

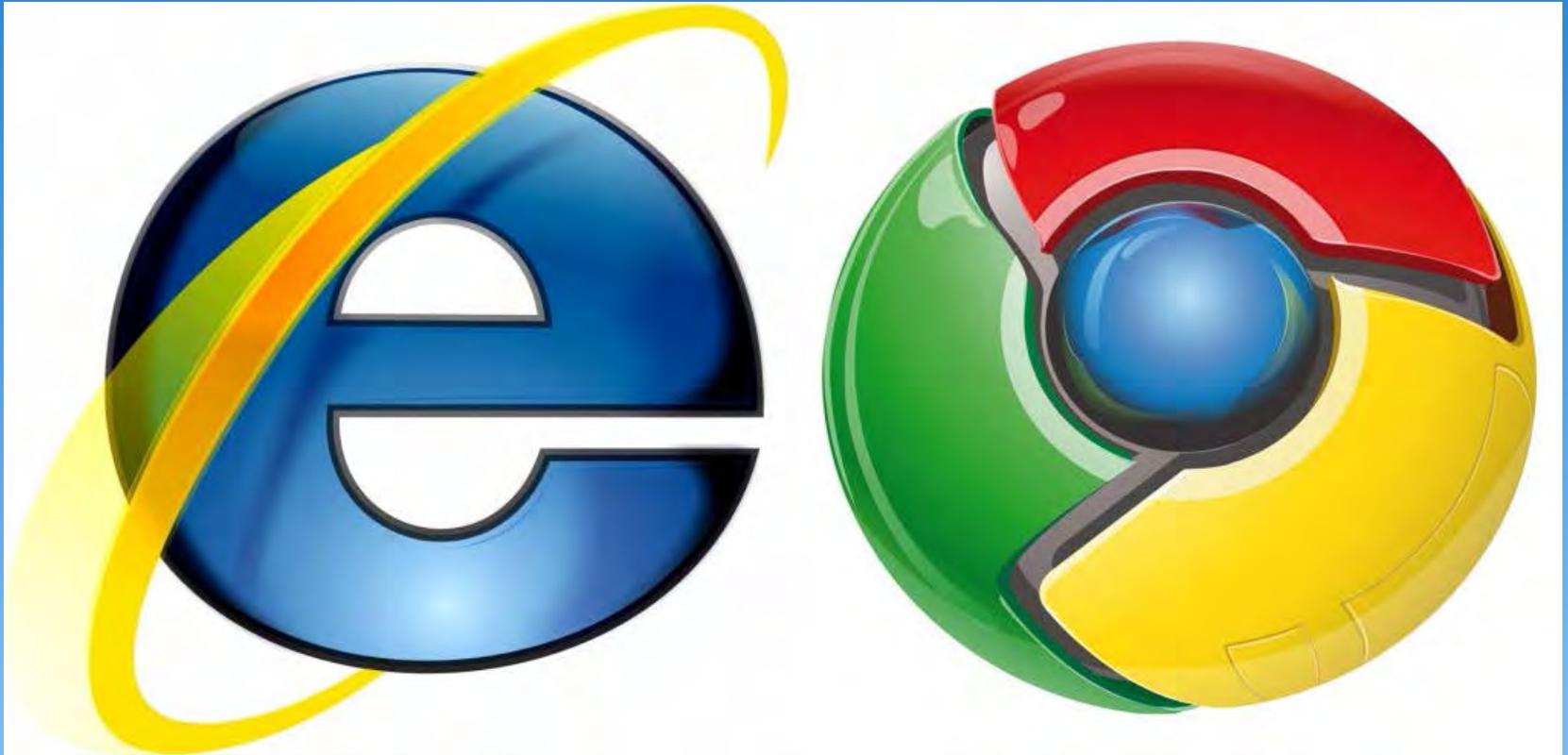
GRANTS

GRANTS REVIEW AND TRACKING SYSTEM

TOPICS

- I. *GRANTS Registration*
- II. *Becoming an Organization Administrator*
- III. *Becoming an Authorized User*
- IV. *Organization Admin: User Management*
- V. *Forgot Password*
- VI. *Account Locked*
- VII. *Completing a Proposal*
- VIII. *Submitting a Proposal*

PLEASE USE INTERNET EXPLORER OR GOOGLE CHROME



Other browsers are not supported.

Source: <http://news.filehippo.com/2013/01/browser-wars-2012-who-won/>

www.water.ca.gov/grants/

GRANTS

GRANTS REVIEW AND TRACKING SYSTEM

Welcome to the Department of Water Resources (DWR) Grants Review and Tracking System. GRanTS is a web-based tool that can be used to:

- Apply for bond funded grants and loans.
- Manage bond funded contracts and track projects.
- Submit electronic contract deliverables and invoices.

Open Solicitations

- The Proposition 84-funded Delta, San Joaquin and Sacramento Rivers Water Quality Grant program released the final Group II – Franks Tract and other Delta Region Projects – Proposal Solicitation Package (PSP) on February 6, 2015. Applications must be submitted by 5:00 p.m. on April 9, 2015.
- The Local Levee Assistance Program released its final guidelines and proposal solicitation package on December 17, 2014. Applications must be submitted by 5:00 p.m. on March 17, 2015.
- Please "Sign in" to access the GRanTS application.

GRanTS Outages

- Thursday, April 2, 2015 from 5:00 PM to 8:00 PM for maintenance and upgrades.

Recent Changes in GRanTS

- **02/02/2015:** Users can return to the page they left on the list of My/All Projects or My/All Contracts, when the user clicks Return workbook (gray tab). DWR reviewers can use Review Import feature without any problems. In addition to Project Name, Program Name, Start Date, and End Date, My Projects and All projects now include BMS I/O Group Code, Project Status, and Project Cost.
- **11/24/2014:** DWR users can view all proposals for a proposal solicitation package in read-only format. This allows reviewers to have access to all proposals, not just the ones they are reviewing.
- **10/09/2014:** Users can filter Contracts by Program, Organization, DWR Contract Manger, Start year, End year,

Sign in

HOME

USER GUIDES

- › Quick Start Guide
- › Public User Guide
- › Frequently Asked Questions (FAQ)

INTERNAL (DWR) USER GUIDES

VIDEOS

- › How to Register (New)
- › How to Complete a Grant Application (New)

PROJECT MAPPING TOOL

FINANCIAL ASSISTANCE

SUPPORT

GRanTS Helpdesk
Tel: (888) 907-4267
Email: GRanTAdmin@water.ca.gov

AVAILABLE RESOURCES

Sign in

HOME

USER GUIDES

- » Quick Start Guide
- » Public User Guide **1**
- » Frequently Asked Questions (FAQ) **2**

INTERNAL (DWR) USER GUIDES

VIDEOS

- » How to Register **(New)** **3**
- » How to Complete a Grant Application **(New)** **4**

PROJECT MAPPING TOOL **5**

FINANCIAL ASSISTANCE

SUPPORT

GRanTS Helpdesk **6**
Tel: (888) 907-4267
Email:GRanTAdmin@water.ca.gov

I. REGISTRATION

Users need to register under their own agency

For example, User A works for XYZ Consulting firm and plans to submit a proposal on the behalf of City of Sacramento

User A will register under XYZ Consulting firm

User A will then contact City of Sacramento to become an authorized user under City of Sacramento Organization

I. REGISTRATION



Department of Water Resources

GRANTS REVIEW AND TRACKING SYSTEM

GRANTS

A screenshot of the 'LOG ONTO GRanTS' web interface. It features a 'User Name:' field, a 'Password:' field, and a 'Log In' button. Below the password field, there is a blue hyperlink labeled 'Forgot Password'. At the bottom of the form, there is a red-bordered box containing the text 'Registration', which is pointed to by a red callout bubble.

Click on the Registration
hyperlink.

For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.

I. REGISTRATION



Department of Water Resources

GRANTS REVIEW AND TRACKING SYSTEM

Complete the Contact information.

User Profile

Contact

Organization

Account

First Name:	<input type="text"/>	Phone (Office):	<input type="text"/>
Middle Name:	<input type="text"/>	Phone (Direct):	<input type="text"/>
Last Name:	<input type="text"/>	Phone (Mobile):	<input type="text"/>
		Fax:	<input type="text"/>

Next

Cancel

I. REGISTRATION



Department of Water Resources

GRANTS REVIEW AND TRACKING SYSTEM

User Profile

Contact

Organization

Account

First Name:	John *	1	Phone (Office):	(123) 123-1234 Ext: ___ *	3
Middle Name:			Phone (Direct):	() _ - _ Ext: ___	
Last Name:	Doe *	2	Phone (Mobile):	() _ - _	
			Fax:	() _ - _	

Next

Cancel

I. REGISTRATION



Department of Water Resources

GRANTS REVIEW AND TRACKING SYSTEM

Complete the Organization information.

User Profile

Contact **Organization** Account

Organization:	<input type="text" value="Search for Organization..."/> * Add New	Division/Address List:	<input type="text" value="Search for Division..."/> * Add New
Address1:	<input type="text"/> *	Address2:	<input type="text"/>
City:	<input type="text"/> *	State:	<input type="text" value="California"/> *
Zip:	<input type="text"/> *	Phone:	<input type="text" value="() - - Ext. -"/>
Web site:	<input type="text"/>		

I. REGISTRATION



Department of Water Resources

GRANTS REVIEW AND TRACKING SYSTEM

When selecting the Organization, you can type your organization's name and the name will auto populate.

User Profile

Contact **Organization** Account

Organization:	<input type="text" value="Search for Organization..."/>	Add New	Division/Address List:	<input type="text" value="Search for Division..."/>	Add New
Address1:	<input type="text"/>		Address2:	<input type="text"/>	
City:	<input type="text"/>		State:	<input type="text" value="California"/>	
Zip:	<input type="text"/>		Phone:	<input type="text" value="() - - Ext:"/>	
Web site:	<input type="text"/>				

I. REGISTRATION



Department of Water Resources

GRANTS REVIEW AND TRACKING SYSTEM

If your organization is not listed, click the Add New hyperlink.

User Profile

Contact **Organization** Account

Organization:	<input type="text" value="Search for Organization..."/> * Add New	Division/Address List:	<input type="text" value="Search for Division..."/> * Add New
Address1:	<input type="text"/> *	Address2:	<input type="text"/>
City:	<input type="text"/> *	State:	California <input type="text"/> *
Zip:	<input type="text"/> *	Phone:	() - - Ext. -
Web site:	<input type="text"/>		

I. REGISTRATION



Department of Water Resources

GRANTS REVIEW AND TRACKING SYSTEM

User Profile

Contact **Organization** Account

Selected Organization: West Sacramento is Registered.

Organization:	West Sacramento	* Add New	Division/Address List:	Search for Branch...	* Add New
Address1:		*	Address2:		
City:		*	State:	California	*
Zip:		*	Phone:	() - - Ext:	
Web site:					

Next you'll need to identify the Division.

I. REGISTRATION



Department of Water Resources

GRANTS REVIEW AND TRACKING SYSTEM

If your division is not listed, click the Add New hyperlink.

User Profile

Contact **Organization** Account

Selected Organization 'West Sacramento' is Registered.

Organization:	West Sacramento	* Add New	Division/Address List:	Search for Branch...	* Add New
Address1:		*	Address2:		
City:		*	State:	California	*
Zip:		*	Phone:	() - - Ext: -	
Web site:					

Next

Cancel

I. REGISTRATION



Department of Water Resources

GRANTS REVIEW AND TRACKING SYSTEM

Once the organization and division are identified, the address information will auto populate.

User Profile

Contact

Organization

Account

Selected Organization 'West Sacramento' is Registered.

Organization:	West Sacramento	* Add New	Division/Address List:	Sac. Desalination Program : 245 W. Pa	* Add New
Address1:	245 W. Palmer Street	*	Address2:		
City:	Sacramento	*	State:	California	*
Zip:	95634	*	Phone:	() - - Ext: -	
Web site:					

Next

Cancel

I. REGISTRATION



Department of Water Resources

GRANTS REVIEW AND TRACKING SYSTEM

User Profile

Complete the Account information.

Contact

Organization

Account

Username/Email:

*

Password:

*

Confirm Password:

*

Security Question 1:

Select Question

Answer:

*

Security Question 2:

Select Question

Answer:

*

Save

Cancel

I. REGISTRATION



Department of Water Resources

GRANTS REVIEW AND TRACKING SYSTEM

User Profile

Contact

Organization

Account

Username/Email:

Password:

Confirm Password:

Security Question 1:

Select Question

Answer:

Security Question 2:

Select Question

Answer:

Save

Cancel

The user name is your email address.

I. REGISTRATION



Department of Water Resources

GRANTS REVIEW AND TRACKING SYSTEM

Password must be at least 7 characters and contain at least three of the four character types (lowercase alpha, uppercase alpha, numeric, and special characters).

User Profile

Contact

Organization

Account

Username/Email:

testemail@gamil.com

Password:

Confirm Password:

Security Question 1:

Select Question

Answer:

Security Question 2:

Select Question

Answer:

Save

Cancel

I. REGISTRATION



Department of Water Resources

GRANTS REVIEW AND TRACKING SYSTEM

User Profile

Contact

Organization

Account

Username/Email:

testemail@gamil.com *

Password:

..... *

Confirm Password:

..... *

Security Question 1:

Select Question *

Answer: *

Security Question 2:

Select Question *

Answer: *

Save

Cancel

Email and answers to the Security Questions are required to retrieve your password when you forget it.

II. Becoming an Organization Administrator

Welcome: ddhillon@ucdavis.edu [Logout](#)



Department of Water Resources

GRANTS REVIEW AND TRACKING SYSTEM

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[My Projects](#)

Contact the Organization Administrator. If you do not see the Organization Administrator contact information, please contact the GRanTS Helpline.

[Public User Guide \(4MB\)](#)

NEW SOLICITATIONS

[16](#) New solicitations are available!

MY APPLICATIONS

In Progress	59
Submitted	22
Awarded	14

YOUR ORGANIZATION'S ADMINISTRATOR IS:

Organization Name	Administrator	Email	Phone Number
RJOrg	km	kmm555128@engineer.com	(999) 999-9999
RJOrg	Sprint	sprint3test@gmail.com	(916) 651-9243

For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.

III. BECOMING AN AUTHORIZED USER



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[My Projects](#)

Contact the Organization Administrator. If you do not see the Organization Administrator contact information, please contact the GRanTS Helpline.

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NEW SOLICITATIONS

[16](#) New solicitations are available!

MY APPLICATIONS

In Progress	59
Submitted	22
Awarded	14

YOUR ORGANIZATION'S ADMINISTRATOR IS:

Organization Name	Administrator	Email	Phone Number
RJOrg	km	kmm555128@engineer.com	(999) 999-9999
RJOrg	Sprint	sprint3test@gmail.com	(916) 651-9243

For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.

IV. ORGANIZATION ADMIN



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Organization Admin

Select Organization	RJOrg
Organization Name:	RJOrg *
Tax ID:	123499999 *
<input type="button" value="Save"/> <input type="button" value="Edit"/> <input type="button" value="Cancel"/>	

Organization Administrator can add/authorize users in the Organization Admin tab

Users

[Add New](#)

User ID	Action
devdhillon1234@gmail.com	
devinderdhillon23@gmail.com	
kmm555128@engineer.com	
venukanthan@hotmail.com	
dsdtestgrants@gmail.com	

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IV. ORGANIZATION ADMIN



Department of Water Resources

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GRANTS REVIEW AND TRACKING SYSTEM

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Organization Admin

Select Organization	RJOrg
Organization Name:	RJOrg
Tax ID:	123499999
<input type="button" value="Save"/> <input type="button" value="Edit"/> <input type="button" value="Cancel"/>	

Users

[Add New](#)

User ID	Action
devdhillon1234@gmail.com	
devinderdhillon23@gmail.com	
kmm555128@engineer.com	
venukanthan@hotmail.com	
dsdtestgrants@gmail.com	

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Users associated to the organization are listed in the "Users" panel

IV. ORGANIZATION ADMIN: USER MANAGEMENT



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Organization Admin

Select Organization	RJOrg
Organization Name:	RJOrg
Tax ID:	123499999 *
<input type="button" value="Save"/> <input type="button" value="Edit"/> <input type="button" value="Cancel"/>	

Add New User

To add a new user, click on the Add New hyperlink.

Users

[Add New](#)

User ID	Action
devdhillon1234@gmail.com	
devinderdhillon23@gmail.com	
kmm555128@engineer.com	
venukanthan@hotmail.com	
dsdtestgrants@gmail.com	

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IV. ORGANIZATION ADMIN: USER MANAGEMENT



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Add/Modify User

User ID	<input type="text"/>
Lock/Unlock	<input type="checkbox"/>
Organization Admin	<input type="checkbox"/>
Authorized User	<input type="checkbox"/>

Enter the email address of the user you want to add to the organization.

Click on the "Authorized User" to add an authorized user.

Organization Administrator can also unlock user accounts and grant other administrative privileges.

IV. ORGANIZATION ADMIN: USER MANAGEMENT



Department of Water Resources

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Organization Admin

Select Organization	RJOrg
Organization Name:	RJOrg *
Tax ID:	123499999 *
<input type="button" value="Save"/> <input type="button" value="Edit"/> <input type="button" value="Cancel"/>	

Users

[Add New](#)

User ID	Action
devdhillon1234@gmail.com	
devinderrdhillon23@gmail.com	
kmm555128@engineer.com	
venukanthan@hotmail.com	
dsdtestgrants@gmail.com	

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**Modify Existing
User Privileges**

**Click on the user email
hyperlink.**

IV. ORGANIZATION ADMIN: USER MANAGEMENT



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Add/Modify User

User ID	<input type="text" value="devdhillon1234@gmail.com"/>
Lock/Unlock	<input type="checkbox"/>
Organization Admin	<input type="checkbox"/>
Authorized User	<input checked="" type="checkbox"/>

Modify Existing User Privileges

Organization Admin can authorize users, unlock user account and grant Organization Admin privileges.

V. FORGOT PASSWORD



Department of Water Resources

GRANTS REVIEW AND TRACKING SYSTEM

GRANTS

LOG ONTO GRanTS

User Name:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Log In"/>	
Forgot Password	
Registration	

Click the Forgot Password
hyperlink.

For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.

V. FORGOT PASSWORD



Department of Water Resources

GRANTS REVIEW AND TRACKING SYSTEM

Forgot Password

Username/Registered email:

Enter your email and
click Validate User ID.

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V. FORGOT PASSWORD



Department of Water Resources

GRANTS REVIEW AND TRACKING SYSTEM

Forgot Password

Username/Registered email:

Please answer the following security questions.

What was your childhood nickname?	<input type="text"/>
What is your pet's name?	<input type="text"/>

You have maximum of 3 unsuccessful attempts.

Answer the security questions and an email will be sent with a temporary password and instructions.

VI. LOCKED ACCOUNT



Department of Water Resources

GRANTS REVIEW AND TRACKING SYSTEM

GRANTS

LOG ONTO GRanTS

User Name:	ddhillon@ucdavis.edu
Password:	<input type="password"/>
Your account is locked. Please contact the System Admin.	
<input type="button" value="Log In"/>	

[Forgot Password](#)
[Registration](#)

Five unsuccessful password entries locks your account.

Contact your Organization Administrator or GRanTS Helpline to unlock your account.

VII. COMPLETING A PROPOSAL



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NEW SOLICITATIONS

[17](#) New solicitations are available!

YOU ARE THE

RJOrg

Click on the New Solicitation hyperlink.

Organization Tax ID(FEIN).

123499999

MY APPLICATIONS

In Progress	59
Submitted	22
Awarded	14

YOUR ORGANIZATION

<u>Organization Name</u>	<u>Administrator</u>	<u>Email</u>	<u>Phone Number</u>
RJOrg	DD	ddhillon@ucdavis.edu	(916) 651-9243
RJOrg	km	kmm555128@engineer.com	(999) 999-9999
RJOrg	Sprint	sprint3test@gmail.com	(916) 651-9243

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VII. COMPLETING A PROPOSAL



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Active PSPs

Click on the Start Proposal hyperlink.

Program Name	Released On	Due Date	Action	Attachments	
Aeoperingf	09/26/2014	11/12/2014 12:00 AM	Start Proposal	No Attachments	
Aeoperingf	08/21/2014	11/29/2014 12:00 AM	Start Proposal	No Attachments	
Jacobs Test Program	05/02/2014	9/4/2015 11:30 PM	Start Proposal	No Attachments	
Jacob's Program	Jacobs Second PSP	01/17/2014	11/6/2015 5:30 PM	Start Proposal	No Attachments
Jacob's Chrome Test Program	Jacob's Chrome Test PSP	07/28/2014	5/6/2016 11:30 PM	Start Proposal	Attachments

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Archived PSPs

Archived PSP Name Select Fiscal Year

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VII. COMPLETING A PROPOSAL



Department of Water Resources

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Applicant Info

Projects

Section 1 Name

DELTA SECTION

Full View

Applicant Information

APPLICANT INFORMATION

Organization Name	Please Select
Tax ID	
Point Of Contact*	<input checked="" type="radio"/> Existing Registered Users <input type="radio"/> Add New User
Point Of Contact Position Title*	
Proposal Name	
Proposal Objective	

BUDGET

Other Contribution	
Local Contribution	
Federal Contribution	
Inkind Contribution	
Amount Requested	*
Total Project Cost	*

Start the Proposal

The mandatory fields (*) in the Applicant Info tab must be populated and saved to begin a proposal.

After the application is started and saved, you can switch between tabs.

ALWAYS SAVE.

VII. COMPLETING A PROPOSAL



Department of Water Resources

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Applicant Info

Projects

Attachments

More Attachments

Full View

Applicant Information

APPLICANT INFORMATION

You are not authorized to create a proposal. To become an authorized user, please contact your organization administrator listed on your home page

Organization Name

Tax ID

Point Of Contact*

Point Of Contact Position Title*

Proposal Name

Proposal Objective

Existing Re

If you are not an authorized user, you will see this message.

Please contact your Organization Administrator to become an authorized user.

Maximum Character Limit: 150

Maximum Character Limit: 2000

BUDGET

Other Contribution

Local Contribution

VIII. SUBMITTING A PROPOSAL



Department of Water Resources

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Applicant Info

Projects

Section 1 Name

DELTA SECTION

Section 1 Header

This is Question 1.
Maximum Character Limit: 64

test

Save

Back

Submit

If any sections are incomplete, you will be notified after clicking Submit.

After you submit a proposal, you will receive an email confirming the submission.

For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov

CONTACT US

Phone: (888) 907-4267

or

E-mail: GRANTSadmin@water.ca.gov