SSSG HELPFUL HINTS

This guide is based on grantees' FAQs and will be updated periodically. Last Revised: June 2020

CURRENT RESOURCES AVAILABLE TO GRANTEES FROM GRANTS WEBSITE

- IntelliGrants Phase 2 Arrival and Next Steps (4/17/20)
- Phase 2 Quick Guide
- IntelliGrants User Manual
- IntelliGrants FAQs

CURRENT RESOURCES AVAILABLE WITHIN THE INTELLIGRANTS SYSTEM

The following resources can be accessed through the "My Training Materials" tab:

USER TRAINING MANUALS

- IDHS: Subrecipient User Manual
- IDHS: SubGrantee General Instructions for Budget Modifications for Partial Awards
- IDHS: SubGrantee SSSG Instructions for Budget Modifications for Partial Awards

DHS: TRAINING VIDEOS

- IDHS: General System Usage Webinar
- IDHS: Secured School Safety Grant (SSSG) Training Video
- IDHS: Program Report Training Video
- IDHS: Fiscal Report Training Video
- IDHS: Grant Adjustment Notice (GAN) Request Training Video

USER REGISTRATION

It is the responsibility of the subgrantee's system administrator for their organization to vet users and their roles for access to the system.

Each applicant is required to have multiple roles assigned to their organization as it relates to the grant application for which they are applying. If the same person is in multiple roles, they will need multiple logins to be able to sign and submit documents.

PROGRAM REPORTS

To initiate a program report:

1. Hover your mouse cursor over the "Related Documents and Messages" menu to display the drop-down list of available choices.
2. From the drop-down list, select "Initiate a/an (grant name) Program Report 2020 Quarter 1."
   a. Note: If you have previously created a program report, you will need to select Quarter 2.
3. The status will change to "Program Report in Process."

TO FIND A PROGRAM REPORT AFTER IT HAS BEEN INITIATED

Once you initiate a program report, you can find it in the "My Program Reports" tab in IntelliGrants.

Note: It will now show up in the "My Program Reports" tab unless you have initiated it through your application in the related documents area.

FILLING OUT A PROGRAM REPORT

When filling out your program report, if your grant requires a match, answer it to the best of your knowledge. If you do not have a match, please identify some potential actions you are considering so that we can update you if they are program-allowable.

Note: It is important to submit a fiscal report during the 14 days the program report is open. If you do not anticipate reimbursement for this quarter, please submit a zero-dollar fiscal report.

FINAL PROGRAM REPORTS

If this is your final program report, please make sure to select "final" on the form. This will be the last one you are required to submit for your grant award. If marked "final," then you must also submit a "final" fiscal report.

Do NOT choose "final" for your very first program report if you need to submit a GAN. Instead, submit your program report with all the information for that quarter including the reasoning for needing to submit a GAN request.

FISCAL REPORTS

Once the program report is approved, the Fiscal Report becomes available to initiate. Internet Explorer is the preferred browser for fiscal reports. If no expenditures are being requested for reimbursement, submit a zero-dollar fiscal report. Once approved, the GAN form will be available to initiate your request.

Note: A fiscal agent can only edit a fiscal report and cannot sign or submit it. Only the subgrantee administrator and project director can sign and submit the fiscal report. If you are a subgrantee administrator and would like to make an account as a project director, please follow the steps below:

1. Go to "My Training Materials" and open the "IDHS: Subrecipient User Manual."
2. Follow the directions for "Adding a new IntelliGrants user to your organization" on page 12. We recommend putting "PD" after the name and the username to help you and the system know which login is for which role, so for you, we suggest "Name PD" for your name and "name PD" for your new username. You can make the password be the same for both of your roles.

3. While still logged in as a subgrantee administrator, you will also need to add your new project director to the application and the fiscal report. The directions on how to "Assign User Access to Documents" is on page 61 of the "IDHS: Subrecipient User Manual."

When submitting a fiscal report and you have match funds, please report only on the match amount required. If you do not expend your full award, it is possible that your match requirement will be reduced. Also, report match funds on each fiscal report to show match is being met.

GANS

Grant Adjustment Notice (GAN) – Detailed instructions can be found on page 55 of the user manual. A GAN is required to request project changes and/or correction for any programmatic, administrative or financial changes associated with a grant award. Submitting a GAN should only be used if necessary, as it may negatively impact your risk assessment score and IDHS is limited to the amount of acceptable modifications with our federal grants.

Note: You will only be able to submit a GAN if you have a submitted and approved program report and fiscal report.

This subdocument should be used for the following reasons:

- Requesting modification to the budget
- Requesting a change of project scope
- Requesting an extension to the grant end date (This is not typical and only approved on rare occasions.)
- De-obligation of grant funds

Please select one GAN type per request. Additional instructions are located within the GAN form.