

## Contents

<b>View the Monitoring task .....</b>	<b>2</b>
1. My Awards > Grant Title.....	2
2. Awards Activities > View Task .....	2
<b>Respond to a Monitoring Preparation task .....</b>	<b>3</b>
1. My Awards > Program Title.....	3
2. Pending Tasks > Task > Actions .....	3
3. Write a Response .....	3
4. Click on Submit Task.....	4
<b>Create a Task Response for the Corrective Action Plan (CAP).....</b>	<b>4</b>
1. My Awards > Grant Title.....	4
2. Awards Dashboard > Pending Tasks.....	5
3. Select the appropriate 'Status' for each finding/concern .....	5
4. Click on Submit .....	6
<b>Update Corrective Action Plan (CAP) task .....</b>	<b>7</b>
1. My Awards > Grant Title.....	7
2. Award Activities > Actions .....	7
3. Update and Submit .....	7

## 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	<a href="#">View Task</a>
2/22/2022	Pending Completion	<a href="#">View Task</a>

## 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.

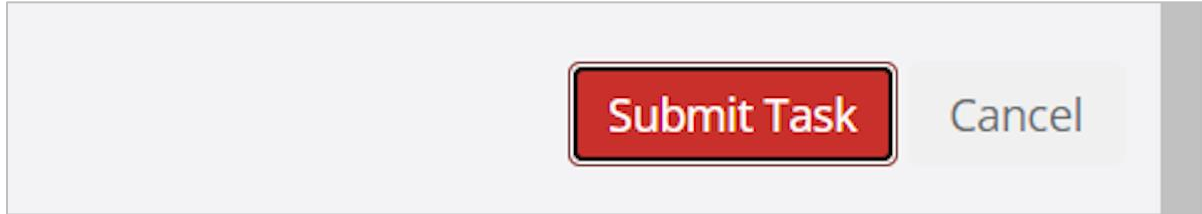
**Subrecipient Response: \***

</> H1 H2 H3 **B** *I* U     

reply to demo

## 4. Click on Submit Task

This will send your response to the grantor for review.

A horizontal bar containing two buttons. The first button is red with a black border and the text 'Submit Task' in white. The second button is light gray with the text 'Cancel' in gray.



---

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

---

### 1. My Awards > Grant Title

Open the Award Dashboard of a particular grant.

 My Awards
   
 My Profile



### My Awards

Show 10 entries

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 F Approval
Capital Grants Program - 2022	Baltimore County Schools Parks and Playgrounds Project	DGS-21-208	N/A	Awarded
Capital Grants Program - 2022	City of Annapolis - Parks and Playgrounds	DGS-21-195	N/A	Pending Acceptanc

## 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.

Add file upload	12/02/2022	12/09/2022	
03 Monitoring Task - CAP	12/22/2022	01/20/2023	

Showing 21 to 25 of 25 entries

Create Task Response

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

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

rd	Assigned
	Assigned

## 4. Click on Submit

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

A screenshot of a form submission interface. It shows a large empty rectangular box for text input. To the right of the box are three buttons: a blue 'Save' button, a green 'Submit' button with an orange border, and a grey 'Cancel' button.

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

Grant Title	Project Title	Award/Contract Number	Award Type	Av St
Capital Grants Program - 2022	African American Museum and Cultural Center	DGS-21-120	N/A	Pe Ap
Capital Grants Program - 2022	Baltimore County Schools Parks and Playgrounds Project	DGS-21-208	N/A	Av

### 2. Award Activities > Actions

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

Pending Grantor Finalization	View Task
Changes Requested	Review/Resubmit

### 3. Update and Submit

Carefully review the response before submitting.