

Responding to a Program Report Modification Request

Go to <https://intelligrants.in.gov> to log into IntelliGrants.

Once logged in, you should see your **My Home** screen. Click on **My Organization(s)** in the upper right corner.

IN.gov State of Indiana IntelliGrants **SHARED**

My Home | My Applications/Grants | My Program Reports | My Fiscal Reports | My Expenditure Requests | My Monitoring Reports | My Training Materials | **My Organization(s)** | My Profile | Logout

SHOW HELP

Welcome Janet
SubGrantee Administrator
[Change My Picture](#)

Instructions:
Select the SHOW HELP button above for detailed instructions on the following.
> Applying for an Opportunity
> Using System Messages
> Understanding your Tasks
> Managing your awarded grant

Hello Janet, please choose an option below.

View Available Proposals
You have 116 opportunities available.
Select the View Opportunities button below to see what is available to your organization.
[VIEW OPPORTUNITIES](#)

My Inbox
You have 50 new messages.
Select the Open My Inbox button below to open your system message inbox.
[OPEN MY INBOX](#)

You'll reach the **Organization Information** page. Click on **Organization Documents** to see your organization's grant history.

[Back](#)

Organization - Test LCC

Please complete all the required fields below. Required fields are marked with an *

[Organization Information](#) | [Organization Members](#) | **[Organization Documents](#)**

Organization Information

Name	<input type="text" value="Test LCC"/>
Legal Name	<input type="text" value="Test LCC"/>
FEIN	<input type="text" value="0"/>
DUNS #	<input type="text"/>
PeopleSoft ID (PSID)	<input type="text"/>
Unique Entity ID (UEI)	<input type="text" value="1"/>
Address	<input type="text" value="123 LCC Lane"/>
City	<input type="text" value="Indianapolis"/>
State	<input type="text" value="Indiana"/>
ZIP Code	<input type="text" value="46204"/>
County	<input type="text" value="Marion County"/>
Phone	<input type="text" value="(123) 123-1234"/>
Fax	<input type="text"/>
Email	<input type="text"/>
Website	<input type="text"/>

Responding to a Program Report Modification Request

Once you reach your **Organization Documents** page, you'll select the grant you want to initiate a report for. Make sure you select the program report with the **Current Status** set as **Program Report Modifications Required**.

Organization Documents

Export Results to Screen Sort documents by: -- Select -- GO

Document Type	Name	Current Status	Year
2020 Indiana Local Coordinating Council CCP Submission	CCP-2020-00103	Application Modifications Required	2020
2020 Indiana Local Coordinating Council CCP Submission	CCP-2020-00171	Application Cancelled	2020
2020 Indiana Local Coordinating Council CCP Submission	CCP-2020-00172	Grant Closed	2020
2020 State Drug Free Community Fund Pilot Programs (DFC)	DFC-2020-00033	Application Denied	2020
2021 Family Violence Prevention & Services Act Grant (FVPSA)	FVPSA-2021-00019	Application Cancelled	2021
2021 Indiana Local Coordinating Council CCP Submission	CCP-2021-00090	Application in Process	2021
2021 Indiana Local Coordinating Council CCP Submission	CCP-2021-00091	Grant Closed	2021
2022 Indiana Local Coordinating Council CCP Submission	CCP-2022-00030	Grant Executed	2022
Quarter 1 Program Report (CCP)	CCP-2020-00172-PR1	Program Report Approved	2020
Quarter 1 Program Report (CCP)	CCP-2021-00091-PR1	Program Report Approved	2021
Quarter 1 Program Report (CCP)	CCP-2022-00030-PR1	Program Report Approved	2022
Quarter 2 Program Report (CCP)	CCP-2020-00172-PR2	Program Report Approved	2020
Quarter 2 Program Report (CCP)	CCP-2021-00091-PR2	Program Report Approved	2021
Quarter 2 Program Report (CCP)	CCP-2022-00030-PR2	Program Report Approved	2022
Quarter 3 Program Report (CCP)	CCP-2020-00172-PR3	Program Report Approved	2020
Quarter 3 Program Report (CCP)	CCP-2021-00091-PR3	Program Report Approved	2021
Quarter 3 Program Report (CCP)	CCP-2022-00030-PR3	Program Report Modifications Required	2022
Quarter 4 Program Report (CCP)	CCP-2020-00172-PR4	Program Report Approved	2020

This will take you to the Quarter Report Document Snapshot page. Select (or hover over) the **Forms Menu**. (This process is very similar to Initiating your Program Report).

Menu **Forms Menu** Status Changes Management Tools Related Documents and Messages

Back

Document Information: [CCP-2022-00030-PR3](#)

Parent Information: [CCP-2022-00030](#)

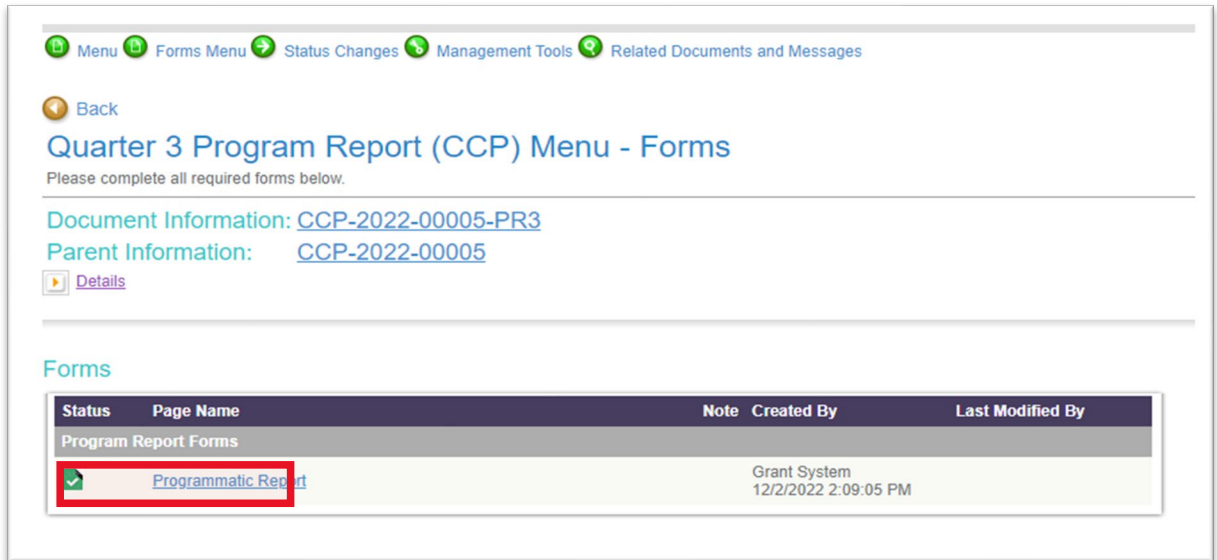
[Details](#)

DOCUMENT SNAPSHOT_COPY_COPY

Reporting Period	Report Type	Report Status	Date Submitted	Approval Status	Report Contact
04/01/2022 to 06/30/2022	Quarterly	Submitted	07/12/2022	Approved	MaryClare Clark
07/01/2022 to 09/30/2022	Quarterly	Submitted	10/11/2022	Approved	MaryClare Clark

Responding to a Program Report Modification Request

Select **Programmatic Report**.



Menu Forms Menu Status Changes Management Tools Related Documents and Messages

Back

Quarter 3 Program Report (CCP) Menu - Forms

Please complete all required forms below.

Document Information: [CCP-2022-00005-PR3](#)
Parent Information: [CCP-2022-00005](#)

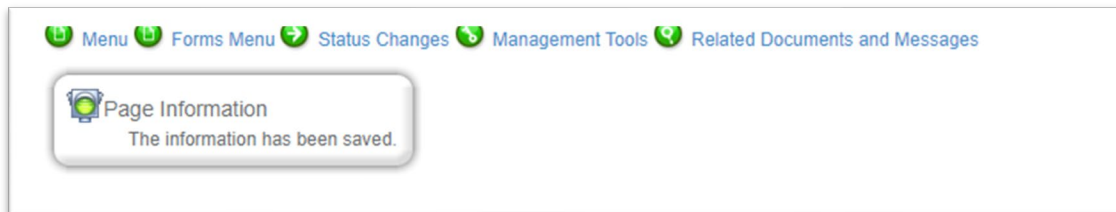
[Details](#)

Forms


Status	Page Name	Note	Created By	Last Modified By
	Program Report Forms			
<input checked="" type="checkbox"/>	Programmatic Report		Grant System	12/2/2022 2:09:05 PM

Upload your amended **Quarter Report** and **Meeting Minutes** as necessary.

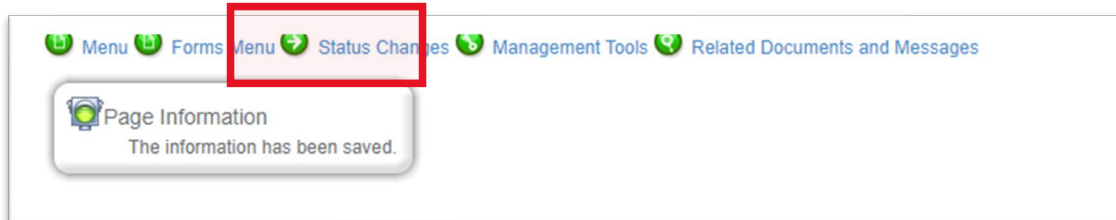
Click **SAVE** at the top of the page. If there are no errors, you'll see this:




Menu Forms Menu Status Changes Management Tools Related Documents and Messages

 Page Information
The information has been saved.

Submit the report by clicking on (or hovering over) **Status Changes**.



Menu Forms Menu **Status Changes** Management Tools Related Documents and Messages

 Page Information
The information has been saved.

Responding to a Program Report Modification Request

Select **Submit**.

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

Back

Quarter 3 Program Report (CCP) Menu - Status Options

Select a button below to execute the appropriate status push.

Document Information: [CCP-2022-00005-PR3](#)
Parent Information: [CCP-2022-00005](#)

[Details](#)

Possible Statuses

PROGRAM REPORT SUBMITTED

SUBMIT

Select **"I Agree."**

Agreement

Please make a selection below to continue.

By clicking "I Agree", you attest the information entered is true to the best of your knowledge. Submitting erroneous information may result in repayment of grant funds, termination of the grant, disqualification from future funding, and referral to DOJ's Inspector General.

If you would like to include notes about this status change, please supply them below.

I AGREE I DO NOT AGREE

Powered by IntelliGrants © Copyright 2000-2022 Agate Software, Inc.

Once the Program Report is successfully submitted, you will be redirected to the **Program Report Document Snapshot** page. To ensure the report is submitted, click on the **Details** arrow and check that the Current Status says **Program Report Submitted**.

Document Information: [CCP-2022-00005-PR3](#)
Parent Information: [CCP-2022-00005](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Quarter 3 Program Report (CCP)	Test LCC	SubGrantee Administrator	Program Report Submitted	07/01/2022 - 09/30/2022 10/20/2022 11:59PM EST