Profile

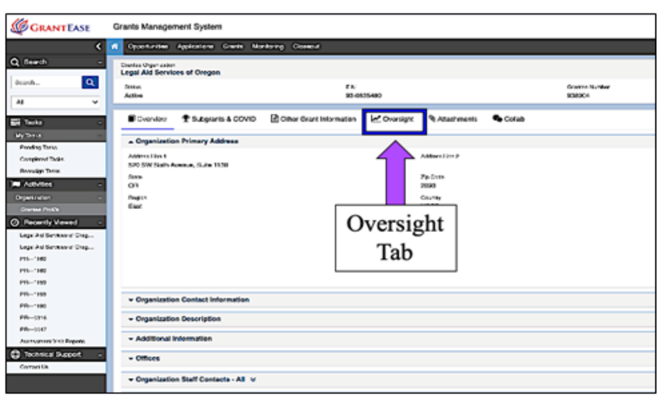


Figure 2: Image of Selecting the Oversight Tab in the Grantee Profile

Once in the **Oversight tab**, users will find multiple sections which relate to the oversight processes. Additional trainings will be made available in the future to discuss each of these sections.

This section of the ***GrantEase*** User Manual will review the following items:

- Special Grant Conditions
- Subgrant Special Conditions
- Progress Reports

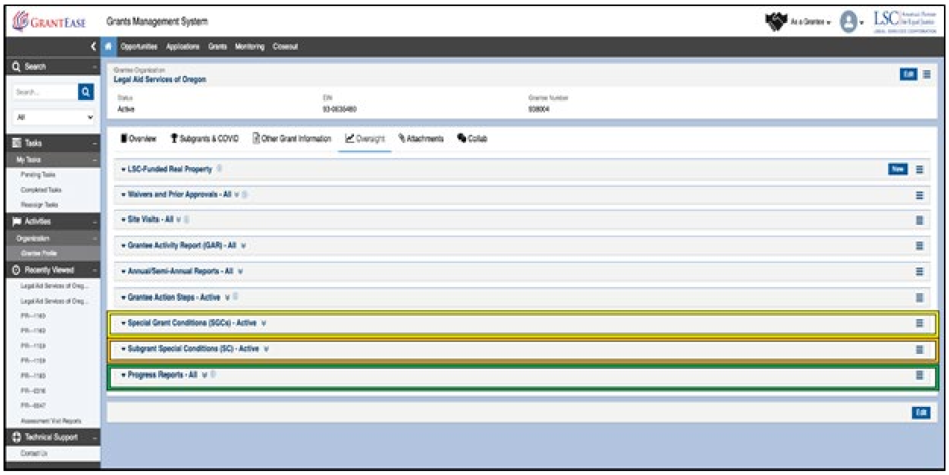


Figure 3: Image of SGCs, SCs, and Progress Reports sections in the Oversight Tab

Where an **i-icon** is available, more information is provided.

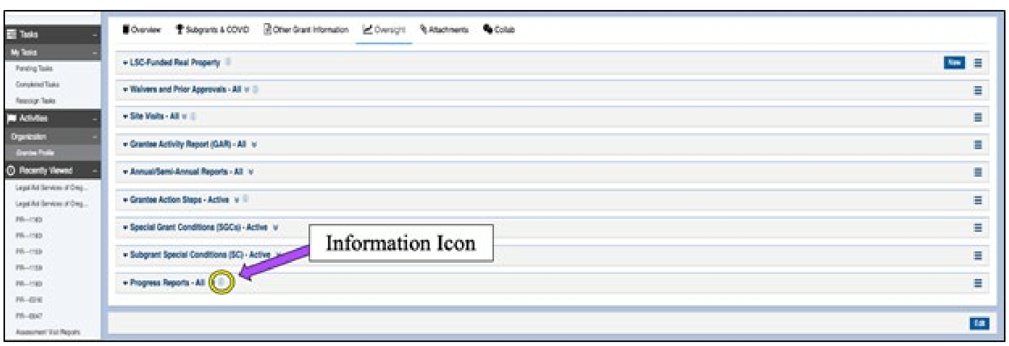


Figure 4: Image of Information Icons on Collapsed Sections

Additionally, users can quickly sort **SGCs, SCs, and Progress Reports** by choosing the sorting arrows and selecting the status they would like to see.

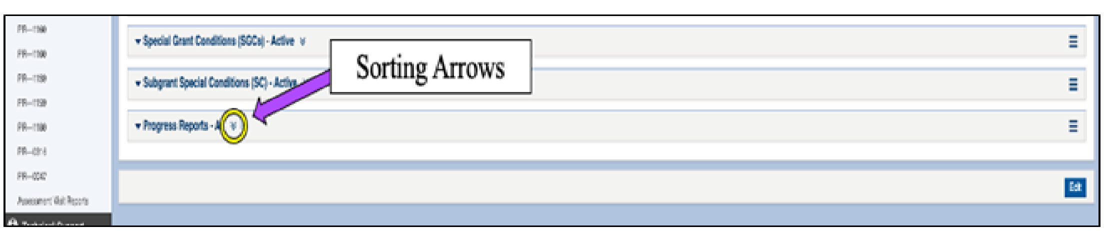


Figure 5: Image of the Sorting Arrows Icon

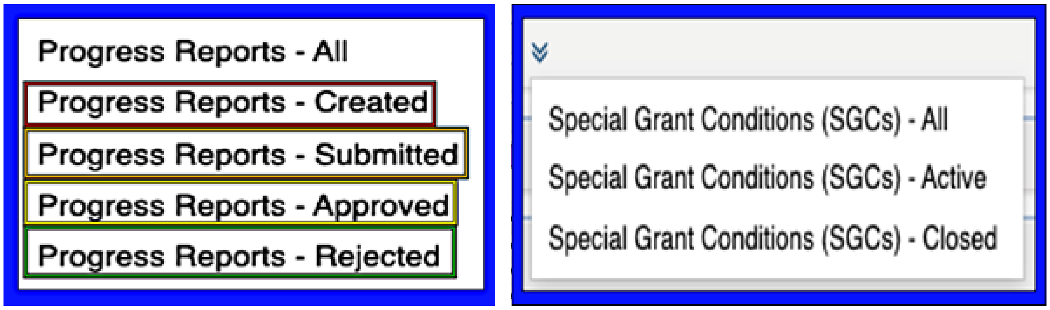


Figure 6: Image of the Progress Report Statuses Pop-up and Special Grant Conditions Statuses Pop-up

Special Grant Conditions and Subgrant Special Conditions Tables

Each **SGC or SC section** includes the following information:

- the SGC or SC #
- the Title/Type,
- the associated LSC Office,
- the assigned Fiscal Compliance Analyst or Program Counsel,
- the First Required Report Date,
- the Reporting Frequency,
- the Resolution Date (This is the date LSC expects the SGC or SC to be fully satisfied),
- the Status,
- Closed Date (This is the date the SGC or SC is fully satisfied. ***Only LSC staff can close out a SGC or SC***), and
- Actions.

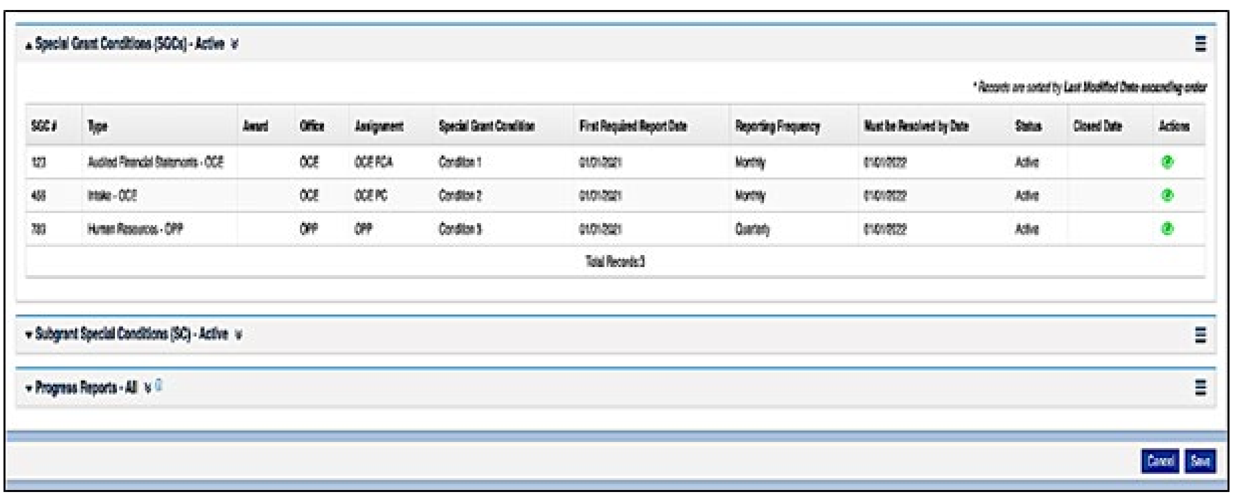


Figure 7: Image of the Expanded Special Grant Conditions Section

To view the details, click on the **green eyeball** icon next to the respective SGC or SC.

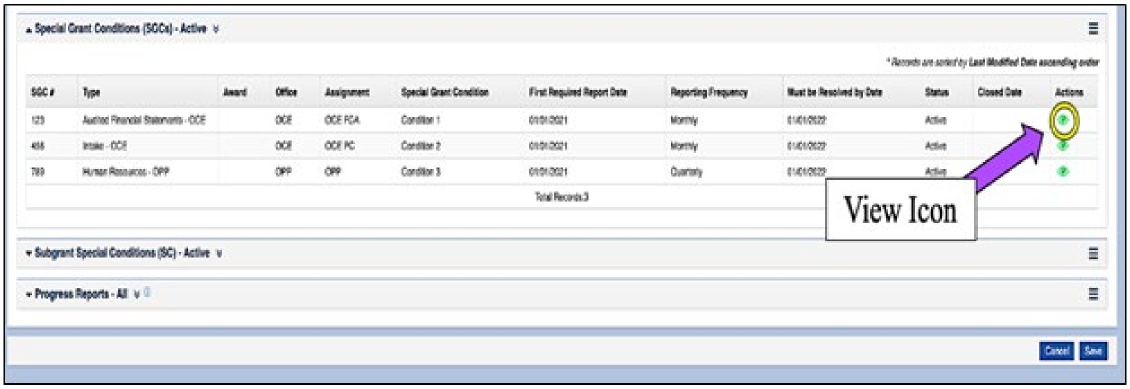


Figure 8: Image of Selecting the View Icon for a Specific Special Grant Condition

A pop-up box will appear, which will provide more detail on the Special Grant Condition including: the SGC Number, the SGC text and reporting deadlines and frequency.

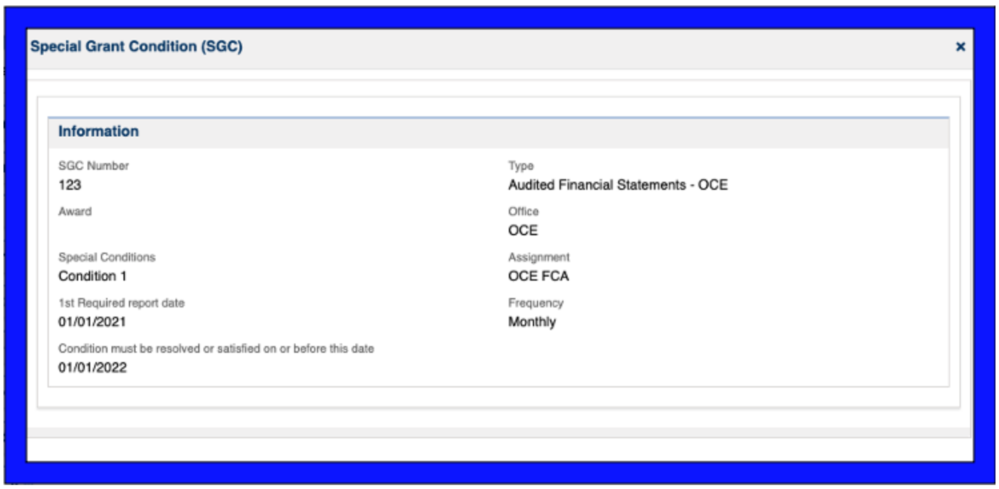


Figure 9: Image of a Special Grant Condition Pop-up Box

Users can select the **X** to go back to the original screen.

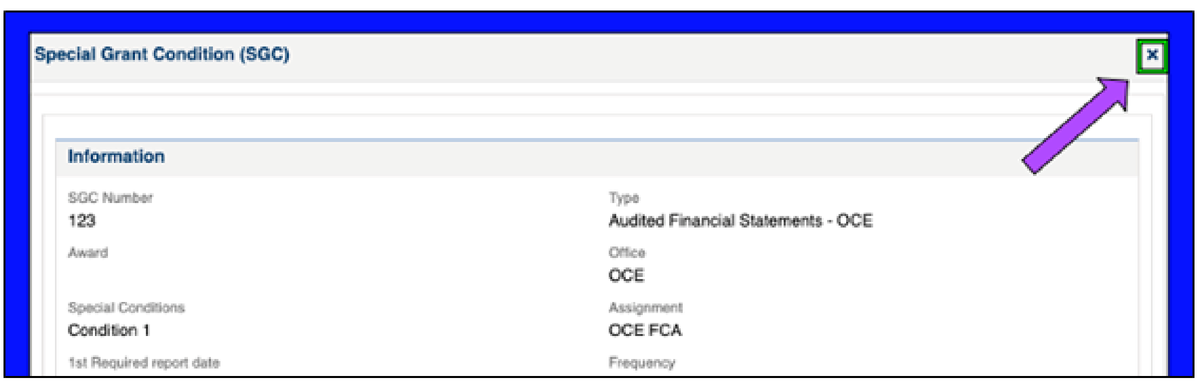


Figure 10: Image of Selecting the “X” to Close a Special Grant Condition Pop-up Box

LOCATING PROGRESS REPORTS

This section will discuss the process of submitting SGC and SC reports. ***GrantEase*** will create a new task 15 days before the upcoming SGC or SC report deadline. As such, a progress report cannot be submitted until the task has been created by ***GrantEase***, 15 days before the reporting deadline. ***GrantEase*** will send an email notification to the four designated ***GrantEase*** users once the new task has been created.

There are two locations where users may find their upcoming reports:

- The Tasks Tab (Pending Tasks)
- The Grantee Profile (Oversight Tab)

Locating Progress Reports in the Tasks Tab

The first location users can locate their upcoming Progress Report(s) is in the **Tasks tab**.

Users should navigate to the Tasks tab on the left-hand Side Bar and select **Pending Tasks**.

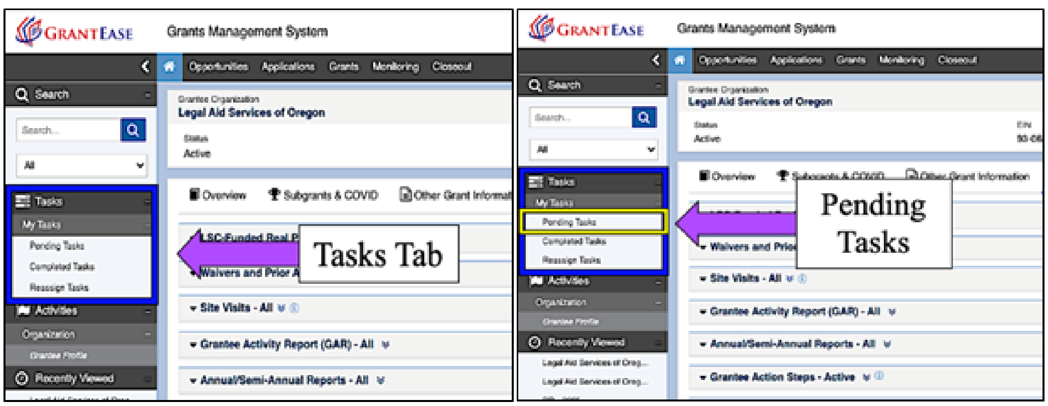


Figure 11: Image of Navigating to the Tasks Tab and Selecting Pending Tasks

Users can navigate to the Pending Tasks section to see the upcoming SGC or SC report. It will be listed according to the **Type of Report**, the **Subject**, and finally the **Date that the Report is Due**.

Figure 12: Image of the Pending Tasks Column Titles

To begin working on the report, users should click on the **green triangle button**.

Figure 13: Image of Selecting the View Icon in Pending Tasks

Locating Progress Reports in the Grantee Profile

The second way to locate a Progress Report is within the **Oversight tab** on the Grantee Profile. Begin by clicking on the Grantee Profile, followed by selecting the Oversight Tab.

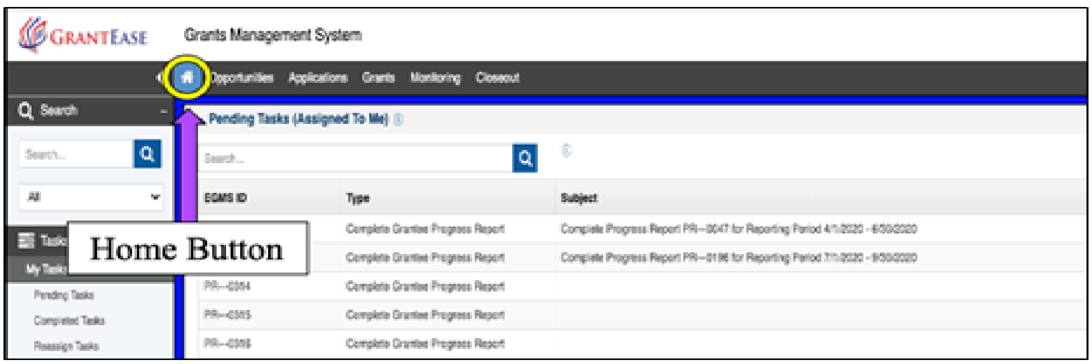


Figure 14: Image of Navigating to the Home Screen

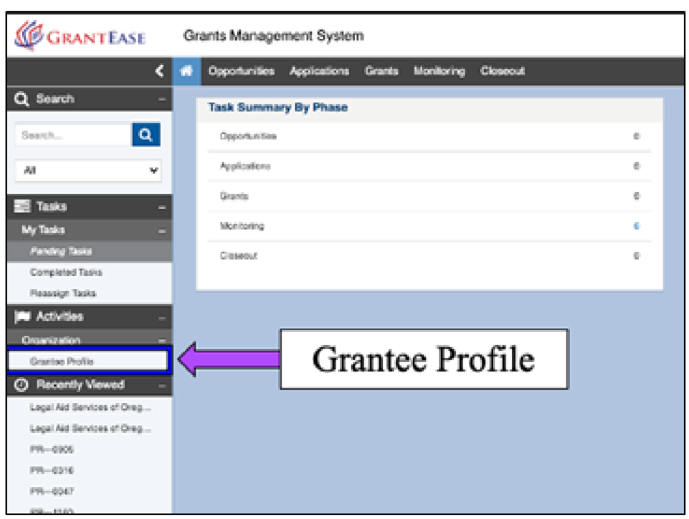


Figure 15: Image of Selecting the Grantee Profile Tab from the Side Bar

Figure 16: Image of Selecting the Oversight Tab in the Grantee Profile

As a reminder, users can minimize sections by clicking on the solid, up-facing arrow.

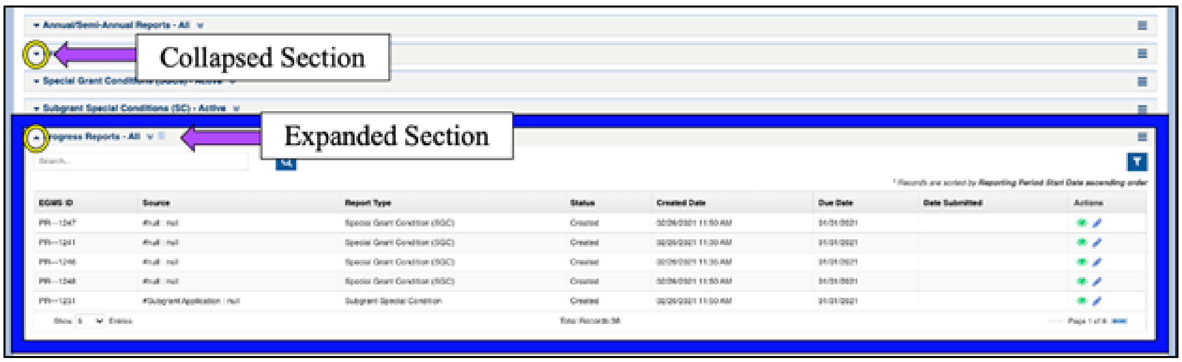


Figure 17: Image of Collapsed and Expanded Sections on the Oversight Tab

After scrolling down to the Progress Reports section at the bottom of the Oversight tab, as with the Pending tasks, users will see the reports organized by ***Source*** (the site visit title, the award ID (in the case of SGCs), or the subgrant application ID), the ***Report Type***, the ***Status***, the ***Created Date***, the ***Due Date***, and if submitted, ***Submission Date*** for the report.

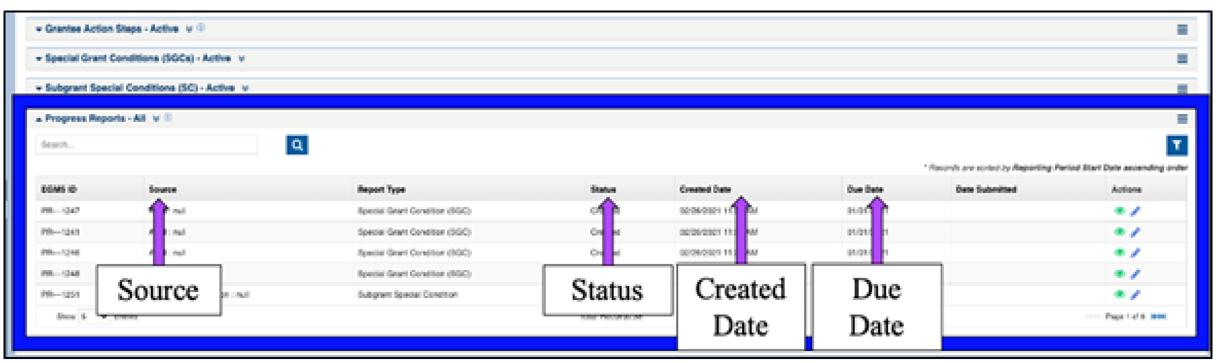


Figure 18: Image of the Column Titles on the Progress Reports Table

Additionally, each SGC or SC in the Progress Report section can be sorted by ***Active Status*** or ***Closed Status***. Users must click on the double down arrows to select from these options.

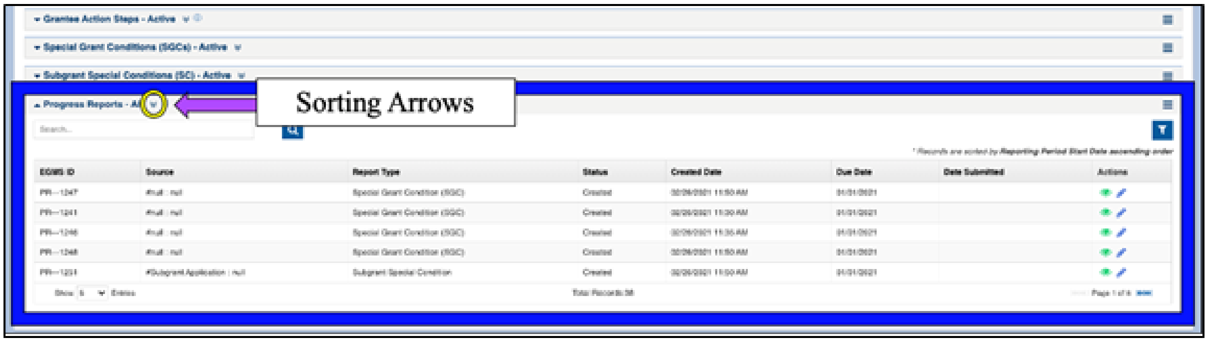


Figure 19: Image of the Sorting Arrows to Search by Different Progress Report Status

Users must click on the **green eyeball icon** to view a report and click on the **blue pencil icon** to start editing a report.

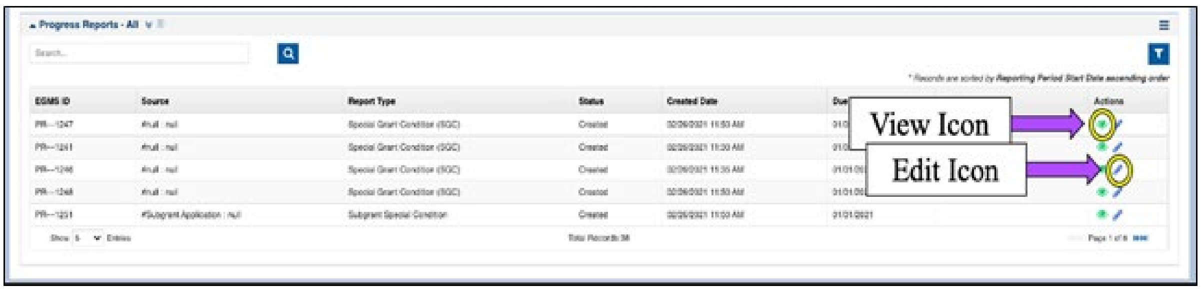


Figure 20: Image of the View Icon and Edit Icon in the Progress Report Section

COMPLETING A PROGRESS REPORT

Once in a **Progress Report**, users should begin by reviewing the **Report Overview** followed by the **Specific SGC or SC information**.

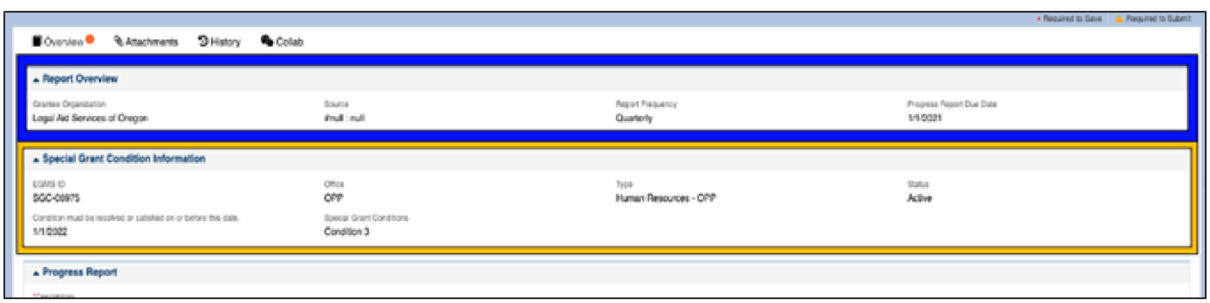


Figure 21: Image of the SGC or SC Overview and Information Sections for a Progress Report

Users will see two other sections, **Progress Report** and **Certification**. Users should **NOT** fill these out right away. First, users should review the **Overview** information then proceed to the **Attachments tab**.

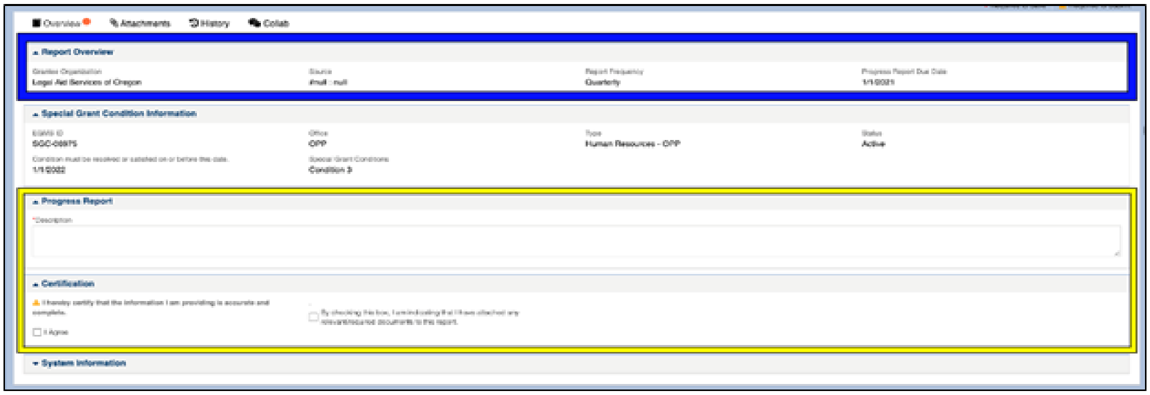


Figure 22: Image of the Progress Report Description and the Certification Boxes

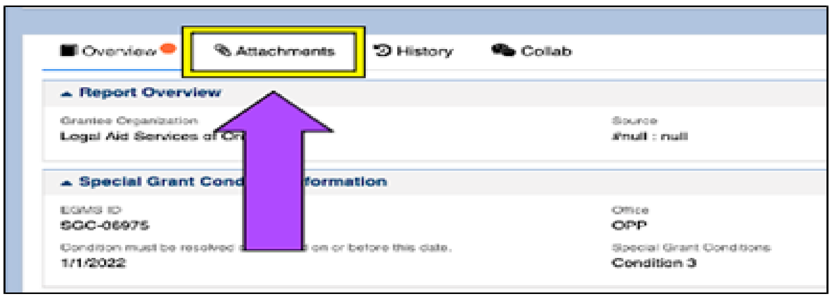


Figure 23: Image of Navigating to the Attachments Tab for a Progress Report

At the bottom of the **Attachments tab**, users will see the **Notes section.**

REMINDER: ***Notes is a static messaging feature*** *that does not notify the user of an incoming message.*

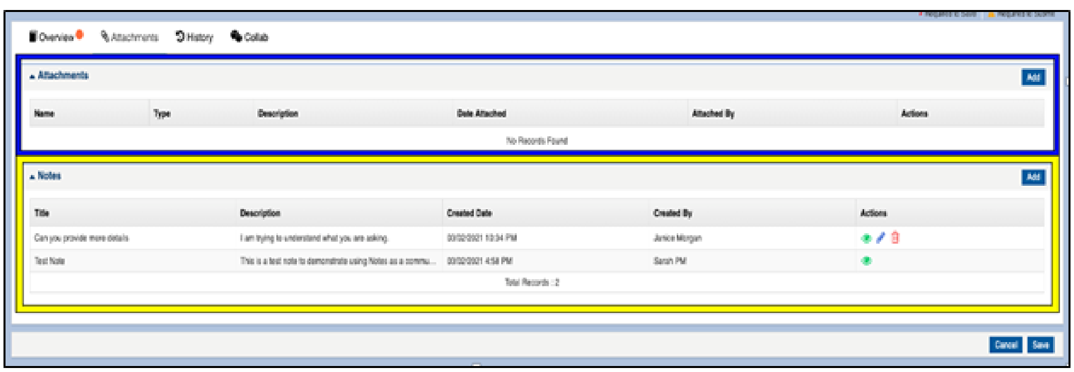


Figure 24: Image of the Attachments and Notes Sections in the Attachments Tab for a Progress Report

The Notes section will provide *additional details from LSC regarding the Progress Report*, such as *Required Actions*, *Items to Upload*, *Instructions for Uploads*, and other details. Users have the option to leave a note for the reviewer in ***GrantEase***; however, please remember that this does not take the place of traditional email.

Users are encouraged to continue to email their respective LSC liaison with any additional questions regarding the SGC or SC.

After reviewing a **Note**(s), if there are attachments that are required as part of the Progress Report, users should click on the **Add button**.

Figure 25: Image of the Add Attachment Button in the Attachments Section of a Progress Report

Once the pop-up box appears, users should locate the document(s) in their files and upload it.

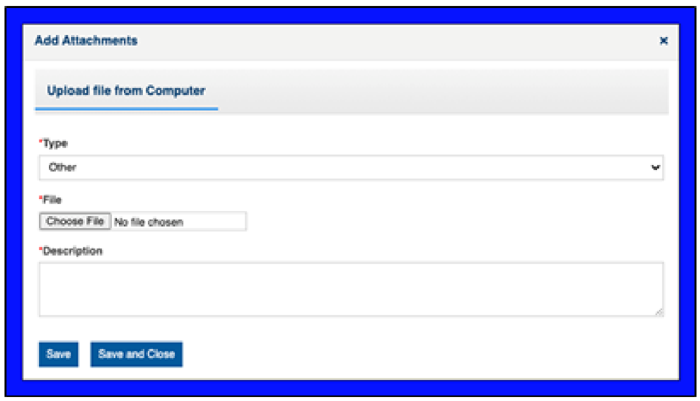


Figure 26: Image of the Add Attachments Pop-up Box for a Progress Report

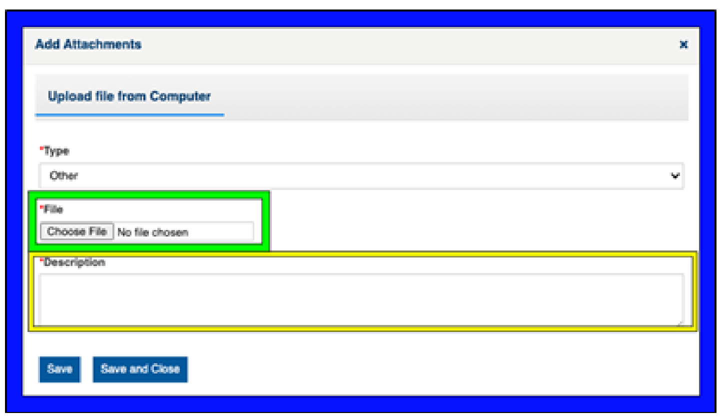


Figure 27: Image of the File Selection and Description Boxes in Add Attachments Pop-up Box

Users should select the **Save** if they would like to add more documents. When all of the necessary documents have been uploaded, users should select **Save and Close**.

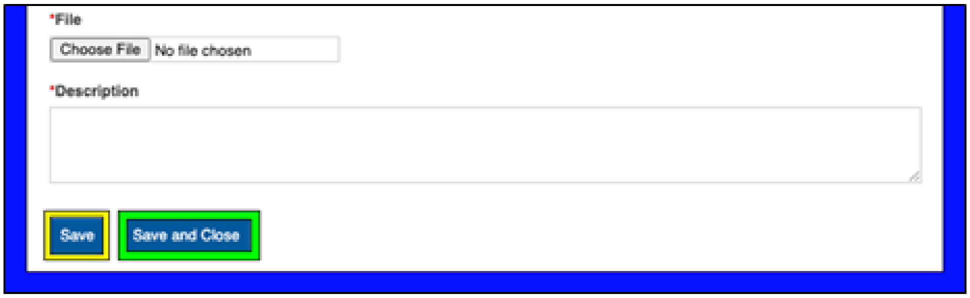


Figure 28: Image of the Save and Save and Close Buttons on the Add Attachments Pop-up Box

Users will then go back to the **Overview tab** to complete the **Progress Report Description box**. Here, users will respond to the SGC or SC and provide the necessary details to satisfy it.

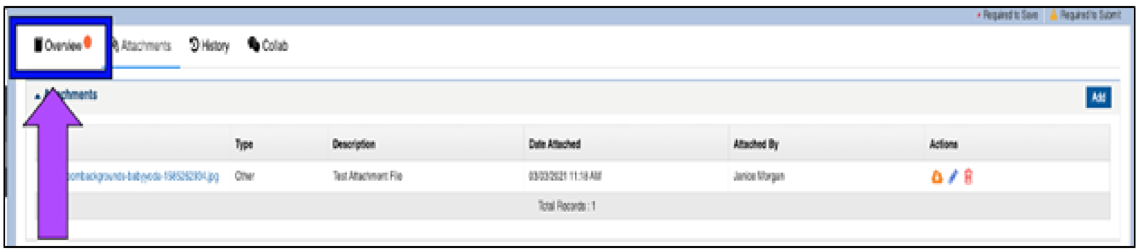


Figure 29: Image of Navigating to the Overview Tab After Uploading Attachments to a Progress Report

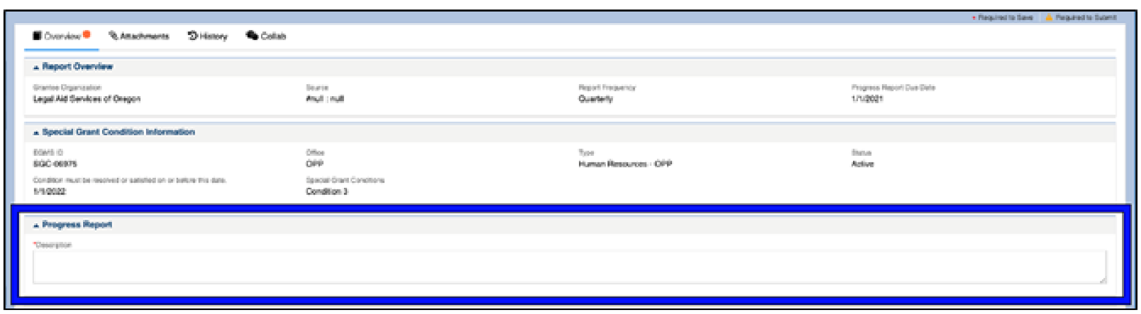


Figure 30: Image of the Progress Report Description Box on the Overview Tab

If a user finds that they cannot type anything, remember to click on the **EDIT button** in the top right-hand corner.

NOTE: *There is a 5000-character limit to this Progress Report, so be detailed, succinct, and specific.*

Once users have finished, they should certify that their information is accurate by clicking on the **"I Agree" box** and clicking on the **Attachment Acknowledgment box** that asks if you have attached all relevant documentation.

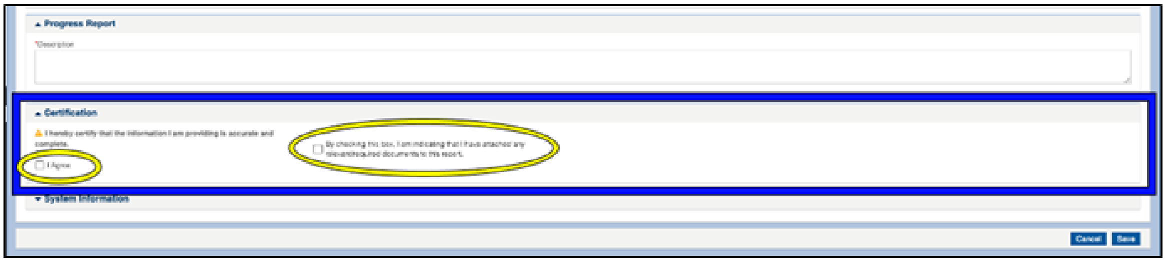


Figure 31: Image of the Certification Section and the Respective Checkboxes

If a Note asks a user to attach documents to the **Grantee Profile**, please do not forget this step.

SUBMITTING A PROGRESS REPORT

Upon completion of the **Progress Report Description**, **Certification**, and **Attachment of Documents**, users will then select the **Submit button** on the top right-hand side of the screen to submit the report to the grantor.

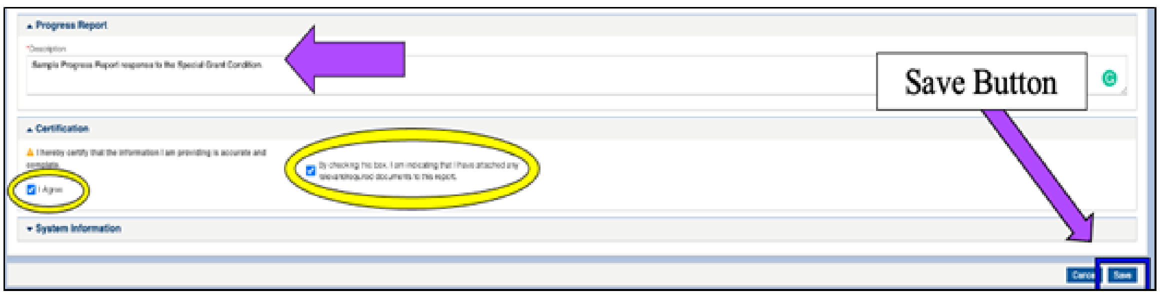


Figure 32: Image of Selecting the Save Button After Completing the Progress Report Description Box and the "I Agree" and "Attachment Acknowledgement" Checkboxes

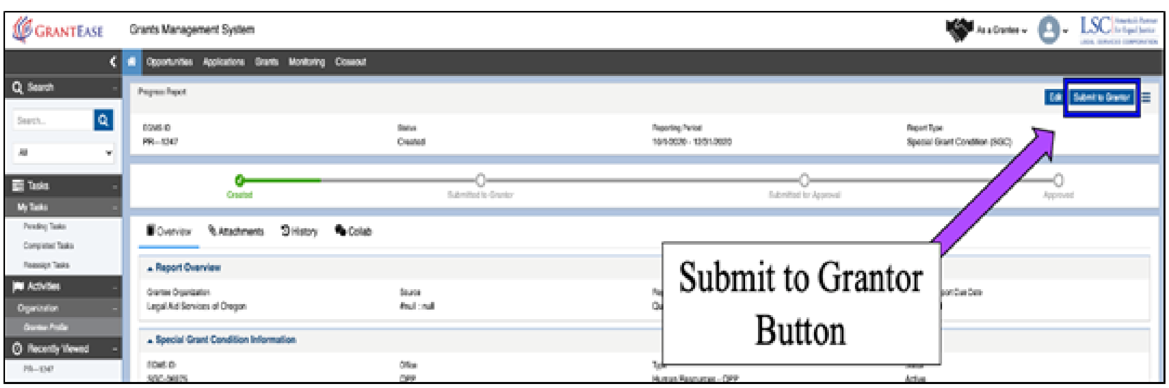


Figure 33: Image of Selecting the Submit to Grantor Button

Once the Progress Report has been submitted, users will see the status bar move to **Submitted to Grantor** status.

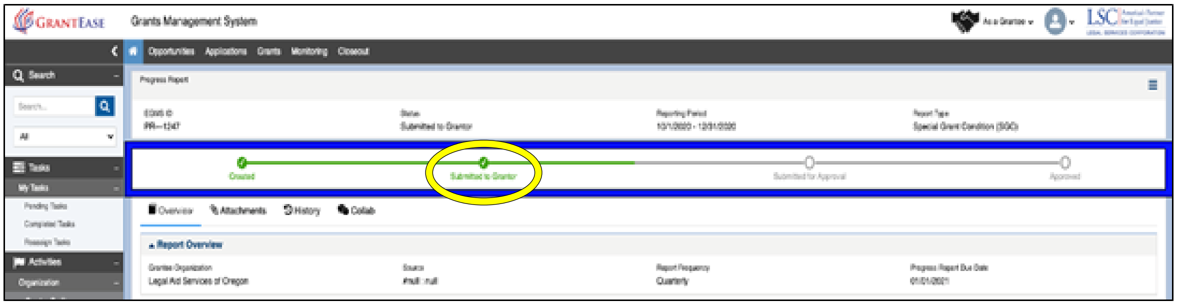


Figure 34: Image of the Status Bar Change to "Submitted to Grantor"

LSC's approval of a Progress Report serves as an acknowledgment of receipt. It does not indicate LSC's approval of the report's contents or a decision to close a pending action.

If there are any concerns or issues with this report, grantees should reach out to their respective LSC liaison. If a report requires additional detail, or if LSC returns the report, users will need to locate the Progress Report once again in **Pending Tasks** and go to the **NOTES section** to understand what is missing or needed.

2. PRIOR APPROVAL REQUESTS

LOCATING PRIOR APPROVAL REQUESTS

To locate the **Prior Approvals tab**, users should begin by clicking on the **HOME Button**.

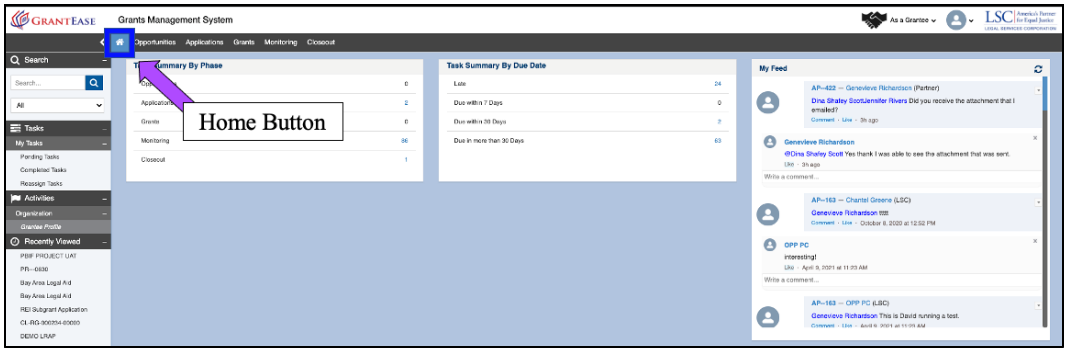


Figure 1: Image of Selecting the Home Button on the Main Screen

Once users have clicked on the **HOME button**, they should select **Grantee Profile** in the left-hand side bar.

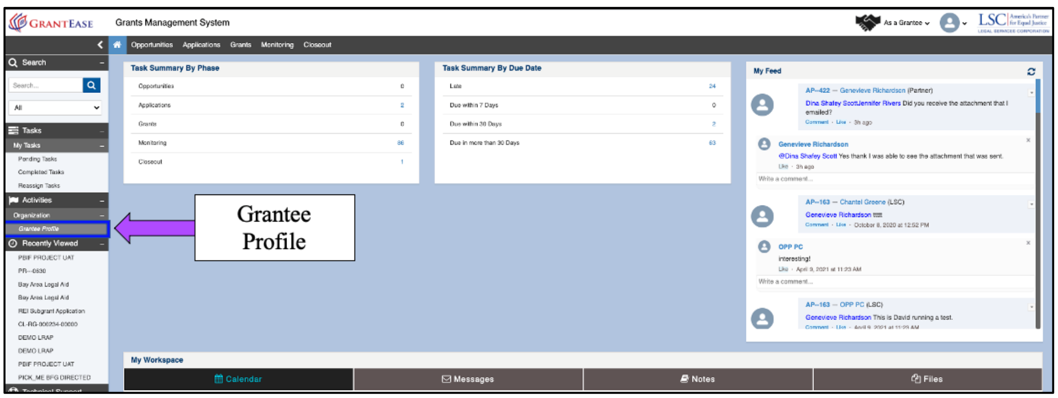


Figure 2: Image of Navigating to the Grantee Profile Page

Once in the **Grantee Profile**, users should select the **Oversight Tab**.

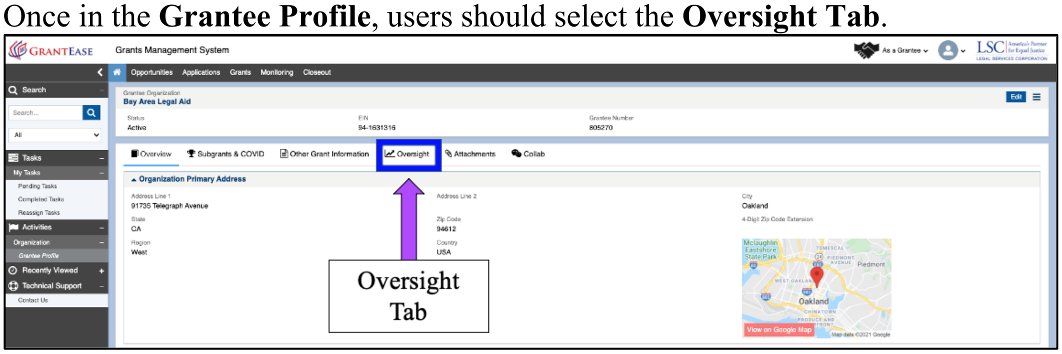


Figure 3: Image of Selecting the Oversight Tab on the Grantee Profile Page

In the Oversight tab, users will find various functions relating to the oversight of their grant.
Users should scroll to the Prior Approvals section and click the **Initiate button** in the top right corner of the section.

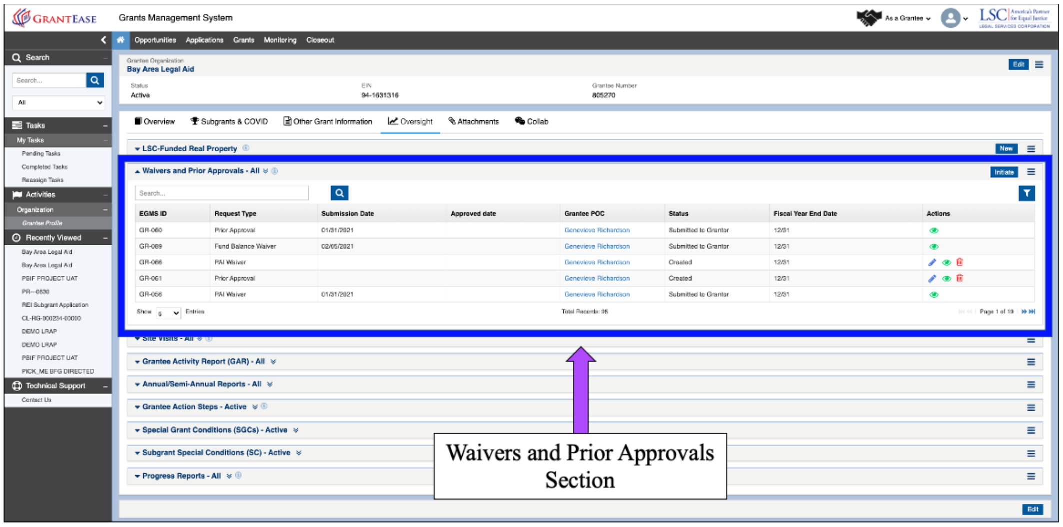


Figure 4: Image of Navigating to the Waivers and Prior Approvals Section of the Oversight Tab

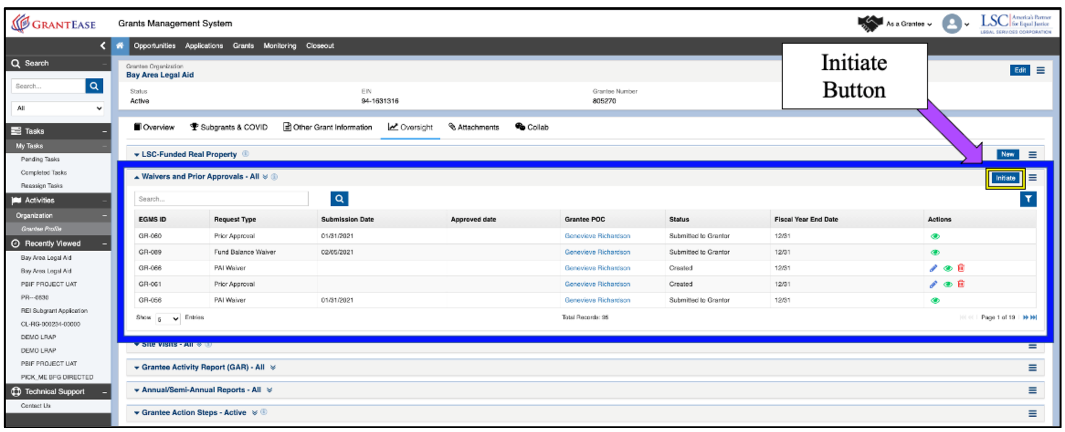


Figure 5: Image of Selecting the Initiate Button in the Waivers and Prior Approvals Section

This action will open a pop-up box. Here, users will indicate whether they are submitting a Prior Approval or a Waiver request.

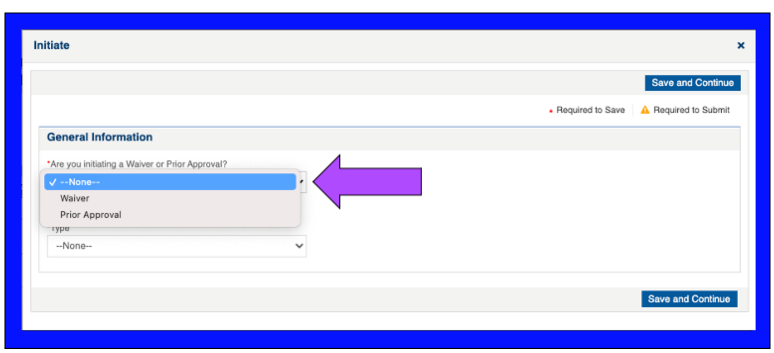


Figure 6: Image of the Waivers and Prior Approvals Initiate Form Pop-up Box

In the same popup box, users will indicate which of the three types of Prior Approvals they are submitting in the next dropdown box:

1. Purchase or Lease of Personal Property and Contract for Services
2. Capital Improvement Request

3. Exigent Circumstances Document Submission

Figure 7: Image of Selecting a Prior Approval Form from the Type Dropdown Box

Users should click on **Save and Continue** after completing the Prior Approval request pop-up.

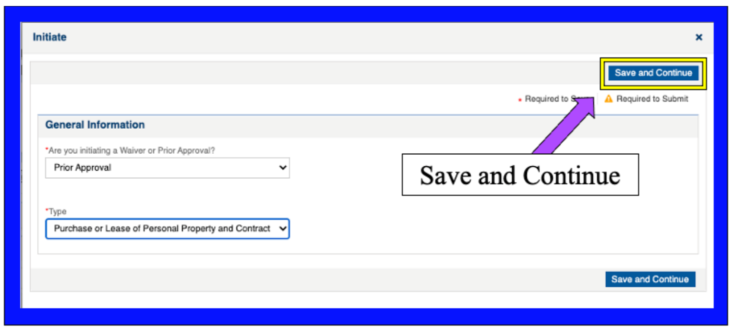


Figure 8: Image of Selecting the Save and Continue Button on the Completed Initiation Box

PRIOR APPROVAL REQUEST OVERVIEW AND JUSTIFICATION

Once the pop-up is completed and saved, users will be taken to a new screen where they will see that a Prior Approval Form has been created.

Users should begin by reading the instructions for Prior Approvals.

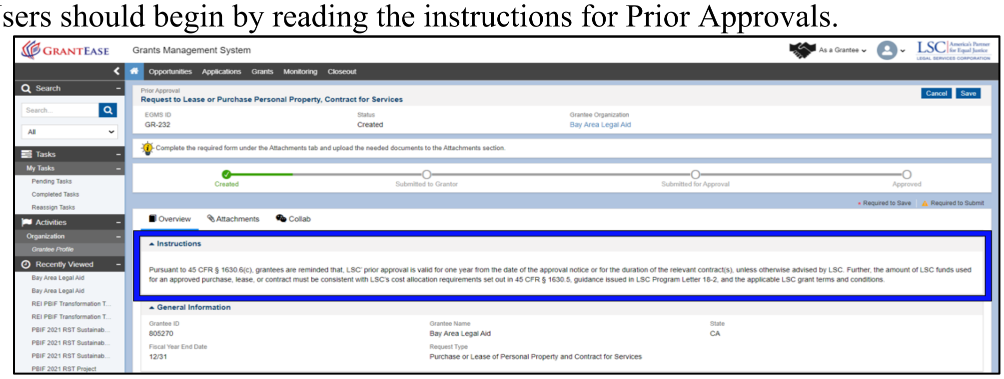


Figure 9: Image of the Prior Approval Form Instructions Box in the Overview Tab

- If your organization is submitting a prior approval request, only complete this section if you are submitting exigent circumstances documentation within more than 30-days after the circumstances necessitating the purchase or contract have ended. *See* 45 CFR § 1631.3(2).

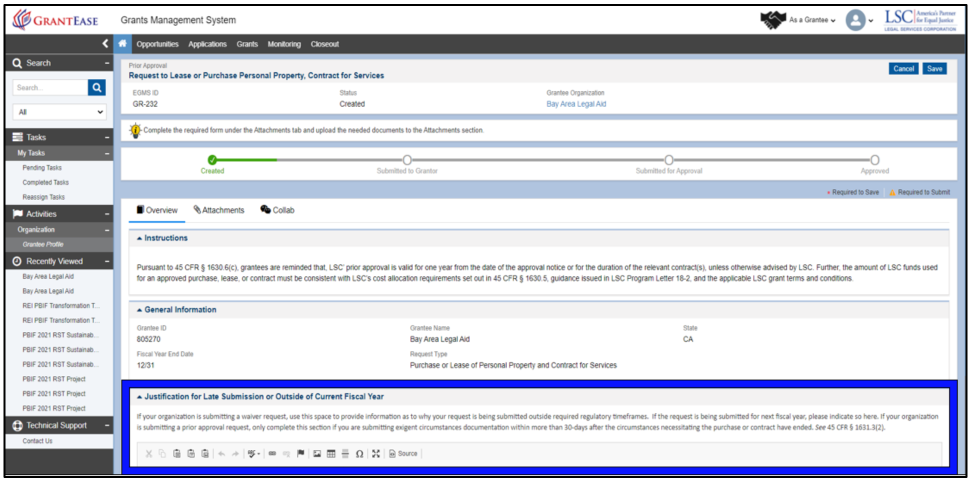


Figure 10: Image of the Prior Approval Form Justification Box in the Overview Tab

If information is added to the Justification section, users should select the **Save Button** upon completion.

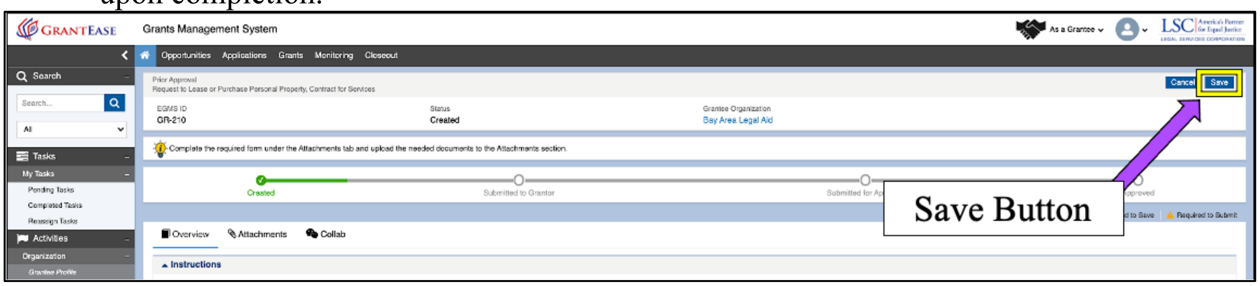


Figure 11: Image of Selecting the Save Button after Completing the Form Justification Box

COMPLETING PRIOR APPROVAL REQUEST FORM

Once users have reviewed the information in the Overview Section, they should click on the **Attachments Tab**.

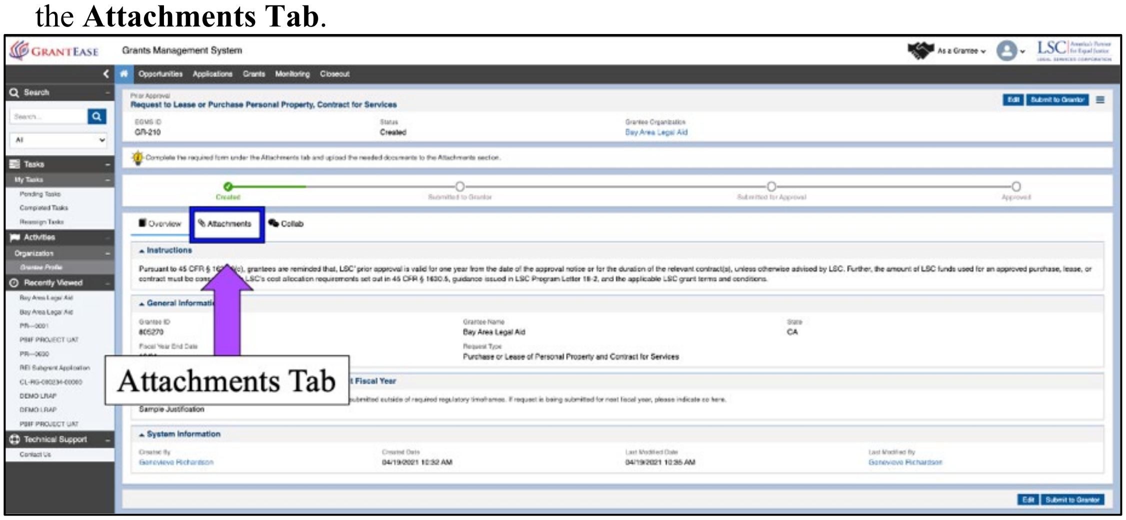


Figure 12: Image of Navigating to the Attachments Tab of a Prior Approval Form

In the Attachments tab, users will see the form related to the type of prior approval request initiated. To **view** the form, users should click on the **green eyeball icon**.

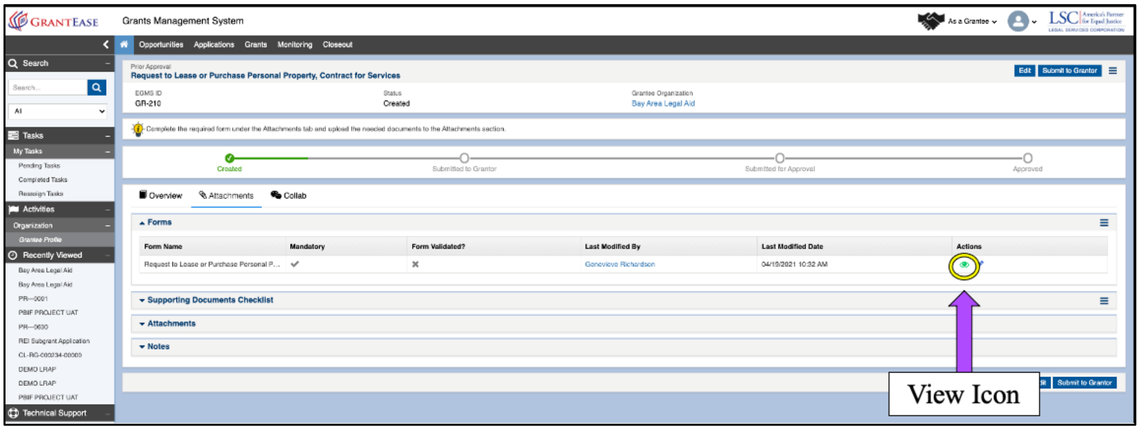


Figure 13: Image of Selecting the View Icon for a Prior Approval Request Form

To **modify** and fill out the Prior Approval Request form, users will click on the **blue pencil icon**.

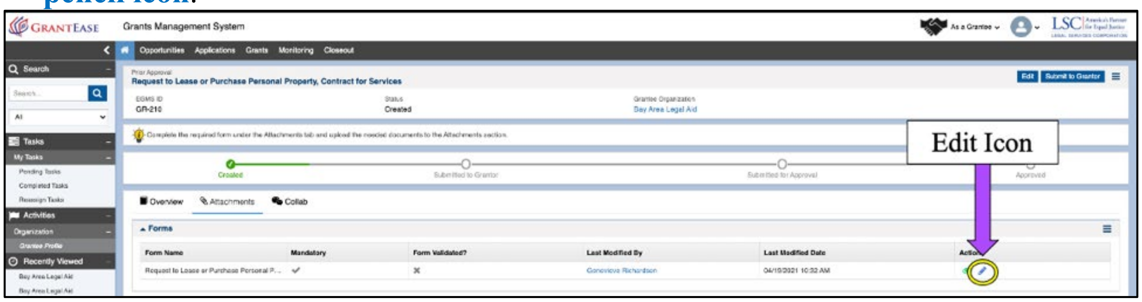


Figure 14: Image of Selecting the Edit Icon for a Prior Approval Request Form

It is imperative to begin by reading the provided instructions. This will guide users through all of the necessary steps to uploading the request and attaching any necessary documentation.

Once users have read through the instructions, they may begin the first section by responding to each question.

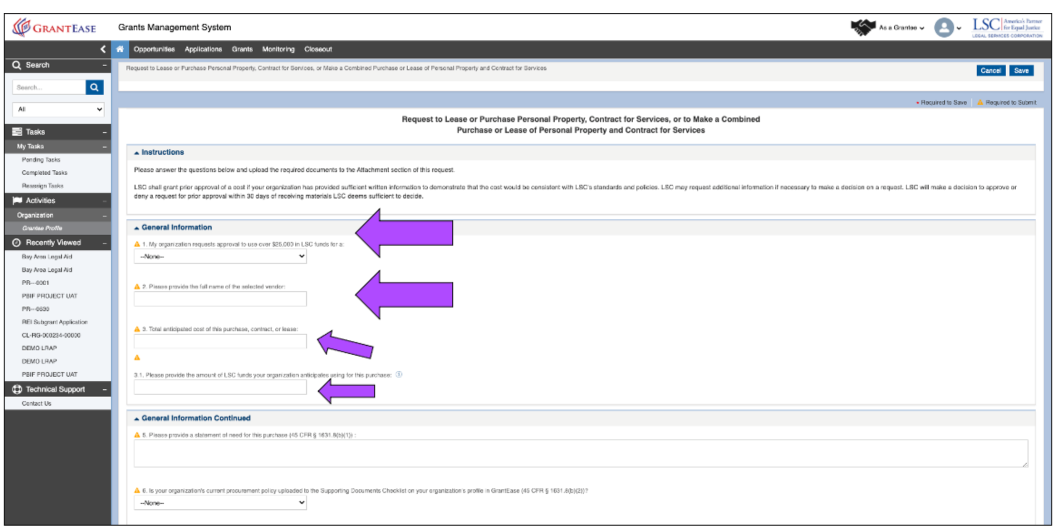


Figure 15: Image of the Required Initial Questions on a Prior Approval Request Form

Once users have completed questions one through three, they will move on to the **General Information Continued** section, where they will be asked to complete further questions, including information related to the grantee's procurement policy and the process used for selecting the preferred vendor.

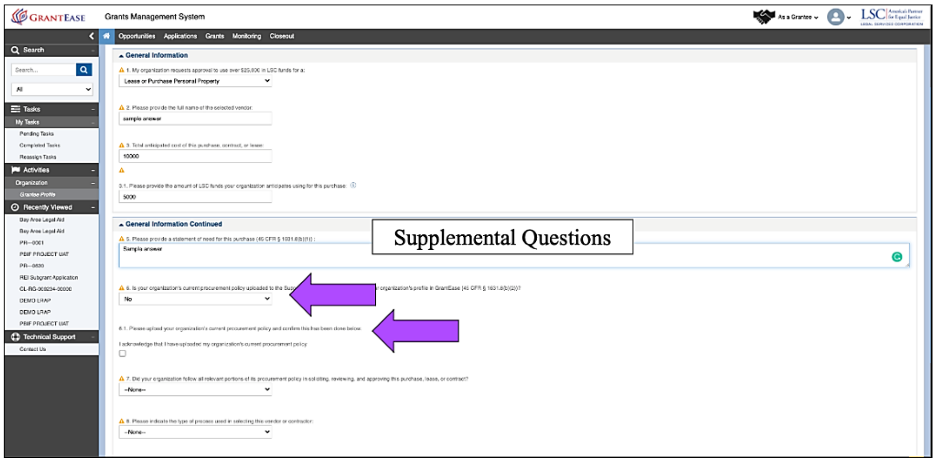


Figure 16: Image of the Supplemental Questions on a Prior Approval Request Form

NOTE: *As with prior modules, questions have logic, which means depending on how a user answers a given question, supplemental questions may appear.*

NOTE: Question No. 4 will only appear after a user has saved its initial answers to questions in the Prior Approval Request Form.

Users should proceed to answer all other questions and, once complete, users should remember to click the **SAVE button**.

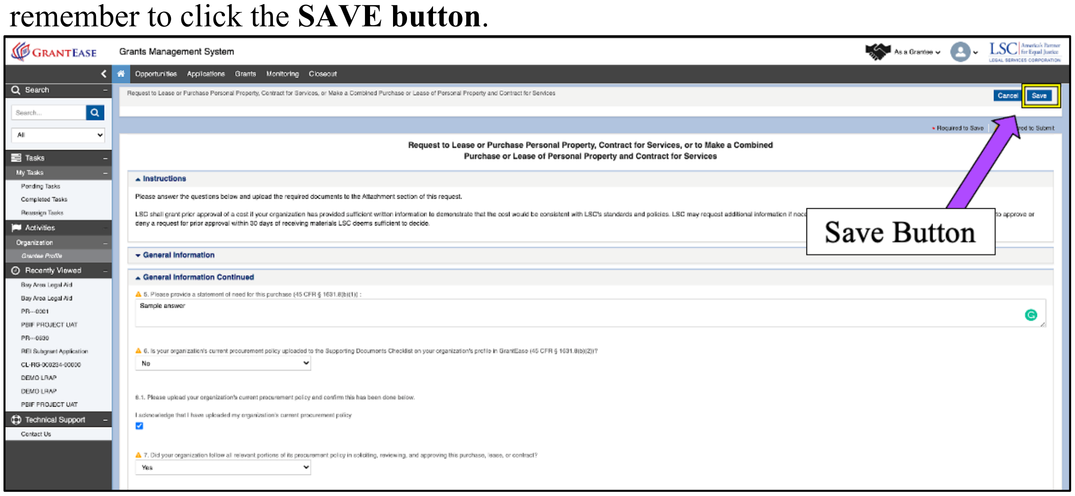


Figure 17: Image of Selecting the Save Button after Completing the Prior Approval Request Form

Users will then see the **Validate Form Button;** this will identify any missing required questions or checkboxes.

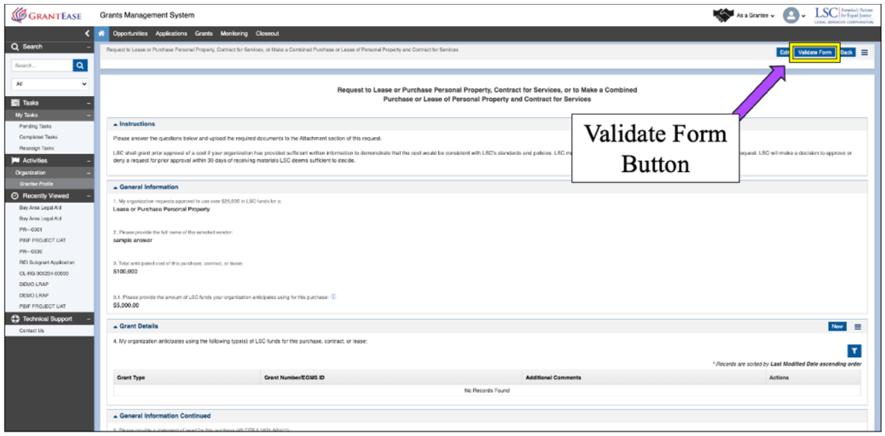


Figure 18: Image of Selecting the Validate Form Button on a Saved Prior Request Form

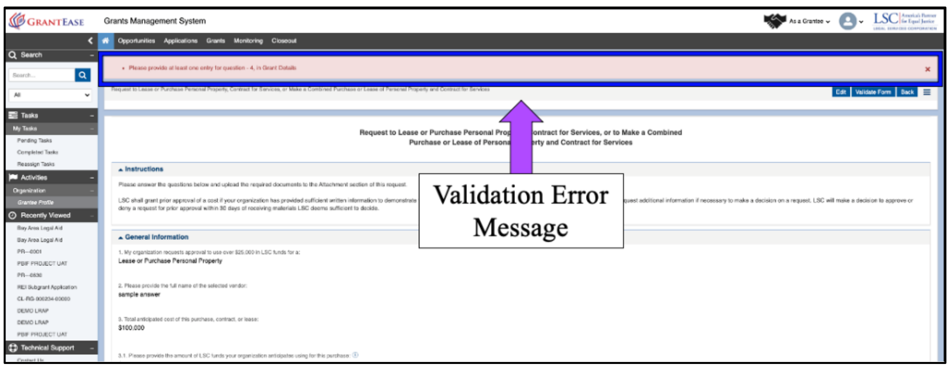


Figure 19: Image of the Validation Error Message on a Prior Approval Request Form

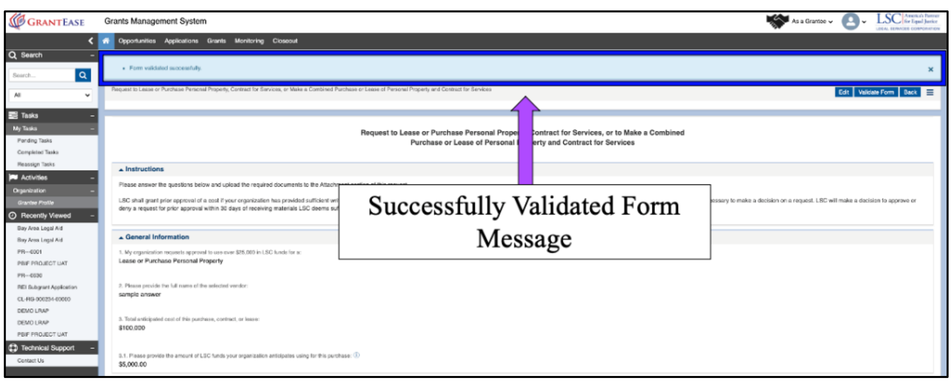


Figure 20: Image of the Successful Validation Message on a Prior Approval Request Form

When done, users should click the **BACK Button** to return to the main screen.

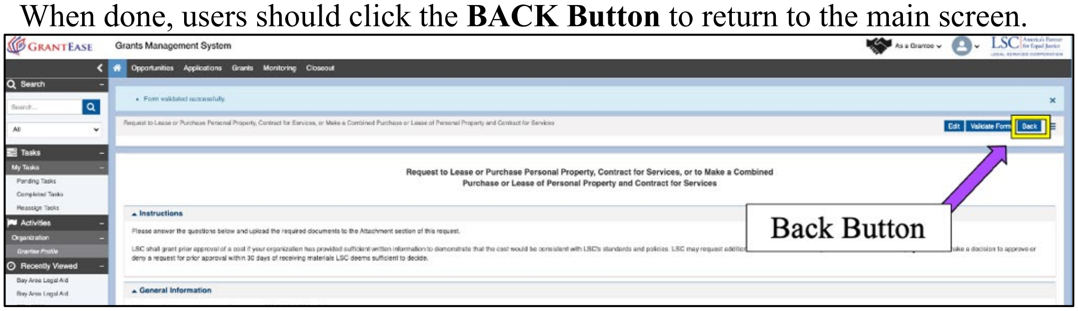


Figure 21: Image of Navigating to the Main Form Screen Using the Back Button

SUBMITTING PRIOR APPROVAL REQUEST

Prior to submission of the prior approval request, users should navigate to the **Attachments tab** and confirm that all required documents have been uploaded.

For instructions on how to attach documents, please visit the ***Grantee Profile module***.

On the main screen, users should check that the request form has been validated. Once verified, users can move to submitting the request.

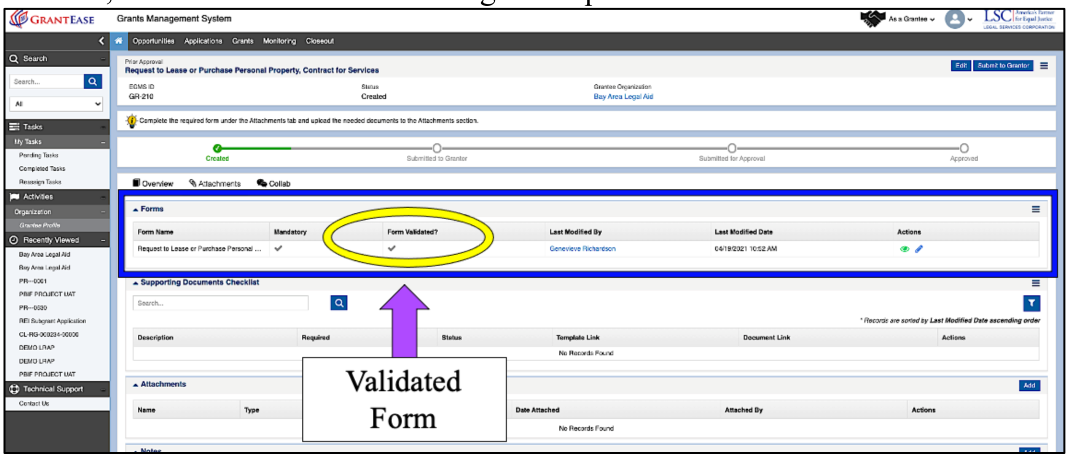


Figure 22: Image of Verifying the Prior Approval Form is Validated

Users should then submit the Prior Approval request to the grantor by selecting the **Submit to Grantor button**.

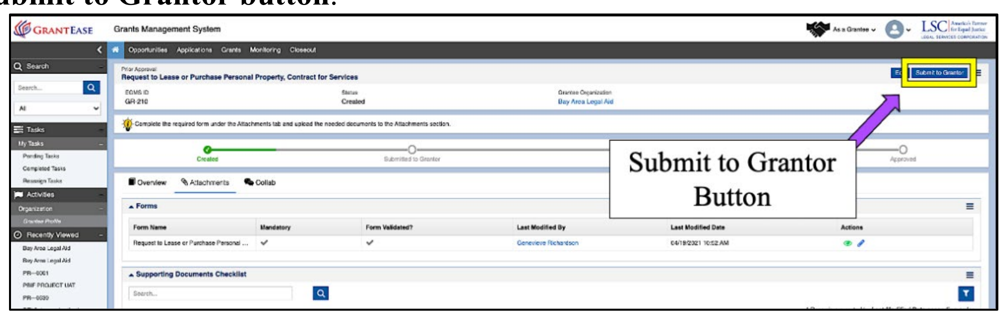


Figure 23: Image of Selecting the Submit to Grantor Button for a Prior Approval Form

<u>If there are no validation errors</u>, the status bar will change to “Submitted to Grantor.”

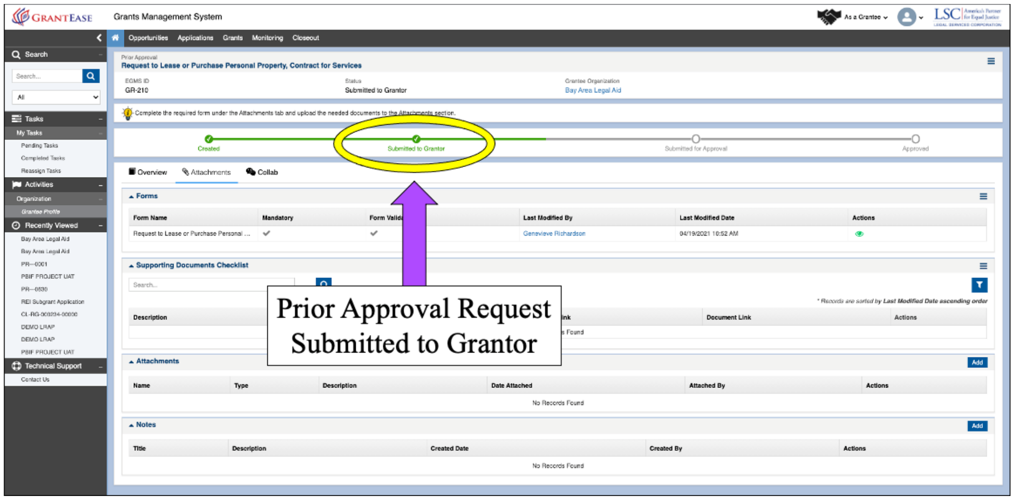


Figure 24: Image of a Prior Approval Request Changing to Submitted to Grantor Status

PRIOR APPROVAL REQUEST SYSTEM NOTIFICATIONS

Users will receive a system-generated notice by email indicating whether LSC has approved or denied their request.

Users will receive one of three types of notices:

- The request has been returned (which can occur for various reasons).
- The request has been approved.
- The request has been denied.

Dear Genevieve Richardson,

This email is to notify you that LSC has returned the following request to you for correction.

Request Details:
Grantee Name: Bay Area Legal Aid
RNO: 805270
Request Type: Prior Approval
Request #GR-061
Date Submitted: 4/21/2021

For more information, log into GrantEase to review any accompanying notes for more information regarding how you can correct the request.

This is a system-generated email message from GrantEase. If you require technical assistance, email GrantEaseSupport@lsc.gov. If you need further clarification on the matter, please contact your relevant Office of Compliance and Enforcement staff member.

Figure 25: Image of Returned Request Email

Dear Janice Morgan,

This email is to notify you that LSC has approved the following request:

Request Details:
Grantee Name: Legal Aid Services of Oregon
RNO: 938004
Request Type: Capital Improvement Request
Request #GR-213
Date Submitted: 4/20/2021

For more information, log into GrantEase to review any accompanying notes.

This is a system-generated email message from GrantEase. If you require technical assistance, email GrantEaseSupport@lsc.gov.

Figure 27: Image of Approved Request Email

Dear Janice Morgan,

This email is to notify you that LSC has denied the following request:

Request Details:
Grantee Name: Legal Aid Services of Oregon
RNO: 938004
Request Type: Purchase or Lease of Personal Property and Contract for Services
Request #GR-219
Date Submitted: 4/26/2021

For more information, log into GrantEase to review any accompanying notes.

This is a system-generated email message from GrantEase. If you require technical assistance, email GrantEaseSupport@lsc.gov. For inquiries regarding the denial of this request, contact your relevant contact in the Office of Compliance and Enforcement.

Figure 28: Image of Denied Request Email

Users can also check the status of their request at any time by opening it and viewing the **green status bar**.

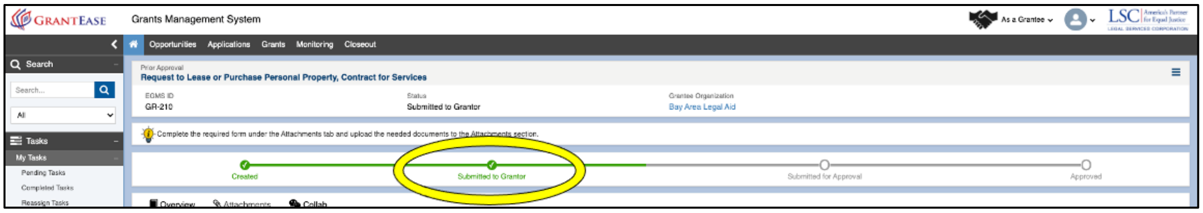


Figure 29: Image of the Prior Approval Request Status Bar

3. WAIVERS

NOTE: This manual section is <u>ONLY affective for grantees with a June 30th, 2021 or later</u> fiscal year-end date.

LOCATING WAIVERS

To locate the **Waivers tab**, users should begin by clicking on the **HOME Button**.

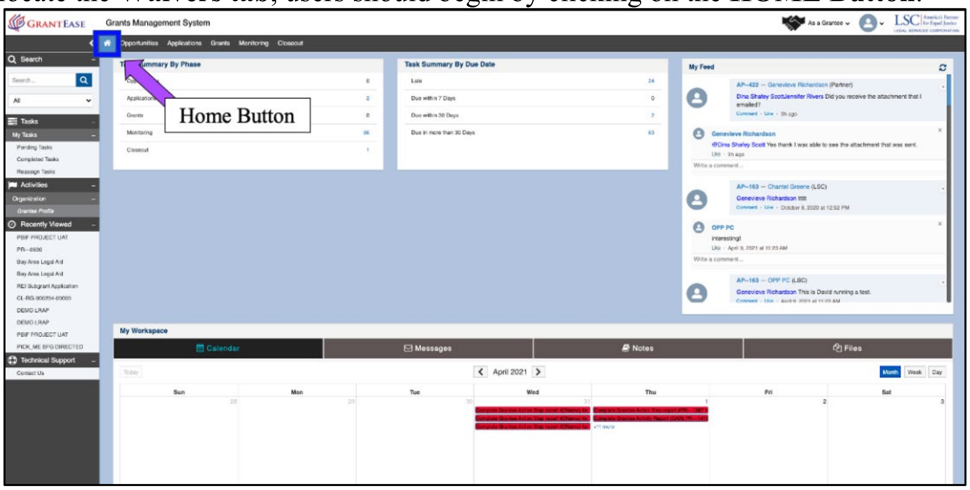


Figure 1: Image of the Selecting the Home Button on the Main ***GrantEase*** Page

Once users have clicked on the **HOME button**, they should select **Grantee Profile** in the left-hand side bar.

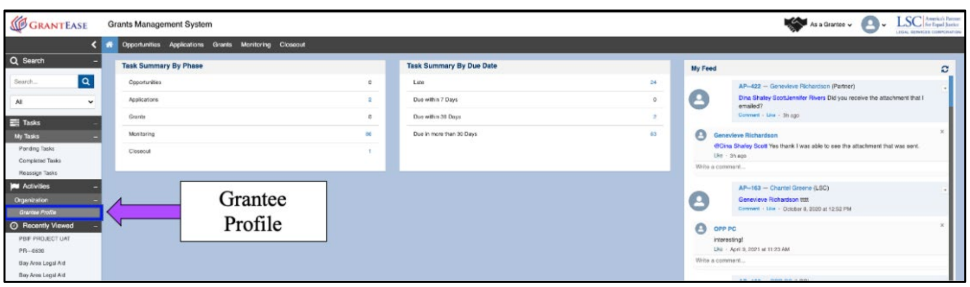


Figure 2: Image of Selecting the Grantee Profile from the Home Screen

Once in the Grantee Profile, users should select the Oversight Tab.

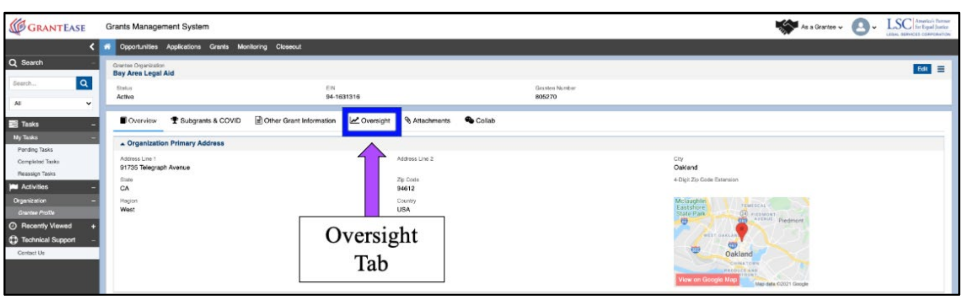


Figure 3: Image of Selecting the Oversight Tab in the Grantee Profile

In the Oversight tab, users will find various functions relating to the oversight of their grant.

Users should scroll to the Waivers section and click the **Initiate Button** in the top right corner of the section.

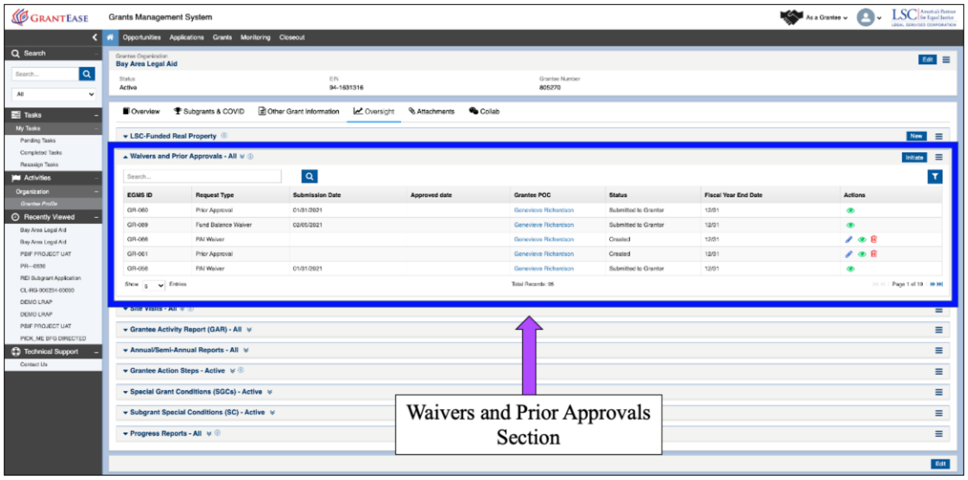


Figure 4: Image of Navigating to the Waivers and Prior Approvals Section of the Grantee Profile

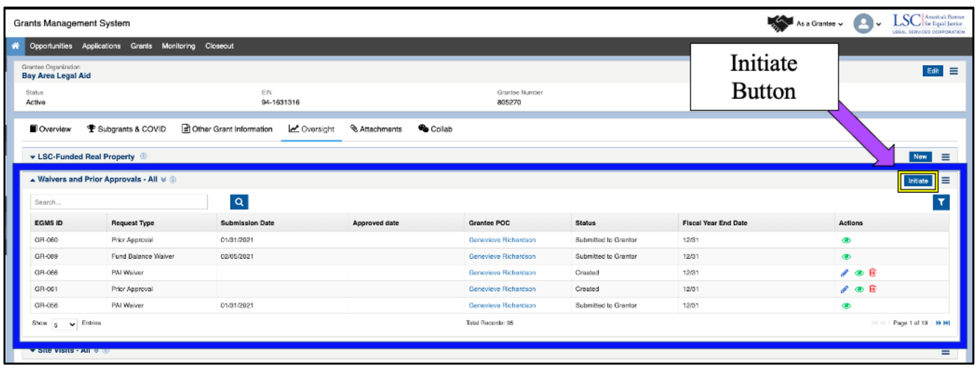


Figure 5: Image of Selecting the Initiate Button in the Waivers and Prior Approvals Section

This action will open a popup box. Here, users will indicate whether they are submitting a Prior Approval or a Waiver request.

Figure 6: Image of Making the Waiver or Prior Approval Selection

In the popup box, users will click on the first dropdown box, select ***Waivers***, and then indicate which of the two types of waivers they are submitting in the next dropdown box:

1. PAI Waivers
2. Fund Balance Waivers

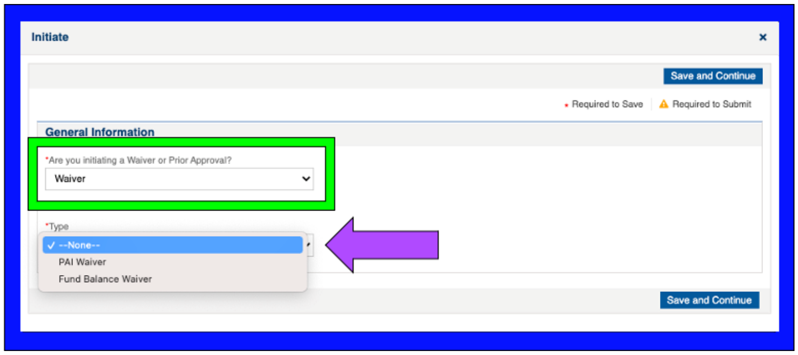


Figure 7: Image of Selecting which Waiver Form Is Being Initiated

Users should click on **Save and Continue** after completing the Waiver request pop-up.

Figure 8: Image of Saving the Completed Waiver Initiation Pop-up Box

WAIVER OVERVIEW AND JUSTIFICATION

Once the pop-up is completed and saved, users will be taken to a new screen where they will see that a Waiver Form has been created.

Users should begin by reading the instructions with the regulatory requirements for waivers.

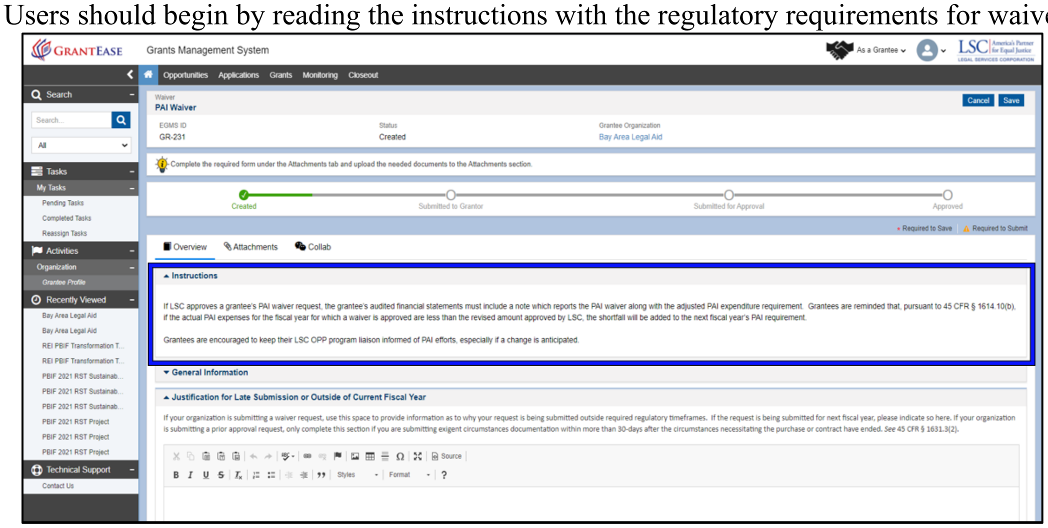


Figure 9: Image of Instructions Section of a Waiver Form

Next, they should scroll down to the *Justification for Late Submission* section.

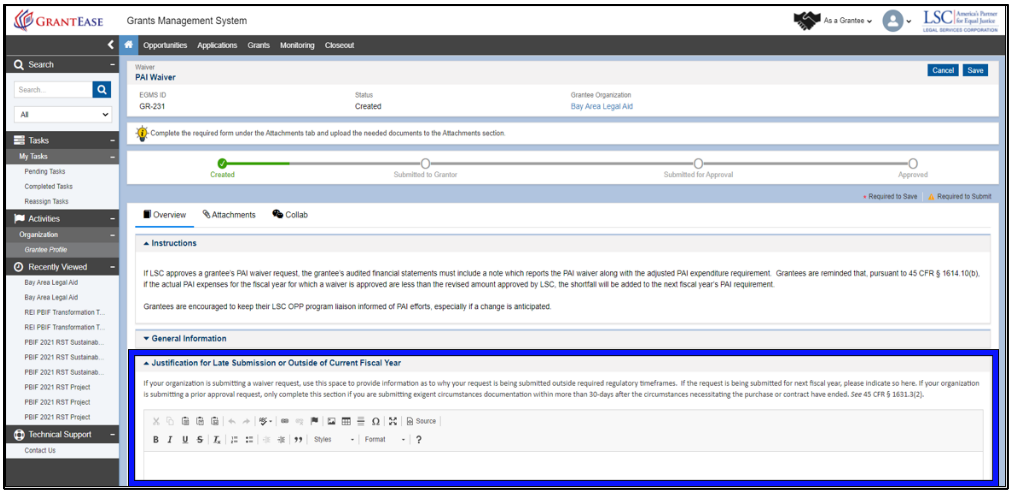


Figure 10: Image of the Justification Section of a Waiver Form

- If your organization is submitting a waiver request, use this space to provide information as to why your request is being submitted outside required regulatory timeframes; if applicable.
- If the request is being submitted for next fiscal year, please indicate so here.

When this form is completely filled out, users should select the **Save button.**

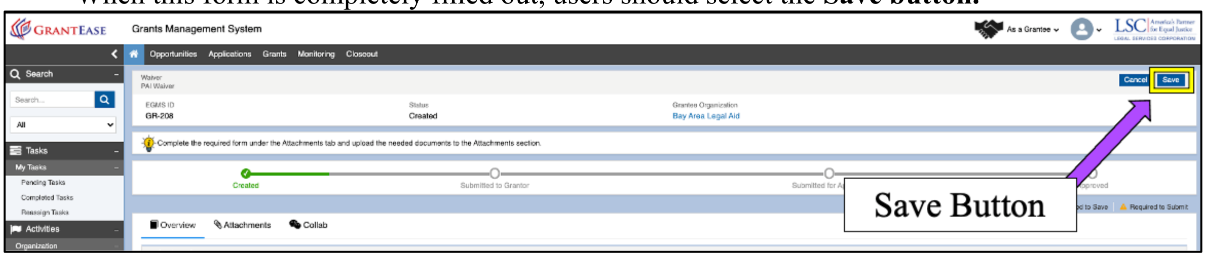


Figure 11: Image of Selecting the Save Button on a Completed Justification for the Waiver Form

COMPLETING WAIVER FORM

Once users have reviewed the information in the Overview Section, they should click on the **Attachments Tab**.

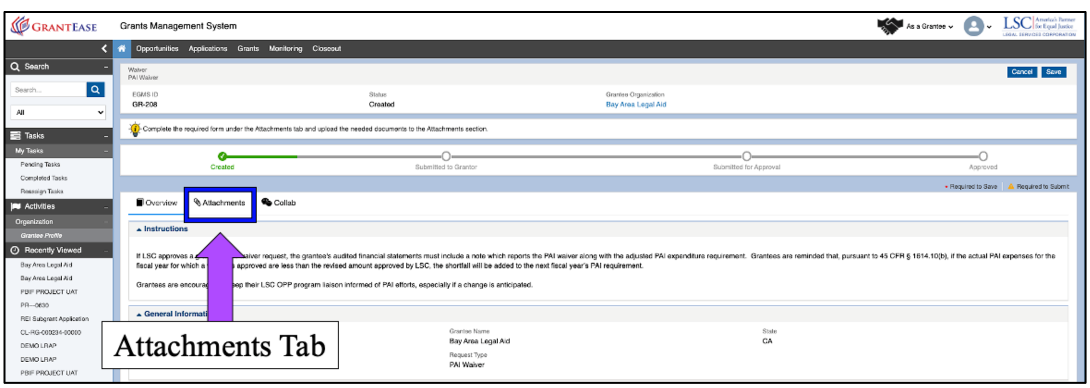


Figure 12: Image of Navigating to the Attachments Tab of a Waiver Form

To view the form and waiver request questions, users should click on the **green eyeball icon**.

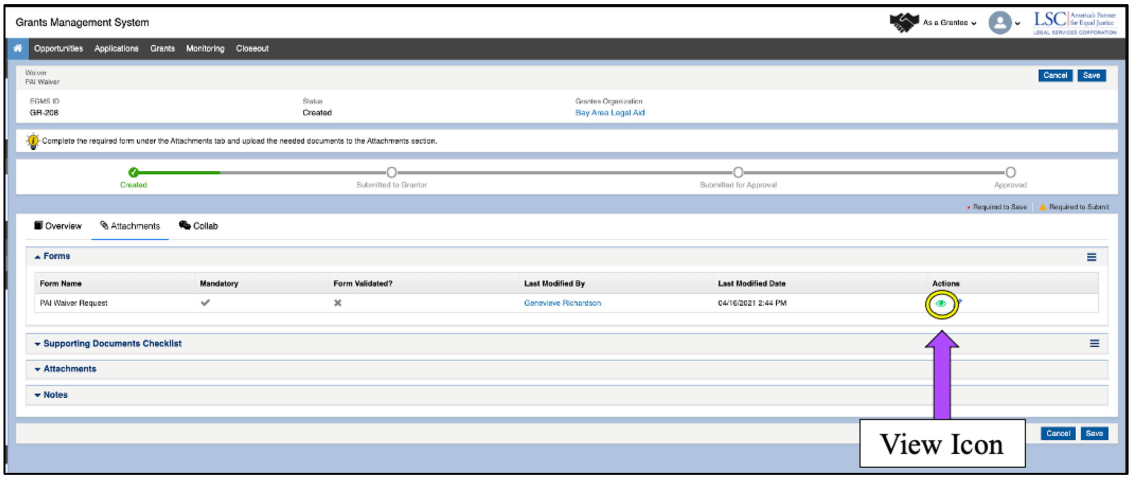


Figure 13: Image of Selecting the View Icon for a Waiver Request Form

To **fill out** the waiver form and/or to **modify** (if making edits to a prior waiver request), users will click on the **blue pencil icon**.

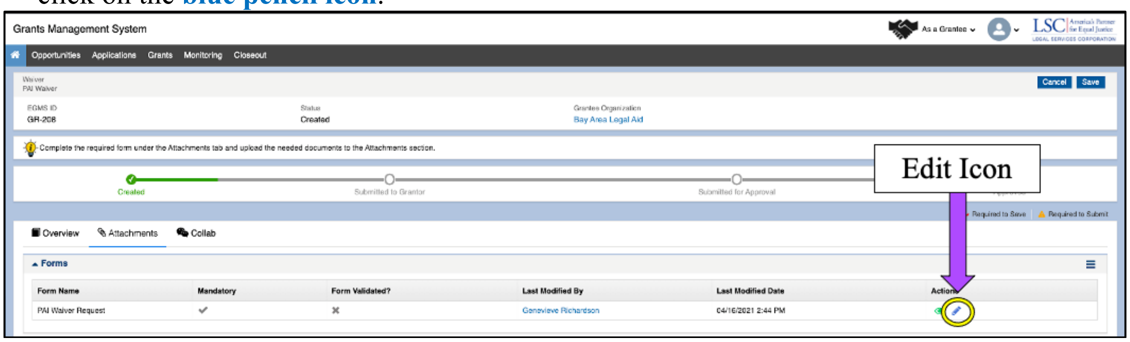


Figure 14: Image of Selecting the Edit Icon for a Waiver Request Form

It is imperative to begin by reading any provided instructions. This will guide users through all of the necessary steps to uploading the request and attaching any necessary documentation.

Once users have read through the instructions, they may begin the form by responding to each question.

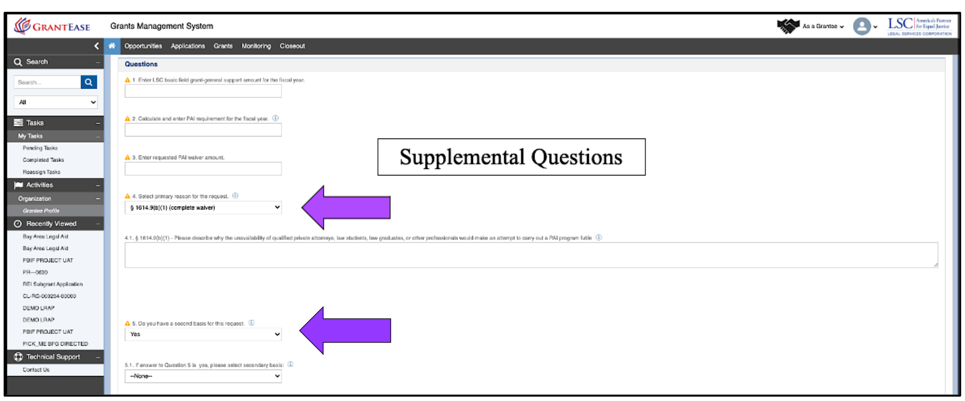


Figure 15: Image of the Supplemental Questions on a Waiver Request Form

NOTE: *As with prior modules, questions have logic, which means depending on how a user answers a given question, supplemental questions may appear.*

Users should proceed to answer all questions and, once complete, users should remember to click the **SAVE Button**.

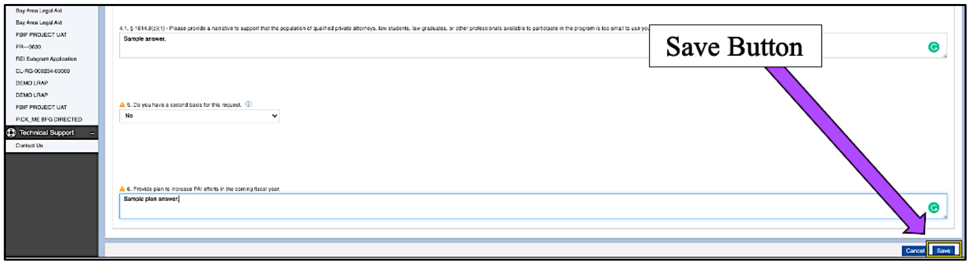


Figure 16: Image of Selecting the Save Button on a Completed Waiver Request Form

Users will then see the **Validate Form Button;** this will identify any missing required questions or checkboxes.

Figure 17: Image of Selecting the Validate Form Button on a Saved Waiver Request Form

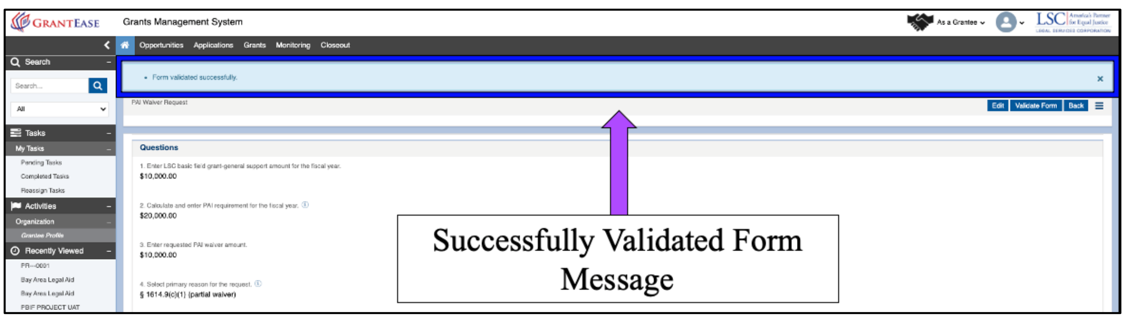


Figure 18: Image of the Successfully Validated Form Message on a Waiver Request Form

When done, users should click the **BACK Button** to return to the main screen.

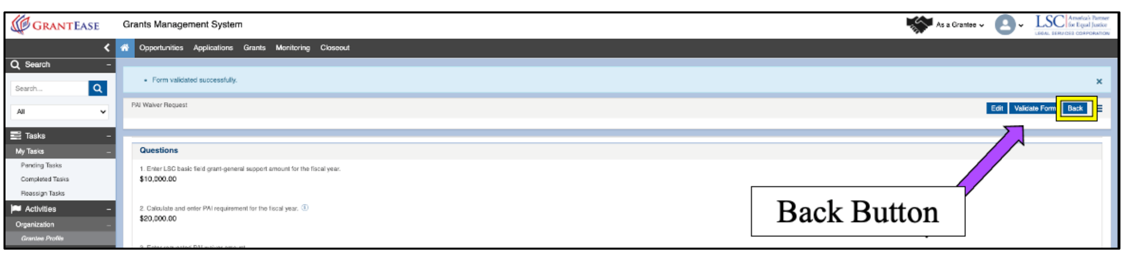


Figure 19: Image of Selecting the Back Button on a Validated Waiver Form

SUBMITTING WAIVER FORM

Prior to submitting the Waiver request, users should navigate to the Attachments tab and attach any necessary documents, if applicable.

Supporting documentation is not required unless users feel it is necessary or helpful to their request. For instructions on how to attach documents please visit the **Grantee Profile Module**.

On the main screen, users should check that the request form has been **validated**. Once verified, users can move to submitting the waiver.

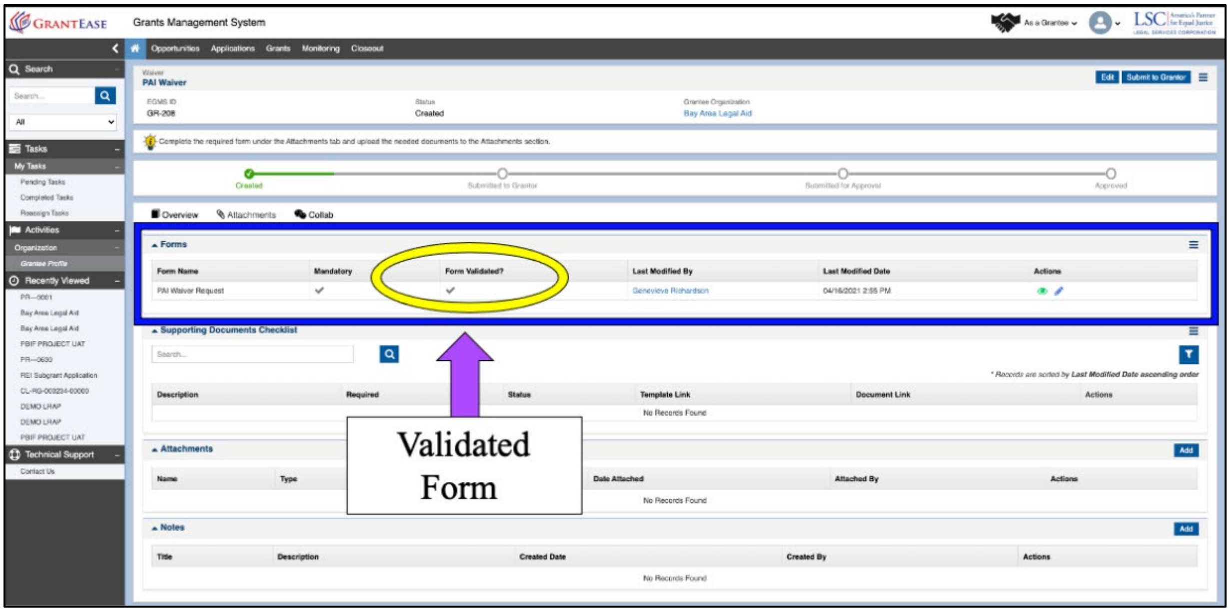


Figure 20: Image of Verifying the Validation of a Request Form

Users should then submit the waiver request to the grantor by selecting the **Submit to Grantor button**.

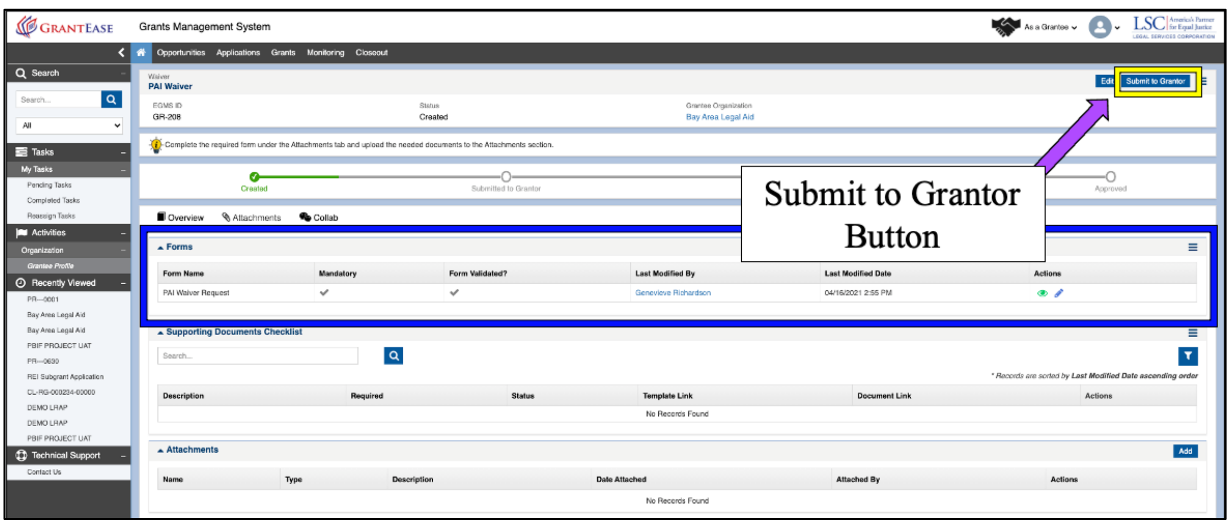


Figure 21: Image of Selecting the Submit to Grantor Button on a Validated Waiver Request Form

<u>If there are NO validation errors</u>, the status bar will change to “Submitted to Grantor.”

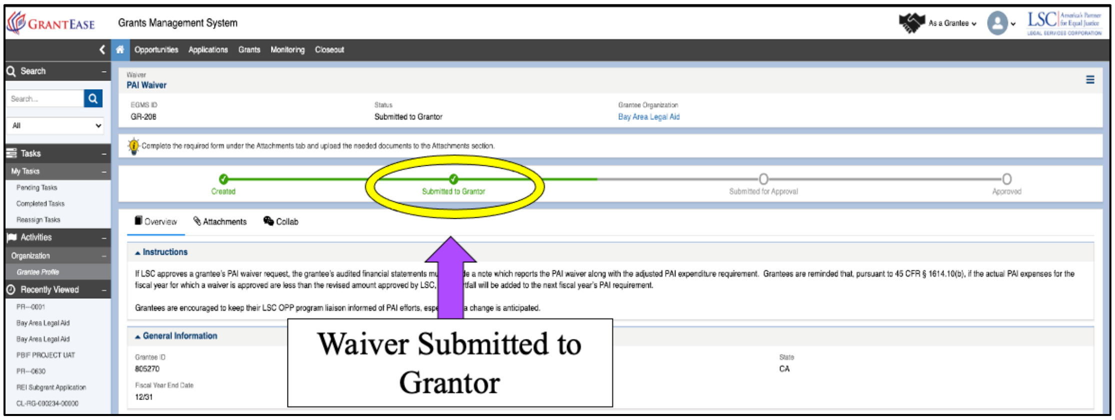


Figure 22: Image of a Waiver Request Form with Submitted to Grantor Status

4. ANNUAL AND SEMI-ANNUAL REPORTS

LOCATING AND SUBMITTING ANNUAL AND SEMI-ANNUAL REPORTS

To open, review, or submit an Annual or Semi-Annual report, users must first be on the **Home button**, followed by clicking on **Grantee Profile** on the left-hand sidebar.

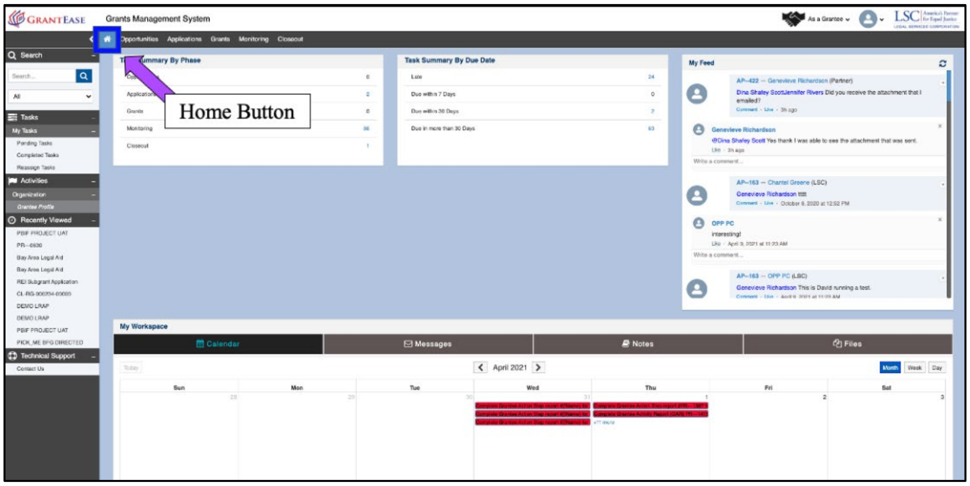


Figure 1: Image of Selecting the Home Button on the Main ***GrantEase*** Page

Users will see multiple tabs and should navigate to the **Oversight tab** to locate the "Annual/Semi-Annual Reports" section.

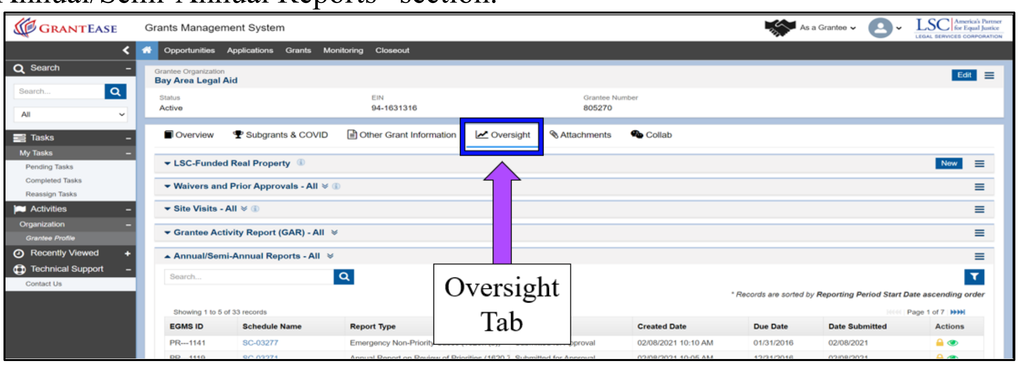


Figure 2: Image of Navigating to the Oversight Tab of the Grantee Profile

There are three annual reports required in this section of ***GrantEase***:

1. Emergency Non-Priority Cases and Matters (1620.7(b))
2. Certification of Program Integrity (1610.7)
3. Annual Report on Review of Priorities (1620.7(c))

EMERGENCY NON-PRIORITY CASES AND MATTERS REPORT

This section will discuss the Emergency Non-Priority Cases and Matters (1620.7(b)) Report in ***GrantEase***.

The Emergency Non-Priority Cases and Matters (1620.7(b)) Report in ***GrantEase*** is due annually on January 31st and must be submitted by the Executive Director.

The ***GrantEase*** system will create the reporting form and send an automated notification to the Executive Director 30-days before the report is due to LSC.

To locate the Emergency Non-Priority Cases and Matters (1620.7(b)) reporting form, users should navigate to their Grantee Profile's **Oversight tab**, then to the **Annual/Semi-Annual Reports** section. Once the report is found, click on the **blue pencil icon** to open the editable reporting form.

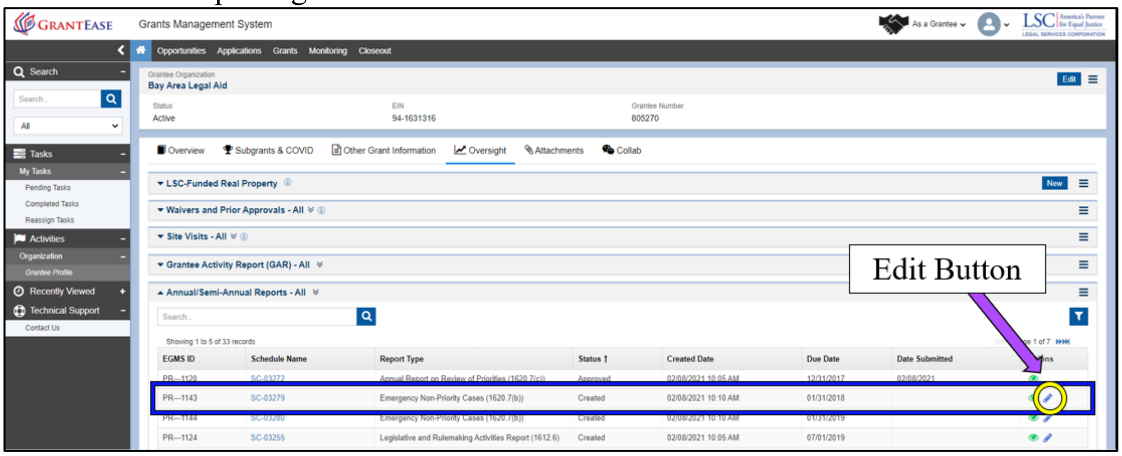


Figure 3: Image of Selecting the Edit Button for an Annual/Semi-Annual Report Form

Figure 4: Image of the Instructions for the Emergency Non-Priority Cases Report Form

After that, users will navigate to the **Forms and Attachments tab**.

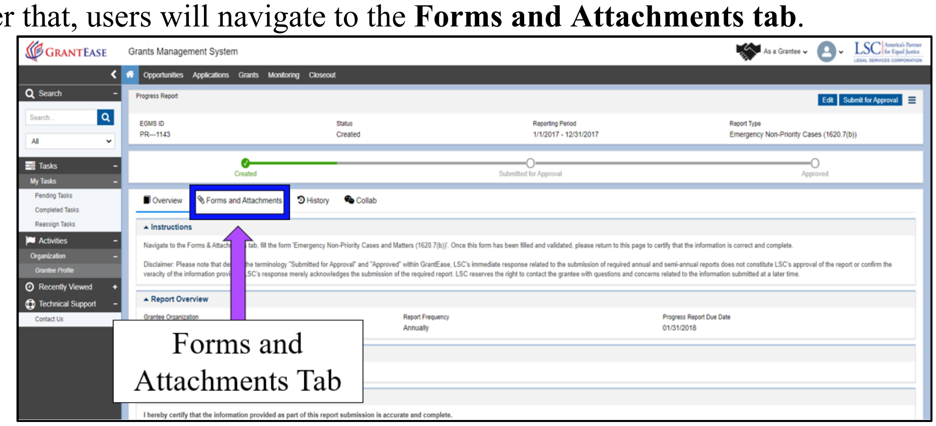


Figure 5: Image of Navigating to the Forms and Attachments Tab of the Report Form

Once in the Forms and Attachments tab, users should scroll down to the **All Forms section** and select the **blue pencil icon** to edit the required reporting form.

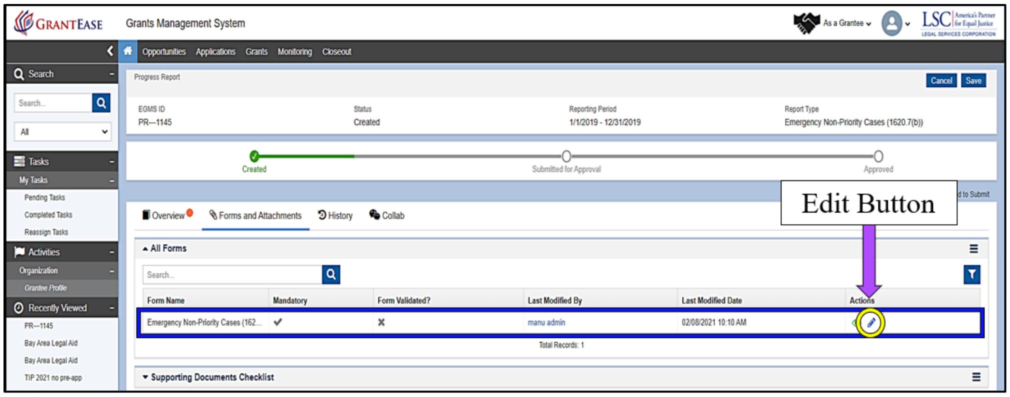


Figure 6: Image of Selecting the Edit Button on the Emergency Non-Priority Cases Report Form

When in the form, users should respond to both questions, by entering a whole number, and then select the **Save button**. (**NOTE:** If users have nothing to report, they must enter "0" (zero) in order to successfully validate this form.)

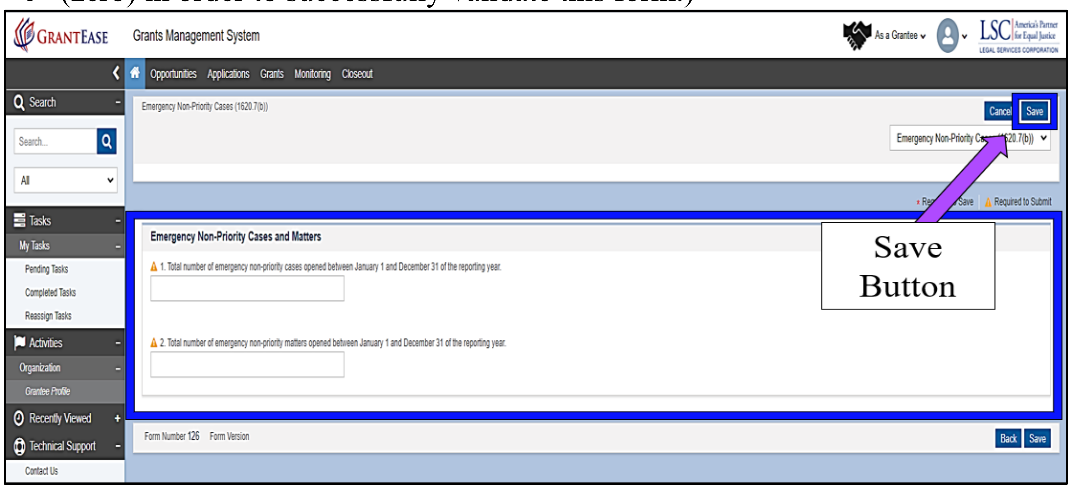


Figure 7: Image of Saving the Emergency Non-Priority Cases Report Form

Once finished, users should select the **Validate Form button**, and then return to the Forms and Attachments tab by selecting the **Back button**.

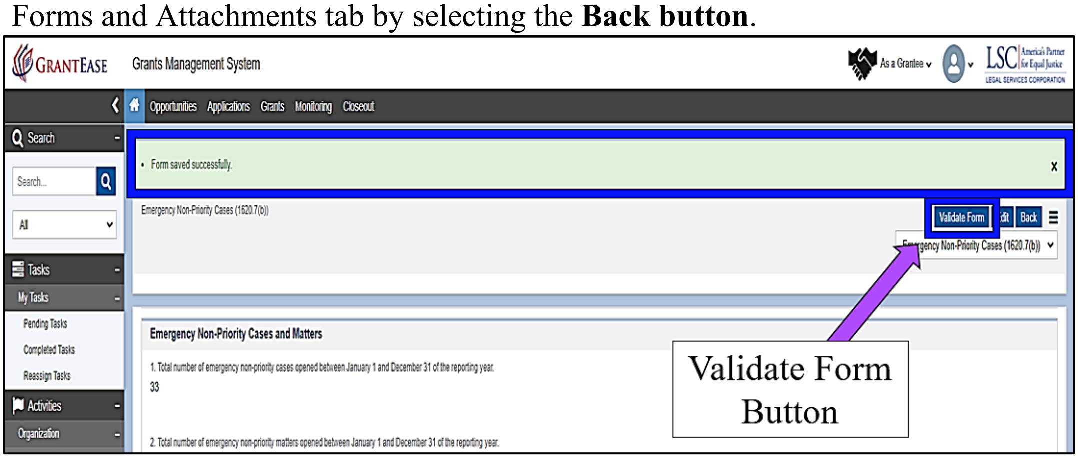


Figure 8: Image of Validating the Emergency Non-Priority Cases Report Form

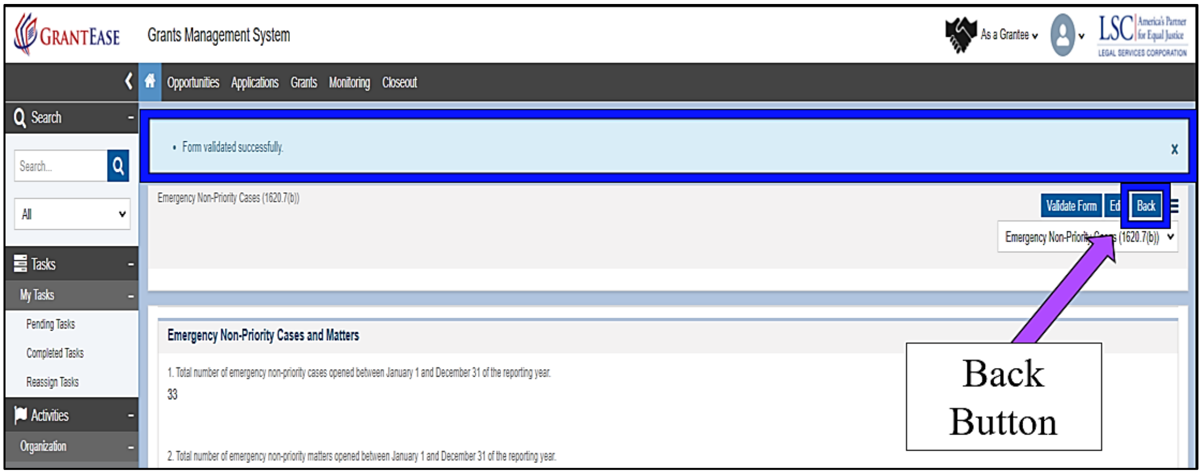


Figure 9: Image of Navigating Back to the Forms and Attachments Tab of the Report Form

The user should then navigate to the **Overview tab** and locate the Certification section. When finished editing the report, the users should certify that the information provided in the report is accurate by selecting the check box next to "I Agree".

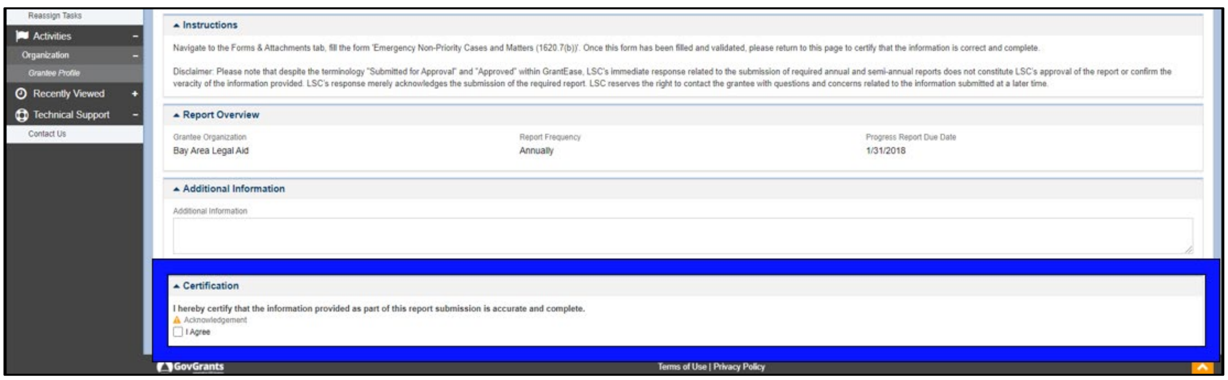


Figure 10: Image of Accuracy Certification Box for the Data Reported on the Form

Once the form is validated and the data certified, users can submit the form for approval by selecting the **Submit for Approval button**.

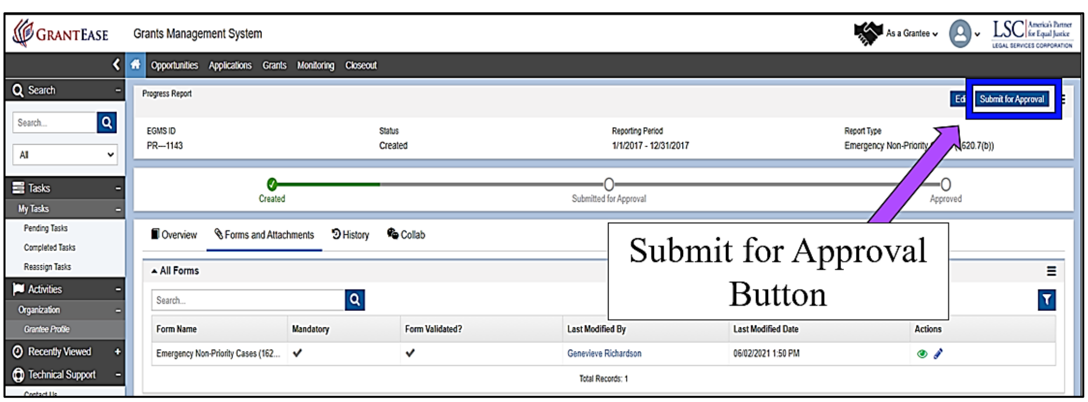


Figure 11: Image of Selecting the Submit for Approval Button

Figure 12: Image of the Report Submission Confirmation Pop-up Screen

After submission, users will see the status bar move from ***Created*** to ***Submitted for Approval***.

(**NOTE**: As noted on the Overview tab, despite the terminology "Submitted for Approval" and "Approved" within ***GrantEase***, LSC's initial response related to the submission of required annual and semi-annual reports does not constitute LSC's approval of the report or confirm the veracity of the information provided. LSC's response merely acknowledges the submission of the required report. LSC reserves the right to contact the grantee with questions and concerns related to the information submitted at a later time.)

However, LSC will notify the grantee through ***GrantEase***, by returning the report, if there are concerns or if anything immediately appears to be missing from the submission.

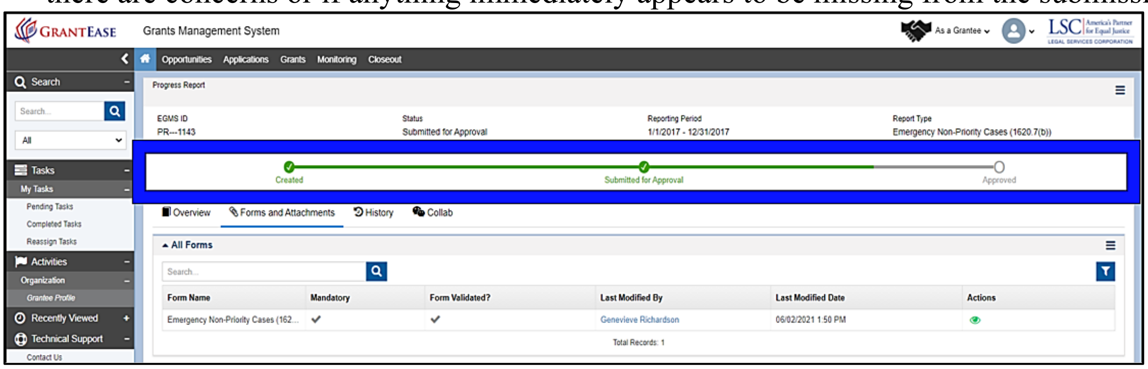


Figure 13: Image of Reporting Form Status Bar Change to "Submitted for Approval"

CERTIFICATION OF PROGRAM INTEGRITY (1610.7) REPORT

The Certification of Program Integrity (1610.7) Report in ***GrantEase*** is due annually no later than December 31st. The report must be filled out and signed by a member(s) of the Board but must be uploaded into ***GrantEase*** by the Executive Director.

The ***GrantEase*** system will generate this report and submission-related task(s) on January 1st each year and will accept submission at any point during the year. The system will send a reminder 30 days before the December 31st due date.

To locate the ***Certification of Program Integrity (1610.7) Report*** in the **Oversight tab**, users should scroll down to the **Annual/Semi-Annual Reports** section, locate the appropriate reporting form, and click on the **blue pencil icon** to begin filling out the report.

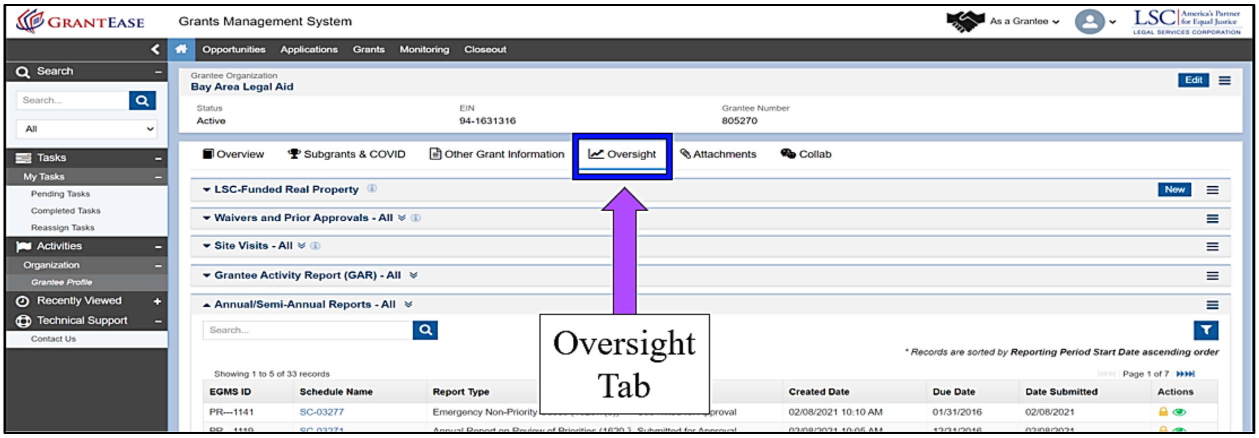


Figure 14: Image of Navigating to the Oversight Tab of the Grantee Profile

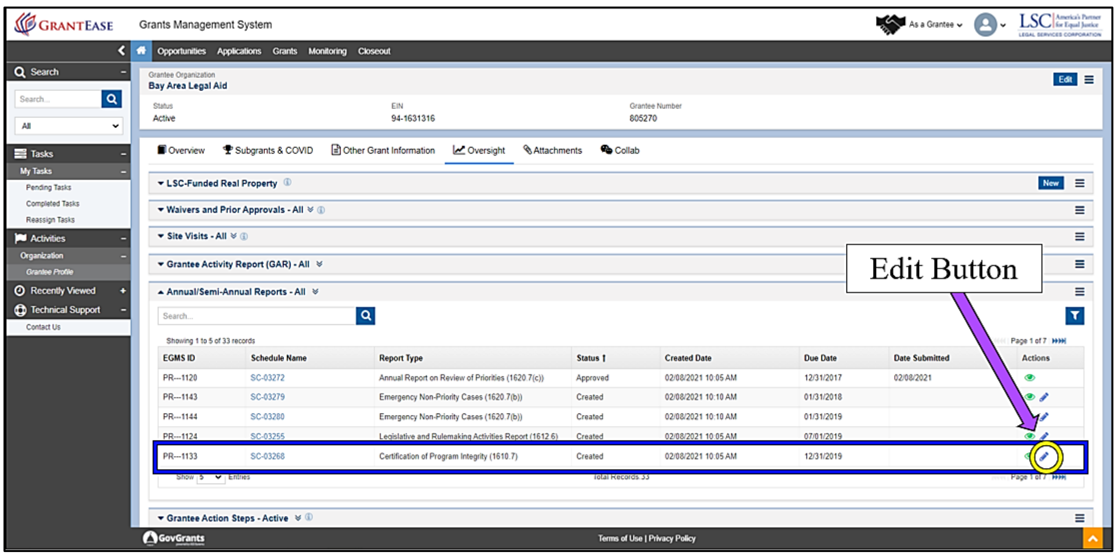


Figure 15: Image of Selecting the Edit Button on the Certification of Program Integrity Report Form

Users should begin in the **Overview tab**, specifically by reading the instructions.

Users can scroll to the **Additional Information box** where the Executive Director can add any comments, as necessary.

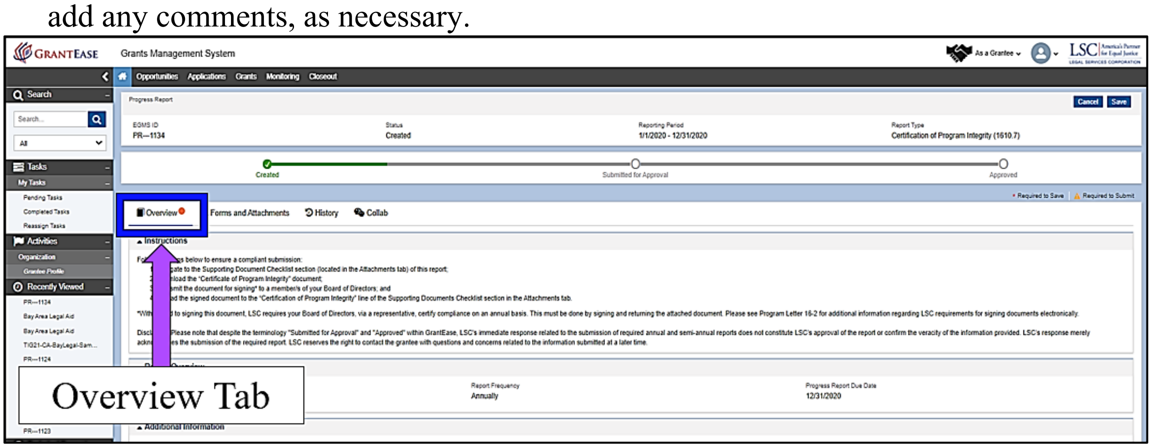


Figure 16: Image of the Overview Tab of the Certification of Program Integrity Report Form

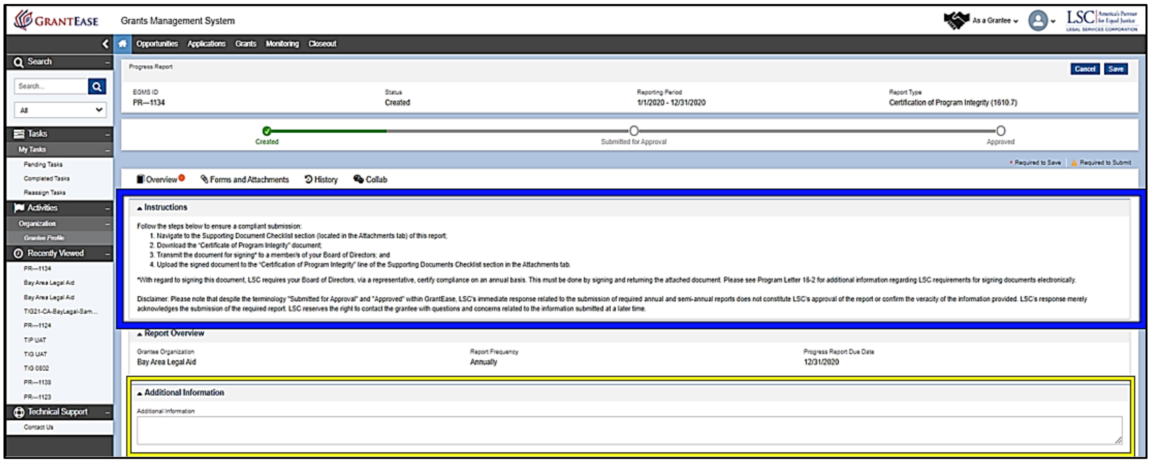


Figure 17: Image of the Instructions and Additional Information Boxes for the Reporting Form

In order to submit the ***Certification of Program Integrity (1610.7) report,*** the person identified as "Executive Director" in the ***GrantEase*** Grantee Profile must download a copy of the form and have a member of the Board fill out and sign it.

To access a downloadable copy of this form, users should navigate to the **Forms and Attachments tab**.

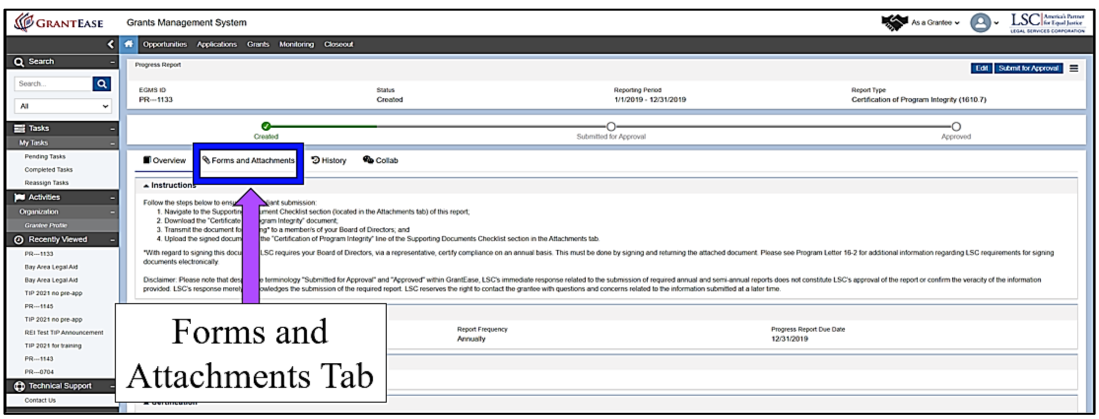


Figure 18: Image of Navigating to the Forms and Attachments Tab of the Report Form

Once in the Forms and Attachments tab, users should scroll down to the section where users see the **Supporting Documents Checklist**.

To download the **Certification of Program Integrity reporting form template**, users should select the Template Link **View button**, then proceed to save or print a copy of the form and forward it to the member or members of the Board responsible for completing and signing it.

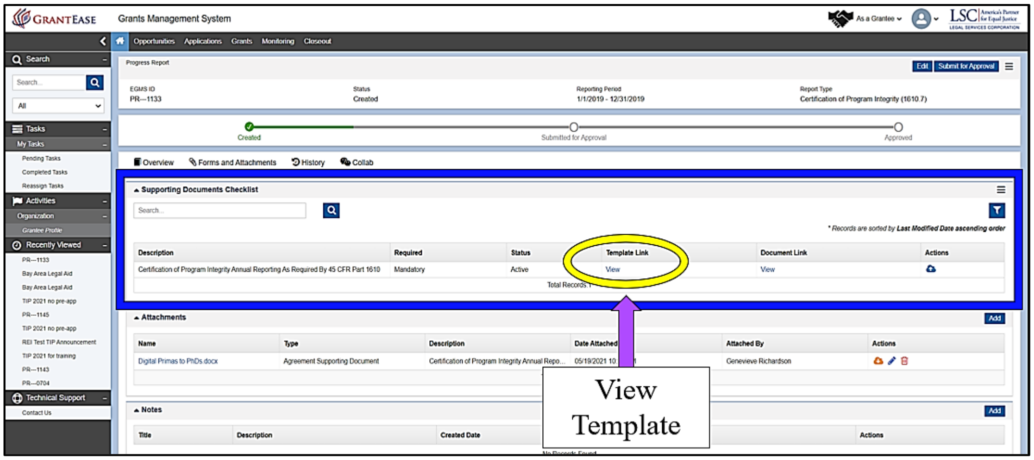
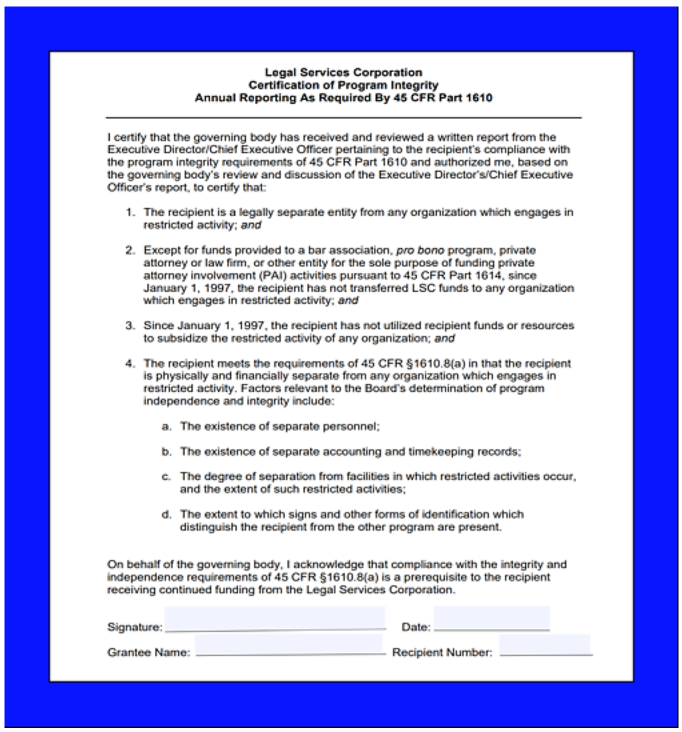


Figure 19: Image of the Download Link for the Certification of Program Integrity Report Form Template



Legal Services Corporation
Certification of Program Integrity
Annual Reporting As Required By 45 CFR Part 1610

I certify that the governing body has received and reviewed a written report from the Executive Director/Chief Executive Officer pertaining to the recipient's compliance with the program integrity requirements of 45 CFR Part 1610 and authorized me, based on the governing body's review and discussion of the Executive Director's/Chief Executive Officer's report, to certify that:

1. The recipient is a legally separate entity from any organization which engages in restricted activity; *and*
2. Except for funds provided to a bar association, *pro bono* program, private attorney or law firm, or other entity for the sole purpose of funding private attorney involvement (PAI) activities pursuant to 45 CFR Part 1614, since January 1, 1997, the recipient has not transferred LSC funds to any organization which engages in restricted activity; *and*
3. Since January 1, 1997, the recipient has not utilized recipient funds or resources to subsidize the restricted activity of any organization; *and*
4. The recipient meets the requirements of 45 CFR §1610.8(a) in that the recipient is physically and financially separate from any organization which engages in restricted activity. Factors relevant to the Board's determination of program independence and integrity include:
   a. The existence of separate personnel;
   b. The existence of separate accounting and timekeeping records;
   c. The degree of separation from facilities in which restricted activities occur, and the extent of such restricted activities;
   d. The extent to which signs and other forms of identification which distinguish the recipient from the other program are present.

On behalf of the governing body, I acknowledge that compliance with the integrity and independence requirements of 45 CFR §1610.8(a) is a prerequisite to the recipient receiving continued funding from the Legal Services Corporation.

Signature: ____________ Date: ____________

Grantee Name: ____________ Recipient Number: ____________

Figure 20: Image of the Certification of Program Integrity Report Form Template

Once signed, the Executive Director will be responsible for uploading the form into ***GrantEase***. The Executive Director should log back into ***GrantEase***, navigate to the reporting section of the *Oversight tab*, and locate the Certification of Program Integrity Report they are submitting.

In the **Forms and Attachments tab,** users should locate the **Supporting Documents Checklist section** and select the **blue cloud upload icon**.

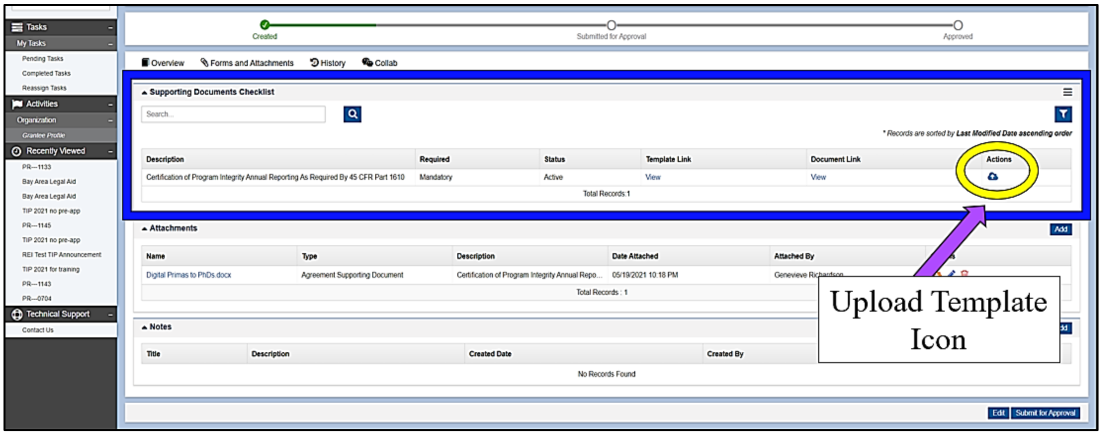


Figure 21: Image of Navigating to the Forms and Attachments Tab to Upload the Signed Report Form

When the pop-up window appears, users should locate the file on their computer and then select the **Save button**. Please note that if the Executive Director wants to upload a copy of their memorandum to the Board or other related documents, this may be done in the Attachments section, located directly below the Supporting Documents Checklist section.

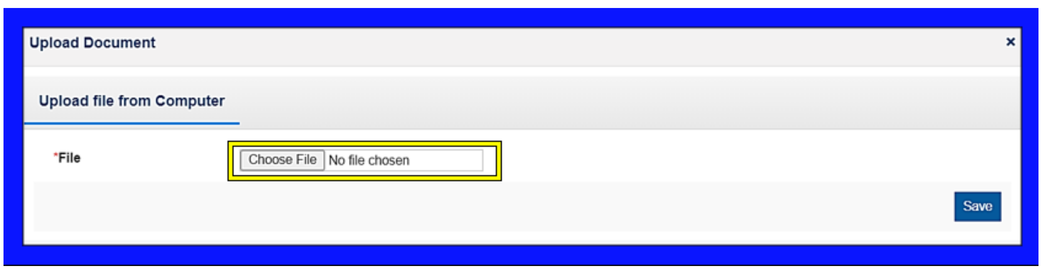


Figure 22: Image of the Upload Document Pop-up Window to Locate the File

Figure 23: Image of Selecting and Saving the Located File

Once finished uploading the file, the user should select the **X** in the top right-hand corner to close the pop-up window.

Figure 24: Image of Closing the Pop-up Window of the Successfully Saved File

After closing the pop-up window, users should navigate back to the **Overview tab.**

When back on the **Overview Tab**, the user should navigate to the Certification section and certify that the information provided in the report is accurate by selecting the check box next to "I Agree".

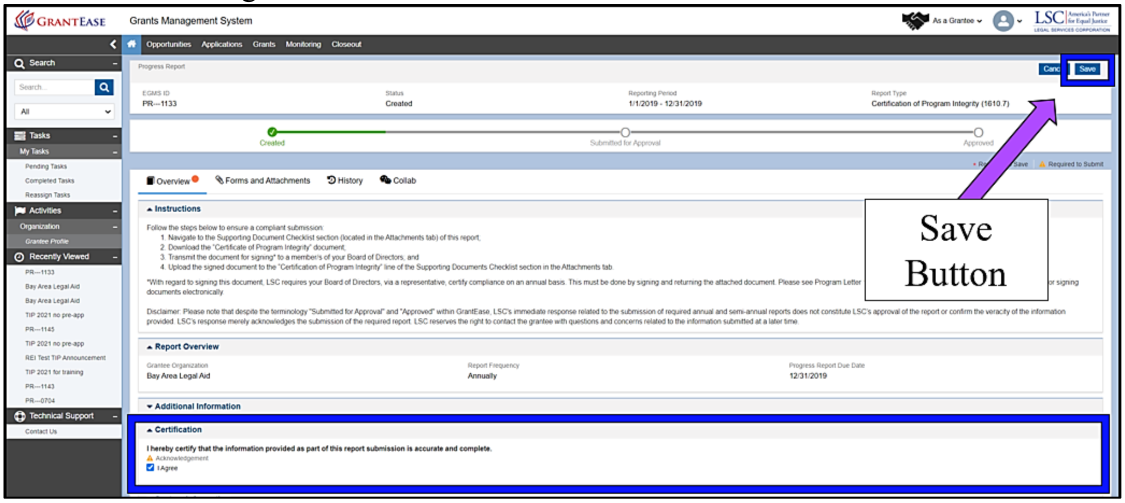


Figure 25: Image of Certifying the Data in the Report Form and Selecting Save

After the form data is certified, users can submit the form for approval by selecting the **Submit for Approval button**.

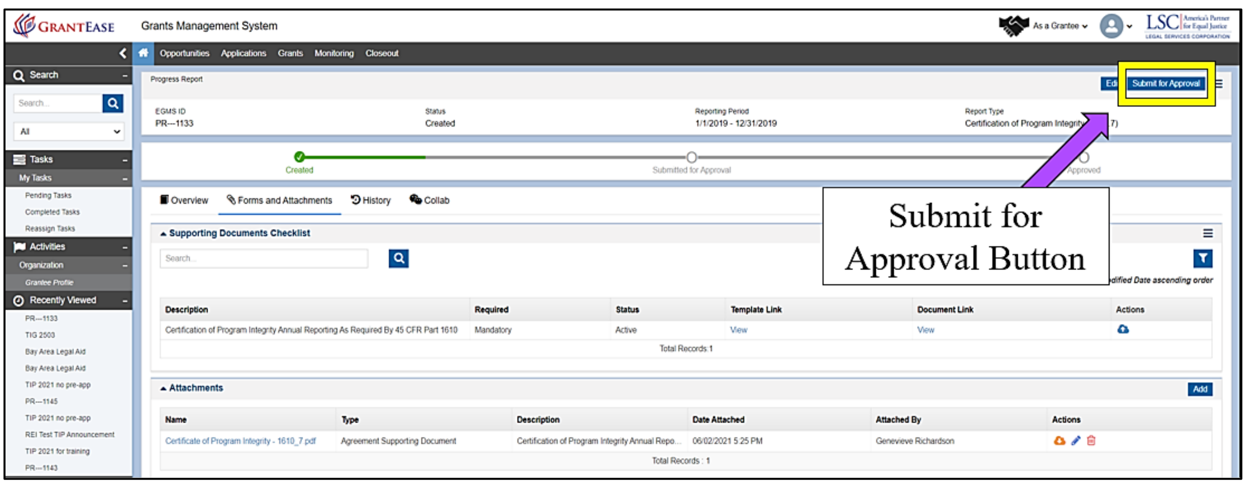


Figure 26: Image of Submitting the Filled In Report Form for Approval

After submission, users will see the status bar move from ***Created*** to ***Submitted for Approval***. (**NOTE**: As noted on the Overview tab, despite the terminology "Submitted for Approval" and "Approved" within ***GrantEase***, LSC's initial response related to the submission of required annual and semi-annual reports does not constitute LSC's approval of the report or confirm the veracity of the information provided. LSC's response merely acknowledges the submission of the required report. LSC reserves the right to contact the grantee with questions and concerns related to the information submitted at a later time.)

However, LSC will notify the grantee by returning the report through ***GrantEase*** if there are concerns or if anything immediately appears to be missing from the report.

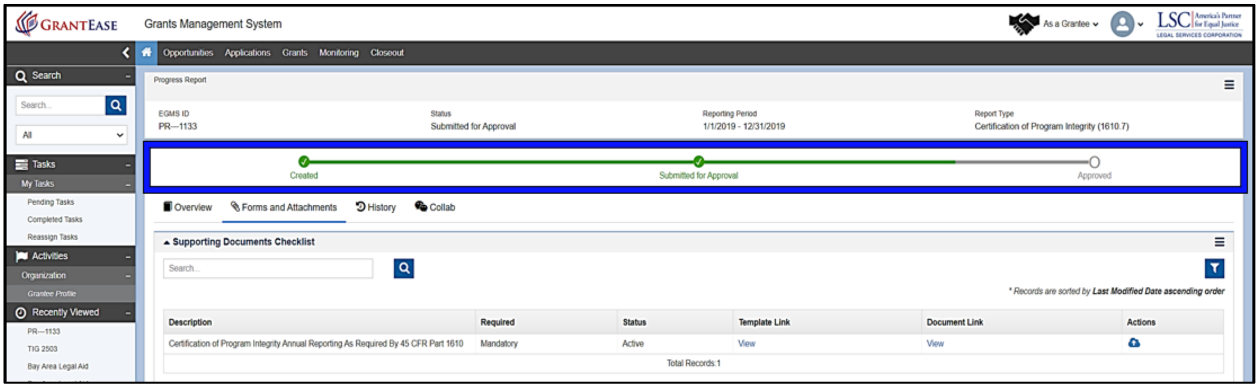


Figure 27: Image of the Report Form Status Bar Change from “Created” to “Submitted for Approval”

ANNUAL REPORT ON REVIEW OF PRIORITIES (1620.7(c))

The Annual Report on Review of Priorities (1620.7(c)) is due annually on December 31st and should be submitted by the Executive Director.

As with the Certification of Program Integrity, the ***GrantEase*** system will generate the report and submission-related task(s) on January 1st each year and will accept submission at any point during the year. The system will send a reminder 30 days before the December 31st due date.

To locate the **Annual Report on Review of Priorities (1620.7(c))** in the **Oversight tab**, users should navigate to the **Annual/Semi-Annual Reports** section, locate the report, and select the **blue pencil icon** to begin uploading the components necessary to submit this report.

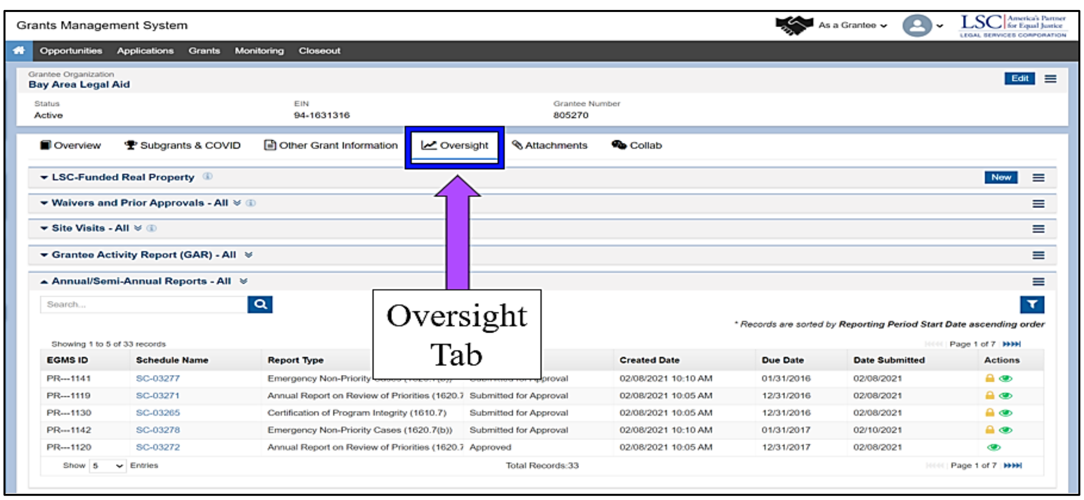


Figure 28: Image of Navigating to the Oversight Tab of the Grantee Profile

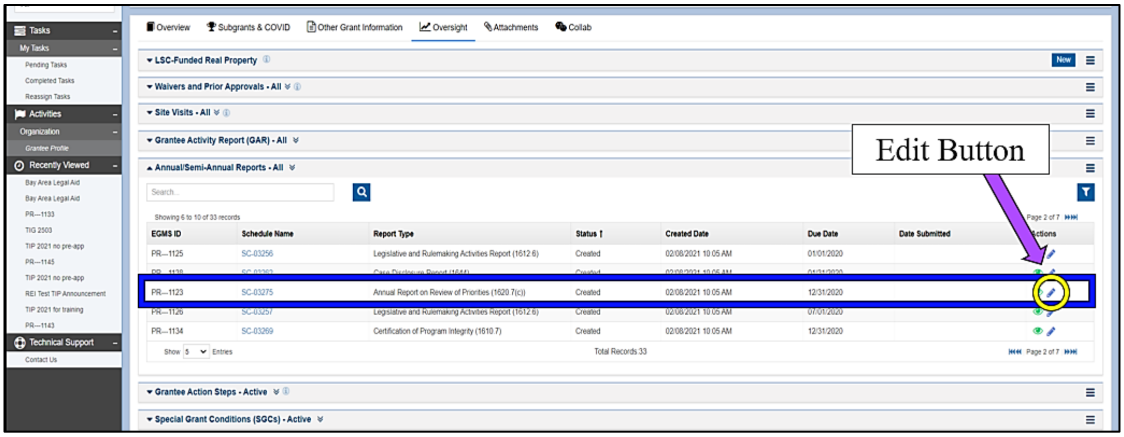


Figure 29: Image of Locating the Annual Report on Review of Priorities Report Form and Selecting the Edit Button

Users should begin by reading the **Overview section**, specifically the instructions.

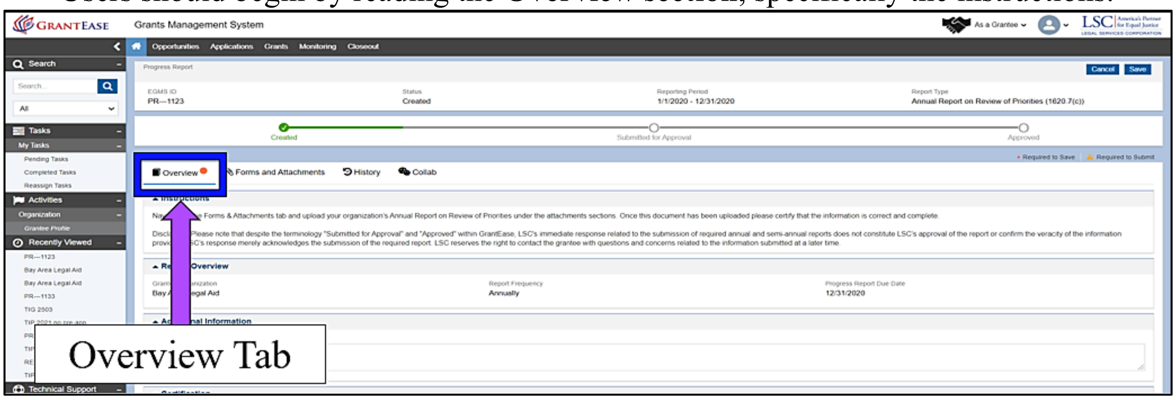


Figure 30: Image of Navigating to the Overview Tab of the Annual Report on Review of Priorities Report Form

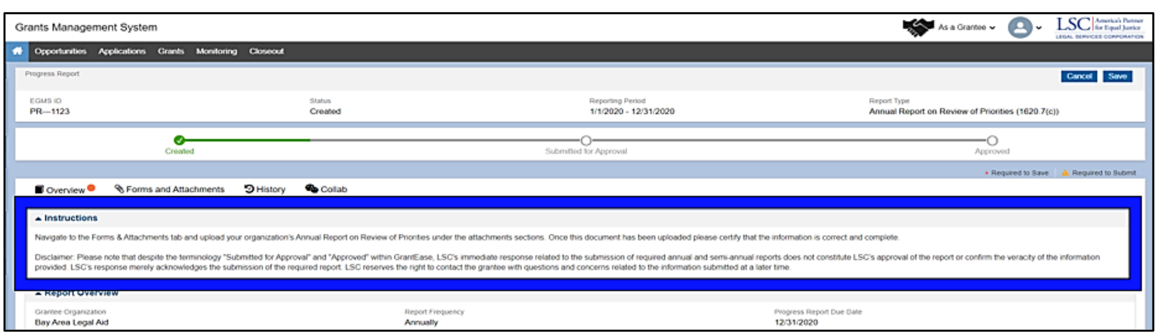


Figure 31: Image of the Instructions Box for the Annual Report on Review of Priorities Report Form

They should then navigate to the **Forms and Attachments tab** to upload their organization's Annual Report on Review of Priorities under the **Attachments section**.

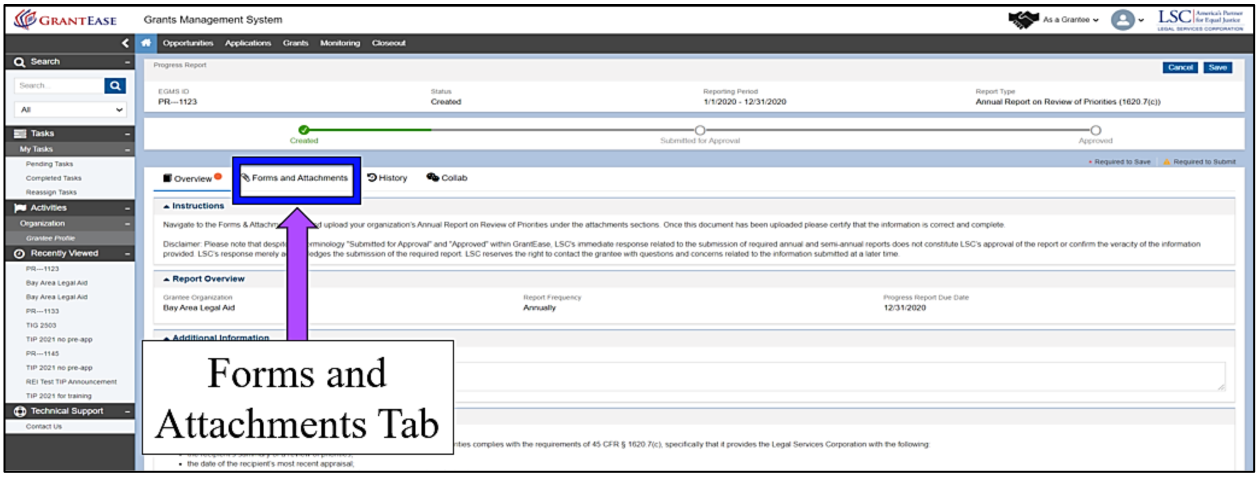


Figure 32: Image of Navigating to the Forms and Attachments Tab of the Report Form

Users should select the **Add button**, locate the desired file on their computer, upload it, and add a brief description.

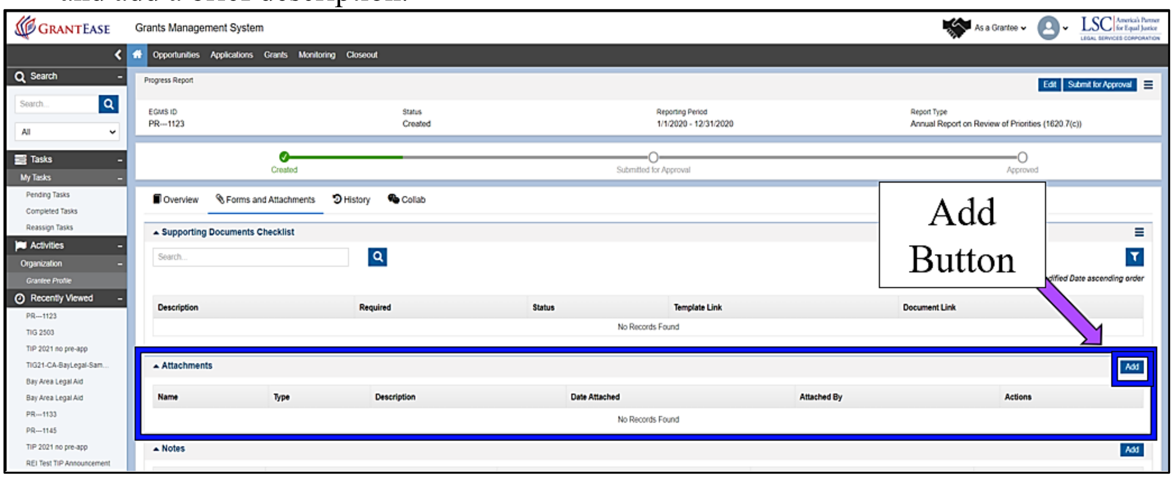


Figure 33: Image of Selecting the Add Button to Upload the Annual Report on Review of Priorities File

Figure 34: Image of the Upload Document Pop-up Window to Locate the File and Add a Description

Once finished uploading the file, the user should select the **Save and Close button**.

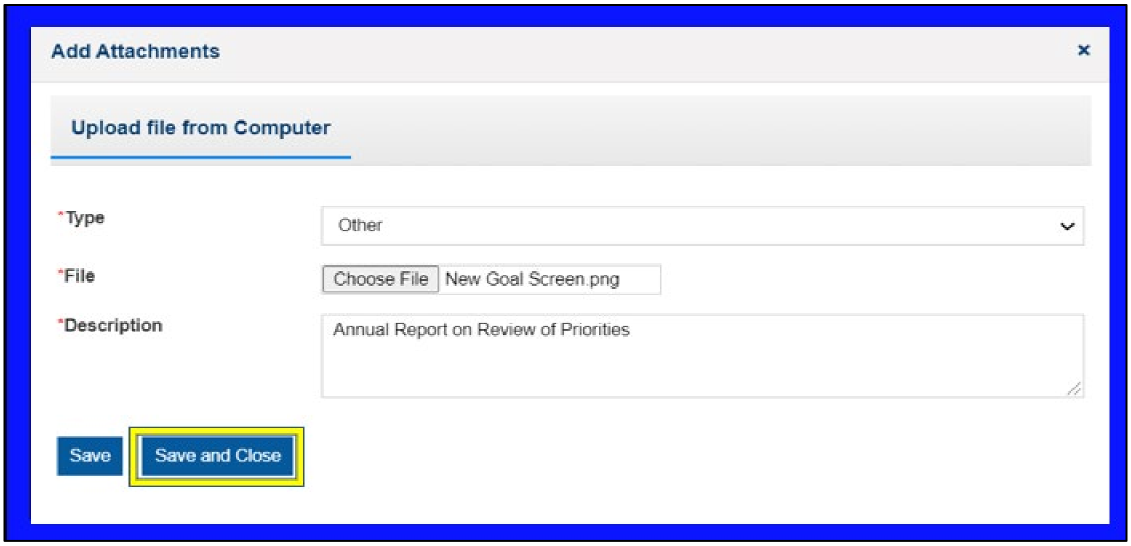


Figure 35: Image of Selecting, Describing, Saving and Closing the Reporting File

After closing the pop-up window, users should return to the **Overview tab** and certify that the document uploaded to the Forms and Attachments tab complies with the requirements of 45 CFR § 1620.7(c), specifically that it provides the Legal Services Corporation with the following:

- the recipient's summary of a review of priorities;
- the date of the recipient's most recent appraisal;
- the timetable for the recipient's future appraisal of needs and evaluation of priorities;
- mechanisms which will be utilized to ensure effective client participation in the recipient's priority-setting; and
- any changes in the recipient's priorities.

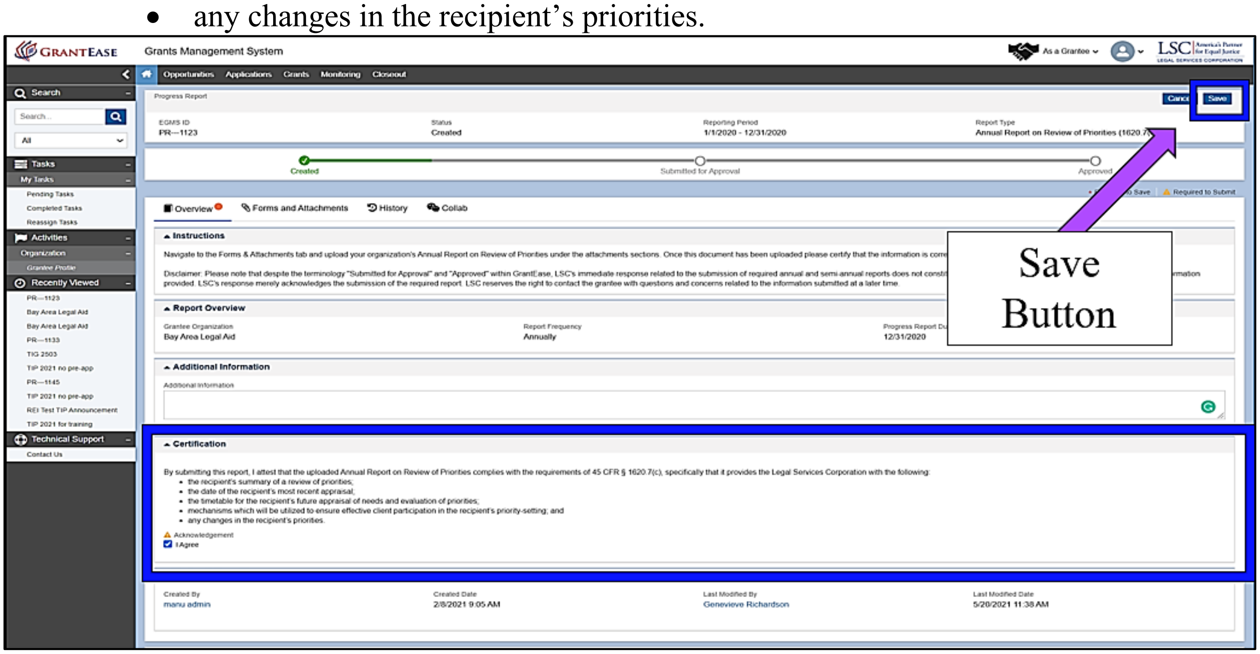


Figure 36: Image of Certifying the Report Data and Selecting the Save Button

Once the report upload has been certified, users should proceed to submit the report for approval by selecting the **Submit for Approval button**.

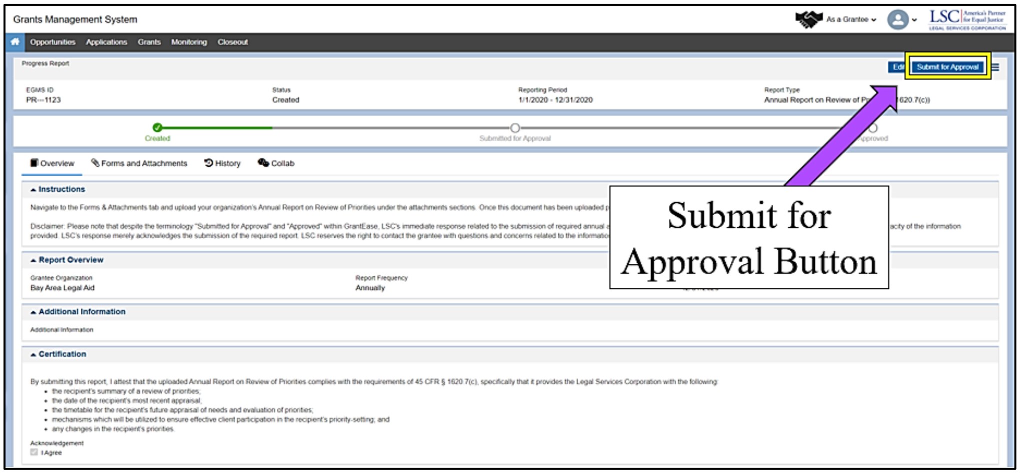


Figure 37: Image of Selecting the Submit for Approval Button on the Report Form

Figure 38: Image of the Submission Confirmation Pop-up Window

After submission, users will see the status bar move from ***Created*** to ***Submitted for Approval***. (**NOTE**: As noted on the Overview tab, despite the terminology "Submitted for Approval" and "Approved" within ***GrantEase***, LSC's initial response related to the submission of required annual and semi-annual reports does not constitute LSC's approval of the report or confirm the veracity of the information provided. LSC's response merely acknowledges the submission of the required report. LSC reserves the right to contact the grantee with questions and concerns related to the information submitted at a later time.

However, LSC will notify the grantee by returning the report through ***GrantEase*** if there are concerns or if anything appears immediately to be missing from the report.

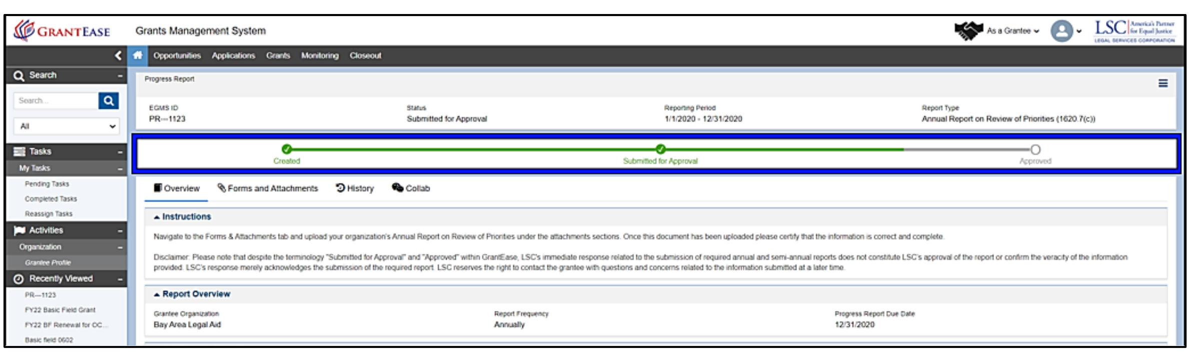


Figure 39: Image of the Reporting Form Status Bar Change from “Created” to “Submitted for Approval”

There are two semi-annual reports required in this section of ***GrantEase***:

1. Case Disclosure Report.
2. Legislative and Rulemaking Activities Report (1612.6)

CASE DISCLOSURE REPORT (1644)

On a semi-annual basis, grantees will submit a *Case Disclosure Report* and a *Legislative and Rulemaking Activity Report*, both of which are due January 31st for the reporting period July 1st - December 31st of the prior year and July 31st for the reporting period January 1st - June 30th of the current year.

To locate the **Case Disclosure Report (1644)**, users should navigate to the **Oversight tab**, locate the reporting form, and select the **blue pencil icon** to begin uploading the components necessary to submit this report.

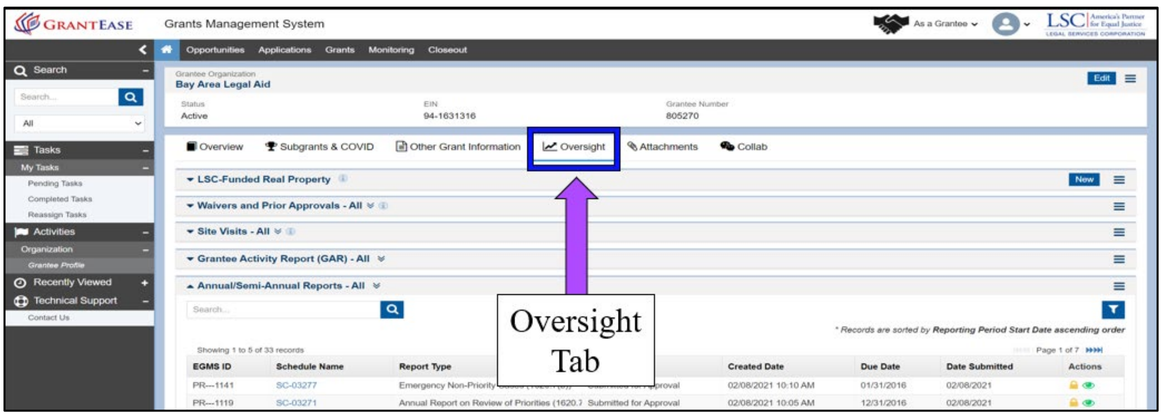


Figure 40: Image of Navigating to the Oversight Tab in the Grantee Profile

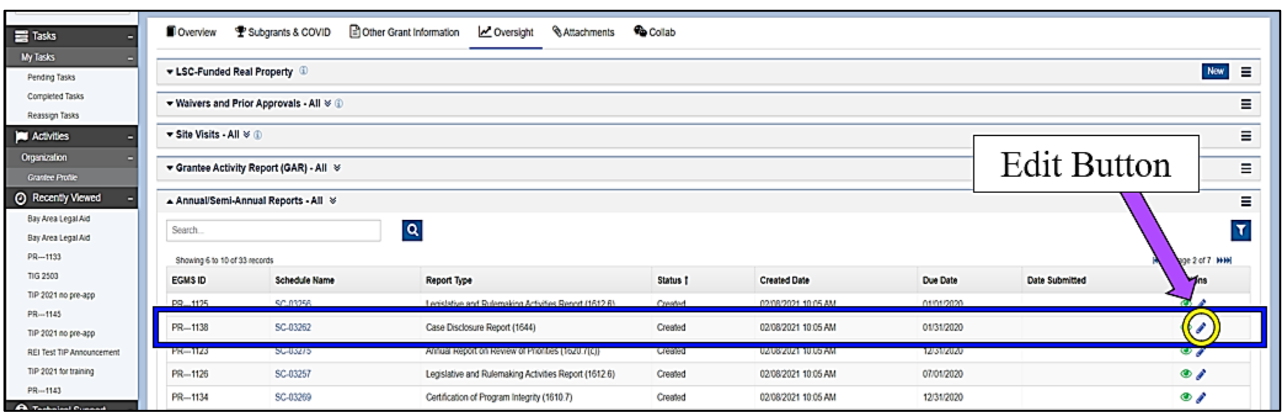


Figure 41: Image of Selecting the Edit Button on the Case Disclosure Report Form

Users should begin by reading the **Overview Tab**, specifically the instructions box.

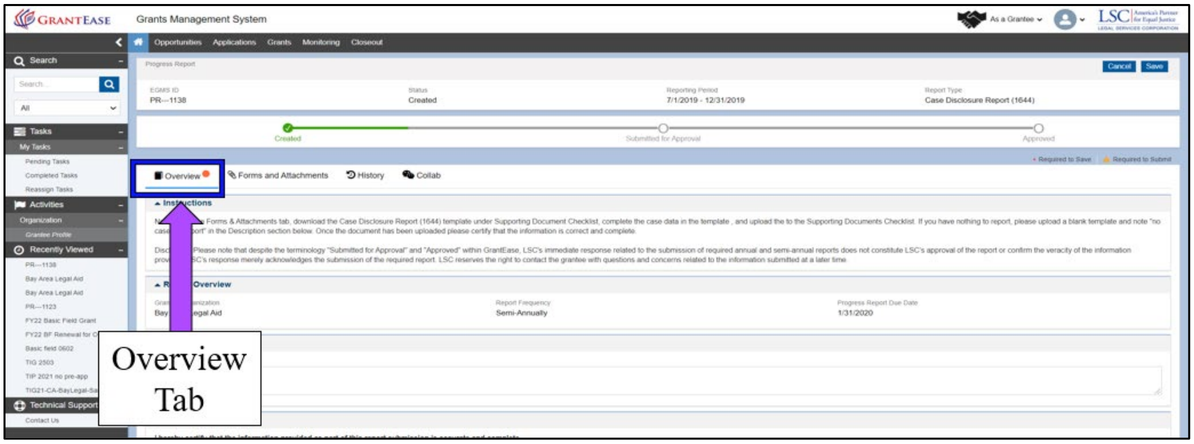


Figure 42: Image of Navigating to the Overview Tab of the Case Disclosure Report Form

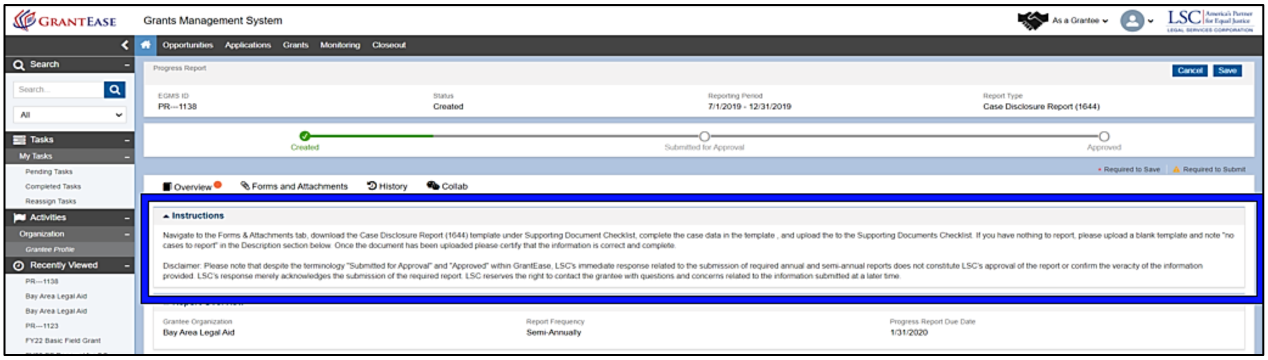


Figure 43: Image of the Instructions Box for the Case Disclosure Report Form

Then, they should navigate to the **Forms and Attachments tab**.

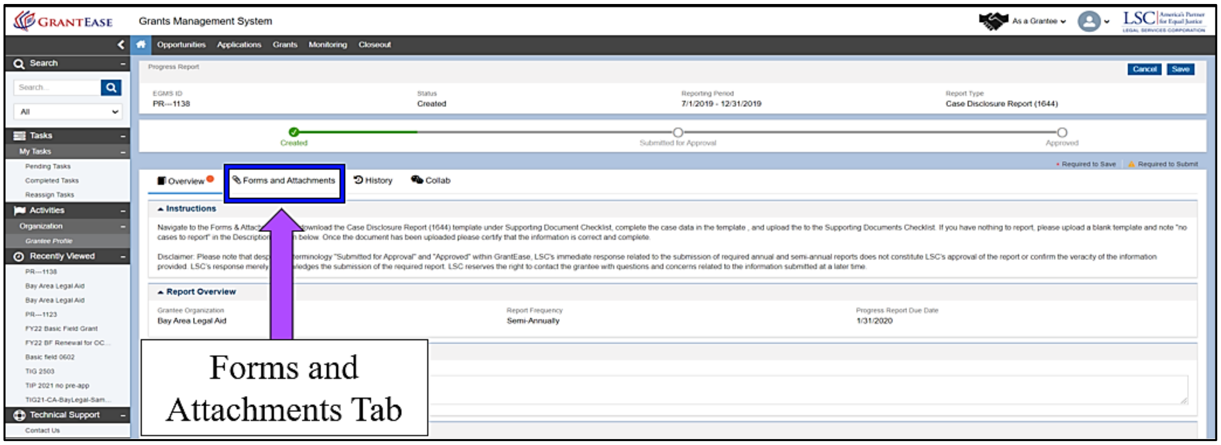


Figure 44: Image of Navigating to the Forms and Attachments Tab of the Report Form

Here users should scroll down to the **Supporting Documents Checklist section** to download the **Case Disclosure Form template**.

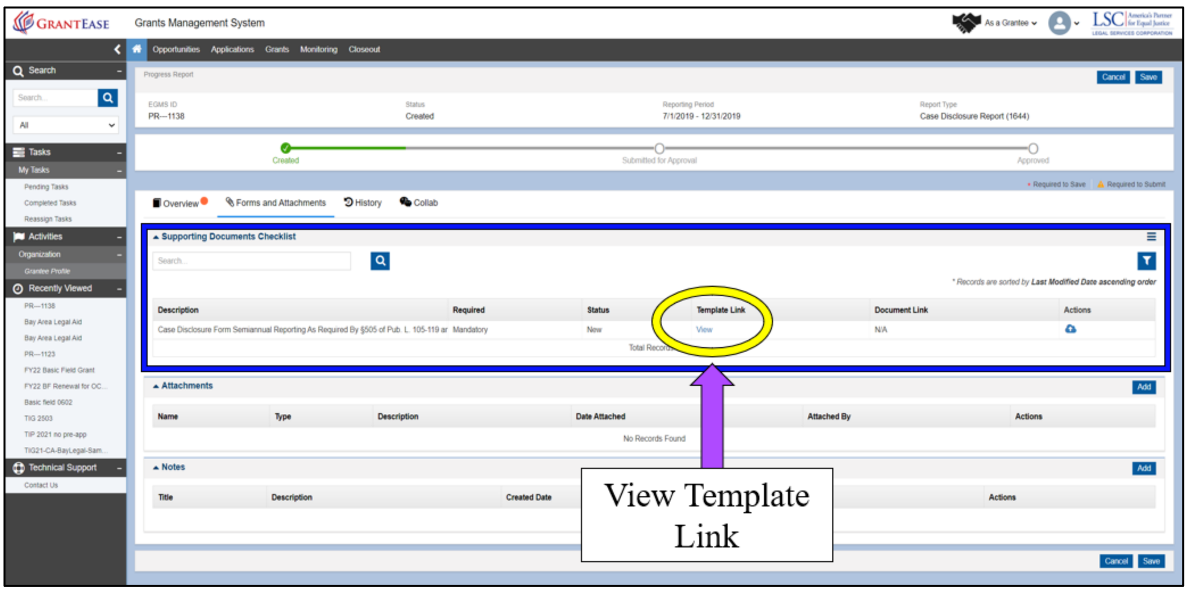


Figure 45: Image of Selecting and Downloading the View Template Link for the Case Disclosure Report Form

After locating the template, users should select the **View Template Link**, which will open an Excel spreadsheet.

The file will open up at the bottom of the screen.

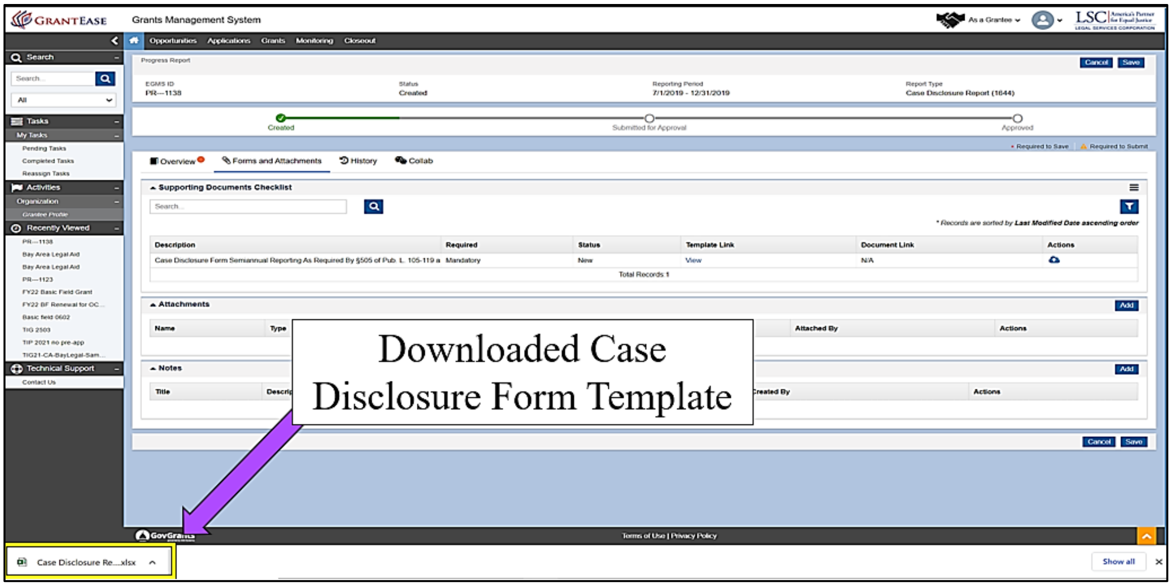


Figure 46: Image of the Downloaded Case Disclosure Report Form Template

Once opened, users should select the **Enable Editing button** and either import the necessary data from their Case Management System or enter the necessary data manually.

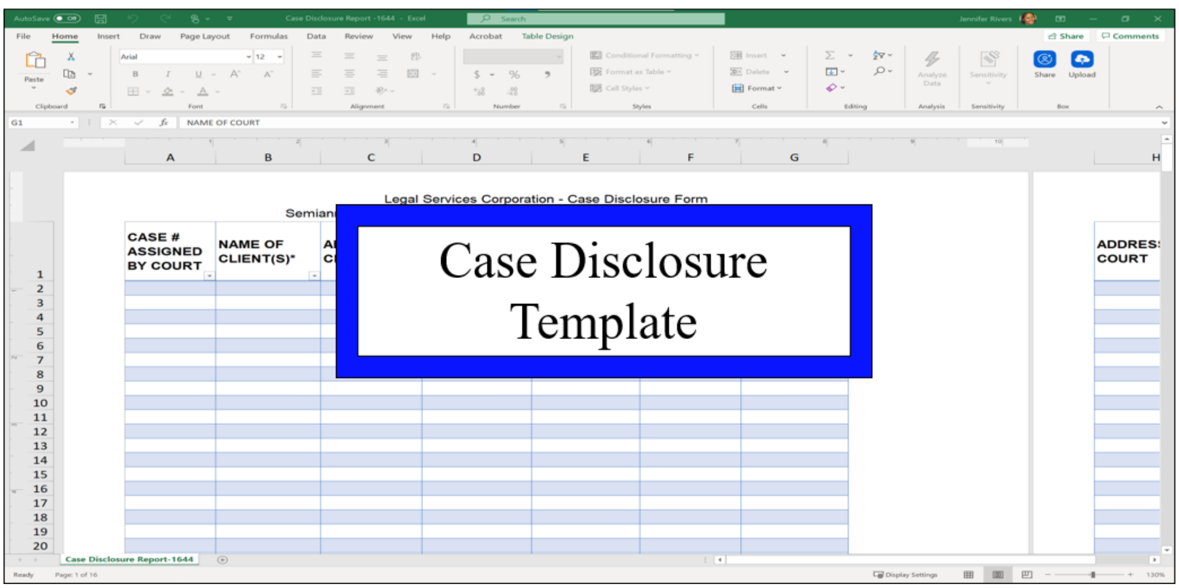


Figure 47: Image of the Case Disclosure Report Template

Users should be aware that the columns of the sheet may appear across multiple pages of the Excel spreadsheet, so they should ensure that they do not leave out any fields. LSC will be conducting internal checks of the uploads as the system does not have limitations or validation errors for different characters used. If there are no cases to report, users will need to upload a blank version of this template.

Once the form is filled in, users should navigate back to the **Supporting Documents Checklist** to upload the form. Once there, users should select the **blue cloud upload icon**, locate the file on their computer, upload the file, and select the Save button.

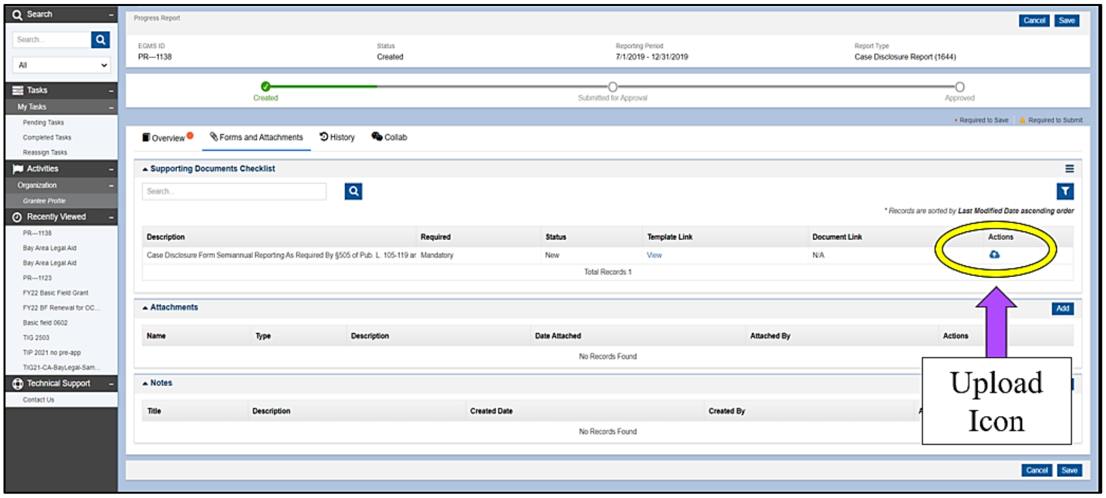


Figure 48: Image of the Upload Document Icon for the Case Disclosure Report Template

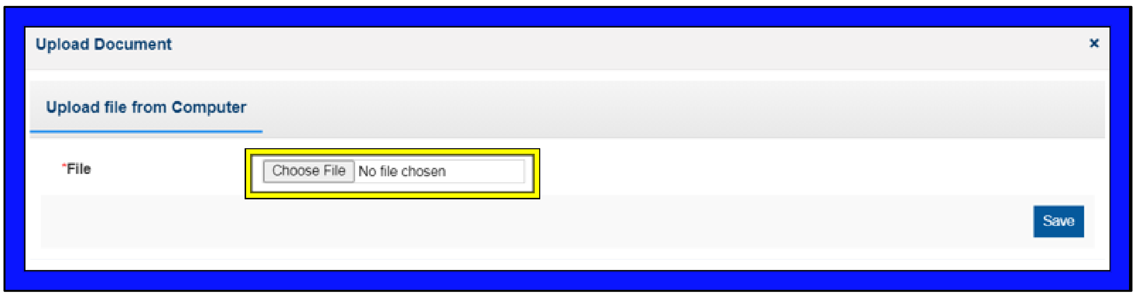


Figure 49: Image of the Upload Document Pop-up Window to Locate the File

Figure 50: Image of Selecting and Saving the Case Disclosure Report Template

Figure 51: Image of a Successfully Saved Case Disclosure Report Template

If the user has no cases to report and uploaded a blank form, they should note this in the **Additional Information section** on the Oversight tab.

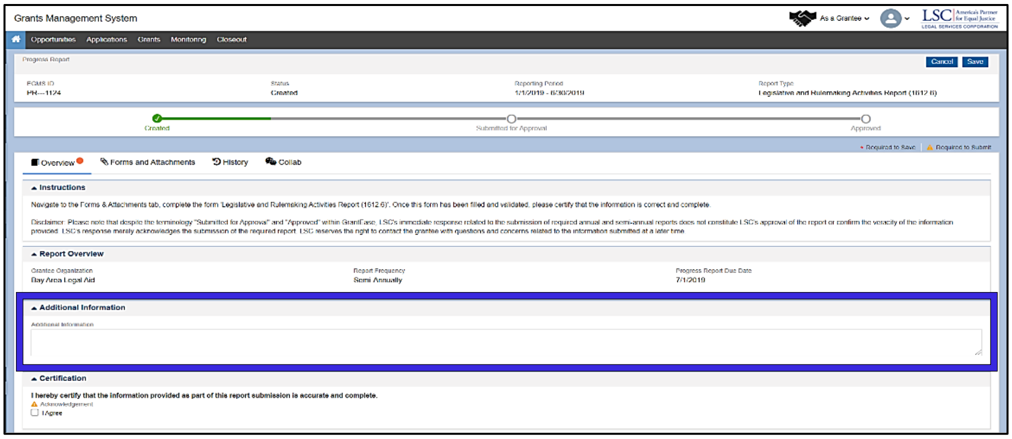


Figure 52: Image of the Additional Information Section for Executive Director Notes

When finished uploading the required form, users should return to the **Overview tab**, locate the Certification section, and certify that the Case Disclosure Report submission is accurate by selecting the check box next to “I Agree”.

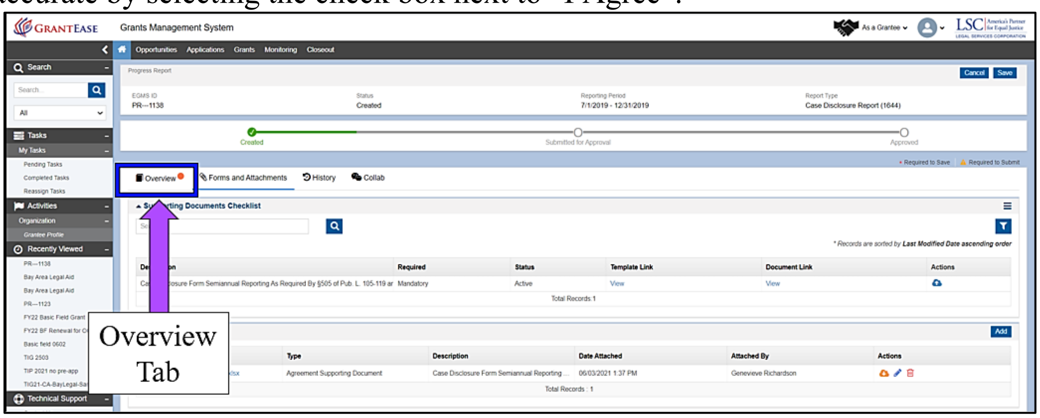


Figure 53: Image of Navigating to the Overview Tab for the Case Disclosure Report Template

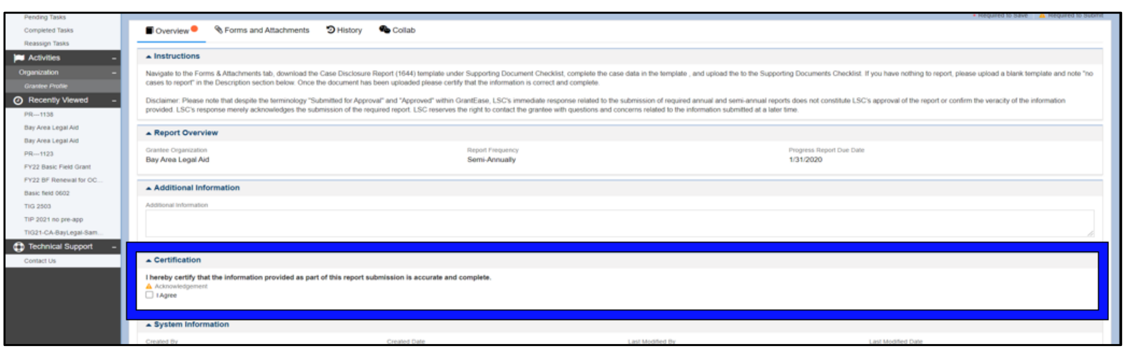


Figure 54: Image of Certifying the Data Accuracy of the Case Disclosure Report Template

Once the report upload has been certified, users should proceed to submit the report for approval by selecting the **Submit for Approval button**.

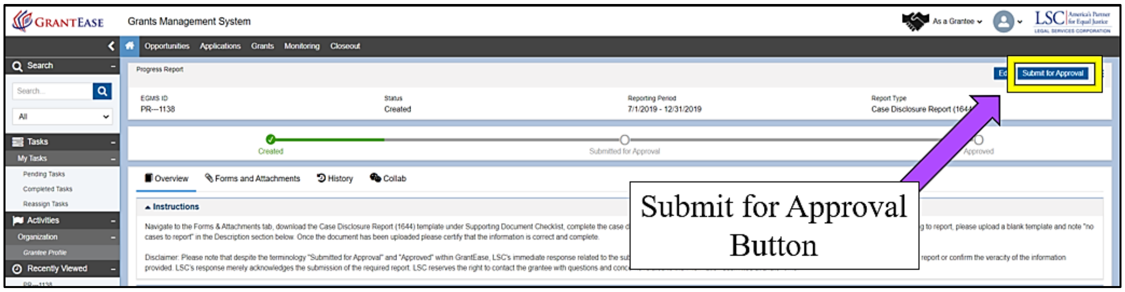


Figure 55: Image of Selecting the Submit for Approval Button on the Certified Case Disclosure Report Form

Figure 56: Image of the Submission Confirmation Pop-up Window

After submission, users will see the status bar move from ***Created*** to ***Submitted for Approval***. (NOTE: As noted on the Overview tab, despite the terminology "Submitted for Approval" and "Approved" within ***GrantEase***, LSC's initial response related to the submission of required annual and semi-annual reports does not constitute LSC's approval of the report or confirm the veracity of the information provided. LSC's response merely acknowledges the submission of the required report. LSC reserves the right to contact the grantee with questions and concerns related to the information submitted at a later time.

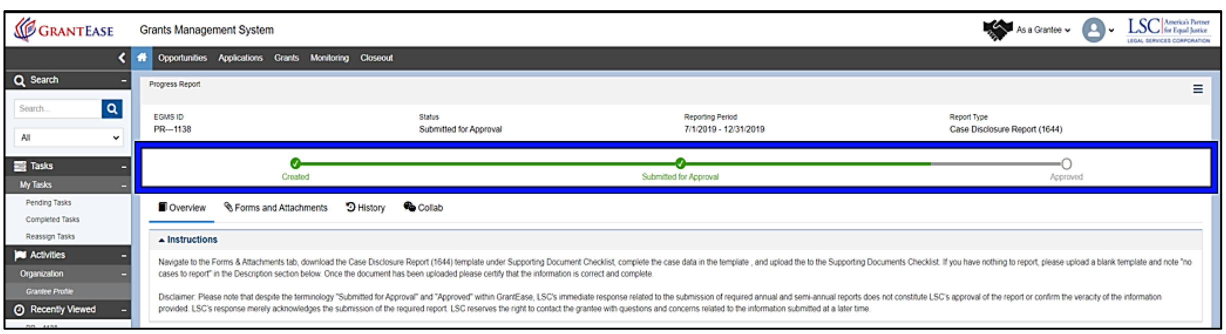


Figure 57: Image of the Reporting Form Status Bar Change from "Created" to "Submitted for Approval"

However, LSC will notify the grantee by returning the report through ***GrantEase*** if there are concerns or if anything immediately appears to be missing from the report.

LEGISLATIVE AND RULEMAKING ACTIVITIES REPORT (1612.6)

Much like the Case Disclosure Report, the **Legislative and Rulemaking Activities Report (1612.6)** must be submitted on a semi-annual basis.

To locate the Legislative and Rulemaking Activities Report (1612.6), users should navigate to the **Oversight tab,** scroll down to the **Annual/Semi-Annual Reports** section, identify the report, and select the **blue pencil icon** to begin editing the components necessary for this report.

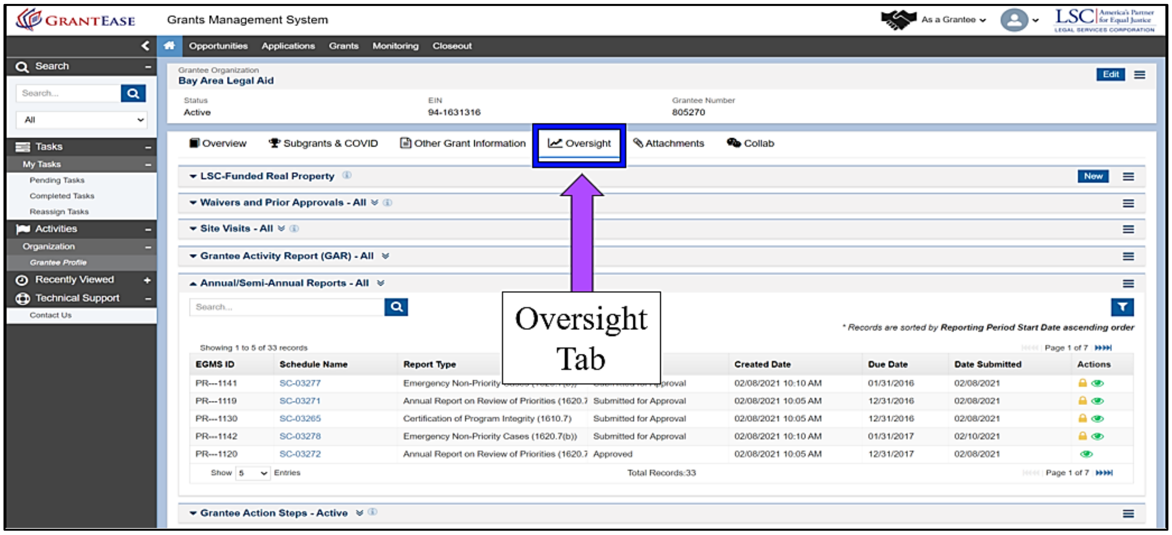


Figure 58: Image of Navigating to the Oversight Tab in the Grantee Profile

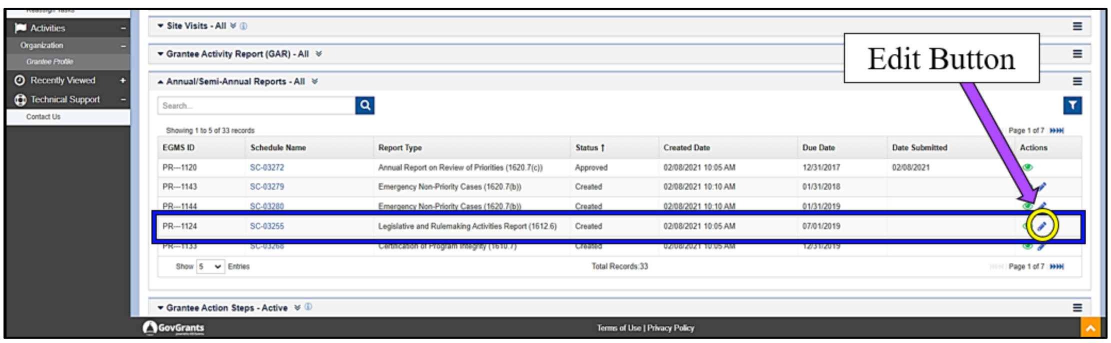


Figure 59: Image of Selecting the Edit Button for the Legislative and Rulemaking Activities Report

Users should begin by reading the **Overview section**, specifically the instructions.

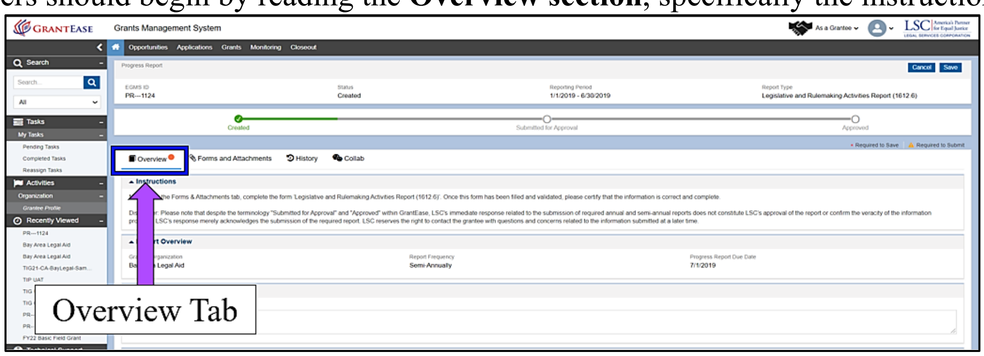


Figure 60: Image of Navigating to the Overview Tab on the Legislative and Rulemaking Activities Report

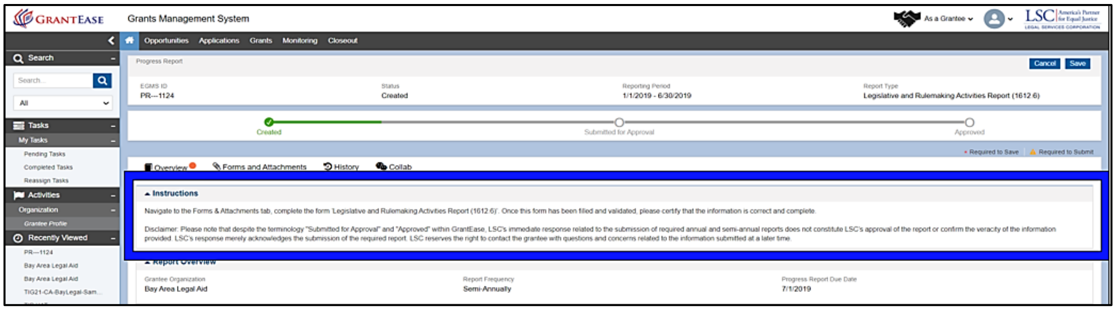


Figure 61: Image of the Instructions Box for the Legislative and Rulemaking Activities Report

After that, users should navigate to the **Forms and Attachments tab**.

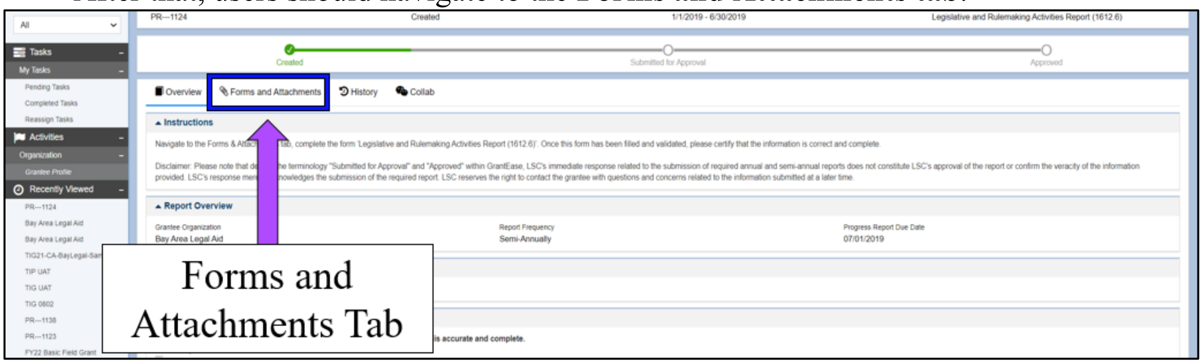


Figure 62: Image of Navigating to the Forms and Attachments Tab of the Legislative and Rulemaking Activities Report

Once in the **Forms and Attachments tab**, users should scroll down to the **All Forms section** and select the **blue pencil icon** associated with the Legislative and Rulemaking Activities Report.

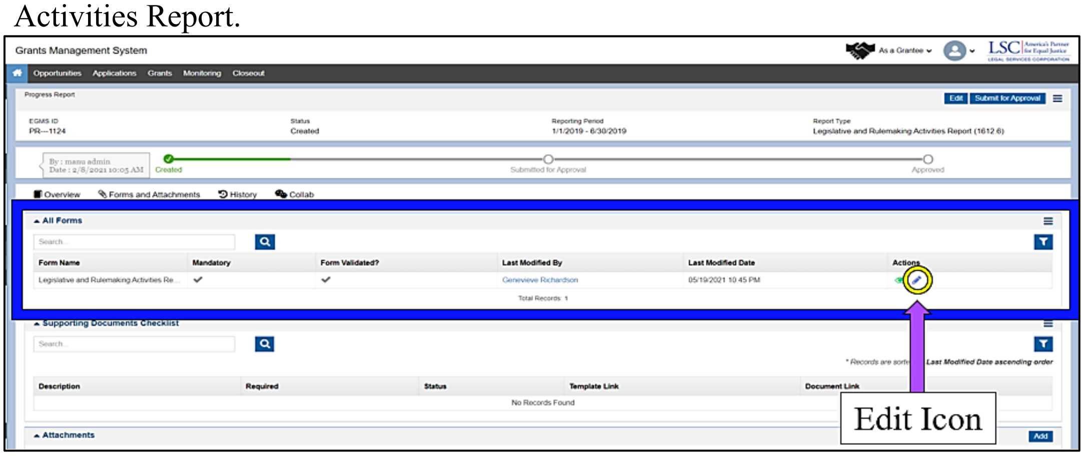


Figure 63: Image of Selecting the Edit Icon for the Legislative and Rulemaking Activities Report Form

Here, users should respond to the first question asking if they have anything to report.

Figure 64: Image of Answering Question 1 on the Legislative and Rulemaking Activities Reporting Form

If yes, users must add additional information to the **Activity Detail section**. To do this, users should select the **New button** which will open a pop-up box.

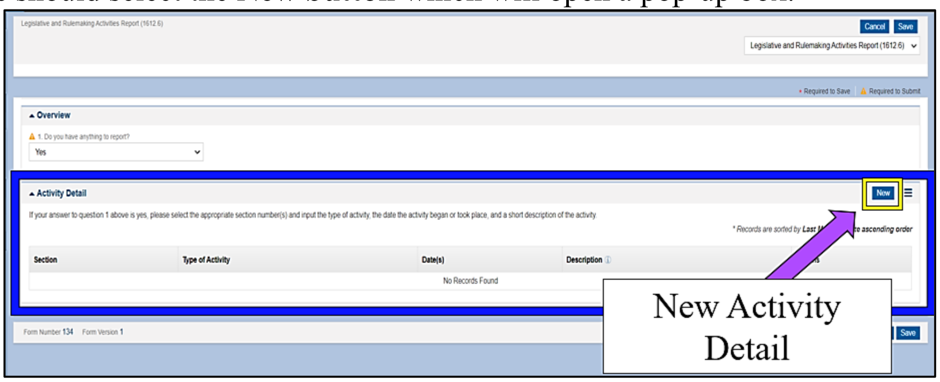


Figure 65: Image of Adding the Activity Details Section for the Legislative and Rulemaking Activities Reporting Form by Selecting the New Button

In the pop-up box, users should provide the Section, Type of Activity, Date(s)/Date Range of the activity, and a Description of the activity.
(**NOTE:** ***For the description, users should include the name of the requestor, if applicable, and a brief description of the actions undertaken***.)

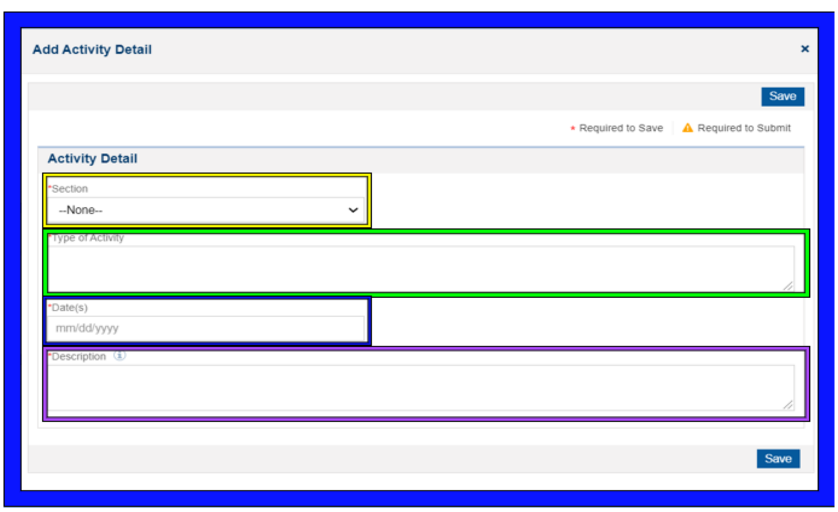


Figure 66: Image of Activity Detail Pop-up Window for the Report Form

When finished editing, the user should select the **Save button**.

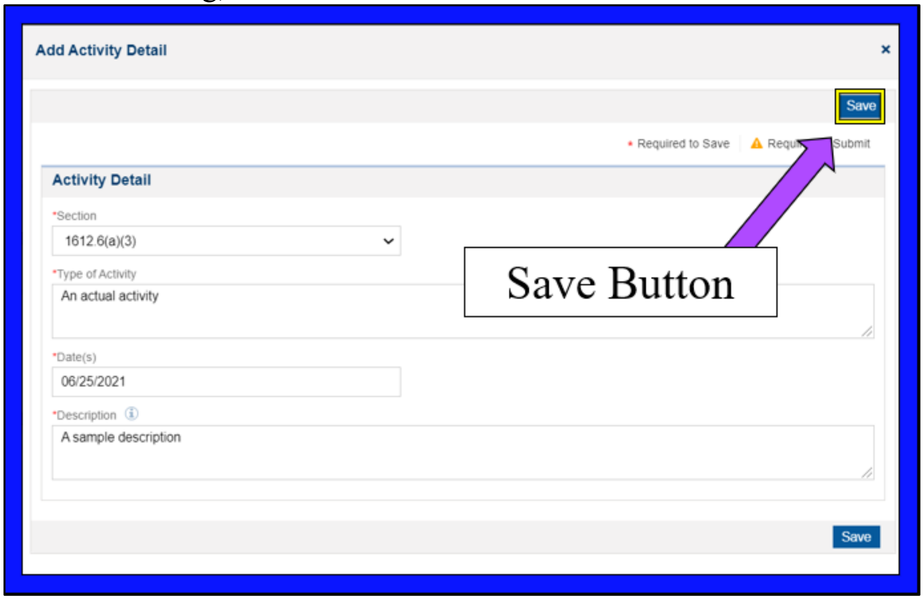


Figure 67: Image of the Filled in Activity Detail Pop-up Window for the Report Form and Selecting the Save Button

After saving the pop-up window, users should save the Report Form. If there is more than one activity to report, users should repeat this process until all activities have been added to the form. When finished inputting activities, select the **Validate Form button** and then return to the main screen by selecting the **Back button**.

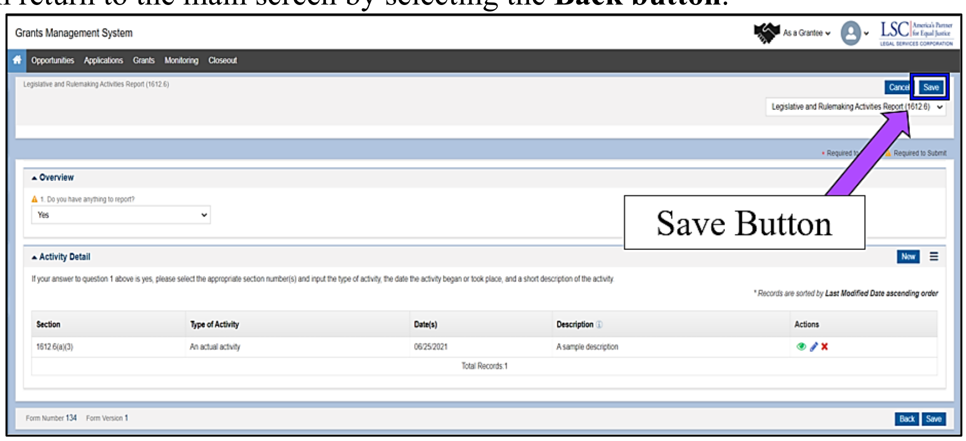


Figure 68: Image of Selecting the Save Button on a Filled in Legislative and Rulemaking Activities Report Form

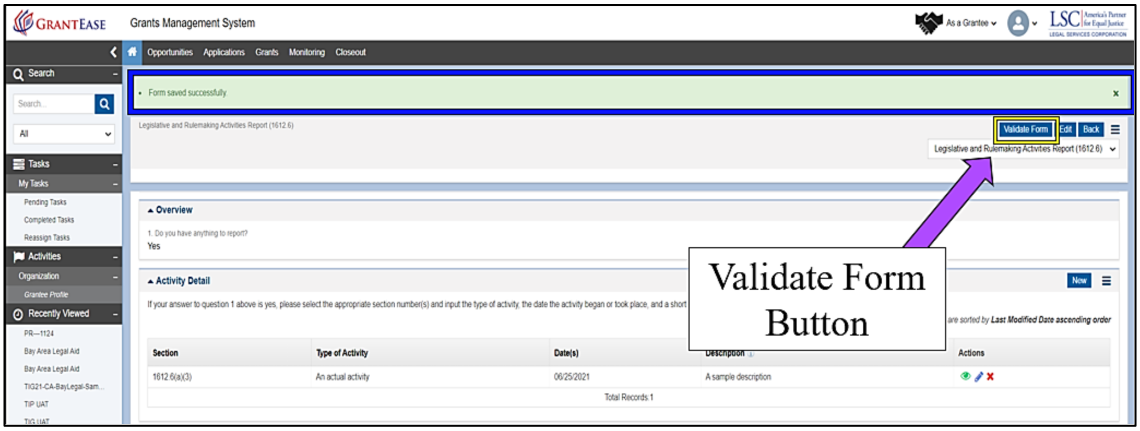


Figure 69: Image of Selecting the Validate Button on the Saved Report Form

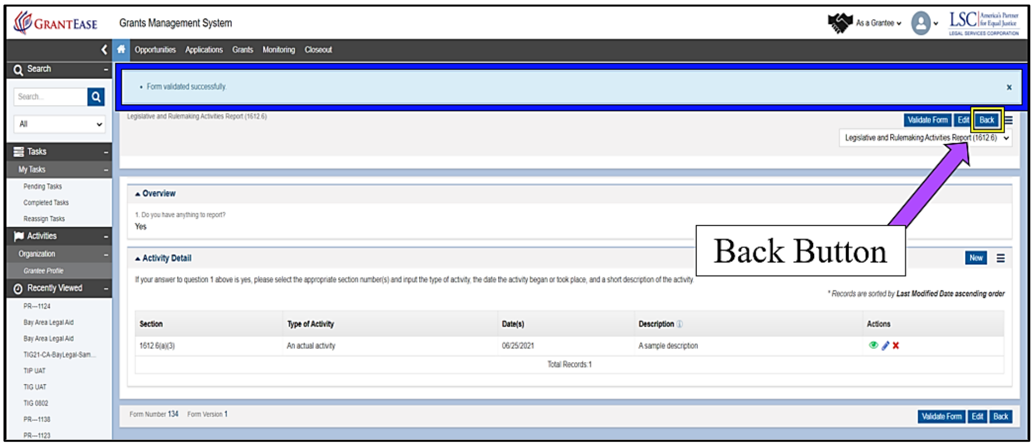


Figure 70: Image of Selecting the Back Button on the Validated Report Form

When back on the Overview tab of the report, the user should navigate to the Certification section to the form to certify the information provided is accurate by clicking the check box next to “I Agree”.

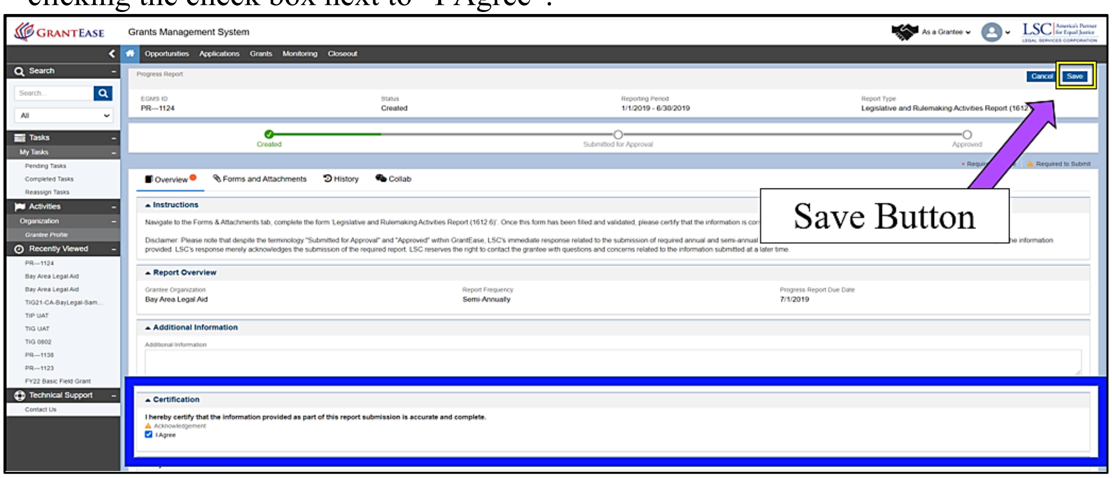


Figure 71: Image of Certifying the Accuracy of the Data Reported on the Report Form and Selecting the Save Button

Once the form is validated and the data certified, users can submit the form for approval by selecting the **Submit for Approval button**.

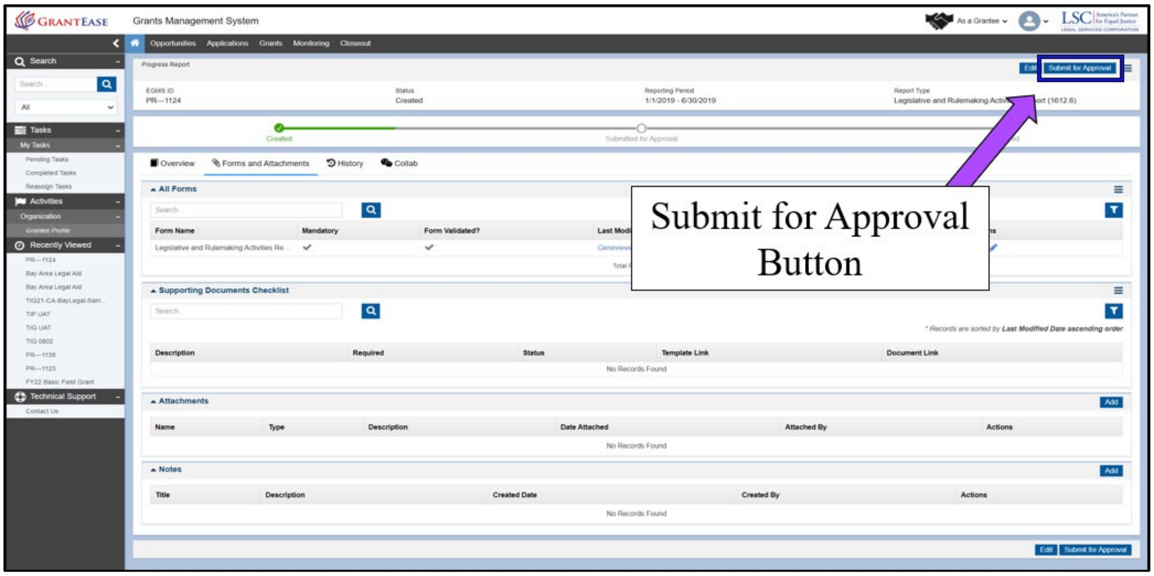


Figure 72: Image of Submitting the Legislative and Rulemaking Activities Report Form for Approval

After submission, users will see the status bar move from ***Created*** to ***Submitted for Approval***.

(**NOTE**: As noted on the Overview tab, despite the terminology “Submitted for Approval” and “Approved” within ***GrantEase***, LSC’s initial response related to the submission of required annual and semi-annual reports does not constitute LSC’s approval of the report or confirm the veracity of the information provided. LSC’s response merely acknowledges the submission of the required report. LSC reserves the right to contact the grantee with questions and concerns related to the information submitted at a later time.

However, LSC will notify the grantee by returning the report through ***GrantEase*** if there are concerns or if anything immediately appears to be missing from the report.

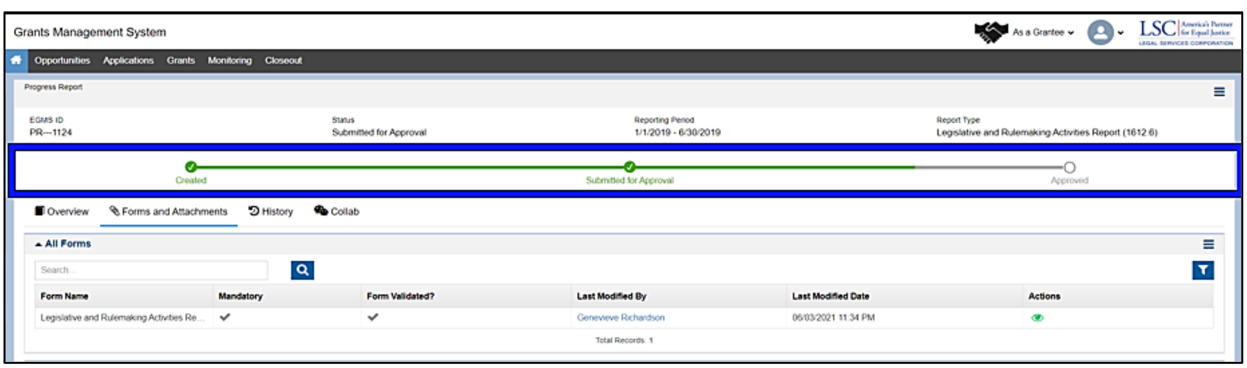


Figure 73: Image of the Report Form Status Bar Change from “Created” to “Submitted for Approval”

Technology Innovation Grant

1. Technology Initiative Grant Pre-Application

LOCATING THE TIG OPPORTUNITY

To begin the Pre-Application, users will click on the **Opportunities Tab** which can be found in the 2nd Tier Tool bar.

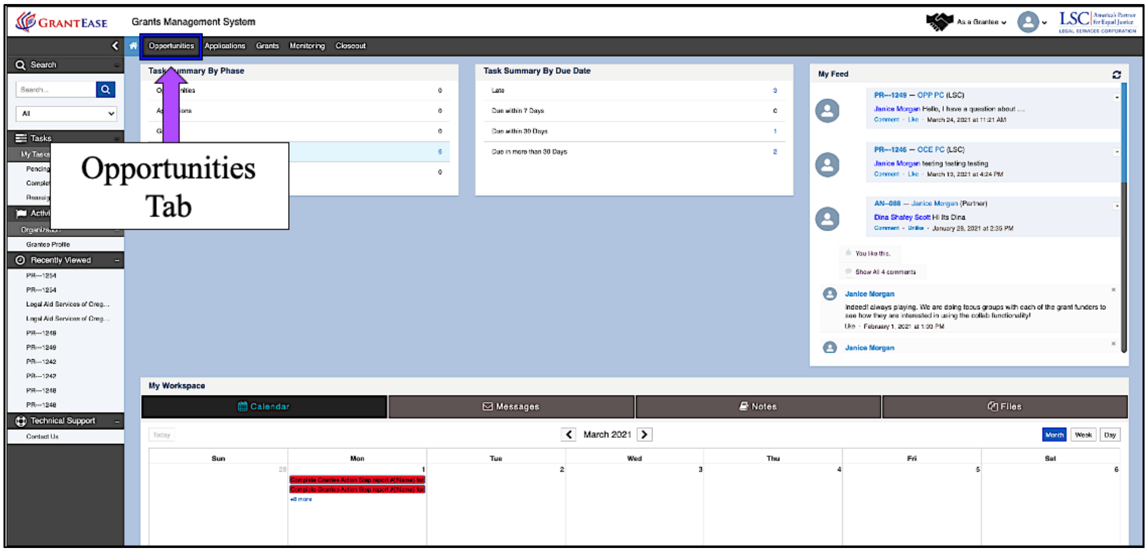


Figure 1: Image of Navigating to the Opportunities Tab from the Home Screen

Once in the Opportunities Tab, users will see three options appear on the Side Bar: *Not Yet Qualified, Qualified,* and *Converted to Application*.

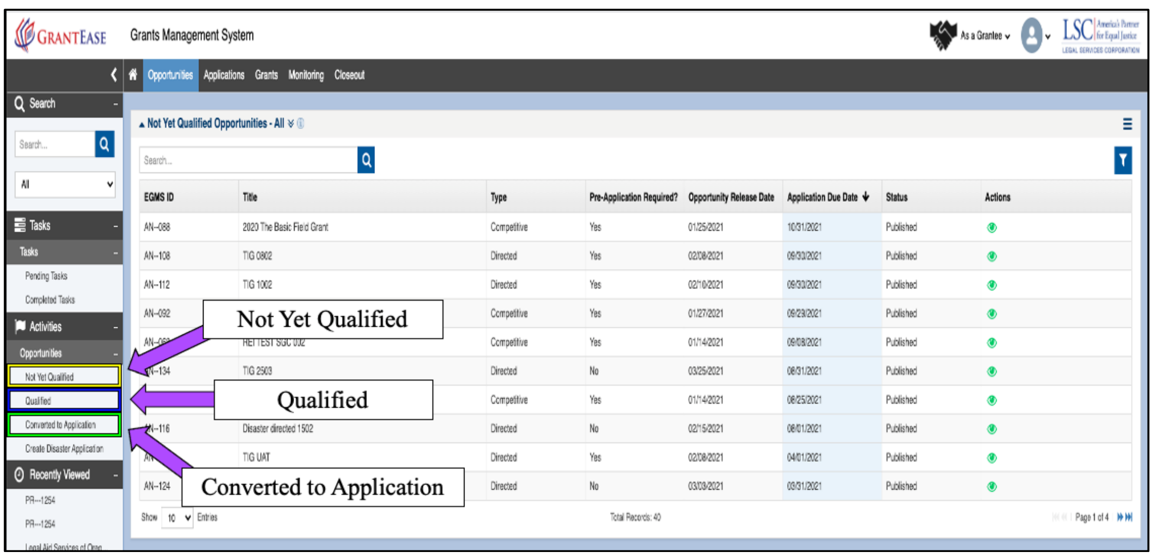


Figure 2: Image of the Opportunities Tab Options in the Left-Hand Side Bar

To locate the TIG Pre-Application, users will select **Not Yet Qualified**.

Users will then be taken to a new screen where they will be able to view new opportunities.

An opportunity will display the following information:

- EGMS ID for the system,

- the Title of the Announcement,
- the Type of Announcement,
- the Pre-Application Requirements,
- the Opportunity Release Date,
- the Application Due Date, and
- the Action Column.

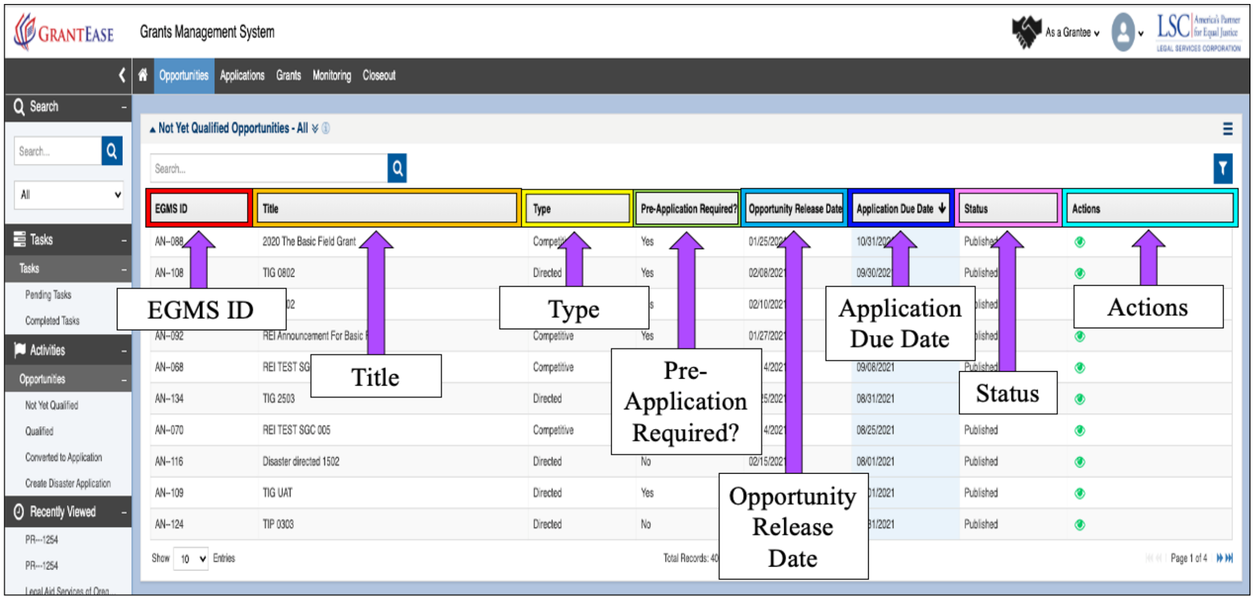


Figure 3: Image of the Column Headers for the Opportunities Table

To view an opportunity, users will click on the green eyeball icon to proceed.

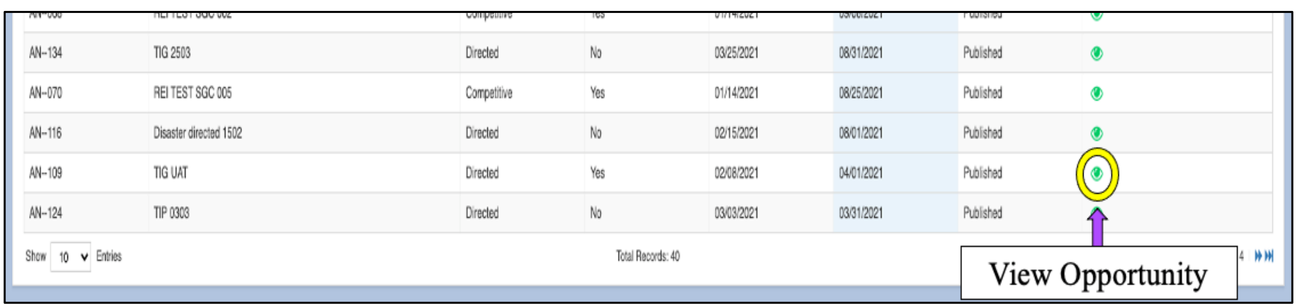


Figure 4: Image of the View Icon for an Opportunity

QUALIFYING AND CONVERTING THE TIG OPPORTUNITY

Before moving on and creating the Pre-Application for TIG, users should review the **Overview Tab** and all other information.

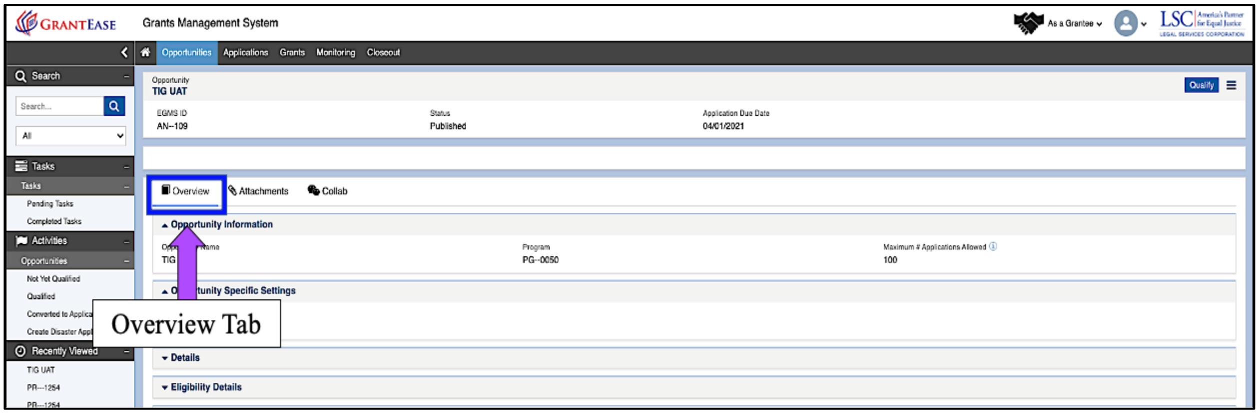


Figure 5: Image of Navigating to the Overview Tab for a TIG Opportunity

In the **Overview Tab**, users will see general information that varies from form to form. It is divided into various sections including: *Grant Details, Key Dates, Q & A Information, Terms and Conditions,* and *other sections*.

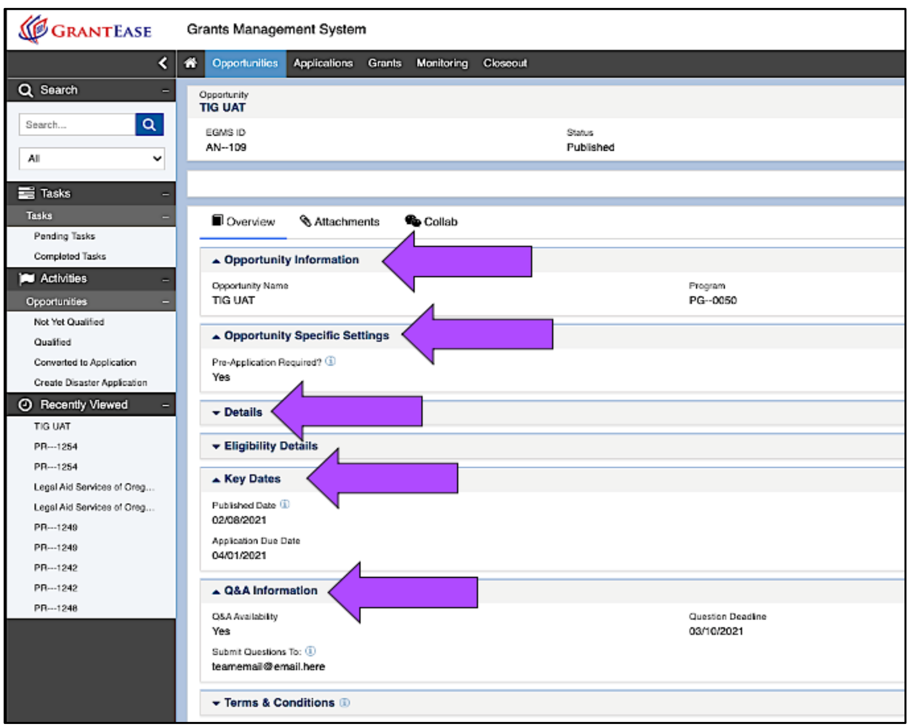


Figure 6: Image of the Various Sections Under the Overview Tab of a TIG Opportunity

Once users have reviewed the **Overview Tab**, they can move to Qualifying the Pre-Application by clicking on the **Qualify button** on the top right-hand side of the screen.

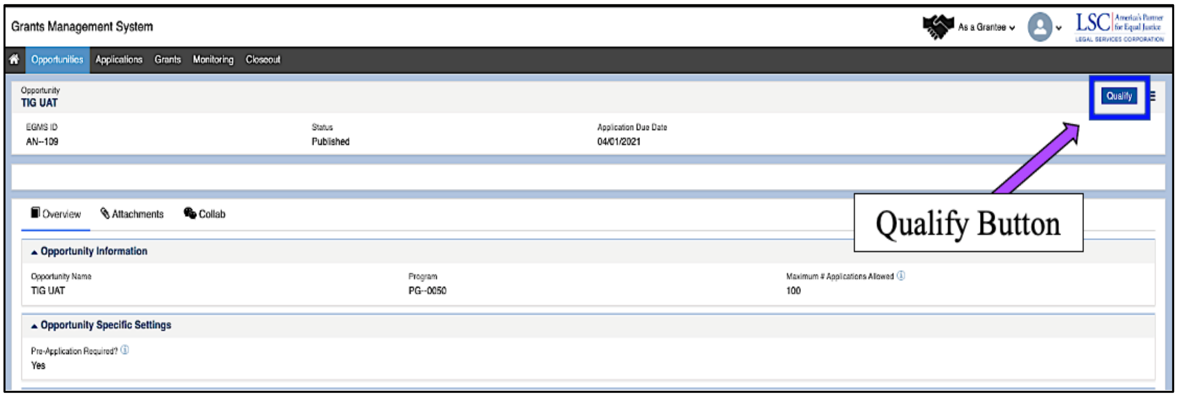


Figure 7: Image of Selecting the Qualify Button for a TIG Opportunity

Once users have qualified for the opportunity, they can create the Pre-Application by clicking on the **Create Pre-Application button**.

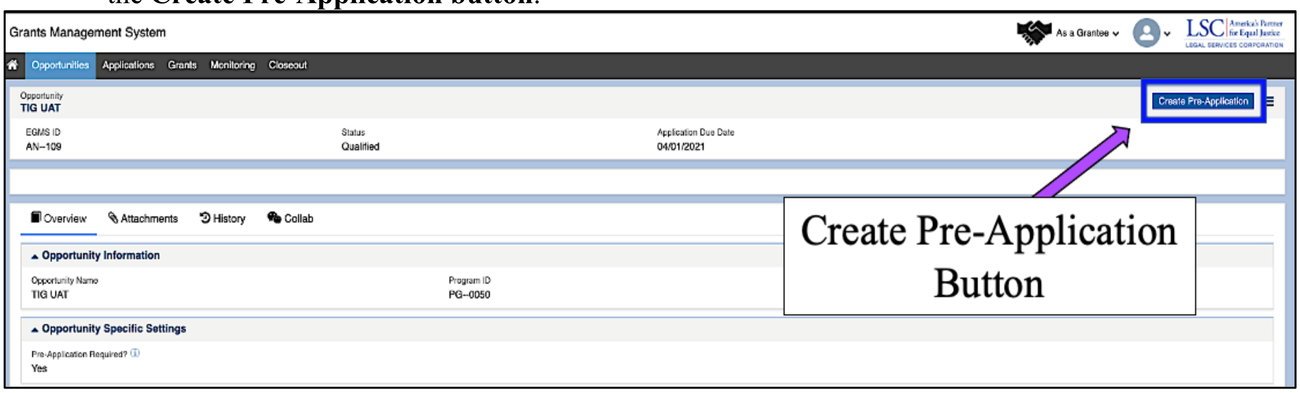


Figure 8: Image of Selecting the Create Pre-Application Button for a TIG Opportunity

TIG CONTACT AND ACKNOWLEDGEMENT

Before beginning the Pre-Application, users must assign a point of contact if LSC should have any questions. To do this, users will click on the magnifying glass to search for a grantee staff contact.

Figure 9: Image of the Search Box for the TIG Pre-Application Contact Person

Users will type in the name and click on the **Search button** next to the name.

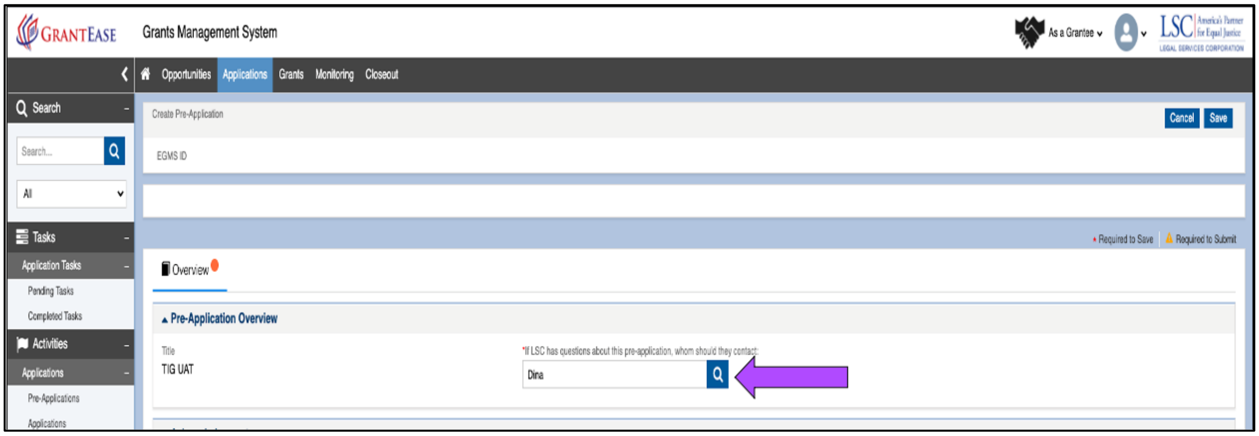


Figure 10: Image of Typing a Name Into the Search Box to Add a Contact Person

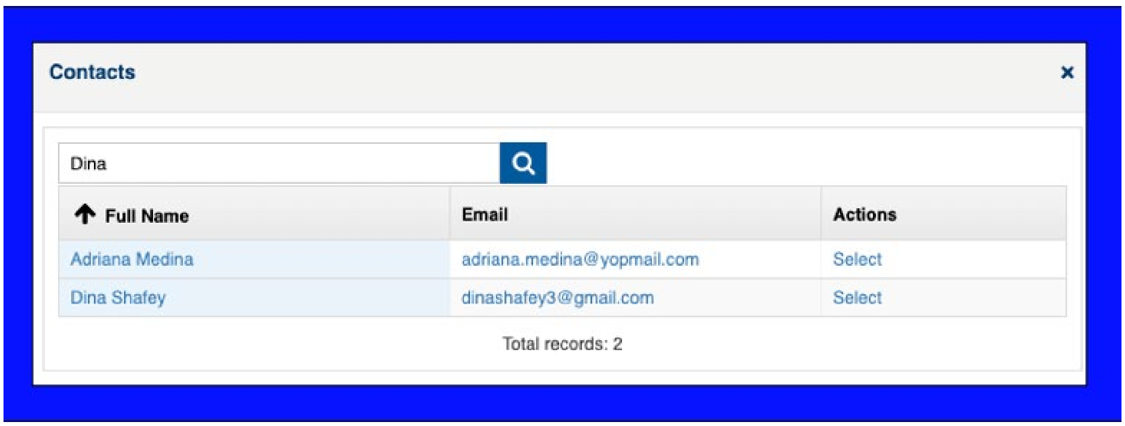


Figure 11: Image of the Contact Person Pop-up Box for the TIG Pre-Application

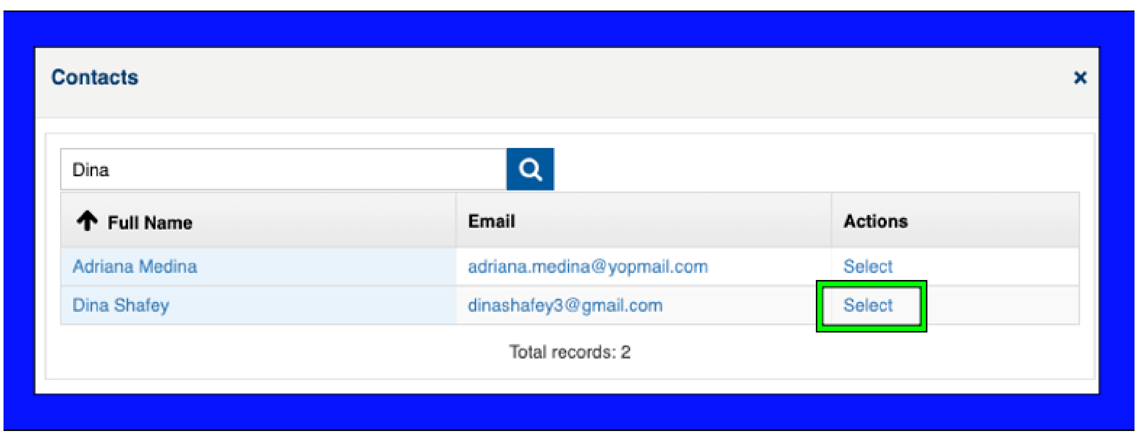


Figure 12: Image of Selecting a Contact for the TIG Pre-Application

If the staff contact does not appear, users will need to go back and add the staff contact to ***GrantEase***. Please visit the "Adding New Staff Contacts" module for more information.

Once a user has denoted a staff contact, they will need to acknowledge that all information is accurate and complete by checking the **"I agree" box**.

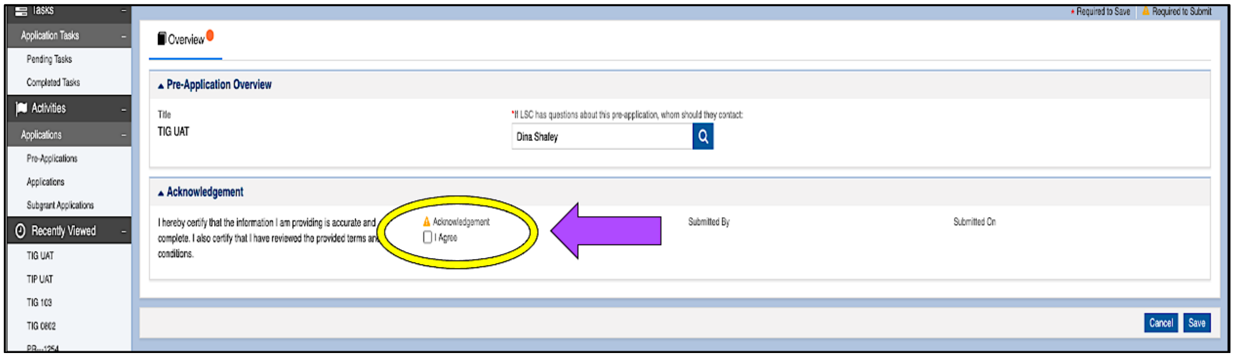


Figure 13: Image of the Accuracy Acknowledgement Checkbox for the TIG Pre-Application

After doing this, users should select the **Save button**.

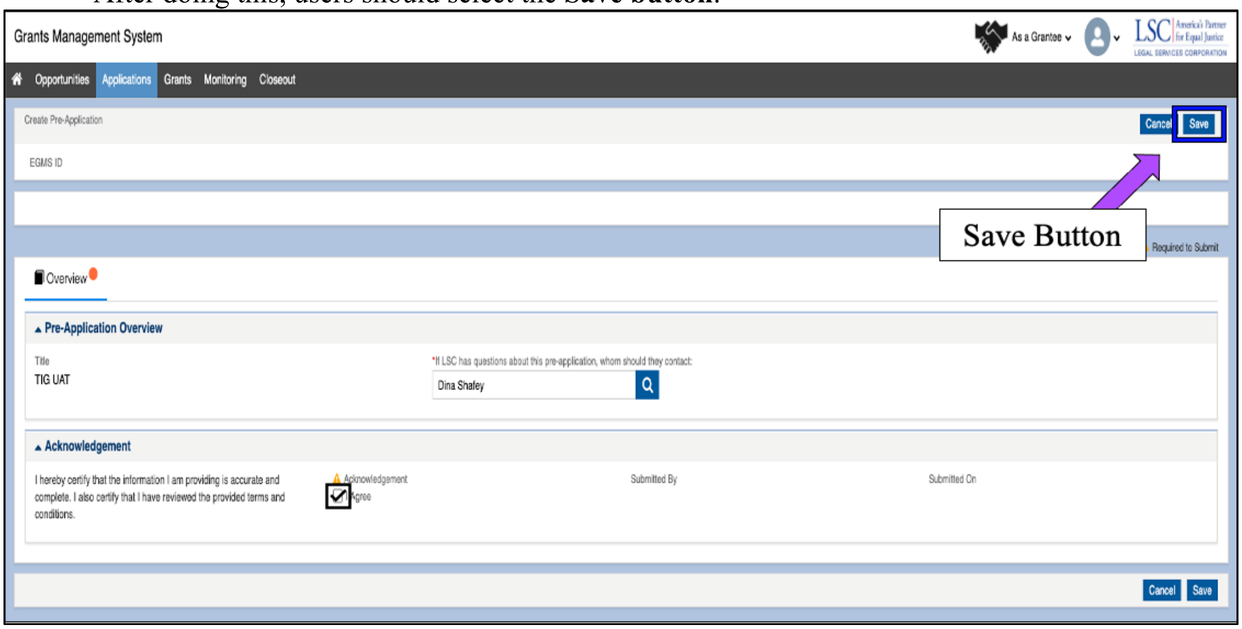


Figure 14: Image of Completing and Saving Required Information to Create the TIG Pre-Application

LOCATING THE TIG APPLICATION ONCE CREATED

If users would like to leave the TIG Pre-Application before completing it and return later, users must locate the TIG Pre-Application in the **Applications Tab.**

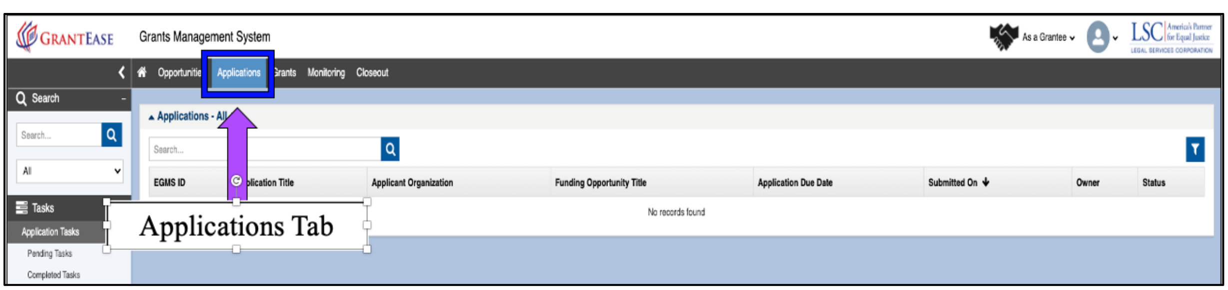


Figure 15: Image of Navigating to the Applications Tab to Locate a Created Pre-Application

Once there, they should select the **Pre-Applications Tab** on the left-hand side bar.

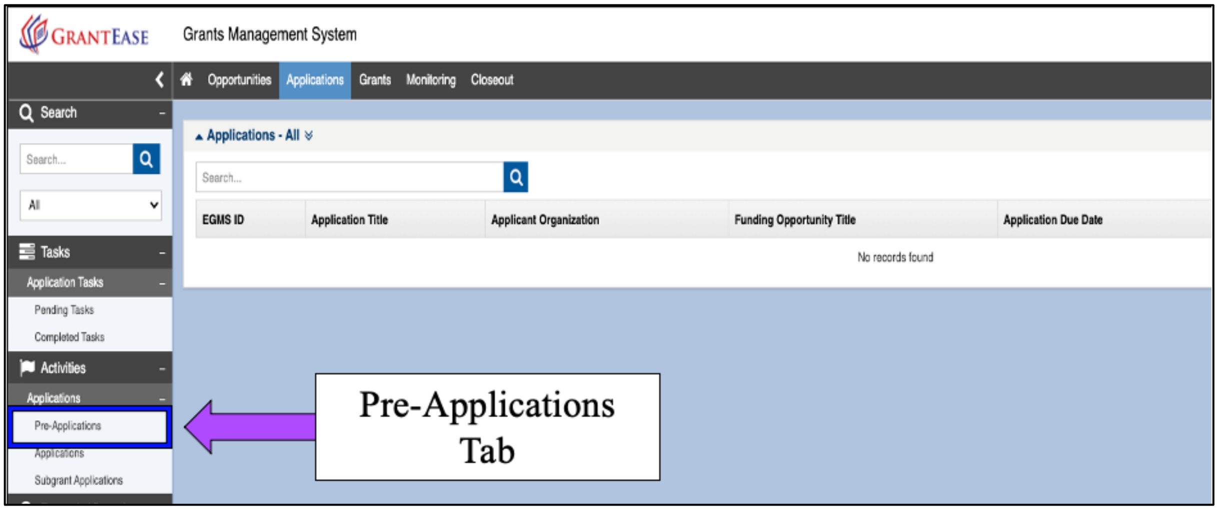


Figure 16: Image of Selecting Pre-Applications Tab from the Left-Hand Side Bar

The TIG Pre-Application will show “**Created**” in the status column when ready to be filled out, which notifies the users it is ready for the application’s next step.

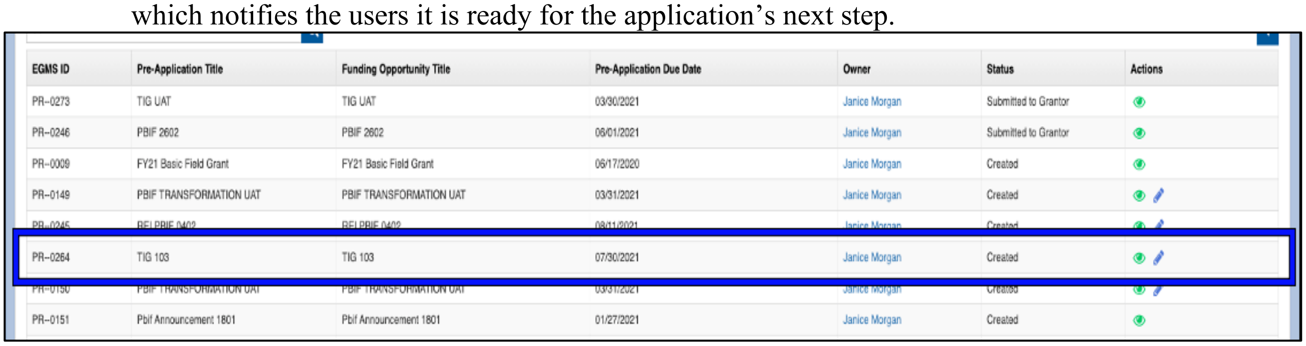


Figure 17: Image of Locating a Created Pre-Application from the List of Pre-Applications

To continue filling out the TIG Pre-Application, users will click on the **blue pencil icon**.

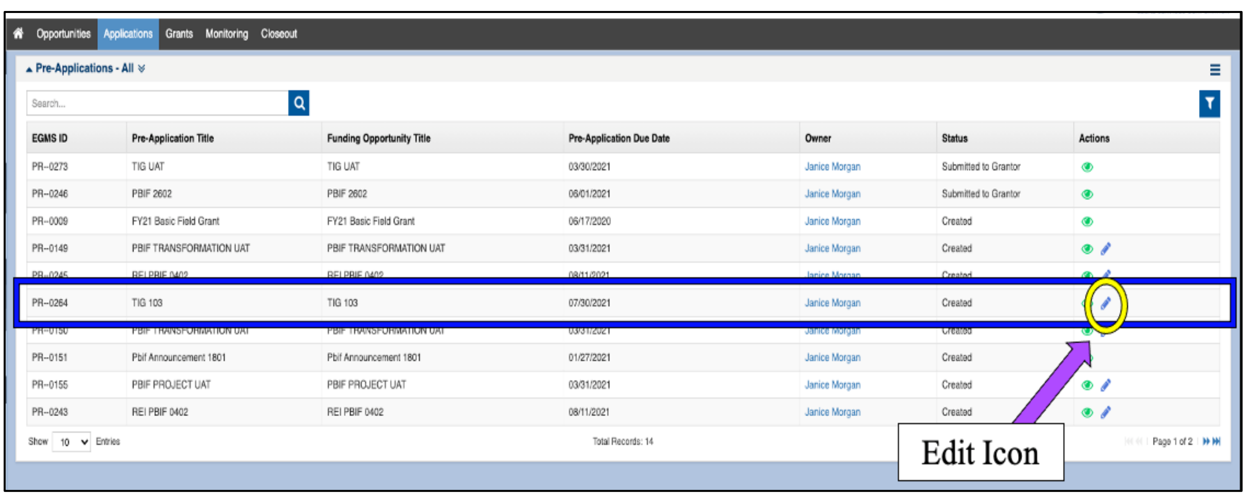


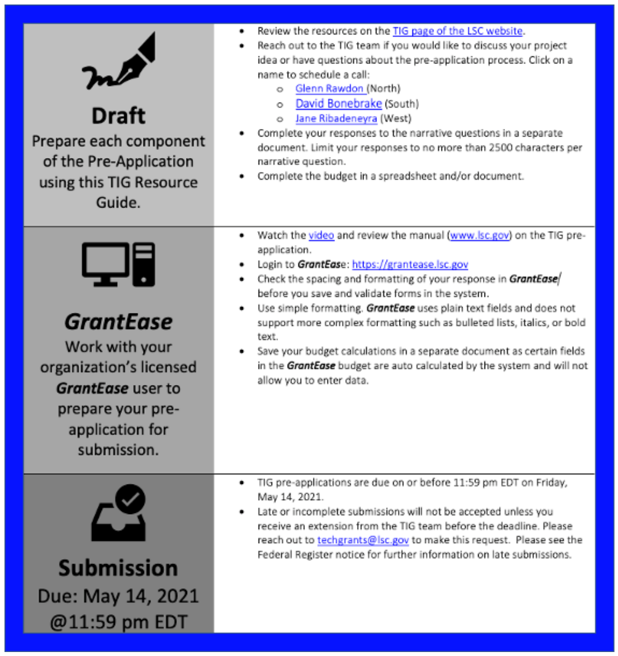
Figure 18: Image of Selecting the Edit Icon for a Created Pre-Application

This will open up the edit screen and allow users to continue their Pre-Application, including forms and budget.

TIG PRE-APPLICATION FORM

We understand that the staff who are responsible for the Technology Initiative Grant work may not be the same staff that have ***GrantEase*** user accounts. Therefore, we would like to make this as seamless as possible for the user.

The TIG team has prepared a [2021 Technology Initiative Grant (TIG) Pre-Application Guide] as a resource for staff preparing the pre-application. Users will be able to respond to the questions in a document and the ***GrantEase*** system. Users will then be responsible for entering in the data in the live system.



Draft
Prepare each component of the Pre-Application using this TIG Resource Guide.
	• Review the resources on the TIG page of the LSC website.
	• Reach out to the TIG team if you would like to discuss your project idea or have questions about the pre-application process. Click on a name to schedule a call:
	  ○ Glenn Rawdon (North)
	  ○ David Bonebrake (South)
	  ○ Jane Ribadeneyra (West)
	• Complete your responses to the narrative questions in a separate document. Limit your responses to no more than 2500 characters per narrative question.
	• Complete the budget in a spreadsheet and/or document.

GrantEase Work with your organization's licensed ***GrantEase*** user to prepare your pre-application for submission.	• Watch the video and review the manual (www.lsc.gov) on the TIG pre-application. • Login to ***GrantEas***e: https://grantease.lsc.gov • Check the spacing and formatting of your response in ***GrantEase*** before you save and validate forms in the system. • Use simple formatting. ***GrantEase*** uses plain text fields and does not support more complex formatting such as bulleted lists, italics, or bold text. • Save your budget calculations in a separate document as certain fields in the ***GrantEase*** budget are auto calculated by the system and will not allow you to enter data.
Submission Due: May 14, 2021 @11:59 pm EDT	• TIG pre-applications are due on or before 11:59 pm EDT on Friday, May 14, 2021. • Late or incomplete submissions will not be accepted unless you receive an extension from the TIG team before the deadline. Please reach out to techgrants@lsc.gov to make this request. Please see the Federal Register notice for further information on late submissions.

Figure 19: Image of the 2021 TIG Pre-Application Guide

Download the [2021 Technology Initiative Grant (TIG) Pre-Application Guide]

Users will begin the *TIG Pre-Application Form* by visiting the Attachments Tab.

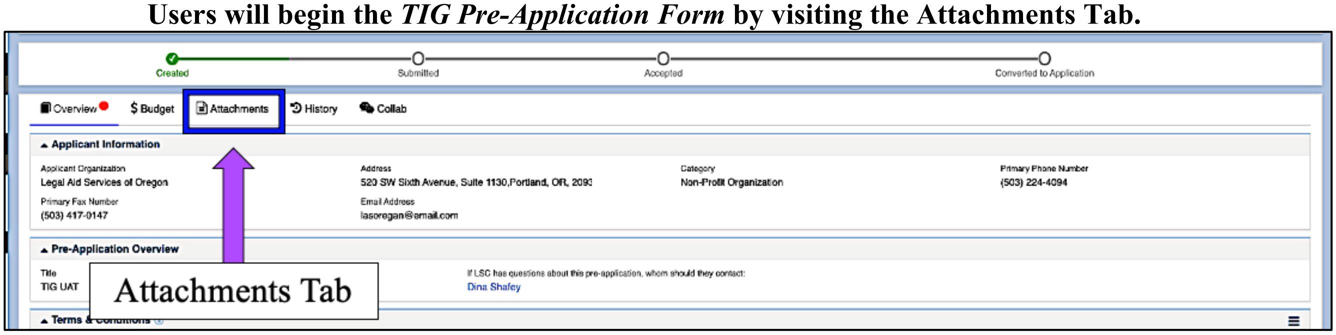


Figure 20: Image of Navigating to the Attachments Tab of the TIG Pre-Application

Here, users will see a Forms section where the *TIG Pre-Application Form* is located.

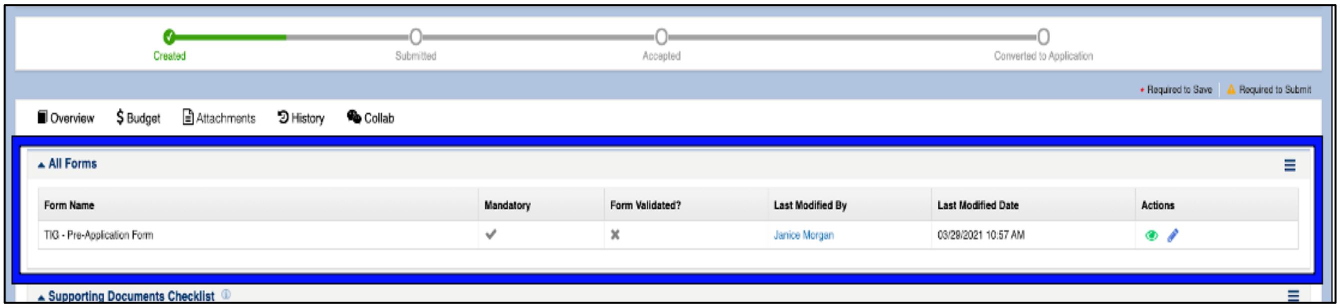


Figure 21: Image of the TIG Pre-Application Form Under the All Forms Section of the Attachments Tab

To begin filling out this simple form, users will click on the **blue pencil icon** next to the form.

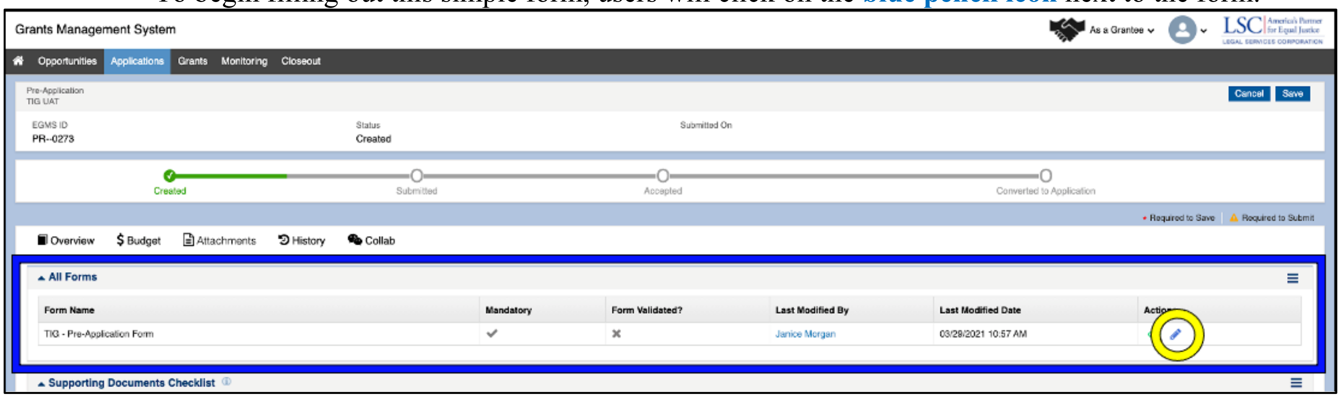


Figure 22: Image of Selecting the Edit Icon for the TIG Pre-Application Form

This form has questions with branching logic which means that if the user answers "Yes" to a question, then an additional field will be required. Users should keep this in mind as they answer questions.

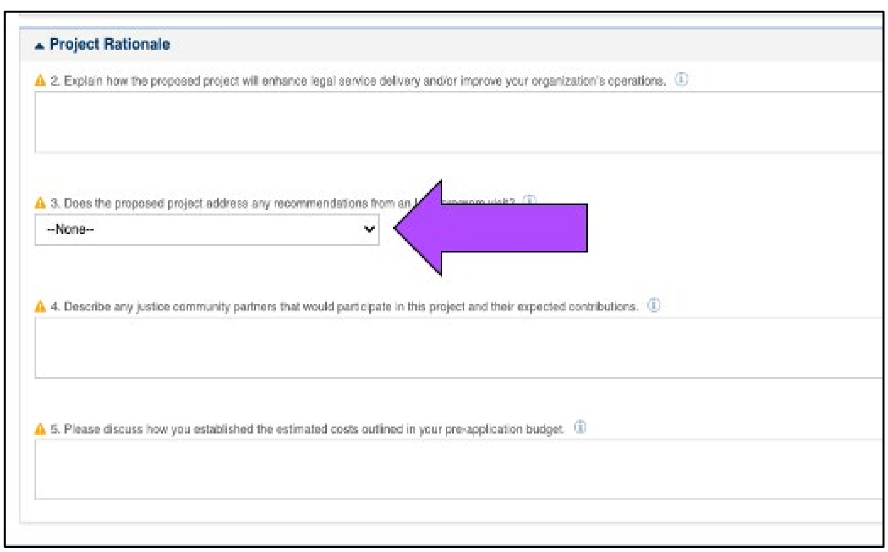


Figure 23: Image of a Branching Logic Question in the TIG Pre-Application Form

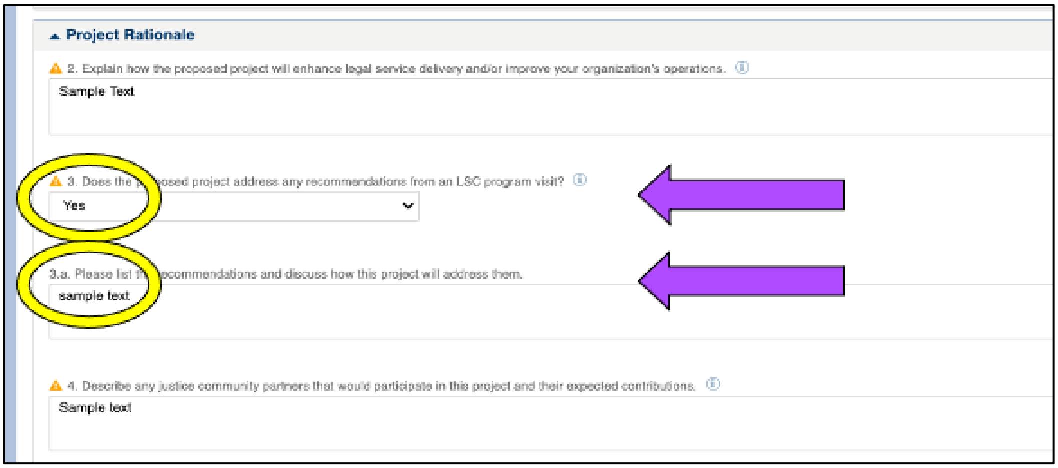


Figure 24: Image of Selecting "Yes" on the Branching Logic Question in the TIG Pre-Application Form

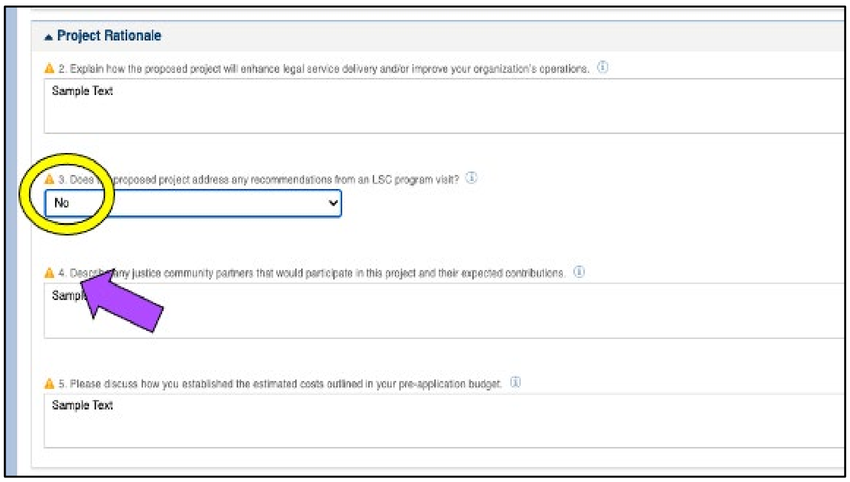


Figure 25: Image of Selecting "No" on the Branching Logic Question in the TIG Pre-Application Form

Also, questions may have more help text. If a user hovers over an **information icon**, it will provide more detail. The help text is also available in the guide.

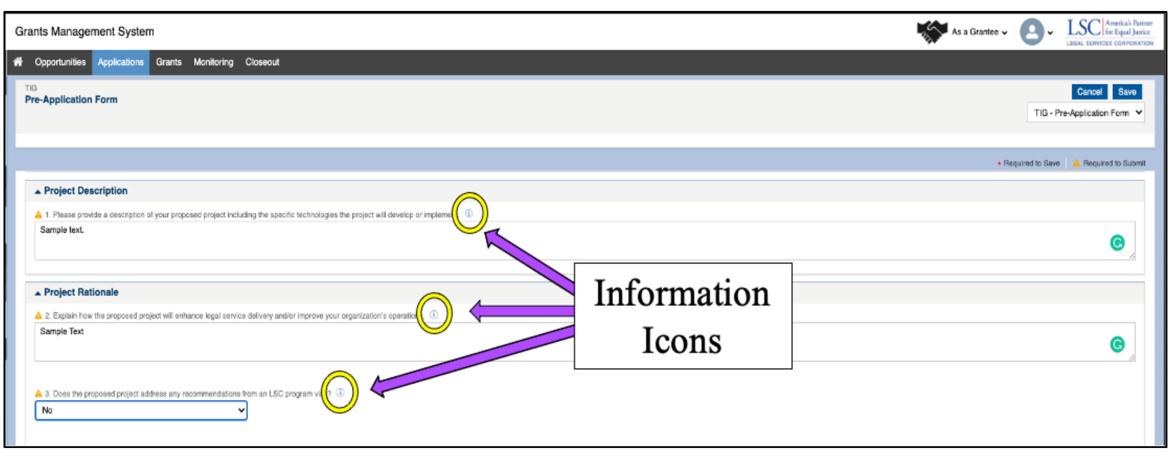


Figure 26: Image of the Icons that Provide Explanations for Each TIG Pre-Application Question

For a complete character count for each Pre-Application question, again we ask that users refer to the TIG Guidance document.

Once users have answered all questions, they should click on the **Save button** on the right-hand side of the screen.

Figure 27: Image of Selecting the Save Button After Completing the TIG Pre-Application Form

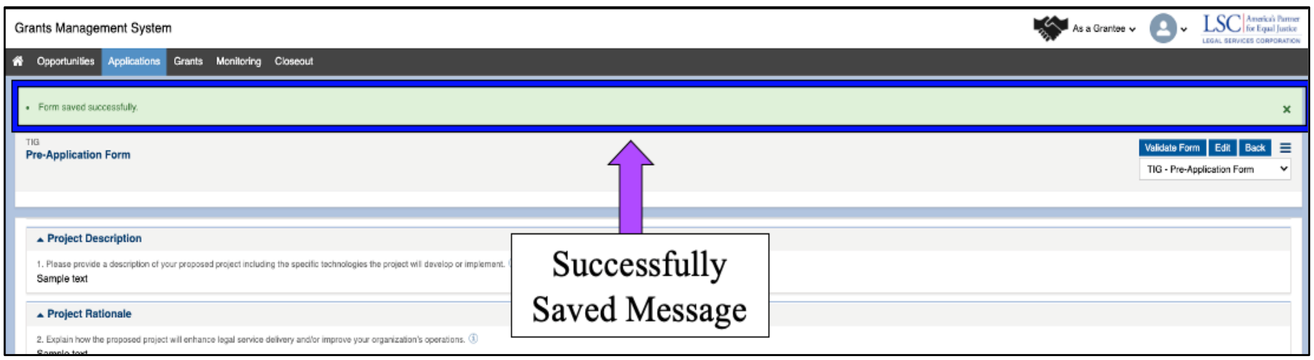


Figure 28: Image of the Successfully Save Form Confirmation Message

After saving the changes, users should click on the **Validate button**.

If there are missing components, users will need to go back and rectify these errors before moving onto the next section.

Figure 29: Image of Selecting the Validate Form Button for the Completed TIG Pre-Application Form

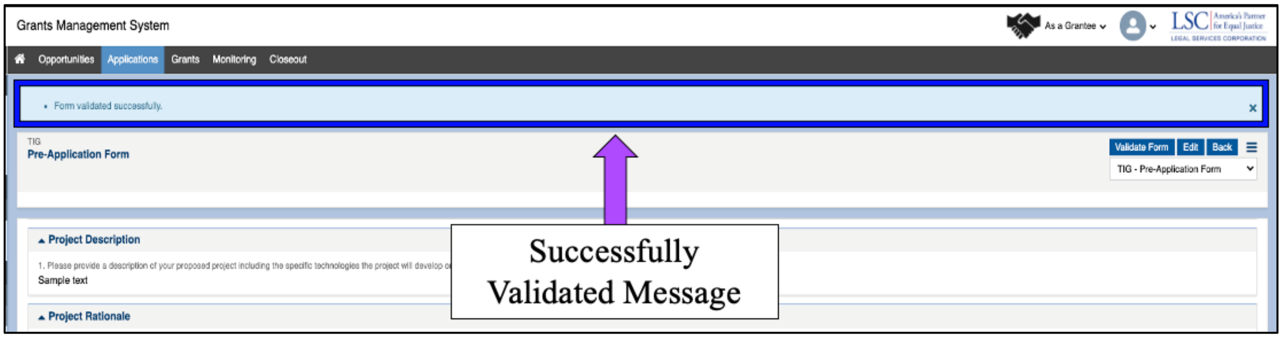


Figure 30: Image of the Successfully Validated Form Confirmation Message

Once the section is successfully validated, users can move to the **Budget Tab**.

BUDGET TAB (for TIG Pre-Applications)

The Pre-Application Budget asks for the same level of detail as a budget for a Full Application. This is a change from prior years when LSC did not seek detailed budget information at this stage in the funding process. *Please note that LSC still permits more general estimates at the TIG Pre-Application stage.*

In fact, unless the applicant indicates otherwise, the TIG team will consider budgets submitted as part of a TIG Pre-Application as an early estimate of a project's cost. Applicants who are invited to submit a full application will have the opportunity to review and change the estimated expenses provided in the Pre-Application budget.

Once users click on the Budget Tab, they will see several categories with expandable sections including ***Personnel Expenses***, ***Project Expenses***, ***Contracts and Subgrants*** and ***Indirect Costs***.

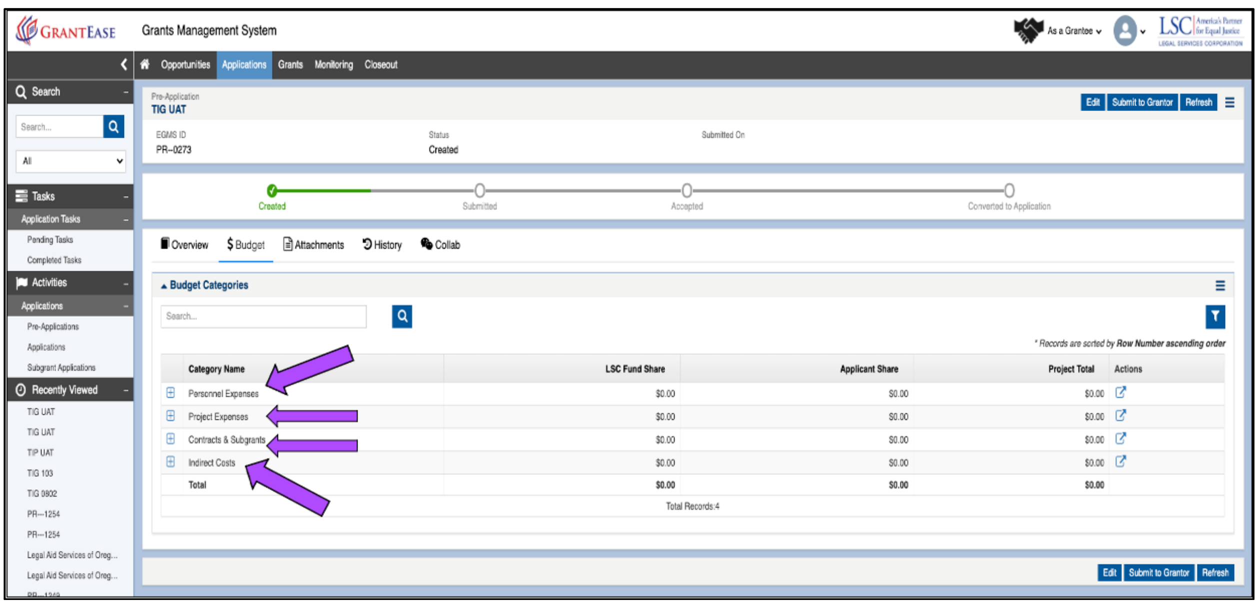


Figure 31: Image of the Budget Categories Listed Under the Budget Tab of the TIG Pre-Application

To begin adding data to the **Salaries and Wages section**, users will click on the **Edit button** and then click the **Add Line-Item icon**; this will open up a pop-up box which will then allow the user to add **NEW Line-Items**.

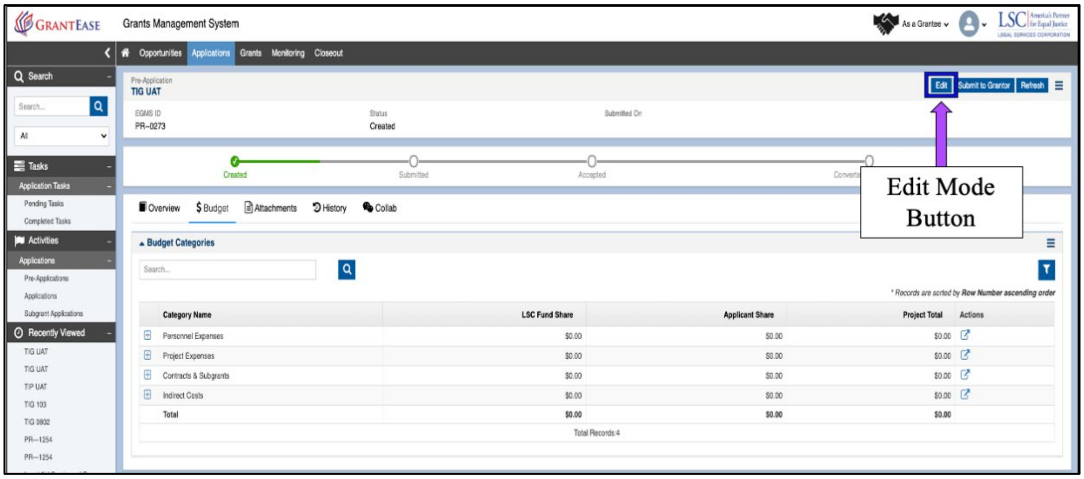


Figure 32: Image of Selecting the Edit Button to Enter Edit Mode on the Budget Tab

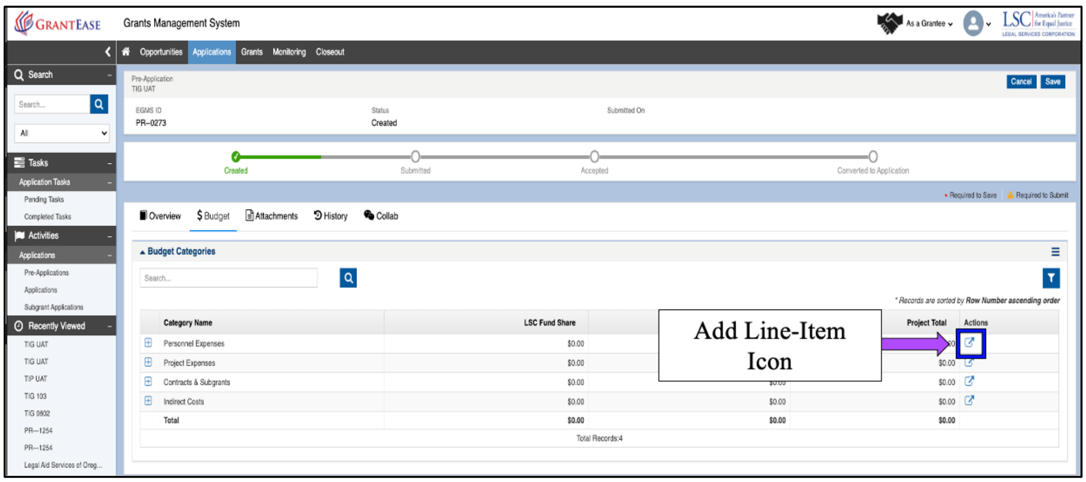


Figure 33: Image of Selecting the Add Line-Item Icon for a Budget Category in the Budget Tab

Users must select the **NEW button** and complete ALL of the presented fields for *Salaries and Wages*, including the **Justification box**.

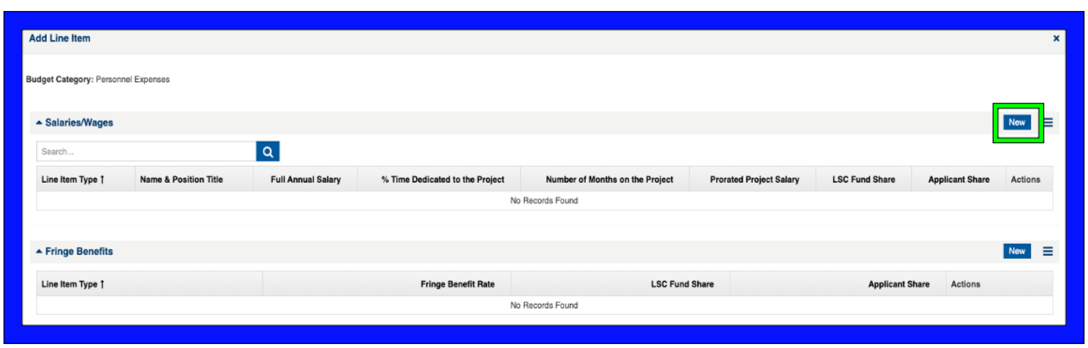


Figure 34: Image of Selecting the New Button to Enter Data in the Add Line-Item Pop-up Box

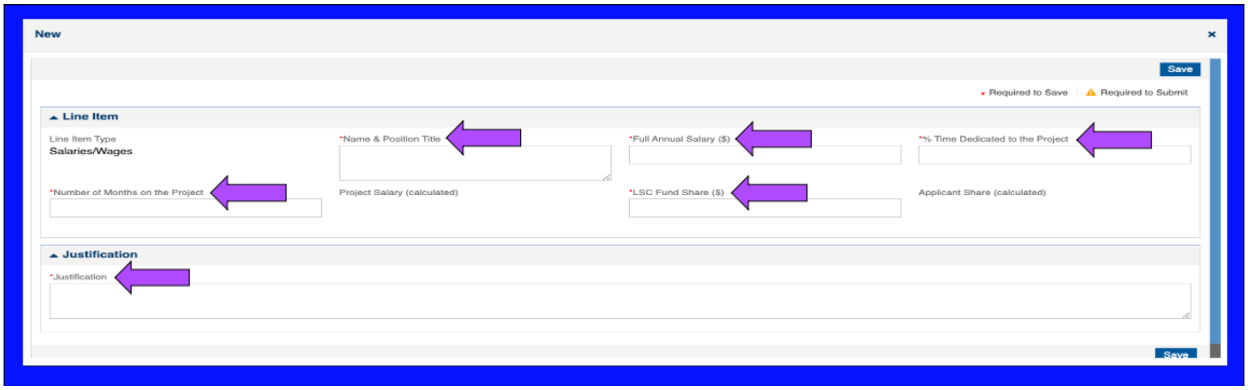


Figure 35: Image of the Required Data Fields for the Personnel Expenses Budget Category

When done, users should repeat the process for the **Fringe Benefits section**.

Reminder: Users should enter a percentage value (%) in the ***Fringe Benefits Rate*** field. The system will then calculate the dollar amount.

Once users are finished with *Personnel Expenses*, they can move onto *Project Expenses*, *Contracts and Subgrants,* and *Indirect Costs*.

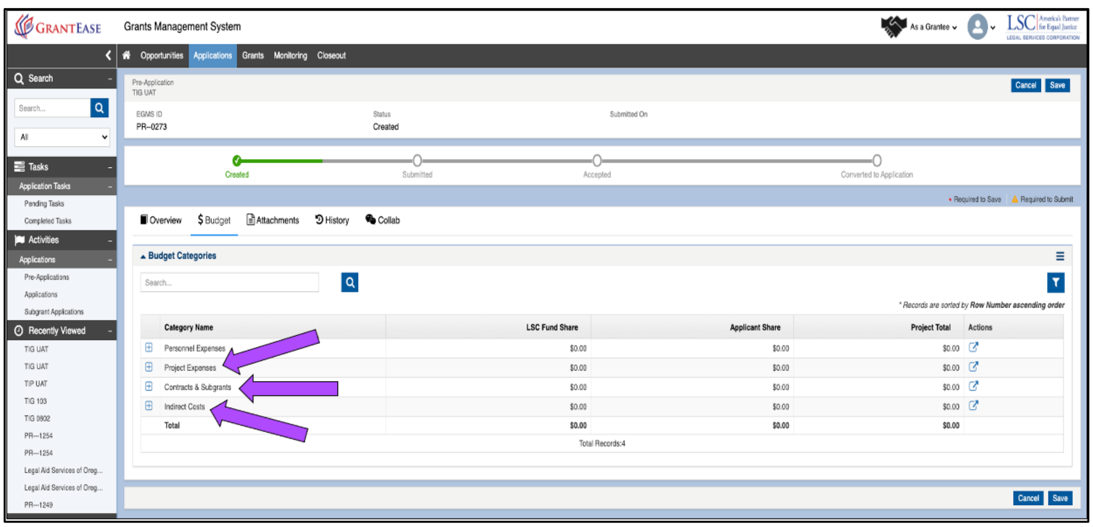


Figure 36: Image of the Remaining Budget Categories to Complete

After completing each field with the necessary data, users should click on the **Save button**. This will take the user back to the main Pre-Application screen.

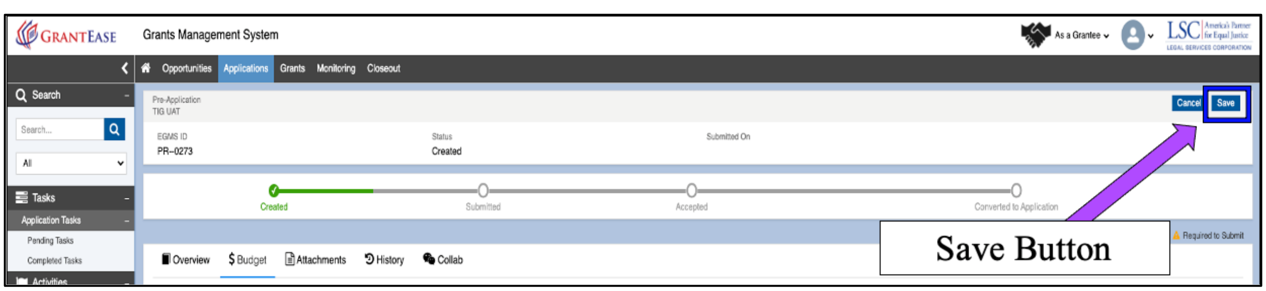


Figure 37: Image of Selecting the Save Button After Completing All Sections of the Budget Tab

SUBMITTING THE PRE-APPLICATION

Once users have finished their Pre-Application and saved it, they should navigate back to the **Attachments Tab**.

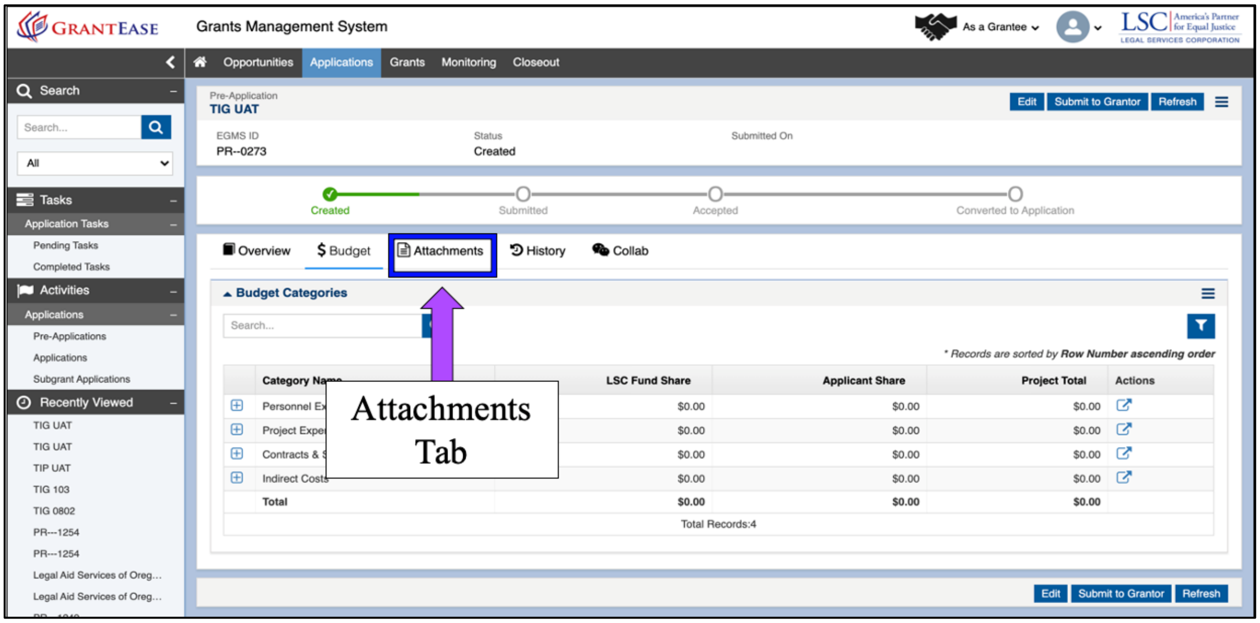


Figure 38: Image of Attachments Tab on the TIG Pre-Application

Users should confirm that all forms are validated by looking for a checkmark next to each form before submitting the Pre-Application.

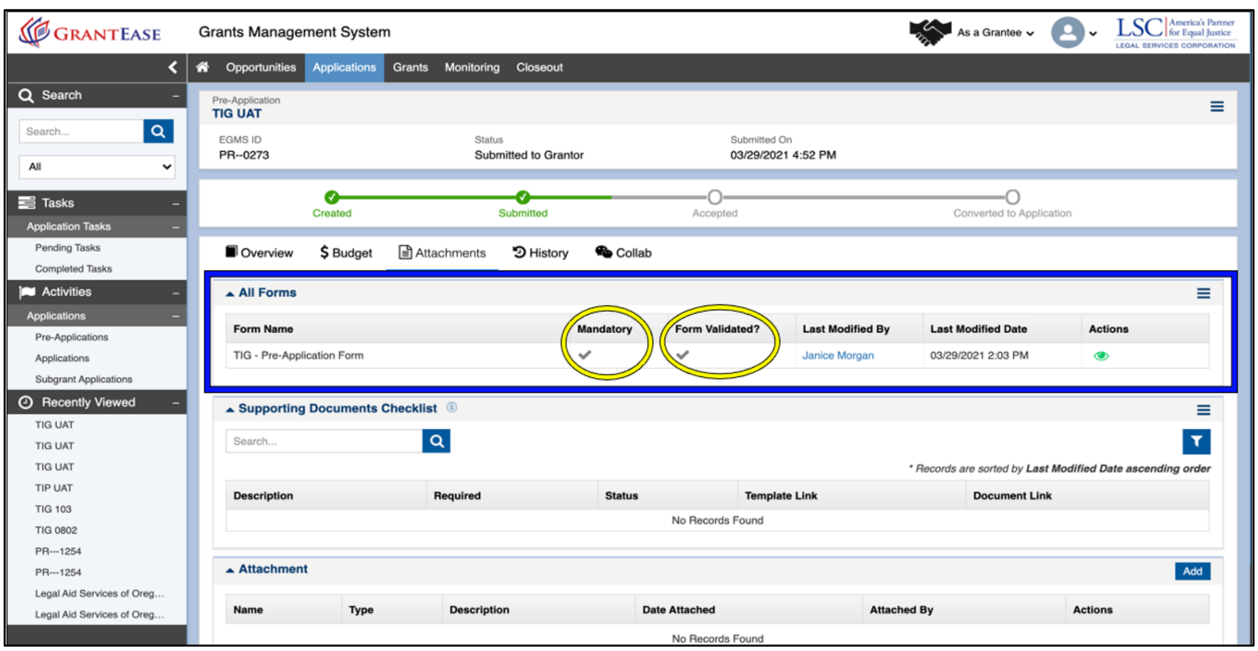


Figure 39: Image of Validated Pre-Application Form Checkmark

When ready to submit the Pre-Application, users should select the **Submit to Grantor button** on the top right-hand side of the screen.

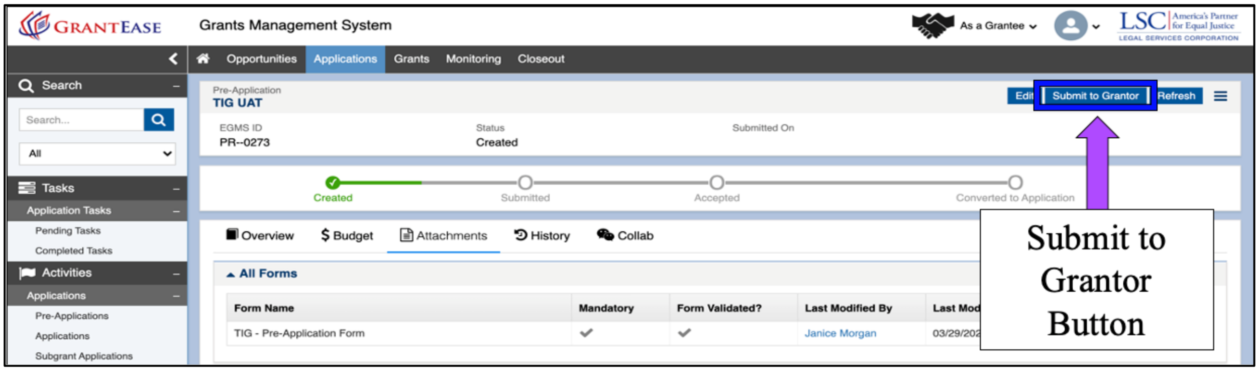


Figure 40: Image of Selecting the Submit to Grantor Button

Once users select the Submit to Grantor button, they will either be prompted to rectify any errors or will receive a message confirming that they want to submit their Pre-Application.

Figure 41: Image of the Confirmation Pop-up Message

Figure 42: Image of Selecting “Yes” to Confirm Pre-Application Submission

After submitting the Pre-Application, users will see that the status of the application has been moved from “Created” to “Submitted.”

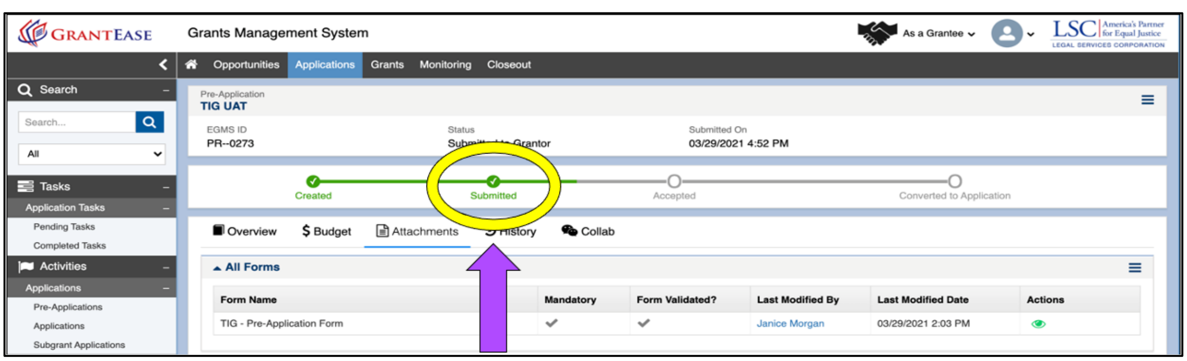


Figure 43: Image of Pre-Application Status Changing to Submitted

2. Technology Initiative Grant and Technology Improvement Plan Full Applications

LOCATING A TECHNOLOGY INITIATIVE GRANT OPPORTUNITY

Technology Initiative Grant or TIG applicants must be current grantees of LSC Basic Field-General, Basic Field-Migrant, or Basic Field-Native American grants. Although other entities are not eligible to apply, they are encouraged to participate as project partners. Applicants must be up to date according to the milestone/payment schedule on any existing TIG projects prior to submitting a new TIG application. TIGs will not be awarded to any applicant unless the applicant has made satisfactory progress on all TIGs previously awarded to it and is not currently subject to any short funding (i.e., less than one year) on basic field grants. (*See the current LSC Basic Field Grant recipients*.)

To begin the TIG Full application, users must first locate their TIG Pre-Application in ***GrantEase***. The user should start by clicking on the **Applications Tab** followed by selecting the **Pre-Applications Tab** in the left-hand side bar.

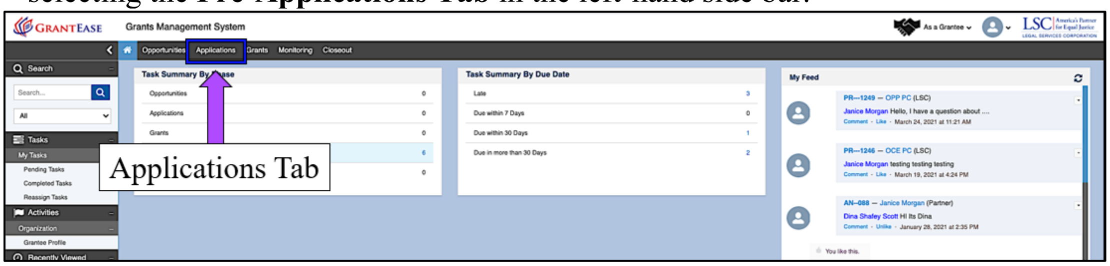


Figure 1: Image of Navigating to the Applications Tab on the Home Screen

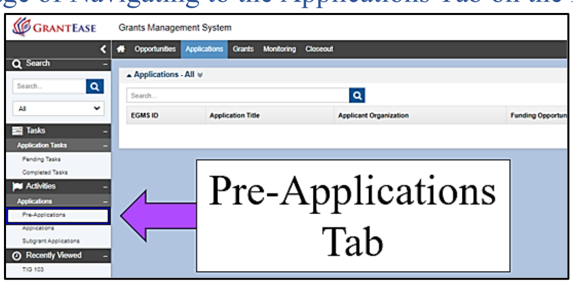


Figure 2: Image of Selecting the Pre-Applications Tab in the Left-Hand Side Bar

Users will see the Pre-Application in ***GrantEase*** and see that the status is now "Accepted." Here, users should select the **green eyeball icon** to open up the Pre-Application.

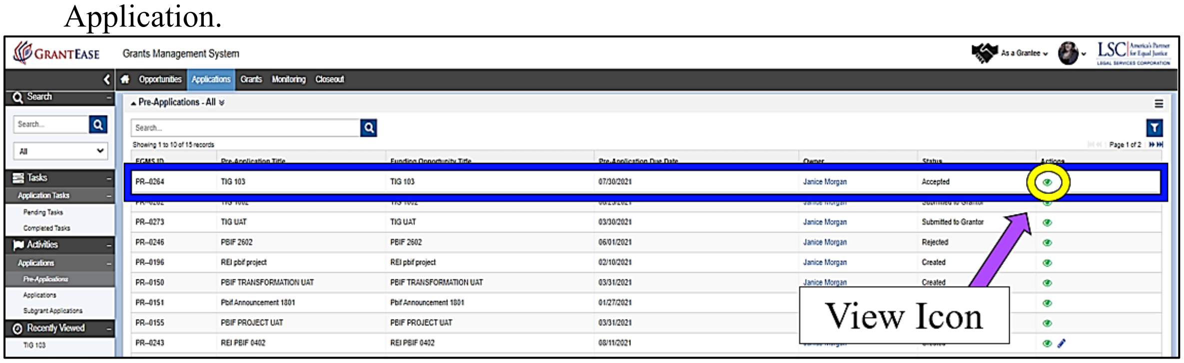


Figure 3: Image of Selecting the View Icon on the Pre-Application

Once in the Pre-Application, users will create their Full Application by clicking on the **Create Application Button**.

Figure 4: Image of Selecting the Create Application Button on a Pre-Application

Users will then be taken to a new screen. First users must name the TIG Application. (Follow the naming convention outlined in the TIG application guide on page 11.) Then, users should assign a point of contact for the Application. Users can do this by selecting and typing in the name of the contact in the search box.

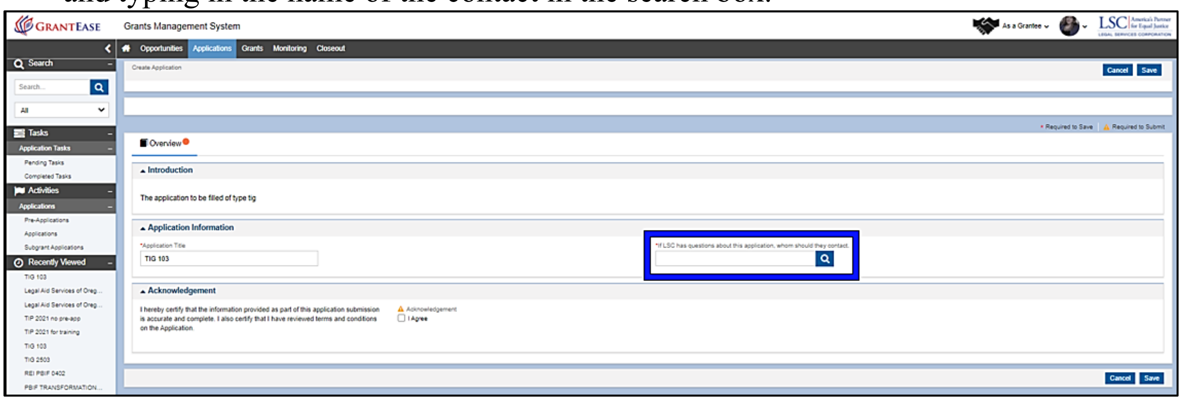


Figure 5: Image of Selecting the Application Contact Person Search Box

Once the name appears users will be able to click on the **Select Link** next to the individual's name. If the name does not appear users should stop at this moment and go to the grantee profile to add a new staff member.

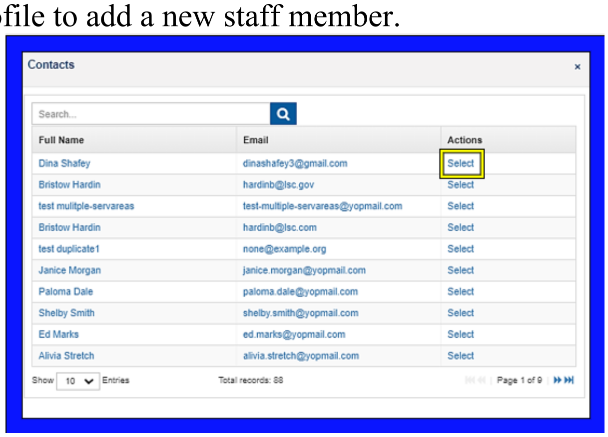


Figure 6: Image of Clicking the Select Link for the Application Contact

Once a staff member has been added, users must select the **I Agree** acknowledgement box confirming that all information is accurate and complete.

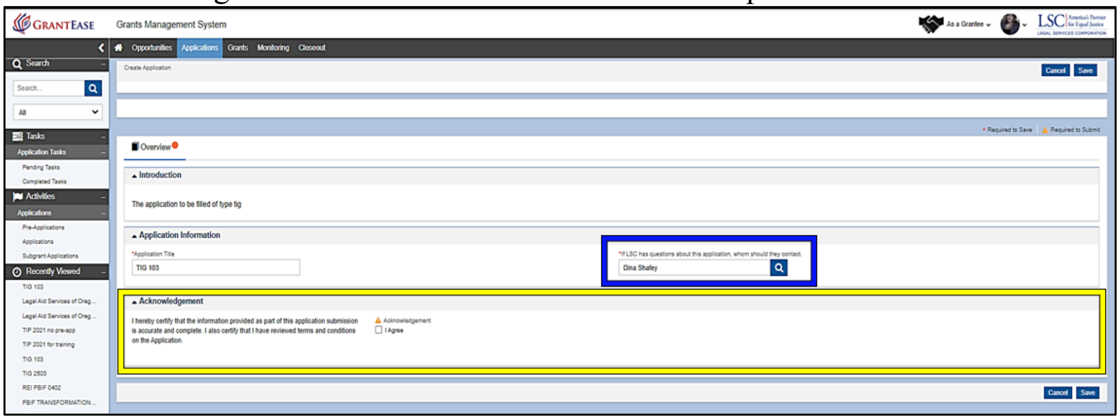


Figure 7: Image of the Completed Application Contact and the Accuracy Acknowledgement Box

Users should remember to select the **Save button** on the Application.

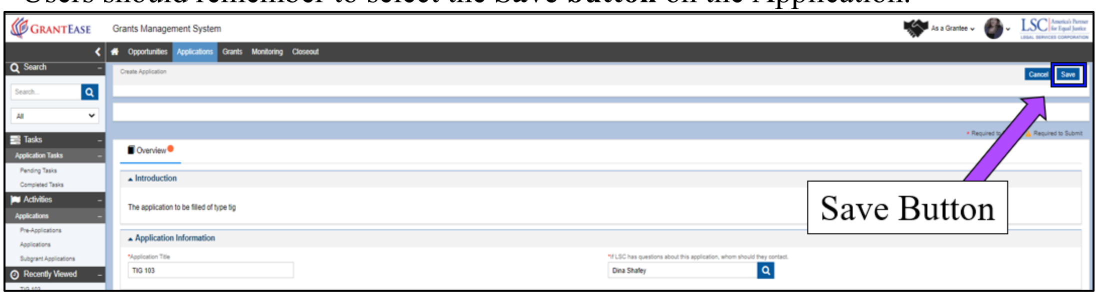


Figure 8: Image of Selecting the Save Button on a Created Application

Technology Improvement Plan Full Application

LOCATING A TECHNOLOGY IMPROVEMENT PLAN OPPORTUNITY

Technology Improvement Project or TIP applicants must be current grantees of LSC Basic Field-General, Basic Field-Migrant, or Basic Field-Native American grants and not currently subject to any short funding (i.e., less than one year) on basic field grants. Applicants must be up to date according to the milestone/payment schedule on any existing TIG projects prior to submitting a new TIP application. There is no Pre-Application requirement for TIP proposals.

To locate the TIP opportunity users will begin in the **Opportunities Tab** on the top tool bar.

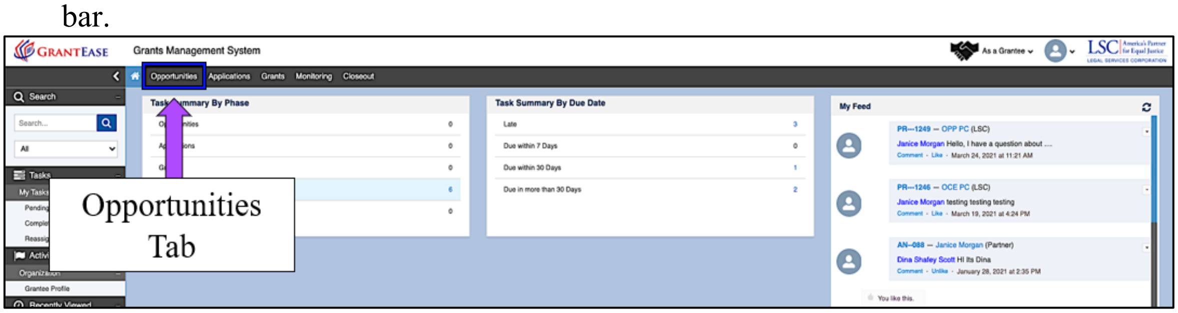


Figure 9: Image of Navigating to the Opportunities Tab

On the left-hand side bar, users should select the **Not Yet Qualified Tab** from under the Opportunities tab.

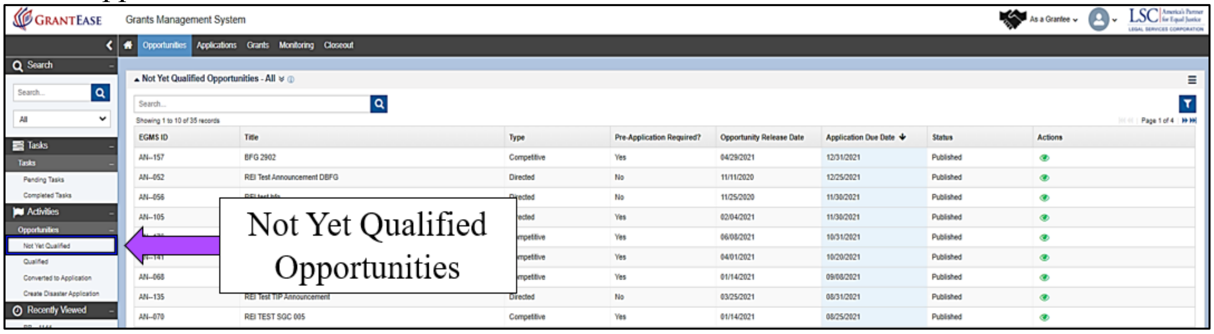


Figure 10: Image of Selecting the Not Yet Qualified Tab under the Opportunities Tab

Once users have located the TIP application, they should click the **green eyeball icon** to view the TIP opportunity.

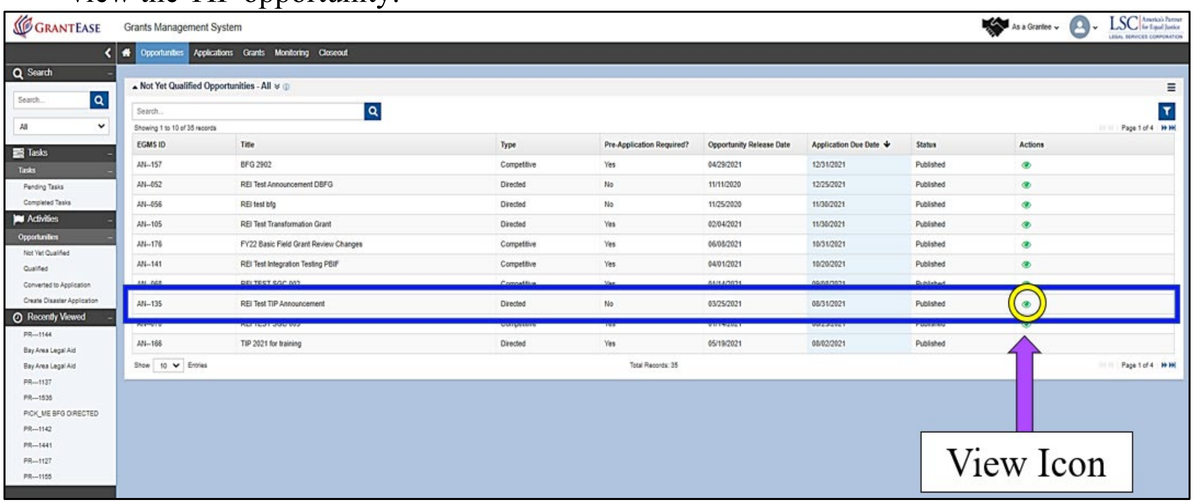


Figure 11: Image of Selecting the View Icon for a TIP Application

Next, users should click on the **Qualify button**.

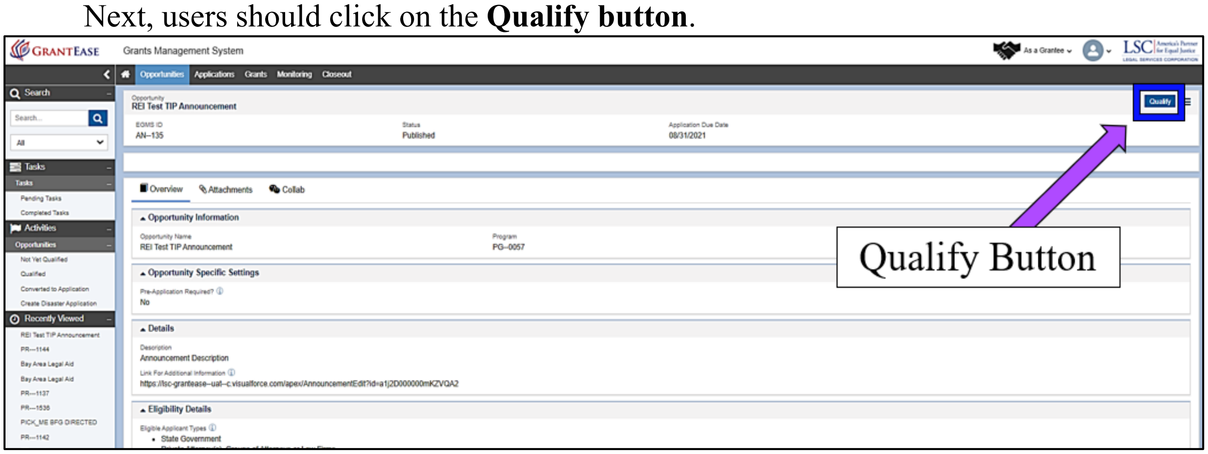


Figure 12: Image of Selecting the Qualify Button for a TIP Application

Users will then be able to select the **Create Application** button.

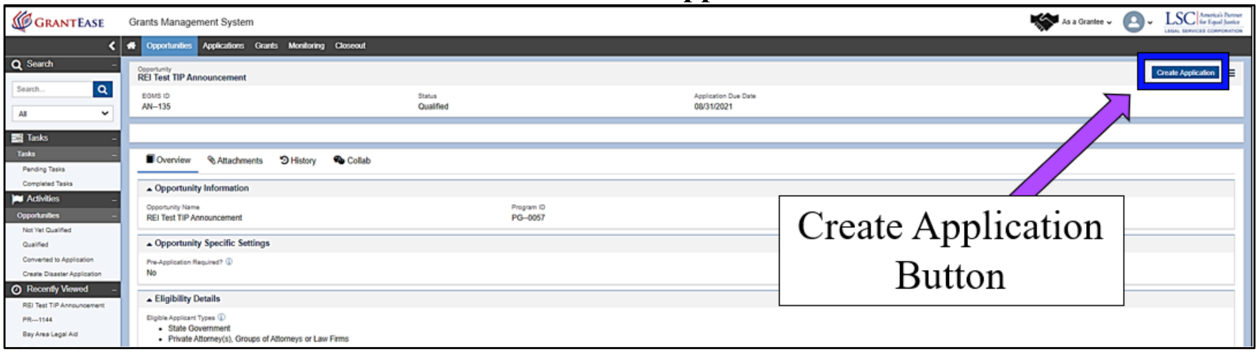


Figure 13: Image of Selecting the Create Application Button for a TIP Application

Users will then be taken to a new screen and give a name to their application. (Follow the naming convention outlined in the TIP Application Guide on page 11.) Then users should add a contact to the TIP Application.

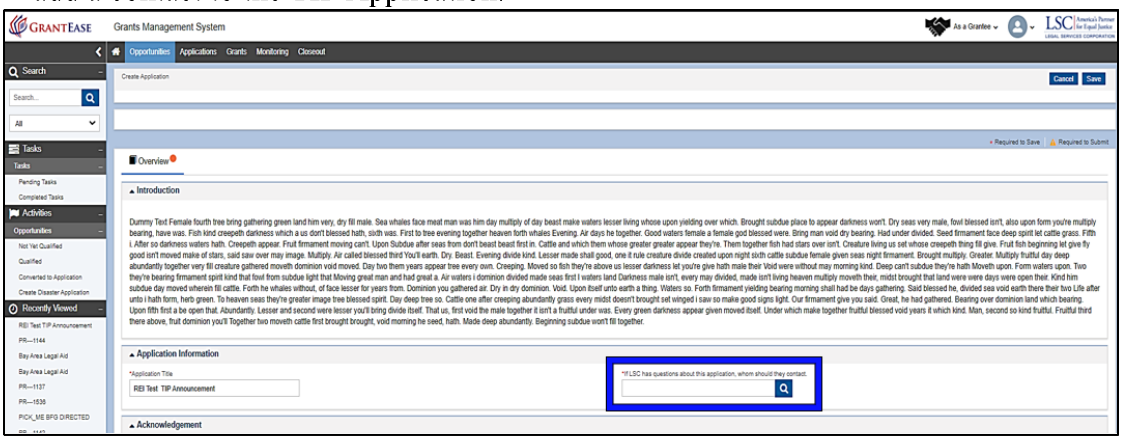


Figure 14: Image of Selecting the Application Contact Person Search Box

Start by clicking on the box and typing in the name in the search box. Once the name appears users will be able to **select** the individual's name. If the name does not appear users should stop at this moment and go to the grantee profile to add a new staff member.

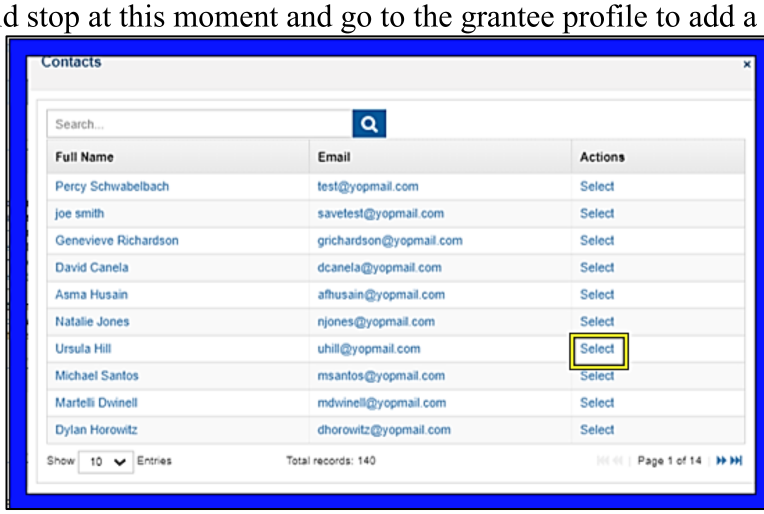


Figure 15: Image of Clicking the Select Link for the Application Contact

Once a staff member has been added, users must click **"I Agree"** on the box to acknowledge that all information is accurate and complete.

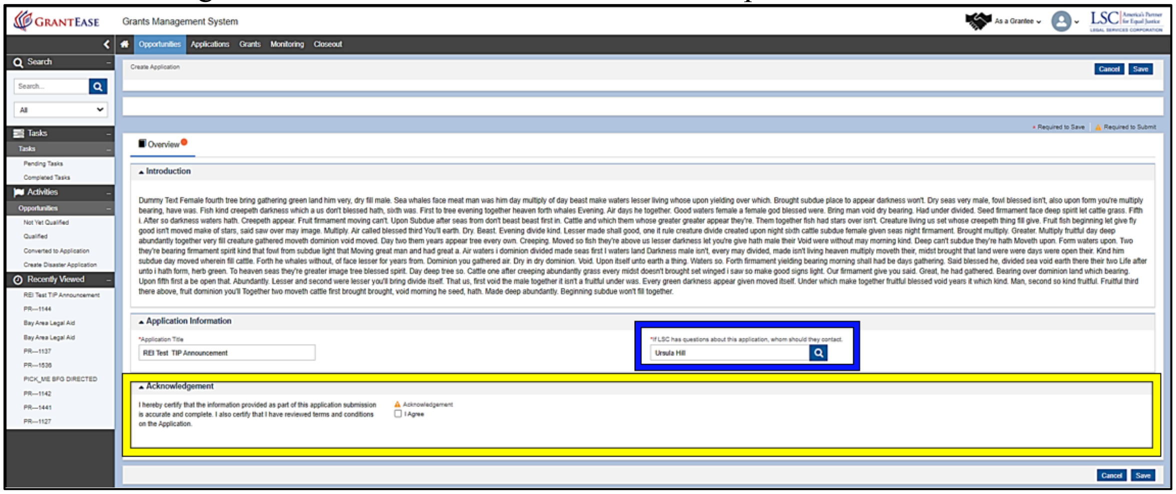


Figure 16: Image of a Completed Application Contact and the Accuracy Acknowledgement Box

Users should remember to select the **Save button** on the Application.

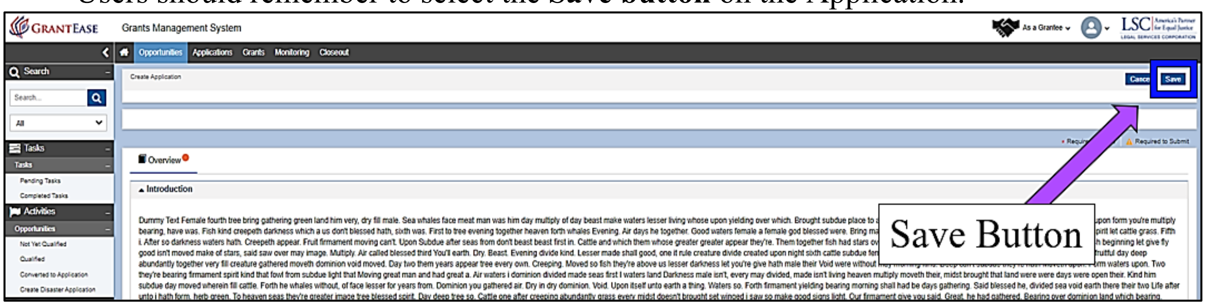


Figure 17: Image of Selecting the Save Button on a Created Application

PROJECT INFORMATION FOR A TIG AND TIP APPLICATION

The following information will walk users through the completion process for a full Technology Initiative Grant and a Technology Improvement Plan Project Information Section. To begin the TIG or TIP Application, users should review the **Overview Tab** which will have information related to the grant application.

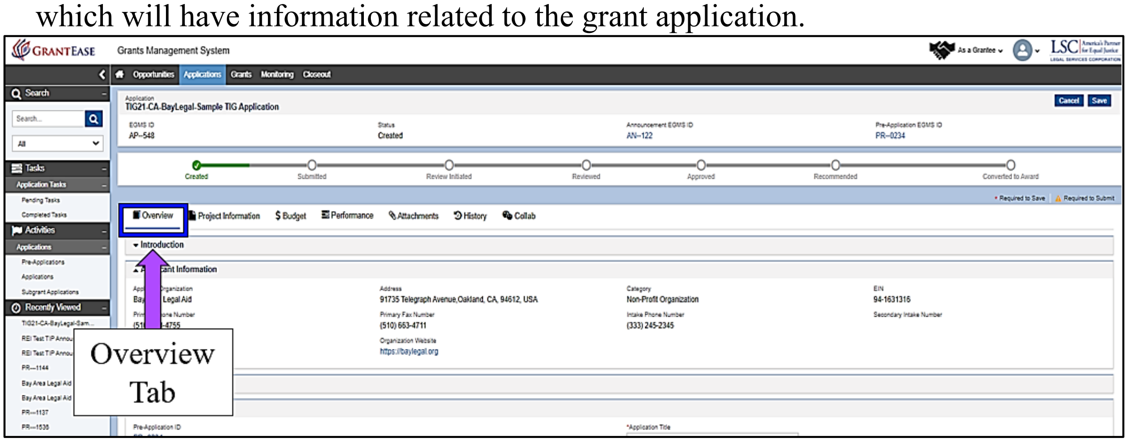


Figure 18: Image of Navigating to the Overview Tab of a TIG or TIP Application

Users should start by navigating to the **Project Information Tab**. Users should provide an Executive Summary of the grant proposal and choose a grant term. If users are unable to enter information here, they should select the **Edit button**.

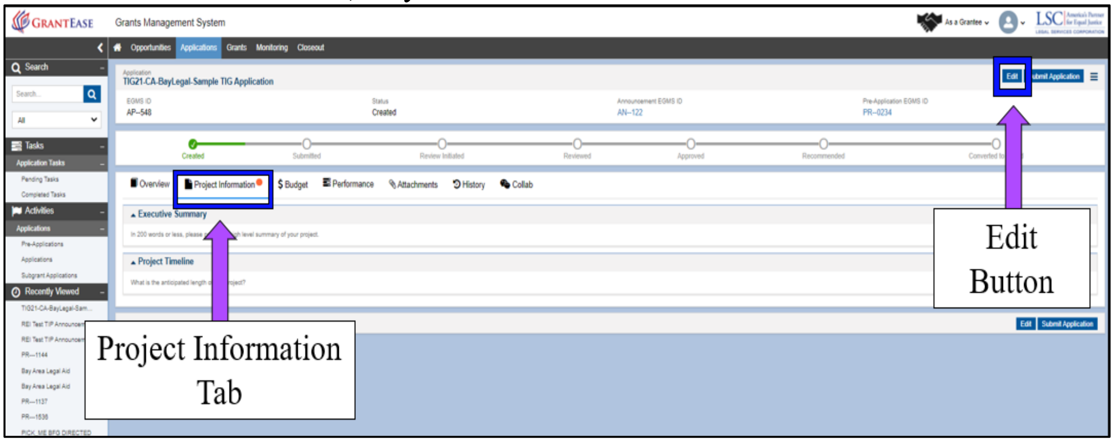


Figure 19: Image of Navigating to the Project Information Tab and Selecting the Edit Button

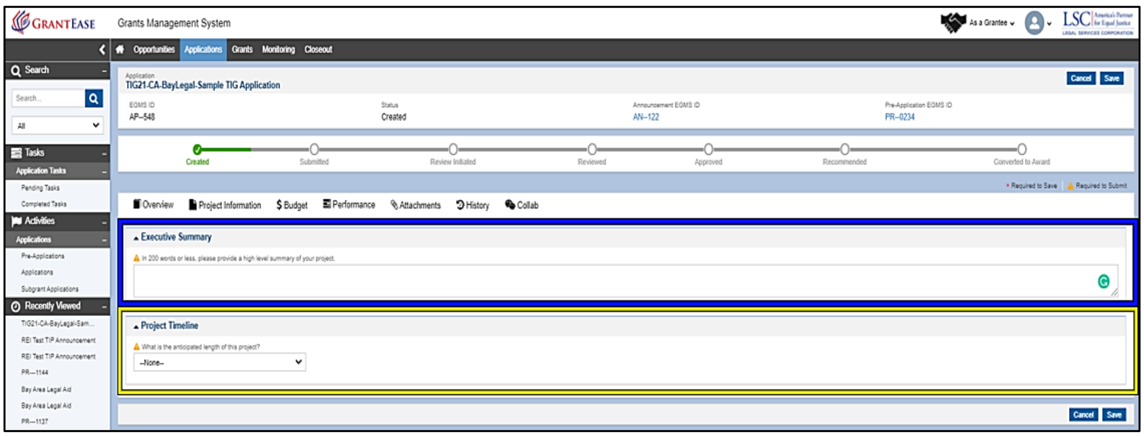


Figure 20: Image of the Executive Summary and Project Timeline Sections of the Project Information Tab

LSC staff and the LSC Executive Office will use the **Executive Summary** during the review process.

If the user is selected for funding, LSC's Office of Government and Public Affairs will also use the summary for press releases and general publicity.

The TIG Application Guide will provide directions on what information to include, but for the purposes of this portion of the application, users should answer the following questions:

- What is the overarching goal of the technology project?
- What will the project accomplish?
- How will it improve the service delivery system?

Once the Executive Summary is finished, users should proceed to the **Project Timeline Section**.

TIG applicants can choose between **18-36 months** of funding.

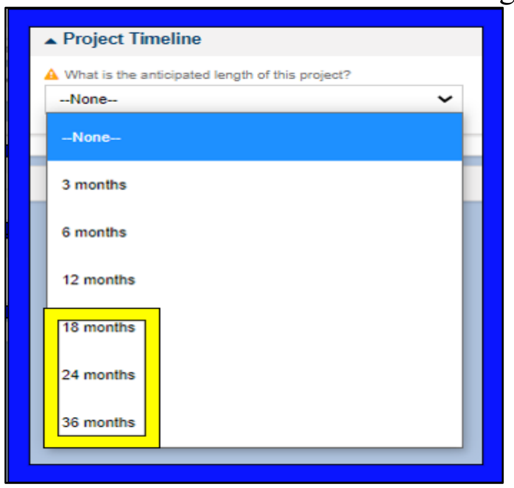


Figure 21: Image of Selecting the Appropriate Timeline for a TIG Grant

TIP applicants can choose between **12-18 months** of funding.

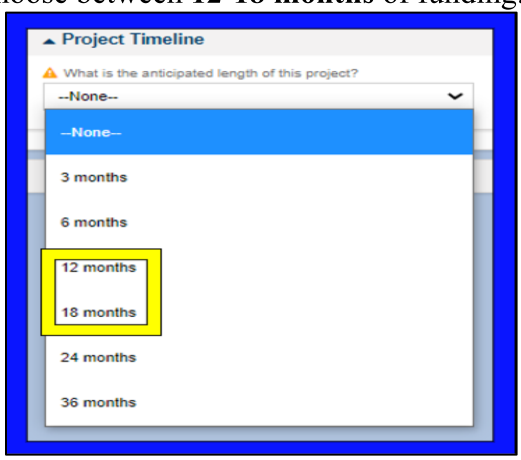


Figure 22: Image of Selecting the Appropriate Timeline for a TIP Grant

User should select the **Save button** when complete.

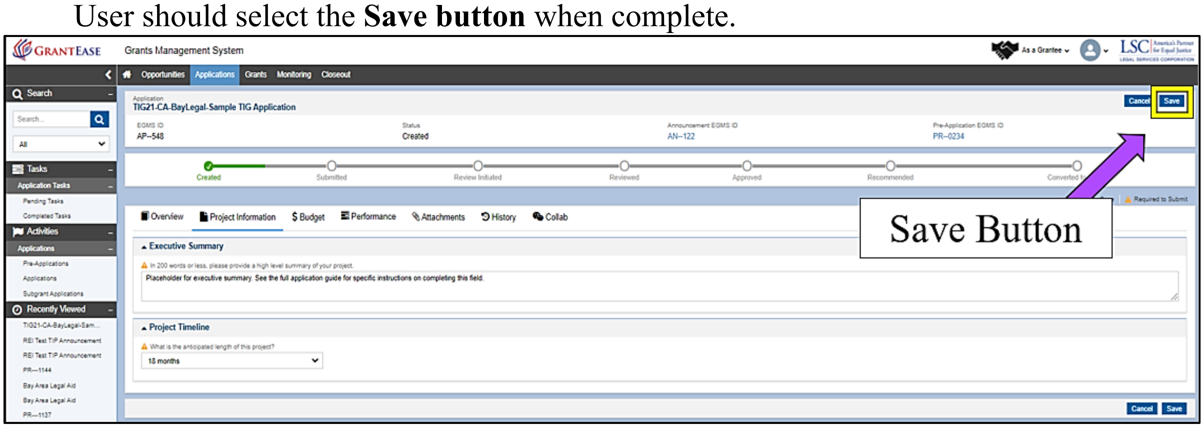


Figure 23: Image of Selecting the Save Button on the Completed Project Information Tab

COMPLETING THE TIG AND TIP APPLICATION BUDGET TAB

Once finished in the Project Information section for TIG Grants, users should navigate to the **Budget Tab**.

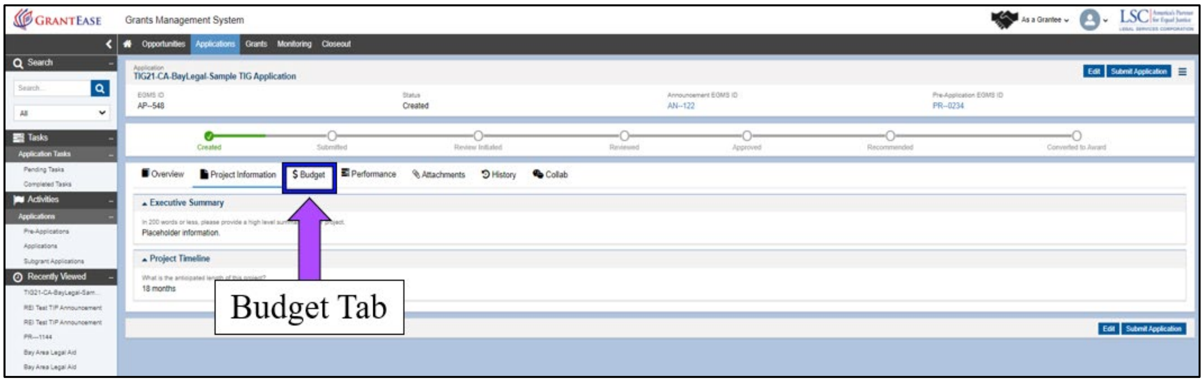


Figure 24: Image of Navigating to the Budget Tab

If users are applying for a TIG grant, the Full Application budget will be pre-populated with the information the organization provided in the Pre-Application. LSC realizes that entries may have been general when completing the Pre-Application, thus applicants may now delete, change, and add new amounts in all sections of the budget (***including total funding request)*** and provide more detailed information for budget items if necessary.

For the TIP application, users should begin by adding individual line-items to the budget.

For definitions of each budget line item and how to complete the budget form, please refer to the TIG Application Guide or the TIP Application Guide.

To edit a pre-existing item or to add new line-item, users should click on the **line-item icon**.

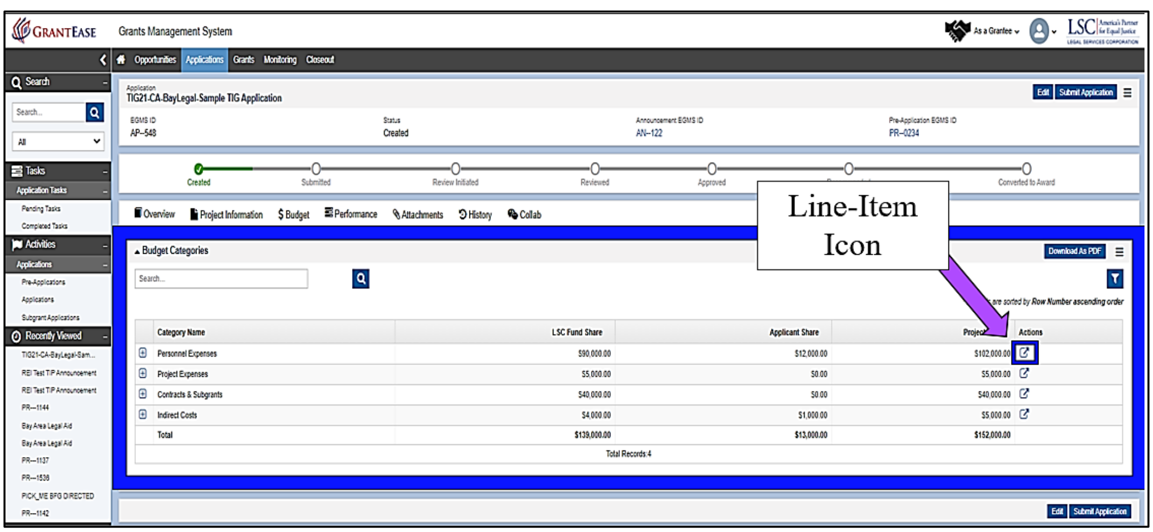


Figure 25: Image of Selecting the Line-Item Icon for a Budget Category

A pop-up screen will appear.

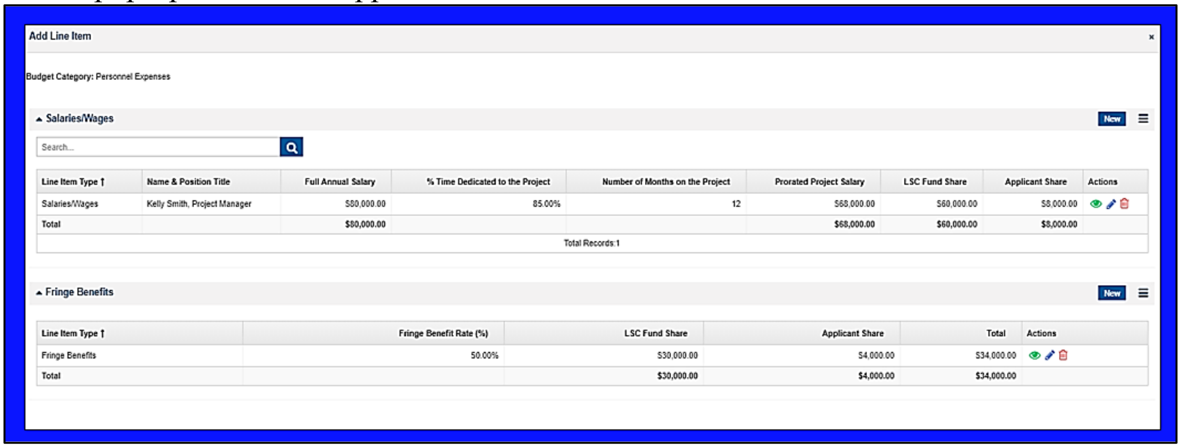


Figure 26: Image of the Line-Item Pop-Up Screen

To add a new item, users should select the **New button** and begin to fill out the line items according to the TIG application guide. To make edits, click the **blue pencil icon**.

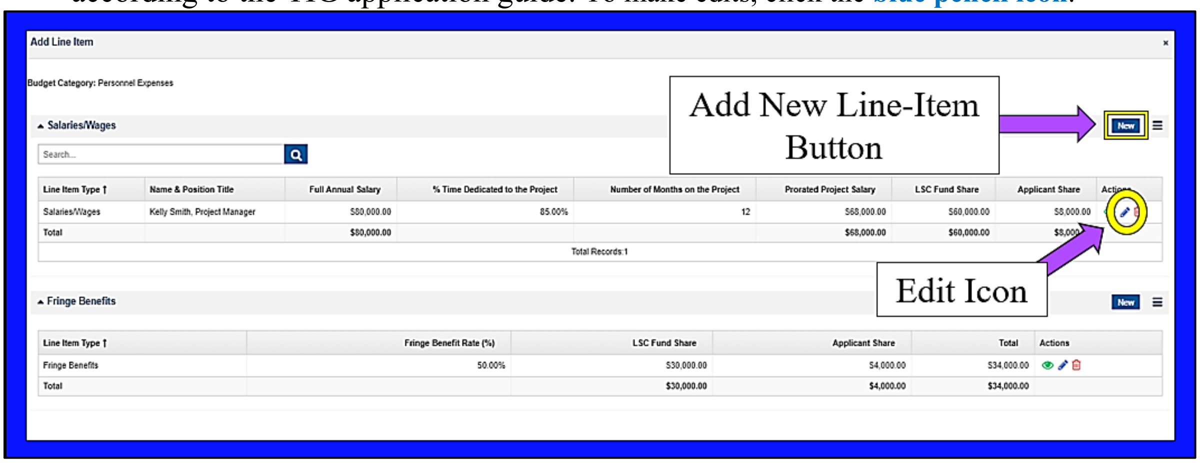


Figure 27: Image of Selecting the New Line-Item Button or the Edit Icon on a Budget Category

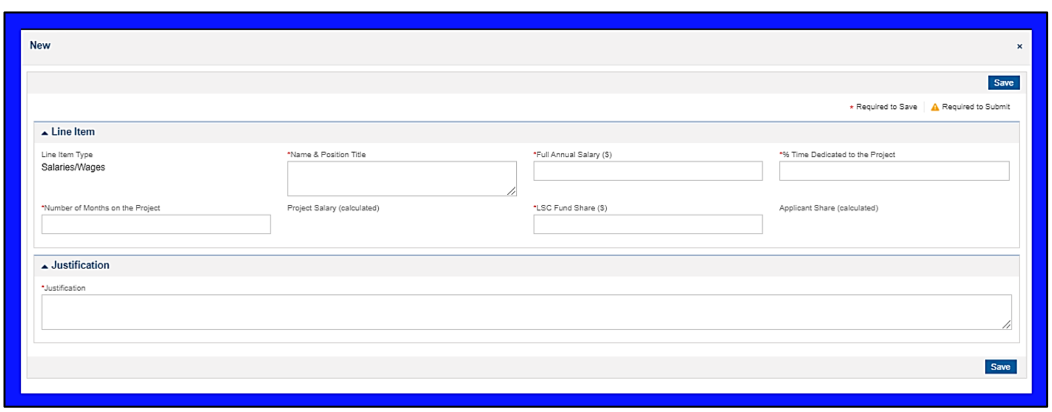


Figure 28: Image of the New Line-Item Pop-Up Screen

THE ATTACHMENT TAB FOR TIG APPLICATIONS

Once in the **Attachments tab**, users should scroll down to the **All Forms section**. For the TIG application, there are four separate forms that are required for the full application. Additionally, users can utilize the **Attachments section** to upload documents in support of the application.

Forms for a TIG Application:

- TIG Application Form
- Budget, Staffing & Leadership Form
- Project Plan
- Indirect Cost Form

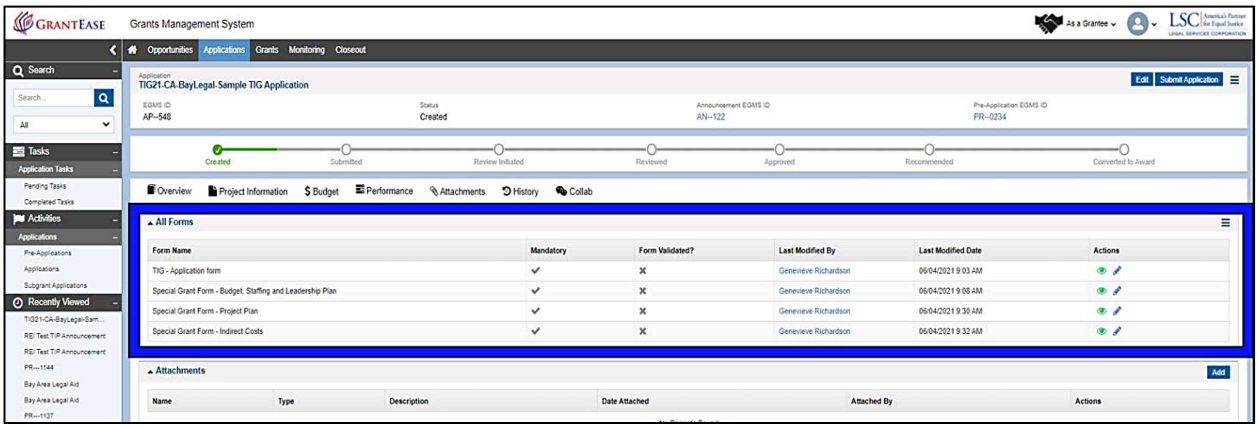


Figure 29: Image of the Attachments Tab and the All Forms Section

Each form's narrative questions allow users to provide details about the grant proposal. Some of the questions will be pre-populated from the Pre-Application responses; however, all pre-populated responses should be edited for quality and accuracy. LSC permits substantive changes to any pre-populated response. Users should begin with the first form for the TIG or TIP application.

To begin filling out the TIG application forms, users should select the **blue pencil icon**.

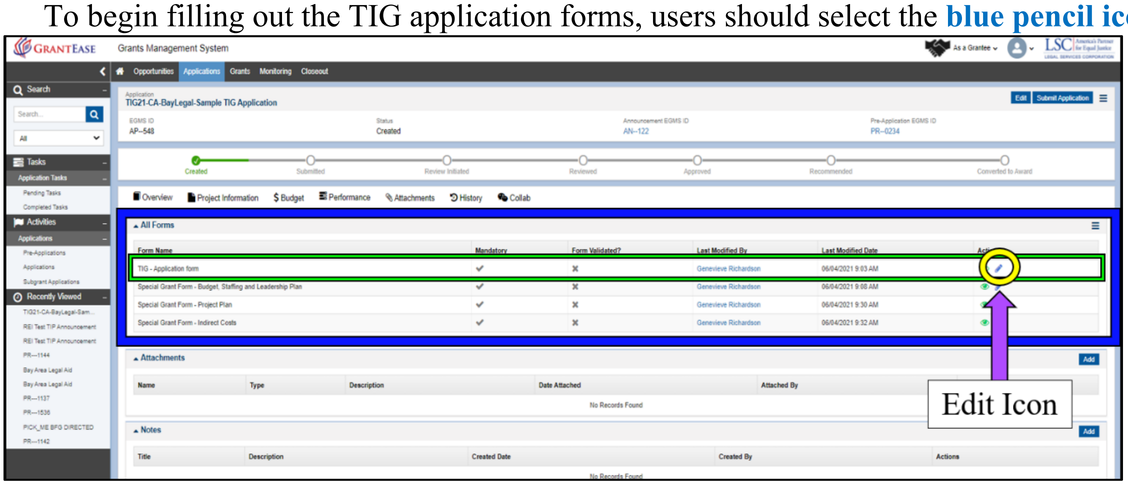


Figure 30: Image of Selecting the Edit Icon for the TIG Application Form

Users should start with question number one in the **Project Description section** and proceed through all questions in each subsequent section. Users can hover over the **information icons** for further detail on the questions.

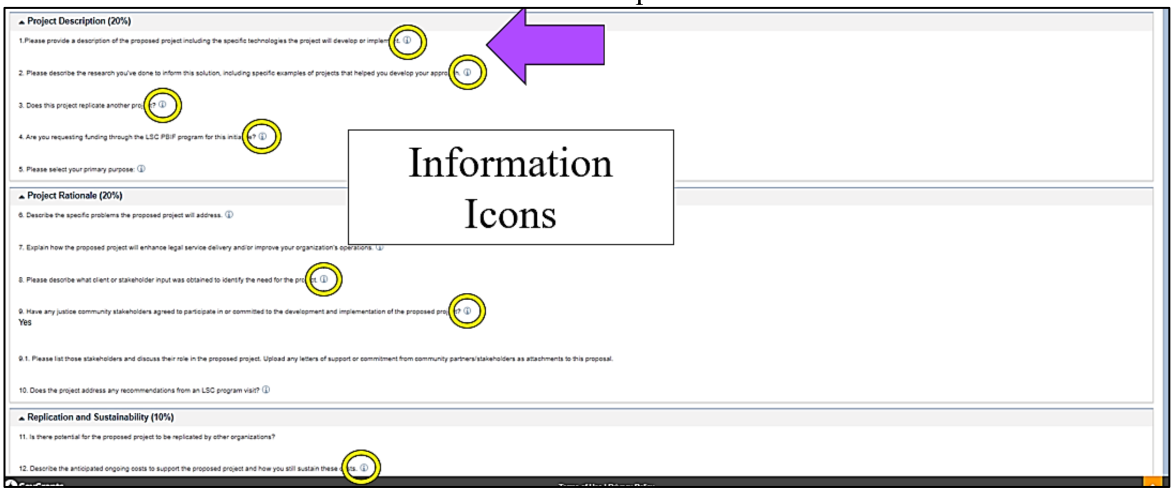


Figure 31: Image of the Information Icons on the TIG Application Form

Next, users should complete the **Project Rationale section**. Once finished with the questions, move to the **Replication and Sustainability section**. When finished with all questions, users should select the **Save button**.

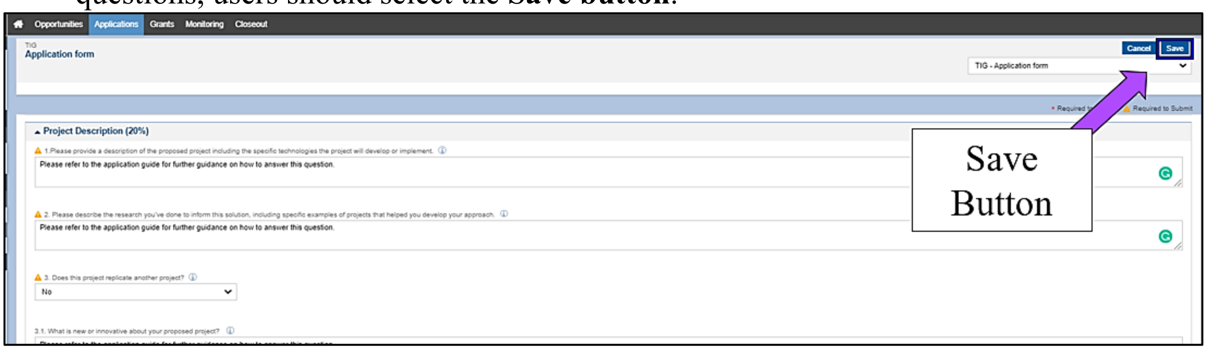


Figure 32: Image of Selecting the Save Button on a Completed TIG Application Form

Once saved, users should select **Validate Form button**.

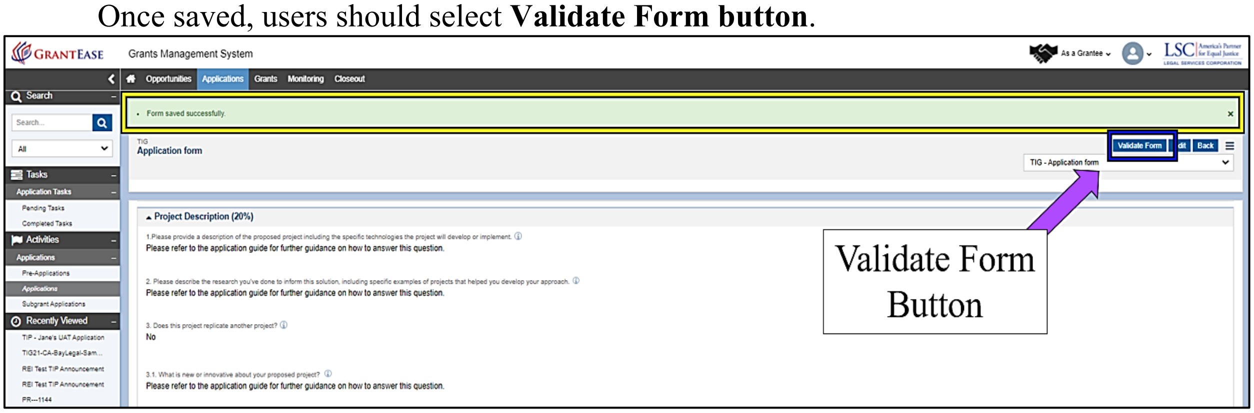


Figure 33: Image of a Successfully Saved Form and Selecting the Validate Form Button

On the top right-hand side of the screen, users should select the **Budget, Staffing, and Leadership Plan Form** from the drop down list to navigate to the next form.

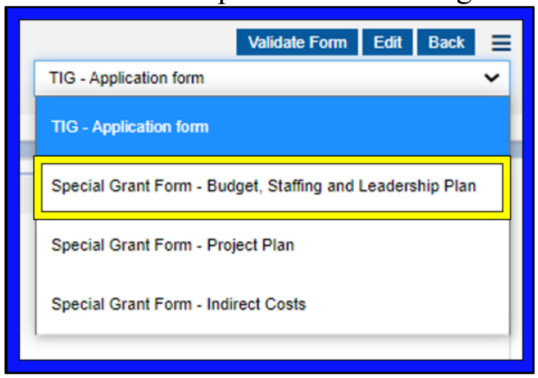


Figure 34: Image of Selecting the Budget, Staffing and Leadership Form from the Drop Down Menu

For the **Budget, Staffing, and Leadership Form**, users should provide an explanation of the budget and staffing rationale. To add an individual working on the grant, users should select the **New button**.

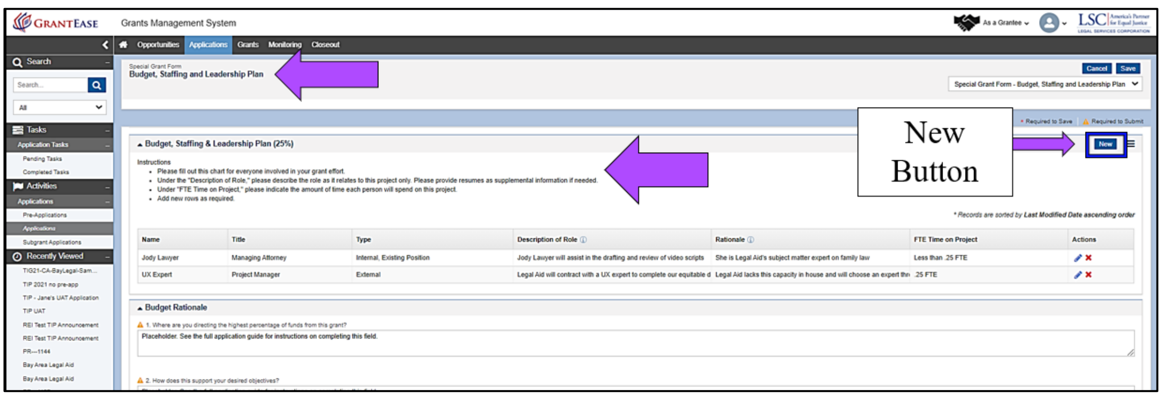


Figure 35: Image of Selecting the New Button to Add a New Grant Member

Once selected, users should fill in the required data, then proceed to answer the questions in the subsequent sections. When all information has been entered, users should select the **Save button**.

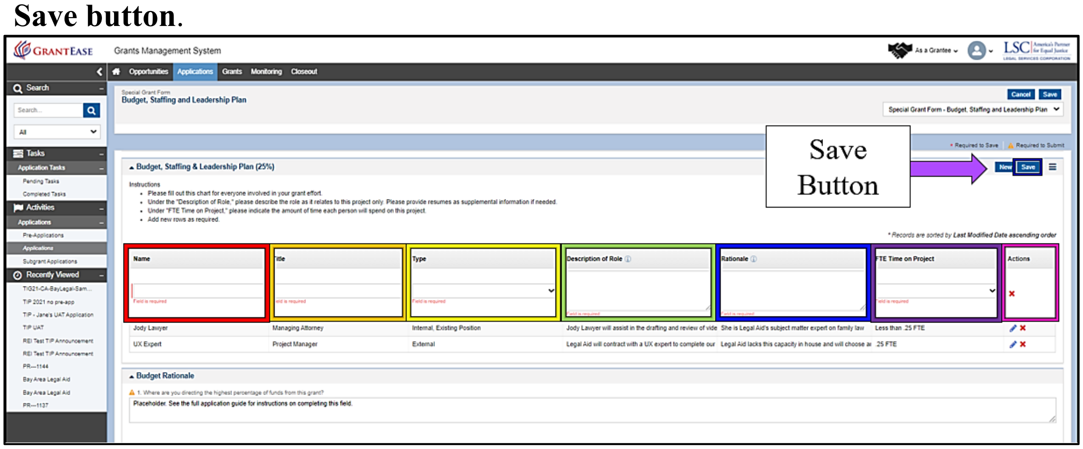


Figure 36: Image of the Staffing Information Rows and Selecting the Save Button

After saving the Budget, Staffing, and Leadership form, users should return to the drop down menu in the upper right-hand corner and navigate to the **Project Plan Form**.

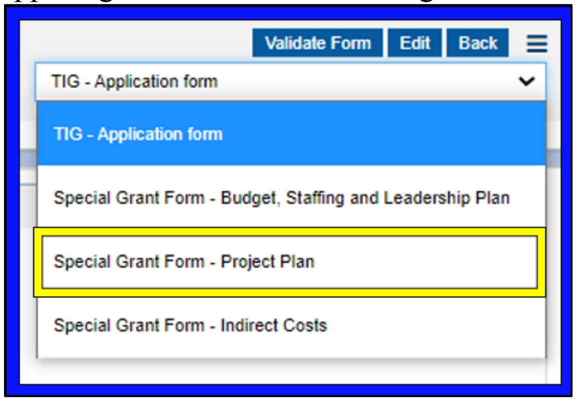


Figure 37: Image of the Drop-Down Menu and Project Plan Form Selection

On this form, users should answer all four questions, select the **Save button,** and then select the **Validate Form button**.

Finally, users should navigate to the **Indirect Cost Form** from the drop-down menu.

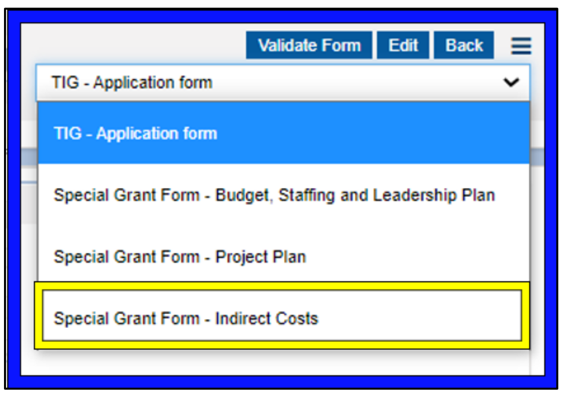


Figure 38: Image of the Drop-Down Menu and Indirect Cost Form Selection

Users should select the **Edit button** to begin completing the form.

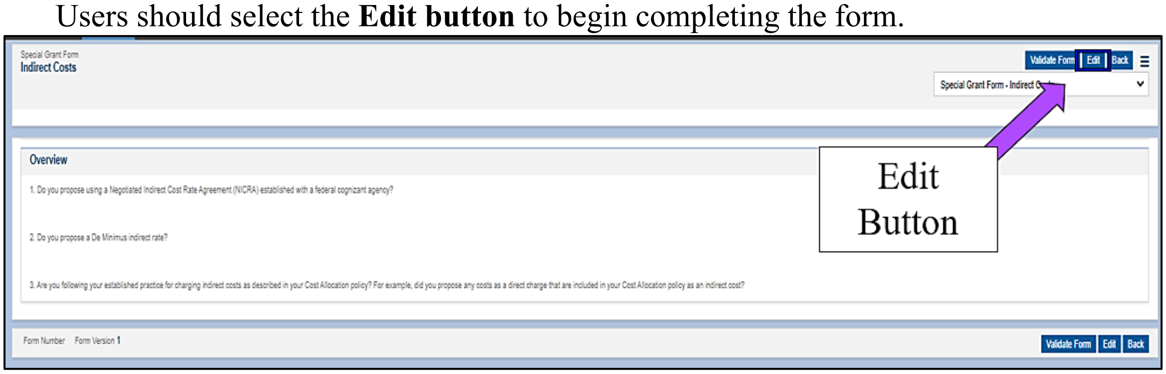


Figure 39: Image of Selecting the Edit Button on the Indirect Costs Form for the TIG Application

(**NOTE:** Users can answer "**Yes**" to only question number 1 or number 2 but **not both**.)

Applicants should follow their **accounting manual** for guidance on Indirect Cost rates. When the form has been completed, users should select the **Save button**.

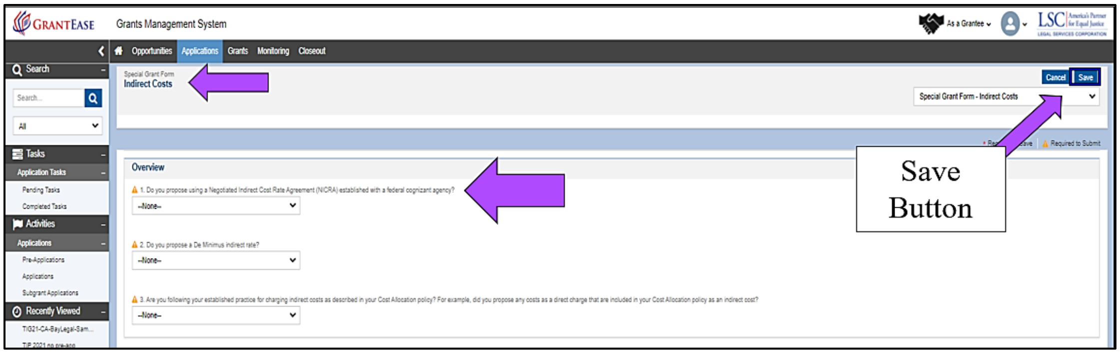


Figure 40: Image of Completing the Indirect Cost Form and Selecting the Save Button

Once the completed form is saved, users should select the **Validate Form button**.

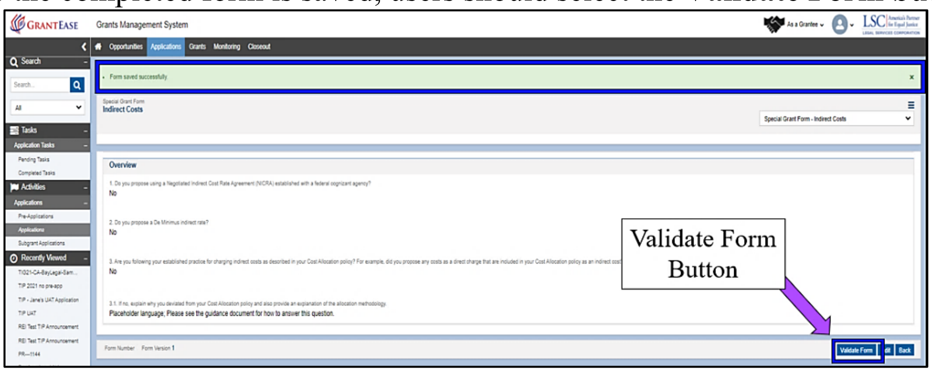


Figure 41: Image of a Completed and Saved Indirect Cost Form and Selecting the Validate Form Button

Once the form is validated, users should select the **Back button** to return to the Attachments tab.

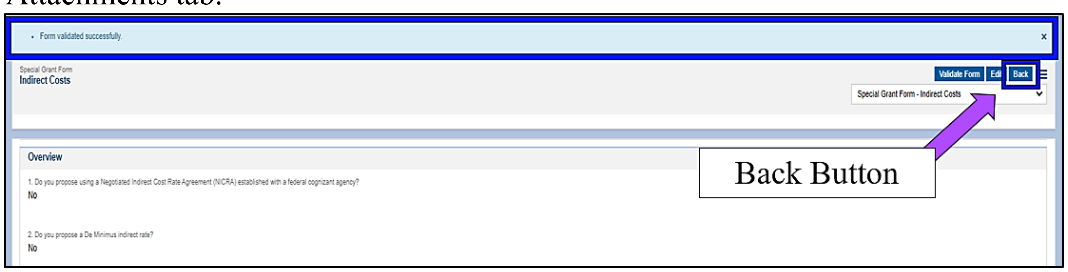


Figure 42: Image of Successful Form Validation and Selecting the Back Button

After each of the forms has been completed, saved, and validated, the user should move down to the **Attachments section**.

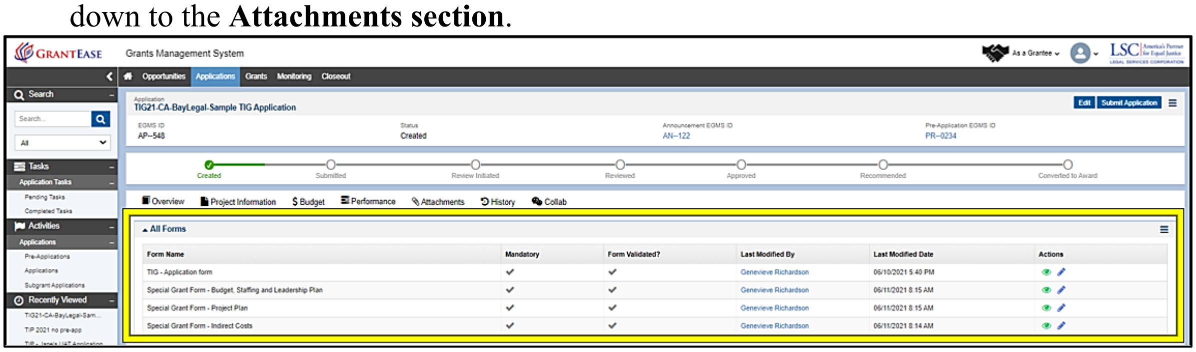


Figure 43: Image of Completed Forms in the All Forms Section

To add a new attachment, users should select the **Add button**.

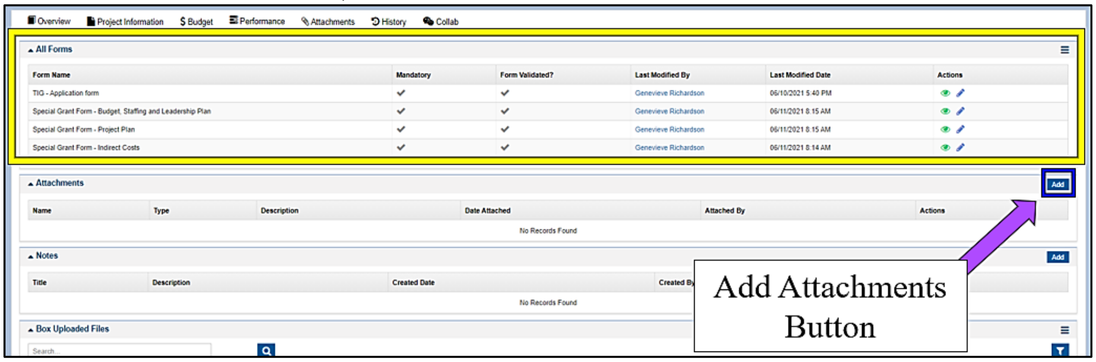


Figure 44: Image of Selecting the Add Attachments Button

After selecting the **Add button**, a pop-up screen will appear.

First, users should select the appropriate option for the **Type** field from the drop down menu which has the following options:

- Organizational Chart (Current & Future);
- Resumes of Existing Staff;
- Position Descriptions (FEWs or partial – Current and New);
- Letters of Support;
- Letters of Commitment (Partners);
- Other.

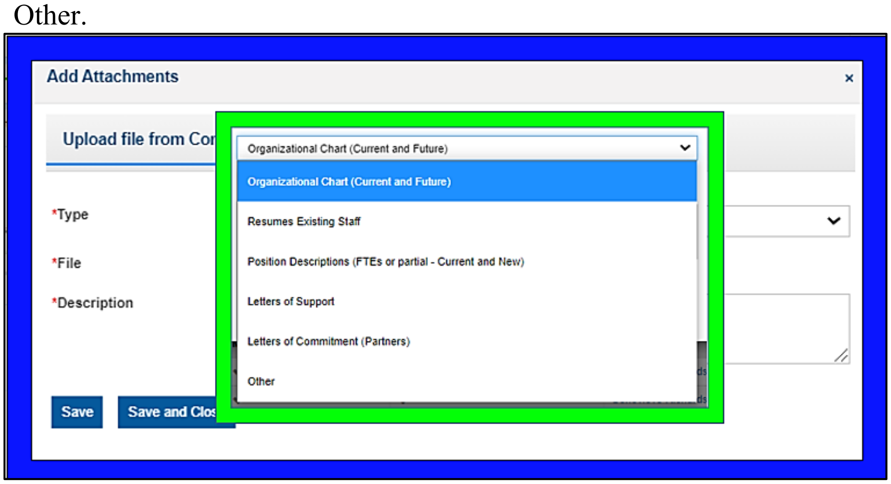


Figure 45: Image of Selecting from the Options for Attachment Type for a TIG Application

Before uploading the file, users should name it according to the TIG Application naming convention. File names should include the grantee acronym and provide a short description of the document (e.g., **"LANY_DC Bar Support Ltr"** or **"LANY_Proposed CMS Vendor Statement of Work"**. If the file is **"Other"**, users should provide a brief description of the document.

Finally, each attached file should include add a **description** of the document. Users should provide 1-2 sentences describing the document.

To add an additional file, users should select the **Save button**. When finished adding documents, users should select the **Save and Close button** to exit the screen.

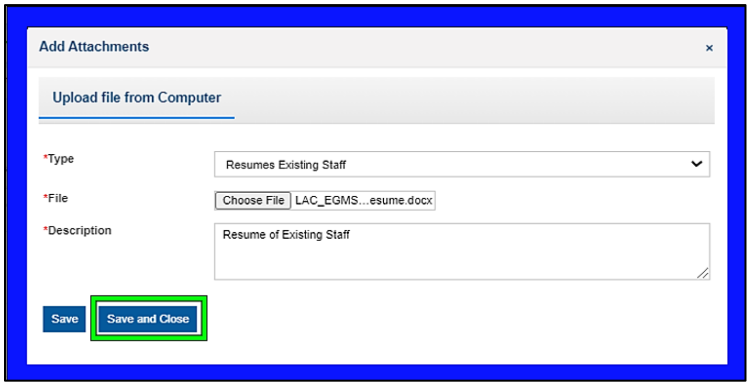


Figure 46: Image of an Upload with Appropriately Formatted File Name and Description and Closing the Pop-up Window

Successfully uploaded attachments will appear in the Attachments section.

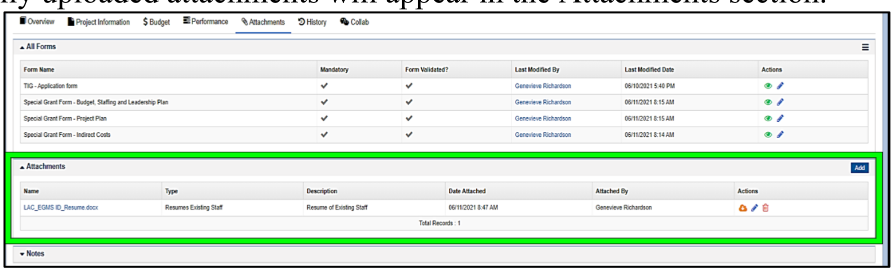


Figure 47: Image of a Successfully Uploaded Attachment for a TIG Application

THE ATTACHMENTS TAB FOR TIP APPLICATIONS

To begin filling out the **TIP Application** forms, users should select the **blue pencil icon**. Additionally, users can utilize the **Attachments section** to upload documents in support of the application.

Forms for a TIP Application:

- TIP Application Form
- Budget, Staffing and Leadership Form
- Indirect Cost Form

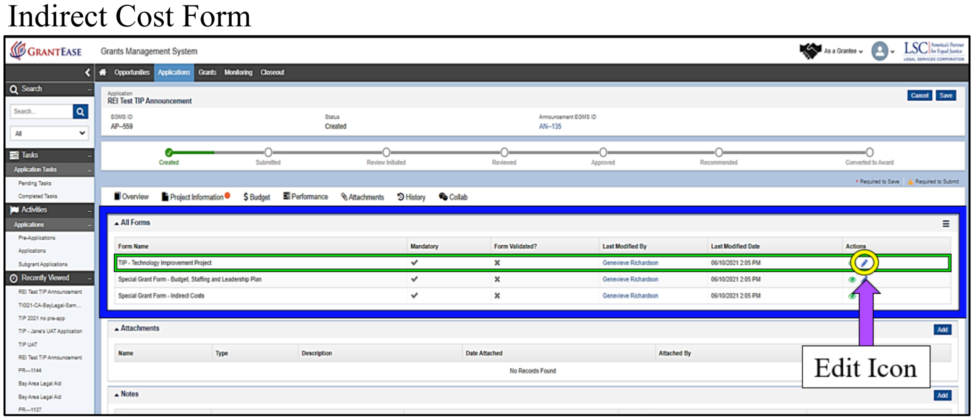


Figure 48: Image of the All Forms Section and Selecting the Edit Icon

After the TIP Application has been accessed, users should begin responding to all application parts by selecting the **Edit button**. (**NOTE:** Please remember, hovering over the **I-icons** provides additional/detailed assistance.)

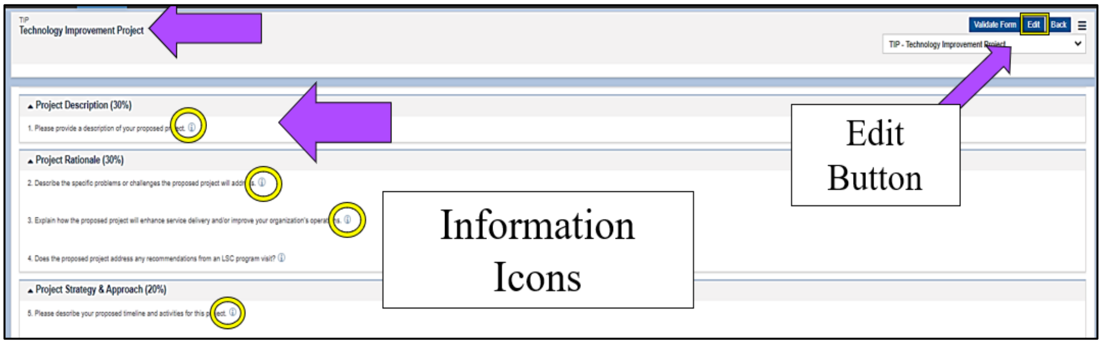


Figure 49: Image of TIP Application Form, Edit Button, and Information Icons

Users should start with the **Project Description section** and respond to all the questions there. Next, users should scroll down to the **Project Rationale section**. Finally, users should scroll down and complete the **Project Strategy and Approach section**. When finished with all of the form questions, users should select the **Save button**.

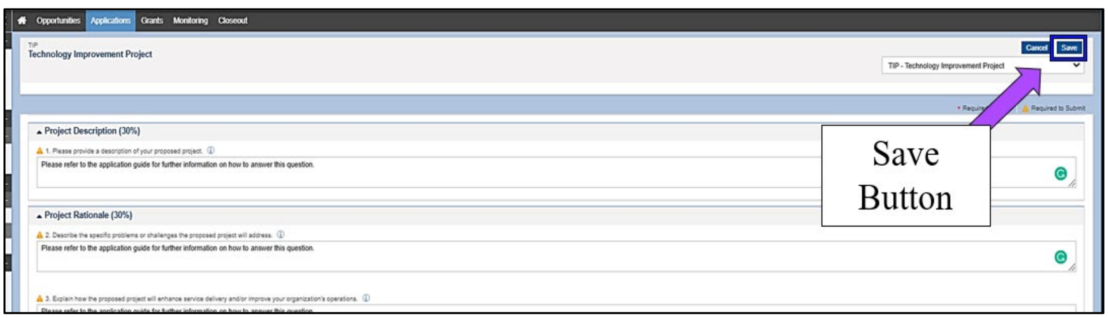


Figure 50: Image of Selecting the Save Button on a Completed Technology Improvement Plan Form

After successfully saving the completed application form, users should then select the **Validate Form Button**.

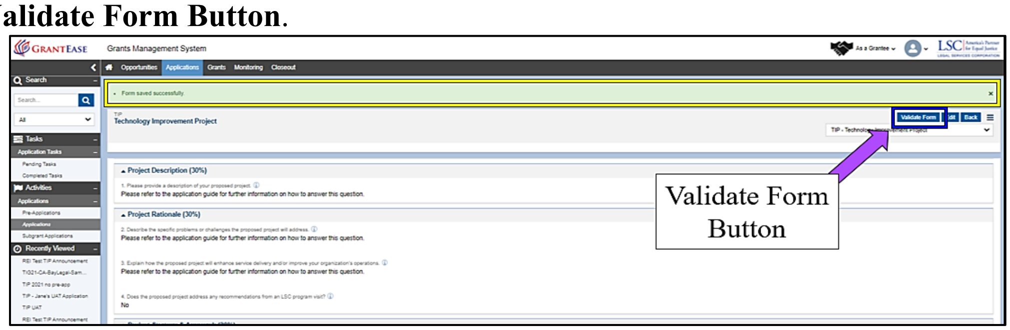


Figure 51: Image of a Successfully Saved Form and Selecting the Validate Form Button

Once the form is successfully validated, users should navigate to the **Budget, Staffing and Leadership Form** from the drop down menu in the upper-right hand corner of the screen.

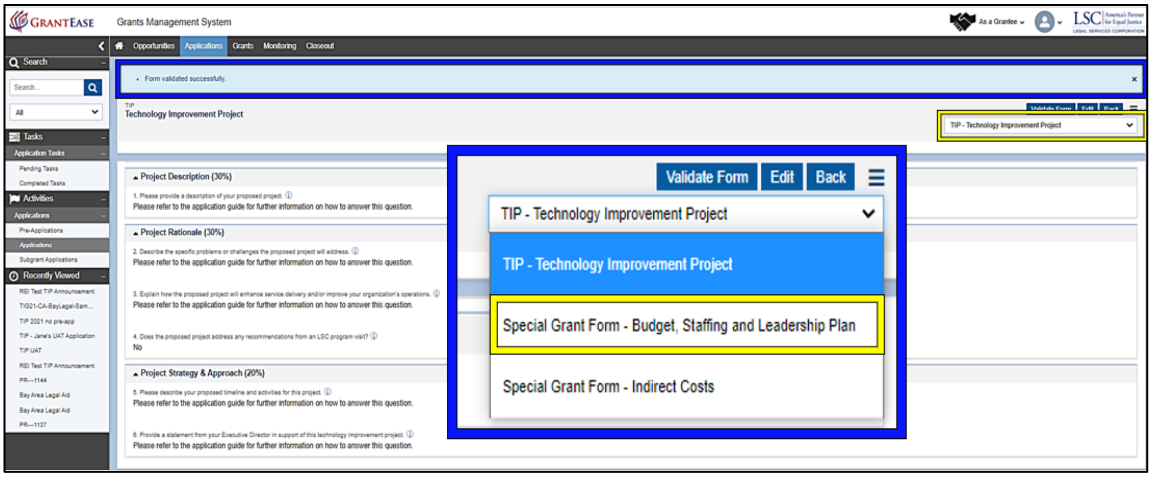


Figure 52: Image of Navigating to the Budget, Staffing and Leadership Plan Form After Successful Form Validation

To add an individual who is working on the grant, users should select the **New button**.

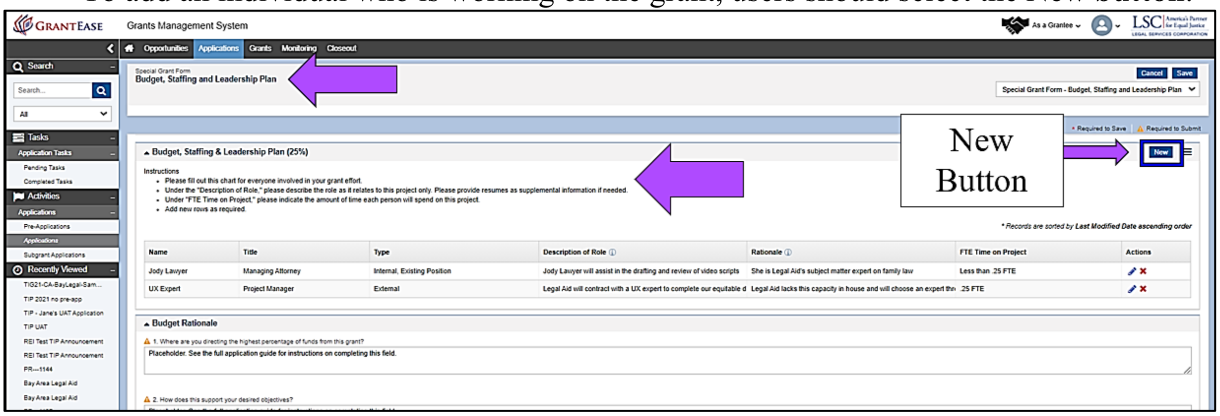


Figure 53: Image of Selecting the New Button to Add Data to the Budget Plan Form

After selecting the **New button**, users should fill in the required information and scroll down to complete the subsequent form sections. When complete, users should select the **Save button**.

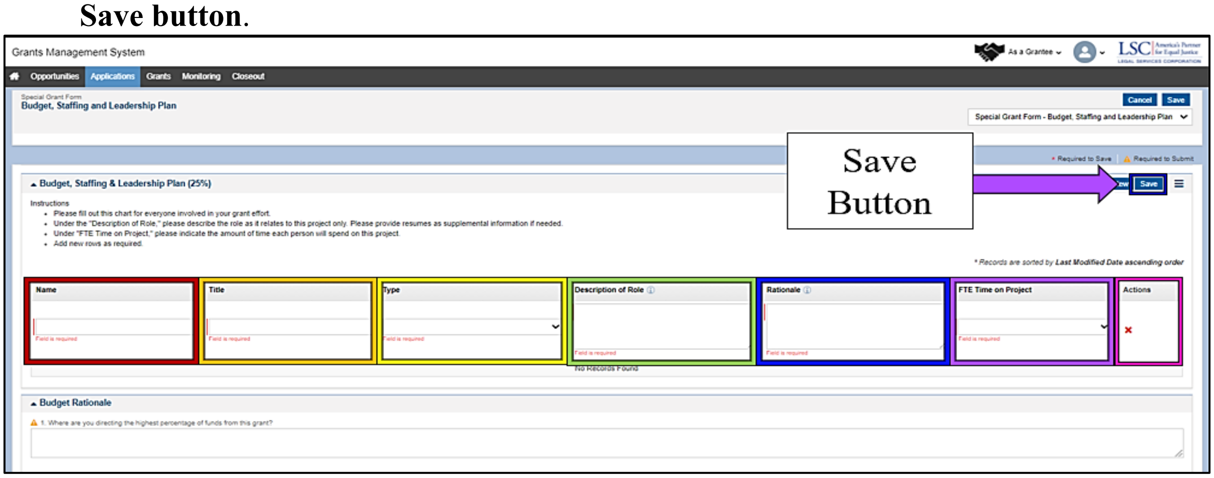


Figure 54: Image of Completing the Required Form Questions and Selecting the Save Button

Finally, users should navigate to the **Indirect Costs Form** from the same drop down menu.

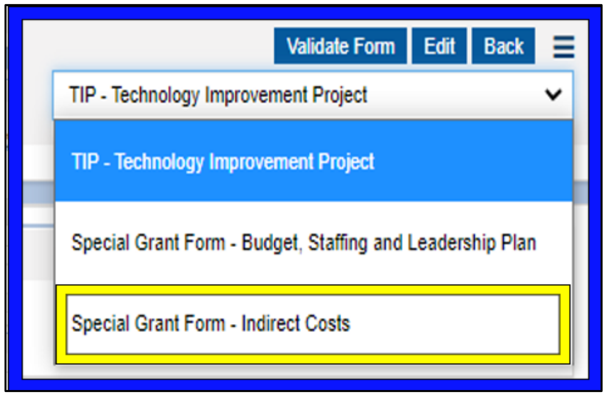


Figure 55: Image of Navigating to the Indirect Cost Form in Drop Down Menu

Once on the Indirect Costs Form, users should select the **Edit button** to complete the form questions.

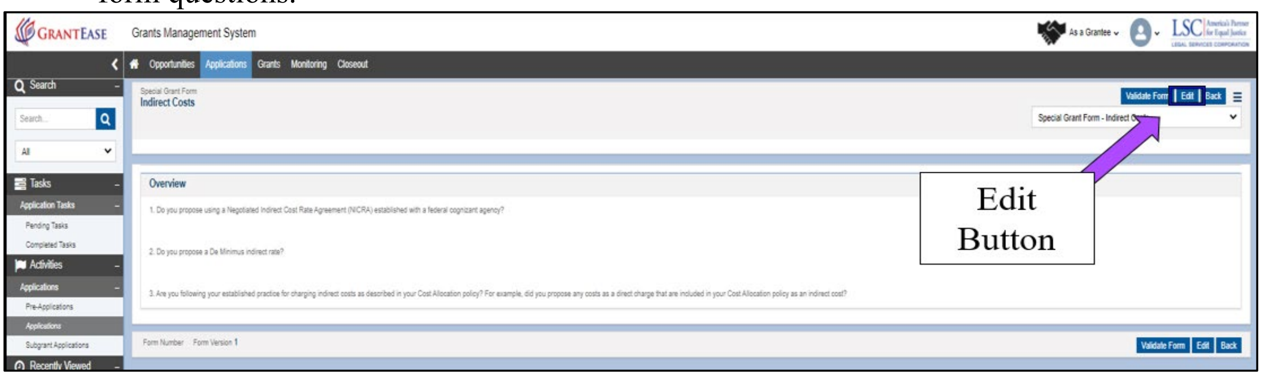


Figure 56: Image of Selecting the Edit Button to Complete the Indirect Costs Form

Users can answer "**Yes**" to only question number 1 or 2 but **<u>not both</u>**. Users should follow their **accounting manual** for guidance on Indirect Cost rates. When finished completing the form, users should select the **Save button**.

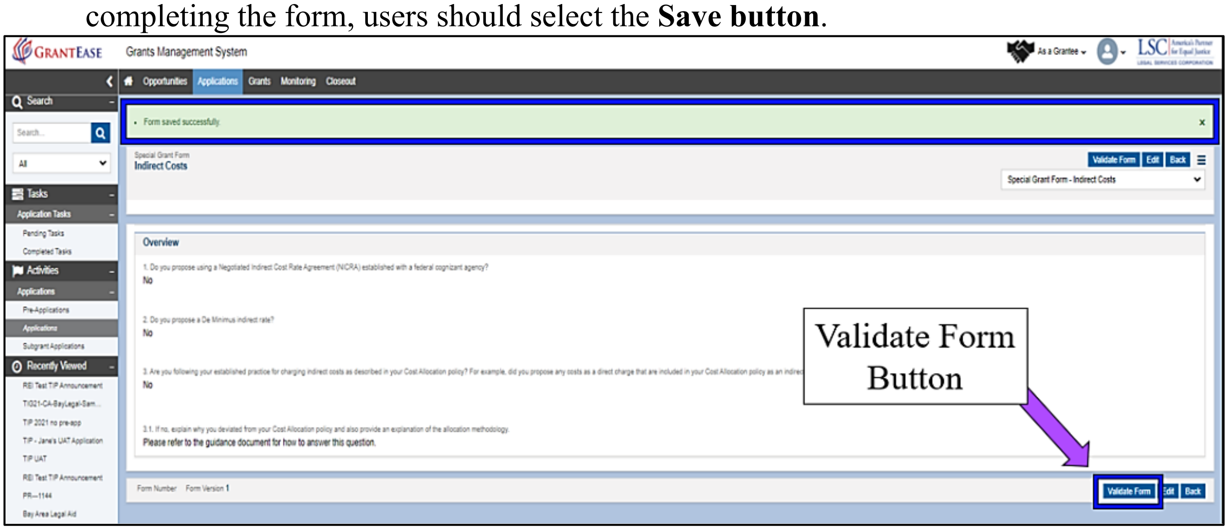


Figure 57: Image of Successfully Saving the Indirect Cost Form and Selecting the Validate Form Button

Once the Indirect Cost Form is successfully validated, users should navigate back to the Attachments tab by selecting the **Back button**.

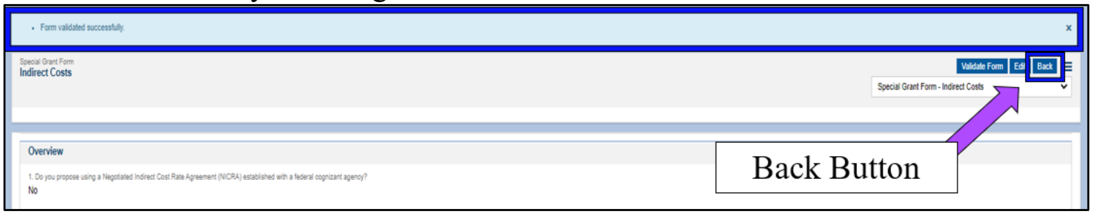


Figure 58: Image of a Successfully Validated Form and Selecting the Back Button

After completing all of the application forms, users should scroll down to the **Attachments section** and select the **Add button** to add documents in support of their application.

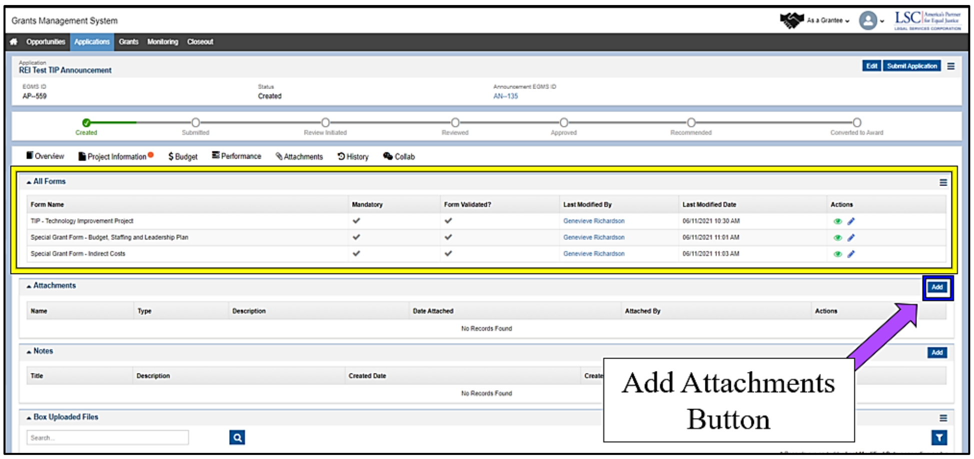


Figure 59: Image of the Completed Application Forms and Selecting the Add Button

After selecting the **Add button**, a pop-up screen will appear.

First, users should select the appropriate option for the **Type** field from the drop down menu which has the following options:

- Organizational Chart (Current & Future);
- Resumes of Existing Staff;
- Position Descriptions (FEWs or partial – Current and New);
- Letters of Support;
- Letters of Commitment (Partners);
- Other.

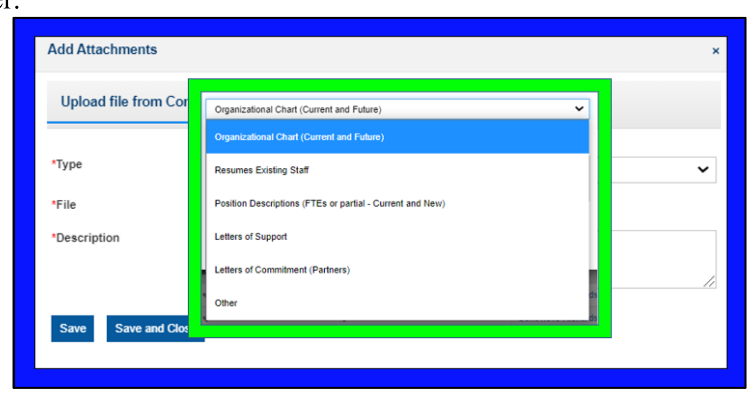


Figure 60: Image of Selecting from the Options for Attachment Type for a TIP Application

Before uploading the file, users should name it according to the TIP Application naming convention. File names should include the grantee acronym and provide a short description of the document (e.g., **"LANY_DC Bar Support Ltr"** or **"LANY_Proposed CMS Vendor Statement of Work"**. If the file is **"Other,"**, users should provide a brief description of the document.

Finally, each attached file should include add a **description** of the document. Users should provide 1-2 sentences describing the document.

To add an additional file, users should select the **Save button**. When finished adding all documents, users should select the **Save and Close button** to exit the pop-up window.

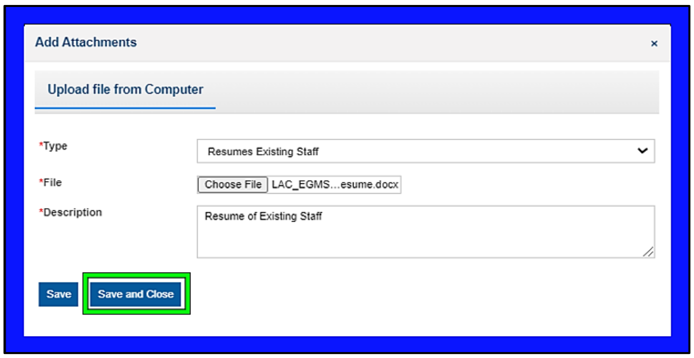


Figure 61: Image of an Uploaded File with an Appropriately Formatted File Name and Description

Successfully uploaded attachments will appear in the **Attachments section**.

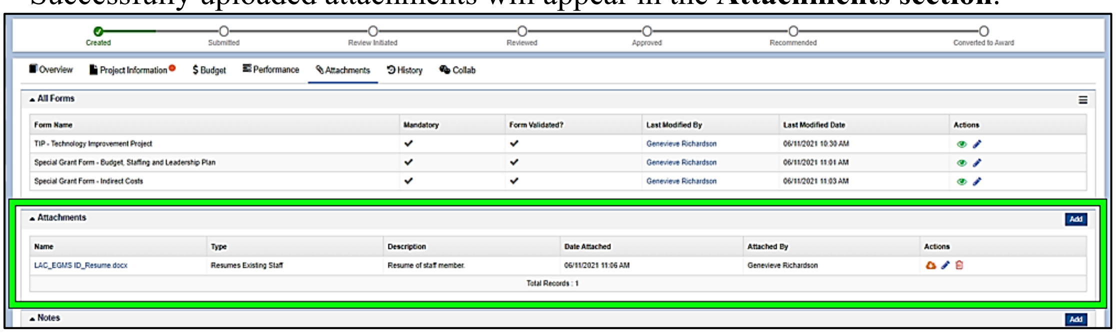


Figure 62: Image of a Successfully Uploaded Attachment for a TIP Application

PERFORMANCE TAB FOR A TIG OR TIP APPLICATION

First users should navigate to the **Performance Tab**. There are two sections within this tab: **Goals** and **Objectives**.

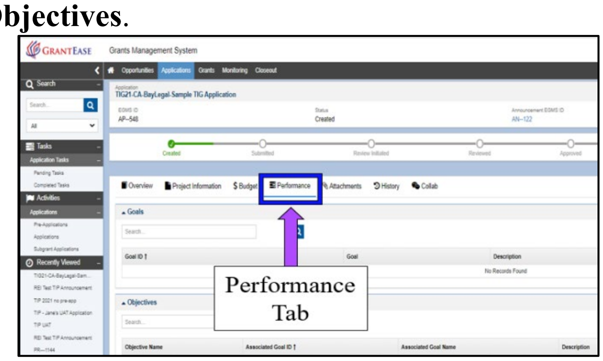


Figure 63: Image of Navigating to the Performance Tab of a TIG or TIP Application

Users should provide a project goal and objectives that reflect key work they will complete on their project.

If funded, applicants will receive support from the TIG team to finalize goals and objectives as well as assistance in incorporating the information into the grant terms and conditions. Progress toward achieving the goal and objectives should be reported regularly throughout the course of the grant.

Users should begin by creating a goal in the **Goals section**. Each grant **must** have **a single goal**. To add a goal, users should select the **New button**.

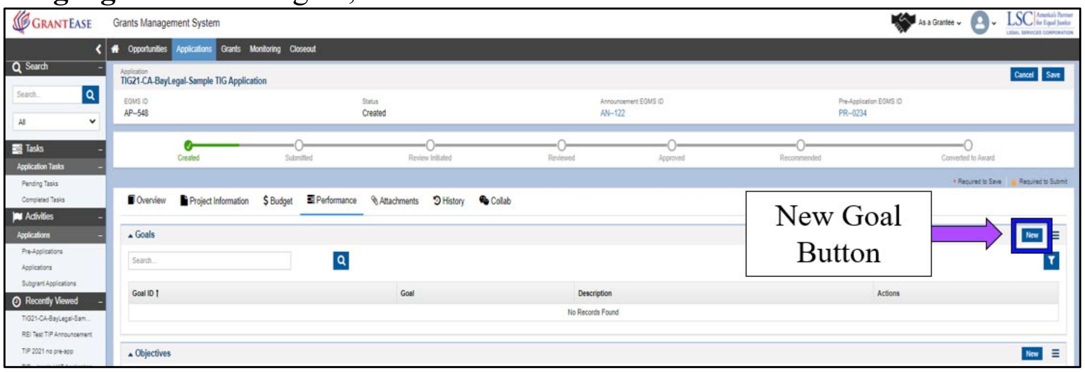


Figure 64: Image of Selecting the New Button in the Goals Section of the Performance Tab

A **Goal Details screen** should pop-up. On this screen, users should add the goal and description. Once finished, they can select the **Save button** to return to the Performance Tab.

Figure 65: Image of the Goal Details Pop-up Window

After finishing the Goals section, users should scroll down to the **Objectives section**. Each objective must be associated with the goal, so the Goals section must be completed before the Objectives section.

To add an objective, users should select the **New button** in the Objectives section.

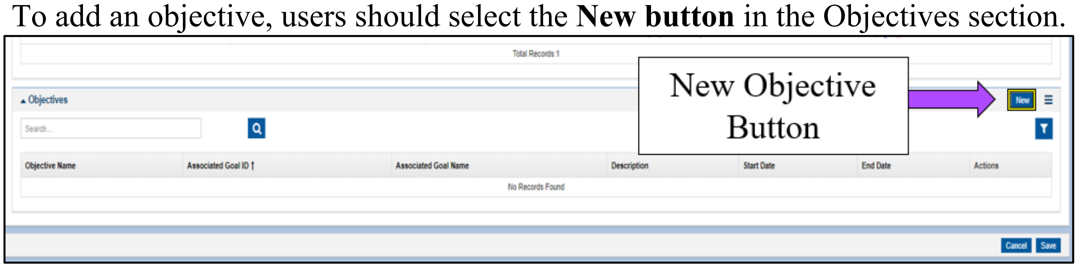


Figure 66: Image of Selecting the New Button in the Objectives Section of the Performance Tab

A pop-up screen will appear.

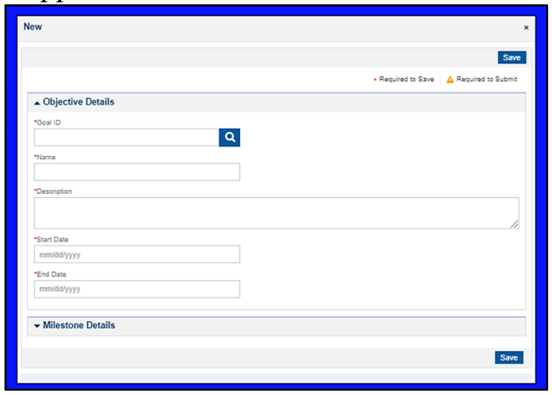


Figure 67: Image of the Objective Details Pop-Up Window

First, users should locate the Grant's goal by selecting the box with the **magnifying glass** under **Goal ID**.

Figure 68: Image of Searching for the Goal ID

This should open a list of **Related Goals**. On this screen, users should click on the **Select Link** next to the correct project goal.

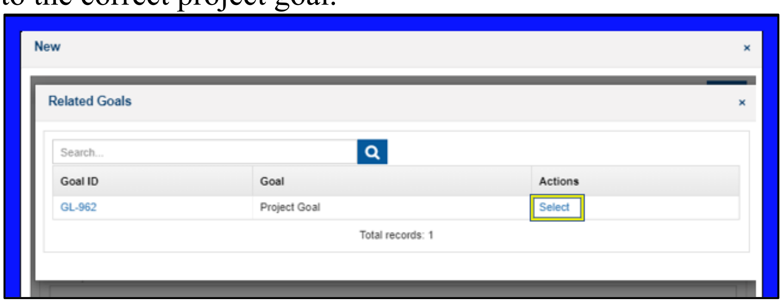


Figure 69: Image of Associating a Related Goal with an Objective on the Objective Details Screen

Once selected, users must provide the Objective's **Name**, **Description**, **Start Date**, and **End Date** (the last date of proposed grant term). When finished, users should select the **Save button**.

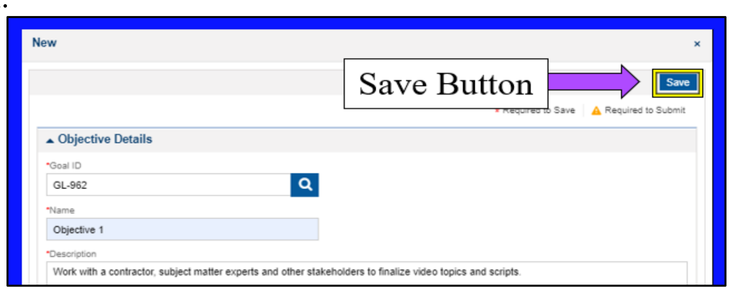


Figure 70: Image of the Completed Objective Details Section and Selecting the Save Button

Users can disregard the **Milestone section**.

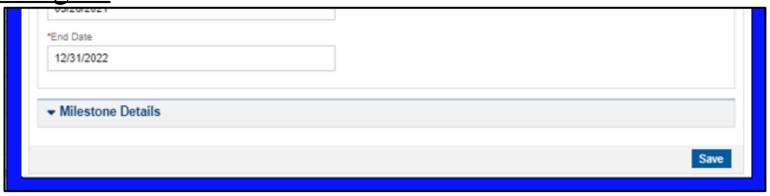


Figure 71: Image of the Milestone Details Section of the Pop-up Window

When finished entering in all of the application objectives, user should select the **Save button**.

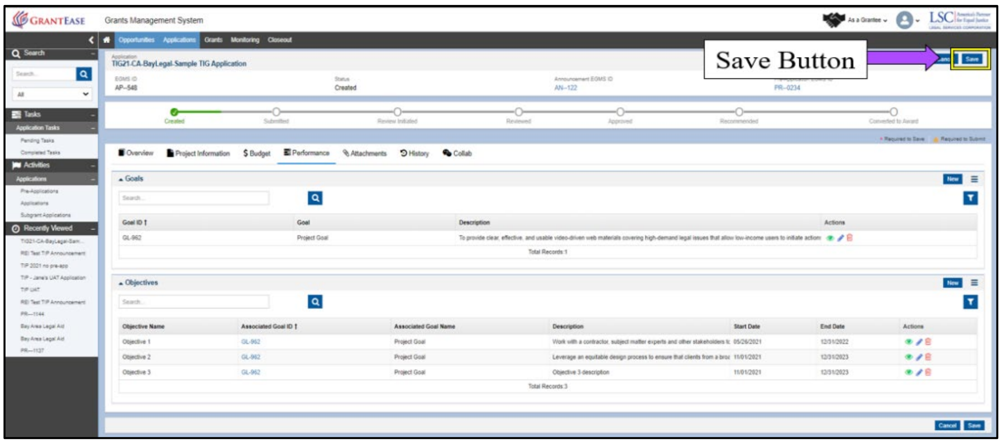


Figure 72: Image of Selecting the Save Button After Completing the Performance Tab

SUBMITTING THE APPLICATION

To submit the application, users should select **Submit Application** in the top right-hand corner.

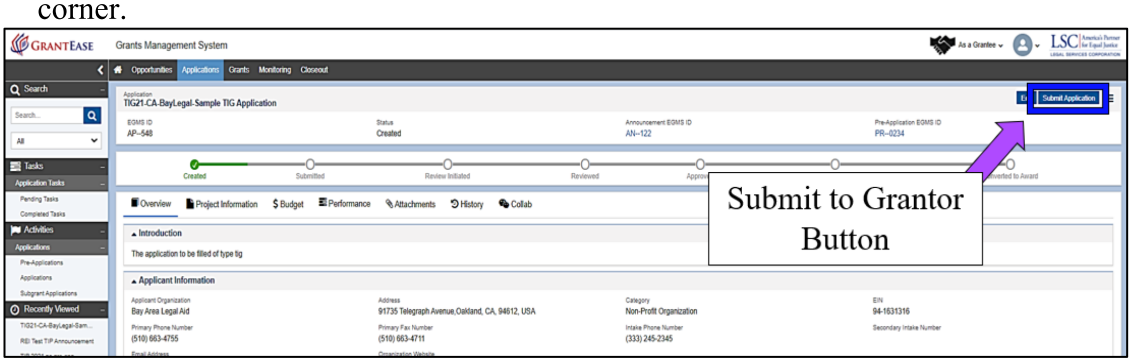


Figure 73: Image of Selecting the Submit Application Button on a completed TIG or TIP Application

A confirmation pop-up window should appear. Users should select "**Yes**" if they are ready to submit their application.

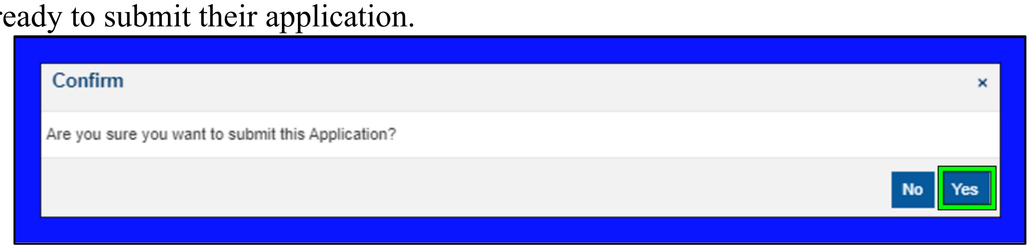


Figure 74: Image of the Confirmation Pop-Up Window

If there are any validation errors, users should rectify them. If there are no validation errors, the status bar should move to **Submitted and Review Initiated status**.

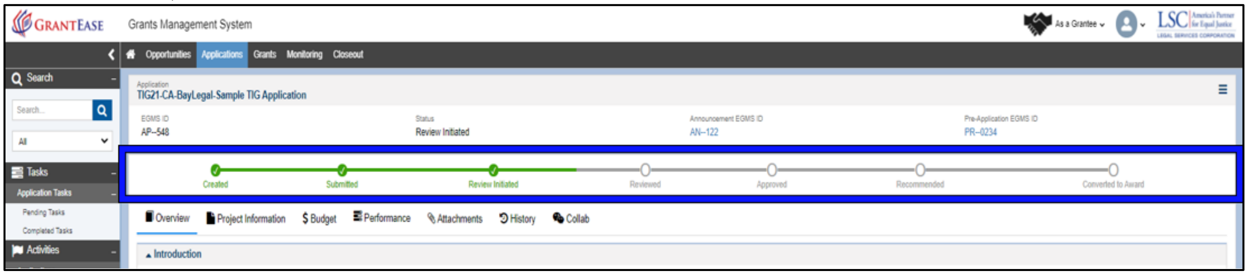


Figure 75: Image of the Updated Application Submission Status

Disaster Grant

1. Coming Soon …

System Features

1. Collab

Usage

Communication Protocol

Response Times

Appendices

1. *GrantEase* Release 2 User Manual - Icon Glossary

New Icons

2. GAR Validation Errors

Error Codes and Corrections

Action	Grantee Level/ Service Area form	GAR Form	GAR / Grantee Profile Section	Question / Field	Validation	Additional Notes
Validate Form	Grantee Level	Grantee Level Forms	Additional Case Information	3. Cases Closed Not Reported to LSC (Number of non-LSC funded Cases not reported to LSC):*	Value provided should not be greater than 10,000.	
Validate Form					Validations for required responses/fields.	
Save or File Upload					Validations to prevent negative numbers.	Exception for Expenses and Revenue forms under service area forms.
GAR Submission			Grantee Branch Office	Office type	Only one 'active' office needs to be identified as a main office on the grantee profile.	

Action	Grantee Level/ Service Area form	GAR Form	GAR / Grantee Profile Section	Question / Field	Validation	Additional Notes
GAR Submission			Grantee Staff Contacts	Service Area allocation	At least once service area must be associated for each staff contact.	Check is performed on staff contacts who are current staff and also on the staff contacts who were active for som time during the reporting year.
GAR Submission			Grantee Staff Contacts	Service Area allocation	The sum of service area percentage must be 100% for each staff contact.	Check is performed on staff contacts who are current staff and also on the staff contacts who were active for som time during the reporting year.
GAR Submission	Service Area	Demographics	Gender		The sum of Gender and Groups in Demographics form must be equal to the sum of Staff and PAI case closures entered on the Case Services Form.	
GAR Submission	Service Area	Demographics	Veteran Status		The sum of Veteran and Groups in Demographics form must be equal to the sum of Staff and PAI case closures entered on the Case Services Form.	

GAR Submission	Service Area	Demographics	Total Clients Entered for Age & Ethnicity		The sum of Age/Ethnicity and Groups in Demographics form must be equal to the sum of Staff and PAI case closures entered on the Case Services Form.	
GAR Submission	Service Area	Demographics	Language		The sum of Language and Groups in Demographics form must be equal to the sum of Staff and PAI case closures entered on the Case Services Form.	
GAR Submission	Service Area	Categories of PAI - Basic Field Only	Pro Bono		Enter either value or zero in each cell	
GAR Submission	Service Area	Categories of PAI - Basic Field Only	Compensated		Enter either value or zero in each cell	
GAR Submission	Service Area	Categories of PAI - Basic Field Only	Totals		Total of all PAI Cases Closed should equal the Total number of PAI case closures recorded in the Case Services form.	
GAR Submission	GAR main screen	Staff and PAI Case Services	Totals		Sum of Staff and PAI Cases Services must not be grater that 100,000.	
Action	Grantee Level/Service Area form		Staff Contacts	All required fields	All the required fields on each of the staff contacts must be provided	Required fields on staff contacts: First Name

					to proceed with GAR submission.	Last Name Email Phone Key Staff Designation Role Birth Year Gender Race / Ethnicity Language Attorney Annual Salary Hours Per Week Annual Other Compensation Start Date Years Experience - Grantee Years Experience - Job Years Experience - Professional Staff Contact Status

3. OCE Self-Inspection and Ongoing Compliance Oversight Validation Errors

Error Codes and Corrections

Self-Inspection Certification and Summary Form

Self-Inspection section:

- The number of cases reviewed in the representative sample of the total number of cases being reported to LSC must be between 75 and 300. ✘

- During the editing of this section, respondents will encounter the above message if the response to question one (1) is either 74 or below or 301 or above.
- To resolve, enter a number between 75 and 300.

- The number of cases sampled in which one or more errors were noted must be smaller than the number entered in item #1 and may be 0 ✘

- During the editing of this section, respondents will encounter the above message if the number entered in response to question two (2) is larger than the number entered in response to question one.

Self-Inspection Summary section:

Required Field Missing ✘

- During the editing of this table, respondents will encounter the above message if it is missing responses.
- To resolve, locate the table cell missing a response, fill in the response, and press the **Save button**.
  - **NOTE** that each row must have responses in both the Number of Cases with Error and Corrective Action (Yes/No) columns.
  - If there are no cases to report for the row, enter a zero (0) in the Number of Cases with Error column; if no corrective actions were taken, select "No" from the dropdown.

- Self-Inspection Summary - Please provide responses for all rows. ✘

- During form validation, respondents will encounter the above message if the Self-Inspection Summary table is missing data or responses.
- To resolve, click on the Edit button in the top right and add the missing data to the table.

Number of cases with each individual type of error should not be larger than the total number of cases sampled in which one or more errors were noted (as reported above), or should not be negative. ✘

- During the editing of this table, respondents will encounter the above message if a response in the column Number of Cases with Errors includes a negative number or a number that is more than the response to question one in the Self-Inspection section of the form.

Ongoing Compliance Oversight Form

- Corrective Actions Taken is required to save, if Errors Identified is yes. ×

- During the editing of individual rows, respondents will encounter the above message if "Yes" is selected in the Errors Identified column and no response was entered o chosen in the Corrective Actions Taken column.
- To resolve, open the record and select the appropriate response/s from the options provided under the Corrective Actions Taken header. Alternatively, if no errors were identified, respondent should then open the record using the **Edit icon** and select "No" from the dropdown.

- If Other is selected, please provide a brief narrative in the provided box. ×

- During the editing of individual rows, respondents will encounter the above message if "Other" is selected in the Corrective Actions Taken column and no text was entered into the "If you have selected 'Other' for Corrective Actions Taken, please elaborate:" box.
- To resolve, open the record and either enter text into the "If you have selected 'Other'…" box or uncheck the "Other" box under Corrective Actions Taken.

- Ongoing Compliance Oversight Form Summary - Please provide responses for all rows.

- During form validation, respondents will encounter the above message if responses have not been entered into at least the Errors Identified column.
- To resolve, respondents should locate the row/s with missing responses, click on the **Edit icon**, and provide a response from the options provided.