
Bond Management System/Grants Review and Tracking System

Public User Guide

GRANTS

August 2012
Department of Water Resources
Project Services Office

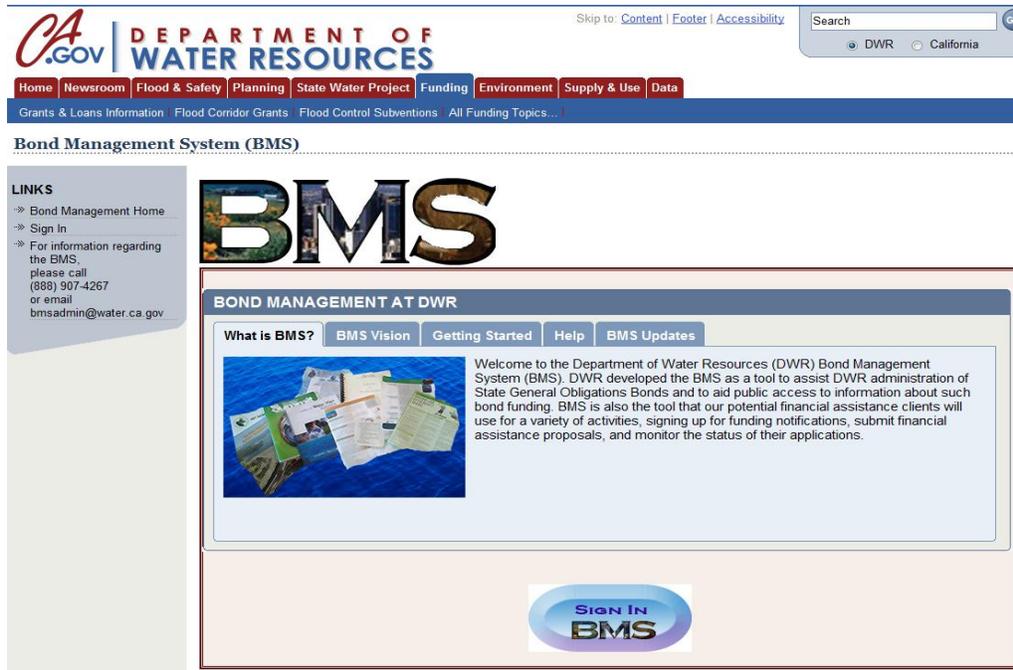
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1. Introduction

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

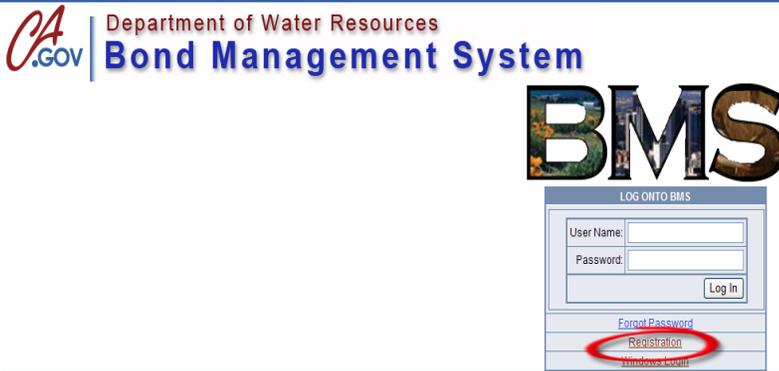
The User Registration module enables a Public User to:

- 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

The screenshot shows the 'User Profile' registration form. At the top, there are three tabs: 'Contact', 'Organization', and 'Account'. The 'Account' tab is circled in red. Below the tabs is a form with the following fields:

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

At the bottom of the form are two buttons: 'Next' and 'Cancel'.

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

User Profile					
Contact		Organization		Account	
First Name:	Phil *	Phone (Office):	(916) 878-6545Ext.3 *		
Middle Name:		Phone (Direct):	() - - Ext.:		
Last Name:	Berman *	Phone (Mobile):	() - -		
		Fax:	() - -		

Next Cancel

The **Organization** section will be displayed.

User Profile					
Contact		Organization		Account	
Organization:	Search for Organization... * Add New	Division/Address List:	Search for Division... * Add New		
Address1:		Address2:			
City:		State:	California *		
Zip:		Phone:	() - - Ext.:		
Web site:					

Next Cancel

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.

The screenshot shows the 'User Profile' form with the 'Organization' tab selected. The 'Organization' dropdown menu is open, displaying a list of cities including City of Blythe, City of Davis, City of Dorris, City of Escondido, City of Fairfield, City of Fresno, City of Glendale, City of Greenfield, City of Huntington Beach, City of Lincoln, City of Lindsay, City of Los Angeles, City of Maywood, and City of Oakland. The 'Add New' link is visible next to the dropdown. The 'Division/Address List' section shows a search box and an 'Add New' link. The 'Address1' field is empty, 'Address2' is empty, 'State' is set to 'California', and 'Phone' is empty. The 'Next' and 'Cancel' buttons are visible at the bottom.



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:

The screenshot shows the 'User Profile' form with the 'Account' tab selected. The 'Organization' dropdown is set to 'Water Pioneers' and the 'Division/Address List' dropdown is set to 'Main Branch : 225 Watt Ave, San Juis Obispo'. The 'Address1' field contains '225 Watt Ave', 'Address2' contains 'Suite 125', 'City' is 'San Juis Obispo', 'State' is 'California', and 'Zip' is '96813'. The 'Next' button is circled in red. A message at the top right states 'Selected Organization 'Water Pioneers' is not Registered.' The 'Next' and 'Cancel' buttons are visible at the bottom.

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

User Profile

Contact Organization Account

Username/Email:	<input type="text"/>		
Password:	<input type="password"/>		
Confirm Password:	<input type="password"/>		
Security Question 1:	Select Question	Answer:	<input type="text"/>
Security Question 2:	Select Question	Answer:	<input type="text"/>

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Click the **Save** button.

User Profile

Contact Organization Account

Username/Email:	pberman@yahoo.com		
Password:	*****		
Confirm Password:	*****		
Security Question 1:	What was your childhood nickname?	Answer:	Phil
Security Question 2:	What is your pet's name?	Answer:	Duke

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

“You are successfully registered with BMS.”

CA.GOV Department of Water Resources
Bond Management System

User Profile

Telerik.Web.UI 2008.3.1314.35 trial version. Copyright telerik © 2002-2009. To remove this message, please [purchase a developer version.](#)

Contact Organization Account

Username/Email:	<input type="text" value="pberman@yahoo.com"/>		
Password:	<input type="password" value="*****"/>		
Confirm Password:	<input type="password" value="*****"/>		
Security Question 1:	What was your childhood nickname?	Answer:	Phil
Security Question 2:	What is your pet's name?	Answer:	Duke

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:

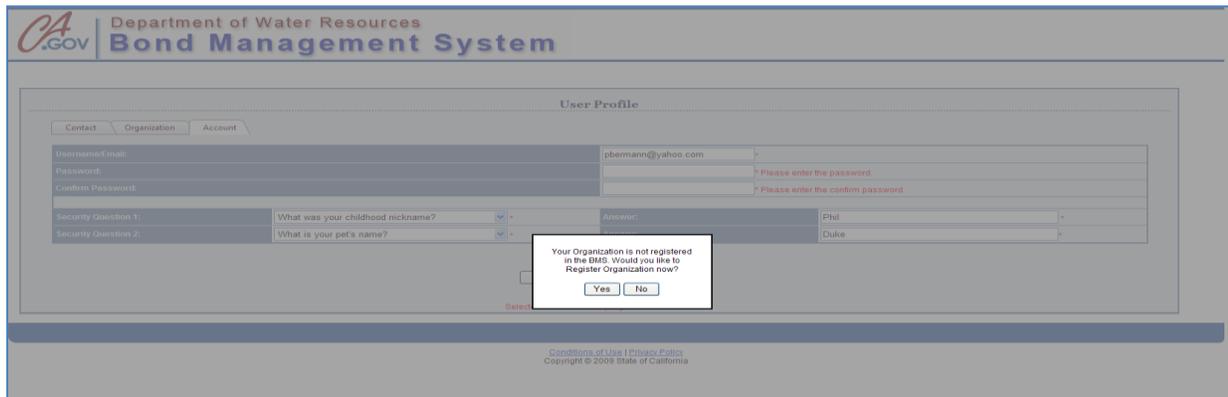
“Your Organization is not registered in the BMS. Would you like to Register Organization now?”

To register your organization, please follow the instructions in the [Organization Registration](#) section of this guide.

B. Organization Registration

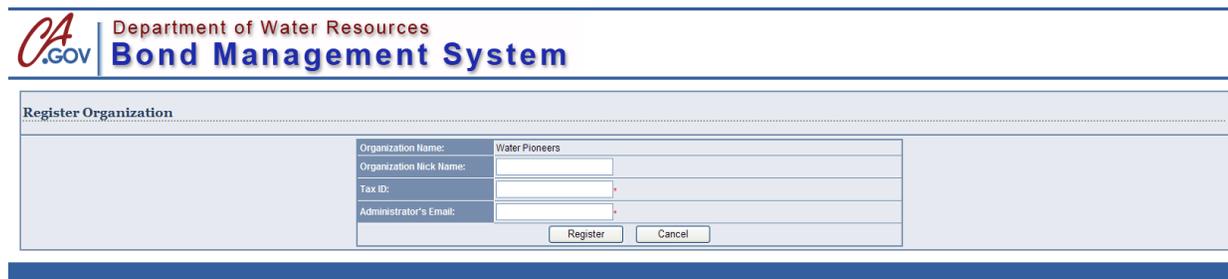
Organization Registration enables a user to register an Organization in BMS/GRANTS by providing the Tax Identification Number (TIN) associated with that organization. This process is required for organizations applying for grant funds through DWR. If your organization is not registered, the system will 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 screenshot shows the 'User Profile' registration page for the Department of Water Resources Bond Management System. The page includes fields for Username/Email (pbermann@yahoo.com), Password, Confirm Password, and two security questions. A modal dialog box is displayed in the center with the text: "Your Organization is not registered in the BMS. Would you like to Register Organization now?" with "Yes" and "No" buttons. The footer contains "Conditions of Use | Privacy Policy" and "Copyright © 2009 State of California".

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



The screenshot shows the 'Register Organization' page. It features a form with the following fields: Organization Name (Water Pioneers), Organization Nick Name, Tax ID, and Administrator's Email. Below the form are 'Register' and 'Cancel' buttons. The page header includes the CA.GOV logo and the text 'Department of Water Resources Bond Management System'.

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**.

CA .GOV | Department of Water Resources
Bond Management System

Register Organization

Organization Name:	Water Pioneers
Organization Nick Name:	WP
Tax ID:	145678912
Administrator's Email:	pbermann@yahoo.com

Conditions of Use | Privacy Policy

'Water Pioneers' Organization is successfully registered.

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.

User Profile

Contact Organization Account

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

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.

Add New Division

Organization Name:	Alta Irrigation District	Division Name:	<input type="text"/>
Address1:	<input type="text"/>	Address2:	<input type="text"/>
City:	<input type="text"/>	State:	California
Zip:	<input type="text"/>	Phone:	() - - Ext:
Web site:	<input type="text"/>		

For information regarding the BMS please call (888) 907-4267 or email bmsadmin@water.ca.gov.

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

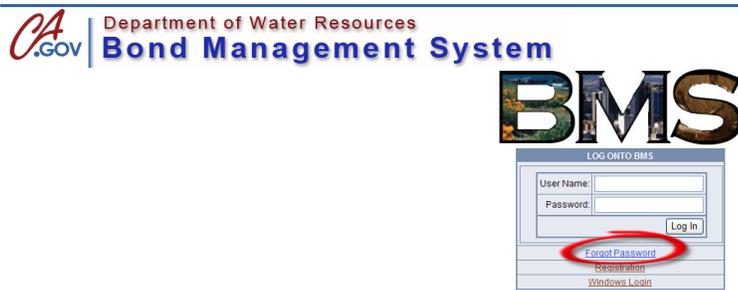
User Profile

Selected Organization 'Angiola Water District' is not Registered.			
Organization:	Angiola Water District <input type="button" value="Add New"/>	Division/Address List:	Headquarters : 944 Whitley Avenue <input type="button" value="Add New"/>
Address1:	944 Whitley Avenue # A	Address2:	<input type="text"/>
City:	Corcoran	State:	California
Zip:	93212	Phone:	() - - Ext:
Web site:	<input type="text"/>		

For information regarding the BMS please call (888) 907-4267 or email bmsadmin@water.ca.gov.

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 screenshot shows the 'Forgot Password' page header with the CA.GOV logo and 'Department of Water Resources Bond Management System'. The main form area is titled 'Forgot Password' and contains a text input field for 'Username/Registered email:' with the value 'jdoebms9@yahoo.com'. To the right of the input field is a 'Validate User ID' button, which is circled in red. Below the input field is a 'Cancel' button. At the bottom of the page, there are links for 'Conditions of Use | Privacy Policy' and 'Copyright © 2009 State of California'.

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.



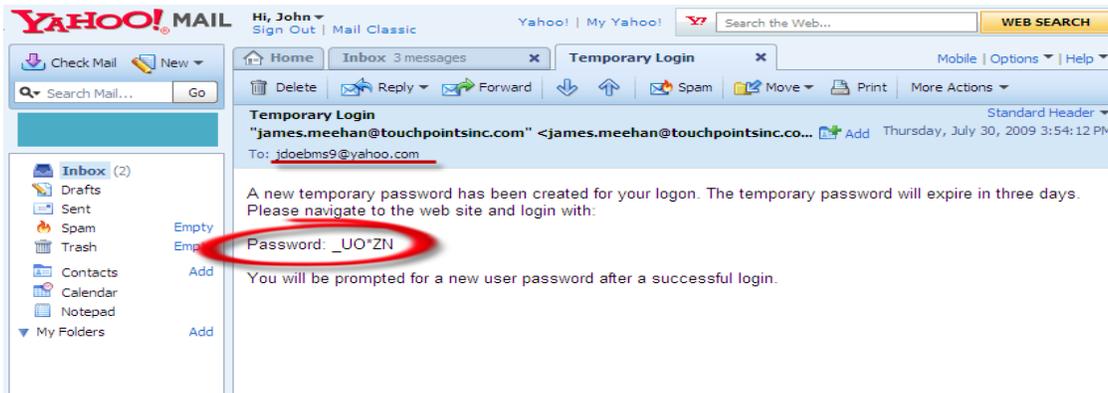
The screenshot shows the 'Forgot Password' page with the 'Validate User ID' button now disabled. Below the email input field, there are two security questions: 'What was your childhood nickname?' and 'What is your pet's name?'. Each question has a corresponding text input field. Below the second question, there is a red warning message: 'You have maximum of 3 unsuccessful attempts'. At the bottom of the form are 'Submit' and 'Cancel' buttons, with the 'Submit' button circled in red. The footer is identical to the previous screenshot.

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

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

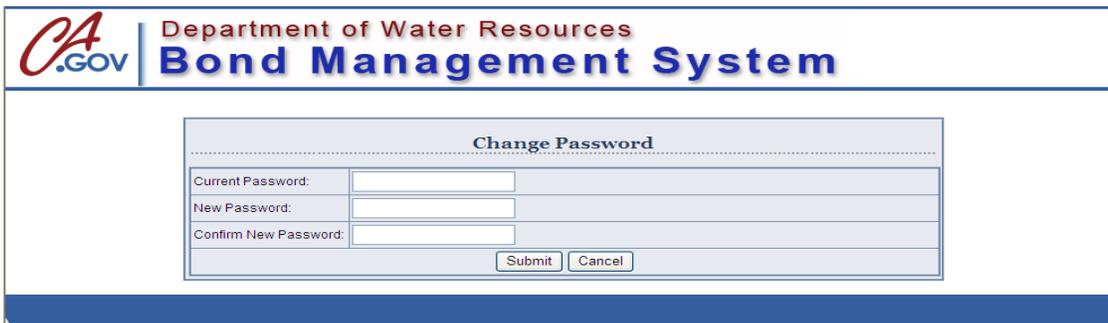
“A temporary password was sent to your email account successfully.”

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

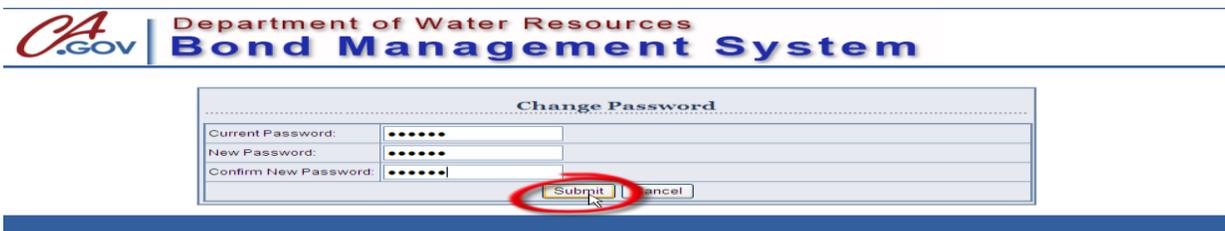


Log in again using the valid Username and the new (temporary) password that was sent to the Username email account.

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 screenshot shows the BMS/GRANTS Home page. At the top, there is a navigation bar with tabs for Home, PSPs, Projects, and Contracts. Below this is a blue selection bar with links for Home and My Profile. The main content area is divided into several sections:

- NEW SOLICITATIONS**: A box indicating "No New solicitations are available!"
- MY APPLICATIONS**: A table showing the status of applications:

Status	Count
In Progress	1
Submitted	1
Awarded	0
- YOUR ORGANIZATION'S ADMINISTRATOR IS:**: A table listing administrators:

Organization Name	Administrator	Email	Phone Number
Testing Organization	J	jduncan1982@gmail.com	(245) 245-2542
Testing Organization	Wade	wadewylie@hotmail.com	(916) 412-4220

At the bottom, a blue footer bar contains the text: "For information regarding the BMS please call (888) 907-4267 or email bmsadmin@water.ca.gov."

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**.

Home PSPs Projects Contracts Organization Admin

Home My Profile

My Profile

Contact Organization Account

CONTACT DATA

First Name:	Jonathan *
Middle Name:	Travis
Last Name:	Duncan *
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

PHONE NUMBERS

Phone Type	Area Code	Phone No	Extension No	
Office	916	651 - 9611		Add New >  

For information regarding the BMS please call (888) 907-4267 or email bmsadmin@water.ca.gov.

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.

Home PSPs Projects Contracts Organization Admin

Home My Profile

My Profile

Contact Organization Account

ORGANIZATION DATA

[Selected Organization 'CA Department of Water Resources' is not Registered.](#)

Organization:	CA Department of Water Resol. * Add New	Division/Address List:	DSIWM : 901 P street,Sacrament * Add New
Address1:	901 P street *	Address2:	
City:	Sacramento *	State:	California *
Zip:	94236 *	Phone:	() - Ext.:
Web site:			
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

For information regarding the BMS please call (888) 907-4267 or email bmsadmin@water.ca.gov.

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

My Profile

Contact Organization Account

ACCOUNT DATA

Username/Email:	Jonathan.t.duncan@gmail.com *		
New Password:	<input type="text"/>		
Confirm New Password:	<input type="text"/>		
Security Question 1:	What was your childhood nickname?	Answer:	Red *
Security Question 2:	What was the name of your high school?	Answer:	Acura *
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

For information regarding the BMS please call (888) 907-4267 or email bmsadmin@water.ca.gov.

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.

NEW SOLICITATIONS	
2 New solicitations are available!	

MY APPLICATIONS	
In Progress	0
Submitted	0
Awarded	0

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

- All PSPs
- My Proposals
- My Communications

Home | PSPs | Projects | Contracts | Organization Admin

All PSPs | My Proposals | My Communications

Active PSPs

PSP Name	Released On	Due Date	Status	Action	Attachments
psp1	05/24/2010	06/02/2010	Release	Due Date Passed	Attachments
FloodCourt	06/07/2010	06/30/2010	Release	Start Proposal	Attachments

Archived PSPs

Archived PSP Name:

Select Fiscal Year: Select the Year:

Search:

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

Home | PSPs | Projects | Contracts | Agency Admin

Active PSPs

PSP Name	Released On	Due Date	Status	Action	Attachments
PSP One	06/17/2009	06/16/2009	Release	Start Proposal	No Attachments
PSP three	06/17/2009	06/16/2009	Release	Start Proposal	Attachments
Watt Avenue Restoration	05/12/2009	06/02/2009	Release	Start Proposal	No Attachments
Kings River Title	05/11/2009	07/09/2009	Release	Start Proposal	Attachments
Contra Costa Levee Repair	06/17/2009	06/16/2009	Release	Start Proposal	Attachments

1 of 2 Pages >>

Archived PSPs

Archived PSP Name:

Select Fiscal Year: Select the Year:

Search:

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.

Home | PSPs | Projects | Contracts | Agency Admin

Active PSPs

PSP Name	Released On	Due Date	Status	Action	Attachments
PSP One	06/17/2009	06/16/2009	Release	Start Proposal	No Attachments
PSP three	06/17/2009	06/16/2009	Release	Start Proposal	Attachments
Watt Avenue Restoration	05/12/2009	06/02/2009	Release	Start Proposal	No Attachments
Kings River Title	05/11/2009	07/09/2009	Release	Start Proposal	Attachments
Contra Costa Levee Repair	06/17/2009	06/16/2009	Release	Start Proposal	Attachments

1 of 2 Pages >>

Archived PSPs

Archived PSP Name:

Select Fiscal Year: Select the Year:

Search:

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:

The screenshot shows a web application interface for an Applicant Information form. The navigation bar at the top includes links for Home, PSPs, Projects, Contracts, and Organization Admin. Below the navigation bar, there are tabs for Applicant Info, Projects, and Sectionone. The form itself is titled 'Applicant Information' and is divided into four main sections:

- APPLICANT INFORMATION:** Contains fields for Organization Name (with a 'Please Select' dropdown), Tax ID, Proposal Name, and Proposal Objective.
- BUDGET:** Contains fields for Other Contribution, Local Contribution, Federal Contribution, Inkind Contribution, Amount Requested, and Total Project Cost.
- GEOGRAPHIC INFORMATION:** Contains fields for Latitude, Longitude, and Longitude/Latitude Clarification. It also features dropdown menus for County, Ground Water Basin, Hydrologic Region, and Watershed.
- LEGISLATIVE INFORMATION:** Contains dropdown menus for Assembly District, Senate District, and US Congressional District.

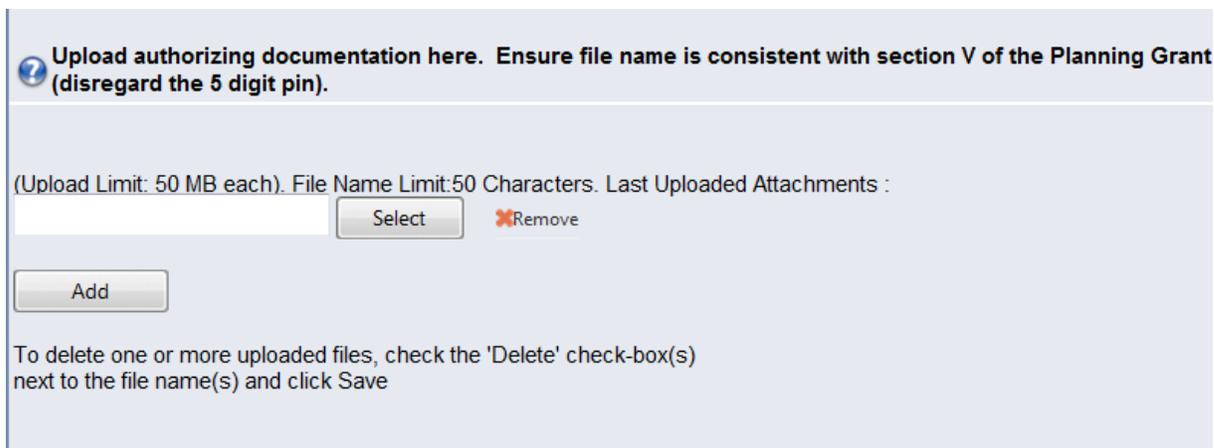


If you receive an error on the **Applicant Information** page noting that you are not authorized to create a PSP, double check that your organization has been registered and that your account has been authorized by your Organization Administrator. Instructions for these steps can be found in the [Authorize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

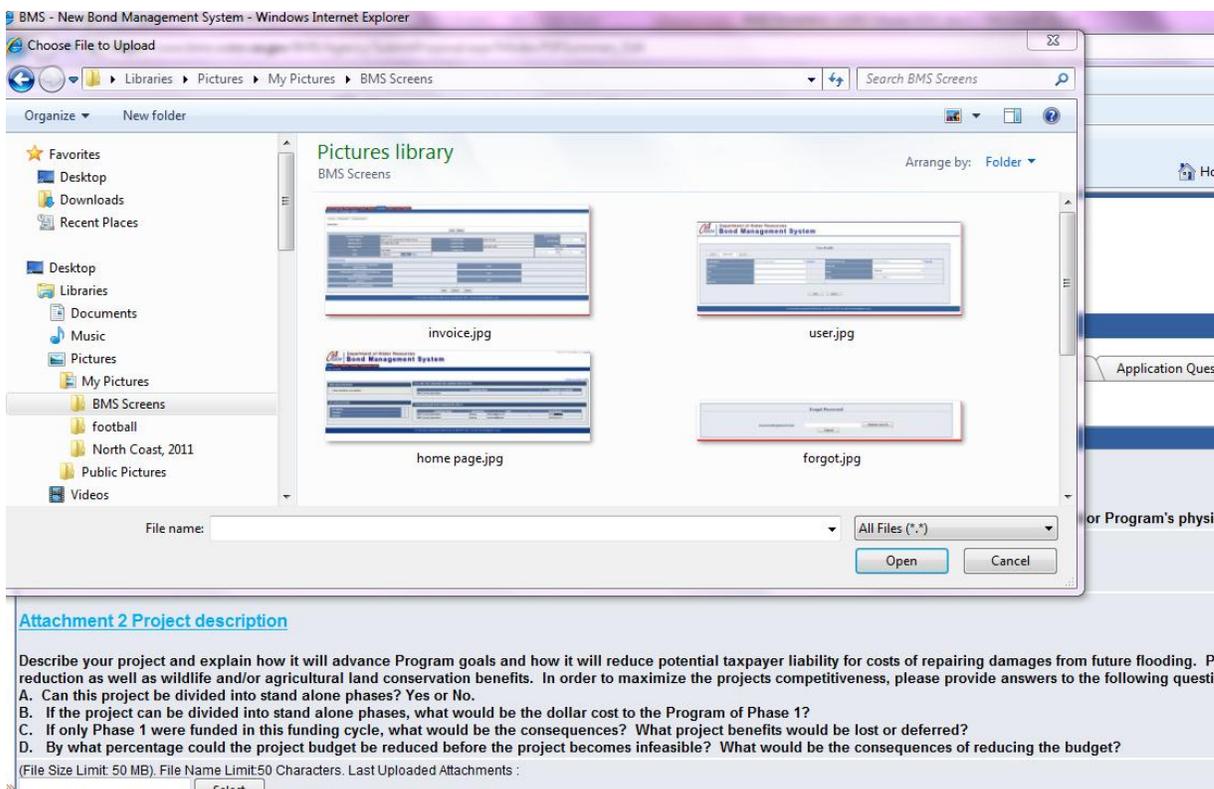
Uploading Proposal Attachments:

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**.

g of Public Hearing Notice and Plan to Minimize notice).

be acquired. APNs should be identified on map.

Email Addresses
(ment)

rs, and email addresses of all owners of all property interests in parcels within three hun

Save Back Submit

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
	Aqua 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 CreekK.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 Questionnaire.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.

Home PSPs Projects Contracts Organization Admin

All PSPs My Proposals My Communications

Applicant Info Projects Sectionone

Full View

one

The weight is here
Maximum Character Limit: 100

The weight is here

questiontwo
Maximum Character Limit: 100

answer 2

Question three
Maximum Character Limit: 100

answer 3

Save Back **Submit**

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

Home PSPs Projects Contracts Organization Admin

All PSPs My Proposals My Communications

My Proposals

Proposal Title	PSP Name	Organization Name	Due Date	Last Updated By	Last Updated On	Status	Attachments	Action
Proposal	FloodCourt	Water Pioneers	06/30/2010	jbermann@yahoo.com	06/09/2010	Submitted	Attachments	Submit

My Archived Proposals

Proposal Title

Select Organization

C. View Contracts

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

The screenshot shows the top navigation bar with tabs for Home, PSPs, Projects, **Contracts** (highlighted with a red circle), and Organization Admin. Below the navigation bar, there are two summary sections: 'NEW SOLICITATIONS' with a link to '2 New solicitations are available!' and 'MY APPLICATIONS' with a table showing counts for In Progress (0), Submitted (1), and Awarded (0).

MY APPLICATIONS	Count
In Progress	0
Submitted	1
Awarded	0

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.

The screenshot shows the 'My Contracts' page with a navigation bar and a 'Contract Data' form. The form contains the following fields:

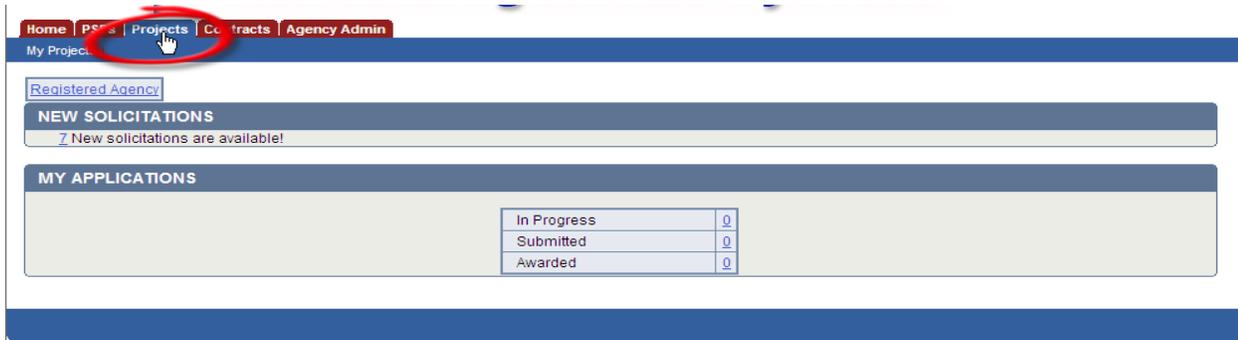
Contract Data	
Contract Number:	123456
Contract Name:	Contract 1
Program:	Test Portfolio
Fiscal Year:	2004
Description:	
Organization Name:	Global Touchpoints Inc.
Project Manager:	Ghassemi, Pejman
Contract Status:	Active
Start Date:	5/15/2010
End Date:	5/25/2010
Award Date:	5/27/2010
Organization Mgr:	esdesdads_esdesdadsd_jackson@gmail.com
Award Type:	Fixed Price
Award Amount:	\$0.00
Contract Amount:	\$500,000.00
Award Category:	Grant
Retention Percentage:	0%
Retention Cap:	\$0.00
Current Retention:	\$0.00

Buttons: Save, Cancel, Amend

For information regarding the BMS please call (888) 907-4267 or email bmsadmin@water.ca.gov.

D. View Projects

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

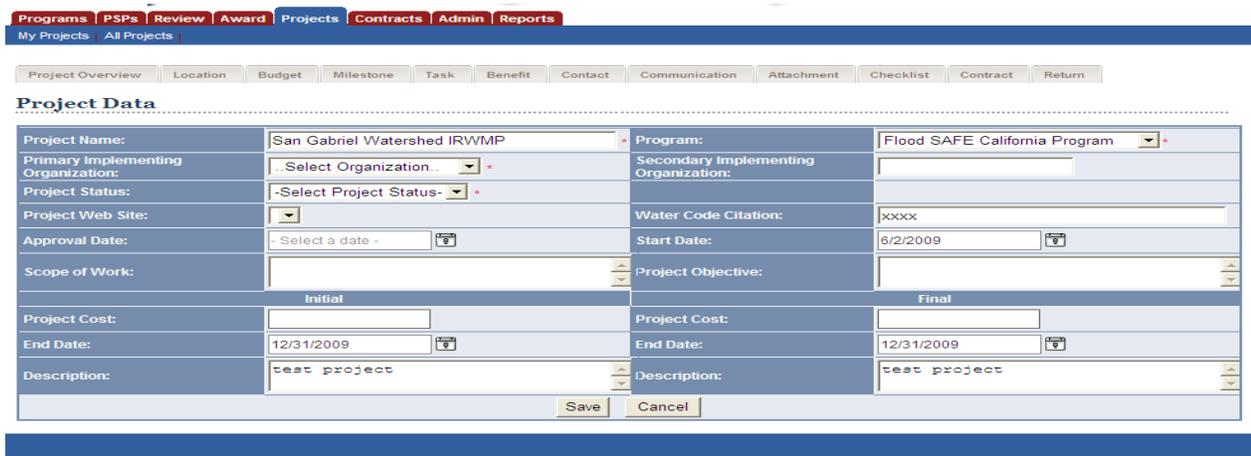


The screenshot shows the top navigation bar of the system. The 'Projects' tab is highlighted with a red circle and a mouse cursor. Below the navigation bar, the 'My Projects' section is visible, containing a 'Registered Agency' link, a 'NEW SOLICITATIONS' section with a message '7 New solicitations are available!', and a 'MY APPLICATIONS' section with a table showing counts for 'In Progress', 'Submitted', and 'Awarded'.

Category	Count
In Progress	0
Submitted	0
Awarded	0

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.



The screenshot shows the 'Project Data' form. The form is divided into two columns and contains various fields for project information. The 'Project Name' is 'San Gabriel Watershed IRWMP' and the 'Program' is 'Flood SAFE California Program'. The 'Primary Implementing Organization' is set to 'Select Organization..'. The 'Project Status' is 'Select Project Status..'. The 'Approval Date' is 'Select a date -'. The 'Start Date' is '6/2/2009'. The 'End Date' is '12/31/2009'. The 'Description' is 'test project'. There are 'Save' and 'Cancel' buttons at the bottom.

Field	Value
Project Name	San Gabriel Watershed IRWMP
Program	Flood SAFE California Program
Primary Implementing Organization	Select Organization..
Secondary Implementing Organization	
Project Status	Select Project Status..
Project Web Site	
Approval Date	Select a date -
Water Code Citation	xxxx
Start Date	6/2/2009
Scope of Work	Initial
Project Objective	Final
Project Cost	
End Date	12/31/2009
Description	test project

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.

Date	Proposal Name	Organization	Communications	Author	Attachments
06/11/2010	Proposal	Water Pioneers	Hello	pbermann@yahoo.com	No Attachments

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.

Spell Check

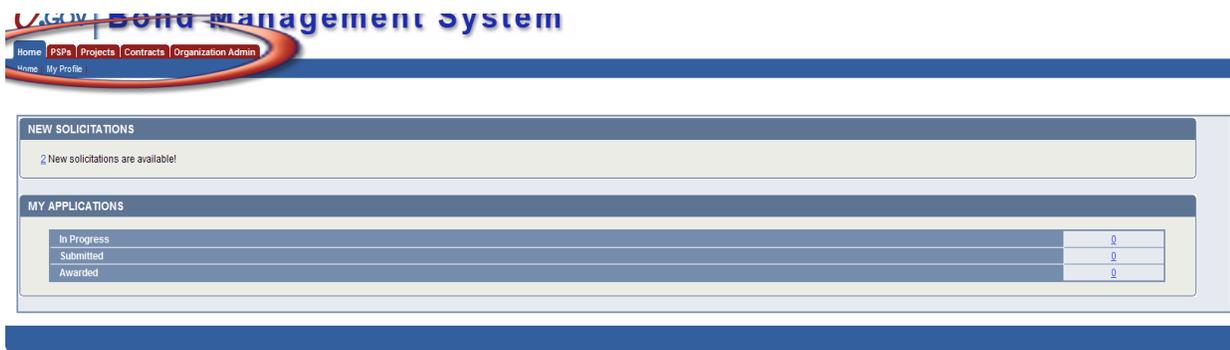
Description

File

No uploaded files

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

Procedure to Grant and Revoke permissions for authorized Public Users of an Organization

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

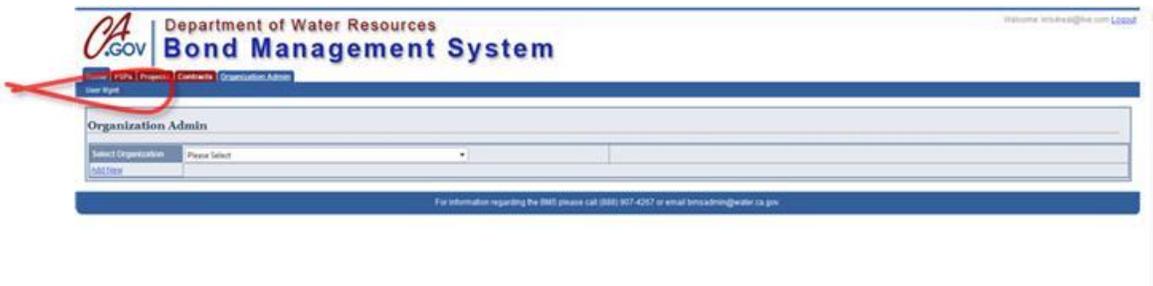


The **User Mgmt** submenu item will be visible under the **Organization Admin** tab.

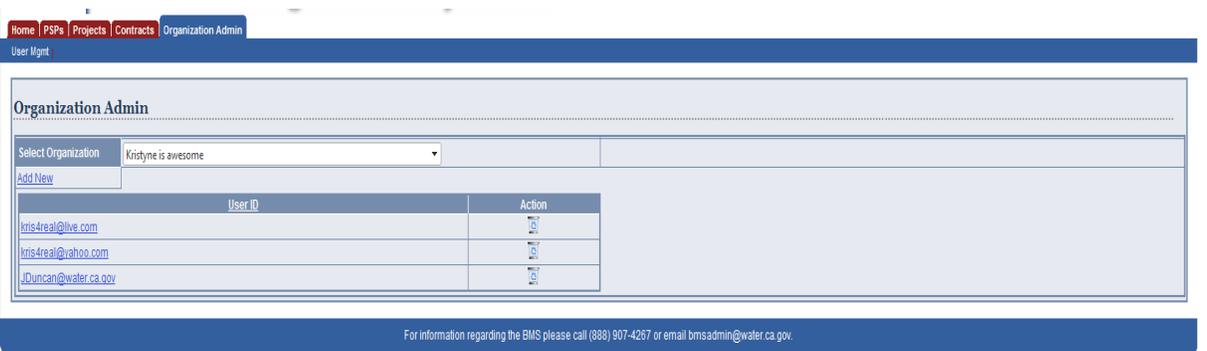


Click on the **User Mgmt** submenu item.

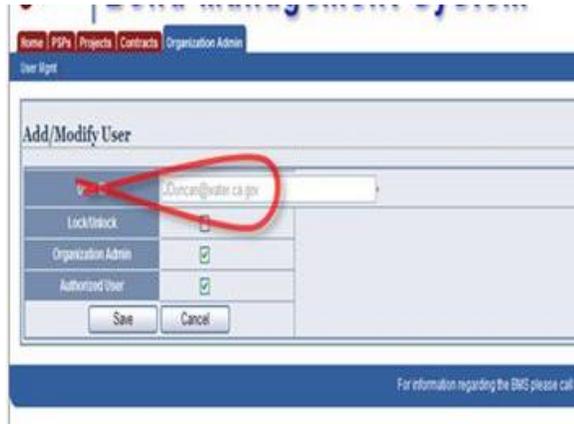
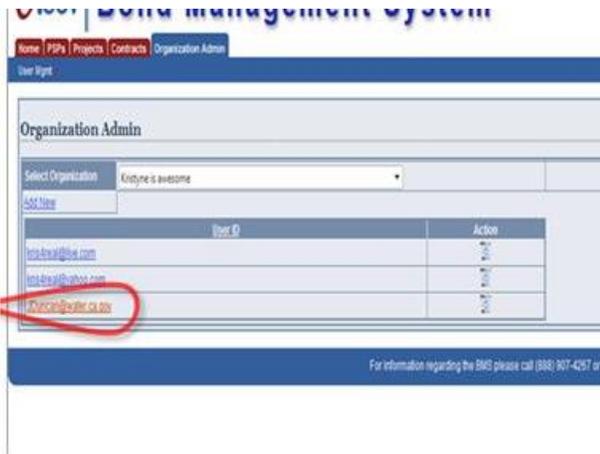
The **Organization Admin** page is displayed. This module enables you to lock and unlock user accounts, give administrator access to additional staff, authorize new users, and edit organization contact information.



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.

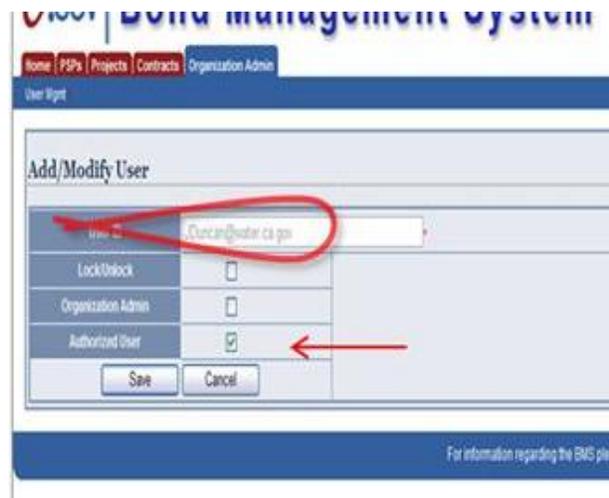
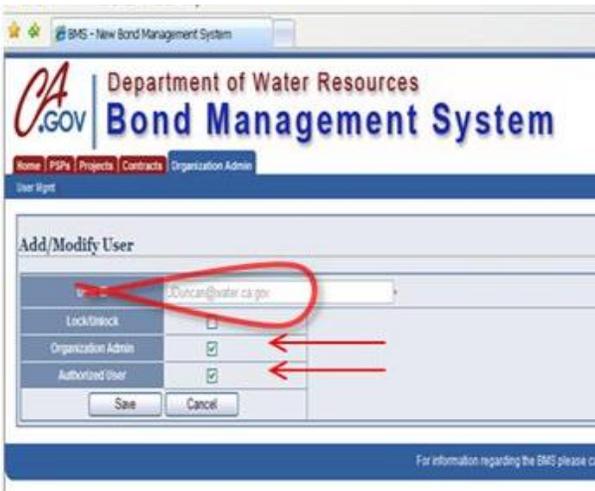


On the **Add/Modify User** page, the Organization Administrator can give authorization to different users. Enter the user's email address and either:

- 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:

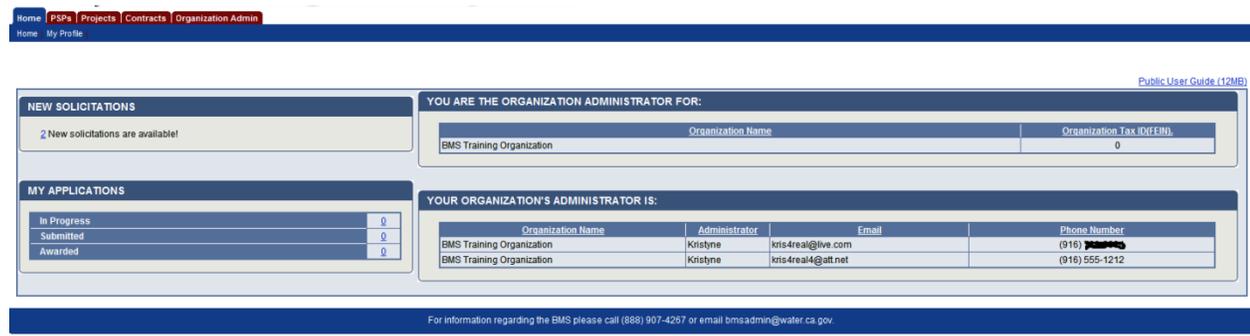
1. Prepare an Invoice for a Contract
2. Save an Invoice for completion at a later time
3. Submit an Invoice for a Contract
4. Add/edit Attachment(s) for an Invoice
5. Add/edit Communication Note(s) for an Invoice

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>



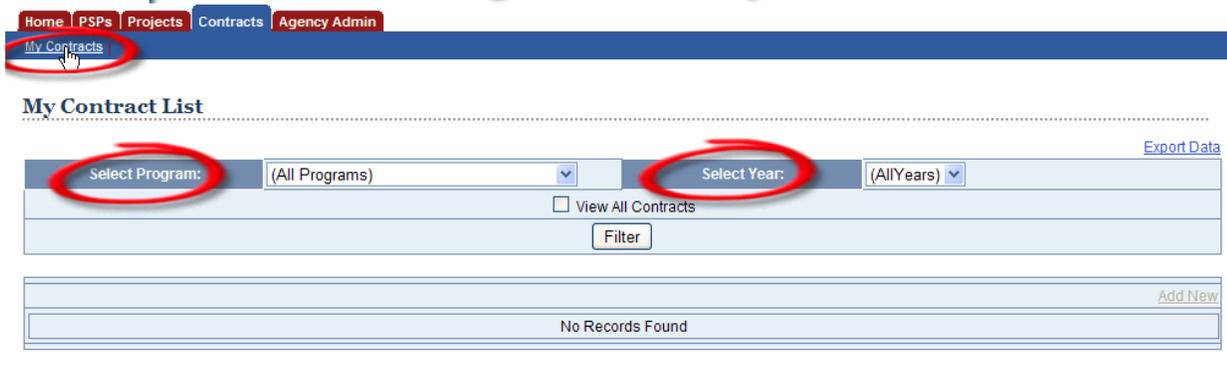
Your **Home Page** will be displayed. Select the **Contracts** tab.



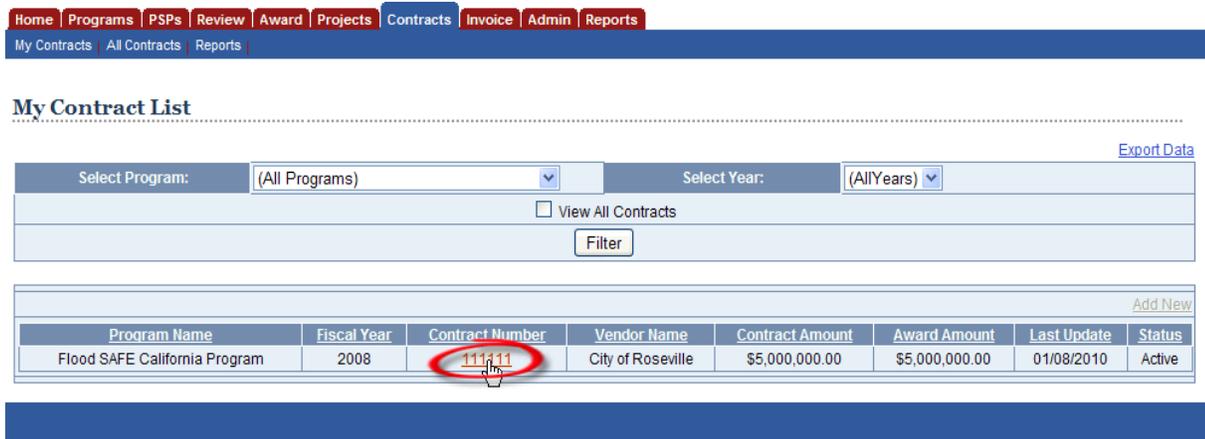
Under the **Contracts** submenu, select **My Contracts**.



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.

Home | Programs | PSPs | Review | Award | Projects | **Contracts** | Invoice | Admin | Reports

My Contracts | All Contracts | Reports

Contract Overview | Budget | Amendment | Project | Contact | Communication | Attachment | **Invoice** | Return

Contract Data

Contract Number:	111111	Contract Name:	City of Riverside Levee Repair
Program:	Flood SAFE California Program	Fiscal Year:	2008
Description:		Agency Name:	City of Roseville
Project Manager:	Doe, John	Contract Status:	Active
Agency Mgr:	Meehan, JJ jim@yaho.com	Start Date:	1/2/2009
End Date:	- Select a date -	Award Date:	1/11/2010
Award Amount:	\$5,000,000.00	Award Type:	Fixed Price
Award Category:	Grant	Contract Amount:	\$5,000,000.00
Retention Percentage:	5 %	Retention Cap:	\$0.00
Current Retention:	\$0.00		

Save Cancel Amend

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.

Home | Programs | PSPs | Review | Award | Projects | **Contracts** | Invoice | Admin | Reports

My Contracts | All Contracts | Reports

Contract Overview | Budget | Amendment | Project | Contact | Communication | Attachment | **Invoice** | Return

Invoice List

[Add New](#)

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	\$0.00	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	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	

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

Home | Programs | PSPs | Review | Award | Projects | Contracts | Invoice | Admin | Reports

My Contracts | All Contracts | Reports

Contract Overview | Budget | Amendment | Project | Contact | Communication | Attachment | Invoice | Return

Invoice List

[Add New](#)

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	\$0.00	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	12/1/2009	12/16/2009	12/31/2009	\$0.00	Submitted for Payment	12/23/2009
1	12/1/2009	12/8/2009	12/23/2009	\$4,543.00	In Preparation	

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.

Home | Programs | PSPs | Review | Award | Projects | Contracts | Admin | Invoice | Reports

My Contracts | All Contracts | Reports

Invoice | Attachments | Communications

Invoice

[Print](#) [Return](#)

Agreement Number	4600007910	Invoice Number:	- Select a date -
Vendor Name	Marin County Department of Public Works	Contact Name	John Harrison
Address Line 1	Post Office Box 4196	Contact Email	
Address Line 2		Contact Phone	(615) 555-1212
City	San Rafael	Contact Fax	
State	California	Zip	94913
Invoice Date:		- Select a date -	
Invoice Period		From To	
		- Select a date - - Select a date -	

[Add New Line Item](#)

Signature of Organizations's Authorized Representative	Date
Printed Name of Organizations's Authorized Representative	Time
Signature of DWR Manager Approval	Date
Service Entry Sheet Number	

[Save](#) [Submit](#) [Cancel](#)

For information regarding the BMS please call (888) 907-4267 or email bmsadmin@water.ca.gov.

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

Home | Programs | PSPs | Review | Award | Projects | Contracts | Admin | Invoice | Reports

My Contracts | All Contracts | Reports

Invoice | Attachments | Communications

Invoice

[Print](#) [Return](#)

Agreement Number	4600007910	Invoice Number:	- Select a date -
Vendor Name	Marin County Department of Public Works	Contact Name	John Harrison
Address Line 1	Post Office Box 4196	Contact Email	
Address Line 2		Contact Phone	(615) 555-1212
City	San Rafael	Contact Fax	
State	California	Zip	94913
Invoice Date:		- Select a date -	
Invoice Period		From To	
		- Select a date - - Select a date -	

[Add New Line Item](#)

Signature of Organizations's Authorized Representative	Date
Printed Name of Organizations's Authorized Representative	Time
Signature of DWR Manager Approval	Date
Service Entry Sheet Number	

[Save](#) [Submit](#) [Cancel](#)

For information regarding the BMS please call (888) 907-4267 or email bmsadmin@water.ca.gov.

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.

Project Name	Task No. and Description	Current Invoice Amount	Task Budget Amount (DWR share)	Local Cost Share	Federal Cost Share	Other Cost Share	Organization providing Other Cost Share	Previous Amount Invoiced	Total Amount Paid to Date	Remaining Cost Share to be Spent	Remaining Budget	Retention Amount	Net Amount to be Paid this Invoice	Comments	Edit/Delete
Change Project	Change Project	\$40,000.00	\$50,000.00	\$30,000.00	\$5,000.00	\$2,000.00	City 1	\$0.00	\$4,568,077.00	\$10,000.00	\$10,000.00	\$4,000.00	\$36,000.00	Task almost complete	
Project Subtotals	NA	\$40,000.00	\$50,000.00	\$30,000.00	\$5,000.00	\$2,000.00	NA	\$0.00	\$4,568,077.00	\$10,000.00	\$10,000.00	\$4,000.00	\$36,000.00	NA	
Totals	NA	\$40,000.00	\$50,000.00	\$30,000.00	\$5,000.00	\$2,000.00	NA	\$0.00	\$4,568,077.00	\$10,000.00	\$10,000.00	\$4,000.00	\$36,000.00	Pay this Amount	

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.

Home Programs PSPs Review Award Projects Contracts Invoice Admin Reports

My Contracts All Contracts Reports

Invoice Attachments Communications

Invoice Attachment List

[Add New](#)

File Name	Description	Type	Action
Invoice Attachment.docx	Invoice Attachment1	Word	
Invoice Attachment.docx	Invoice Attachment2	Word	
Invoice Attachment 3.docx	Sample Attachment	Word	

EDIT ATTACHMENT

Description: Updated Sample Attachment

Content Type: Word

Private?: Yes No

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.

Home Programs PSPs Review Award Projects Contracts Invoice Admin Reports

My Contracts All Contracts Reports

Invoice Attachments **Communications**

Invoice Communication List

[Create Note](#)

Date	Type	Comments	Attachments	Private	Author
1/10/2010	Applicant Communication	Applicant Communication note	Included	No	John Miller Doe
1/7/2010	Review Saved	Review Saved here	No attachment	No	John Miller Doe

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

Home Programs PSPs Review Award Projects Contracts Invoice Admin Reports

My Contracts All Contracts Reports

Invoice Attachments Communications

Invoice Communication List

[Create Note](#)

Date	Type	Comments	Attachments	Private	Author
1/10/2010	Applicant Communication	Applicant Communication note	Included	No	John Miller Doe
1/7/2010	Review Saved	Review Saved here	No attachment	No	John Miller Doe

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.

Add Communication

Date of Activity: 01/10/2010

Type: Site Visit

Notes:

Attachments:

Description:

File:

No uploaded files

Private?: Yes No

ATTACHMENTS

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

Invoice Communication List

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

Edit Communication

Date of Activity: 01/10/2010 Last Updated: 1/10/2010

Type: Site Visit

Notes: site visit

Attachments:

Description:

File:

No uploaded files

Private?: Yes No

ATTACHMENTS

Description	File Name	Delete
Sample	Communication Note Attachment.docx	<input type="button" value="X"/>

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.

Address Line 2		Contact Phone		(999) 9999999		Invoice Period									
City		Citrus Heights		Contact Fax		From	To								
State		California		Zip		1/11/2010	1/31/2010								
		95603													
Add New Line Item															
Project Name	Task No. and Description	Current Invoice Amount	Task Budget Amount (DWR share)	Local Cost Share	Federal Cost Share	Other Cost Share	Organization providing Other Cost Share	Previous Amount Invoiced	Total Amount Paid to Date	Remaining Cost Share to be Spent	Remaining Budget	Retention Amount	Net Amount to be Paid this Invoice	Comments	Delete
San Gabriel Watershed IRWMP	clear brush now	1000	50000	100	100	100	GTP	0	0	100	50	50	950	comments are specified here	
Project Subtotals		1000	50000	100	100	100				100	50	50	950		
Totals		1000	50000	100	100	100				100	50	50	950		
Signature of Organizations's Authorized Representative								Date							
Printed Name of Organizations's Authorized Representative								Time							
Service Entry Sheet Number															
<input type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="Cancel"/>															

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.

Home	Programs	PSPs	Review	Award	Projects	Contracts	Invoice	Admin	Reports
My Contracts All Contracts Reports									
Contract Overview Budget Amendment Project Contact Communication Attachment Invoice Return									
Invoice List									
Add New									
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	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				