

## Lesson 9: Posttest

### Overview

This lesson is unique in that it consists of a series of simulations intended as a knowledge review on various eGrants tasks. It contains eight tasks:

- Log in to eGrants
- Create a New Subgrant Application
- Complete Applicant Information
- Attach an Electronic File
- Provide Access to an Application
- Update Match Sources
- Submit an Application
- Check Application Status

The onscreen course presents each task in this exercise as a variation on the standard “Try Me” simulation called “Check Me.” The “Check Me” feature scores your achievement for each task. A score of 75% or higher indicates success and is considered a passing grade. In the event of a lower score, you may return to the course to review the material and then re-do this exercise for a new score.

**Note:** Although the print version of this lesson does not include simulations, eGrants users may wish to use the scenario and tasks provided to practice their skills within the eGrants system.

### Drainage Scenario

**Local Official:** Mason Steen

**Community:** City of Adversity

**Problem:** Repeated damage caused by flooding of 22 properties in the Hillside subdivision along the Quake River

**Proposed Solution:** The City proposes to construct three steel and concrete debris barriers, regrade a swale, replace culverts to prevent backwater and overstepping, install concrete storm aprons, raise the downslope bank of laterals to increase capacity and prevent overflow, and install energy-dissipating devices at points where stormwater from the streets and swale enters the laterals.

**To Date:** Mason, your supervisor, will ultimately be responsible for the subgrant application process for this project. He has asked you to take the lead role in this effort.

### Task 1: Log in to eGrants

**To Date:** You have registered for eGrants and created your User ID and password as follows:

- User ID: jsmith
- Password: applicant (note the number “1” after the letter “L”)

**Today’s Task:** Mason has asked you to log in to eGrants in preparation for helping him with the subgrant application. Make a note of your User ID and password. Log in to eGrants.

## ***Task 2: Create a New Subgrant Application***

**To Date:** You have logged in to eGrants and are ready to begin.

**Today's Task:** Mason has asked you to create a new subgrant application, entitled **Adversity Drainage Management Project**. This is a **project application** because it includes measures to reduce flood damage. Create the subgrant application that Mason has requested.

## ***Task 3: Complete the Applicant Information Section***

**To Date:** You have created a new, blank application.

**Today's Task:** Mason has asked you to fill in the Applicant Information section of the Adversity Drainage Management Project application. Note that **Adversity** is the applicant community, the applicant type is **Local Government**, and the Congressional District is **1**. Complete the Applicant Information section.

## ***Task 4: Attach an Electronic File***

**To Date:** You have completed the Applicant Information section in the subgrant application, and Mason has completed several other sections.

**Today's Task:** Mason has asked you to attach a particular MS Excel file in the Comments and Attachments section of the Adversity Drainage Management Project application. Attach the document that Mason has requested.

## ***Task 5: Provide Access***

**To Date:** You have created a subgrant application and, with Mason, have completed several sections.

**Today's Task:** Mason is just starting a two-week vacation in the Caribbean. During his absence, Mason has asked you to give another co-worker, Charlotte Bell, access to the application. Charlotte will be able to help you finish the remaining application sections while Mason is gone. Charlotte will only need access for that two-week period. She will be adding data, but not submitting the application. Provide Charlotte with the appropriate access rights.

## ***Task 6: Update Match Sources***

**To Date:** You and Charlotte worked on sections of the subgrant application while Mason was away. The application is almost complete.

**Today's Task:** When Mason returned from vacation, he was informed that the local funds proposed for the project were increased to \$2,000,000.00. He has asked you to update the Match Sources section of the application to reflect the new amount under Non-Federal Share. He has also asked you to recalculate the share of the total funding this new amount represents. Update the Match Sources section of the application.

## ***Task 7: Submit an Application***

**To Date:** With Mason and Charlotte's assistance, you have completed all the sections of a subgrant application.

**Today's Task:** Mason has asked you to sign and submit the Adversity Drainage Management Project application to the grant applicant. Perform this task.

***Task 8: Check Application Status***

**To Date:** Last month, you submitted the Adversity Drainage Management Project subgrant application to the Florida grant applicant.

**Today's Task:** Since enough time has passed for the grant applicant to be able to review the subgrant application and respond, Mason has asked you to check the status of the application. Perform this task.