

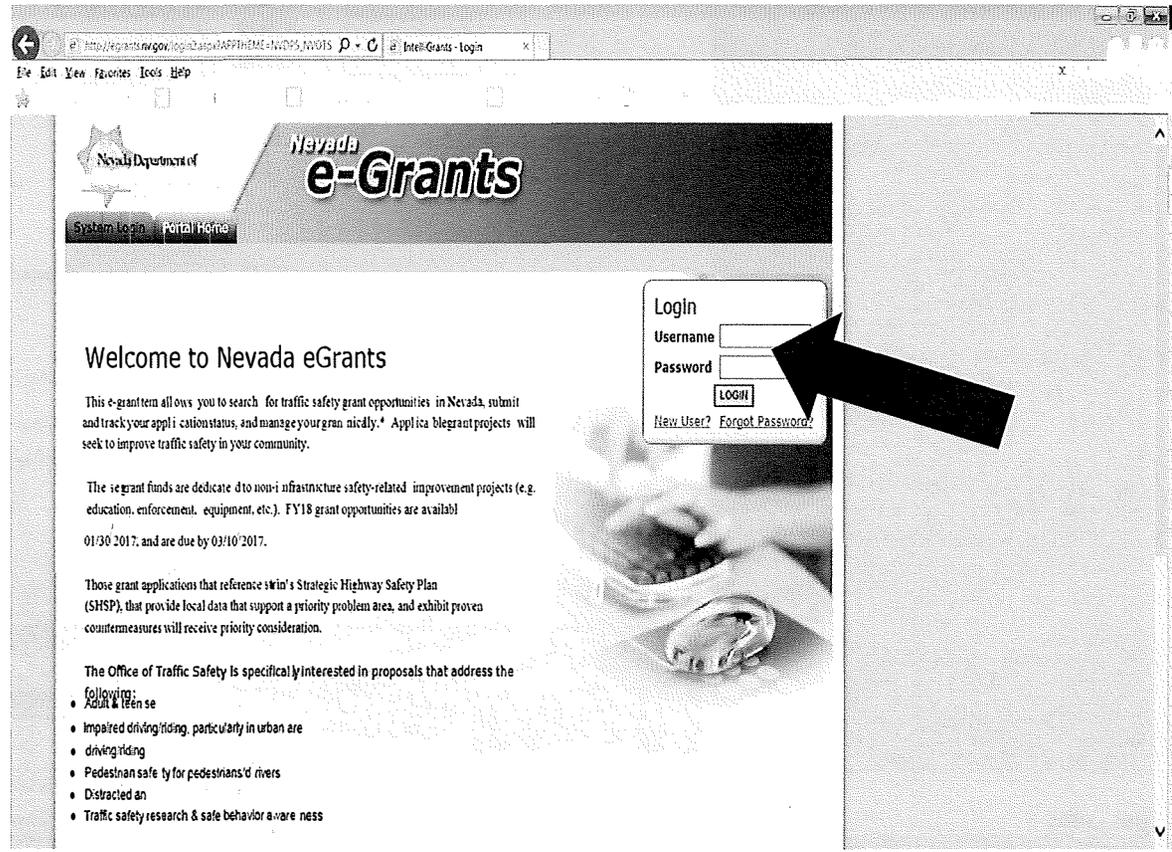
Nevada Office of Traffic Safety  
On-line e-Grants Application  
Submission Guide

[egrants.nv.us](http://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.

The screenshot shows a web browser window with the URL <http://regis.nv.gov/Personal.aspx> and a tab titled "IntelliGrants - My Profile". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page header features the Nevada Department of Public Safety logo and the "e-Grants" title. A "SAVE" button is located in the top right corner of the form area.

[Back](#)

## My Profile

Please fill the required fields below. Required fields are marked with an asterisk (\*).

**Contact Information**

Prefix	First	Middle	Last	Suffix
<input type="text"/>				

**Title** \*

**Address** \*

**City** \* **State** \* **Zipcode** \*

**County** \*

**Phone #1** \* **Phone #2**

**Fax**  **Cell Phone**

**Email** \*

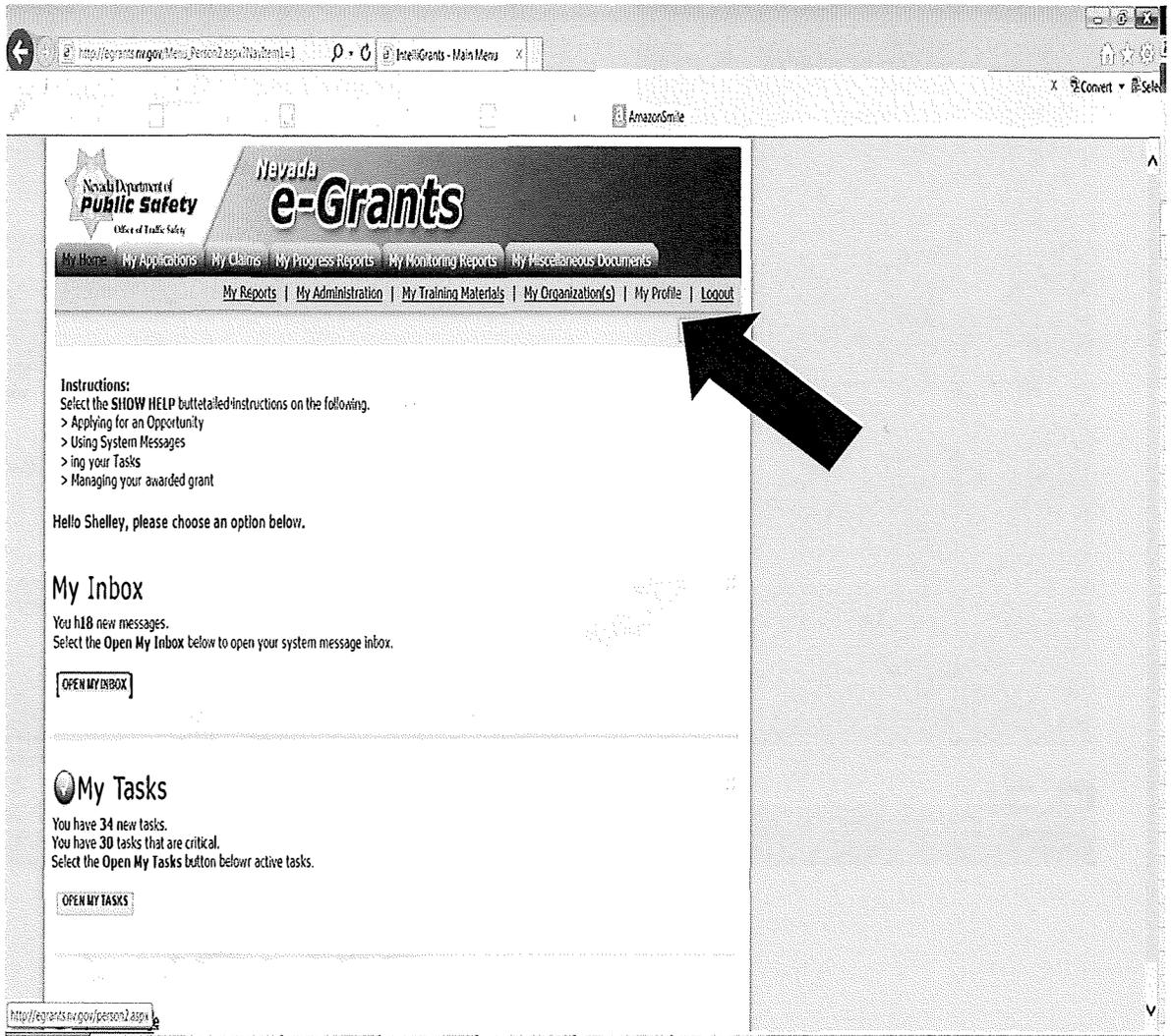
**Website**

**Username** \*

**Password** \* \*

# PROFILE

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



The screenshot shows a web browser window displaying the Nevada e-Grants user interface. The browser's address bar shows the URL <http://egrants.nv.gov/Menu/Person2.aspx?NavItem=1>. The page header includes the Nevada Department of Public Safety logo and the text "Nevada e-Grants". A navigation menu contains the following links: My Home, My Applications, My Claims, My Progress Reports, My Monitoring Reports, My Miscellaneous Documents, My Reports, My Administration, My Training Materials, My Organization(s), My Profile, and Logout. A large black arrow points to the "My Profile" link. Below the navigation menu, the page content includes an "Instructions" section with links to help topics, a personalized greeting "Hello Shelley, please choose an option below.", a "My Inbox" section with a button labeled "OPEN MY INBOX", and a "My Tasks" section with a button labeled "OPEN MY TASKS". The browser's status bar at the bottom shows the URL <http://egrants.nv.gov/person2.aspx>.

# PROFILE

Change appropriate fields and click *SAVE*

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

Name	Prefix	First	Middle	Last	Suffix
	▼	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 | \*

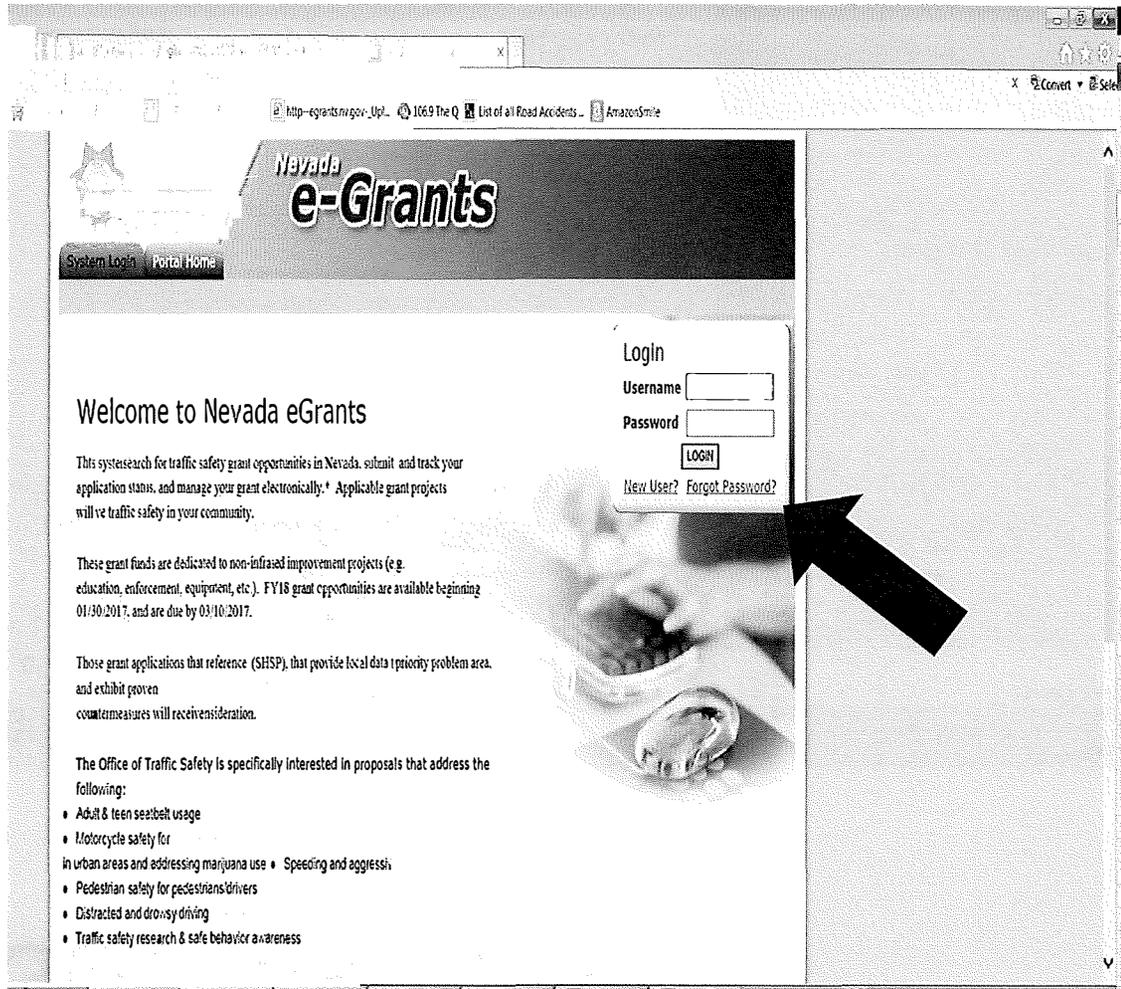
Website | http://www.ots.state.nv.us |

Username | | \*

Password | | \* Confirm Password | |

# FORGOT PASSWORD

If you forgot your password, click *Forgot Password*



The screenshot shows the Nevada e-Grants website interface. At the top, there is a navigation bar with the Nevada state logo and the text "Nevada e-Grants". Below this, there are links for "System Login" and "Portal Home". The main content area features a "Welcome to Nevada eGrants" heading and a paragraph of introductory text. To the right of the main text is a "Login" form with fields for "Username" and "Password", a "LOGIN" button, and links for "New User?" and "Forgot Password?". A large black arrow points to the "Forgot Password" link. Below the main text, there are several bullet points listing grant priorities, such as "Adult & teen seatbelt usage" and "Motorcycle safety for in urban areas and addressing marijuana use".

System Login Portal Home

## Welcome to Nevada eGrants

This system search for traffic safety grant opportunities in Nevada, submit and track your application status, and manage your grant electronically.\* Applicable grant projects will ve traffic safety in your community.

These grant funds are dedicated to non-infraed improvement projects (e.g. education, enforcement, equipment, etc.). FY18 grant opportunities are available beginning 01/30/2017, and are due by 03/10/2017.

Those grant applications that reference (SHSP), that provide local data (priority problem area, and exhibit proven countermeasures will receive consideration.

The Office of Traffic Safety is specifically interested in proposals that address the following:

- Adult & teen seatbelt usage
- Motorcycle safety for in urban areas and addressing marijuana use
- Speeding and aggressi
- Pedestrian safety for pedestrians/drivers
- Distracted and drowsy driving
- Traffic safety research & safe behavior awareness

Login

Username

Password

LOGIN

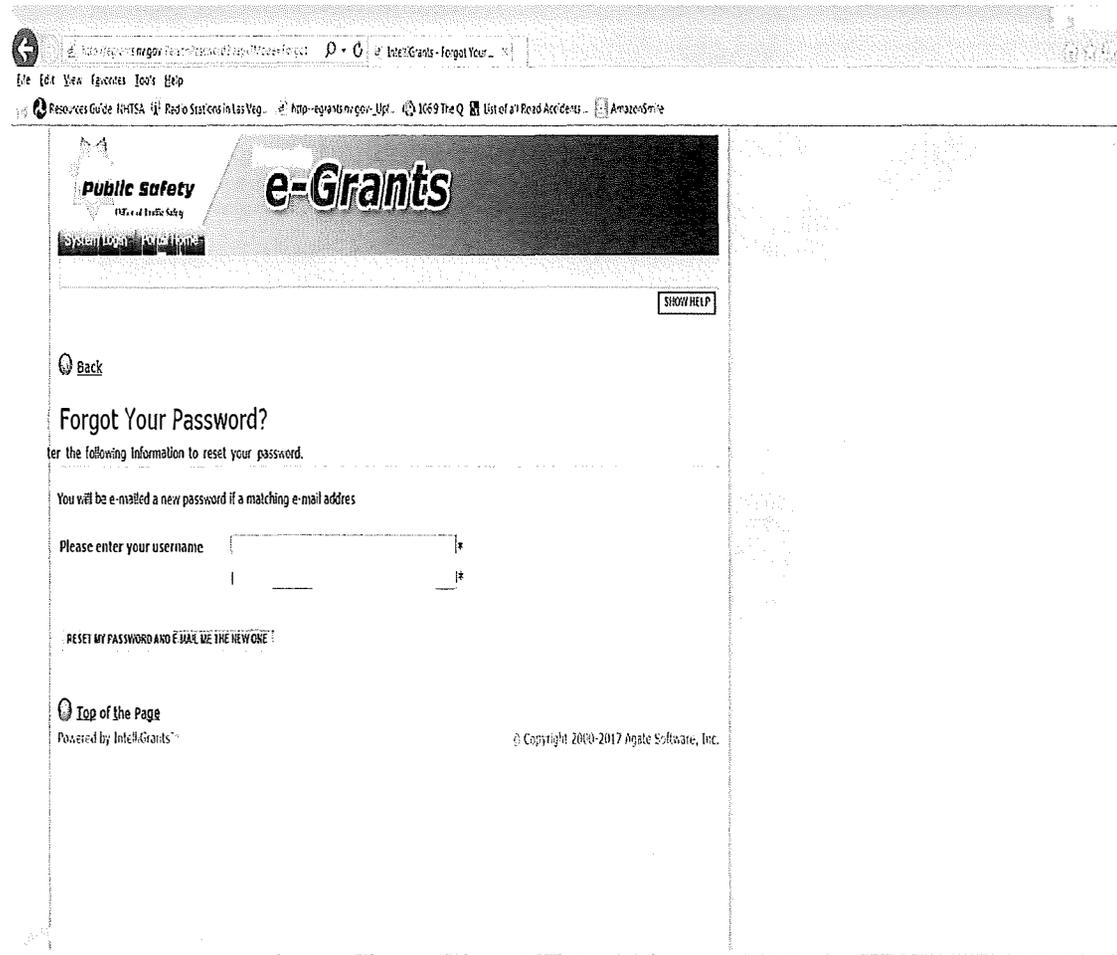
New User? [Forgot Password?](#)

# 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**



The screenshot shows a web browser window with the URL <http://e-grants.nv.gov/IntellGrants-ForgotYourPassword>. The page header includes the "Public Safety" logo for the "State of Nevada" and the "e-Grants" logo. A "SHOW HELP" button is visible in the top right corner. The main content area is titled "Forgot Your Password?" and contains the following text: "Enter the following information to reset your password." and "You will be e-mailed a new password if a matching e-mail address". Below this is a form with a label "Please enter your username" and a text input field. At the bottom of the form area, there is a button labeled "RESET MY PASSWORD AND EMAIL ME THE NEW ONE!". The footer of the page includes a "Top of the Page" link, the text "Powered by IntelliGrants™", and a copyright notice: "© Copyright 2010-2017 Ngate Software, Inc."

# 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:

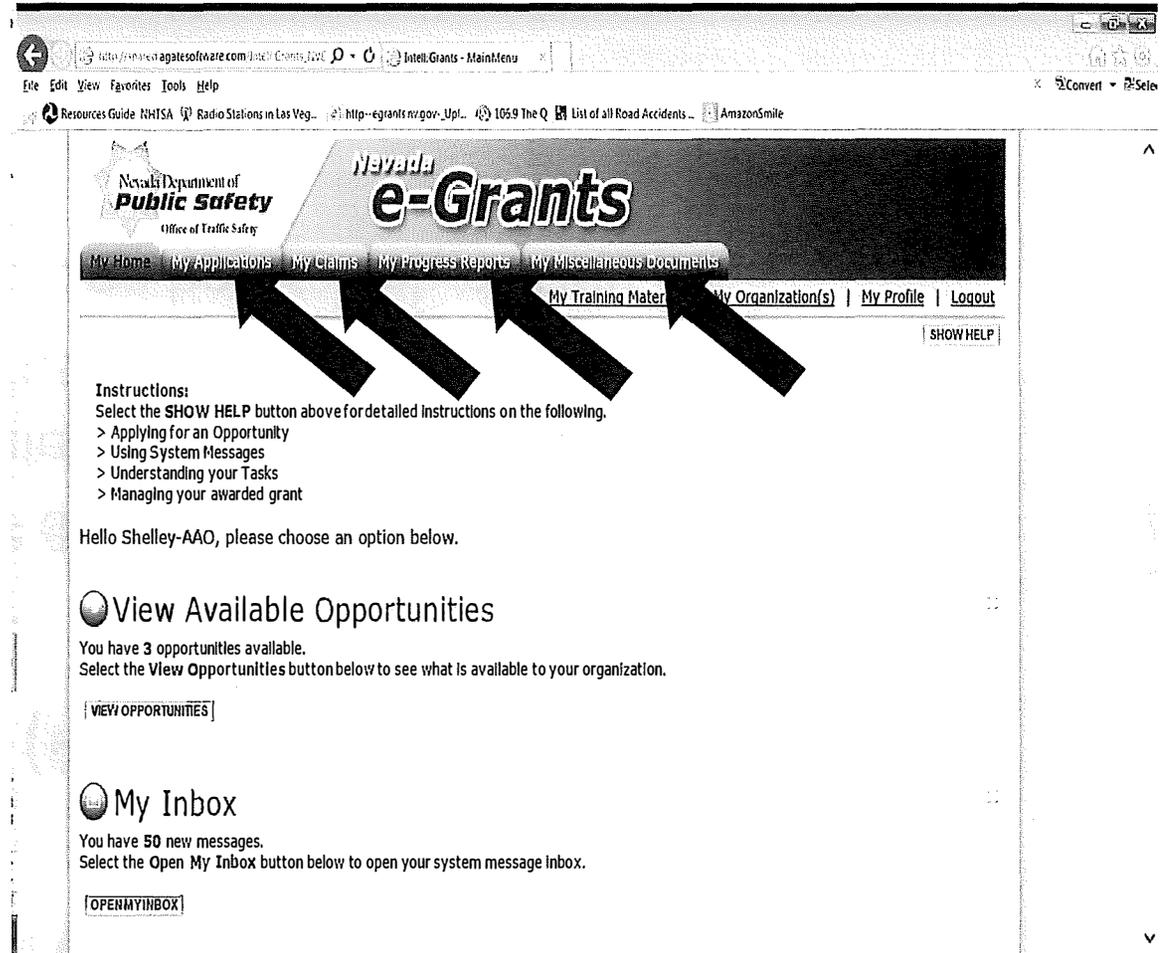
- Initiate available grants
- Enter, edit, & delete information on all forms, if in appropriate status
- Cancel an application before submission

# NAVIGATION

Use links to navigate between

- *My Applications,*
- *My Claims,*
- *My Progress Reports,*
- *My Miscellaneous Documents*

***For documents that have already been created***

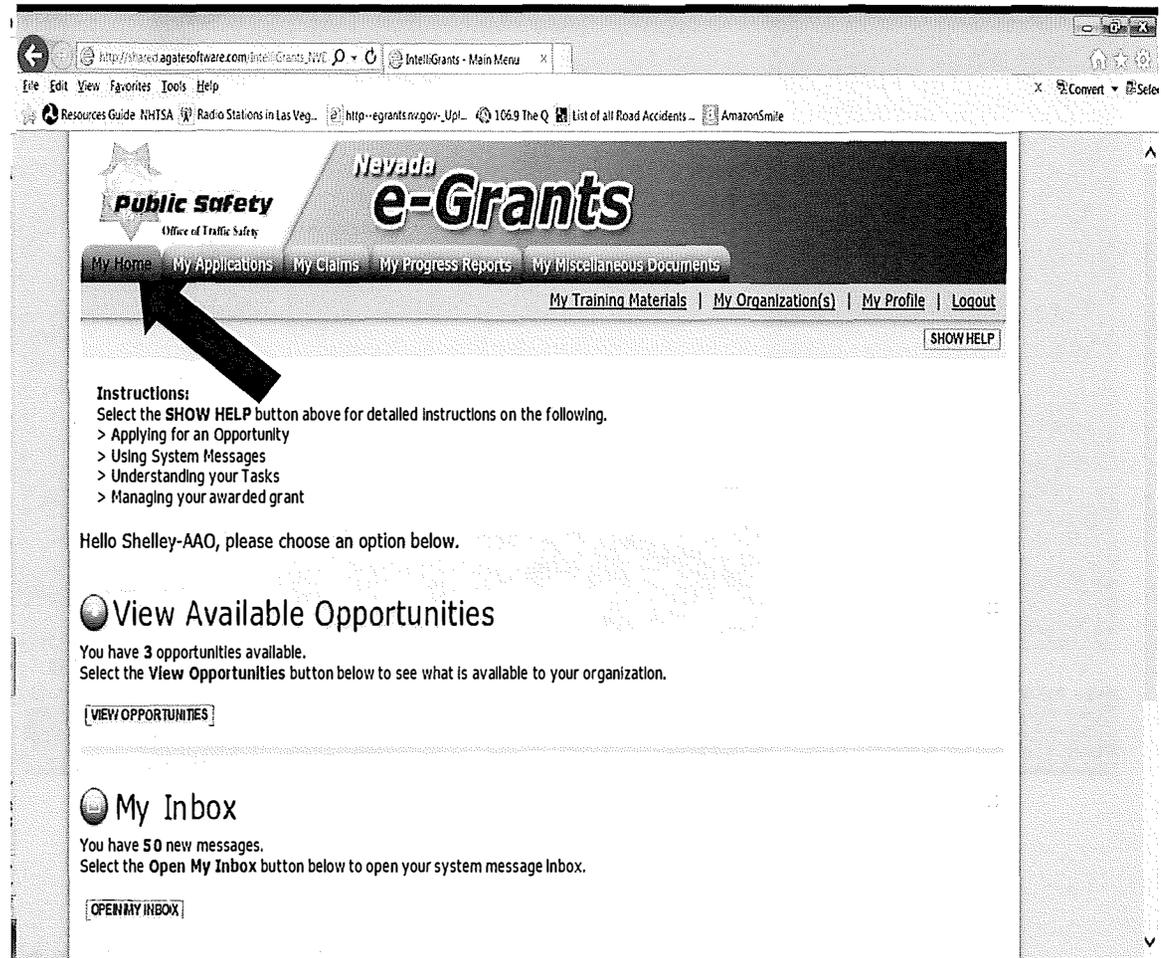


# NAVIGATION

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*

The screenshot shows a web browser window displaying the Nevada e-Grants portal. The browser's address bar shows the URL <http://www.egantsnv.gov>. The page header includes the Nevada Department of Public Safety logo and the text "Nevada e-Grants". Below the header is a navigation menu with links for "My Home", "My Applications", "My Claims", "My Progress Reports", "My Miscellaneous Documents", "My Training Materials", "My Organization(s)", "My Profile", and "Logout". A "SHOWHELP" button is located in the top right corner of the main content area.

**Instructions:**  
Select the **SHOW HELP** button above for detailed instructions on the following.

Hello Shelley-AAO, please choose an option below.

**View Available Opportunities**  
You have 3 opportunities available.  
Select the **View Opportunities** button below to see what is available to your organization.

**My Inbox**  
You have 50 new messages.  
Click the **Open My Inbox** button below to open your system message inbox.

You have 9 tasks that are critical.  
Select the **Open My Tasks** button below to view your active tasks.

**OPEN MY TASKS**

# NAVIGATION

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

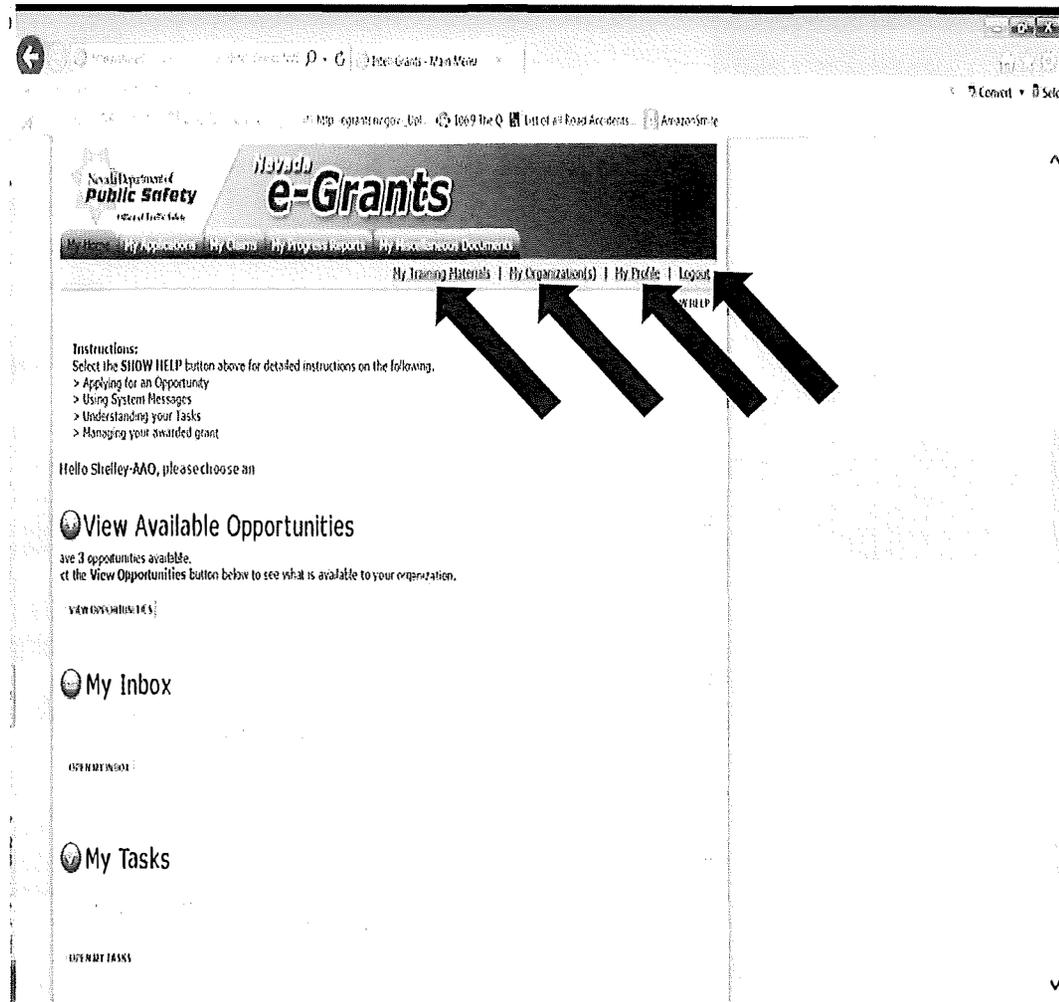
Click *Open My Tasks*

The screenshot shows a web browser window displaying the Nevada e-Grants system. The browser's address bar shows the URL [http://nvdms.agastsoftware.com/IntelGrants\\_NVL](http://nvdms.agastsoftware.com/IntelGrants_NVL). The page header includes the Nevada Department of Public Safety logo and the text "Nevada e-Grants". Below the header, there is a navigation menu with links for "My Home", "My Applications", "My Claims", "My Progress Reports", "My Miscellaneous Documents", "My Training Materials", "My Organization(s)", "My Profile", and "Logout". A "SHOW HELP" link is also present. The main content area contains an "Instructions" section with a list of topics: "Applying for an Opportunity", "Using System Messages", "Understanding your tasks", and "Managing your awarded grant". Below this, a personalized greeting says "Hello Shelley-AAO, please choose an option below." There are two main sections: "View Available Opportunities" with a "VIEW OPPORTUNITIES" button, and "My Tasks" with a "OPEN MY INBOX" button. The "My Tasks" section indicates "You have 30 new tasks."

# NAVIGATION

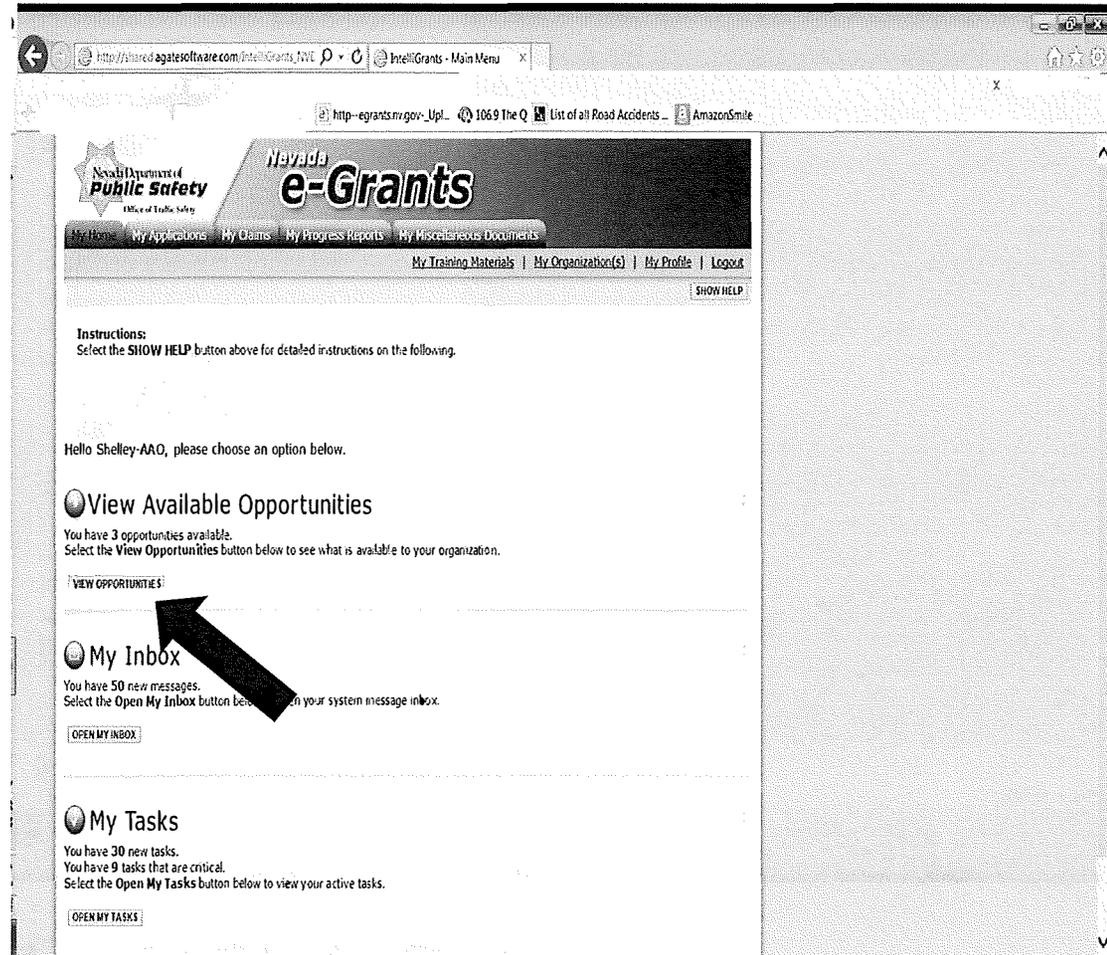
Use links at the right to navigate

- *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.***

The screenshot shows a web browser window with the URL <http://egrams.nvgo.gov>. The page displays a list of applications. The first application is titled "2018 for DPS - Office of Traffic Safety 658". It includes the following details:

- Offered By: NVPS-OTIS
- Application Availability Dates: 12/31/2016-01/31/2018
- Application Period: 12/31/2016-01/31/2018
- Application Due Date: 01/31/2018
- Description: The Nevada Department of Public Safety, Office of Traffic Safety is a state law enforcement agency in Nevada that provides traffic law enforcement of Nevada's law enforcement. It is responsible for providing police services, including traffic law enforcement, and is responsible for the enforcement of Nevada's traffic laws. It is also responsible for the enforcement of Nevada's traffic laws and for the enforcement of Nevada's traffic laws.

Below this application, there is another application titled "Traffic Safety - Office of Traffic Safety 658". It includes the following details:

- Offered By: NVPS-OTIS
- Application Availability Dates: 12/31/2016-01/31/2018
- Application Period: 12/31/2016-01/31/2018

Three black arrows point to the "Offered By" field of the first application, the "Description" field of the second application, and the "Application Availability Dates" field of the second application.

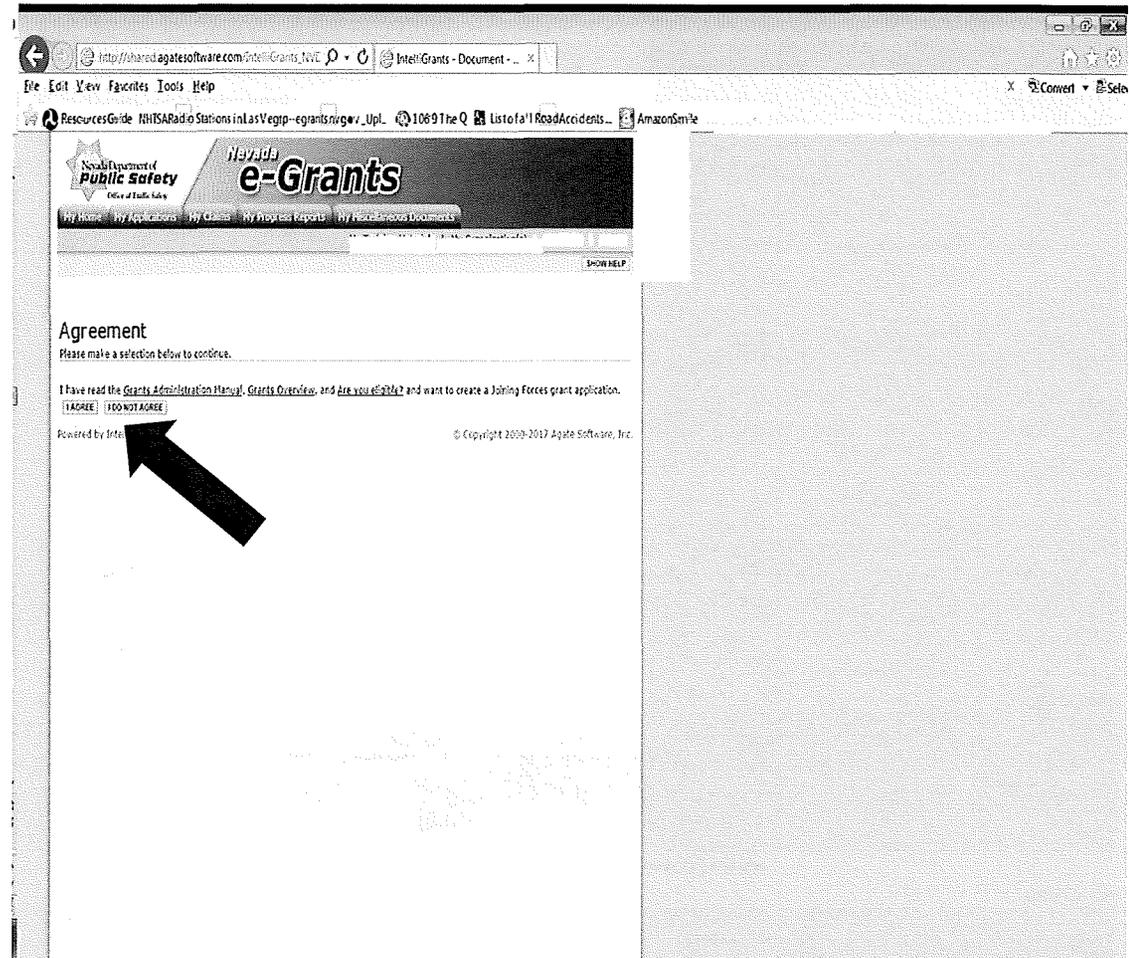
# APPLICATION

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*



The screenshot shows a web browser window displaying the Nevada e-Grants application interface. The browser's address bar shows the URL <http://shared.agatesoftware.com/IntelGrants/Int...>. The page header includes the Nevada Department of Public Safety logo and the text "Nevada e-Grants". Below the header, there is a navigation menu with links for "My Home", "My Applications", "My Grants", "My Progress Reports", and "My Recent Documents". The main content area is titled "Agreement" and contains the text: "Please make a selection below to continue." Below this text, there is a statement: "I have read the [Grants Administration Manual](#), [Grants Overview](#), and [Are you eligible?](#) and want to create a Joint Forces grant application." Underneath this statement, there are two buttons: "I AGREE" and "I DO NOT AGREE". A large black arrow points to the "I AGREE" button. At the bottom of the page, there is a footer that reads "Powered by Intel" and "© Copyright 2009-2017 Agate Software, Inc."

# APPLICATION

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

*This Document  
Information is  
your grant  
number*

The screenshot shows the Nevada e-Grants application menu. At the top, there is a navigation bar with the Nevada Department of Public Safety logo and the text "Nevada e-Grants". Below this, there are several menu items: "Home", "My Applications", "My Grants", "My Progress Reports", "My Documents", "My Training Materials", "My Grants/Records", "My Profile", and "Logout".

The main content area is titled "Application Menu" and contains a "Document Information" section. This section is circled in red and contains the following information:

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Washoe County Sheriff's Office	Project Director	Application in Process	12/01/2016 - 01/01/2018 I/A

Below the table, there are several action items:

- View, Edit and Complete Forms
- Change the Status
- Access Management Tools
- Examine Related Items

# 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**

The screenshot shows the 'e-Grants' application interface. The navigation menu at the top includes 'My Applications', 'My Grants', 'My Progress Reports', 'My Recent Documents', 'My Training Materials', 'My Organizations', 'My Profile', and 'Logout'. The 'My Applications' link is highlighted with a black arrow. Below the navigation menu is a search section titled 'Search Applications' with fields for 'Applications Types' (set to 'Joining Forces 2018'), 'Applications Name', 'Status', 'Organization', and 'Year'. A 'Search' button is located to the right of these fields. Below the search section is a table with columns: 'Document Type', 'Organization', 'Name', 'Current Status', and 'Year'. The table contains three rows of application records. The first row is for 'Application' from 'EPS - Office of Traffic Safety 656' with name 'IF-2018-NY015-658-00002' and status 'ATP Issued'. The second row is for 'Application' from 'EPS - Office of Traffic Safety 656' with name 'IF-2018-NY015-658-00000' and status 'Application Approved'. The third row is for 'Application' from 'EPS - Office of Traffic Safety 656' with name 'IF-2018-NY015-658-00001' and status 'Application in Process'. A black arrow points to the document name 'IF-2018-NY015-658-00001' in the third row. The footer of the page includes 'Powered by IntelliGrants™' and '© Copyright 2000-2017 Agate Software, Inc.'

Document Type	Organization	Name	Current Status	Year
Application	EPS - Office of Traffic Safety 656	IF-2018-NY015-658-00002	ATP Issued	2018
Application	EPS - Office of Traffic Safety 656	IF-2018-NY015-658-00000	Application Approved	2018
Application	EPS - Office of Traffic Safety 656	IF-2018-NY015-658-00001	Application in Process	2018

# 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; or to view previously created documents related to the grant

# APPLICATION

Click *View Forms*  
to see the  
application pages

The screenshot shows the Nevada e-Grants application menu. At the top, there is a navigation bar with links for Home, My Applications, My Claims, My Progress Reports, My Business Documents, My Training Materials, My Organization, My Profile, and Logout. Below this is the 'Application Menu' section, which includes a 'Back' button and 'Document Information' for ID: 2018 YK 90 43897. A table lists application details:

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	Washoe County Sheriff's Office	Project Director	Application in Process	12/01/2016 - 01/01/2018 N/A

Below the table are three main sections:

- View, Edit and Complete Forms**: Select the View Forms button below to view, edit, and complete forms. A red arrow points to the **VIEW FORMS** button.
- Change Status**: Select the View Status Options button below to perform actions such as submitting applications or request modifications. A red arrow points to the **VIEW STATUS OPTIONS** button.
- Access Management Tools**: Select the View Management Tools button below to perform actions. A red arrow points to the **VIEW MANAGEMENT TOOLS** button.

At the bottom, there is a section for **Examine Related Items** with a red arrow pointing to the **VIEW RELATED ITEMS** button.

Application  
Menu

Application  
Menu

# 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

The screenshot shows a web browser window displaying the Nevada e-Grants application menu. The browser's address bar shows the URL: <http://e-grants.nv.gov/Upd...>. The page header includes the Nevada Department of Public Safety logo and the text "Nevada e-Grants". Below the header, there is a navigation menu with links for "Home", "Applications", "My Status", "My Request Reports", "My Miscellaneous Documents", "My Training Materials", "My Grants/Reports", "My Profile", and "Logout". The main content area is titled "Application Menu - Forms" and includes a "Back" button. Below this, it states "Please fill required forms below." and provides "Document Information" with a "Details" link. A table titled "Forms" lists the required forms:

Status	Page Name	Role	CreatedBy	Last Modified By
	<a href="#">Communication Log</a>			
	<a href="#">Agency Information Sheet</a>			
	<a href="#">Miscellaneous Attachments</a>			

At the bottom of the page, it says "Powered by Intel® Grants" and "© Copyright 2000-2012 State Software, Inc."

# 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

The screenshot displays the Nevada e-Grants application interface. At the top, there is a navigation menu with links for 'My Home', 'My Applications', 'My Claims', 'My Progress Reports', and 'My Miscellaneous Documents'. Below the menu, there is a section titled 'Application Menu - Forms' with a sub-header 'Please complete all required forms below.' and a document information field showing 'LFD-2018-NVQTS 658-00004'. A table lists various forms with columns for Status, Page Name, Note, Created By, and Last Modified By. The forms listed include Communication Log, Agency Information Sheet, Project Goals, Project Objectives, Project Activities, Project Evaluation, Budget, and Miscellaneous Attachments.

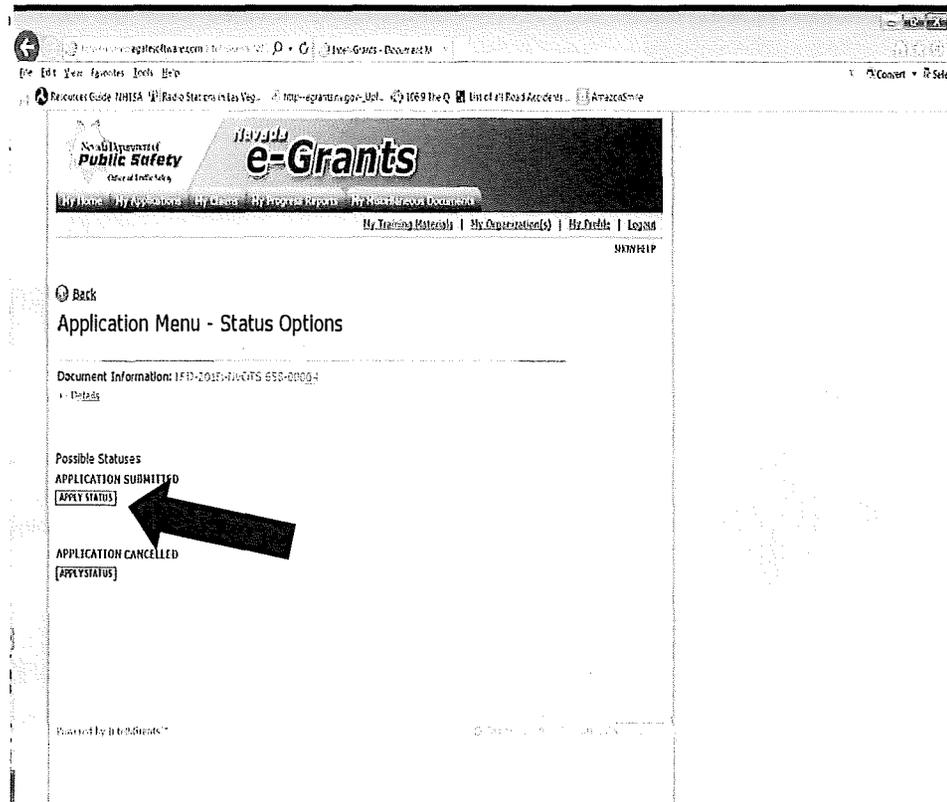
Status	Page Name	Note	Created By	Last Modified By
	Application			
	Communication Log			
	Agency Information Sheet			
	Project Goals			
	Project Objectives			
	Project Activities			
	Project Evaluation			
	Budget			
	Miscellaneous Attachments			

# 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

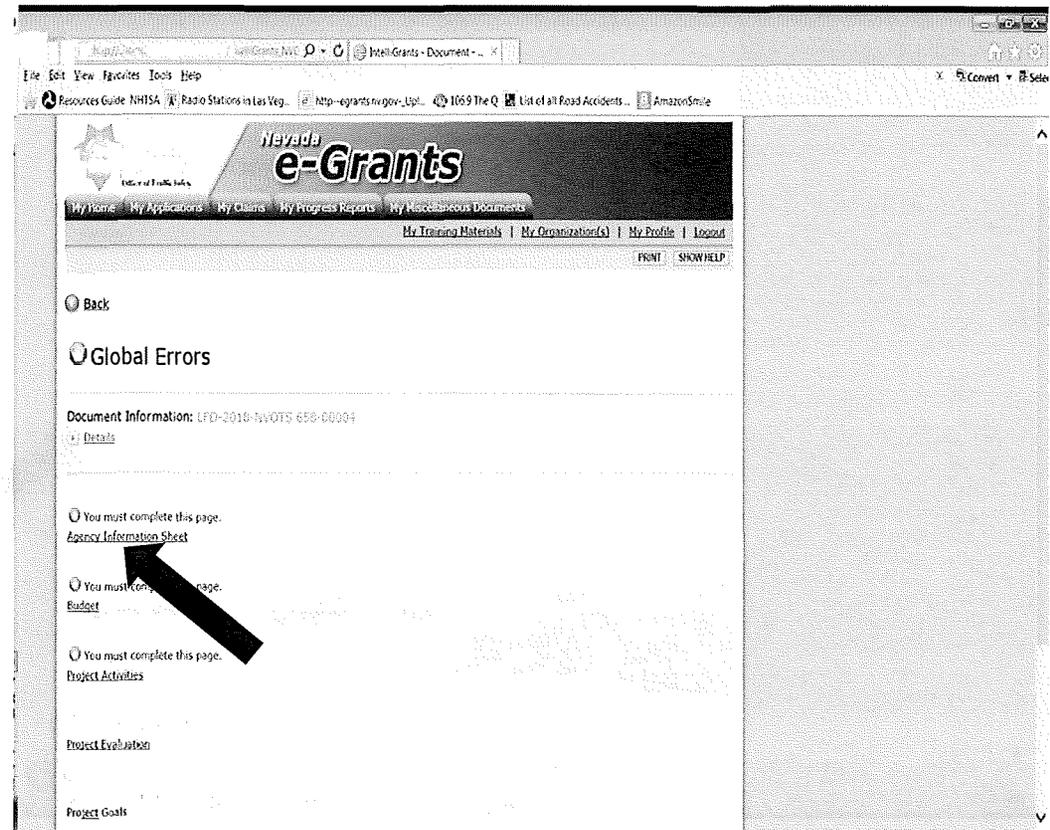


# APPLICATION

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.

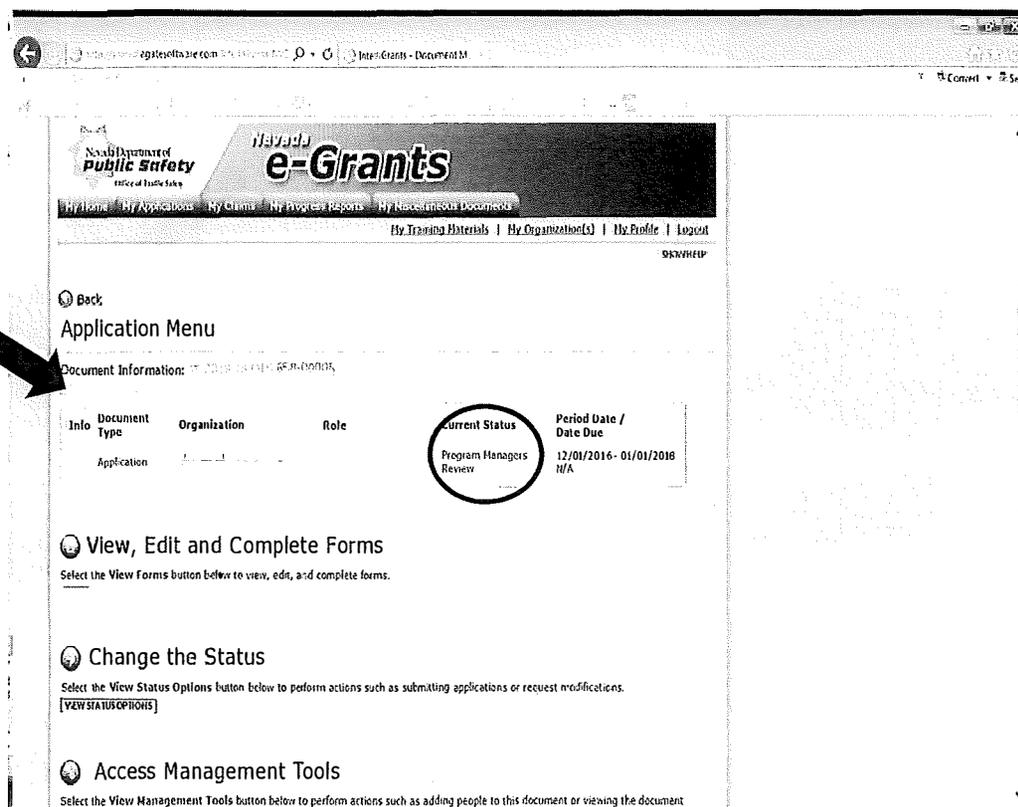
Once all errors are corrected, change the status by clicking *Apply Status* under Application Submitted



# 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



The screenshot displays the Nevada e-Grants application status page. The page header includes the Nevada Department of Public Safety logo and the 'e-Grants' title. The navigation menu includes links for Home, Applications, Claims, Progress Reports, Submitted Documents, Training Materials, Organizations, Profile, and Logout. The main content area is titled 'Application Menu' and includes a 'Back' link. The 'Document Information' section shows the document ID '17-2016-0001-05R-00005' and a table with the following data:

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application			Program Managers Review	12/01/2016 - 01/01/2018 N/A

The 'Current Status' cell is circled in black. Below the table, there are three main sections: 'View, Edit and Complete Forms' (with a 'View Forms' button), 'Change the Status' (with a 'View Status Options' button), and 'Access Management Tools' (with a 'View Management Tools' button). A black arrow points to the 'Details' link in the 'Document Information' section.

# 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:

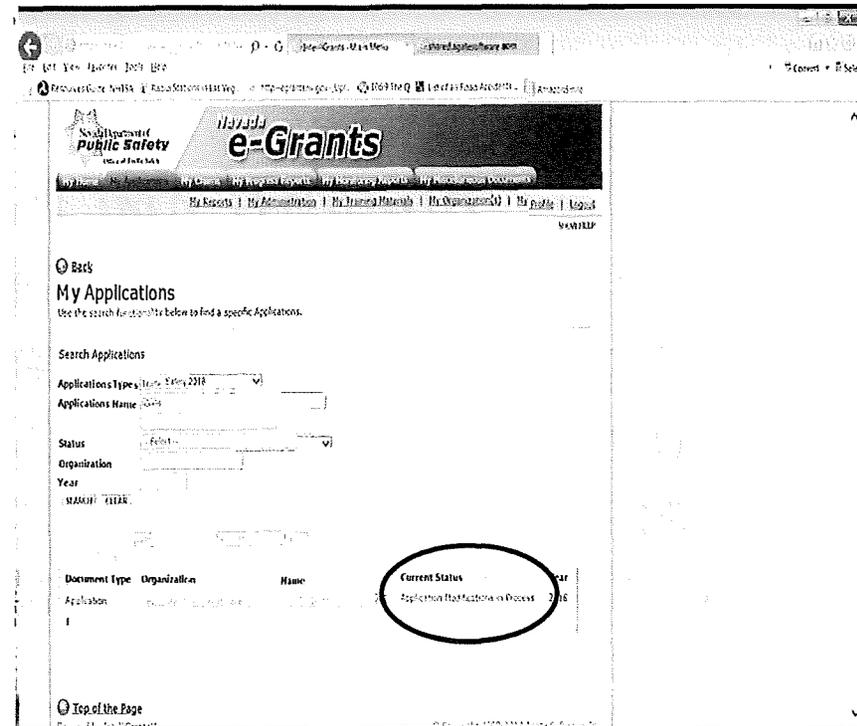
1. Application Approved
2. Application Denied

# 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.

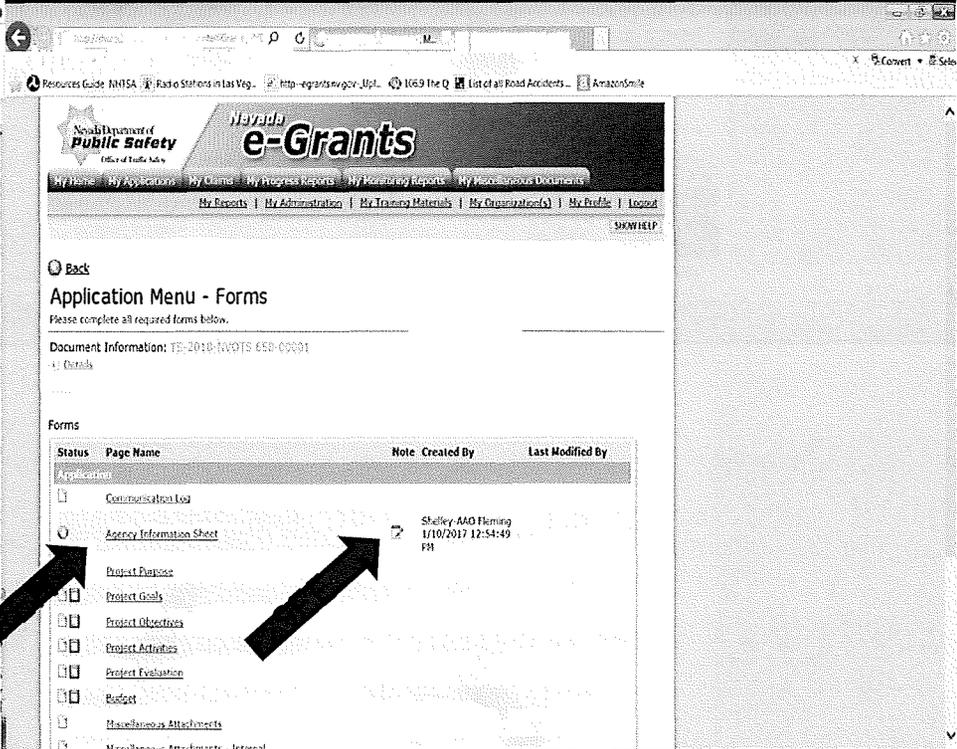
If changes are needed to the application, the PM will change the status to 'Application Modifications in Process' (you'll receive an email)



# 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



The screenshot shows the Nevada e-Grants application menu. The page title is "Application Menu - Forms" and it instructs the user to "Please complete all required forms below." The document information is "TD-2010-INVOTS 650-00001".

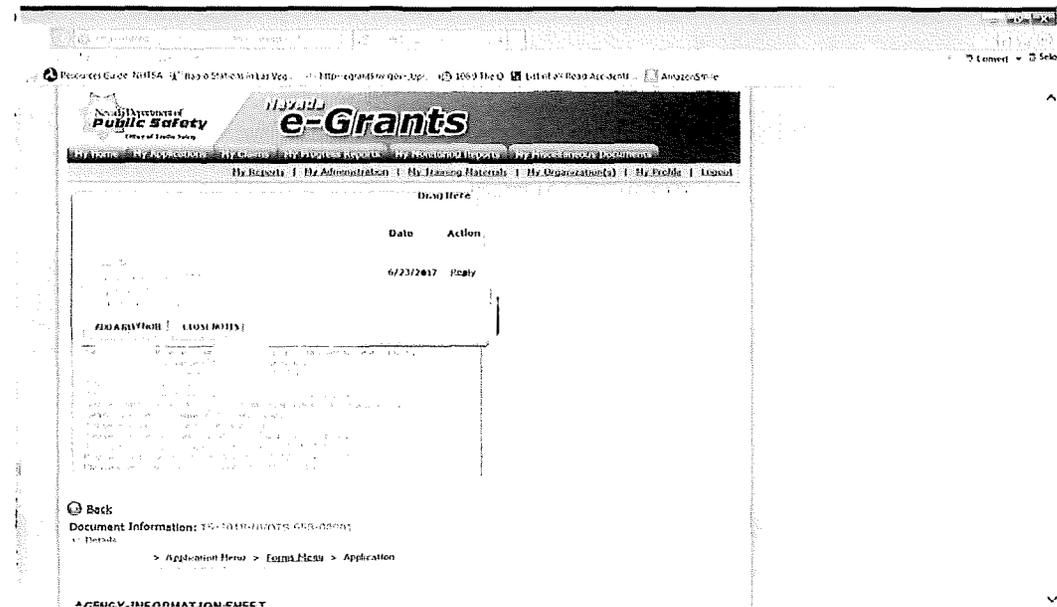
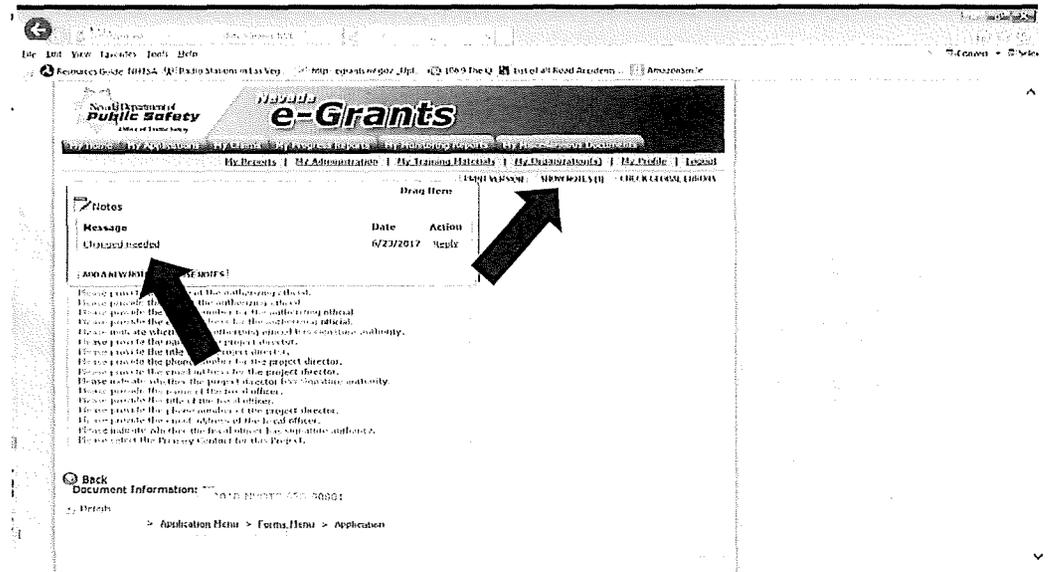
Status	Page Name	Note	Created By	Last Modified By
	Communication Log			
	Agency Information Sheet		Shelley AAO Fleming	1/10/2017 12:54:49 PM
	Project Purpose			
	Project Goals			
	Project Objectives			
	Project Activities			
	Project Evaluation			
	Budget			
	Miscellaneous Attachments			
	Miscellaneous Attachments - Internal			

# APPLICATION MODIFICATIONS

After opening the page,

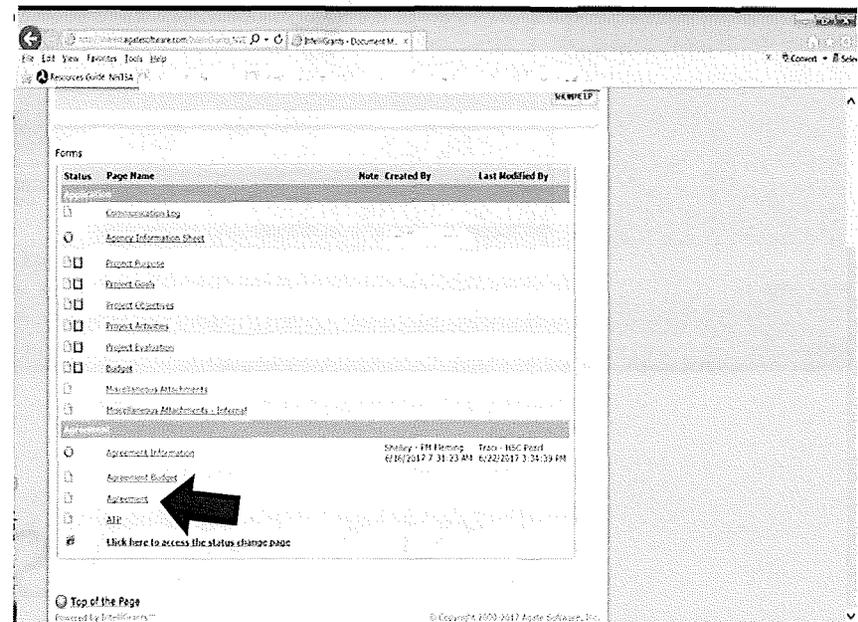
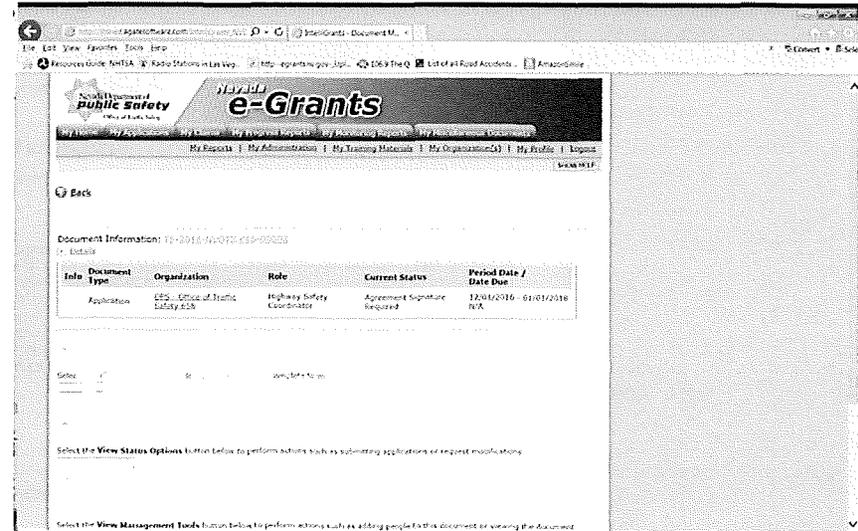
1. Click *Show Notes*.  
A pop up will appear on the top of the screen.
2. Click the message to read the note.  
You can *reply*, *add a new note*, or *close notes*.

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

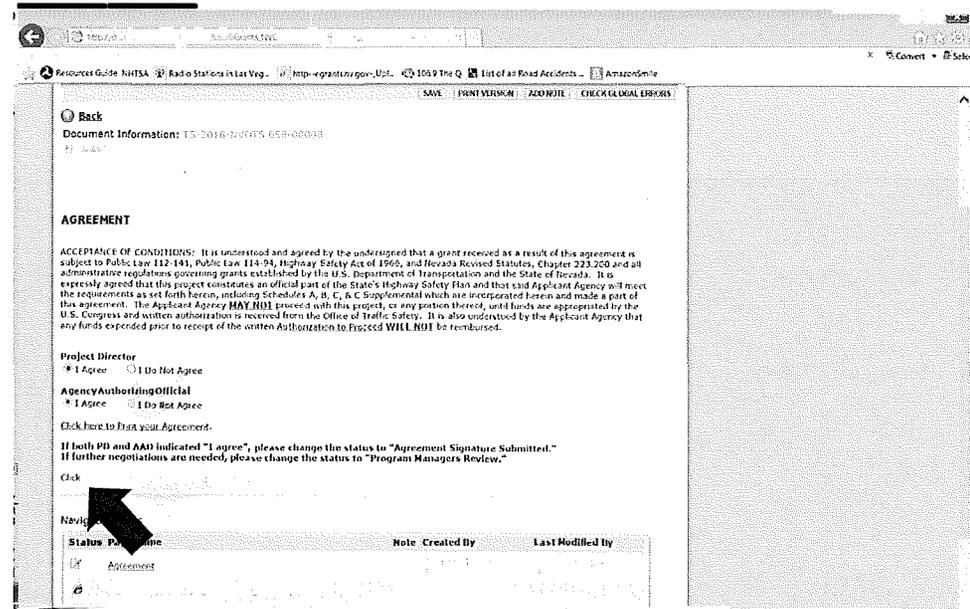
1. Click on *Click here to Print your Agreement*, a PDF will be created for your review. If you accept the Agreement as it's written, return to the Agreement page, and
2. Click *I Agree* for the appropriate role you've been assigned; If you want to negotiate changes, click *I Do Not Agree*, and
3. Click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

The screenshot displays the Nevada e-Grants interface. At the top, there is a navigation bar with links for 'My Home', 'My Applications', 'My Grants', 'My Progress Reports', and 'My Notifications/ Documents'. Below this, there are links for 'My Training Materials', 'My Organizations(s)', 'My Profile', and 'Logout'. A 'SAVE' button is visible, along with options for 'FRONT VERSION', 'ADD ROLE', and 'CHECK GLOBAL ERRORS'. The main content area shows 'Document Information: 75-2016-44075 (53-0000)' and a breadcrumb trail: 'You are here: > Application Menu > Forms Menu > Agreement'. The 'AGREEMENT' section is partially visible, showing the role 'Project Director' and two sets of radio buttons for 'I Agree' and 'I Do Not Agree'. A link 'Click here to Print your Agreement.' is located at the bottom of the visible section. Three black arrows point to the 'SAVE' button, the 'I Do Not Agree' radio button for the Project Director role, and the 'Click here to Print your Agreement.' link.

# AGREEMENT SIGNATURES

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

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



The screenshot shows a web browser window displaying a document titled "AGREEMENT". The document contains the following text:

**ACCEPTANCE OF CONDITIONS:** It is understood and agreed by the undersigned that a grant received as a result of the agreement is subject to Public Law 112-141, Public Law 114-94, Highway Safety Act of 1965, and Nevada Revised Statutes, Chapter 223.250 and all administrative regulations governing grants established by the U.S. Department of Transportation and the State of Nevada. It is expressly agreed that this project constitutes an official part of the State's Highway Safety Plan and that said Applicant Agency will meet the requirements as set forth herein, including Schedules A, B, C, & C Supplemental which are incorporated herein and made a part of this agreement. The Applicant Agency **MAY NOT** proceed with this project, or any portion thereof, until funds are appropriated by the U.S. Congress and written authorization is received from the Office of Traffic Safety. It is also understood by the Applicant Agency that any funds expended prior to receipt of the written Authorization to Proceed **WILL NOT** be reimbursed.

**Project Director**  
\* I Agree  I Do Not Agree

**Agency Authorizing Official**  
\* I Agree  I Do Not Agree

[Click here to Print your Agreement.](#)

If both PD and AAO indicated "I agree", please change the status to "Agreement Signature Submitted."  
If further negotiations are needed, please change the status to "Program Managers Review."

Click

Navigation

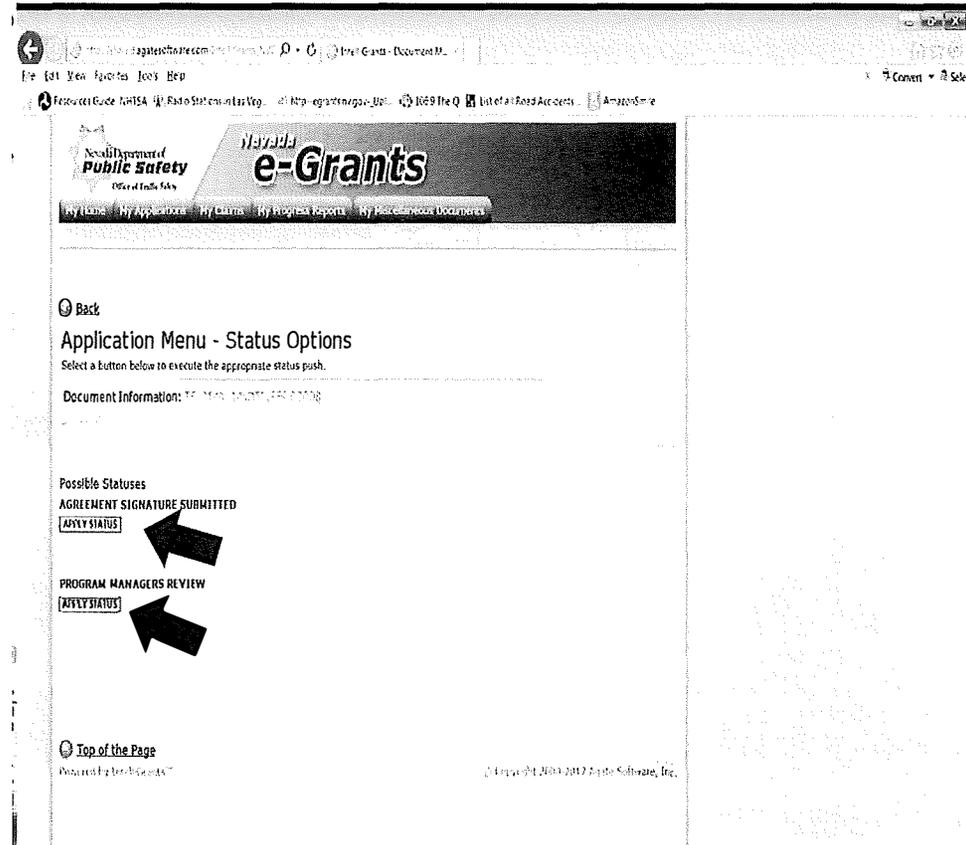
Status	Page Name	Note	Created By	Last Modified by
<input type="checkbox"/>	Agreement			

# 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

The screenshot displays the Nevada e-Grants web application. At the top, there is a navigation bar with the Nevada Public Safety logo and 'e-Grants' branding. Below this, a user menu shows 'My Home', 'My Applications', 'My Claims', 'My Progress Reports', and 'My Miscellaneous Documents'. A secondary menu includes 'My Training Materials', 'My Organizations', 'My Profile', and 'Logout'. The main content area features an 'Application Menu' and 'Document Information' for document ID 'TS-2016-00019-658-00009'. A table below lists application details, with the 'Current Status' column circled in red, showing 'Agreement Final/ATP Pending'. Below the table are three main action buttons: 'View, Edit and Complete Forms', 'Change the Status', and 'Access Management Tools'. The 'View, Edit and Complete Forms' button is currently selected.

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Application	DPS - Office of Traffic Safety OSD	Project Director	Agreement Final/ATP Pending	12/01/2016 - 01/01/2016 N/A

# 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



OFFICE OF TRAFFIC SAFETY  
107 Jacobsen Way  
Carson City, NV 89701  
(775) 654-7470

## 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: *Ames Dwyer* Date: 7/3/2017  
Administrator of Highway Safety Coordinator, NV DPS-OTS

Doc ID # TS-2018-NVOIS 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.