State Council on DD

Grantees

Log in to the ACL Reporting system

Status: Not Started

Enter data for the following documents:
State Plan
Annual Work Plan
*Amendments
PPR

Status: In Progress

Submit button will be enabled starting July 15th and will not be disabled until the grantee submits.
Submission periods are as follows:
State Plan/Annual Work Plans: Jul. 15 – Aug. 15
Amendments: Jul. 15 – Aug. 15
PPR: Dec. 1 – Dec. 31

Select 'Ready for Internal Review'

Review the dashboard to ensure all the sections have a status of 'Ready for Grantee Review' before contacting the Reviewer to review the information

Status: Ready for Internal Review
System shall **not** allow grantees to edit after submitting a report unless PO asks for edits. PDF of a report is generated and may be accessed anytime and may be published for the public to view depending on the document.

Grantees will communicate to the Reviewer outside of the system when the information is Ready for Review

Enter changes in to the identified sections from the Grantee dashboard

Status: In Progress

Reviewer

Review the sections/data

Need Revisions?

Yes

Status: In Progress

Select Request for Revisions on the necessary sections

No

Select 'Mark as Reviewed' for each section

Review the dashboard to ensure all the sections have a status of 'Reviewed'

Status: Reviewed

Select 'Submit' when all of the sections are marked as Reviewed

Status: Submitted

Project Officer

Review the sections/data

Need Revisions?

Yes

Select 'Disapprove Section' on the appropriate sections

For the Grantee Dashboard, the status will still shows as Submitted. Only in the PO Dashboard will the status show as Submitted with an X to signify the section is Disapproved.

Status: Submitted X

Select 'Reject' for all the sections

Status: Disapproved

In the Grantee Dashboard the disapproved sections will have a status of Disapproved. The sections that do not require any changes will have a status of Reviewed.

In the PO Dashboard the disapproved sections will have a status of Disapproved and sections that do not require any changes will have a status of Reviewed with Validation checkmarks appearing next to the status or simply just Reviewed if no action has been taken on these sections.

No

Select 'Mark as Validated' for each section

For the Grantee Dashboard, the status will still shows as Submitted. Only in the PO Dashboard will the status show as Submitted with a checkmark to signify the section is Validated.

Review the dashboard to ensure all the sections have a status of Submitted with a checkmark

Status: Submitted √

Select 'Approve' to approve the Planning or Reporting data

Status: Approved
Grantees can now access a read-only/printable version of the report.
Grantees can start entering data for the next reporting period. Information from last year is prepopulated in the fields and will be replaced with the new years data. (?)