

West Virginia Department of Transportation



Grant Application

Training/Help Documentation

September 2012





1.0 Introduction

The West Virginia Department of Transportation (WVDOT) Grant Administrations Unit manages federal transportation grant programs that provide funding for a variety of non-traditional projects, all of which are linked directly or indirectly to various modes of transportation and encompassed within the new Transportation Alternatives Program.

The WVDOT Grant Application automates the grant application process through a Web application that will facilitate the capture of grant application data elements, provide an online submittal, and supply applicants with a status of where their application is within the application process. This help document supplies an overview of the WVDOT Grant Application to provide you with an understanding of the application functionality to effectively use the application.

1.1 Getting Started

The following is the basic information that will allow you to log on to the WVDOT Grant Application:

- You must have a registered account to log on to the application.
 - a. From the Grants Application home page, click the **Register here** link.
 - b. Enter or select ALL required (shaded) information.
 - c. Click **Submit**. You will receive an email at the address provided.
 - d. Open the email and click on the validation link to complete your registration.
- Each user is assigned a PIN number which provides a unique electronic signature for completing the application intent request, environmental assessment finalization, and the application request.



2.0 Maintain Your Account

The WVDOT Grant application allows you to update your account information including your user name or email address and request a new signature PIN.

Note: Click the [Return to Account Information](#) link to return to the account information page from any user information tab.

- a. Click **My Account**.
- b. On the Account Information page you can request a new PIN or change your user information, email address, password or security questions.

Edit your user information:

- i. Click the **User Information** tab.
- ii. Click the **Edit User Information** link.
- iii. Enter or update your title, name, and/or phone number information as needed.
- iv. Click **Save**.

Change your email address:

- i. Click the **User Email Address** tab.
- ii. Click the **Edit Email Address** link.
- iii. Enter your new email address in the **Email** and **Confirm Email** fields.
- iv. Click **Save**.

Request a PIN:

- i. Click the **Signature PIN** tab.
- ii. Click the **Request New Signature PIN**.
- iii. Click **Request PIN**. An email containing your new PIN will be sent to the email address associated with your login.

Change your password:

- i. Click the **Change Password** tab.
- ii. Click the **Change Password** link.
- iii. Enter your **Current password**.
- iv. Enter your new password in the **New password** and **Confirm new password** fields.
- v. Click **Change Password**. Your new password will be in effect the next time you log on to the Grants Application.



Edit security questions:

- i. Click the **Security Question** tab.
- ii. Click the **Edit Security Question Information** link.
- iii. Select each question and enter your answer.
- iv. Click **Save**. Your security questions are saved and are associated with you user ID.



3.0 Projects

The Projects page displays a list of all projects/applications you have submitted or to which you have been assigned.

To view a project:

- a. Click **Projects**. A list of projects you are assigned displays on the page.

OR

If you are a member of multiple sponsor groups, a list of sponsor groups displays.

Note: If you are not a member of a sponsor group, you must either join the sponsor group responsible for the project you want to view or create a sponsor group. See [Section 4.0](#) for information on creating or joining a sponsor group.

- b. Select the **Fiscal Year** you want to view projects for and click **Search**. The default is the current Fiscal Year.
- c. Click **View** next to the project you want to view.

Note: If you are on the sponsor group page, you must first click **Select** next to the sponsor group you want to work with.

Fiscal Year: 2013 [Create Sponsor Group](#) | [Join Sponsor Group](#) | [Change Current Sponsor Group](#) | [Create Project](#)

Fiscal Year	Project Name	Project Type	Priority	Status			
2013	New TA Project	Transportation Alternatives	3 <input type="button" value="+"/> <input type="button" value="-"/>	Intent In Progress	View	Edit	Delete
2013	My Test TA Project	Transportation Alternatives	2 <input type="button" value="+"/> <input type="button" value="-"/>	Intent In Progress	View	Edit	Delete
2013	New TA Test Project	Transportation Alternatives	4 <input type="button" value="-"/>	Intent In Progress	View	Edit	Delete

Figure 1. Example Project List

3.1 Change Project Priority

As an administrator of the selected sponsor group and a grant applicant, you can set the priority in which your projects should be reviewed and granted funding. The first project in the list is the highest priority for the funding request.

To change a project’s priority:

- a. Follow the steps in [Section 3.0](#) to view your projects.

- b. Click to move the project up in priority.

Click to move the project down in priority.



3.2 Create Projects

A projects wizard guides you through the process of completing a grant application. The symbol next to an application section indicates its current status (*Table 1*).

Table 1. Application Section Status

Symbol	Status
	Complete and saved.
	Incomplete or invalid. Either the section has not been saved or there are errors in the information.
	In progress. You started to complete and save the information in the section, but have not completed all the required information.
	Unlocked. This section is temporarily unlocked for editing.

To create a project:

- Follow the steps in [Section 3.0](#) to view your projects.
- Click **Create Project**.
- Select the **Congressional District** the project is located in.
- Select the **County** the project is located in.

OR

Select **Statewide** if the project is for the entire state.

- Select the **Project Type**.
- Enter the **Project Name**.
- Click **Create Project**. The project displays on the projects page. Follow the steps in *Section 3.3* to edit the Intent to Apply and *Section 3.4* to edit the Application.

3.3 Edit Intent to Apply

After creating a project, you can complete the Intent to Apply by editing the project.

To edit ITA:

- Follow the steps in [Section 3.0](#) to view your projects.
- On the projects page, click **Edit** next to the project you want to update.



- c. Complete each step under the **Intent to Apply** section of the form.
- d. Access the **Electronic Signature** page and enter your **PIN**.
- e. Click **Submit Intent to Apply**. The ITA is submitted for approval and no additional changes can be made.

Important Note: If you need to change the ITA after it has been submitted, contact your Grants Application Administrator to unlock the section of the form that you need to update. Sections of the form can be unlocked for editing for a specific timeframe.

3.4 Edit Application

After an Intent to Apply form is submitted and approved as eligible, you can edit the application information to complete the project application process.

To edit application:

- a. Follow the steps in [Section 3.0](#) to view your projects.
- b. On the projects page, click **Edit** next to the project you want to update.
- c. Complete each step under the **Application** section of the form.
- d. Access the **Electronic Signature** page and enter your **PIN**.
- e. Click **Submit Application**. The application is submitted for approval and no additional changes can be made.

3.5 View Project Status

You can view the current, overall completion status of the application sections. The applicant will only see a status of Application Submitted until the availability award date has been passed. After the award date is passed, the Governor award/not award status displays.

To view a project status:

- a. Follow the steps in [Section 3.0](#) to view your projects.
- b. On the projects page, click **Edit** next to the project for which you want to view the status.
- c. On the wizard page, click **Status Log**. The Status Log page displays the date and time the application was initiated and its current status within the application process.



Table 2. Status Descriptions

Status	Description
Intent In Progress	Intent was initially created.
ITA Unlocked - Changes Pending	Intent was unlocked for editing.
Intent Submitted	Intent was submitted.
Application In Progress	Application was started.
Application Submitted	Application was submitted.
Application Eligible	Application was marked as eligible.
Application Ineligible	Application was marked as ineligible.

3.6 View Project Documents

The application allows you to download all of the files that were uploaded for a project. It also provides you with the capability to download the Intent to Apply and Application documents in PDF form. For example, you may want to review project documents for the previous year. You can download and select individual files as needed:

- a. Follow the steps in [Section 3.0](#) to view your projects.
- b. On the projects page, click **Edit** next to the project for which you want to view documents.
- c. On the wizard page, click **Download**. The download documents page displays.
- d. Click on the link for the file you want to view.



west virginia State Agency Directory | Online Services

West Virginia
Department of Transportation

User, Test
Grant Management User
[My Account](#) | [Help](#) | [Log Out](#) | [Feedback](#)

Grants Application Projects | Sponsors | Map | Reports | Admin

[Return to Project](#)

Transportation Enhancement - Download
Project Name: The State Fair Pedestrian Bridge
Fiscal Year: 2012
Current Status: Application Eligible

Note: To print an application, you must first open or download the pdf.

[Get ADOBE READER](#)

Intent to Apply

- [Intent to Apply Instructions PDF](#)
- [Intent to Apply PDF](#)

Application

- [Application PDF](#)
- Project Location Attachments
 - [Lewisburg USGS.pdf](#)
- Project Information General Attachments
 - [Pages from Copy of State Fair Feasibility Study - mapsofbridge.pdf](#)
- Estimated Costs for Project Attachments
 - [TEGSFWVJAN2012ADD\\$.pdf](#)
- Permits Attachments
 - [TEGSFWVJAN20LETTERUTILITY.PDF](#)

[Privacy, Security and Accessibility](#) | [WV.gov](#) | [USA.gov](#) | [WVDOT](#) | © 2012 State of West Virginia

Figure 2. Example of Document Download Page

- Under *Intent to Apply* or *Application*, click on the link for the file you want to view.
- Open the file or save it to a local or network drive.

3.7 Delete a Project

A project can be deleted as long as the Intent to Apply has not already been submitted. Once you submit the Intent to Apply, the project cannot be deleted.

To delete a project:

- Follow the steps in [Section 3.0](#) to view your projects.
- Click **Delete**.
- Enter your **PIN**.
- Click **Delete**. The project is deleted from the Grants Application.

3.8 Link Projects

You can link your project to one or more other projects if they are being requested for the same sponsor group and fiscal year.

To link a project:

- Follow the steps in [Section 3.0](#) to view your projects.



- b. On the projects page, click **Edit** next to the project for which you want to view the status.
- c. In the Linked Projects section at the bottom of the page, click **Link to Project**.



Figure 3. Linked Projects Section

- d. Select the name of the project you want to link to.
- e. Click **Add Linking**. The project displays at the bottom of the page in the Linked Projects area.
- f. To remove the linking, click **Remove Linking** next to the project name.



4.0 Sponsors

All projects must be linked to a sponsor group. A sponsor organization is responsible for administering their organization information and users.

To create a sponsor group:

- a. Click **Sponsors**.
- b. On the *Choose a Sponsor Group* page, click **Create a Sponsor Group**.
- c. Enter all required information for the sponsor group.
- d. Click **Submit**.
- e. Click the **Create Projects** link to add projects for the sponsor group. (See [Section 3.2](#) for information on creating projects.)

OR

Click the **Add and Manage Users** link to maintain users who have access to projects for the sponsor group. (See [Section 4.3](#) for information on maintaining sponsor group users.)

4.1 Join a Sponsor Group

You can send a request to a sponsor group administrator to join an existing sponsor group.

- a. Click **Sponsor**.
- b. On the *Choose a Sponsor Group* page, click **Join a Sponsor Group**.
- c. Click **Join** next to the sponsor group you want to join.

Note: To search for a sponsor group, enter the **Sponsor Name** or partial name and click Search.

- d. In the **Comment** text area, enter any comments or questions you want to send with your join request.
- e. Click **Submit**. Your request is sent to the sponsor group administrator. You will receive an email notification and instructions when your request is approved.



4.2 View Sponsor Group Details

You can view information about a sponsor group, for example, the DUNS Number, location, and phone number. This is helpful if you want to contact the administrator or view information before joining a sponsor group.

- Click **Sponsors**.
- Click **View** next to the sponsor group you want to view information for.
- Click **Back** to return to the *Choose a Sponsor Group* page.

4.3 Edit a Sponsor Group

If you added a sponsor group, you are automatically registered as the administrator of that sponsor group. You can update the group information and maintain information for the users who are linked to that sponsor group.

To edit a sponsor group:

- Click **Administer** next to the sponsor group you want to update.
- Update the sponsor name, DUNS, CCR, address, and phone information as needed, making sure to complete all required information.
- Add users of the sponsor group as needed.

Users

[Add Users](#)

Filter Users By

Last name: First letter of last name:

Name	Email	Status
User, Approved	approved_user@wv.gov	Approved

Figure 4. Add User to Sponsor Group

- In the *Users* section, click **Add Users**.
 - Select the **User Name**.
Note: To search for a name, enter the user's last name or select the first letter of the last name and click Search.
 - Click **Submit**.
- Maintain user permissions to the sponsor group as needed.
 - In the *Users* section, click **Edit** next to the user name.
 - Click the *Current Status* button—**Approved**, **Pending**, or **Deny**—to set the user's status.



- iii. Select **View**, **Edit**, and/or **Sign/Submit** to set the appropriate *Program Types* and *Section Permissions* for the user.
- iv. Click **Save**. Permissions are set and the user receives an email notification.

5.0 Interactive Map

The interactive map utilizes the current WVDOT mapping portal. The map shows the location of grants that were awarded.

- Click the green dots on the map to display information about the grant such as the awarded amount, the sponsor's name, and the sponsor's match.
- Click **Zoom to** if you want to zoom in on the map to the general location of the grant.

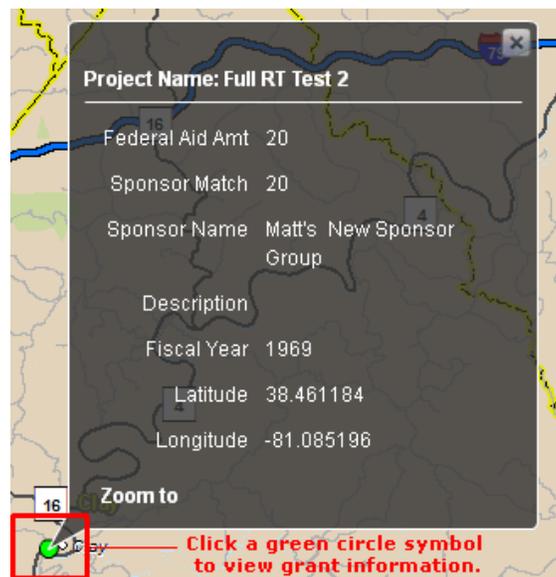


Figure 5. Example of Grant Information on the Map

Other navigation tools that are available let you search for grants, draw shapes (annotations) on your map, and print a hard copy of the map.