

Bond Management System/Grants Review and Tracking System

Public User Guide

GRANTS

GRANTS REVIEW AND TRACKING SYSTEM

September 2012
Department of Water Resources
Project Services Office

Contents

- I. Introduction 1
- II. Getting Started 3
- III. BMS/GRANTS Home Screen 9
- IV. My Profile 10
- V. Forgotten Password 12
- VI. Organizations 14
 - A. Searching for an Organization..... 14
 - B. Creating a New Organization 15
 - C. Adding a new Division 16
 - D. Registering an Organization..... 17
- VII. Organization Administrator 19
 - A. Changing your Organization’s name or tax ID 20
 - B. Add or Remove Public Users from your Organization 21
 - C. Authorize permissions for Public Users of your Organization 23
- VIII. Preparing Proposal Solicitation Packages 24
 - A. Starting a Proposal 26
 - B. Uploading Proposal Attachments 28
 - C. Submitting Proposals 30
- IX. Viewing Contracts 31
- X. Viewing Projects..... 32
- XI. Communications and Attachments 33
- XII. Working with Invoices..... 34
 - A. Preparing an Invoice for a Contract 37
 - B. Invoice Attachments 39
 - C. Invoice Communications..... 40
 - D. Submitting an Invoice 42

I. Introduction

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

Welcome to the Bond Management System (BMS)/Grants Review and Tracking System (GRANTS) for the California Department of Water Resources. Your organization can ensure efficient contract management and project oversight by using BMS/GRANTS. BMS/GRANTS is an interface that enables the project team to work together to manage contracts terms, project tasks, expenditures, and deliverables. DWR and Project Partners will track:

- Bond funds, cost-share from other state, federal, local, or other contributions that sum to the total project amount
- Milestones and project tasks
- Expenditures vs. percentage of work complete
- Deliverables
- Checklists of customizable items
- Invoice payment process
- Task level details

This GUIDE provides screen by screen instructions for using BMS/GRANTS. If you need additional assistance using BMS/GRANTS, contact us at (888) 907-4267 or GRANTSadmin@water.ca.gov.

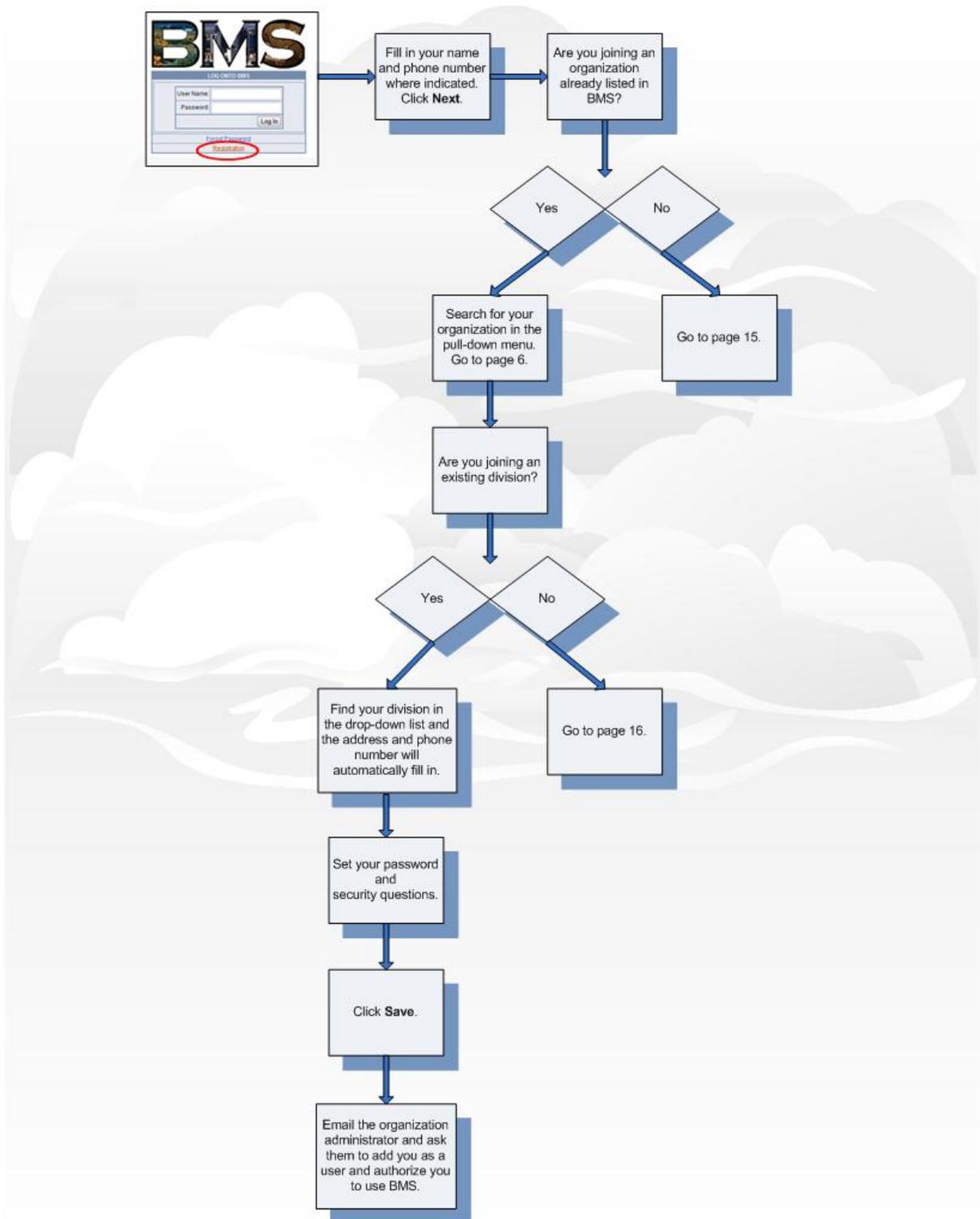
To use BMS/GRANTS you must create an account through the registration process ([Figure 1: Registering in BMS/GRANTS](#)).

Once you are registered, you can use the system to prepare and submit proposals for an online solicitation, view contracts & projects, manage your organization's interaction with DWR, prepare and submit invoice summaries and other activities that are related to the administration of Bond Funds through DWR.

Modules within BMS can be accessed using the red tabs (the tab turns blue when you have selected a BMS module). The Sub-Modules are displayed as hyperlinks in the blue banner under the Module tabs. Within the Sub-Modules, the information presented may be further divided into Workbooks which are shown as gray tabs in the main display panel.



Figure 1: Registering in BMS/GRANTS



II. Getting Started

The launch page is located at: <http://www.water.ca.gov/bms/>.

NOTE: BMS/GRANTS was designed to work most efficiently in Internet Explorer 7.

The following graphic shows the BMS/GRANTS Home page:



The BMS/GRANTS Home Page has information we encourage you to read before you begin using BMS/GRANTS. Please review this guide, the [Quick Start Guide](#), [Frequently Asked Questions](#), and other training tools located at this site.

To begin, press the **BMS/GRANTS Sign In** button on the bottom of the launch page.



The BMS/GRANTS system presents the **Login** page:



Click on the **Registration** hyperlink.

The **User Registration** page is displayed:

User Profile							
Contact	Organization	Account					
First Name:	<input type="text"/>	*	Phone (Office):	<input type="text"/>	Ext.:	<input type="text"/>	*
Middle Name:	<input type="text"/>		Phone (Direct):	<input type="text"/>	Ext.:	<input type="text"/>	
Last Name:	<input type="text"/>	*	Phone (Mobile):	<input type="text"/>			
			Fax:	<input type="text"/>			

Next Cancel

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

- Contact
- Organization
- Account

In the **Contact** Tab, fill out your name, and phone information, 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

NOTE: The fields marked with a red asterisk (*) are mandatory and must be completed.

The **Organization** TAB will be displayed.

User Profile					
Contact		Organization		Account	
Organization:	Search for Organization... *	Add New	Division/Address L		
Address:			Address:		

For detailed information about searching, adding or joining an organization, please refer to the [Organization Section](#) of this guide.

The basic steps are:

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.

Select a Division from the **Division/Address List** dropdown field.



If your Organization or Division is not found, click on the **Add New** hyperlink next to the **Organization** dropdown menu. Please do not type the Division information directly on this screen. For adding a new division, follow these hyperlinks to go to instructions to add a new [Organization](#) and/or [Division](#).

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. A dropdown menu is open, listing various cities such as 'City of Berkeley', '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' (highlighted), and 'City of Oakland'. The form fields include Organization, Address1, City, Zip, Web site, Division/Address List, Address2, State (set to California), and Phone. There are 'Add New' buttons for Organization and Division/Address List, and 'Next' and 'Cancel' buttons at the bottom.



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. The TIN must be unique to an organization.

Click the **Next** button to go to the **Account** tab.

The screenshot shows the 'User Profile' form with the 'Account' tab selected. The form fields include Username/Email (pbeman@yahoo.com), Password, Confirm Password, Security Question 1 (What was your childhood nickname? Answer: Phil), and Security Question 2 (What is your pet's name? Answer: Duke). The 'Save' button is circled in red. There are also 'Next' and 'Cancel' buttons at the bottom.

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

- Specify a Username (your email address: JDoe@gmail.com)
- 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)
- Confirm the Password
- Select a Security Question from the **Security Question 1** dropdown selection
- Provide an answer to the selected Security Question 1
- Select a Security Question from the **Security Question 2** dropdown selection
- Provide an answer to the selected Security Question 2

Click the **Save** button.

The BMS/GRANTS shows the **User Registration Confirmation** popup window:



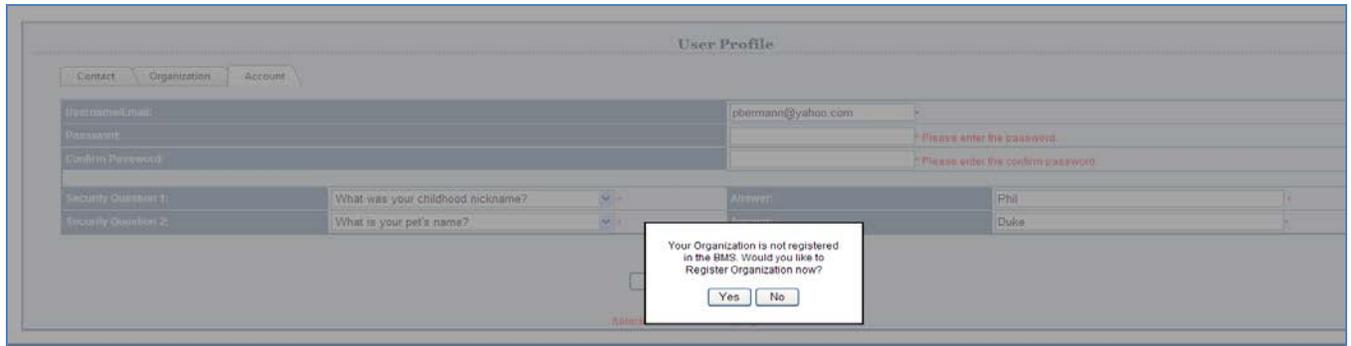
The **User Registration Confirmation** popup window will show that: “You are successfully registered with BMS/GRANTS.”

Click the **OK** button.



If the system reports that “Selected Email is already registered with BMS/GRANTS” when you click **Save**, then you already have an account in BMS/GRANTS but it is inactive. Call (888) 907-4267 or email GRANTSadmin@water.ca.gov if this occurs.

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/GRANTS. Would you like to Register Organization now?”

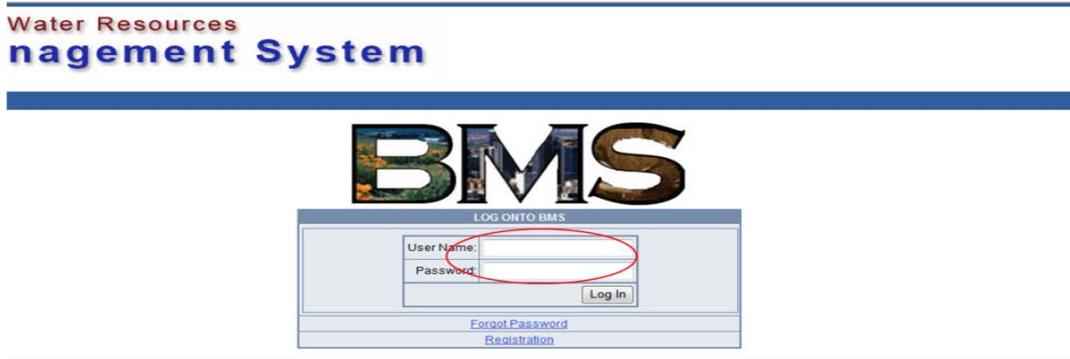
To register your organization, please follow the instructions in the [Organization Registration](#) section of this guide.



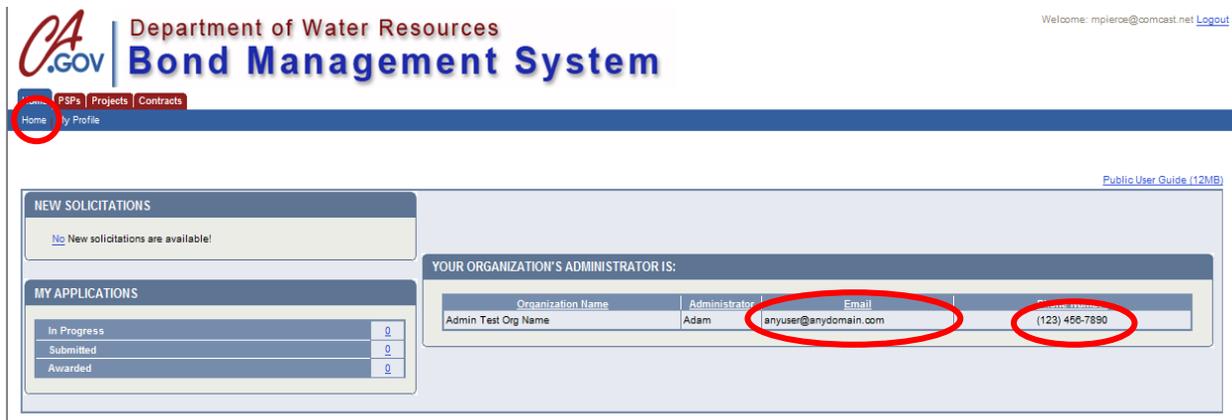
Only the Organization Administrator can register an Organization in BMS/GRANTS. Login to BMS/GRANTS and the Organization Administrator will be shown on your home page. Contact the Organization Administrator and ask the person to register the Organization. If no Organization Administrator is shown on your home page, contact GRANTSadmin@water.ca.gov to register the organization.

III. BMS/GRANTS Home Screen

After registering, return to the login page and enter your e-mail and password established in the steps above.



You will be allowed into the system and your “Home Page” will be displayed:



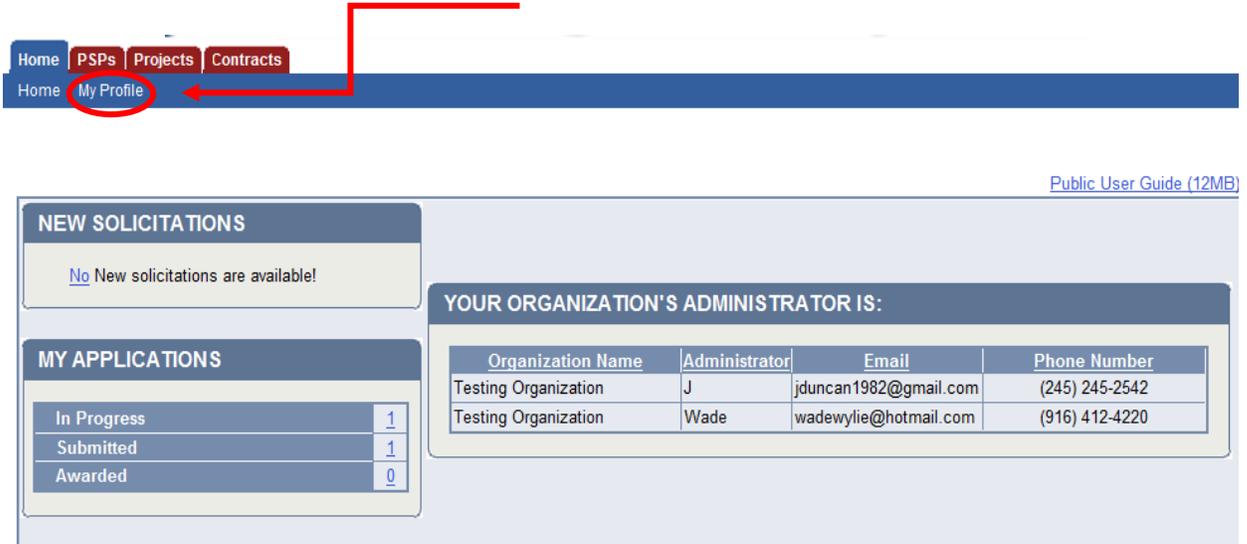
The BMS/GRANTS **Home** tab displays proposals solicitations (PSP/RFP) that are available to apply for through BMS/GRANTS, the name and contact information for all Organization Administrators for organizations of which you are a member, and the statuses of your applications.



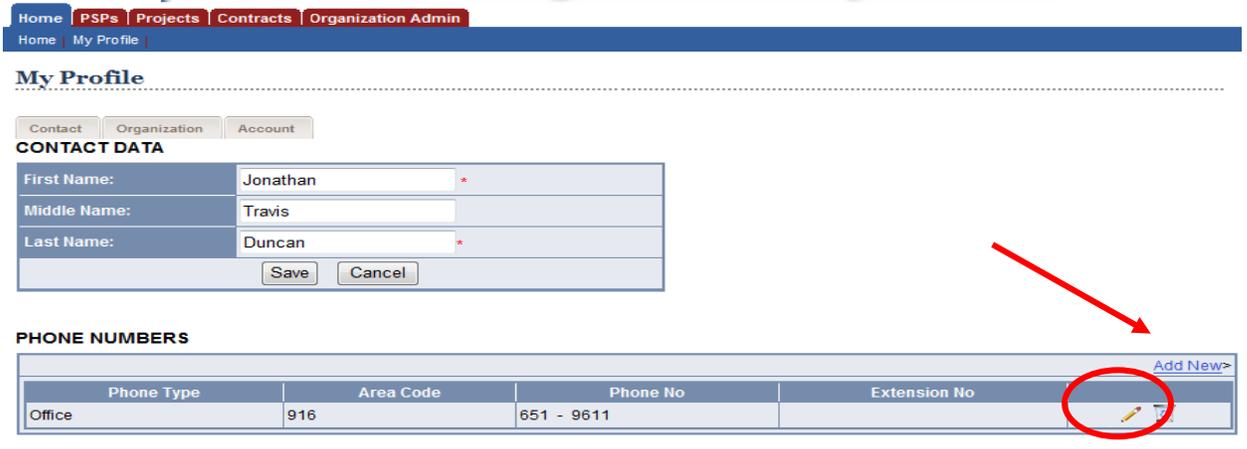
To view projects, contracts and proposals that belong to an organization, send an email or call the organization’s administrator to ask for access. The Organization Administrator’s contact information is listed on the right side of your home page as circled above.

IV. My Profile

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.

The screenshot shows a web interface with a navigation bar at the top containing 'Home', 'PSPs', 'Projects', and 'Contracts'. Below this is a breadcrumb trail with 'Home' and 'My Profile'. The 'My Profile' section has three sub-tabs: 'Contact', 'Organization', and 'Account', with 'Account' circled in red. The 'ACCOUNT DATA' section includes the following fields:

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 *

At the bottom of the form, there are two buttons: 'Save' (circled in red) and 'Cancel'.

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

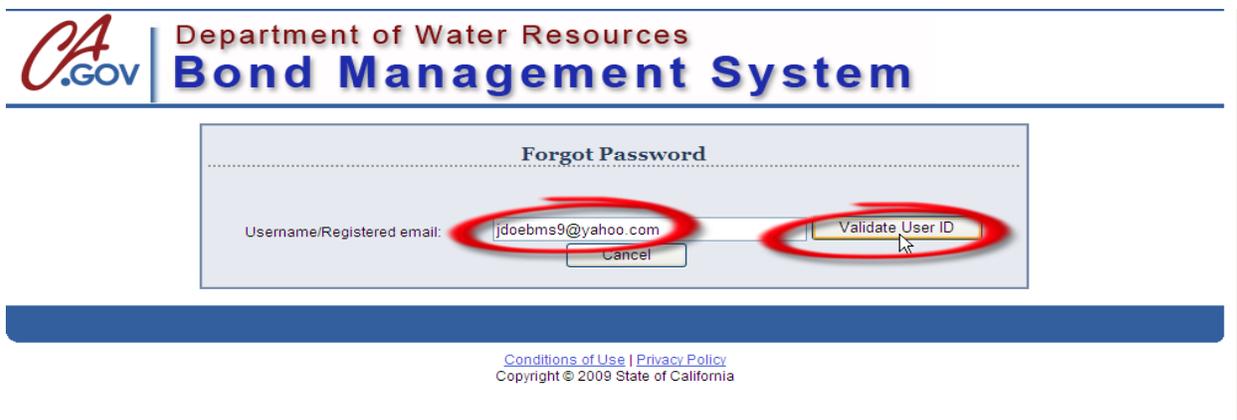
V. Forgotten Password

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.



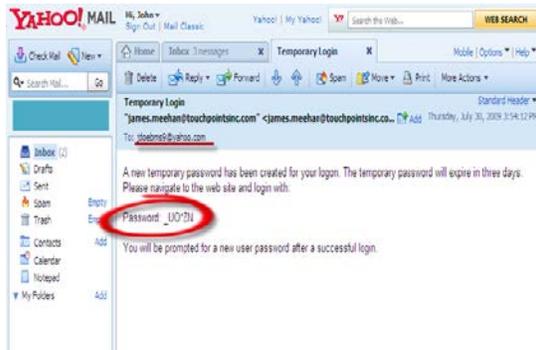
The two security questions defined during the User Registration process and associated with the user account are displayed.

NOTE: You have only 3 attempts to reset your password. If you are unable to correctly answer the security questions in three attempts, you will be locked out of the account for security purposes. Contact the Organization Administrator, or the BMS/GRANTS Admin at ((888) 907-4267 or GRANTSadmin@water.ca.gov) 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.”



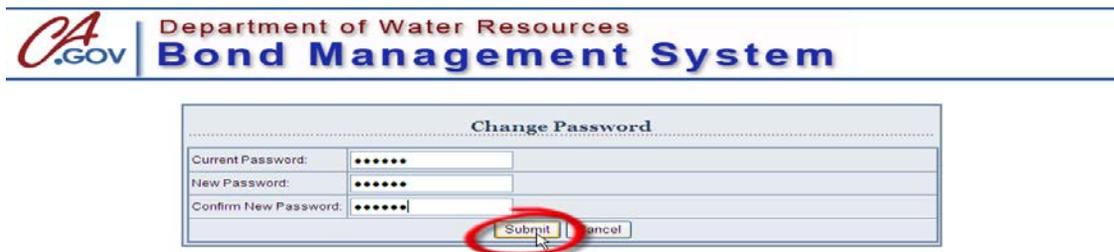
An email containing the temporary Password and instructions on how to reset the account Password is sent to the Public User’s email address.

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.



After entering the needed information in the proper fields, click the **Submit** button.

VI. Organizations



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. The TIN must be unique to an organization.

A. Searching for an Organization

The screenshot shows a web interface with a 'User Profile' header. Below the header are three tabs: 'Contact', 'Organization', and 'Account'. The 'Organization' tab is selected. Underneath, there is a form with a label 'Organization:' followed by a search input field containing the placeholder text 'Search for Organization...'. This search field is circled in red. To the right of the search field is an 'Add New' hyperlink. Further right, there is a 'Division/Address List' dropdown menu.

It is important to search and find your organization if it has already been entered into the Bond Management System. There are several reasons your organization might already be entered:

- If your organization had a contract with DWR previously
- If someone else from a different division or location entered the organization
- If the naming convention differs from another entry, i.e.
 - City of Sacramento
 - Sacramento, City of
 - Sacramento Dept. of Parks and Rec.

Please search thoroughly for your organization before clicking the **Add New** hyperlink. Your organization is the primary entity that will contract with DWR. Each sub-department or division should select the higher organization from the drop-down menu and either select their division or ADD a NEW DIVISION to that organization.

To search for an organization, the basic steps are:

1. Select an existing 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.

- 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 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.

B. Creating a New Organization

To enter a new organization name (one that does not exist in BMS/GRANTS) follow these steps:



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. The TIN must be unique to an organization.

The screenshot shows the 'User Profile' form with the 'Organization' tab selected. The 'Add New' link next to the 'Organization' dropdown menu is highlighted with a red circle. The form fields for Address1, City, Zip, Address2, State, and Phone are visible, along with the 'Next' and 'Cancel' buttons.

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

C. Adding a new Division

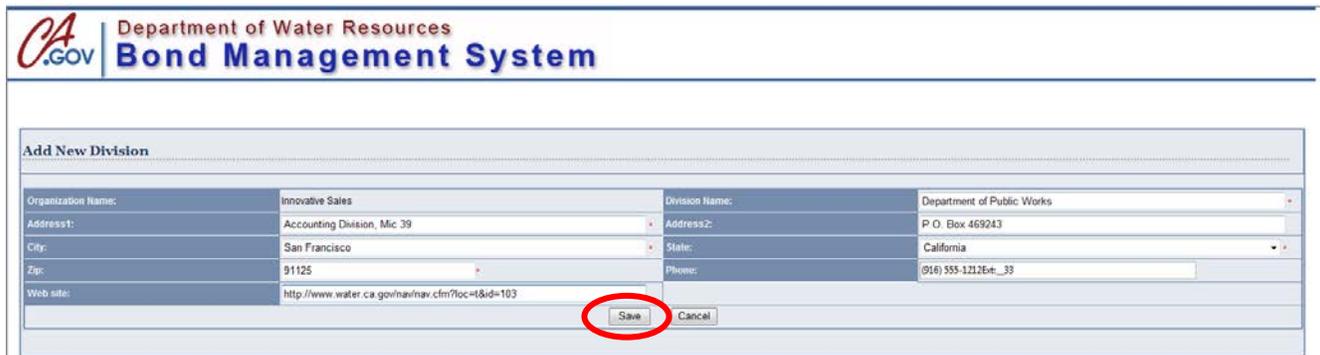
After searching for and finding your organization, select the drop-down arrow to choose your division and/or address location. If an entry in the **Division/Address** field is not found, it is necessary to add a new one.

Click on the add new hyperlink:



The screenshot shows the 'User Profile' form with tabs for 'Contact', 'Organization', and 'Account'. The 'Organization' tab is active. The form contains fields for Organization, Address1, City, Zip, Web site, Division/Address List, Address2, State, and Phone. The 'Division/Address List' field is currently set to 'Headquarters : 944 Whitley Avenue' and has a red circle around the 'Add New' link next to it. A message above the field states 'Selected Organization 'Angiola Water District' is not Registered'.

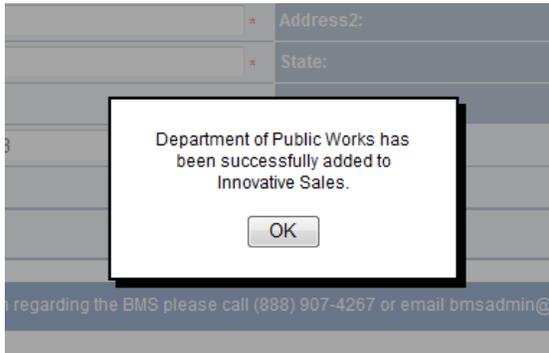
Enter the new division name (i.e. Department of Public Works), address, city, state and phone information on the **Add New Division** panel.



The screenshot shows the 'Add New Division' form. The form has a header for 'Department of Water Resources Bond Management System'. The form contains fields for Organization Name, Address1, City, Zip, Web site, Division Name, Address2, State, and Phone. The 'Save' button is circled in red.

Click the **Save** button after completing the fields on this panel.

A confirmation screen will appear once the information has successfully saved. Press **OK** and you will be returned to the original registration panel.



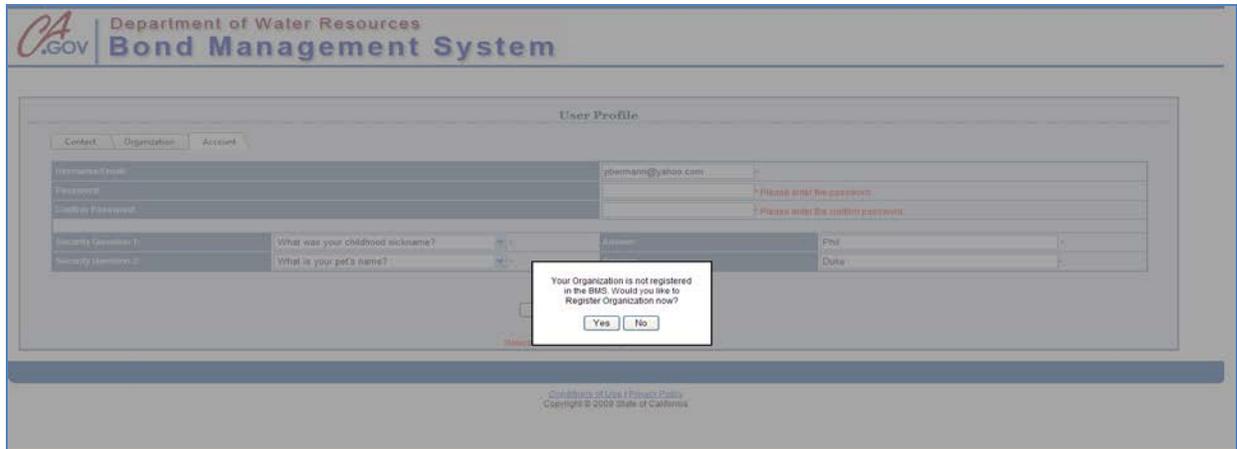
Now you will be able to find both your organization and your division populated in the drop-down menu.

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

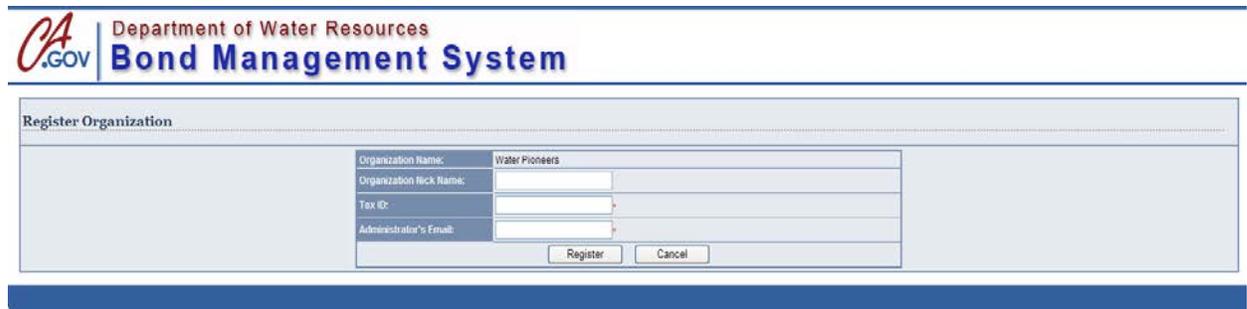
D. Registering an Organization

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. Only the Organization Administrator may register your organization at a later date.

If you register your organization during the user registration process, click the **Yes** button when asked if you would like to register your organization. You will be assigned as the Organization Administrator at this time.



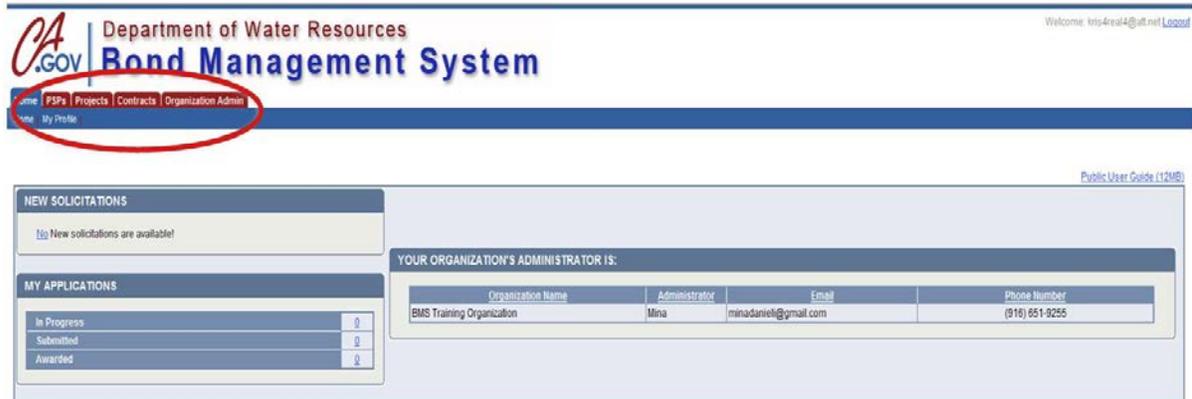
The Public User is redirected to the **Register Organization** page.



Enter the **Organization Nick Name** (not required), **Tax ID (TIN)** and **Administrator's Email**. Since you are the first user to register for your organization, you will be the Organization Administrator. Click the **Register** button, and then click **OK**.

VII. Organization Administrator

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:

- Change organization name or tax ID information
- Register an organization
- Add or remove public users to/from an organization
- Change permissions for authorized public users of an organization
- Unlock a public user's BMS/GRANTS account

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



A public user must ask the Organization Administrator for permission to access projects, contracts, and PSPs on behalf of the organization. Once registered in BMS/GRANTS under an organization, the user will send an email to or call the Organization's Administrator to ask permission for access.

A. Changing your Organization's name or tax ID

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

CA.GOV | Department of Water Resources
Bond Management System

Welcome: kris4real@at.net Logout

Home | PSPs | Projects | Contracts | **Organization Admin**

Public User Guide (12/08)

NEW SOLICITATIONS
No New solicitations are available!

MY APPLICATIONS

Organization Name	Administrator	Email	Phone Number
BMS Training Organization	Mina	minadanieli@gmail.com	(916) 651-9255

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

Home | PSPs | Projects | Contracts | **Organization Admin**

User Mgmt

Organization Admin

Select Organization: Please Select

Organization Name:

Tax ID:

Save Edit Cancel

Users

[Add New](#)

For information regarding the BMS please call (888) 907-4

The **Organization Admin** page is displayed. Select an organization from the **Select Organization** dropdown menu.

Home | PSPs | Projects | Contracts | **Organization Admin**

User Mgmt

Organization Admin

Select Organization: BMS Training Organization

Organization Name: BMS Training Organization

Tax ID: 951475555

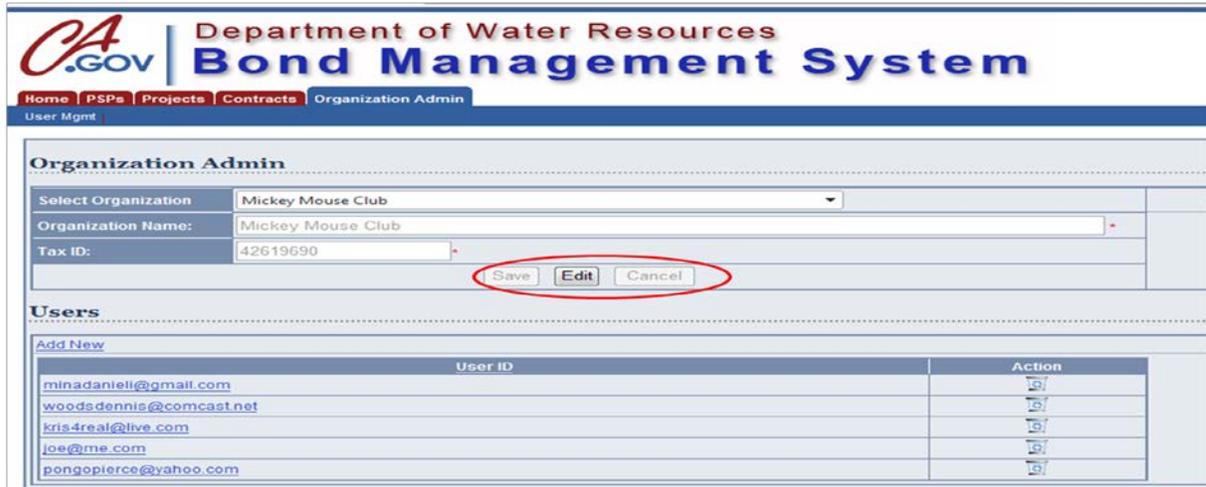
Save **Edit** Cancel

Users

[Add New](#)

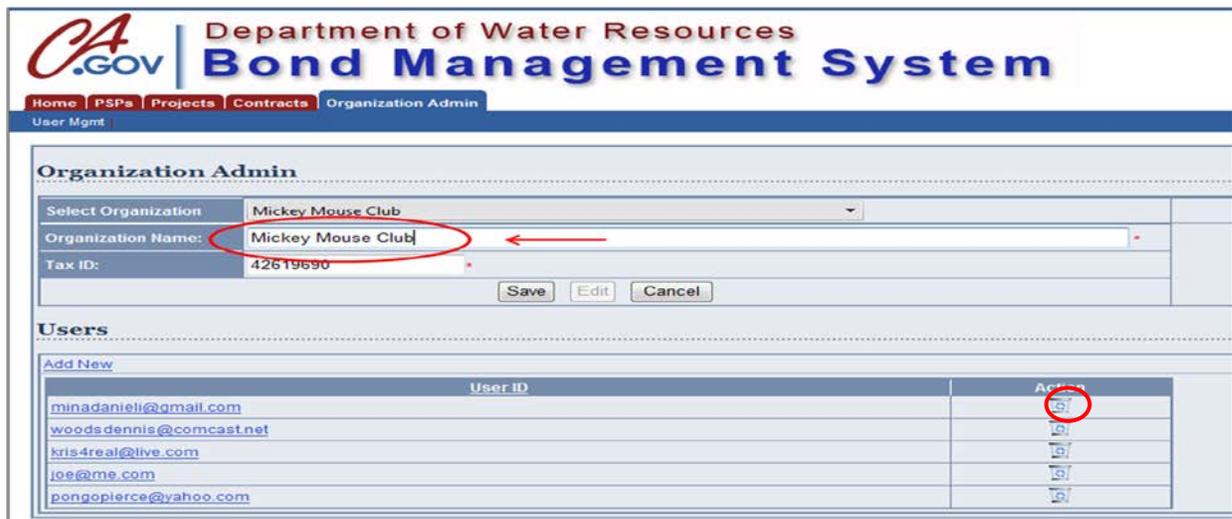
User ID	Action
minadanieli@gmail.com	
kris4real@live.com	

Details about the selected organization can be changed by selecting **Edit**. The entries in the **Organization name** and **Tax ID** fields can be corrected from this screen. To register an organization at a later date, the Organization Admin enters and saves the Tax ID.



B. Add or Remove Public Users from your Organization

Click on the **Organization Admin** tab on the **Home** page. On the **Organization Admin** page, select an organization from the **Select Organization** dropdown menu.



Once an organization is selected, a list of public users registered with that organization will be displayed. To remove a user from your organization, click on the trash can icon to the right of their email address.

To add a new user to your organization, click on the **Add New** hyperlink.

CA .GOV | Department of Water Resources
Bond Management System

Home | PSPs | Projects | Contracts | Organization Admin
User Mgmt

Organization Admin

Select Organization: BMS Training Organization
Organization Name: BMS Training Organization
Tax ID: 951475555
[Save] [Edit] [Cancel]

Users

[Add New](#)

User ID	Action
minadani@gmail.com	[Add]
rs4real@att.net	[Add]

The **Add/Modify User** screen will be displayed. Begin typing in the email address of the registered user you want to add to your organization in the User ID box. Their User ID should automatically be displayed for you to select.

CA .GOV | Department of Water Resources
Bond Management System

Home | PSPs | Projects | Contracts | Organization Admin
User Mgmt

Add/Modify User

User ID	testuser@bms.com
Lock/Unlock	<input type="checkbox"/>
Organization Admin	<input type="checkbox"/>
Authorized User	<input type="checkbox"/>
[Save] [Cancel]	

Click **Save** to complete the process.

If you wish to give them access to your organization's projects, contracts, etc., see [Section C: Authorize permissions for Public Users of your Organization](#).

Without additional permission, they will only see when PSPs become available and your contact information.

C. Authorize permissions for Public Users of your Organization

Click on the hyperlinked email of a registered public user on the **Organization Admin** page.

The screenshot shows the 'Organization Admin' page. At the top, there are navigation tabs: Home, PSPs, Projects, Contracts, and Organization Admin. Below the tabs is a 'User Mgmt' header. The main content area is titled 'Organization Admin' and contains a form with the following fields: 'Select Organization' (dropdown menu showing 'BMS Training Organization'), 'Organization Name:' (text input showing 'Please Select'), and 'Tax ID:' (text input showing '951475555'). Below these fields are 'Save', 'Edit', and 'Cancel' buttons. Underneath is a section titled 'Users' with an 'Add New' link. A table lists users with columns for 'User ID' and 'Action'. The first row shows 'minadaniel@gmail.com' circled in red, and the second row shows 'kris4real@live.com'. The 'Action' column for each user has a lock icon.

The **Add/Modify User** page for the selected public user will be displayed.

The screenshot shows the 'Add/Modify User' page. At the top, there are navigation tabs: Home, PSPs, Projects, Contracts, and Organization Admin. Below the tabs is a 'User Mgmt' header. The main content area is titled 'Add/Modify User' and contains a form with the following fields: 'User ID' (text input showing 'kris4real@live.com'), 'Lock/Unlock' (checkbox), 'Organization Admin' (checkbox), and 'Authorized User' (checkbox). Below these fields are 'Save' and 'Cancel' buttons. Red arrows point to the 'Organization Admin' and 'Authorized User' checkboxes.

On the **Add/Modify User** page, the Organization Administrator can grant and revoke permissions for different users within their organization:

Check the **Authorized User** checkbox to grant the selected public user access to your proposals, contracts, and projects.

Check the **Authorized User** and **Organization Admin** checkboxes to grant the selected public user access to the Organization Admin tools as well as the proposals, contracts, and projects.

If a user has forgotten their password, the lock/unlock box will be checked. Uncheck the box to allow the user access to the system again.



Take caution do not to check the LOCK box for a public user. The lock-out function will disable the user's access to the entire BMS/GRANTS system. If you intend to remove a user from your organization you can uncheck the **Authorized User** box or delete the public user from your organization.

VIII. Preparing Proposal Solicitation Packages

Proposal Solicitation Packages (PSPs) can be released to the public through the BMS/GRANTS. PSPs can also be called RFPs (Requests for Proposals). The online application process enables DWR to capture electronic proposal data and review these proposals online.

Public User Guide (12MB)

NEW SOLICITATIONS

No New solicitations are available!

MY APPLICATIONS

In Progress	0
Submitted	0
Awarded	0

YOU ARE THE ORGANIZATION ADMINISTRATOR FOR:

Organization Name	Organization Tax ID(FEIN)
BMS Training Organization	951475555

YOUR ORGANIZATION'S ADMINISTRATOR IS:

Organization Name	Administrator	Email	Phone Number
BMS Training Organization	Mina	minadaniell@gmail.com	(916) 651-9255
BMS Training Organization	Kristyne	kris4real4@att.net	(916) 555-1212

On the **PSPs** tab, the following three submenus will be visible:

- All PSPs
- My Proposals
- My Communications

The screenshot shows a navigation bar with the following submenus circled in red: **All PSPs**, **My Proposals**, and **My Communications**. Below the navigation bar, the page is divided into two sections: **Active PSPs** and **Archived PSPs**.

Active PSPs section contains a table with the following data:

PSP Name	Released On	Due Date	Status	Action	Attachments
Prop1E Stormwater Flood Management Grant	01/18/2011	4/15/2011 6:00 PM	Release	Due Date Passed	Attachments
Proposition 84 Implementation PSP	11/05/2010	1/7/2011 5:00 PM	Release	Due Date Passed	Attachments
Flood Corridor Direct Expenditure	04/27/2011	4/29/2011 10:00 AM	Release	Due Date Passed	Attachments
Local Levee Assistance 2011-2012	08/22/2011	12/8/2011 11:59 PM	Release	Due Date Passed	Attachments
Proposition 84 Planning Grant PSP	08/17/2010	9/28/2010 5:10 PM	Release	Due Date Passed	Attachments

Below the table is a pagination control: 1 of 2 Pages >>|

Archived PSPs section contains a search form with the following fields:

Archived PSP Name:

Select Fiscal Year:

Search:

The page also lists the **Active PSPs** and **Archived PSPs**.

The screenshot shows a navigation bar with the following submenus circled in red: **All PSPs**, **My Proposals**, and **My Communications**. Below the navigation bar, the page is divided into two sections: **Active PSPs** and **Archived PSPs**.

Active PSPs section contains a table with the following data:

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

Below the table is a pagination control: 1 of 2 Pages >>|

Archived PSPs section contains a search form with the following fields:

Archived PSP Name:

Select Fiscal Year:

Search:

On the page listing the active and archived PSPs, click on the **Start Proposal** hyperlink for the **PSP Name** to start an application.

The screenshot shows a web application interface with a navigation bar at the top containing links for Home, PSPs, Projects, Contracts, and Agency Admin. Below the navigation bar is a section titled "Active PSPs" which contains a table with the following data:

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	05/02/2009	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

Below the table is a pagination control showing "1" of 2 Pages with navigation arrows. Below the "Active PSPs" section is a section titled "Archived PSPs" which includes a search form with the following fields:

- Archived PSP Name:
- Select Fiscal Year: with a dropdown arrow
- Search:

A. Starting a Proposal

Department of Water Resources has many programs that administer Proposal Solicitation Packages. In order to find specific information about the questions in the PSP, navigate to [DWR Program Funding Website Links](#). All of the information in each application process is explained in the Program Guidelines on the website for that program.

The proposal form will look similar to this:

The screenshot shows a web application interface for entering applicant information. At the top, there is a navigation menu with links: Home, Programs, PSPs, Review, Award, Projects, Contracts, Admin, Invoice, Reports. Below this is a sub-menu: My PSPs, All PSPs, Summary. The main content area has tabs for Applicant Info, Projects, CONTACTS, and New Section. A 'Full View' button is located in the top right corner of the form area.

Applicant Information

APPLICANT INFORMATION

Organization Name: Please Select (dropdown menu)

Tax ID: (text input)

Point Of Contact: Existing Registered Users Add New User

Proposal Name: (text input) * Maximum Character Limit: 150

Proposal Objective: (text input) * Maximum Character Limit: 2000

BUDGET

Other Contribution: (text input)

Local Contribution: (text input)

Federal Contribution: (text input)

Inkind Contribution: (text input)

Amount Requested: (text input) *

Total Project Cost: (text input) *

GEOGRAPHIC INFORMATION

Latitude: DD(+/-) MM SS (input fields)

Longitude: DD(+/-) MM SS (input fields)

Longitude/Latitude Clarification: (text input) Character Limit: 250 Maximum

Location: (dropdown menu) Character Limit: 100 Maximum

County: Del Norte, Siskiyou, Modoc, Humboldt

Ground Water Basin: Acton Valley, Adobe Lake Valley, Alexander Valley-Alexander, Alexander Valley-Cloverdale

Hydrologic Region: Central Coast, Colorado River, North Coast, North Lahontan

Watershed: (text input) Character Limit: 250 Maximum

LEGISLATIVE INFORMATION

Assembly District: 1st Assembly District, 2nd Assembly District, 3rd Assembly District, 4th Assembly District

Senate District: 1st Senate District, 2nd Senate District, 3rd Senate District, 4th Senate District

US Congressional District: District 1 (CA), District 2 (CA), District 3 (CA), District 4 (CA)

Buttons: Save, Back, Submit



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

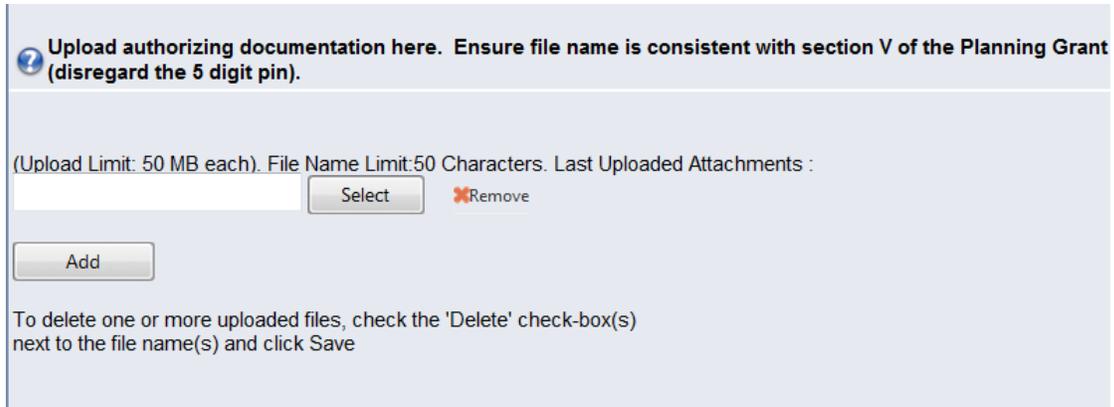


If you receive an error on the **Applicant Information** page noting that you are not authorized to create a PSP, double check that your organization has been registered and that your account has been authorized by your Organization Administrator. Instructions for these steps can be found in the [Authorize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

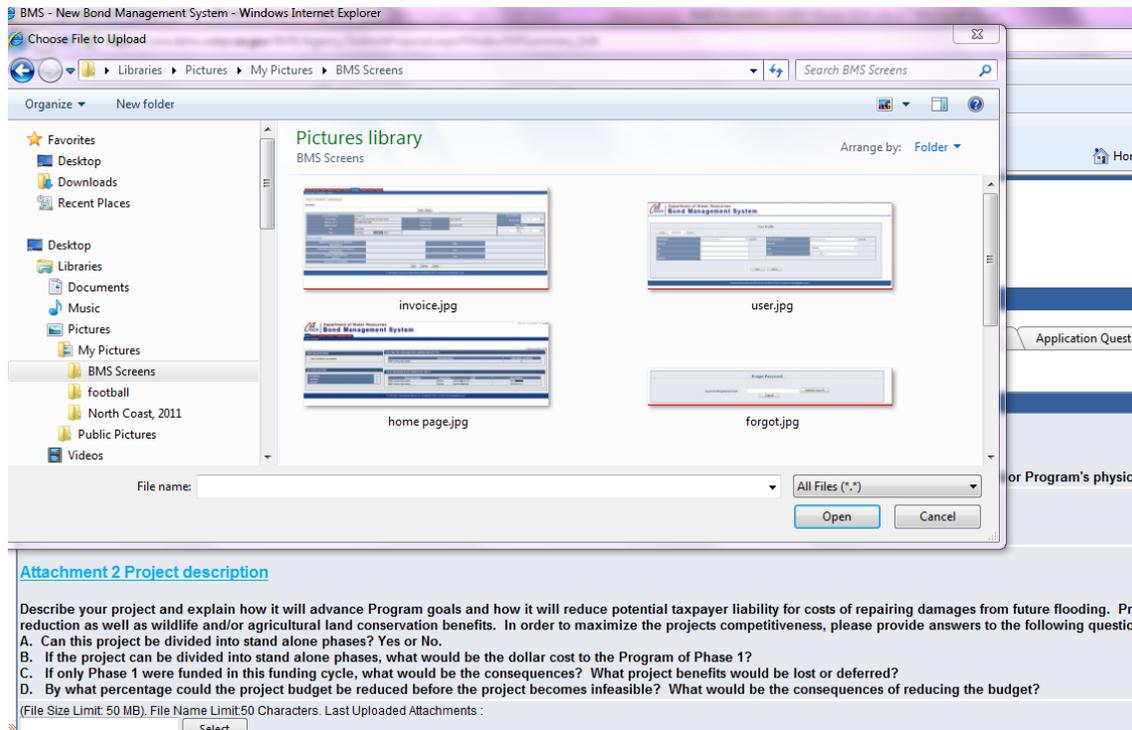
B. Uploading Proposal Attachments

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

In your proposal, click the **Select** button next to the attachment slot to which you wish to upload. 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.



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



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

Repeat steps 1-3 for the all the attachments you wish to upload to the displayed page.

Scroll to the bottom of the page and click **Save**. Wait for the BMS/GRANTS to confirm the save.

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 hund



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.

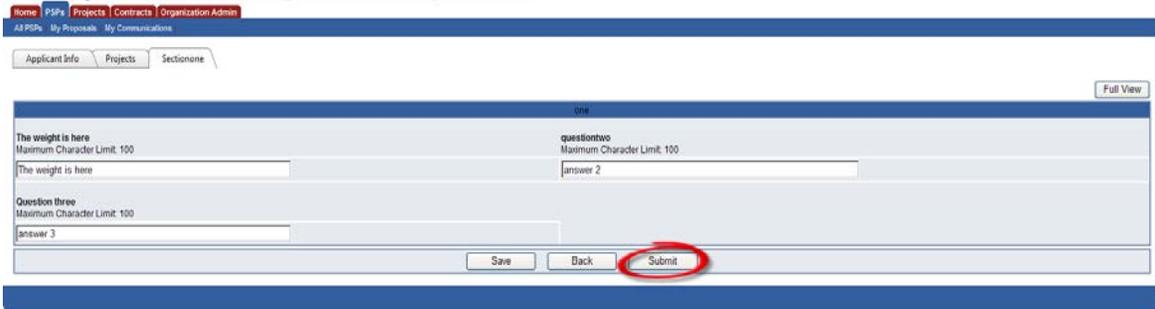
Attachments

File Name	File Desc	Delete
Environmental Impact Report for Marsh 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 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 >>

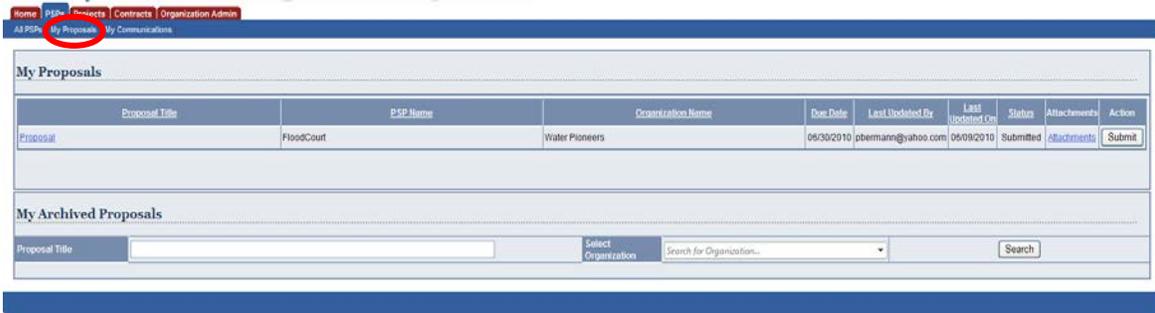
C. Submitting Proposals

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.



The screenshot shows a web interface for submitting a proposal. At the top, there is a navigation bar with tabs for Home, PSPs, Projects, Contracts, and Organization Admin. Below this, there are sub-tabs for All PSPs, My Proposals, and My Communications. The main content area is titled 'Applicant Info' and 'Projects' with a 'Section one' sub-tab. It contains three question sections, each with a text input field and a 'Maximum Character Limit: 100' label. The questions are: 'The weight is here', 'questiontwo', and 'Question three'. The answers are 'The weight is here', 'answer 2', and 'answer 3'. At the bottom of the form, there are three buttons: 'Save', 'Back', and 'Submit'. The 'Submit' button is circled in red.

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



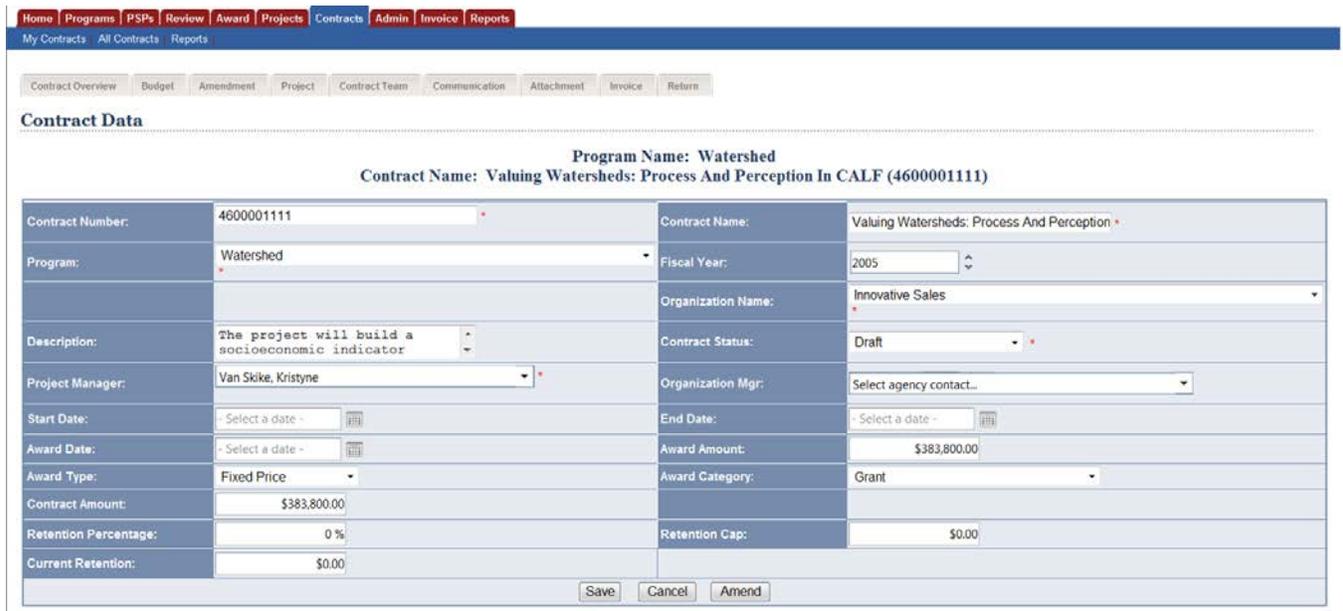
The screenshot shows the 'My Proposals' page. At the top, there is a navigation bar with tabs for Home, PSPs, Projects, Contracts, and Organization Admin. Below this, there are sub-tabs for All PSPs, My Proposals, and My Communications. The 'My Proposals' sub-tab is circled in red. The main content area is titled 'My Proposals' and contains a table with the following columns: Proposal Title, PSP Name, Organization Name, Due Date, Last Updated By, Last Updated On, Status, Attachments, and Action. The table contains one row with the following data: Proposal Title: Proposal, PSP Name: FloodCourt, Organization Name: Water Pioneers, Due Date: 06/30/2010, Last Updated By: pbermann@yahoo.com, Last Updated On: 06/09/2010, Status: Submitted, Attachments: Attachments, Action: Submit. Below the table, there is a section titled 'My Archived Proposals' with a search form containing a 'Proposal Title' input field, a 'Select Organization' dropdown menu, and a 'Search' button.

IX. Viewing 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 part of the contract team. 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.

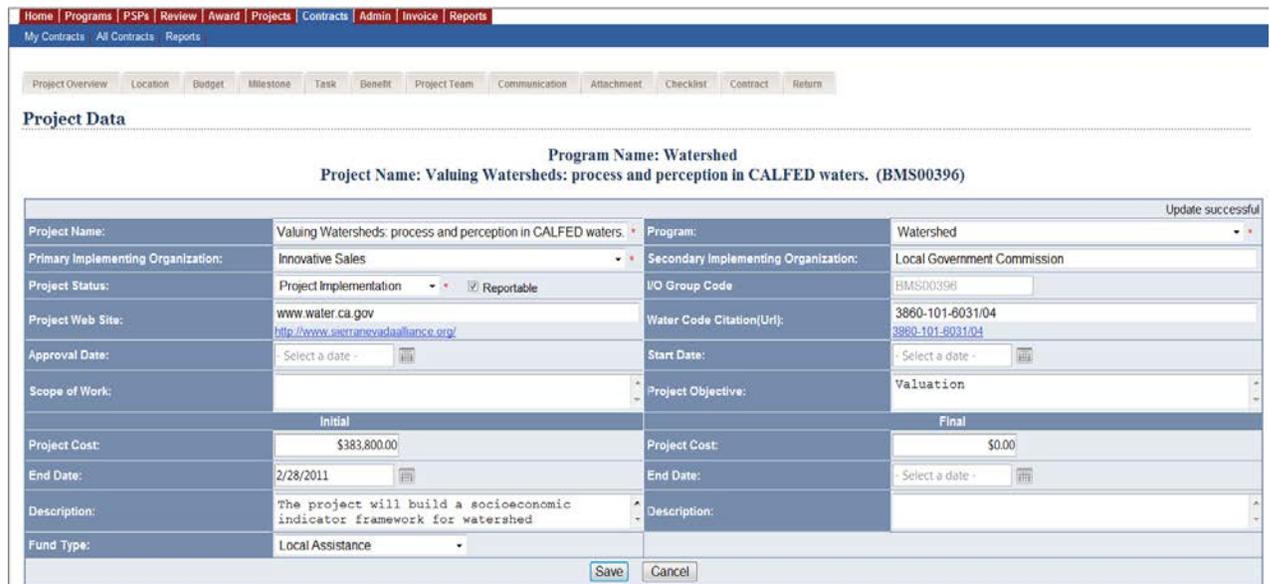
X. Viewing Projects

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



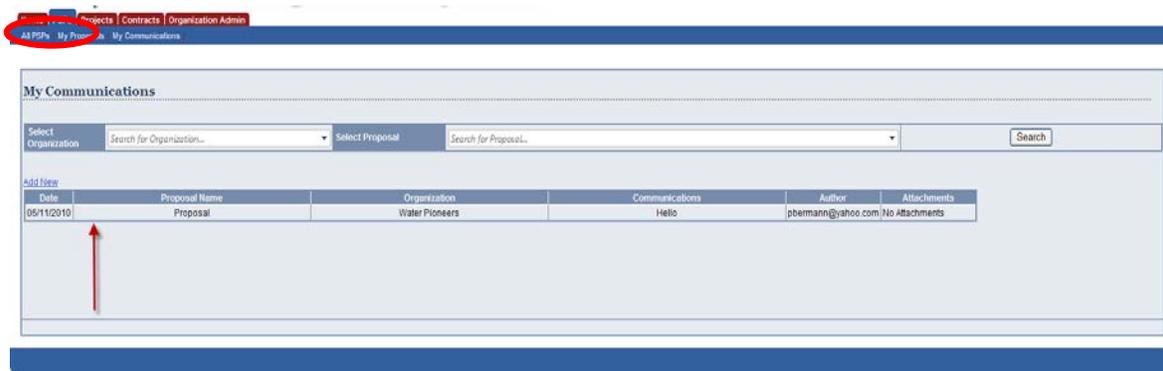
The **My Projects** page will be displayed. This page shows all of the projects for which you are listed as a part of the project team.

In the **Projects Workbook** you can see 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.

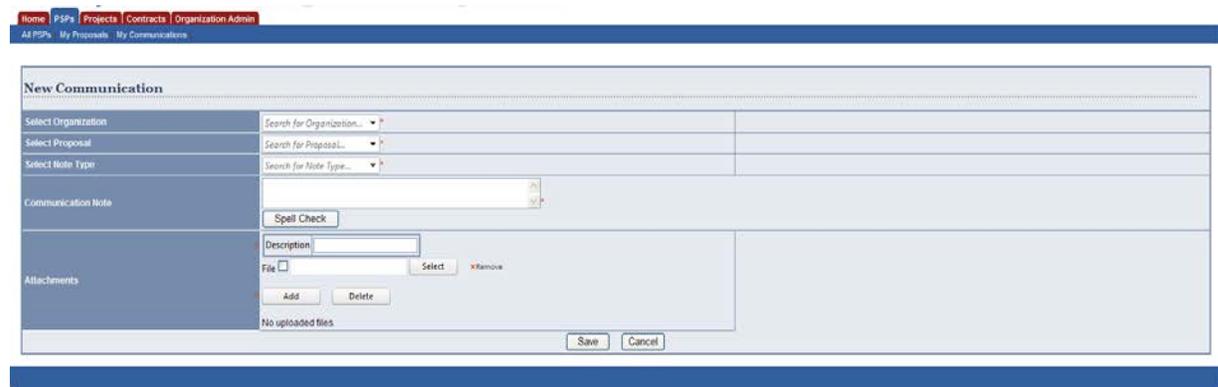


XI. Communications and Attachments

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 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 **My 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.



XII. Working with Invoices

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

- Prepare an Invoice for a Contract
- Save an Invoice for completion at a later time
- Submit an Invoice for a Contract
- Add/edit Attachment(s) for an Invoice
- 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>.



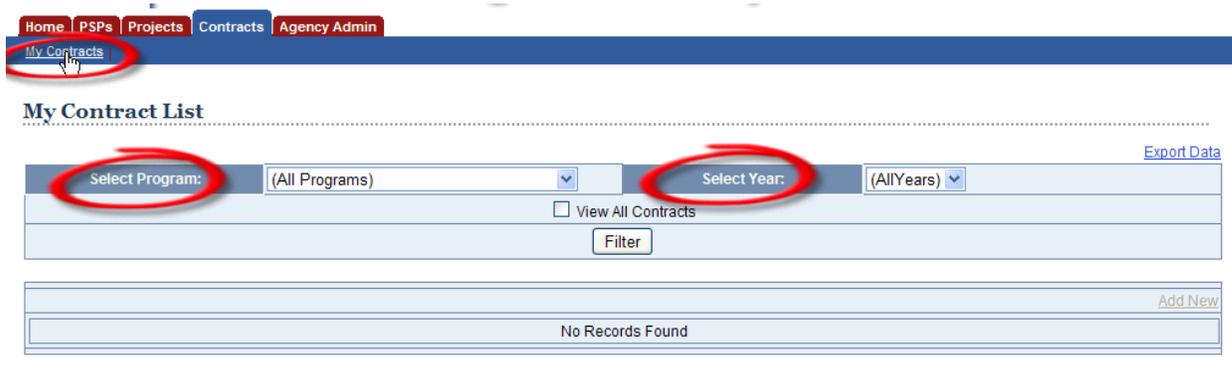
Your **Home Page** will be displayed. Select the **Contracts** tab.

Organization Name	Administrator	Email	Phone Number
BMS Training Organization	Kristyne	krs4real@live.com	(916) 555-1212
BMS Training Organization	Kristyne	krs4real4@att.net	(916) 555-1212

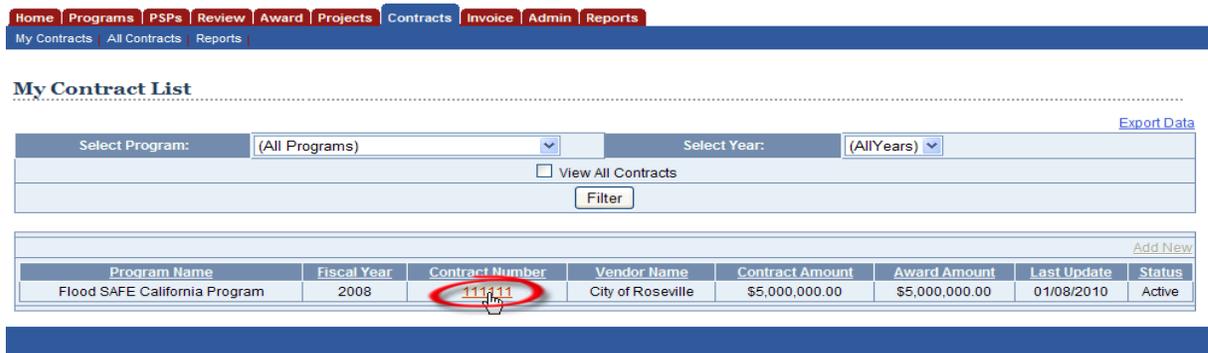
Under the **Contracts** submenu, select **My Contracts**.



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 your organization's 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 also 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.

The screenshot shows the 'Contract Data' page for a contract. The 'Invoice' tab in the submenu is circled in red. The contract details include:

- Contract Number: 4600001111
- Program: Watershed
- Description: The project will build a... (truncated)
- Project Manager: Van Skike, Kristyne
- Contract Name: Valuing Watersheds: Process And Perception In CALF (4600001111)
- Fiscal Year: 2005
- Organization Name: Innovative Sales
- Contract Status: Draft
- Organization Mgr: Select agency contact...
- Start Date: Select a date...
- End Date: Select a date...
- Award Date: Select a date...
- Award Amount: \$383,800.00
- Award Type: Fixed Price
- Award Category: Grant
- Contract Amount: \$383,800.00
- Retention Percentage: 0%
- Retention Cap: \$0.00
- Current Retention: \$0.00

BMS/GRANTS is designed to save the invoice data for both the Grantee and DWR project managers to access.

The screenshot shows the 'Invoice List' page. The 'Invoice List' title is circled in red. Below the title is a table with the following data:

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	

The invoice numbers, dates, period of work being billed, amount billed, status, and date submitted are listed in a column format.

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

The screenshot shows the 'Invoice List' page with the 'Invoice Number' hyperlink in the first row circled in red. The table data is identical to the previous screenshot.

A. Preparing 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.

Contract Name: Valuing Watersheds: Process And Perception In CALF (4600001111)

Number	Date	Start Date	End Date	Amount	Status	Submitted On
Add New						
Pending	12/1/2010	12/1/2010	12/31/2010	\$1,000.00	Denied	12/30/2010
Pending	10/14/2011	4/1/2011	9/30/2011	\$0.00	In Preparation	
Pending	10/4/2011	10/2/2011	10/28/2011	\$0.00	In Preparation	

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

Invoice

Print Return

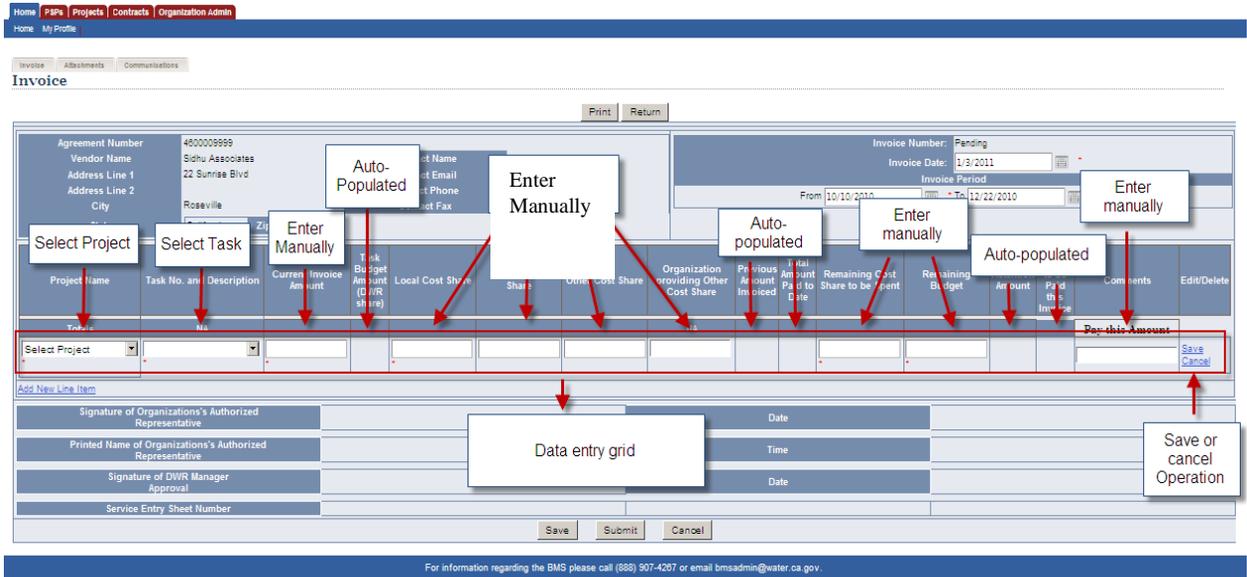
Agreement Number	4600007910	Contact Name	John Harrison	Invoice Number:	Select a date -
Vendor Name	Marin County Department of Public Works	Contact Email		Invoice Date:	Select a date -
Address Line 1	Post Office Box 4186	Contact Phone	(615) 555-1212	Invoice Period:	From To
Address Line 2		Contact Fax			Select a date - Select a date -
City	San Rafael				
State	California	Zip	94913		

[Add New Line Item](#)

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

Save Submit Cancel

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.



Select a Project from the **Project Name** dropdown list of Projects associated with the Contract.

The **Task No. and Description** dropdown menu will be populated with Tasks associated with the Project.

Select a **Task** from the **Task No. and Description** dropdown menu.

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

Click on the **Save** button displayed at the bottom of the **Invoice Line Item** page.

Click on the **Return** button displayed at the top of the **Invoice Line Item** page.

Repeat the steps above, as necessary, to complete the invoice.

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.

Project Name	Task No. and Description	Current Invoice Amount	Task Budget Amount (DVR 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
FloodDam Project	Task 1- Flood Control	100	20000	50	5	10	jh	0	0	6	5	5	95	Yes	
Project Subtotals		100	20000	50	5	10				6	5	5	95		

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

ADD ATTACHMENT

Description: Map template for Project sites

Content Type: PDF

Upload: (File Size Limit :50MB.) \\Wasdpla\RIO\Share\BMS

Private?: Yes No

Be sure to provide a description, select the file type (aka. "Content Type") and indicate by checking if you want this attachment shared with others on the project team by clicking the private box; yes or no.



The "Private" check box: If you check "yes", only DWR staff will be able to view this attachment. Checking "no" allows everyone on the contract team to see the attachments.

Once saved, attachments cannot be deleted or edited.

File Name	Description	Type	Author
Penguins.jpg	invoice attachment deletable?	JPG	Kristyne vanskike
BMS_December 21 PSO Presentation.pptx	Attachment #1	Power Point	Kristyne vanskike

C. Invoice Communications

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

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.

The screenshot shows the 'Invoice' tab selected in the top navigation bar. Below the navigation, there are tabs for 'Invoice', 'Attachments', and 'Communications'. The 'Invoice Communication List' is displayed as a table with the following data:

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 'Create Note' link is located above the table, circled in red.

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 when ready.

The screenshot shows the 'Add Communication' form with the following fields and options:

- Date of Activity: 01/10/2010
- Type: Site Visit
- Notes: (Empty text area)
- Description: (Empty text field)
- Attachments: File upload area with 'Select' and 'Remove' buttons. Below it are 'Add' and 'Delete' buttons. Text below reads 'No uploaded files'.
- Private?: Yes No
- Buttons: 'Save' and 'Cancel'

Below the form is an 'ATTACHMENTS' section with a horizontal line.



Regarding the **Private** check box: If you check **Yes**, only DWR staff will be able to view this communication. Checking **No** allows everyone on the contract team to see the note and attachments.

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

The screenshot shows the 'Invoice' tab selected. The 'Invoice Communication List' is displayed as a table with the following data:

Date	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

A 'Create Note' link is located above the table. The date '1/10/2010' in the first row is circled in red.

D. Submitting 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 1/11/2010	To 1/31/2010										
State California Zip 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				