

GovGrants

Creating and Submitting an Application for
Emergency Services Grants Projects



Table of Contents

- APPLICATION PROCESS 2
 - Reviewing Available Funding Opportunities in GovGrants 2
 - Viewing the Available Funding Opportunities 2
 - Reviewing the Funding Opportunity 4
 - Initiating the Application Creation 4
 - Selecting the Project Area for your Project 4
 - Completing the Application – Overview Tab 7
 - Completing the Application – Budget Tab 8
 - Completing the Application – Proposal Tab 11
 - Completing the Application – Files Tab 12
 - Completing the Application – Files Tab – Supporting Documents and Attachments 13
 - Completing the Application – Overview Tab – Acknowledgement 15
- Submitting an Additional Application under the Same Funding Opportunity 16

APPLICATION PROCESS

Reviewing Available Funding Opportunities in GovGrants

- 1) Navigate to <https://gwinnettcountygrants.my.site.com/ApplicantLogin4?username=null> to access the external portal.
- 2) Enter your **Username** and **Password** and click the **Login** button to access GovGrants.

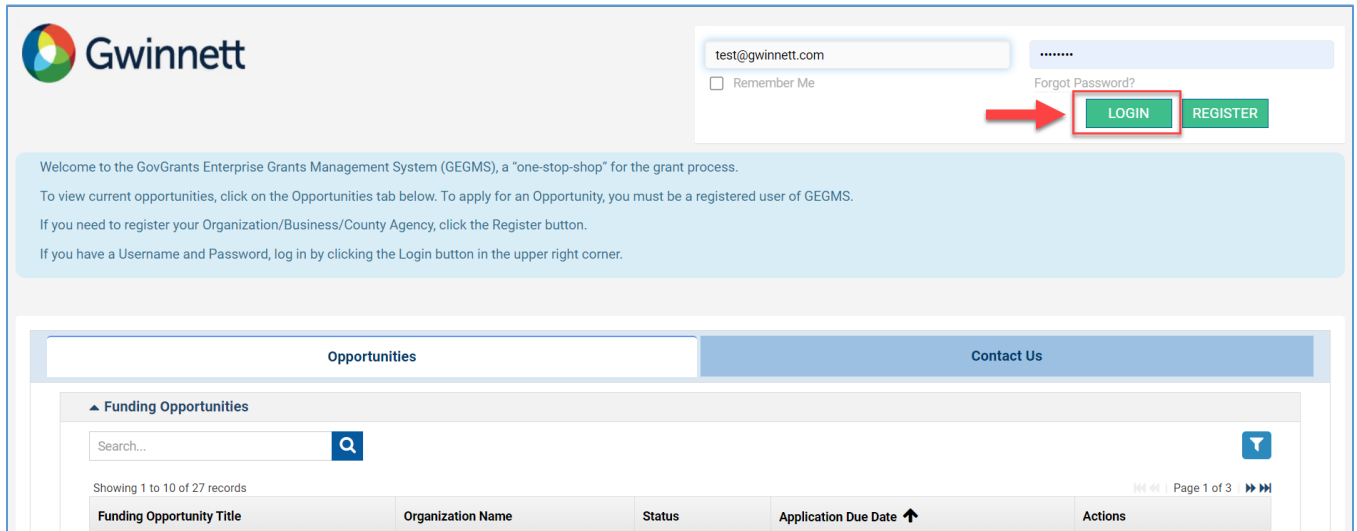


Figure 1: Accessing the External Portal

Viewing the Available Funding Opportunities

- 3) Click the **Opportunities** module within the top navigation panel to access the available funding opportunities.

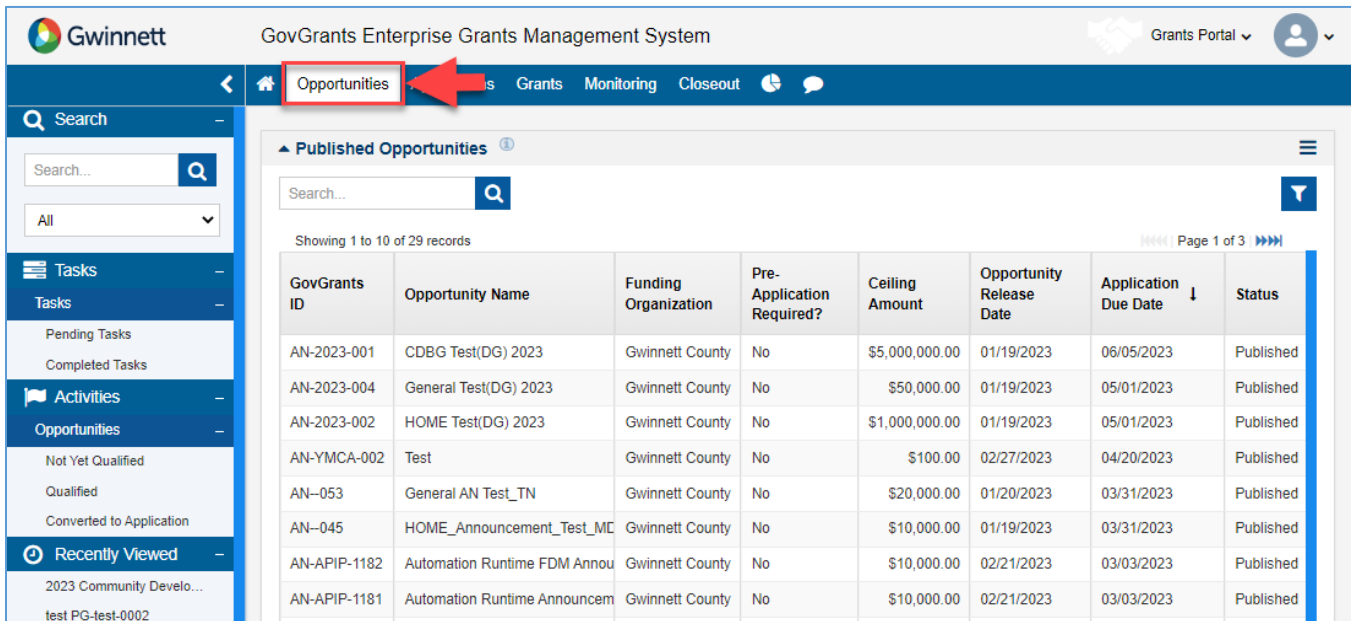


Figure 2: Opportunities Module

- Note: After clicking the **Opportunities** module, you will be routed to the page to view the Published Opportunities.

4) Click the **Not Yet Qualified** link in the left-hand navigation menu within the Opportunities module.

GovGrants ID	Title	Organization Name	PreApplication Needed	Award Ceiling	FOA Release Date	Application Due Date ↓	Status	Actions
AN-2023-002	HOME Test(...)	Gwinnett County	No	\$1,000,000.00	01/19/2023	05/01/2023	Published	
AN-2023-004	General Tes...	Gwinnett County	No	\$50,000.00	01/19/2023	05/01/2023	Published	
AN-YMCA-0...	Test	Gwinnett County	No	\$100.00	02/27/2023	04/20/2023	Published	
AN--045	HOME_Ann...	Gwinnett County	No	\$10,000.00	01/19/2023	03/31/2023	Published	
AN--053	General AN ...	Gwinnett County	No	\$20,000.00	01/20/2023	03/31/2023	Published	
AN-APIP-1112	Automation ...	Gwinnett County	No	\$10,000.00	02/20/2023	03/03/2023	Published	
AN-APIP-1182	Automation ...	Gwinnett County	No	\$10,000.00	02/21/2023	03/03/2023	Published	
AN-APIP-1181	Automation ...	Gwinnett County	No	\$10,000.00	02/21/2023	03/03/2023	Published	
AN-APIP-907	Automation ...	Gwinnett County	No	\$10,000.00	02/20/2023	03/02/2023	Published	
AN-APIP-908	Automation ...	Gwinnett County	No	\$10,000.00	02/20/2023	03/02/2023	Published	

Figure 3: View Available Opportunities

5) Locate the funding opportunity within the Not Yet Qualified Opportunities – Open table. To view additional details for a Funding Opportunity, click the View () icon under the Actions column.

GovGrants ID	Title	Organization Name	PreApplication Needed	Award Ceiling	FOA Release Date	Application Due Date ↓	Status	Actions
AN-2023-002	HOME Test...	Gwinnett County	No	\$1,000,000.00	01/19/2023	05/01/2023	Published	
AN-2023-004	General Tes...	Gwinnett County	No	\$50,000.00	01/19/2023	05/01/2023	Published	
AN-YMCA-...	Test	Gwinnett County	No	\$100.00	02/27/2023	04/20/2023	Published	
AN--045	HOME_Ann...	Gwinnett County	No	\$10,000.00	01/19/2023	03/31/2023	Published	
AN--053	General AN...	Gwinnett County	No	\$20,000.00	01/20/2023	03/31/2023	Published	
AN-APIP-1112	Automation ...	Gwinnett County	No	\$10,000.00	02/20/2023	03/03/2023	Published	
AN-APIP-11...	Automation ...	Gwinnett County	No	\$10,000.00	02/21/2023	03/03/2023	Published	

Figure 4: View Open Opportunities

- Note: After clicking the **View** icon, you will be navigated to View additional details.

Reviewing the Funding Opportunity

- Review the Funding Opportunity details within the tabs to determine if your organization will apply. If your organization would like to apply for the Funding Opportunity, click the **Qualify** button at the top right of the page.

- Note: The Opportunity is now in a Qualified status, and your organization can now proceed with creating the application.

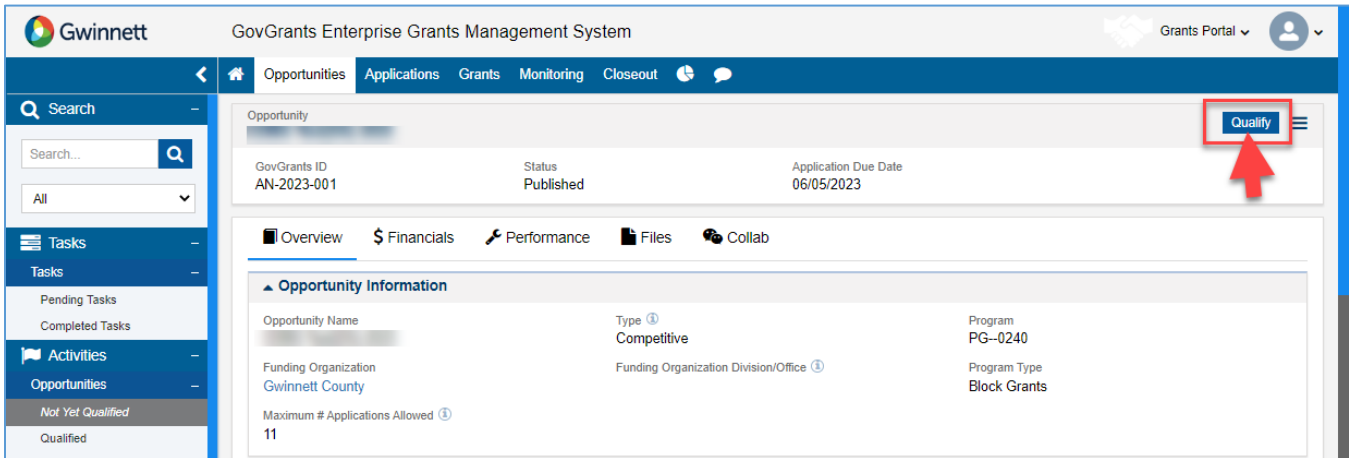


Figure 5: Qualifying the Opportunity

Initiating the Application Creation

- After qualifying the opportunity, click the **Create Application** button to initiate the application creation process.

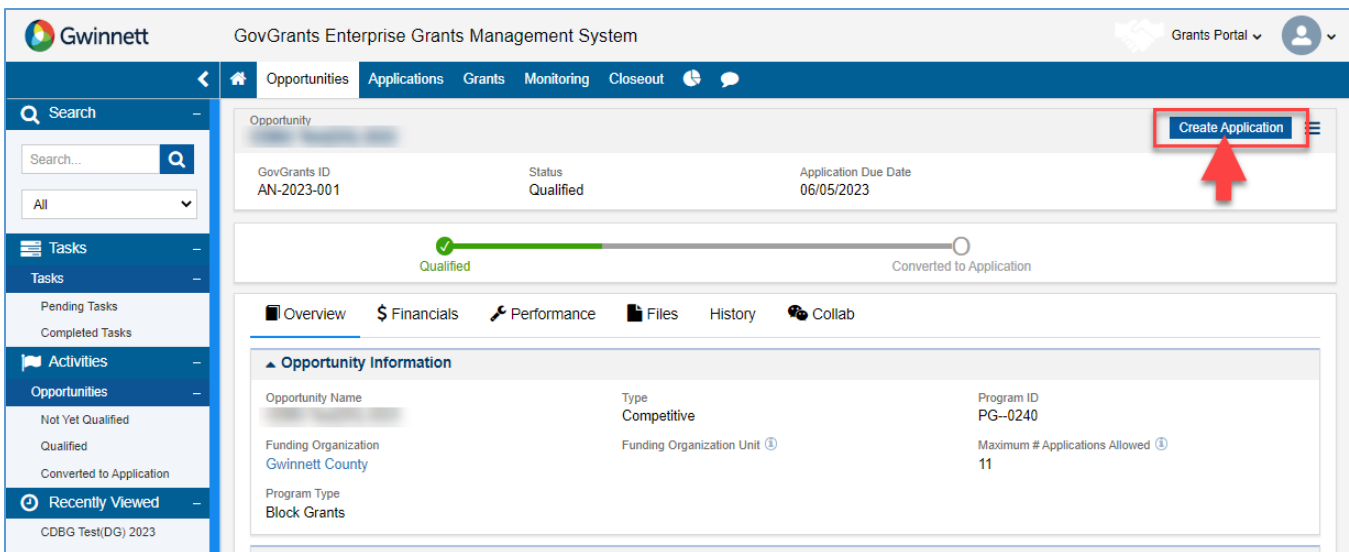


Figure 6: Create Application from Qualified Opportunity

Selecting the Project Area for your Project

- Note: The Create Application pop-up window will open.

- On the Create Application pop-up window, enter the following information.

- a. If your organization's Unique Entity Identifier (UEI) number is blank, this indicates that the UEI number was not populated during the organization registration process. However, if you populated the UEI during organization registration, the field would be populated.

- Note: The UEI number will populate your SAM registration status from SAM.gov. The system will allow you to proceed without the UEI number, but you will not receive an award until the UEI is present and your organization's SAM registration is active.

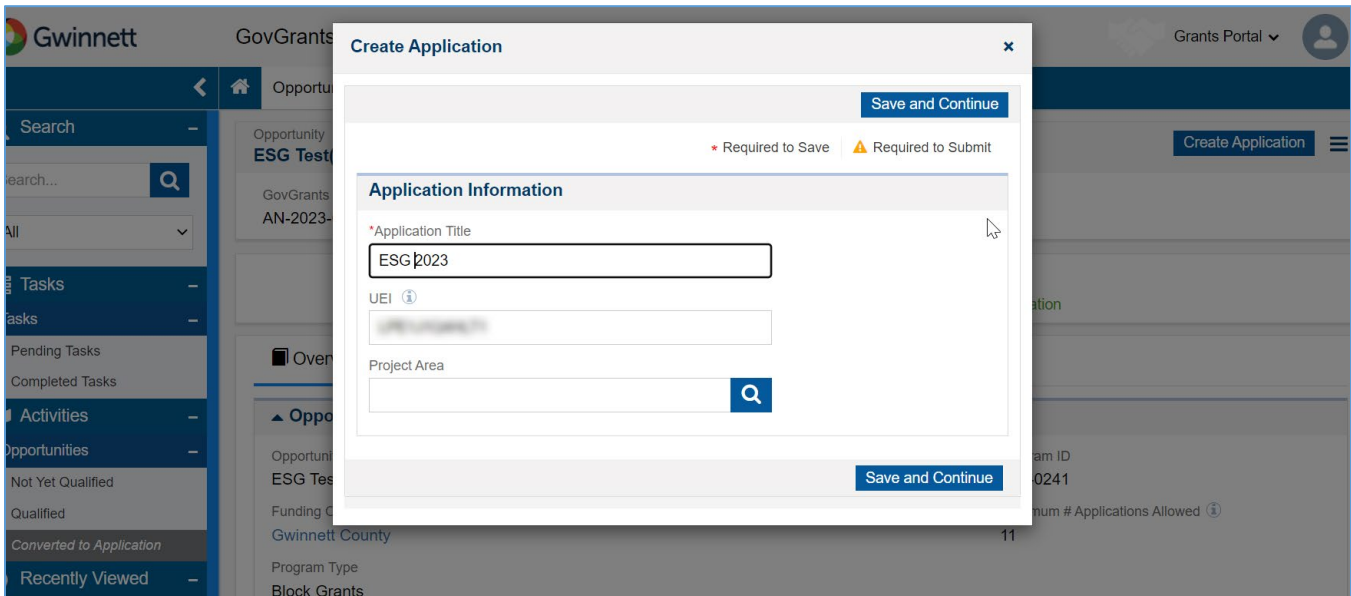


Figure 7: Create Application – Pop-up Window

- 9) Within the Create Application pop-up window, navigate to the **Project Area** field and click the Search (🔍) icon to view the list of project areas.
- 10) Select the Project Area you are applying for within the table by clicking the **Select** option under the Actions column.

- Note: Only one project area can be selected per application.

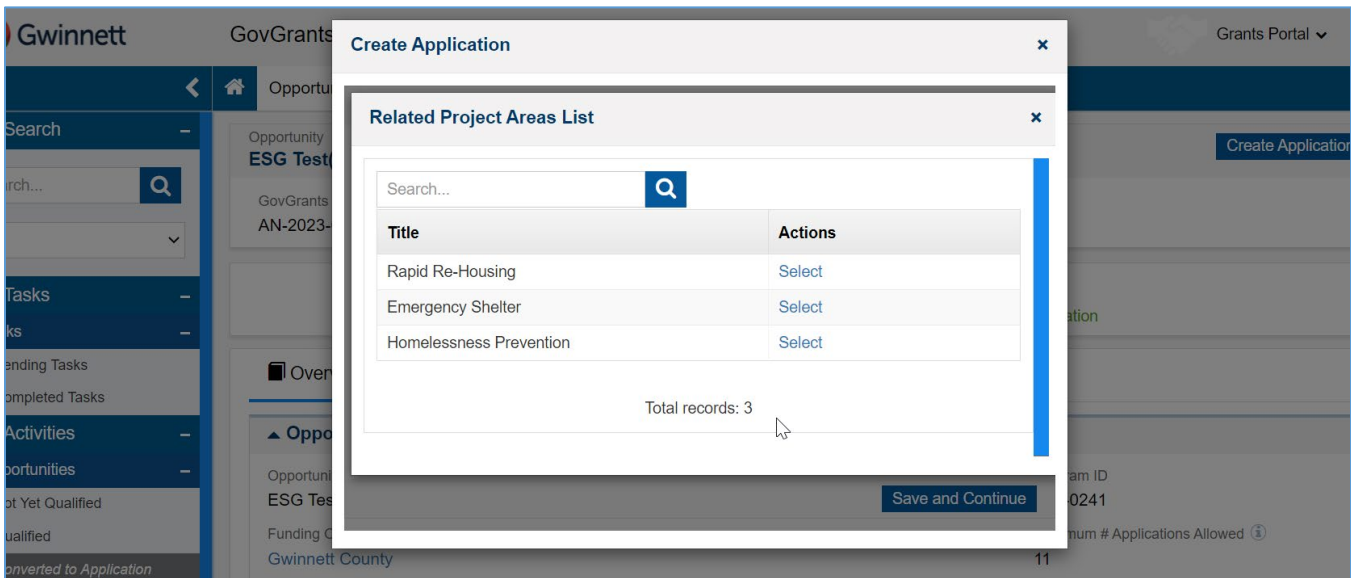


Figure 8: Related Project Area List

11) Once you have selected the project area, the system will navigate you back to the Create Application pop-up window. Click the **Save and Continue** button when you are ready to proceed with the application creation process.

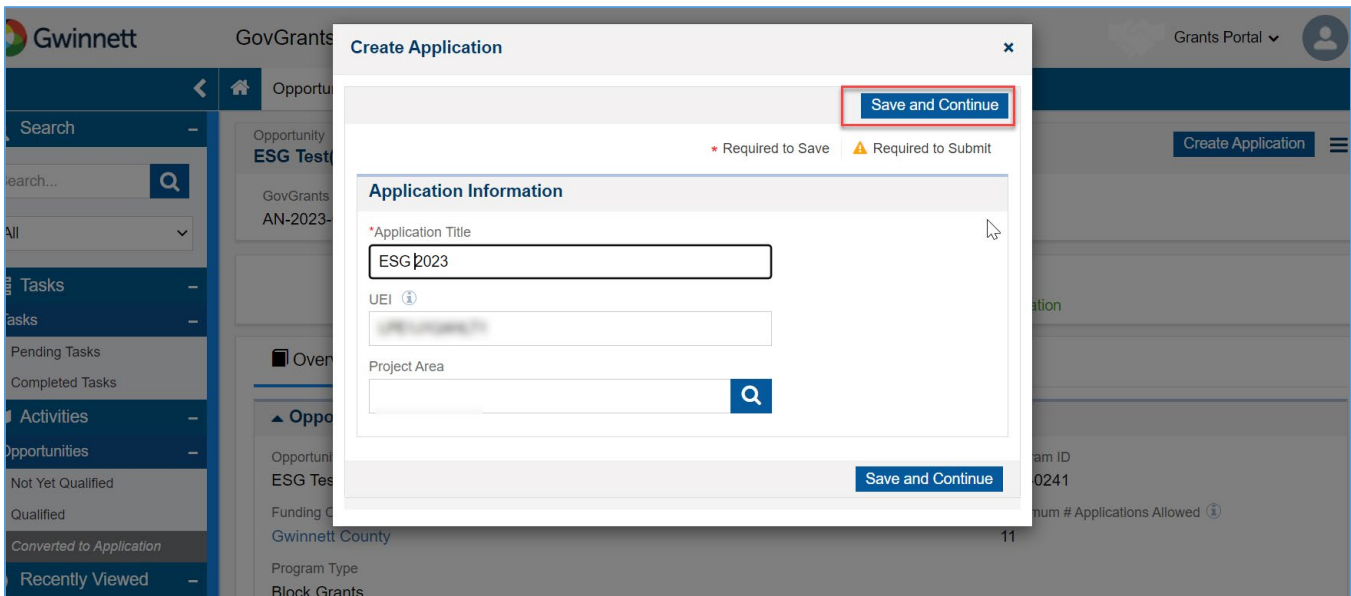
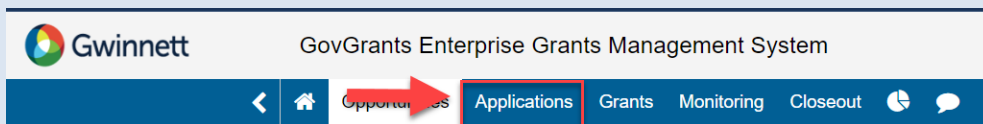


Figure 9: Create Application – Save and Continue

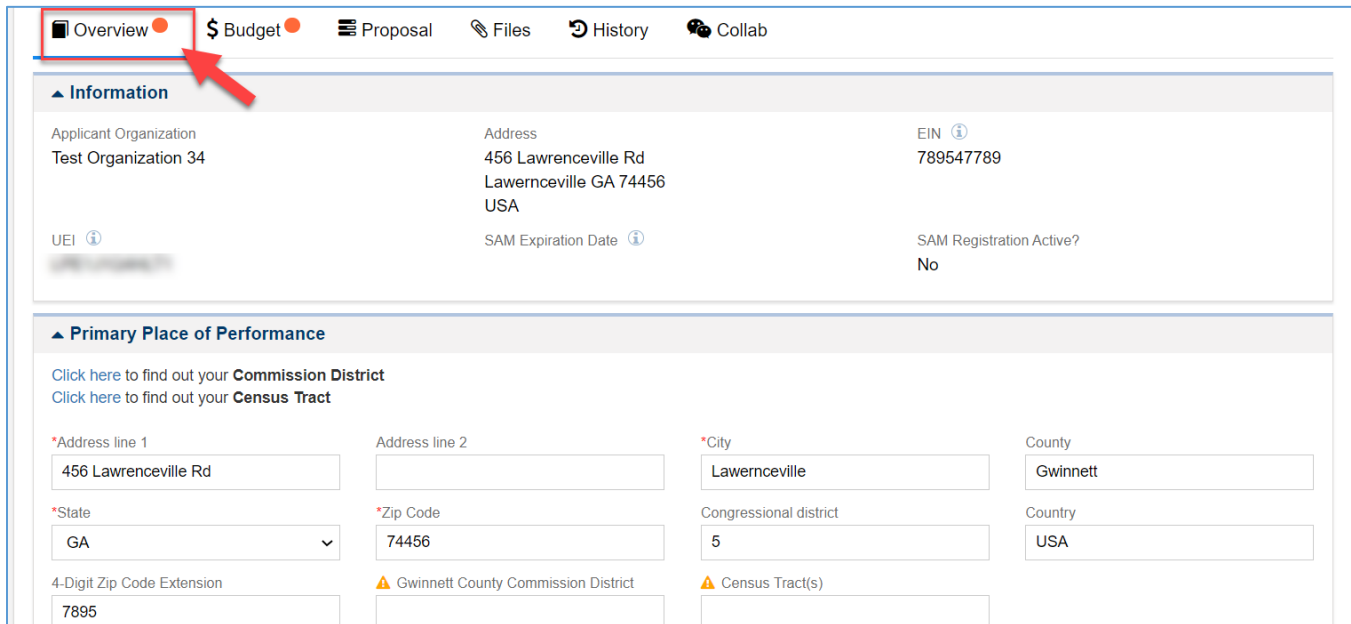
- Note: After clicking **Save and Continue**, the application will be created. Please take note of the application GovGrants ID.
- Note: Now that the application is created, the application is always accessible from the Applications module in the top navigation panel.



Completing the Application – Overview Tab

12) Navigate to the **Primary Place of Performance** section. Here the system will populate the organization's Operational Address. If the primary place of performance for the project is different, update the Address.

- Note: There are links within the Primary Place of Performance section that will help you locate the Gwinnett County Commission District and the Census Tract(s)

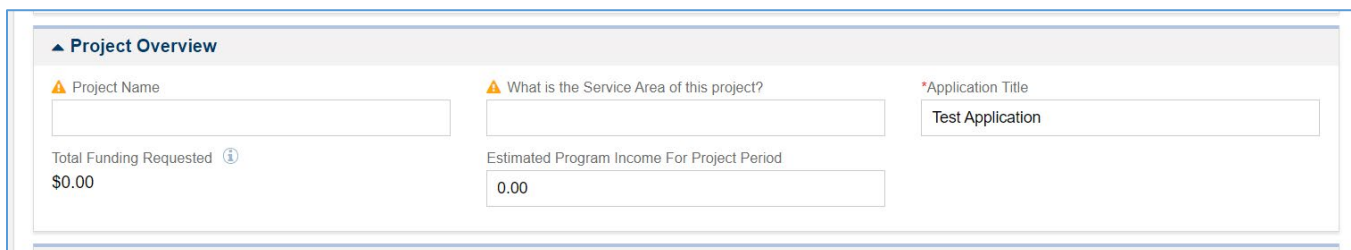


The screenshot shows the 'Overview' tab selected in a navigation menu. Below the menu, the 'Information' section displays applicant details: Applicant Organization (Test Organization 34), Address (456 Lawrenceville Rd, Lawrenceville GA 74456, USA), and EIN (789547789). The 'Primary Place of Performance' section contains a form with the following fields: Address line 1 (456 Lawrenceville Rd), Address line 2 (empty), City (Lawrenceville), County (Gwinnett), State (GA), Zip Code (74456), Congressional district (5), Country (USA), 4-Digit Zip Code Extension (7895), Gwinnett County Commission District (indicated by a warning icon), and Census Tract(s) (indicated by a warning icon). There are also links to find the Commission District and Census Tract.

Figure 10: Application – Overview Tab – Primary Place of Performance

13) Once you have entered the Information within the Primary Place of Performance section, scroll down to the **Project Overview** section and enter the following information

- Populate the **Project Name**
- Populate **What is the Service Area of this project?**
- If Program Income is applicable, you will see a field to populate the Estimated Program Income. If it is not applicable for the funding opportunity, this field will not be visible.



The screenshot shows the 'Project Overview' section with the following fields: Project Name (empty), What is the Service Area of this project? (empty), Application Title (Test Application), Total Funding Requested (\$0.00), and Estimated Program Income For Project Period (0.00). Warning icons are present next to the Project Name and Service Area fields.

Figure 11: Application – Overview Tab – Project Overview

14) Once you have entered the Information within the Project Overview section, scroll down to the **Project Information** section and enter the following Information.

- Enter the **Project Abstract**

- Note: for the Project Abstract, please provide a detailed description of your project, including Information about activities to be undertaken and the outcomes of the project. Highlight any pertinent partnerships or

collaborations that are a part of this project. For Infrastructure Projects, provide the following information in your narrative: Name of the beginning and ending street(s) and the type, length/amount of infrastructure to be newly installed or renovated.

- b. Select a response for **Does the applicant have at least 12 months of experience directly related to the proposed project?**
- c. Select a response for **Does the applicant have any open (unresolved) monitoring findings or concerns?**

Project Information

Project Abstract

Please provide a detailed description of your project, include information about activities to be undertaken and the outcomes of the project. Highlight any pertinent partnerships or collaborations that are a part of this project. For Infrastructure Projects, provide the following information in your narrative: Name of the beginning and ending street(s) and the type, length/amount of infrastructure to be newly installed or renovated.

Characters: 0 Characters Left: 1000

Does the applicant have at least 12 months of experience directly related to the proposed project?
--None--

Does the applicant have any open (unresolved) monitoring findings or concerns?
--None--

Figure 12: Application – Overview Tab – Project Information




15) Once you have entered the Information within the Project Information section, scroll down to the **Contacts** section and enter the following Information.

- a. The system will populate the Project Director/Manager with your organization's Certifying Official. Next, click the Edit (✎) icon under the Actions column and click the checkbox under the Key Contact column.

Contacts Associate

Search...

Showing 1 to 1 of 1 records

Project Role	Name ↑	Email	Is Key Contact	Is User	Actions
Project Director/Manager	Jeff Bezos	jeff.bezos.gc@yopmail.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	  

Total Records: 1

Figure 13: Application – Overview Tab – Contacts

16) Once complete, navigate to the application's Budget tab.

Completing the Application – Budget Tab

17) Navigate to the **Budget Periods** section. Click the plus (+) icon to expand the table and view the budget categories.

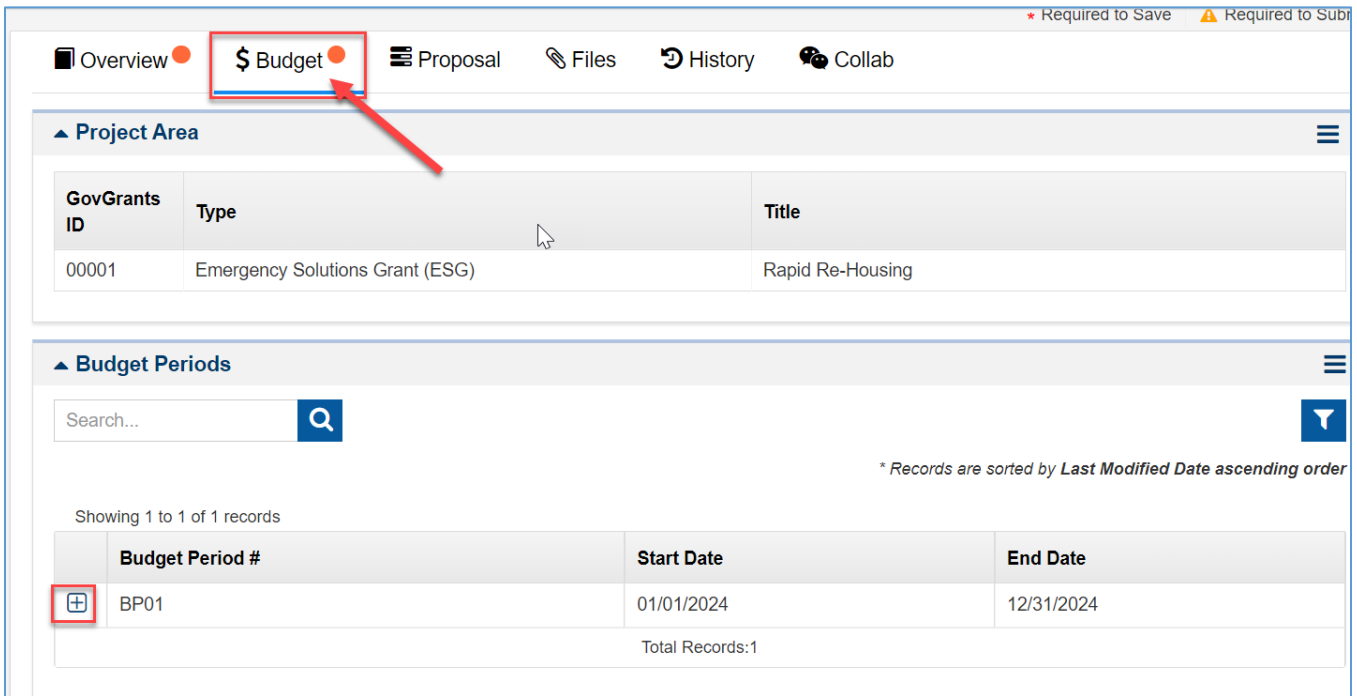


Figure 14: Application – Budget Tab

18) Within the Budget Periods section, navigate to the **Budget Categories** table and click the pop-out icon under the Actions column for each budget category to populate the requested budget.

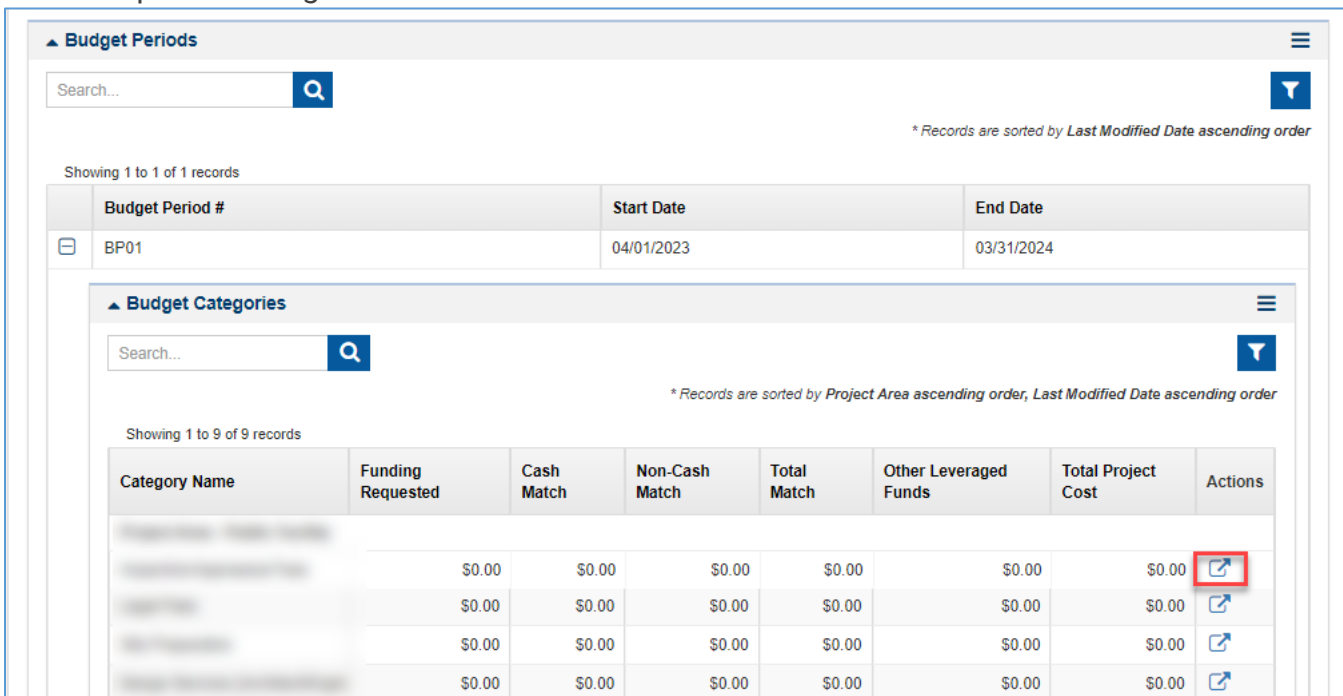


Figure 15: Application – Budget Tab - Budget Categories Section

19) Enter the eligible activity on the detailed budget category window and populate the requested budget.

- Note: You can add activities to the table by clicking the **New** button.

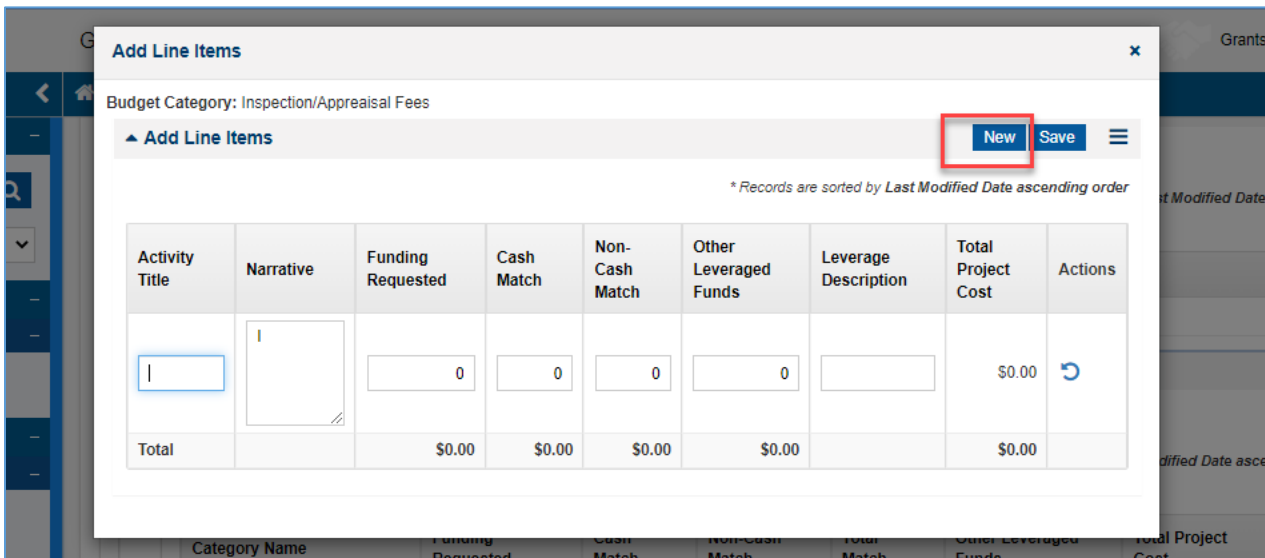


Figure 16: Application – Budget Tab – Detailed Budget

20) Click the **Save** button once you have entered all eligible activities for the budget category.

21) Once complete, click the 'X' to close the window.

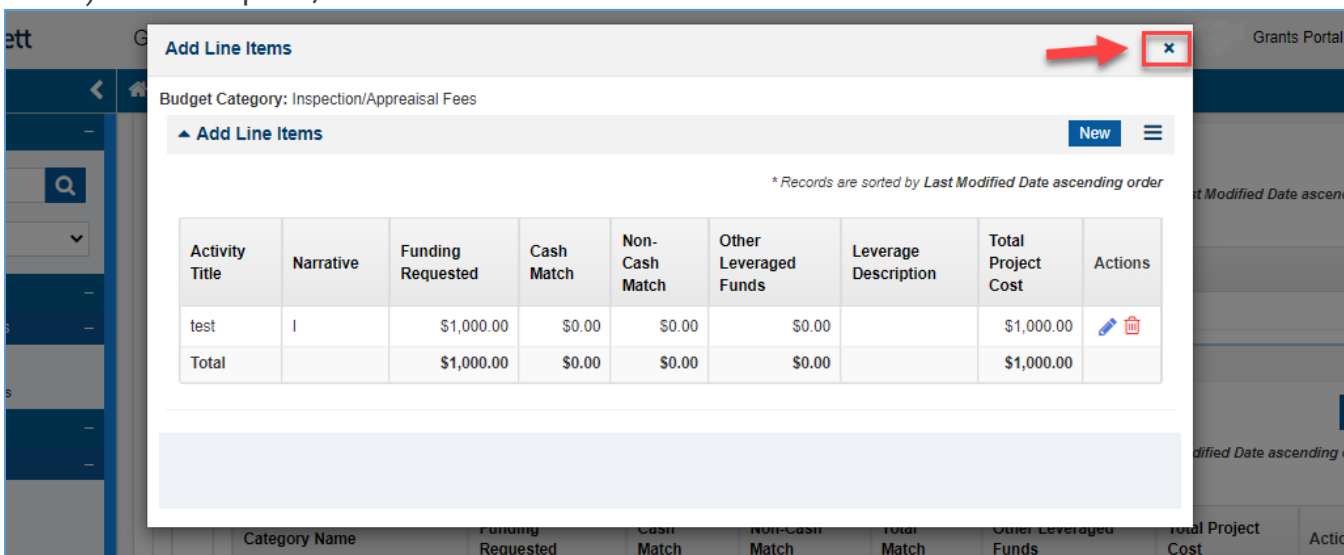


Figure 17: Application – Budget Tab – Close Window

- Note: Repeat the steps to populate the requested budget for the budget categories your organization is requesting funds for this project.

22) Once you have entered the requested budget for the project, navigate to the **Budget Narrative** section and enter the following information.

- Enter the **Justification for Project Cost**
- List the amount and funding sources of all leveraged funds for this project.
 - Note: This question will be visible if it applies to the funding opportunity
- List the amount and funding sources of all match funds for this project.
 - Note: This question will be visible if it applies to the funding opportunity

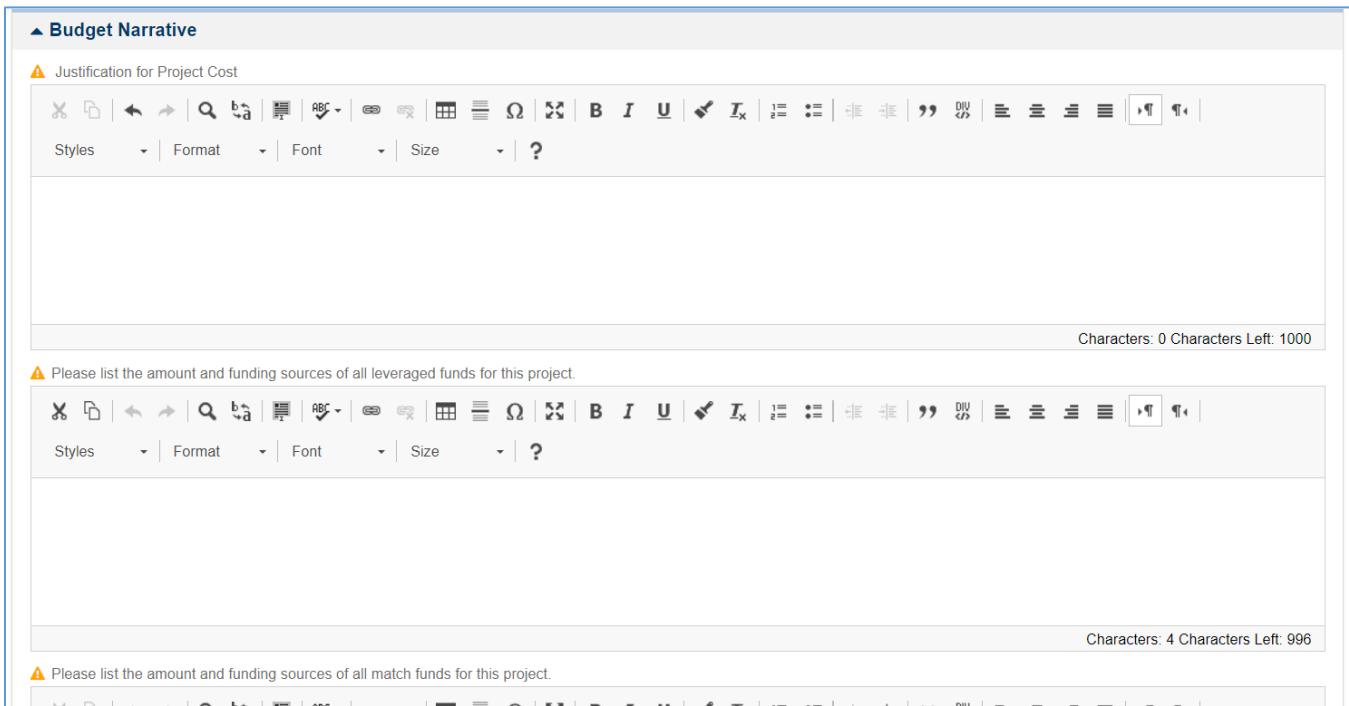


Figure 18: Application – Budget Tab – Budget Narrative

Completing the Application – Proposal Tab

- 23) Once you have entered the Budget Narrative, navigate to the **Proposal** tab, navigate to the Technical Proposal section and enter the following Information.
- a. Enter the **Approach/Methodology**
 - b. Enter the **Capacity**
 - c. Enter the **Qualifications**

- Note: The Technical Proposal section is not required for application completion.

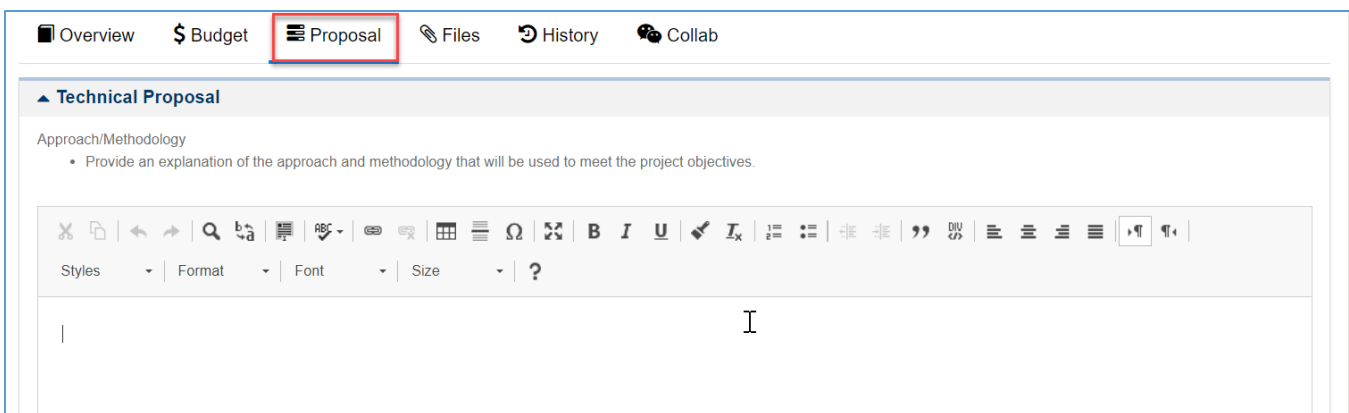


Figure 19: Application – Proposal Tab

- 24) Once complete, navigate to the **Key Performance Indicators** section within the **Proposal** tab.
- 25) Click the edit icon under the Actions column and populate the target for each Key Performance Indicator.

▲ Key Performance Indicators

Search...

* Records are sorted by Last Modified Date ascending order

Showing 1 to 4 of 4 records

GovGrants ID	Domain	Unit of Measurement	Measure	Orientation	Target	Actions
KPI-0065	Number of Persons Served	Number	Number of Adults Served	Increase	0	
KPI-0066	Number of Persons Served	Number	Number of Children Served	Increase	0	
KPI-0067	Number of Persons Served	Number	Number of Don't Know/Refused/...	Increase	0	
KPI-0068	Number of Persons Served	Number	Total Number of Persons Served	Increase	0	

Total Records:4

Figure 20: Application – Proposal Tab – Key Performance Indicators

- 26) Once complete, click **Save** at the section level to save your entered targets.
- 27) Once you have entered all the targets, navigate to the **Files** tab.

Completing the Application – Files Tab

Completing the Application Form

- 28) Once you have completed the **Proposal** tab, navigate to the Application Forms section within the Files tab.

Overview Budget Proposal **Files** History Collab

▲ Application Forms

Search...

* Records are sorted by Order ascending order

Showing 1 to 2 of 2 records

Form Name	Mandatory	Percentage	Last Modified By	Last Modified Date	Actions
Community Development Block Grant Form	✓	8.69%	Jeff Bezos	02/05/2023 1:19 PM	

Figure 21: Application – Files Tab – Application Forms

- 29) Click the **Edit** icon under the Actions column to open the application form.

- Note: You must complete all of the fields within the application form.

- 30) Within the Application Form, enter the required information within the following tabs
 - a. **Project and Beneficiary Details**
 - b. **Project Goals and Sustainability**

Project and Beneficiary Details ● Project Goals and Sustainability ●

▲ Project Details

Project Area (Please select the appropriate Project Area based on your application created)

Public Facility ▼

▲ Please select the appropriate activity type(s) for your proposed project.

Available	Chosen
Acquisition of Existing Facility	New Infrastructure: Water/Sewer/Curb/Sidewalk
Construction of New Facility	Renovation of Existing Facility
	Replacement Infrastructure: Water/Sewer/Curb/Sidewalk

Figure 22: Application – Files Tab – Application Form Tabs

31) Once you have completed the application form, click the **Save** button on the top right-hand side of the page.

Cancel Save

Status Application Due Date ⓘ
Created 03/17/2023

* Required to Save ⚠ Required to Submit

Figure 23: Application – Files Tab – Application Form Save

32) Once you have saved successfully, click the **Validate** button on the top right-hand side of the page to ensure you have entered all the required Information.

Edit Validate Back ☰

me Status Application Due Date ⓘ
Created 03/17/2023

als and Sustainability ●

Figure 24: Application – Files Tab – Application Form Validate



33) If the form has been validated successfully, click the **Back** button to return to the main application.

Completing the Application – Files Tab – Supporting Documents and Attachments

Adding Supporting Documents



34) Once you have returned to the main application, navigate to the **Files Tab**, and scroll down to the Supporting Document section. Here you can add any supporting documents specified for the funding opportunity.

▲ Supporting Documents Checklist ⓘ

Search...  

* Records are sorted by **Last Modified Date ascending order**

Showing 1 to 2 of 2 records

Description	Required	Status	Template Link	Subrecipient Document Link	Actions
Certification for Local nonprofit organization	Mandatory	Active	Not Applicable	Not Applicable	
Test CDBG Doc	Optional	Active	Not Applicable	Not Applicable	

Total Records: 2

Figure 25: Application – Files Tab – Supporting Documents

- Note: If the funding opportunity specifies supporting documents, this section will be populated with mandatory or optional documents. If the County provides a template, a link will be under the **Template Link** column to download the template.

Adding Attachments

- 35) If there are additional attachments required or support the application, navigate to the **Application Files** section to add the attachments
- 36) Click the **Add Files** button to open the Add File pop-up window and add an attachment
 - a. Within the window
 - i. Select the Classification
 - ii. Choose a file from your computer
 - iii. Enter a descriptions
 - b. Click the **Upload** button

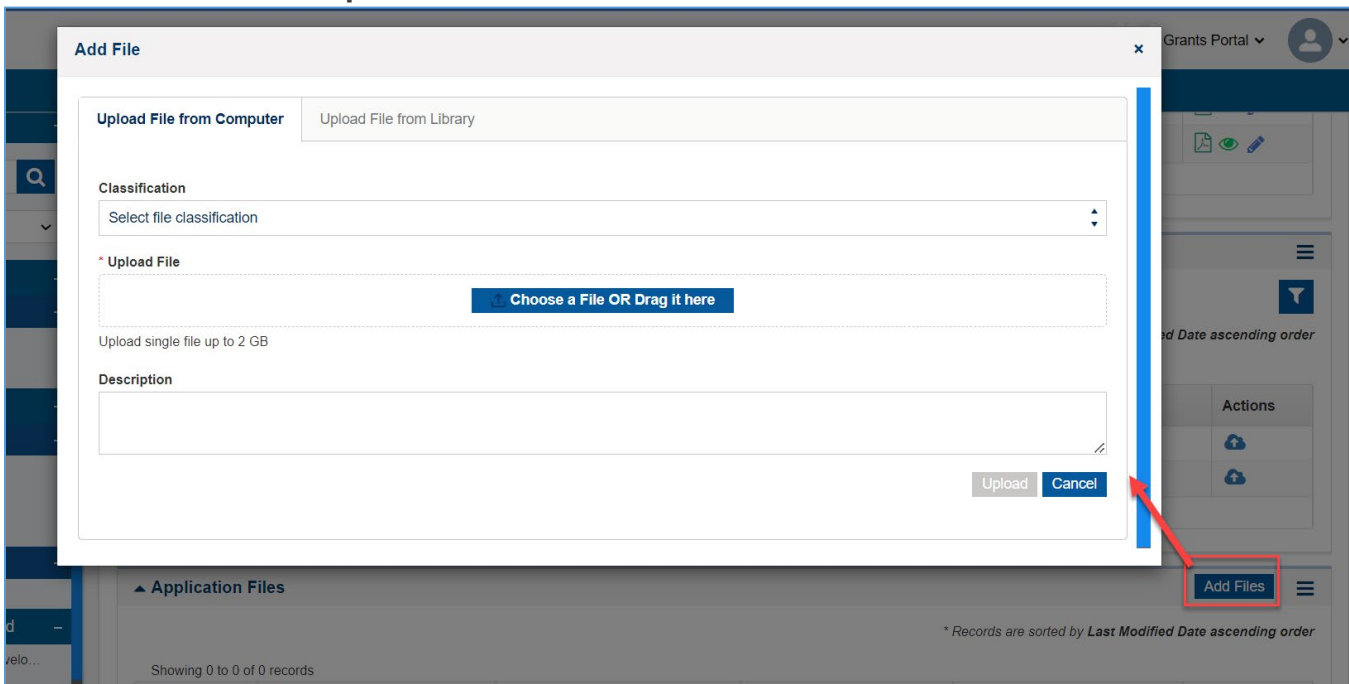


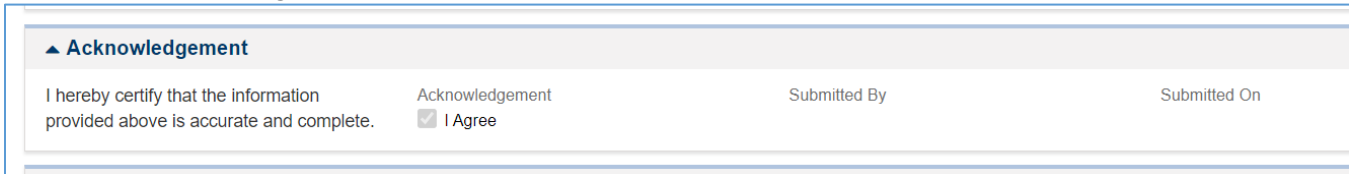
Figure 26: Application – Files Tab – Application Files

Completing the Application – Overview Tab – Acknowledgement

Once you are ready to submit the application, navigate to the Overview tab.

Completing the Attestation

37) On the Overview tab, navigate to the **Acknowledgement** section, review the text and click the "I Agree" check box.



The screenshot shows a form section titled "Acknowledgement" with a dropdown arrow. Below the title, there is a table with four columns: "I hereby certify that the information provided above is accurate and complete.", "Acknowledgement", "Submitted By", and "Submitted On". Under the "Acknowledgement" column, there is a checked checkbox labeled "I Agree".

I hereby certify that the information provided above is accurate and complete.	Acknowledgement	Submitted By	Submitted On
	<input checked="" type="checkbox"/> I Agree		

Figure 27: Application – Acknowledgement

38) Click the **Save** button on the top right-hand side of the page.

Submitting the Application

- Note: Once you submit the application, you will no longer have edit access to the application.

39) Once your organization is ready to submit, click the **Submit Application** button. You will receive a confirmation message. Click **Yes** to complete the application submission process.

- Note: If you have entered all information correctly, you will receive a message indicating your application has been successfully submitted. If not, you will need to correct the errors before you can submit

Submitting an Additional Application under the Same Funding Opportunity

If your organization submits multiple projects for each funding opportunity, your organization must submit an application for each project. Below are the steps to create an additional application for the funding opportunity.

- 40) Click the **Opportunities** module within the top navigation panel to access the available funding opportunities.

The screenshot displays the GovGrants Enterprise Grants Management System interface. The top navigation bar includes the Gwinnett logo, the system name, and a user profile icon. The main navigation menu on the left lists various modules: Search, Tasks, Activities, Opportunities, and Recently Viewed. The Opportunities module is highlighted in blue. The main content area shows a table of Published Opportunities with columns for GovGrants ID, Opportunity Name, Funding Organization, Pre-Application Required?, Ceiling Amount, Opportunity Release Date, Application Due Date, and Status. A red box highlights the 'Opportunities' link in the top navigation bar, and a red arrow points to it.

GovGrants ID	Opportunity Name	Funding Organization	Pre-Application Required?	Ceiling Amount	Opportunity Release Date	Application Due Date	Status
AN-2023-001	CDBG Test(DG) 2023	Gwinnett County	No	\$5,000,000.00	01/19/2023	06/05/2023	Published
AN-2023-004	General Test(DG) 2023	Gwinnett County	No	\$50,000.00	01/19/2023	05/01/2023	Published
AN-2023-002	HOME Test(DG) 2023	Gwinnett County	No	\$1,000,000.00	01/19/2023	05/01/2023	Published
AN-YMCA-002	Test	Gwinnett County	No	\$100.00	02/27/2023	04/20/2023	Published
AN-053	General AN Test_TN	Gwinnett County	No	\$20,000.00	01/20/2023	03/31/2023	Published
AN-045	HOME_Announcement_Test_MC	Gwinnett County	No	\$10,000.00	01/19/2023	03/31/2023	Published
AN-APIP-1182	Automation Runtime FDM Annou	Gwinnett County	No	\$10,000.00	02/21/2023	03/03/2023	Published
AN-APIP-1181	Automation Runtime Announcem	Gwinnett County	No	\$10,000.00	02/21/2023	03/03/2023	Published

Figure 28: Opportunities Module

- Note: After clicking the **Opportunities** module, you will be routed to the page to view the Published Opportunities.

- 41) Within the **Opportunities** module, click the **Converted to Application** link in the left-hand navigation menu.

GovGrants Enterprise Grants Management System

Opportunities Applications Grants Monitoring Closeout

Search

Search... [Search Icon]

All [Dropdown Arrow]

Tasks

Tasks

Pending Tasks

Completed Tasks

Activities

Opportunities

Not Yet Qualified

Qualified

Converted to Application

Recently Viewed

Opportunities Converted to Application - Open [Dropdown Arrow] [Info Icon]

Search... [Search Icon]

Showing 1 to 10 of 10 records

GovGrants ID	Title	Organization Name	PreApplication Needed	Award Ceiling
AN-2023-001	CDBG Test(...	Gwinnett Co...	No	\$5,000,000
AN-2023-003	ESG Test(D...	Gwinnett Co...	No	\$100,000
AN--051	HOME AN T...	Gwinnett Co...	No	\$30,000
AN-45456-0...	HW UAT Te...	Gwinnett Co...	No	\$10,000
AN-CDBG-...	2023 Com...	Gwinnett Co...	No	\$600,000
AN-CDBG-...	2024 Com...	Gwinnett Co...	No	\$100,000
AN-GCDT3...	GC General...	Gwinnett Co...	No	\$2,500,000
AN-MDT3-0...	GC Genera...	Gwinnett Co...	No	\$2,500,000

Figure 29: View Opportunities

42) Within the **Opportunities Converted to Application – Open** table, locate the funding opportunity your organization would like to submit an additional project and click the view icon to open the opportunity.

Award Ceiling	FOA Release Date	Application Due Date	Status	Actions
\$1,000,000.00	01/19/2023	05/01/2023	Published	[Eye Icon]
\$50,000.00	01/19/2023	05/01/2023	Published	[Eye Icon]
\$100.00	02/27/2023	04/20/2023	Published	[Eye Icon]
\$10,000.00	01/19/2023	03/31/2023	Published	[Eye Icon]
\$20,000.00	01/20/2023	03/31/2023	Published	[Eye Icon]
\$10,000.00	02/20/2023	03/03/2023	Published	[Eye Icon]
\$10,000.00	02/21/2023	03/03/2023	Published	[Eye Icon]

Figure 30: View Open Opportunities

43) Within the opportunity, click the **Create Application** button to initiate the application creation process for your organization's additional project.

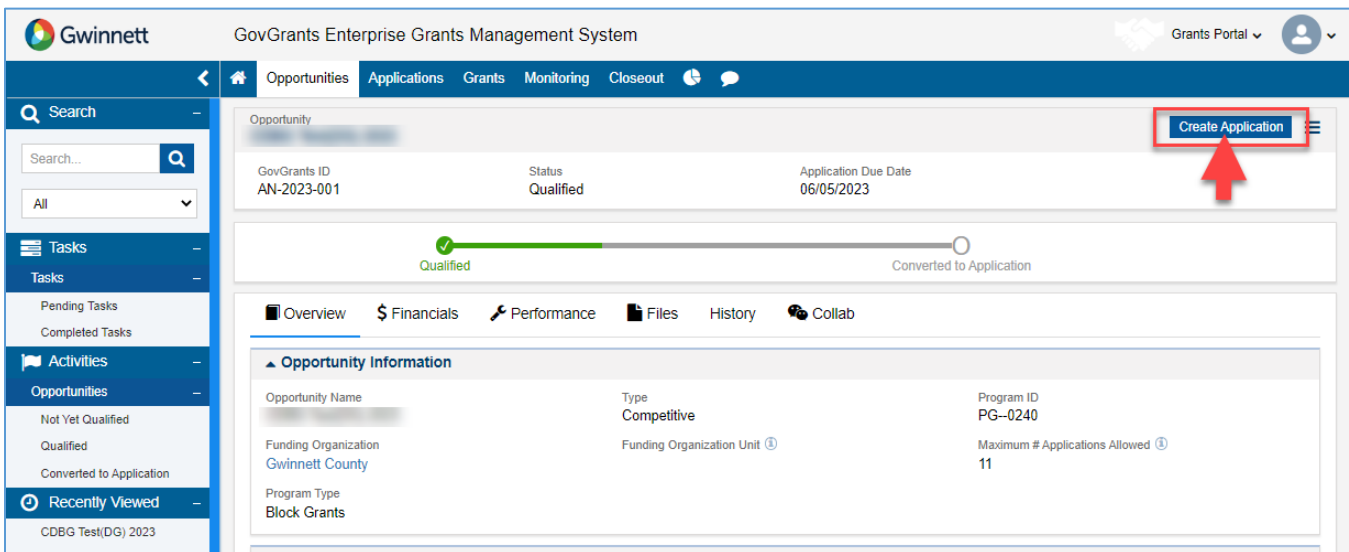


Figure 31: Create Application from Qualified Opportunity

Selecting the Project Area for your Project

- Note: The Create Application pop-up window will open.

44) On the Create Application pop-up window, enter the following information.

- If your organization's Unique Entity Identifier (UEI) number is blank, this indicates that the UEI number was not populated during the organization registration process. However, if you populated the UEI during organization registration, the field would be populated.

- Note: The UEI number will populate your SAM registration status from SAM.gov. The system will allow you to proceed without the UEI number, but you will not receive an award until the UEI is present and your organization's SAM registration is active.

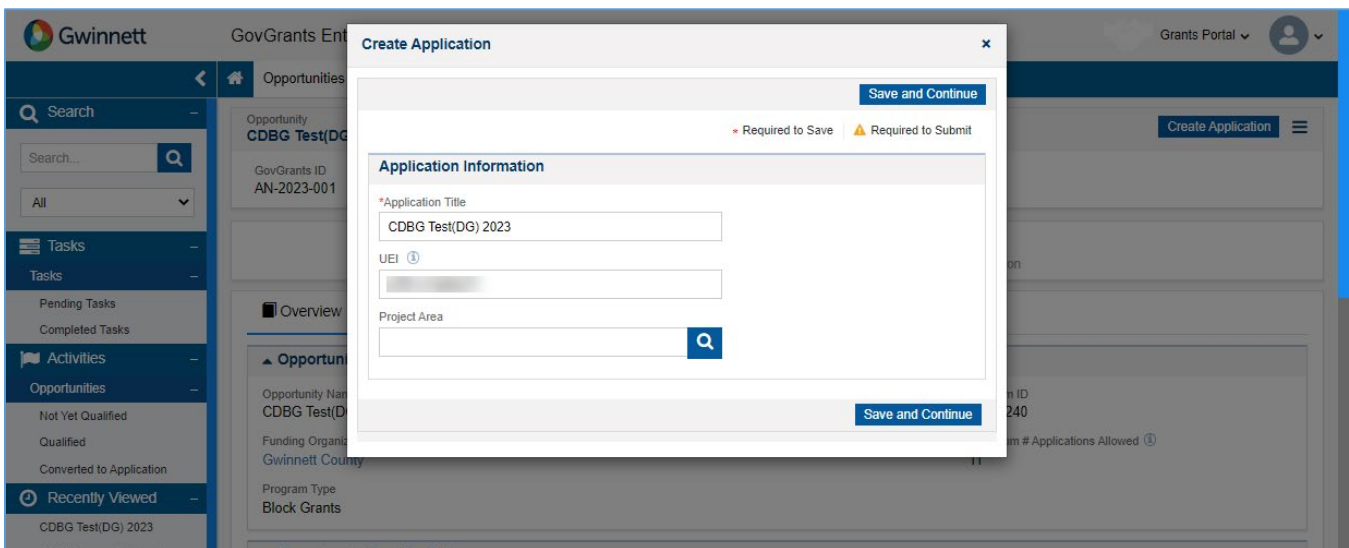


Figure 32: Create Application – Pop-up Window

45) Within the Create Application pop-up window, navigate to the **Project Area** field and click the Search (🔍) icon to view the list of project areas.

46) Select the Project Area you are applying for within the table by clicking the **Select** option under the Actions column.

- Note: Only one project area can be selected per application.

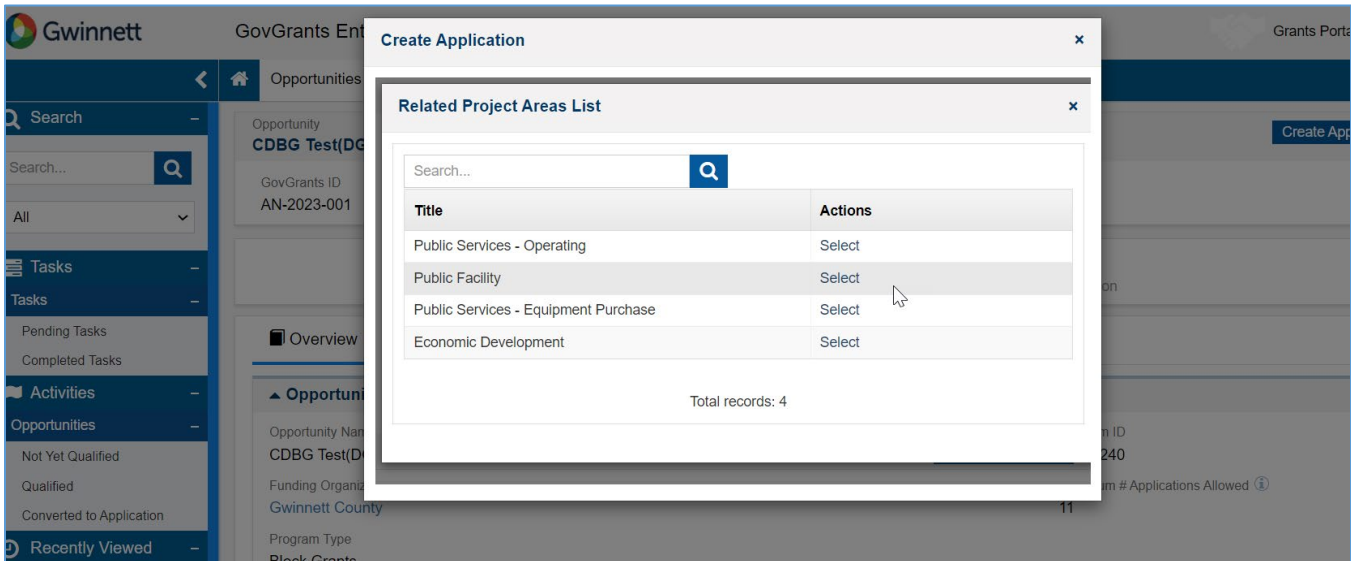


Figure 33: Related Project Area List

47) Once you have selected the project area, the system will navigate you back to the Create Application pop-up window. Click the **Save and Continue** button when you are ready to proceed with the application creation process.

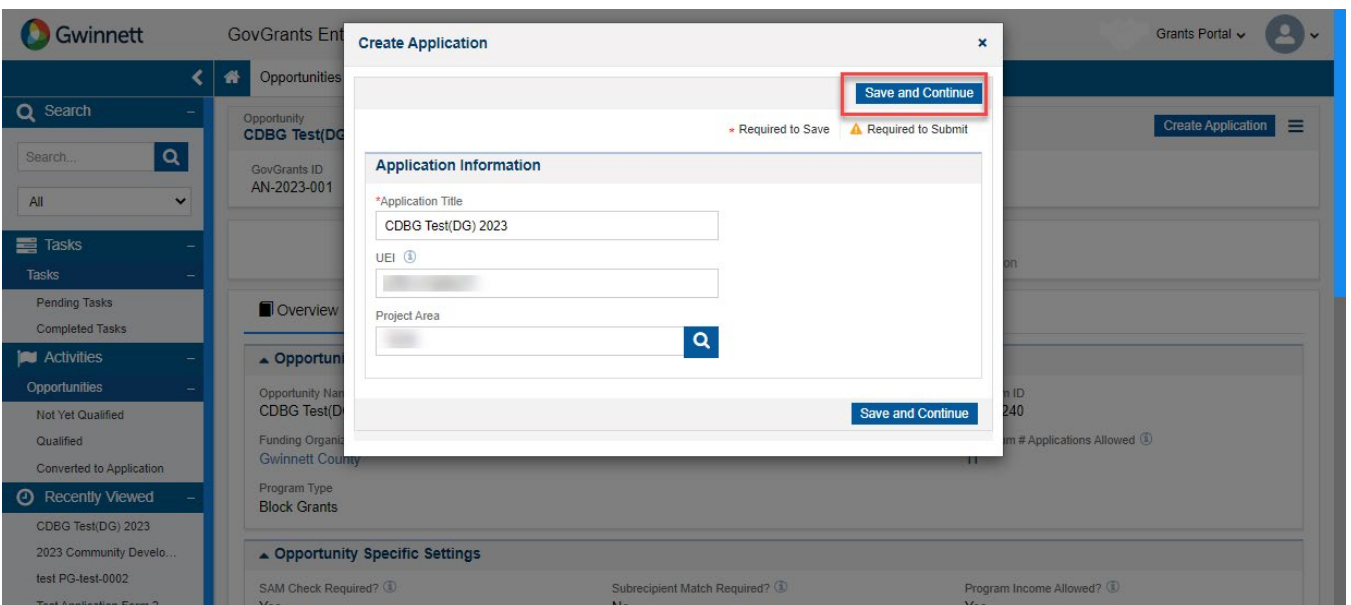


Figure 34: Create Application – Save and Continue