

Louisiana Believes

**2019-2020 21st CCLC Application:
Editing the Plan
(Budget Amendment)**

Logon Page

- Enter User ID
- Enter Password



Welcome to the eGrant Management System

Please enter your user ID and Password

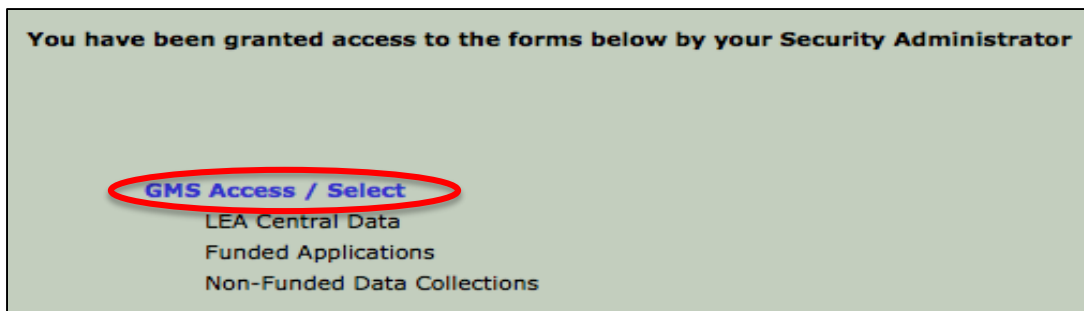
User ID:

Password:

LOGON

Public Access

- Click on **GMS Access/Select**



You have been granted access to the forms below by your Security Administrator

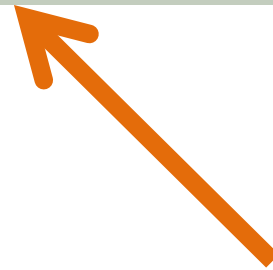
GMS Access / Select

- LEA Central Data
- Funded Applications
- Non-Funded Data Collections

G MS Access Select Page

- 21st CCLC is listed under Competitive Grant
- Select Amend to create an amendment

Competitive Grant					
	Application Name	Revision	Status	Date	Actions
▶	21st CCLC	Original Application ▼	Final Approved View GAN	7/29/2016	Open Amend Payments Review Summary Delete Application



21st CCLC Budget Amendment

- Make the necessary corrections in the Budget Detail
- Calculate Totals
- **Save Page**
- Click on Submit Tab

The consistency check must be successfully processed before you can submit the application

➤ **Click Consistency Check**

- **Approved** – must certify key planning decisions by checking the box and then **Click Submit to LDE**
- **Rejected** - must fix the identified error

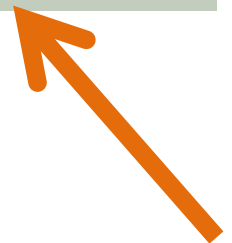
Louisiana Believes

**2019-2020 21st CCLC Application:
Reviewing a Rejected Application**

G MS Access Select Page

- 21st CCLC is listed under Competitive Grant
- Select Review Summary to review the checklist of a rejected application

Competitive Grant					
	Application Name	Revision	Status	Date	Actions
▶	21st CCLC	Original Application ▼	Final Approved View GAN	7/29/2016	Open Amend Payments Review Summary Delete Application



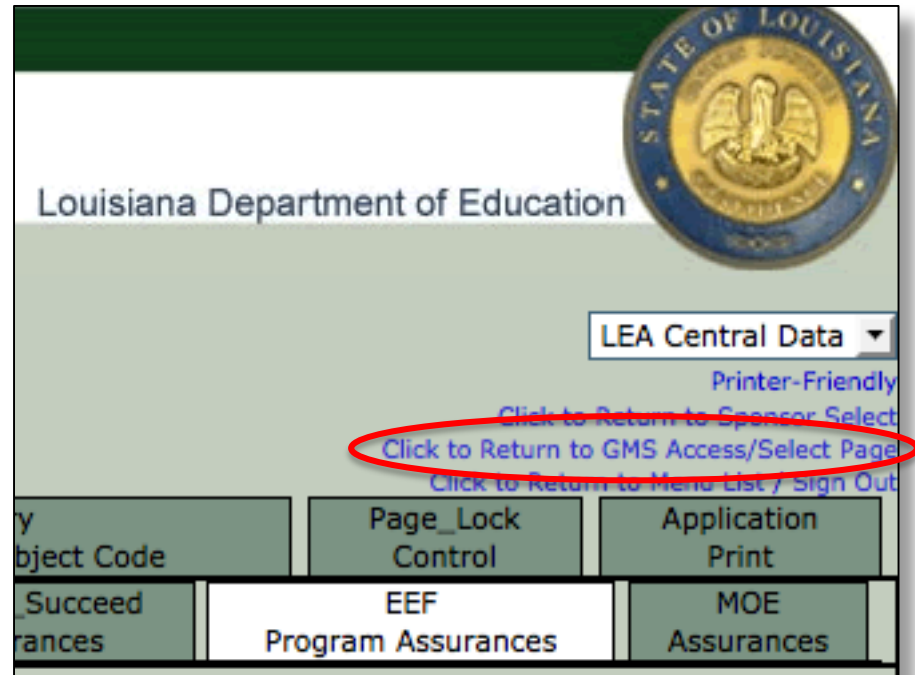
- Review Summary of LDE Status

<input type="radio"/>	4	State Agency Program Staff level 2 review
<input type="radio"/>	4	State Agency Education Finance Staff level 2 review

- If **REJECTED**, select Radial Button to see Review Checklist
- Make the necessary corrections in the budget detail

21st CCLC

- Return to GMS Access/Select Page



- Go to 21st CCLC application
- Click on...

Open

21st CCLC

- Click on Budget Detail
- Indicate the Object Code, EIC, and key planning decisions for each expenditure
- Calculate Totals
- Save Page

Submission of the Budget Detail

- Click on Submit Tab

The consistency check must be successfully processed before you can submit the application

- **Click Consistency Check**

- **Approved** – must certify focus areas and **Click Submit to LDE**
- **Rejected** - must fix the identified error