

Managing Tasks in eCivis – Prime Recipient (Grantee)

Table of Contents

Task Functionality and Helpfulness	1
Selecting Appropriate Task Type	1
Simple vs. Advance Tasks.....	1
Setting Up Simple Task	2
Example of Simple Task Set Ups	4
Request Budget Review	4
Setting Up Advanced Task	5
Example of Advanced Task Set Ups	9
Request Approval Before Submitting Application	9
Upload Financial Documents (Recurring Task)	9
IAA-FF Billing via Scheduled Report Set Up	11
How to Complete Tasks Assigned to You.....	12
How to Complete Tasks as a Reviewer	14

Task Functionality and Helpfulness

The task functionality in eCivis allow you to streamline business processes in a central hub. You can assign tasks to yourself and colleagues, set up approvals, create recurring tasks, and upload documents to share with team members.

This guide will assist you in selecting the task type that is best for your needs, and learn how to best implement that task within the eCivis system.

Selecting Appropriate Task Type

Simple vs. Advance Tasks

eCivis has two task options, simple and advanced. The complexity of the task you are creating will determine which task type to choose. See below to determine which fits your needs best.

Simple Tasks have two roles:

1. User that creates the task
2. *Assigned To* – user or group the task is assigned to. The user that creates a task may assign it to themselves, to another user, or to a group. Assigned users are responsible for completing the task, and marking it *Done*.

Advanced Tasks have a third role:

3. *Approver* - user or group able to approve, reject, or request additional information. Approvers do not have access to the task until the Assigned users have marked it Done.

Simple Task: Allows for selection of task type, custom name, assigning task to specific user, task due date, task reminder date, and task description

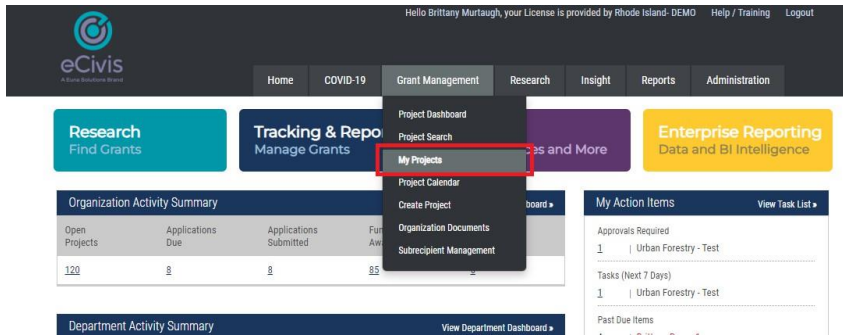
Advanced Task: Includes functionality from simple task as well standard or sequential task approvals, option to block grant progress if task has not been completed, and task repetition option. You may want to upgrade to an advanced task if you

- Want task to be approved by a single user or multiple people in a sequential order
- Want to ensure grant is not moved into a new stage until this task is completed
- Want a task to repeat on scheduled basis

Now that you have chosen a task type, please follow to user instructions below on the set up of a simple or advanced task, as well as examples of tasks that would fit into either category.

Setting Up Simple Task

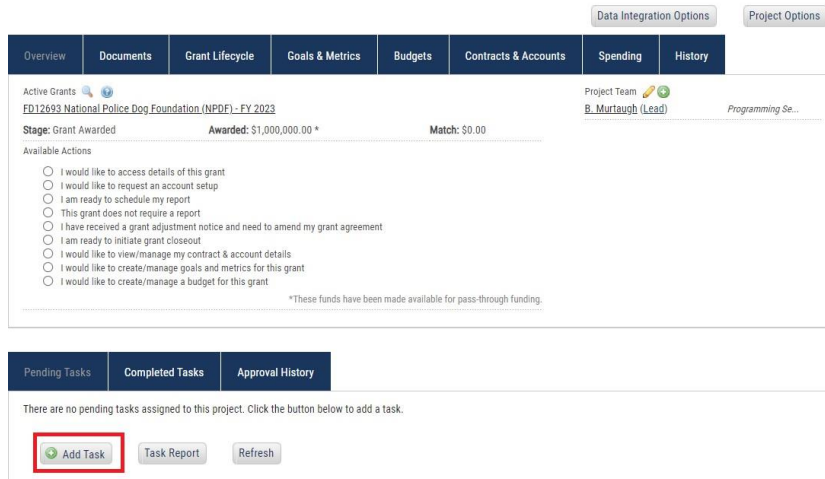
1. Login to eCivis
2. Hover over the “Grants Management” tab and select “My Projects”



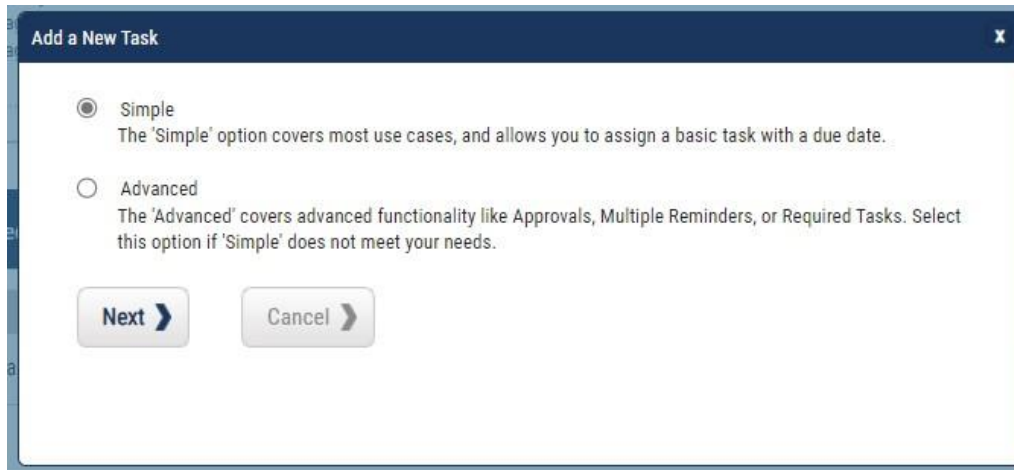
3. Select the project you would like to create a task for
4. Click on the “Add Task” button at the bottom of the screen

Project Dashboard: Test

Department: Department of Administration



5. Select “Simple Task” and select next



Add a New Task

Simple
The 'Simple' option covers most use cases, and allows you to assign a basic task with a due date.

Advanced
The 'Advanced' covers advanced functionality like Approvals, Multiple Reminders, or Required Tasks. Select this option if 'Simple' does not meet your needs.

Next **Cancel**

6. Select your task type

- Miscellaneous tasks: Simple Yes or No tasks – typically used to mark something “complete”
- Scheduled Report: Reports you may want periodically such as budget, program, updates etc. (see advanced task set up section)

7. Create a name for your task – make it descriptive enough so the people you are sharing with understand the meaning

8. Select the grant that is associated with the task you are creating

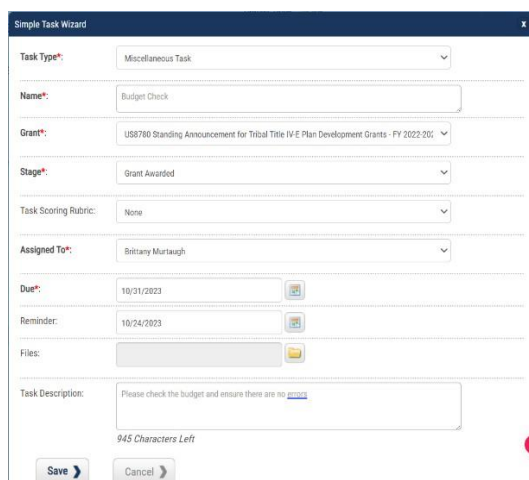
9. Assign the task to an individual or a user group

- User groups can be created by Department Master Account Holders in the Administration – Group Manager tab in eCivis

10. Select a due date you want this task completed by the assignee

- a. Optional: Set a reminder date for the task assignee about their task
- b. Optional: Upload any files relevant to the task for the assignee to view
- c. Optional: Add a task description assignee has more information on what they are being asked to complete

11. Click Save



Simple Task Wizard

Task Type*: Miscellaneous Task

Name*: Budget Check

Grant*: US8760 Standing Announcement for Tribal Title IV-E Plan Development Grants - FY 2022-20

Stage*: Grant Awarded

Task Scoring Rubric: None

Assigned To*: Brittany Marleagh

Due*: 10/31/2023

Reminder: 10/24/2023

Files:

Task Description: Please check the budget and ensure there are no errors

945 Characters Left

Save **Cancel**

- TIP: Now that your task has been created, it will be active in eCivis and you will now be able to view it in your Project Dashboard. Other tasks that have previously been created and are unfinished will display here as well

Project Dashboard: Brittany Demo 1
Department: Department of Administration

Data Integration Options Project Options

Overview Documents Grant Lifecycle Goals & Metrics Budgets Contracts & Accounts Spending History

Active Grants
US8780 Standing Announcement for Tribal Title IV-E Plan Development Grants - FY 2022-2024
Stage: Implementation Awarded: \$4,058,618.00 * Match: \$0.00

Project Team
B. Murtaugh (Lead) Programming Se...
K. Benoit Grant Manage...
L. Sullivan IPM

⚠ Pending Required Tasks: 3 ITEMS REQUIRED TO PROGRESS TO NEXT STAGE

Available Actions

- I would like to access details of this grant.
- I would like to request an account setup.
- I want to update my scheduled reports.
- I have received a grant adjustment notice and need to amend my grant agreement.
- I am ready to initiate grant closeout.
- I would like to view/manage my contract & account details.
- I would like to create/manage goals and metrics for this grant.
- I would like to create/manage a budget for this grant.

*These funds have been made available for pass through funding.

Designated for Approvals
User Groups
KB Group

Pending Tasks	Completed Tasks	Approval History
<p>Task Name: Rqst Approval: Test Task 123</p> <p>Grant: US8780: FY2024</p> <p>Stage: Grant Awarded</p> <p>Assigned To: B. Murtaugh</p> <p>Due: 09/29/2023</p> <p>Reminder: 09/22/2023</p> <p>Files(s): [Icon]</p> <p>Done: <input type="checkbox"/></p>		
<p>Task Name: Test Task 123</p> <p>Grant: US8780: FY2024</p> <p>Stage: Grant Awarded</p> <p>Assigned To: B. Murtaugh</p> <p>Due: 09/29/2023</p> <p>Reminder: 09/22/2023</p> <p>Files(s): [Icon]</p> <p>Done: <input type="checkbox"/></p>		
<p>Task Name: Rqst Approval: Test Task 123</p> <p>Grant: US8780: FY2024</p> <p>Stage: Grant Awarded</p> <p>Assigned To: B. Murtaugh</p> <p>Due: 10/06/2023</p> <p>Reminder: [Icon]</p> <p>Files(s): [Icon]</p> <p>Done: <input type="checkbox"/></p>		
<p>Task Name: Rqst Approval: Test Task 123</p> <p>Grant: US8780: FY2024</p> <p>Stage: Grant Awarded</p> <p>Assigned To: B. Murtaugh</p> <p>Due: 10/13/2023</p> <p>Reminder: [Icon]</p> <p>Files(s): [Icon]</p> <p>Done: <input type="checkbox"/></p>		
<p>Task Name: Test Task 100</p> <p>Grant: US8780: FY2024</p> <p>Stage: Grant Awarded</p> <p>Assigned To: EOC Financial Approval Gr...</p> <p>Due: 10/24/2023</p> <p>Reminder: [Icon]</p> <p>Files(s): [Icon]</p> <p>Done: <input type="checkbox"/></p>		
<p>Task Name: Budget Check</p> <p>Grant: US8780: FY2024</p> <p>Stage: Grant Awarded</p> <p>Assigned To: B. Murtaugh</p> <p>Due: 10/31/2023</p> <p>Reminder: 10/24/2023</p> <p>Files(s): [Icon]</p> <p>Done: <input type="checkbox"/></p>		

Add Task Task Report Refresh

- TIP: Any user you assigned to the task, or who was a member of the user group you assigned to review will get also get an email alerting them there is a task that needs their attention

Example of Simple Task Set Ups

Request Budget Review

A program staff person may want a finance colleague to check their budget breakdown in eCivis before locking the budget. A simple task can be created to request this review. See below for an example of how you may create this task in eCivis.

Simple Task Wizard

Task Type*: Miscellaneous Task

Name*: Budget Check

Grant*: US8780 Standing Announcement for Tribal Title IV-E Plan Development Grants - FY 2022-2024

Stage*: Grant Awarded

Task Scoring Rubric: None

Assigned To*: Brittany Murtaugh

Due*: 10/31/2023

Reminder: 10/24/2023

Files: [Icon]

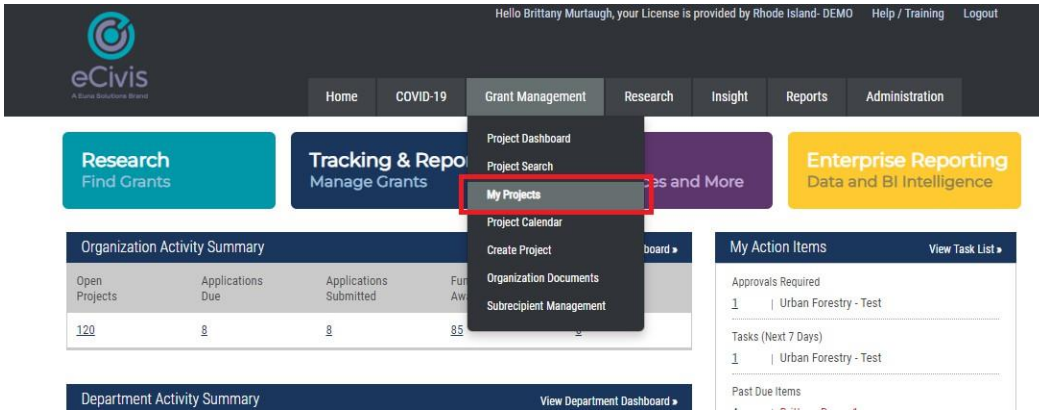
Task Description: Please check the budget and ensure there are no [errors](#)

945 Characters Left

Save Cancel

Setting Up Advanced Task

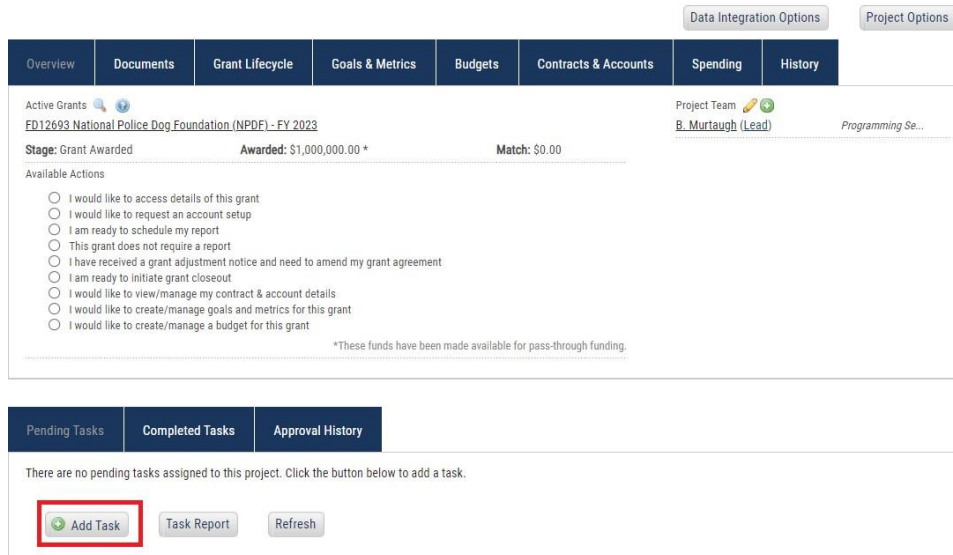
1. Login to eCivis
2. Hover over the “Grants Management” tab and select “My Projects”



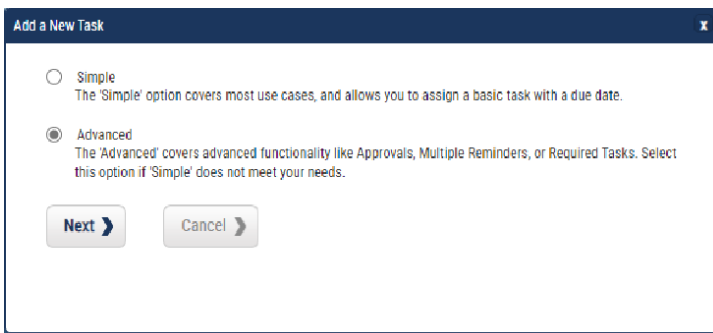
3. Select the project you would like the create a task for
4. Click on the “Add Task” button at the bottom of the screen

Project Dashboard: Test

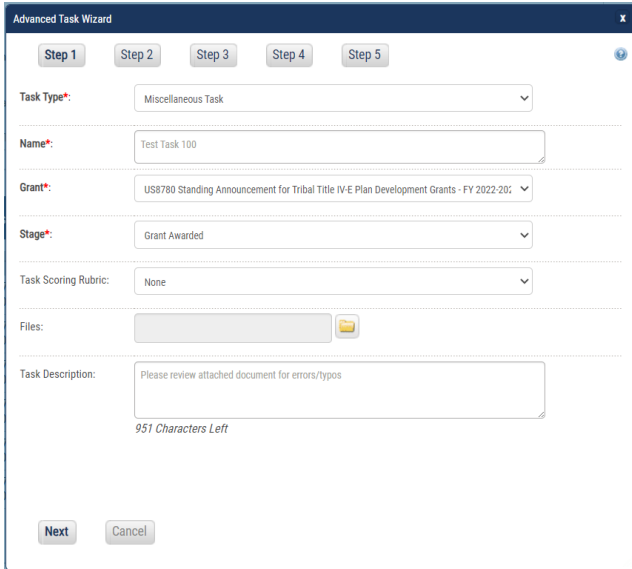
Department: Department of Administration



5. Select “Advanced Task”



6. Step 1: Fill out relevant information pertaining to your task



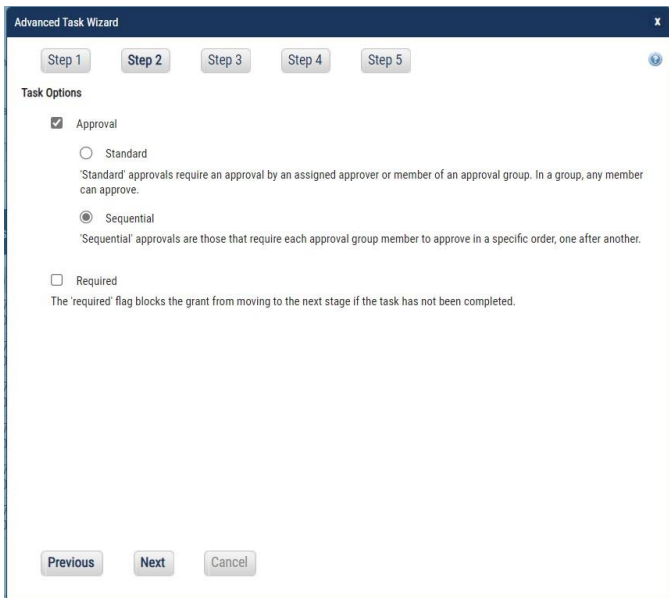
The screenshot shows the 'Advanced Task Wizard' window at Step 1. The form includes the following fields:

- Task Type*:** Miscellaneous Task
- Name*:** Test Task 100
- Grant*:** US8780 Standing Announcement for Tribal Title IV-E Plan Development Grants - FY 2022-20
- Stage*:** Grant Awarded
- Task Scoring Rubric:** None
- Files:** A file upload field with a folder icon.
- Task Description:** Please review attached document for errors/typos. 951 Characters Left.

Buttons at the bottom: Next, Cancel.

7. Step 2: Select your approval workflow and (optional) “required” blocking (explanation below)

- Standard: requires an approval by an assigned approver or approval group. In a group, any member can approve
- Sequential: requires each approval group member to approve the task in a specified order, one after another.
- Required Blocking: Prevents the grant from moving forward to a new stage until the task is complete.
 - For example, if required blocking is selected, the grant cannot be moved from award pending to grant awarded stage in eCivis until the task is completed/*Done*.



The screenshot shows the 'Advanced Task Wizard' window at Step 2, titled 'Task Options'. The form includes the following options:

- Approval**
 - Standard
Standard approvals require an approval by an assigned approver or member of an approval group. In a group, any member can approve.
 - Sequential
Sequential approvals are those that require each approval group member to approve in a specific order, one after another.
- Required**
The 'required' flag blocks the grant from moving to the next stage if the task has not been completed.

Buttons at the bottom: Previous, Next, Cancel.

8. Step 3: Assign Task and User Group

- Assign to: Who do you want completing this task
- Approver: Who do you want approving this task
 - User: a single user
 - User Group: a group you previously created in eCivis. This may be your grant project team, finance/budget staff, or other individuals working on this project.

Advanced Task Wizard

Step 1 Step 2 **Step 3** Step 4 Step 5

Assigned To*:
Brittany Murtaugh

Designated for Approval*:
 User
Choose a user that will be designated as approver
Select Department
Select User

User Group
Choose a user group that will be designated for approval. The group is based off Approval Type in previous step.
Test Group - BMW

Previous Next Cancel

9. Step 4: Set task due date and reminder

- a. Due date for the task is required, and reminder date/s are optional. The person who is assigned to the task will receive the reminders via email.

Advanced Task Wizard

Step 1 Step 2 Step 3 **Step 4** Step 5

Due*: 10/31/2023

Reminder: 10/24/2023

Previous Next Cancel

10. Step 5: Recurring task

- a. If you want this task to repeat on a scheduled basis, select “Task repeats”. You can then set up the frequency of your task depending on your needs. If you do not want your task to repeat, select “Task does not repeat”.

The image shows two side-by-side screenshots of the 'Advanced Task Wizard' interface, specifically the 'Task Recurrence' section. Both screenshots show a progress bar at the top with steps 1 through 5, where Step 5 is highlighted. The left screenshot shows the 'Task does not repeat' radio button selected. The right screenshot shows the 'Task repeats' radio button selected, with the following options visible: Frequency* (Monthly), Interval* (Every month), On* (A day of the month, with a dropdown set to 15), Starting* (10/31/2023), Create* (One week before due date), and a checked box for 'Create with a reminder'. The 'Until' field is set to 10/31/2025. Both screenshots have 'Previous', 'Save', and 'Cancel' buttons at the bottom.

11. Click Save

- a. If you are happy with your task set up, click save to complete your task. If you need to make changes, you can go back to any of the previous steps and make edits as needed.

- TIP: Now that your task has been created, it will be active in eCivis and you can view in your Project Dashboard. Reminder, previously created tasks that have not been completed will also be viewable in this area.

The screenshot shows the 'Project Dashboard: Brittany Demo 1' interface. At the top, it indicates the department is 'Department of Administration'. Below this is a navigation bar with tabs for Overview, Documents, Grant Lifecycle, Goals & Metrics, Budgets, Contracts & Accounts, Spending, and History. The main content area displays information for a grant titled 'US8780 Standing Announcement for Tribal Title IV-E Plan Development Grants - FY 2022-2024'. It shows the stage as 'Implementation', awarded amount as '\$4,058,618.00', and match as '\$0.00'. Below this, there are sections for 'Available Actions' and 'Designated for Approvals'. At the bottom, there is a table with columns for 'Pending Tasks', 'Completed Tasks', and 'Approval History'. The 'Completed Tasks' table has the following data:

Task Name	Grant	Stage	Assigned To	Due	Reminder	File(s)	Done
Rqst Approval: Test Task 123	US8780: FY2024	Grant Awarded	B. Murtaugh	09/29/2023	09/22/2023	[Icon]	<input type="checkbox"/>
Test Task 123	US8780: FY2024	Grant Awarded	B. Murtaugh	09/29/2023	09/22/2023	[Icon]	<input type="checkbox"/>
Rqst Approval: Test Task 123	US8780: FY2024	Grant Awarded	B. Murtaugh	10/06/2023		[Icon]	<input type="checkbox"/>
Rqst Approval: Test Task 123	US8780: FY2024	Grant Awarded	B. Murtaugh	10/13/2023		[Icon]	<input type="checkbox"/>
Test Task 100	US8780: FY2024	Grant Awarded	EOC Financial Approval Gr...	10/24/2023		[Icon]	<input type="checkbox"/>
Budget Check	US8780: FY2024	Grant Awarded	B. Murtaugh	10/31/2023	10/24/2023	[Icon]	<input type="checkbox"/>
Rqst Approval: Test Task 100	US8780: FY2024	Grant Awarded	B. Murtaugh	10/31/2023	10/24/2023	[Icon]	<input type="checkbox"/>

- TIP: The task will need to be completed by the person assigned to complete the task before it is sent the designated approvers
- TIP: Approvers will get an email notification when the user who the task was assigned to completes the task

Example of Advanced Task Set Ups

Request Approval Before Submitting Application

Before submitting an application, you may want other members of your team to review your application. You can upload a PDF, screenshots, or other application materials to a task for them to review. If you set up the task with sequential reviewers, multiple people can have approval authority. Mark yourself as the “Assigned to” and select the user group who you would want to review your application. Alternatively, you can assign the task to the individual completing the application if you need to be the final approver.

The image displays two side-by-side screenshots of the 'Advanced Task Wizard' interface. The left screenshot shows Step 1 of the wizard. It includes fields for 'Task Type*' (Miscellaneous Task), 'Name*' (Review Application Materials), 'Grant*' (USD483 Emergency Community Water Assistance Grants (ECWAG) - FY 2023), 'Stage*' (Application Preparation), 'Task Scoring Rubric' (None), and a 'Files' section with an attached document 'Test document.docx (11.7 Kb)'. The 'Task Description' field contains the text 'Hello, Please review attached application materials before we submit.' and indicates '930 Characters Left'. The right screenshot shows Step 3 of the wizard. It features the 'Assigned To*' dropdown set to 'Brittany Murtaugh', the 'Designated for Approval*' section with radio buttons for 'User' and 'User Group', and a 'User Group' dropdown set to 'GMO - Test Group'. Both screenshots have 'Next' and 'Cancel' buttons at the bottom.

Upload Financial Documents (Recurring Task)

If your federal awarding agency requires reports to be completed, or there are other recurring internal reports or tasks you need to complete on a quarterly/recurring basis, it may be helpful to set up a recurring task for yourself and/or others on your team to upload copies to eCivis for recordkeeping. Below is an example of a recurring task that demonstrates personal reminders for uploading backup documentation for federal drawdowns, with an approver (potentially finance staff).

The image displays two side-by-side screenshots of the 'Advanced Task Wizard' interface. The left screenshot shows Step 1 of the wizard. It includes fields for 'Task Type*' (Miscellaneous Task), 'Name*' (Upload Backup Federal Drawdown Documents), 'Grant*' (US8780 Standing Announcement for Tribal Title IV-E Plan Development Grants - FY 2022-20), 'Stage*' (Grant Awarded), 'Task Scoring Rubric' (None), and a 'Files' section with an attached document 'Test document.docx (11.7 Kb)'. The 'Task Description' field contains the text 'Federal drawdown documents (period January - June 2023)' and indicates '945 Characters Left'. The right screenshot shows Step 3 of the wizard. It features the 'Task Options' section with a checked 'Approval' checkbox, radio buttons for 'Standard' and 'Sequential', and an unchecked 'Required' checkbox. The 'Standard' option is selected, and the 'Required' option is not. Both screenshots have 'Next' and 'Cancel' buttons at the bottom.

Advanced Task Wizard

Step 1 Step 2 **Step 3** Step 4 Step 5

Assigned To*:
Brittany Murtaugh

Designated for Approval*:
 User
Choose a user that will be designated as approver
Department of Administration
Katje Benoit
 User Group
Choose a user group that will be designated for approval. The group is based off Approval Type in previous step.
Select User Group

Previous Next Cancel

Advanced Task Wizard

Step 1 Step 2 Step 3 **Step 4** Step 5

Due*: 10/31/2023

Reminder: 10/24/2023

Previous Next Cancel

Advanced Task Wizard

Step 1 Step 2 Step 3 Step 4 **Step 5**

Task Recurrence
 Task does not repeat
 Task repeats

Frequency*: Monthly

Interval*: Every month

On*:
 A day of the month
Select Day
 The last day of the month

Starting*: 10/31/2023

Create*: One week before due date

Create with a reminder

Until: 10/31/2025

Previous Save Cancel

IAA-FF Billing via Scheduled Report Set Up

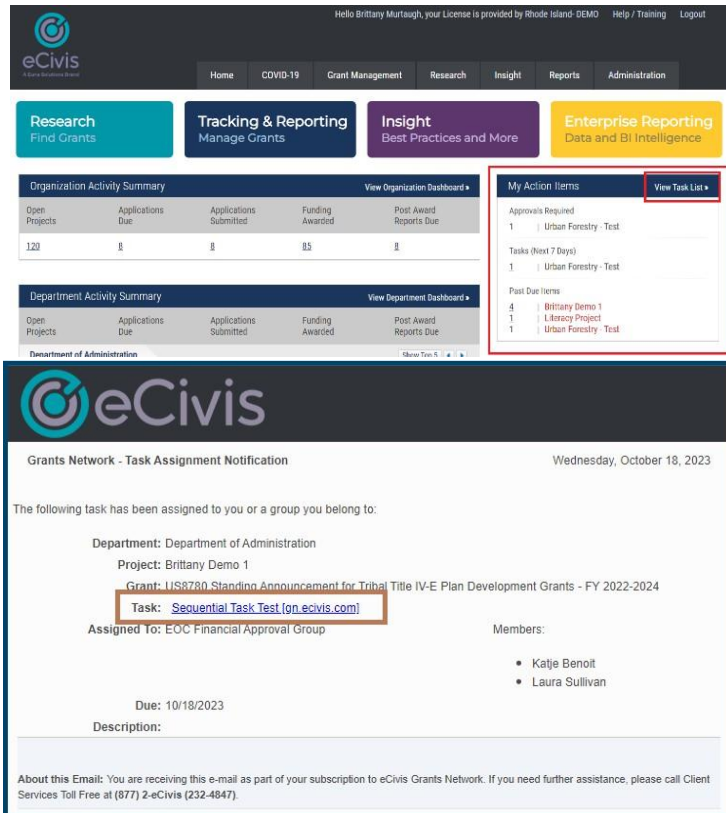
Within the Select Report Type area of the Report Submitted form, you will have the option of indicating whether or not the report includes spending information. If so, clicking “yes” will allow you to enter the start and end dates of the spending period, the amount spent, and the amount of reimbursement requested, if applicable. You will also have the option of designating the report as the Final Report. Any report marked as a Spending Report, along with all of the information related to that report, may be accessed through the Spending Report link on the Project Dashboard.

The image displays four sequential screenshots of the 'Advanced Task Wizard' form, showing the configuration of a task.

- Step 1:** Shows the 'Task Type' dropdown set to 'Scheduled Report'. The 'Name' is 'Advanced Scheduled Report Task', the 'Grant' is 'US8780 Standing Announcement for Tribal Title IVE Plan Development Grants - FY 2022-20', and the 'Task Scoring Rubric' is 'None'. The 'Task Description' is 'Reporting spending for IAA-FF'.
- Step 2:** Shows 'Task Options' with the 'Required' checkbox checked. A note states: 'The 'required' flag blocks the grant from moving to the next stage if the task has not been completed.'
- Step 3:** Shows the 'Assigned To' dropdown set to 'Test Group - BMW'.
- Step 4:** Shows 'Task Recurrence' settings. 'Task repeats' is selected with a frequency of 'Monthly' and an interval of 'Every 3 months'. The 'On' date is set to 'The last day of the month'. The 'Starting' date is '10/31/2023' and the 'Create' frequency is 'Two weeks before due date'. The 'Until' date is '10/31/2024'.

How to Complete Tasks Assigned to You

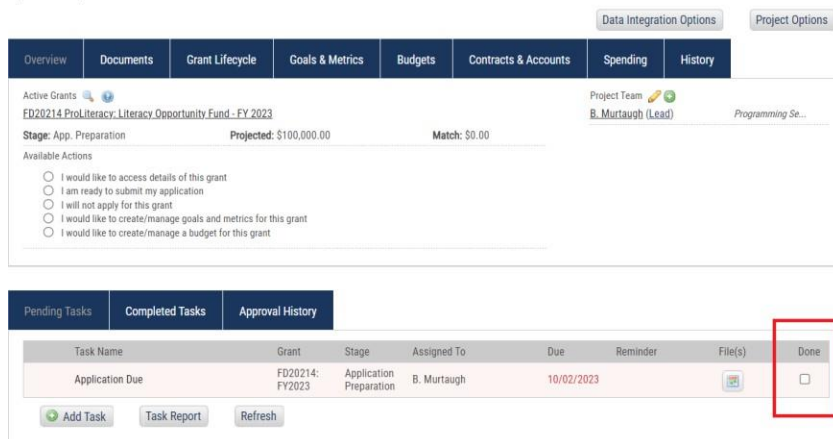
1. When a task is assigned to a user, they will receive an email from eCivis with the details of that task. You can view the task in eCivis by following the hyperlink in the email. Additionally, your assigned tasks can be found by navigating to “My Action Items” - “View Task List” on the eCivis homepage. All tasks can be found at the bottom of the “Project Dashboard” for the project the task is assigned to.



2. Clicking on the hyperlink in the email, or the by clicking “View Task List” and navigating to the appropriate Project Dashboard, you can see all pending tasks, when they are due, and who they are assigned to. To complete the task, click the box under “Done”, which will be available if the task is assigned to you.

Project Dashboard: Literacy Project

Department: Department of Administration



3. Follow the steps to complete the task [and click Save](#). Steps may vary depending on the type of task that is created. See example below for a Miscellaneous Task and Scheduled Report Task.

Miscellaneous Task Example

Approval Request Form

Approval Request Form

Project: Brittany Demo 1

Grant: US8780 Standing Announcement for Tribal Title IV-E Plan Development Grants - FY 2022-2024

Task: Rqst Approval: Test Task 100

Attachments:

Description: Please review attached document for errors/types

Approver: Test Group - BMW

Approval Due*: 10/31/2023

Reminder:

Files to Forward: No files are currently attached.

Notes to Approver:

1000 Characters Left

Save Cancel

Scheduled Report Task Example

Grant Status - Report Submitted

Brittany Demo 1

Complete Status Form

Grant: US8780 Standing Announcement for Tribal Title IV-E Plan Development Grants - FY 2022-2024

Report Name*: Test Schedule

Submitted On*: 10/31/2023

Submitted By*: Brittany Murtaugh

Notes:

1000 Characters Left

Select Report Type

Is this a Spending Report? Yes No

Is this a Reimbursement Request? Yes No

Is this the Final Report? Yes No

Upload Files

Attach Files:

Save Cancel

- Completed tasks can always be viewed for reference. At the bottom of your Project Dashboard, select the “Completed Tasks” tab. A page with all submitted tasks will now open, including the attached files, notes, and additional information.

Completed Tasks

Brittany Demo 1

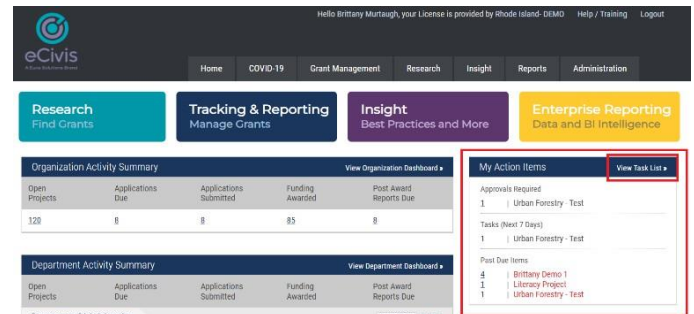
US8780 Standing Announcement for Tribal Title IV-E Plan Development Grants - FY 2022-2024 Minimize									
Stage	Task Name	Due	Completed On	Completed By	Download Files	Manage Files	Edit Task	Scoring Rubric	Notes
Grant Awarded	Sequential Task Test	10/18/2023	10/18/2023	K. Benoit					
Grant Awarded	Test Task - BWM	10/18/2023	10/18/2023	K. Benoit Dept					
Grant Awarded	Rqst Approval: Test 101	10/18/2023	10/18/2023	B. Murtaugh					
Grant Awarded	Approval Req'd: Test 101	10/18/2023	10/18/2023	K. Benoit					
Grant Awarded	-Approved	10/18/2023	10/18/2023	K. Benoit					
Grant Awarded	Test Task 100	10/24/2023	10/24/2023	L. Sullivan					

Done

- Once the task is completed, if there is an individual or user group that was selected as the approver, the task will then move on to them for approval.

How to Complete Tasks as a Reviewer

1. When a user is requested to review a task, they will receive an email from eCivis with the details of that task. You can view the task in eCivis by following the hyperlink in the email. Additionally, tasks for your approval can be found by navigating to “My Action Items” - “View Task List” on the eCivis homepage. All tasks can be found at the bottom of the “Project Dashboard” for the project the task is assigned to.



2. By following the link in the email received, you will be taken directly to the “Approval Response Form”. Approvers can review any information or uploads the task assignee has included, and then choose to approve, deny, or request additional information for the task.

Approval Response Form

The screenshot shows the "Approval Response Form" interface. It contains the following fields: Project: Clean Water; Grant: US5071 Occupational Safety and Health Training Project Grants (T03) - FY 2022-2026; Task: Approval Reqd: Misc Task - BM Approver; Project Lead: Katje Benoit, Grant Management Specialist, Katje.Benoit_CTR@omb.ri.gov, 518-339-7719; Attachments: 1 attachment; Project Documents: 1 document; Notes from Requester: task complete, ready for approval; Request Approved?: Yes No Request Additional Information; Notes: (971 Characters Left).

- Once a selection has been made, the assignee of the task will be notified via email. If the task was sent back for additional information, the assignee will need to complete those updates and follow the same process to re-submit for approval. The task will then move to the "Completed Tasks" section of the Project Dashboard



Grants Network - Approval Response Notification Monday, October 23, 2023

The following item has been submitted in response to a request for approval:

Department: Department of Administration
 Project: [Clean Water \[gn.ecivis.com\]](#)
 Grant: [US5071 Occupational Safety and Health Training Project Grants \(T03\) - FY 2022-2026 \[gn.ecivis.com\]](#)

Project Lead: Katje Benoit, Grant Management Specialist
Katje.Benoit.CTR@omb.ri.gov
 518-339-7719

Approver: [Brittany Murtaugh](#)
 Task: Approval Req'd: Misc Task - BM Approver

Approval Response: Approved
 Notes: Approved by BWM - 10/23/2023

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Project Dashboard: Clean Water

Department: Department of Administration

Data Integration Options Project Options

Overview	Documents	Grant Lifecycle	Goals & Metrics	Budgets	Contracts & Accounts	Spending	History
Active Grants 🔔 US1768 National Coastal Wetlands Conservation Grant (NCWCG) Program (Select States) - FY 2023 Stage: App. Submitted Projected: \$50,000.00 Match: \$50,000.00 US5071 Occupational Safety and Health Training Project Grants (T03) - FY 2022-2026 Stage: Implementation Awarded: \$10,000.00 * Match: \$0.00				Project Team 👤 K. Benoit (Lead) Grant Manage... B. Murtaugh Programming Se... S. Smith Programming Se... S. Thompson test			

SUPPORT

Pending Tasks	Completed Tasks	Approval History																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Task Name</th> <th>Grant</th> <th>Stage</th> <th>Assigned To</th> <th>Due</th> <th>Reminder</th> <th>File(s)</th> <th>Done</th> </tr> </thead> <tbody> <tr> <td>Contract Close</td> <td>US5071: FY2026</td> <td>Grant Awarded</td> <td>K. Benoit</td> <td>03/31/2024</td> <td>01/01/2024</td> <td></td> <td style="text-align: center;"></td> </tr> </tbody> </table>			Task Name	Grant	Stage	Assigned To	Due	Reminder	File(s)	Done	Contract Close	US5071: FY2026	Grant Awarded	K. Benoit	03/31/2024	01/01/2024		
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