Contents

View the Monitoring task

1. My Awards > Grant Title

Open the Award Dashboard to see all the pending tasks and award activities

Grant Title	Project Title	Award/Contract Number	Award Type	Award Status
Capital Grants Program - 2022	African American Museum and Cultural Center	DGS-21-120	N/A	Pending Final Approval
Capital Grants Program - 2022	Baltimore County Schools Parks and Playgrounds Project	DGS-21-208	N/A	Awarded

2. Awards Activities > View Task

Find the monitoring task under "Awards Activities" section of the dashboard and click on View Task.

5/26/2022	Pending Approval	View Task
2/22/2022	Pending Completion	View Task

Respond to a Monitoring Preparation task

1. My Awards > Program Title

Find and click on the Program Title

|		
Capital Grants Program - 2022	African American Museum and Cultural Center	DGS-21-120
Capital Grants Program - 2022	Baltimore County Schools Parks and Playgrounds Project	DGS-21-208

2. Pending Tasks > Task > Actions

On a task row, under the Actions columns, click on the hamburger icon and select "Create Task Response"

	Date Created		Due Date		Actions
	12/28/2022		01/07/2023		≡

3. Write a Response

Please provide a comprehensive response including all the supporting documents/files.
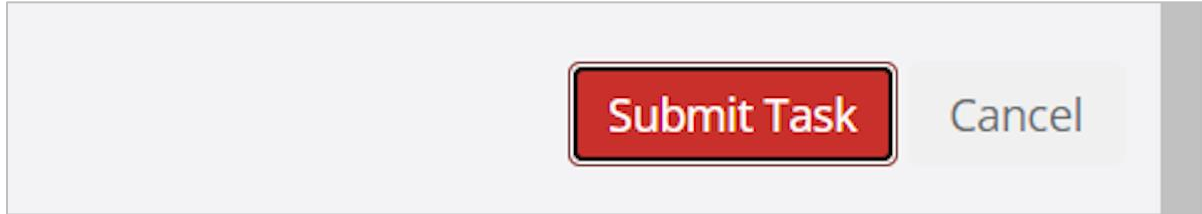
Subrecipient Response: *

`</>` H1 H2 H3 **B** *I* <u>U</u> ☰ ☷ ☲ ☲ 🔗

reply to demo

4. Click on Submit Task

This will send your response to the grantor for review.

Create a Task Response for the Corrective Action Plan (CAP)

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1. My Awards > Grant Title

Open the Award Dashboard of a particular grant.

## 2. Awards Dashboard > Pending Tasks

Under the Pending Tasks category, on the task row, click on the hamburger icon (three stacked lines) and select 'Create Task Response'. This action will take you to the New Task Response Form.

3. Select the appropriate 'Status' for each finding/concern

Also provide a detailed response and/or attach pertinent files before submitting

4. Click on Submit

Please carefully review the response and click Submit to send it back to the grantor.

 An email notification is sent to _____

Note: The Corrective Action Plan (CAP) is reviewed, finalized, and approved like any other monitoring task.

Update Corrective Action Plan (CAP) task

1. My Awards > Grant Title

Find and click on the Grant Title

2. Award Activities > Actions

On a task row, under Actions column, click on Review/Resubmit

3. Update and Submit

Carefully review the response before submitting.