Nevada Office of Traffic Safety On-line e-Grants Application Submission Guide
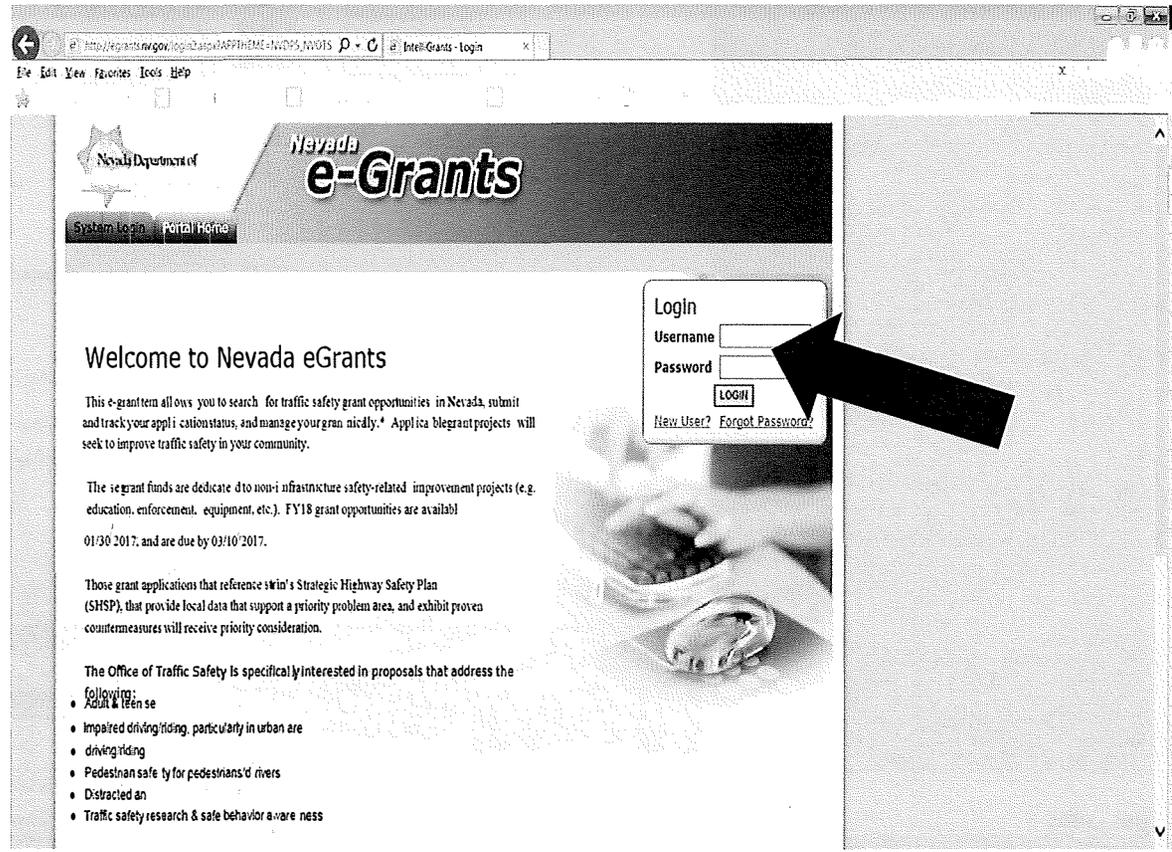
egrants.nv.us

LOGIN

To login: Enter your username & password

If you're new to the system, click *New User?*

LOGIN

Complete the My Profile form, click *SAVE*, and it'll be submitted to OTS for approval

Note: username must be between 5 and 20 characters (numbers and letters ONLY, no symbols or special characters)

Once approved, you'll receive an email notification.

PROFILE

Once you've logged in, you can change your password & keep your information current by clicking *My Profile*

PROFILE

Change appropriate fields and click *SAVE*

My Reports | My Administration | My Training Materials | My Organization(s)

Page Information
Your user information has been saved.

My Profile
Please complete all the required fields below. Required fields are marked with an *.

Contact Information

	Prefix	First	Middle	Last	Suffix
Name	▼	Shiley		Fleming	* ▼

Display Name

Organization NVDPS-OTS

Title

Address

City Las Vegas * State Nevada ▼ * Zipcode 89118 *

County Clark County ▼ *

Phone #1 (702) 432-5080 *   Phone #2
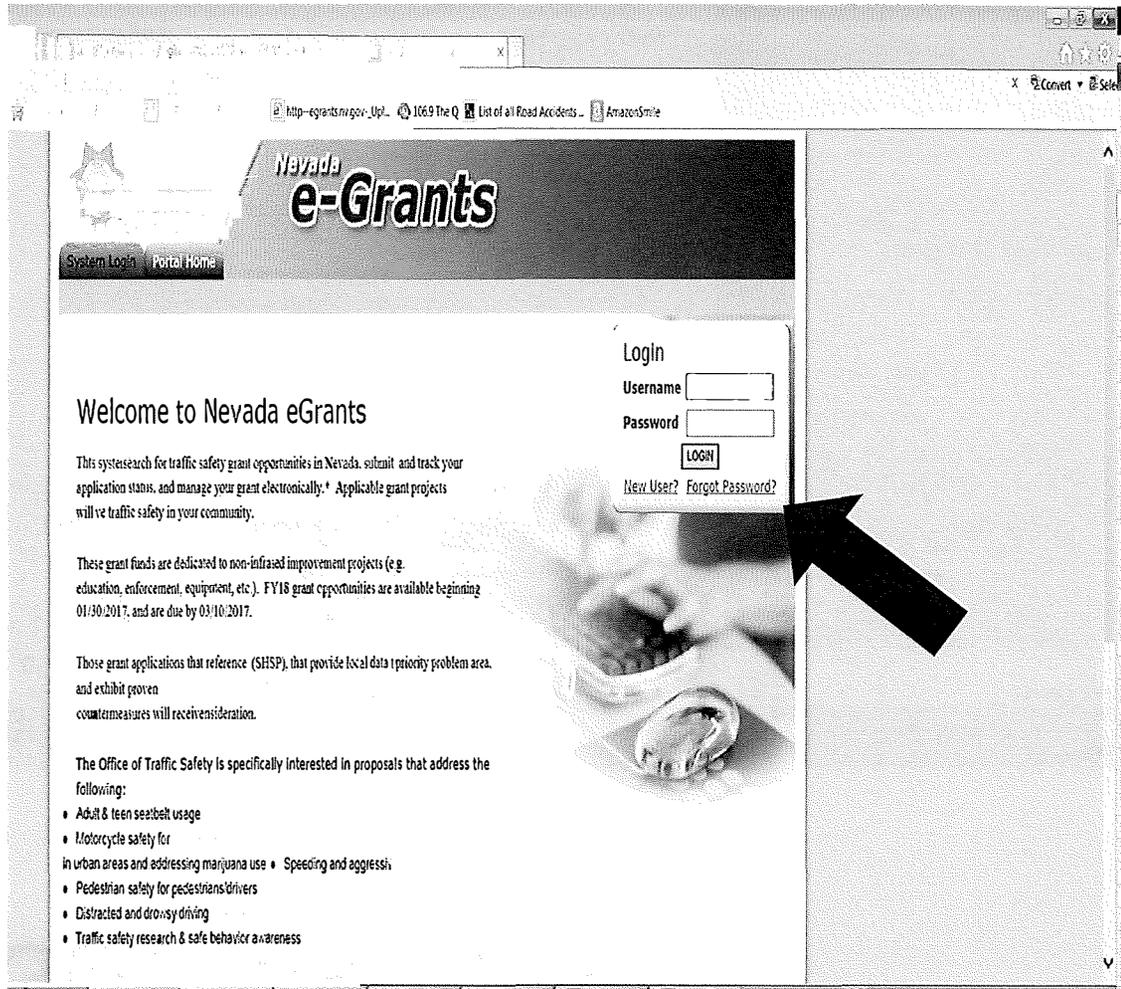
Fax   Cell Phone

Email sfleming@dps.state.nv.us *

Website http://www.ots_state.nv.us

Username *

Password *   Confirm Password
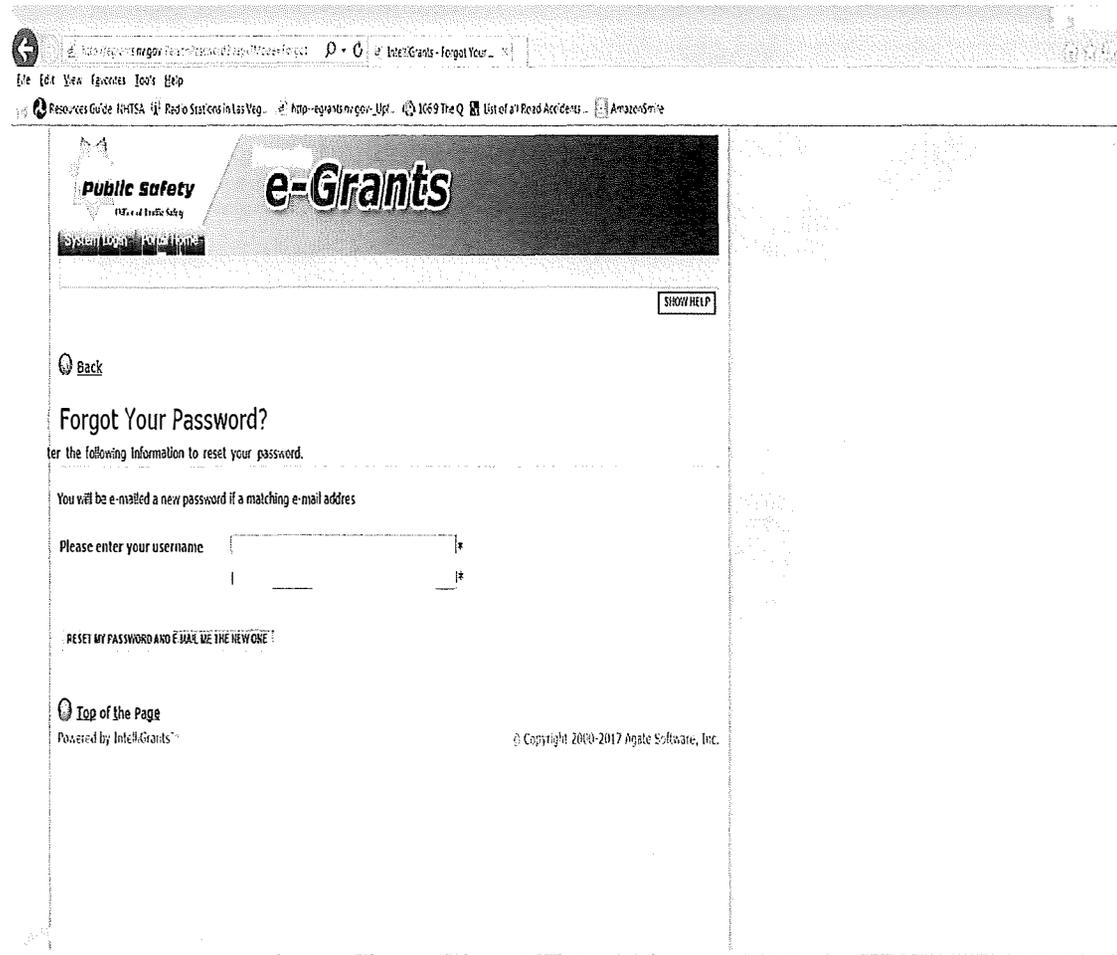
FORGOT PASSWORD

If you forgot your password, click *Forgot Password*

FORGOT PASSWORD

Enter your username and email address. Click *Reset My Password and Email Me The New One*.

The system will send you a new password.

Be sure to check your junk email

SUBGRANTEE USER ROLES

Three subgrantee user roles available:

- **Agency Authorizing Official (AAO)** – the "approving authority", has signature authorization, budgeting, and/or management directives

- **Project Director (PD)** – the coordinator or person who initiates, completes and submits documents for the project, the one who will do most of the work

- **Agency Fiscal (AF)** - agency's accountant/fiscal staff; the one who "pays the bills"

SUBGRANTEE USER ROLES

- **Agency Authorizing Official (AAO)**

  Will be able to:

  - **MUST** submit applications within NV eGrants
  - Add, edit & inactivate user account information for all 3 grantee roles
  - Initiate available grants
  - Enter, edit, & delete information on all forms, if in appropriate status
  - Cancel an application before submission

SUBGRANTEE USER ROLES

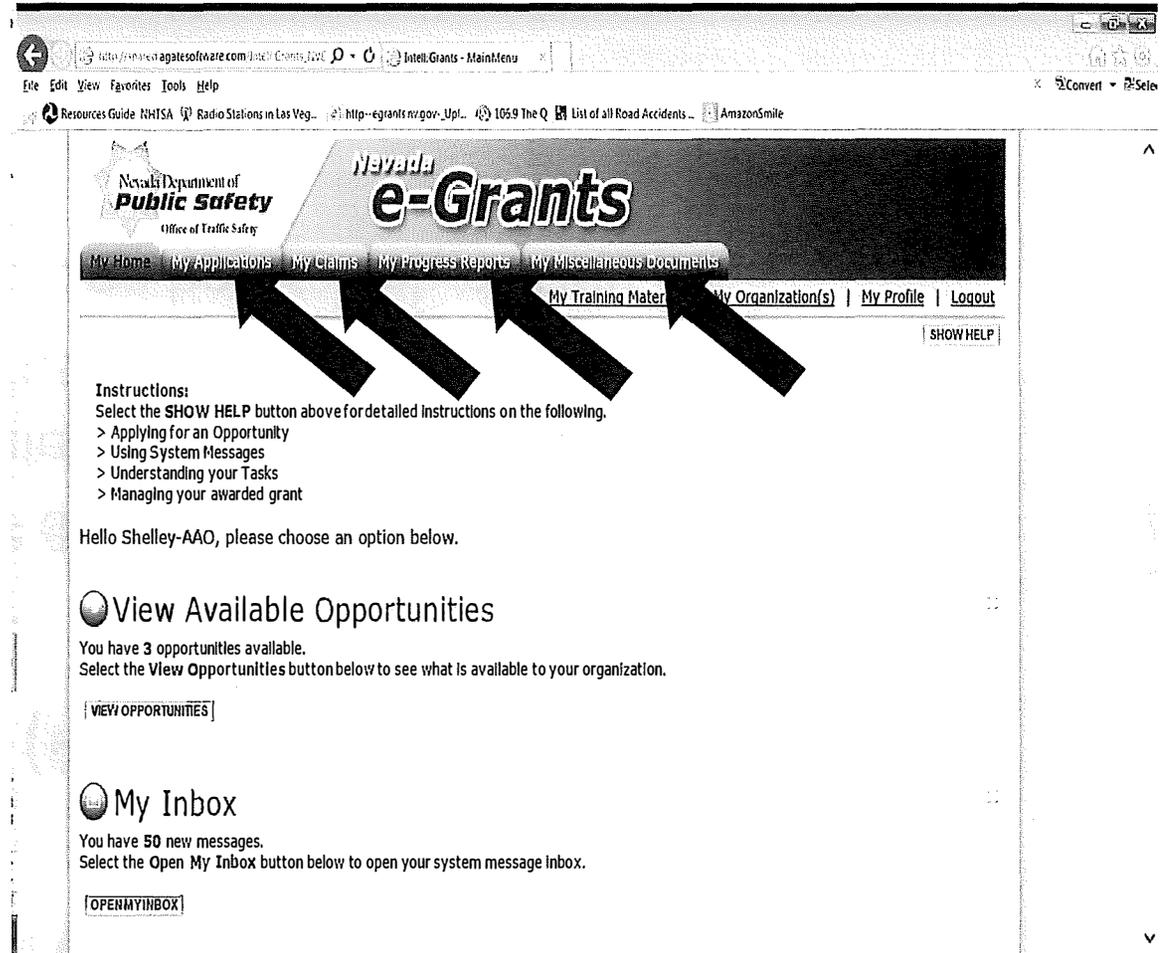- **Project Director (PD) & Agency Fiscal (AF)**

  Will be able to:

  - Initiate available grants
  - Enter, edit, & delete information on all forms, if in appropriate status
  - Cancel an application before submission

NAVIGATION

Use links to navigate between

- *My Applications,*
- *My Claims,*
- *My Progress Reports,*
- *My Miscellaneous Documents*
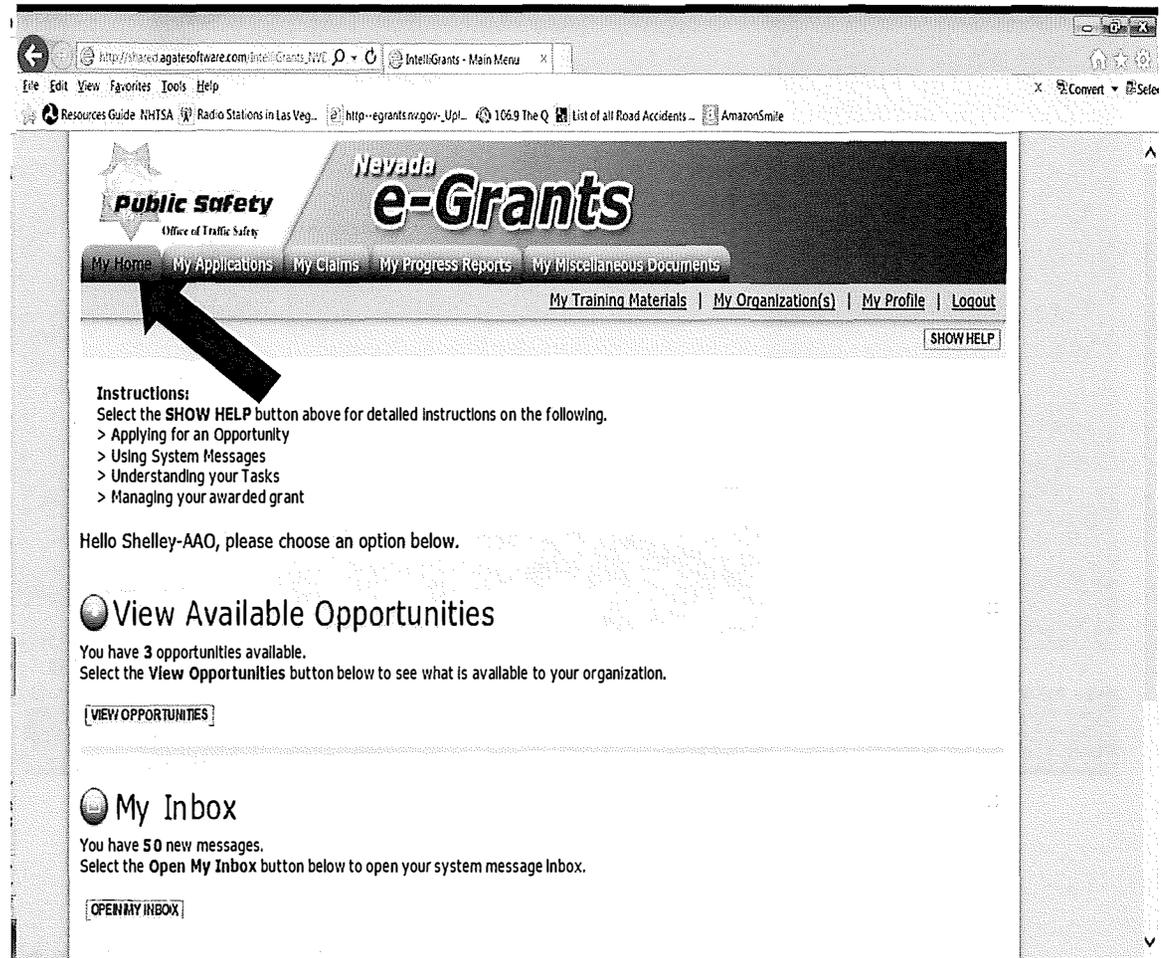
For documents that have already been created

NAVIGATION

Use top link to navigate home

- My Home

You can always return home by clicking *My Home*

NAVIGATION

Under My Home, you'll find My Inbox which contains messages/emails.

Click *Open My Inbox*

NAVIGATION

My Tasks contains tasks that are needing action, from the role, not necessarily the person.

Click *Open My Tasks*

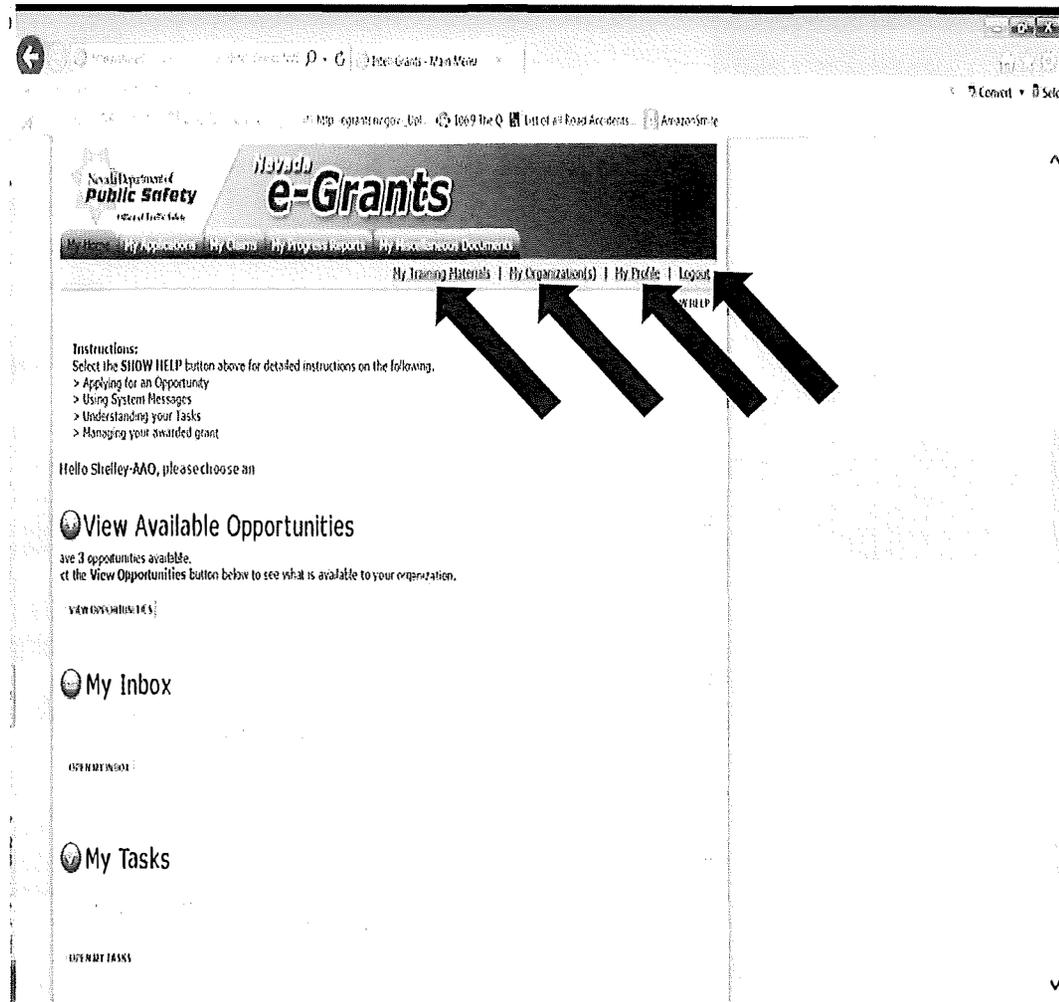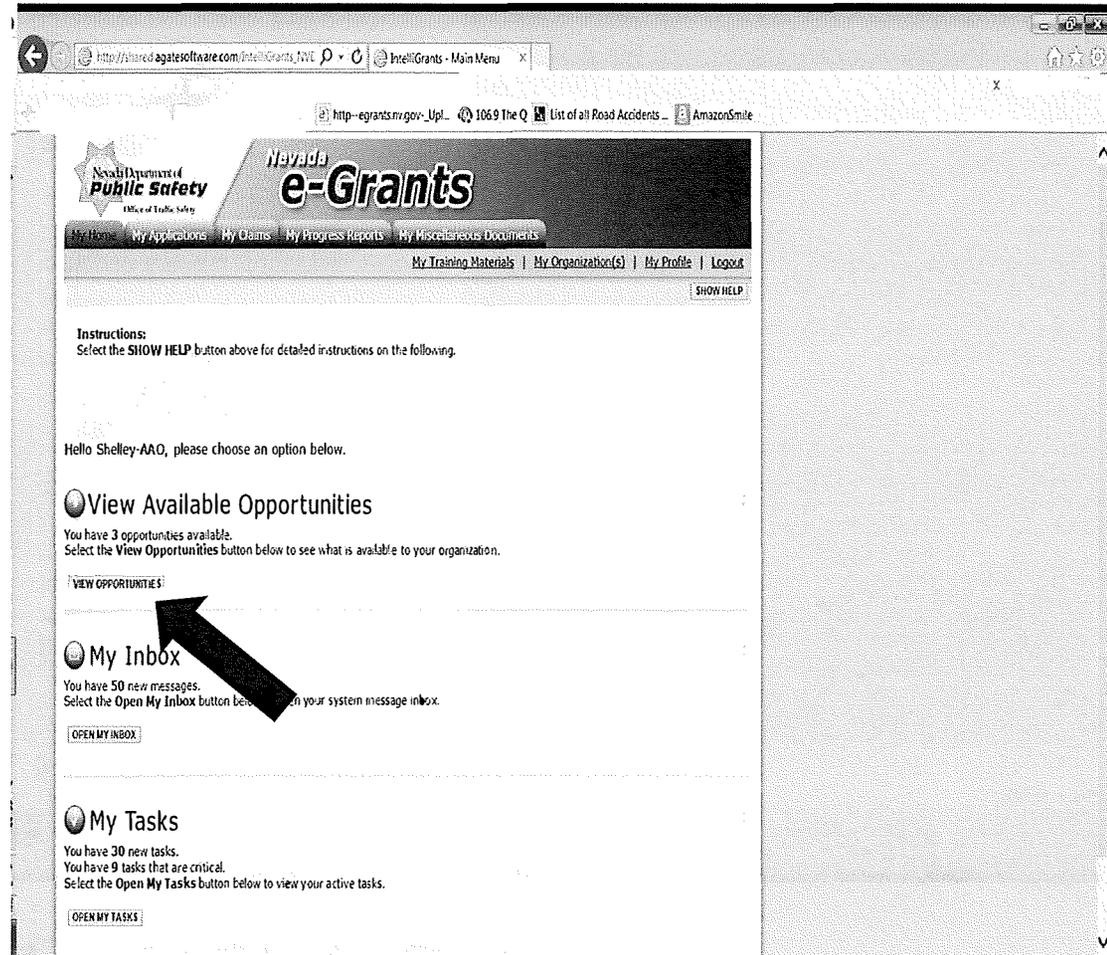# NAVIGATION

Use links at the right to navigate

- *My Training Materials*
- *My Organization*
- *My Profile*
- *Logout*

APPLICATION

From the My Home page, click *View Available Opportunities* to start the application process

APPLICATION

Click *Apply Now* for the application you want to initiate.

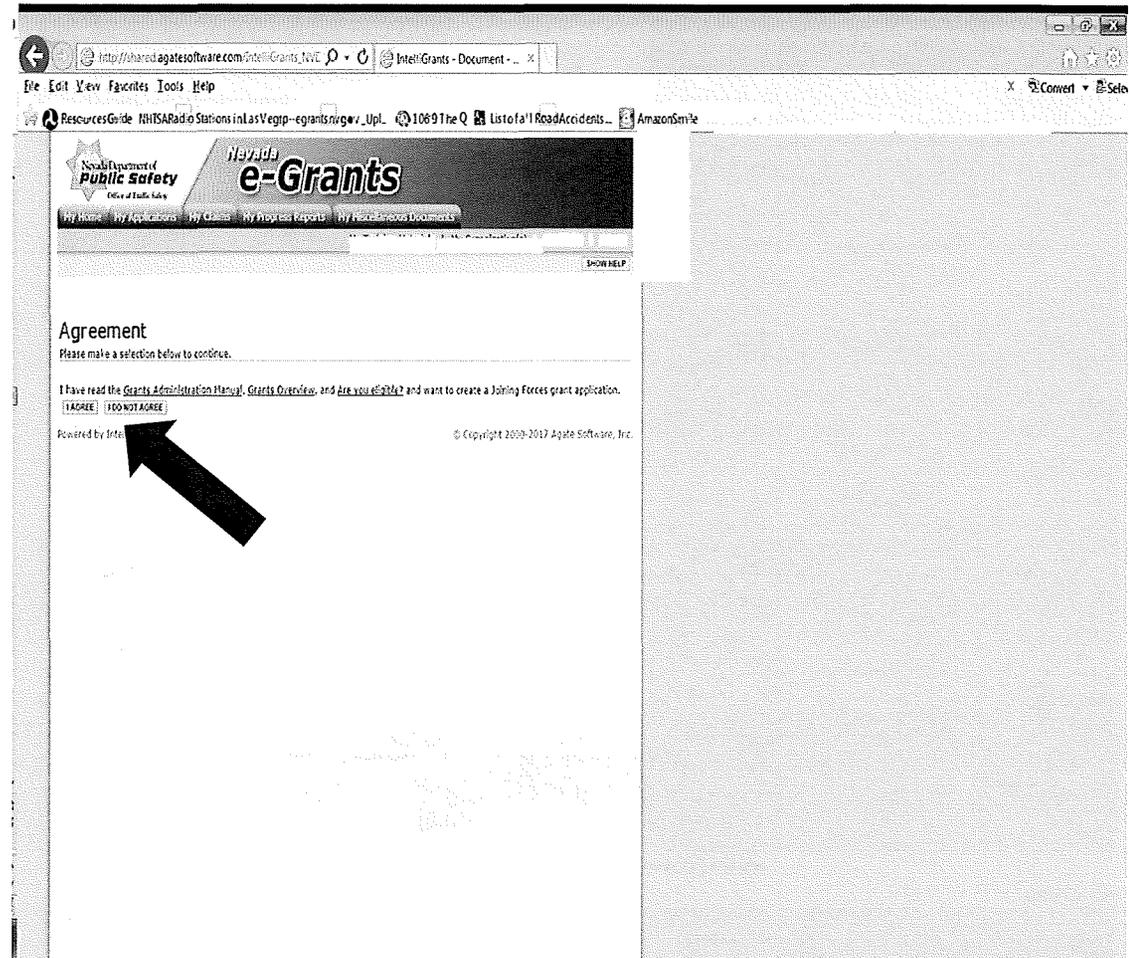*Please read the description to chose the appropriate application.*

APPLICATION

After clicking *Apply Now*, you'll be prompted to review the:

Grants Administration Manual,

Grants Overview, and

Are you eligible? documents.

If you want to proceed, click *I agree.*

If not, click *I do not agree*

APPLICATION

If you click *I agree*, an application will be created & the system takes you to the **Application Menu**

This Document Information is your grant number

APPLICATION

To open the Application in the future:

1. Click *My Applications*

2. Select Application Type (Joining Forces, Limited Fixed Deliverable or Traffic Safety 20XX)

3. Click *Search*

4. Click on the document name (your grant number)

5. You'll be taken to the **Application Menu**

APPLICATION

Application Menu

View Forms to go into the application & agreement forms

View Status Options to change the status of the document

View Management Tools for various options

View Related Items to *initiate* a new Claim, Progress Report, Miscellaneous Document; r to view previously created documents related to the grant

APPLICATION

Click *View Forms* to see the application pages

APPLICATION

Joining Forces (JF) Application

Required pages:

Complete all fields with *****

1. Agency Information Sheet

2. Request for Funding

Optional pages:

1. Communication log

2. Miscellaneous Attachments

APPLICATION

Limited Fixed Deliverables (LFD) & Traffic Safety (TS) Applications

Required pages:

Complete all fields with *

1. Agency Information Sheet
2. Project Purpose
3. Project Goals
4. Project Objectives
5. Project Activities
6. Project Evaluation
7. Budget

Optional pages:

1. Communication log
2. Miscellaneous Attachments

APPLICATION

When application is complete, *only* the AAO role can submit it.

At **Application Menu-Status Options** page, click *Apply status* under Application Submitted

If other than AAO is attempting to submit, the only option will be application cancelled
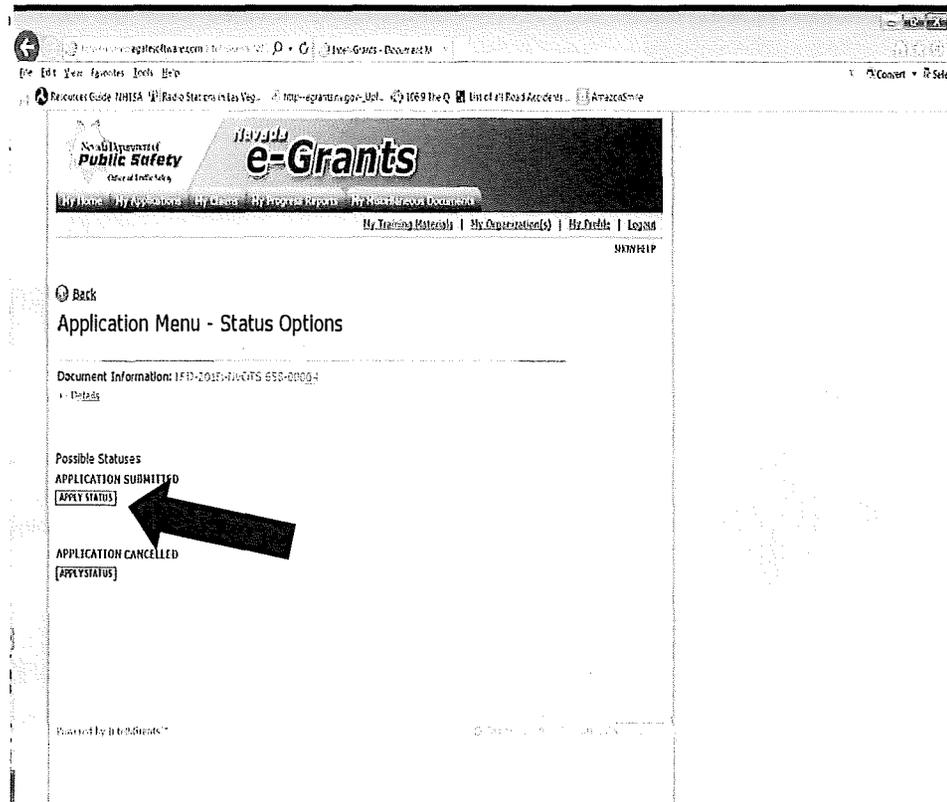
APPLICATION

If there are errors or
incomplete pages/fields,
a list of errors will
appear and direct you to
the page that needs to
be corrected.

Click on the page link
and you'll be taken to
that page.

Once all errors are
corrected, change the
status by clicking *Apply
Status* under Application
Submitted
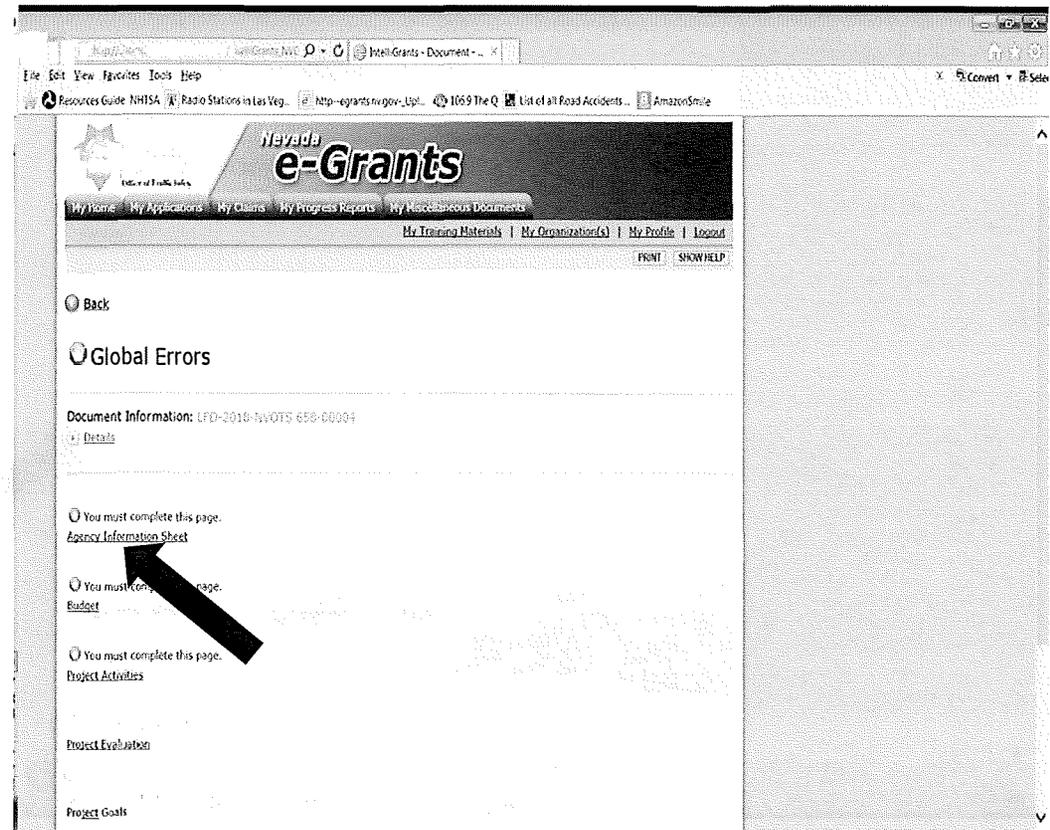
APPLICATION

Once the application has successfully been submitted, you'll see the status change from 'in process' to 'Program Managers Review'. You'll also receive an confirmation email.

If you don't see this information, click *Details*, and the information will appear

APPLICATION IN
PROGRAM MANAGER (PM) REVIEW

In PM Review status, the application goes through the review process within the Office of Traffic Safety. After a decision has been made, the status of the document will be changed in eGrants, and you will receive email notification. Timelines are provided in the Grants Overview (available on log in page or *My Training Materials* tab).

Possible status changes:
1. Application Approved
2. Application Denied

APPLICATION APPROVED

The email notification will provide you with the OTS Program Manager (PM) assigned to your grant, and their contact information.

The PM will begin creating the Agreement.

If changes are needed to the application, the PM will change the status to 'Application Modifications in Process' (you'll receive an email)
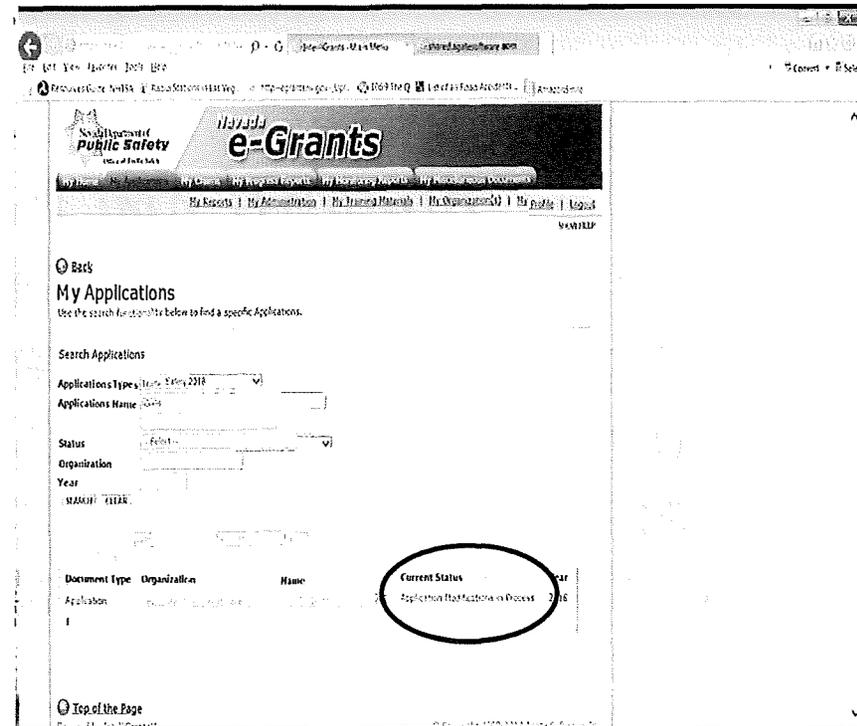
APPLICATION MODIFICATIONS

The PM may leave notes to guide you with the necessary changes.

If you see the note icon, open the page to read the note

APPLICATION MODIFICATIONS

After opening the page,
1. Click *Show Notes*. A pop up will appear on the top of the screen.
2. Click the message to read the note. You can *reply, add a new note,* or *close notes*.

Make requested changes & resubmit.
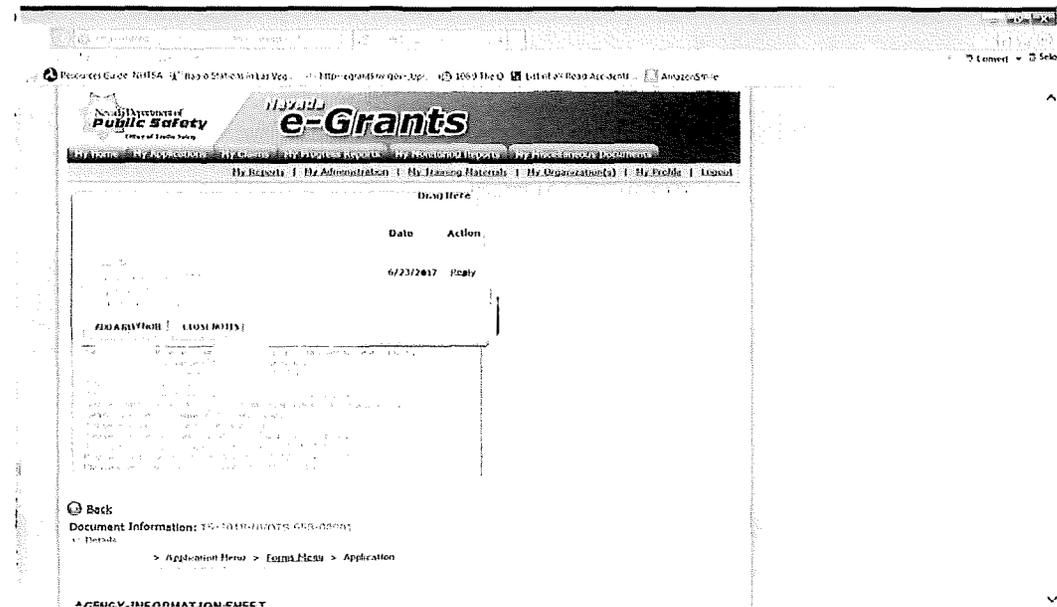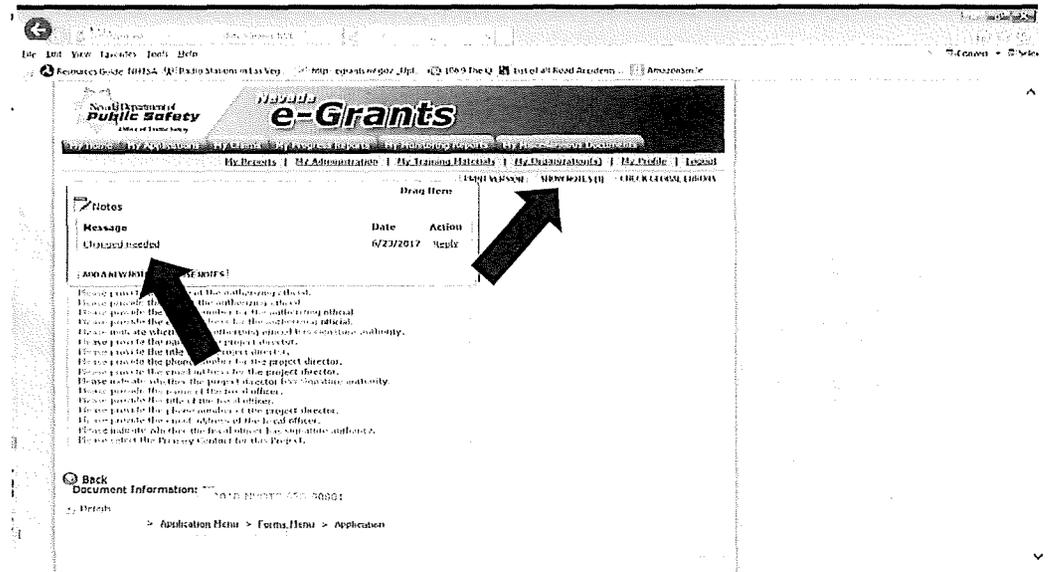
AGREEMENT SIGNATURES

After the Agreement is created, you'll receive an email stating the Agreement is ready for AAO & PD review and signatures. Open the application, click *View Forms*, scroll down & click *Agreement*
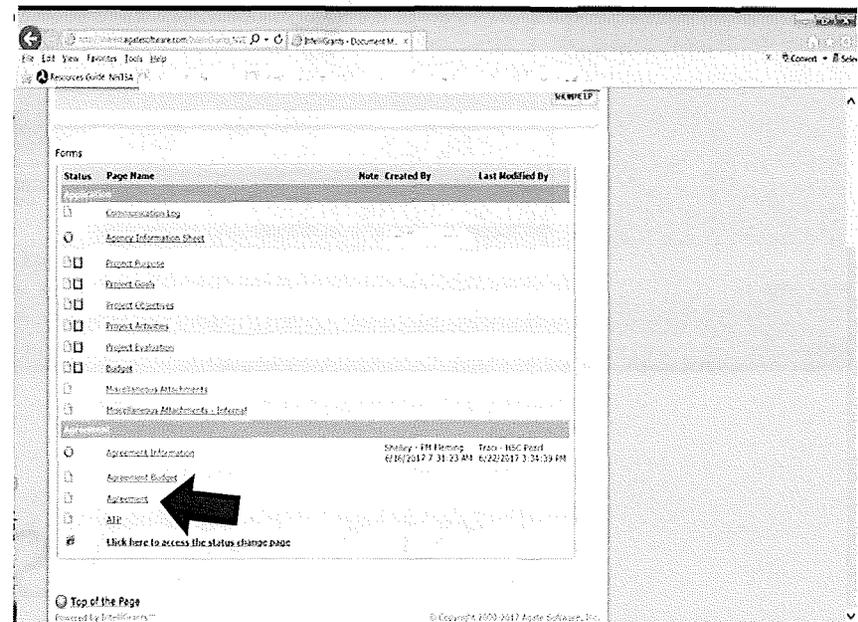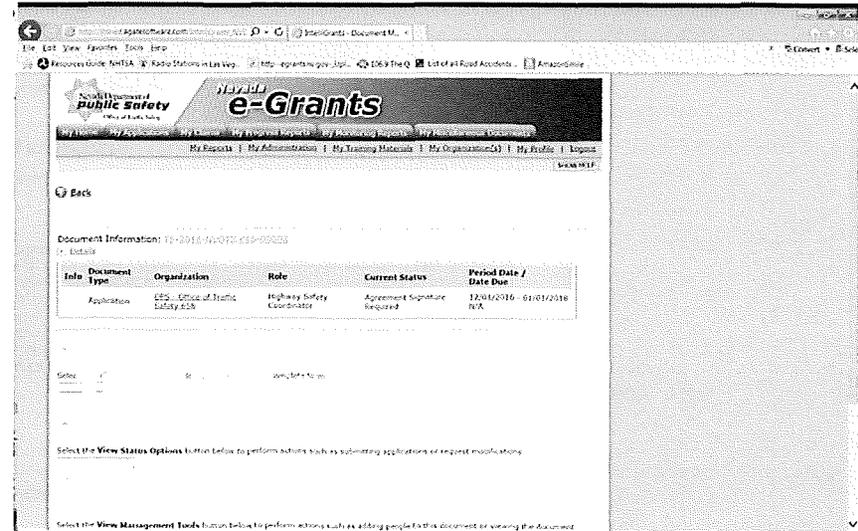
AGREEMENT SIGNATURES

1. Click on *Click here to Print your Agreement,* a PDF will be created for your review. If you accept the Agreement as it's written, return to the Agreement page, and
2. Click *I Agree* for the appropriate role you've been assigned; If you want to negotiate changes, click *I Do Not Agree,* and
3. Click *SAVE.*

AGREEMENT SIGNATURES

Last role to 'sign' & save, needs to change the status to submitted.

Click on *Click here to access the status change page.*

AGREEMENT PROCESS

1. If both AAO & PD agreed, click *Apply Status* under Agreement Signatures Submitted.
        OR
2. If Agreement needs to be negotiated, click *Apply Status* under Program Managers Review.
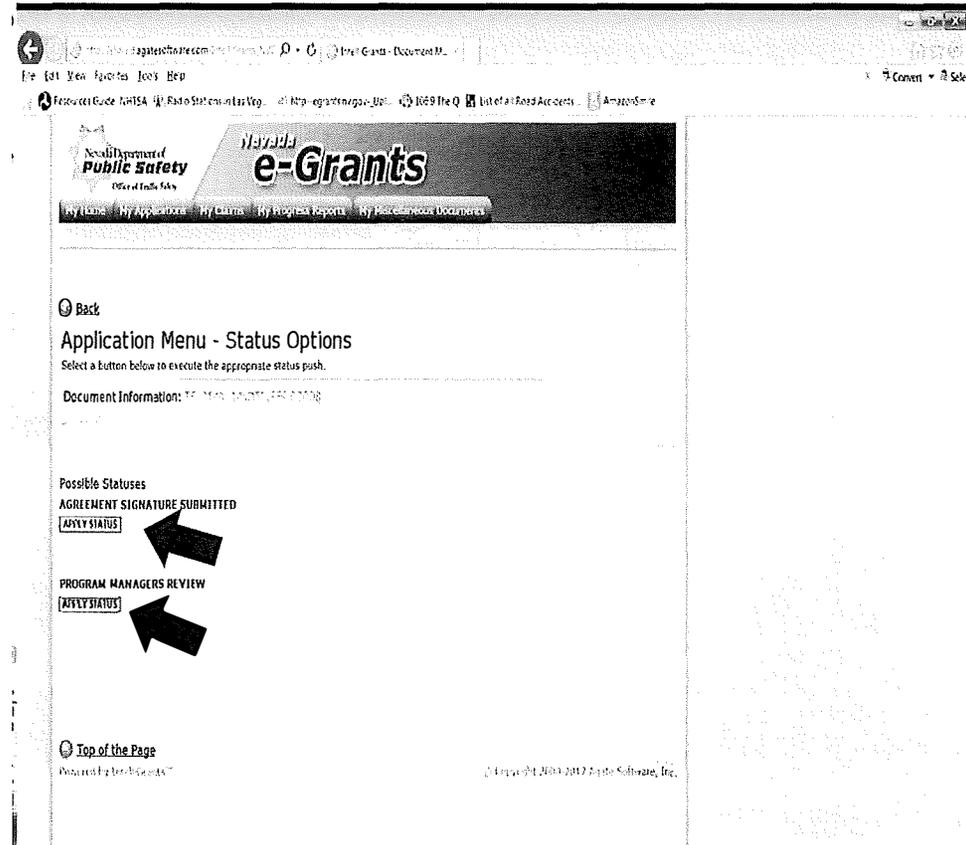
AGREEMENT PROCESS

You will receive an email notification and the Current Status will update.

If negotiating, the Current Status will show Program Managers Review

If submitted successfully, the Current Status will show Agreement Final/ATP Pending

AGREEMENT SUBMITTED

The grant is now ready for the Authorization To Proceed (*ATP*) to be issued.

OTS will issue the ATP and you will receive an email notification.

DO NOT START GRANT ACTIVITIES UNTIL THE ATP HAS BEEN ISSUED

Authorization to Proceed (ATP)

At **Application Menu-Forms** you can access the ATP by clicking on *ATP*.

If there is more than one, select which one you want to view and click *GO*

You can print it by clicking *View/Print ATP*

ATP

Nevada Department of
Public Safety

OFFICE OF TRAFFIC SAFETY
107 Jacobsen Way
Carson City, NV 89701
(775)684.7470

AUTHORIZATION TO PROCEED

CFDA# 20.614
Effective Date: 07/20/17
Grantee Agency: DPS - Office of Traffic Safety 658
is authorized to proceed with the project below and to request reimbursement for expenses up to
the authorized amount.

Signature: _____   Date: 7/3/2017 _____
Administrator/Highway Safety Coordinator, NV DPS-OTS

Doc ID # TS-2018-NVOTS 658-00008 | ATP # 02

Grant Period: From: Effective Date of Authorization   To: September 30, 2018

TOTAL AMOUNT OF AWARD		$5,232.00		
	20.614 (403 funds)		18X920405bNV16	$2,500.00

AMOUNT OF THIS AUTHORIZATION

FUNDS PREVIOUSLY AUTHORIZED	20.614 (403 funds)	18X920405bNV16	$500.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
TOTAL FUNDS AUTHORIZED TO DATE	20.614 (403 funds)	18X920405bNV16	$3,000.00

FUNDS REMAINING	$2,232.00

Once the Authorization To Proceed (ATP) has been provided by OTS, the agency may begin the grant funded project activities.
See the Resource Tab in e-Grants for instructions on submitting claims, progress reports and communications.