Bond Management System/Grants Review and Tracking System

Public User Guide

GRANTS

August 2012
Department of Water Resources
Project Services Office

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1. Introduction

Note: Bond Management System (BMS) is changing its name to Grants Review and Tracking System (GRANTS) in Fall 2012.

To begin using BMS/GRANTS, please review this Public User Guide as well as the [Quick Start Guide], the [Frequently Asked Questions] and other useful training tools located at http://www.water.ca.gov/bms/. These guides will provide a general overview of the system as well as step-by-step screenshots for each module.

BMS/GRANTS is a tool designed to work with your organization to ensure efficient contract management and project oversight. BMS/GRANTS enables the project team to work together utilizing BMS/GRANTS as an interface to manage the terms of the contracts, project tasks, expenditures, and deliverables. DWR and Project Partners will track:

- Bond funds as well as matching state, federal, local, or other contributions that sum to the total project amount
- Milestones and project tasks
- Expenditures vs. % of work complete
- Deliverables
- Checklist of customizable items
- Invoice payment process
- Task level details

2. User Registration

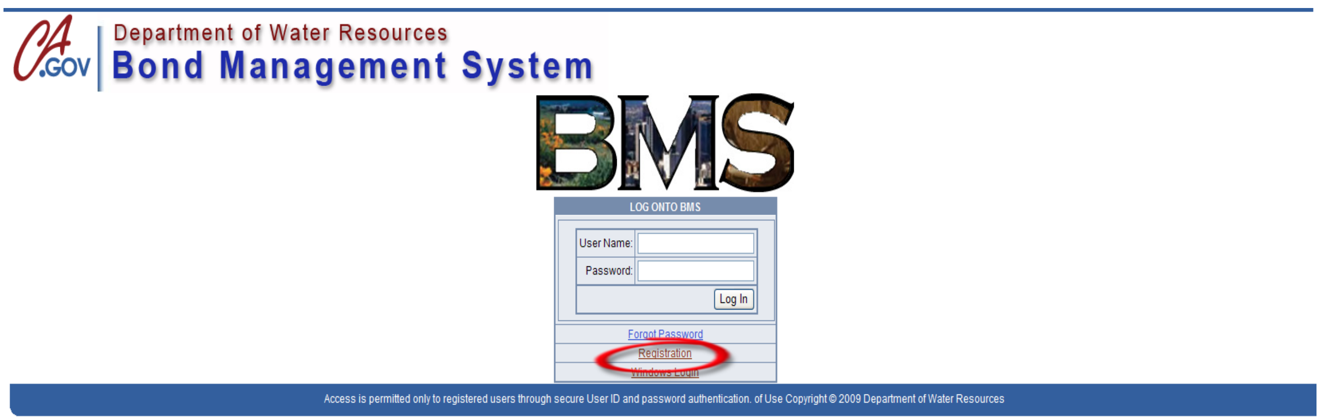
The User Registration module enables a Public User to:

- Create a Public User account with a login and password
- Specify user profile details
- Modify user account details
- Reset the account password

All of these processes are discussed in the following sections.

A. Creating a Public User Account

1. On the **Login** page, click on the **Registration** hyperlink.



The **User Registration** page is displayed.

On the **User Registration** page, the following three tabs are visible:

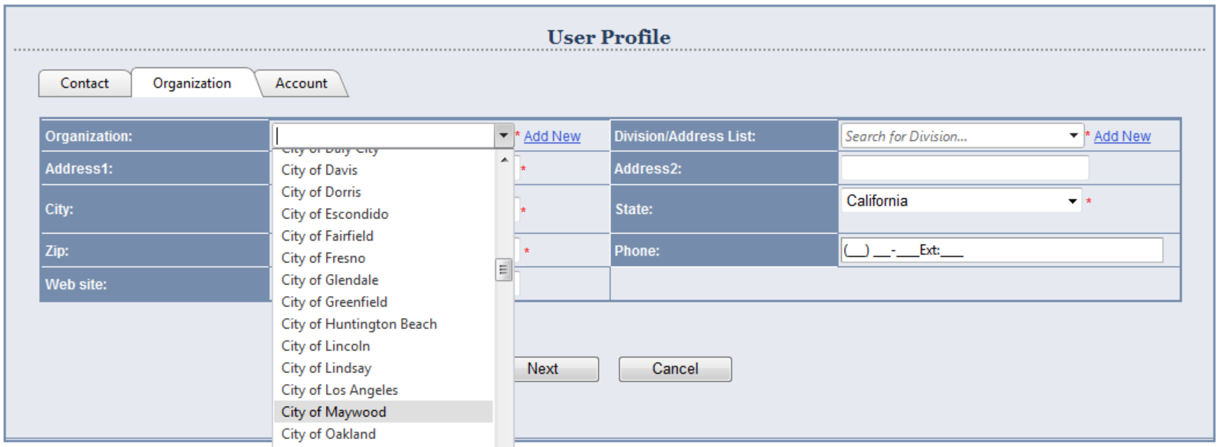
- Contact
- Organization
- Account

In the **Contact** section, complete the mandatory fields marked with an asterisk (*), then click the **Next** button.

The **Organization** section will be displayed.

In the **Organization** section:

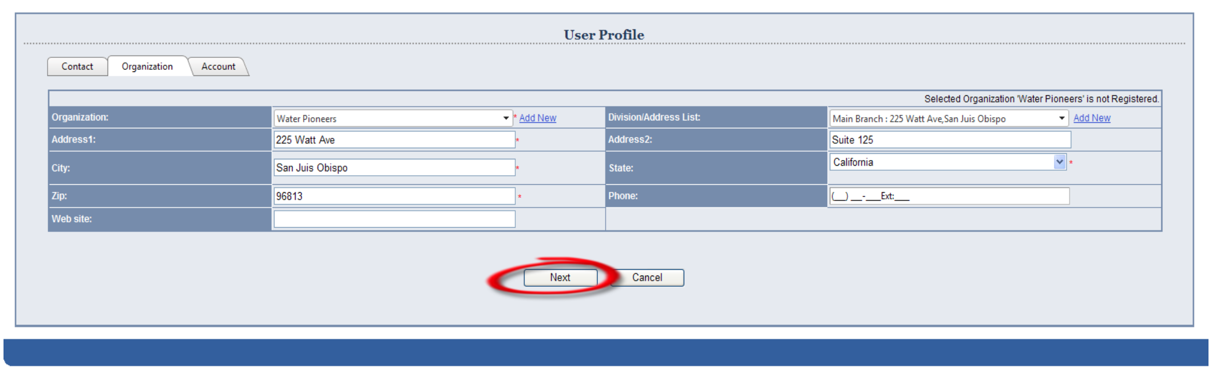
1. Select an existing Organization/Organization name from the **Organization** dropdown field. You can start typing the name of your organization in this field to narrow the list to show matching organization names.
2. Select a Division from the **Division/Address List** dropdown field.
3. Values for the **Address**, **City**, **State**, **Zip**, **Phone**, and **Website** fields for the selected Organization and Division will be auto-populated by the system once a Division has been selected from the dropdown menu.



If your Organization or Division is not found, click on the **Add New** hyperlink next to the **Organization** dropdown menu. For instructions on adding a new Organization, [click here](). Please do not type the Division information directly on this screen.

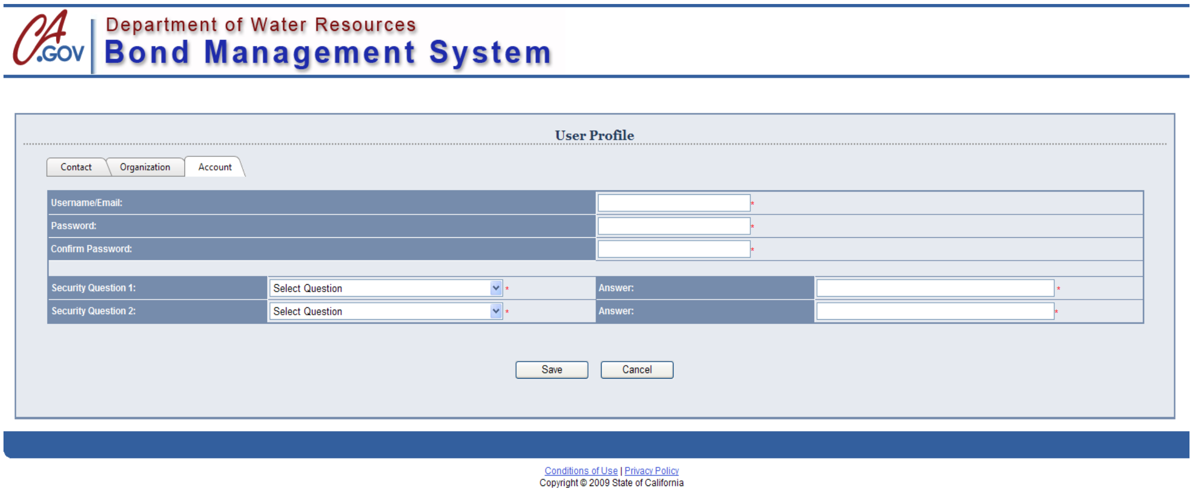
If you share a Tax Identification Number (TIN) with a higher level organization (i.e., *Plumas County Water and Power Agency* and *Plumas, County of*) be sure to register the higher level organization (Plumas, County of) and create the lower level organization (Plumas County Water and Power Agency) as a division of that organization. Failure to do so can result in multiple divisions of a county or city trying to use the same TIN which must be unique to an organization.

4. Click the **Next** button to go to the **Account** screen:

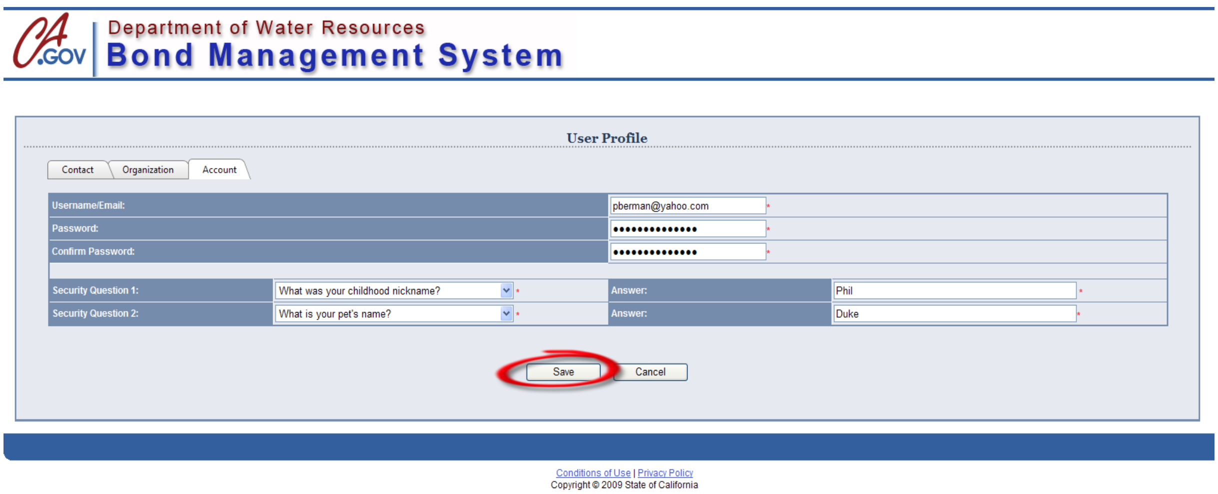


In the **Account** section, do the following:

1. Specify a Username (your email address)
2. Specify a Password (must be at least 7 characters long and must contain at least three of the four groups: lowercase alpha, uppercase alpha, numeric, and special characters)
3. Confirm the Password
4. Select a Security Question from the **Security Question 1** dropdown selection
5. Provide an answer to the selected Security Question 1
6. Select a Security Question from the **Security Question 2** dropdown selection
7. Provide an answer to the selected Security Question 2

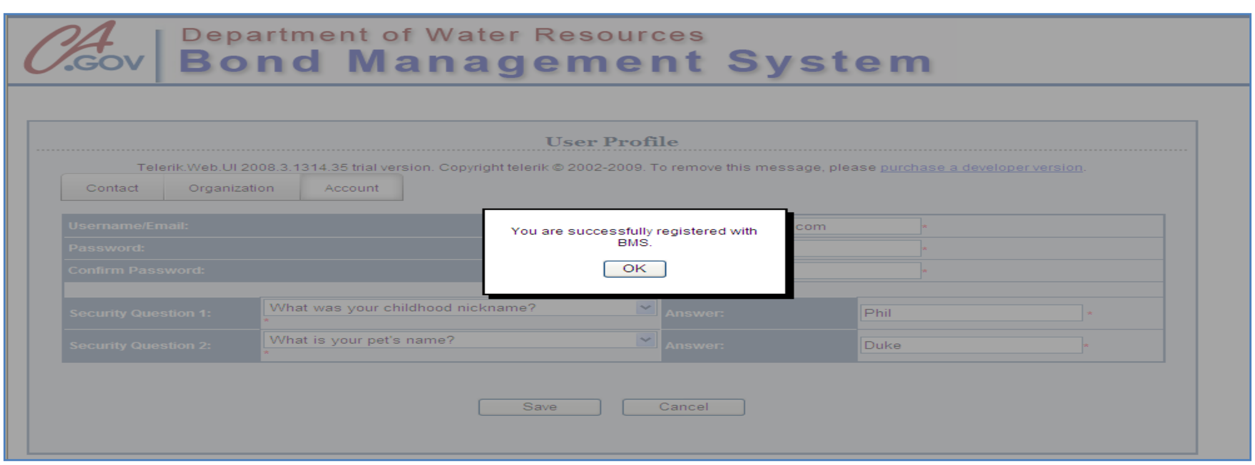


Click the **Save** button.



The **User Registration Confirmation** popup window is displayed with the following message:

"You are successfully registered with BMS."



Click the **OK** button.

If the Organization selected (on the **Organization** tab) during User Registration is a new (unregistered) Organization, then the following additional message is displayed at the end of the User Registration process:

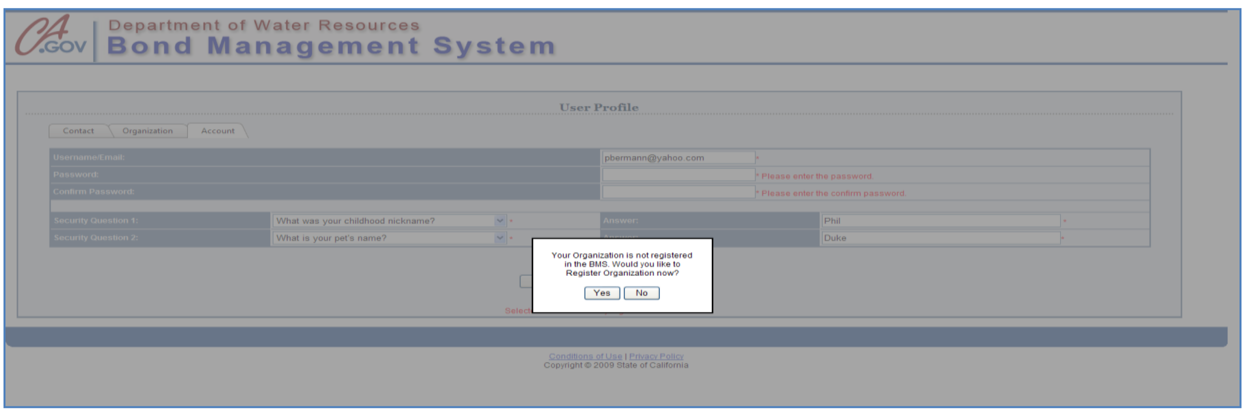
"Your Organization is not registered in the BMS. Would you like to Register Organization now?"

To register your organization, please follow the instructions in the Organization Registration section of this guide.

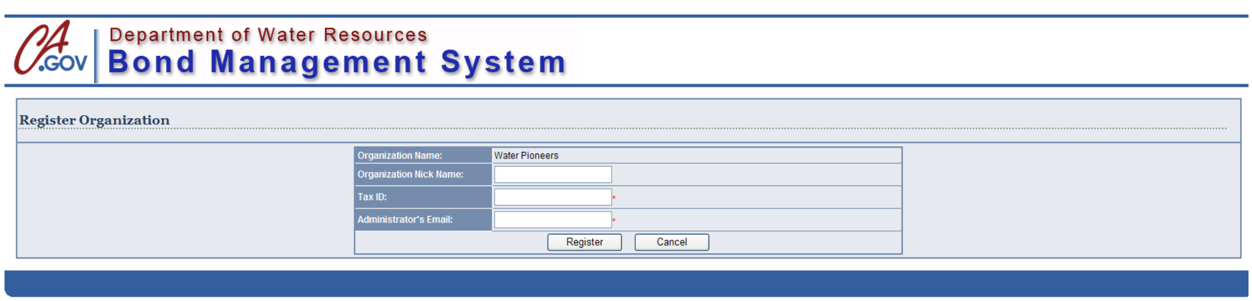
B. Organization Registration

Organization Registration enables a user to register an Organization in BMS/GRANTS by providing the Tax Identification Number (TIN) associated with that organization. This process is required for organizations applying for grant funds through DWR. If your organization is not registered, the system will prompt you to register at the end of the user registration process. You may also register your organization at a later date. These instructions are provided below.

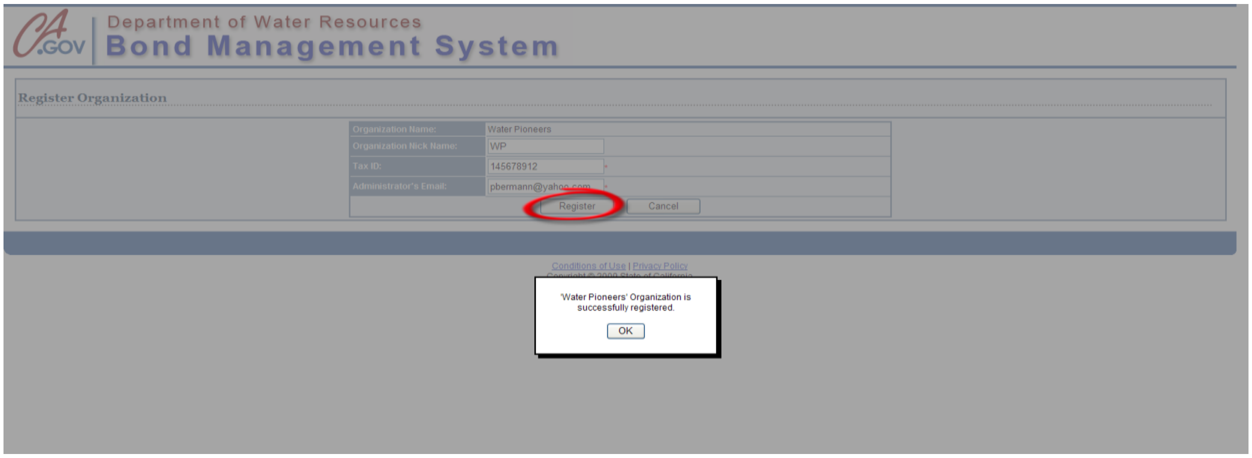
If you decide to register your organization during the user registration process, click the **Yes** button when asked if you would like to register your organization.



The Public User is redirected to the **Register Organization** page.



Enter the **Organization Nick Name** (not required), **Tax ID** (TIN) and **Administrator's Email**. Remember to provide an email that is already registered with BMS/GRANTS. If you are the first user to register for your organization, you will be the Organization Admin. Click the **Register** button, then click **OK**.

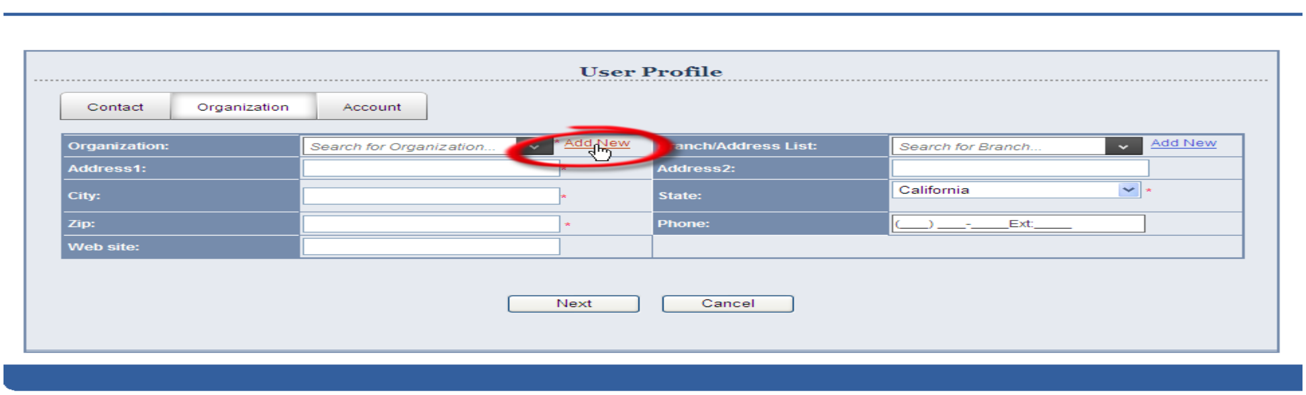


C. Creating a New Organization

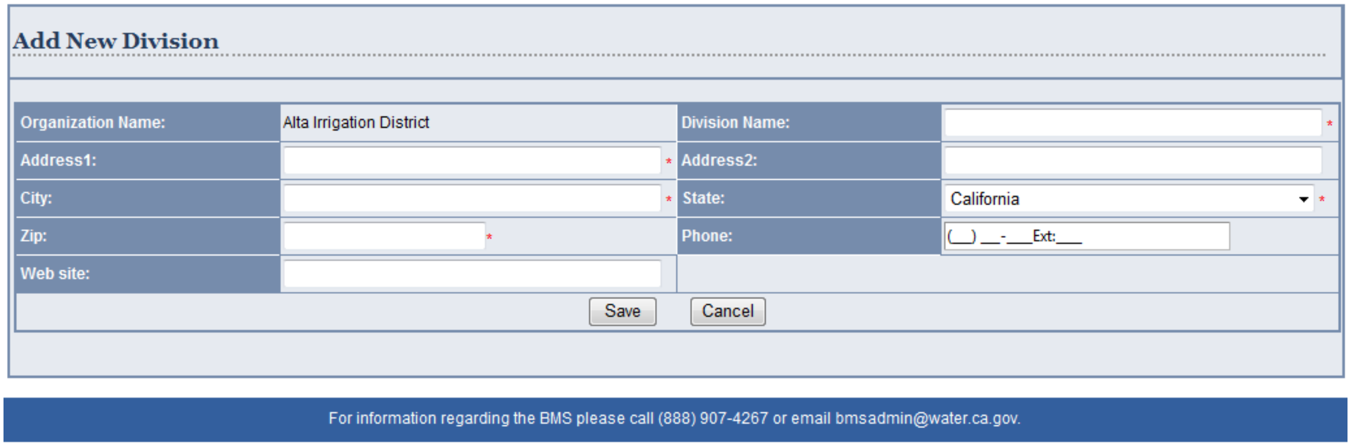
Enter a new Organization name (one that does not exist in BMS/GRANTS) as follows:

Click on the **Add New** link on the **Organization** tab to bring up the **Add New Organization** page. On the **Add New Organization** page, enter a new Organization name in the **Organization** field.

If you share a Tax Identification Number (TIN) with a higher level organization (i.e., *Plumas County Water and Power Agency* and *Plumas, County of*) be sure to register the higher level organization (Plumas, County of) and create the lower level organization (Plumas County Water and Power Agency) as a division of that organization. Failure to do so can result in multiple divisions of a county or city trying to use the same TIN which must be unique to an organization.



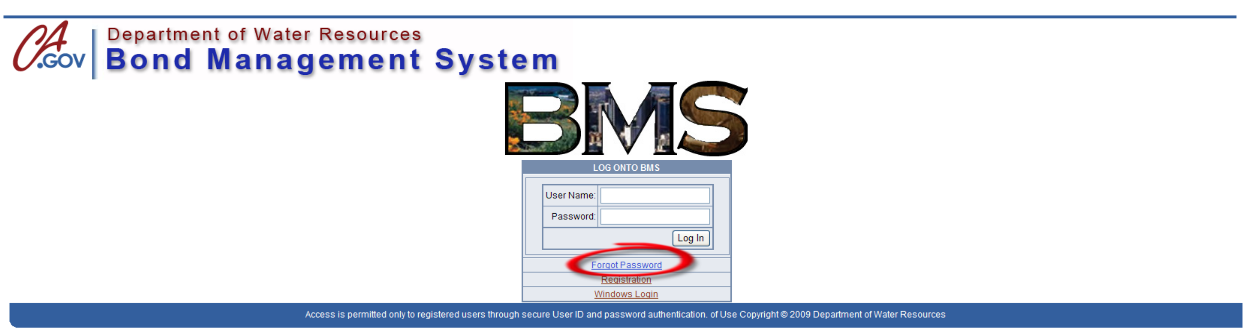
Click the **Add New** hyperlink next to the **Division** dropdown menu to enter the address and contact information. Select **Save** to save the entered information and return to the **Organization** screen.



Select the division that was just added from the dropdown menu to populate the address information and click the **Save** button.

D. Forgotten Password

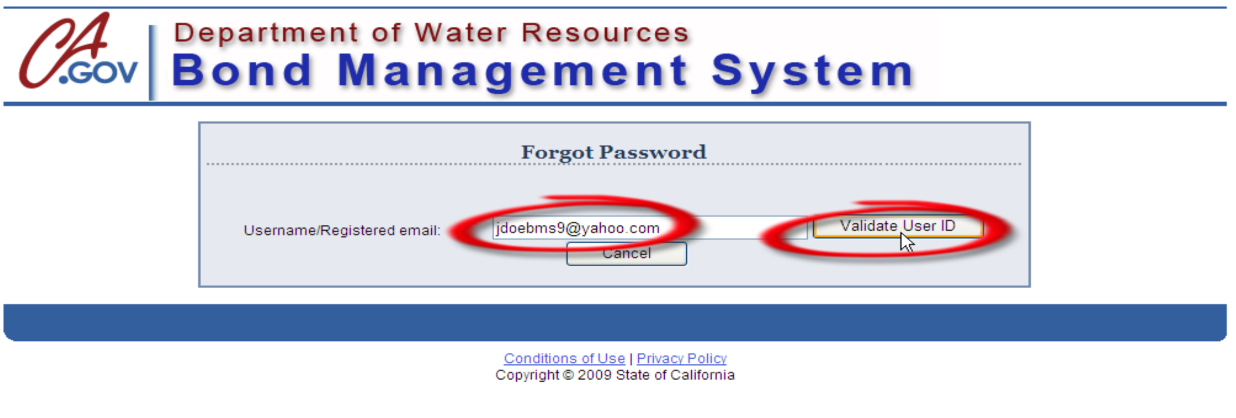
To reset a forgotten password, click on the **Forgot Password** link on the BMS/GRANTS **Login** page.



The **Forgot Password** page will be displayed.

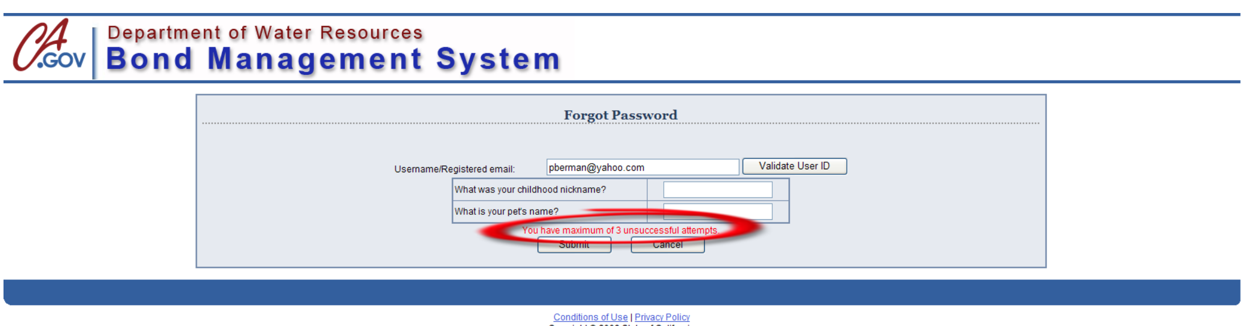
On the **Forgot Password** page, enter the Username/Registered email address of the Public User whose account password is to be reset.

Click on the **Validate User ID** button.



The two security questions defined during the User Registration process and associated with the user account are displayed.

You have only 3 attempts to reset your password. If you are unable to correctly answer the security questions in three attempts, your account will be locked and you will need to contact a GRANTS Admin to unlock and reactivate your account.

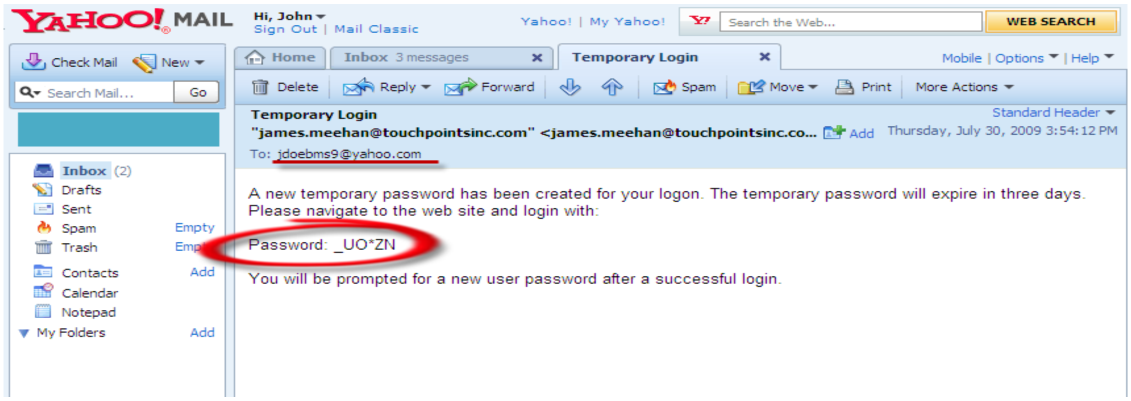


After providing the correct answers to both Security Questions, click the **Submit** button.

The following confirmation message is displayed on the **Forgot Password** page:

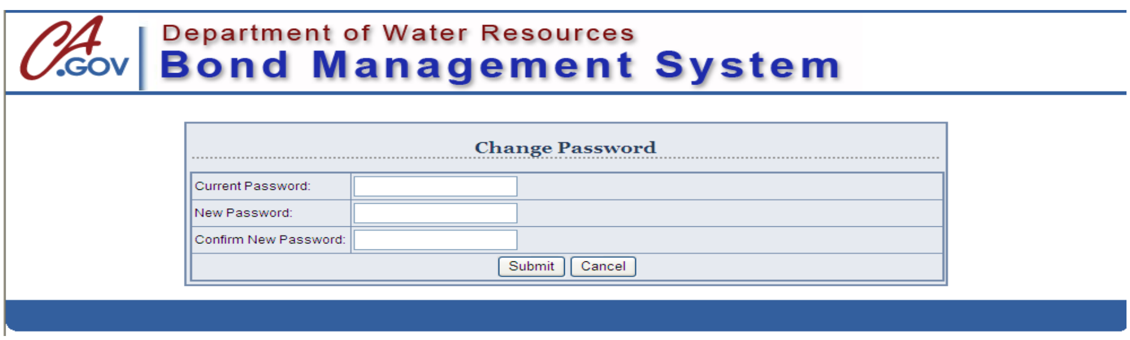
“A temporary password was sent to your email account successfully.”

An email containing the temporary Password and instructions on how to reset the account Password is sent to the Public User’s email address.

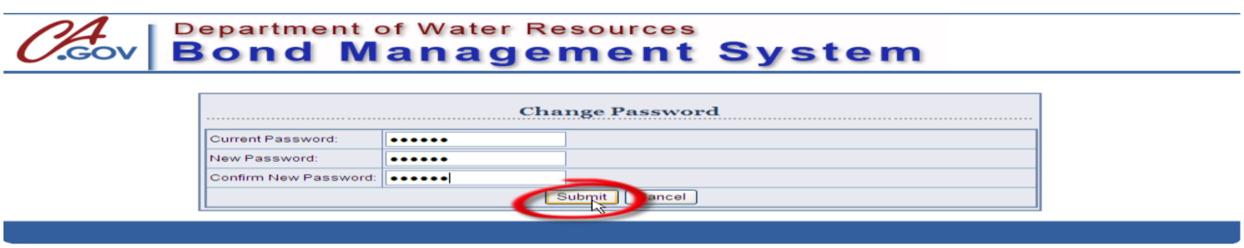


Log in again using the valid Username and the new (temporary) password that was sent to the Username email account.

The **Change Password** page will be displayed after validating the Username and (temporary) Password.



Use the **Change Password** page to reset the account password. Click the **Submit** button.



3. Using BMS/GRANTS

After logging into the BMS/GRANTS , the BMS/GRANTS Home page for the Public User is displayed with the following tabs:

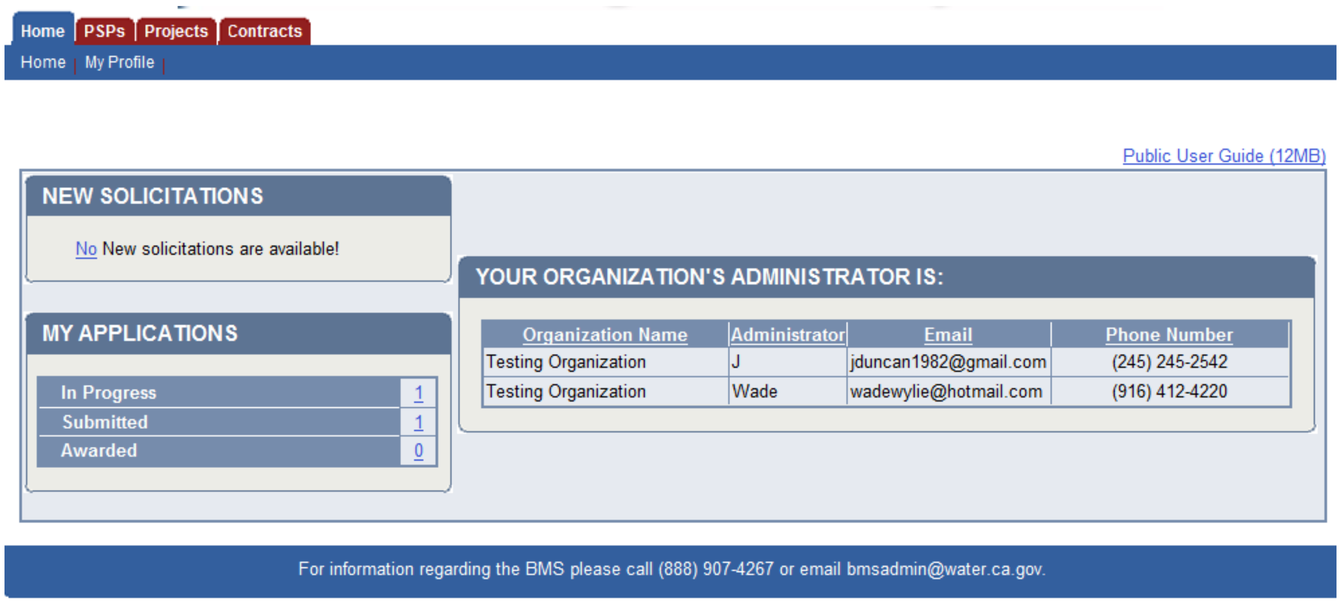
- Home
- PSPs
- Projects
- Contracts

The instructions in the following sections will guide you through each of these tabs.

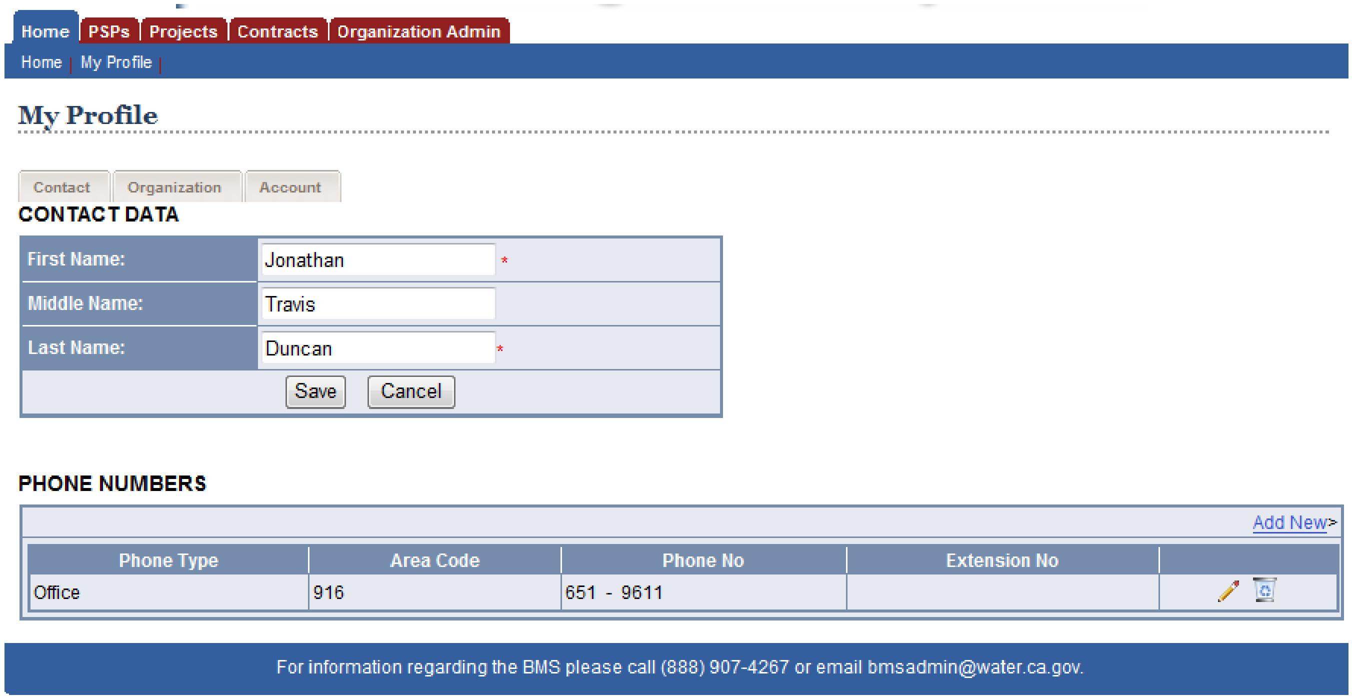
A. BMS/GRANTS Home

The BMS/GRANTS **Home** tab displays proposals solicitations (PSP/RFP) that are available to apply for through BMS/GRANTS, the name and contact information for all Organization Administrators for organizations that you are a member of, and the statuses of your applications.

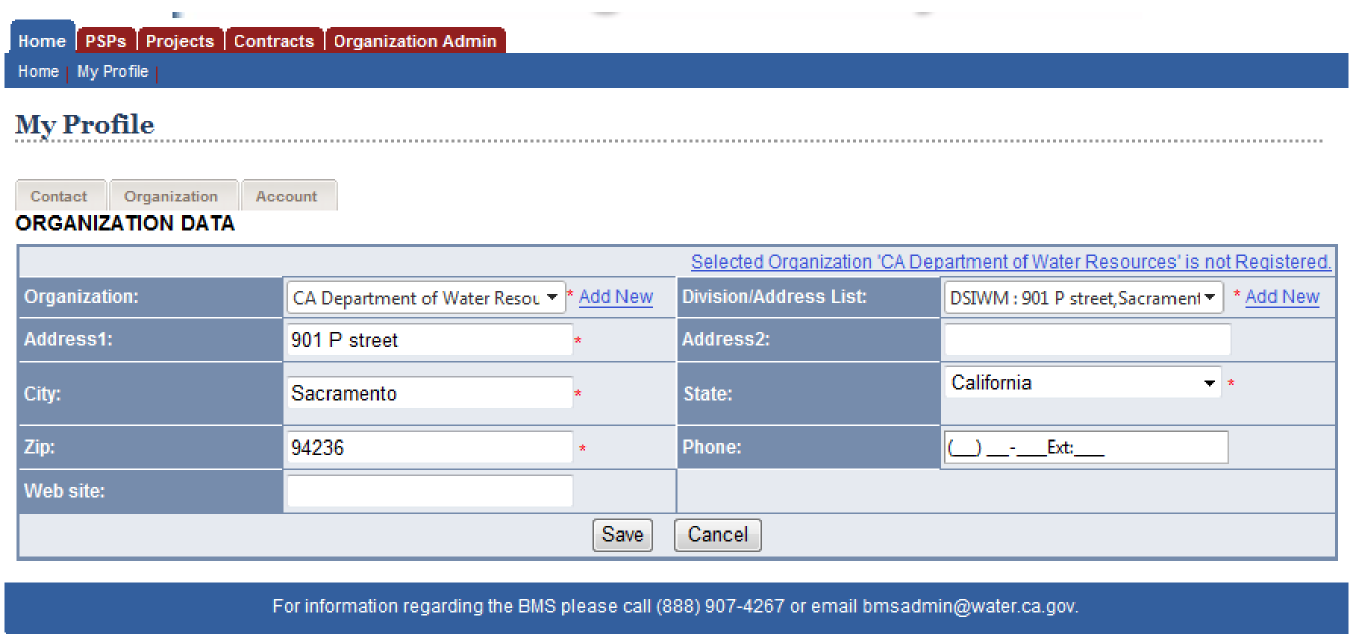
To edit your personal profile, click the **My Profile** link in the blue **Selection** bar.



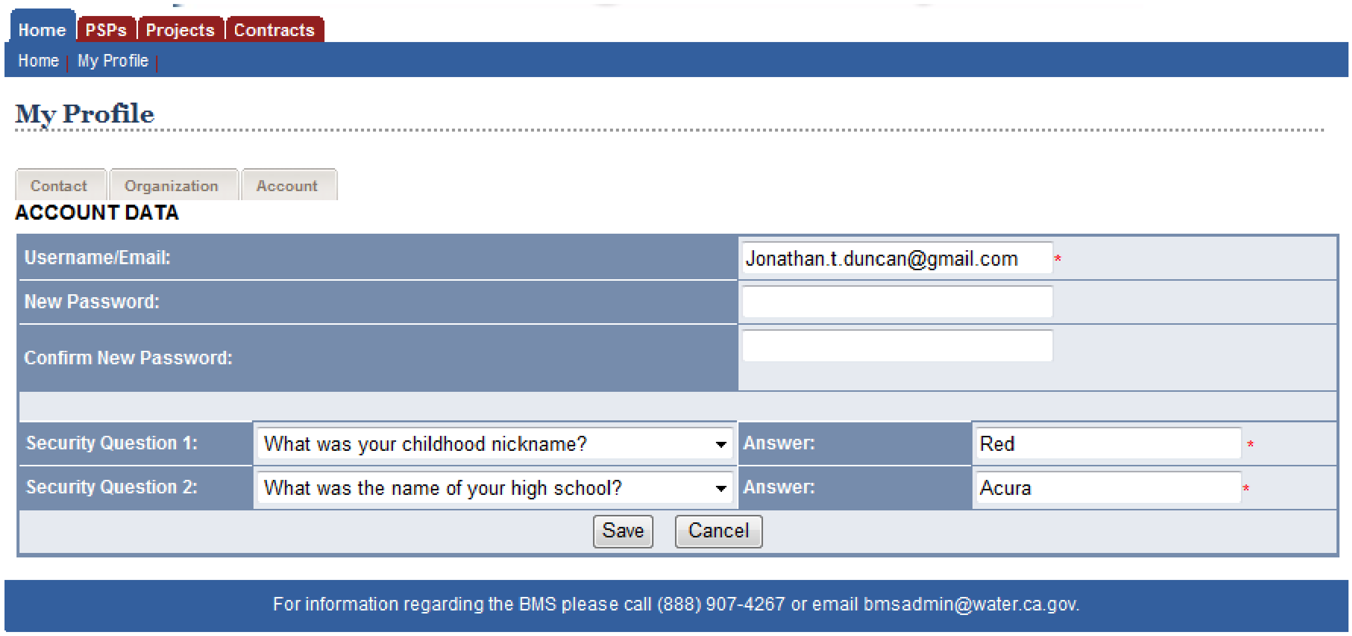
The system shows the **My Profile** screen. To edit or delete a phone number, use the **Pencil** or **Trash** icons on the far right side of the screen. To add a secondary phone number, click **Add New**.



To become a member of another organization, navigate to the **Organization** sub tab. From here, select the name of the organization you would like to join from the dropdown menu, select a division, and click **Save**. This will add you to a second organization without removing you from the organization you were initially a member of. If you cannot find the organization or division, see the Add New Organization or Add New Division sections of this guide.



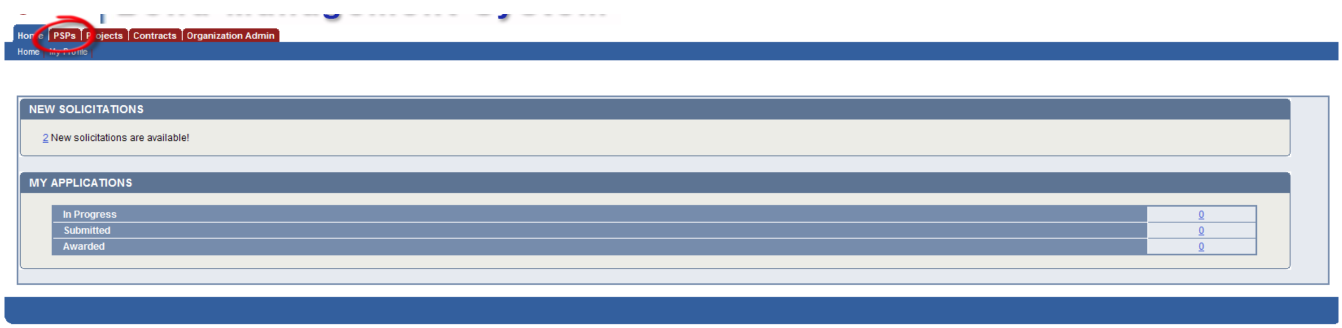
To edit your account information, including your password, select the **Account** sub tab.



Click the **Save** button when you have finished making changes.

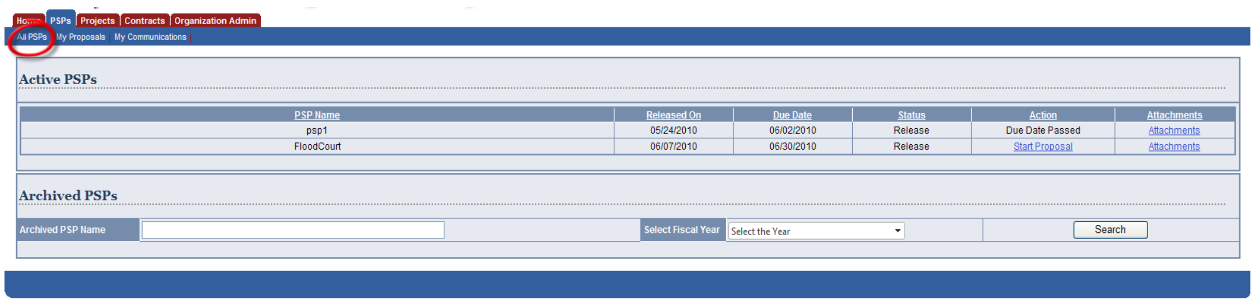
B. Prepare and Submit Proposals for a PSP

Proposal Solicitation Packages (PSPs) for accepting online applications can be released to the public through the BMS/GRANTS. Many organizations may know PSPs as RFPs (Requests for Proposals) depending on the DWR program which they are accustomed to. The online application process enables DWR to capture proposal data at the time of application and review these proposals online. This process strengthens transparency and accountability for DWR programs.

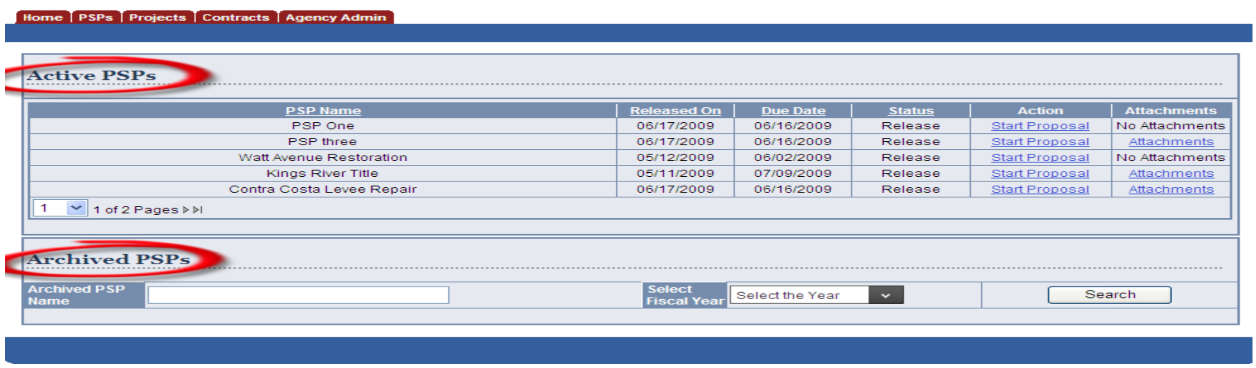


On the **PSPs** Tab, the following three submenu items will be visible:

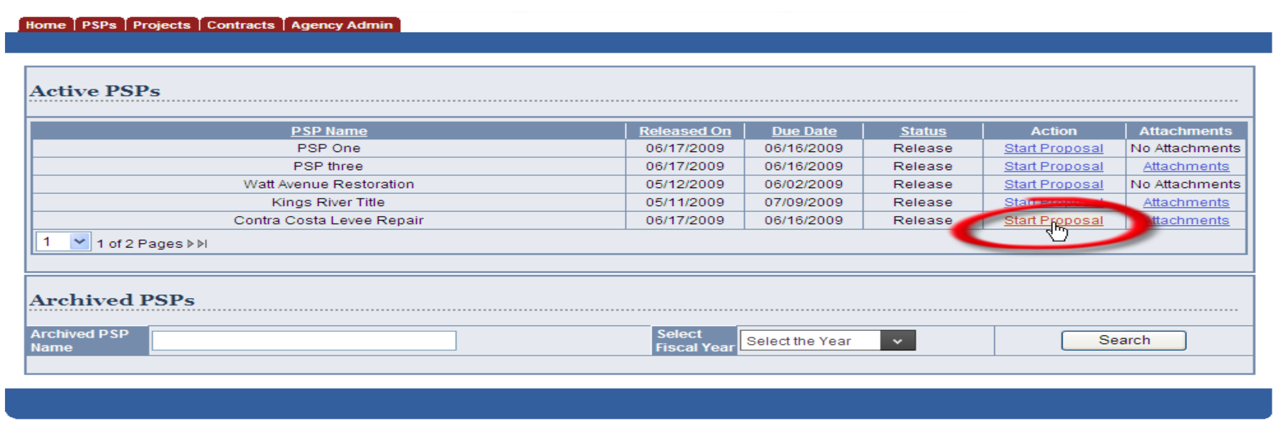
- All PSPs
- My Proposals
- My Communications



The page listing the Active PSPs and Archived PSPs will be displayed.

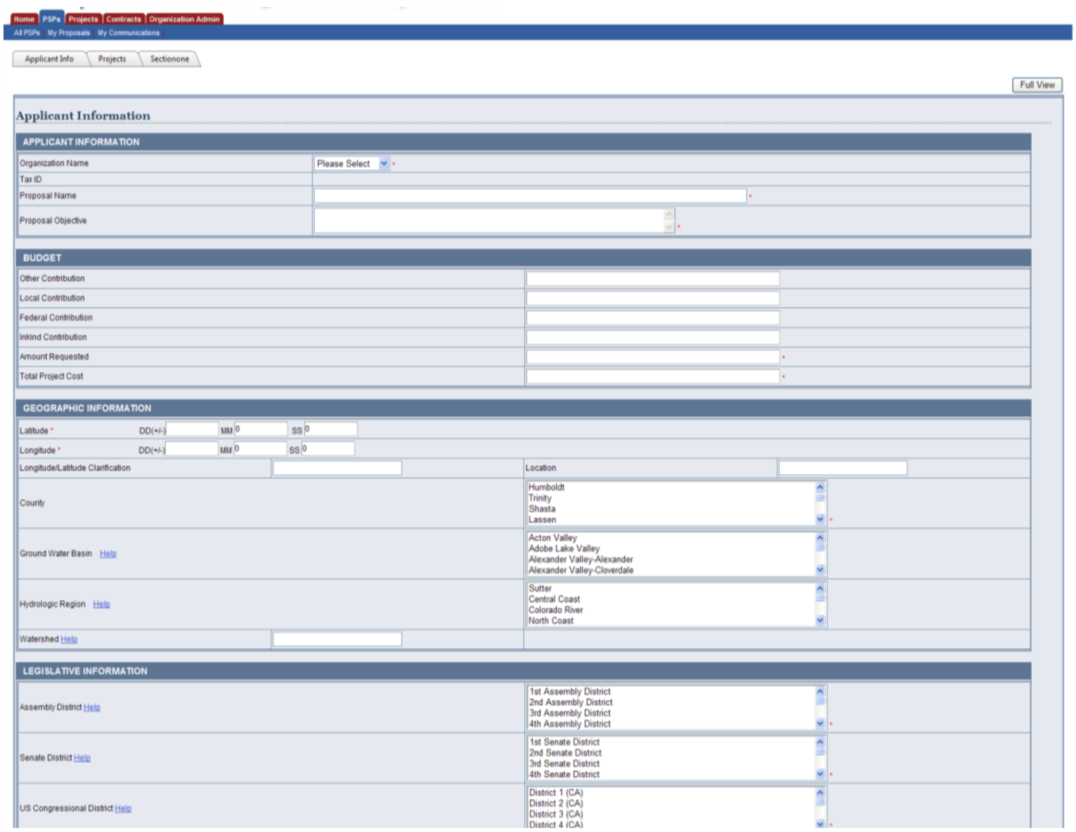


On the page listing the Active and Archived PSPs, click on the **Start Proposal** hyperlink for the **PSP Name** under which a Proposal is to be submitted.



The Proposal Solicitation Package (PSP) application page is shown. Several tabs are shown at the top of the page. All of the information in the PSP is explained in the Program Guidelines that were a part of the Proposal Solicitation Package. This information is available at the program web site by accessing our main funding tab at DWR's web portal: http://www.water.ca.gov/funding.

Specific information about the questions in the PSP and expected responses will be found in the program guidelines and other information specific to the PSP being offered. The proposal form will look similar to this:

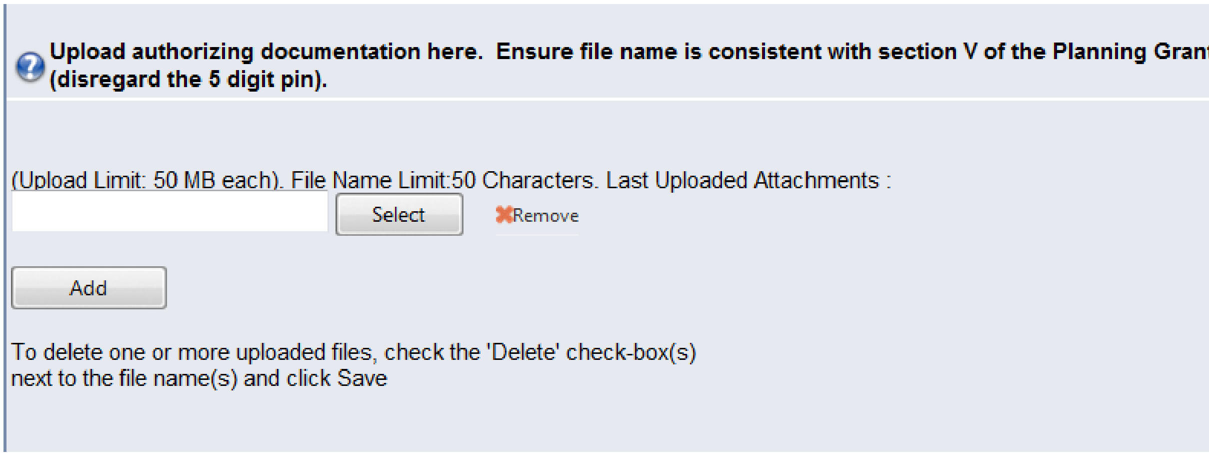


If you receive an error on the **Applicant Information** page noting that you are not authorized to create a PSP, double check that your organization has been registered and that your account has been authorized by your Organization Administrator. Instructions for these steps can be found in the Authorize a User and Organization Registration sections of this guide.

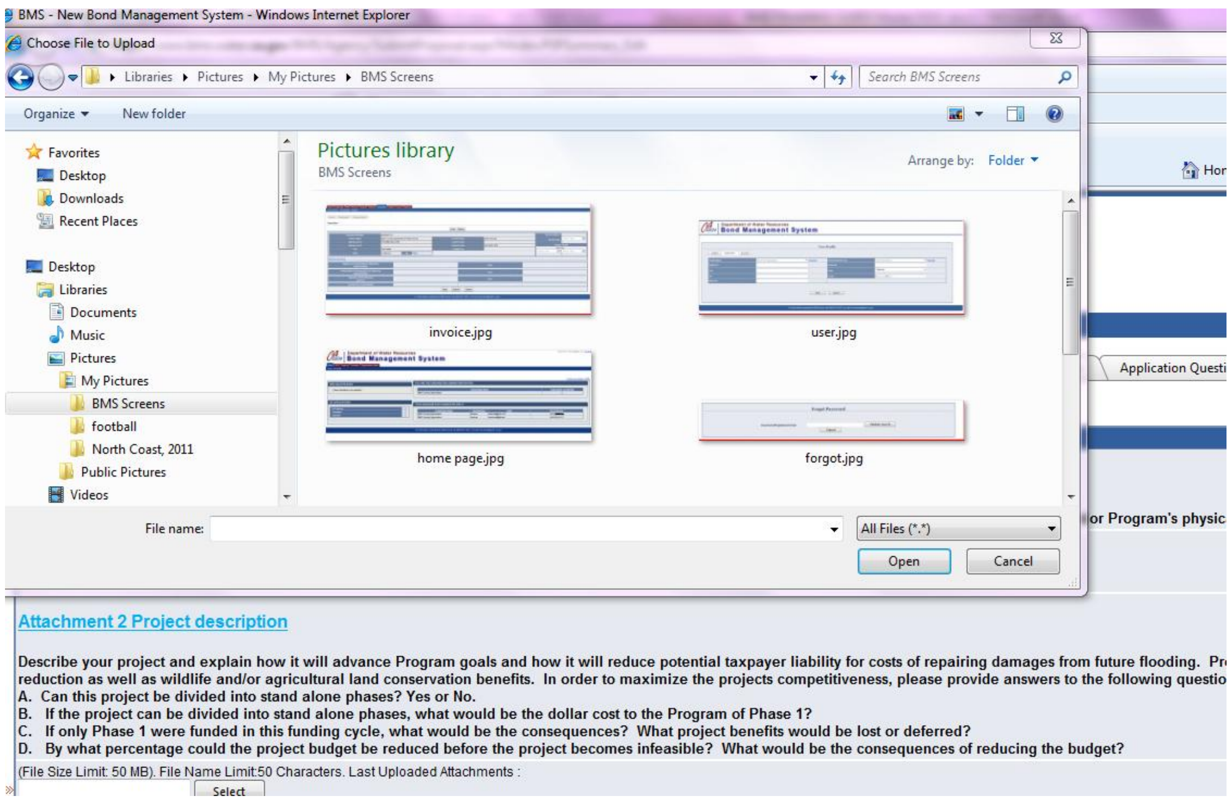
Uploading Proposal Attachments:

The following instructions will enable you to upload attachments to a proposal in BMS/GRANTS.

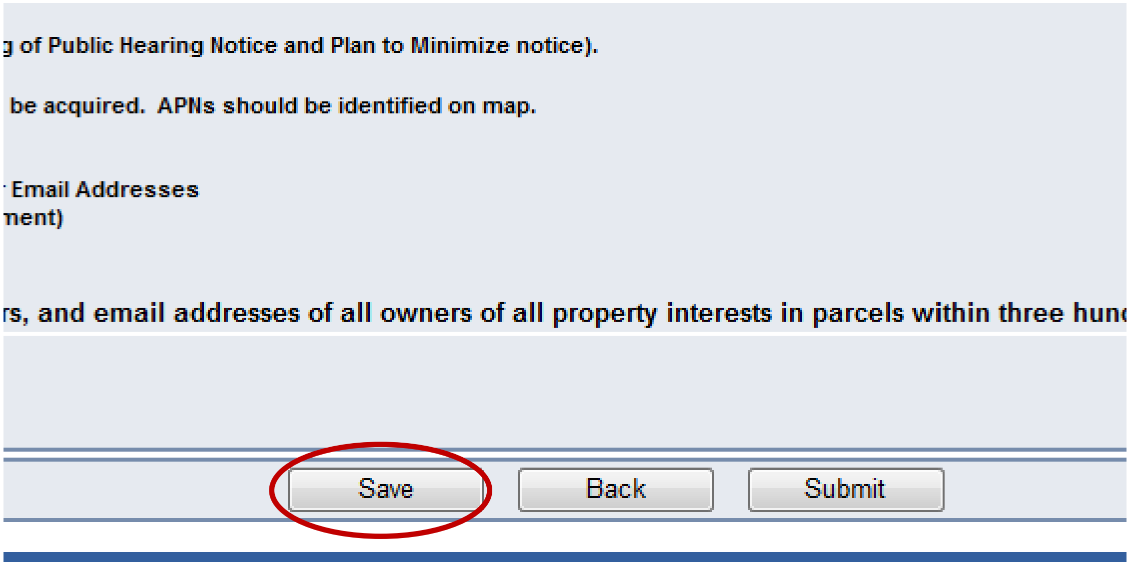
1. In your proposal, click the **Select** button next to the attachment slot you wish to upload to. To upload more than one file click the “Add” button and another upload slot will appear. There is a maximum of 5 upload slots per question.



2. Browse through your computer for the file you want to upload.



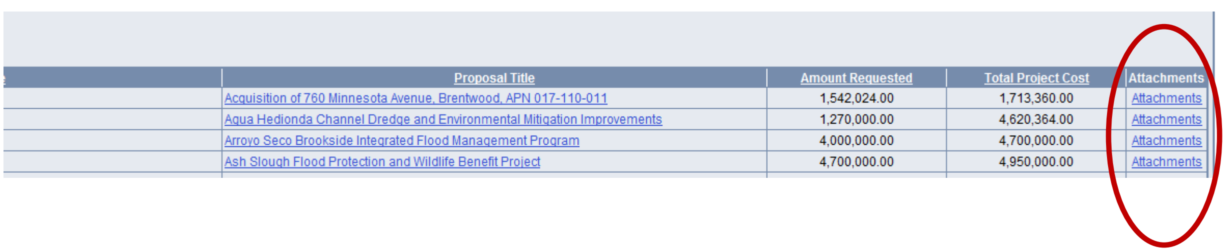
3. Select the file (restricted to one file per upload slot) and click **OK**.



4. Repeat steps 1-3 for the all the attachments you wish to upload to the displayed page.
5. Scroll to the bottom of the page and click **Save**. Wait for the BMS/GRANTS to confirm the save.

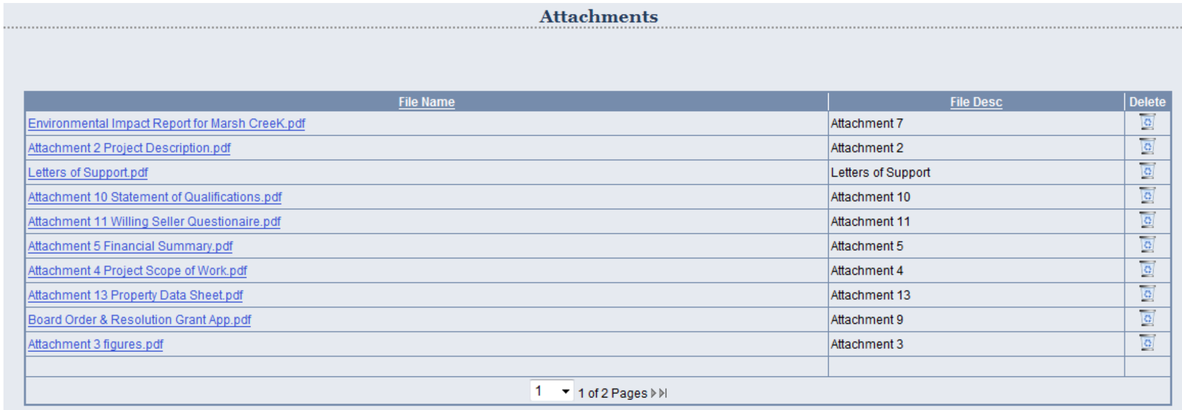
Uploading large amounts of data online may take some time. Be sure to wait for confirmation before performing any other actions in BMS/GRANTS.

You can navigate to **My Proposals** under the **PSP** tab and select the **Attachments** link to view all of the attachments that have been uploaded for a given proposal.



Proposal Title	Amount Requested	Total Project Cost	Attachments
Acquisition of 760 Minnesota Avenue, Brentwood, APN 017-110-011	1,542,024.00	1,713,360.00	Attachments
Agua Hedionda Channel Dredge and Environmental Mitigation Improvements	1,270,000.00	4,620,364.00	Attachments
Arroyo Seco Brookside Integrated Flood Management Program	4,000,000.00	4,700,000.00	Attachments
Ash Slough Flood Protection and Wildlife Benefit Project	4,700,000.00	4,950,000.00	Attachments

This shows you a full list of your proposal attachments from all sections of the application. We recommend you open the attached files to ensure they are the correct version if you have uploaded revisions several times.



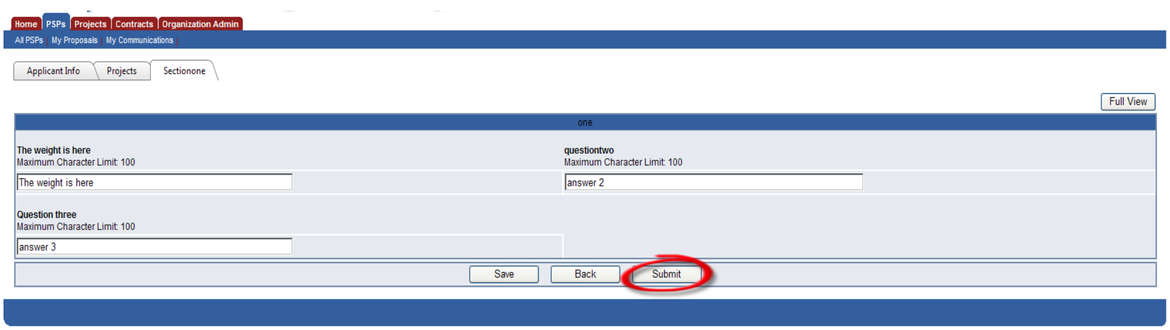
Attachments

File Name	File Desc	Delete
Environmental Impact Report for Marsh CreeK.pdf	Attachment 7	
Attachment 2 Project Description.pdf	Attachment 2	
Letters of Support.pdf	Letters of Support	
Attachment 10 Statement of Qualifications.pdf	Attachment 10	
Attachment 11 Willing Seller Questionaire.pdf	Attachment 11	
Attachment 5 Financial Summary.pdf	Attachment 5	
Attachment 4 Project Scope of Work.pdf	Attachment 4	
Attachment 13 Property Data Sheet.pdf	Attachment 13	
Board Order & Resolution Grant App.pdf	Attachment 9	
Attachment 3 figures.pdf	Attachment 3	

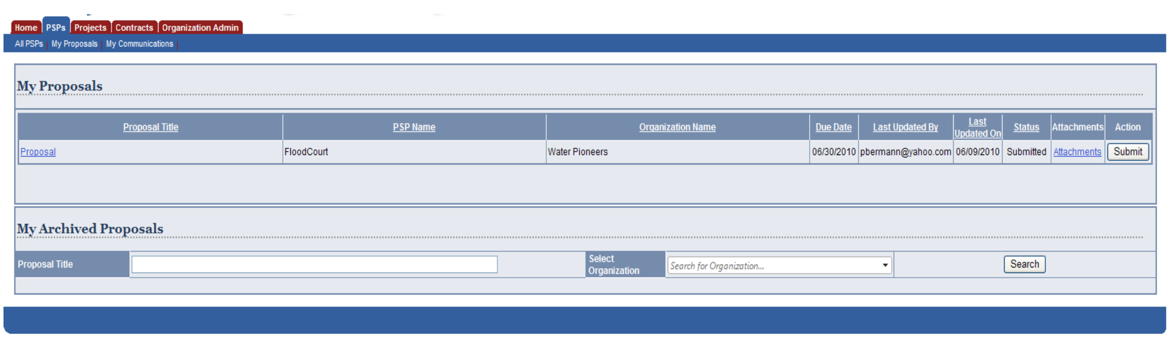
1 of 2 Pages

Click **Save** after entering information on every page. Click on the other sections to navigate to them and enter details.

A proposal can be submitted any number of times until the deadline for the PSP. If you submit a proposal and later wish to make changes to the proposal simply open the proposal, make the changes, and click **Submit** again. Clicking **Submit** on one section submits all sections of the proposal.

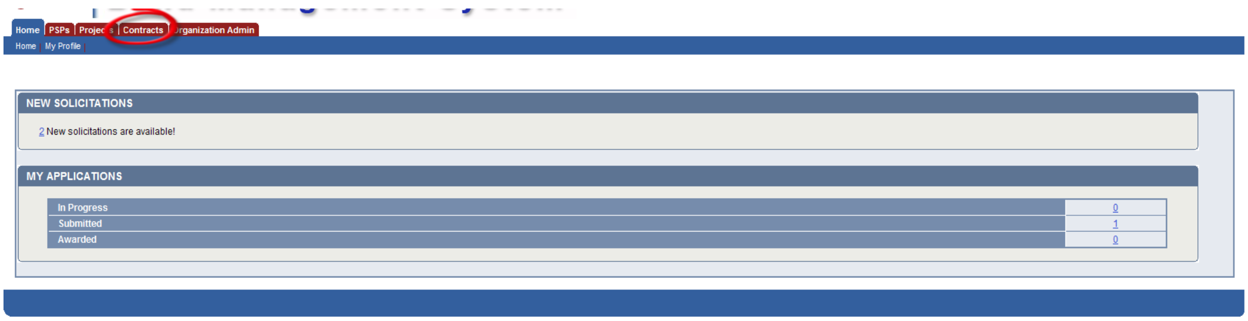


Your proposals will be saved under the **My Proposals** submenu item under the **PSP** tab.



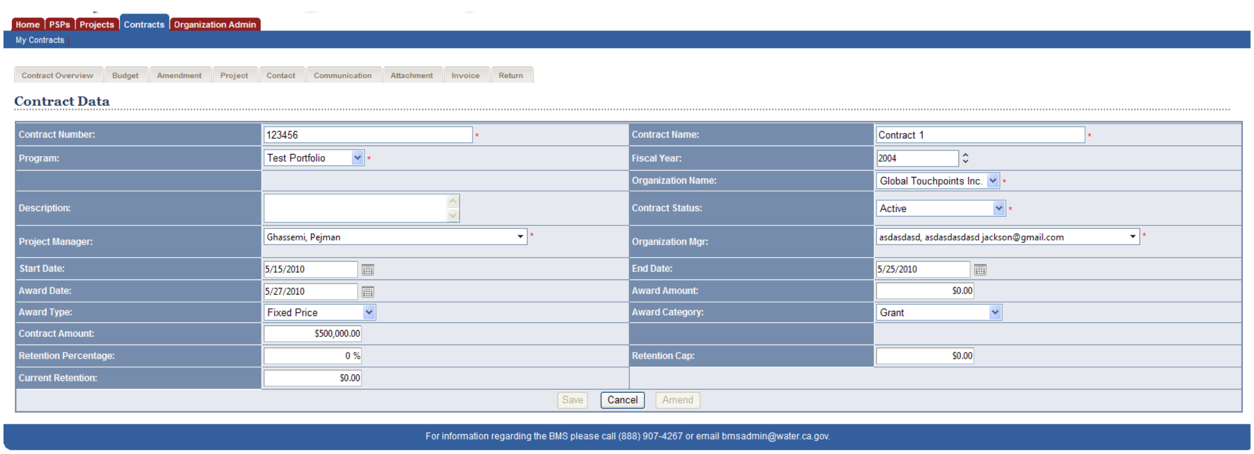
C. View Contracts

Click on the **Contracts** tab on the **Home** page.



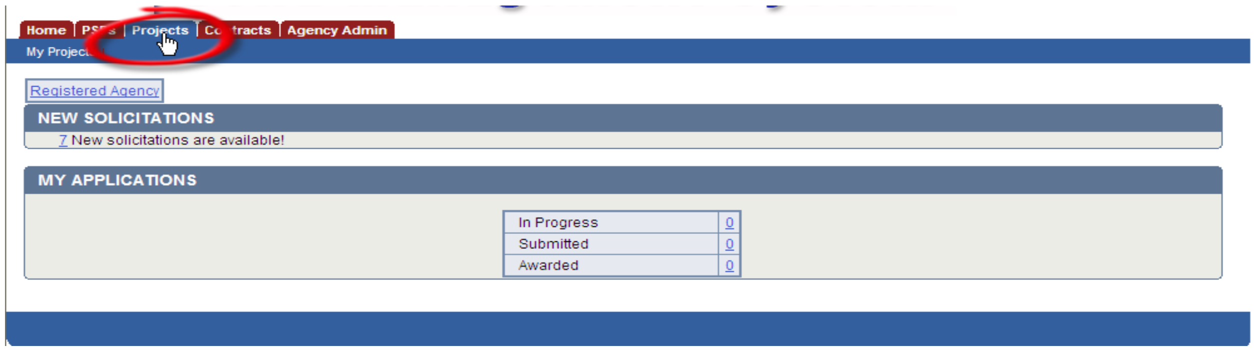
The **My Contracts** page will be displayed showing all of the Contracts that you have been assigned to as a contact. Click **View All Contracts** and then **Filter**, to see all Contracts for that organization. You can also filter by DWR Program.

The **Contract Workbook** is displayed with the details of your contract with DWR. Most data will be view only. If you see any errors or items that need to be changed, please contact your DWR contract manager.



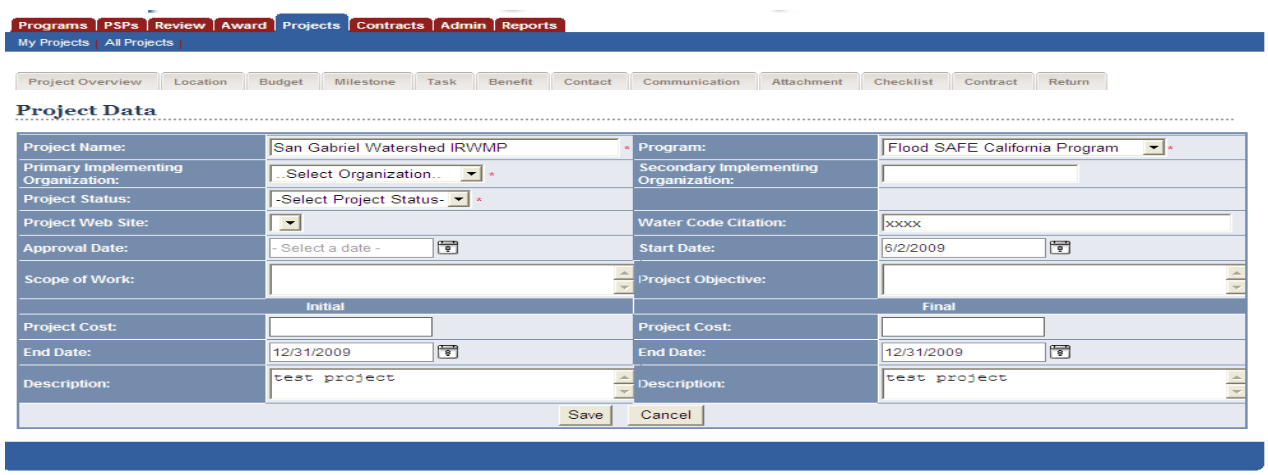
D. View Projects

Select the **Projects** tab on the **Home** page.



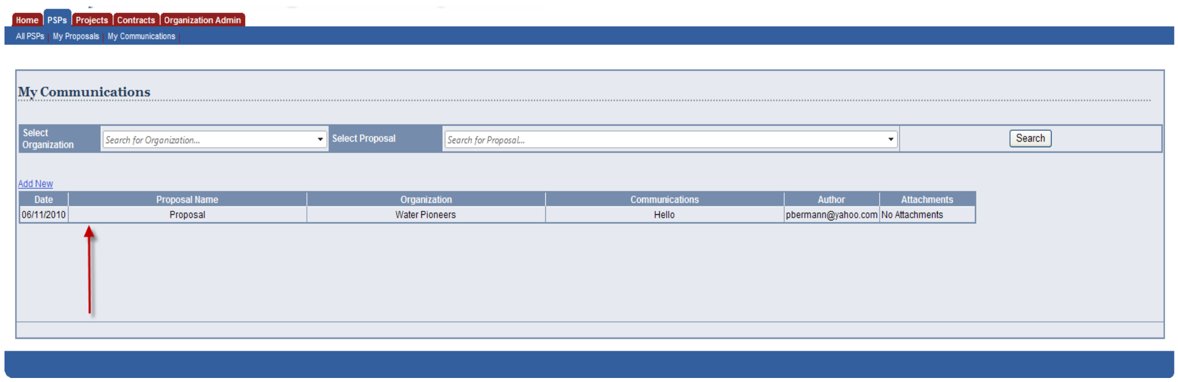
The **My Projects** page will be displayed, showing all of the Projects which have you listed as a contact.

The **Projects Workbook** is displayed with the details of your projects under contract with DWR. If you see any errors or items that need to be changed, please contact your DWR project manager.

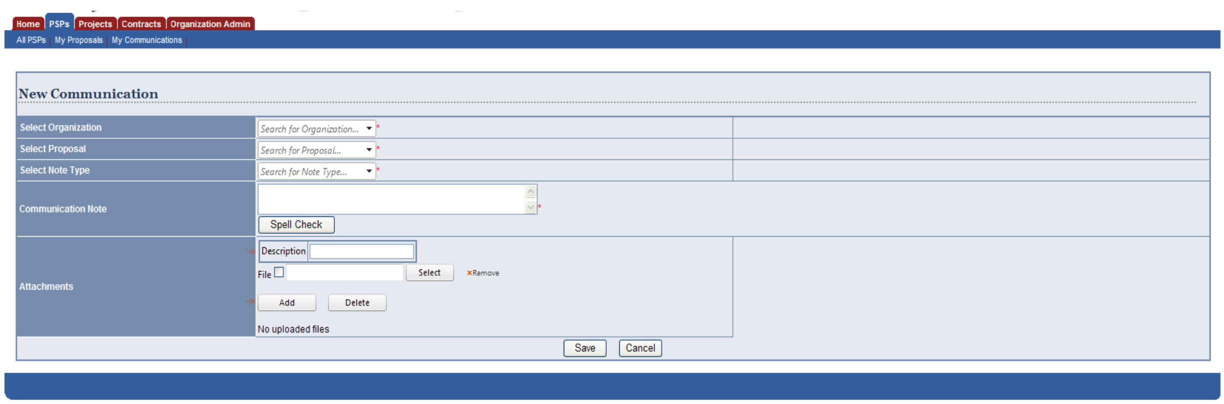


E. Communications and Attachments

In the Contract, Project, Invoice, and PSP modules you will find **Communications** and **Attachments** tools. These tools have been created as a place to store critical information and documents regarding the Proposal, Contract, Project, or Invoice with which the communication or attachment is associated. All of these communications and attachments are visible to DWR staff assigned to the Project, Contract, or Proposal. There is an upload feature within the **Communications** tool to provide for attachments as well. In the PSP module, for example, click on the **Communications** submenu tab and the **My Communications** page will be displayed.

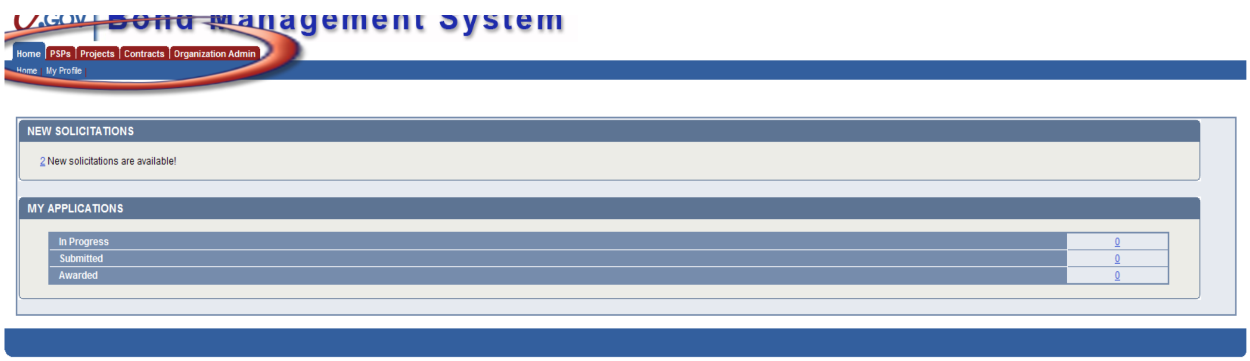


Each entry on this page has the following details – **Date**, **Proposal Name**, **Organization**, **Communication**, **Author**, and **Attachments**. An **Add New** hyperlink is also displayed to add new communications on the **My Communications** page.



4. Organization Administration

The BMS/GRANTS **Home** page for an Organization Administrator includes an additional tab for **Organization Admin**:



In addition to all of the functions that a general Public User can perform, the Organization Administrator can also perform the BMS/GRANTS operations shown in the following section.

The procedure and steps associated with each operation of Organization Administration are discussed in the following section.

A. Authorizing Users for Organization Account

- Grant and Revoke permissions for authorized Public Users of an Organization
- Add and Remove authorized Public Users for an Organization
- Unlock a Public User's BMS/GRANTS account
- View and edit account Profile Information

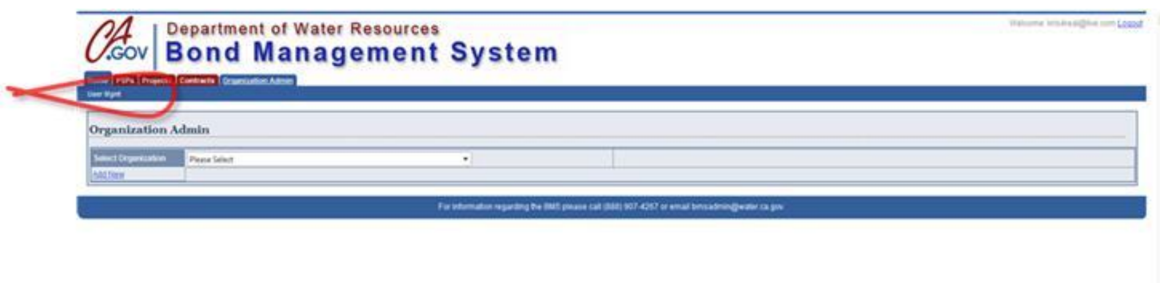
<u>Procedure to Grant and Revoke permissions for authorized Public Users of an Organization</u>

Click on the **Organization Admin** tab on the **Home** page.

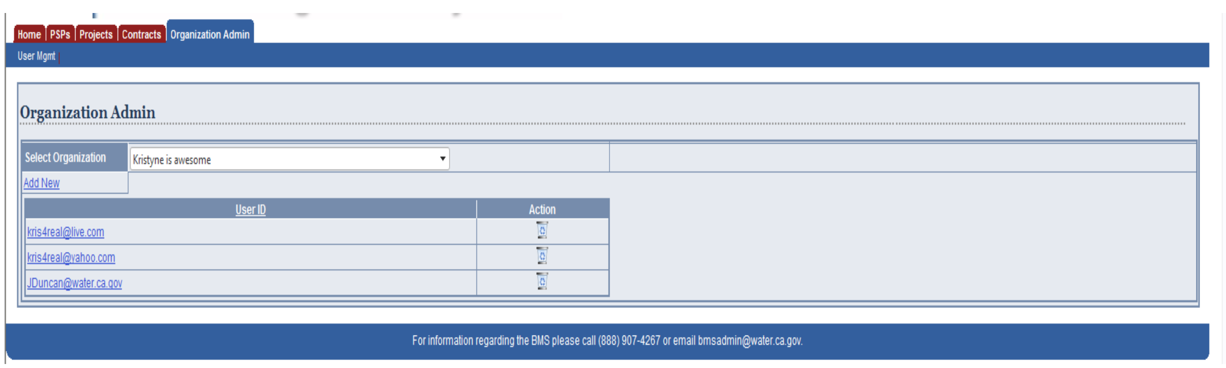
The **User Mgmt** submenu item will be visible under the **Organization Admin** tab.

Click on the **User Mgmt** submenu item.

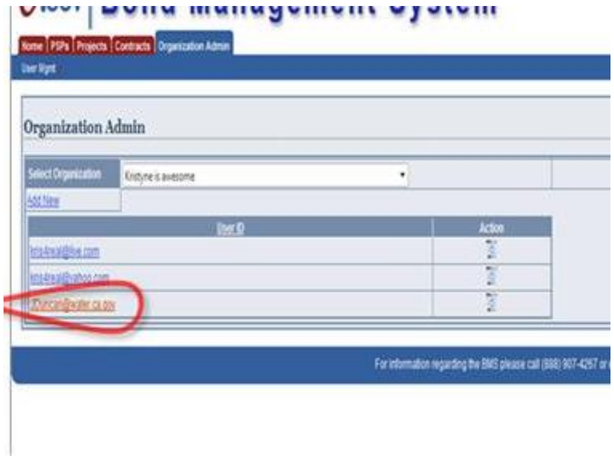
The **Organization Admin** page is displayed. This module enables you to lock and unlock user accounts, give administrator access to additional staff, authorize new users, and edit organization contact information.

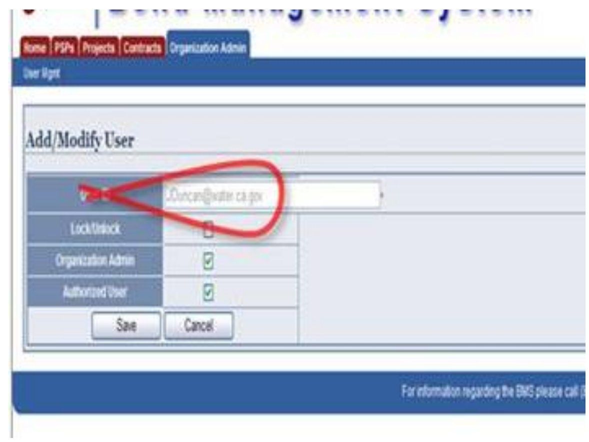


On the **Organization Admin** page, select an Organization from the **Select Organization** dropdown menu. Once selected, a list of Public Users registered with (and authorized by) the selected Organization will be displayed.



Click on the hyperlinked name of a registered Public User on the **Organization Admin** page. The **Add/Modify User** page for the selected Public User will be displayed.



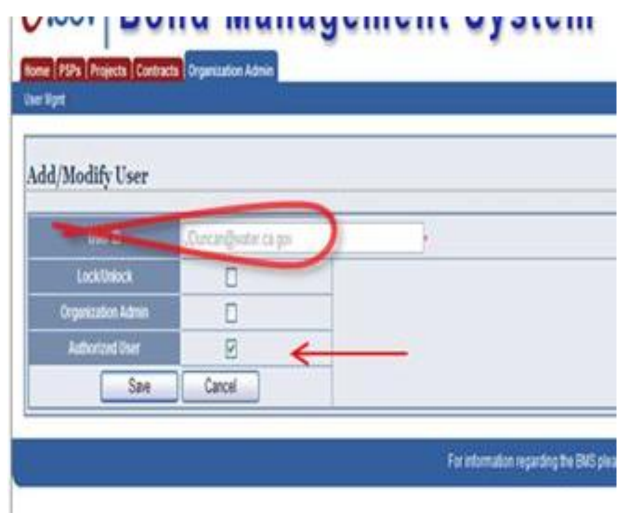


On the **Add/Modify User** page, the Organization Administrator can give authorization to different users. Enter the user's email address and either:

1) Check the **Authorized User** checkbox to grant the selected Public User access to your Proposals, Contracts, and Projects.

2) Check the **Authorized User** and **Organization Admin** checkboxes grant access to the Organization Admin tools as well as the Proposals, Contracts, and Projects.

A Public User must ask the Organization Administrator for permission to access the information. Once registered in BMS/GRANTS under your Organization, a public user must send an email to ask permission for access:



5. Prepare and Submit Invoice

The **Invoice** tab of the contract workbook enables a public user to:

1. Prepare an Invoice for a Contract
2. Save an Invoice for completion at a later time
3. Submit an Invoice for a Contract
4. Add/edit Attachment(s) for an Invoice
5. Add/edit Communication Note(s) for an Invoice

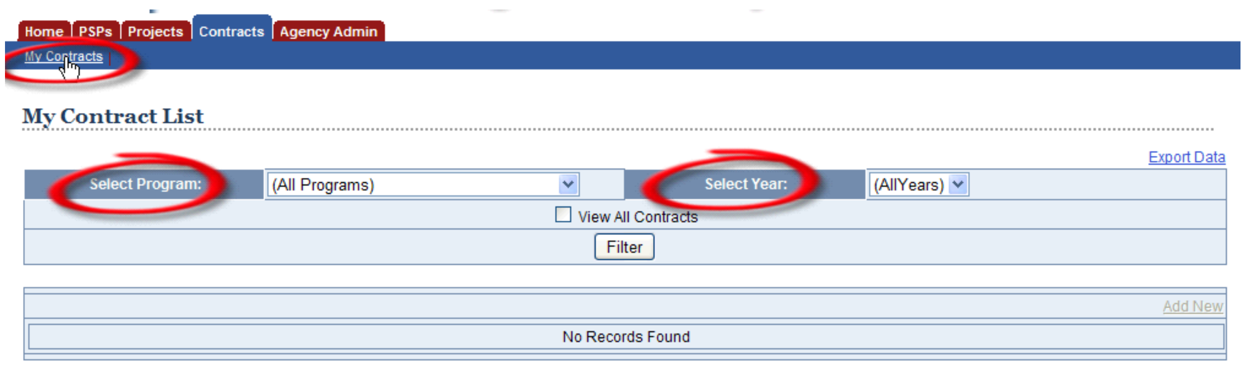
The invoice feature in BMS/GRANTS allows for task level tracking of Bond expenditures throughout the life of the contract. The following process describes the general use of the system.

Begin by logging into the system at: https://www.bms.water.ca.gov/BMS/Login/Log-in.aspx

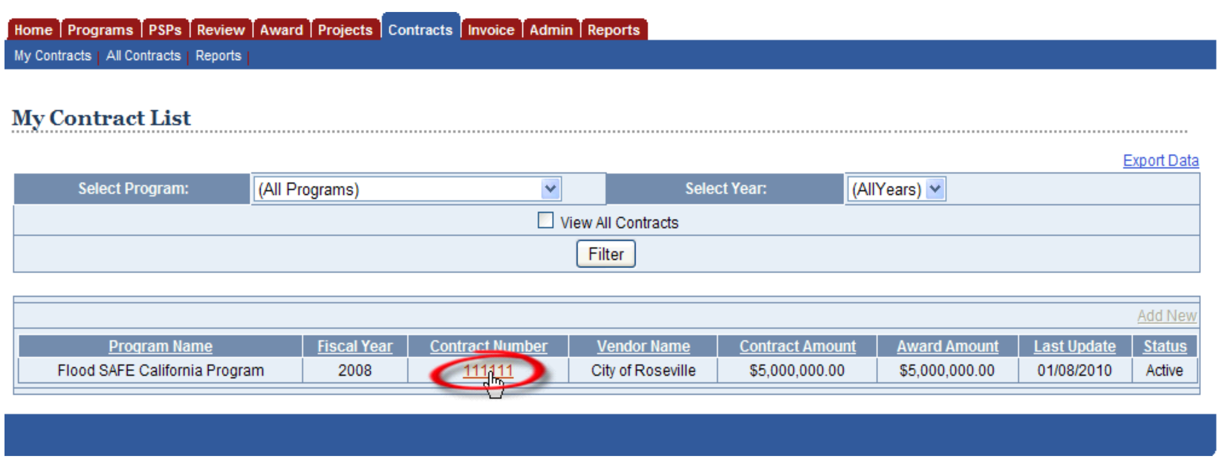
Your **Home Page** will be displayed. Select the **Contracts** tab.

Under the **Contracts** submenu, select **My Contracts**.

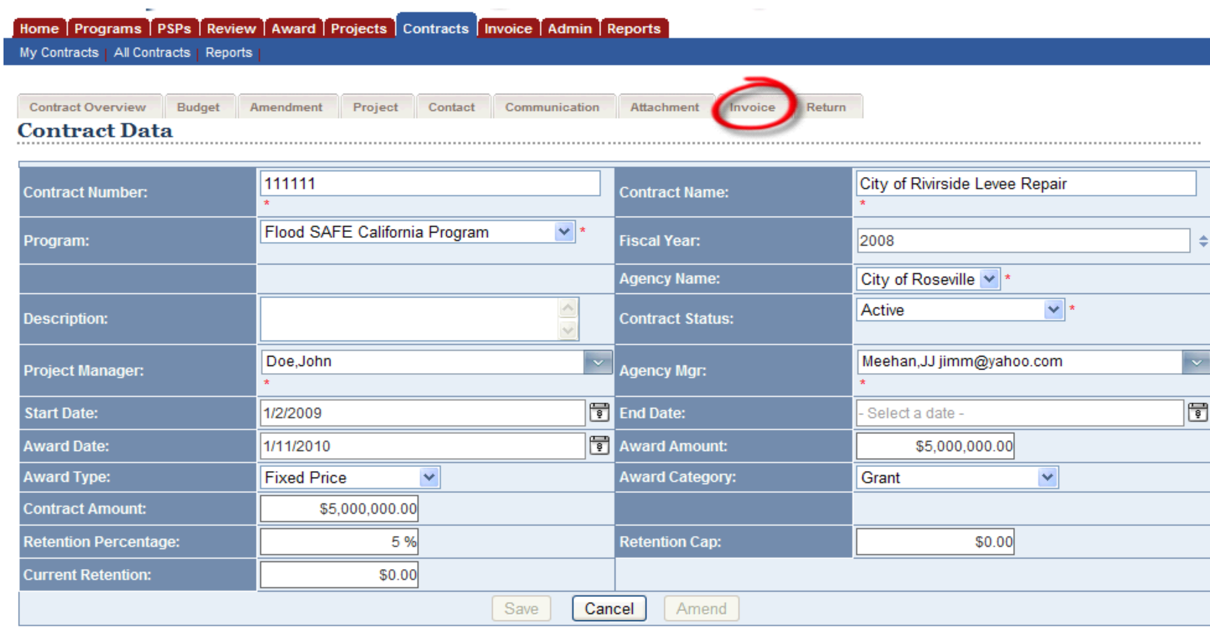
On the **My Contracts** page, select a Program from the **Select Program** dropdown field. Next, select a fiscal year from the **Select Year** dropdown field. To view completed or closed out contracts, select the **View All Contracts** option. Click the **Filter** button once you have made your selections.



The Active contracts being managed by your agency will be listed on this screen. Click on the **Contract Number** hyperlink to open the details of the selected contract.



The **Invoice** tab is found in the submenu for the Contract. Use this tab to access Invoice information.

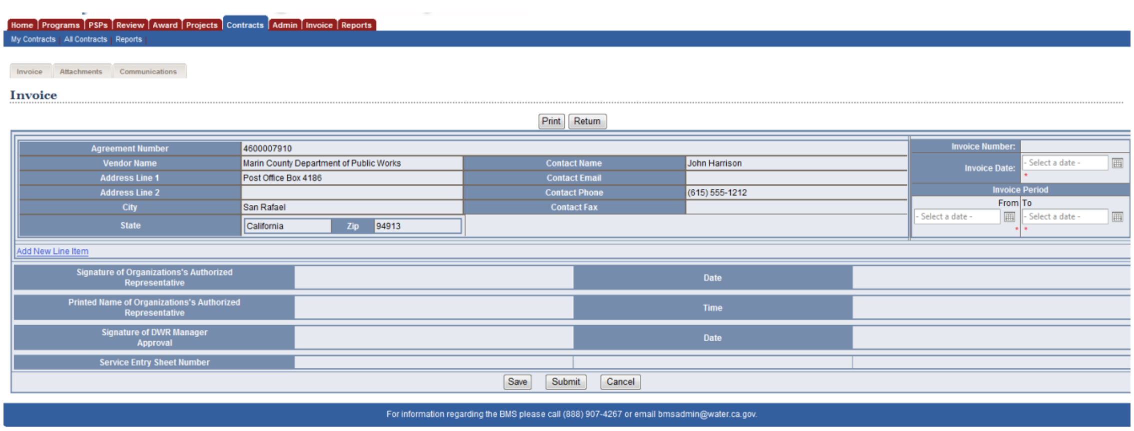


BMS/GRANTS is designed to save the invoice data for both the Grantee and DWR project managers to access. The **Dates**, **Amounts**, **Status**, and **Invoice numbers** are displayed.

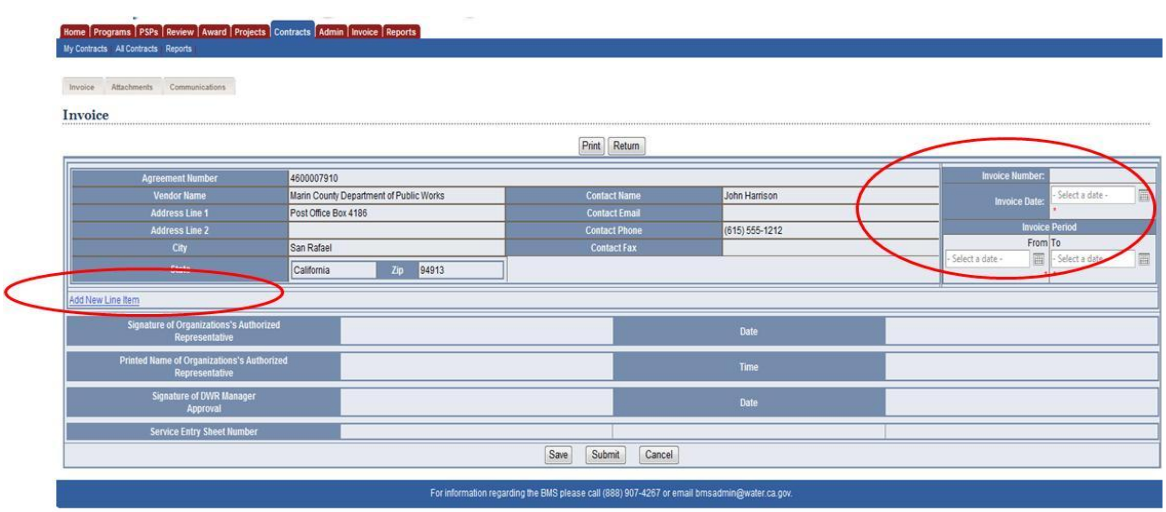
To see the details of an Invoice in this list, click on the **Invoice Number** hyperlink.

A. Prepare an Invoice for a Contract

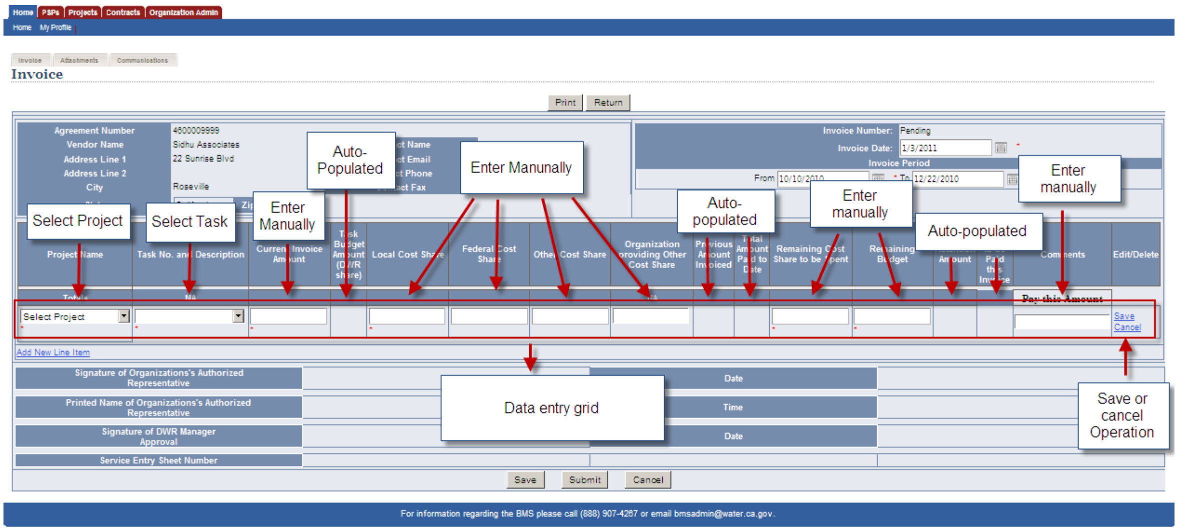
To add a new Invoice, click on the **Add New** hyperlink displayed above the Invoice List on the **Invoices** tab.



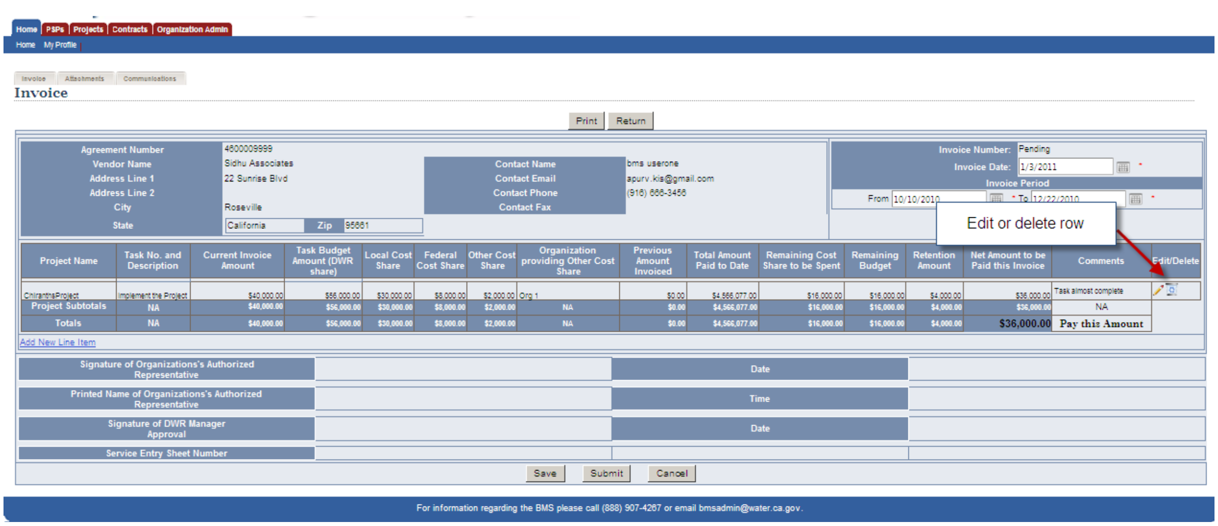
Complete the **Invoice Date** and **Period** information. Click on the **Add new line Item** hyperlink to begin entering Invoice data.



The following image shows the fields that auto-populate and those that are calculated manually. Most Programs encourage grantees/contractors to track expenditures by task in a spreadsheet tool. The information provided by this screen is easily transferred into spreadsheet form while the calculations are kept separate.

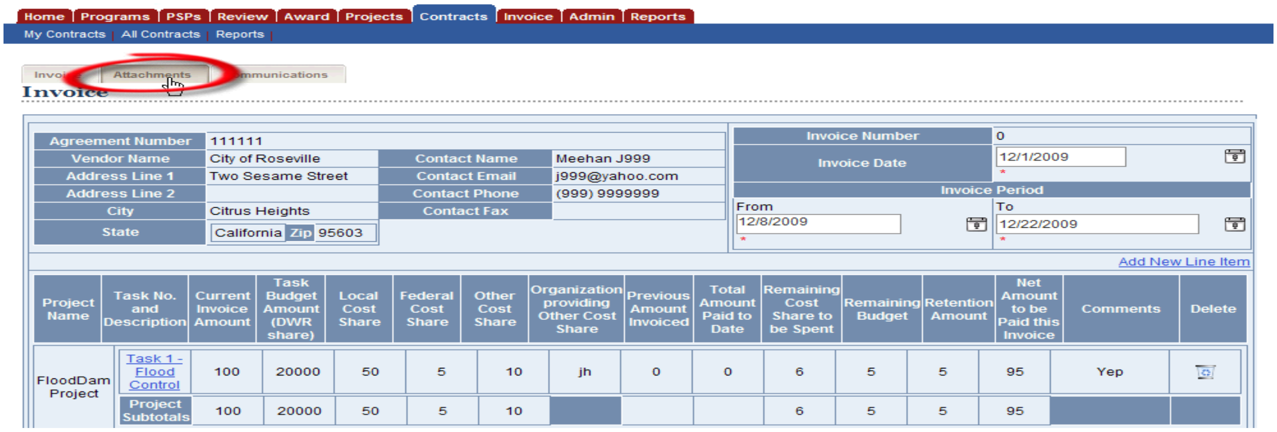


1. Select a Project from the **Project Name** dropdown list of Projects associated with the Contract.
2. The **Task No. and Description** dropdown menu will be populated with Tasks associated with the Project.
3. Select a **Task** from the **Task No. and Description** dropdown menu.
4. Specify values for the following fields:
    - **Current Invoice Amount**
    - **Local Cost Share**
    - **Federal Cost Share**
    - **Other Cost Share**
    - **Org providing Other Cost Share**
    - **Remaining Cost Share to be Spent**
    - **Remaining Budget**
    - **Comments**
5. Click on the **Save** button displayed at the bottom of the **Invoice Line Item** page.
6. Click on the **Return** button displayed at the top of the **Invoice Line Item** page.
7. Repeat the steps above, as necessary, to complete the invoice.
8. Rows can be edited or deleted.

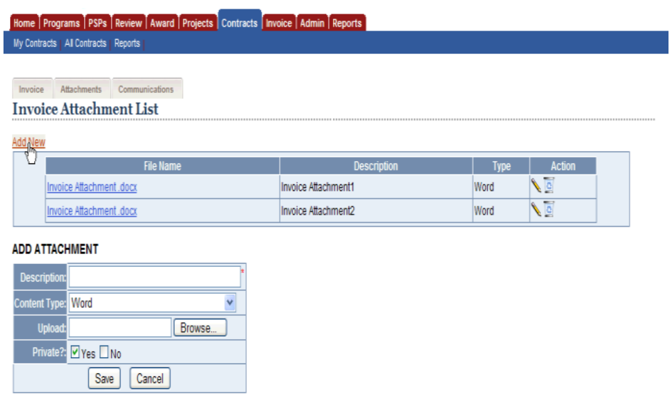


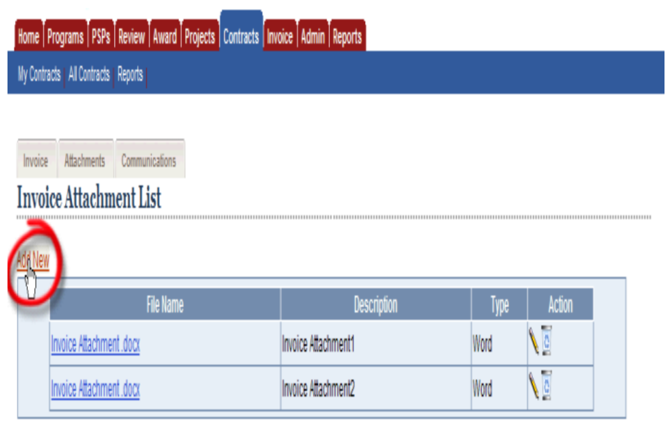
B. Invoice Attachments

The attachment feature in the invoice module enables you to upload supporting documentation for invoices into BMS/GRANTS. Click on the **Attachments** tab in the **Invoice Workbook** for a particular Invoice to begin.



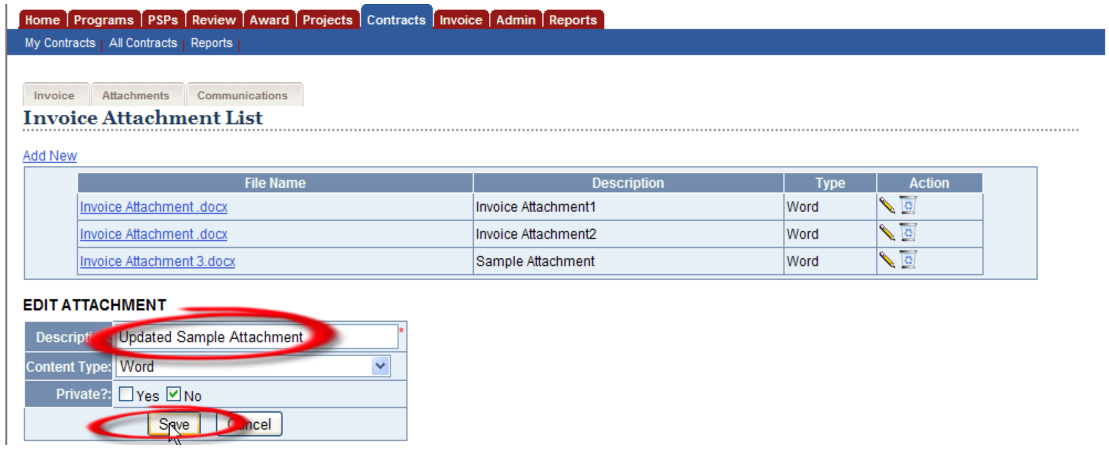
Click on the **Add New** hyperlink displayed above the Invoice Attachment List on the **Attachments** tab in the **Invoice Workbook**.





Be sure to specify the details of the attachment to be uploaded via the **Add Attachment** interface.
Upload the physical document and click the **Save** button. You can edit, add, or delete attachments to any Invoice.

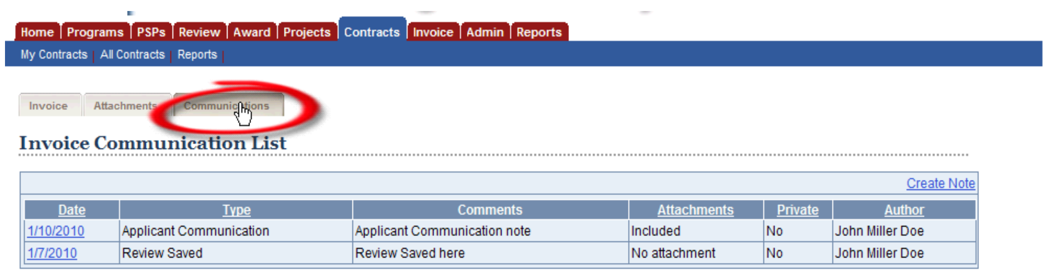
After successful validation, the attachment along with its details is saved and associated with the invoice modification details (of the existing attachment) on the **Edit Attachment** interface. Click the **Save** button.



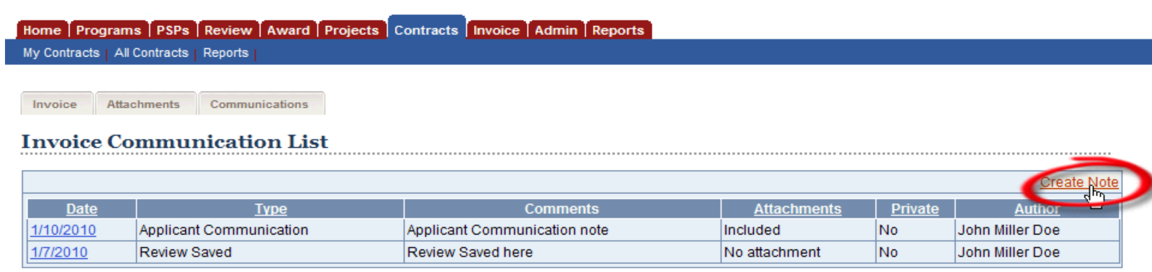
The attachment, including its details, is saved with the Invoice.

C. Invoice Communications

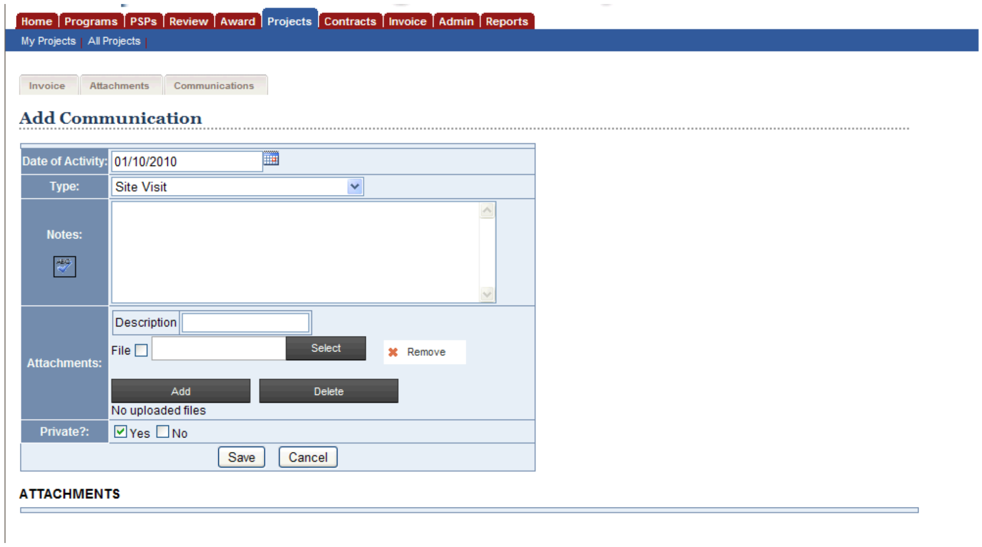
Click on the **Communication** tab in the **Invoice Workbook** for a particular Invoice.



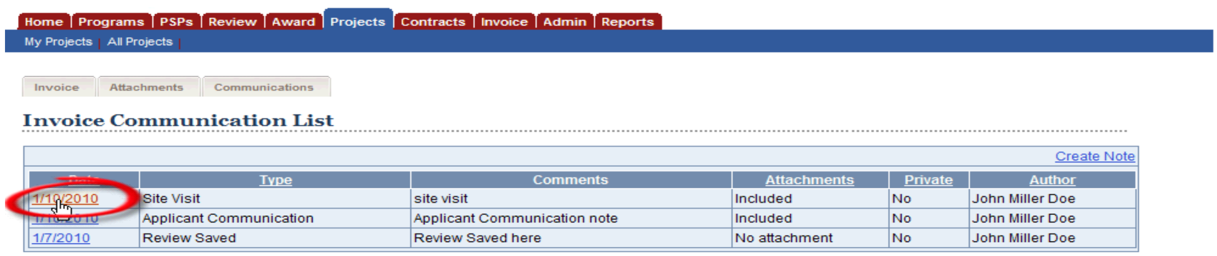
Click on the **Create Note** hyperlink displayed above the **Invoice Communication List** on the **Communications** tab in the **Invoice Workbook** for an Invoice.



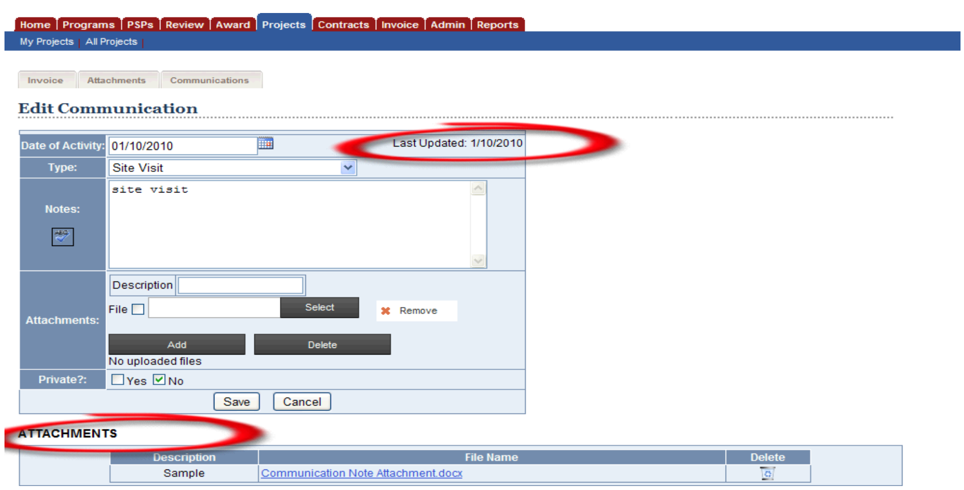
A note is used to specify the details of Communication entries created on the **Add Communication** interface. It is also possible to upload Attachment(s) for the Communication entry. Click the **Save** button.



You can see existing communications and their corresponding attachments by clicking the hyperlinked date in the **Invoice Communications List**.



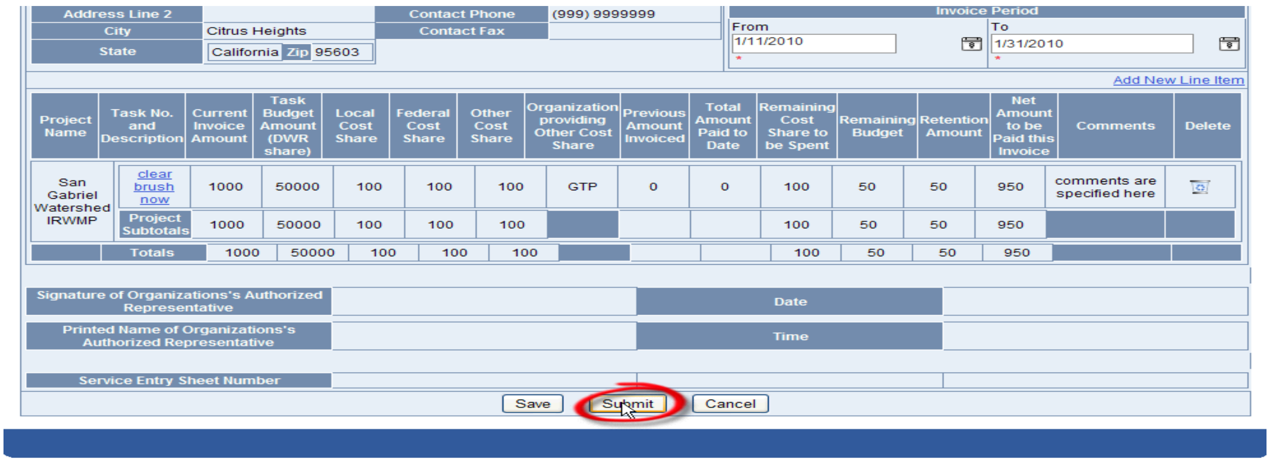
Date	Type	Comments	Attachments	Private	Author
1/10/2010	Site Visit	site visit	Included	No	John Miller Doe
[illegible]	Applicant Communication	Applicant Communication note	Included	No	John Miller Doe
1/7/2010	Review Saved	Review Saved here	No attachment	No	John Miller Doe



Description	File Name	Delete
Sample	Communication Note Attachment.docx	

D. Submit an Invoice

Once finalized, the invoice can be printed, signed, and sent with the documentation required by the funding program. Press **Submit** when the invoice is ready to be reviewed and processed by DWR.



Once your invoice has been submitted, the status will update on the invoice list. An email will be sent to the DWR Contract Manager to notify them that an invoice has been submitted.

Number	Date	Start Date	End Date	Amount	Status	Submitted On
3	12/1/2009	12/14/2009	12/31/2009	$878.00	Submitted	1/8/2010
0	12/1/2009	12/8/2009	12/22/2009	$100.00	Vendor Modification	12/23/2009
2	12/1/2009	12/22/2009	12/30/2009	$4,343.00	Submitted	12/24/2009
1	12/1/2009	12/16/2009	12/22/2009	$61,110.00	In Review	12/23/2009
1	12/1/2009	12/15/2009	12/30/2009	$22,323.00	In Review	1/5/2010
3	11/3/2009	1/7/2010	12/16/2009	$0.00	Submitted	1/4/2010
1	12/2/2009	12/16/2009	12/30/2009	$3,344.00	Submitted	12/24/2009
	1/10/2010	1/11/2010	1/31/2010	$1,000.00	Submitted	1/10/2010
1	12/1/2009	12/16/2009	12/31/2009	$0.00	Submitted for Payment	12/23/2009
0	12/1/2009	12/8/2009	12/23/2009	$4,543.00	In Preparation	