

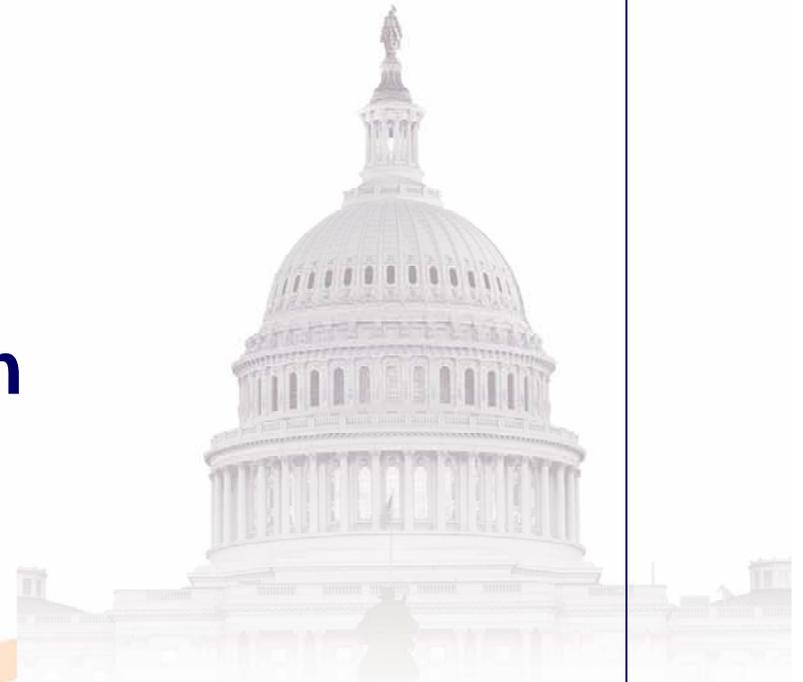


EGrAMS

End-to-End e-Grants Solution

- ❖ **EGrAMS is a web based application**
- ❖ **Easy to use with help features**
- ❖ **Automates the program life cycle**
- ❖ **No additional software required to run**
- ❖ **Supports industry standard browsers (Internet Explorer, Firefox, Chrome)**
- ❖ **6 Easy steps to submit your application**

- 1. Register your Agency**
- 2. Create User Profile**
- 3. Start a New Application**
- 4. Assign Agency Users**
- 5. Enter / Edit Application**
- 6. Print / Submit application**



- ❖ **EGrAMS uses a consistent user interface**
- ❖ **Before using the application, it is important to:**
 - ✓ **Understand Notations and Controls**
 - ✓ **How to Access Menus & Options**

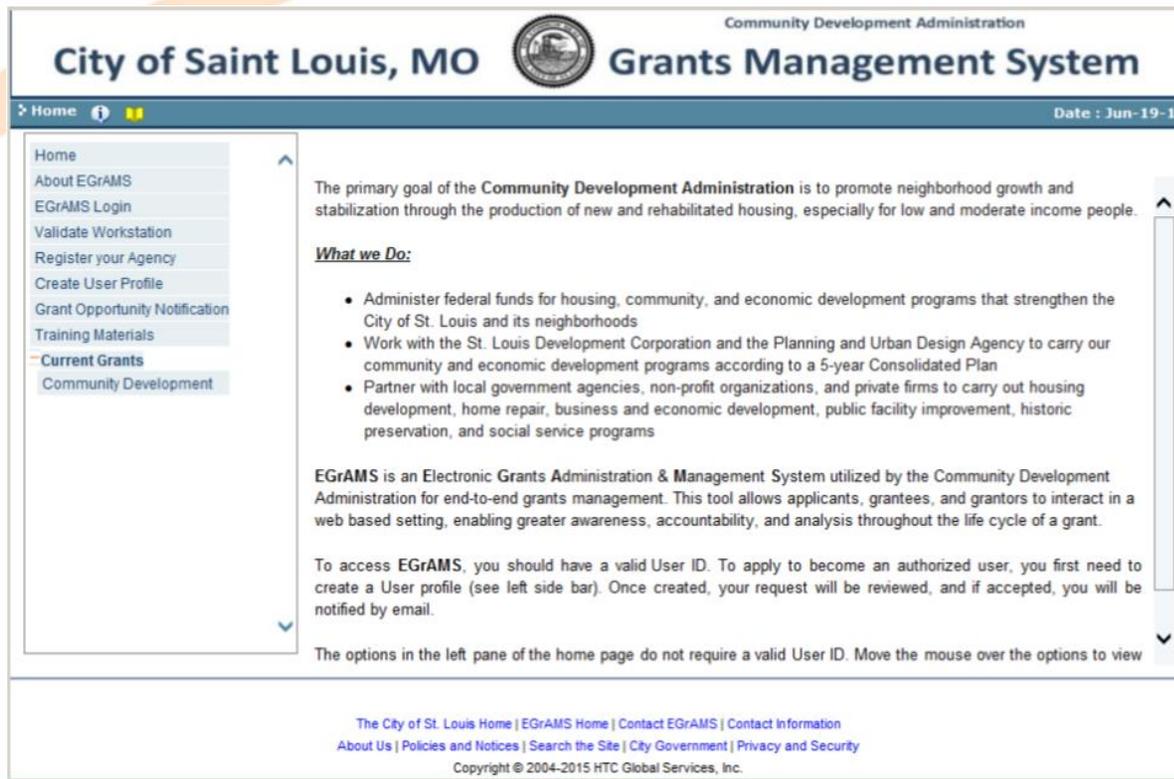


- ❖ EGrAMS does not require any additional software to be installed on individual workstations.
- ❖ Check that your individual workstation meets the requirements
 - ❖ **Home → Validate your workstation**

Workstation	Pentium processor 1 GHz or higher
RAM Requirements	1 GB or higher
Operating System	Windows 2000, XP, Vista
Browser	Internet Explorer v8.0 above Mozilla Firefox v21.0 and above Chrome V30.0 and above Safari v5.1.7 and above
Other Requirements	Internet access, Printer, Adobe Acrobat Reader, Java Script enabled, Pop-ups enabled
Screen Resolution	Works best at 1024 x 768 pixels

❖ How to start EGrAMS?

- ✓ Open your browser window
- ✓ Type in the URL (http://www.cdagrants.com)



Header – Browser controls, Application logo; constant for all screens

Body – Based on the option selected

Footer – Links; constant for all screens

❖ Comments and Help

- ✓ All screens have a comment line at the bottom of the screen, when applicable
- ✓ Most fields display a brief description of what data is to be entered in the respective field
- ✓ All screen have a Information icon and yellow book screen help and/or documentation, when applicable
- ✓ All fields support field lookups, calendar lookups or dropdowns, if applicable (where applicable)
- ✓ Field Lookups support
 - User defined Search criteria on code and description
 - Wild cards – prefix, suffix & in between
 - Sorting by Code or Description in Ascending & Descending order
 - Wild card character is ‘%’

❖ Error Reporting

- ✓ All screen validations are done online and errors displayed as
 - Information Messages
 - Confirmation Messages

❖ Optional & Mandatory Input

- ✓ All fields prefixed by ‘*’ are mandatory and cannot be left blank

'*' Mandatory field

The screenshot shows the 'Create User Profile' application window. The window title is 'Create User Profile' and it includes a sub-header '(*) - Required field' and a date 'Date : May-14-15'. The main content area is titled 'User Details' and contains the following fields:

- *Login Name: test1
- *Password: [masked]
- *Confirm Password: [masked]
- *First Name: [empty]
- *Last Name: [empty]
- *Display Name: [empty]
- *Address Line 1: [empty]
- Address Line 2: [empty]
- *City: [empty]
- *State: CA [dropdown]
- *Zip 1: [empty]
- Zip 2: [empty]
- *Phone: [empty]
- Phone Extension: [empty]
- Fax: [empty]
- Menu Style: Drop Down List [dropdown]
- *e-Mail Address: [empty]
- *Designation / Title: [empty] [dropdown]
- *Role Code: [empty] [dropdown]
- *Parent Agency: [empty] [dropdown]
- *County: [empty] [dropdown]
- Password Reset: Yes No
- User Status: Inactive [dropdown]
- Show Security [button]

At the bottom of the form, there is a 'Comment Line' with the text 'Enter your first name'. At the bottom right, there are 'OK' and 'Cancel' buttons. A 'Field Lookup' arrow points to the 'Role Code' dropdown menu.

Comment line

Field Lookup

Action buttons

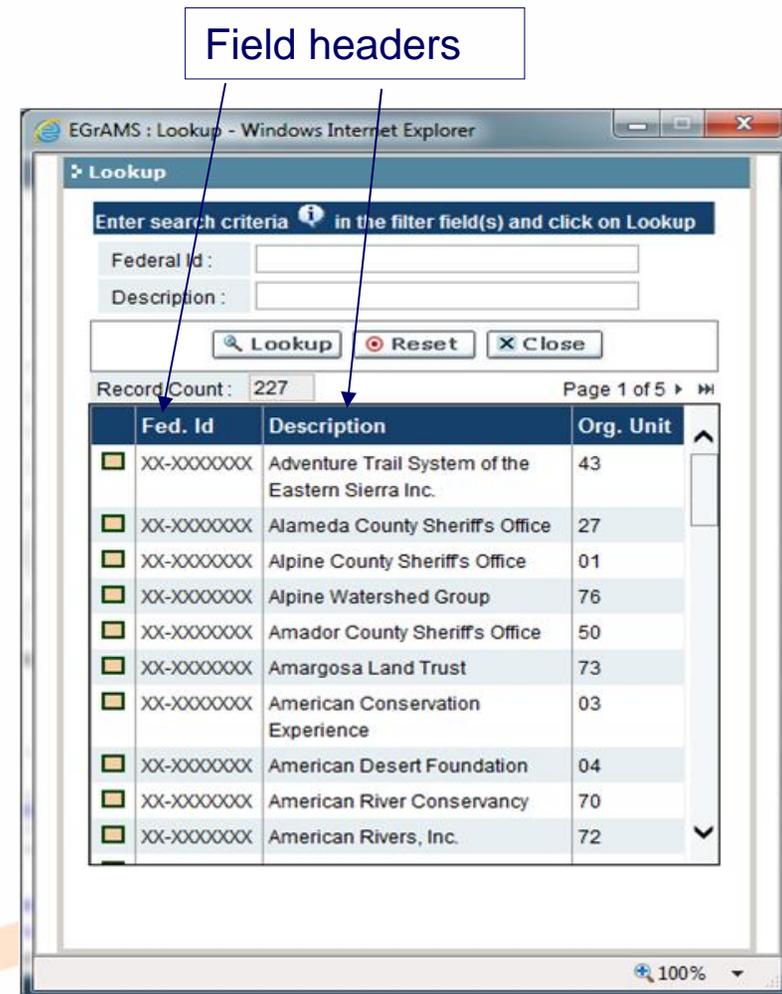
❖ **Field Lookups enable users to select the appropriate value from a list of available choices**

• **Invoking a Lookup**

- ✓ Click on the field lookup icon 
- ✓ Based on the field, the system displays all values
- ✓ The displayed set is sorted in Ascending order of description, by default
- ✓ Click on Field Headers to change Sort order of respective field

• **Selecting the desired value**

- ✓ Moving the mouse over the displayed rows, highlights the respective row
- ✓ Click on  to select the desired record



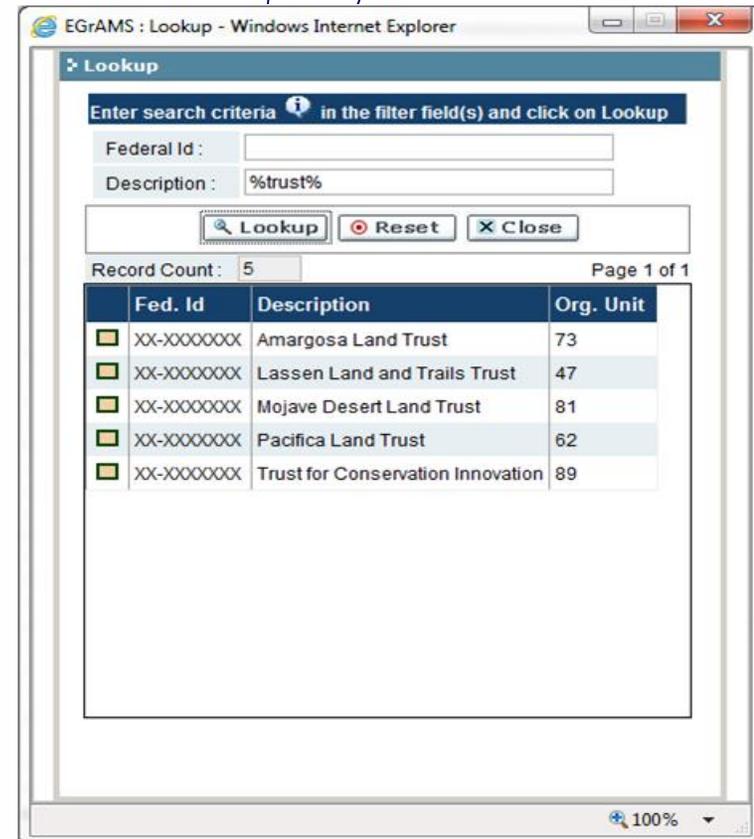
- **Entering Search Criteria**

- ✓ Enter desired criteria in the 'Search Fields'
- ✓ Click on 'Lookup' to search the records based on entered criteria
- ✓ Click on 'Reset' to blank out entered search criteria
- ✓ Click on 'Close' to return to parent screen without selecting a value

- **Selecting the desired value**

- ✓ Moving the mouse over the displayed rows, highlights the respective row
- ✓ Click on  to select the desired record

Search Fields



The screenshot shows a web browser window titled "EGrAMS : Lookup - Windows Internet Explorer". The main content area is titled "Lookup" and contains the following elements:

- A header bar with the text: "Enter search criteria in the filter field(s) and click on Lookup".
- Two input fields: "Federal Id:" (empty) and "Description:" (containing "%trust%").
- Three buttons: "Lookup" (with a magnifying glass icon), "Reset" (with a red circle icon), and "Close" (with an 'X' icon).
- Below the buttons, it says "Record Count: 5" and "Page 1 of 1".
- A table with the following data:

Fed. Id	Description	Org. Unit
XX-XXXXXXX	Amargosa Land Trust	73
XX-XXXXXXX	Lassen Land and Trails Trust	47
XX-XXXXXXX	Mojave Desert Land Trust	81
XX-XXXXXXX	Pacifica Land Trust	62
XX-XXXXXXX	Trust for Conservation Innovation	89

❖ *The above search criteria specifies that the name should have the characters with 'trust' in the description*

- ❖ **Multi Value Lookups enable users to select the appropriate value(s) from a list of available choices. This option is extremely useful when a user has to select multiple values. Eg. County information**

- **Invoking the lookup**

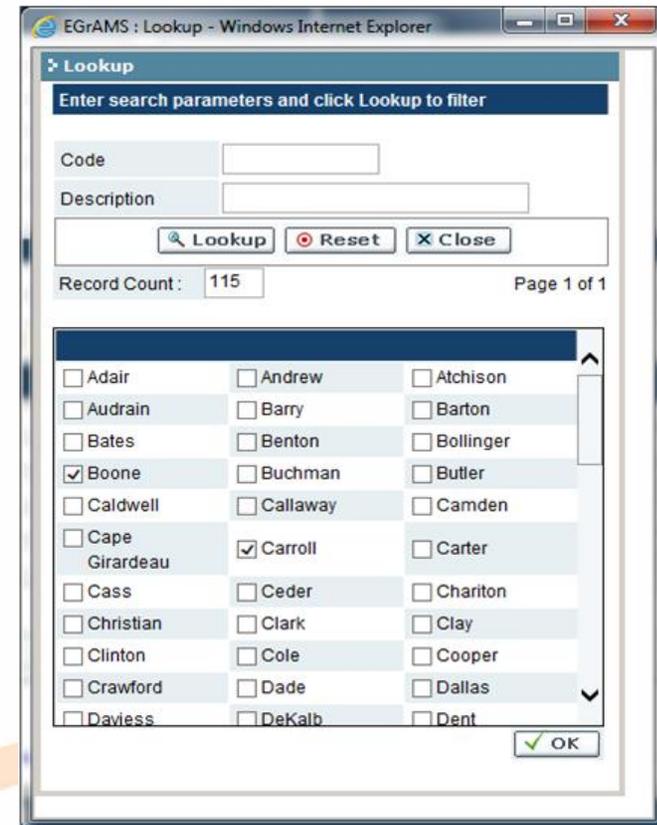
- ✓ Same as described in previous slides

- **Search Criteria**

- ✓ Same as described in previous slides

- **Selecting the desired value**

- ✓ Click on the checkbox to mark the required value(s)
- ✓ Click on OK to select the desired record(s)



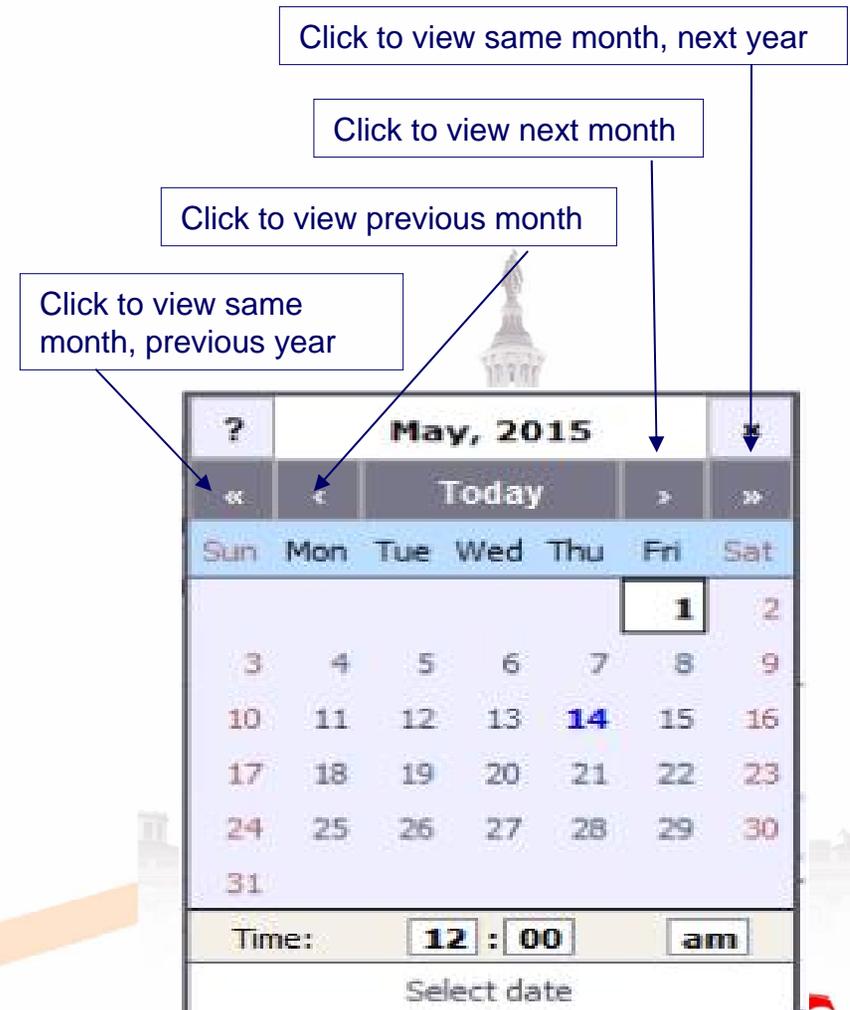
❖ Calendar Lookups enable users to select the appropriate date value across month, year, etc. as required

• Invoking a Calendar Lookup

- ✓ Click on the calendar lookup icon 
- ✓ The system displays the calendar for the current date (day, month, year)
- ✓ Navigate to the desired month, year based on the << < > >> controls

• Selecting the desired date

- ✓ Click on the date to select the respective date



The screenshot shows a calendar for May 2015. The calendar is displayed in a grid format with days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and dates (1-31). The current date is highlighted as 'Today' (May 14, 2015). Navigation controls are visible at the top and bottom of the calendar. Callouts point to these controls:

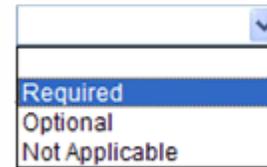
- Click to view same month, next year (points to the right arrow)
- Click to view next month (points to the right arrow)
- Click to view previous month (points to the left arrow)
- Click to view same month, previous year (points to the left arrow)

At the bottom of the calendar, there is a time selection field: Time: 12 : 00 am. Below the time field is the text 'Select date'.

❖ Dropdowns are used when the choice of values available is limited

• Invoking a Dropdown

- ✓ Click on the dropdown icon  to view a list of available values
- ✓ The system displays a list of available values



• Selecting the desired value

- ✓ Click on the displayed value to select the respective choice
- ✓ In addition, the user may use the up and down arrow keys to view the available choice of values

- ❖ All field level validations are done online and appropriate errors are displayed by the system.

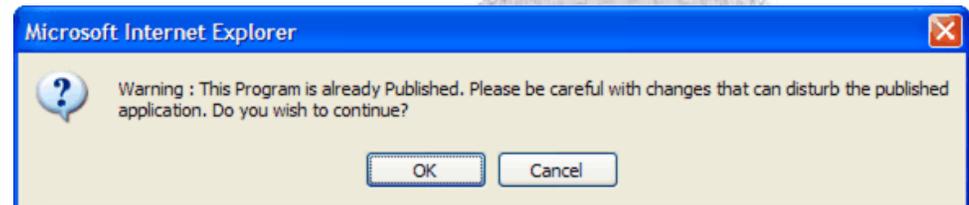
- **Information Message**

- ✓ Displays a popup window with the appropriate error or warning message
- ✓ Click on 'OK' to acknowledge the message



- **Confirmation Message**

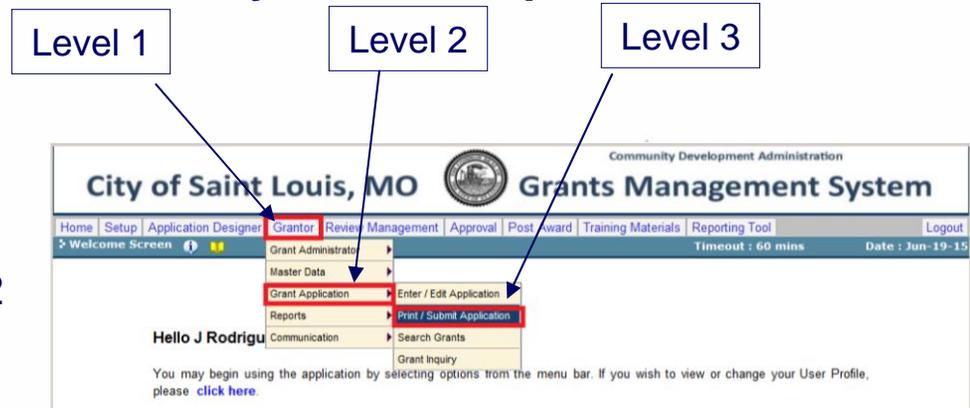
- ✓ Displays a popup window with the appropriate error or warning message
- ✓ Provides the user a choice to confirm or cancel a certain action
- ✓ Click on 'OK' to confirm
- ✓ Click on 'Cancel' to cancel the action



- ❖ Menus allow the user to select the desired options within EGrAMS
- ❖ A user role determines the access options available to a user
- ❖ EGrAMS supports three type of menus – Dynamic, Dropdown & List

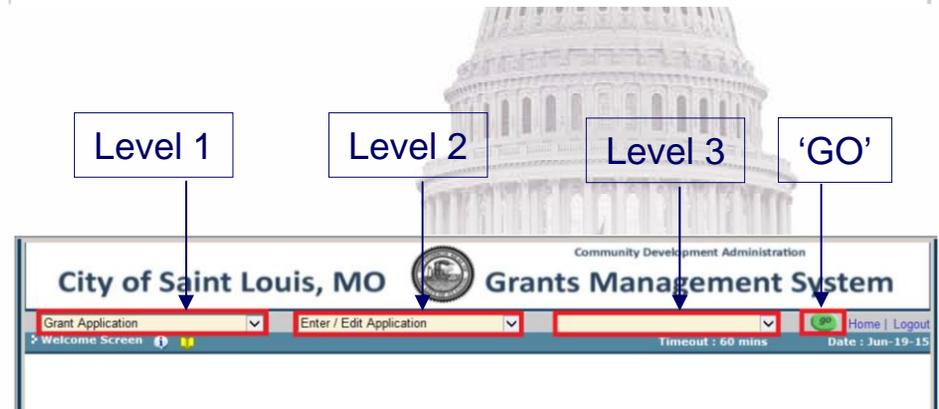
- **Dynamic**

- ✓ Place your mouse over the desired module at Level 1
- ✓ Place your mouse over the desired sub module at Level 2
- ✓ Click on option at Level 3



- **Dropdown**

- ✓ Select the desired module at Level 1
- ✓ Select the desired sub module at Level 2 or 3
- ✓ Click on the icon  to display the respective screen



- **List**

- ✓ Click on 'OLGA Menu' in the footer section
- ✓ The system displays all the available modules, sub modules and options
- ✓ Click on the desired option at Level 2 or 3 to display / access the respective screen

City of Saint Louis, MO Grants Management System

Home | Setup | Application Designer | Grantor | Review Management | Approval | Post Award | Training Materials | Reporting Tool | Logout

User Menu | Timeout : 60 mins | Date : Jun-19-15

Grantor

- Grant Administrator
 - Enter Allocations
 - Approve Allocation Revisions
 - Approve Project Director
 - Copy Application Permission
- Master Data
 - Agency
 - Agency Contacts / Attach
- Grant Application**
 - Enter / Edit Application
 - Grant Inquiry

Allocation File Template

Review Allocation

Application Status

Multi-Agency Request

Grantee Agency

Print / Submit Application

Approve Allocations

Assign Users to a Program

Tech Assistance Status

Multi-Agency Approval

Update Agency Info

Search Grants

The City of St. Louis Home | EGrAMS Home | **EGrAMS Menu** | Contact EGrAMS | Contact Information

About Us | Policies and Notices | Search the Site | City Government | Privacy and Security

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❖ Notations used in the User Manual to denote the option selection in the screen example

➤ **Grantor -> Grant Application -> Print / Submit Application**

Link to display the EGrAMS Menu List

• A word of Caution

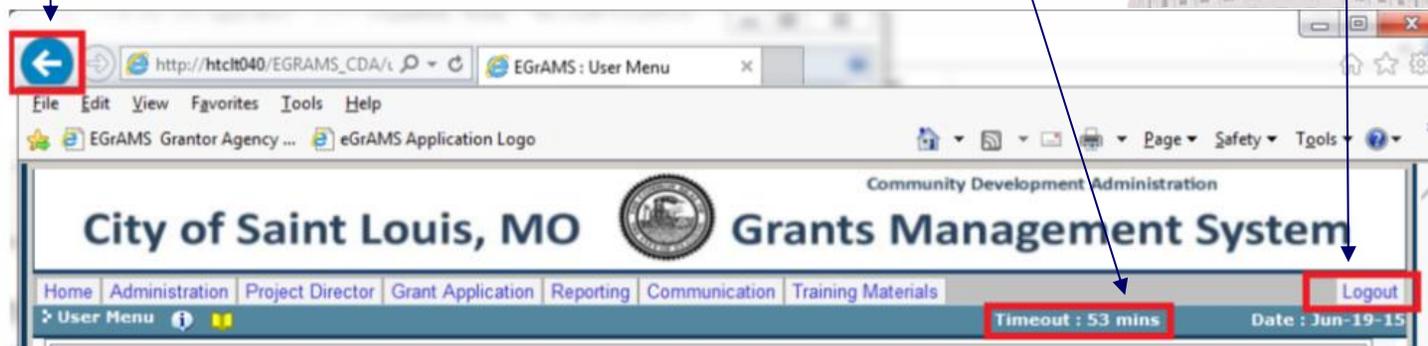
- ✓ Never use the  button
- ✓ Pay attention to the timeout counter
- ✓ display. Save your work if it gets to 4 minutes
 - The system gives you a warning message 2 minutes prior to timeout
- ✓ Use the 'TAB' key or the mouse to navigate across fields
- ✓ Always  after you complete your work



Back button

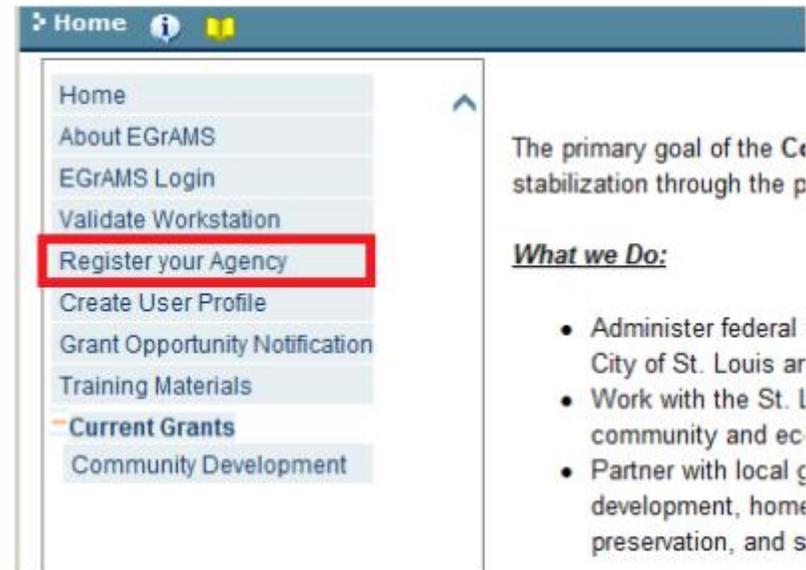
Timeout Warning

Logout button



- ❖ If your agency is not already registered in EGrAMS, you need to register your agency in EGrAMS
- ❖ You need to register your agency in EGrAMS only once

- To Register your Agency, click
 - ✓ Home → Register your Agency
 - ✓ System will display the agency registration screen
 - ✓ Check if your agency is registered
 - ✓ If not registered, enter your agency information



❖ System will display the agency registration screen

Grantee Agency (*) - Required field Timeout : 60 mins Date : May-17-11

Agency Information Check if agency is already registered 

*Federal ID. & Agency Name:

Vendor Number: Vendor Reference:

*Address Line 1: Address Line 2:

*City: *State: *Zip:

Website:

*Agency Type: Agency Sub-Type:

Contact Information

*Contact Person: *Email:

*Phone: Ext: Fax:

Mailing Address Same: Yes

*Code	*County	*Primary
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>

Contract Type Information (For Office use only)

Contract Type : Master Comprehensive Group N/A

Contract Applicability : Program Agency N/A

Contract Template :

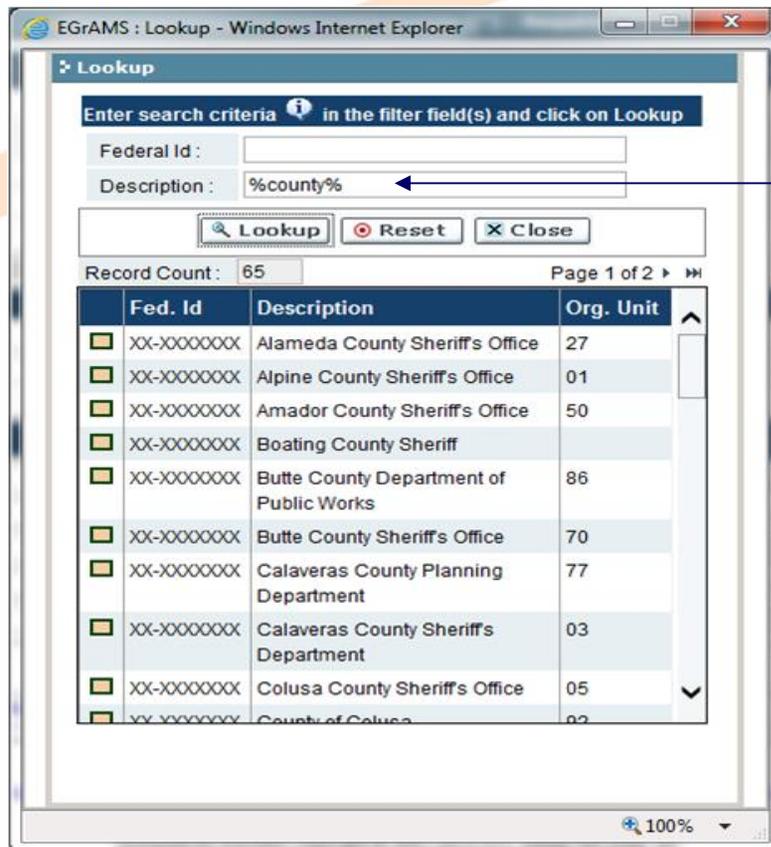
Amendment Applicability : Program Agency N/A

Amendment Template :

Comment Line: Enter Federal ID in the format XX-XXXXXXX. If not available then enter telephone number.

Click icon to check if you agency is registered

- ❖ System will display the available agencies
- ❖ Enter 'Search' criteria to search your agency



The screenshot shows the EGrAMS Lookup window in Internet Explorer. The window title is "EGrAMS : Lookup - Windows Internet Explorer". The main heading is "Lookup". Below the heading, there is a blue bar with the text "Enter search criteria in the filter field(s) and click on Lookup". There are two input fields: "Federal Id:" and "Description:". The "Description:" field contains the text "%county%". Below the input fields are three buttons: "Lookup", "Reset", and "Close". Below the buttons, it says "Record Count : 65" and "Page 1 of 2". A table with three columns is displayed: "Fed. Id", "Description", and "Org. Unit". The table contains several rows of agency information.

Fed. Id	Description	Org. Unit
XX-XXXXXXX	Alameda County Sheriff's Office	27
XX-XXXXXXX	Alpine County Sheriff's Office	01
XX-XXXXXXX	Amador County Sheriff's Office	50
XX-XXXXXXX	Boating County Sheriff	
XX-XXXXXXX	Butte County Department of Public Works	86
XX-XXXXXXX	Butte County Sheriff's Office	70
XX-XXXXXXX	Calaveras County Planning Department	77
XX-XXXXXXX	Calaveras County Sheriff's Department	03
XX-XXXXXXX	Colusa County Sheriff's Office	05
XX-XXXXXXX	County of Colusa	02

- ✓ Enter part of your agency name prefixed and suffixed with '%'
- ✓ Click on 'Lookup'
- ✓ If your agency name is displayed, you need not register your agency profile again

Grantee Agency (*) - Required field Timeout : 60 mins Date : May-17-

Agency Information Check if agency is already registered :

*Federal ID. & Agency Name:

Vendor Number: Vendor Reference:

*Address Line 1: Address Line 2:

*City: *State: *Zip:

Website:

*Agency Type: Agency Sub-Type:

Contact Information

*Contact Person: *Email:

*Phone: Ext: Fax:

Mailing Address Same: Yes

*Code	*County	*Primary
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>

Contract Type Information (For Office use only)

Contract Type : Master Comprehensive Group N/A

Contract Applicability : Program Agency N/A

Contract Template :

Amendment Applicability : Program Agency N/A

Amendment Template :

Comment Line: Enter Federal ID in the format XX-XXXXXXX. If not available then enter telephone number.

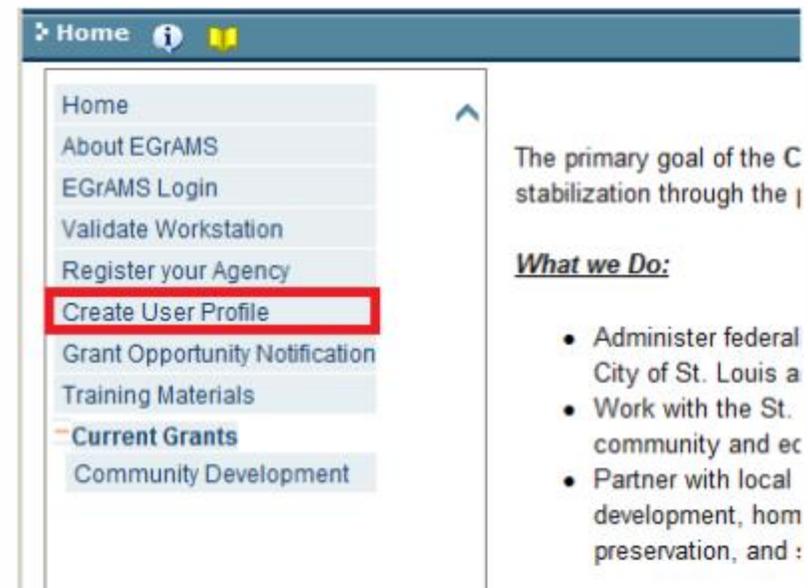
County information

System maintained information

- ✓ **Enter your agency information**
 - Make sure that you enter all information that has "*"
 - Select your agency type
 - Select your county(ies) and mark primary county
- ✓ **Some information is system maintained**
- ✓ **Click on "OK" to register**

- ❖ If you do not have a user profile in EGrAMS, you need to create your user profile
- ❖ You need to create your user profile in EGrAMS only once

- To Create you User profile, click
 - ✓ Home → Create User Profile
 - ✓ System will display the 'Create User Profile' screen
 - ✓ Enter your information



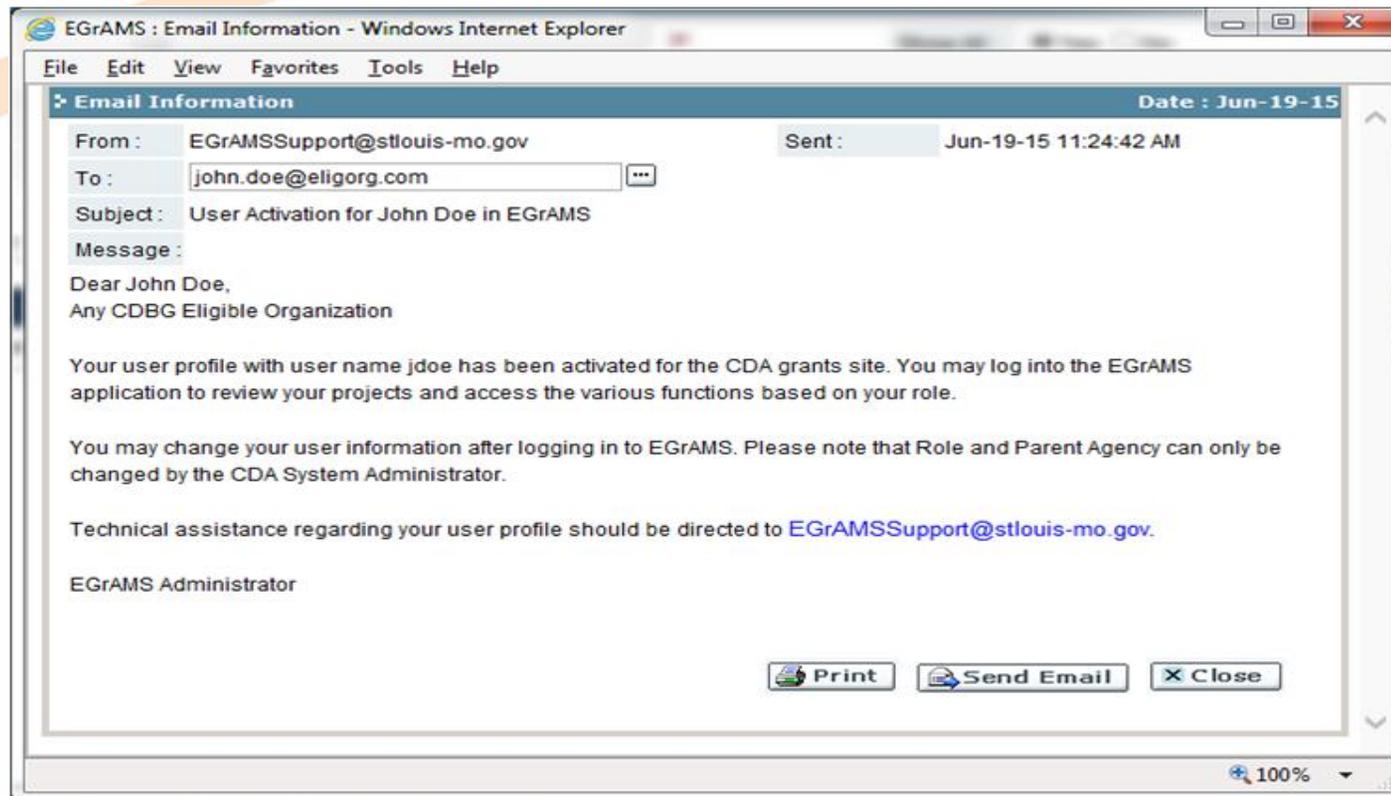
Enter your information

- Enter all information that has "*"
- Select designation/title
- Select your role as 'Grantee'
- Select your parent agency
- ✓ Some information is system maintained
- ✓ Click on "OK" to create your user profile

- ❖ Click on 'OK' to save the created profile information
- ❖ Your user account is created with an 'Inactive' status

- **After Creation of Your User Profile**

- ✓ Your user account is created in EGrAMS with an "Inactive" status
- ✓ Once your user profile has been activated, you will receive a "Confirmation" email and can begin using EGrAMS



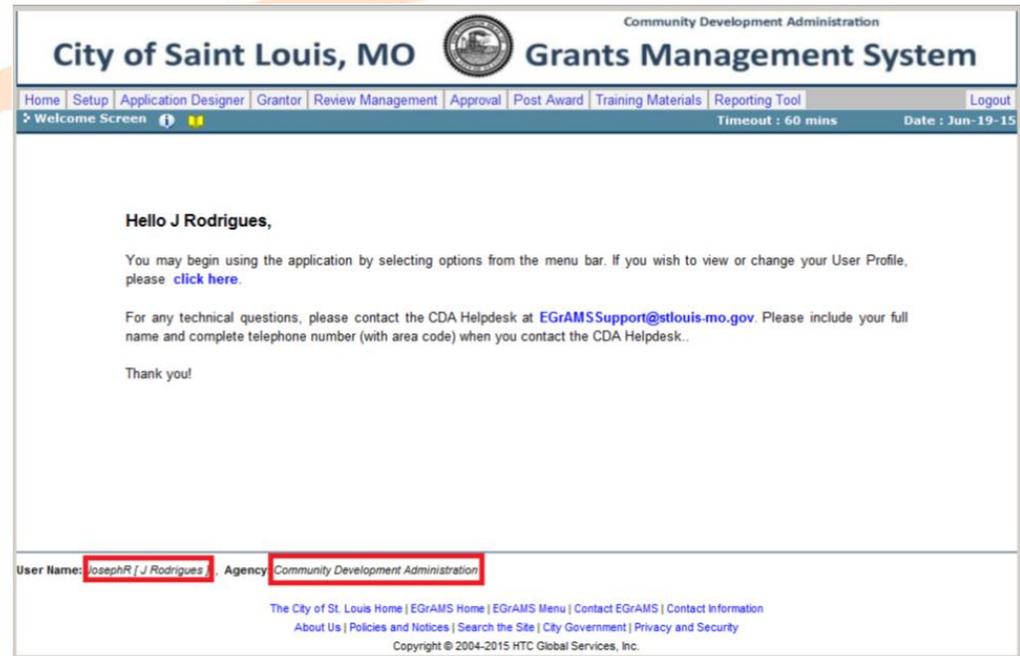
❖ **To login into EGrAMS, select Home ->EGrAMS Login**

- ✓ The system will display the login screen as shown
- ✓ **Enter your user name and password**
- ✓ **Click on "OK" to login**
- ✓ **If your credentials are correct**
 - System displays EGrAMS Welcome page
 - System will display menus as applicable to your role
 - Select the desired option

- ✓ **If your credentials are incorrect**
 - System displays error message
 - Acknowledge the message

- **After successful Login**

- ✓ EGrAMS Welcome Page is displayed
- ✓ You are greeted by EGrAMS using your "Display Name"
 - System will display menus as applicable to your role
 - Select the desired option
- ✓ In the footer section, system displays
 - User Name
 - Parent Agency



Community Development Administration

City of Saint Louis, MO Grants Management System

Home | Setup | Application Designer | Grantor | Review Management | Approval | Post Award | Training Materials | Reporting Tool | Logout

Welcome Screen | Timeout : 60 mins | Date : Jun-19-15

Hello J Rodrigues,

You may begin using the application by selecting options from the menu bar. If you wish to view or change your User Profile, please [click here](#).

For any technical questions, please contact the CDA Helpdesk at EGrAMSupport@stlouis-mo.gov. Please include your full name and complete telephone number (with area code) when you contact the CDA Helpdesk..

Thank you!

User Name: **Joseph R / J Rodrigues** | Agency: **Community Development Administration**

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[About Us](#) | [Policies and Notices](#) | [Search the Site](#) | [City Government](#) | [Privacy and Security](#)
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- ✓ **Overview of EGrAMS**
- ✓ **Hardware & Software Requirements**
- ✓ **How to Invoke EGrAMS**
- ✓ **Comments & Help**
 - **Comment line, screen information, screen documentation**
 - **Field Lookups, Calendar Lookups, Dropdowns**
 - **Information & Confirmation Messages**
- ✓ **Menus & Options**
- ✓ **Accessing EGrAMS and User Profile**
 - **Create Agency Profile**
 - **Create User Profile**
- ✓ **Logging into the System**

Questions?



❖ Application Entry & Submission

- ❖ Start a New Grant Application
- ❖ Assigning Users to Application
- ❖ Grant Application Entry
- ❖ Validate Application for errors
- ❖ Printing of Grant Application
- ❖ Submit Application
- ❖ Application Status



❖ Grant Application -> Start a New Application

The screenshot displays the 'Start a New Application' screen in the EGrAMS system. At the top, there is a navigation bar with 'Project Director' and 'Start a New Application' dropdown menus, and 'Home | Logout' links. Below this, there are buttons for 'Add', 'Change', 'Delete', and 'Review'. The 'Add' button is highlighted with a red box. The form fields include '*Agency:' with the value '31-1234321' and 'Any CDBG Eligible Organization', and '*Grant Program:' with a dropdown menu and a red 'X' icon.

- ✓ **System displays 'Start a New Application' screen**
 - FEIN # and Agency name displayed by default
 - Select the Grant Program from lookup
- ✓ **System displays program code and program name as project code and project title respectively (only if agency restricted to 1 application, else blank)**
- ✓ **Change / Enter Project Code and Title as applicable (to give it a more meaningful description)**
- ✓ **Click on 'OK' to save information**

❖ Grant Application -> Start a New Application

Project Director Start a New Application Timeout : 60 mins Date : Jun-19-15

Start a New Application

*Agency : 31-1234321 Any CDBG Eligible Organization

*Grant Program : CDBG-16 Community Development Block Grant 2016

	Project Code	Project Title
<input checked="" type="checkbox"/>	CDBG-16-1	Any CDBG Priority and Activity Eligible Project
<input type="checkbox"/>		
<input type="checkbox"/>		

Comment Line: Enter Application Description

- ❖ By default the person starting the new application becomes the owner of the application
- ❖ He / She can assign additional users from their agency to work on the application (if required)

- ✓ **Multiple users from an agency may work on one application**
- ✓ **Agency users do not have access to an application unless they are assigned to the specific application**
- ✓ **The 'owner' of the application (person who started the new application) can designate various agency users if required**



❖ Project Director -> Assign Agency Users

Project Director | Assign Agency Users | Home | Logout

Assign Agency Users | Timeout : 60 mins | Date : Jun-19-15

Specify your search criteria below and Click Find..

Grant Program : CDBG-16 Community Development Block Grant 2016

Agency : 31-1234321 Any CDBG Eligible Organization

Project Code	Project Title	Assign To Users
--------------	---------------	-----------------

Find Cancel

Comment Line:

✓ Click on 'Find'

- System display agency application information for agency and program

Project Director | Assign Agency Users | Home | Logout

Assign Agency Users | Timeout : 60 mins | Date : Jun-19-15

Specify your search criteria below and Click Find..

Grant Program : CDBG-16 Community Development Block Grant 2016

Agency : 31-1234321 Any CDBG Eligible Organization

Project Code	Project Title	Assign To Users
<input type="checkbox"/> CDBG-16-1	Any CDBG Priority and Activity Eligible Project	<input type="checkbox"/> Assign

- ✓ **Click on 'Assign' icon**
- ✓ **System displays available agency users**
 - Select 'Perm Code' using lookup to assign permission level
 - Select 'Perm. Status' checkbox checked by system activate user for application
- ✓ **Restrict user access**
 - Select 'Appl' checkbox to restrict user access to application section
 - Click on 'Category' icon to assign section level permissions
 - Refer to next slide for details on assigning section-level permissions
- ✓ **Click on 'OK' to save entered information**

Project Director | Assign Agency Users | Home | Logout

Assign Agency Users | Timeout : 56 mins | Date : Jun-19-15

Specify your search criteria below and Click Find..

Grant Program : CDBG-16 Community Development Block Grant 2016

Agency : 31-1234321 Any CDBG Eligible Organization

Project Code	Project Title	Assign To Users							
<input type="checkbox"/> CDBG-16-1	Any CDBG Priority and Activity Eligible Project	<input type="button" value="Assign"/>							
Login ID	User Name	User Status	Role	Perm Cd	Appl.	Category	Perm. Status	Del.	
<input checked="" type="checkbox"/> jsmith	Jane Smith	<input checked="" type="checkbox"/>	GRANTE	2	<input checked="" type="checkbox"/>	<input type="button" value="..."/>	<input checked="" type="checkbox"/>		
<input type="checkbox"/> jdoe	John Doe	<input checked="" type="checkbox"/>	GRANTE	1	<input type="checkbox"/>	<input type="button" value="..."/>	<input checked="" type="checkbox"/>	<input type="button" value="X"/>	

Comment Line:

- ❖ 'Appl' unchecked gives user access to all application sections
- ❖ 'Category' icon is disabled for respective user, if 'Appl' checkbox is not marked

- ✓ **System displays all Application sections**
 - Default setting is 'NA' – No Access
- ✓ **Select Access permission**
 - Read – No edits allowed
 - Write – Read / Write access
 - NA – No Read or Write access (section disabled)
- ✓ **Click on 'OK' to save selected permissions**

The screenshot shows a web browser window titled "EGrAMS : Section Category - Windows Internet Explorer". The page displays the "Section Category" configuration for user "Jane Smith" on "Jun-19-15". The project is "Any CDBG Priority and Activity Eligible Project". A table lists sections with their descriptions and access permissions (Read, Write, NA). The "OK" button is highlighted with a red box.

Section	Section Description	Access
GEN	Applicant/ Organization Profile	<input type="radio"/> Read <input checked="" type="radio"/> Write <input type="radio"/> NA
ON	Organization Narratives	<input type="radio"/> Read <input checked="" type="radio"/> Write <input type="radio"/> NA
OPB	Operating Budgets	<input checked="" type="radio"/> Read <input type="radio"/> Write <input type="radio"/> NA
ACT	Activity Information	<input type="radio"/> Read <input checked="" type="radio"/> Write <input type="radio"/> NA
FIN	Proposed Operating Budget	<input checked="" type="radio"/> Read <input type="radio"/> Write <input type="radio"/> NA
CERT	Acknowledgement and Certification	<input type="radio"/> Read <input type="radio"/> Write <input checked="" type="radio"/> NA

❖ The above selections will give the user – Jane Smith 'Read' access to Operating & Proposed Operating Budget sections, 'Write' access to the Applicant Organization, Organization Narratives & Activity Information section and 'No Access' to the Acknowledgement and Certification section

❖ Grant Application -> Enter Grant Application

Grant Application | Enter / Edit Application | Home | Logout | Timeout : 60 mins | Date : Jun-19-15

*Status: Open All

Program: CDBG-16 Community Development Block Grant 2016

Agency: 31-1234321 Any CDBG Eligible Organization

Project:

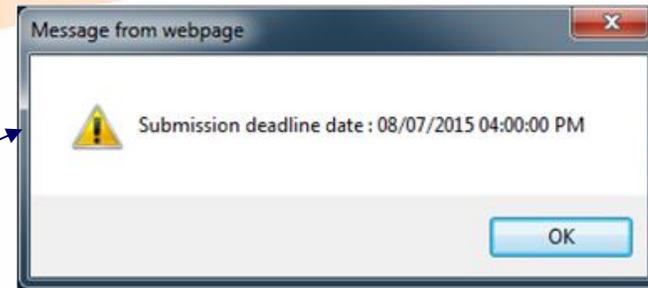
Stages: Status :

Program	Description	Submit Date
CDBG-16	Community Development Block Grant 2016	8/7/2015 4:00:00 PM
CDBG-16-1	Any CDBG Priority and Activity Eligible Project	Application Entry / Pending

- ✓ **System displays 'Enter / Edit Application' screen with agency name**
 - System displays a list of applications based of user access
 - Select Grant Program from lookup (if required) to limit default displayed list and
- ✓ **Application details displayed are:**
 - Program Code and Description Submission date & time (if applicable)
 - Project Code & Title
 - Application State & Status
- ✓ **Click on desired Project hyperlink to access application**

❖ System displays an error message, if a user attempts to access an application that is not assigned to an 'Edit' stage

- On selection of the project hyperlink
 - ✓ System displays 'Submission Date & Time'
 - Acknowledge Information message
 - System displays first page of application with default agency information
 - ✓ Screen comprises of 4 panes
 - Application Information
 - Section Tabs & Index, Section Navigation & Close
 - Action Buttons, Show Tree & Page Navigation
 - Section Content



❖ **Application Information** – Static Information displayed on all pages of the application, cannot be edited

Agency Name

Program Name

Agency	Any CDBG Eligible Organization	Program :	Community Development Block Grant 2016	Show Documents
Application :	Any CDBG Priority and Activity Eligible Project			

Project Title

Hyperlink to view available program documentation
Clicking on hyperlink, displays the document link window

Documents
Application Form
Funding Timeline
Income Limits
Target Areas
Quick Guide - Grant Registrations
Quick Guide - Updating or Renewing CCR SAM Registrations

Click on document hyperlink to view respective document

❖ **Section Tabs** – Displays available sections for an application

Current Section

Close Application – Return to main Application display page

Previous

Next



View of Section Tabs with restricted access



No Read or Write access to disabled sections

❖ **Index Page** – Table of Contents for the Application, providing a summarized view of completion, errors

The screenshot displays the 'Application Index' window. At the top, it shows search criteria: Agency: Any CDBG Eligible Organization, Program: Community Development Block Grant 2016, and Application: Any CDBG Priority and Activity Eligible Project. Below this are navigation tabs for Applicant, Narratives, Operating Budgets, Activity, Proposed Budget, Certification, and Index. The main area is a table with the following data:

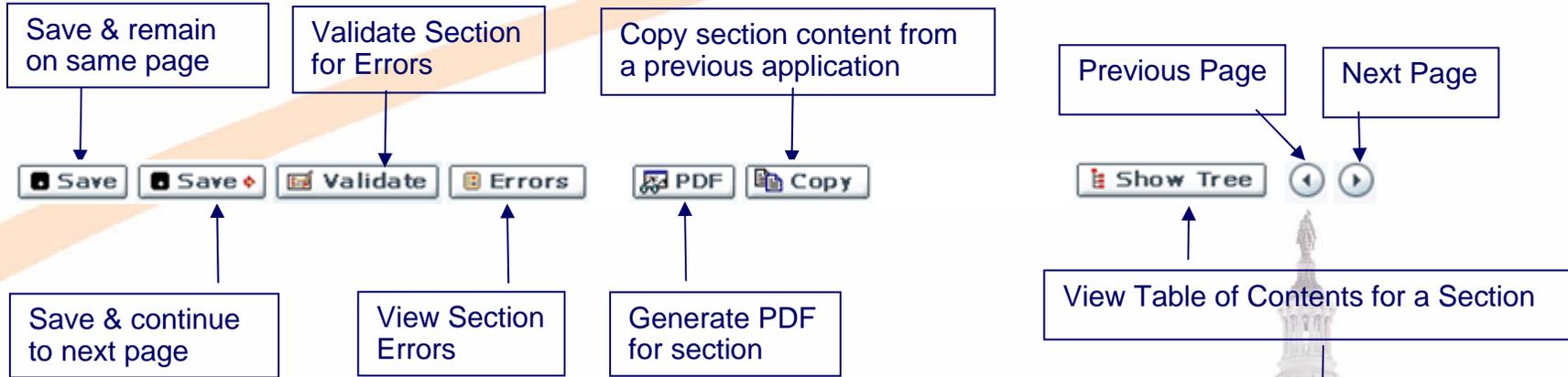
Description	Status	Del	Errors	Comments	Files
Applicant/ Organization Profile					
1 Applicant	<input checked="" type="checkbox"/>				
2 Project	<input checked="" type="checkbox"/>				
3 Contacts	<input type="checkbox"/>				
Organization Narratives					
1. Organization Background					
Organization Background:					
a. Describe the history and purpose of the organization	<input type="checkbox"/>				
b. Describe the type of services currently provided by the organization	<input type="checkbox"/>				
c. Describe the organization's capacity to administer the proposed activity	<input type="checkbox"/>				
d. License Information	<input type="checkbox"/>				
2. Grant Administration History	<input type="checkbox"/>				
3. Personnel Description and Resumes	<input type="checkbox"/>				

At the bottom, there is a 'Filter Options' dropdown menu set to 'ALL' and a 'Find' button. A 'Cancel' button is also present in the bottom right corner.

Click on desired page to navigate to the specific page

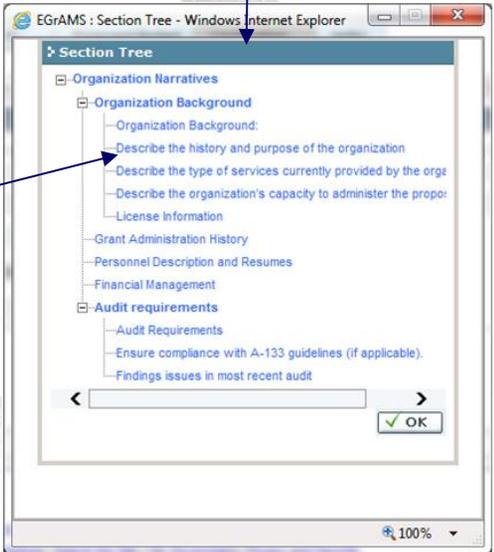
Select filter to view specific pages based on selected criteria
Click on Find

❖ **Action Buttons** – Static Information displayed on all pages of the application, cannot be edited



Select desired section, Click on OK to go to the specific page

✓ Spell ← Only available for text sections



❖ Navigation Summary – EGrAMS Supports 4 basic navigations with the application**✓ Sequential**

- Save & Continue
- Using the Page Level Previous and Next buttons

✓ Section Level

- Clicking on the section tab takes you to the first page of the respective section

✓ Dynamic

- Using the Index Page

✓ Dynamic – Section Level

- Using 'Show Tree'

- ✓ **A Grant Application may be looked as a collection of sections**
- ✓ **The number and content of the sections depends on the nature and focus of the program**
- ✓ **EGrAMS supports 5 basic section types**
 - **Facesheet or Cover Page – Applicant & Project page is static**
 - **Narrative**
 - **Attachments**
 - **Work Plan**
 - **Budget**

- ❖ **Applicant** – information displayed by default, based from the applicant agency profile
- ❖ Change information if required, Click 'Save' or 'Save->' as applicable

The screenshot shows the 'Face Sheet Transaction' interface. At the top, it displays 'Agency: Any CDBG Eligible Organization' and 'Program: Community Development Block Grant 2016'. Below this are tabs for 'Applicant', 'Narratives', 'Operating Budgets', 'Activity', 'Proposed Budget', 'Certification', and 'Index'. A toolbar contains buttons for 'Save', 'Save >', 'Validate', 'Errors', 'Done', 'PDF', and 'Copy'. The main section is titled '1. Applicant Information - Page 1' and contains the following fields:

- a. *Applicant Name: Any CDBG Eligible Organization
- b. Does Business as: [Empty]
- c. *Address: 123 Any St.Louis St
- d. Address 2: [Empty]
- e. *City: St.Louis, *State: MO, *Zip 1: 63103, Zip 2: [Empty]
- f. *Federal I.D. Number: 31-1234321, DUNS Number: 63103123
- g. *Agency type (please check one):
 - For Profit
 - Corporation
 - Nonprofit
 - LLC

A callout box on the right points to a right-pointing arrow icon in the top right corner of the form, with the text: 'If no changes, click 'Next' icon'.

Face Sheet Transaction (*) - Required field Timeout : 60 mins Date : Jun-19-15

Agency : Any CDBG Eligible Organization Program : Community Development Block Grant 2016

Application : Any CDBG Priority and Activity Eligible Project [Show Documents](#)

Applicant Narratives Operating Budgets Activity Proposed Budget Certification Index

Save Save + Validate Errors Done PDF Copy Show Tree

1. Applicant Information - Page 2

Number of years in operation:

Date of IRS Determination Letter:

SAM.gov Registration Date:

Community Based Development Organization (CDBO)? Yes No

Community Housing Development Organization (CHDO)? Yes No

Priority Need(s) addressed By This Application (Please select Priorities from the list below)

Economic Development

Housing

Public Improvements

Public Services

Face Sheet Transaction (*) - Required field Timeout : 60 mins Date : Jun-19-15

Agency : Any CDBG Eligible Organization Program : Community Development Block Grant 2016
 Application : Any CDBG Priority and Activity Eligible Project [Show Documents](#)

Applicant Narratives Operating Budgets Activity Proposed Budget Certification Index [Close](#)

[Save](#) [Save +](#) [Validate](#) [Errors](#) [Done](#) [PDF](#) [Copy](#) [Show Tree](#)

2. Project Information [Show Instructions](#)

a. *Project Name Any CDBG Priority and Activity Eligible Project

b. Is Implementing Agency Same Yes No

c. If Not, Implementing Agency Name

d. Project Start Date (mm/dd/yyyy) 10/1/2015 End Date (mm/dd/yyyy) 9/30/2016

e. Amount of Funds Requested 35,000.00 Project Cost 42000 x

- ✓ **Applicant – Project information is displayed by default**
 - Project name based on the project title
 - Start / End Dates – based on Start / End dates of program, change if required
- ✓ **Enter Implementation Agency Information, if 'Implementation Agency Same' marked as 'No'**
- ✓ **Enter Amount of Funds Requested**
- ✓ **Enter the total Project Cost, (including match) cannot be LT Requested Amount**

Face Sheet Transaction (*) - Required field Timeout : 60 mins Date : Jun-19-15

Agency : Any CDBG Eligible Organization Program : Community Development Block Grant 2016

Application : Any CDBG Priority and Activity Eligible Project [Show Documents](#)

Applicant Narratives Operating Budgets Activity Proposed Budget Certification Index

Save Save+ Validate Errors Done PDF Copy Show Tree

3. Contacts [Show Instructions](#)

*Contact Type PD Project Director

a. EGrAMS Login jdoe John Doe ✗

b. *Name John Doe

c. *Address 123 Any StLouis St

d. Address II

e. *City StLouis *State MO *Zip 1 63103 Zip 2

f. *Telephone (314) 123-4321 Ext. Fax

g. *E-Mail Address john.doe@eligorg.com

h. Designation / Title DDIR Deputy Director

i. Attachment Browse...

❖ Click on 'Delete' to delete existing contact



- ✓ Select Contact Type from lookup
- ✓ Select 'EGrAMS Login', if user active in EGrAMS
 - System displays corresponding information
- ✓ If User not active in EGrAMS, leave EGrAMS Login field blank, enter Name
- ✓ System displays default address & other information, change if reqd
- ✓ Click on 'Save' or 'Save->' to save contact information
- ✓ When done entering all contacts, click on icon

Section Application Entry Timeout : 60 mins Date : Jun-19-15

Agency: Any CDBG Eligible Organization Program: Community Development Block Grant 2016

Application: Any CDBG Priority and Activity Eligible Project [Show Documents](#)

Applicant Narratives Operating Budgets Activity Proposed Budget Certification Index [Close](#)

[Save](#) [Save +](#) [Validate](#) [Errors](#) [Done](#) [PDF](#) [Copy](#) [Show Tree](#)

Organization Background: [Show Instructions](#)

Include the history and purpose of the organization, a description of the type of services provided, the organization's capabilities and license to operate (if appropriate).

Required Attachments

501 (c) IRS Determination Letter	
Certificate of Good Standing from Missouri Secretary of State (issued on or after July 1, 2015)	
Copy of City of St. Louis Business License, if applicable	

Comment Line:

- ✓ EGrAMS uses multiple notations to denote upload of an attachment
 - Up Arrow – to invoke the attachment window (as shown in the above example)
 - '+' icon – to invoke the attachment window
 - Browse icon

Agency : Any CDBG Eligible Organization **Program :** Community Development Block Grant 2016

Application : Any CDBG Priority and Activity Eligible Project

Section : Organization Background:

File Name	Attach	Show	Delete
<input checked="" type="checkbox"/>	E:\EGrAMS\City of St Louis\CDBG Do... Browse...		

Save **Close**

User Name: jdoe [J Doe] , Agency: Any CDBG Eligible Organization

100%

- ✓ **To Upload an Attachment**
 - ✓ **Click on applicable icon**
 - ✓ **System displays the attachment window, as applicable (shown above)**
 - ✓ **Click on 'Browse' icon to select file from the respective local drive or network location**
 - ✓ **Select the desired file**
 - ✓ **Click on 'Open'**
 - ✓ **File is returned to the Attachment window**
 - ✓ **Enter Attachment Title, if applicable**
- ✓ **Click on 'Save' to save the attachment**
- ✓ **Click on 'Close' to return to the main screen**
- ✓ **Click on 'Save' or 'Save->' as applicable on main screen to complete action**

The screenshot shows the 'Section Application Entry' window for 'Community Development Block Grant 2016'. The 'Narratives' tab is selected. The interface includes a toolbar with 'Spell', 'Save', 'Save >', 'Validate', 'Errors', 'Done', 'PDF', and 'Copy' buttons. A 'Show Documents' link is also present. The main text area is titled 'a. Ensure compliance with A-133 guidelines (if applicable)'. Below the title, there is a character count of '1744 characters approximately' and a rich text editor with a toolbar. The text area contains the following content:

Describe how the organization will ensure compliance with A-133 guidelines (if applicable).

The Community Development Block Grant (CDBG) program was established by Congress in 1974 with passage of the Housing and Community Development Act and is administered by the United States Department of Housing and Urban Development (HUD). This program provides funds to municipalities and other units of government around the country to develop urban communities. This is accomplished by providing affordable, decent housing, a suitable living environment and by expanding economic opportunities principally for low and moderate income persons. Although local units of government develop their own programs and funding priorities, all activities must be consistent with one or more of the following HUD national objectives:

- Principally benefit slow- and moderate-income persons
- Prevents or eliminates slum or blight
- Addresses an urgent need or problem in the community (e.g., natural disaster)

As an entitlement community under the CDBG program, the City of St. Louis receives annual funding allocations from the federal government to fund

At the bottom, there is a 'Comment Line:' field.

Instructions Pane

- ✓ Enter Narrative text directly in the text area
- ✓ Text may be copied from 'MS Word'
- ✓ System displays a character count
- ✓ EGrAMS uses a third-part editor control for editing text entered in the text area
- ✓ Click on the 'Spell' icon to run a spell check on the respective section (text area)
- ✓ Click on 'Save' or 'Save->' to save text information

Section Application Entry Timeout : 60 mins Date : Jun-19-15

Agency : Any CDBG Eligible Organization Program : Community Development Block Grant 2016

Application : Any CDBG Priority and Activity Eligible Project Show Documents

Applicant Narratives Operating Budgets Activity Proposed Budget Certification Index Close

Save Save → Validate Errors Done PDF Copy Show Tree

Activity Details Show Instructions

Name of Activity: Street and Sidewalk Improvements

Addresses / Location of Proposed Activity:

Location Name	Address	Zip Code	De
St Charles	3212 Fairfield Way	63,201	X
			X
			X
			X

Geographic Target Area (if applicable)

Comment Line:

Click on 'x' to delete a row

- ✓ Repetitive information may be represented as a table in the application
- ✓ Enter the required information in the applicable cells for the respective row

- ❖ Click on 'x' icon to mark a row for deletion
- ❖ Click on 'Save' or 'Save->' to complete action (delete)

Section Application Entry Timeout : 60 mins Date : Jun-19-15

Agency : Any CDBG Eligible Organization Program : Community Development Block Grant 2016

Application : Any CDBG Priority and Activity Eligible Project Show Documents

Applicant Narratives Operating Budgets Activity Proposed Budget Certification Index Close

Save Save+ Validate Errors Done PDF Copy Show Tree

IV-1. 2014 Annual Operating Budget Show Instructions

Endowments	<input type="text"/>	▲
Fundraisers / Special Events	<input type="text"/>	×
Investment Income	<input type="text"/>	×
Interest Income	<input type="text"/>	×
In-Kind Income	<input type="text"/>	×
Fee Revenue	<input type="text"/>	×
Other: <input type="text"/>	<input type="text"/>	×
Other: <input type="text"/>	<input type="text"/>	×
Other: <input type="text"/>	<input type="text"/>	×
TOTAL REVENUE	<input type="text"/>	
EXPENSES		

Comment Line:

Note: The 'TOTAL REVENUE' field is highlighted with a red box and labeled as a 'Read Only' field.

- ✓ 'Read Only' fields are maintained by the system and are shaded grey
- ✓ Information is displayed in 'Read Only' fields on click of 'Save' or 'Save->'

Budget Category Application Timeout : 60 mins Date : Jun-19-15

Agency : Any CDBG Eligible Organization Program : Community Development Block Grant 2016

Application : Any CDBG Priority and Activity Eligible Project Show Documents

Applicant Narratives Operating Budgets Activity Proposed Budget Certification Index < > X Close

Save Save → Validate Errors PDF Copy Show Tree < >

Expenses

Del.	Description	Total	CDBG Amount	Other Funding	Narr.
DIRECT EXPENSES					
Program Expenses					
X	Personnel Costs	17,500.00	15,000.00	2,500.00	
X	Local Travel Costs	2,400.00	2,400.00	0.00	
X	Contractual / Professional Services	6,000.00	5,000.00	1,000.00	
X	Supplies	1,200.00	1,200.00	0.00	
X	Equipment	0.00	0.00	0.00	
X	Printing	0.00	0.00	0.00	
X	Insurance	0.00	0.00	0.00	
X	Telephone / Communications	1,200.00	1,200.00	0.00	
X	Facilities Expenses	0.00	0.00	0.00	
X	Other: <input type="text"/>	0.00	0.00	0.00	

Comment Line:

Cancel

Narrative icon

- ✓ Budget allows for entry of expenses and revenues
- ✓ To enter budget information
 - ✓ Enter required information – CDBG Amount, Other Funding as applicable
 - ✓ System computes the total and displays in the 'Total' column
 - ✓ Click on 'Narrative' icon to add any remarks / justification as applicable
- ✓ Click on 'Save', 'Save->' as applicable

Budget Category Application Timeout : 57 mins Date : Jun-19-15

Agency : Any CDBG Eligible Organization Program : Community Development Block Grant 2016
 Application : Any CDBG Priority and Activity Eligible Project Show Documents

Applicant Narratives Operating Budgets Activity Proposed Budget Certification Index

Save Save+ Validate Errors PDF Copy Show Tree

DeL.	Description	Total	CDBG Amount	Other Funding	Narr.
DIRECT EXPENSES					
Program Expenses					
X	Personnel Costs	17,500.00	15,000.00	2,500.00	
X	Local Travel Costs				
X	Contractual / Professional Services				
X	Supplies				
X	Equipment				
X	Printing				
X	Insurance				
X	Telephone / Communications				
X	Facilities Expenses				
X	Other: <input type="text"/>				

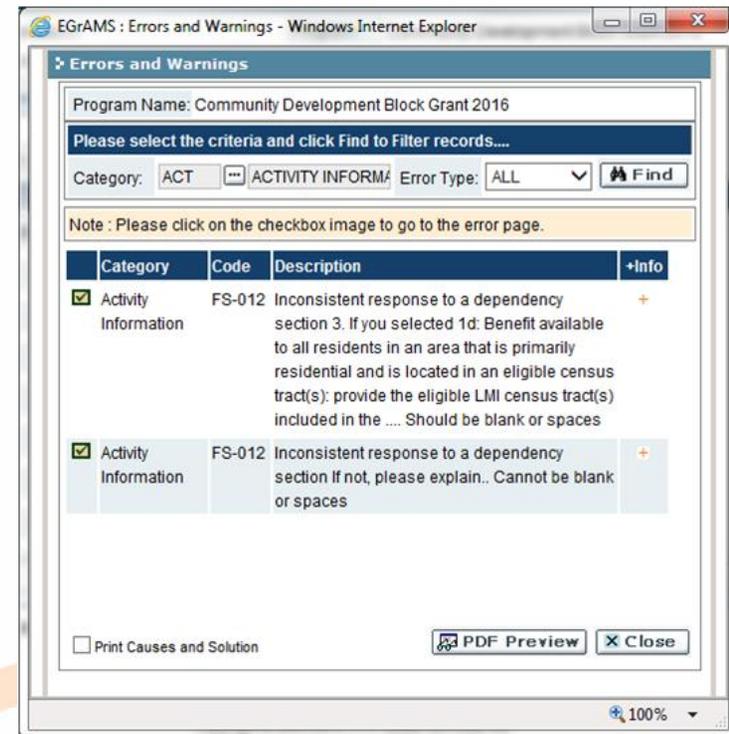
Comment Line:

- ✓ Clicking on the 'Narr.' icon brings up the 'Narrative' window
- ✓ Enter Narrative information, as applicable
- ✓ Click on 'OK' to return to main budget page
- ✓ Click on 'Save', 'Save->' as applicable on main budget page

- ❖ Click on 'x' icon on the left to mark budget category for deletion
- ❖ Click on 'Save', 'Save->' to complete action

- ✓ Application should be error free prior to submission
- ✓ System validates the application against configured business rules
- ✓ Click on 'Validate' to validate the specific section
- ✓ If no errors are found, system displays 'No errors' message
- ✓ If errors are found, system displays error Confirmation message
- ✓ To view errors
 - ✓ Click on 'OK'
 - ✓ System displays Error window
 - ✓ Click on Checkbox icon to go to the erroneous page and correct error

- ❖ Errors can also be viewed from the Index page
- ❖ After correcting error, click on 'Validate' again



❖ Grant Application -> Print / Submit Application

Grant Application | Print / Submit Application | Home | Logout | Timeout : 60 mins | Date : Jun-20-15

Print / Submit Application

*Status: Open All

Program:

Agency: 31-1234321 Any CDBG Eligible Organization

Project:

Stages: Status:

Program	Description	Submit Date
CDBG-16	Community Development Block Grant 2016	8/7/2015 4:00:00 PM
CDBG-16-1	Any CDBG Priority and Activity Eligible Project	Application Entry / Work in Progress

- **To Print and Submit your grant application**
 - ✓ **Grant Applicant -> Grant Application -> Grant Application Preview**
 - System displays user agency name
 - System displays a list of applications based of user access
 - Select Grant Program from lookup (if required) to limit default displayed list
 - ✓ **Application details displayed are**
 - Program Code and Description, Submission date & time (if applicable)
 - Project Code & Title
 - Application State & Status
 - ✓ **Click on desired Project hyperlink to access application**

- ✓ Application Index is displayed as a Tree View
- ✓ Click on the Next / Previous icons to navigate sequentially
- ✓ Click on the Tree nodes to go to the specific page
- ✓ Click on the 'Print' icon to generate application PDF
- ✓ Click on the 'Submit' action button to Submit application

- ❖ Submit icon is visible only to personnel authorized to submit an application
- ❖ On click of 'Submit', the system validates the application to ensure that there are no errors
- ❖ Application can be viewed and printed by Grantees after submission

Section Application Review
Timeout : 60 mins
Date : Jun-20-15

Agency: Close

Program: Show Documents

Stage-APPW 2. Grant Administration History Show Instructions

- Applicant/ Organization Profile
- Organization Narratives
 - Organization Background
 - Organization Background: Describe the history and p
 - Describe the type of servi
 - Describe the organization'
 - License Information
 - Grant Administration History
 - Personnel Description and Re
 - Financial Management
- Audit requirements
 - Audit Requirements
 - Ensure compliance with A
 - Findings issues in most re
- Operating Budgets
- Activity Information
- Proposed Operating Budget
- Acknowledgement and Certif

Describe the organization's prior experience in grant administration, in last five years. Include at a minimum the following information for each grant: funding source and type (i.e. CDBG, HOME, DOL, Foundation), year(s) awarded, total amount awarded in the last five years, objective and outcomes.

Required Attachments:

For organizations not currently funded by CDA (Optional for organizations currently funded by CDA)

Is your organization currently funded by CDA? Yes No

If No, please upload Letter of recommendation from a previous funder.

Grant #	Funding Source and Type	Year(s) Awarded	Total Amount Awarded	Objective and Outcomes
1	CDBG	2013	300,000	Teach urban youth construction trade
2	Foundation	2010	10,000	Provide technical assistance for tax preparation for low income people/self employed
3	Other (Google Graf	2011	30,000	Marketing of small business classes and entrepreneurship coaching

Validate Submit

http://htclt040/EGRAMS_CDA/designer/viewPDF.aspx?ShowPDF=Y&TempID=2&TempMode=DATAENTRY&TempSect - Windows Internet Expl...

File Edit Go to Favorites Help

1 / 22 91.1% Tools Fill & Sign Comment

Facesheet for Community Development Block Grant 2016 6/20/2015
 Agency: Any CDBG Eligible Organization
 Application: Any CDBG Priority and Activity Eligible Project

Any CDBG Priority and Activity Eligible Project

FOR OFFICE USE ONLY: Version # _____ APP # _____

Applicant Information
(Carefully read the instructions before completing this form)

1. Applicant Information

a. Applicant Name Any CDBG Eligible Organization

b. Does Business as

c. Address 123 Any St.Louis St

d. Address 2

e. City St.Louis State MO Zip 63103

f. Federal Id Number 31-1234321 DUNS Number 63103123

g. Agency Type (Please check one)

For Profit Corporation Nonprofit

LLC

Number of years in operation: 3

Date of IRS Determination Letter: 04/01/2015

SAM.gov Registration Date 01/01/2015

Community Based Development Organization (CDBO)? (Please select Yes or No) Yes No

Community Housing Development Organization (CHBO)? (Please select Yes or No) Yes No

Priority Need(s) addressed By This Application (Please select Priorities from the list below) (Please select one from list)

Economic Development

Housing

Public Improvements

Public Services

- ✓ On click of 'Submit', the system displays a warning
- ✓ Click on 'OK' to Submit application
- ✓ On confirmation, system displays an application promotion message



Program	Description	Submit Date
CDBG-16	Community Development Block Grant 2016	8/7/2015 4:00:00 PM
CDBG-16-1	Any CDBG Priority and Activity Eligible Project	Assign for Completeness Review / Pending

❖ Communication -> Email Log

Communication | Email Log | Timeout : 60 mins | Date : Jun-20-15

Program :

Agency : 31-1234321 |

Subject : Read Status : Yes No All

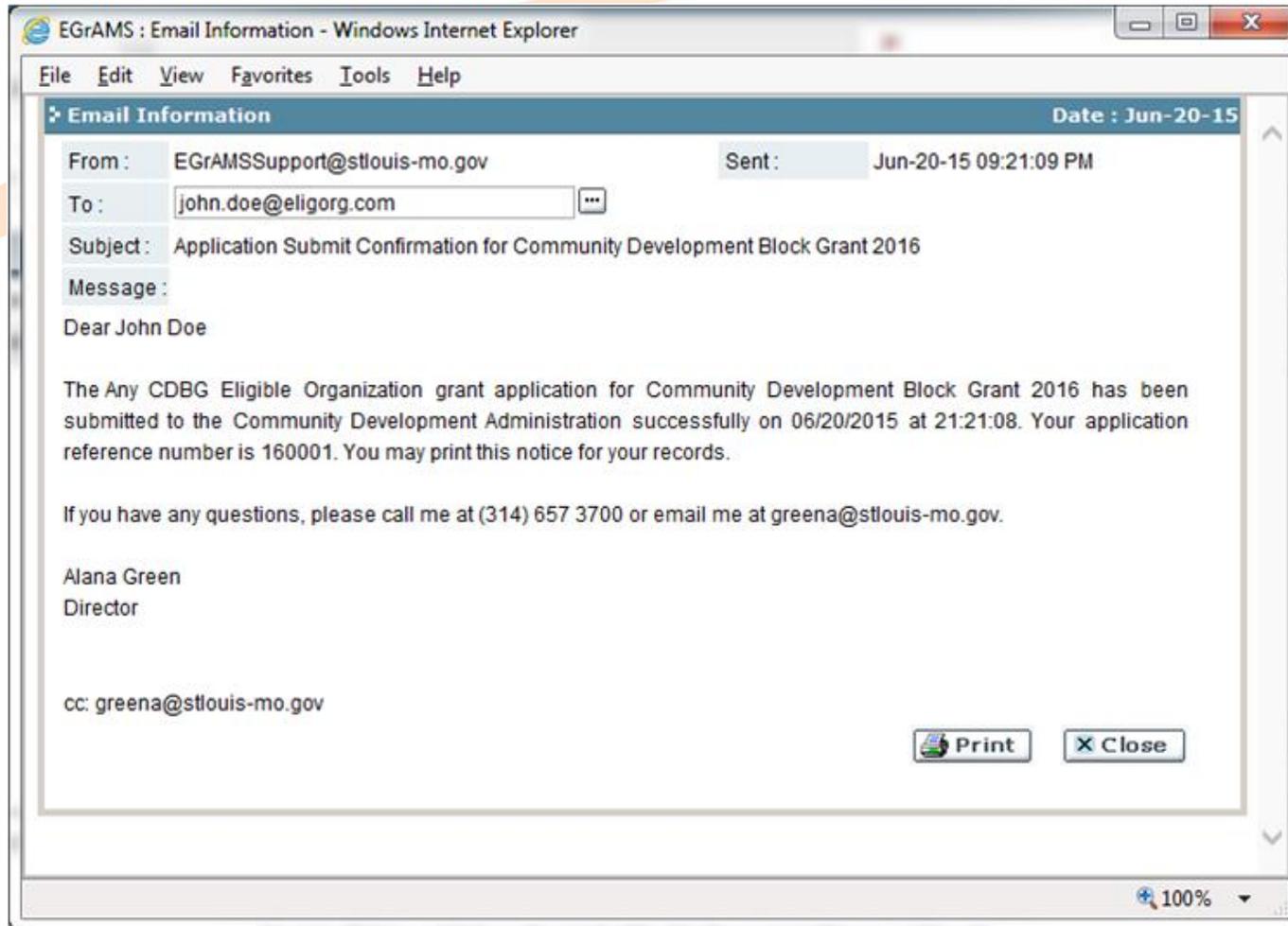
Option : Sent Received From Date: End Date:

	From	Subject	Date Sent	Del.	Print
<input checked="" type="checkbox"/>	EGrAMSSupport@stlouis-mo.gov	Application Submit Confirmation for Community Development Block Grant 2016	6/20/2015 9:21:09 PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	EGrAMSSupport@stlouis-mo.gov	User Activation for John Doe in EGrAMS	6/19/2015 11:24:42 AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Print Find OK Cancel

Click on message link to view message

Click on 'Find' to display email message list



❖ Project Director -> Application Status

Project Director Application Status Timeout : 60 mins Date : Jun-20-15

Application Status 1 Of 1

General Information

Grant Program : CDBG-16 Community Development Block Grant 2016

Agency : 31-1234321 Any CDBG Eligible Organization

Project : CDBG-16-1 Any CDBG Priority and Activity Eligible Project

Agency Application Status

Requested Amount:	35,000.00	Project Amount:	42,000.00
Recommended Amount:	0.00	Approved Amount:	0.00
Submit Date:	6/20/2015 9:21 PM	Last Status Date:	6/20/2015 9:21 PM
Application Ref #:	160001		
Stage:	PS-1 Assign for Completeness Review	Status:	Pending

Find Cancel

Comment Line:

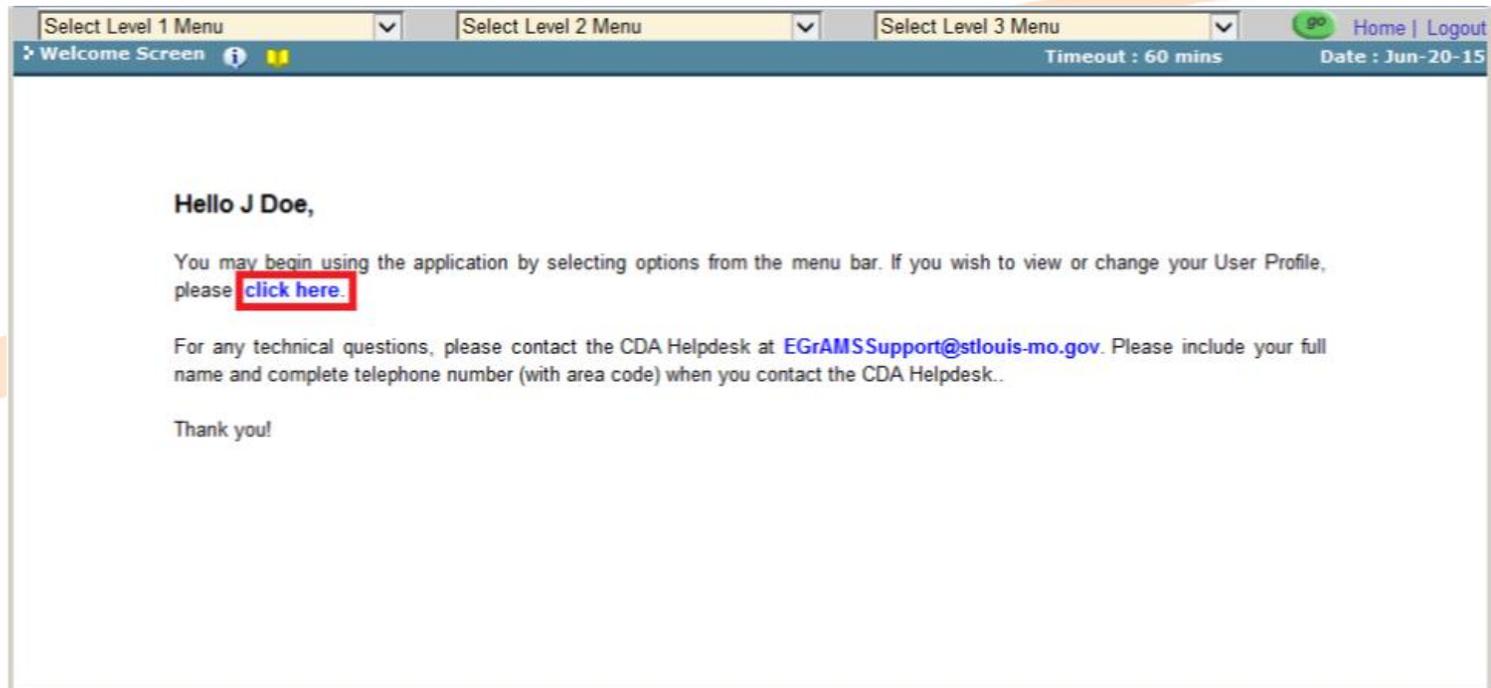
- ✓ Select Grant Program from lookup
- ✓ Click on 'Find'
- ✓ System displays
 - Requested Amount
 - Project Amount
 - Last Status Update Date & Time
 - Application Reference #
 - Current Application Stage & Status

❖ Application Entry & Submission

- ✓ Start a New Grant Application
- ✓ Assigning Users to Application
- ✓ Grant Application Entry
- ✓ Validate Application for errors
- ✓ Printing of Grant Application
- ✓ Submit Application
- ✓ Email Confirmation
- ✓ Application Status

Questions?





- ✓ To update / edit user profile information, click 'click here' link on Welcome page

The screenshot shows the 'User Setup' page in the EGrAMS system. The page has a navigation bar at the top with three dropdown menus: 'Select Level 1 Menu', 'Select Level 2 Menu', and 'Select Level 3 Menu'. To the right of these menus are links for 'Home' and 'Logout', and a 'go' button. Below the navigation bar, there is a status bar with the text '(*) - Required field', 'Timeout : 60 mins', and 'Date : Jun-20-15'. The main content area is titled 'User Details' and contains a form with the following fields:

- *Login Name: jdoe
- *Password: (empty)
- *Confirm Password: (empty)
- *First Name: John
- *Last Name: Doe
- *Display Name: J Doe
- *Address Line 1: 123 Any St Louis St
- Address Line 2: (empty)
- *City: St Louis
- *State: MO
- *Zip 1: 63103
- Zip 2: (empty)
- *Phone: (314) 123-4321
- Phone Extension: (empty)
- Fax: (empty)
- Menu Style: Dynamic
- *e-Mail Address: john.doe@eligorg.com
- *Designation / Title: DDIR Deputy Director
- *Role Code: GRANTE Grantee
- *Parent Agency: 31-1234321 Any CDBG Eligible Organization
- *County: 510 Saint Louis City
- Password Reset: Yes No
- User Status: Active

At the bottom of the form, there is a 'Show Security' button and 'OK' and 'Cancel' buttons. Below the form is a 'Comment Line:' field.

- ✓ System displays your user profile information
- ✓ Edit required information
- ✓ Click on 'OK' to save information

❖ You cannot change Password, Role & Parent Agency

❖ Administration -> Agency Information

Administration Agency Information (*) - Required field Timeout : 60 mins Date : Jun-20-15

Change Review

Agency Information

*Federal ID. & Agency Name: 31-1234321 Any CDBG Eligible Organization

DUNS Number: 63103123 Vendor Reference:

*Address Line 1: 123 Any St Louis St Address Line 2:

*City: St Louis *State: MO *Zip: 63103

Website:

*Agency Type: C03 Nonprofit Agency Sub-Type:

Contact Information

*Contact Person: John Doe *Email: john.doe@eligorg.com

*Phone: (314) 123-4321 Ext: Fax:

Mailing Address Same: Yes

*Code	*County	*Primary
<input checked="" type="checkbox"/> 189	Saint Louis County	<input type="checkbox"/>
<input checked="" type="checkbox"/> 510	Saint Louis City	<input checked="" type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>

Contract Type Information (For Office use only)

Contract Type : Master Comprehensive Group N/A

Contract Applicability : Program Agency N/A

Contract Template :

Amendment Applicability : Program Agency N/A

Amendment Template :

Find Cancel

Comment Line:

- ✓ System displays the agency information screen
- ✓ Select 'Change' mode, Click on 'Find'
- ✓ Edit the desired information
 - You cannot change Federal Identification Number (FEIN)
- ✓ Click on 'OK' to save your changed information

- ❖ You may use the Forgot Password option, if
 - ✓ Your password has expired
 - ✓ The system warns you that your password will expire in 'x' number of days
 - ✓ You want to change your password but cannot remember your old password

- **To change your EGrAMS password**
- **Home → EGrAMS Login, Click on “Forgot Password”**
 - ✓ The system will display the Forgot Password screen
 - ✓ After you enter your user name, the system will display
 - Your security questions that you registered with your user profile
 - Enter the answer to your security questions
 - Enter your new password and retype new password to confirm
 - Click on 'OK' to reset and save your new password
 - ✓ If your user name or password are incorrect, the system will display
 - An error information message
 - Acknowledge the message
 - Try again OR call your System Administrator to reset your password

The screenshot shows the EGrAMS Login interface. It includes a 'Login' header, fields for '*User Name:' and '*Password:', an 'OK' button, and two buttons at the bottom: 'Change Password' and 'Forgot Password'. The 'Forgot Password' button is highlighted with a red rectangular box.

Enter User Name and Password.
Note: Password is case sensitive.

The screenshot shows the 'Forgot Password' screen within a browser window. The browser title is 'Reset Password (*) - Required field' and the date is 'Jun-20-15'. On the left is a navigation menu with items like 'Home', 'About EGrAMS', 'EGrAMS Login', etc. The main content area contains the 'Forgot Password' form with fields for '*User Name:' (filled with 'jdoe'), 'Security Question 1:' (filled with 'What are the last 4 digits of your Social Security number?'), '*Security Answer 1:' (filled with '1234'), 'Security Question 2:', '*Security Answer 2:', '*New Password:', and '*Retype New Password:'. There are 'OK' and 'Cancel' buttons at the bottom right.

- ❖ **You may change your password, if**
 - ✓ Your password has expired
 - ✓ The system warns you that your password will expire in '5' number of days
 - ✓ Your choice, passwords cannot be changed again for a minimum of '3' days

- **To change your EGrAMS password**
- **Home → EGrAMS Login, Click on “Change Password”**
 - ✓ The system will display the change password screen
 - Enter your user name and old password
 - Enter your new password and retype new password to confirm
 - Click on 'OK' to save your new password
 - ✓ If your user name or password are incorrect, the system will display
 - An error information message
 - Acknowledge the message
 - Try again OR you may use the “Forgot Password” option

Enter User Name and Password.
Note: Password is case sensitive.

Questions?

