

# **Reporting through eGrants & Changes to Approved Grant Services, Budgets and Staff**

**DHSS Grants & Contracts Support Team**

# Grant Communication Tools

- Communication between partners is essential to success
- G&CST provides a single DHSS point of contact
- Grants Administrator Kim Ridle, 907-465-4823, [Kim.Ridle@alaska.gov](mailto:Kim.Ridle@alaska.gov)
- eGrants is an accessible grant management tool

# Content

- ❖ eGrants –Access, and Assigning Roles & Responsibilities, Organizational Updates,
- ❖ Cumulative Expenditures (CFRs)
- ❖ Line Item Budget Revisions (LIBRs) & Reporting Other Budget Changes
- ❖ Notifying DHSS of Proposed Changes including Service Plans, and Key Staff
- ❖ Additional Administrative Policies & Civil Rights Requirements

# eGrants Access

- User must have or create a log-in to My Alaska at <https://myalaska.state.ak.us/home/app>

The State of Alaska

## myAlaska

[Login](#)

[Home](#)  
[Forgot Username?](#)  
[Forgot Password?](#)  
[New User?](#)

[Browser Compatibility](#)

### Services for:

#### Individuals

- › [Permanent Fund Dividend](#)
- › [Alaska Donor Registry](#)
- › [Report a vehicle accident](#)
- › [EMS certification and training information](#)
- › [Unemployment Insurance Benefits](#)
- › [APOC - Lobbyist/Employer of Lobbyist Reporting](#)
- › [View child support financial statements](#)
- › [myRnB \(Retirement and Benefits Services\)](#)
- › [Statewide training and development classes](#)
- › [Pay Food Worker Card Fee](#)

#### Businesses

- › [Employment Security Tax](#)
- › [DEC - Pay Invoices Online](#)
- › [DMV Partners](#)
- › [DEC Online Services](#)
- › [LSS - Online Filing Services](#)
- › [Measurement Standards and Commercial Vehicle Enforcement](#)
- › [DHSS - eGrants](#)
- › [DOR-Tax Division Services](#)
- › [DNR Oil & Gas Reporting](#)
- › [Submit employee hirings to CSSD](#)
- › [DOL Employer Surveys](#)
- › [DBP - EGrAMS Grant Management](#)

# eGrants Guidance Available

- Email from DHSS will include a link to eGrants
- Log in and Select “Training & Manuals” in the first menu on the Welcome to eGrants page.

The screenshot shows the eGrants website navigation menu. The title 'eGrants' is at the top. Below it is the 'Training and Manuals' link, which is circled in blue. The menu is organized into a grid with four quadrants:

Role	Available Resources
Program Managers	Print Manual (PDF) Online Manual (HTML) Training Videos (Flash)
Grantees	Print Manual (PDF) Online Manual (HTML) Training Videos (Flash) FY09 Budget Restructure Training Video (Windows Media Video)
Grant Administrators	Print Manual (PDF) Online Manual (HTML) FY12 Continuation App Manual (PDF)
Administrative Managers	Print Manual (PDF) Online Manual (HTML)

At the bottom of the menu is a 'Main Menu' link.

DHSS Help Desk, Anchorage: 907-269-3444,  
Juneau: 907-465-8200 or Toll Free: 1-888-484-5763

# Agency Profile and Roles in eGrants

- Only “Power User(s)” will receive the invitation to eGrants from DHSS
- Grantees may have up to three Power Users in eGrants.
- All other agency users must be added as a “Contact” and assigned “read, write, or submit permissions for specific grants.
- It’s the grantee’s responsibility to keep current their Agency Profile in eGrants.

# Cumulative Fiscal Reports (CFRs) & the “Notes” field

myAlaska Grant Awards Logout Help



Hello Sally Marshall  
Your last log-in was on Tuesday, September, 04, 2007 At 05:29 PM

08

Fiscal Year 08

**Alaskans for a Better Life**

Grant Award Number	Program	Amount	Services	DHSS Grant Administrator	DHSS Program Managers	Documents
<a href="#">603-08-039</a>	<a href="#">Time Limited Family Reunification</a>	<a href="#">\$63,188</a>	Intensive Services to Families	Francis Carrillo 907.465.5555	Pat Miller	Select <input type="button" value="v"/>
<a href="#">603-08-048</a>	<a href="#">Family Support</a>	<a href="#">\$41,816</a>	Family Counseling, Support & Referral	Francis Carrillo 907.465.5555	Pat Miller	Select <input type="button" value="v"/>
<a href="#">603-08-057</a>	<a href="#">Family Preservation</a>	<a href="#">\$88,786</a>	Intensive Services to Families	Francis Carrillo 907.465.5555	Pat Miller	Select <input type="button" value="v"/>
<a href="#">603-08-082</a>	<a href="#">Residential Child Care</a>	<a href="#">\$112,200</a>	Residential Child Care	Francis Carrillo 907.465.5555	Pat Miller	Select CFR View
<a href="#">603-08-841</a>	<a href="#">Supplemental Food Program for Women, Infants and Children (WIC)</a>	<a href="#">\$705,730</a>	Supplemental Nutritious Foods to Alleviate Specific Health Problems	Francis Carrillo 907.465.5555	Pat Miller	Create LIBR View Create AMND View

Budget Categories	Expenditures This Period					Grant Award Summary		
	Grant Award	Secondary Grant Award	Required Match	Project Support	Total Expenditures (for this period)	Current Approved Budget	Cumulative Expenditures to Date (Including this report)	% Funds Spent
Personal Services	\$40,086	\$0	\$0	\$0	\$40,086	\$535,938	\$40,086	7%
Travel	\$478	\$0	\$0	\$0	\$478	\$9,870	\$478	5%
Facility Expenses	\$7,279	\$0	\$0	\$0	\$7,279	\$100,623	\$7,279	7%
Supplies	\$1,093	\$0	\$0	\$0	\$1,093	\$24,090	\$1,093	5%
Equipment	\$128	\$0	\$0	\$0	\$128	\$7,880	\$128	2%
Other	\$1,081	\$0	\$0	\$0	\$1,081	\$25,455	\$1,081	4%
Indirect	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-
Total	\$50,145	\$0	\$0	\$0	\$50,145	\$703,856	\$50,145	7%

Notes entered by grantee:

## Status History

**Fri Sep 05, 2008**

9:39 AM

Notified by Britten Burkhouse

**Tue Sep 02, 2008**

3:06 PM

Approved by Dana Kent

**Tue Aug 26, 2008**

9:17 AM

Accepted by Britten Burkhouse

8:48 AM

Submitted by Yvonne Krenzela

# Grant Reports 7 AAC 78.200

- ❖ Grant Agreements contain reporting requirements & include at least:
  - Cumulative Fiscal Reports (CFR)
  - Project progress reports
- ❖ Required reports may also include:
  - Data reporting
  - Confidential client information

# YouSendIt for Confidentiality

- For Reporting Confidential Information through Email
- Training containing a link to download:

[http://www.hss.state.ak.us/grantees/assets/YSI\\_tutorial.pdf](http://www.hss.state.ak.us/grantees/assets/YSI_tutorial.pdf)

YouSendIt, a HIPAA compliant, easy to use encryption tool for reporting:

- EPHI (any information that associates a specific person with a type of treatment)
- Personal Information (names or other information that identify a person)
- Financial or benefits information
- Critical Incident Reports, Plans of Care, Home & Community Based Waivers , Personal Care or General Relief Assistance plans or associated documents

# Changes to Grant Agreements

(7 AAC 78.260)

- ❖ Prior notification & approval is required to:
  - a) change the service plan of a grant project
  - b) change the beginning or ending date of a grant period
  - c) replace the director of the grant project
  - d) terminate a grant project (& mitigate disruption of services)
- ❖ DHSS must provide notification of a decision within 30 days of the receipt of written request.

# Changes in Approved Grant Project Budgets

- ❖ Grant Amendment, or
- ❖ Line Item Budget Revision (LIBR)
  - Prior approval is needed for LIBRs > \$50,000 or 20% of an increased budget category
  - For amounts less than that threshold, notification is required within 30 days following the end of the next quarter

# Line Item Budget Revisions (LIBR)

- ❖ LIBRs move approved funding amounts between line items & do not increase or decrease the total amount of the grant
- ❖ DHSS Program Managers approve LIBRs
- ❖ LIBRs are submitted and approved on eGrants
- ❖ The final deadline for LIBRs is 30 days from the end of the grant period

**ALASKA DEPARTMENT OF HEALTH & SOCIAL SERVICES  
LINE ITEM BUDGET REVISION**

<b>NAME AND ADDRESS OF GRANTEE</b>	<b>GRANT NUMBER</b>
Akeela, Inc. 4111 Minnesota Drive Anchorage, AK 99503	602-09-230
	<b>REVISION NUMBER</b>
	2
<b>PROGRAM NAME / PROJECT DESCRIPTION</b>	
Comprehensive Behavioral Health Treatment and Recovery Program	

**BUDGET REVISION SUMMARY**

BUDGET CATEGORIES	CURRENT APPROVED BUDGET			REVISION REQUESTED INCREASE/(DECREASE)		REVISED BUDGET REQUESTED				
	TOTAL AWARD	MATCH		BUDGET TOTAL	PRIMARY AWARD		TOTAL AWARD	MATCH		BUDGET TOTAL
		REQUIRED MATCH	ADDTL MATCH					REQUIRED MATCH	ADDTL MATCH	
100 PERSONNEL SERVICES	\$382,135	\$15,600	\$0	\$397,735	(\$1,128)		\$381,007	\$15,600	\$0	\$396,607
200 TRAVEL	\$0	\$7,317	\$0	\$7,317	\$0		\$0	\$7,317	\$0	\$7,317
300 FACILITY	\$76,880	\$167,333	\$0	\$244,213	(\$1,228)		\$75,652	\$167,333	\$0	\$242,985
400 SUPPLIES	\$45,697	\$40,173	\$0	\$85,870	\$785		\$46,482	\$40,173	\$0	\$86,655
500 EQUIPMENT	\$12,850	\$0	\$0	\$12,850	\$3,400		\$16,250	\$0	\$0	\$16,250
600 OTHER	\$10,305	\$9,895	\$0	\$20,200	\$1,700		\$12,005	\$9,895	\$0	\$21,900
<b>TOTAL DIRECT COSTS</b>	\$527,867	\$263,737	\$0	\$932,233	\$3,529	\$0	\$531,396	\$263,737	\$0	\$932,233
700 INDIRECT COSTS	\$140,629	\$23,419	\$0	\$164,048	(\$3,529)		\$137,100	\$23,419	\$0	\$160,519
<b>TOTALS</b>	\$668,496	\$263,737	\$0	\$932,233	\$0	\$0	\$668,496	\$263,737	\$0	\$932,233

# Administrative Policies & Civil Rights Requirements

- Federal Certifications and Assurances (Appendix E1)
- DHSS Assurances (Appendix B)
- 7 AAC 78.170 Administrative Policies
- Equal Employment Opportunity 7 AAC 78.120
- Civil Rights of Recipients of Services Clients 7 AAC 78.130

# Complaints of Discrimination

1. File Discrimination complaints using the Discrimination Complaint Form provided on the DHSS Civil Rights Compliance Obligations webpage:  
<http://www.hss.state.ak.us/civilrights.htm>
- Mail or email forms to both the Assistant Commissioner of Finance & Management Services and the Civil Rights Complaint Coordinator.
  - Complaints will be referred to these state or federal agencies:
    - Alaska State Commission for Human Rights
    - U.S. Equal Employment Opportunity Commission
  - Complainants also have the right to file separately with the U.S. Department of Justice, Office of Justice Programs, Office for Civil Rights.

# GRANTS & CONTRACTS

Grants and Contract Support Team

333 Willoughby Avenue

State Office Building, Suite 760

P.O. Box 110650

Juneau, Alaska 99811-0650

Telephone: (907) 465-5424

Facsimile: (907) 465-8678

Grant & Contracts web page:

<http://dhss.alaska.gov/fms/grants/pages/default.aspx>