Grant Management System

Region IV State Programs Team Meeting

Atlanta, GA

April 25-27, 2016
Objectives

- Introduce a new electronic grant-making software
- Present the sub-recipient and administrator software components
- Give benefits of the new system and future growth
Purpose

The system was designed to assist applicants to timely and effectively apply for federal grant funds for transportation services within the state. This electronic application package contains the necessary forms and instructions for a complete application.
Step One
Go to the Grants Management Website:

mdat.ms.gov/gms
Step Two
Click “Create Account”
The link at the top of the page or the blue button
Step Three
Enter your information into the form and click the “Create Account” button
Step Four
Check your email for a verification link

Click the link.
This will direct you to the validation page:

Click the “Validate!” button to finalize email validation.
An email will be automatically sent from an administrator that an account has been activated. Depending on volume, this could be nearly instant, or take some time.
An email letting potential applicant know that their account is active will be sent.

It contains a link to return directly to the Grants Management login page (though it is not necessary to click it or return at this exact moment).
Step Six
Return to Grant Management Website and enter the Username and Password that was made during account creation then click the “Login” button to enter the Grants Management system.
Welcome to the Grants Management system!
You can view and change the contact information by clicking the Login name in the upper right corner then clicking “Change My Info”
Here an agency can edit all of their contact information

Save changes with the “Change Information” button or go back without saving by clicking the “Close” button
Back on the main page, important reference documents can be downloaded.
Back on the main page, you can download important reference documents, or click the arrows to view announcements.
Step Seven
Choose the grant type for which you wish to apply

Click the “Apply For...” button for the grant for which you will be applying
This will pop up a box with all of the forms available for that grant type. Download any of them that you may need then click the “Create Grant Request” button to begin the upload approval process.
Your main page will show that you have submitted for authorization
An administrator will email you when they have approved your account for upload. Again, depending on volume, this could be nearly instant, or take some time.
You will receive an email letting you know that your account can upload

It contains a link to return directly to the Grants Management login page
(though it is not necessary to click it or return at this exact moment)
Upon reception of the email, your account is ready to upload. Log back in (see step 6) and note that your Status has changed to show that it is Ready to Upload.
Step Nine
Click the “Click to Upload” button to begin uploading your files
This will pop up a box from which you will upload files
Choose the files on your computer to upload and click the “Open” button.
Your chosen files are shown on the upload page

At this point, you can click “Remove” beside any file name to remove it from the list. You may also click “Browse” to add more files. When you are satisfied with the files to be uploaded, Click on Upload.
Your files are uploaded to our system. Note the list of files:

At this point, you may “Browse” and “Upload” more files. The list in blue is only the most recent batch of uploads.
Note that your Status has changed to “Received”
The Application column now shows “File(s) Received” as well
Step Ten

Wait

This will be the longest wait time. Your application will be reviewed in depth. You may be contacted for additional information, or you may only hear from the Grants Management team at the conclusion of the process.
During this time, log back in to check your status. It will change as the submission moves through the process.
A special case, “Request Additional Information” may appear.
A special case, “Request Additional Information” may appear. Mouse over the “(Comments)” section to see what information is requested.
When you are approved or denied you will receive an email letting you know the final status of your grant application
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MDOT Grants Management <gms@mdot.ms.gov>
Section 5310 Application 2016-2017

Wednesday, March 23, 2016

John Doe
Director
The Walkthrough Agency
123 Road Street
Jackson, MS 39215

Dear John Doe,

We have completed our review of the application submitted on behalf of your organization. Unfortunately, we were unable to include the request in our statewide application to the Federal Transit Administration.

Thank you for your interest in the Section 5310 Program. If we can be of further assistance please contact me or Charles Husband of our staff by telephone at (601) 359-7800 or by fax at (601) 359-7777.

Sincerely,

Shirley Wilson, Director
Public Transit Division
If you log into the Grants Management System after final review, you can see the status of the grant.
If you log into the Grants Management System after final review, you can see the status of the grant.
Grant Administrator Role and Benefits

The grant administrator functionality will allow us to:

- Activate User Accounts
- Manage the download and upload of grant application documents for system security purposes
- Review the grants from the system and store them in project specific files on the transit server
- Send electronic notices to applicant requesting additional information or clarifications
Grant Administrator Role and Benefits (contd.)

- Transmit electronic notices of grant status (i.e. received, approved, denied)
- Assign applications to team members for review and preparation of grant profiles
- Internal management of documents stored in software (don’t have to rely of IT department for application revisions/deletions)
- Maintain a list of application requests by program
- Benefit of system being created in-house by IT Division
  - Timely technical assistance/maintenance
  - Cost-saving – not having to pay an outside vendor
  - Ability to continue to grow the system without added cost
User Account Screen

The document is a screenshot of a user account screen from a software application named Grants Management. The screen displays a table titled "All User Accounts" with columns for Name, Agency Email, Home Email, Phone, Home Phone, and Account Status.

The table contains rows with the following sample data:

- Name: Aaron J. Penny, Agency Email: ajpenny@dot.state.ms.us, Home Email: ajpenny@home.com, Phone: 601-555-1234, Home Phone: 601-555-1234, Account Status: Admin, Disabled.
- Name: Mr. Joseph Money, Agency Email: jjmoney@dot.state.ms.us, Home Email: jjmoney@home.com, Phone: 601-555-9876, Home Phone: 601-555-9876, Account Status: Admin, Not Validated.

The table continues with similar entries for other users. The bottom of the page includes a footer with the text "Mississippi Department of Transportation - Powered by MDOT - v2.0 (GMS) - Admin Login."
### All Active Submissions

<table>
<thead>
<tr>
<th>Agency Name</th>
<th>Grant Type</th>
<th>Agency Name</th>
<th>Agency Contact</th>
<th>Agency Phone</th>
<th>Agency Email</th>
<th>Assigned To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aaron S. Henry Community Health Center DARTS</td>
<td>5211</td>
<td>Antionette Gray</td>
<td>652-624-4302</td>
<td><a href="mailto:agray@ahchc.org">agray@ahchc.org</a></td>
<td>Chaffin, Evelyn</td>
<td></td>
</tr>
<tr>
<td>Alcorn County Human Resource Agency, Inc.</td>
<td>5310</td>
<td>Annette Stringer</td>
<td>960-286-7748</td>
<td><a href="mailto:astringer@bellsouth.net">astringer@bellsouth.net</a></td>
<td>West, Pamela M</td>
<td></td>
</tr>
<tr>
<td>All American Transit Inc.</td>
<td>5311</td>
<td>Tony Pass</td>
<td>202-406-5605</td>
<td><a href="mailto:tpass@allamericantrans.com">tpass@allamericantrans.com</a></td>
<td>Mayberry, Landree</td>
<td></td>
</tr>
<tr>
<td>Bailey Transit</td>
<td>5312</td>
<td>Roderick Bailey</td>
<td>801-350-7802</td>
<td><a href="mailto:rbailey@mdotms.gov">rbailey@mdotms.gov</a></td>
<td>Unassigned</td>
<td></td>
</tr>
<tr>
<td>Bailey Transit</td>
<td>5312</td>
<td>Roderick Bailey</td>
<td>801-350-7802</td>
<td><a href="mailto:rbailey@mdotms.gov">rbailey@mdotms.gov</a></td>
<td>Unassigned</td>
<td></td>
</tr>
<tr>
<td>Bolivar County Council on Aging, Inc.</td>
<td>5311</td>
<td>Lorraine McEnany-Wilson</td>
<td>901-849-9141</td>
<td><a href="mailto:lwilson@countycolony.com">lwilson@countycolony.com</a></td>
<td>Chaffin, Evelyn</td>
<td></td>
</tr>
<tr>
<td>Carolyn Morrow</td>
<td>5310</td>
<td>Carolyn Morrow</td>
<td>228-808-5571</td>
<td><a href="mailto:carmorrow@msn.com">carmorrow@msn.com</a></td>
<td>Yancey, Janice R</td>
<td></td>
</tr>
<tr>
<td>Central Mississippi Residential Center</td>
<td>5310</td>
<td>Margo Evans</td>
<td>601-653-4207</td>
<td><a href="mailto:mevans2@cmr.ms.gov">mevans2@cmr.ms.gov</a></td>
<td>Husband, Charles R</td>
<td></td>
</tr>
<tr>
<td>City of Pass Christian</td>
<td>5310</td>
<td>Jennifer Burke</td>
<td>228-452-3315</td>
<td><a href="mailto:jburke@cityofpass-christian.me">jburke@cityofpass-christian.me</a></td>
<td>Mayberry, Landree</td>
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</tr>
<tr>
<td>Claiborne County Human Resource Agency</td>
<td>5311</td>
<td>Annie Conner</td>
<td>601-437-3003</td>
<td><a href="mailto:aclbrnresource@bellouthome.ms">aclbrnresource@bellouthome.ms</a></td>
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<tr>
<td>Clinic Up Inc.</td>
<td>5310</td>
<td>Shelia Stallies</td>
<td>662-304-2617</td>
<td><a href="mailto:sstallies@fitnessandwellness.com">sstallies@fitnessandwellness.com</a></td>
<td>Yancey, Janice R</td>
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</tr>
<tr>
<td>Clinic Up Inc.</td>
<td>5310</td>
<td>Shelia Stallies</td>
<td>662-304-5017</td>
<td><a href="mailto:sstallies@fitnessandwellness.com">sstallies@fitnessandwellness.com</a></td>
<td>Yancey, Janice R</td>
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<tr>
<td>Community Development Inc.</td>
<td>5311</td>
<td>Oma Hildaber</td>
<td>601-768-6704</td>
<td><a href="mailto:ohildaber@june.com">ohildaber@june.com</a></td>
<td>Robinson, Zenoffa T</td>
<td></td>
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<tr>
<td>Community Development Inc.</td>
<td>5311</td>
<td>Oma Hildaber</td>
<td>601-768-6704</td>
<td><a href="mailto:ohildaber@june.com">ohildaber@june.com</a></td>
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<tr>
<td>Copiah County Human Resource Agency</td>
<td>5311</td>
<td>Bonnie Guastav</td>
<td>601-894-4788</td>
<td><a href="mailto:bguastav@bellouthome.ms">bguastav@bellouthome.ms</a></td>
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<tr>
<td>Copiah County Human Resource Agency</td>
<td>5311</td>
<td>Bonnie Guastav</td>
<td>601-894-4788</td>
<td><a href="mailto:bguastav@bellouthome.ms">bguastav@bellouthome.ms</a></td>
<td>Husband, Charles R</td>
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<tr>
<td>Drifta Bus Lines Inc.</td>
<td>5311</td>
<td>Joseph Howard Jr.</td>
<td>662-627-5181</td>
<td><a href="mailto:jhoward@bellouthome.net">jhoward@bellouthome.net</a></td>
<td>Tatum, Alfred</td>
<td></td>
</tr>
<tr>
<td>DJ Transit, Inc.</td>
<td>5311</td>
<td>Deshelia Butler</td>
<td>601-882-0701</td>
<td><a href="mailto:dbutler@dtransinc.com">dbutler@dtransinc.com</a></td>
<td>Bailey, Roderick O</td>
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</tr>
<tr>
<td>Dr. A. C. Malory Community Health Center</td>
<td>5310</td>
<td>Dr. Clyde Rossol Chairman</td>
<td>662-834-1857</td>
<td><a href="mailto:crossol@msn.com">crossol@msn.com</a></td>
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<tr>
<td>First County Child Development Program, Inc.</td>
<td>5311</td>
<td>Joyce Strobrand</td>
<td>601-762-4108</td>
<td><a href="mailto:joyce@jmsncare.com">joyce@jmsncare.com</a></td>
<td>Mall, Red (I)</td>
<td></td>
</tr>
<tr>
<td>First County Child Development Program, Inc.</td>
<td>5311</td>
<td>Joyce Strobrand</td>
<td>601-762-4108</td>
<td><a href="mailto:joyce@jmsncare.com">joyce@jmsncare.com</a></td>
<td>Mall, Red (I)</td>
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<tr>
<td>Hinds County Human Resource Agency</td>
<td>5311</td>
<td>Jill Brewer</td>
<td>601-923-1754</td>
<td><a href="mailto:jblacks@hinds.org">jblacks@hinds.org</a></td>
<td>West, Pamela M</td>
<td></td>
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<tr>
<td>Jackson County Crisis Aides</td>
<td>5310</td>
<td>Pergis, schneidt</td>
<td>228-675-1243</td>
<td><a href="mailto:psg12@jacksons.org">psg12@jacksons.org</a></td>
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<tr>
<td>Jackson Medical Mall Foundation</td>
<td>5310</td>
<td>Atessa McClary</td>
<td>601-982-5487</td>
<td><a href="mailto:amclary@jacksonmedicalmall.org">amclary@jacksonmedicalmall.org</a></td>
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<tr>
<td>Jacksonville</td>
<td>5311</td>
<td>Elenie Cooper</td>
<td>601-205-6168</td>
<td><a href="mailto:ecooper@jacksonville.com">ecooper@jacksonville.com</a></td>
<td>Unassigned</td>
<td></td>
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</table>

*Mississippi Department of Transportation - Powered by MDOT - v-2.0 (GMS) - Admin Login*
### Grant Disposition Screen

#### Grants Ready for Approval

<table>
<thead>
<tr>
<th>Agency</th>
<th>Grant</th>
<th>Agency Phone</th>
<th>Agency Email</th>
<th>Assignee</th>
<th>Grant Status</th>
<th>Files</th>
<th>Actions</th>
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<tbody>
<tr>
<td>Alcorn County Human Resource Agency, Inc.</td>
<td>5310</td>
<td>662-296-7718</td>
<td><a href="mailto:aircombo@bellesouth.net">aircombo@bellesouth.net</a></td>
<td>West, Pamela M</td>
<td>Received</td>
<td>View Files</td>
<td>Approve</td>
</tr>
<tr>
<td>Carolyn Morrow</td>
<td>5310</td>
<td>228-809-5574</td>
<td><a href="mailto:carolyn.morrow@mysms.com">carolyn.morrow@mysms.com</a></td>
<td>Yancey, Janice R</td>
<td>Received</td>
<td>View Files</td>
<td>Approve</td>
</tr>
<tr>
<td>Central Mississippi Residential Center</td>
<td>5310</td>
<td>601-685-4207</td>
<td><a href="mailto:mewand2@cmrc.ms.gov">mewand2@cmrc.ms.gov</a></td>
<td>Husband, Charles R</td>
<td>Received</td>
<td>View Files</td>
<td>Approve</td>
</tr>
<tr>
<td>City of Pass Christian</td>
<td>5310</td>
<td>228-452-3315</td>
<td><a href="mailto:grantsadmin@ci.pass-christian.ms.us">grantsadmin@ci.pass-christian.ms.us</a></td>
<td>Maybery, Leandrew</td>
<td>Received</td>
<td>View Files</td>
<td>Approve</td>
</tr>
<tr>
<td>Climb Up Inc</td>
<td>5310</td>
<td>662-304-3617</td>
<td><a href="mailto:ssataplo@telecorhealthgroup.com">ssataplo@telecorhealthgroup.com</a></td>
<td>Yancey, Janice R</td>
<td>Received</td>
<td>View Files</td>
<td>Approve</td>
</tr>
<tr>
<td>Dr. Arieja C. Mallety Community Health Center</td>
<td>5310</td>
<td>662-934-1957</td>
<td><a href="mailto:christie.davis@mosu.edu">christie.davis@mosu.edu</a></td>
<td>Husband, Charles R</td>
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<td>Approve</td>
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<tr>
<td>Jackson County Civic Action</td>
<td>5310</td>
<td>228-471-1244</td>
<td><a href="mailto:tcovian@jxwcvation.org">tcovian@jxwcvation.org</a></td>
<td>Yancey, Janice R</td>
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<tr>
<td>Jackson Medical Mall Foundation</td>
<td>5310</td>
<td>601-962-5867</td>
<td><a href="mailto:amcinnkney@gjksonmedc.mdmail.org">amcinnkney@gjksonmedc.mdmail.org</a></td>
<td>Husband, Charles R</td>
<td>Received</td>
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<tr>
<td>Lee County Multi-Purpose for the Elderly</td>
<td>5310</td>
<td>662-841-2004</td>
<td><a href="mailto:brutchason@co.lee.ms.us">brutchason@co.lee.ms.us</a></td>
<td>Husband, Charles R</td>
<td>Received</td>
<td>View Files</td>
<td>Approve</td>
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<tr>
<td>Mississippi Christian Family Services, Inc.</td>
<td>5310</td>
<td>662-873-9055</td>
<td><a href="mailto:boykin89@msn.com">boykin89@msn.com</a></td>
<td>Yancey, Janice R</td>
<td>Received</td>
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<td>Approve</td>
</tr>
<tr>
<td>Mount Zion Economic Community Center, Inc.</td>
<td>5310</td>
<td>601-249-1999</td>
<td><a href="mailto:bentholm@caboleone.net">bentholm@caboleone.net</a></td>
<td>Husband, Charles R</td>
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<td>View Files</td>
<td>Approve</td>
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<tr>
<td>Natchez Transit System</td>
<td>5310</td>
<td>601-435-7566</td>
<td><a href="mailto:starleys@natchez.ms.us">starleys@natchez.ms.us</a></td>
<td>Mabli, Bill G</td>
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<td>Non Unique Address Test</td>
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<td>555-123-4567</td>
<td><a href="mailto:dxking@mdot.ms.gov">dxking@mdot.ms.gov</a></td>
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<tr>
<td>Neshoba County Human Resources Agency</td>
<td>5310</td>
<td>662-726-9640</td>
<td><a href="mailto:noscrah@mat.com">noscrah@mat.com</a></td>
<td>Robinson, Zenotha T</td>
<td>Received</td>
<td>View Files</td>
<td>Approve</td>
</tr>
</tbody>
</table>

- **Files**: Various documents attached to each grant.
- **Actions**: Approve, Deny, Change Status.
Document Control Screen
What’s Next???

- Build in a feature that will allow electronic rating of grant applications by our Interagency Transportation Committee
  - Ratings are currently done using paper copies
  - Stop killing trees by eliminating the copying of rating forms
  - Will allow ITC to rate applications from their offices

- System will score the ratings of all committee members

- Staff currently entering series of ratings in an excel spreadsheet
  - Eliminate input errors
  - System will free up staff time
  - More timely completion of scoring

- Retooling our current sub-recipient reimbursement and fleet operation performance reporting system to make this a function within the grant software.
Contact Information

MS Department of Transportation
P.O. Box 1850
Jackson, MS 39215-1850

Public Transit Director: Shirley Wilson
e-mail: swilson@mdot.ms.gov
601-359-7800