



Grants Management System

For the American Recovery and Re-Investment Act

Fulfilling California State government's commitments in response to the American Recovery and Re-Investment Act (ARRA) for

- Transparency
- Accountability
- Best Practices in grants administration
- Consistency and Integration
- Data Integrity
- Executive Oversight with program-specific individuality

Overview

GMS-ARRA enables the State to keep track of all grant programs authorized under ARRA. GMS offers the State advantages not possible with traditional ad hoc solutions used by individual State agencies. GMS recognizes that individual grant programs must also enable State executives to monitor activity to ensure funds are committed in a timely manner, fulfill objectives for geographic diversity, and align with State priorities related to job creation, promoting entrepreneurship for sustainable economic growth, the ARRA mandate of transparency, accountability, and standardized reporting and adds support for State objectives without impeding federal compliance: align bid processes and selections with State priorities.

Major modules of GMS include: Grant program profile, applicant mailing list management, applicant account management, application collection, grant selection, contract management, award progress reporting, project inspection and audit, and federal report generation.

Roadmap for Statewide adoption of GMS

A client department can start with Level One and increase usage of GMS capabilities over time.

- Level One – Generate federally required reports on grant activity
- Level Two – Inventory of grant programs, single state agency assignment, contact information, grant program characteristics,
- Level Three - Department uses homegrown solution to track grants and then sends an extract monthly to GMS; GMS loads data into Business Intelligence system for cross-program analysis, map-based reporting, and federal reporting.
- Level Four – Department uses GMS directly to maintain information on grants awarded, fund balance, receiving reports from grantees.
- Level Five – Department uses GMS to have applicants submit their grant proposals: create applicant account, submit structured information, submit supplemental information, evaluate proposals, generate contracts, set reporting schedule, track invoices, generate claim schedules for payments.

Organizations create their own accounts – non-governmental organizations (NGO’s), cities, counties, special districts, joint power authorities, and any other entity or individual that meets the eligibility requirements of one or more programs.

The organization designate’s its own administrator who can enter and authorize other staff to work on one or more grant applications.

Authorized staff can then access GMS. Based on the rights authorized by the organization’s administrator, the user will have the ability to view or contribute to work in progress on grant applications or to originate a new proposal.

Proposal Name	Category	Sub Category	Status	Start/End	Priority	Proposal Progress	Est. Progress
2009CRF01	On Road	Roadside Only	Creation In Prog.	8/26/2009	Suchir Yavale	Review	60%
2009CRF02	On Road	Roadside Only	Creation In Prog.	8/26/2009	Suchir Yavale	Review	60%
2009CRF03	On Road	Roadside Only	Creation In Prog.	8/26/2009	Suchir Yavale	Review	60%
2009CRF04	On Road	Roadside Only	Creation In Prog.	8/26/2009	Suchir Yavale	Review	60%
2009CRF05	On Road	Roadside Only	Creation In Prog.	8/26/2009	Suchir Yavale	Review	60%
2009CRF06	On Road	Roadside Only	Creation In Prog.	8/26/2009	Suchir Yavale	Review	60%

All applications prepared by any and all authorized staff are associated with the organization’s master record. Based on the individual logged in, s/he may be able to see only applications on one program or applications across multiple programs. For each application the user’s authorizations will determine the ability to originate, contribute or view an application or awarded grant.

The screenshot shows the 'Create new proposal-general' form in the ARRA Grants Management System. The form is divided into several sections:

- General:** Includes fields for Proposal Name, Organization (with a dropdown menu), and Contact Info (Primary proposal contact).
- Third Party Information:** Includes fields for 'What is your position?', 'How much are you being paid to complete this application for the owner or to assist the proposed project?', and 'What is the source of funds being used to pay you?'.
- Project category:** Includes a section for 'What kind of equipment do you have?' with radio button options for On-Road, Marine, and Locomotive categories.

 The form also features a progress bar at the top with steps: General, Equipment, Fleet & Activity, Impacted Community, Engine, and Attachment. Navigation buttons at the bottom include 'Cancel', 'Save & Continue', and 'Save & Close'.

Authorized staff can originate new applications. Each grant program will have a master sheet of information that is consistent across all grant programs. This ensures the availability of basic information on all grant applications for monitoring by department and agency executives. Also, ARRA has basic information requirements that cross grant programs.

The screenshot shows the 'On-Road Retrofit: Engine & Retrofit Information' form. The form is divided into several sections:

- Engine Information:** Includes dropdown menus for Engine Type, Engine Make, Engine Model Year, and Engine Fuel Type, along with input fields for Engine Model, Engine Serial Number, Horse Power, and Engine Tier (Auxiliary only).
- Engine Retrofit Information:** Includes dropdown menus for Engine Type and Retrofit Device Level, and input fields for Retrofit Device Make, Retrofit device model, and Retrofit device ARB executive order number.
- Retrofit Cost Information:** Includes input fields for Retrofit Device System Cost, Retrofit Device Installation Cost, and Amount requested from BAAQMD for this retrofit.

 The form also features a progress bar at the top with steps: Equipment, Fleet & Activity, Impacted Community, and Engine. Navigation buttons at the bottom include 'Previous Page', 'Save & Continue', and 'Exit without saving'.

Each department can decide whether to have applicants enter their proposals “on line” as in this example or to have completed applications prepared separately and then “attached” and uploaded.

GMS enables rapid customization for grant programs that want applications submitted online with structured data. Program reviewers can enter key information from applications submitted through attachments or received via mail to enable ARRA reporting and inclusion in the business intelligence subsystem.

State of California ARRA Grants Management System

Welcome Sudhir Yawale! [Log Off]

Home | Candidate Eligibility | Grants Management | Account Management | Proposal

Calculation | Calculation Results | **Approval** | Assign Proposal | Contract Approval

Engine | Invoice Approval | Attachment | Notes | Funding Source

Proposal Id: 2009CMP1 Proposal Type: On Road
 Proposal Sub Type: Retrofit Organization:
 User: Email:
 Phone:

Proposal Summary

Equipment ID	Engine ID	Max Cost \$	Grant Award	Cost Effectiveness	Install Life	Status
Equipment-A1	Engine-1	\$ 100,150.00	\$ 100,000.00	20%	8 Years	Completed
Equipment-A2	Engine-1	\$ 100,150.00	\$ 50,000.00	20%	3 Years	In progress
Equipment-A3	Engine-2	\$ 100,150.00	\$ 50,000.00	20%	2 Years	Completed
Equipment-A3	Engine-2	\$ 100,150.00	\$ 100,000.00	20%	8 Years	Completed

1 / 1 4 Row(s)

Proposal funding approval

Note: Click on grid-row to edit the values.

Engine ID	Cost Effectiveness	Candidate Eligibility	Subject to Regulation	Contract Policies	Status	Completed Date
Equip-1-Engine-1	Yes	No	Yes	Yes	Completed	01/01/2009
Equip-1-Engine-2	No	No	Yes	Yes	Completed	01/01/2009
Equip-1-Engine-3	Yes	No	No	Yes	InProgress	01/01/2009

1 / 1 3 Row(s)

Save Engine Approval Cancel

Grant program staff review individual applications. Staff can select items to approve without having to accept the application as “all or nothing.” If desired. Staff can then have the system generate a standard contract, follow a workflow for contract sign-offs, and send to the applicant as a pdf file for signature.

Documents can be maintained in a Sharepoint site fully integrated with GMS for document catalog entries.

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Proposal Id: 2009CMP1 Proposal Type: On Road
 Proposal Sub Type: Retrofit Organization:
 User: Email:
 Phone:

Post Inspection

Schedule Post Inspection

Pre-Inspection required?

Invoice:

Contract Signed/Contract
 Attachment Type *

File Name:

Contract Proposed Fund:
 Attachment Type *

File Name:

Funding Source:

Amount:

Description:

Payment Info:

Payment Request: Final Interim

Funding Agreement (NA) Total amount cost:

PA Total for unit Award:

Contractual Total Project Cost (Actual):

Make Payments to Date:

Available Funds for Distribution:

Current Payment Amount:

Description / Comments:

Make Payment to:

Two Party Check? Organization:

Address:

City, State, Zip: City, State, Zip:

Phone: Phone:

Save Cancel

GMS can send notices to grant award recipients to prompt for required reports and verify reports are submitted before enabling invoice approval. GMS can integrate with accounting systems or separately track grant program fund balances including encumbrances.

Feature/Function	Benefit to Department	Benefit to State
Multiple on-ramps	Can convert from home-grown or start from scratch; ease of data migration	No excuse for individual department to keep their homegrown solution; departments can use all or only a portion of the system and still enable standardized reporting to the feds and provide a business intelligence system for the State
Local control	Departments can assign separate administrators control over individual programs	
Business Intelligence built in	Data available for analysis that benefits the individual department—not just providing data for compliance purposes	Data integrity: programs get a reward for participating so they will provide data that is more accurate, timely, and consistent
Single computing implementation with multiple program implementations	Departments can focus on quality of their program administration without finding computers or technical staff.	Existing programs are not jeopardized by redirection for grant administration.

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