

USING GRANTSOLUTIONS FOR YOUR CED GRANT

Division of Community Discretionary Programs
Office of Community Services



CED

Community Economic Development

Agenda

- GrantSolutions Overview
- Accessing GrantSolutions
- Using GrantSolutions
- Questions & Answers

Functionality for Grantees

- Electronic applications/online forms
- Electronic Sharing between grantee, grant office, and program office
- Access to current and previous year grant awards/data
- Amendment requests

Accessing GrantSolutions

- GrantSolutions Login: www.grantsolutions.gov/gs/
- The authorizing official and project contact for your organization should have received GrantSolutions login information at the start of your grant
- Additional members of your organization can gain access by completing the Grantee User Account Request Form
- Grant Solutions User Support is available:
 - Monday-Friday 8 AM - 6 PM ET
 - help@grantsolutions.gov
 - 866.577.0771 or 202.401.5282

Grantee User Account Request Form

Print Form



GrantSolutions.gov
LIVING SERVICES, LOCALS, CONNECTICUT

Grantee User Account Request Form

Please use this form to request the following GrantSolutions Grantee user account actions:

- Create a new account at an existing grantee organization
- Update information pertaining to an existing grantee account
- Close an existing grantee account

GrantSolutions Grantee User Accounts
All account requests must be made by the prospective user's supervisor or other authorized organization official

1. The authorized official must complete and sign the first section of the Account Request Form.
2. The person who will be receiving access needs to:
 - a. Sign and date the second part of the forms (Data Access/Security Compliance Statement)
 - b. Sign and date the main signature page in the HHS Rules of Behavior.

Additional GrantSolutions Grantee User Accounts
If you require additional grantee user accounts for your organization, please complete a copy of the attached change request form for each person. Please be sure to complete the form in its entirety for each account request.

Changes to Existing GrantSolutions Grantee User Accounts
Should any information regarding an existing Grantee user account change, please complete, in its entirety, the attached change request form. Changes to existing accounts may include:

- Change of staff person's role (indicate new Job Title)
- Update of person's contact information
- Closure of an account

Requests for a change of the grant's Project Director/Project Investigator may not be completed using this form. These actions must be completed using GrantSolutions or by contacting your assigned Grants Management Specialist.

Submission of the GrantSolutions Grantee User Account Request Form
Most account changes (role assignments, new accounts, account closures) must be requested by the Grantee Authorized Official or in some cases the Program Director. The Support Center will verify all account requests as needed. Request forms sent via e-mail must be scanned to include original signatures.

Completed Grantee User Account Request Forms may be submitted to the GrantSolutions Support Center by email to help@grantsolutions.gov or by FAX to 301-998-7272

Initial account information will be sent to the new (or changed) user's email address provided. Upon initial login, the user will be required to change temporary password assigned by the system.

If you have any questions please contact the GrantSolutions Support Center at help@grantsolutions.gov or toll free on (866) 577-0771.

Version 9/2012



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Grantee User Account Request Form

Request Type: New Account Account Change Account Closure

Partner Agency:

<input type="radio"/> Department of Health and Human Services	<input type="radio"/> Department of State
<input type="radio"/> Department of Agriculture	<input type="radio"/> Social Security
<input type="radio"/> Department of Transportation	<input type="radio"/> Denali Commission
<input type="radio"/> Other <input style="width: 100px;" type="text"/>	

Role Authority:

<input type="checkbox"/> Authorizing Official	<input type="checkbox"/> Financial Officer
<input type="checkbox"/> Program Director/Principal Investigator	<input type="checkbox"/> Financial Officer Support
<input type="checkbox"/> Support Staff	

Organization Name:

Address 1:

Address 2:

City: **State:** **ZIP + 4:**

Grant Number(s):

This should be a grant number of any grant awarded to your organization that is or has been in GrantSolutions. This will be used to help confirm organization information.

First Name: **Last Name:**

Title:

Phone: **Fax:**

Email Address:

Person Address 1:

Person Address 2:

City: **State:** **ZIP + 4:**

Please complete the Person Address only if it is different from the Organization Address.

Authorized Official Name:

Title:

Authorized Official Signature:

Note: Request should be signed by authorized organization business/signing official.

Version 9/2012

Completing the Grantee User Account Request Form

- Complete a separate form for each staff member involved in your grant.
- Include your *active* CED Grant Award Number(s) where requested (e.g.. 90EEXXXX).
- Indicate the PI/PD assigned to the grant.
- Provide organizational email address.
- The Authorizing Official (AO) of your organization must sign each form as the “Requestor.”
- Sign the US Government Data Access Request/Security Compliance form

Grantee Roles

- Authorizing Official
- Program Director/ Principal Investigator
- Support Staff
- Financial Official
- Financial Official Support Staff

Submitting the Grantee User Account Request Form

- Sign and scan each set of completed forms and submit them via email to help@grantsolutions.gov.

www.GrantSolutions.gov

The screenshot shows a web browser window displaying the homepage of The Grants Center of Excellence. The browser's address bar shows the URL <https://home.grantsolutions.gov/home/>. The website features a navigation menu with links for HOME, BENEFITS, SERVICES, PARTNERS, SUPPORT, ABOUT, and NEWS. The main content area is titled "The Grants Center of Excellence" and includes a "Login to GrantSolutions" button and a search bar. Below the main heading, there are four columns of text describing the organization's mission and services. A "NEWS" section on the right highlights a recent article about the migration of grant data to the GrantSolutions system. The "SUPPORT" section is also visible at the bottom right.

THE GRANTS CENTER of EXCELLENCE
GRANTSOLUTIONS.GOV
Linking Services, Solutions, Communities

HOME BENEFITS SERVICES PARTNERS SUPPORT ABOUT NEWS

The Grants Center of Excellence

The Grants Center of Excellence (COE) delivers end-to-end grants management services to over 17 Federal partner agencies through [GrantSolutions.gov](https://www.grantsolutions.gov). Managed by the Administration for Children and Families (ACF) within the U.S. Department of Health and Human Services (HHS), our mission is to provide comprehensive and cost-effective grants management solutions for grantors, grantees, and the public.

Benefits

The Grants Center of Excellence delivers end-to-end grants management services to over 17 Federal partner agencies through [GrantSolutions.gov](https://www.grantsolutions.gov). [More information.](#)

Services

The Grants Center of Excellence (COE) provides comprehensive, cost-effective grants management solutions for both grantors and grantees. [More information.](#)

Partners

The Grants Center of Excellence serves a broad cross section of federal grant making agencies. Diverse in mission, size and program complexity, they bridge the spectrum of grant possibilities demonstrating the flexibility and adaptability of

Support

The Grants Center of Excellence (COE) is committed to the success of all of its partners. To ensure the best possible user experience, the COE provides an array of support services. [More information.](#)

NEWS

[Administration for Community Living \(ACL\) Migration – Successful and Timely](#)

Almost one year after the Department of Health and Human Services (HHS) Secretary Kathleen Sebelius announced the creation of a new HHS operating division called the Administration for Community Living (ACL), that new HHS Opdiv has successfully migrated its discretionary grant award data to the Grants Center of Excellence (COE) GrantSolutions system.

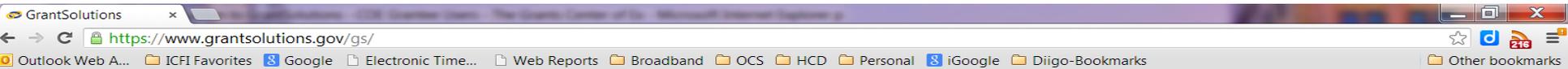
[COE User Group – 2013 Spring Meeting](#)

[Office of Refugee Resettlement joins GrantSolutions](#)

[NEWS ARCHIVE](#)

SUPPORT

www.GrantSolutions.gov



The Grants Center of Excellence (COE) serves as one of three consortia leads under the Grants Management Line of Business (GMLoB) E-Gov initiative offering government-wide grants management system support services. The COE is managed by the Administration for Children and Families (ACF) within the United States Department of Health and Human Services in partnership with 15 different federal agencies as of February 2011. Our services cover the full life cycle of the grants management business. Should your government agency be looking for a cost effective and proven grants management solution, please explore our informational website at <http://home.grantsolutions.gov/>.

GrantSolutions is best accessed using Internet Explorer 7 or 8, Firefox 4 and is most compatible with JAWS v13.

First Time Users

Click the button below to create a GrantSolutions.gov User Account.

[REGISTER](#)

Login to GrantSolutions.gov

Before logging in please read the [Warning Notice](#)

Username:

Password:

[LOG IN](#)

[Having trouble logging in?](#)

[Reset Password/Unlock Account](#)

[View Grant Opportunities](#)

GrantSolutions.gov User Support
(202) 401-5282
(866) 577-0771
help@grantsolutions.gov
(8 AM - 6 PM Eastern Time M-F)



GrantSolutions Menu



Account Management ▾ Funding Opportunity Applications Grants ▾ Reports ▾ Help/Support

- Account Management – Update profile, change password
- Funding Opportunity – Funding Opportunities available to CED grantees
- Applications – View previously submitted applications and the status of new applications

GrantSolutions Menu



Account Management ▾ Funding Opportunity Applications Grants ▾ Reports ▾ Help/Support

- Grants – Manage your most recently awarded grant
- Reports – Not currently available for CED grantees
- Help/Support - User guides, trainings, and contact information for the GrantSolutions Helpdesk

My Grants List

GrantSolutions

Account Management ▾ Funding Opportunity Applications Grants ▾ Reports ▾ Help/Support

My Grants List

[Show Expired Grants](#)

Organization for Change

Grant Number: [View NGA](#)

Grant Program: [Grant Notes](#)

Program Office: [Send Message](#)

Project Title: [History](#)

[Manage Amendments](#)

Award Issue Date: 09/18/2009

Project Period: 09/30/2006 to 09/29/2011

Budget Period: 09/30/2009 to 09/29/2010

Total Approved Budget (Federal): \$1,055,569

Next T&C Due Date: N/A

Status: No Existing Amendments

Non Competing Status: LATE [Apply](#)

Internet | Protected Mod

My Grants List

Feature	Description
View NGA	View the Notice of Grant Award (NGA) for important information like grant number, award amount, and project period
Grant Notes	Allows you to view all of the notes for your particular grant and upload important documents for OGM and OCS to view
Send Message	Contact your grant or program officer directly in GrantSolutions
History	Tracks all applications or grant actions throughout the grant's entire project period.
Manage Amendments	Access information about changes and revisions to your grant award

View NGA

- Select “View NGA” under “My Grants List” to access your Award Package/NGA

[View NGA](#)

My Grants List

[Show Expired Grants](#)

[View NGA](#)

[Grant Notes](#)

[Send Message](#)

[History](#)

[Manage Amendments](#)

Grant Number:

Grant Program:

Program Office:

Project Title:

Award Issue Date: 

Project Period: 08/15/2011 to 08/14/2014

Budget Period: 08/15/2012 to 08/14/2013

Total Approved Budget (Federal): \$150,000

Next T&C Due Date: N/A

Status: Multiple Amendments In-Progress

Non Competing Status: Pending

Non Competing Due Date: 05/16/2013

Grant Notes

- Allows you to view all of the notes for your particular grant and upload important documents for OGM and OCS to view.
 - All important documents related to your grant in one place
 - Allows collaboration between the grantee, OGM, and OCS

NOTE: Documents added to the Grant Notes feature are distinct from items added as amendments

Grant Notes

Grant Notes

Grant Number	90RX0198
Grantee Name	Catholic Charities of Louisville
Project Start Date	08/15/2011
Project End Date	08/14/2014

Grant Note Create Date	From	<input type="text"/>	To	<input type="text"/>
Grant Note Type		--All--		
Grant Note Category		--All--		
Author		--All--		
Subject	<input type="text"/>			
Hide Automatic Notes	<input type="checkbox"/>			

Total 0 notes

No Records	
------------	--

Grant Notes – ADD Screen

Grant Notes - Add

Author: _____

*Subject:

*Note Type: ?

*Category Type:

*Notes: ? (Limit to 2000 characters)

Note Attachments

Description:

File to Upload: No file selected.

Description	Source Attachments	Status	Actions
* Status updates every 10 seconds			

Completing the Grant Note-ADD Screen

Grant Note Field	How to Complete
Subject	Enter the subject/title of the Grant Note you are submitting <i>Example: Disposition of Asset Plan of Loan Form</i>
Note Type	Select Correspondence from the dropdown
Category Type	Select the type of Grant Note you are uploading
Notes	Enter any information or notes about the Grant Note you uploaded
Note Attachments – Description	Enter the title of the document you are attaching. This will be the same as the subject field.

Items to Upload as Grant Notes

- SF-428 and SF-429 Forms
- Disposition of Asset Plan of Loan Form
- Disposition of Asset Plan of Stocks Form
- Notice of Federal Interest
- SF-425
- Project Partner Agreements
- Other documents not submitted as amendment requests

Types of Amendments to Submit Through GrantSolutions

- Project/Budget Modification Request
- Change in name or grantee address
- Change in Project Contact and Authorizing Official
- Change in Scope
- No-cost Extensions

Manage Amendments

Manage Amendments

Grant Number 90
Grantee Name
Project Title
Project Start Date 08/15/2011
Project End Date 08/14/2014
Last Issued NGA 08/21/2012 [\(View NGA\)](#)

Amendment #	Status	Submitted Date
(There are no A		

New

Close

Select Amendment Type

Grant Number: 90RX0198-2
Project Period: 08/15/2011 to 08/14/2014
Budget Period: 08/15/2012 to 08/14/2013

Amendment Type

- Budget Revision (Type 8)
- Budget Revision (Type 6)
- Carryover Request (Type 6)
- Change Grantee Address (Type 6)
- Change in PI/PD (Type 6)
- Change in Grantee Authorizing Official (Type 6)
- Change in Scope (Type 8)
- Change in Scope (Type 6)
- Grant Closeout Action (Type 6)
- Grant Relinquishment - TEST (Type 6)
- Mandatory Grant Project Extension (Type 6)
- Name change (Type 6)
- No Cost Extension (Type 4)
- Supplement (Non-Competing) (Type 3)

Create Amendment

Cancel

Selecting an Amendment Type

- Select the correct Amendment Type to ensure the appropriate GAACC populates
 - If you are unsure which Amendment Type to select, contact OGM and OCS
- The GAACC:
 - Provides summary checklist of all required information of an amendment
 - Provides real time information and amendment status
 - This is where you will complete all on line forms and submit the amendment

Submitting Amendments through Grant Solutions

- The Amendment Checklist (GAACC) is where you will complete your amendment request
- To begin entering or uploading the requested data into each section, select the Upload, Enter Online, or Enter Comments links
- Instructions for completing on-line forms are available by clicking the link at the top of each form.

Amendment Checklist

GrantSolutions Amendment Application Control Checklist

Post Award Action: Budget Revision

Information for the Applicant	Enclosure(s)	Attachment(s)	Status
Instructions for Budget Revision (ACL)	View PDF Version View Original Version	N/A	
Online Forms	Enclosure(s)	Attachment(s)	Status
SF-424A Budget Information - Non-Construction	Enter Online Print Completed Enter Comments	0 Uploaded Files 0 Mail-in Items	
Additional Information to be Submitted	Enclosure(s)	Attachment(s)	Status
Cover Letter Upload	Enter Comments	0 Uploaded Files 0 Mail-in Items	
Budget Narrative Upload (ACL)	Enter Comments View PDF Version View Original Version	0 Uploaded Files 0 Mail-in Items	
Miscellaneous Information	Enter Comments	0 Uploaded Files 0 Mail-in Items	

Amendment Package Status: Work In Progress (Post Award)

Verify Submission

Close

Completing Online Amendment Forms

SF-424A

BUDGET INFORMATION - NON CONSTRUCTION PROGRAMS

★ indicates a required field.

[424A Instructions](#)

Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised
	Federal (c)	Non Federal (d)	Federal (e)
93.576 - Refugee and Entrant ▾	\$ 0.00	\$ 0.00	\$ 0.00
Please select a CFDA ▾	\$ 0.00	\$ 0.00	\$ 0.00
Please select a CFDA ▾	\$ 0.00	\$ 0.00	\$ 0.00

Submitting Amendments through GrantSolutions

- Complete all required forms listed on the amendment checklist
- The Amendments Checklist page will indicate which forms have been submitted successfully
 - Green check mark indicates form was completed successfully
 - Red X or Red Triangle means a form requires more information
- Once a green check mark appears near the amendment, OGM and OCS will be able to access and review the amendment

Submitting Amendments through GrantSolutions

Information for the Applicant	Enclosure(s)	Attachment(s)	Status
Instructions for Budget Revision (ACL)	View PDF Version View Original Version	N/A	
Online Forms	Enclosure(s)	Attachment(s)	Status
SF-424A Budget Information - Non-Construction	Enter Online Print Completed Enter Comments	0 Uploaded Files 0 Mail-in Items	
Additional Information to be Submitted	Enclosure(s)	Attachment(s)	Status
Cover Letter Upload	Enter Comments	0 Uploaded Files 0 Mail-in Items	
Budget Narrative Upload (ACL)	Enter Comments View PDF Version View Original Version	0 Uploaded Files 0 Mail-in Items	
Miscellaneous Information	Enter Comments	0 Uploaded Files 0 Mail-in Items	

Grant History

- Tracks all applications or grant actions throughout the grant's entire project period.
 - Allows the grantee to access all applications that have been submitted and the NGA associated with the application
 - Enables the grantee to view the whole history of grants received
 - Allows grantees to check on the status of amendments

Grant History

Grant History

Grantee Name

Project Title

Project Period 08/15/2011 to 08/14/2014

Budget Year 2

Application Number	Grant Number	Action Date	Project Period	Budget Period	Award Amount	Application Type	Status	Action
11RX 	90RX0	08/21/2012	08/15/2011 to 08/14/2014	08/15/2012 to 08/14/2013		Non-Competing Continuation	Awarded	View Application View NGA
11RX 	90RX0	08/25/2011	08/15/2011 to 08/14/2014	08/15/2011 to 08/14/2012		New	Awarded	View Application View NGA

Close

GrantSolutions Resources

- GrantSolutions User Support available:
 - Monday-Friday 8 AM - 6 PM ET
 - help@grantsolutions.gov
 - 866.577.0771 or 202.401.5282
- Training materials and User Guides are available to grantees at www.grantsolutions.gov/gs/
 - Training Guides – Detailed instructions for completing tasks
 - User Guides and Documentation – Instructions on using different features in GrantSolutions
 - Grantee Training Videos – Training video series to help grantees successfully use GrantSolutions

OCS Community Development Website Resources

- www.ocscommunitydevelopment.org
- Click Resource Library → Managing Your Grant or search “GrantSolutions” to access the following:
 - Guidance for Grantees for Accessing GrantSolutions, including the Grantee User Account Request Form
 - Guidance for Grantees for Using GrantSolutions
- Contact OCSRegistrar@icfi.com or your program specialist with general questions related to your CED grant, and contact the GrantSolutions help desk for technical questions

Upcoming Sessions

OGM Policies and Procedures

January 22nd, 2-3pm eastern

Provides new and returning CED grantees with information about working with the Office of Grants Management (OGM) throughout the life of their grants.

Community Economic Development (CED) Program Overview

January 29th, 2-3pm eastern

Provides prospective CED applicants with an overview of the CED program, including the program's mission and objectives, organizations eligible to apply, the program's target population, examples of successful CED projects, funding requirements, and estimated award amounts.

2015 CED and CED-HFFI Funding Opportunity Announcements

February 19th, 2-3pm eastern

Presents information about the CED and CED-HFFI grant competition, following the availability of the CED and CED-HFFI funding opportunity announcements (FOAs).

Questions

- Submit a written question via LiveMeeting.
- Press *1 on your phone to ask aloud.
- If you have further questions after this webinar, email OCSRegistrar@icfi.com.