

GRANTS

GRANTS REVIEW AND TRACKING SYSTEM

Frequently Asked Questions

July 2016
Department of Water Resources
Project Services Office

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I. Introduction

A. Purpose

The purpose of this document is to answer the most commonly asked questions about the Grants Review and Tracking System (GRanTS) in a simple step-by-step manner.

B. Scope

This document provides a brief step-by-step process for doing the most commonly executed tasks in GRanTS. Please refer to the GRanTS Public User Guide for more detail.

C. Name Change from BMS to GRanTS

The Department of Water Resources changed the name of the Bond Management System to Grants Review and Tracking System in June 2013. There were no changes to how the system works. It was simply a name change. We set up an automatic redirect that will send you to the new website. The automatic redirect is temporary, so be sure and update your bookmarks.

D. Supported Web Browser

GRanTS runs best on Internet Explorer or Google Chrome Version 36.0.1985.143. If you are using Internet Explorer and the version is greater than 9, please turn on Compatibility View. Currently, GRanTS does not support other internet browsers like Mozilla Firefox or Safari and you will get the following message for non-supported browsers:

The screenshot shows a header with the CA.GOV logo and the text "Department of Water Resources" and "GRANTS REVIEW AND TRACKING SYSTEM". Below this is a section titled "Attention" with a message: "You are attempting to access this website with a browser other than Windows Internet Explorer (IE) or Google Chrome. Please use Internet Explorer or Google Chrome. If you are using IE Version 10 or greater, please re-enter this page in Compatibility View Mode (Tools>Compatibility View Settings). Thank you." At the bottom, there is a footer with contact information: "For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov."

II. Frequently Asked Questions

1) How do I log in to GRanTS?

- a) Navigate to <http://www.water.ca.gov/grants/> and click on the **Sign in** button.

CA.gov | Help | Accessibility

CALIFORNIA DEPARTMENT OF WATER RESOURCES

HOME NEWSROOM & EVENTS ISSUES ABOUT US

Search

DWR California

GRANTS

GRANTS REVIEW AND TRACKING SYSTEM

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

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

Open Solicitations

NEW! DWR released the Final Guidelines and Proposal Solicitation Package for the CalConserve Water Use Efficiency Revolving Fund 2015 Loan Program on June 16, 2016. Applications are due on August 31, 2016 at 5:00 PM.

GRanTS Outages

- Thursday, June 23, 2016 from 5:00 PM to 8:00 PM for maintenance and upgrades.

Recent Changes in GRanTS

- **03/24/2016:** The GRanTS team fixed bugs in the Review module that were reported by GRanTS users after the Windows 10 upgrade. DWR Program Managers and PSP Staff were unable to setup the Review Process, or Modify or View the Existing Review Process.
- **02/29/2016:** The GRanTS team improved the way pages are displayed and fixed bugs that were reported by GRanTS users. The changes include pop-up confirmation messages when saving or deleting files, downloading files with a click of a button, and the ability to view up to 50 records per page.
- **11/17/2015:** The GRanTS website has been enhanced with a new grid system. The improvements increase the number of viewable items on a single page. That will make it easier and quicker to navigate and view more proposals, projects, and contracts.

Sign in

HOME

USER GUIDES

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

INTERNAL (DWR) USER GUIDES

VIDEOS

- » How to Register
- » How to Complete a Grant Application

PROJECT MAPPING TOOL

FINANCIAL ASSISTANCE

SUPPORT

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

f t y

- b) Log in with your username and password.



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GRANTS

LOG ONTO GRANTS

User Name:

Password:

[Forgot Password](#)

[Registration](#)

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

- 2) When I try to access GRANTS using Internet Explorer version 10 or 11, why do I get the following message?

Attention

You are attempting to access this website with Internet Explorer (IE) 10 or 11. Please re-enter this page in Compatibility View Mode. To turn on the Compatibility View Mode, please follow the instructions given below:

- a) Tap or click the **Tools**, and then click **Compatibility View settings**.
- b) Under Add this website, enter "ca.gov", and click **Add**.
- c) Then click **Close**.

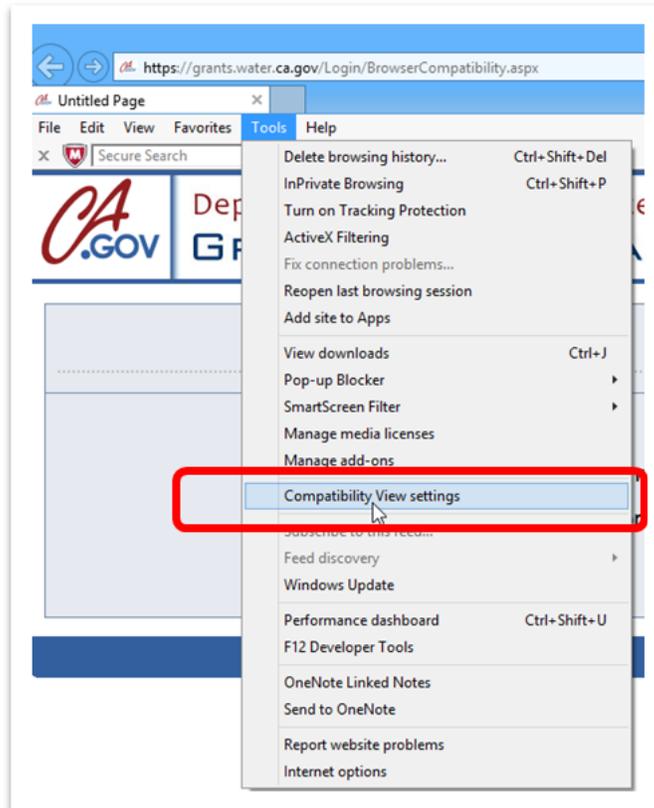
Please [click here](#) for detailed instructions with screen captures.

Please note that changing Compatibility View settings in Internet Explorer 11 to improve functionality of GRANTS may affect functionality for other web applications that have a ".ca.gov" extension. If that happens, remove the ".ca.gov" setting from the Compatibility View settings when using that web application.

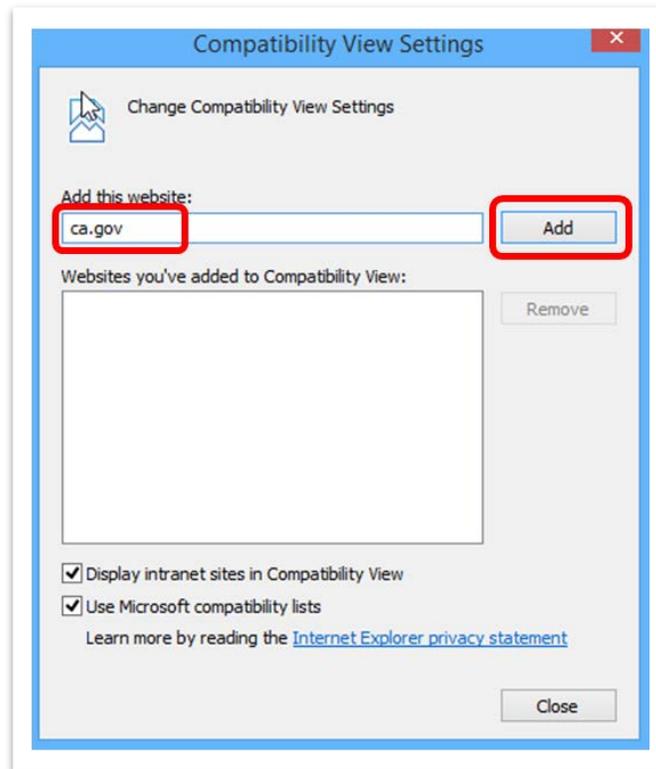
Please follow the instructions shown in FAQ 3 to turn on Compatibility View.

3) I am using IE version 10 or 11, how do I turn on Compatibility View to access GRanTS?

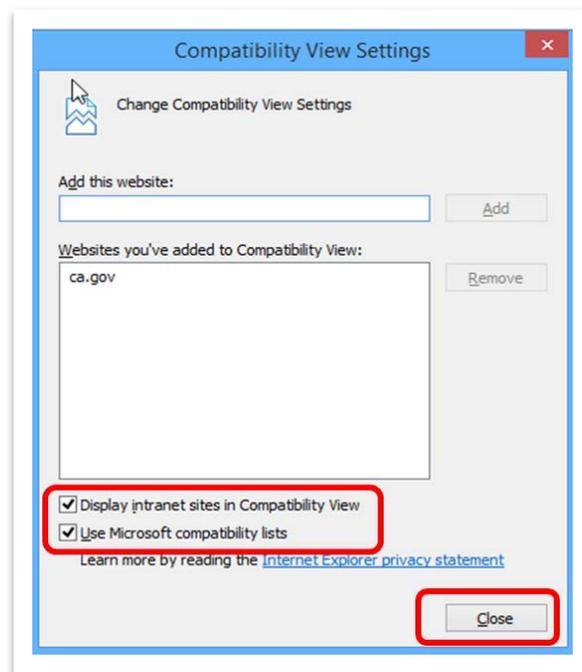
- a) Click Tools and then click on Compatibility View Settings.



b) Under Add this website, enter ca.gov, and then click on the Add button.

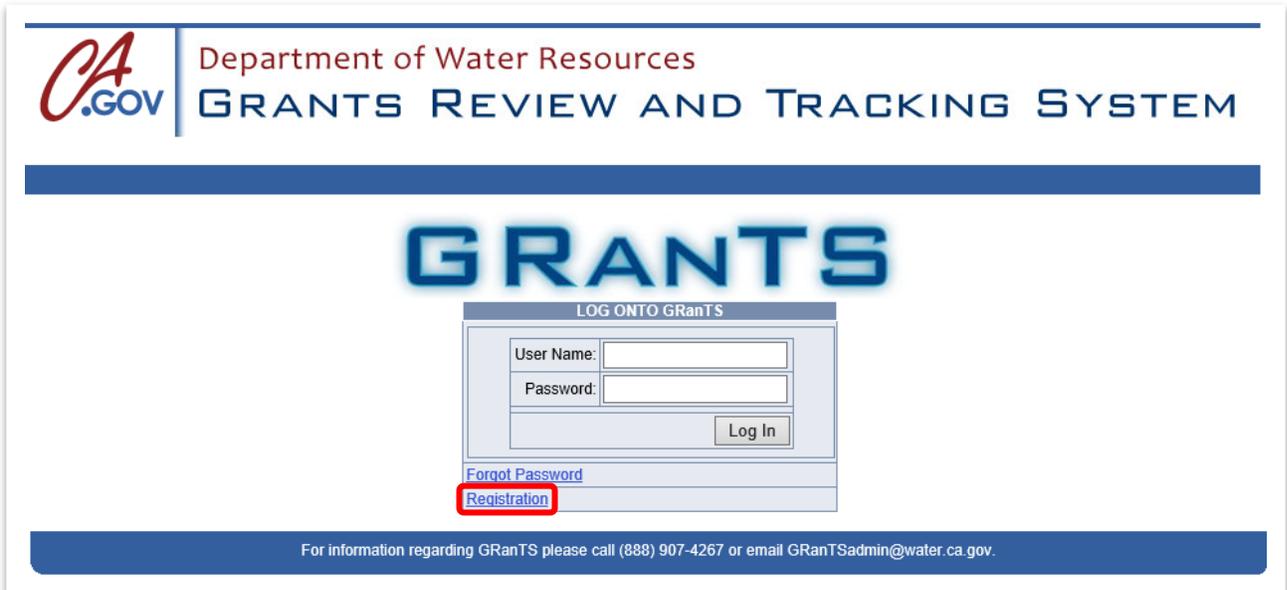


Make sure all the check boxes are checked and click on the **Close** button.

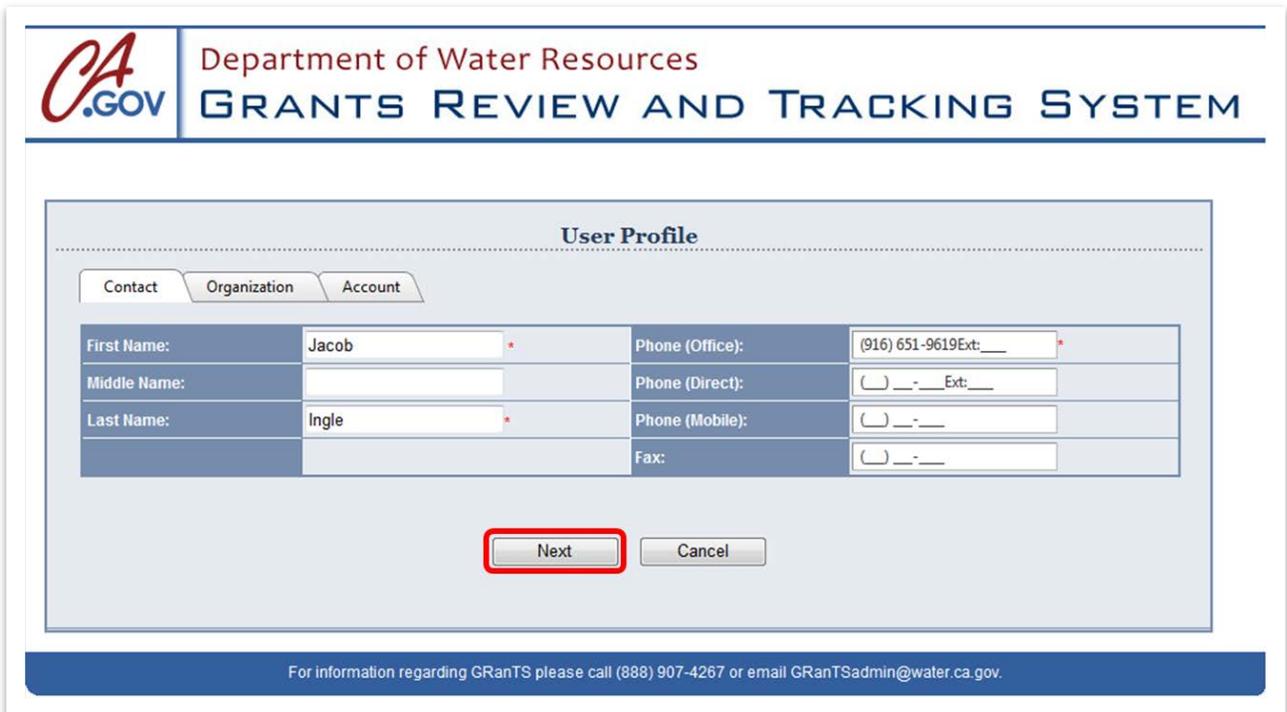


4) How do I get an account on GRanTS?

- a) Click on the **Registration** hyperlink on the GRanTS home page.



- b) Enter the required information on the **Contact** tab and click on the **Next** button.



- c) Enter the required information on the **Organization** tab and click on the **Next** button. If your Organization is not in the dropdown field, then add your Organization (see **FAQ 5**).

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GRANTS REVIEW AND TRACKING SYSTEM

User Profile

Contact Organization Account

Selected Organization 'Basin Water Agency' is Registered.

Organization:	Basin Water Agency * Add New	Division/Address List:	Projects Implementation : 284 * Add New
Address1:	2840 4th Avenue *	Address2:	
City:	Marina *	State:	California * <input type="button" value="v"/>
Zip:	93933 *		

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

- d) Enter the required information on the **Account** tab and click on the **Save** button.

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GRANTS REVIEW AND TRACKING SYSTEM

User Profile

Contact Organization **Account**

Username/Email: jacobingle26@yahoo.com *

Password: ***** *

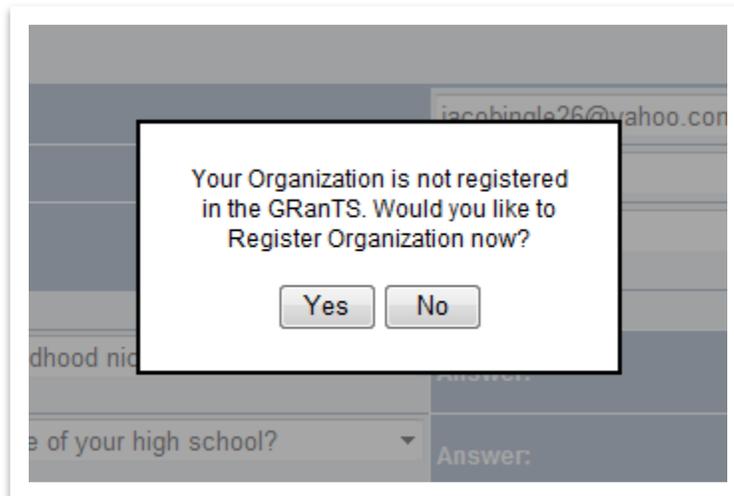
Confirm Password: ***** *

Security Question 1: What was your childhood nickname? * Answer: Required *

Security Question 2: What make was your first car? * Answer: Required *

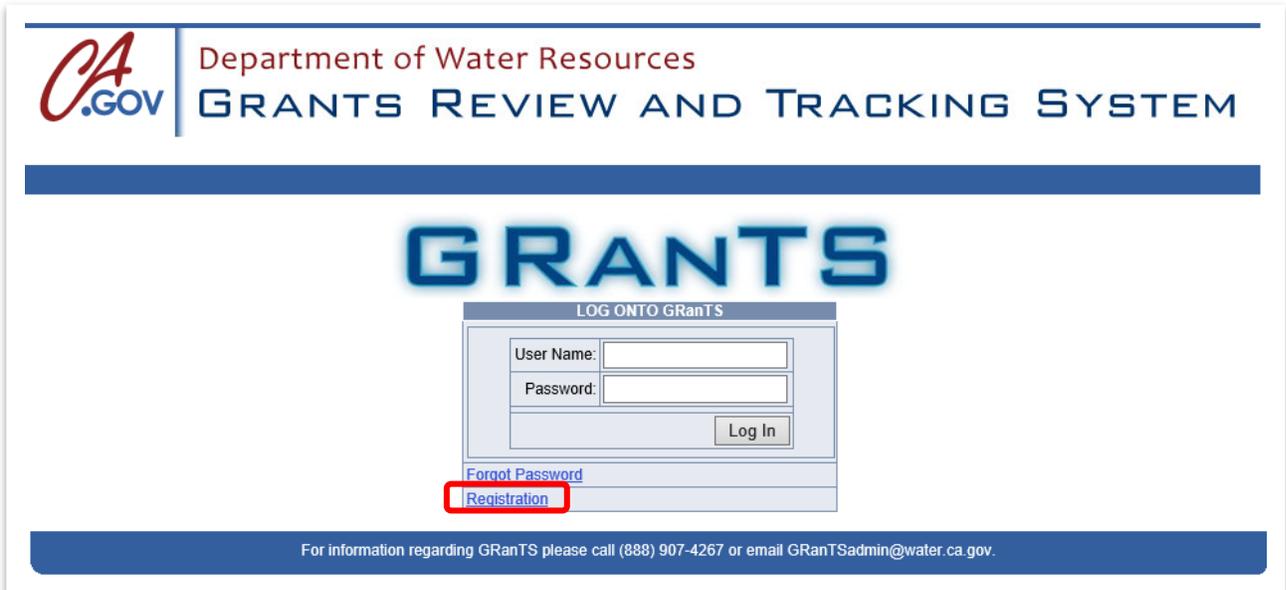
For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.

- e) This will create an account for you in GRanTS and a prompt will be displayed to register your Organization if the Organization is not already registered with GRanTS.

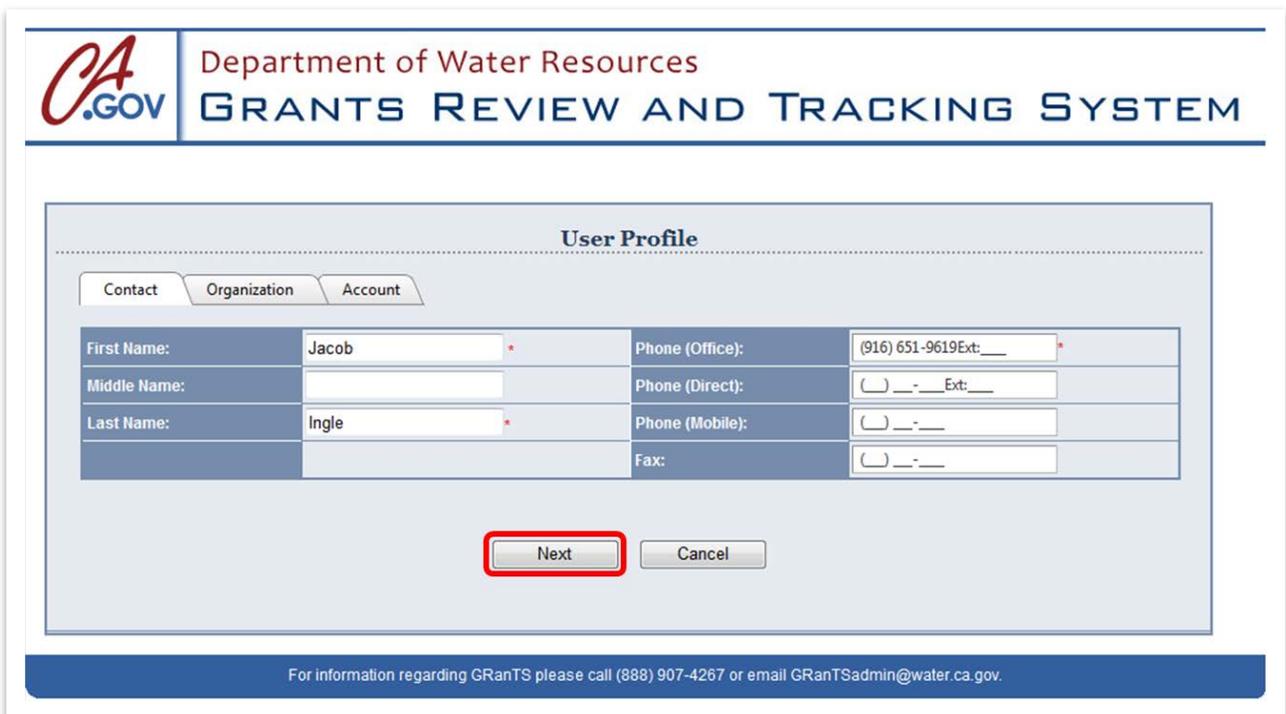


5) How do I add my Organization on GRanTS?

- a) Click on the **Registration** hyperlink on the GRanTS home page.



- b) Enter the required information on the **Contact** tab and click on the **Next** button.



- c) Click on the **Add New** hyperlink to the right of the **Organization** dropdown field.

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GRANTS REVIEW AND TRACKING SYSTEM

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: *

Next Cancel

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

- d) Enter the required information and click on the **Save** button.

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Add New Organization

Organization: New Organization * Division: Division One *

Address1: 12342 23rd Street * Address2: *

City: Sacramento * State: California *

Zip: 95814 x *

Save Cancel

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

- e) Select your Organization and Division from the dropdown menus then continue on to the **Account** tab.

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GRANTS REVIEW AND TRACKING SYSTEM

User Profile

Contact Organization **Account**

Selected Organization 'City of Sacramento' is Registered.

Organization:	City of Sacramento	Add New	Division/Address List:	Division One: 12345 Sacrame	Add New
Address1:	12345 Sacramento Street *		Address2:		
City:	Sacramento *		State:	California	*
Zip:	95814 *				

Next Cancel

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

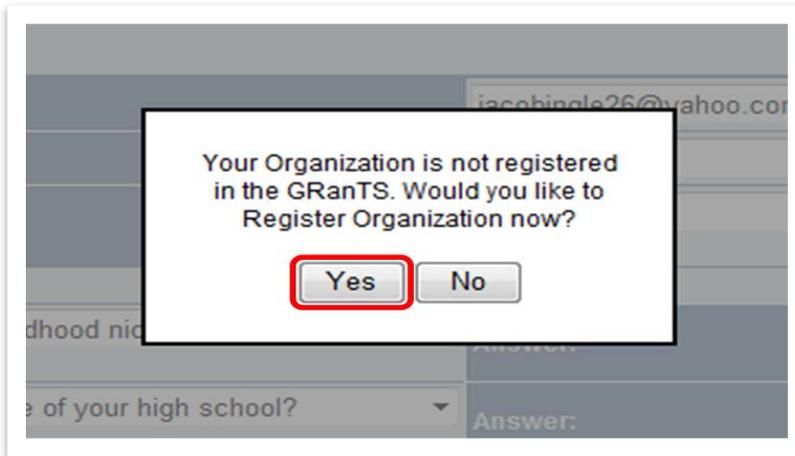


Adding your Organization does not mean that the Organization is registered. To register your Organization, see **FAQ 6**.

6) How do I register my Organization with GRanTS?

There are two different ways to do this:

- a) Follow the steps in **FAQ 4**, and click **Yes** on the pop-up when asked if you want to register your Organization with GRanTS.



- i) On the **Register Organization** page enter all required information.
- ii) Click on the **Register** button.



While providing the Administrator's Email, please make sure that the user (and therefore the email) is registered with GRanTS. To register a user, see **FAQ 4**.

- b) If you already have an account that is registered with GRanTS and your Organization has not been registered you will need to contact the DWR GRanTS Administrator by emailing at GRANTSadmin@water.ca.gov or calling 1-888-907-4267.
- i) You can check to see if your Organization is registered by clicking on **Home** and then click on **My Profile**.
- ii) On the **My Profile** page click on the **Organization** tab.

CA .GOV Department of Water Resources Welcome: jacobingle25@yahoo.com [Logout](#)

GRANTS REVIEW AND TRACKING SYSTEM

Home PSPs Projects Contracts Organization Admin

Home My Profile

My Profile

Contact **Organization** Account

CONTACT DATA

First Name: Jacob *

Middle Name:

Last Name: Ingle *

Save Cancel

PHONE NUMBERS [Add New](#)

Phone Type	Area Code	Phone No	Extension No
Office	916	651 - 9637	

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

- iii) In the top corner of the box you will see a message that tells you whether your Organization is registered or not.

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GRANTS REVIEW AND TRACKING SYSTEM

User Profile

Contact Organization Account

Selected Organization 'City of Sacramento' is Registered.

Organization:	City of Sacramento * Add New	Division/Address List:	Division One : 12345 Sacrame * Add New
Address1:	12345 Sacramento Street *	Address2:	
City:	Sacramento *	State:	California * <input type="button" value="v"/>
Zip:	95814 *		

Next Cancel

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



If your Organization has not been registered, you will need to contact the DWR GRanTS Administrator by emailing at GRANTSadmin@water.ca.gov or calling 1-888-907-4267.

7) How do I become an Authorized User when I join an existing Organization?

- a) Navigate to the **Home** module and you will see the email address of your Organization Administrator.

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GRANTS REVIEW AND TRACKING SYSTEM

Home | PSPs | Projects | Contracts | Organization Admin

Home | My Profile

Public User Guide (4MB)

NEW SOLICITATIONS

17 New solicitations are available!

MY APPLICATIONS

In Progress	5
Submitted	10
Awarded	0

YOU ARE THE ORGANIZATION ADMINISTRATOR FOR:

Organization Name	Organization Tax ID(FEIN)
This is Jacob's Organization	457896543
Jacob's Organization	0
Fourth Test Organization	939303934
2	487563908

YOUR ORGANIZATION'S ADMINISTRATOR IS:

Organization Name	Administrator	Email	Phone Number
Jacob's Organization	Jacob	jacobingle25@yahoo.com	(916) 651-9637
2	Jacob	jacobingle25@yahoo.com	(916) 651-9637
Fourth Test Organization	Jacob	jacobingle25@yahoo.com	(916) 651-9637
Jacob's Organization	Jacob	ingle@yahoo.com	(916) 223-5987
2	Jacob	jacob@yahoo.com	(916) 223-5987

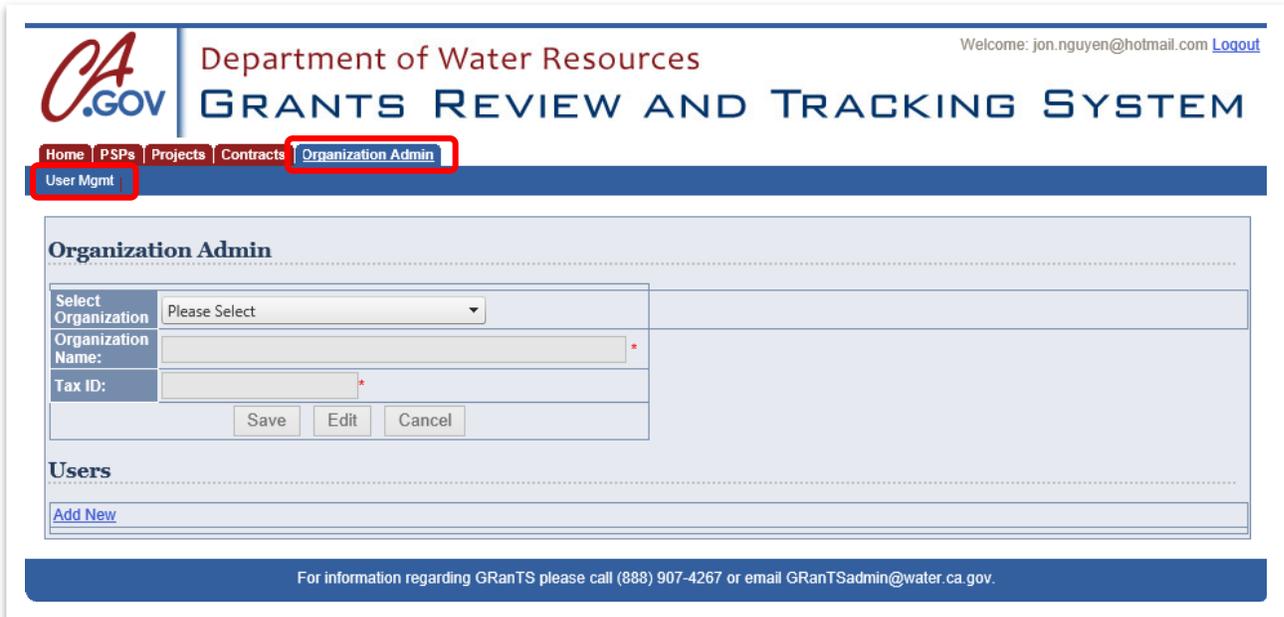
1 of 2 Pages >>

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

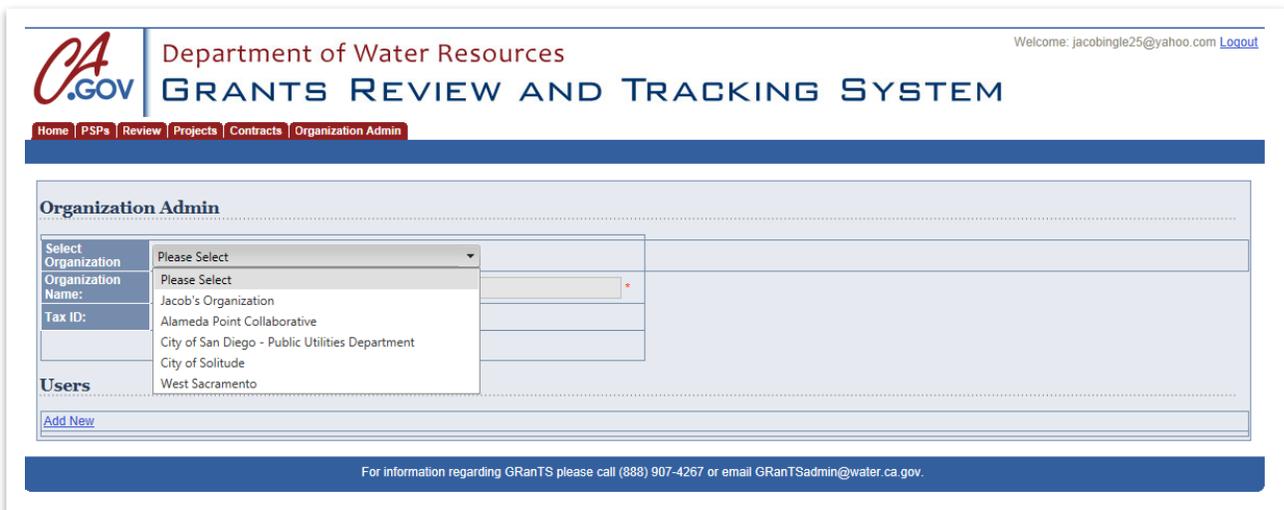
- b) Send an email to the Organization Administrator and request to authorize your GRanTS account.

8) How do I authorize new users joining my Organization?

- a) Click on the **Organization Admin** module and click on **User Mgmt.**



- b) Select your Organization from the dropdown field.



- c) Click on the hyperlinked User ID if they are registered in the selected Organization. If you do not see the desired user's email, click on the **Add New** hyperlink to add them to this Organization.

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GRANTS REVIEW AND TRACKING SYSTEM

Home | PSPs | Projects | Contracts | Organization Admin

Organization Admin

Select Organization: JonsTest23
 Organization Name: JonsTest23 *
 Tax ID: 123456787 *
 Save Edit Cancel

Users

[Add New](#)

User ID	Action
jon.nguyen@gmail.com	

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

- d) Check the **Authorized User** checkbox then click on the **Save** button.

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GRANTS REVIEW AND TRACKING SYSTEM

Home | PSPs | Projects | Contracts | Organization Admin

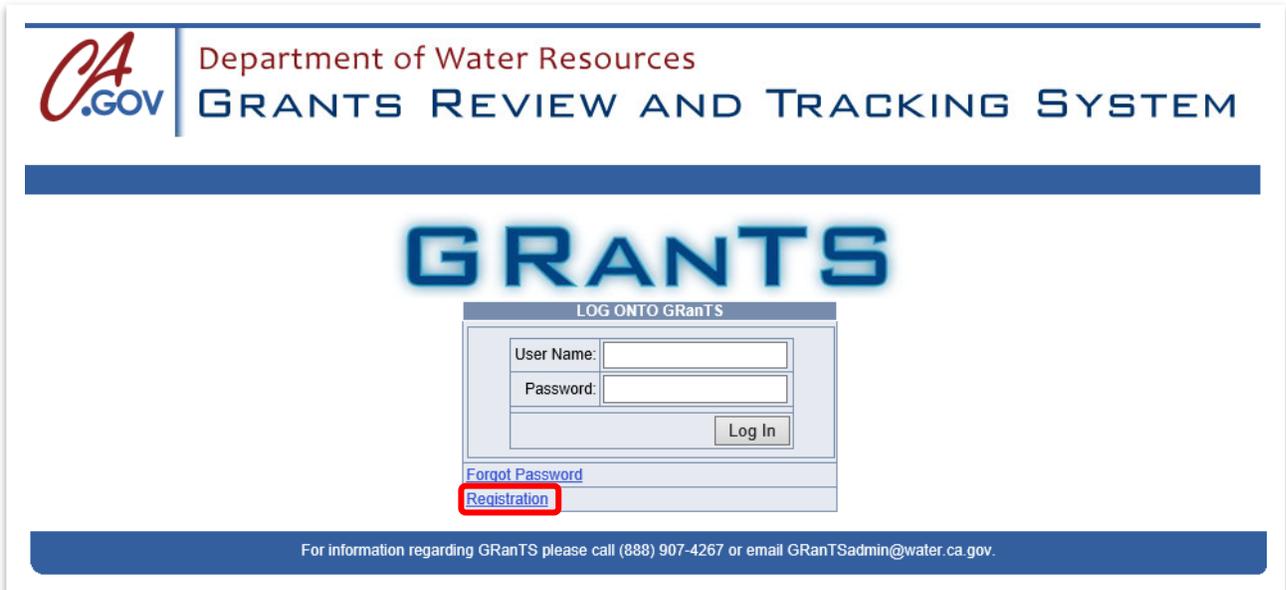
Add/Modify User

User ID: jon.nguyen@gmail.com *
 Lock/Unlock:
 Organization Admin:
 Authorized User:
 Save Cancel

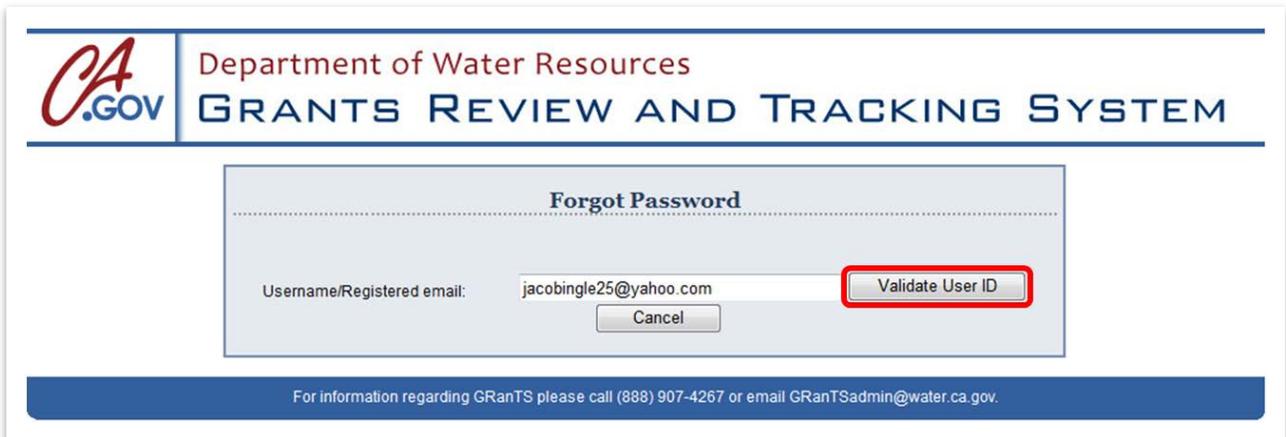
For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.

9) What do I do if I forget my Password?

- a) Click on the **Forgot Password** hyperlink on the GRanTS home page.



- b) Enter your registered email ID and click on the **Validate User ID** button.



- c) Answer the security questions correctly and click on the **Submit** button.

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GRANTS REVIEW AND TRACKING SYSTEM

Forgot Password

Username/Registered email:

Please answer the following security questions.

What was your childhood nickname?

What was the name of your high school?

You have maximum of 3 unsuccessful attempts.

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

- d) An email will be sent to you with your temporary password.

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GRANTS REVIEW AND TRACKING SYSTEM

Forgot Password

Username/Registered email:

Please answer the following security questions.

What was your childhood nickname?

What was the name of your high school?

A temporary password was sent to your email account.

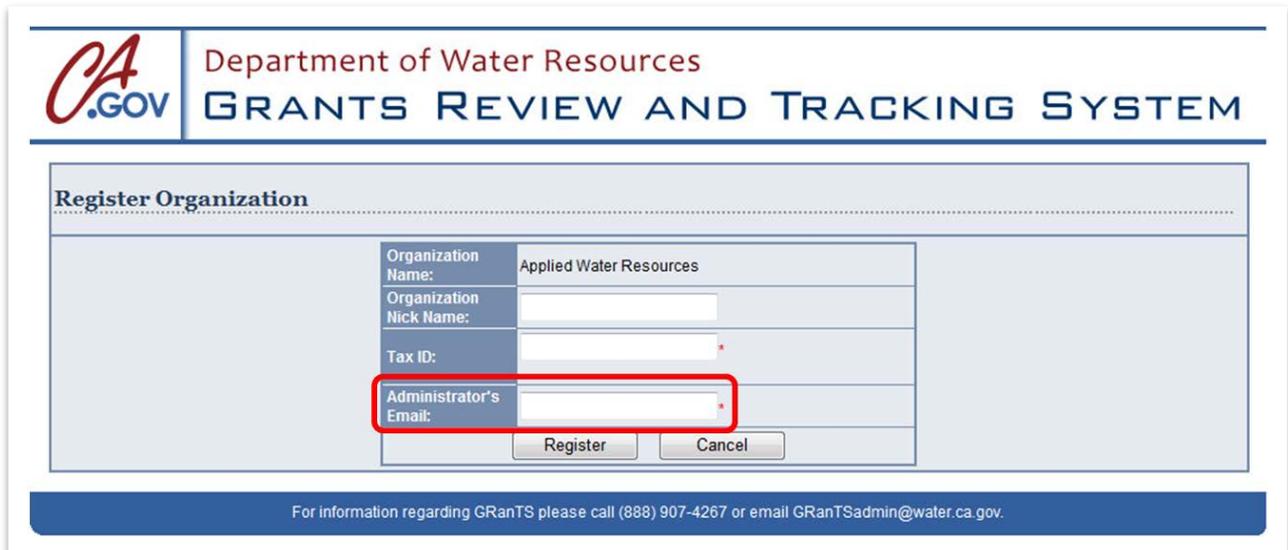
For information regarding GRANTS please call (888) 907-4267 or email GRANTSadmin@water.ca.gov.



If you answer your security questions incorrectly three times, your account will be locked and you will need to contact the DWR GRANTS Administrator by emailing at GRANTSadmin@water.ca.gov or calling 1-888-907-4267 to get your account unlocked.

10) How do I become the Organization Administrator for my Organization?

- a) Log in to GRanTS.
- b) If you are a new user and you belong to an Organization which is not registered with GRanTS, follow **FAQ 4** to set up an account.
- c) Follow **FAQ 6 part 1** to register your Organization. While registering your Organization, enter your registered email address into the **Administrator's Email** box.



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Register Organization

Organization Name:	Applied Water Resources
Organization Nick Name:	<input type="text"/>
Tax ID:	<input type="text"/>
Administrator's Email:	<input type="text"/>

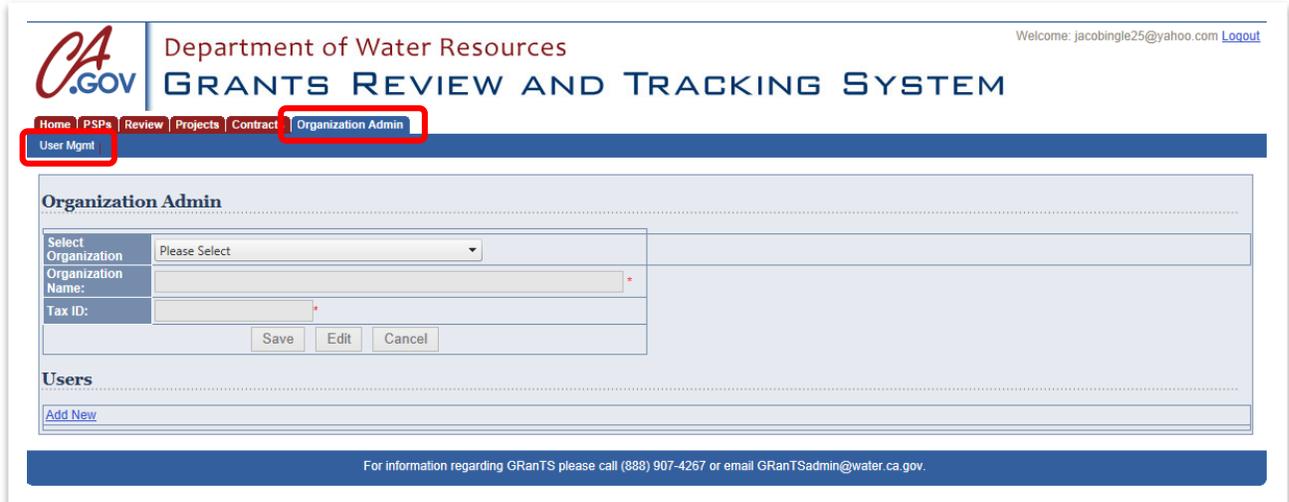
Register Cancel

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

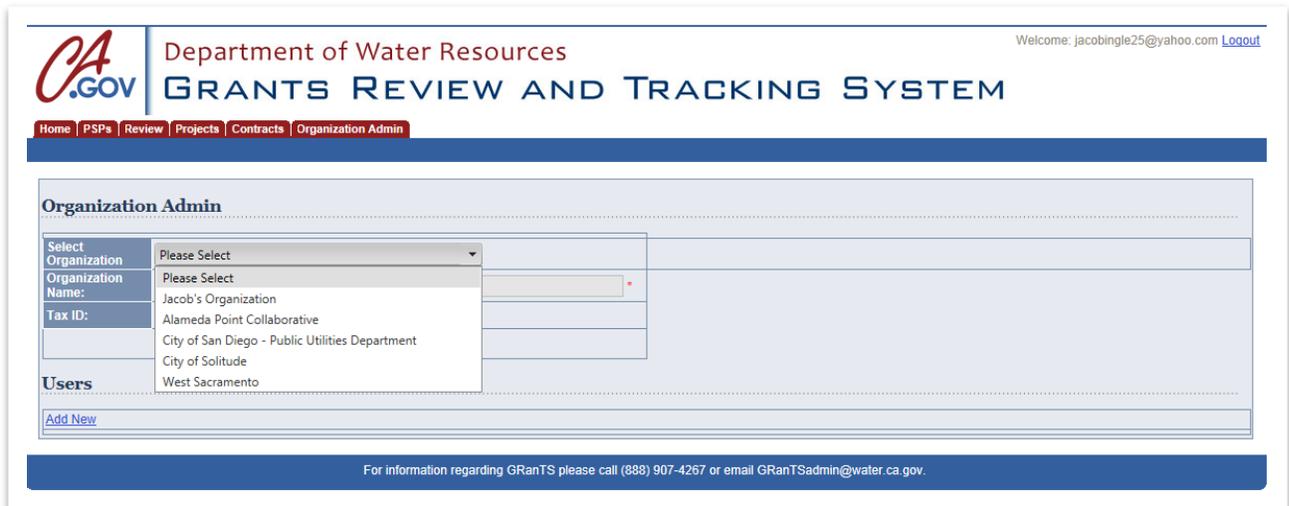
- d) Follow **FAQ 6 part 2** and contact GRanTSAdmin.
- e) If your Organization is already registered with GRanTS then it already has an Admin. Contact your Organization Admin to add you as one.

11) How do I add another user as an Administrator for my Organization?

- a) Log in to GRanTS with your Organization Admin username and password.
- b) Click on the **Organization Admin** module and click on **User Mgmt.**



- c) Select the Organization from the dropdown field.



- d) If the user is registered to the Organization that you selected then their hyperlinked email will appear in the Users section of this page. Click on the user’s hyperlinked email to open the **Add/Modify User** page.



If you don’t see the user’s email in the Users section skip to **Step (f)**.

CA.GOV Department of Water Resources Welcome: jon.nguyen@hotmail.com [Logout](#)

GRANTS REVIEW AND TRACKING SYSTEM

Home | PSPs | Projects | Contracts | Organization Admin

Add/Modify User

User ID	jon.nguyen@gmail.com *
Lock/Unlock	<input type="checkbox"/>
Organization Admin	<input type="checkbox"/>
Authorized User	<input checked="" type="checkbox"/>

Save Cancel

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

- e) Check the **Organization Admin** and **Authorized User** check-boxes then click on the **Save** button.

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GRANTS REVIEW AND TRACKING SYSTEM

Home | PSPs | Projects | Contracts | Organization Admin

Add/Modify User

User ID	jon.nguyen@gmail.com *
Lock/Unlock	<input type="checkbox"/>
Organization Admin	<input checked="" type="checkbox"/>
Authorized User	<input checked="" type="checkbox"/>

Save Cancel

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

- f) If you do not see the user's hyperlinked email then they are not registered to the Organization that you chose. Click on the **Add New** hyperlink to add them to the Organization.



The user needs to have an account in GRanTS. You cannot add a new account by clicking on **Add New** hyperlink in this step.

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Welcome: jon.nguyen@hotmail.com [Logout](#)

Home | PSPs | Projects | Contracts | Organization Admin

Organization Admin

Select Organization: JonsTest23
 Organization Name: JonsTest23 *
 Tax ID: 123456787 *

Save Edit Cancel

Users

[Add New](#)

User ID	Action
jon.nguyen@gmail.com	

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

- g) Enter the user's email then check the **Organization Admin** and **Authorized User** check-boxes then click on the **Save** button.

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Welcome: jon.nguyen@hotmail.com [Logout](#)

Home | PSPs | Projects | Contracts | Organization Admin

Add/Modify User

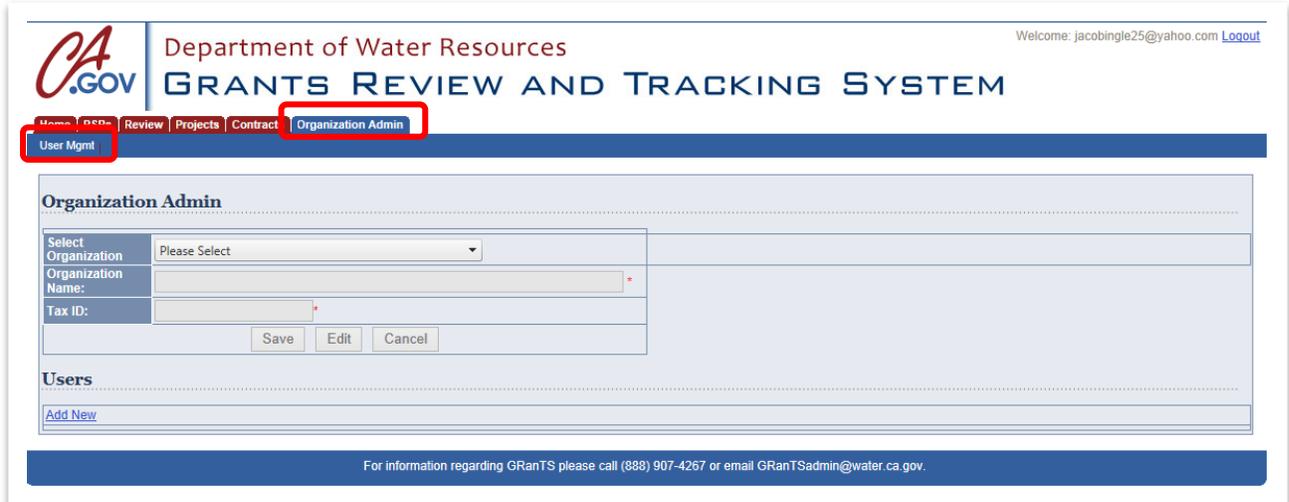
User ID: jon.nguyen@gmail.com *
 Lock/Unlock:
 Organization Admin:
 Authorized User:

Save Cancel

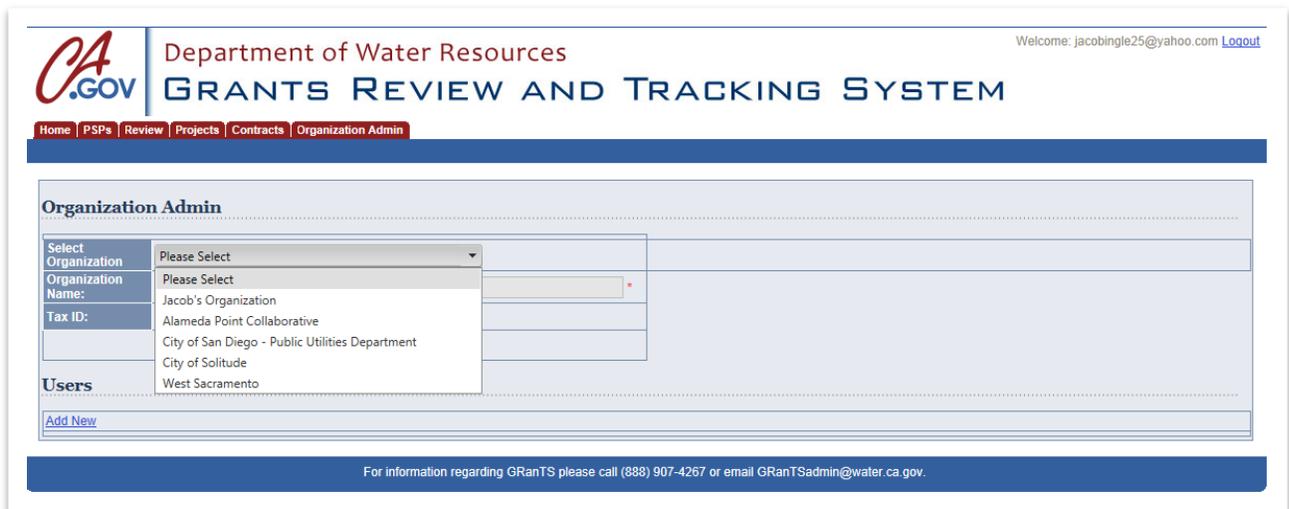
For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.

12) How do I allow other users to see my Organization's proposals?

- a) Log in to GRanTS with your Organization Admin username and password.
- b) Click on the **Organization Admin** module and click on **User Mgmt.**



- c) Select the Organization from the dropdown field.



- d) Click on the hyperlinked User ID or click on the **Add New** hyperlink and enter the email of the user you wish to share your proposals with.

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Welcome: jon.nguyen@hotmail.com [Logout](#)

Home | PSPs | Projects | Contracts | Organization Admin

Organization Admin

Select Organization: JonsTest23
 Organization Name: JonsTest23
 Tax ID: 123456787

Save Edit Cancel

Users

[Add New](#)

User ID	Action
jon.nguyen@gmail.com	

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

- e) Check the **Authorized** checkbox but DO NOT check the **Organization Admin** checkbox then click on the **Save** button.

CA .GOV Department of Water Resources GRANTS REVIEW AND TRACKING SYSTEM

Welcome: jon.nguyen@hotmail.com [Logout](#)

Home | PSPs | Projects | Contracts | Organization Admin

Add/Modify User

User ID: jon.nguyen@gmail.com

Lock/Unlock:

Organization Admin:

Authorized User:

Save Cancel

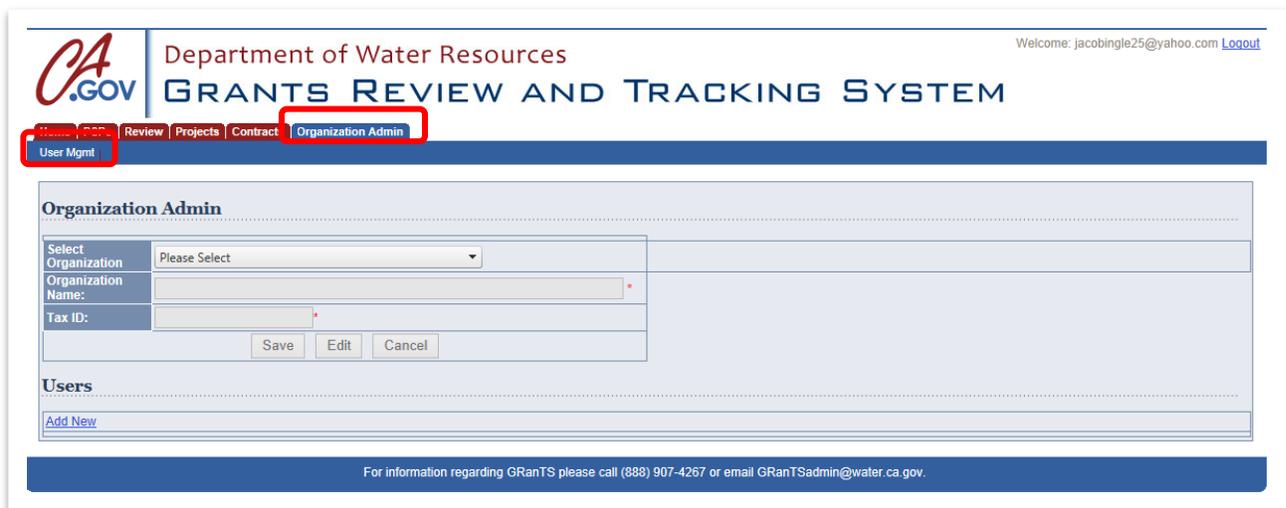
For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.

13) What do I do if I get locked out of GRanTS and cannot log in?

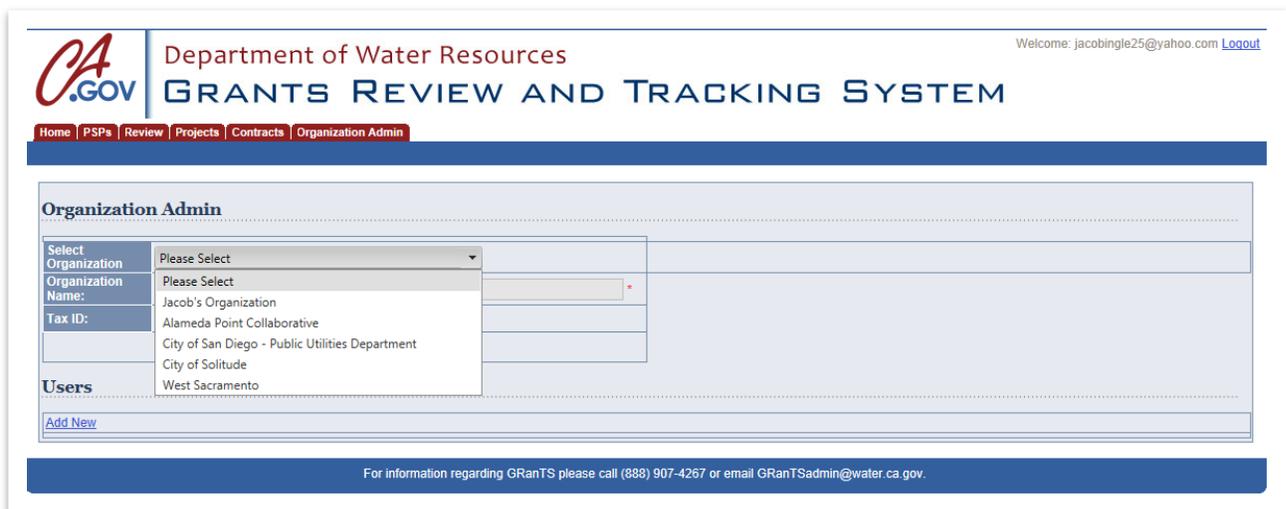
- a) If you are an Organization Administrator contact the GRanTS Admin at GRANTSadmin@water.ca.gov or 1-888-907-4267.
- b) Other Public Users must contact their Organization Administrator.

14) How do I unlock accounts of the locked users of my Organization?

- a) Log in to GRanTS with your Organization Admin username and password.
- b) Click on the **Organization Admin** module and click on **User Mgmt.**



- c) Select the Organization from the dropdown field.



- d) Click on the locked user's email ID from the list of User IDs displayed.

CA .GOV Department of Water Resources GRANTS REVIEW AND TRACKING SYSTEM

Welcome: jon.nguyen@hotmail.com [Logout](#)

Home PSPs Projects Contracts Organization Admin

Organization Admin

Select Organization: JonsTest23
 Organization Name: JonsTest23 *
 Tax ID: 123456787 *
 Save Edit Cancel

Users

[Add New](#)

User ID	Action
jon.nguyen@gmail.com	

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

- e) Uncheck the **Lock/Unlock** checkbox then click on the **Save** button.

CA .GOV Department of Water Resources GRANTS REVIEW AND TRACKING SYSTEM

Welcome: jon.nguyen@hotmail.com [Logout](#)

Home PSPs Projects Contracts Organization Admin

Add/Modify User

User ID: jon.nguyen@gmail.com *
 Lock/Unlock:
 Organization Admin:
 Authorized User:
 Save Cancel

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

15) How do I start a proposal for a Proposal Solicitation Package (PSP)?

- a) Log in to GRanTS with your username and password.
- b) Click on the hyperlinked number of new solicitations on your home page.

CA.GOV Department of Water Resources
GRANTS REVIEW AND TRACKING SYSTEM

Welcome: jacobingle25@yahoo.com [Logout](#)

Home [PSPs](#) [Projects](#) [Contracts](#) [Organization Admin](#)

Home [My Profile](#)

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

NEW SOLICITATIONS

17 New solicitations are available!

YOU ARE THE ORGANIZATION ADMINISTRATOR FOR:

Organization Name	Organization Tax ID(FEIN)
This is Jacob's Organization	457896543
Jacob's Organization	0
Fourth Test Organization	939303934
2	487563908

MY APPLICATIONS

In Progress	5
Submitted	10
Awarded	0

YOUR ORGANIZATION'S ADMINISTRATOR IS:

Organization Name	Administrator	Email	Phone Number
Jacob's Organization	Jacob	jacobingle25@yahoo.com	(916) 651-9637
2	Jacob	jacobingle25@yahoo.com	(916) 651-9637
Fourth Test Organization	Jacob	jacobingle25@yahoo.com	(916) 651-9637
Jacob's Organization	Jacob	ingle@yahoo.com	(916) 223-5987
2	Jacob	jacob@yahoo.com	(916) 223-5987

1 1 of 2 Pages >>

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

OR navigate to the **All PSPs** sub-module under the **PSPs** module.

Department of Water Resources
GRANTS REVIEW AND TRACKING SYSTEM

Welcome: jon.nguyen@hotmail.com [Logout](#)

Home **PSPs** Projects Contracts Organization Admin
All PSPs My Proposals My Communications

Active PSPs

Program Name ^	PSP Name	Released On	Due Date	Action	Attachments
Jacobs Test Program	zPSP with Lots of Attachments	01/01/2000	8/28/2020 11:30 PM	Start Proposal	No Attachments
Jacobs Test Program	zzzzzCan You See This One	07/13/2015	10/26/2018 11:30 PM	Start Proposal	No Attachments
Jacobs Test Program	zzzzzzzzzzAnother One	07/13/2015	4/20/2017 11:30 PM	Start Proposal	No Attachments
JonTest842015	Jontest842015	08/04/2015	8/4/2017 11:00 PM	Start Proposal	Attachments
JonTest842015	MR19TEST	11/16/2015	11/10/2017 4:30 AM	Start Proposal	Attachments
JonTest842015	Test Characters	08/11/2015	5/28/2020 2:00 PM	Start Proposal	Attachments
JonTest842015	Test Dup	11/05/2015	3/14/2018 3:00 PM	Start Proposal	Attachments
JonTest842015	Test Special Characters	08/11/2015	2/28/2018 11:30 PM	Start Proposal	Attachments
Test - Suresh Program	2016 Planning Grant PSP(Practice)	01/01/2000	12/31/2016 5:00 PM	Start Proposal	No Attachments

Page size: 10 49 items in 5 pages

Archived PSPs

Archived PSP Name Select Fiscal Year Select the Year

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

- c) Choose the PSP you are interested in from the available list and then click on the **Start Proposal** hyperlink in the Action column.

CA.GOV Department of Water Resources
GRANTS REVIEW AND TRACKING SYSTEM

Welcome: jon.nguyen@hotmail.com [Logout](#)

Home PSPs Projects Contracts Organization Admin

All PSPs My Proposals My Communications

Active PSPs

Program Name	PSP Name	Released On	Due Date	Action	Attachments
Jacobs Test Program	zPSP with Lots of Attachments	01/01/2000	8/28/2020 11:30 PM	Start Proposal	No Attachments
Jacobs Test Program	zzzzzCan You See This One	07/13/2015	10/26/2018 11:30 PM	Start Proposal	No Attachments
Jacobs Test Program	zzzzzzzzzzzzAnother One	07/13/2015	4/20/2017 11:30 PM	Start Proposal	No Attachments
JonTest842015	Jontest842015	08/04/2015	8/4/2017 11:00 PM	Start Proposal	Attachments
JonTest842015	MR19TEST	11/16/2015	11/10/2017 4:30 AM	Start Proposal	Attachments
JonTest842015	Test Characters	08/11/2015	5/28/2020 2:00 PM	Start Proposal	Attachments
JonTest842015	Test Dup	11/05/2015	3/14/2018 3:00 PM	Start Proposal	Attachments
JonTest842015	Test Special Characters	08/11/2015	2/28/2018 11:30 PM	Start Proposal	Attachments
Test - Suresh Program	2016 Planning Grant PSP(Practice)	01/01/2000	12/31/2016 5:00 PM	Start Proposal	No Attachments

Page size: 10 49 items in 5 pages

Archived PSPs

Archived PSP Name: Select Fiscal Year:

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

d) Fill out the required information on the first tab and then click the **Save** button.

Alexander Valley-Cloverdale	
Hydrologic Region Help	Central Coast Colorado River North Coast North Lahontan
Watershed Help	Maximum Character Limit: 250
LEGISLATIVE INFORMATION	
Assembly District Help	10th Assembly District 11th Assembly District 12th Assembly District 13th Assembly District
Senate District Help	10th Senate District 11th Senate District 12th Senate District 13th Senate District
US Congressional District Help	District 1 (CA) District 10 (CA) District 11 (CA) District 12 (CA)
<input type="button" value="Save"/> <input type="button" value="Back"/> <input type="button" value="Submit"/>	
For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.	

- e) Once the proposal is saved for the first time, it is added to your **My Proposals** page.

CA .GOV Department of Water Resources
GRANTS REVIEW AND TRACKING SYSTEM

Welcome: jon.nguyen@hotmail.com [Logout](#)

Home | PSPs | Projects | Contracts | Organization Admin

My Proposals

Proposal Title	PSP Name ▲	Organization Name	Due Date	Last Updated By	Last Updated On	Status	Attachments	Action
fd	Chrome Test PSP MR 10	JonsTest23	07/05/2019	jon.nguyen@hotmail.com	06/13/2016	Draft	No Attachments	Submit
Test MR23	Jon Nguyen Test2	JonsTest23	04/15/2017	jon.nguyen@hotmail.com	06/20/2016	Draft	No Attachments	Submit
sdf	Jontest842015	JonsTest23	08/04/2017	jon.nguyen@hotmail.com	05/17/2016	Draft	No Attachments	Submit
Test MR23	Jontest842015	JonsTest23	08/04/2017	jon.nguyen@hotmail.com	06/20/2016	Submitted	No Attachments	Submit

Page size: 10 4 items in 1 pages

My Archived Proposals

Proposal Title Select Organization [Search](#)

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

- f) The next time you log in you can continue preparing your proposal by navigating to the **My Proposals** sub-module under the **PSPs** tab and clicking on the hyperlinked Proposal Title. Once a PSP's due date has passed it will be moved to the Archived PSPs section and you cannot start a new Proposal for that PSP.

CA.GOV Department of Water Resources Welcome: jon.nguyen@hotmail.com [Logout](#)

GRANTS REVIEW AND TRACKING SYSTEM

Home | PSPs | Projects | Contracts | Organization Admin

Active PSPs

Program Name ^	PSP Name	Released On	Due Date	Action	Attachments
Jacobs Test Program	zPSP with Lots of Attachments	01/01/2000	8/28/2020 11:30 PM	Start Proposal	No Attachments
Jacobs Test Program	zzzzzCan You See This One	07/13/2015	10/26/2018 11:30 PM	Start Proposal	No Attachments
Jacobs Test Program	zzzzzzzzzzAnother One	07/13/2015	4/20/2017 11:30 PM	Start Proposal	No Attachments
JonTest842015	Jontest842015	08/04/2015	8/4/2017 11:00 PM	Start Proposal	Attachments
JonTest842015	MR19TEST	11/16/2015	11/10/2017 4:30 AM	Start Proposal	Attachments
JonTest842015	Test Characters	08/11/2015	5/28/2020 2:00 PM	Start Proposal	Attachments
JonTest842015	Test Dup	11/05/2015	3/14/2018 3:00 PM	Start Proposal	Attachments
JonTest842015	Test Special Characters	08/11/2015	2/28/2018 11:30 PM	Start Proposal	Attachments
Test - Suresh Program	2016 Planning Grant PSP(Practice)	01/01/2000	12/31/2016 5:00 PM	Start Proposal	No Attachments

Page size: 10 49 items in 5 pages

Archived PSPs

Archived PSP Name: Select Fiscal Year: Search:

Program Name	PSP Name ^	Released On	Due Date	Action	Attachments
Desalination Grant Program	Water Desalination PSP	11/18/2013	11/28/2013 5:00 PM	Due Date Passed	No Attachments
Safe Drinking Water	Water PSP	03/29/2011	3/31/2011 9:00 PM	Due Date Passed	No Attachments

Page size: 10 152 items in 16 pages

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

16) How do I submit a proposal?

- a) Follow the steps in **FAQ 15** to start preparing a proposal and complete it.
- b) Make sure you have filled out all the tabs and required questions marked with a red asterisk (*) before submitting. The system will not allow you to submit it unless all required fields are filled in.

The screenshot shows the 'Department of Water Resources GRANTS REVIEW AND TRACKING SYSTEM' interface. The user is logged in as 'jacobingle25@yahoo.com'. The navigation menu includes 'Home', 'PSPs', 'Projects', 'Contracts', and 'Organization Admin'. The current page is 'Applicant Info', with sub-tabs for 'Projects', 'More Applicant Information', 'Section 2', and 'Section 1'. The 'Applicant Information' form is displayed, containing the following fields:

APPLICANT INFORMATION	
Organization Name	City of San Diego - Public Utilities Department *
Tax ID	0
Point Of Contact*	<input type="radio"/> Existing Registered Users <input checked="" type="radio"/> Add New User
Division/Address List:	Long Range Plannin* *
Address1:	600 B Street, Suite 600
Address2:	
City:	San Diego,
State:	California
Zip:	92101

- c) Once your proposal is complete, click on the **Submit** button on the bottom of any of the tabs in the PSP or click on the **Submit** button in the **My Proposals** sub-module under the **PSPs** module.

The screenshot shows a form for entering proposal details. At the top, there are dropdown menus for 'Hydrologic Region' (with options: Central Coast, Colorado River, North Coast, North Lahontan) and 'Watershed'. Below this is a section titled 'LEGISLATIVE INFORMATION' with three rows: 'Assembly District', 'Senate District', and 'US Congressional District'. Each row has a dropdown menu with several options. At the bottom of the form, there are three buttons: 'Save', 'Back', and 'Submit'. The 'Submit' button is highlighted with a red rectangle. A footer bar contains contact information: 'For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.'

The screenshot shows the 'My Proposals' page of the Department of Water Resources Grants Review and Tracking System. The page header includes the CA.GOV logo, the department name, and a welcome message for 'jon.nguyen@hotmail.com'. A navigation menu contains links for Home, PSPs, Projects, Contracts, and Organization Admin. 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 lists four proposals, each with a 'Submit' button in the Action column, which is highlighted with a red rectangle. Below the table is a pagination control showing 'Page size: 10' and '4 items in 1 pages'. At the bottom, there is a section for 'My Archived Proposals' with a search bar and a 'Search' button.

Proposal Title	PSP Name	Organization Name	Due Date	Last Updated By	Last Updated On	Status	Attachments	Action
fd	Chrome Test PSP MR 10	JonsTest23	07/05/2019	jon.nguyen@hotmail.com	06/13/2016	Draft	No Attachments	Submit
Test_MR23	Jon Nguyen Test2	JonsTest23	04/15/2017	jon.nguyen@hotmail.com	06/20/2016	Draft	No Attachments	Submit
sdf	Jontest842015	JonsTest23	08/04/2017	jon.nguyen@hotmail.com	05/17/2016	Draft	No Attachments	Submit
Test_MR23	Jontest842015	JonsTest23	08/04/2017	jon.nguyen@hotmail.com	06/20/2016	Submitted	No Attachments	Submit

17) How can I access all the attachments associated with a PSP?

- a) Log in to GRanTS with your Organization Admin username and password.
- b) Click on the **All PSPs** sub-module under the **PSPs** module.
- c) On the list of all Active PSPs you can select the PSP of your choice and click on the **Attachments** hyperlink in the Attachments column to go to the attached files.

The screenshot shows the 'Active PSPs' section of the Department of Water Resources GRANTS REVIEW AND TRACKING SYSTEM. The page header includes the CA.GOV logo, the department name, and a user welcome message: 'Welcome: jon.nguyen@hotmail.com Logout'. A navigation bar contains links for Home, PSPs, Projects, Contracts, and Organization Admin. The main content area features a table with the following columns: Program Name, PSP Name, Released On, Due Date, Action, and Attachments. The table lists several PSPs, including 'Jacobs Test Program' and 'JonTest842015'. The 'Attachments' link for the 'JonTest842015' row is highlighted with a red rectangle. Below the table is a pagination control showing 'Page size: 10' and '49 items in 5 pages'. At the bottom, there is an 'Archived PSPs' section with a search form for 'Archived PSP Name' and 'Select Fiscal Year'.

Program Name	PSP Name	Released On	Due Date	Action	Attachments
Jacobs Test Program	zPSP with Lots of Attachments	01/01/2000	8/28/2020 11:30 PM	Start Proposal	No Attachments
Jacobs Test Program	zzzzzCan You See This One	07/13/2015	10/26/2018 11:30 PM	Start Proposal	No Attachments
Jacobs Test Program	zzzzzzzzzzzzAnother One	07/13/2015	4/20/2017 11:30 PM	Start Proposal	No Attachments
JonTest842015	Jontest842015	08/04/2015	8/4/2017 11:00 PM	Start Proposal	Attachments
JonTest842015	MR19TEST	11/16/2015	11/10/2017 4:30 AM	Start Proposal	Attachments
JonTest842015	Test Characters	08/11/2015	5/28/2020 2:00 PM	Start Proposal	Attachments
JonTest842015	Test Dup	11/05/2015	3/14/2018 3:00 PM	Start Proposal	Attachments
JonTest842015	Test Special Characters	08/11/2015	2/28/2018 11:30 PM	Start Proposal	Attachments
Test - Suresh Program	2016 Planning Grant PSP(Practice)	01/01/2000	12/31/2016 5:00 PM	Start Proposal	No Attachments

18) How do I submit a comment or document to DWR?

- a) Log in to GRanTS with your username and password.
- b) You can submit any of the following:
 - i) A proposal related comment or document.
 - ii) A project related comment or document.
 - iii) A contract related comment or document.
- c) For a proposal related comment or document:
 - i) Click on the **My Communications** sub-module under the **PSPs** module.
 - ii) Click on **Add New**.

CA .GOV Department of Water Resources
GRANTS REVIEW AND TRACKING SYSTEM

Welcome: jacobingle25@yahoo.com [Logout](#)

Home PSPs Projects Contracts Organization Admin

All PSPs My Proposals **My Communications**

My Communications

Select Organization Select Proposal

Add New

Date	Proposal Name	Organization	Communications	Author	Attachments
04/09/2014	Jacob's Fourth Proposal for Defect #338	This is Jacob's Organization	See Attachment	jacobingle25@yahoo.com	Attachments
05/16/2014	Jacob's Fourth Proposal for Defect #338	This is Jacob's Organization	Notes.	jacobingle25@yahoo.com	No Attachments
05/16/2014	Jacob's Fourth Proposal for Defect #338	This is Jacob's Organization	Notes.	jacobingle25@yahoo.com	No Attachments
01/15/2014	Jacob's Proposal	2	Communication Note	jacob@yahoo.com	No Attachments
05/14/2014	First Proposal	2	This is a Kick-off Meeting.	jacobingle25@yahoo.com	No Attachments
05/16/2014	First Proposal	2	Notes.	jacobingle25@yahoo.com	No Attachments
05/27/2014	Consensus Proposal	2		jingle	Attachments
05/27/2014	Test Review Proposal 1	Fourth Test Organization	Note.	jacobingle25@yahoo.com	No Attachments

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

iii) Enter relevant information then click on the **Save** button.

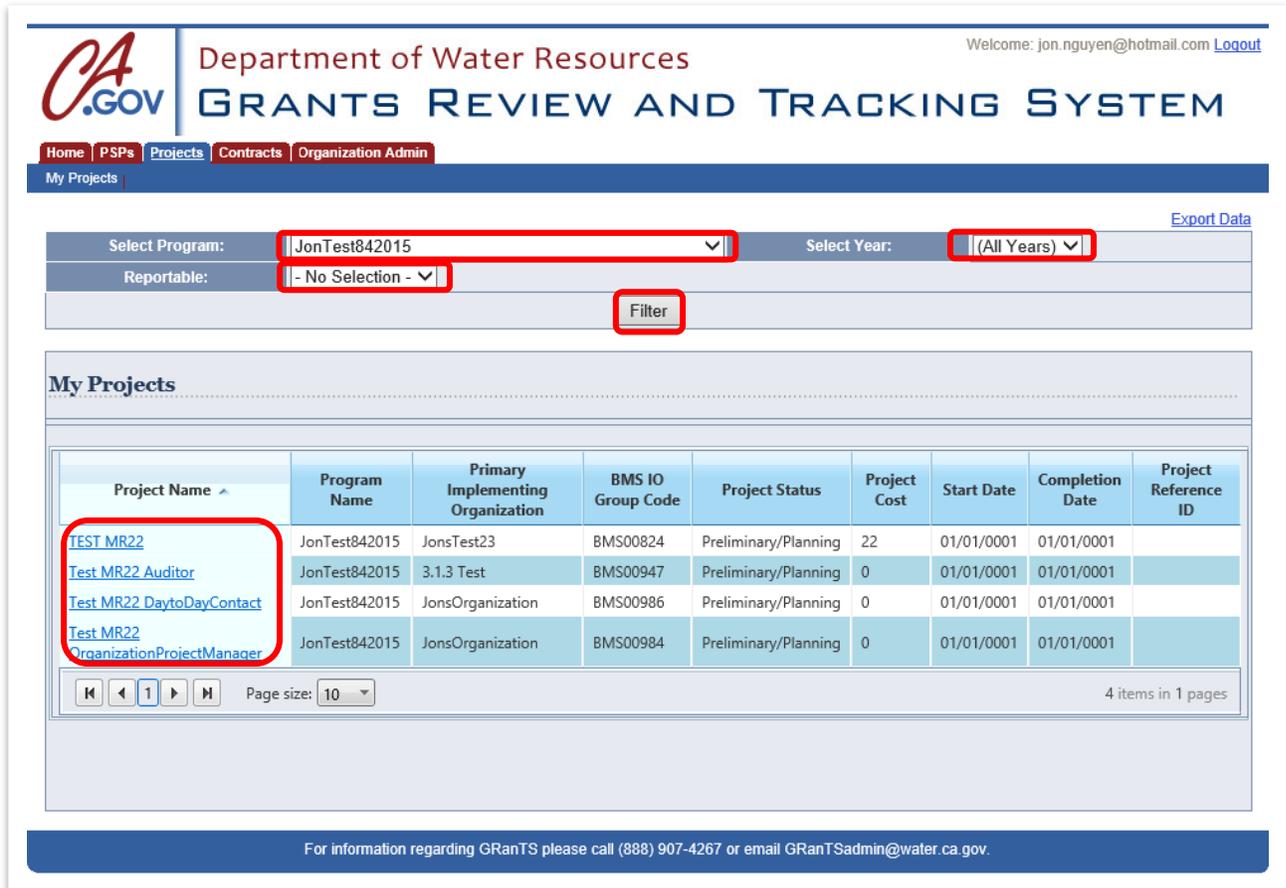
The screenshot shows the 'New Communication' form in the Department of Water Resources GRANTS REVIEW AND TRACKING SYSTEM. The form is titled 'New Communication' and includes the following fields and controls:

- Select Organization:** A dropdown menu with 'Jacob's Organization' selected.
- Select Proposal:** A dropdown menu with 'Test Technical Proposal' selected.
- Select Note Type:** A dropdown menu with 'Miscellaneous' selected.
- Communication Note:** A text area containing the text 'This is where you can write your notes. You can also add attachments below.' Below the text area is a 'Spell Check' button.
- Attachments:** A section with a 'Description' text input field, a 'File' selection button, and a 'Select' button with a 'Remove' link. Below these are 'Add' and 'Delete' buttons. The status 'No uploaded files' is displayed.

At the bottom of the form, there are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with a red rectangular box.

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

- d) For a project related comment or document:
 - i) Click on the **My Projects** sub-module under the **Projects** module. Next, select the project you want to add the communication to by selecting the program and the year then click on the **Filter** button. Now find the project you want and click on the hyperlinked **Project Name**.



CA .GOV Department of Water Resources Welcome: jon.nguyen@hotmail.com [Logout](#)

GRANTS REVIEW AND TRACKING SYSTEM

Home PSPs Projects Contracts Organization Admin

My Projects [Export Data](#)

Select Program: JonTest842015 Select Year: (All Years)

Reportable: - No Selection -

Filter

My Projects

Project Name ^	Program Name	Primary Implementing Organization	BMS IO Group Code	Project Status	Project Cost	Start Date	Completion Date	Project Reference ID
TEST MR22	JonTest842015	JonsTest23	BMS00824	Preliminary/Planning	22	01/01/0001	01/01/0001	
Test MR22 Auditor	JonTest842015	3.1.3 Test	BMS00947	Preliminary/Planning	0	01/01/0001	01/01/0001	
Test MR22 DaytoDayContact	JonTest842015	JonsOrganization	BMS00986	Preliminary/Planning	0	01/01/0001	01/01/0001	
Test MR22 OrganizationProjectManager	JonTest842015	JonsOrganization	BMS00984	Preliminary/Planning	0	01/01/0001	01/01/0001	

Page size: 10 4 items in 1 pages

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

- ii) Click on the **Communication** tab then click on the **Add New** hyperlink.

CA.GOV Department of Water Resources GRANTS REVIEW AND TRACKING SYSTEM

Welcome: jon.nguyen@hotmail.com [Logout](#)

Home | PSPs | Projects | Contracts | Organization Admin

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

Contract Communication List

Program Name: JonTest842015
Contract Name: Test MR22 (Test MR22)

Add New

Date↑	Type	Comments	Attachments	Private	Author
6/9/2016	Agreement Execution Date	re	No attachment	No	Jon Nguyen
7/5/2016	Agreement Execution Date		No attachment	No	Jon Nguyen
7/5/2016	Agreement Execution Date		No attachment	No	Jon Nguyen

- iii) Enter relevant information then click on the **Save** button.

CA.GOV Department of Water Resources GRANTS REVIEW AND TRACKING SYSTEM

Welcome: jacobingle25@yahoo.com [Logout](#)

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

My Projects

Project Overview | Location | Budget | Milestone | Task | Benefit | Project Team | **Communication** | Attachment | Checklist | Contract | Return

Add Communication

Date of Activity: 06/11/2014

Type: Agreement Execution Date

Notes: This is where you can type your notes. You can also set this communication to be private or public and you can add attachments down below as well.

Private?: Yes No

Description:

Attachments: File

No uploaded files

Save

ATTACHMENTS

- e) For a contract related comment or document:
 - i) Click on the **My Contracts** sub-module under the **Contracts** module.

CA.GOV Department of Water Resources
GRANTS REVIEW AND TRACKING SYSTEM

Welcome: jon.nguyen@hotmail.com [Logout](#)

Home PSPs Projects **Contracts** Organization Admin

My Contracts

My Contract List [Export Data](#)

Select Program: (All Programs) Select Year: (All Years)

View All Contracts

Filter

Program Name	Fiscal Year	Contract Number	Contract Name	Organization Name	Contract Amount	Award Amount	Last Update	Status
JonTest842015	1995	000200300400	Test MR22 Contracts to Sub-Project	JonsTest23	\$0.00	\$0.00	06/30/2016	Active
Levee Repair	2014	4600010656	LSJLD-CriticalRepair - Structures	Lower San Joaquin Levee District and U.S. Fish & Wildlife Service	\$0.00	\$0.00	06/24/2016	Active
JonTest842015	1995	Test MR22	Test MR22	JonsTest23	\$0.00	\$0.00	06/24/2016	Active

Page size: 10 3 items in 1 pages

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

- ii) Select the Contract you want to add the communication to by selecting the program and the year and clicking on the **Filter** button then click on the hyperlinked Contract Number.

Department of Water Resources
GRANTS REVIEW AND TRACKING SYSTEM

Welcome: jon.nguyen@hotmail.com [Logout](#)

Home PSPs Projects Contracts Organization Admin

My Contract List [Export Data](#)

Select Program: Levee Repair Select Year: 2014

View All Contracts

Filter

Program Name	Fiscal Year	Contract Number	Contract Name	Organization Name	Contract Amount	Award Amount	Last Update	Status
Levee Repair	2014	4600010656	LSJLD-CriticalRepair - Structures	Lower San Joaquin Levee District and U.S. Fish & Wildlife Service	\$0.00	\$0.00	06/24/2016	Active

Page size: 10 1 items in 1 pages

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

- iii) Click on the **Communication** tab and click on the **Add New** hyperlink.

Department of Water Resources
GRANTS REVIEW AND TRACKING SYSTEM

Welcome: jon.nguyen@hotmail.com [Logout](#)

Home PSPs Projects Contracts Organization Admin

Contract Overview Budget Amendment Project Contract Team **Communication** Attachment Invoice Return

Contract Communication List

Program Name: JonTest842015
Contract Name: Test MR22 (Test MR22)

Add New

Date	Type	Comments	Attachments	Private	Author
6/9/2016	Agreement Execution Date	re	No attachment	No	Jon Nguyen
7/5/2016	Agreement Execution Date		No attachment	No	Jon Nguyen
7/5/2016	Agreement Execution Date		No attachment	No	Jon Nguyen

iv) Enter relevant information and click on the **Save** button.

CA.GOV Department of Water Resources Welcome: jacobingle25@yahoo.com [Logout](#)

GRANTS REVIEW AND TRACKING SYSTEM

Home PSPs Projects Contracts Organization Admin

My Contracts

Contract Overview Budget Amendment Project Contract Team Communication Attachment Invoice Return

Add Communication

Program Name: Jacobs Test Program
Contract Name: Test this Contract JTI 2014 (082719922014)

Date of Activity: 06/11/2014

Type: Agreement Execution Date

Notes: This is where you can type your notes. You can also set this communication to be private or public and you can add attachments down below as well.

Private?: Yes No

Attachments: Description: [] File: [] [Select] [Remove]

[Add] [Delete]

No uploaded files

Save [Cancel]

ATTACHMENTS

19) I have been assigned as project manager for a project, how do I view my projects?

- a) Log in to GRanTS with your username and password.
- b) Navigate to the **My Projects** sub-module under the **Projects** module.
- c) Select the program and year from the dropdown fields and click on the **Filter** button.

Department of Water Resources
GRANTS REVIEW AND TRACKING SYSTEM

Welcome: jon.nguyen@hotmail.com [Logout](#)

Home PSPs **Projects** Contracts Organization Admin

My Projects

Select Program: JonTest842015 Select Year: (All Years)

Reportable: - No Selection -

Filter

My Projects

Project Name ^	Program Name	Primary Implementing Organization	BMS IO Group Code	Project Status	Project Cost	Start Date	Completion Date	Project Reference ID
TEST MR22	JonTest842015	JonsTest23	BMS00824	Preliminary/Planning	22	01/01/0001	01/01/0001	
Test MR22 Auditor	JonTest842015	3.1.3 Test	BMS00947	Preliminary/Planning	0	01/01/0001	01/01/0001	
Test MR22 DaytoDayContact	JonTest842015	JonsOrganization	BMS00986	Preliminary/Planning	0	01/01/0001	01/01/0001	
Test MR22 OrganizationProjectManager	JonTest842015	JonsOrganization	BMS00984	Preliminary/Planning	0	01/01/0001	01/01/0001	

Page size: 10 4 items in 1 pages

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

- d) All the projects associated with that program and year will be displayed.
- e) You can also view all projects by selecting **All Programs** and **All Years** from the dropdown fields and clicking on the **Filter** button.

20) I have been assigned as contract manager for a contract, how do I view my contracts?

- a) Log in to GRanTS with your Organization Admin username and password.
- b) Navigate to the **My Contracts** sub-module under the **Contracts** module.
- c) Select the program and year from the dropdown fields and click on the **Filter** button.

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Home PSPs Projects **Contracts** Organization Admin

My Contracts

My Contract List [Export Data](#)

Select Program: Levee Repair Select Year: 2014

View All Contracts

Filter

Program Name	Fiscal Year	Contract Number ^	Contract Name	Organization Name	Contract Amount	Award Amount	Last Update	Status
Levee Repair	2014	4600010656	LSJLD-CriticalRepair - Structures	Lower San Joaquin Levee District and U.S. Fish & Wildlife Service	\$0.00	\$0.00	06/24/2016	Active

Page size: 10 1 items in 1 pages

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- d) All the Contracts associated with that program and year will be displayed.
- e) You can also view all Contracts by selecting **All Programs** and **All Years** from the dropdown fields, check **View All Contracts**, and click on the **Filter** button.

21) How do I submit an invoice as Organization Admin?

- a) Log in to GRanTS with your Organization Admin username and password.
- b) Click on the **My Contracts** sub-module under the **Contracts** module and select the contract for which you wish to submit an invoice then click on the hyperlinked Contract Number.

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Home PSPs Projects **Contracts** Organization Admin

My Contracts

My Contract List [Export Data](#)

Select Program: Levee Repair Select Year: 2014

View All Contracts

Filter

Program Name	Fiscal Year	Contract Number ^	Contract Name	Organization Name	Contract Amount	Award Amount	Last Update	Status
Levee Repair	2014	4600010656	LSJLD-CriticalRepair - Structures	Lower San Joaquin Levee District and U.S. Fish & Wildlife Service	\$0.00	\$0.00	06/24/2016	Active

Page size: 10 1 items in 1 pages

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- c) Click on the **Invoice** tab in the Contract workbook.

- d) Click on the **Add New** hyperlink on the top left of the invoice list if you are creating the invoice for the first time. If you have already created and saved an invoice and wish to submit or edit it then click on the **Pending** hyperlink in the Invoice Number column.

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GRANTS REVIEW AND TRACKING SYSTEM

Home | PSPs | Projects | Contracts | Organization Admin

My Contracts

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

Invoice List

Program Name: Jacobs Test Program
Contract Name: Test this Contract JTI 2014 (082719922014)

Add New

Number	Date	Start Date	End Date	Amount	Status	Submitted On
Pending 3	5/28/2014	5/28/2014	5/19/2014	\$776.00	Submitted	5/28/2014
2	5/28/2014	5/28/2014	6/9/2017	\$787.00	In Preparation	
2	5/28/2014	5/28/2014	12/9/2016	\$56.00	Submitted	5/28/2014
1	5/28/2014	5/28/2014	6/9/2017	\$3,456.00	Payment Received	5/28/2014

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e) Enter the required fields and click on the **Save** button.

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GRANTS REVIEW AND TRACKING SYSTEM

Home PSPs Projects Contracts Organization Admin

My Contracts

Invoice Attachments Communications

Invoice

Print Preview Return

Agreement Number	082719922014		Invoice Number:	
Vendor Name	This is Jacob's Organization	Contact Name	Invoice Date:	- Select a date - *
Address Line 1	7777 Second Street	Contact Email	Invoice Period	
Address Line 2		Contact Phone	From	- Select a date - *
City	Sacramento	Contact Fax	To	- Select a date - *
State	California			
Zip	56879			

[Add New Line Item](#) Total Contract Amount paid to date :

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

Save Submit Cancel

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f) Click on the **Add New Line Item** hyperlink on the Invoice sheet.

The screenshot displays the 'GRANTS REVIEW AND TRACKING SYSTEM' interface. At the top, there is a navigation bar with links for Home, PSPs, Projects, Contracts, and Organization Admin. The current page is titled 'My Contracts' and includes sub-tabs for Invoice, Attachments, and Communications. The 'Invoice' section is active, showing a form for Agreement Number 082719922014. The vendor is 'This is Jacob's Organization' located in Sacramento, California. The form includes fields for contact information and invoice details. A red box highlights the 'Add New Line Item' button. Below the main form, there are sections for authorized signatures and a service entry sheet number. The interface also features 'Print Preview' and 'Return' buttons, and a footer with contact information.

Agreement Number	082719922014		
Vendor Name	This is Jacob's Organization	Contact Name	
Address Line 1	7777 Second Street	Contact Email	
Address Line 2		Contact Phone	
City	Sacramento	Contact Fax	
State	California		
Zip	56879		

Invoice Number:

Invoice Date:

Invoice Period

From: To:

Add New Line Item Total Contract Amount paid to date :

Signature of Organization's Authorized Representative	<input type="text"/>	Date	<input type="text"/>
Printed Name of Organization's Authorized Representative	<input type="text"/>	Title	<input type="text"/>
Signature of DWR Manager Approval	<input type="text"/>	Date	<input type="text"/>
Service Entry Sheet Number	<input type="text"/>		

Save Submit Cancel

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

g) Enter the required fields and click on the **Save** button.

The screenshot displays the 'GRANTS REVIEW AND TRACKING SYSTEM' interface. At the top, it shows the 'CA.GOV' logo and the text 'Department of Water Resources'. Below this is a navigation bar with links for 'Home', 'PSPs', 'Projects', 'Contracts', and 'Organization Admin'. The main content area is titled 'Invoice' and contains several sections:

- Header Information:** Agreement Number (082719922014), Vendor Name (This is Jacob's Organization), Address (7777 Second Street, Sacramento, California, 95879), and Contact Information (Name, Email, Phone, Fax).
- Invoice Details:** Invoice Number (Pending), Invoice Date (6/27/2014), and Invoice Period (From 6/27/2014 to 10/7/2016).
- Table:** A table with columns for 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, and Edit/Delete. The 'Invoice Totals' row shows 'NA' for Task No. and Description, and 'NA' for Organization providing Other Cost Share. A 'Pay this Amount' button is visible at the end of the table.
- Signature Section:** Fields for Signature of Organization's Authorized Representative, Printed Name of Organization's Authorized Representative, Signature of DWR Manager, Approval, and Service Entry Sheet Number.

Red boxes in the image highlight the 'Select Project' dropdown menu, the 'Current Invoice Amount' and 'Task Budget Amount' input fields, and the 'Pay this Amount' button.

h) Click on the **Submit** button to submit the Invoice.

CA .GOV Department of Water Resources
GRANTS REVIEW AND TRACKING SYSTEM

Welcome: jacobingle25@yahoo.com Logout

Home PSPs Projects Contracts Organization Admin

My Contracts

Invoice Attachments Communications

Invoice

Agreement Number: 082719922014
 Vendor Name: This is Jacob's Organization
 Address Line 1: 7777 Second Street
 Address Line 2:
 City: Sacramento
 State: California
 Zip: 95879

Contact Name:
 Contact Email:
 Contact Phone:
 Contact Fax:

Invoice Number: Pending
 Invoice Date: 6/27/2014
 Invoice Period: From 6/27/2014 To 10/7/2016

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
Invoice Totals	NA						NA							Pay this Amount	
Select Project															Save Cancel

add New Line Item

Signature of Organization's Authorized Representative: _____ Date: _____

Printed Name of Organization's Authorized Representative: _____ Title: _____

Signature of DWR Manager: _____ Date: _____

Approval: _____

Service Entry Sheet Number: _____

Save **Submit** Cancel

Total Contract Amount paid to date: _____

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22) What do I do if my attachment file exceeds the file size limit?

- a) There are two options for you in this case:
 - i) First, you can zip (compress) the file if the file is not far over the limit.
 - ii) Second, if the file far exceeds the file size limit, you can split the file into multiple files and attach them separately.
- b) If neither of these options will work for your files, please contact the appropriate program staff for further direction.

23) Will multiple personnel be able to access the application for a specific Organization?

- a) Yes, all registered members of an Organization have access to all applications associated with that Organization.
- b) By going to the **My Proposals** sub-module under the **PSPs** module any member of that Organization will be able to edit, save, and submit the application on behalf of the Organization.

Department of Water Resources
GRANTS REVIEW AND TRACKING SYSTEM

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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
Test MR23	Jontest842015	JonsTest23	08/04/2017	jon.nguyen@hotmail.com	06/20/2016	Submitted	No Attachments	Submit
Test MR23	Jon Nguyen Test2	JonsTest23	04/15/2017	jon.nguyen@hotmail.com	06/20/2016	Draft	No Attachments	Submit
sdf	Jontest842015	JonsTest23	08/04/2017	jon.nguyen@hotmail.com	05/17/2016	Draft	No Attachments	Submit
fd	Chrome Test PSP MR 10	JonsTest23	07/05/2019	jon.nguyen@hotmail.com	06/13/2016	Draft	No Attachments	Submit

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My Archived Proposals

Proposal Title Select Organization Search

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- c) It is important to ensure that two users do not access the same application at the same time. Should that occur, work may be overwritten in the event two versions are saved by two users.

24) How does the Admin function work for users outside of DWR?

- a) **Organization Admin** is a module in GRanTS that allows an Organization Admin to add and authorize users to access projects, contracts, and fill out applications on behalf of their Organization.

- b) For users that are no longer associated with an Organization you can delete the users from the Organization’s user list or uncheck the Authorized User box in the Add/Modify User screen.

25) How does a consultant select and fill out applications for several clients?

- a) The consultant will need to get each Organization Admin to add their account to that Organization’s authorized user list.
- b) Consultants must be registered in GRanTS before another Organization can add them as a user.
- c) The consultant will need to be authorized by each Organization they are assisting.

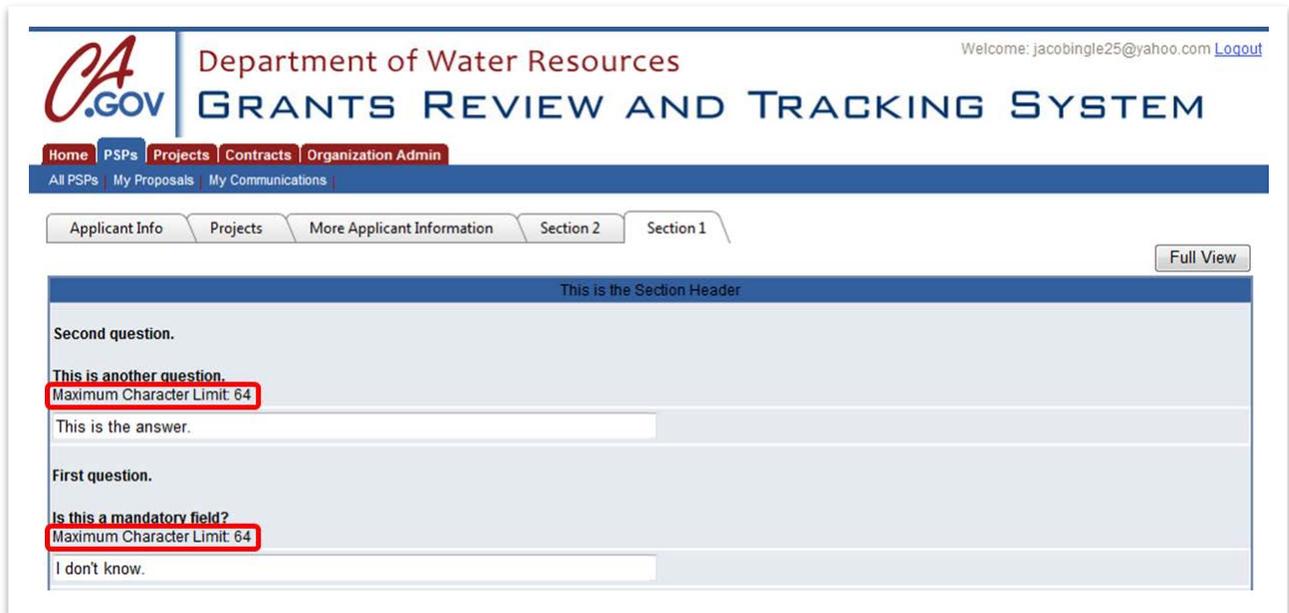
26) How does an external user Admin remove a user that is no longer a part of their Organization?

- a) The Organization's GRanTS Administrator will go to the **Organization Admin** module in GRanTS and select their Organization in the dropdown field.

- b) The Administrator can then select an individual's account and make appropriate changes by removing their authorization or delete them entirely.

27) What is the character limit for the answer boxes?

- a) A small indicator in the lower left-hand corner will indicate the number of characters allowed in the box.
 - i) Please remember characters include letters, numbers, spaces, and punctuation.
 - ii) Also, if you are importing a file from MS Word or another word processor, hidden characters can import and cause you to exceed your expected count.



29) Will I receive an automatic e-mail notification that my proposal has been submitted?

- a) Yes. The system generates an e-mail notification when you submit your proposal.
- b) The e-mail will be sent to the e-mail address that was used to log in to GRanTS at the time the proposal was submitted.
- c) Also, you will see a status change on your home page that the proposal has been submitted.