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.
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
Welcome to Nevada eGrants

This system tracks traffic safety grant opportunities in Nevada, submit and track your application status, and manage your grant electronically. Applicable grant projects will be traffic safety in your community.

These grant funds are dedicated to traffic safety projects (e.g., education, enforcement, equipment, etc.). FY19 grant opportunities are available beginning 03/08/2018, and are due by 05/31/2018.

These grant applications that reference (SAP) that prioritize those priority areas and exhibit promise community will receive funding.

The Office of Traffic Safety is specifically interested in proposals that address the following:
- Airbag non-seatbelt usage
- Motorcycle safety
- Pedestrians in urban areas and addressing marijuana use
- Speeding and aggressive
- Pedestrian safety for pedestrians/drivers
- Drunk and distracted driving
- Traffic safety research & safe behavior awareness

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:
  o Initiate available grants
  o Enter, edit, & delete information on all forms, if in appropriate status
  o Cancel an application before submission
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
Under My Home, you’ll find My Inbox which contains messages/emails.

Click Open My Inbox
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.
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
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 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; 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:

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.
Once the application has successfully been submitted, you’ll see the status change from ‘in process’ to ‘Program Managers Review’. You’ll also receive a 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.
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*. 

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Document Information: [Project Information 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.**
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.
OFFICE OF TRAFFIC SAFETY
151 Jackson Way
Carson City, NV 89701
(775) 684-1875

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: [Signature]
Date: 7/9/2017

Doc ID # TS-2018-NVOTS 658:00008# | ATP # 02
Grant Period: From: Effective Date of Authorization To: September 30, 2018

TOTAL AMOUNT OF AWARD $2,232.00

<table>
<thead>
<tr>
<th>AMOUNT OF THIS AUTHORIZATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>20.614 (403 funds)</td>
</tr>
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FUNDs PREVIOUSLY AUTHORIZED

| 20.614 (403 funds) | 18X92904056NV16 | $500.00 |
| 50.00 |
| 50.00 |
| 50.00 |
| 50.00 |
| 50.00 |

Funds authorized to date: 20.614 (403 funds) 18X92904056NV16 $2,000.00

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.