

# GovGrants

Creating and Submitting an Application  
for HOME Projects



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# 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.

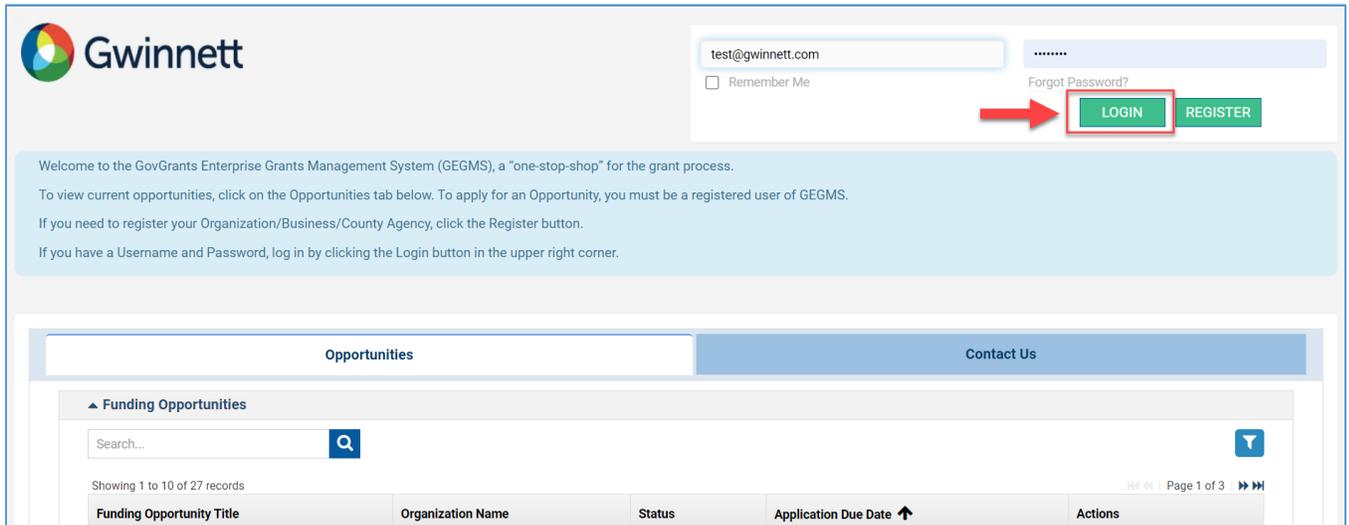


Figure 1: Accessing the External Portal

## Viewing the Available Funding Opportunities

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

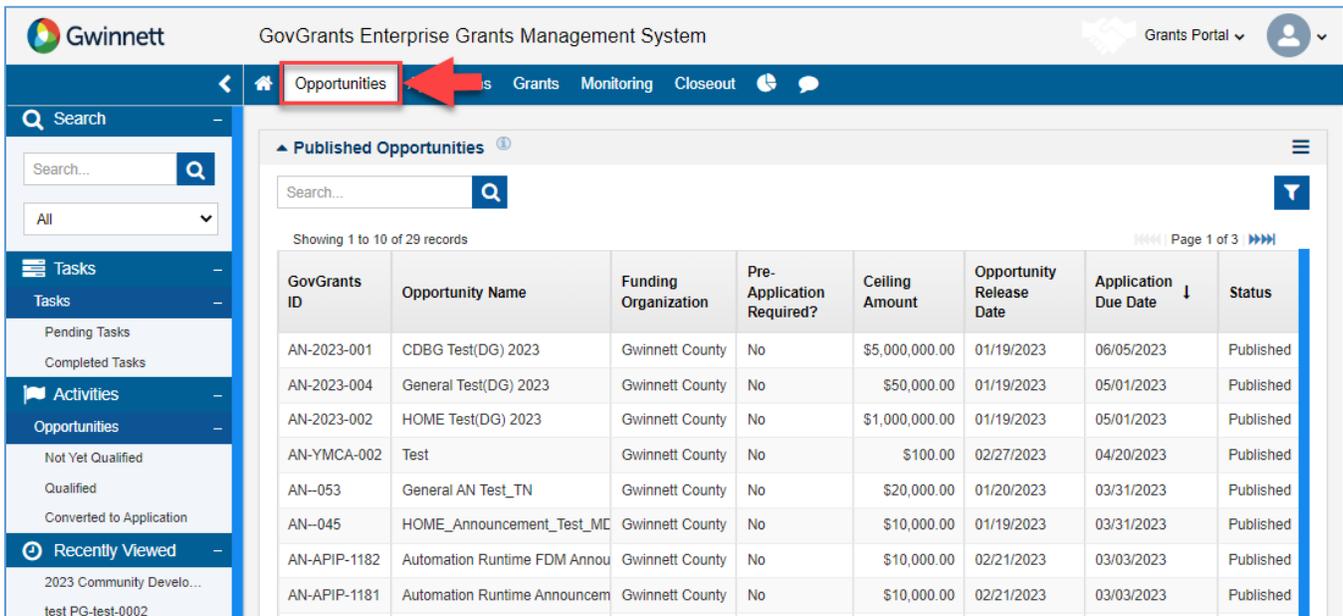


Figure 2: Opportunities Module

- 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.

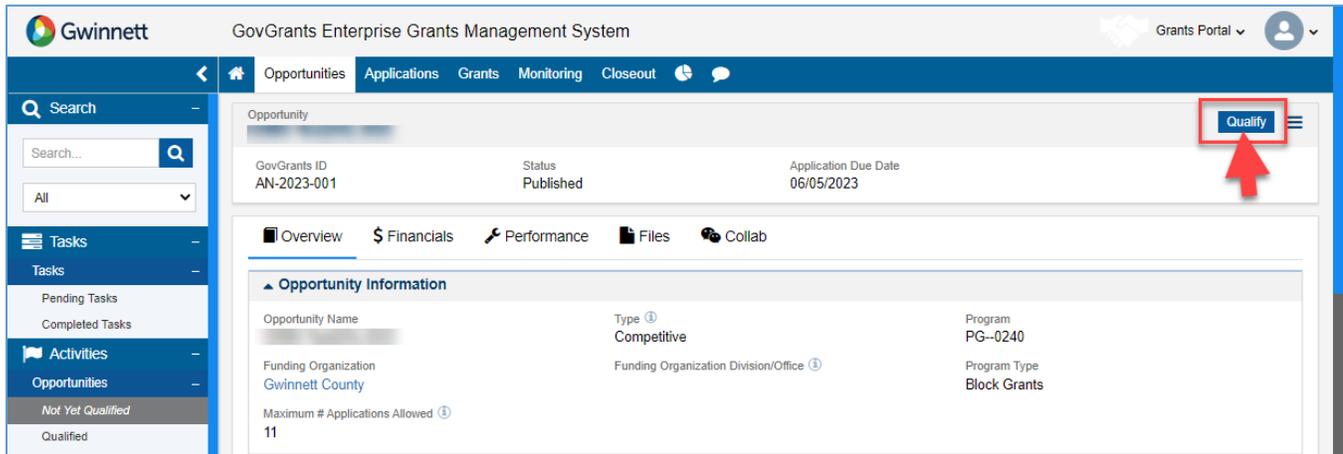


Figure 5: Qualifying the Opportunity

## Initiating the Application Creation

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

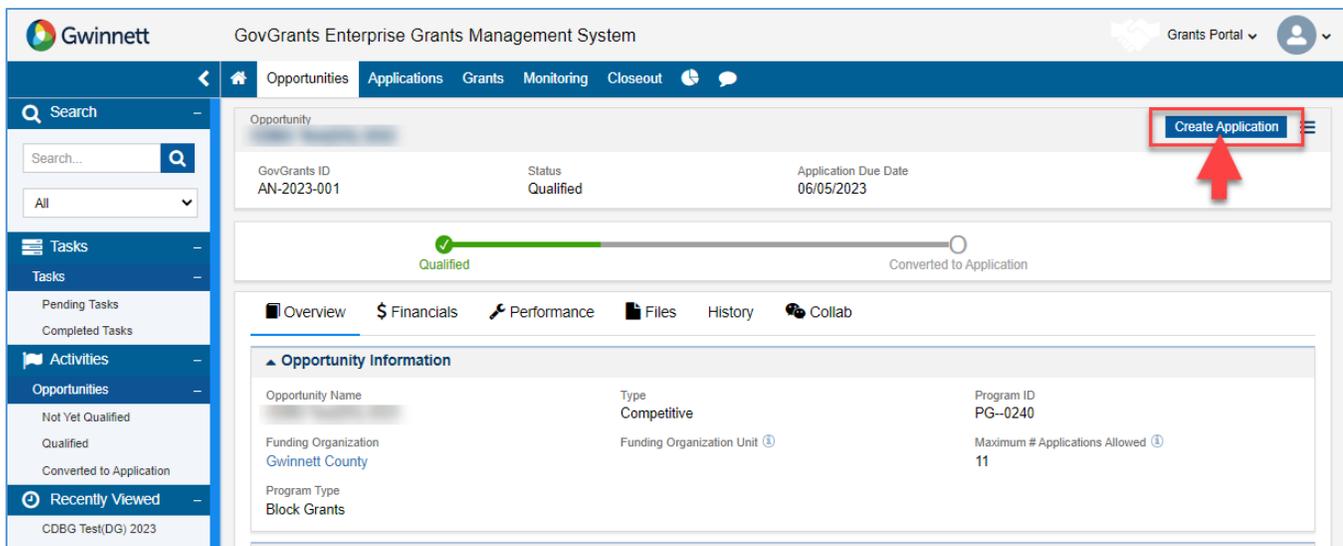


Figure 6: Create Application from Qualified Opportunity

## 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.

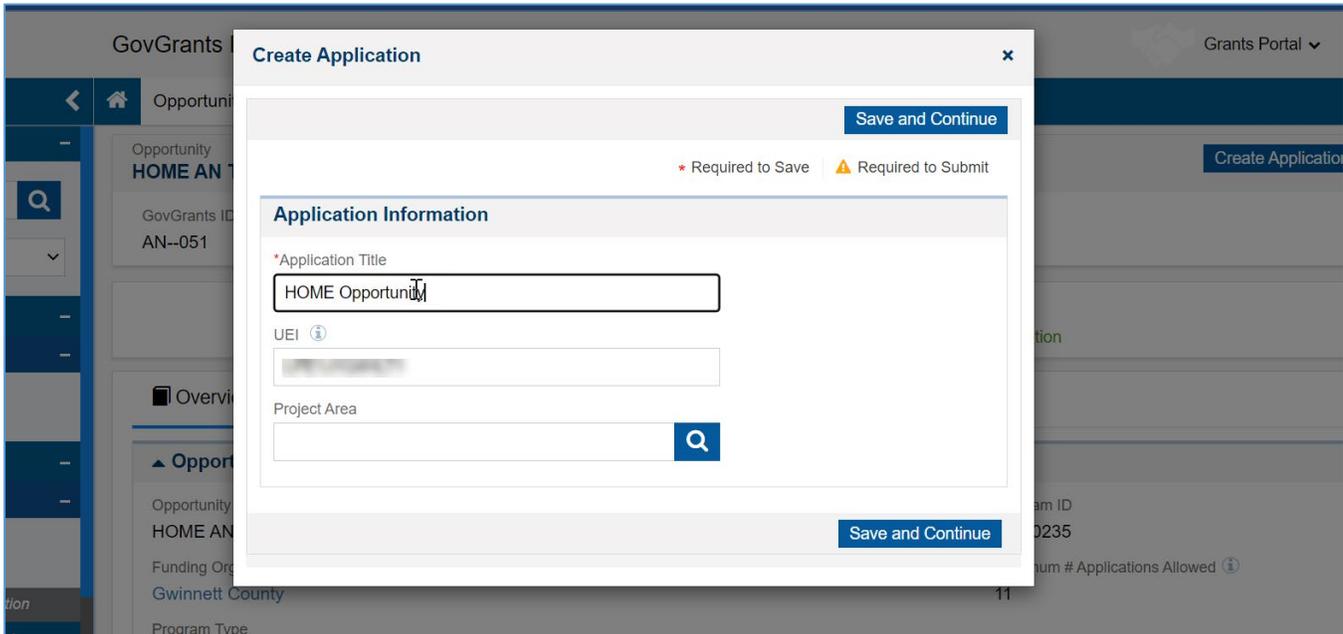


Figure 7: Create Application – Pop-up Window

- 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.

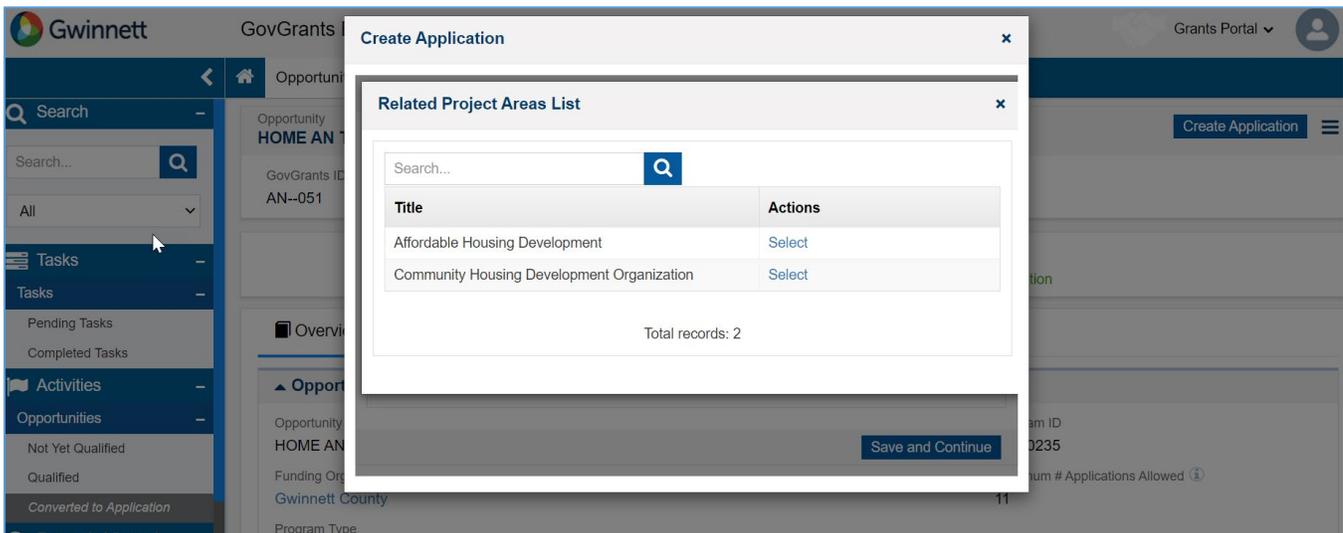


Figure 8: Related Project Area List

- 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.

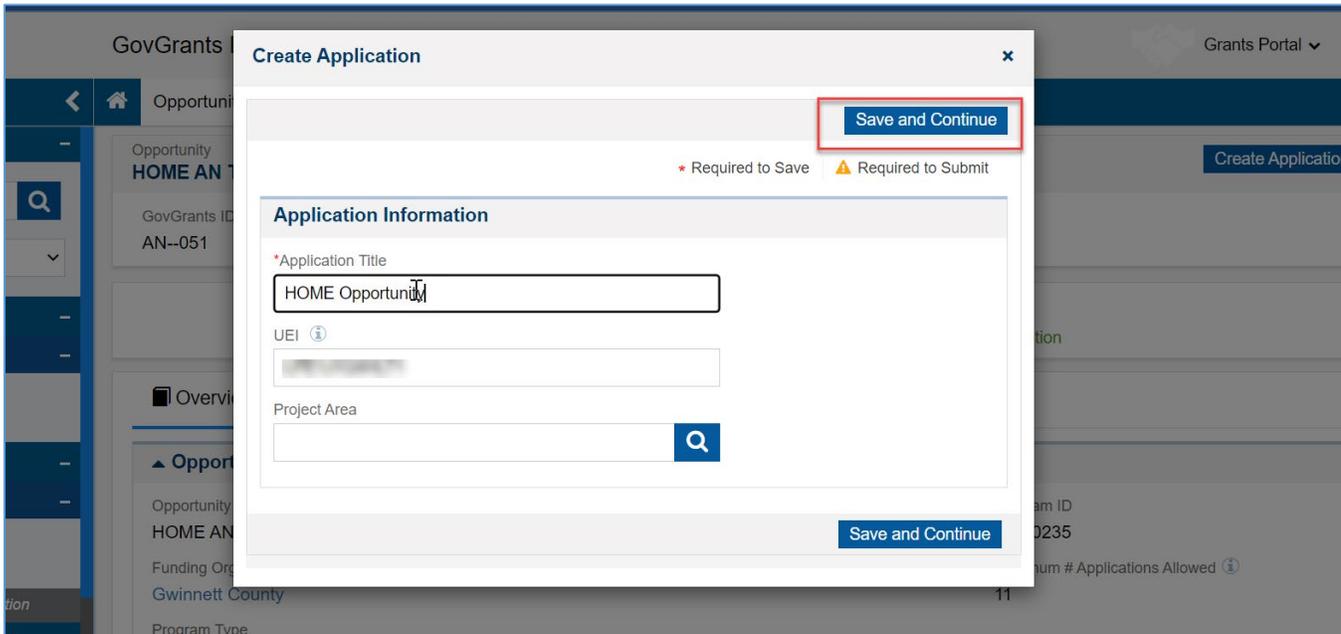
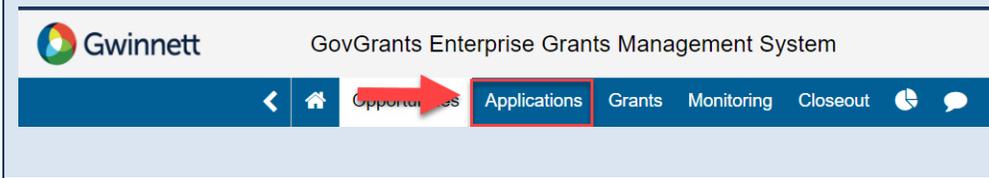


Figure 9: Create Application – Save and Continue

- 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)

Overview Budget Proposal Files History Collab

**Information**

Applicant Organization: Test Organization 34  
 Address: 456 Lawrenceville Rd, Lawrenceville GA 74456, USA  
 EIN: 789547789

UEI: [REDACTED] SAM Expiration Date: [REDACTED] SAM Registration Active?: No

**Primary Place of Performance**

Click here to find out your Commission District  
 Click here to find out your Census Tract

\*Address line 1: 456 Lawrenceville Rd  
 Address line 2: [REDACTED]  
 \*City: Lawrenceville  
 County: Gwinnett

\*State: GA  
 \*Zip Code: 74456  
 Congressional district: 5  
 Country: USA

4-Digit Zip Code Extension: 7895  
 ⚠️ Gwinnett County Commission District  
 ⚠️ Census Tract(s): [REDACTED]

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

**Project Overview**

⚠️ Project Name: [REDACTED]  
 ⚠️ What is the Service Area of this project?: [REDACTED]  
 \*Application Title: Test Application

Total Funding Requested: \$0.00  
 Estimated Program Income For Project Period: 0.00

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.

- Select a response for **Does the applicant have at least 12 months of experience directly related to the proposed project?**
- 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.

Styles ▾ | Format ▾ | Font ▾ | Size ▾ | ?

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 | ✘              | ✔       |         |

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.

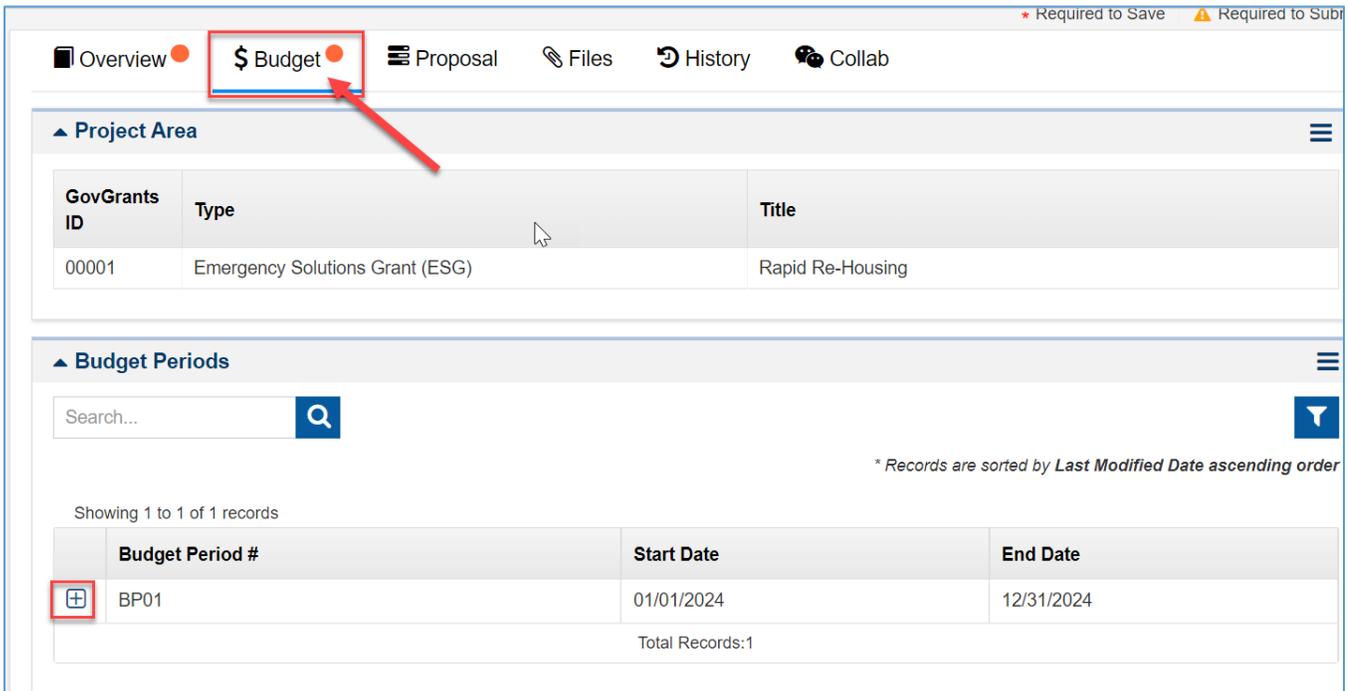


Figure 14: Application – Budget Tab

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.

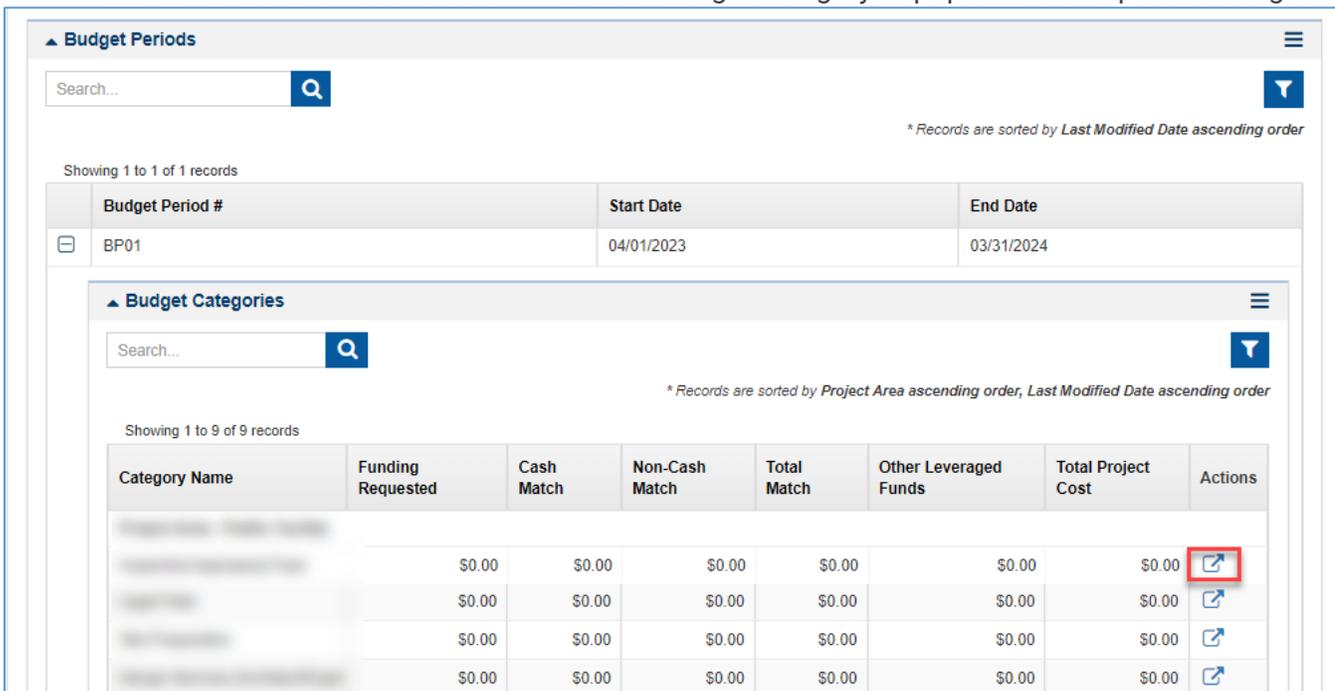


Figure 15: Application – Budget Tab - Budget Categories Section

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.

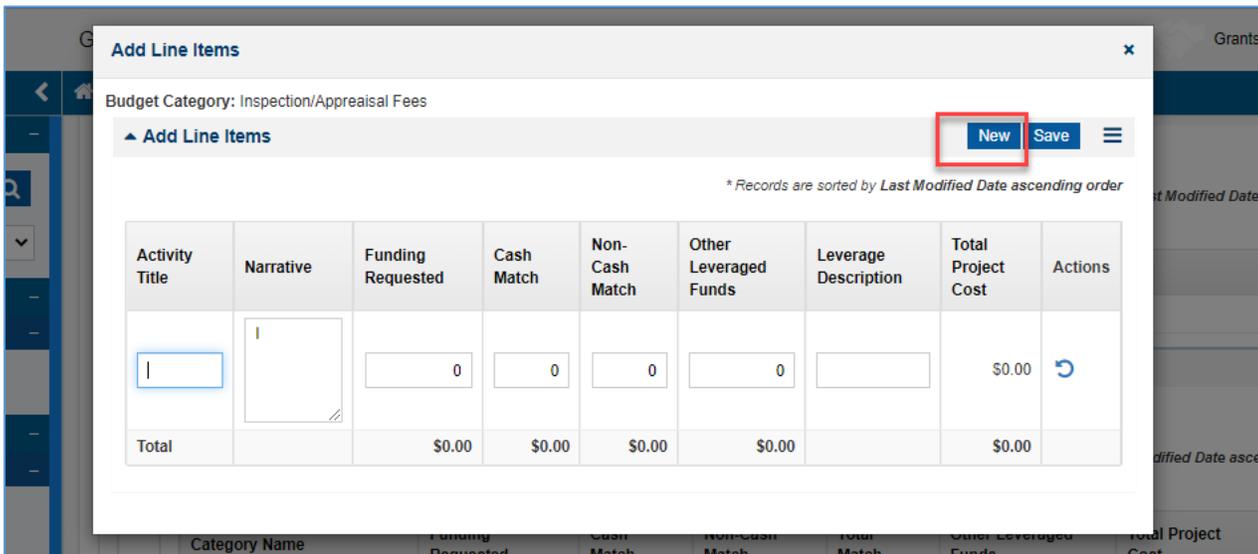


Figure 16: Application – Budget Tab – Detailed Budget

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.

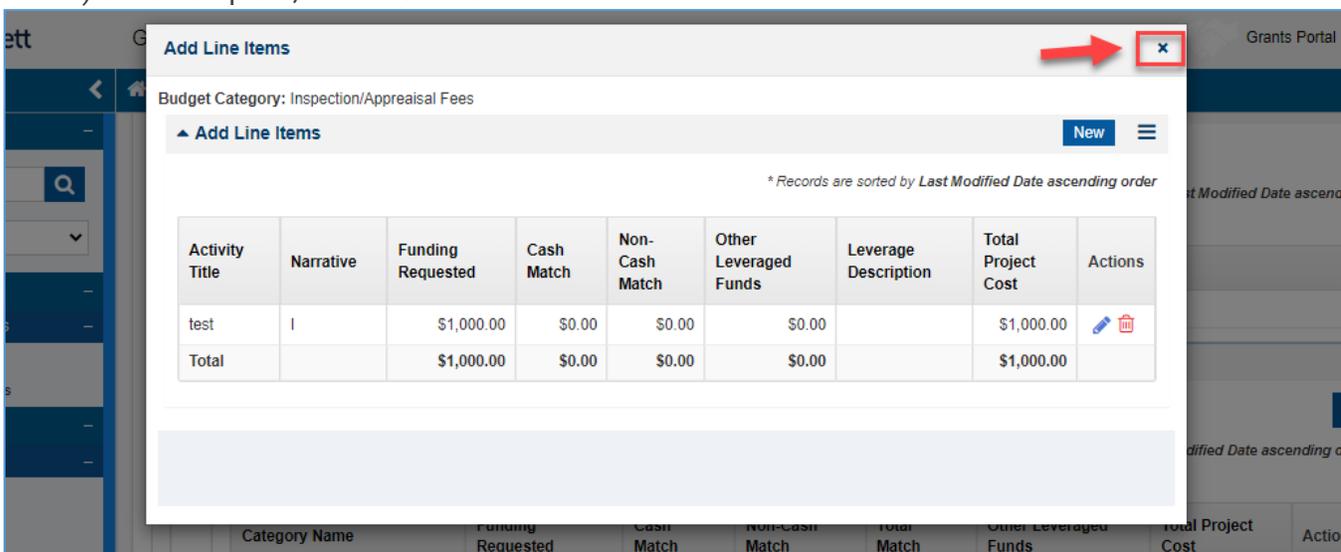


Figure 17: Application – Budget Tab – Close Window

- 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

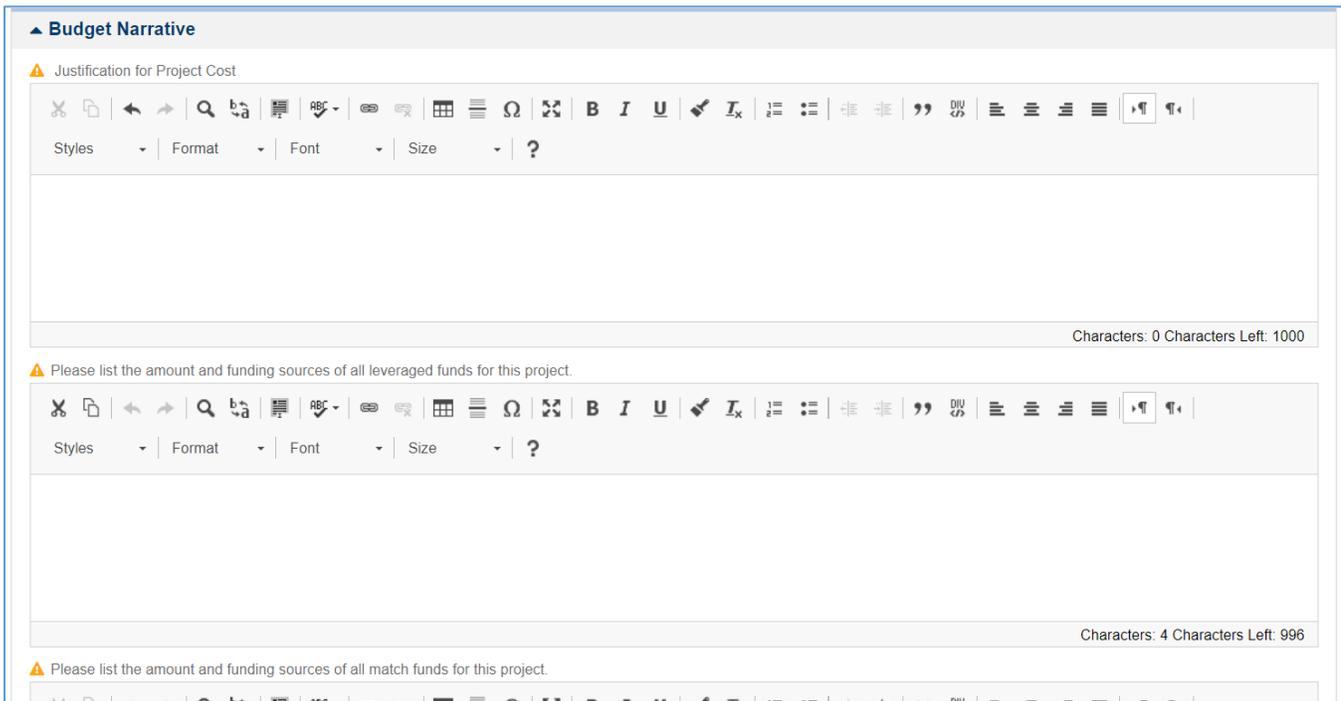


Figure 18: Application – Budget Tab – Budget Narrative

## 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.

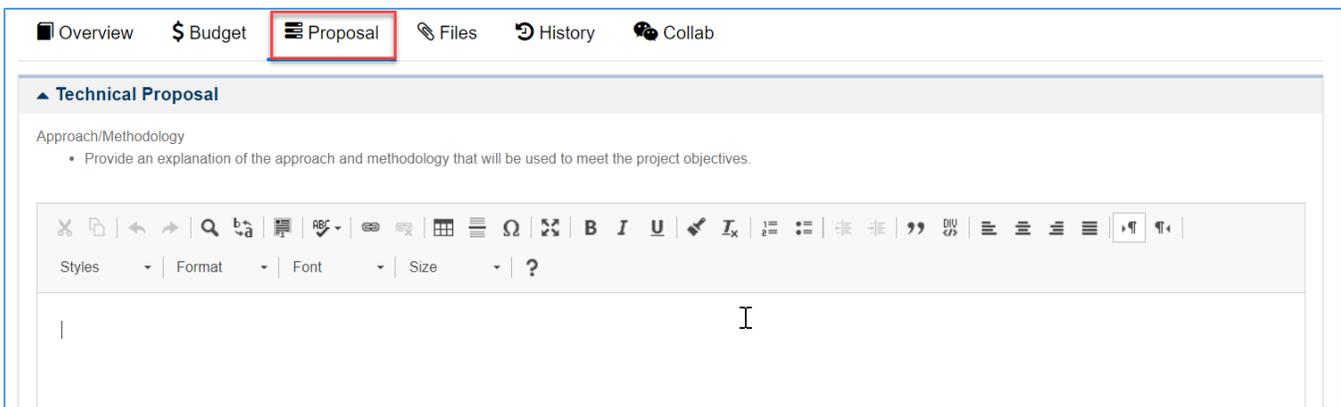


Figure 19: Application – Proposal Tab

- 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...

Showing 1 to 1 of 1 records

| Form Name          | Mandatory | Percentage | Last Modified By | Last Modified Date | Allow Edit? | Actions |
|--------------------|-----------|------------|------------------|--------------------|-------------|---------|
| Home Investment... | ✓         | 100.00%    |                  | 02/07/2023 4:50 AM | ✗           |         |

Total Records: 1

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**

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.

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.

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             |         |

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

Add File

Upload File from Computer | Upload File from Library

Classification  
Select file classification

\* Upload File  
Choose a File OR Drag it here

Upload single file up to 2 GB

Description

Upload Cancel

Application Files

Showing 0 to 0 of 0 records

\* Records are sorted by Last Modified Date ascending order

Add Files

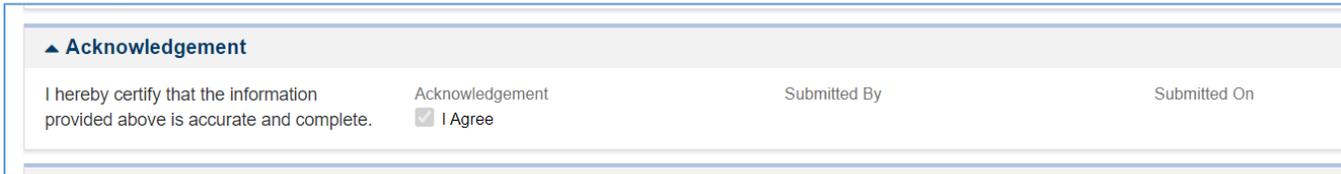
Figure 26: Application – Files Tab – Application Files

### 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 downward-pointing triangle icon. 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". In the "Acknowledgement" column, there is a checked checkbox followed by the text "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.

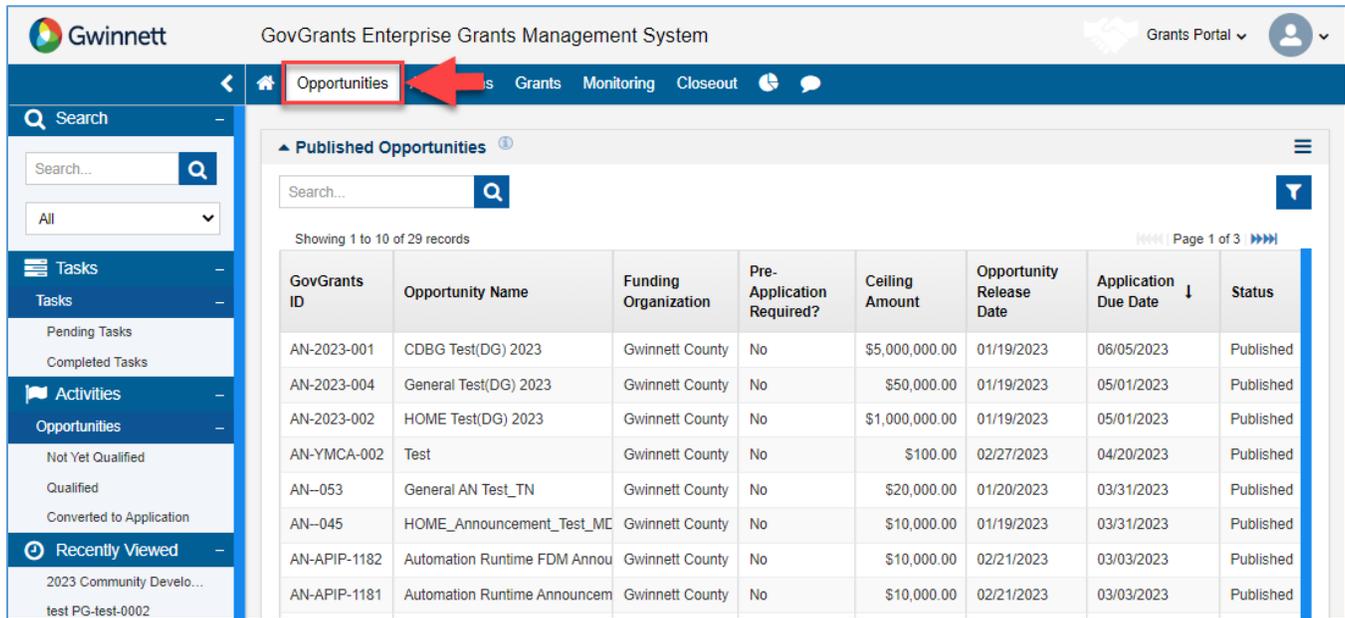


Figure 28: Opportunities Module

- 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**

Search... [Search Icon]

Showing 1 to 10 of 10 records

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

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.

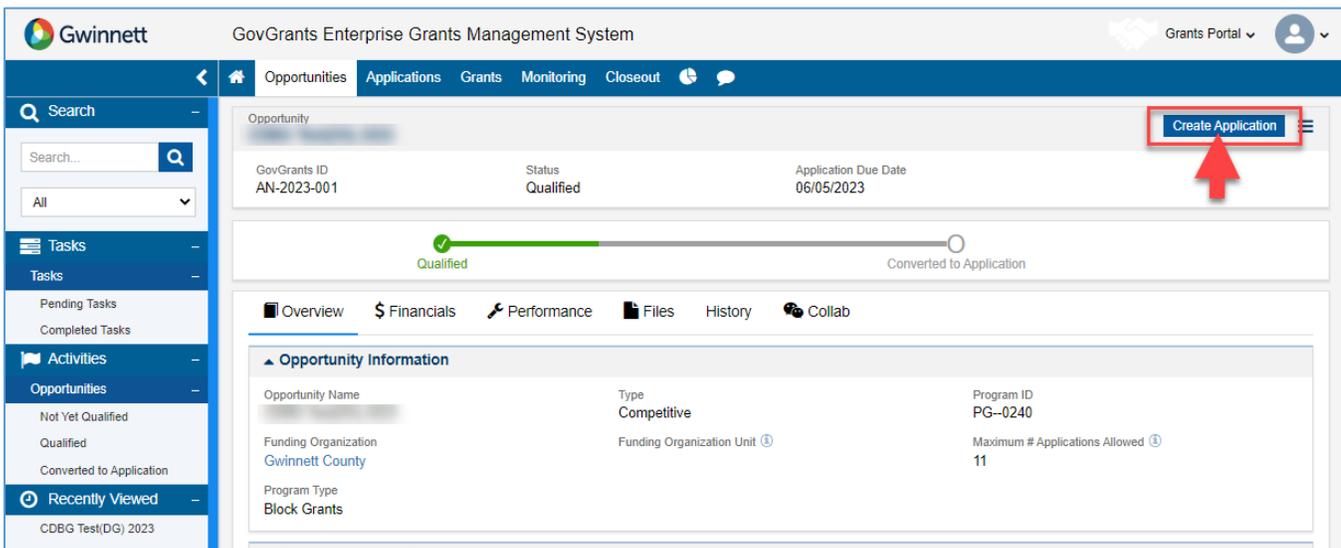


Figure 31: Create Application from Qualified Opportunity

### 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.

- 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.

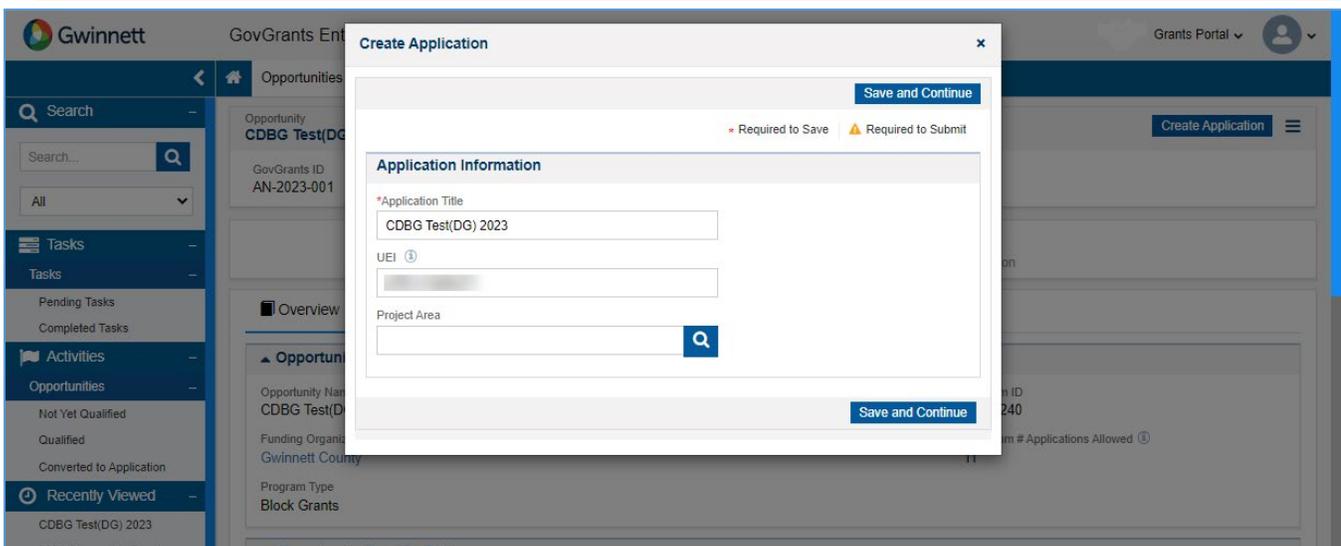


Figure 32: Create Application – Pop-up Window

- 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.

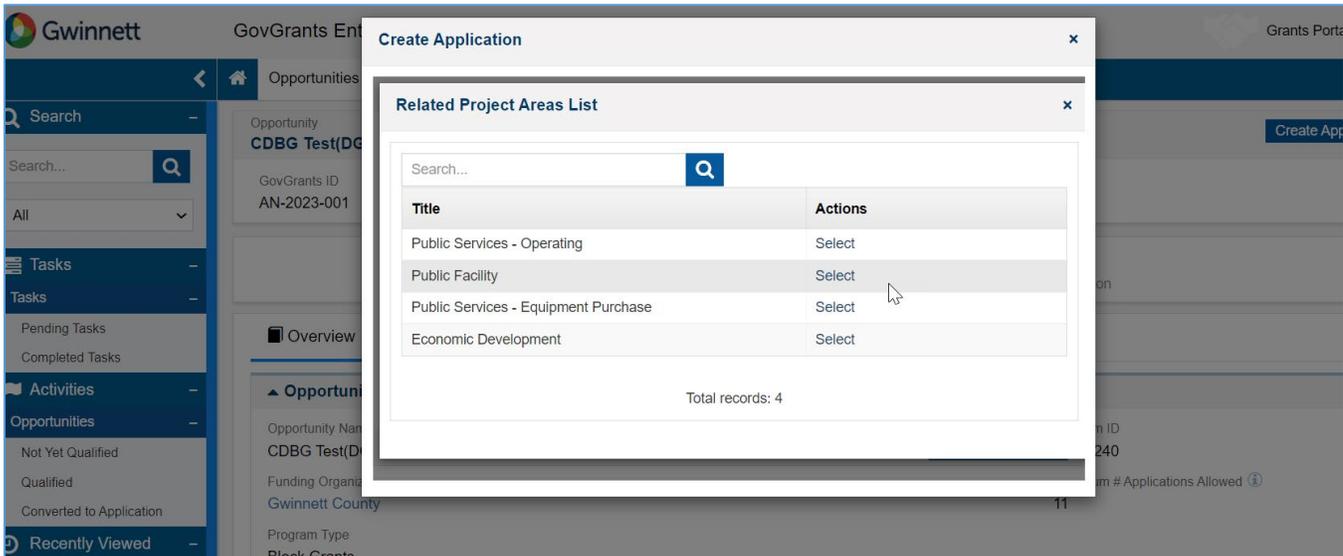


Figure 33: Related Project Area List

- 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.

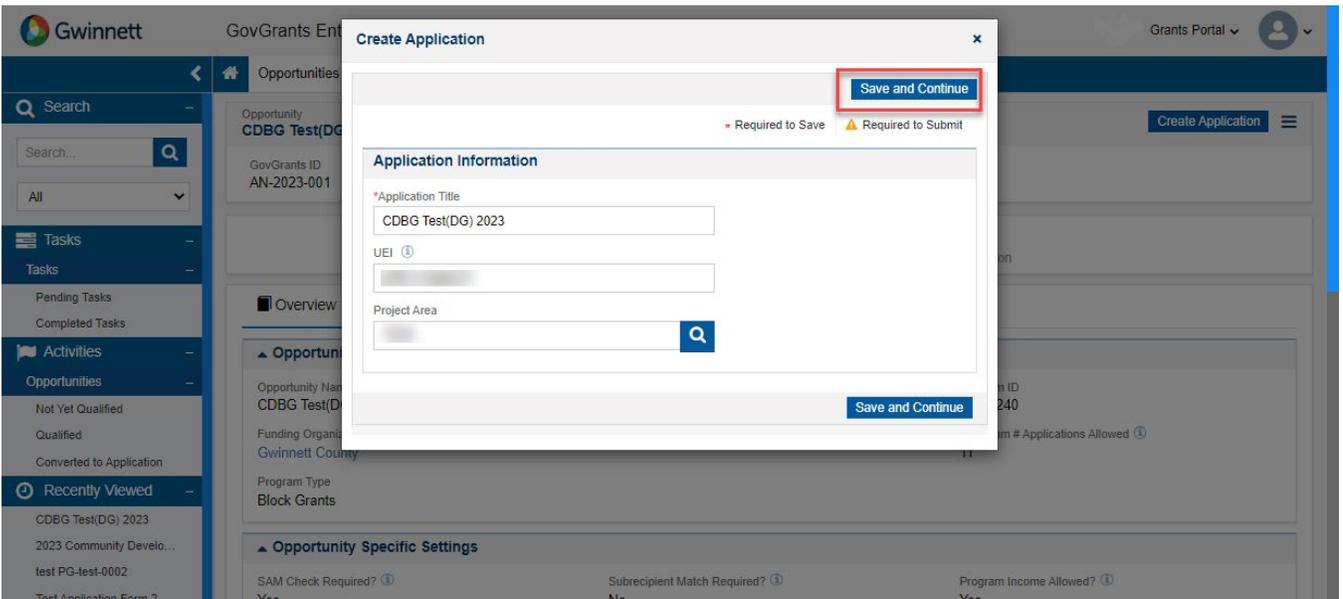


Figure 34: Create Application – Save and Continue