

The Grant Management System: utahgrants.utah.gov



Sub Recipient Registration:

Step 1 REGISTRATION PAGE

Enter the website: utahgrants.Utah.gov into your browser.

Click on "Register As" then Select "Organization" if you have never logged in before.

If you are returning, enter in your login information and then proceed to slide 10.

STATE.gov

GovGrants[®]
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Username

Password

Remember Me [Forgot Password?](#)

Login Register As

Organization
SME reviewer
Individual Applicant

Programs Opportunities FAQs

Programs ⓘ

Quick Search

ID	Program Name	Internal Organization	Funder Type	Actions
PG-603-0001	State Children's Health Insurance Program		Federal	👁
PG-603-0002	Medicaid		Federal	👁
PG-603-0003	Health Service Delivery (HSD)		Federal	👁
PG-603-0004	Grants to Support the Hispanic Health Services Research ...		Federal	👁
PG-603-0005	Delta Health Care Service Grant Program		Federal	👁
PG-687-0001	Strengthening the Public Health System in the U.S.-Affiliat...		Federal	👁
PG-687-0002	Grants to Support the Historically Black Colleges and Univ...		Federal	👁
PG-687-0003	Rural Health and Safety Education Competitive Grants Pro...		Federal	👁
PG-734-0001	TB Centers of Excellence for Education and Medical Consu...		Federal	👁
PG-734-0002	Education for Drug Prevention and Awareness Programmin...		Federal	👁
PG-734-0003	USAID/Nigeria Education Crisis Response		Federal	👁
PG-755-0001	Primary Education		Federal	👁

Sub Recipient Registration:

Step 2 NON DISCLOSURE PAGE

 Enterprise Grants Management System

Registration Agree Disagree

▲ Non Disclosure Agreement

Description

To continue further agreement to the following is required:

NDA Form

The following consent form terms apply to your organizations submission of information and documents to GovGrants. By using GovGrants, you understand and consent to the following:

The funding application submitted herein, includes information that shall not be disclosed outside the Government and shall not be duplicated, used or disclosed in whole or in part for any purpose other than to evaluate this application, retain a record of submission and to receive, store and transfer documents needed to process applications, conduct pre and post-award transactions and to manage grant awards issued to the registrant organization. Organizational information shall be requested only for the purpose established by the GovGrants for creating and maintaining an account and submitting, reviewing and processing applications and grant awards. No personally-identifiable client-level data shall be required by organization for submission via GovGrants at any time.

Any communication or data transiting or stored on this information system may be disclosed or used for any lawful purpose. You have no reasonable expectation of privacy regarding any communications or data transiting or stored on GovGrants. At any time, any for any lawful purpose, the organization may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.

Applications submitted via GovGrants shall remain confidential until the time that grant terms are accepted by the applicant organization and a grant award is issued by organization. At that time, the documents become public information and subject to review, audit and public disclosure. If a grant is awarded as a result of or in connection with the submission, the application and its contents shall be incorporated by reference into the grantees agreement and requirements, including pre-award conditions. The applicant agrees not to disclose any organization notice of intent to fund until organization issues an award or public notification of the award.

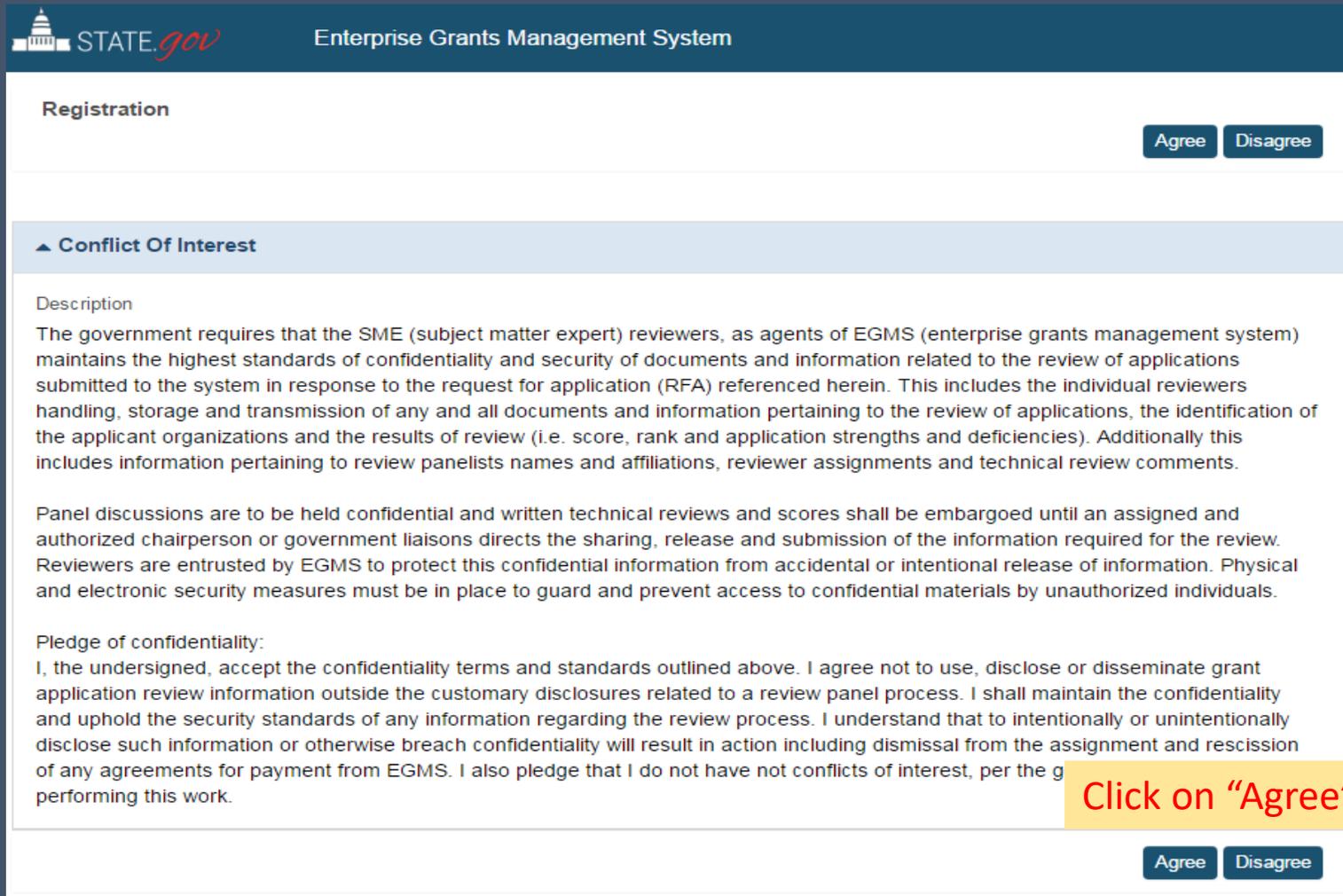
Government shall have the right to duplicate, use or disclose the data to the extent provided in the resulting grant. No confidential or proprietary data will be shared without an applicants permission and will be governed by terms negotiated in the final award agreement. This restriction does not limit the organization's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets and, mark each sheet of data it wished to restrict with the following: "The data contained on this sheet is subject to the restriction on the title page of this application."

Agree Disagree

Click on "Agree"

Sub Recipient Registration:

Step 3 CONFLICT OF INTEREST PAGE



The screenshot shows a web interface for the Enterprise Grants Management System. At the top left is the logo for STATE.gov. The page title is "Enterprise Grants Management System". Below the title, there is a "Registration" section with "Agree" and "Disagree" buttons. A section titled "Conflict Of Interest" is expanded, showing a "Description" of confidentiality requirements and a "Pledge of confidentiality" text. At the bottom of the page, there are "Agree" and "Disagree" buttons. A yellow callout box points to the "Agree" button with the text "Click on 'Agree'".

STATE.gov Enterprise Grants Management System

Registration

▲ Conflict Of Interest

Description

The government requires that the SME (subject matter expert) reviewers, as agents of EGMS (enterprise grants management system) maintains the highest standards of confidentiality and security of documents and information related to the review of applications submitted to the system in response to the request for application (RFA) referenced herein. This includes the individual reviewers handling, storage and transmission of any and all documents and information pertaining to the review of applications, the identification of the applicant organizations and the results of review (i.e. score, rank and application strengths and deficiencies). Additionally this includes information pertaining to review panelists names and affiliations, reviewer assignments and technical review comments.

Panel discussions are to be held confidential and written technical reviews and scores shall be embargoed until an assigned and authorized chairperson or government liaisons directs the sharing, release and submission of the information required for the review. Reviewers are entrusted by EGMS to protect this confidential information from accidental or intentional release of information. Physical and electronic security measures must be in place to guard and prevent access to confidential materials by unauthorized individuals.

Pledge of confidentiality:

I, the undersigned, accept the confidentiality terms and standards outlined above. I agree not to use, disclose or disseminate grant application review information outside the customary disclosures related to a review panel process. I shall maintain the confidentiality and uphold the security standards of any information regarding the review process. I understand that to intentionally or unintentionally disclose such information or otherwise breach confidentiality will result in action including dismissal from the assignment and rescission of any agreements for payment from EGMS. I also pledge that I do not have not conflicts of interest, per the g performing this work.

Click on "Agree"

Sub Recipient Registration:

Step 4 REGISTRATION PAGE

Enterprise Grants Management System

Registration

Fields marked as* are required

In order to start the registration, please provide the following information of your organization and click NEXT button.

*Employee Identification Number (EIN) ⓘ

*Data Universal Number System (DUNS) Number ⓘ

*Organization Name ⓘ

*Zip Code ⓘ

Enter in your Tax ID # for the EIN, your agency's DUNS #, Organization Name, and Zip Code

[Cancel](#) [Next](#)

Privacy Statement | Terms and Conditions | Accessibility

Sub Recipient Registration:

Step 5 REGISTRATION PAGE

STATE.gov Enterprise Grants Management System

Registration Cancel Save

Fill out the following fields to create your organization profile. Fields marked with * are required

Fields marked as * are required

Organization Information

Please fill in the following fields in order to create your organization profile in the system

EIN ⓘ 534272524 If Other, Please Specify <input type="text"/> Website ⓘ <input type="text"/> Are you in Federal GSA Schedule? ⓘ <input type="checkbox"/> Organization Fiscal year End Date (MM/DD) ⓘ <input type="text"/>	Organization Name ⓘ test 1 *Phone Number ⓘ (864) 556-7382 Are you in our Supply Schedule? ⓘ <input type="checkbox"/> DUNS Expiration Date (MM/DD/YYYY) ⓘ MM/DD/YYYY SAMS No. <input type="text"/>	*Organization Type ⓘ County governments Fax ⓘ <input type="text"/> Data Universal Number System (DUNS) No. ⓘ 244354653 Organization Fiscal year Start Date (MM/DD) ⓘ <input type="text"/>
--	--	--

Organization Address

Please enter the address associated with the above DUNS number as listed in SAMS.gov.

*Address Line 1 2724 Campus Walk Aven *City Durham	Address Line 2 <input type="text"/> *State NC	*Zipcode ⓘ 27705 Country USA
---	--	---------------------------------------

Cancel Save

Sub Recipient Registration:

Step 6 ORGANIZATION REPRESENTATIVE PAGE

Fill out the following fields to register your point of contact. The primary representative should be the one who will be filling out the application. Fields marked with * are required

STATE.gov Enterprise Grants Management System

Registration test 1 Cancel Save

Fields marked as * are required

Organization Representatives:

To continue this registration, following two types of user/profile information is required. Upon approval of the

- Primary Representative** – This profile/person is an authorized representative (like Signing Official, or Principle Investigator, or Program Director) of the organization and will be responsible for submitting documents like applications, amendment request and post award forms.
- Secondary Representative** – This profile/user (like Project Associate, Partner) will have data entry privileges in the system but will not be able to submit finalized documents like application on behalf of the organization.

Primary Representative Information

Prefix --None--	*First Name <input type="text"/>	*Last Name <input type="text"/>
Title <input type="text"/>	*Address Line 1 ⓘ 2724 Campus Walk Aven	Address Line 2 <input type="text"/>
*Zipcode ⓘ 27705	*City Durham	*State NC
Country USA	*Phone Number ⓘ <input type="text"/>	*Email ⓘ <input type="text"/>
Secondary Representative Required? ⓘ <input type="checkbox"/>		

Secondary Representative Information

Prefix --None--	First Name <input type="text"/>	Last Name <input type="text"/>
Title <input type="text"/>	Address Line 1 ⓘ <input type="text"/>	Address Line 2 <input type="text"/>
ZipCode ⓘ <input type="text"/>	City <input type="text"/>	State --None--
Country USA	Phone Number ⓘ <input type="text"/>	Email ⓘ <input type="text"/>

Cancel Save

Sub Recipient Registration:

STEP 7 CONFIRMATION PAGE

The screenshot shows the 'Enterprise Grants Management System' interface. At the top left is the 'STATE.gov' logo. The page title is 'Enterprise Grants Management System'. Below the header, there is a navigation area with 'Registration' and 'test 1'. A yellow callout box contains the text: 'When you have reached this page, it will send out an email to UOVC staff to approve your registration. Approval is not automatic and may take up to 1-2 business days.' Below this is a green 'Confirmation Message' box with a close button (X). The message text reads: 'Your registration request for access to EGMS has been completed and sent for government approval. Once approved, you will be sent another email from salesforce.com (technology platform provider) with your Username and Password shortly to log into the system. For your records, your registration number is # RG-000019.' There are two 'Home' buttons, one in the top right and one in the bottom right.

STATE.gov Enterprise Grants Management System

Registration
test 1

When you have reached this page, it will send out an email to UOVC staff to approve your registration. Approval is not automatic and may take up to 1-2 business days.

Home

Confirmation Message X

Your registration request for access to EGMS has been completed and sent for government approval. Once approved, you will be sent another email from salesforce.com (technology platform provider) with your Username and Password shortly to log into the system.

For your records, your registration number is # RG-000019 .

Home

Sub Recipient Registration:

STEP 8 Login email

This is the confirmation email that you will receive once your account is approved. Click on the link, use the username that is provided and then create a password in the system

Inbox: **pn**  pn@mailinator.com
m8r-gqnq9s@mailinator.com 

To: pn text/plain ▼
From: Recipient Portal <smahavratayajula@reisystems.com>
Message Id: 1498587123-100034791437-pn Show Json
Subject: **Welcome to Recipient Portal**
Received: Tue Jun 27 2017 14:12:03 GMT-0400 (Eastern Daylight Time)

Hi pranay,

Welcome to Recipient Portal! To get started, go to <https://granteeportal-ggpdemo6-developer-edition.na50.force.com/login?c=kP7CR5g2MRtlj9f3RY4qut81qcMjzWE2gew6MXZc3ncuA1AHjDjQseYkMf4RdroH6lr>

Username: pn@mailinator.com13

Thanks,
DEMO6 ORG



Change Your Password

Enter a new password for pn@mailinator.com13.
Your password must have at least:

- 8 characters
- 1 letter
- 1 number

* New Password

* Confirm New Password

Password was last changed on 6/27/2017 2:12 PM.

Sub Recipient Registration:

STEP 9 grants portal home page

Once you log in, this is what the grants portal home page will look like

The screenshot displays the Enterprise Grants Management System interface. At the top, the header includes the STATE.gov logo and the system name. The navigation menu on the left lists various sections like Search, Tasks, Activities, and Technical Support. The main dashboard area contains several key performance indicators and summary cards:

- Task Summary by Phase:** Shows 0 Applications.
- Task Summary by Due Date:** Shows 0 tasks for each category: Late, Due within 7 Days, Due within 30 Days, and Due in more than 30 Days.
- Applications by Status:** A card with a grid icon.
- Number of Applications by Funding Opportunity:** A horizontal bar chart showing 5 applications for AN-755-009.
- My Feed:** An empty feed area.

The 'My Workspace' section at the bottom features tabs for Files, Calendar, Notes, Cases, and Messages. Below these tabs is a search bar and a table with the following structure:

Name	Description	Attached At	Owner	Last Modified Date	Actions
No data available in table					

At the bottom of the page, there is a footer with the GovGrants logo and links for Privacy Statement, Terms and Conditions, Accessibility, and Contact Us.

Sub recipient application

step 1 list of opportunities page

Enterprise Grants Management System

Grants Portal

Opportunities

Total Announcements

Qualified Opportunities by Status

Active Funding Opportunities

ID	Announcement Title	Grantor Organization	Pre-App-Req?	Ceiling Amount	FOA Publication Date	RFA Release Date	App Deadline	Actions
FOA-NSF-025	Documenting Endangered Lang...			\$600,616.00			01/04/2020 8:00 PM	👁
FOA-NSF-036	Mathematical Biology			\$3,000,000.00			11/14/2017 8:00 PM	👁
FOA-NSF-010	MacroSystems Biology and Ea...			\$5,000,000.00			10/15/2017 8:00 PM	👁
FOA-NSF-021	NSF Astronomy and Astrophys...			\$100,000.00			10/10/2017 8:00 PM	👁
FOA-NSF-020	Geography and Spatial Science...			\$100,000.00			09/06/2017 8:00 PM	👁
FOA-NSF-008	Innovative Technology Experie...			\$2,000,000.00			09/04/2017 8:00 PM	👁
FOA-NSF-007	Decision, Risk and Manageme...			\$1,800,000.00			08/17/2017 8:00 PM	👁
AN-603-006	FOA 1 for Health Service Deliv...	Department of Primary Health			06/25/2017		08/15/2017 9:34 AM	👁
AN-603-007	FOA 1 for Delta Health Care Se...	Department of Primary Health			07/09/2017		08/15/2017 12:10 AM	👁
FOA-NSF-012	Cognitive Neuroscience			\$125,000.00			08/13/2017 8:00 PM	👁
AN-687-005	FOA 1 for Grants to Support th...	Department of Primary Health		\$200,000.00	06/26/2017		08/04/2017 7:54 AM	👁

Sub recipient application

step 1 list of opportunities page

UTAH grants Enterprise Grants Management System

Grants Portal

Opportunities Applications Grants Monitoring

Search

Search... Q

All

Tasks

Tasks

Pending Tasks

Completed Tasks

Activities

Opportunities

View Active Opportunities

View Interested Opportunities

View Closed Opportunities

Active Funding Opportunities

Quick Search Q

Announcement Title	Grantor Organization	FOA Publication Date	App Deadline	Actions
18-19 VOCA Migration	UOVC	08/06/2018	08/30/2018 11:59 PM	

Total Records: 1

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8:38 AM 8/7/2018

Sub recipient application

step 2 interested opportunity

The screenshot displays the 'Enterprise Grants Management System' interface. The top navigation bar includes 'STATE.gov', 'Enterprise Grants Management System', and 'Grants Portal'. The main content area shows a funding opportunity for 'MacroSystems Biology and Early NEON Science' with ID 'FOA-NSF-010'. A yellow callout box with a red arrow points to a 'Qualify' button in the top right corner of the opportunity card. The callout text reads: 'After viewing the opportunity, click on "Interest" or "Qualify"'. The interface also features a left sidebar with search, tasks, and activities, and a bottom section with tabs for 'Overview', 'Financials', 'Plan', 'Documents', and 'Collab'.

Enterprise Grants Management System

Grants Portal

Opportunities Applications Grants Monitoring

Search

Search...

All

Tasks

Tasks

Pending Tasks

Completed Tasks

Activities

Opportunities

View Active Opportunities

View Qualified Opportunities

View Closed Opportunities

Pre-Applications

View Pre-Applications

View Submitted Pre-Applications

Recent Items

Funding Opportunity

MacroSystems Biology and Early NEON Science

ID: FOA-NSF-010

Program ID

Days Left to Apply: 109

Qualify

The Funding Opportunity overview page reflects the key information associated with this Funding Opportunity such as the funding amounts, particular...view more

Overview Financials Plan Documents Collab

General Information

Funding Opportunity Title: MacroSystems Biology and Early NEON Science

Grantor Organization

CFDA Number

Pre Application Required? Not Required

Match Required?

Sub Recipient Match %

Eligibility

Eligible Applicant Types: 25

Announcement Description

The MacroSystems Biology and Early NEON Science: Research on Biological Systems at Regional to Continental Scales program will support quantitative, interdisciplinary, systems-oriented research on biosphere processes and their complex interactions with climate, land use, and invasive species at regional to continental scales as well as planning, training, and development activities to enable groups to conduct MacroSystems Biology and Early NEON Science research.

Funding Cycle / Important Dates

FOA Release Date

Original Application Deadline: 10/15/2017 08:00 PM

Estimated Project Period Start Date

RFA Release Date

Estimated Project Period End Date

Self Help

Sub recipient application

step 2 interested opportunity

UTAH grants Enterprise Grants Management System

Opportunities Applications Grants Monitoring

Search

Quick Search

ID	Title	Grantor Organization	FOA Publication Date	Application Deadline	Status	Actions
AN--001	18-				ted	

Click on "View Interested Opportunities" (may say "View Qualified Opportunities"). Make sure that you are on the "Opportunities" tab first (at the top).

Quick Search

ID	Title	Grantor Organization	FOA Publication Date	Application Deadline	Status	Actions
AN-UOV-016	Survivor Driven...	UOVC	2018-03-08	05/04/2018 11:59 PM	Converted t...	
AN-UOV-015	VOCA General ...	UOVC	2018-03-08	04/18/2018 11:59 PM	Converted t...	
AN-UOV-013	VOCA General ...	UOVC	2018-03-08	04/18/2018 12:59 AM	Converted t...	

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8:43 AM 8/7/2018

Sub recipient application

Step 2: Interested Opportunity

STATE.gov Enterprise Grants Management System

Grants Portal

Opportunities Applications Grants Monitoring

Search

Quick Search

Qualified Funding Opportunities

ID	Title	Grantor Organization	Pre-Application ?	Ceiling Amount	FOA Publication Date	RFA Release Date	Application Deadline	Status	Actions
FOA-NSF-010	MacroSystems B...			\$5,000,000.00			2017-10-16 00:00:00Z	Qualified	
FOA-NSF-020	Geography and S...			\$100,000.00			2017-09-07 00:00:00Z	Qualified	
AN-687-004	FOA for Strength...	Department of Primary Health		\$100,000.00	2017-06-25	2017-06-25	2017-08-04 11:46:00Z	Converted to Application	

Qualified Closed Funding Opportunities

ID	Title	Grantor Organization	Pre-Application ?	Ceiling Amount	FOA Publication Date	RFA Release Date	Application Deadline	Status	Actions
AN-755-009	REF_Advanced T...	Department of Higher Educa...		\$200,000.00	2017-06-27	2017-06-27	2017-06-27 13:46:00Z	Submitted to Grantor	
AN-687-001	FOA for Strength...	Department of Primary Health		\$100,000.00	2017-06-26	2017-06-26	2017-06-26 05:01:00Z	Submitted to Grantor	
AN-687-002	FOA for Grants to...	Department of Primary Health		\$200,000.00	2017-06-01		2017-06-24 18:17:00Z	Submitted to Grantor	
AN-687-003	FOA for Rural He...	Department of Primary Health		\$200,000.00	2017-06-01		2017-06-23 18:46:00Z	Submitted to Grantor	
AN-603-004	FOA for Delta He...	Department of Population He...		\$200,000.00	2017-06-22	2017-06-22	2017-06-22 07:38:00Z	Submitted to Grantor	
AN-603-003	FOA for Grants to...	Department of Primary Health		\$100,000.00	2017-06-14		2017-06-20 18:23:00Z	Submitted to Grantor	
AN-603-001	FOA for Health S...	Secretary of Health		\$100,000.00	2017-06-18		2017-06-20 16:14:00Z	Submitted to Grantor	

View Active Opportunities
View Qualified Opportunities
View Closed Opportunities

Pre-Applications

View Pre-Applications
View Submitted Pre-Applications

Recent Items

Self Help

Click on the green eye on the "2019-2021 VOCA Application (Year 1 and Year 2)" in order to view the interested opportunity

Sub recipient application

step 3 create application

The screenshot displays the 'Enterprise Grants Management System' interface. The top navigation bar includes 'STATE.gov', 'Enterprise Grants Management System', and 'Grants Portal'. The main content area shows details for a 'Funding Opportunity' titled 'MacroSystems Biology and Early NEON Science' with ID 'FO-0042' and status 'Qualified'. A 'Days Left' indicator shows 109 days remaining. A prominent yellow box with the text 'Click on "Create Application"' and a red arrow points to the 'Create Application' button. Below this, a progress bar shows the current status as 'Qualified' and subsequent steps: 'Converted to Application', 'Submitted to Grantor', 'Approved', and 'Awarded'. The 'Financial Details' section includes fields for 'Award Ceiling' (\$5,000,000), 'Award Floor' (\$250,000), and 'Budgeting is Required for' (Only First Budget Period). The 'Project/Service Area' section contains a table with one record: Code 'ASA-0018', Title 'Application Project Area', and Owner.

STATE.gov Enterprise Grants Management System Grants Portal

Opportunities Applications Grants Monitoring

Search

Search... Q

All

Tasks

Tasks

Pending Tasks

Completed Tasks

Activities

Opportunities

View Active Opportunities

View Qualified Opportunities

View Closed Opportunities

Pre-Applications

View Pre-Applications

View Submitted Pre-Applications

Recent Items

Funding Opportunity
MacroSystems Biology and Early NEON Science

ID FO-0042 Opportunity Status Qualified

Days Left 109

Create Application Copy from an existing app

Click on "Create Application"

User can create an application for the Qualified Funding Opportunities. [...view more](#)

User will create an application by filling all necessary details requi

Qualified Converted to Application Submitted to Grantor Approved Awarded

Overview Financials Attachments

Financial Details

Award Ceiling \$5,000,000 Budgeting is Required for: Only First Budget Period Award Floor \$250,000

Budgeting is Required at: Budget Category Level No Is Detailed Budget Build Information Required for each line items?

Project/Service Area

Quick Search

Code	Title	Description	Owner
ASA-0018	Application Project Area		

Total Records: 1

Self Help

Sub recipient application

Step 4: Overview

The screenshot shows the 'Overview' page of the Utah Grants Management System. The page is titled 'Create Application' and includes a search bar, a navigation menu, and a main content area with two overview sections: 'Opportunity Overview' and 'Application Overview'. A yellow callout box with red text is overlaid on the page, stating: 'Fill out the Overview Tab using the attached instructions and then save.' The 'Application Overview' section contains several input fields, some of which are pre-filled with data.

Opportunity Overview

- Funding Opportunity ID: AN-001
- Application Deadline: 8/30/2018 11:59 PM

Application Overview

- *Application Title (Applicant Organization Name_Announcement Title): UOVC Migration Appical
- *Project Director/Principle Investigator: Tallie Viteri
- Project Period Start Date: 7/1/2018
- Project Period End Date: 6/30/2019
- Submitted By: Submitted On
- If yes, Please enter the federally negotiated indirect cost rate %: 0.00

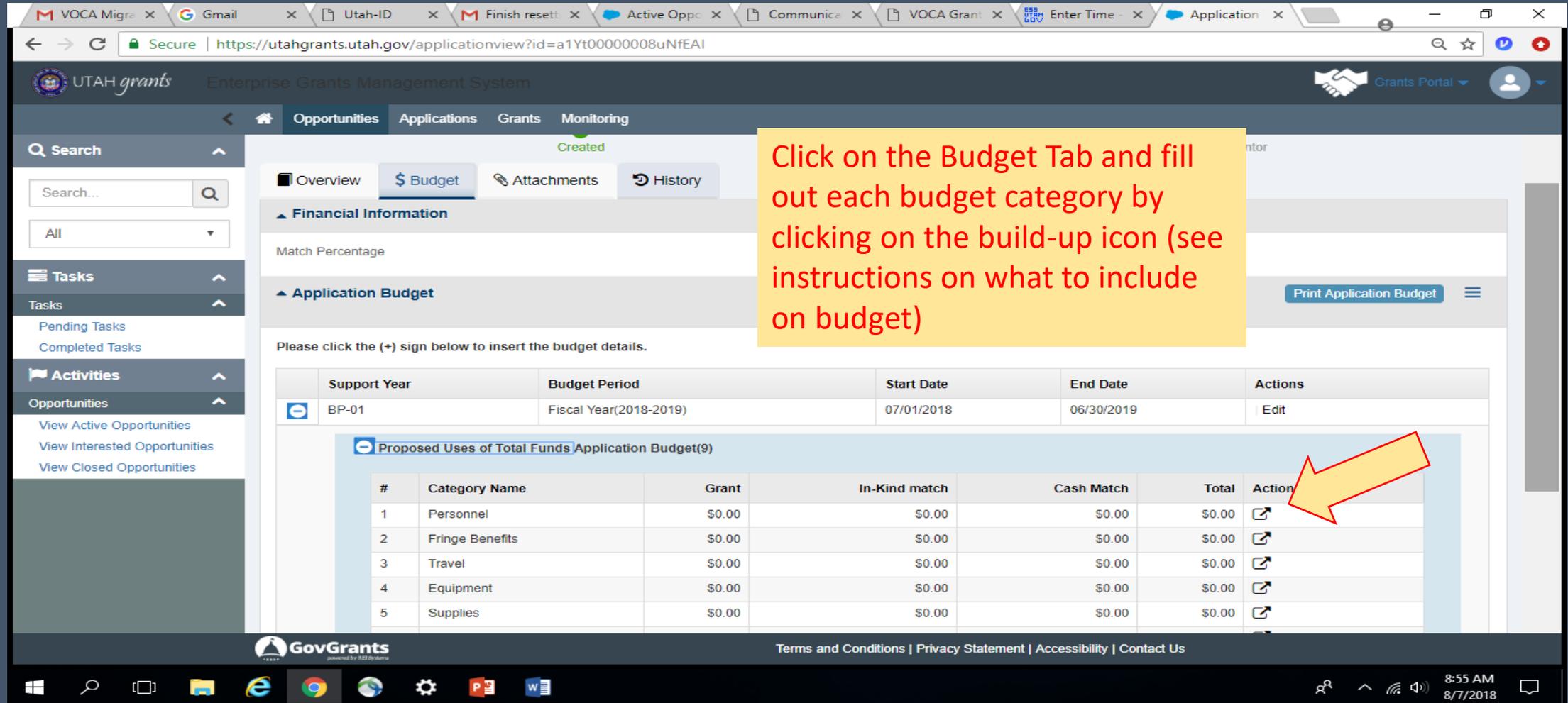
Fields marked as * are required

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8:52 AM
8/7/2018

Sub recipient application

Step 5: Budget



Click on the Budget Tab and fill out each budget category by clicking on the build-up icon (see instructions on what to include on budget)

UTAH grants Enterprise Grants Management System

Search

Tasks

Activities

Opportunities

Overview **Budget** Attachments History

Financial Information

Match Percentage

Application Budget

Please click the (+) sign below to insert the budget details.

Support Year	Budget Period	Start Date	End Date	Actions
BP-01	Fiscal Year(2018-2019)	07/01/2018	06/30/2019	Edit

Proposed Uses of Total Funds Application Budget(9)

#	Category Name	Grant	In-Kind match	Cash Match	Total	Action
1	Personnel	\$0.00	\$0.00	\$0.00	\$0.00	
2	Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00	
3	Travel	\$0.00	\$0.00	\$0.00	\$0.00	
4	Equipment	\$0.00	\$0.00	\$0.00	\$0.00	
5	Supplies	\$0.00	\$0.00	\$0.00	\$0.00	

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8:55 AM 8/7/2018

Sub recipient application

Step 5: Attachments: Coversheet

Click on the Attachments Tab and then click on the pencil on the coversheet line to fill out the coversheet

The screenshot displays the Utah Grants Management System interface. The browser address bar shows the URL: <https://utahgrants.utah.gov/applicationview?id=a1Yt00000008uNfEAI#!>. The page title is "Enterprise Grants Management System". The navigation menu includes "Opportunities", "Applications", "Grants", and "Monitoring". The current application ID is "AP-066", and the applicant organization is "Dummy Organization". The status is "Created".

The "Attachments" tab is selected, showing a progress bar with a green checkmark for "Created" and a grey circle for "Submitted to Grantor". Below the progress bar, there are tabs for "Overview", "Budget", "Attachments", and "History".

The "Business Forms" section contains a table with the following data:

Order	Form Name	Form Number	Mandatory	Percentage	Actions
1	UOVC Cover Sheet form	VCS-01	✓	0.00%	 
2	UOVC Program Plan And Evaluation	PPE-01	✓	0.00%	 

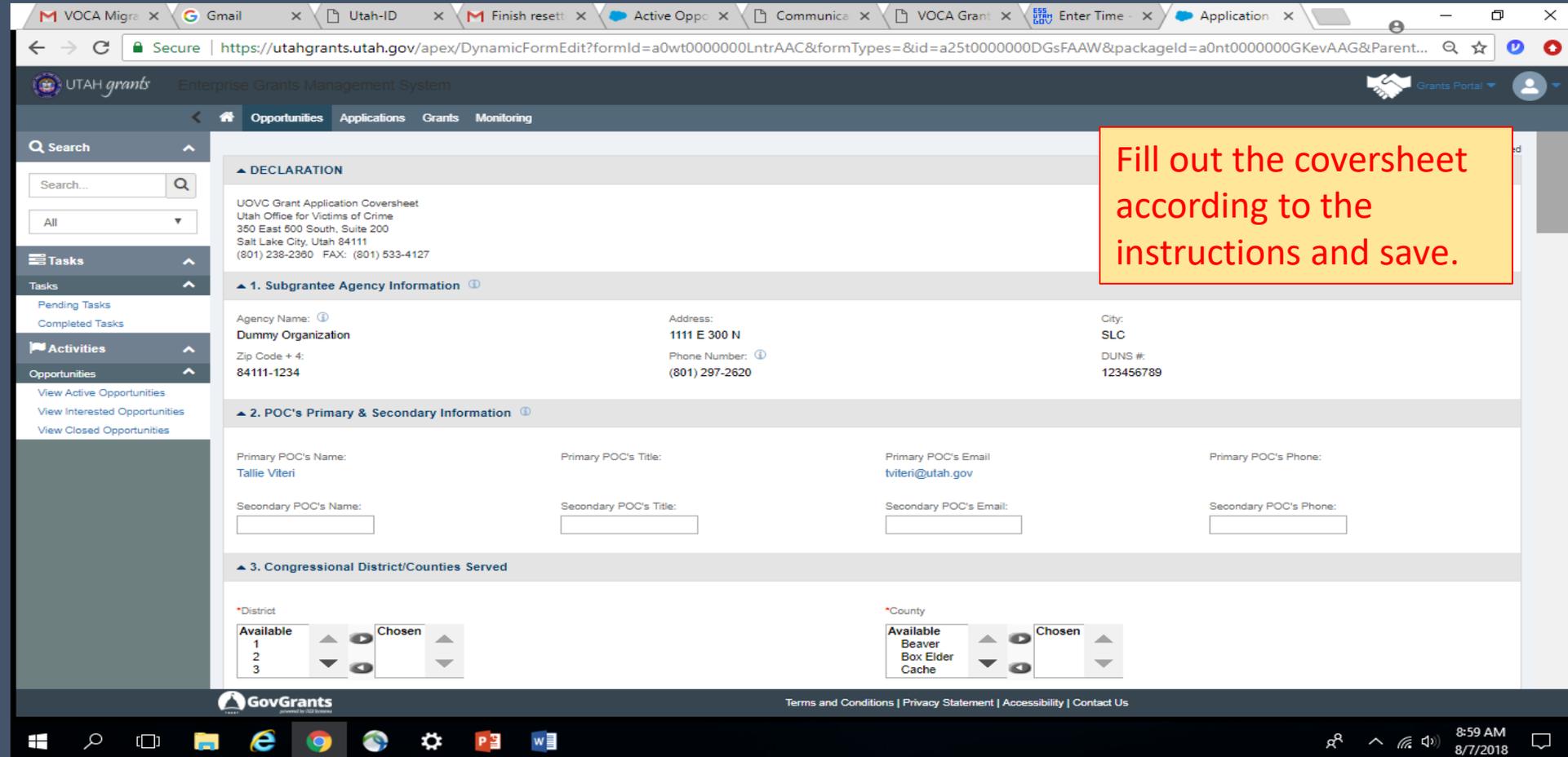
The "Attachments From Grantor" section shows a table with the following data:

Attachment Name	Classification	Attachment URL
18_19 VOCA Required Questions.xlsm	Forms	View Attachment
Budget Justification.docx	Forms	View Attachment

The footer includes the "GovGrants" logo, "powered by FLD Systems", and links for "Terms and Conditions", "Privacy Statement", "Accessibility", and "Contact Us". The system clock shows 8:58 AM on 8/7/2018.

Sub recipient application

Step 5: Attachments: Coversheet



UTAH grants Enterprise Grants Management System

Secure | <https://utahgrants.utah.gov/apex/DynamicFormEdit?formId=a0wt000000LntrAAC&formTypes=&tid=a25t0000000DGsFAAW&packageId=a0nt0000000GKevAAG&Parent...>

UTAH grants Enterprise Grants Management System

Opportunities Applications Grants Monitoring

Search

Search...

All

Tasks

Pending Tasks

Completed Tasks

Activities

Opportunities

View Active Opportunities

View Interested Opportunities

View Closed Opportunities

DECLARATION

UQVC Grant Application Coversheet
Utah Office for Victims of Crime
350 East 500 South, Suite 200
Salt Lake City, Utah 84111
(801) 238-2390 FAX: (801) 533-4127

1. Subgrantee Agency Information

Agency Name: Address: City:
Dummy Organization 1111 E 300 N SLC
Zip Code + 4: Phone Number: DUNS #:
84111-1234 (801) 297-2620 123456789

2. POC's Primary & Secondary Information

Primary POC's Name: Primary POC's Title: Primary POC's Email: Primary POC's Phone:
Tallie Viteri
Secondary POC's Name: Secondary POC's Title: Secondary POC's Email: Secondary POC's Phone:

3. Congressional District/Counties Served

*District

Available	Chosen
1	
2	
3	

*County

Available	Chosen
Beaver	
Box Elder	
Cache	

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8:59 AM 8/7/2018

Sub recipient application

Step 6: Attachments: Program Plan

Click on the Attachments Tab and then click on the pencil on the program plan line to fill out the program plan

Application- UOVC Migration Application

ID: AP--066 Applicant Organization: Dummy Organization Status: Created

External Organization apply for the Full Community Announcement (FOA) by creating an application. Created application is internally reviewed b...[view more](#)

Created Submitted to Grantor

Overview Budget **Attachments** History

Business Forms

Order	Form Name	Form Number	Mandatory	Percentage	Actions
1	UOVC Cover Sheet form	VCS-01	✓	0.00%	
2	UOVC Program Plan And Evaluation	PPE-01	✓	0.00%	

Attachments From Grantor

Attachment Name	Classification	Attachment URL
18_19 VOCA Required Questions.xlsm	Forms	View Attachment
Budget Justification.docx	Forms	View Attachment
2018 VOCA Instructions Migration Grant.pdf	RFA	View Attachment

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9:00 AM 8/7/2018

Sub recipient application

Step 6: Attachments: Program Plan

The screenshot displays the UTAH grants Enterprise Grants Management System interface. The browser address bar shows the URL: <https://utahgrants.utah.gov/apex/DynamicFormEdit?formId=a0wt0000000LntvAAC&formTypes=&id=a25t0000000DGsKAAW&packageId=a0nt0000000GKevAAG&Paren...>

The page title is "UOVC Program Plan & Evaluation". The breadcrumb navigation shows: Opportunities > Applications > Grants > Monitoring. The current page is "UOVC Program Plan And Evaluation".

The main content area is titled "PROGRAM PLAN AND EVALUATION". It contains the following text:

This section should describe in detail how the project will be implemented.

- Give a broad statement of the program's goal(s)
 - Example: to reduce trauma experienced by domestic violence victims as they participate in the criminal justice system).
- Clearly define, in measurable terms, the objectives of the program. These objectives must be related to the need defined in narrative section A.
 - Example of measurable terms: provide crisis intervention services to 250 domestic violence victims at the scene of the crime. (Be sure to include what objective is measuring, i.e. services, trainings, sessions)
 - Indicate the number that each objective will serve per quarter. Total of the 4 quarters should equal the total number you anticipate achieving for the year.
- Describe what activities/methods will be used to solve the problem(s) to meet the objectives
 - Example: if the objective is to provide individual counseling to victims of D.V. to help victims cope, avoid, survive, and/or overcome the violence, then an appropriate activity would be to develop action plans to help victims outline goals and use resources, such as law enforcement, UOVC, etc.
- Indicate how the program will monitor and evaluate each objective.
- Create a time-line indicating when each critical activity/method element will be achieved during the grant period.
- This part should include specific strategies, approaches, and innovations that will be used to implement the project. The implementing strategy is required for each goal.

Below this text is a section titled "Please indicate at least one goal with three objectives". It includes a "Goal Objective Indicator" field with the value "No".

Underneath is a "Goals & Objectives" section with a "New Goal" button. A yellow arrow points to this button.

At the bottom of the page, there is a table with the following columns: Type, Description, and Actions. The table is currently empty, with the text "No records found" below it.

The footer of the page includes the GovGrants logo, the text "powered by USG Systems", and links for "Terms and Conditions | Privacy Statement | Accessibility | Contact Us".

The system tray at the bottom of the screen shows the date and time: 9:00 AM 8/7/2018.

To fill out your program plan, start by clicking on "New Goal"

Sub recipient application

Step 6: Attachments: Program Plan

UTAH grants Enterprise Grants Management System

New Goal

Overview

*This goal will address
Victim Services

*Goal Description
Reduce the trauma experience by crime victims by providing immediate services when a crime has occurred

Save

for each goal.

COLLABORATION WITH ALLIED PROFESSIONALS

1. Within your County, does your agency duplicate other VOCA-funded services? If yes, please justify in the area below. If 'no', please answer 'no' to this question.
 Yes No

2. Describe how the program will complement other services in the geographical area rather than be a duplication of efforts.

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9:04 AM 8/7/2018

Sub recipient application

Step 6: Attachments: Program Plan

UTAH grants Enterprise Grants Management System

Opportunities Applications Grants Monitoring

Search

Search... [Search Icon]

All

Tasks

Pending Tasks

Completed Tasks

Activities

Opportunities

View Active Opportunities

View Interested Opportunities

View Closed Opportunities

- Indicate how the program will monitor and evaluate each objective.
- Create a time-line indicating when each critical activity/method element will be achieved during the grant period.
- This part should include specific strategies, approaches, and innovations that will be used to implement the project. The

Please indicate at least one goal with three objectives

Goal Objective Indicator

No

Goals & Objectives New Goal

Performance Management

Type	Description	Actions
Goal	Reduce the trauma experience by crime victims by providing immediate services when a crime has occurred	[Trash] [Edit] [Build-up] [Eye]

Total Records: 1

Page 1 of 1

COLLABORATION WITH ALLIED PROFESSIONALS

1. Within your County, does your agency duplicate other VOCA-funded services? If yes, please justify in the area below. If 'no', please answer 'no' to this question.

Yes No

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9:05 AM 8/7/2018

Sub recipient application

Step 6: Attachments: Program Plan

Fill out the projected amounts, what they measure, objective description, activities, and evaluation according to the instructions. Follow the same process for all of your goals and objectives.

The screenshot displays the 'New Objective' form within the Utah Grants Management System. The browser address bar shows the URL: <https://utahgrants.utah.gov/apex/DynamicFormEdit?formId=a0wt0000000LntvAAC&formTypes=&id=a25t00>. The form is titled 'New Objective' and is part of the 'Enterprise Grants Management System'. The left sidebar contains navigation options: Search, Tasks (Pending, Completed), Activities (View Active, Interested, Closed Opportunities), and Opportunities (View Active, Interested, Closed Opportunities). The main form area is divided into sections: 'Indicate the quantitative amount this objective will serve' with input fields for *Q1, *Q2, *Q3, and *Q4, all containing the value '100'; 'Other Questions' with a dropdown for 'Quantitative number measures' set to 'Number of victims served' and an 'Other' text field; '*Objective Description' with a text area containing 'Provide on-scene response to victims of crime'; and '*ACTIVITIES AND METHODS' with an empty text area. The bottom of the page features the 'GovGrants' logo, 'powered by R2 Systems', and links for 'Terms and Conditions', 'Privacy Statement', 'Accessibility', and 'Contact Us'. The Windows taskbar at the bottom shows the time as 9:06 AM on 8/7/2018.

Sub recipient application

Step 6: Attachments: Business Forms

- Follow all of the same steps for all of the rest of the attachments under the Business Forms Section:
 - Equipment Summary
 - Additional Resources
 - Statistic Reporting
 - Record of Providing Effective Services
 - Project Administration
 - Statement of Problem, Need, and Target Population

Sub recipient application

Step 7: Additional Attachments

To fill out the other attachments:
on the attachments tab, scroll to where
it says "Attachments from Grantor"
and click on "View Attachment"
for each attachment you would like to
download

The screenshot displays the Utah Grants Management System interface. The browser address bar shows the URL <https://utahgrants.utah.gov/a1Yt00000008uNfEAI>. The system header includes the Utah Grants logo and the text "Enterprise Grants Management System". The navigation menu shows "Opportunities", "Applications", "Grants", and "Monitoring". The left sidebar contains a search bar, a dropdown menu set to "All", and sections for "Tasks", "Activities", and "Opportunities".

The main content area shows a list of opportunities:

ID	Attachment Name	Classification	Status	Progress
1	UOVC Cover Sheet form	VCS-01	✓	0.00%
2	UOVC Program Plan And Evaluation	PPE-01	✓	0.00%

Below this list is the "Attachments From Grantor" section, which contains a table of attachments:

Attachment Name	Classification	Attachment URL
18_19 VOCA Required Questions.xlsm	Forms	View Attachment
Budget Justification.docx	Forms	View Attachment
2018 VOCA Instructions Migration Grant.pdf	RFA	View Attachment

Below the attachments table is the "Attachments" section, which is currently empty and displays "No Records Found". There is also a "Notes" section at the bottom, which is also empty.

Sub recipient application

Step 7: Additional Attachments

18_19 VOCA Required Questions - Excel

File Home Insert Page Layout Formulas Data Review View Tell me what you want to do... Tallie Viteri Share

W10

Non-Criminal Justice Governmental

REQUIRED VOCA INFORMATION

17. Indicate the anticipated number of victims that will be served by type of victimization. NOTE: Indicate the number of victims served by VOCA-funded projects during the grant period (2018-2019) (VOCA grant plus Match). EACH AGENCY WILL BE REQUIRED TO MAINTAIN THE NUMBER OF VICTIMS SERVED THROUGHOUT THE CONTRACT YEAR.

TOTAL VOCA FUNDS (should equal award amount): \$ 100,000.00

	No. of Victims Served <i>Fill in this column</i>	Percent of Services <i>Auto fill - do not type</i>	VOCA Funds per Type of Victimization <i>Auto fill - do not type</i>	
Child Physical Abuse or Neglect	10	18.87%	\$ 18,868	
Child Sexual Abuse/Assault	25	47.17%	\$ 47,170	\$ 66,038
Domestic and/or Family Violence	13	24.53%	\$ 24,528	
Adult Sexual Assault	5	9.43%	\$ 9,434	
DUI/DWI Incidents		0.00%	\$ -	
Adult Physical Assault (Aggravated and Simple)		0.00%	\$ -	
Adults Sexual Abused/Assaulted as Children		0.00%	\$ -	
Elder Abuse or Neglect		0.00%	\$ -	
Robbery		0.00%	\$ -	
Survivors of Homicide Victims		0.00%	\$ -	
Arson		0.00%	\$ -	
Bullying (Verbal, Cyber, or Physical)		0.00%	\$ -	
Burglary		0.00%	\$ -	
Child Pornography		0.00%	\$ -	
Hate Crime: Racial/Religious/Gender/Sexual Orientation		0.00%	\$ -	
Human Trafficking: Labor		0.00%	\$ -	
Human Trafficking: Sex		0.00%	\$ -	

Cover Sheet

Ready Page: 1 of 2

9:10 AM 8/7/2018

Download the attachment, fill out according to the instructions and then save to your computer.

Sub recipient application

Step 7: Additional Attachments

The screenshot shows the Utah Grants Management System interface. The main content area displays a table of attachments with the following data:

Attachment Name	Classification
18_19 VOCA Required Questions.xlsm	Forms
Budget Justification.docx	Forms
2018 VOCA Instructions Migration Grant.pdf	RFA

Below the attachments table, there is an 'Attachments' section with an 'Add' button. Below that, there is a 'Notes' section with an 'Add' button. At the bottom of the page, there are buttons for 'Clone Application', 'Edit', and 'Submit to Grantor'.

**To upload the required attachments:
Under the Attachments Tab, scroll down to
"Attachments" and click on "Add"**

Sub recipient application

Step 7: Additional Attachments

The screenshot shows the Utah Grants Management System interface. The main window displays the 'Add Attachments' modal, which is open over the 'Attachments' section of an application. The modal has a title bar 'Add Attachments' and a close button. Below the title bar is a button 'Upload file from Computer'. A green success message 'Attachment added Successfully.' is displayed. The modal contains the following fields:

- *Type: A dropdown menu with 'Other' selected.
- *File: A 'Choose File' button followed by the text '18_19 VOCA ...tions.xlsm'.
- *Description: A text input field containing 'VOCA Required Questions|'.

A red callout box on the right side of the screen contains the following text:

Click on "Type" and choose "Other," choose and upload the file and type in the required attachment name in the "Description," then save. Do the same for all of the required attachments

The background interface shows the 'Attachments' section with a table of existing attachments:

Name	Type
18_19 VOCA Required Questions	
Budget Justification.docx	
2018 VOCA Instructions Migration	

At the bottom of the modal, there is a 'Save' button. The background interface also shows a 'Notes' section and a 'By' field. The footer of the page includes the 'GovGrants' logo, 'Terms and Conditions | Privacy Statement | Accessibility | Contact Us', and the system tray showing the time '9:12 AM 8/7/2018'.

Sub recipient application

Step 9: Application Validation and Submission

Once all of the sections are filled out and all of the attachments are uploaded, validate your grant. Do NOT validate unless you are 100% sure you are finished. Once your grant is validated, click on "Submit to Grantor."

The screenshot displays the Utah Grants Management System interface. The browser address bar shows the URL: <https://utahgrants.utah.gov/a1Yt00000008uNfEAI>. The page title is "Enterprise Grants Management System". The navigation menu includes "Opportunities", "Applications", "Grants", and "Monitoring". The main content area shows an application titled "Application- UOVC Migration Application" with ID "AP--066", Applicant Organization "Dummy Organization", and Status "Created". A progress bar indicates the application is in the "Created" stage, with a "Submitted to Grantor" button. Below the progress bar, there are tabs for "Overview", "Budget", "Attachments", and "History". The "Attachments" tab is active, showing a table of business forms. A "Validate" button is located to the right of the table. A yellow arrow points to the "Validate" button, and another yellow arrow points to the "Submit to Grantor" button in the top right corner.

Order	Form Name	Form Number	Mandatory	Percentage	Actions
1	UOVC Cover Sheet form	VCS-01	✓	0.00%	
2	UOVC Program Plan And Evaluation	PPE-01	✓	0.00%	

DON'T FORGET!

This is a two-year application and you will need to apply for each year on a separate application. To fill out the application for year 2 (2020-2021), you will need to go back to “Opportunities” and go through the process again.



Application Check List-Year 1

- Overview
- Budget (year 1 only)
- Business Forms:
 - Coversheet
 - Additional Resources
 - Agency operating budget
 - Equipment Summary
 - Statement of Problem, Need, and Target Population
 - Program Plan and Evaluation/Collaboration (year 1 only)
 - 3 letters of support from outside agencies
 - Statistic Reporting
 - Record of Providing Effective Services
 - Project Administration (with attachments)
 - Organization chart
 - Roster of Governing Board (for non-profits)
 - Verification of 501©3 status (for non-profits)
 - VOCA-funded employees job description
 - Volunteer job description
- Attachments-Required (for them to download, fill out, then upload)
 - Required VOCA Questions (year 1 only)
 - Budget Justification Form (year 1 only)
 - Certified Assurances/Grant Conditions
 - Letter from Authorized Official (if applicable)
- Additional Attachments (if applicable)
 - Sexual Assault Program Evaluation (for dual programs)
 - Agency Emergency Funds Policies
 - Agency Travel Policies
 - Rental Deposit Policies
 - W-9 form (if a new agency)

Application Check List-Year 2

- Overview
- Budget (year 2 only)
- Program Plan and Evaluation/Collaboration (year 2 only)
- Required VOCA Questions (year 2 only)
- Budget Justification Form (year 2 only)

Application Submission

Do NOT wait until the last minute to submit your application. Even though it closes at 11:59 pm, technical assistance will not be able to assist you if something goes wrong. We strongly recommend that you submit at least two business days before the deadline.

2019-2021 VOCA RFP TIMELINE

ACTION	DATE
2019 Grant application available at the UOVC website: www.crimevictim.utah.gov	Tuesday, February 26, 2019
Application Technical Assistance- Walk-in Days	Tuesday, March 19, 2019 Wednesday, April 3, 2019
Intent to Submit Due, SME Reviewer Application Due	Thursday, April 4, 2019
APPLICATION DUE	THURSDAY, APRIL 11, 2019
Grant Review	May-June 2019
Award recipients notified	Friday, June 21, 2019
Grant revisions	June-July 2019
2019-2021 VOCA Grant Year Begins	July 1, 2019

Important: Write this down

- Application Technical Assistance:

- When: Tuesday, March 19, 2019 (Walk-in hours 9:00 AM – 4:00 PM)
- When: Wednesday, April 3, 2019 (Walk-in hours 9:00 AM – 4:00 PM)



Where: Utah State Office Building, South, Salt Lake City

Why: To provide you technical assistance for the new online application

Questions???





KEEP
CALM
AND
JUST KEEP
SWIMMING