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# **Enterprise Grants Management System (GovGrants) – External User Guide**

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# 1 SYSTEM OVERVIEW

GovGrants user interface is designed to provide users with a quick approach to updating service provider profile information and identify and apply for funding opportunities.

# 2 UNDERSTANDING THE SYSTEM-CONCEPTS

## 2.1 MODULES

GovGrants use Modules to organize its features and available actions. These Modules map to the grantmaking lifecycle and are a key navigation feature in GovGrants. The Modules are seen as tabs at the top of the user interface (UI). The Modules include Home, Funding Opportunity, Applications, Grants, Monitoring, and Closeout.

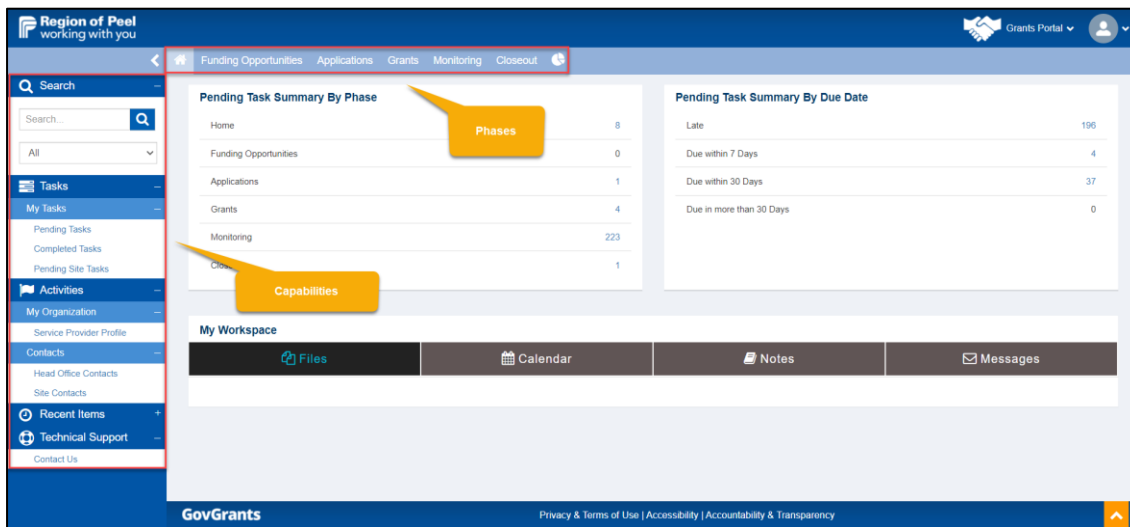


Figure 1: GovGrants Home page

<b>Home</b>	View the service provider profiles and contacts
<b>Funding Opportunities</b>	The opportunity is then evaluated and marked as interested before being converted to an application.
<b>Applications</b>	The Applications module enables GovGrants users to create and submit applications.
<b>Grants</b>	View and manage grants and awards.
<b>Monitoring</b>	Complete and submit post-award monitoring activities.
<b>Closeout</b>	View and acknowledge closeout requests.

Table 1: GovGrants Modules

## 2.2 COMMONLY USED ICONS

Icon	Function
*	Fields marked with a red asterisk are required.
	View detailed information about the associated record
	Edit associated record
	Delete associated record
	Download file
	Upload file
	Expand
	Preview
	Available filter options
	Filter options
	Access task
	Search

**Table 2: Commonly Used Icons**

## 3 COMMON FEATURES

GovGrants has many features throughout the system, regardless of record type, phase, or workflow. These generic features provide a common interface and behavior.

### 3.1 ATTACHMENTS

To protect the privacy of individuals, please do not include in the **attachments** and/or the **notes** sections any personal information as defined under section 2(1) of the *Municipal Freedom of Information and Protection of Privacy Act, 1990 (MFIPPA)*. Inclusion of personal information would be considered a breach of privacy. Should you become aware of any personal information contained in the attachments or notes sections, please immediately notify [keri.valade@peelregion.ca](mailto:keri.valade@peelregion.ca).

Attachments are files associated with a record. Many different types of records can include attachments. Regardless of the type of record, all attachments work in the same manner.

The screenshot below shows the three required elements for any attachment with a view of the dropdown menu associated with type or classification.

**Add Attachments** [X]

**Upload file from Computer** | Upload file from Workspace

\*Type  
Program Artifacts

\*File  
Choose File | No file chosen

\*Description  
[Text Area]

Save

**Figure 2: Uploading an Attachment**

**Add Attachments** [X]

Upload file from Computer | **Upload file from Workspace**

This tab lists all documents uploaded as attachments previously in EGMA within various records such as programs, announcements, etc. Please select [...view more](#)

Attach

<input type="checkbox"/>	Name	Description
<input type="checkbox"/>	45747_Fail 1.PNG	aa
<input type="checkbox"/>	47434_Pass 1.PNG	zxz
<input type="checkbox"/>	45747_Fail 1.PNG	aa
<input type="checkbox"/>	4_ApplicationsSubmittedforsameAnnouncement.png	Pratiksha
<input type="checkbox"/>	45747_Fail 1.PNG	aa
<input type="checkbox"/>	Program_Field_Values.xlsx	Automation test description

**Figure 3: Uploading an Attachment from Workspace**

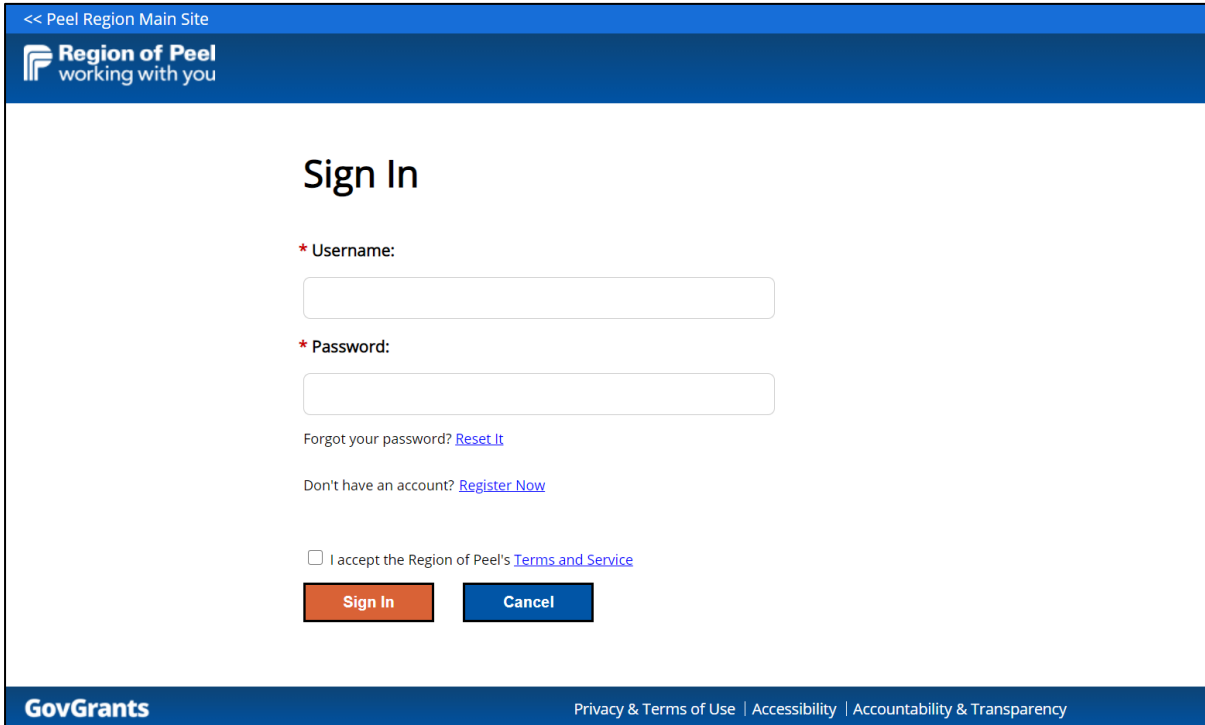
Attachments						Add
Name	Type	Description	Date Attached	Attached By	Actions	
Capture.PNG	Supporting Document	asdf	6/10/2019 2:23 PM	Product India		

**Figure 4: Uploaded Attachments**

## 4 LOGGING INTO GovGrants

Logging into GovGrants requires an internet-connected browser. GovGrants support current versions of Chrome and Firefox. Users can access GovGrants using the username and password.

### 4.1.1 LOGGING INTO GOVGRANTS USING GOVGRANTS USERNAME AND PASSWORD



<< Peel Region Main Site

**Region of Peel**  
working with you

## Sign In

\* Username:

\* Password:

Forgot your password? [Reset It](#)

Don't have an account? [Register Now](#)

I accept the Region of Peel's [Terms and Service](#)

**Sign In** **Cancel**

**GovGrants** Privacy & Terms of Use | Accessibility | Accountability & Transparency

Figure 5: GovGrants Login Screen

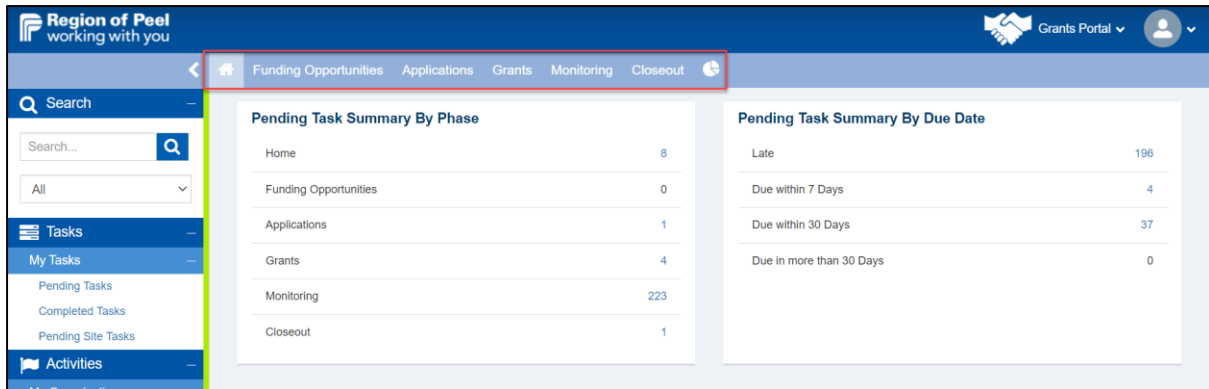
1. Navigate to GovGrants
2. Enter the **Username**
3. Enter the **Password**
4. Accept the region of peel's terms and services
5. Click **Sign In**

## 5 SYSTEM LAYOUT

The system is broken down into the following sections:

- Top Navigation Panel
- Left-hand Navigation Menu
- Dashboard Widgets
- My Workspace

## 5.1 TOP NAVIGATION PANEL



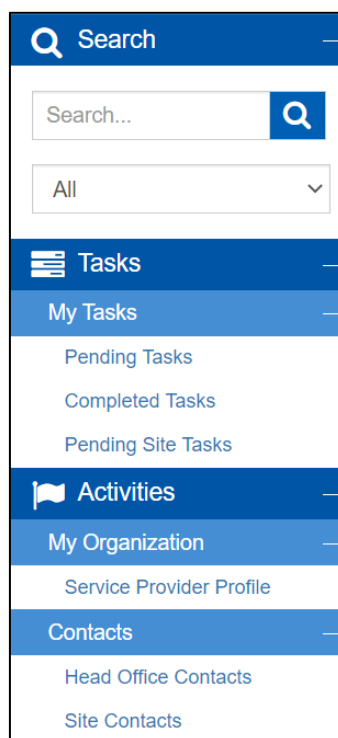
**Figure 6: Top Navigation Panel**

The Top Navigation Panel provides users with access to the following modules within GovGrants.

- Home
- Funding Opportunity
- Applications
- Grants
- Monitoring
- Closeout
- Analytics

## 5.2 LEFT-HAND NAVIGATION MENU

The Left-hand navigation menu is present throughout the system; however, the sections and links within the menu are dynamic depending on the system module.



**Figure 7: Left-hand Navigation Menu**



### 5.2.1 MY TASKS

**My Tasks** section is available across all system modules and provides users access to their pending and completed tasks.

### 5.2.2 MY ORGANIZATION

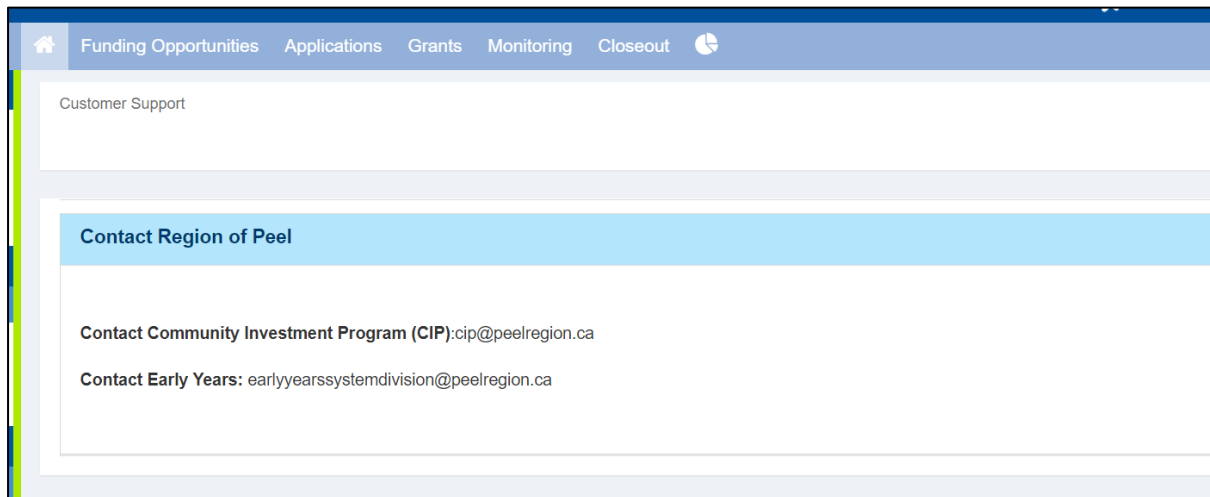
**My Organization** section allows users to view their service provider profile information

### 5.2.3 CONTACTS

**Contacts** section allows users to view the Head Office and Site contacts.

### 5.2.4 CONTACT US

The contact details with an email address are provided for users to contact.



**Figure 8: Contact Us Information**

## 6 HOME

### 6.1 DASHBOARD WIDGETS

The Home dashboard provides users with several widgets that provide information regarding their assigned tasks and funding opportunity information.

#### 6.1.1 TASKS SUMMARY BY PHASE

The **Pending Tasks Summary by Phase** widget provides you with the tasks assigned to them broken down by the system's modules listed in the Top Navigation Panel.

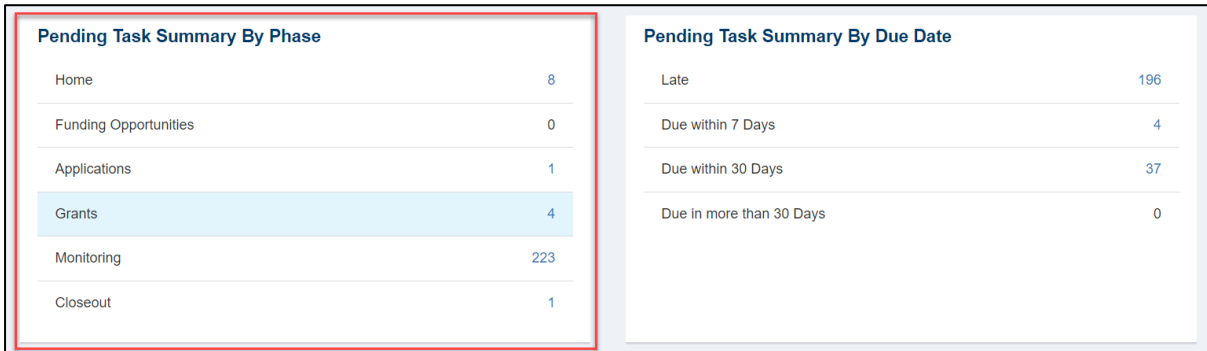


Figure 9: GovGrants Homepage Widgets

### 6.1.2 TASK SUMMARY BY DUE DATE

The **Pending Task Summary by Due Date** widget provides you with your assigned tasks grouped by the task's due date.

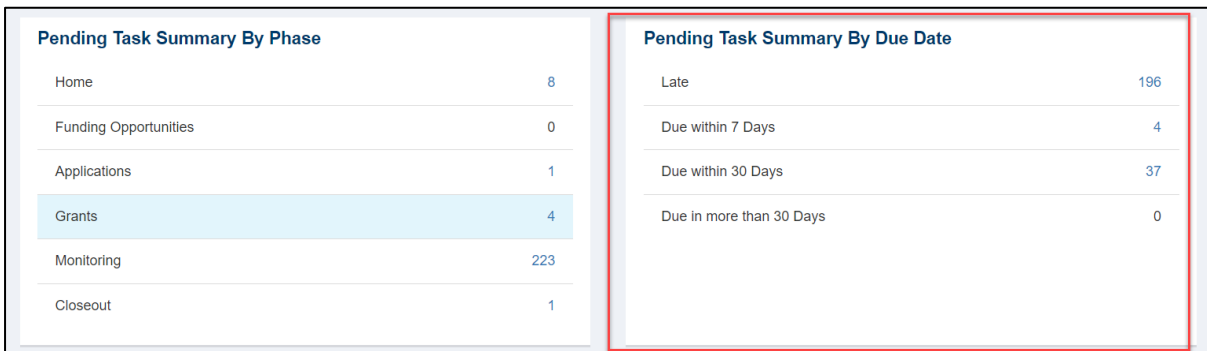


Figure 10: GovGrants Homepage Widgets

## 6.2 MY WORKSPACE

**My Workspace** section includes four different sections: **Calendar**, **Messages**, **Notes**, and **Files**.

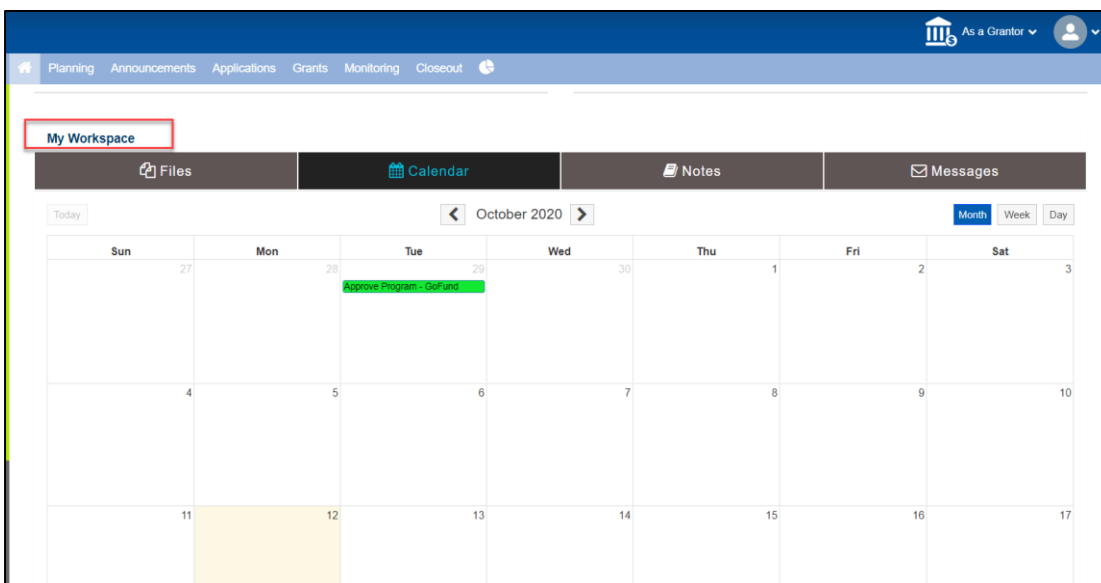


Figure 11: My Workspace

### 6.2.1 FILES

**Files** provide users with a centralized location for all the attachments the user has uploaded into different tasks throughout GovGrants. Files will also house system snapshots taken by the user and a snapshot of review decisions.

- **Snapshot** - The system automatically captures a record's Snapshot once you submit a record for further review. To access a snapshot automatically captured by the system, navigate to the Snapshot History section within the History tab for a specific record, or you can access Snapshot under the **Files** section of **My Workspace**.

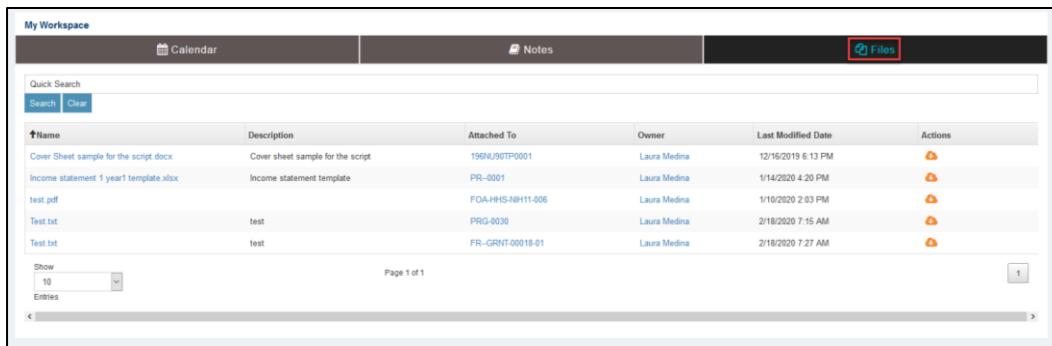


Figure 12: Files

### 6.2.2 CALENDAR

Users can view the completed tasks in progress and yet not started working on the calendar. To view the tasks, users can have the option to view by month or week, or day.

Different color notations are used to categorize the task status as red for not started tasks, yellow for in-progress tasks, and green for completed tasks.

To view/perform the task, click on the task in the calendar.

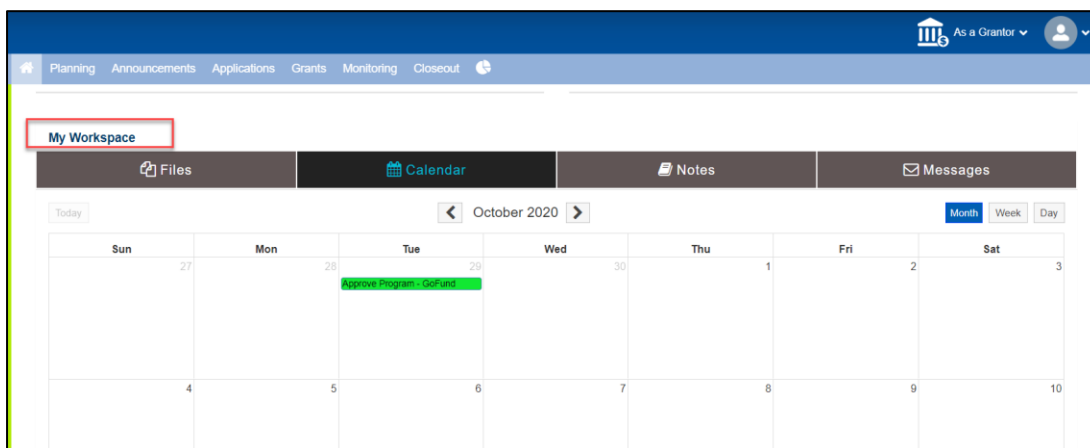
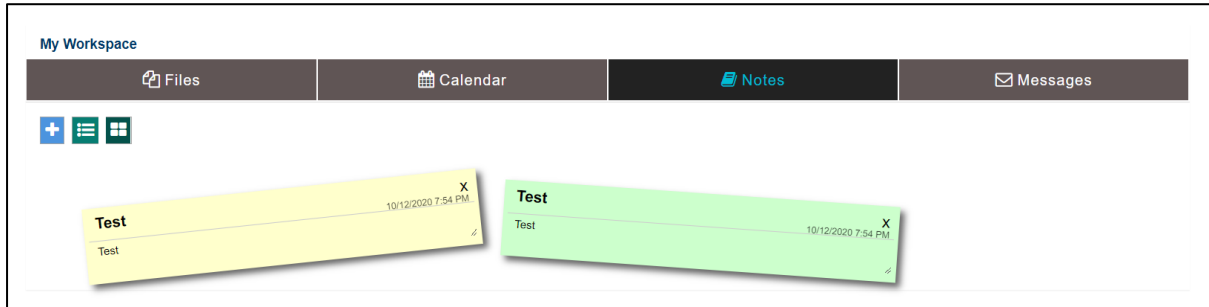


Figure 13: Calendar

### 6.2.3 NOTES

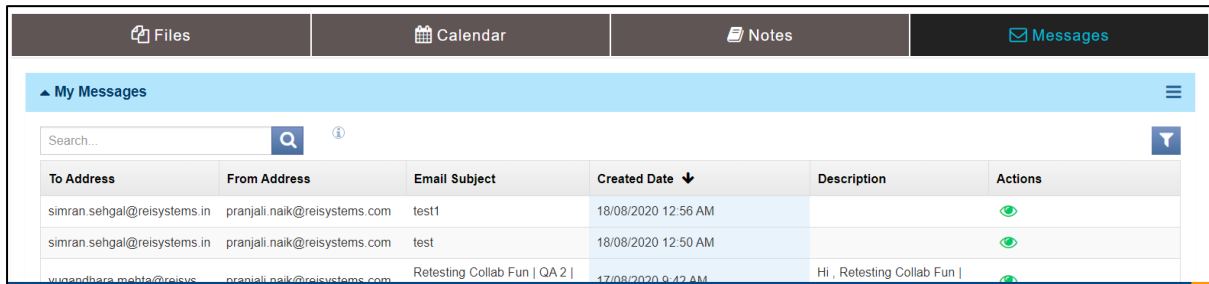
**Notes** provide users with the ability to create notes or a to-do list to help users track and manage their day to day activities.



**Figure 14: Notes**

## 6.2.1 MESSAGES

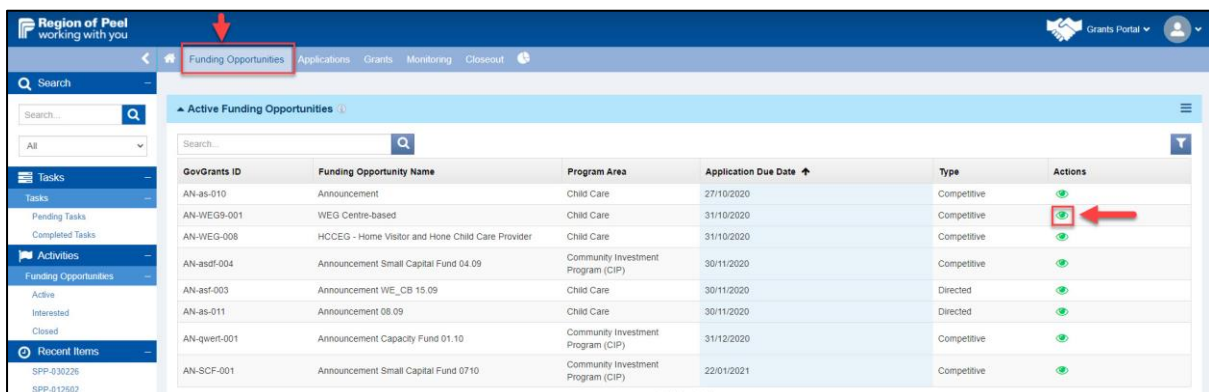
**Messages** provide users with the ability to view messages sent and received within the Collab tab



**Figure 15: Messages**


# 7 FUNDING OPPORTUNITY

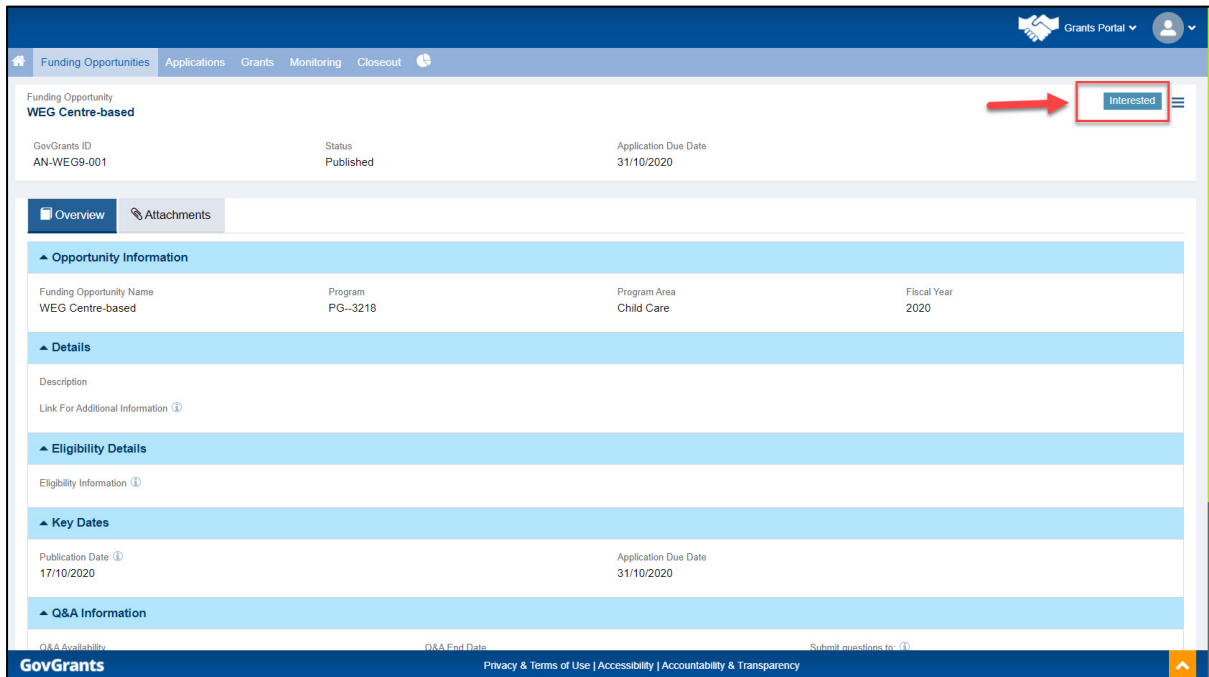
## 7.1 MARK THE FUNDING OPPORTUNITY AS INTERESTED



**Figure 16: Funding Opportunity Module**

1. Click on the **Funding Opportunity** tab from the top navigation panel.

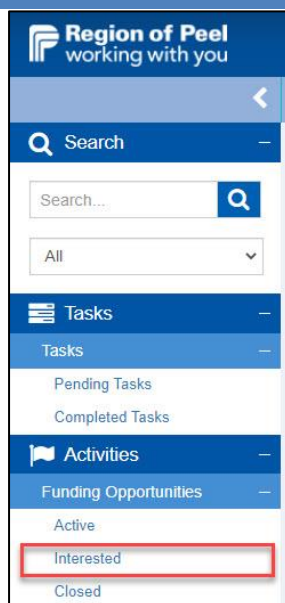
2. Locate the funding opportunity and click the **View** (  ) icon to open the funding opportunity.
3. On the funding opportunity page,



**Figure 17: Funding Opportunity**

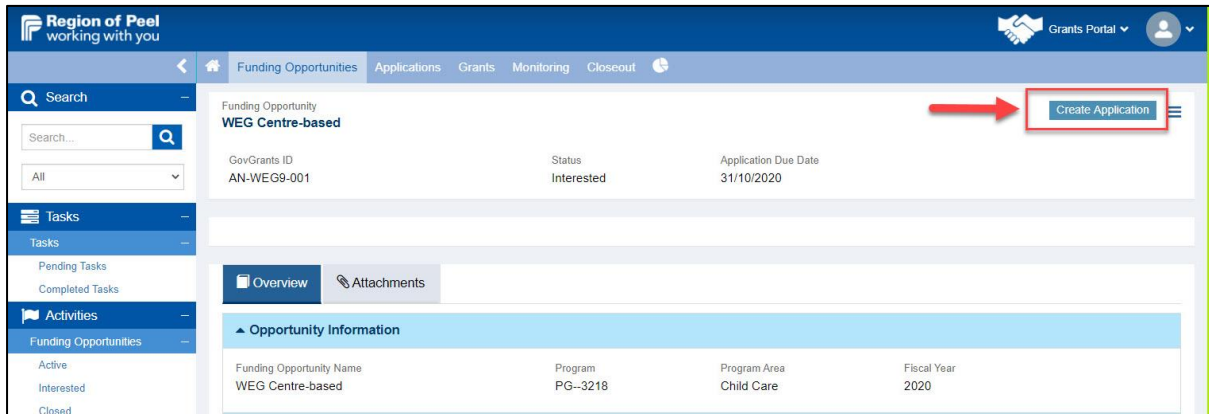
4. Review the funding opportunity information
5. Access the Attachments tab for any funding guidelines that have been attached to the funding opportunity
6. Click the **Interested** button

## 8 CREATING AND COMPLETING AN APPLICATION



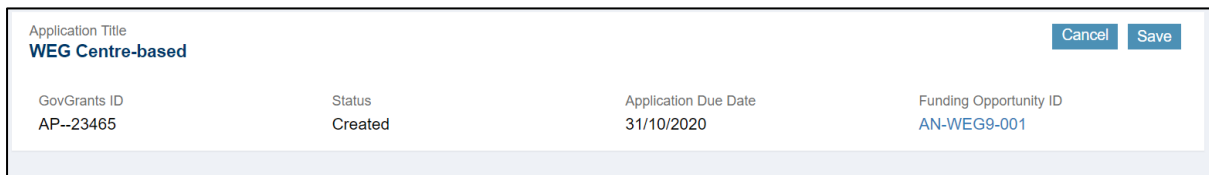
**Figure 18: Access Interested Funding Opportunity**

1. Once you click the **Interested** button, the page will refresh, and the funding opportunity is accessible from the **Interested** within the left-hand navigation menu. Users will be navigated to a page where they can access the interested funding opportunity by clicking on the **View** icon under the Actions column
2. From the funding opportunity marked as **Interested**, click the **Create Application** button



**Figure 19: Create Application**

3. The page will refresh, and the Application will open in the created state.



**Figure 20: Created Application**

## 9 COMPLETING CHILD CARE CENTRE WAGE ENHANCEMENT GRANT APPLICATION

## 9.1 APPLICATION OVERVIEW TAB

Fields marked as \* are required

**Overview** | Budget | Attachments | Acknowledgement | History | Collab

**Applicant Information**

Applicant Organization	Ontario Corporation Number	Address
UAT Early Years Head Office 2	UAT-EY-00002	02 UAT Address
Province	City	Postal Code
Ontario	Toronto	A2A 2A2
Country	Requested Budget	Version Number
Canada	\$0.00	1

**Contacts** Associate

Search...

\* Records are sorted by Name ASC

Project Role	Name	Email	Is Key Contact	Is User	Actions
--------------	------	-------	----------------	---------	---------

**Figure 21: Application – Overview Tab**

1. Scroll to the **Contacts** section
2. The system will populate the service provide primary contact as project director
3. If you would like to associate additional contacts, click the **Associate** button.
4. Within the **Associate Contact** modal window, select the contact and click **Add**

## 9.2 APPLICATION BUDGET TAB

**Overview** | **Budget** | Attachments | Acknowledgement | History | Collab

**Budget Periods**

Budget Period #	Start Date ↑	End Date
BP01	01/01/2020	31/12/2020

**Child Care Site Wage Enhancement Details** Associate | Head Office Summary | Download All Data

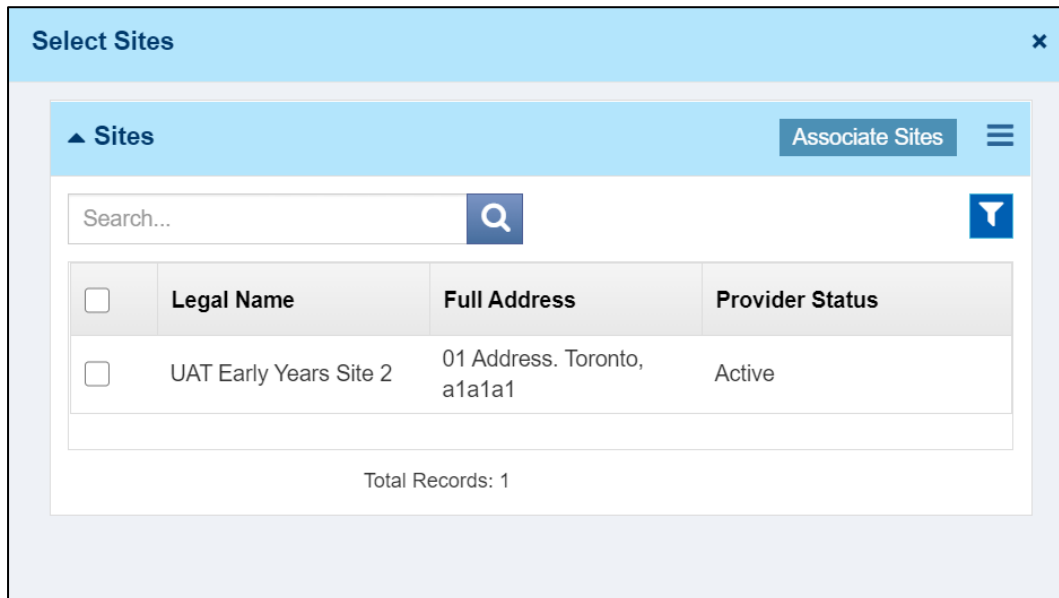
Search...

\* Records are sorted by Category Name ASC

#	Site Name	Fully Eligible RECE	Fully Eligible Non-RECE	Fully Eligible Supervisor	Partially Eligible RECE	Partially Eligible Non-RECE	Partially Eligible Supervisor	Total WEG Compensation	Supplemental Grant
No Records Found									

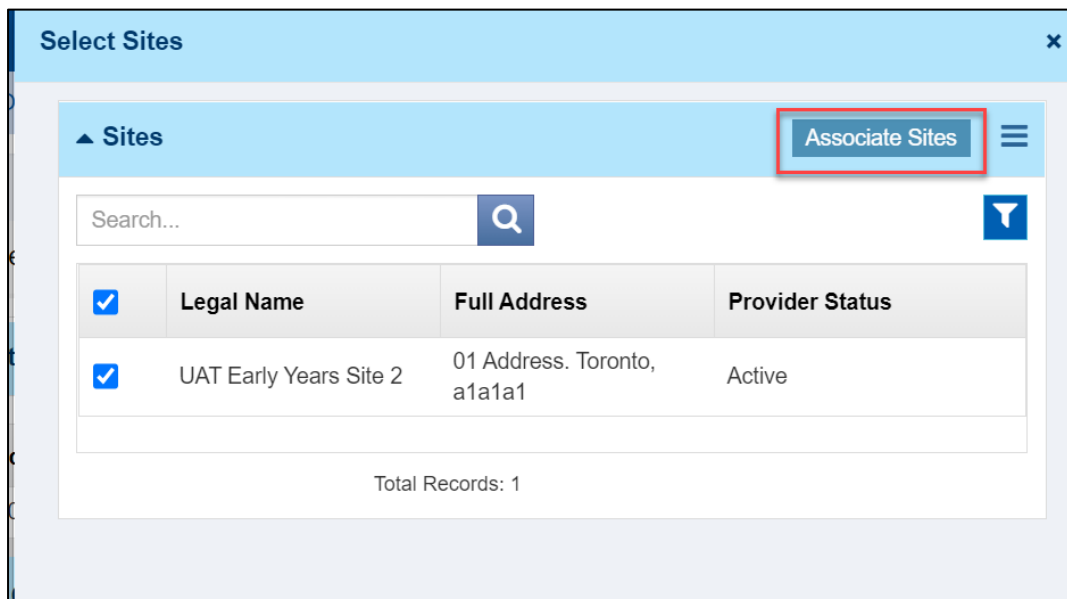
**Figure 22: Application – Budget Tab**

1. Select the **Budget Tab**
2. On the **Budget Periods** section, click the expand '+' icon to access the **Child Care Site Wage Enhancement Details** budget table
3. On the **Child Care Site Wage Enhancement Details** table, click **Associate** to add the child care sites to the **Child Care Site Wage Enhancement Details** table.



**Figure 23: Application – Budget Tab**

4. Select the site by clicking the checkbox to the left of the legal name.
  - a. **Note:** click the checkbox on the header will select on sites present within the table.



**Figure 24: Application – Associate Sites to Application**

5. Click **Associate Sites** to add sites to the Application.
6. Click the 'X' to close the modal window.
7. The table will refresh, and the associated site(s) populate within the table



▲ Budget Periods

Budget Period #	Start Date ↑	End Date
BP01	01/01/2020	31/12/2020

▲ Child Care Site Wage Enhancement Details

Associate Head Office Summary Download All Data

Search... 🔍

\* Records are sorted by Category Name ASC

#	Site Name	Fully Eligible RECE	Fully Eligible Non-RECE	Fully Eligible Supervisor	Partially Eligible RECE	Partially Eligible Non-RECE	Partially Eligible Supervisor	Total WEG Compensation	Supplemental Grant
1	UAT Early Years Site 2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Total Records:1

Figure 25: Application – Child Care Site Wage Enhancement Details

9.2.1 EDIT CHILD CARE SITE DETAILS FROM USER INTERFACE

- Once site(s) have been added to the **Child Care Site Wage Enhancement Details** table, locate the site, you would like to update and click the **Edit** (✎) icon under the Actions column. (Note: Scroll the table to the right to access the Actions column.)

BP01 01/01/2020 31/12/2020

▲ Child Care Site Wage Enhancement Details

Associate Head Office Summary Download All Data

Search... 🔍

\* Records are sorted by Category Name ASC

Site Name	Partially Eligible Non-RECE	Partially Eligible Supervisor	Total WEG Compensation	Supplemental Grant	WEG Grand Total	WEG Admin	Status	Actions
UAT Early Years Site 2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In-Progress	👁️ 🗑️ ✎️ 📄 📥

Total Records:1

Figure 26: Application – Scroll bar on the table

- On the edit page, enter the **Wage Enhancement Site Details**

▲ Wage Enhancement Site Details

Site Name: UAT Early Years Site 1

\*Status: In-Progress

\*Standard Hours Per Week: 40

\*Standard Hours Per Year: 2080

\*Opened before Jan 1: No

\*First full month operated in previous funding year: Feb

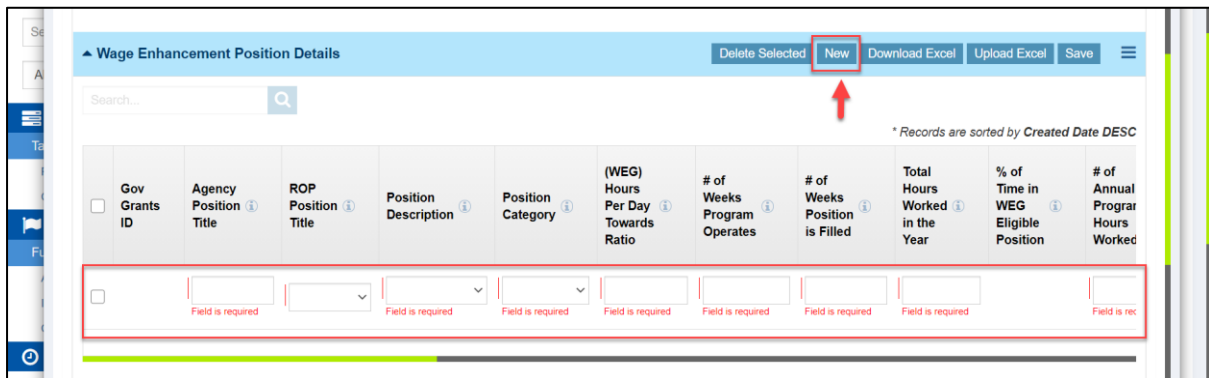
\*Employee Standard Hours Per Day: 8

\*Daily Hours of Operation for Centre: 11

Figure 27: Application – Wage Enhancement Site Details

- a. Enter the **Standard Hours Per Week** - Employee standard hours per week as defined by Employment Standards Act. I.e.. 40 hours per week.
- b. Enter the **Standard Hours Per Year** - Employee standard hours per year as defined by Employment Standards Act. Must align with standard hours per week i.e.. 2080 hours = 40 hour work week @ 52 weeks per year.
- c. Select the option for **Opened before Jan 1** - Select YES/No based on operation date of previous funding year. I.e.. If operated 12 months in previous year select "yes".
- d. Select the **First full month operated in previous funding** - Select first full month operated in previous funding year or select "opened in current funding year" if new to Peel.
- e. Enter the **Employee Standard Hours Per Day** - Employee standard hours per day as defined by Employment Standards Act. I.e.. 8 hours per day
- f. Enter the **Daily Hours of Operation for Centre** - Number of hours per day your program operates. I.e.. If you are open from 7am to 6pm you will enter "11" in this field.

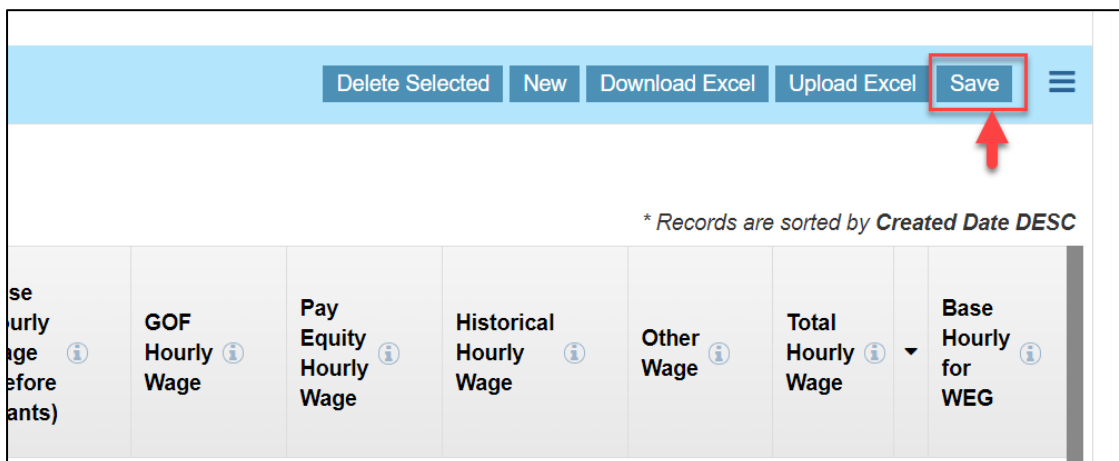
3. Scroll to the **Wage Enhancement Position Details** section



**Figure 28: Application – Wage Enhancement Position Details**

4. Click the **New** button to add a row to the table.
5. Enter the **Wage Enhancement Position Details**.
  - a. Enter the **Agency Position Title** - Enter a description that will assist you in identifying the eligible position.
  - b. Select the **ROP Position Title** - Select the title that best fits position. Both program and non program positions are required. If position is for a Casual Staff please choose other and include in Agency Description Field.
  - c. Select the **Position Description** - Select the description that best describes the program the position is working with. For non-program positions choose "non-program."
  - d. Select the **Position Category** - Eligible positions have been grouped into three categories for the purpose of reporting:
    - i. RECE
    - ii. NON-RECE
    - iii. Supervisor
  - e. Enter the **(WEG) Hours Per Day Towards Ratio** - Number of hours per day position supports ratio and supervision of children as defined under the Child Care and Early Years Act.

- f. Enter the **# of Weeks Position is Filled** - Number of Week Position is filled from Jan 1 to Dec 31 of year funded.
- g. Enter the **Total Hours Worked in the Year** - Number of hours worked in funding year from Jan 1 to Dec 31.
- h. Enter the **# of Annual Program Hours Worked** - Number of hours in program from Jan 1 to Dec 31 supporting adult to child ratio's as defined by the Child Care and Early Years Act . This includes hours for Supervisors who have directors approval by the Ministry.
- i. Select the option to indicate if this is a **New Position for Program Expansion** - If a new position was created please select "yes" and provide an estimate for the number of hours worked during the year.
- j. Enter the **Previous Year Hourly WEG** - Amount of WEG position was funded in previous year up to \$2.00 per hour.
- k. Enter the **Base Hourly Wage (Before Grants)** - Hourly rate paid to the position by the agency excluding any funding subsidies and previous years WEG. If position is paid annual salary use an online annual salary calculator to convert to hourly rate.
- l. Enter the **GOF Hourly Wage** - Hourly amount of GOF funding used to increase position wage.
- m. Enter the **Pay Equity Hourly Wage** - Hourly amount of Pay Equity funding used to increase position wage.
- n. Enter the **Historical Hourly Wage** - Hourly amount of Historical funding used to increase position wage.
- o. Enter **Other Wages** - Hourly amount of other funding used to increase position wage.



**Figure 29: Application – Save table**

- 6. Once you have entered all of the required information, click **Save**
- 7. After clicking **Save**, the system will calculate the **Total Hourly Wage, Base Hourly for WEG, Eligibility Status, Eligibility Rate, Annual WEG Salary, Annual Mandatory Benefit, Total WEG Compensation, Supplemental Grant, and the WEG Admin amount.**

- **Total Hourly Wage** - Total Hourly wage including agency base funding and other funding used to support increase to wages.
- **Base Hourly for WEG** - Based hourly wage funded by agency plus funding defined by local and provincial policy included in eligibility for WEG.
- **Eligibility Status** - Fully eligible positions will receive the max WEG rate communicated annually. Partially eligible positions will receive less than max WEG rate based on thresholds defined by the Ministry. Ineligible positions will not be funded for WEG.
- **Eligibility Rate** - Is the amount of hourly WEG funded up to max amount communicated annually by the Ministry.
- **Annual WEG Salary** - Is equal to the amount of WEG funded based on hours worked in program.
- **Annual Mandatory Benefit** - Is equal to the benefit rate funded x amount of WEG salary funded.
- **Total WEG Compensation** - Is the total budget funded to support the payment of WEG including budget for employer mandatory benefits.
- **Supplemental Grant** - Is the amount funded to support shortfalls in hourly/daily wage or benefits as outlined by local/provincial policy annually.
- **WEG Admin** - The amount funded to support eligible expenses for WEG Admin.

8. Once you have entered all information, change the site **Status** from "In-Progress" to "Completed."

**Note:** Application status selection. Note, applications must be in "completed" status in order to submit file for approval.

### 9.2.2 EDIT CHILD CARE SITE DETAILS USING EXCEL DOWNLOAD AND UPLOAD CAPABILITY

1. Once site(s) have been added to the **Child Care Site Wage Enhancement Details** table, locate the site, you would like to update and click the **Edit** (✎) icon under the Actions column. (**Note:** Scroll the table to the right to access the Actions column.)

Eligible	Partially Eligible Non-RECE	Partially Eligible Supervisor	Total WEG Compensation	Supplemental Grant	WEG Grand Total	WEG Admin	Status	Actions
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In-Progress	View, Delete, Edit, Upload

Total Records: 1

**Figure 30: Application – Scroll bar on the table**

9. On the edit page, enter the **Wage Enhancement Site Details**

**▲ Wage Enhancement Site Details**

Site Name UAT Early Years Site 1	*Status ⓘ In-Progress	*Standard Hours Per Week ⓘ 40	*Standard Hours Per Year ⓘ 2080
*Opened before Jan 1 ⓘ No	*First full month operated in previous funding year ⓘ Feb	*Employee Standard Hours Per Day ⓘ 8	*Daily Hours of Operation for Centre ⓘ 11

**Figure 31: Application – Wage Enhancement Site Details**

- a. Enter the **Standard Hours Per Week** - Employee standard hours per week as defined by Employment Standards Act. I.e.. 40 hours per week.
- b. Enter the **Standard Hours Per Year** - Employee standard hours per year as defined by Employment Standards Act. Must align with standard hours per week i.e.. 2080 hours = 40 hour work week @ 52 weeks per year.
- c. Select the option for **Opened before Jan 1** - Select YES/No based on operation date of previous funding year. I.e.. If operated 12 months in previous year select "yes".
- d. Select the **First full month operated in previous funding** - Select first full month operated in previous funding year or select "opened in current funding year" if new to Peel.
- e. Enter the **Employee Standard Hours Per Day** - Employee standard hours per day as defined by Employment Standards Act. I.e.. 8 hours per day
- f. Enter the **Daily Hours of Operation for Centre** - Number of hours per day your program operates. I.e.. If you are open from 7am to 6pm you will enter "11" in this field.
- g. Click **Save**

10. On the **Wage Enhancement Position Details** section, click the **Download Excel** button

**▲ Wage Enhancement Position Details** Delete Selected New **Download Excel** Upload Excel Save ☰

Search...

\* Records are sorted by Created Date DESC

Gov Grants ID	Agency Position Title	ROP Position Title	Position Description	Position Category	(WEG) Hours Per Day Towards Ratio	# of Weeks Program Operates	# of Weeks Position is Filled	Total Hours Worked in the Year	% of Time in WEG Eligible Position	# of Annual Program Hours Worked
<input type="checkbox"/>										

**Figure 32: Application – Wage Enhancement Position Details**

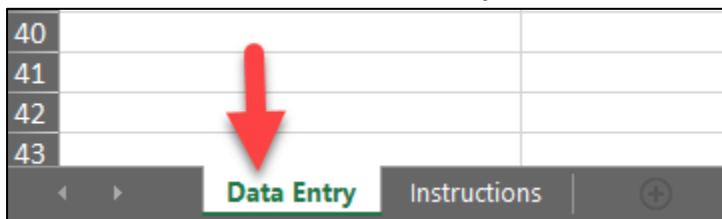
11. The Site template will be downloaded as an excel file.
  - a. (**Note:** The downloaded excel is labeled with the site name)
12. Open the downloaded excel file
13. The **Instructions** sheet within the downloaded excel file list the acceptable data entry values.
  - a. Row 1 lists the field name
  - b. Row 2 lists the predefined values that can be entered into the specific data entry fields on the **Data Entry** sheet.
    - i. **Note:** Each field is in a separate column within the excel sheet
  - c. Figure 33 (below) shows that the **Position Category** has three acceptable values (RECE, NON-RECE, or Supervisor). Users will use these values when entering the information into the excel.

- d. Note: Commas separate all acceptable values on the instruction sheet. Please expand the column width to see the entire list of acceptable.

	A	B
1	New Position for Program Expansion	Position Category
2	Yes,No	RECE,NON-RECE,Supervisor
3		
4		
5		
6		
7		
8		
9	*Instructions: Applicable picklist values for entry in Data Entry sheet	
10		
11		
12		
13		
14		

**Figure 33: Application – Excel: Instruction Sheet**

14. Click on the sheet labeled **Data Entry** within the excel.



**Figure 34: Application – Excel: Data Entry Sheet**

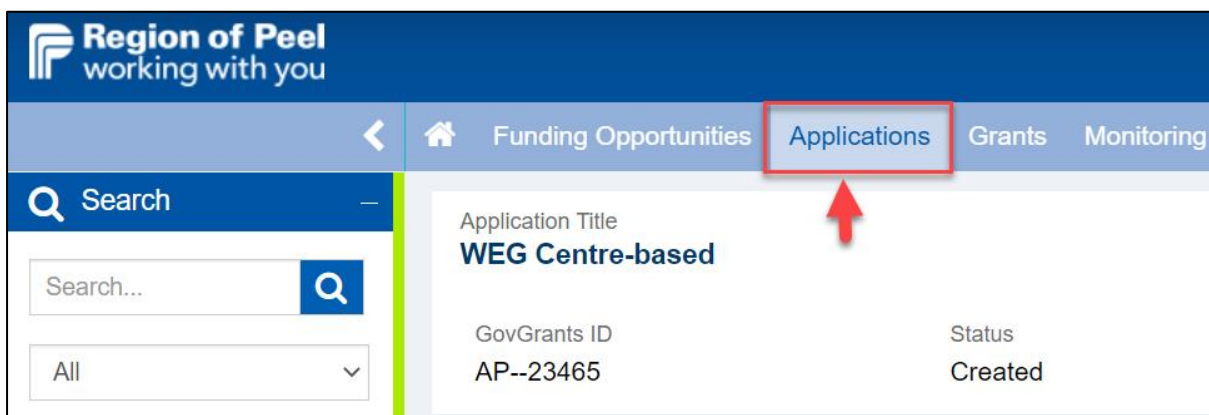
15. Enter the child care site-specific wage enhancement data within the excel.

**Note:** The **Gov Grants ID** column on the **Data Entry** sheet will populate once the template is successfully uploaded into the system. Please do not manually enter values into the template. Once the initial template is loaded into the system, the template will be re-downloaded any time the template will be populated with the previously entered data and the **Gov Grants ID** column populated. If users update the WEG template data for any of the rows with a populated **Gov Grants ID** on the re-downloaded template, it will update the site data upon re-upload.

16. Once all data has been entered into the excel, save the file.

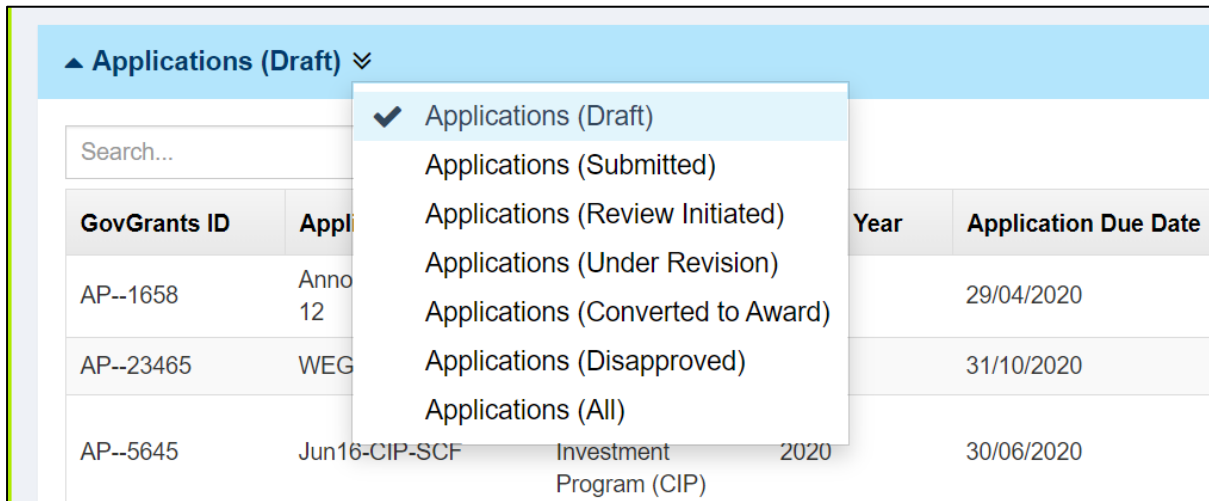
17. Log into GovGrants

18. Click on the **Applications** from the top navigation panel



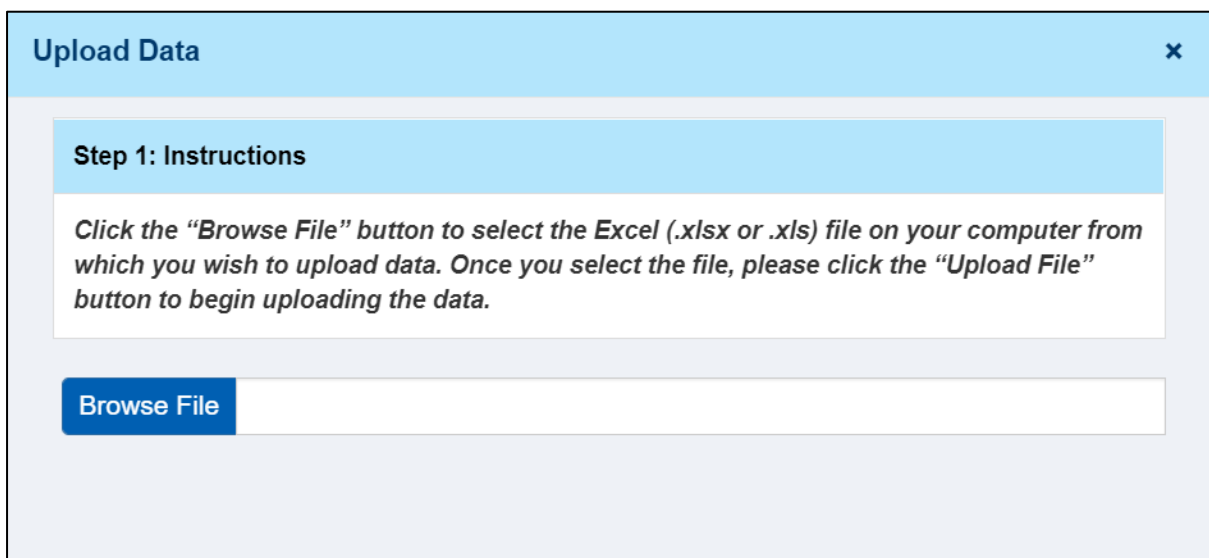
**Figure 35: Application – Top Navigation Panel**

19. On the applications table, click on the 'Applications (Draft)' list view



**Figure 36: Application Draft List View**

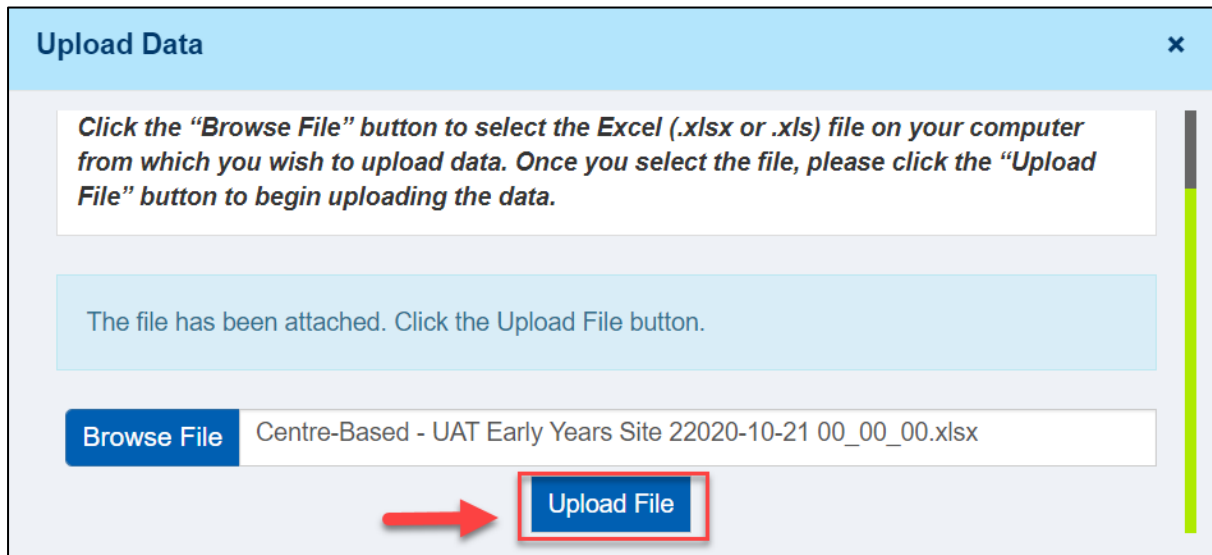
20. On the **Applications (Draft)** table, locate the Application and click the **Edit** (✎) icon under the actions column.
21. Select the **Budget** tab
22. Expand the **Budget Periods** table.
23. On the **Child Care Site Wage Enhancement Details**, locate the site you would like to upload the completed template.
24. Click on the **Upload** (📁) icon to open the **Upload Data** modal window. Note: users may also click on the **Edit** icon to open the site details page and click on the **Upload Template** button to open the **Upload Data** modal window.)



**Figure 37: Upload Data Modal Window**

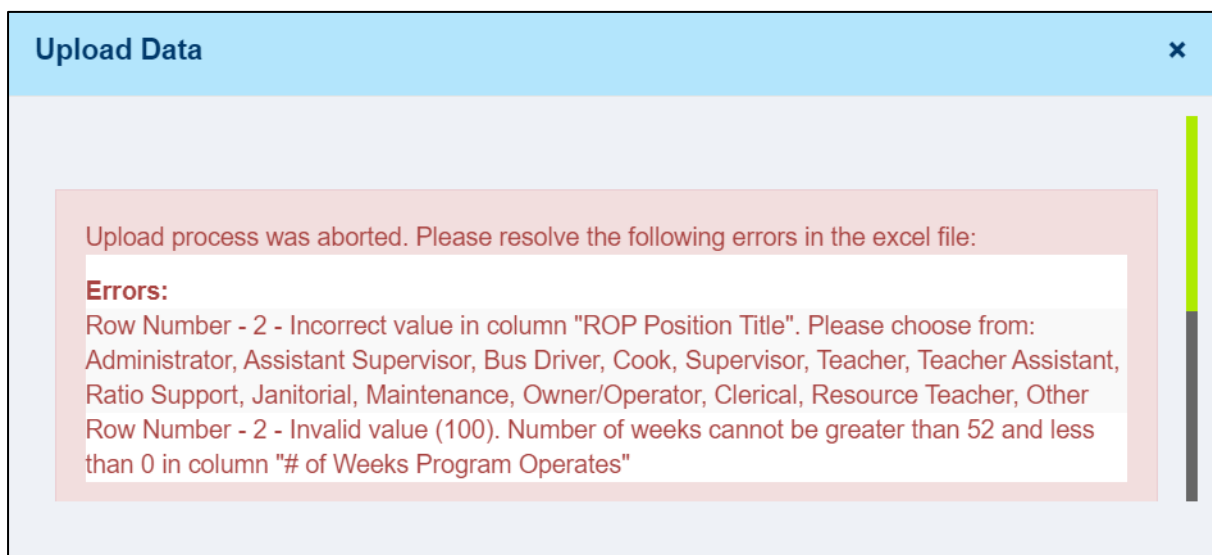


25. Click on **Browse File**.
26. Select the site template from your computer to upload.
27. Click **Upload File** to load the site wage enhancement data.



**Figure 38: Upload File**

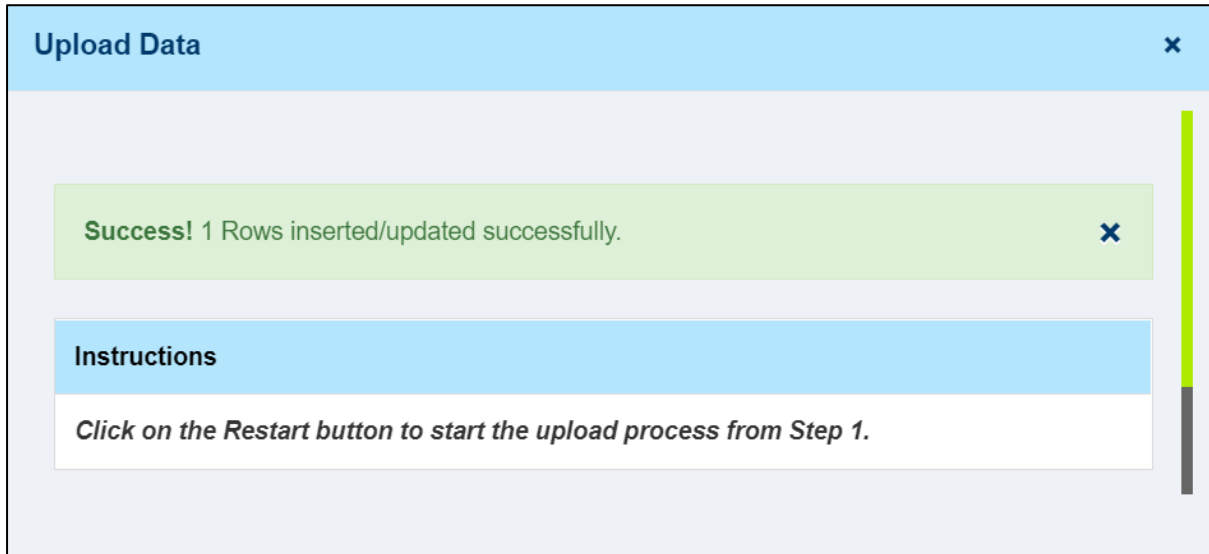
28. The system will review the data to ensure the data has been uploaded correctly
29. If there are any errors found within the uploaded file, the system displays the errors, and the data will not load into the system.



**Figure 39: Uploaded File Validation Check**

30. If the data has been loaded successfully, a success message is displayed





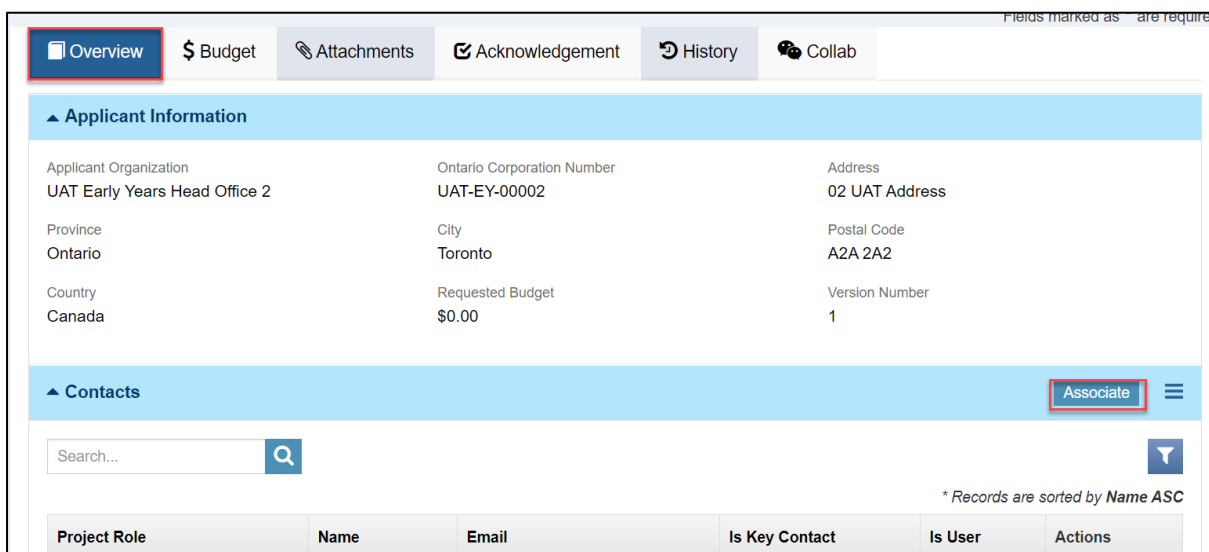
**Figure 40: Successfully Uploaded File**

31. Click the 'X' to close the **Upload File** window.
32. The system will calculate the **Total Hourly Wage, Base Hourly for WEG, Eligibility Status, Eligibility Rate, Annual WEG Salary, Annual Mandatory Benefit, Total WEG Compensation, Supplemental Grant,** and the **WEG Admin** amount for the uploaded data.
33. Once you have entered all information, change the site status from "In-Progress" to "Completed."

**Note:** Each site must be in a "Completed" status before submitting the Application.

## 10 COMPLETING HOME CHILD CARE ENHANCEMENT GRANT APPLICATION

### 10.1 APPLICATION OVERVIEW TAB



**Figure 41: Application – Overview Tab**

5. Scroll to the **Contacts** section
6. The system will populate the service to provide primary contact as project director
7. If you would like to associate additional contacts, click the **Associate** button.
8. Within the **Associate Contact** modal window, select the contact and click **Add**

## 10.2 APPLICATION BUDGET TAB

**Home Visitor Wage Enhancement Details** Download All Data

Search... ⌵

\* Records are sorted by Category Name ASC

#	Head Office Name	Fully Eligible RECE	Fully Eligible Non-RECE	Fully Eligible Supervisor	Partially Eligible RECE	Partially Eligible Non-RECE	Partially Eligible Supervisor	Total WEG Compensation ⓘ	Supplemental Grant ⓘ	WEG Grand Total ⓘ	WEG Admin ⓘ	Status
1	UAT EY HO2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In-Progress
Total Records: 1												

---

**Home Child Care Enhancement Grant (HCCEG) LHCC Details** Download All Data

Search... ⌵

\* Records are sorted by Category Name ASC

#	Head Office Name	Fully Eligible Providers	Partially Eligible Providers	Maximum Grant Transfer ⓘ	Supplemental Grant ⓘ	HCCEG Grand Total ⓘ	HCCEG Admin ⓘ	Status	Actions
1	UAT EY HO2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In-Progress	
Total Records: 1									

Figure 42: Application – Budget Tab

8. Select the **Budget Tab**
9. On the **Budget Periods** section, click the expand '+' icon to access the **Home Visitor Enhancement Details** and **Home Child Care Enhancement Grant (HCCEG) LHCC Details** budget tables
10. The Home Child Care Providers will be automatically populated within the tables

### 10.2.1 EDIT HOME VISITOR WAGE ENHANCEMENT DETAILS FROM USER INTERFACE

1. On the **Home Visitor Wage Enhancement Grant** table, click the **Edit** () icon under the Actions column. (**Note:** Scroll the table to the right to access the Actions column.)

**Home Visitor Wage Enhancement Details** Download All Data

Search... ⌵

\* Records are sorted by Category Name ASC

Category	Fully Eligible Non-RECE	Fully Eligible Supervisor	Partially Eligible RECE	Partially Eligible Non-RECE	Partially Eligible Supervisor	Total WEG Compensation ⓘ	Supplemental Grant ⓘ	WEG Grand Total ⓘ	WEG Admin ⓘ	Status	Actions
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In-Progress	
Total Records: 1											

Figure 43: Application – Scroll bar on the table

2. On the edit page, enter the **Wage Enhancement Head Office Details**

**Figure 44: Application – Wage Enhancement Site Details**

- a. Enter the **Standard Hours Per Week** - Employee standard hours per week as defined by Employment Standards Act. I.e.. 40 hours per week.
- b. Enter the **Standard Hours Per Year** - Employee standard hours per year as defined by Employment Standards Act. Must align with standard hours per week i.e.. 2080 hours = 40 hour work week @ 52 weeks per year.
- c. Select the option for **Opened before Jan 1** - Select YES/No based on operation date of previous funding year. I.e.. If operated 12 months in previous year select "yes".
- d. Select the **First full month operated in previous funding** - Select first full month operated in previous funding year or select "opened in current funding year" if new to Peel.
- e. Enter the **Employee Standard Hours Per Day** - Employee standard hours per day as defined by Employment Standards Act. I.e.. 8 hours per day
- f. Enter the **Number of Homes Operating** - Enter number of homes operating. Operating capacity cannot exceed the number of homes your agency is licensed for.

3. Scroll to the **Wage Enhancement Position Details** section

**Figure 45: Application – Wage Enhancement Position Details**

4. Click the **New** button to add a row to the table.
5. Enter the **Wage Enhancement Position Details**.
  - a. Enter the **Agency Position Title** - Enter a description that will assist you in identifying the eligible position.
  - b. The **ROP Position Title** will default to home visitor.
  - c. Select the **Position Description** - Select the description that best describes the program the position is working with. For non-program positions choose "non-program."
  - d. Select the **Position Category** – users must select Supervisor.

- e. Enter the **(WEG) Hours Per Day Towards Ratio** (Annual Work Hours Per Day Towards Ratio/Program) - Number of hours per day position supports ratio and supervision of children as defined under the Child Care and Early Years Act.
  - f. Enter the **# of Weeks Position is Filled** - Number of Week Position is filled from Jan 1 to Dec 31 of year funded.
  - g. Enter the **Total Hours Worked in the Year** - Number of hours worked in funding year from Jan 1 to Dec 31.
  - h. Enter the **# of Annual Program Hours Worked** - Number of hours in program from Jan 1 to Dec 31 supporting adult to child ratio's as defined by the Child Care and Early Years Act . This includes hours for Supervisors who have directors approval by the Ministry.
  - i. Select the option to indicate if this is a **New Position for Program Expansion** - If a new position was created please select "yes" and provide an estimate for the number of hours worked during the year.
  - j. Enter the **Previous Year Hourly WEG** - Amount of WEG position was funded in previous year up to \$2.00 per hour.
  - k. Enter the **Base Hourly Wage (Before Grants)** - Hourly rate paid to the position by the agency excluding any funding subsidies and previous years WEG. If position is paid annual salary use an online annual salary calculator to convert to hourly rate.
  - l. Enter the **GOF Hourly Wage** - Hourly amount of GOF funding used to increase position wage.
  - m. Enter the **Pay Equity Hourly Wage** - Hourly amount of Pay Equity funding used to increase position wage.
  - n. Enter the **Historical Hourly Wage** - Hourly amount of Historical funding used to increase position wage.
  - o. Enter **Other Wages** - Hourly amount of other funding used to increase position wage.
34. After clicking **Save**, the system will calculate the **Total Hourly Wage, Base Hourly for WEG, Eligibility Status, Eligibility Rate, Annual WEG Salary, Annual Mandatory Benefit, Total WEG Compensation, Supplemental Grant, and the WEG Admin** amount.

- **Total Hourly Wage** - Total Hourly wage including agency base funding and other funding used to support increase to wages.
- **Base Hourly for WEG** - Based hourly wage funded by agency plus funding defined by local and provincial policy included in eligibility for WEG.
- **Eligibility Status** - Fully eligible positions will receive the max WEG rate communicated annually. Partially eligible positions will receive less than max WEG rate based on thresholds defined by the Ministry. Ineligible positions will not be funded for WEG.
- **Eligibility Rate** - Is the amount of hourly WEG funded up to max amount communicated annually by the Ministry.
- **Annual WEG Salary** - Is equal to the amount of WEG funded based on hours worked in program.
- **Annual Mandatory Benefit** - Is equal to the benefit rate funded x amount of WEG salary funded.
- **Total WEG Compensation** - Is the total budget funded to support the payment of WEG including budget for employer mandatory benefits.
- **Supplemental Grant** - Is the amount funded to support shortfalls in hourly/daily wage or benefits as outlined by local/provincial policy annually.
- **WEG Admin** - The amount funded to support eligible expenses for WEG Admin.

6. Once you have entered all information, change the **Status** from "In-Progress" to "Completed."

**Figure 46: Home Visitor Data - Status**

**Note:** The Head office must be in a "Completed" status before submitting the Application.

### 10.2.2 EDIT HOME CHILD CARE ENHANCEMENT GRANT DETAILS FROM USER INTERFACE

1. On the **Home Child Care Enhancement Grant (HCCEG) LHCC** table, click the **Edit** (📎) icon under the Actions column. (**Note:** Scroll the table to the right to access the Actions column.)

Home Child Care Enhancement Grant (HCCEG) LHCC Details Download All Data

Search...

\* Records are sorted by **Category Name ASC**

#	Head Office Name	Fully Eligible Providers	Partially Eligible Providers	Maximum Grant Transfer	Supplemental Grant	HCCEG Grand Total	HCCEG Admin	Status	Actions
1	UAT EY HO2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In-Progress	
Total Records: 1									

**Figure 47: Application – Home Child Care Enhancement Grant table**

2. On the edit page, enter the **Home Child Care Enhancement Grant (HCCEG) HCCP Details**

Home Child Care Enhancement Grant (HCCEG) HCCP Details Delete Selected **New** Download Excel Upload Excel Save

Search...

\* Records are sorted by **Created Date DESC**

Gov Grants ID	Provider Name	Works For More Than One Agency	Address	City	Postal Code	# of Working Days From Jan to Dec	# of Working Weekend Days	# of Children	Full Time or Part Time Services?	Total Fees	Average Daily Fee	Eligibility Status	Qualifying Rate	Maximum Grant Transfer
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

No Records Found

**Figure 48: Application – Home Child Care Enhancement Grant (HCCEG) HCCP Details**

3. Click the **New** button to add a row to the table.
4. Enter the **Home Child Care Enhancement Grant (HCCEG) HCCP Details**.
  - a. Enter the **Provider Name**
  - b. Indicate if the provider **Works For More Than One Agency**
  - c. Enter the **Address**
  - d. Select the **City**
  - e. Enter the **Postal Code**
  - f. Enter the **# of Working Days From Jan to Dec**
  - g. Enter the **# of Working Weekend Days**
  - h. Enter the **# of Children** - Enter in the number of children served excluding Providers own children. Note privately placed children are included.
  - i. Select **Full Time or Part Time Services?** - A HCCP is full time if working 6 or more hours per day. A HCCP is part time if providing services for less than 6 hours per day.
  - j. Enter the **Total Fees** - Enter in total fees received for the year (excluding previous years HCCEG) including fees collected from privately placed children.

Postal Code	# of Working Days From Jan to Dec	# of Working Weekend Days	# of Children	Full Time or Part Time Services?	Total Fees	Average Daily Fee	Eligibility Status	Qualifying Rate	Maximum Grant Transfer
-------------	-----------------------------------	---------------------------	---------------	----------------------------------	------------	-------------------	--------------------	-----------------	------------------------

\* Records are sorted by Created Date DESC

Figure 49: Application – Save table

- Once you have entered all of the required information, click **Save**
- After clicking **Save**, the system will calculate the **Average Daily Fee, Eligibility Status, Qualifying Rate, Maximum Grant Transfer, and Supplement Grant** amounts.

- Average Daily Fee** – Average daily fee based on working week days and weekend days.
- Eligibility Status** - Fully eligible HCCP will be funded max HCCEG amount per day. Partially eligible HCCP will be funded partial HCCEG rate per day.
- Qualifying Rate** – Rate determined by the eligibility status.
- Maximum Grant Transfer** - Amount of HCCEG funded for HCCP based on qualifying rate and days worked.
- Supplement Grant** - Is the amount funded to support shortfalls in HCCEG payments to HCCP as outlined by local/provincial policy annually.
- HCCEG Admin** - The amount funded to support eligible expenses for HCCEG Admin

- Once you have entered all information, change the **Status** from "In-Progress" to "Completed."

Figure 50: Status

**Note:** The Head office must be in a "Completed" status before submitting the Application.

### 10.2.3 EDIT HOME VISITOR DETAILS USING EXCEL DOWNLOAD AND UPLOAD CAPABILITY

- On the **Home Visitor Wage Enhancement Details** section, click the **Edit** (pencil icon) under the Actions column. (**Note:** Scroll the table to the right to access the Actions column.)

Category	Fully Eligible Non-RECE	Fully Eligible Supervisor	Partially Eligible RECE	Partially Eligible Non-RECE	Partially Eligible Supervisor	Total WEG Compensation	Supplemental Grant	WEG Grand Total	WEG Admin	Status	Actions
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In-Progress	[Actions]
Total Records: 1											

Figure 51: Application – Scroll bar on the table

2. On the edit page, enter the Wage Enhancement Head Office Details

Wage Enhancement Head Office Details

Head Office Name: UAT EY HO2

Status: In-Progress

Standard Hours Per Week: [ ]

Standard Hours Per Year: [ ]

Opened before Jan 1: --None--

First full month operated in previous funding year: --None--

Employee Standard Hours Per Day: [ ]

Number of Homes Operating: [ ]

Figure 52: Application – Wage Enhancement Head Office Details

- Enter the **Standard Hours Per Week** - Employee standard hours per week as defined by Employment Standards Act. I.e.. 40 hours per week.
- Enter the **Standard Hours Per Year** - Employee standard hours per year as defined by Employment Standards Act. Must align with standard hours per week i.e.. 2080 hours = 40 hour work week @ 52 weeks per year.
- Select the option for **Opened before Jan 1** - Select YES/No based on operation date of previous funding year. I.e.. If operated 12 months in previous year select "yes".
- Select the **First full month operated in previous funding** - Select first full month operated in previous funding year or select "opened in current funding year" if new to Peel.
- Enter the **Employee Standard Hours Per Day** - Employee standard hours per day as defined by Employment Standards Act. I.e.. 8 hours per day
- Enter the **Number of Homes Operating** - Enter number of homes operating. Operating capacity cannot exceed the number of homes your agency is licensed for.
- Click **Save**

3. On the Wage Enhancement Position Details section, click the Download Excel button.

Wage Enhancement Position Details

Buttons: Delete Selected, New, **Download Excel**, Upload Excel, Save

Records are sorted by Created Date DESC

Gov Grants ID	Agency Position Title	ROP Position Title	Position Description	Position Category	(WEG) Hours Per Day Towards Ratio	# of Weeks Program Operates	# of Weeks Position is Filled	Total Hours Worked in the Year	% of Time in WEG Eligible Position	# of Annual Program Hours Worked
[ ]										

Figure 53: Application – Wage Enhancement Position Details

4. The Site template will be downloaded as an excel file.

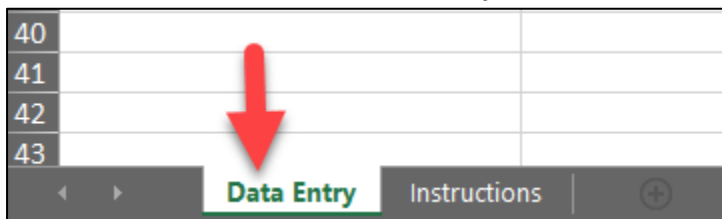


- h. (**Note:** The Head office name is included in the downloaded excel file)
- 5. Open the downloaded excel file
- 6. The **Instructions** sheet within the downloaded excel file list the acceptable data entry values.
  - i. Row 1 lists the field name
  - j. Row 2 lists the predefined values that can be entered into the specific data entry fields on the **Data Entry** sheet.
    - i. **Note:** Each field is in a separate column within the excel sheet
  - k. Figure 55 (below) shows that the **Position Category** has three acceptable values (RECE, NON-RECE, or Supervisor). Users will use the fair values when entering the information into the excel.
  - l. **Note:** Commas separate all acceptable values on the instruction sheet. Please expand the column width to see the entire list of acceptable.

	A	B
1	New Position for Program Expansion	Position Category
2	Yes,No	RECE,NON-RECE,Supervisor
3		
4		
5		
6		
7		
8		
9	*Instructions: Applicable picklist values for entry in Data Entry sheet	
10		
11		
12		
13		
14		

**Figure 54: Application – Excel: Instruction Sheet**

- 7. Click on the sheet labeled **Data Entry** within the excel.

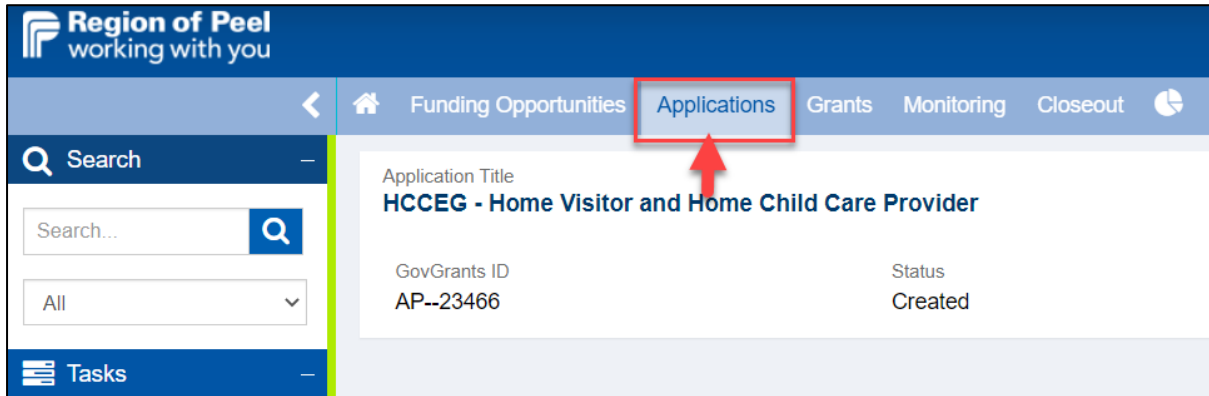


**Figure 55: Application – Excel: Data Entry Sheet**

- 8. Enter the child care site-specific wage enhancement data within the excel.

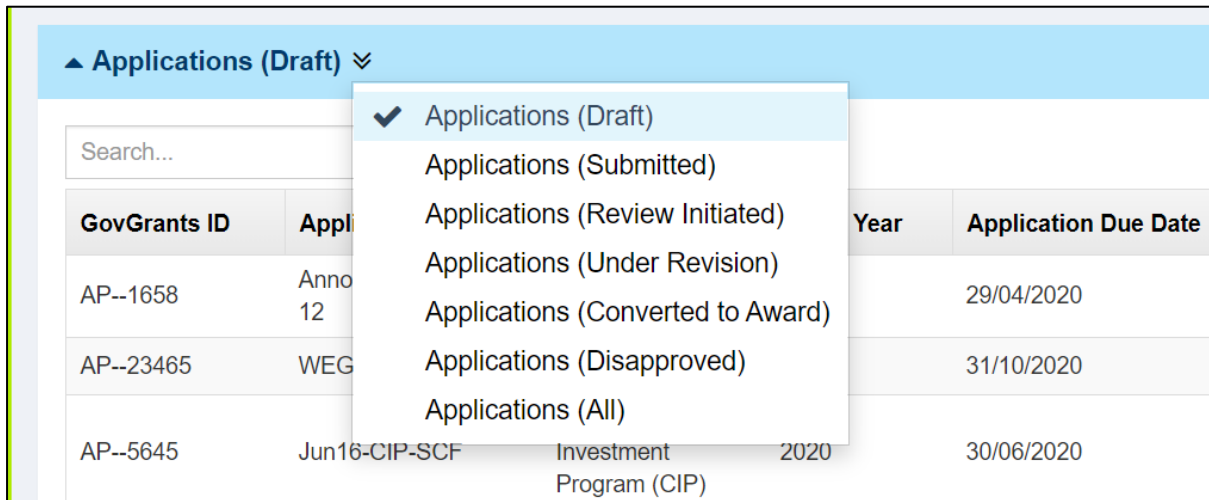
**Note:** The **Gov Grants ID** column on the **Data Entry** sheet will populate once the template is successfully uploaded into the system. Please do not manually enter values into the template. Once the initial template is loaded into the system, the template will be re-downloaded any time the template will be populated with the previously entered data and the **Gov Grants ID** column populated. If users update the Home Visitor template data for any of the rows with a populated **Gov Grants ID** on the re-downloaded template, it will update the site data upon re-upload.

- 9. Once all data has been entered into the excel, save the file.
- 10. Log into GovGrants
- 11. Click on the **Applications** from the top navigation panel



**Figure 56: Application – Top Navigation Panel**

12. On the applications table, click on the 'Applications (Draft)' list view



**Figure 57: Application Draft List View**

13. On the **Applications (Draft)** table, locate the Application and click the **Edit** (✎) icon under the actions column.

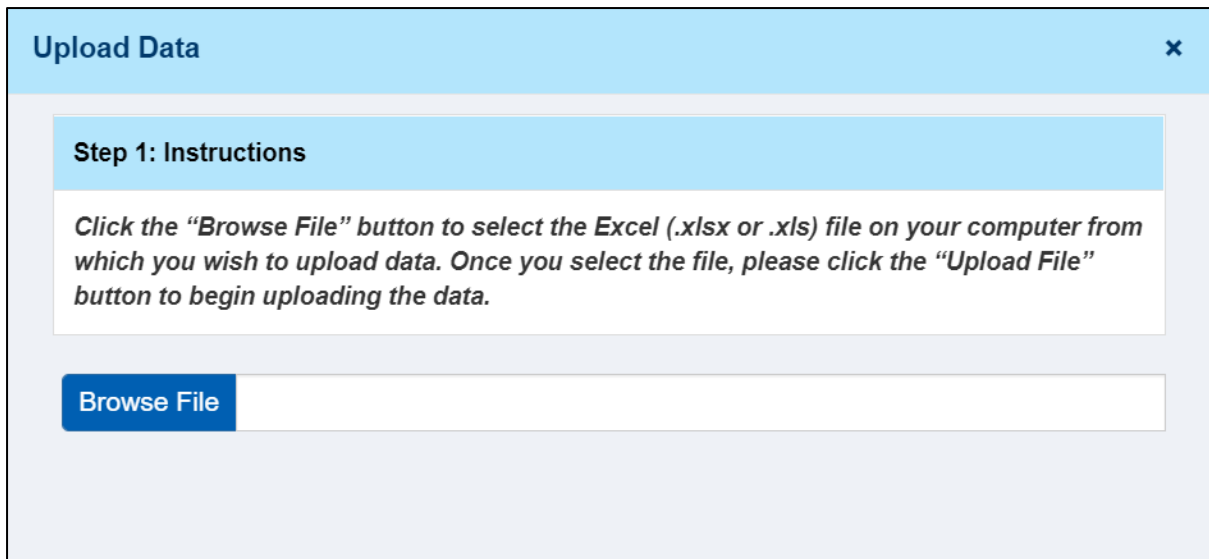
14. Select the **Budget** tab

15. Expand the **Budget Periods** table.

Eligible Non-RECE	Fully Eligible Supervisor	Partially Eligible RECE	Partially Eligible Non-RECE	Partially Eligible Supervisor	Total WEG Compensation	Supplemental Grant	WEG Grand Total	WEG Admin	Status	Actions
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In-Progress	👁️ ✎️ 📄 📤

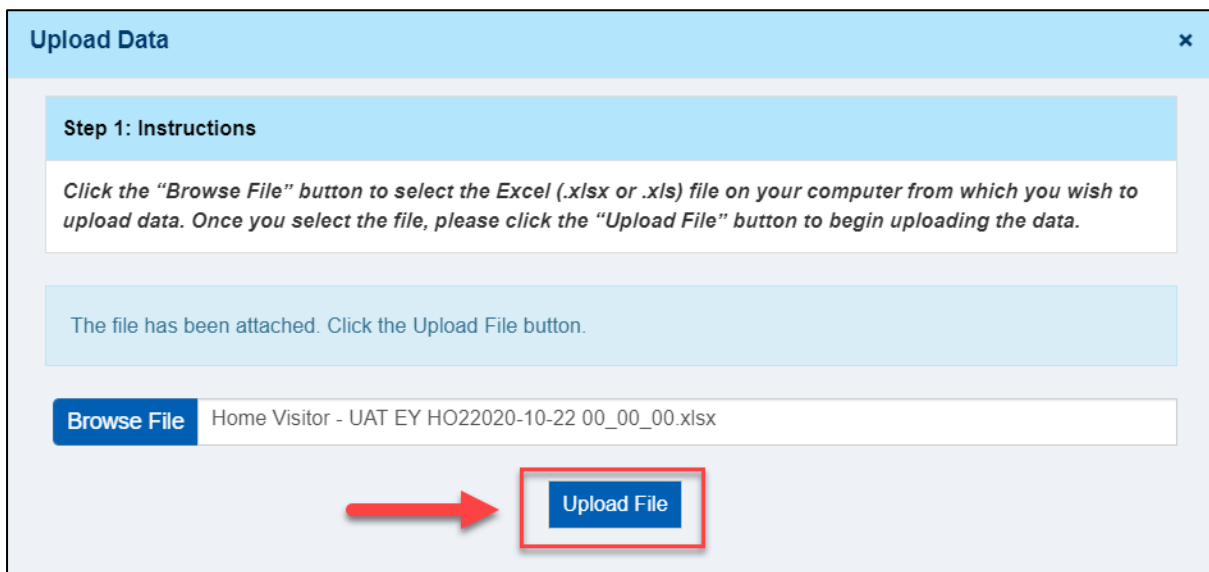
**Figure 58: Home Visitor Wage Enhancement Details table**

16. On the **Home Visitor Wage Enhancement Details** table, click on the **Upload** (📤) icon under the actions column to open the **Upload Data** modal window. Note: users may also click on the **Edit** icon to open the head office details page and click on the **Upload Template** button to open the **Upload Data** modal window.)



**Figure 59: Upload Data Modal Window**

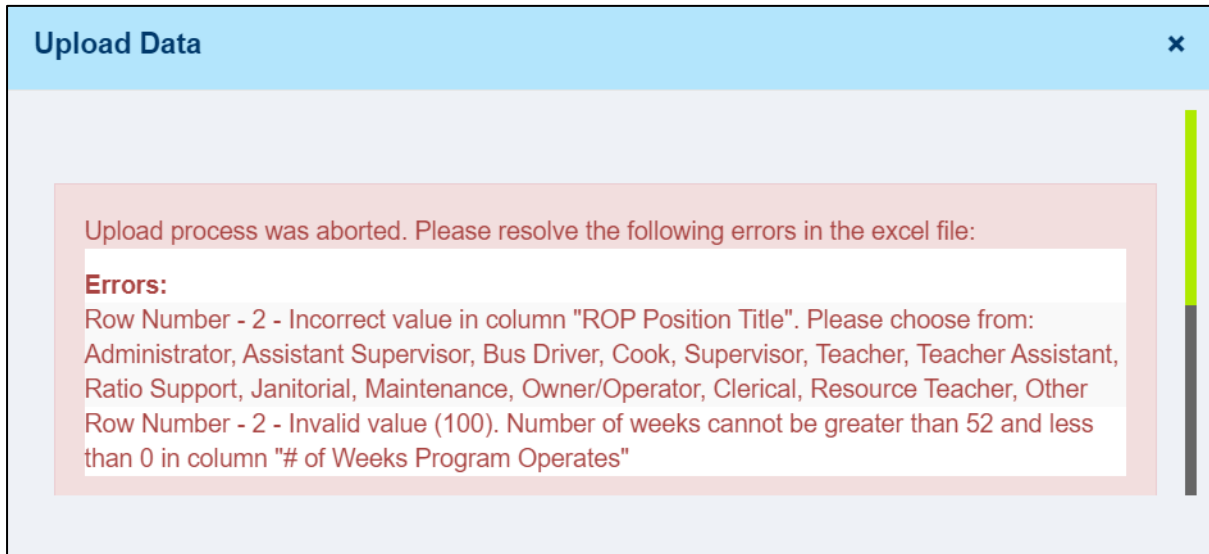
17. Click on **Browse File**.
18. Select the site template from your computer to upload.
19. Click **Upload File** to load the site wage enhancement data.



**Figure 60: Upload File**

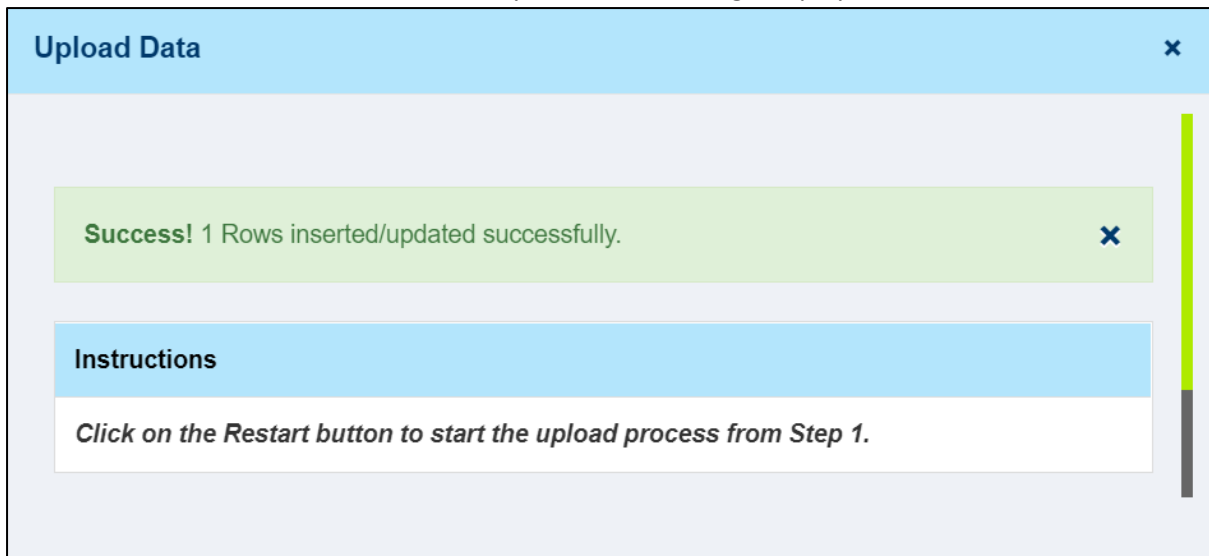
20. The system will review the data to ensure the data has been uploaded correctly

21. If there are any errors found within the uploaded file, the system displays the errors, and the data will not be loaded into the system.



**Figure 61: Uploaded File Validation Check**

22. If the data has been loaded successfully, a success message displays.



**Figure 62: Successfully Uploaded File**

23. Click the 'X' to close the **Upload File** window.
24. The system will calculate the **Total Hourly Wage, Base Hourly for WEG, Eligibility Status, Eligibility Rate, Annual WEG Salary, Annual Mandatory Benefit, Total WEG Compensation, Supplemental Grant,** and the **WEG Admin** amount for the uploaded data.

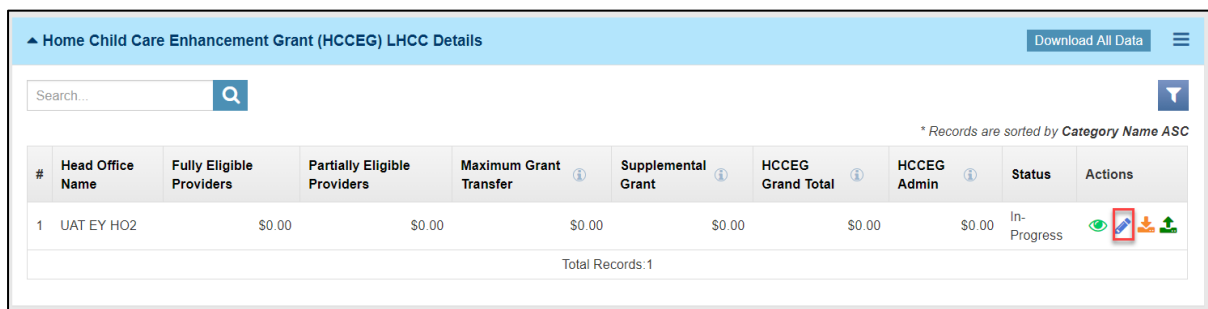
- **Total Hourly Wage** - Total Hourly wage including agency base funding and other funding used to support increase to wages.
- **Base Hourly for WEG** - Based hourly wage funded by agency plus funding defined by local and provincial policy included in eligibility for WEG.
- **Eligibility Status** - Fully eligible positions will receive the max WEG rate communicated annually. Partially eligible positions will receive less than max WEG rate based on thresholds defined by the Ministry. Ineligible positions will not be funded for WEG.
- **Eligibility Rate** - Is the amount of hourly WEG funded up to max amount communicated annually by the Ministry.
- **Annual WEG Salary** - Is equal to the amount of WEG funded based on hours worked in program.
- **Annual Mandatory Benefit** - Is equal to the benefit rate funded x amount of WEG salary funded.
- **Total WEG Compensation** - Is the total budget funded to support the payment of WEG including budget for employer mandatory benefits.
- **Supplemental Grant** - Is the amount funded to support shortfalls in hourly/daily wage or benefits as outlined by local/provincial policy annually.
- **WEG Admin** - The amount funded to support eligible expenses for WEG Admin.




25. Once you have entered all information, change the site status from "In-Progress" to "Completed."

**Note:** The Head office must be in a "Completed" status before submitting the Application

#### 10.2.4 EDIT HOME CHILD CARE ENHANCEMENT GRANT DETAILS USING EXCEL DOWNLOAD AND UPLOAD CAPABILITY

1. On the **Home Child Care Enhancement Grant (HCCEG) LHCC** table, click the **Edit** (🔧) icon under the Actions column.

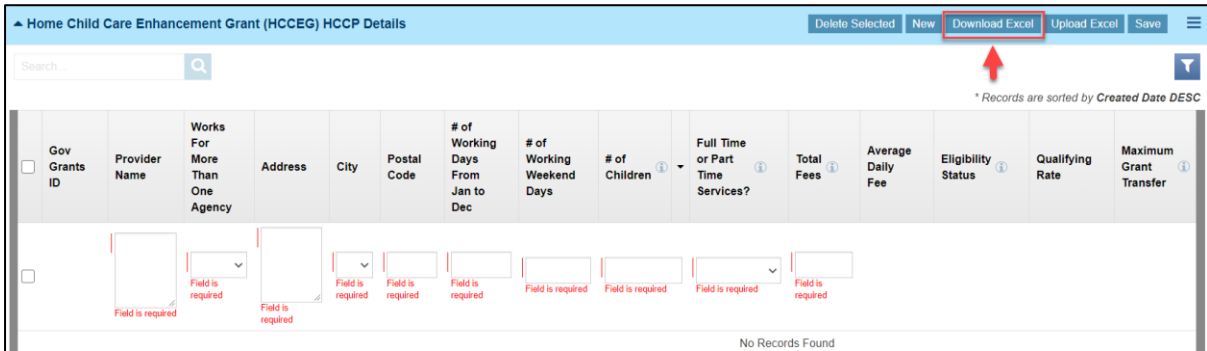


#	Head Office Name	Fully Eligible Providers	Partially Eligible Providers	Maximum Grant Transfer	Supplemental Grant	HCCEG Grand Total	HCCEG Admin	Status	Actions
1	UAT EY HO2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In-Progress	  

Total Records: 1

**Figure 63: Application – Home Child Care Enhancement Grant (HCCEG) LHCC table**

2. On the **Home Child Care Enhancement Grant (HCCEG) HCCP Details** section, click the **Download Excel** button



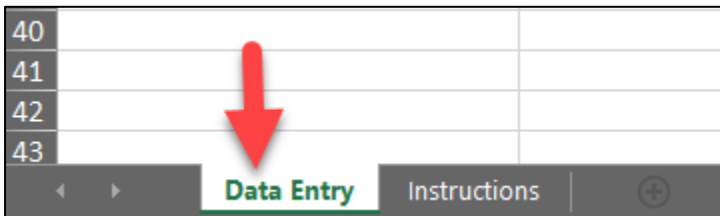
**Figure 64: Application – Home Child Care Enhancement Grant (HCCG) HCCP Details**

3. The Site template will be downloaded as an excel file.
  - m. (**Note:** The Head office name is included in the downloaded excel file)
4. Open the downloaded excel file
5. The **Instructions** sheet within the downloaded excel file list the acceptable data entry values.
  - n. Row 1 lists the field name
  - o. Row 2 lists the predefined values that can be entered into the specific data entry fields on the **Data Entry** sheet.
    - i. **Note:** Each field is in a separate column within the excel sheet
  - p. Figure 66 (below) shows that the **Full Time or Part Time Services?** has three acceptable values (Full-Time, Part-Time). Users will use the values when entering the information into the excel.
  - q. Note: Commas separate all acceptable values on the instruction sheet. Please expand the column width to see the entire list of acceptable.

	A	B	C
1	Full Time or Part Time Services?	City	Works For More Than One Agency
2	Full-Time,Part-Time	Barrie,Belleville,Bolton,Brampton,Brant,Bri,Yes,No	
3			
4			
5			
6			
7			
8			
9	*Instructions: Applicable picklist values for entry in Data Entry sheet		
10			
11			
12			
13			
14			

**Figure 65: Application – Excel: Instruction Sheet**

6. Click on the sheet labeled **Data Entry** within the excel.

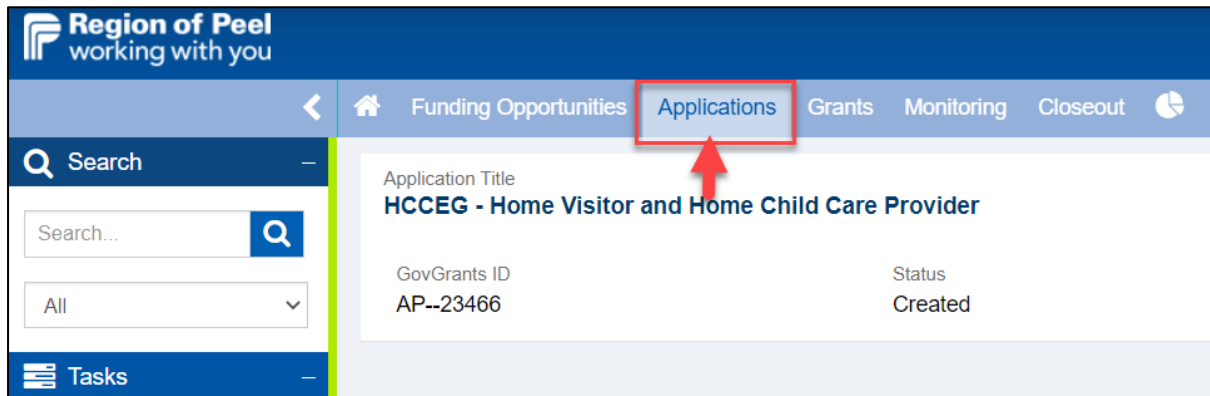


**Figure 66: Application – Excel: Data Entry Sheet**

7. Enter the HCCP data within the excel.

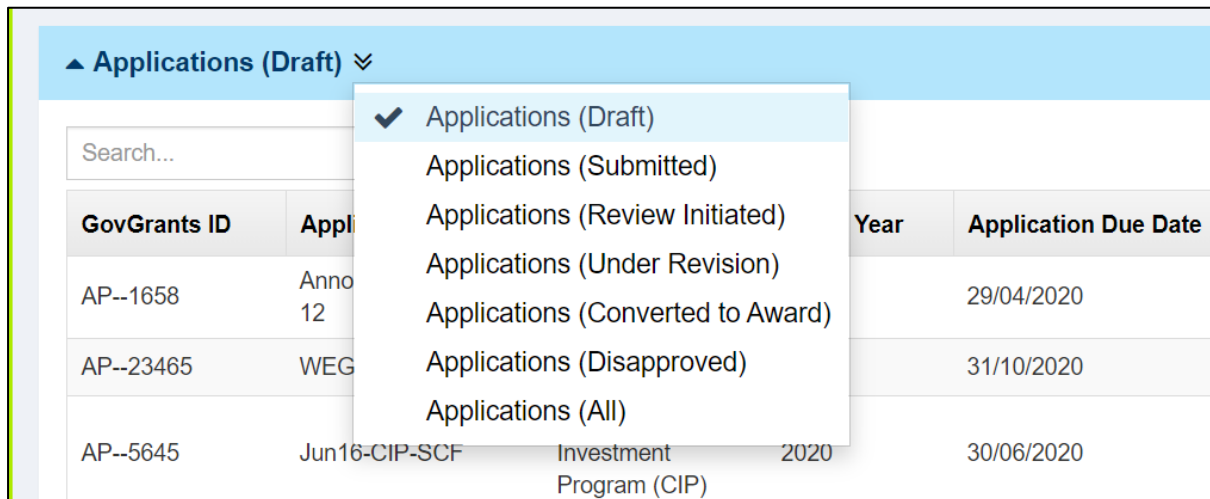
**Note:** The **Gov Grants ID** column on the **Data Entry** sheet will populate once the template is successfully uploaded into the system. Please do not manually enter values into the template. Once the initial template is loaded into the system, the template will be re-downloaded any time the template will be populated with the previously entered data and the **Gov Grants ID** column populated. If users update the Home Visitor template data for any of the rows with a populated **Gov Grants ID** on the re-downloaded template, it will update the site data upon re-upload.

8. Once all data has been entered into the excel, save the file.
9. Log into GovGrants
10. Click on the **Applications** from the top navigation panel



**Figure 67: Application – Top Navigation Panel**

11. On the applications table, click on the 'Applications (Draft)' list view



**Figure 68: Application Draft List View**

12. On the **Applications (Draft)** table, locate the Application and click the **Edit** (✎) icon under the actions column.
13. Select the **Budget** tab
14. Expand the **Budget Periods** table.


Home Child Care Enhancement Grant (HCCEG) LHCC Details Download All Data

Search... [Filter]

\* Records are sorted by Category Name ASC

#	Head Office Name	Fully Eligible Providers	Partially Eligible Providers	Maximum Grant Transfer	Supplemental Grant	HCCEG Grand Total	HCCEG Admin	Status	Actions
1	UAT EY HO2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In-Progress	
Total Records: 1									

**Figure 69: Home Child Care Enhancement Grant Details (HCCEG) LHCC table**

- On the **Home Child Care Enhancement Grant Details (HCCEG) LHCC** table, click on the **Upload** () icon under the actions column to open the **Upload Data** modal window. (**Note:** users may also click on the **Edit** icon to open the head office details page and click on the **Upload Template** button to open the **Upload Data** modal window.)

**Upload Data** ✕

**Step 1: Instructions**

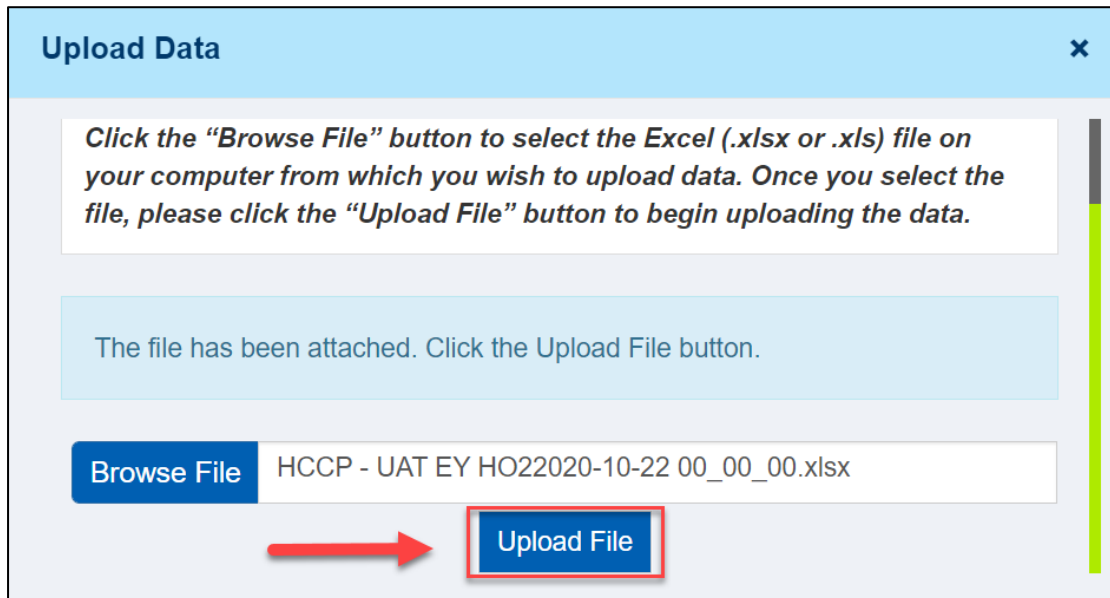
Click the "Browse File" button to select the Excel (.xlsx or .xls) file on your computer from which you wish to upload data. Once you select the file, please click the "Upload File" button to begin uploading the data.

Browse File

**Figure 70: Upload Data Modal Window**

- Click on **Browse File**.
- Select the site template from your computer to upload.
- Click **Upload File** to load the site wage enhancement data.





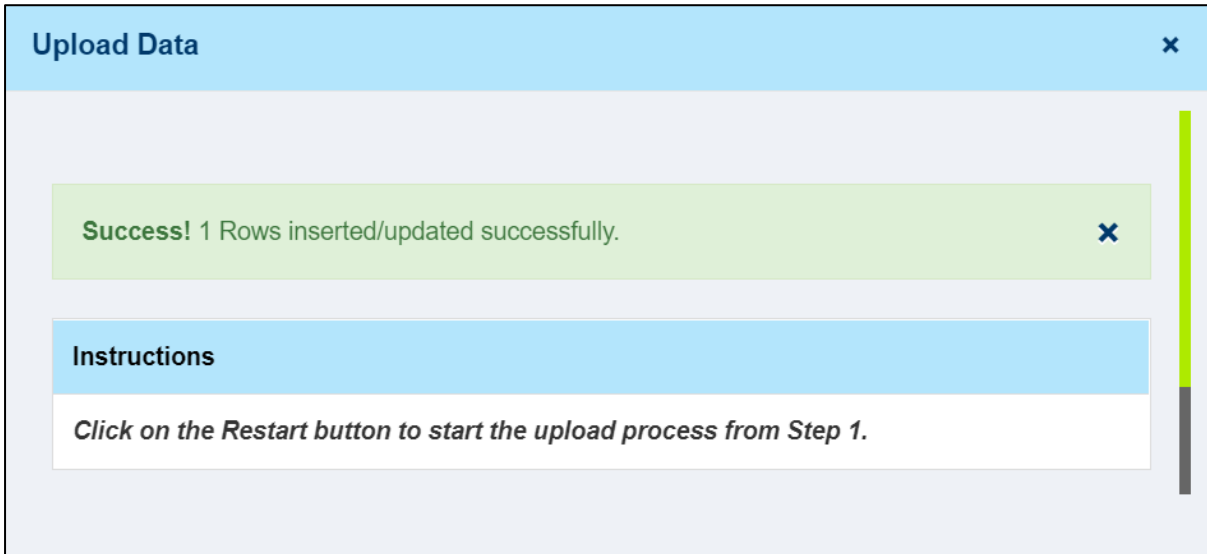
**Figure 71: Upload File**

19. The system will review the data to ensure the data has been uploaded correctly.
20. If there are any errors found within the uploaded file, the system displays the errors, and the data will not be loaded into the system.



**Figure 72: Uploaded File Validation Check**

21. If the data has been loaded successfully into GovGrants, a success message displays the number of rows inserted/updated.



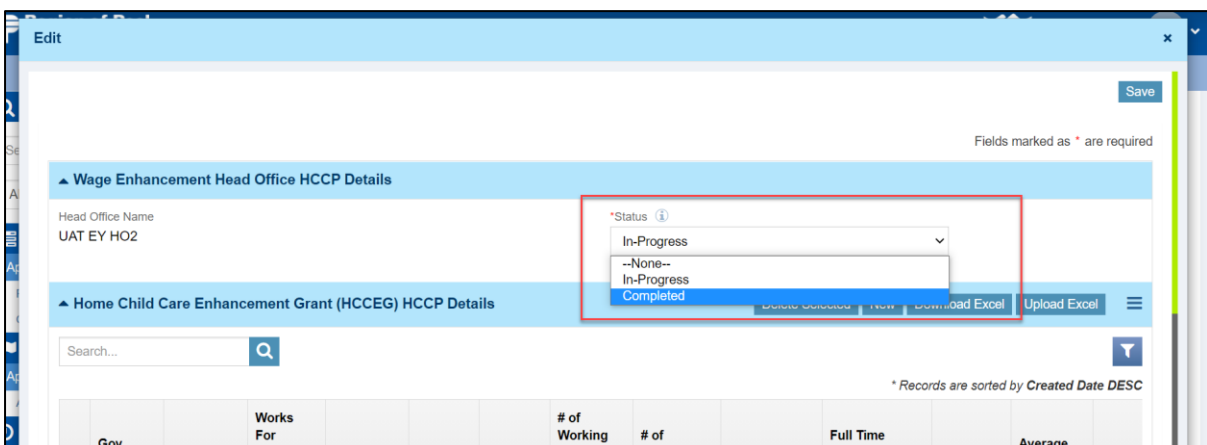
**Figure 73: Successfully Uploaded File**

22. Click the 'X' to close the **Upload File** window.
23. The system will calculate the **Average Daily Fee, Eligibility Status, Qualifying Rate, Maximum Grant Transfer, Supplemental Grant,** and the **HCCEG Admin** amount for the uploaded data.

- **Average Daily Fee** – Average daily fee based on working week days and weekend days.
- **Eligibility Status** - Fully eligible HCCP will be funded max HCCEG amount per day. Partially eligible HCCP will be funded partial HCCEG rate per day.
- **Qualifying Rate** – Rate determined by the eligibility status.
- **Maximum Grant Transfer** - Amount of HCCEG funded for HCCP based on qualifying rate and days worked.
- **Supplement Grant** - Is the amount funded to support shortfalls in HCCEG payments to HCCP as outlined by local/provincial policy annually.
- **HCCEG Admin** - The amount funded to support eligible expenses for HCCEG Admin

24. Once you have entered all information, change the site status from "In-Progress" to "Completed."

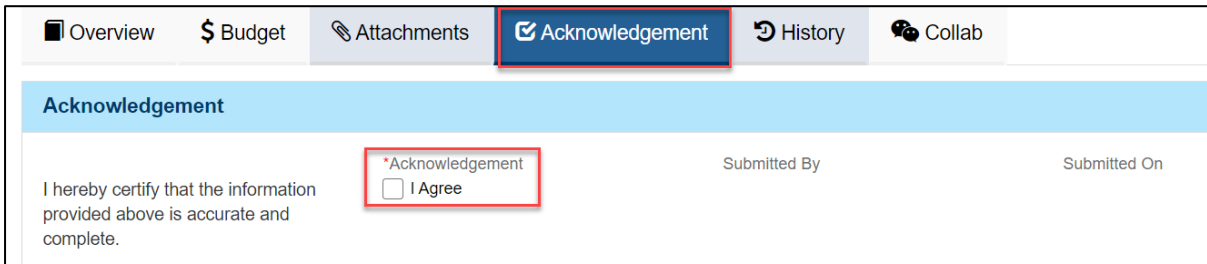
**Note:** The Head office must be in a "Completed" status before submitting the Application



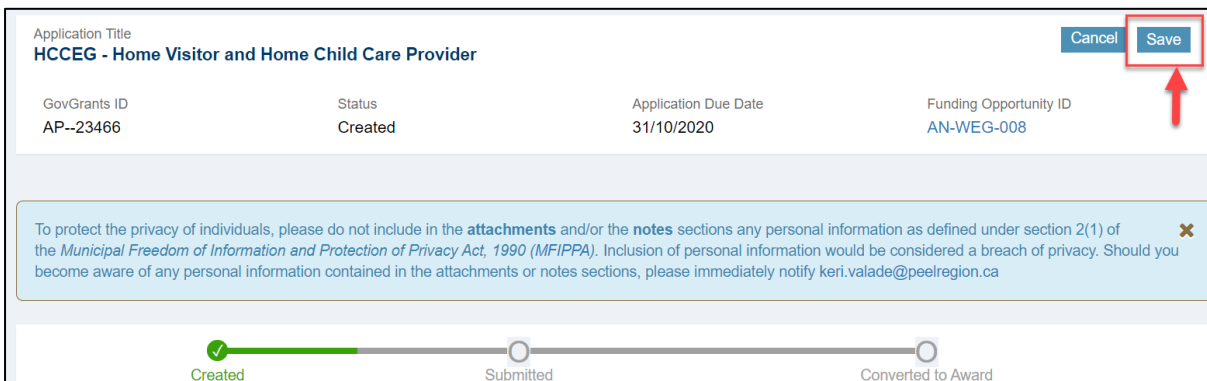
**Figure 74: Successfully Uploaded File**

### 10.3 SUBMITTING THE APPLICATION

1. Once the application information is complete, Navigate to the **Acknowledgement** tab.
2. On the **Acknowledgement** tab, click the **I Agree** checkbox to certify that the application's information is accurate and complete.

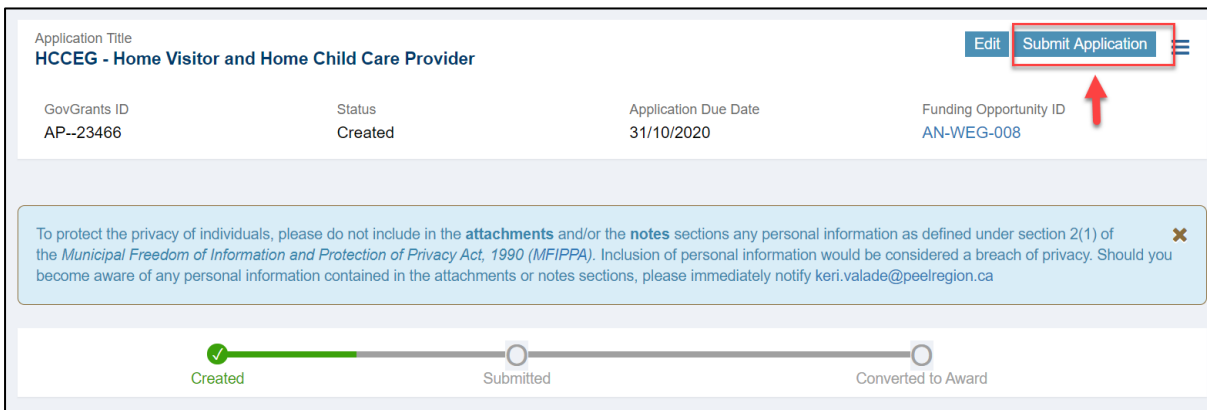


3. Click the **Save** button at the top right-hand side of the page.



**Figure 75: Save Application**

4. After the page refreshes and you are ready to submit, click **Submit Application**.



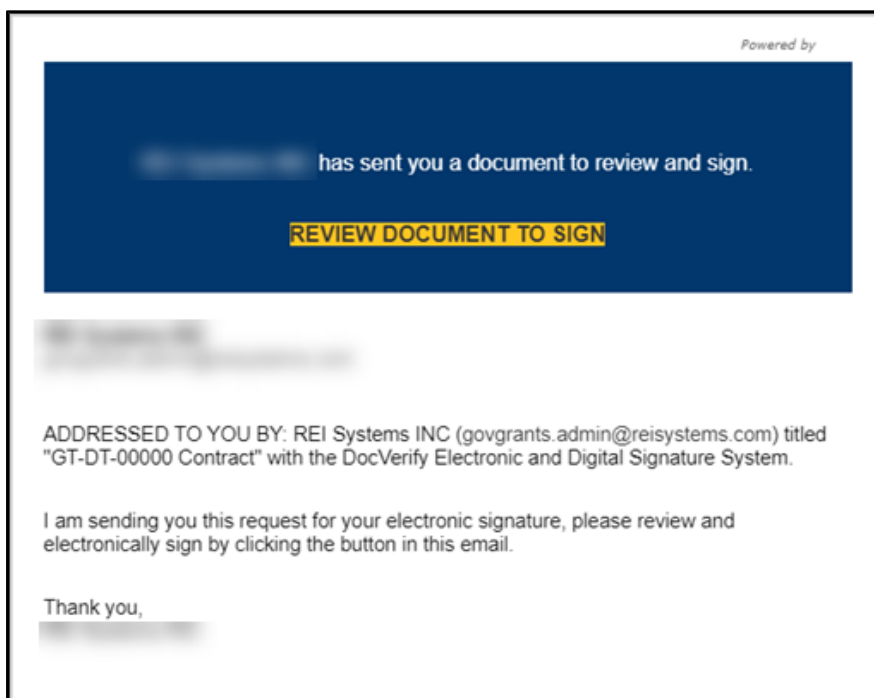
**Figure 76: Submit Application to ROP**

5. Click **Yes** to confirm the submission of the application. Once the application is submitted, you will no longer have edit access to the application.

If the application is sent back for revisions, you will receive notification and a pending task to update the application information.

## 11 CONTRACT SIGNATURE PROCESS

When initiates the contract signature process, an email is sent to the Service Provider Authorized Signatory to review the contract and sign electronically and view the Award within GOVGrants. Once signed, the contract is sent to the Region of Peel(ROP) for signature. Once signed by ROP, the contract is attached to the Award within GovGrants.



**Figure 77: Email Notification for Signature**

1. Click the **Review Document to Sign** link within the email to review the contract.
2. After reviewing the contract details, scroll to the **Signature Required Below** Section.

Signature Pad - Optional. Click "Show Signature Pad" to begin. Show Signature Pad

**Signature Required Below**

Signature	<input type="text" value="Enter Signature / Name"/>
initials	<input type="text"/>
Enter Company	<input type="text"/>
Enter Title	<input type="text"/>
<span>Sign This Document</span>	

*Figure 78: Signature*

- Enter the **Signature**.
- Enter **Initials**.
- Enter the **Company**.
- Enter the **Title**.
- Click the **Sign This Document** button when you are ready to submit.

## 12 AMENDMENTS

### 12.1 COMPLETE THE AMENDMENT REQUEST

Once ROP initiates the amendment request process, a task and notification are sent to the primary user.

#### 12.1.1 ACCESS THE AMENDMENT REQUEST

- Click on the **Grants** tab within the top navigation panel
- Click on the **Pending Tasks** link from the left-hand navigation menu
- On the **Pending Tasks (Assigned To Me)** table, locate the Amendment Request, and click the **Start** (▶) icon to access the Amendment Request.

GovGrants ID	Type	Subject	Created By	Due Date	Status	Actions
CR-AD-asdf1-01-00	Complete and Submit Amendment Request	Complete and Submit Amendment Request CR-AD-asdf1-01-00	ROP CC PM	21/05/2020	In Progress	▶
CR-AD-p5-14-00	Complete and Submit Amendment Request	Complete and Submit Amendment Request CR-AD-p5-14-00	ROP EO PM	16/08/2020	In Progress	▶
CR-AD-WEG-06-00	Complete and Submit Amendment Request	Complete and Submit Amendment Request CR-AD-WEG-06-00	ROP CC PM	29/10/2020	Not Started	▶

Total Records: 3

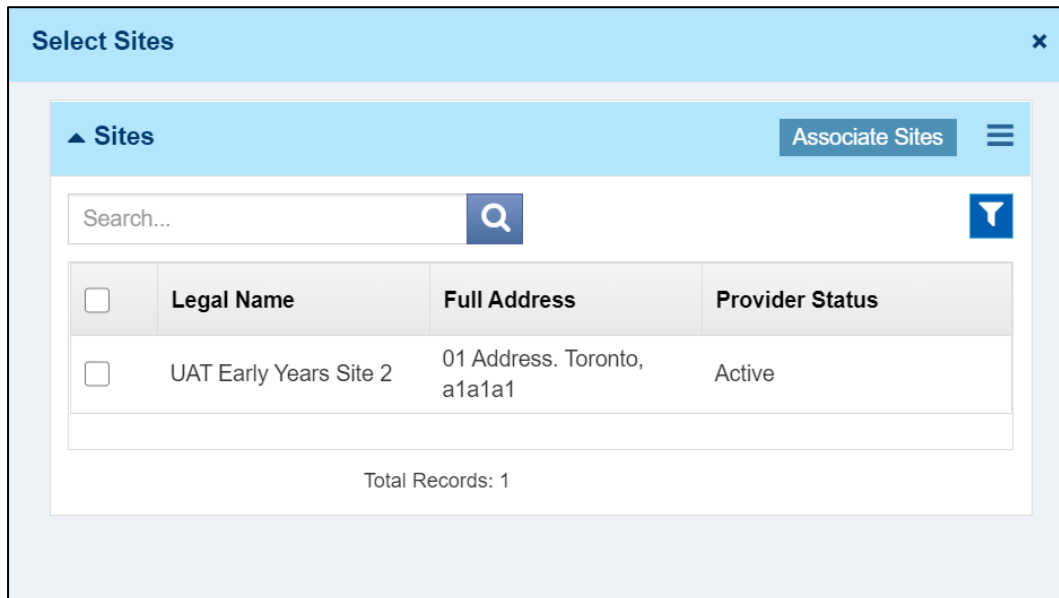
**Figure 79: Amendment Request Pending Task**

### 12.1.2 AMENDMENT REQUEST - OVERVIEW TAB

Program Area	Fiscal Year	Current Budget Period	Type of Amendment
Child Care	2020	1/1/2020 - 31/12/2020	<ul style="list-style-type: none"> <li>Funding Change</li> </ul>
Service Provider Name UAT EY HO2			
Amendment Description			
Description test			
Funding Change			
Current Awarded Budget \$22,980.63		New Award Amount \$22,980.63	

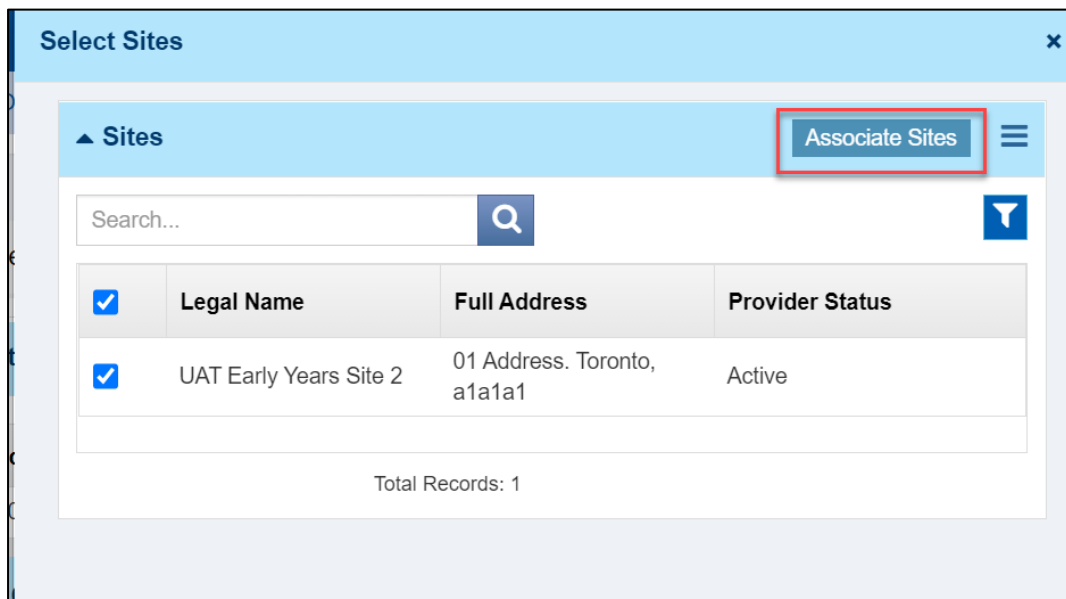
**Figure 80: Amendment – Overview Tab**

11. Scroll down to the budget tables
12. On the **Child Care Site Wage Enhancement Details** table, click **Associate** to add the child care sites to the **Child Care Site Wage Enhancement Details** table.



**Figure 81: Amendment– Associate Sites**

13. Select the site by clicking the checkbox to the left of the legal name.
  - a. **Note:** click the checkbox on the header will select on sites present within the table.



**Figure 82: Amendment – Associate Sites to Amendment Request**

14. Click **Associate Sites** to add sites to the Amendment Request.
15. Click the 'X' to close the modal window.
16. The table will refresh, and the associated site(s) populate within the table

### 12.1.1.3 EDIT CHILD CARE SITE DETAILS FROM USER INTERFACE

35. Once site(s) have been added to the **Child Care Site Wage Enhancement Details** table, locate the site, you would like to update and click the **Edit** (✎) icon under the Actions column. (**Note:** Scroll the table to the right to access the Actions column.)

Child Care Site Wage Enhancement Details

Associate | Head Office Summary | Download All Data

Search...

\* Records are sorted by Category Name ASC






Eligible	Partially Eligible Non-RECE	Partially Eligible Supervisor	Total WEG Compensation	Supplemental Grant	WEG Grand Total	WEG Admin	Status	Actions
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In-Progress	    
Total Records: 1								

Figure 83: Amendment – Scroll bar on the table

36. On the edit page, update the **Wage Enhancement Site Details**. (Note: The information will be populated from the submitted application)

Wage Enhancement Site Details

Site Name: UAT Early Years Site 1

\*Status: In-Progress

\*Standard Hours Per Week: 40

\*Standard Hours Per Year: 2080

\*Opened before Jan 1: No

\*First full month operated in previous funding year: Feb

\*Employee Standard Hours Per Day: 8

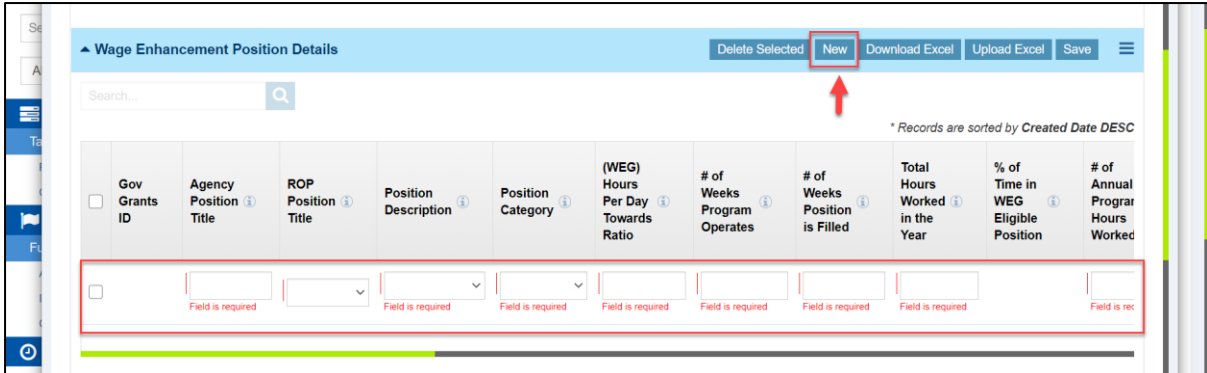
\*Daily Hours of Operation for Centre: 11

Figure 84: Amendment – Wage Enhancement Site Details

- Enter the **Standard Hours Per Week** - Employee standard hours per week as defined by Employment Standards Act. I.e.. 40 hours per week.
- Enter the **Standard Hours Per Year** - Employee standard hours per year as defined by Employment Standards Act. Must align with standard hours per week i.e.. 2080 hours = 40 hour work week @ 52 weeks per year.
- Select the option for **Opened before Jan 1** - Select YES/No based on operation date of previous funding year. I.e.. If operated 12 months in previous year select "yes".
- Select the **First full month operated in previous funding** - Select first full month operated in previous funding year or select "opened in current funding year" if new to Peel.
- Enter the **Employee Standard Hours Per Day** - Employee standard hours per day as defined by Employment Standards Act. I.e.. 8 hours per day
- Enter the **Daily Hours of Operation for Centre** - Number of hours per day your program operates. I.e.. If you are open from 7am to 6pm you will enter "11" in this field.



### 37. Scroll to the **Wage Enhancement Position Details** section



Wage Enhancement Position Details

Delete Selected **New** Download Excel Upload Excel Save

Search...

\* Records are sorted by Created Date DESC

Gov Grants ID	Agency Position Title	ROP Position Title	Position Description	Position Category	(WEG) Hours Per Day Towards Ratio	# of Weeks Program Operates	# of Weeks Position is Filled	Total Hours Worked in the Year	% of Time in WEG Eligible Position	# of Annual Program Hours Worked
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Field is required

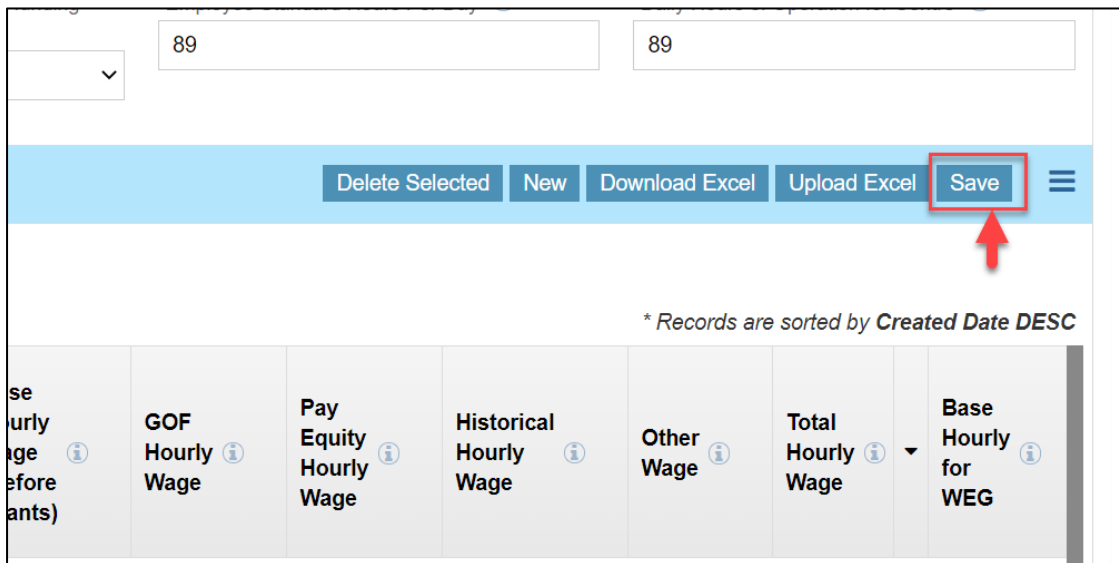
**Figure 85: Amendment – Wage Enhancement Position Details**

38. Click the **New** button to add a row to the table.

39. Enter the **Wage Enhancement Position Details**.

- Enter the **Agency Position Title** - Enter a description that will assist you in identifying the eligible position.
- Select the **ROP Position Title** - Select the title that best fits position. Both program and non program positions are required. If position is for a Casual Staff please choose other and include in Agency Description Field.
- Select the **Position Description** - Select the description that best describes the program the position is working with. For non-program positions choose "non-program."
- Select the **Position Category** - Eligible positions have been grouped into three categories for the purpose of reporting:
  - RECE
  - NON-RECE
  - Supervisor
- Enter the **(WEG) Hours Per Day Towards Ratio** - Number of hours per day position supports ratio and supervision of children as defined under the Child Care and Early Years Act.
- Enter the **# of Weeks Position is Filled** - Number of Week Position is filled from Jan 1 to Dec 31 of year funded.
- Enter the **Total Hours Worked in the Year** - Number of hours worked in funding year from Jan 1 to Dec 31.
- Enter the **# of Annual Program Hours Worked** - Number of hours in program from Jan 1 to Dec 31 supporting adult to child ratio's as defined by the Child Care and Early Years Act . This includes hours for Supervisors who have directors approval by the Ministry.
- Select the option to indicate if this is a **New Position for Program Expansion** - If a new position was created please select "yes" and provide an estimate for the number of hours worked during the year.
- Enter the **Previous Year Hourly WEG** - Amount of WEG position was funded in previous year up to \$2.00 per hour.

- k. Enter the **Base Hourly Wage (Before Grants)** - Hourly rate paid to the position by the agency excluding any funding subsidies and previous years WEG. If position is paid annual salary use an online annual salary calculator to convert to hourly rate.
- l. Enter the **GOF Hourly Wage** - Hourly amount of GOF funding used to increase position wage.
- m. Enter the **Pay Equity Hourly Wage** - Hourly amount of Pay Equity funding used to increase position wage.
- n. Enter the **Historical Hourly Wage** - Hourly amount of Historical funding used to increase position wage.
- o. Enter **Other Wages** - Hourly amount of other funding used to increase position wage.



**Figure 86: Amendment – Save table**

- 40. Once you have entered all of the required information, click **Save**
- 41. After clicking **Save**, the system will calculate the **Total Hourly Wage, Base Hourly for WEG, Eligibility Status, Eligibility Rate, Annual WEG Salary, Annual Mandatory Benefit, Total WEG Compensation, Supplemental Grant, and the WEG Admin amount.**

- **Total Hourly Wage** - Total Hourly wage including agency base funding and other funding used to support increase to wages.
- **Base Hourly for WEG** - Based hourly wage funded by agency plus funding defined by local and provincial policy included in eligibility for WEG.
- **Eligibility Status** - Fully eligible positions will receive the max WEG rate communicated annually. Partially eligible positions will receive less than max WEG rate based on thresholds defined by the Ministry. Ineligible positions will not be funded for WEG.
- **Eligibility Rate** - Is the amount of hourly WEG funded up to max amount communicated annually by the Ministry.
- **Annual WEG Salary** - Is equal to the amount of WEG funded based on hours worked in program.
- **Annual Mandatory Benefit** - Is equal to the benefit rate funded x amount of WEG salary funded.
- **Total WEG Compensation** - Is the total budget funded to support the payment of WEG including budget for employer mandatory benefits.
- **Supplemental Grant** - Is the amount funded to support shortfalls in hourly/daily wage or benefits as outlined by local/provincial policy annually.
- **WEG Admin** - The amount funded to support eligible expenses for WEG Admin.

42. Once you have entered all information, change the site **Status** from "In-Progress" to "Completed."

**Note:** Application status selection. Note, applications must be in "completed" status in order to submit file for approval.

#### 12.1.4 EDIT CHILD CARE SITE DETAILS USING EXCEL DOWNLOAD AND UPLOAD CAPABILITY

2. Once site(s) have been added to the **Child Care Site Wage Enhancement Details** table, locate the site, you would like to update and click the **Edit** (✎) icon under the Actions column. (**Note:** Scroll the table to the right to access the Actions column.)

Fully Eligible	Partially Eligible Non-RECE	Partially Eligible Supervisor	Total WEG Compensation	Supplemental Grant	WEG Grand Total	WEG Admin	Status	Actions
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In-Progress	View, Delete, Edit, Download, Upload

Total Records: 1

**Figure 87: Amendment – Scroll bar on the table**

43. On the edit page, enter the **Wage Enhancement Site Details**

**Figure 88: Amendment – Wage Enhancement Site Details**

- a. Enter the **Standard Hours Per Week** - Employee standard hours per week as defined by Employment Standards Act. I.e.. 40 hours per week.
- b. Enter the **Standard Hours Per Year** - Employee standard hours per year as defined by Employment Standards Act. Must align with standard hours per week i.e.. 2080 hours = 40 hour work week @ 52 weeks per year.
- c. Select the option for **Opened before Jan 1** - Select YES/No based on operation date of previous funding year. I.e.. If operated 12 months in previous year select "yes".
- d. Select the **First full month operated in previous funding** - Select first full month operated in previous funding year or select "opened in current funding year" if new to Peel.
- e. Enter the **Employee Standard Hours Per Day** - Employee standard hours per day as defined by Employment Standards Act. I.e.. 8 hours per day
- f. Enter the **Daily Hours of Operation for Centre** - Number of hours per day your program operates. I.e.. If you are open from 7am to 6pm you will enter "11" in this field.
- g. Click **Save**

44. On the **Wage Enhancement Position Details** section, click the **Download Excel** button

**Figure 89: Amendment – Wage Enhancement Position Details**

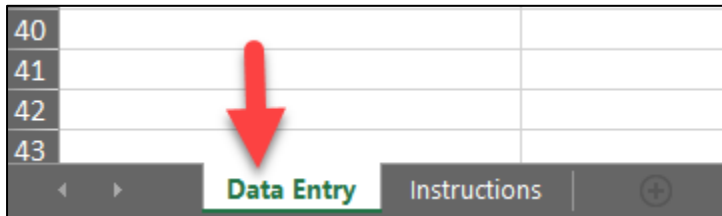
45. The Site template will be downloaded as an excel file.
  - a. (**Note:** The downloaded excel is labeled with the site name)
46. Open the downloaded excel file
47. The **Instructions** sheet within the downloaded excel file list the acceptable data entry values.
  - a. Row 1 lists the field name
  - b. Row 2 lists the predefined values that can be entered into the specific data entry fields on the **Data Entry** sheet.
    - i. **Note:** Each field is in a separate column within the excel sheet
  - c. Figure 91 (below) shows that the **Position Category** has three acceptable values (RECE, NON-RECE, or Supervisor). Users will use these values when entering the information into the excel.

- d. Note: Commas separate all acceptable values on the instruction sheet. Please expand the column width to see the entire list of acceptable.

	A	B
1	New Position for Program Expansion	Position Category
2	Yes,No	RECE,NON-RECE,Supervisor
3		
4		
5		
6		
7		
8		
9	*Instructions: Applicable picklist values for entry in Data Entry sheet	
10		
11		
12		
13		
14		

**Figure 90: Amendment – Excel: Instruction Sheet**

48. Click on the sheet labeled **Data Entry** within the excel.

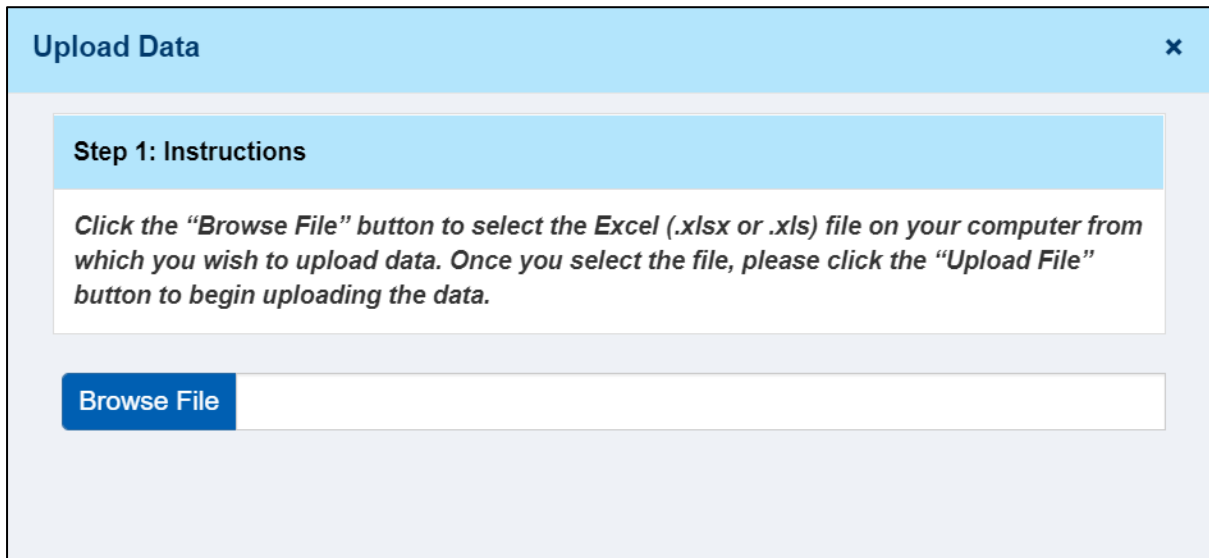


**Figure 91: Amendment – Excel: Data Entry Sheet**

49. Enter the child care site-specific wage enhancement data within the excel.

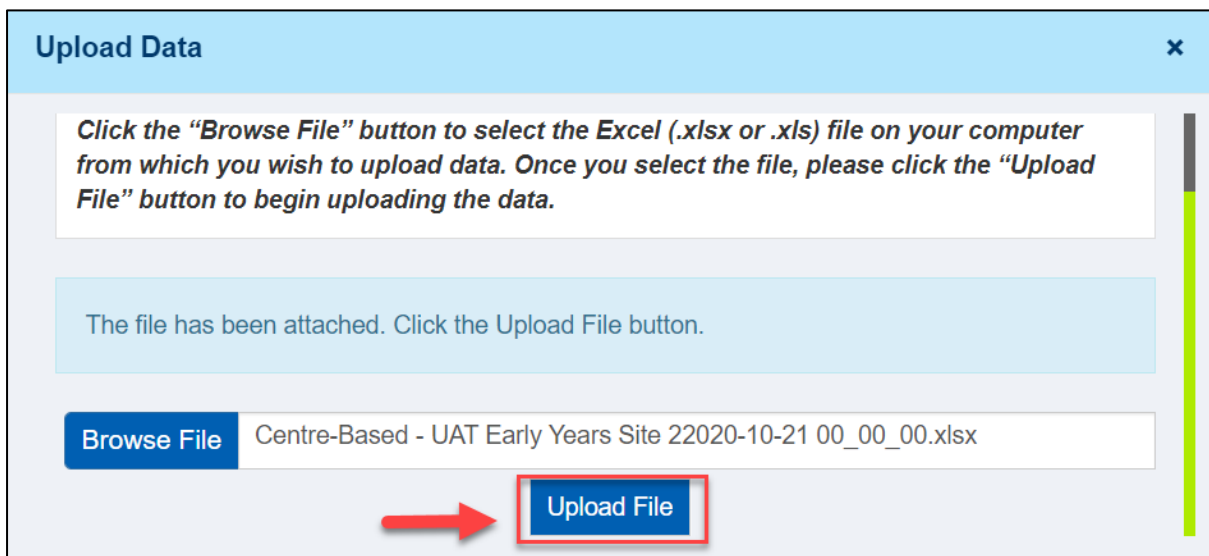
**Note:** The **Gov Grants ID** column on the **Data Entry** sheet will populate once the template is successfully uploaded into the system. Please do not manually enter values into the template. Once the initial template is loaded into the system, the template will be re-downloaded any time the template will be populated with the previously entered data and the **Gov Grants ID** column populated. If users update the WEG template data for any of the rows with a populated **Gov Grants ID** on the re-downloaded template, it will update the site data upon re-upload.

50. Once all data has been entered into the excel, save the file.
51. Log into GovGrants.
52. Click on the **Pending Tasks** page, locate the Amendment Request, and click the **Edit** (📝) icon under the actions column.
53. On the **Child Care Site Wage Enhancement Details**, locate the site you would like to upload the completed template.
54. Click on the **Upload** (📤) icon to open the **Upload Data** modal window. Note: users may also click on the **Edit** icon to open the site details page and click on the **Upload Template** button to open the **Upload Data** modal window.)



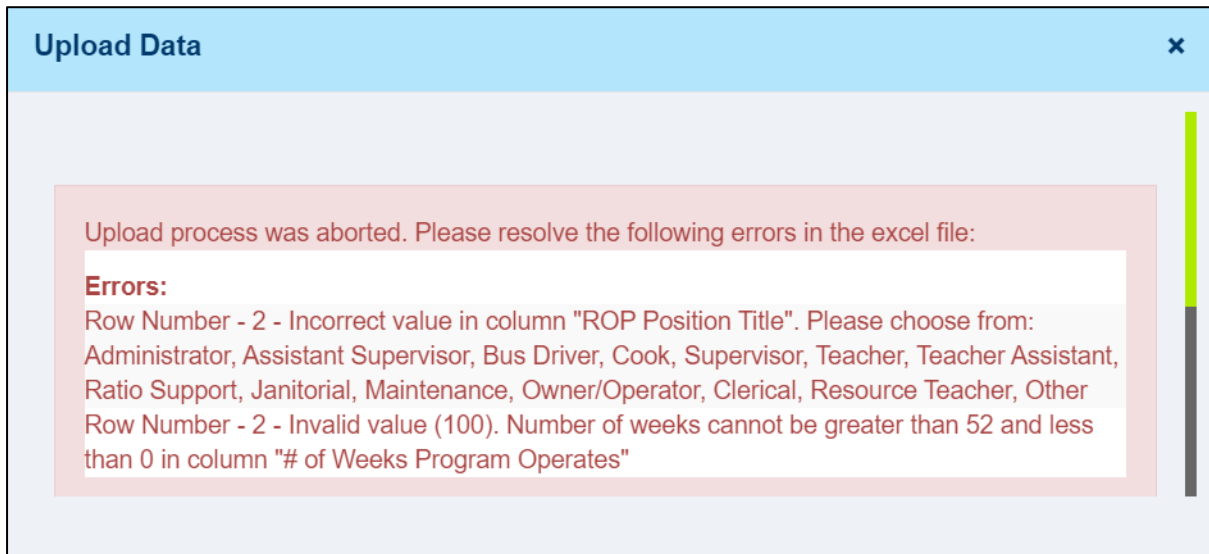
**Figure 92: Upload Data Modal Window**

55. Click on **Browse File**.
56. Select the site template from your computer to upload.
57. Click **Upload File** to load the site wage enhancement data.



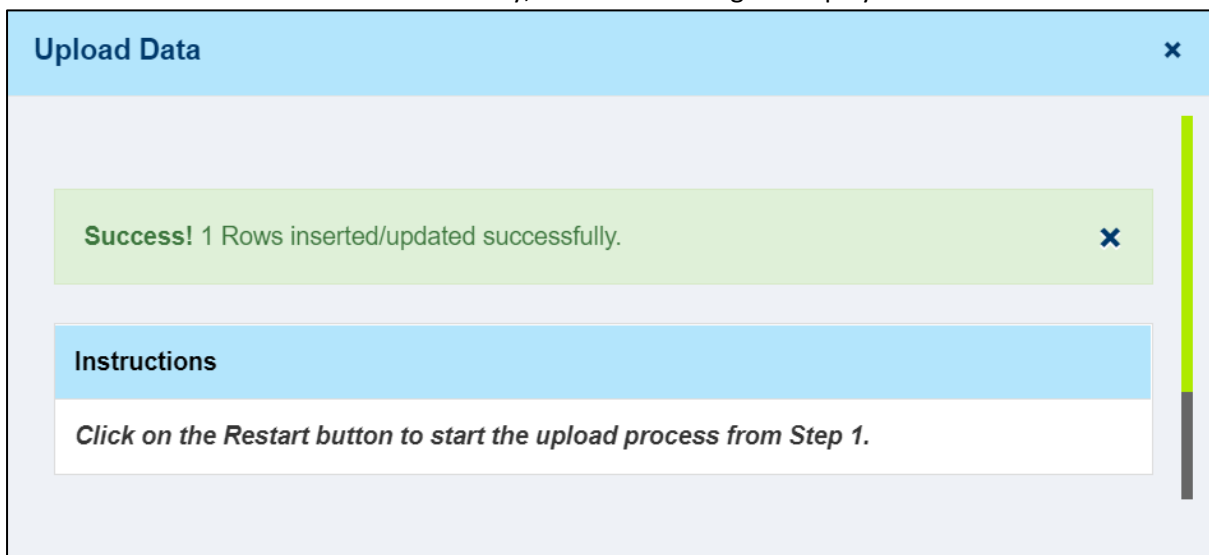
**Figure 93: Upload File**

58. The system will review the data to ensure the data has been uploaded correctly
59. If there are any errors found within the uploaded file, the system displays the errors, and the data will not load into the system.



**Figure 94: Uploaded File Validation Check**

60. If the data has been loaded successfully, a success message is displayed



**Figure 95: Successfully Uploaded File**

61. Click the 'X' to close the **Upload File** window.

62. The system will calculate the **Total Hourly Wage, Base Hourly for WEG, Eligibility Status, Eligibility Rate, Annual WEG Salary, Annual Mandatory Benefit, Total WEG Compensation, Supplemental Grant,** and the **WEG Admin** amount for the uploaded data.

63. Once you have entered all information, change the site status from "In-Progress" to "Completed."

**Note:** Each site must be in a "Completed" status before submitting the Amendment Request

12.1.5 EDIT HOME VISITOR WAGE ENHANCEMENT DETAILS FROM USER INTERFACE

7. On the **Home Visitor Wage Enhancement Grant** table, click the **Edit** (✎) icon under the Actions column. (**Note:** Scroll the table to the right to access the Actions column.)

Category	Fully Eligible Non-RECE	Fully Eligible Supervisor	Partially Eligible RECE	Partially Eligible Non-RECE	Partially Eligible Supervisor	Total WEG Compensation	Supplemental Grant	WEG Grand Total	WEG Admin	Status	Actions
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In-Progress	View Edit Download

Total Records: 1

Figure 96: Amendment – Scroll bar on the table

8. On the edit page, enter the **Wage Enhancement Head Office Details**

**Wage Enhancement Head Office Details**

Head Office Name: UAT EY HO2

Status: In-Progress

Standard Hours Per Week: [ ]

Standard Hours Per Year: [ ]

Opened before Jan 1: --None--

First full month operated in previous funding year: --None--

Employee Standard Hours Per Day: [ ]

Number of Homes Operating: [ ]

Figure 97: Amendment – Wage Enhancement Site Details

- Enter the **Standard Hours Per Week** - Employee standard hours per week as defined by Employment Standards Act. I.e.. 40 hours per week.
- Enter the **Standard Hours Per Year** - Employee standard hours per year as defined by Employment Standards Act. Must align with standard hours per week i.e.. 2080 hours = 40 hour work week @ 52 weeks per year.
- Select the option for **Opened before Jan 1** - Select YES/No based on operation date of previous funding year. I.e.. If operated 12 months in previous year select "yes".
- Select the **First full month operated in previous funding** - Select first full month operated in previous funding year or select "opened in current funding year" if new to Peel.
- Enter the **Employee Standard Hours Per Day** - Employee standard hours per day as defined by Employment Standards Act. I.e.. 8 hours per day
- Enter the **Number of Homes Operating** - Enter number of homes operating. Operating capacity cannot exceed the number of homes your agency is licensed for.

9. Scroll to the **Wage Enhancement Position Details** section

**Wage Enhancement Position Details**

Buttons: Delete Selected, **New**, Download Excel, Upload Excel, Save

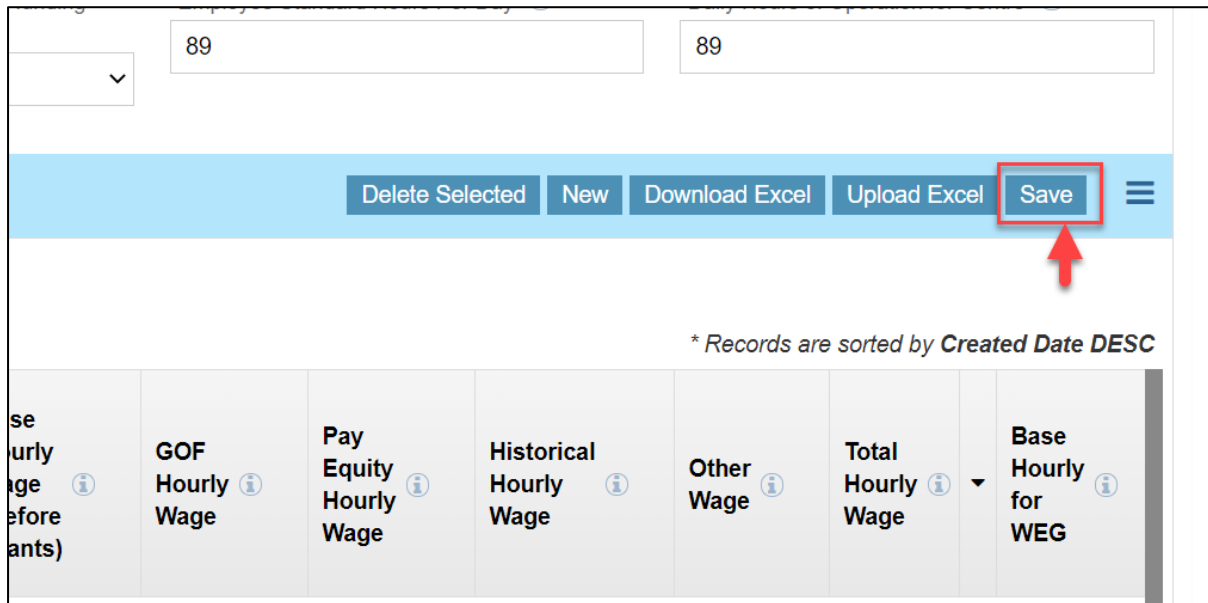
Gov Grants ID	Agency Position Title	ROP Position Title	Position Description	Position Category	(WEG) Hours Per Day Towards Ratio	# of Weeks Program Operates	# of Weeks Position is Filled	Total Hours Worked in the Year	% of Time in WEG Eligible Position	# of Annual Program Hours Worked
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

\* Records are sorted by Created Date DESC



**Figure 98: Amendment – Wage Enhancement Position Details**

10. Click the **New** button to add a row to the table.
11. Enter the **Wage Enhancement Position Details**.
  - a. Enter the **Agency Position Title** - Enter a description that will assist you in identifying the eligible position.
  - b. The **ROP Position Title** will default to home visitor.
  - c. Select the **Position Description** - Select the description that best describes the program the position is working with. For non-program positions choose "non-program."
  - d. Select the **Position Category** – users must select Supervisor.
  - e. Enter the **(WEG) Hours Per Day Towards Ratio** (Annual Work Hours Per Day Towards Ratio/Program) - Number of hours per day position supports ratio and supervision of children as defined under the Child Care and Early Years Act.
  - f. Enter the **# of Weeks Position is Filled** - Number of Week Position is filled from Jan 1 to Dec 31 of year funded.
  - g. Enter the **Total Hours Worked in the Year** - Number of hours worked in funding year from Jan 1 to Dec 31.
  - h. Enter the **# of Annual Program Hours Worked** - Number of hours in program from Jan 1 to Dec 31 supporting adult to child ratio's as defined by the Child Care and Early Years Act . This includes hours for Supervisors who have directors approval by the Ministry.
  - i. Select the option to indicate if this is a **New Position for Program Expansion** - If a new position was created please select "yes" and provide an estimate for the number of hours worked during the year.
  - j. Enter the **Previous Year Hourly WEG** - Amount of WEG position was funded in previous year up to \$2.00 per hour.
  - k. Enter the **Base Hourly Wage (Before Grants)** - Hourly rate paid to the position by the agency excluding any funding subsidies and previous years WEG. If position is paid annual salary use an online annual salary calculator to convert to hourly rate.
  - l. Enter the **GOF Hourly Wage** - Hourly amount of GOF funding used to increase position wage.
  - m. Enter the **Pay Equity Hourly Wage** - Hourly amount of Pay Equity funding used to increase position wage.
  - n. Enter the **Historical Hourly Wage** - Hourly amount of Historical funding used to increase position wage.
  - o. Enter **Other Wages** - Hourly amount of other funding used to increase position wage.



89 89

Delete Selected New Download Excel Upload Excel Save

\* Records are sorted by Created Date DESC

se hourly age efore ants)	GOF Hourly Wage	Pay Equity Hourly Wage	Historical Hourly Wage	Other Wage	Total Hourly Wage	Base Hourly for WEG
---------------------------------------	-----------------------	---------------------------------	------------------------------	---------------	-------------------------	------------------------------

**Figure 99: Amendment – Save table**

- Once you have entered all of the required information, click **Save**
- After clicking **Save**, the system will calculate the **Total Hourly Wage, Base Hourly for WEG, Eligibility Status, Eligibility Rate, Annual WEG Salary, Annual Mandatory Benefit, Total WEG Compensation, Supplemental Grant**, and the **WEG Admin** amount.

- Total Hourly Wage** - Total Hourly wage including agency base funding and other funding used to support increase to wages.
- Base Hourly for WEG** - Based hourly wage funded by agency plus funding defined by local and provincial policy included in eligibility for WEG.
- Eligibility Status** - Fully eligible positions will receive the max WEG rate communicated annually. Partially eligible positions will receive less than max WEG rate based on thresholds defined by the Ministry. Ineligible positions will not be funded for WEG.
- Eligibility Rate** - Is the amount of hourly WEG funded up to max amount communicated annually by the Ministry.
- Annual WEG Salary** - Is equal to the amount of WEG funded based on hours worked in program.
- Annual Mandatory Benefit** - Is equal to the benefit rate funded x amount of WEG salary funded.
- Total WEG Compensation** - Is the total budget funded to support the payment of WEG including budget for employer mandatory benefits.
- Supplemental Grant** - Is the amount funded to support shortfalls in hourly/daily wage or benefits as outlined by local/provincial policy annually.
- WEG Admin** - The amount funded to support eligible expenses for WEG Admin.

- Once you have entered all information, change the site status from "In-Progress" to "Completed."

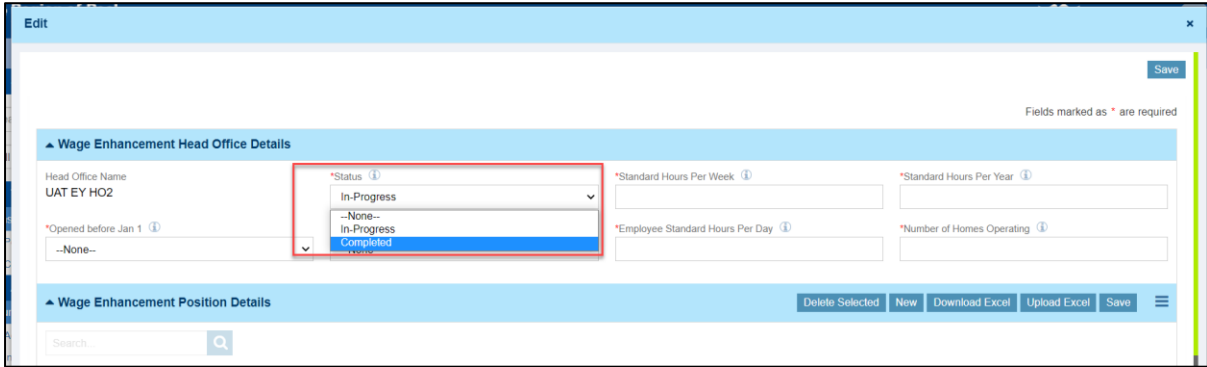


Figure 100: Home Visitor Data - Status

**Note:** The Head office must be in a "Completed" status before submitting the Amendment Request.

12.1.6 EDIT HOME CHILD CARE ENHANCEMENT GRANT DETAILS FROM USER INTERFACE

8. On the **Home Child Care Enhancement Grant (HCCEG) LHCC** table, click the **Edit** icon under the Actions column. (**Note:** Scroll the table to the right to access the Actions column.)

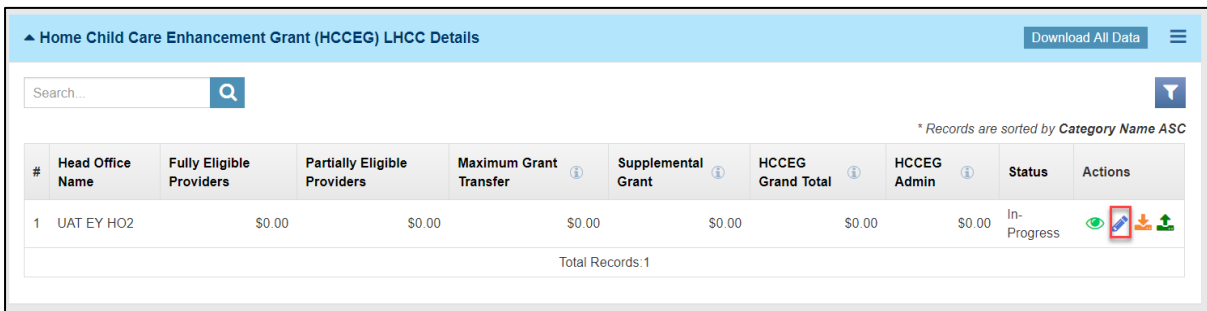


Figure 101: Amendment – Home Child Care Enhancement Grant table

9. On the edit page, enter the **Home Child Care Enhancement Grant (HCCEG) HCCP** Details

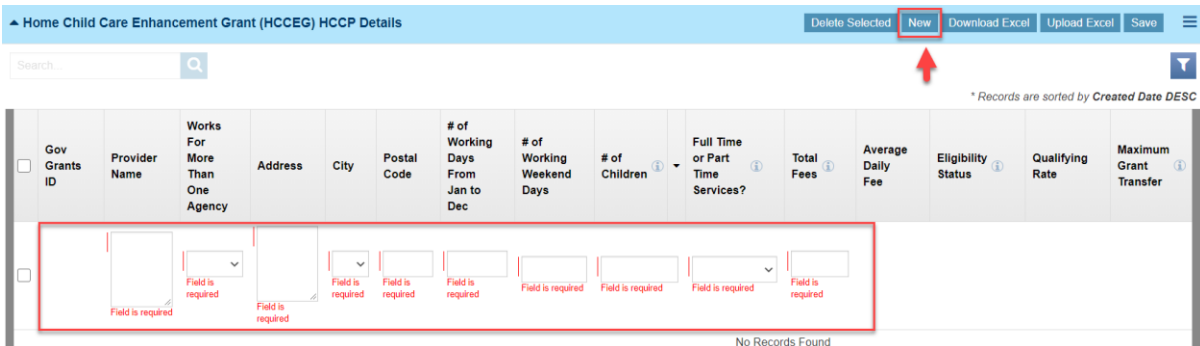


Figure 102: Amendment – Home Child Care Enhancement Grant (HCCEG) HCCP Details

10. Click the **New** button to add a row to the table.
11. Enter the **Home Child Care Enhancement Grant (HCCEG) HCCP** Details.
  - a. Enter the **Provider Name**
  - b. Indicate if the provider **Works For More Than One Agency**

- c. Enter the **Address**
- d. Select the **City**
- e. Enter the **Postal Code**
- f. Enter the **# of Working Days From Jan to Dec**
- g. Enter the **# of Working Weekend Days**
- h. Enter the **# of Children** - Enter in the number of children served excluding Providers own children. Note privately placed children are included.
- i. Select **Full Time or Part Time Services?** - A HCCP is full time if working 6 or more hours per day. A HCCP is part time if providing services for less than 6 hours per day.
- j. Enter the **Total Fees** - Enter in total fees received for the year (excluding previous years HCCEG) including fees collected from privately placed children.

is [Delete Selected] [New] [Download Excel] [Upload Excel] [Save]

\* Records are sorted by **Created Date DESC**

Postal Code	# of Working Days From Jan to Dec	# of Working Weekend Days	# of Children	Full Time or Part Time Services?	Total Fees	Average Daily Fee	Eligibility Status	Qualifying Rate	Maximum Grant Transfer
-------------	-----------------------------------	---------------------------	---------------	----------------------------------	------------	-------------------	--------------------	-----------------	------------------------

**Figure 103: Amendment – Save table**

- 12. Once you have entered all of the required information, click **Save**
- 13. After clicking **Save**, the system will calculate the **Average Daily Fee, Eligibility Status, Qualifying Rate, Maximum Grant Transfer, and Supplement Grant** amounts.

- **Average Daily Fee** – Average daily fee based on working week days and weekend days.
- **Eligibility Status** - Fully eligible HCCP will be funded max HCCEG amount per day. Partially eligible HCCP will be funded partial HCCEG rate per day.
- **Qualifying Rate** – Rate determined by the eligibility status.
- **Maximum Grant Transfer** - Amount of HCCEG funded for HCCP based on qualifying rate and days worked.
- **Supplement Grant** - Is the amount funded to support shortfalls in HCCEG payments to HCCP as outlined by local/provincial policy annually.
- **HCCEG Admin** - The amount funded to support eligible expenses for HCCEG Admin

- 14. Once you have entered all information, change the site status from "In-Progress" to "Completed."

Edit

▲ Wage Enhancement Head Office HCCP Details

Head Office Name  
UAT EY HO2

▲ Home Child Care Enhancement Grant (HCCEG) HCCP Details

\*Status  
In-Progress  
--None--  
In-Progress  
Completed

**Figure 104: Status**

**Note:** The Head office must be in a "Completed" status before submitting the Amendment.

### 12.1.7 EDIT HOME VISITOR DETAILS USING EXCEL DOWNLOAD AND UPLOAD CAPABILITY

26. On the **Home Visitor Wage Enhancement Details** section, click the **Edit** (📝) icon under the Actions column. (**Note:** Scroll the table to the right to access the Actions column.)

Eligible Non-RECE	Fully Eligible Supervisor	Partially Eligible RECE	Partially Eligible Non-RECE	Partially Eligible Supervisor	Total WEG Compensation	Supplemental Grant	WEG Grand Total	WEG Admin	Status	Actions
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In-Progress	👁️ 📝 📄 📥

Total Records: 1

**Figure 105: Amendment – Scroll bar on the table**

27. On the edit page, enter the **Wage Enhancement Head Office Details**

**Wage Enhancement Head Office Details**

Head Office Name: UAT EY HO2

Status: In-Progress

Standard Hours Per Week: [ ]

Standard Hours Per Year: [ ]

Opened before Jan 1: [ --None-- ]

First full month operated in previous funding year: [ --None-- ]

Employee Standard Hours Per Day: [ ]

Number of Homes Operating: [ ]

**Figure 106: Amendment – Wage Enhancement Head Office Details**

- Enter the **Standard Hours Per Week** - Employee standard hours per week as defined by Employment Standards Act. I.e.. 40 hours per week.
- Enter the **Standard Hours Per Year** - Employee standard hours per year as defined by Employment Standards Act. Must align with standard hours per week i.e.. 2080 hours = 40 hour work week @ 52 weeks per year.
- Select the option for **Opened before Jan 1** - Select YES/No based on operation date of previous funding year. I.e.. If operated 12 months in previous year select "yes".
- Select the **First full month operated in previous funding** - Select first full month operated in previous funding year or select "opened in current funding year" if new to Peel.
- Enter the **Employee Standard Hours Per Day** - Employee standard hours per day as defined by Employment Standards Act. I.e.. 8 hours per day
- Enter the **Number of Homes Operating** - Enter number of homes operating. Operating capacity cannot exceed the number of homes your agency is licensed for.
- Click **Save**

28. On the **Wage Enhancement Position Details** section, click the **Download Excel** button.

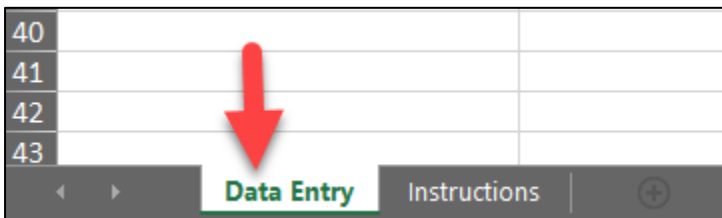
**Figure 107: Amendment – Wage Enhancement Position Details**

29. The Site template will be downloaded as an excel file.
  - h. (**Note:** The Head office name is included in the downloaded excel file)
30. Open the downloaded excel file
31. The **Instructions** sheet within the downloaded excel file list the acceptable data entry values.
  - i. Row 1 lists the field name
  - j. Row 2 lists the predefined values that can be entered into the specific data entry fields on the **Data Entry** sheet.
    - i. **Note:** Each field is in a separate column within the excel sheet
  - k. Figure 109 (below) shows that the **Position Category** has three acceptable values (RECE, NON-RECE, or Supervisor). Users will use the fair values when entering the information into the excel.
  - l. Note: Commas separate all acceptable values on the instruction sheet. Please expand the column width to see the entire list of acceptable.

	A	B
1	New Position for Program Expansion	Position Category
2	Yes,No	RECE,NON-RECE,Supervisor
3		
4		
5		
6		
7		
8		
9	*Instructions: Applicable picklist values for entry in Data Entry sheet	
10		
11		
12		
13		
14		

**Figure 108: Amendment – Excel: Instruction Sheet**

32. Click on the sheet labeled **Data Entry** within the excel.

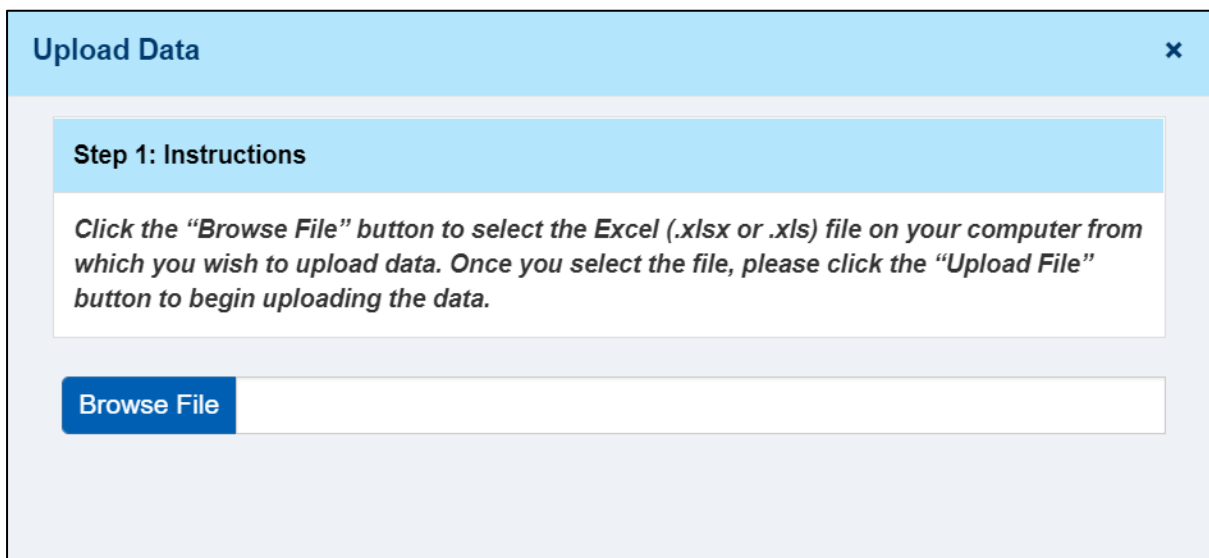


**Figure 109: Amendment – Excel: Data Entry Sheet**

33. Enter the child care site-specific wage enhancement data within the excel.

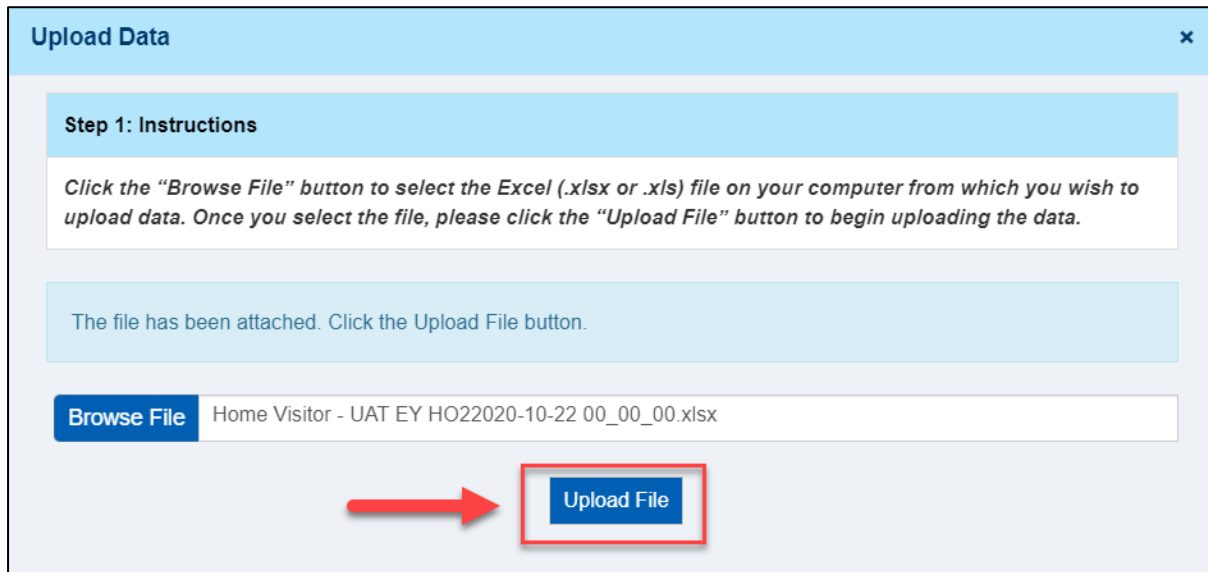
**Note:** The **Gov Grants ID** column on the **Data Entry** sheet will populate once the template is successfully uploaded into the system. Please do not manually enter values into the template. Once the initial template is loaded into the system, the template will be re-downloaded any time the template will be populated with the previously entered data and the **Gov Grants ID** column populated. If users update the Home Visitor template data for any of the rows with a populated **Gov Grants ID** on the re-downloaded template, it will update the site data upon re-upload.

34. Once all data has been entered into the excel, save the file.
35. Log into GovGrants.
36. Click on the **Pending Tasks** page, locate the Amendment, and click the **Edit** (✎) icon under the actions column.
37. On the Amendment Request record, scroll to the **Home Visitor Wage Enhancement Details**, locate the site you would like to upload the completed template.
38. On the **Home Visitor Wage Enhancement Details** table, click on the **Upload** (📁) icon under the actions column to open the **Upload Data** modal window. Note: users may also click on the **Edit** icon to open the head office details page and click on the **Upload Template** button to open the **Upload Data** modal window.)



**Figure 110: Upload Data Modal Window**

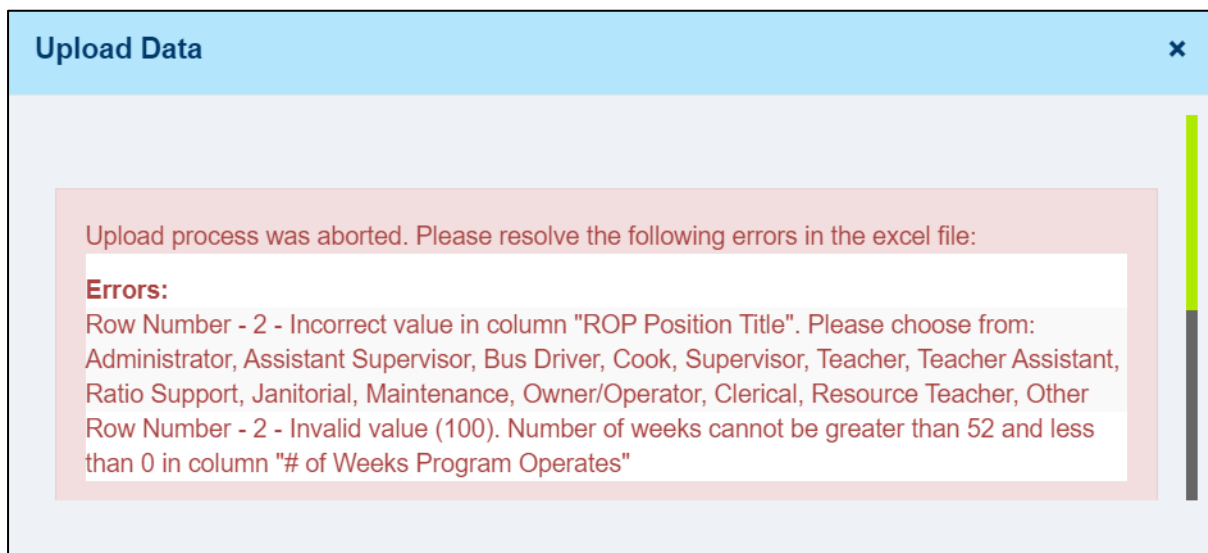
39. Click on **Browse File**.
40. Select the site template from your computer to upload.
41. Click **Upload File** to load the site wage enhancement data.



**Figure 111: Upload File**

42. The system will review the data to ensure the data has been uploaded correctly

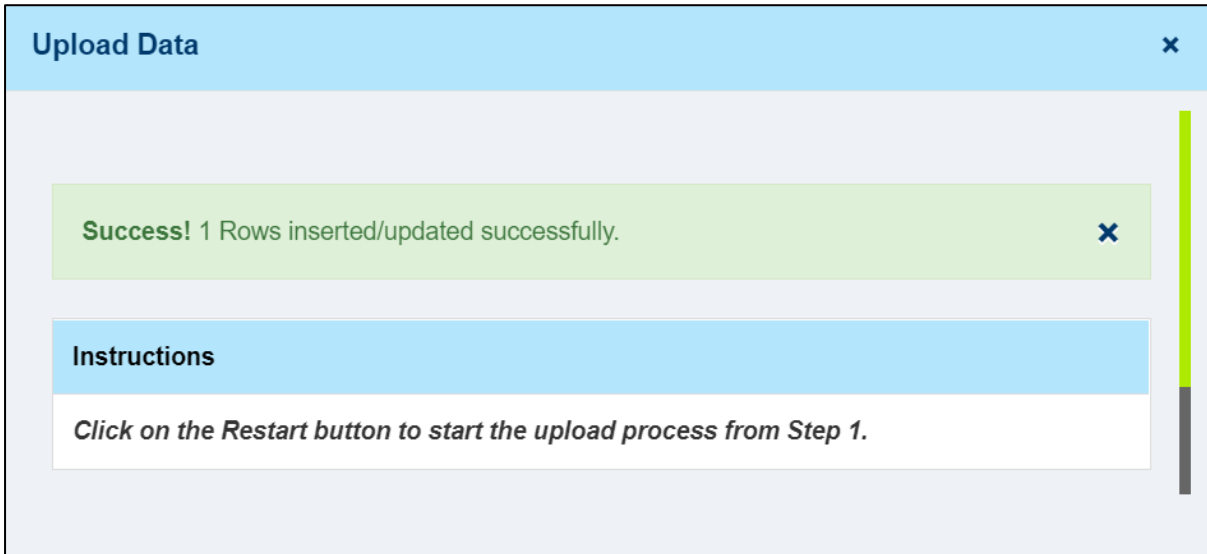
43. If there are any errors found within the uploaded file, the system displays the errors, and the data will not be loaded into the system.



**Figure 112: Uploaded File Validation Check**

44. If the data has been loaded successfully, a success message displays.





**Figure 113: Successfully Uploaded File**

45. Click the 'X' to close the **Upload File** window.
46. The system will calculate the **Total Hourly Wage, Base Hourly for WEG, Eligibility Status, Eligibility Rate, Annual WEG Salary, Annual Mandatory Benefit, Total WEG Compensation, Supplemental Grant,** and the **WEG Admin** amount for the uploaded data.
47. Once you have entered all information, change the site status from "In-Progress" to "Completed."

**Note:** The Head office must be in a "Completed" status before submitting the Amendment

### 12.1.8 EDIT HOME CHILD CARE ENHANCEMENT GRANT DETAILS USING EXCEL DOWNLOAD AND UPLOAD CAPABILITY

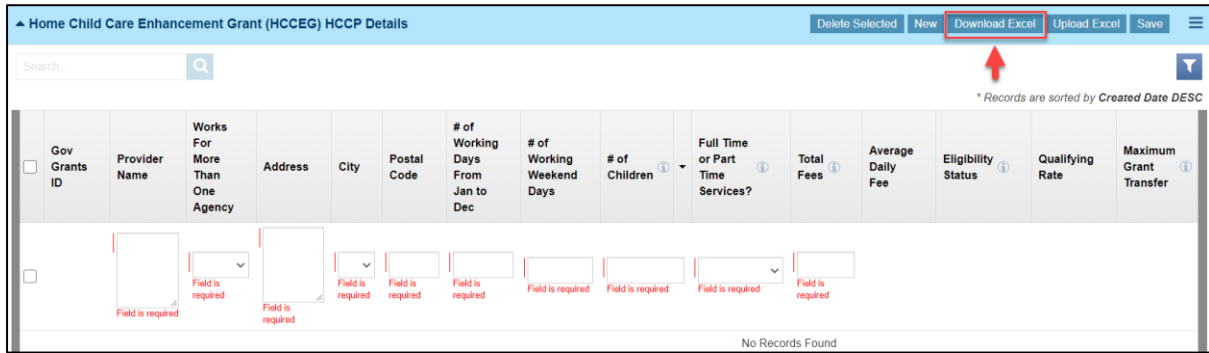
25. On the **Home Child Care Enhancement Grant (HCCEG) LHCC** table, click the **Edit** (📝) icon under the Actions column.

#	Head Office Name	Fully Eligible Providers	Partially Eligible Providers	Maximum Grant Transfer	Supplemental Grant	HCCEG Grand Total	HCCEG Admin	Status	Actions
1	UAT EY HO2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	In-Progress	👁️ 📝 🗑️

Total Records: 1

**Figure 114: Amendment – Home Child Care Enhancement Grant (HCCEG) LHCC table**

26. On the **Home Child Care Enhancement Grant (HCCEG) HCCP Details** section, click the **Download Excel** button



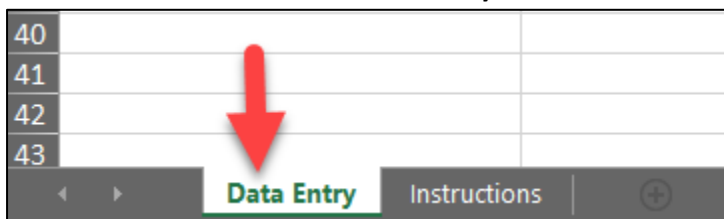
**Figure 115: Amendment – Home Child Care Enhancement Grant (HCCEG) HCCP Details**

27. The Site template will be downloaded as an excel file.
  - m. (**Note:** The Head office name is included in the downloaded excel file)
28. Open the downloaded excel file
29. The **Instructions** sheet within the downloaded excel file list the acceptable data entry values.
  - n. Row 1 lists the field name
  - o. Row 2 lists the predefined values that can be entered into the specific data entry fields on the **Data Entry** sheet.
    - i. **Note:** Each field is in a separate column within the excel sheet
  - p. Figure 117 (below) shows that the **Full Time or Part Time Services?** has three acceptable values (Full-Time, Part-Time). Users will use the values when entering the information into the excel.
  - q. Note: Commas separate all acceptable values on the instruction sheet. Please expand the column width to see the entire list of acceptable.

	A	B	C
1	Full Time or Part Time Services?	City	Works For More Than One Agency
2	Full-Time,Part-Time	Barrie,Belleville,Bolton,Brampton,Brant,Bri,Yes,No	
3			
4			
5			
6			
7			
8			
9	*Instructions: Applicable picklist values for entry in Data Entry sheet		
10			
11			
12			
13			
14			

**Figure 116: Amendment – Excel: Instruction Sheet**

30. Click on the sheet labeled **Data Entry** within the excel.

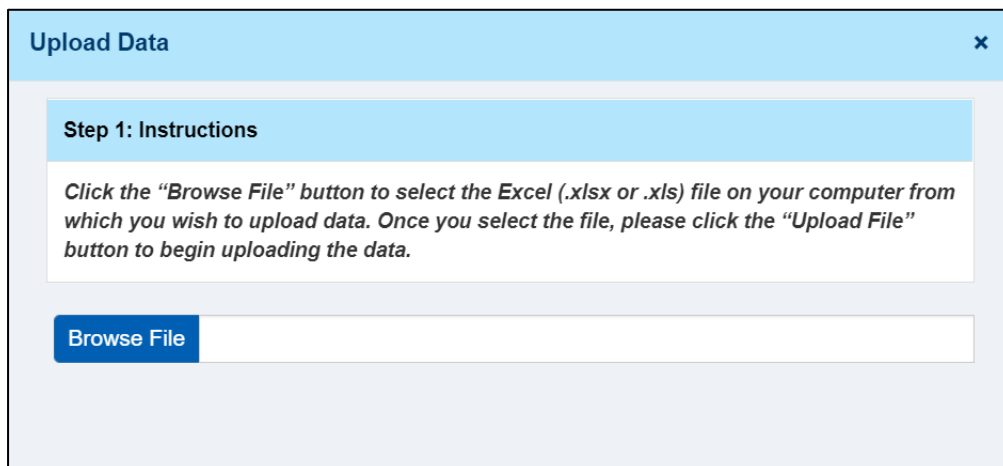


**Figure 117: Amendment – Excel: Data Entry Sheet**

31. Enter the HCCP data within the excel.

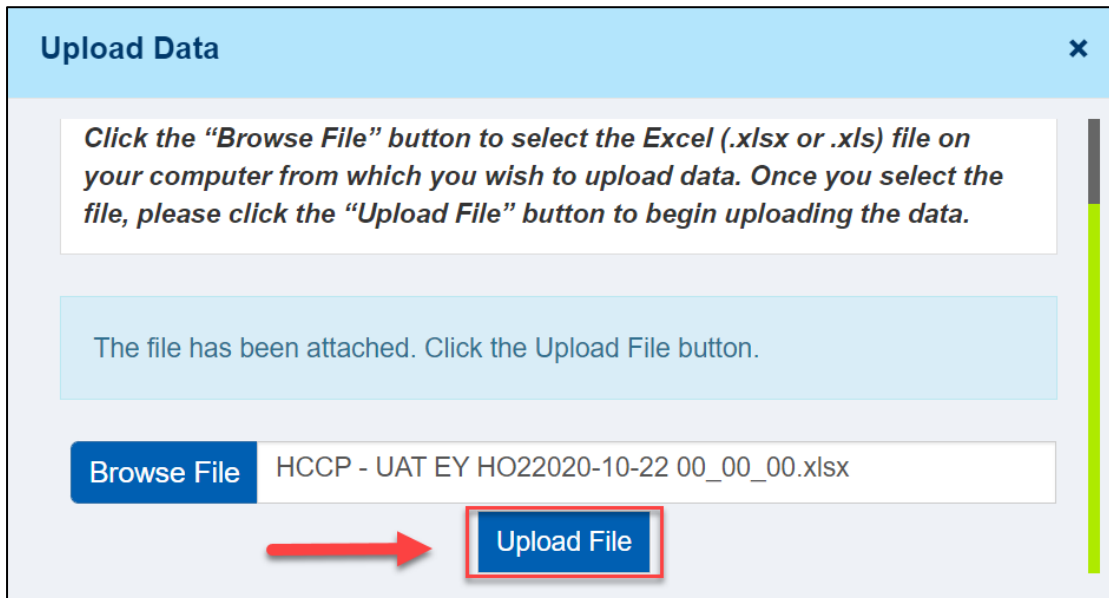
**Note:** The **Gov Grants ID** column on the **Data Entry** sheet will populate once the template is successfully uploaded into the system. Please do not manually enter values into the template. Once the initial template is loaded into the system, the template will be re-downloaded any time the template will be populated with the previously entered data and the **Gov Grants ID** column populated. If users update the Home Visitor template data for any of the rows with a populated **Gov Grants ID** on the re-downloaded template, it will update the site data upon re-upload.

32. Once all data has been entered into the excel, save the file.
33. Log into GovGrants
34. Click on the **Pending Tasks** page, locate the Amendment, and click the **Edit** (✎) icon under the actions column.
35. On the Amendment Request record, scroll to the **Home Visitor Wage Enhancement Details**, locate the site you would like to upload the completed template.
36. (📁) icon under the actions column to open the **Upload Data** modal window. (**Note:** users may also click on the **Edit** icon to open the head office details page and click on the **Upload Template** button to open the **Upload Data** modal window.)



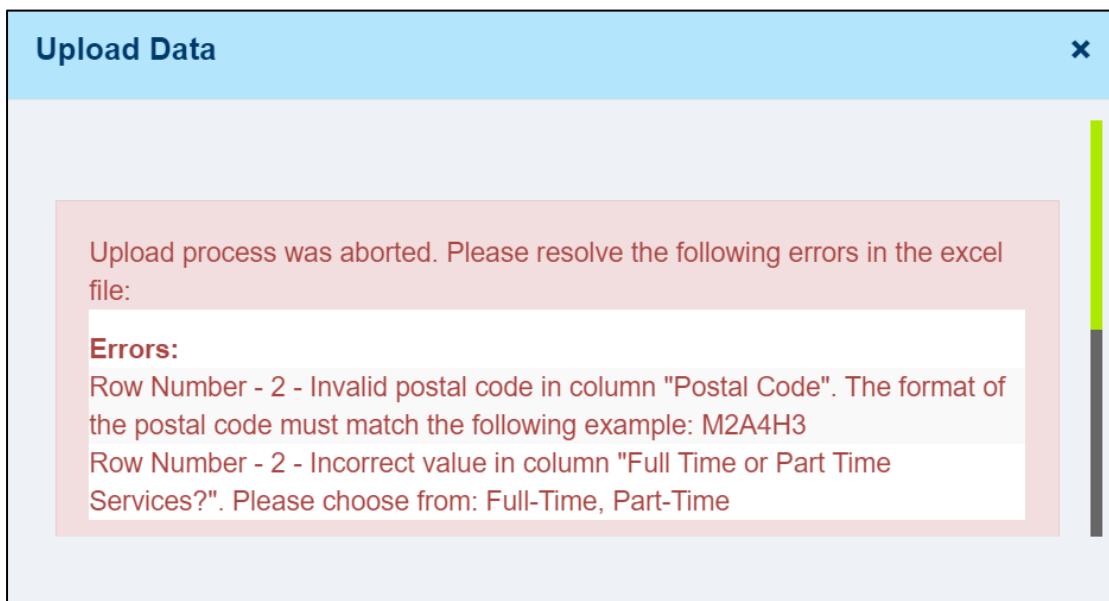
**Figure 118: Upload Data Modal Window**

37. Click on **Browse File**.
38. Select the site template from your computer to upload.
39. Click **Upload File** to load the site wage enhancement data.



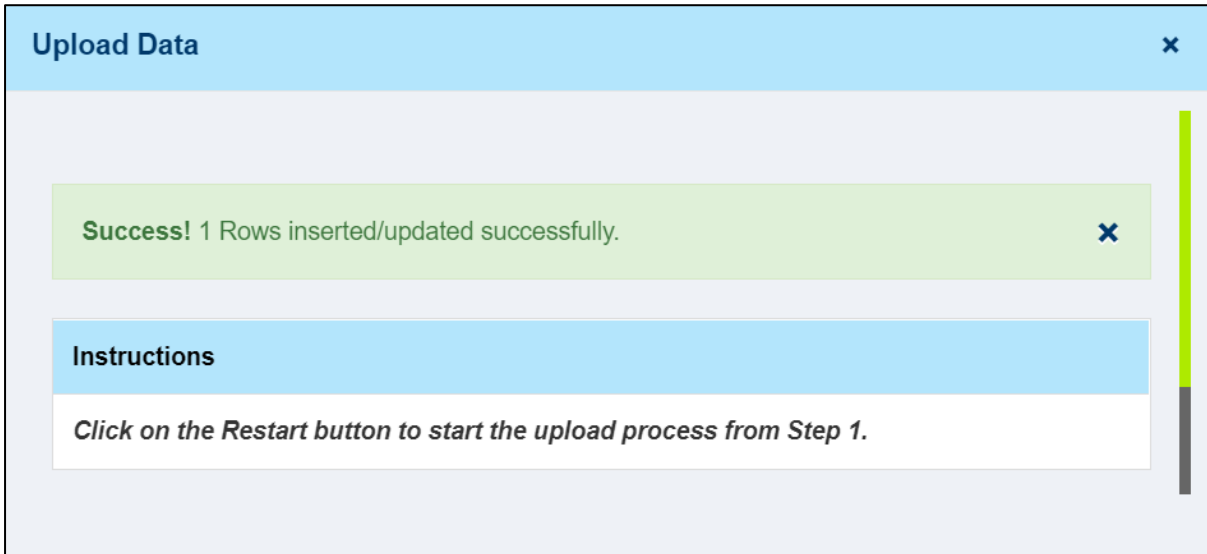
**Figure 119: Upload File**

40. The system will review the data to ensure the data has been uploaded correctly.
41. If there are any errors found within the uploaded file, the system displays the errors, and the data will not be loaded into the system.



**Figure 120: Uploaded File Validation Check**

42. If the data has been loaded successfully into GovGrants, a success message displays the number of rows inserted/updated.



**Figure 121: Successfully Uploaded File**

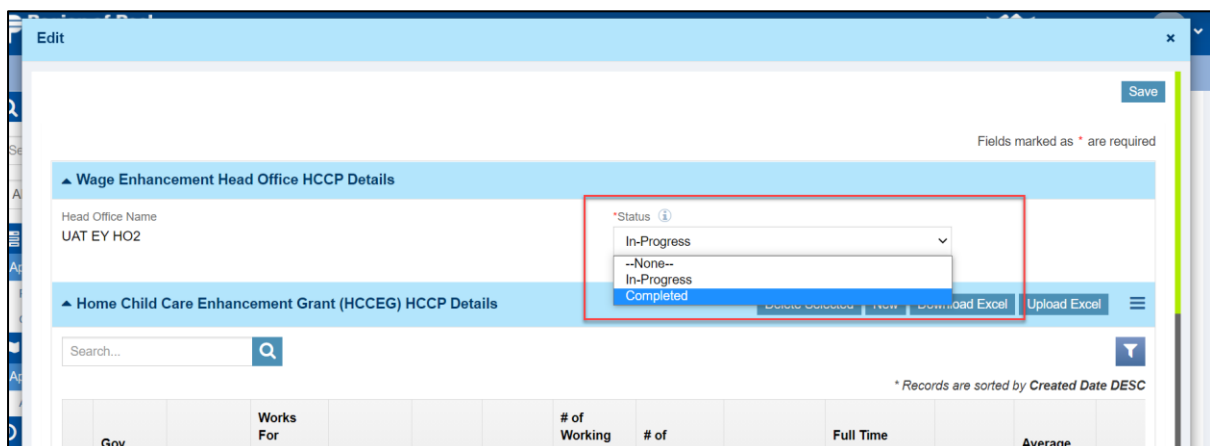
43. Click the 'X' to close the **Upload File** window.

44. The system will calculate the **Average Daily Fee, Eligibility Status, Qualifying Rate, Maximum Grant Transfer, Supplemental Grant,** and the **HCCEG Admin** amount for the uploaded data.

- **Average Daily Fee** – Average daily fee based on working week days and weekend days.
- **Eligibility Status** - Fully eligible HCCP will be funded max HCCEG amount per day. Partially eligible HCCP will be funded partial HCCEG rate per day.
- **Qualifying Rate** – Rate determined by the eligibility status.
- **Maximum Grant Transfer** - Amount of HCCEG funded for HCCP based on qualifying rate and days worked.
- **Supplement Grant** - Is the amount funded to support shortfalls in HCCEG payments to HCCP as outlined by local/provincial policy annually.
- **HCCEG Admin** - The amount funded to support eligible expenses for HCCEG Admin

45. Once you have entered all information, change the site status from "In-Progress" to "Completed."

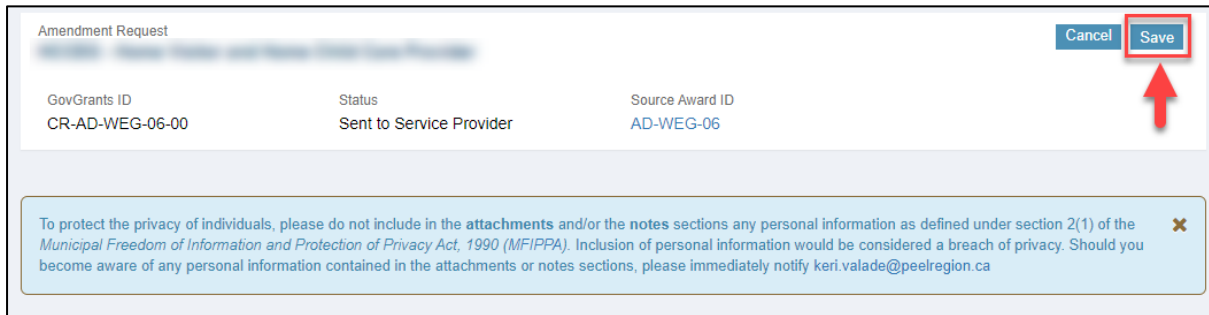
**Note:** The Head office must be in a "Completed" status before submitting the Amendment



**Figure 122: Successfully Uploaded File**

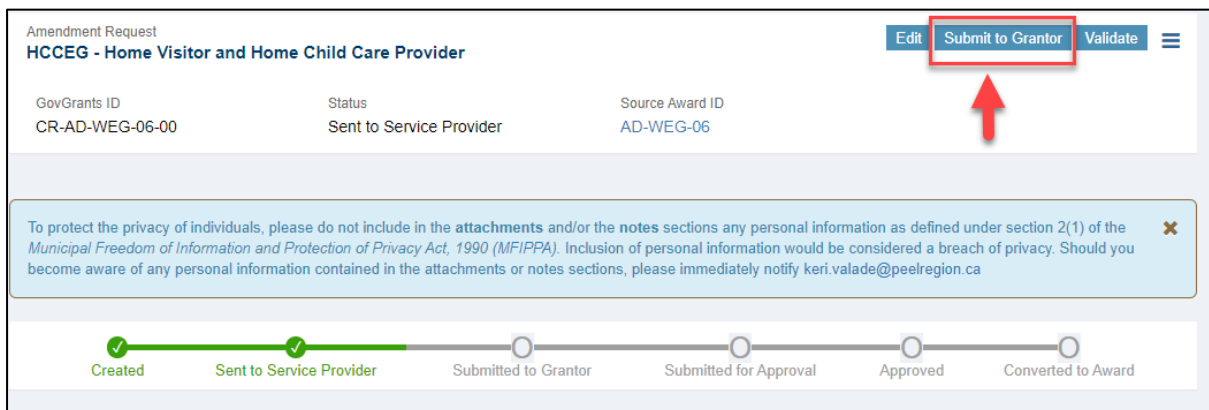
## 12.2 SUBMITTING THE APPLICATION

1. Once the application information is complete, click **Save**.
2. Once you are ready to submit, click the **Submit to Grantor**
3. Click the **Save** button at the top right-hand side of the page.



**Figure 123: Save the Amendment**

4. After the page refreshes and you are ready to submit, click **Submit Application**.



**Figure 124: Submit Amendment Request to ROP**

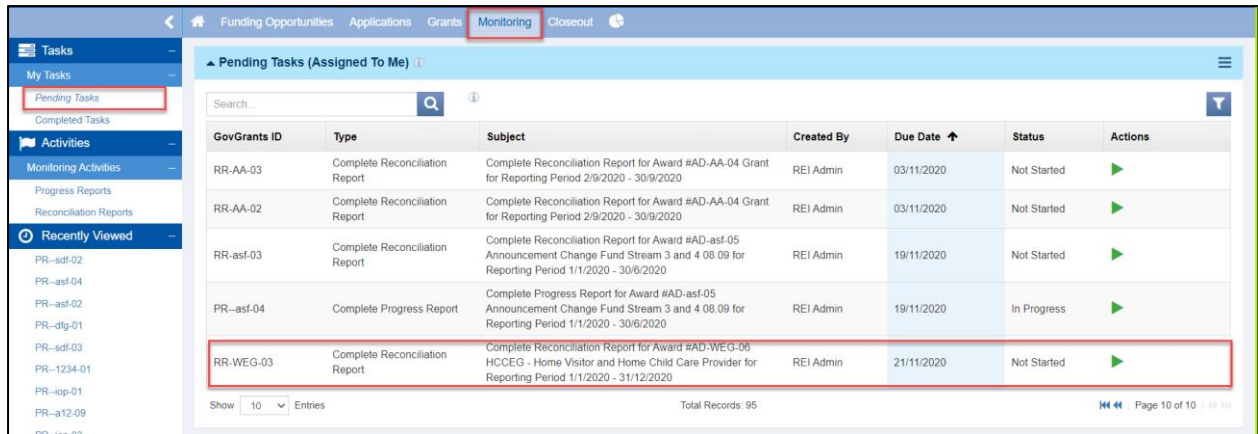
5. Click **Yes** to confirm the submission of the amendment request. Once the amendment request is submitted, you will no longer have edit access.

If the Amendment is sent back for revisions, you will receive notification and a pending task to update the information.

## 13 RECONCILIATION REPORT APPROVAL

Once a reconciliation report is submitted, the assigned approver will receive a notification and task to review the reconciliation report.

### 13.1 ACCESSING THE RECONCILIATION REPORT



**Figure 125: Reconciliation Report**

1. On the top navigation panel, click on the **Monitoring** tab and then click on the **Pending Tasks** link in the left-hand menu.
2. Locate your pending task to complete the Reconciliation Report.
3. Click the **Start** () icon for the task, and the system will take you directly to the Reconciliation Report record in the edit mode.

### 13.2 COMPLETING THE CHILD CARE CENTRES RECONCILIATION REPORT

1. On the Reconciliation Report, scroll down to the **Child Care Centres Reconciliation** section.

Budget Category	Salary	Benefits	Grand Total	Actual Salary Spent	Actual Benefits Spent	Hours Worked	Eligible FTEs	Actions
Fully Eligible RECE	\$1,841,616.00	\$322,282.80	\$2,163,898.80	\$1,000,000.00	\$85,229.25	2,088.00	1.20	
Fully Eligible NON-RECE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	
Fully Eligible Supervisor	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	
<b>Sub-Total</b>	<b>\$1,841,616.00</b>	<b>\$322,282.80</b>	<b>\$2,163,898.80</b>	<b>\$1,000,000.00</b>	<b>\$85,229.25</b>	<b>2,088.00</b>	<b>1.20</b>	
Partially Eligible RECE	\$70,992.00	\$12,423.60	\$83,415.60	\$0.00	\$0.00	0.00	0.00	
Partially Eligible NON-RECE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	
Partially Eligible Supervisor	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	
<b>Sub-Total</b>	<b>\$70,992.00</b>	<b>\$12,423.60</b>	<b>\$83,415.60</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Total</b>	<b>\$1,912,608.00</b>	<b>\$334,706.40</b>	<b>\$2,247,314.40</b>	<b>\$1,000,000.00</b>	<b>\$85,229.25</b>	<b>2,088.00</b>	<b>1.20</b>	

**Figure 126: Child Care Centres Reconciliation Report**

2. Click the **Edit** () icon under the Actions column, and enter the values below.
  - a. Enter the **Actual Salary Spent**
  - b. Enter the **Actual Benefit Spent**
  - c. Enter the **Hours Worked**
  - d. Click **Save**

3. Navigate to the **Admin Grant** section

Budget Category	Awarded Budget	Actual Spent	Actions
Admin	\$247,205.33	\$247,205.33	
<b>Total</b>	<b>\$247,205.33</b>	<b>\$247,205.33</b>	

Total Records:1

**Figure 127: Admin Grant**

4. Enter the **Actual Spent** for the Admin Grant.
5. If applicable, enter the **Budget Narrative** to support the data entered into the reconciliation report.
6. Once all data has been entered, click **Save**.

Reconciliation Report  
**Functional Regression**

GovGrants ID: RR-WEG-00 | Status: Created | Reporting Period: 1/1/2020 - 31/12/2020 | Award ID: AD-WEG-01

**Save** (highlighted)

Progress bar: Created (checked) | Submitted to Grantor | Approved

**Figure 128: Save Reconciliation**

After clicking save, the **Entitlement and Recovery** section is visible and populated with the entitlement and recovery values.

Centre Awarded Amount	Salary Entitlement	Benefits Entitlement	Centre Recovery
\$2,332,543.65	\$1,000,000.00	\$85,229.25	\$1,247,314.40
Total Entitlement	Admin Awarded Amount	Admin Entitlement	Admin Recovery
\$1,085,229.25	\$247,205.33	\$247,205.33	\$0.00
Total Recovery			
<b>\$1,247,314.40</b>			

**Figure 129: Entitlement and Recovery**

### 13.3 COMPLETING THE HOME VISITOR AND HCCEG RECONCILIATION REPORT

7. On the Reconciliation Report, scroll down to the **Home Visitor Reconciliation** section.



Home Visitor Reconciliation

Search...

\* Records are sorted by (Obsolete)Row Number ASC

Budget Category	Salary	Benefits	Grand Total	Actual Salary Spent	Actual Benefits Spent	Hours Worked	Eligible FTEs	Actions
Fully Eligible RECE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	
Fully Eligible NON-RECE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	
Fully Eligible Supervisor	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	
<b>Sub-Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00</b>	<b>0.00</b>	
Partially Eligible RECE	\$4,176.00	\$730.80	\$4,906.80	\$0.00	\$0.00	0.00	0.00	
Partially Eligible NON-RECE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	
Partially Eligible Supervisor	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	
<b>Sub-Total</b>	<b>\$4,176.00</b>	<b>\$730.80</b>	<b>\$4,906.80</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Total</b>	<b>\$4,176.00</b>	<b>\$730.80</b>	<b>\$4,906.80</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00</b>	<b>0.00</b>	

Total Records: 6

Figure 130: Home Visitor Reconciliation

8. Click the **Edit** () icon under the Actions column, and enter the values below.
  - a. Enter the **Actual Salary Spent**
  - b. Enter the **Actual Benefit Spent**
  - c. Enter the **Hours Worked**
  - d. Click **Save**
  - e. Upon clicking save, the system will calculate the **Eligible FTEs**

9. Navigate to the **Home Child Care Provider Reconciliation** section

Home Child Care Provider Reconciliation

Search...

\* Records are sorted by (Obsolete)Row Number ASC

Budget Category	Awarded Budget	Number of Eligible Providers	Actual Spent	Actions
Fully Eligible Providers	\$17,864.00	0.00	\$0.00	
Partially Eligible Providers	\$0.00	0.00	\$0.00	
<b>Total</b>	<b>\$17,864.00</b>	<b>0.00</b>	<b>\$0.00</b>	

Total Records: 2

Figure 131: Home Child Care Provider Reconciliation

10. Enter the **Number of Eligible Providers**
11. Enter the **Actual Spent** for the Admin Grant.
12. Navigate to the **Admin Grant** section

Admin Grant

Search...

\* Records are sorted by (Obsolete)Row Number ASC

Budget Category	Awarded Budget	Actual Spent	Actions
Admin	\$247,205.33	\$247,205.33	
<b>Total</b>	<b>\$247,205.33</b>	<b>\$247,205.33</b>	

Total Records: 1

**Figure 132: Admin Grant**

13. Enter the **Actual Spent** for the Admin Grant.
14. If applicable, enter the **Budget Narrative** to support the data entered into the reconciliation report.
15. Once all data has been entered, click **Save**.

**Figure 133: Save Reconciliation**

After clicking save, the **Entitlement and Recovery** section is visible and populated with the entitlement and recovery values.

▲ Entitlement and Recovery			
Home Visitor Awarded Amount \$4,966.63	Salary Entitlement \$3,555.00	Benefits Entitlement \$565.00	Home Visitor Recovery \$846.63
HCCP Awarded Amount \$18,014.00	HCCP Entitlement \$0.00	HCCP Recovery \$18,014.00	Total Entitlement \$4,120.00
Admin Awarded Amount \$0.00	Admin Entitlement \$0.00	Admin Recovery \$0.00	Total Recovery \$18,860.63

**Figure 134: Entitlement and Recovery**

### 13.4 SUBMIT RECONCILIATION REPORT FOR APPROVALS

**Figure 135: Submit for Approval**

16. Click on Submit for Approval in the top right corner of the page.
17. Select **Yes** to confirm the submission

**Note:** If you do not see the Submit for Approval button, click on Save. The Submit for Approval button should then appear.

## 14 CLOSEOUT

### 14.1 ACKNOWLEDGE CLOSEOUT REQUEST

The closeout request is created to ensure all post-award activities have been completed and any unspent funds are recovered.

GovGrants ID	Type	Subject	Created By	Due Date	Status	Actions
CL-RG-002717-00009	Acknowledge Closeout Request	Acknowledge Closeout Request for Award AD-AA-03	REI Admin	07/08/2020	Not Started	

**Figure 136: Closeout Pending Task**

1. On the top navigation panel, click on the **Closeout** tab and then click on the **Pending Tasks** link in the left-hand menu.
2. Locate your pending task to complete the Closeout request.
3. Click the **Start** () icon for the task, and the system will take you directly to the Closeout Request.
4. Review the information within the closeout request and click the **Acknowledge** button.

GovGrants ID	Status	Award ID	Budget Period
CL-RG-002717-00009	Sent for Acknowledgement	AD-AA-03	1/6/2020 - 31/7/2020

Grant ID	Grant Title	Service Provider
GT-AA-00001	Grant 04.05	UAT EY HO2
Program Area	Awarded to Date	Balance
EarlyON	\$1,000.00	\$1,000.00

**Figure 137: Acknowledge Closeout**

Once completed by ROP, the closeout request will closeout out and all pending tasks related to the grant/award once the closeout date has been reached.