

PRINCE GEORGE'S COUNTY COUNCIL, MARYLAND

GRANTS MANAGEMENT SYSTEM (GMS)

GMS User Manual Document For Agency

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INTERNATIONAL SOFTWARE SYSTEMS INC. 7337 HANOVER PARKWAY, SUITE A GREENBELT, MARYLAND 20770

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1. INTRODUCTION

ISSI's **Grants Management System (GMS)** is a comprehensive and sophisticated solution designed to streamline and optimize the entire grant lifecycle. This powerful system is meticulously crafted to cater to the diverse and intricate tasks involved in managing grants, ensuring efficiency, transparency, and compliance at every stage.

From grant application submission to award disbursement and post-award reporting, our GMS offers a seamless and intuitive interface that simplifies these complex processes. Applicants can easily submit their grant applications, and our system facilitates a rigorous yet efficient evaluation and selection process. With features for tracking expenses, monitoring progress, and generating detailed reports, it ensures rigorous financial and programmatic accountability.

In this user manual, we will look at how a grant-issuing agency can utilize the Grants Management System (GMS) to manage and track their entire grants process.

2. GMS PUBLIC PAGE

The **Public Page** is the default landing page when a user enters the GMS site URL in a web browser.

The first section of the public page displays a general overview of the GMS along with a diagram describing the process flow of grants lifecycle at a high-level, as shown in the screenshot below.



"Grants Management System (GMS) is a meticulously designed solution that optimizes the entire grant lifecycle, ensuring efficiency, transparency, and compliance. From application submission to post-award reporting, the GMS offers an intuitive interface, simplifying complex processes for applicants as well as agency users. It facilitates rigorous yet efficient evaluation and selection processes, with features for expense tracking, progress monitoring, and detailed reporting, ensuring financial and programmatic accountability.

Our system supports post-award management, including grant monitoring, performance evaluation, and compliance oversight. Grant administrators can effortlessly track milestones, budget utilization, and outcomes. The in-built comprehensive reporting tools meet regulatory requirements, providing real-time insights to stakeholders. With robust security measures, the GMS safeguards sensitive data, maintaining confidentiality and integrity. It's scalable, customizable, and user-friendly, tailored to specific agency needs.

Experience heightened efficiency, transparency, and compliance in grant management with ISSI's state-of-the-art GMS, thereby elevating your organization's grant administration and confidently achieving your mission."



Links in the header menu:

- *Home:* Redirects user to the GMS public page.
- *Programs:* Redirects user to the Programs grid in the public page.
- *How to Apply:* Redirects user to the login links of the GMS portal.
- *FAQs:* Redirects user to the FAQs page.
- *Help:* Opens the User Manual in a new tab of the web browser.
- *Contact Us:* Redirects user to the Contact Us page.

The second section of the public page (visible when a user scrolls down the page) displays the links to login into the portal for grant-seekers (Non-Profit Organizations) as well as the grant-issuing agency.

(*		(👛	
Internal - Prince George's	County Council Login	Organization Por	rtal Login

Clicking on the **Programs** link from the main menu (in the header) shall direct the user to Programs page as shown below.

ogram Name	Start Date	End Date	Action	
/G Program	10/26/2023		More Details	
DG Program	10/26/2023		More Details	
.G Program	10/26/2023		More Details	•

- The grid displays the *Program Name, Start Date,* and *End Date* of the programs.
- Users can click on the pagination at the bottom of the grid to go to the next pages in the grid and view the complete list of the programs.

• Click on the **More Details** link (highlighted in the above screenshot) to view more details regarding the program. Clicking on this link shall display the program details and the underlying grants as shown below.

	Program Overview for FY-25 - NDG Program					
Program Name: FY-25 - NDG Progra	m					
Program Budget(\$):\$5,600,000.00						
Key dates for this program are: Program Opens for Applications: 10/01/2024 Program Deadline: 05/31/2025						
Overview						
Grants Related to: FY-25 - NDG Pr	ogram					
Grant Name	Grant Budget(\$)	Grant Start Date	Grant End Date	Action		
				ACTION		
090425 Grant-2	\$20,000.00	04/01/2025	12/31/2025	More Details		
090425 Grant-2 New Feeding NDG Grant	\$20,000.00	04/01/2025 01/01/2025	12/31/2025 12/31/2025	More Details		
090425 Grant-2 New Feeding NDG Grant NDG TEST 070425	\$20,000.00 \$1,000.00 \$4,545.00	04/01/2025 01/01/2025 04/01/2025	12/31/2025 12/31/2025 04/30/2025	More Details More Details		
090425 Grant-2 New Feeding NDG Grant NDG TEST 070425 NDG Grant_SP Test 2	\$20,000.00 \$1,000.00 \$4,545.00 \$0.00	04/01/2025 01/01/2025 04/01/2025 04/01/2025	12/31/2025 12/31/2025 04/30/2025 10/31/2025	More Details More Details More Details More Details		
090425 Grant-2 New Feeding NDG Grant NDG TEST 070425 NDG Grant_SP Test 2 20425-New NDG Grant	\$20,000.00 \$1,000.00 \$4,545.00 \$0.00	04/01/2025 01/01/2025 04/01/2025 04/01/2025	12/31/2025 12/31/2025 04/30/2025 10/31/2025 12/31/2025	More Details More Details More Details More Details More Details		
090425 Grant-2 New Feeding NDG Grant NDG TEST 070425 NDG Grant_SP Test 2 20425-New NDG Grant Non Departmental Grant	\$20,000.00 \$1,000.00 \$4,545.00 \$0.00 \$0.00	04/01/2025 01/01/2025 04/01/2025 04/02/2025 04/02/2025	12/31/2025 12/31/2025 04/30/2025 10/31/2025 12/31/2025 12/31/2025	More Details More Details More Details More Details More Details More Details		
090425 Grant-2 New Feeding NDG Grant NDG TEST 070425 NDG Grant_SP Test 2 20425-New NDG Grant Non Departmental Grant FY-25-NDG Grant - Tife Grant Test	\$20,000.00 (\$1,000.00) (\$4,545.00) (\$0.00) (\$0.00) (\$250.00) (\$555.00)	04/01/2025 01/01/2025 04/01/2025 04/02/2025 01/01/2025 03/05/2025	12/31/2025 12/31/2025 04/30/2025 10/31/2025 12/31/2025 12/31/2025 12/31/2025	More Details More Details More Details More Details More Details More Details More Details		
090425 Grant-2 New Feeding NDG Grant NDG TEST 070425 NDG Grant_SP Test 2 20425-New NDG Grant Non Departmental Grant FY-25-NDG Grant - Tife Grant Test	 \$20,000.00 \$1,000.00 \$4,545.00 \$0.00 \$0.00 \$250.00 \$555.00 	04/01/2025 01/01/2025 04/01/2025 04/02/2025 01/01/2025 03/05/2025	12/31/2025 12/31/2025 04/30/2025 10/31/2025 12/31/2025 12/31/2025 12/31/2025	More Details More Details More Details More Details More Details More Details More Details		

- Click on the **More Details** link (highlighted in the above screenshot) in the Grants grid to display details of that grant.
- Click on the **Back** button to go back to the public page.

3. LOGIN PAGE

The grant issuing agency staff members can login to the GMS portal by clicking on the **Staff Login** button from the GMS public page. Clicking on this button shall redirect the agency users to the below page.

AHome Pro	grams How to Apply	/ FAQs	Help	Contact Us
In	ternal - Prince Georg	e's County	Council	
Instructions For Internal - Prince Council	e George's County		User	name ease enter your Username
If you are an owner or representative of an I the Internal - Prince George's County Council	nternal-PGC staff, please us Portal login page to login c	e r	Pass	word ease enter your Password
to register, if you are a first time user. To get to the Internal - Prince George's County Council Portal login page, go to the Home page and click on Internal - Prince George's County Council Portal login.				Login Register
			Forgot	t Password?

- Enter the Username and the Password in the fields provided.
- Select the appropriate role with which the user wants to login from the **Role** dropdown. This feature is particularly useful for staff members that have more than one role in the agency. For example, a staff member can be both *Grant Reviewer* and *Grant Administrator*. The user can select the role with which they want to login to the GMS portal by selecting that role from the dropdown on the login page.
- Click on the **Register** button if you are a first-time user and want to create a user account in the GMS portal.
- Click on the **Forgot Password** link to reset the password for a user account if the password for that account has been forgotten.

3.1 New Account Registration

Clicking on the **Register** button from the login page shall redirect the user to the page shown below. Here, users can enter their details and submit a request for a new user account. After submission, the request shall be reviewed by the *System Administrator* and approved accordingly.

After approval, the agency user shall be able to login into the GMS portal with their credentials.

Prince George's County Council Staff Registration						
Required Fields (*)						
Password Guidelines • Minimum 8 Characters • A Lower Case Letter • An Upper Case Letter • A Number • A Special Character						
Username*	Password*	Confirm Password*				
Title: First Name	* Last Name*	Email*				
Mobile Number *	Work Phone	ZipCode:				
State	County	City				
Maryland v	Prince George's County ~					
Address						
	Submit Reset Form Cancel					

- Enter the **Username** and the **Password** in the fields provided. Please use the guidelines (highlighted in the above screenshot) when creating the password for the user account.
- Enter the details of the new user account in the fields provided.
- Click on the **Submit** button to submit the request for a new user account.
- Click on the **Reset Form** button to reset the data entered in the fields provided.
- Click on the Cancel button to cancel the process and return to the previous screen.



The fields marked with red asterisk are mandatory. This setting is valid across the GMS portal.

3.2 Forgot Password

Clicking on the **Forgot Password** link from the login page shall open a pop-up window as shown below.

ease	e enter your registered username and email address, and
e wi	ll send instructions to reset your password.
•	Username
	Email address

- Enter the Username and the registered Email address in the fields provided and click on the Submit button.
- This will generate an email to the registered email address with instructions on setting up a new password for the user account.
- Click on the **Cancel** button to cancel the process and return to the previous screen.

4. DASHBOARD MODULE

The **Dashboard** module is the default landing page when a user logs into the GMS portal. The module provides a brief overview of the *Programs, Grants, Submitted Applications, Applications Under Review, Approved Applications, Declined Applications, Awards, Registered Organizations, Active Organizations* in the form of tiles.



The information displayed on the Dashboard page can be configured for each user role based on the level of access the user role shall have in the GMS portal.

• In the top right corner of the main header, users can see the User Profile icon, which is further discussed in Section 4.1.



• The modules header (below the main header) in the Dashboard page displays the various modules and sub-modules available in the GMS portal.



Depending upon the access level provided to each user role in the GMS portal, each user shall be able to see only those modules/sub-modules in the GMS portal that they have been given access to.

• The tiles on the Dashboard page provide numbers/statistics for the various parameters, as shown in the screenshot below. To know more details regarding a parameter, users can click on the number in a tile to go to that section in the GMS portal.

For example, users can click on the number displayed in the **Programs** tile (highlighted in the below screenshot) to go to the **Programs** module in the GMS portal, where they can find more details about the available programs.

• The **Search Criteria** provided at the top of the Dashboard page allows users to select options in the dropdowns provided, as well as specify date range, and accordingly filter the information displayed on the Dashboard page.



Note: Depending on the user role logged in, the information in the Dashboard module shall be either presented in Tiles format (as shown in the above screenshot) or in a grid format.

4.1 User Profile Section

Clicking on the **User Profile** icon from the main header shall open a fly-out window as shown below.



Let's discuss the various options provided in the user profile fly-out window (as seen in the above screenshot):

- Click on the **View User** link to go to the user profile page (as shown in the screenshot below) where users can view their account details.
- The **Roles** dropdown displays the user role with which the user is currently logged into the GMS portal. If a user has multiple roles in the GMS portal, the Roles dropdown shall list all the user roles that are assigned to the user. The user can switch between the roles in the portal by selecting a different role from the dropdown, which will cause the page to refresh and load the portal according to the role selected. Depending on the user role selected, the access of the user in the GMS portal might vary.
- Click on the **Settings** link/icon to go the Site Setting page under the **Administration** module. Only Admin user role shall see the Settings option in the fly-out window.
- Click on the **Help** link/icon to open the user manual in a new tab in the web browser.

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Personal Details							
r croonar Detailo							
*First Name:			*Last Nan	ne:			
Enody			Goldsmith				
Address:							
7337 Hanover Pkwy							
State:	County	y:	District:			City:	
Maryland v	Prince	e George's County v	Select		~	Greenbelt	
ZipCode:	Mobile	No :		*Email:			
20770	(345)-5	85-6834		passign	es software.	0000	
Office Phone No:							
(245)-670-6543							
User Details							
*Username :		Role:			User Rol	les:	
admin		System Administrato	r	~	14 selected	8	•

• Click on the **Change Password** link/icon to change the password of the user account. Clicking on this link shall redirect the user to the page shown below.

Note: Please ensure to follow the password guidelines (provided at the top of the page as seen in the screenshot below) when setting up new password.

Change Password User		
Required Fields (*)		
Password Guidelines • Maximum 8 Characters • A Lowercase letter • An Uppercase letter • A Number • A Special Character		
*Old Password:		
Current Password		
New Password:		
Password		
Confirm Password:		
Password(again)		
	Change Back	

• Click on the **Logout** link/icon to log out of the GMS portal.

5. COMMON GRID FUNCTIONALITIES

The table below provides a list of **Features** that are common in all grids across the GMS portal.

Feature/Icon	Functionality
Common Features in Grids	1
Select All	The Select All check box is used to select/un-select all the records of a particular page in the grid.
First Previous 1 2 Next Last	The Pagination provided at the bottom left of a grid allows the user to navigate to a particular page in the grid.
10 \$	The Page Size dropdown provided at the bottom of a grid allows a user to select the number of records to view per grid page.

Delete	The Delete button provided at the bottom of a grid allows a user to delete multiple records from a grid. A user can select the check box next to one or more records in the grid and click on Delete button to delete them.
Choose Format ~ Export	The Export button allows a user to export row details of selected records from the grid. A user can choose the format, from the dropdown, in which the records need to be exported.
Program Code ≑	Click on the Arrow Heads (provided next to each column name) or the Column Name itself in a grid, to sort the records of that column in ascending or descending order respectively.
Program Code	The Search bar below each column name in the grid allows a user to filter the values of the column based on the value entered in the search bar.
Icons Under Actions Column in Grids	
۲	The View icon is used to view details of a particular record from the grid.
	The Edit icon is used to edit details of a particular record from the grid.
4	The Print icon is used to print details/summary of a record.
	The Delete icon is used to delete a record from the grid.
	The Activate/Deactivate toggle icon is used to activate or deactivate a record in the grid.
*	The Download icon is used to download a document/file to the local system.



- The access to icons under *Actions* column or to other functionalities in each *Module* page shall depend on the access provided to a user role, which can be configured by the Administrator.
- The fields on the Add/Edit pages marked with red asterisk are mandatory.

6. PROGRAMS MODULE

The **Programs** module displays a list of available programs under various departments in a grid format. The screen shown below is displayed when a user clicks on this module from the main header.

Programs	⊖ Activ	⊖ Active ⊖ Inactive ● All			
Select All	Program Code ≑	Program \$	Actions		
	Program Code	Program			
	ND	FY-23-24 - NDG Program	 Image: Image: Ima		
	DV	FY-23-24 - DVG Program	 Image: Image: Ima		
	SAG	FY-23-24 - SAG Program	 Image: Image: Ima		
First Previous 1	Next Last	10 \$	Showing 1 To 3 Of 3 Entries		
		Delete Choose Format v Export			

- Select the appropriate radio button at the top of the grid (*Active, Inactive, All*) to show only those records in the grid.
- Click on the **Add New Program** link (provided on the top right corner of the Programs grid) to add a new program in the system or click on the **Edit** icon for an existing program record in the grid to edit its details.

6.1 Add/Edit Program

Clicking on the **Add New Program** link shall redirect the user to the screen shown below. When creating a new program, only the **Grant Program Information Details** tab is displayed in the left menu initially, as shown in the screenshot below. The rest of the tabs on the left menu can be seen when editing a program.

After the user fills out the details in the first tab and clicks on the **Submit** button, he/she is redirected to the Programs grid page, where they can click on the **Edit** icon for the newly created program and fill the details in the rest of the tabs in the left menu.

Add New Program – Grant Program Details tab:

Grant Program Information Details		
Fiscal Year:		
Select v		
Program Code:	*Program Name:	Program Manager:
		Select
Program Budget (\$):	Program Start Date:	Program End Date:
\$0.00	01/23/2025	
Certification Text For Applications:		
Certification Text For Applications:		
Certification Text For Applications: Assurence Text For Applications:		
Certification Text For Applications: Assurence Text For Applications:		

- Select/enter the basic details of the new grant program in the fields provided in the *Grant Program Information Details* tab.
- Click on the **Submit** button to add a new program to the system, after which the user is redirected to the Programs grid page. Click on the **Cancel** button to cancel the process and return to the previous screen.
- To continue adding more/additional details to the newly created program, users can click on the **Edit** icon for the newly created program in the grid.
- In the Grant Program Details tab, there are two additional sub-tabs displayed now.
- The **Required Tabs to Show in Application** sub-tab (as seen in the screenshot below) allows users to configure the tabs to show in the grant application for that program by selecting one or more appropriate options from the dropdown.

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Grant Program Details		
Documents	Grant Program Information Details	
Sub Programs		
Grants		
Program Funding	Program Basic Information	+
Application Questions	Required Tabs To Show in Application	-
	Required Tabs To Show in Applications:	
	15 selected	
	Supporting Documents	+
	Submit Cancel Next	

• The **Supporting Documents** sub-tab (as seen in the screenshot below) allows users to select all the documents from a complete list of documents that shall be applicable to the grant applications under that program.

SI.No Supporting Documents Checklist Is Required 🔿 Yes 🔵 No 1 Attachment A - Organizations with total annual revenue of less than \$10,000 (If Applicable) O Yes O No 2 Attachment B - Mission/Purpose of the Organization Attachment C - Narrative description of the proposed use of requested grant funds •The needs/problems to be addressed by the grant, ·How the proposed program/operation will be implemented; •How the funds requested will support the Organization's overall program/operation; Number of clients to be served with the funding requested (if applicable); Measurable objectives, action 🔿 Yes 🥥 No plans, timelines for completion (for specific projects), and how success will be defined and measured; •Statement as to whether this is a new or ongoing program of your organization; 3 How your organization has demonstrated that it has the necessary experience, qualifications, and capacity to deliver the services/programs for which grant funds are being requested; and +How your organization plans to sustain the program/operation should County funding assistance not be available in the future. Attachment D - Narrative description of all grants Organization currently has or has previously received from the County Council over the past 5 years For each previous year grant, please provide the following information: Year grant awarded. •Total grant amount awarded. •Brief Description of the Purpose, Goals, and Objectives of the grant. Discuss the impact that the grant funded initiative had in achieving its intended purpose, goals, and objectives O Yes O No Identify specific and concrete results, achievements, improvements, and services that were provided by your 4 organization as a result of the County Council grant. •Number of individuals who were served and/or benefited from your organization's efforts and services •Identify "lessons learned" that your organization realized as a result of administering the grant funde initiative and how those "lessons learned" will impact your organization's future efforts. What will you do differently going forward? Amount and source of funding available from other Non-County Council entities used to help the organization administer the County Council grant funded initiative. •Organization's plan and schedule for financial self-sufficiency. Attachment E - Narrative description of all grants Organization currently has or has previously received from 🔿 Yes 🔘 No 5 the Prince George's County Government over the past 5 years Yes No 6 Collaboration/Partnership Agreements (Not Required) Current Letter of Good Standing for Organizations that are a component of a larger umbrella organization, if 🔿 Yes 🔘 No 7 applicable (PTAs, PTSAs & Boys and Girls Clubs, etc.) 🔿 Yes (No 8 Current MD Charity Certificate of Registration (Dated within the last thirty (30) days) 🔿 Yes 💿 No 9 Detailed Budget Information O Yes O No Electronic Funds Transfer (EFT) Payment Enrollment Form 10 🔾 Yes 🔘 No 11 Evidence for Non Profit Organization 🔿 Yes 🔵 No Executive Summary (1 Page) 12 🔿 Yes 💿 No Fiscal/calendar year Organizational budget, which includes all requested grant funds 13 Has your organization participated in the Prince George's County Council's Support Organize Act Rise O Yes ○ No 14 (S.O.A.R) Program. Please provide your certification Independent Audit or Review performed by a Certified Public Accountant (only required for Organizations with O Yes 🔘 No 15 total revenue from all sources of \$300,000 or more) 🔿 Yes 💿 No 16 IRS Form 990, 990-EZ, or other applicable tax return 🔿 Yes 💿 No IRS Form 990 or 990-EZ (The Form 990N is no longer accepted). 17 IRS Form W-9 (Signature date must be within 1 year of grant application) (Form available on https:// 🔿 Yes 💿 No 18 pgccouncil.us/320/Grants) 🔿 Yes 💿 No 19 IRS Tax-Exempt Determination/Status Letter 🔿 Yes 🔘 No 20 Letter of Consideration (LOC) Letter 🔿 Yes 💿 No 21 Line-item budget for the requested grant funds, which details the intended use of the grant funds Yes O No 22 Organization's Articles of Incorporation 🔿 Yes 🔘 No 23 Organization's signed By-Laws Please provide a collaboration/partnership agreement with the entity or entities you will collaborate with on 24 🔿 Yes 🔘 No this project, which describes respective roles on this project and financial commitment. Prince George's County Authorization for Electronic Funds Transfer Form (ETF) (Signature date must be 🔿 Yes (No 25 within 1 year of grant application) (Form available on the Grants | Prince George's County Legislative Branch, MD (https://pgccouncil.us/) . 🔿 Yes 🔘 No 26 Proiect Budget/Post Grant Funding/Sustainability (1 Page) Project Budget/Post Grant Funding/Sustainability (1 Page): Clearly detail and describe why your organization is currently unable to address the identified need without outside financial assistance and how the funds requested will support your intended strategies. Clearly detail how your proposed project will achieve self • Yes O No 27 sufficiency after your period of performance and County funding assistance has ended. Describe plans to seek new funding to supplement Council funding Yes O No 28 Project Description (4 Pages): • Yes • No 29 Proof of Additional Financial Resources for this Program Yes O No 30 Roster of the Organization's current Board of Directors & Staff Members 🔾 Yes 🔵 No 31 Statement of Financial Position (AKA Balance Sheet) 🔾 Yes 🔘 No 32 Statement of Need /Problem(2 pages) 🔿 Yes 🔘 No 33 Statement of Revenue and Expenses (AKA Profit & Loss Statement or Income Statement)

Documents tab:

• The **Documents** tab displays a list of documents associated with the program. Users can add a new document, view, edit, download, or delete an existing document associated with a program.

Sub Programs	Action	Document Type 🗢	Document Name 🗢	Description \$	Uploaded Date 年
Frants		Document Type	Document Name	Description	MM/DD/YYYY
Application Questions	20	Application Filling Instructions	SAG APPLICATION INSTRUCTIONS	SAG APPLICATION INSTRUCTIONS	10/30/2024
	First Previous	1 Next Last	10 ¢	Show	ing 1 To 1 Of 1 Entries

• Users can click on the Add New Document link to add a new document for the program. Clicking on this link shall open a pop-up window as shown below.

Document Type:		*Upload Document:	* Document Name:
-Select-	~	Browse No file selected.	
s it Confidential	Desc	ription:	
Yes ONo			

- Enter/select the details of the new document in the fields provided. Select the document to be uploaded from the local system.
- Click on the **Submit** button to complete uploading a new document for the program, after which the new document can then be seen in the grid. Click on the **Cancel** button to cancel the process and return to the previous screen.

Sub Programs tab:

• The **Sub Programs** tab displays a list of sub-programs available under the program. It allows users to add a new sub-program, edit, or delete an existing sub-program from the grid.

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Documents	Sub Programs					Add Sub Program
Sub Programs	Actions			Sub Program Code \$	Sub Program Name 🖨	Status ≑
Grants Program Funding				Sub Program Code	Sub Program Name	Status
Application Questions				No data	a available in table	
	First Previous	Next	Last		10 \$	Showing 0 To 0 Of 0 Entries
				Васк	Next Cancel	

• Click on the **Add Sub-Program** link to add a new sub-program for the program. Clicking on this link shall open a pop-up window as shown below.

EV 02 04 CAO Brogram	*Sub Progra	am Code
*Sub Program Name	Primary Contact	Secondary Contact
	Select v	Select
Description		

- Select/enter the details of the sub-program in the fields provided.
- Click on the **Submit** button to complete adding the new sub-program, after which the new sub-program is displayed in the grid. Click on the **Cancel** button to cancel the process and return to the previous screen.

Grants tab:

• The **Grants** tab displays a list of grants available under the program. It allows users to add a new grant or view details of an existing grant in the grid.

Grant Program Details	Grants			Add New Grant For Program
Sub Programs	Actions	Grant \$	Grant Budget(\$) \$	Status \$
Grants		Grant	Grant Budget(\$)	Status
	۲	DVG Program Grant	\$0.00) Active
Application Questions	First Previous 1 Next	Last	10 \$	Showing 1 To 1 Of 1 Entries
		В	ack Next Cancel	

• Clicking on the Add New Grant For Program link shall redirect users to the new grant page under the Grants module. This shall be further discussed in the Grants module section of this document.

Program Funding tab:

• The **Funding Sources** tab displays a list of funding sources linked to the program. It allows users to link a new funding source to the program, view, edit, or delete an existing funding source from the grid.

Grant Program Details Documents	Program Funding Source Add New Program Funding Source						
Sub Programs	Actions	Funding Source \$	Funding Date \$	Funding Amount(\$) \$			
Grants Program Funding		Funding Source	Funding Date	Funding Amount(\$)			
Application Questions		No data available in table					
			Total Amount:	\$0.00			
	First Previous Next Last		10 ¢	Showing 0 To 0 Of 0 Entries			
			ack Next Cancel				

• Click on the Add New Program Funding Source to link a new funding source with the program. Clicking on this link shall open a pop-up window as shown below.

Add Program Funding Source	×		
*Program		*Funding Source:	
FY-23-24 - SAG Program	~	Select	~
*Amount(\$):			
\$0.00			
	Submi	Cancel	

• Select/enter the details of the new funding source to be linked in the fields provided.

• Click on the **Submit** button to complete linking a new funding source to the program, after which the new funding source can be seen in the grid. Click on the **Cancel** button to cancel the process and return to the previous screen.

Application Questions tab:

• The **Application Questions** tab displays a list of application questions associated with the program and the grants under it. It allows users to add new application questions, view or edit existing application questions in the grid.

Grant Program Details	Application Questions Add Application					
Sub Programs	Actions	Question \$	Program \$	Grant 🖨		
Grants Brogram Euroding		Question	Program	Grant		
Application Questions	• 7	Question 1	FY-23-24 - SAG Program	FY-23-24 - RMtest 2		
	First Previous 1 Next Last		10 \$	Showing 1 To 1 Of 1 Entries		
			Back Cancel			

• Click on the **Add Application Questions** link to add a new application question for a grant under the program. Clicking on this link shall open a pop-up window as shown below.

Program		*Grant:		
FY-23-24 - SAG Program	×	Select		~
Question				
Туре	*Size		*Score Range	

- Select/enter the details of the new application question in the fields provided.
- Click on the **Submit** button to complete adding a new application question for a grant under the program, after which the application question can be seen in the grid. Click on the **Cancel** button to cancel the process and return to the previous screen.

7. GRANTS MANAGEMENT – GRANTS MODULE

The **Grants** module displays a list of available grants under various programs/sub-programs in a grid format. The screen shown below is displayed when a user clicks on this module from the main menu.

Select All	Grant 🖨	Program 🖨	Budget(\$) ≑	Days Remaining ≑	Application Start Date \$	Application End Date ≑	Status 🖨	Actions
	Grant	Program	Budget(\$)	Days Remaining	Application Start Da	Application End Dat	Status	
	FY-25-SAG Program Grant	SAG Program	\$0.00	341	01/02/2025	12/30/2025	Active	 ⊘ 2 € 1
	FY-25-DVG Program Grant	DVG Program	\$0.00	341	01/02/2025	12/30/2025	Active	© 🖉 🗧 🛍
	FY-25-Non Departmental Council Funded Grant	NDG Program	\$0.00	341	01/02/2025	12/30/2025	Active	 ⊘ 𝔅 € 1
	FY-25-Non Departmental Stadium Impact Grant	NDG Program	\$0.00	341	01/02/2025	12/30/2025	Active	© I =
	FY-25-Non Departmental Exhibit	NDG Program	\$0.00	341	01/02/2025	12/30/2025	Active	⊘ ♂ €
	FY-25-Non Departmental Grant	NDG Program	\$0.00	341	01/02/2025	12/30/2025	Active	© 🖉 🗧 🛍
First	Previous 1 Next Last			10 🗢		Showing 1	To 6 Of 6 Entries	

- Select the appropriate radio button at the top of the grid (Active, Inactive, Draft, Review, Closed, All) to show only those records in the grid.
- Click on the Add New Grant link to add a new grant under a program or click on the Edit icon of an existing grant record in the grid to edit its details.

7.1 Add/Edit Grant

Clicking on the **Add New Grant** link shall redirect the user to the screen shown below. When creating a new grant, only the **Grant Basic Information** tab is displayed initially, as shown in the screenshot below. The rest of the tabs are displayed after the information in the first tab is submitted/saved.

When editing an existing grant record, all the tabs are displayed.

Note: Click on the (+) or (-) for each tab to either expand or collapse the corresponding tab.

rant Basic Information		
*Fiscal Year:		
Select v		
*Grant Name:	*Program. Add New Program	Sub Program:
	Select v	Select
Grant Budget(\$):	S0.00	Grant Floor(\$): \$0.0
Reference No:	Submit To:	Delivery Address:
*District:	District Areas:	Status:
Polot	Select	Draft

Grant Basic Information Tab:

• Enter or edit the details of the grant in the fields provided in the **Grant Basic Information** tab.

Submit Can

- Select the Program, Sub-Program, and the Department from the respective dropdowns. If the Program is not available as an option in the dropdown, users can click on the Add New **Program** link (highlighted in the above screenshot), which will take them to the add new program page where they can add new program in the system.
- The users can also set the status of the grant by selecting the appropriate option from the **Status** dropdown (highlighted in the above screenshot).

Note: During setting up of the grant, the status of the grant is by default set to "Draft". However, after setting up of the grant is complete, agency user can set its status to "Active" which would make the grant available for applying by applicants in the Applicant Portal.

Note: The **Grant Budget** field is filled automatically based on the cumulative funding amount selected for the grant in the **Grant Funding** tab.

• Click on the **Submit** button to save the details entered or edited for the grant record. At this point, the rest of the tabs are displayed as shown below. Click on the **Cancel** button to cancel the process and return to the previous screen.

Edit Grants	
Grant Basic Information	+
Funding Purpose	+
Important Dates	+
Special Requirements	+
Grant Funding	+
Deliverable/Progress/Periodic Reports	+
Documents	+
Submit	Cancel

• Click on each tab to enter/edit details in the fields provided.

Funding Purpose Tab:

Funding Purpose	+
Description:	Special Project Grants:
Grant Purpose:	Availability and Awards of Funds:
Additional Terms & Requirements:	Notes:

• Enter/edit the purpose of the grant in the fields provided under the Funding Purpose tab.

Important Dates Tab:

- Enter/edit the important dates for the grant in the various fields provided.
- The **Funding Life Cycle** section displays any funding life cycle, in a grid format, configured for the grant.
- Click on the Add New Funding Life Cycle link (highlighted in the below screenshot) to add a new funding life cycle or click on the Edit icon of an existing funding life cycle record in the grid to edit its details.

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nning Start Date:	Planning End	Date:	Announcement Date:	Posted Date:
ant Start Date:	*Grant End D	ate:	*Application Period Start Date	*Application Period End Date:
14/2024	07/31/2024		06/14/2024	06/30/2024
ard Period Start Date:	Award Period	End Date:	*Review Period Start Date:	*Review Period End Date:
			06/14/2024	07/22/2024
seout Period Start Da	te: Closeout Per	iod End Date:		
seout Period Start Da	te: Closeout Per	iod End Date:		Add New Funding Life
ding Life Cycle	te: Closeout Per	iod End Date: Quarter \$	Start Date \$	Add New Funding Life
ding Life Cycle	te: Closeout Per	iod End Date: Quarter \$ Quarter	Start Date ≑	Add New Funding Life

• Clicking on the Add New Funding Life Cycle link or the edit icon for an existing funding life cycle record shall display the below screen.

Grant:	Financial Year:	*Quarter:	
FY-25 - SAG Program Gran v	Select v	Select	~
*Funding Life Cycle Start Date:	*Funding Life Cycle End Date		

- Enter/edit the details of the funding life cycle in the fields provided in the pop-up window.
- Click on the **Submit** button to complete adding a new funding life cycle record or to complete editing an existing record in the grid.
- Click on the **Cancel** button to cancel the process and return to the previous screen.

Special Requirements Tab:

• The **Special Requirements** tab allows users to specify if Letter of Consideration (LoC) is required for a grant, along with the start date and end date for submission of a LoC.

• FYI, the grant applications are accepted after the LoCs from the interested entities have been processed.

Special Requirements			-
Letter of Consideration Required: ● Yes ◯ No	Letter of Consideration Start Date:	Letter of Consideration End Date:	

Grant Funding Tab:

- The **Grant Funding** tab allows users to select the funding source from which the grant shall be funded, as well as the total funding amount for the grant.
- The funding for the grant can be availed from multiple funding sources that are associated with the program under which the grant resides.

nt Funding			2
			Add New Grant Funding
actions F	unding Source 🗢	Funding Year 🗢	Funding Amount(\$) 🗢
F	Funding Source	Funding Year	Funding Amount(\$)
🕑 🌰 💼 🛛 Na	ational Park Fundings	FY-24-25	\$50,000
		Total Amount:	\$50,000.00

• Click on the Add New Grant Funding link to add a new funding source, funding year, and the funding amount for the grant. Click on the Edit icon for an existing funding source record in the grid to edit its details. The pop-up shown below is displayed when both these actions are performed.

Program		3	Grant:		
FY-23-24 - Maryland Eco Sa	ave Program	~	Test Grant_SP		~
Funding Source:	Fundir	ng Year:		*Amount(\$):	
Select	vSele	ct	~		\$0.00

• Select the Funding Source and the Funding Year from the respective dropdowns.

Note: The **Funding Source** dropdown shall display only those funding sources that are associated with the program under which the grant resides.

- Select the appropriate funding amount for the grant in the Amount field.
- Click on the **Submit** button to complete adding a new funding source for the grant or to complete editing an existing funding source. Click on the **Cancel** button to close the popup and return to the previous screen.

Deliverable/Progress/Periodic Reports Tab:

• The **Deliverable/Progress/Periodic Reports** tab allows users to configure deliverables, progress reports and/or periodic reports for a grant.

Deliverable/Progress/Periodic Reports				-
Note : The reports should include the fo	Illowing information to date:			
 Financial Statement (Statement of Rev. 2. Have there been any significant chang. Number of individuals who were serve. What do you consider to be the greate (or project, if you received project sup 5. What progress have you made toward did not achieve your intended results, 	renue and Expenses, Profit & Loss or Income Statement) les in your organization or the project since the grant was aw d and/or benefited from services provided utilizing the grant est strength(s) of your work? What do you consider to be the port)? achieving the results you described in your proposal during why not?	warded (i.e., executive leadership, staff, fa funding e most important concern(s) – apart from g this period? What data/documents do yo	acilities, location)? finances – currently facing your ou have to demonstrate your su Add Deliverable/Progress	organizatior ccess? If you
				Report
Report Name 🗢	Deliverable Type ≑	Period 🗢	Actions	Report
Report Name \$	Deliverable Type \$ Annual Report	Period 🗢 Monthly	Actions	Report
Report Name \$ Annual Monthly	Deliverable Type ≎ Annual Report Monthly Report	Period \$ Monthly Monthly	Actions	Report

• Click on the Add Deliverable/Progress Report link (highlighted in the above screenshot) to add a new deliverable or progress report or periodic report for the grant. Click on the Edit icon for an existing record in the grid to edit its details. The screen shown below is displayed when these actions are performed.

Report Name:	*Deliverable Type:	1	Period:	
	Select	•	Select	~
Description:				
rescription.				

- Enter/select the details of the report in the fields provided.
- Select the appropriate option for the report in the **Period** field based on if the report needs to be submitted monthly, quarterly, yearly etc.
- Click on the **Submit** button to complete adding a new report or to complete editing an existing report details. Click on the **Cancel** button to cancel the process and return to the previous screen.

Documents Tab:

• The **Documents** tab allows users to add, edit, download, or delete any documents related to the grant.

uments				
				Add New Document
Actions	Document Type	Document Name	Description	Uploaded Date
📩 💼 🕑 👁	Federal EIN	Test Doc	Test Document	03/26/2024
First Previous	1 Next Last	10 🗢	Shov	wing 1 To 1 Of 1 Entries

• Click on the **Add New Document** link (highlighted in the above screenshot) to add a new document for the grant or click on the **Edit** icon for an existing document record to edit its details. The pop-up window shown below is displayed when these actions are performed.

Document Type:	*Upload Document:	* Document Name:
Select	✓ Browse No file selected.	
s it Confidential?		
Yes ONo		
Description:		

- Select/enter the details of the document record in the fields provided.
- Click on the **Browse** button to browse and upload the document from the local system.
- Click on the **Submit** button to complete adding a new document or complete editing an existing document record.
- Click on the **Cancel** button to close the pop-up window and return to the previous screen.

After information is added/edited in all the tabs of the grant, users can change the status of the grant (in the **Grant Basic Information** tab) to *"Active"* in case they want to make grant active and publish it, and then click on the **Submit** button to save the changes.

8. GRANTS MANAGEMENT – APPLICATIONS MODULE

The **Applications** module displays a list of grant applications submitted by the applicants, in a grid format. The agency users can view, add, or edit (before final submission) grant applications; review and adjudicate grant applications; print or delete grant applications.

Note: The tabs on the left menu for a grant application might vary from one grant program to another. For example, a grant application for the **DVG** program might have a few different tabs on the left menu as compared to a grant application for the **SAG** program.

For the sake of this user manual, we will be discussing the grant application for the **SAG** program in this section.

The screen shown below is displayed when a user clicks on this module from the main menu.

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lect All	Application No. \$	Application \$	Program 🖨	Grant \$	Organization\$	Review Status ≑	Grant Status 🖨	Actions
	Application No.	Application	Program	Grant	Organization	Review Status	Grant Status	
	GMS-2025-01-23-23	DVG Application 22-01	DVG Program	FY-25-DVG Program Grant	Global Giving	Application Submitted	Application Submitted	•
	GMS-2025-01-22-21	DVG App	DVG Program	FY-25-DVG Program Grant	Feeding America	Council Administrator Approves the Application	Council Administrator Approves the Application	•
	GMS-2025-01-21-18	Mikes Application for SAG	SAG Program	FY-25-SAG Program Grant	Mark Manson Charitable Organization	Click Here	Click Here	•
	GMS-2025-01-21-17	NDG TEST 210125_PJR	NDG Program	FY-25-Non Departmental Council Funded Grant	Z-Tech	Application Submitted	Application Submitted	•
	GMS-2025-01-20-15	SAG Application 1-20	SAG Program	FY-25-SAG Program Grant	Global Giving	Click Here	Click Here	•
-	GMS-2025-01-18-14	SAG TEST 18012501	SAG Program	FY-25-SAG Program Grant	ABC Tech	Click Here	Click Here	•
	GMS-2025-01-18-13	NDG Stadium test 18012501	NDG Program	FY-25-Non Departmental Stadium Impact Grant	ABC Tech	Application returned to Grants Coordinator	Application returned to Grants Coordinator	•
-	GMS-2025-01-18-11	DVG Application 01-18	DVG Program	FY-25-DVG Program Grant	Global Giving	End of Year Closeout	End of Year Closeout	•
	GMS-2025-01-17-10	SAG TEST 17012501	SAG Program	FY-25-SAG Program Grant	ABC Tech	Click Here	Click Here	•
-	GMS-2025-01-16-9	SAG New Application 170125	SAG Program	FY-25-SAG Program Grant	Feeding America	Click Here	Click Here	•
rst	Previous 1 2 N	Vext Last		1	0 ¢	Show	ving 1 To 10 Of 17 Entries	

- Click on the **Add New Application** link (highlighted in the above screenshot) to add a new grant application.
- Click on the **Edit** icon for an existing grant application in the grid to edit its details.

Note: Agency users can edit only those grant applications that have been created by them and haven't been submitted yet.

• Click on the Click Here link under the Review Status or Grant Status columns in the grid (highlighted in the above screenshot) to open a pop-up window (as shown below) which displays the status of the grant application with respect to all the Council Members' offices (districts) to which the application was submitted to.

Appli	cation Stati	us Infor	rmati	on					
Distric Counc	st sil	Revie	ew S	itatı	IS			Grant Status	
AT -	Large 1	Applic	ation	Rev	view Cor	mpleted		Application Revie	w Completed
AT -	Large 2	Applic	ation	Rev	view Cor	mpleted		Application Revie	w Completed
Dis	strict 8	Applic	ation	Rev	view Cor	mpleted		Application Revie	w Completed
Dis	strict 1	Applic	ation	Rev	view Cor	mpleted		Application Revie	w Completed
Dis	strict 2	Applic	ation	Rev	view Cor	mpleted		Application Review	w Completed
First	Previous	1	2	3	Next	Last	5	\$	Showing 1 To 5 Of 11

8.1 Add/Edit Application

Clicking on the **Add New Application** link shall redirect the user to the screen shown below. When creating a new grant application, only the **Application Filing Instructions** and the **Application Basic Information** tabs are displayed initially, as shown in the screenshot below. The rest of the tabs (both in the left menu and in the body of the application) are displayed after the information in the first two tabs is entered and the user clicks on the **Save Draft** button.

When editing an existing grant application record, all the tabs are displayed.

Note: When editing a grant application, the first tab is the **Organization Information** tab, which displays details of the grant applying organization which they provide during the process of user account registration in the GMS portal.

Note: Click on the **Save Draft** button after filling out the information in each tab in the left menu (wherever applicable) to save the application until that point.

1. <u>Application Filing Instructions Tab:</u>

• This tab provides instructions for filling out grant application for each grant programs.

opplication Filling Instruction Documents		
. DVG APPLICATION INSTRUCTIONS		
SAG APPLICATION INSTRUCTIONS		
NDG APPLICATION INSTRUCTIONS		
First Previous 1 Next Last	10 \$	Showing 1 To 3 Of 3 Entries

• Click on one of the links provided to open the instructions for filling out grant application of that grant program. The instructions open in a new browser tab.

2. Application Basic Information Tab:

- Select/enter the details for the fields provided.
- The data in the **Program** field is auto populated based on the **Grant** selected. Similarly, the data in the **Organization** field is auto populated.

- The Amount Allocation field (highlighted in the screenshot below) is for use by the agency users only and is initially disabled. This field is activated for the agency users only after the grant application is awarded the grant. The field is used by the agency users to specify the amount allocated to a grant application after it has been awarded the grant.
- The **Applied By** field is used to select the user logged into the GMS portal and filling in the grant application.
- Click on the **Save Draft** button to save the grant application as a draft. After saving, the rest of the tabs for the grant application are displayed. Click on the **Cancel** button to cancel the process and return to the previous screen.

Grant:	*Program:	*Application Name:
Select	~Select	v
Applicant Type:	Organization: Q	Amount Requested(\$):
Firm	~Select	× \$0.
mount Allocation(\$):	*Application/Organization Owner:	Applied By:
50.00	Select	 Select
pplication Filled By:		
Brady Goldsmith	~	

Project Details Tab to Terms and Conditions Tab:

• Fill in the details from the **Project Details/Proposal** tab to the **Terms and Conditions** tab under the Application Basic Information tab on the left menu for the grant application.

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Organization Information				
Application Basic Information	Edit Application for SAG Test Application			
Contact Information				
Financial Information	Application Filing Instructions			+
Organization Service Category	Application Basic Information			+
Service Area and Target Population	Project Details/ Proposal			-
Previous County Government Grants &	*Project Title/Name:	Proposed Start Date:	Proposed End Date:	
Contracts	New SAG Project	01/01/2025	01/31/2026	
Organization Income & Expenses	Application Narrative		·	+
Supporting Documents	Denvide A Drief Description Of The Dressed Use	Of The Democrated Creent Funds		+
Assurances	Provide A Brief Description Of The Proposed Use	OF the Requested Grant Funds		
Certification	Organization's History, Mission/Purpose & Goals			+
	Proposed Use of Requested Grant Funds			+
	Monitoring And Evaluation Plan			+
	Influence And Impact			+
	Sustainability Plan			+
	Terms and Conditions			+
		Save Draft Back Next Cancel		

3. <u>Contact Information Tab:</u>

• The **Contact Information** tab displays a list of contact personnel and their contact details in a grid format, as shown below. It allows users to add new contact information, edit, or delete existing contact information from the grid.

	Actions Full N		Full Name	Mobile Number	Email			
	C 🛍 👁				and the second	-	-peper-offer-on	
rst	Previous	1	Next	Last		10 \$	Showing 1 To 1 Of 1 Entries	

• Users can click on the Add New Contact Information link (highlighted in the above screenshot) to add new contact personnel details for the grant application. Clicking on this link shall display a pop-up window as shown below.
dd Contact Informa	alion	
*Name:	Mobile Number:	
Select	~	
*Email:		

- Select the contact personnel from the list of people available in the **Name** dropdown. The **Mobile Number** and the **Email** fields shall be auto populated based on the contact personnel selected.
- Click on the **Submit** button to add new contact information for the grant application, after which the new contact information is displayed in the grid. Click on the **Cancel** button to cancel the process and return to the previous screen.

4. Financial Information Tab:

• The **Financial Information** tab allows the user to specify financial information about the organization.

Organization Information					
Application Basic	Organization Financial Information				
Contact Information	Current Organizational Budget(\$): \$100,000.00 Year Organization Incorporated: 2000 V				
Financial Information	Proposed Grant Program Budget(\$): S50 000 00				
Organization Service Category Service Area and Target	All Organizations must provide a line item budget (to include revenue and expenses) for all requested grant funds from the County Council which details the intended use of the grant. Please note, the line item budget is not the same as the organizational budget.				
Population Previous County Government Grants & Contracts	Accounting System Utilized: Quick Books (The accounting system currently utilized to account for all revenue received and expenses incurred.)				
Organization Income & Expenses	Organizations with total revenue (from all sources) of more than \$10,000, must provide the financial reports listed in the two bulleted items below for their most recent fiscal/calendar year end (12 months) generated from the accounting system identified above:				
Supporting Documents	. Statement of Revenue and Expenses (May also be known as Profit & Loss Statement or Income Statement)				
Assurances	. Statement of Financial Position (May also be known as a Balance Sheet)				
Certification					
	Save Draft Back Next Cancel				

5. Organization Service Category Tab:

• The **Organization Service Category** tab allows the user to specify one or more categories that describes the organization's primary service.

Organization Information

organization mormation	
Application Basic Information	Service Category
	Note:Select one category that best describes your organization's primary service.
Contact Information	
Financial Information	*Service Category:
Organization Service Category	3 selected -
Service Area and Target	If other, please specify below:
Population	Other service category information
Previous County	
Government Grants &	
Contracts	
Organization Income &	Paulo Draff, Book Mark Caseel
Expenses	Save Drait Back Next Califier
Supporting Documents	
Assurances	
Contification	

6. Service Area and Target Population Tab:

• The **Required Information** tab provides information regarding Attachment B and Attachment C. It also allows users to provide information regarding where the service will be provided, along with identifying the target population.

Application Basic Information	Service Area and Target Population
Contact Information	
Financial Information	"1.Where will the service be provided, and/or the programs be conducted in Prince George's County?:
Organization Service Category	Information about service and progarms that conducted.
Service Area and Target Population	
Previous County Government Grants & Contracts	
Organization Income & Expenses	*2.Please identify the Target Population:
Supporting Documents	3 selected 👻
Assurances	
Certification	Save Draft Back Next Cancel

- 7. Previous County Government Grants & Contracts Tab:
 - The **Previous County Government Grants & Contracts** tab allows users to specify any previous grant awards or contracts from the County government.

oplication Basic formation	Previous Gr	Previous Grants Information Add New Previous Grant Information					
ontact Information	Note:Please I Government	Note:Please list all grants and contracts the Organization currently had previously received from the Executive Branch of the Prince George's C Government over the past 5 years. (NOT COUNTY COUNCIL)					
nancial Information	Actions	Actions Fiscal Year Requested Amount (\$) Amount Received(\$)		Amount Received(\$) \$	Grant Purpose/Results 🖨		
tegory		Fiscal Year	Requested Amount(\$)	Amount Received(\$)	Grant Purpose/Results		
vice Area and Target pulation	I 💼	FY-24	\$ 50,000.00	\$ 50,000.00	Grant Purpose information		
evious County	First Previous 1 Next Last 10 \$						
tracts	<	<					
anization Income & enses			Back Next Ca	ancel			
porting Documents							
rances							
tification							

- The grid displays all the previous grant awards or contracts entered by the organization.
- To add a new record, click on the **Add New Previous Grant Information** link (highlighted in the above screenshot), which will display a pop-up window as shown below.

Fiscal Year:	*Requested Amount(\$):	*Amount Received(\$):
Select v	\$0.00	\$0.00
Grant(G) or Contract(C):	County Dep	artment/Agency :
Select	~	
Grant Purpose/Results:		

- Enter/select the details of the new record in the fields provided.
- Click on the **Submit** button to complete adding a new record of the previous grant/contract information or to complete editing an existing record.
- Click on the **Cancel** button to cancel the process and return to the previous screen.

8. Organization Income & Expenses Tab:

- The **Organization Income & Expenses** tab allows users to specify the income and expenses of the organization.
- The **Total Income** and the **Total Expenses** fields (provided at the bottom of the table) automatically displays the summation of the incomes and the expenses respectively.

Organization Information					
Application Basic Information	Organization Incom	e and Expenses	For organizati	ons with total revenue (from all sources) of less than \$10,0	00, please complete the following.
Contact Information		Organization Incom	10	Organization Expen	ses
Financial Information	Source	Amount Committed	Percentage(%)		
Organization Service Category	Corporations	\$1,000.00	10.00%	Description	Amount
Service Area and Target	County Contracts	\$2,000.00	20.00%	Equipment	\$500.00
Previous County	County Grants	\$3,000.00	30.00%	Liquipment	4500.00
Government Grants & Contracts	Earned Income	\$4,000.00	40.00%	In-Kind Support	\$500.00
Organization Income &	Federal Contracts	\$0.00	0.00	Insurance, Benefits, Other Related Taxes	\$500.00
Expenses	Federal Grants	\$0.00	0.00%	Other(Specify)	\$0.00
Assurances	Fundraising Events	\$0.00	0.00%	Postage	\$0.00
Certification	In-Kind Support	\$0.00	0.00%	Printing & Copying	\$0.00
	Individual	\$0.00	0.00%	Rent	\$0.00
	Investment Income Revenue	\$0.00	0.00%	Salaries & Wages (breakdown by individual positions and indicate full or part-time positions)	\$0.00
	Membership	\$0.00	0.00%	Supplies	\$0.00
	Other(Specify)	\$0.00	0.00%	Telephone/Internet	\$0.00
	State Contracts	\$0.00	0.00%	Travel	\$0.00
	State Grants	\$0.00	0.00%	Utilities	\$0.00
	Total Income	\$10,000.00	100.00%	Total Expenses	\$2,000.00
			Difference Of Inco	me and Expenses	·
	Difference Of Inc	ome and Expenses		\$8,000.00	
			Save Draft Reset	Back Next Cancel	

9. <u>Supporting Documents Tab:</u>

- The **Supporting Documents** tab displays all the supporting documents/attachments that are required for the submission of the grant application and allows users to upload these documents.
- The tab also provides instructions for the supporting documents, wherever available/applicable.

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Supporting E	ocuments		
Please uploa	d additional required supporting documents listed below.		
SI.No	Supporting Documents Checklist	Document Upload	Action
1	Attachment A - Organizations with total annual revenue of less than \$10,000 (If Applicable)	Upload Documents	۲
2	Attachment B - Mission/Purpose of the Organization	Upload Documents	۲
3	Attachment C - Narrative description of the proposed use of requested grant funds •The needs/ problems to be addressed by the grant; •How the proposed program/operation will be implemented; •How the funds requested will support the Organization's overall program/operation; •Number of clients to be served with the funding requested (if applicable); •Measurable objectives, action plans; imelines for completion (for specific projects), and how success will be defined and measured; •Statement as to whether this is a new or ongoing program of your organization; •How your organization has demonstrated that it has the necessary experience, qualifications, and capacity to deliver the services/programs for which grant funds are being requested; and •How your organization plans to sustain the program/operation should County funding assistance not be available in the future.	Upload Documents	۲
4	Attachment D - Narrative description of all grants Organization currently has or has previously received from the County Council over the past 5 years For each previous year grant, please provide the following information: •Year grant awarded, •Total grant amount awarded. •Brief Description of the Purpose, Goals, and Objectives of the grant. •Discuss the impact that the grant funded initiative had in achieving its intended purpose, goals, and objectives. •Identify specific and concrete results, achievements, improvements, and services that were provided by your organization as a result of the County Council grant. •Number of individuals who were served and/or benefited from your organization's efforts and services. •Identify Tessons learned" that your organization realized as a result of administering the grant funded initiative and how those "tessons learned" will impact your organization's future efforts. What will you do differently going forward? •Amount and source of funding available from other Non-County Council entities used to help the organization's plan and schedule for financial self-sufficiency.	Upload Documents	۲
5	Attachment E - Narrative description of all grants Organization currently has or has previously received from the Prince George's County Government over the past 5 years	Upload Documents	۲
6	Current Letter of Good Standing for Organizations that are a component of a larger umbrella organization, if applicable (PTAs, PTSAs & Boys and Girls Clubs, etc.)	Upload Documents	۲
7	Current MD Charity Certificate of Registration (Dated within the last thirty (30) days)	Upload Documents	۲
8	Fiscal/calendar year Organizational budget, which includes all requested grant funds.	Upload Documents	۲
9	Independent Audit or Review performed by a Certified Public Accountant (only required for Organizations with total revenue from all sources of \$300,000 or more)	Upload Documents	۲
10	IRS Form 990 or 990-EZ (The Form 990N is no longer accepted).	Upload Documents	۲
11	IRS Form W-9 (Signature date must be within 1 year of grant application) (Form available on https://pgccouncil.us/320/Grants)	Upload Documents	۲
12	IRS Tax-Exempt Determination/Status Letter	Upload Documents	۲
13	Line-item budget for the requested grant funds, which details the intended use of the grant funds.	Upload Documents	۲
14	Organization's Articles of Incorporation	Upload Documents	۲
15	Organization's signed By-Laws	Upload Documents	۲
16	Prince George's County Authorization for Electronic Funds Transfer Form (ETF) (Signature date must be within 1 year of grant application) (Form available on the Grants Prince George's County Legislative Branch, MD (https://pgccouncil.us/).	Upload Documents	۲
17	Roster of the Organization's current Board of Directors & Staff Members	Upload Documents	۲
18	Statement of Financial Position (AKA Balance Sheet)	Upload Documents	۲
19	Statement of Need /Problem(2 pages)	Upload Documents	۲
20	Statement of Revenue and Expenses (AKA Profit & Loss Statement or Income Statement)	Upload Documents	۲

10. Assurances Tab:

• The **Assurances** tab displays the assurances that the organization need to abide by when the grant is awarded to it.

Application Basic Information	Assurances
Contact Information	If this grant is awarded, the applicant organization assures that:
Financial Information	1. The applicant is expected to administer the awarded grant funds in compliance with the purposes/uses as reflected in the grant application. Should the applicant determine that the approved grant's intended purposes/uses must be modified and/or redirected, the applicant must provide a letter to the Council Grant Team explaining
Organization Service	the extent and reasons for the proposed changes and requesting the Council Grant Team's approval of the proposed changes.
Category	 Provide received with the development of the proposed activities as outlined in the proposal request within one (1) year of receiving funding. Grants received under this funding request will be properly accounted for in the Organization's accounting system and expenditure details shall be maintained in
Service Area and Target	accordance with the budget detail provided in this application.
Population	4. The applicant organization intends to comply with Title VII of the Civil Rights Act of 1964, indicating that no person will be excluded from participation or be denied benefits of any program activity, or service on the basis of race, sex, sexual preference, color, religion, ancestry, age, national origin, or handicap. The applicant further
Previous County	agrees to make every attempt to ensure that the program is accessible to persons with disabilities.
Bovernment Grants &	5. The applicant organization agrees to provide its most recent audied intancial statements to the County, if applicatioe. 6. The applicant organization agrees to provide its most recent audied intancial statements to the County, if applicatioe.
Contracts	 o. The applicant organization attests that it is currently in good standing with the memarikevenue service and the waryland Department of Assessments and taxation, and that it is in compliance with the Maryland Solicitations Act.
rganization Income &	7. The filing of this application is made by the undersigned individual, and this individual is officially authorized to represent the applicant organization by its governing
kpenses	board.
unporting Documents	8. The applicant organization is required to submit periodic progress reports in accordance with the schedule below. Organizations will be notified of their reporting
apporting Documents	schedule by letter from the County Council at the time of Grant Disbursement Date. Reports must be submitted through the portal. All participation provides a standard as required. See schedule below:
ssurances	An periodic progress reports maxing profile an required, one schedule before.
	Grants of \$10,001 to \$99,999 will be required to submit Semi Annual Reports (Dates will be set by the County upon grant award).
entification	Grants of \$100,000 and above will be required to submit Quarterly Annual Reports (Dates will be set by the County upon grant award).
	The reports should include the following information to date:
	1.Financial Statement (Statement of Revenue and Expenses, Profit & Loss or Income Statement)
	Number of Individuals who were served and/or benefited from services provided utilizing the grant funding.
	3 What progress have you made toward achieving the results you described in your proposal during this period? What
	atta/documents do you have to demonstrate your success? If you dan of achieve your intended results, why not?
	4. what do you consider to be the greatest strength(s) of your over, what do you consider to be the most important
	S have there been any similicant changes in your organization (or project, in your econed project support).
	leadership, staff, facilities, location)?
	Back Next Cancel

11. Certification Tab:

• The **Certification** tab allows users to review and agree to Terms & Conditions and provide certification before submitting the grant application.

Organization Information				
Application Basic	Certification			
Contact Information	Organization Name:	Feeding America		
Financial Information	*Terms and Conditio	ns (Please check the checkbox below	to accept):	
Organization Service Category Service Area and Target Population	I affirm that I am au including attachme agree that any grar conformity with the	thorized to execute this application on behalt nts, is true and correct to the best of my know it awarded pursuant to this application will b purposes stated.	of the applicar vledge and info subject to rev	It organization. I also certify that the information contained in this application, simulation. I hereby approve the submission and contents of this application and iew by the County (Office of Audits and Investigations) and will be administered in
Previous County Government Grants & Contracts	The applicant orga business hours to purposes, verificati	nization, at the request of the Prince George' all financial records, files, and accounts of th ons, or program evaluations as the County c	s County Office e organization, eems necessa	of Audits and Investigations, will provide reasonable access during regular , as well as access to personnel and clients or other beneficiaries for audit ary or appropriate concerning this grant award.
Organization Income & Expenses Supporting Documents	The Prince George total or partial refur grant; (2) to protect George's County G	's County Council reserves the right to disco Id of any grant funds if such action is deeme- the interest of the Prince George's County G iovernment.	ntinue, modify, d necessary: (1 overnment; or (or withhold any payments to be made under this grant award and may require a) because the Grantee has not fully complied with the terms and conditions of this (3) to comply with any law or regulation applicable to the Grantee and/or the Prince
Assurances				
Certification	*Title:			*Name:
	Mr.		~	Brudy Carlotantin
	*Scan Signature:	Signature : ected.		*Date:
				01/23/2025
	*Email:			*Phone Number:
	ine kloskigen e	dour part		URDO-ENT-NETS
		Save Dra	t Final St	ubmit Back Cancel

- Enter/select the information of the personnel from the organization submitting the grant application.
- Click on the **Browse** button under the **Scan Signature** field to upload an electronically scanned signature of the person submitting the grant application.
- Select the date of submission in the **Date** field.
- Click on the Save Draft button to save the application so far.
- Click on the **Back** button to go to the previous tab in the application.
- Click on the **Next** button to go to the next tab in the application.
- Click on the **Cancel** button to cancel the process and return to the previous screen. The application will be saved provided the user ensures to click the **Save Draft** button.
- Click on the **Final Submit** button to do the final submission of the grant application.

8.2 View Grant Application

Click on the **View** icon for a grant application record in the grid to view its details. On the View Application page, users have the option to go to the **Reviews**, **Notifications**, and **Audit Log** tabs, as shown in the screenshot below.

8.2.1 Reviews Tab

The **Reviews** tab displays all the tasks performed on a grant application, as well as provides an option to users to perform a new task/review on the application record.

eviews Notifications Audit Log					
Perform Task ≑	Assignee 🗢	Review Assigned Date 🗢	Review Due Date 🗢	Action	
Perform Task	Assignee	Review Assigned Date	Review Due Date		
Application Approved				۲	
Application Submitted		06/07/2024		۲	
Deliverables & Reports Approved				۲	
Deliverables and Reports Submitted		06/07/2024		۲	
Grant Awarded & Documents Sent		06/07/2024		۲	
Invoice Approved				۲	
Invoice Submitted				۲	
Invoice Submitted		06/07/2024		۲	
Payment Processed		06/07/2024		۲	

View/Add Review

Click on the **Add Review** link (highlighted in the above screenshot) to add a new review (perform task) for the grant application record. Click on the **View** icon for a task performed (review) to view its details and view the corresponding attached letters and documents, as well as any email notification about the review.

The pop-up window shown below is displayed when these two actions are performed.

- On the **Review Information** tab, select the task to be performed from the **Perform Task** dropdown.
- Enter/select the other details of the review/task in the fields provided.

Grant			*Application	Jame	
FY-25 - DVG Pro	gram Grant	~	ISSI Non profit	org - GMS-2025-01-23-27	~
*Perform Task					Ÿ
Assigned To	(Assigned Dat	e:	Due Date:	
Notes					
Notes					

- Click on the **Processing Forms** tab to view the processing form for the grant application and fill out the required details in the form.
- Click on the **Available Letters** tab to select one or more associated letters (with the review/task) to be sent out as part of the review/task performed. When a letter template is selected, the system automatically generates a preview of the letter. The user shall have the option to edit the contents of the letter, if needed. After reviewing the letter, users can click on the **Save** option, which will redirect the user to the **Documents** tab (discussed in the point below), where they will see the saved letter.
- Click on the **Documents** tab to view any saved letters (from the previous step) or to upload any documents from the user's computer. The attached documents are then displayed in a grid format below. Users can select the required saved letters or the attached documents from the grid that needs to be sent out to the intended recipients, as part of the review/task performed, in the form of an automated email notification.
- Click on the **Email** tab to view the recipients of the email notification regarding the review/task being performed. The "To" and the "CC" fields for the automated email notification are pre-filled based on the review/task being performed. This setting is configured by the Administrator in the **Email Configuration** module (see **Section 15.7** of this document). Users have the option to add additional email addresses in the "To" and "CC" fields.

Note: If needed, users can add email address of any additional recipients in the "To" or "CC" fields of the **Email** tab, which will send the email notification (along with any attachments) to those additional recipients as well.

Note: The above mentioned tabs are explained in a more detailed manner in **Section 16** of this document.

• Click on the **Submit** button to complete adding a review/task. Click on the **Cancel** button to close the pop-up window and return to the previous screen.

8.2.2 Notifications Tab

The **Notifications** tab displays all the email notifications sent out to the intended recipients as part of the grant application processing.

8.2.3 Audit Log Tab

The **Audit Log** tab displays all the actions performed and the corresponding user (who performed the action) on a grant application.

9. GRANTS MANAGEMENT – AWARDS MODULE

The **Awards** module displays a list of awards made, in a grid format, for the various grants. The agency users can view, add, edit, print, delete, and view the associated deliverables.

The screen shown below is displayed when a user clicks on this module from the main menu.

ect II	Award \$	Application \$	Grant 🕈	PO\$ ≑	Review Status 🖨	Actions
	Award	Application	Grant	PO\$	Review Status	
	Maryland Eco Save Grant award	Maryland Eco Save Grant Application- GMS-2024-03-25-357	Maryland Eco Save Grant	\$500,000.0	Grant Awarded	● C 🔒 🛍 🚍
	Transist Grant award	Transist Application-GMS-2024-04-02-369	Transist Grant	\$200,000.0	Payment Processed	 Image: Constraint of the second second
	Maryland Eco Green Save Grant award	Eco Green Save Grant Application- GMS-2024-04-01-367	Maryland Eco Green Save Grant	\$100,000.0	Payment Processed	 ⊘ 2 🔒 û ⊒
	Horticulture Grant award	Application Text-GMS-2024-02-22-311	Horticulture Grant	\$5,000,000.0	Grant Awarded	● 🖉 🖨 🏛 🚍
	Infra Grant award	Infra Application 2-GMS-2024-03-23-356	Infra Grant	\$150,000.0	Invoice Submitted	● C 🔒 🛍 ■
	Horticulture Grant award	Horticulture Grant Application1- GMS-2024-02-19-302	Horticulture Grant	\$200,000.0	Grant Awarded	o C 🔒 🛍
	Nsg finance grant award	Nsg-applications3-GMS-2024-03-04-322	Nsg finance grant	\$50,000.0	Payment Processed	
	united states of america award	Uk state grant-GMS-2024-03-04-319	united states of america	\$40,000.0	Signed Award Documents Submitted	 ⊘ 2 👌 û □
	Horticulture Grant award	Horticulture Applicant-GMS-2024-02-19-295	Horticulture Grant	\$11,200.0	Signed Award Documents Submitted	 ∅ 𝔅 🖨 û Ξ
	Maryland Town Ship Grant award	maryland town ship Application- GMS-2024-02-26-313	Maryland Town Ship Grant	\$900.0	Grant Awarded	● C 🔒 🏛 🚍
Tirot	Braviaua 1 2 7	Mand I and	10 📤	Sh	owing 1 To 10 Of 67 Entri	es

• Click on the **Deliverables** icon for an award record under the **Actions** column (highlighted in the above screenshot) to view the deliverables submitted under that award. Clicking on this icon shall display a pop-up window as shown below.

Deliverable 🕈	Statue A	Actions
Deliverable 🗸	Status +	Actions
VG Maryland Hospitals Deliverable	active	0

- Click on the **View** icon in the pop-up window (highlighted in the above screenshot) to go to the view deliverable page under the **Deliverables** module.
- Click on the Close button to close the pop-up window and return to the previous screen.

9.1 Add/Edit Award

- Click on the Add New Award link (highlighted in the above screenshot) to add a new award in the system or click on the Edit icon for an existing award record in the grid to edit its details. The screen shown below is displayed when these actions are performed.
- Enter/select the details for the award record in the data fields provided on the page.
- Users can click on the **Browse** button to upload documents from the user's computer.
- Click on the **Submit** button to complete adding a new award record or to complete editing an existing award record. Click on the **Cancel** button to cancel the process and return to the previous screen.

Add Award			
*Application:		*Program:	
Select	~	Select	v
Sub Program:	*Grant:		*Grant Award Name:
Select	Select	~	
Organization:	Date Applied:		*Award Date:
Select	·		
Grant Award Amount:	Award Start Date:		Award End Date:
\$0.0	2		
Description: Reporting:			
Invoicing:		Closeout:	
	Subr	nit Cancel	

- After a new award record is created, users can configure the deliverables for the award by clicking on the **Edit** icon for the newly created award record in the grid.
- On the edit award page, go to the **Deliverables/Progress/Periodic Reports** tab (as shown in the screenshot below) to view a deliverable, progress, or periodic report submitted by the awardee for the grant award.

Deliverable/Progress/Periodic Report	ts			
Deliverable Type 🗢	Report Name 🗢	Submitted Date 🗢	Status ≑	Actions
Deliverable Type	Report Name	Submitted Date	Status	Actions
Annual Report	Annual	10/28/2024	Deliverable/Progress Report Submitted	۲
Monthly Report	Monthly	10/31/2024	Deliverable/Progress Report Submitted	۲
Quarterly Annual Report	Quarterly	10/31/2024	Deliverable/Progress Report Submitted	۲

• Click on the **View** icon under the **Actions** column for an existing deliverable/progress/periodic report in the grid to view the report. Clicking on this icon shall open a pop-up window as shown below.

Deliverable/P	rogress/Pe	riodic Reports			×
Report Details	Documents	3			
*Report Nar	ne:	*Deliverable Type:		Period:	
Annual Repor	t	Annual Report	v	Yearly	~
Description Upload report	: rt				
		Cancel			

- In the **Report Details** tab, users can view the details of the deliverable or the progress/periodic report.
- To view the actual deliverable or report, users can click on the **Documents** tab and view the report.

10. ADMINISTRATION MODULE

The **Administrator** module allows users with administrator roles to configure internal and external user accounts, user roles, workflows, site settings and other features within the GMS portal. The following are the sub-modules under the Administrator module.

10.1 Internal Active Users

The **Internal Active Users** sub-module displays a list of active internal users of the GMS portal, meaning the internal users of the grant issuing agency. The module allows the Admin to add a new user, view or edit details of a user, view the login history of a user, and reset a user account in case it is locked.

ternal	Active Users					Add New U
Select All	Name \$	Username ‡	Email ¢	Mobile Number‡	Role 4	Action
	Name	Username	Email	Mobile Numbe	Role	
	ineres i	-		all charges	System Administrator	C C C
D			and the second	-	Reviewer	• 6
D	Terror I.	-	and the second second	-	County Executive	© C : Deacha
ö	-	-		-	Chair of Council, Deliverable Manager	@ @ C
D	1000	1000		-	Applicant, Grantee	© C :
o	-	-		-	Applicant, Grantee	C C C
0	increasing the	-	and the second second		Applicant	Carte C
D	-	-			Applicant	Carter Cart
	1000	100	and the second second		Applicant	C C C
o	-	-	-		Applicant	Carter Carter
First	Prévious	2 3 N	ent Last		10 0	Showing 1 To 10 Of 28 Entries
				Gand David	Change Sugget in Except	

Icons in the Actions Column:

Icon/Link	Functionality
9	The Login History icon is used to view the login and logout history of a user account.
Deactivate	The Deactivate link is used to deactivate an active user account.
Send Email	The Send Email button provided at the bottom of the grid is used to send bulk email to multiple active users selected from the grid.

• Click on the Add New User link to add a new internal user account in the system or click on the Edit icon for an existing user account record in the grid to edit its details. The screen shown below is displayed when these actions are performed.

l USEI					
Password Guidelines • Minimum 8 Characters • A Lower Case Letter • An Upper Case Letter • A Number • A Special Character					
Personal Details					
Title:	*	First Name:		*Last N	ame:
-Select-	~				
*Mobile Number :		*Email:		Office Phone Number:	
Mobile Humber .					
Address:					
Address:					
Address:	County:		*District:		District Areas:
Address: State: Maryland v	County: Prince Geor	rge's County V	*District: Select	~	District Areas:
Address: State: Maryland v City:	County: Prince Geor ZipCode:	rge's County 🗸 🗸	*District: Select Scan Signature:	~	District Areas: Select-
Address: State: Maryland v City:	County: Prince Geor ZipCode:	rge's County 🗸 🗸	*District: Select Scan Signature: Browse No file	v selected.	District Areas:
Address: State: Maryland v City: User Details	County: Prince Geor ZipCode:	rge's County V	*District: Select Scan Signature: Browse No file a	v selected.	District Areas:
Address: State: Maryland ~ City: User Details *Username :	County: Prince Geor ZipCode:	rge's County V	*District: Select Scan Signature: Browse No file :	selected.	District Areas: -Select- * *Default Role For Login :
Address: State: Maryland ~ City: User Details *Username :	County: Prince Geor ZipCode:	rge's County V	*District: Select Scan Signature: Browse No file : *Confirm Passw	selected.	District Areas: Select * *Default Role For Login : Select *
Address: State: Maryland ~ City: User Details *Username : Roles:	County: Prince Geor ZipCode:	rge's County V	*District: Select Scan Signature: Browse No file : *Confirm Passw	v selected.	District Areas: -Select-

- Enter/edit the personal information of the user in the fields provided under the **Personal Details** section.
- Enter/edit the details in the Username and the Password fields for the user account.
- Click on the **Browse** button in the **Scan Signature** field (highlighted in the above screenshot) to upload a scanned copy of the user's signature.
- Select the default role with which the user shall login by selecting an option from the **Default Role For Login** dropdown (highlighted in the above screenshot).

- A user account can have multiple user roles. Hence, Admin can select all the roles that apply for the user account by selecting appropriate options from the **Roles** dropdown (highlighted in the above screenshot).
- Click on the **Submit** button to complete adding a new user account or to complete editing details of an existing user account in the grid. Click on the **Cancel** button to cancel the process and return to the previous screen.

10.2 Internal Inactive Users

The **Internal Inactive Users** module displays a list of all the internal inactive users of the agency. It allows Administrators to view or edit user accounts, view the login history, and reset the user account to make it active again.

lect All	Name 🕈	Username 🖨	Email 🖨	Mobile Number ≑	Actions
	Name	Username	Email	Mobile Number	
0	Arent Kong Marine Inc.	(marci	of the set of the set of the set of the	1000-001-0001	👁 🕼 🥲 Activate Reset
	Article Stephin	interest in the second s	and the second second second	CREATE AND	👁 🕼 🥲 Activate Reset
	Color: N	inte	merent@inst enforcement	480.00 403	👁 🕼 🥲 Activate Reset
0	dram ¹⁰	particul	interview] in a subservation	10000000000	👁 🕼 🥲 Activate Reset
			10.	Showing 1 T	o 4 Of 4 Entries

Icon/LinkFunctionalityImage: Send EmailThe Login History icon is used to view the login and logout history of an internal inactive user account.ActivateClick on the Activate link to activate an inactive internal user account.ResetThe Reset link is used to activate an internal inactive user account.Send EmailThe Send Email button provided at the bottom of the grid is used to send bulk email to multiple inactive users selected from the grid.

Icons in the Actions Column:

- Click on the **Edit** icon for an inactive user record in the grid to edit the details of that user account. Clicking on this icon shall open the edit page as shown below.
- Edit the details of the inactive user account in the fields provided and click on the **Submit** button to save the changes.
- Click on the **Cancel** button to cancel the process and return to the previous screen.

Title:		*First Name:		*Last Na	ime:
10.	~	iller also		Ŧ	
Address:					
State:	County:		*District:		District Areas:
Maryland ~	Prince George's County		Select vSelect		-Select-
City:	ZipCode	c	*Mobile No. :		
			000,003-0505		
*Email:		Office Phone No.:		Scan Sig	gnature:
inersite (ini schemmer					
User Details		Default Role For L	ogin :	User Rol	les:
User Details *Username :				0	

10.3 External Active Users

The **External Active Users** module displays a list of all active external organizations and their corresponding users of the GMS portal. External users can create their user account in the GMS portal by using the **Register** button available on the **Login Page** of the portal.

The screen shown below is displayed when an Administrator clicks on this module from the main menu.

Select All	Legal Name 🗢	Full Name 🖨	Username ≑	Email \$	Phone Number \$	Action
	Legal Name	Full Name	Username	Email	Phone Number	
	Humane Society	Bala Krishna	bala	lvadlamudi@issi-software.com	(675)-878-5944	Deactivate 👁
	Z-Tech	Edward Salt	edward	nagaraju.senapati@gmail.com	(342)-156-7777	Deactivate 👁
	ABC Tech	JON BRUSHLE	laya9999	senapathinrvm21@gmail.com	(345)-666-6534	Deactivate 👁
	Mark Manson Charitable Organization	Mark Manson	markm	sdwivedula@issi-software.com	(917)-750-8822	Deactivate 👁
	Feeding America	Rajasekhar Maddigalla	rsekhar	rmaddigalla@issi-software.com	(323)-523-5235	Deactivate 👁
	Global Giving	Sai VBN	saivbn	lvadlamudi@issi-software.com	(675)-878-5944	Deactivate 👁
	and New Leve		10 .		Showing 1 To 6 Of 6 Entries	

- Click on the **Deactivate** link under the Actions column (highlighted in the above screenshot) to deactivate the account of an external user.
- Click on the **View** icon for an active organization record in the grid to view its details as well as all the active individual users within the organization. Clicking on this icon shall display the screen shown below.

Organization Registration				
Organization Information				
Contact Information	Organization Information			
	*Is this organization a non-profit (501c3):		Non Profit Organizatio	on Number:
	Yes No			
	Nature of Organization:			
	Promotional	~		
	*Legal Name of Organization(As it appears or	ı your IRS Tax Determina	tion Letter):	
	Humane Society			
	"Briefly State Mission/Purpose of Organization Characters):	n(MAX:2000	Nature of Affiliation(M	IAX:2000 Characters):
	Briefly State Mission/Purpose of Organizatio	n	Nature of Anniation	
	*MD Charity Identification Number(MD CID) :	*Federal Tax ID# :		*Maryland State Department of
	(MDG))	10.10100.01		Assessments ID#:
	*Financial Year Begins:	*Financial Year Ends :		*Year Incorporated:
	01/01/2025	12/31/2025		2025
	Tax Exempt:	Website :		
	● Yes ◯ No	Mps Rooper (cm		
	Dhusias Address (Nets Dhusias address and	et heurs e DO Bey Number)		
	* Address Line 1:	Address Line 2:		State :
	Tang			~
	County :	*District:		Areas:
	Constantion -	AT - Large 2	~	Select
	*City :	*ZipCode:		
	ing along	41010		
	Is the physical address same as mailing ad	dress?		
	• Yes No			
	*Address Line 1:	Address Line 2:		State :
	V(a)			×
	County :	*City :		*ZipCode:
	(0.000 production ~	Kepper		4069
	Telephone Number:			
	Delevery Context Details			
	Title: *First Name:		*Last Nam	e:
	Select v		N/mirror	
	*Email:			
	Kallensiljini sekanster			
	*Office Phone Number :		Personal Phone Numl	ber :
	40.7 x 0.7 x 0.940		(Industrial Industrial)	
		Ва	ck	

- Click on the **Back** button to go back to the previous screen.
- Click on the **Contact Information** tab in the left menu to view details of the individual users within the organization.

anization Information					
ntact Information	Contact Inform	mation			
	Actions	Username 🖨	Title 🖨	Organization Role 🖨	Email \$
		Username	Title	Organization Role	Email
	۲	a de la della d	Mr.	Org Director	Persiliaria Specifican

10.4 External Inactive Users

The **External Inactive Users** module displays a list of all inactive external users of the GMS portal. External users can be individuals or representatives of organizations.

The screen shown below is displayed when an Administrator clicks on this module from the main menu.

Select All	Legal Name 🖨	Full Name 🕈	Username \$	Email \$	Phone Number 🖨	Action
	Legal Name	Full Name	Username	Email	Phone Number	
	Includes Salar Solary	Bank/seen	investme.	Press and a state of the second state of the s		Activate @
	Managerial Imperiod on	Looke .	1000	interactive distances		Activate @
	Sales Palles Socials	Terra Malanta	200	and provide the second		Activate @
	Republication All Cold	Contraction, Street, Street, Street, St.	-100-	Approximate the state of the second		Activate @
	kept New Pringelauter Office	pinals.deg	1000	segnition respectively and		Activate 🖉
	Andrea (Announty) (3)	Monthly Million	10.000	Included all the Advances		Activate 🔇
	Rept Foren Franklin	Rep: www.	100	added a light of a first start		Activate @
	Recept posterior	No. of Concession, Name of	same and	anaphic of spectrum	(***********	Activate 🔇
	Designment internationalise	And a state of the	100	And the State of Long Local		Activate 🥑

- Click on the **Activate** link under the Actions column (highlighted in the above screenshot) to deactivate the account of an external user.
- Click on the **View** icon for an inactive organization record in the grid to view its details as well as all the individual users within the organization.

10.5 Roles

The **Roles** module displays a list of user roles available in the system in a grid format. Administrators can add a new role, edit existing roles, and provide the required access to each user role.

The level of access to each user role in the GMS can be configured at three levels -

- 1. The access to various modules and sub-modules in the system to each user role.
- 2. The various actions (such as add, edit, delete etc.) that can be performed by each user role in the modules/sub-modules.
- 3. The access to various tabs in the grant application.

Select All	Role Code 🖨	Role Name 🖨	Action
	Role Code	Role Name	
	GA3	Administrator	()
	APP	Applicant	۲
	AGCCOR	Assistant Grants Coordinator	۲
	ACA	Associate Council Administrato	۷ ک
	AMM	Audit Manager	۲
	CAR	Council Administrator	()
	AU3	Council Chair	۷ ک
	AU2	Council Member	۲
	CA	County Auditor	()
	DCA	Deputy Council Administrator	۲ ک
		10. 4	Showing 1 To 10 Of 22 Entries

• Click on the **Add New Role** link to add a new user role in the system. Clicking on this link shall display the new role page as shown below.

	○ Yes ○ No
scription	
	•

- Enter/select the details of the new user role in the fields provided.
- Select the appropriate option for the ability of the user role to access confidential documents (as highlighted in the above screenshot).
- Check the **Show The Processing Form** checkbox (highlighted in the above screenshot), if the user role can have access to the processing form as part of application review.

- Click on the **Submit** button to complete adding a new user role in the system. Click on the **Cancel** button to cancel the process and return to the previous screen.
- Click on the **Edit** icon for a newly created user role or an existing user role in the grid to define/modify the level of access provided to the user role in the GMS. Clicking on the edit icon for a user role from the grid shall display the below page.

ole Name	*Role Code		Able to Access Confidential
ssistant Grants Coordinator	AGCCOR		Ocuments ⊖Yes ●No
escription			
ow The Processing Form			/
Assign Modules For Roles		Assign Tabs For	Roles
Dashboard		Required Tabs	To Show in Applications:
Diary		22 selected	
✓ ✓ Programs			
Add New			
Bulk Delete			
Bulk Print			
Delete			
Z Edit			
Export			
✓ Print			
 Grants Management Einancial Management 			
Master			
 Reports 			
 Utilities 			
Letter Of Consideration			
The second s			

- Edit the information regarding the user role in the fields provided.
- Under the **Assign Module for Roles** section, click on the arrow heads against each module to open sub-modules and within sub-modules the various actions that can be performed (highlighted in the above screenshot).
- Under the Assign Tabs for Roles section, click on the Required Tabs to Show in Applications dropdown to select all the tabs in the dropdown (multi-select) that should be available for the user role in the grant application.
- Click on the **Submit** button to save the changes made for a user role. Click on the **Cancel** button to cancel the process and return to the previous screen.

10.6 Workflows

The **Workflows** module displays a list of workflows available in the system in a grid format. Administrators can create, edit, or activate/deactivate workflows as required for different programs/departments. They can also configure the workflow rules for each workflow record. The screen below is displayed when a user clicks on this module from the main menu.

Workflow		○ Active ○	Inactive OAII		Add New Workflo
Select All	Program ≑	Description 🗢	Created By ≑	Created Date ≑	Actions
	Program	Description	Created By	Created Date	
	FY-23-24 - DVG Program	Domestic Violence	Brady Goldsmith	11/01/2023	•
	FY-23-24 - NDG Program	Non Departmental	Brady Goldsmith	10/26/2023	⊘ � ♂ €
	FY-23-24 - SAG Program	Special Appropriation Program	Brady Goldsmith	10/26/2023	•
First Pre	evious 1 Next Last		10 \$	Showing 1 To 3 Of	3 Entries
First Pre	evious 1 Next Last		10 ¢	Showing 1 To 3 Of	3 Entries
		Dele	te Choose Format v Export		

• Select the appropriate radio button at the top of the grid (Active, Inactive, All) to show only those workflow records with the selected status in the grid.

Icons in the Actions Column:

Icon/Link	Functionality		
*	The Workflow Rules icon allows Administrator to view and configure the workflow rules for a workflow record.		
	The Activate/Deactivate toggle button allows Administrator to activate or deactivate a workflow.		

• Click on the **Add New Workflow** link to add a new workflow in the system or click on the **Edit** icon for an existing workflow record in the grid to edit its details. The screen shown below is displayed when these actions are performed.

	Add Workflow		
	*Program:	Description:	
	Select v		
\searrow			
	Do You Want To Copy Workflow From E	xisting Program:	
	⊙ Yes ⊙ No		
		Submit Cancel	

- Select the **Program** from the dropdown for which the workflow is being added.
- Enter or edit the **Description** for the workflow in the text area provided.
- Select **Yes** or **No** for the option to copy a workflow, and the underlying workflow rules, of an existing program (highlighted in the above screenshot). When selected **Yes**, an additional field is displayed, as shown in the screenshot below, where Administrator can select an existing program from the dropdown to copy the workflow from.

Description:		
~		
m Existing Program:	Select Existing Program:	
	Description:	Description:

• Click on the **Submit** button to complete adding a new workflow or complete editing an existing workflow. Click on the **Cancel** button to cancel the process and return to the previous screen.

15.4.1 Workflow Rules

- The **Workflow Rules** are the individual steps in a workflow and can be configured for each workflow.
- The **Workflow Rules** for a workflow record can be configured by clicking on the workflow rules icon for that record in the grid. Clicking on this icon shall display the page as shown in the screenshot below.

All 🗆	Task to Perform \$	Task to Route ≑	Role \$	Workflow Status ≑	Module \$	Actions
	Task to Perform	Task to Route	Role	Workflow Status	Module	
	Application Submitted	Application Under Preliminary Review	Applicant	Application Submitted	Applications	• 🛙 📋
	Application Under Review	Application & Funding Declined	Guest Grants Analyst	Application Under Review	Applications	• 🛙 💼
	Application Under Review	Missing Information	Guest Grants Analyst	Application Under Review	Applications	• 6 💼
	Application Under Review	Application & Funding Approved	Guest Grants Analyst	Application Under Review	Applications	• 🕝 💼
	Missing Information	Communication with Applicant for missing information	Guest Grants Analyst	Missing Information	Applications	• 🛙 💼
	Missing Information Submitted	Application Under Review	Applicant	Missing Information Submitted	Applications	• 🛙 💼
	Under Review by Grants Coordinator	Application Approved	Grants Coordinator	Under Review by Grants Coordinator	Applications	• 🛙 📋
	Under Review by Grants Coordinator	Additional Information Requested	Grants Coordinator	Under Review by Grants Coordinator	Applications	• 7 💼
	Application Declined	Under Review by Council Administrator	Grants Coordinator	Application Declined	Applications	• 7 💼
	Additional Information Requested	Additional Information Submitted	Grants Coordinator	Additional Information Requested	Applications	• 🛙 💼
First	Previous 1 2 3 4 Next	Last	10 \$	Showing 1	To 10 Of 31 Entrie:	s

- Click on the Add New Workflow Rule link to add a new workflow rule for the selected workflow or click on the Edit icon for an existing workflow rule to edit its details. The screenshot shown below is displayed when these actions are performed.
- Select the details of the workflow in the fields provided.
- Click on the **Submit** button to complete adding a new workflow rule or complete editing an existing workflow rule. Click on the **Cancel** button to cancel the process and return to the previous screen.

Add Workflow Rules		
*Task To Perform:		
Select		~
*Task To Route:		
Select		· *
Roles:		
Select		v
*Workflow Status:		
Select		×
Grant Status:		
Select		~
Applicable Modules:		
Select		~
Immediate Notification:	Show the tasks to Applicants:	
○ Yes ○ No ○ Batch	○ Yes ○ No	
	Submit Cancel	

10.7 Email Configuration

The **Email Configuration** module displays a list of all the email notifications' configurations available in the system in a grid format. It allows the Administrator to add, edit, delete, print, and activate or deactivate an email configuration record. The screen shown below is displayed when the Administrator clicks on this module from the main menu.

• Select the appropriate radio button at the top of the grid (Active, Inactive, All) to show only those email configuration records with the selected status in the grid.

Select All	Task Type ≑	Subject ≑	Actions
	Task Type	Subject	
	Additional Information Submitted	{appnum} - Additional Information Submitted	C 🛍 🖨 🗨
	Grant Purpose	{appnum} - Additional Information Submitted	C 🛍 🖨 🜑
	Additional Information Requested	{appnum} - Aditional Information Requested	C 🛍 🖨 🜑
	Application assigned to Grants Analyst for review	{appnum} Application assigned to Grants Analyst for review	I 🛍 🖨 🔿
	Application Declined by Grants Analyst	{appnum} -Application Declined by Grants Analyst	E 🛍 🖨 O
	Application & Funding Approved	{appnum} -Application & Funding Approved	E 🛍 🖨 O
	Application & Funding Declined	{appnum} - Application & Funding Declined	E 🛍 🖨 O
	Application not funded/No further action	{appnum} - Application not funded/No further action	E 🛍 🖨 O
	Application returned to Grants Coordinator	{appnum} - Application returned to Grants Coordinator	E 🏛 🖨 O
	Application returned to OMB Analyst	{appnum} - Application returned to OMB Analyst	E 🛍 🖨 O
First Pr	evious 1 2 8 Next Last	10 🗢	Showing 1 To 10 Of 78 Entries
<			\$
		Delete Print	

• Click on the Add New Email Configuration link to add a new email configuration in the system or click on the Edit icon for an existing email configuration record to edit its details. The screen shown below is displayed when these actions are performed.

*Task Type:			To/Roles:	
-Select-		~	Select	
CC Email :	Reminder Notification(Days In Advance):			
	Select	~		
*Subject :				
Body :	Footer :			

- Select the type of task (review) from the workflow for which the email notification needs to be sent out by selecting the appropriate option in the **Task Type** dropdown.
- Select/edit the user roles to which the email notification should be sent out by selecting the appropriate options in the **To/Roles** dropdown.
- Enter/edit other details of the email notification record in the fields provided.
- Click on the **Submit** button to complete adding a new email configuration record in the system or complete editing an existing email configuration record.

• Click on the Cancel button to cancel the process and return to the previous screen.

Note: Some sections in the email **Subject** or **Body** fields can be configured to dynamically pull information from the Database by using bookmarks (represented within flower brackets {}, as shown in the grid screenshot above). The list of currently available bookmarks and their meanings are given below:

- {appnum} Application Number
- {appname} Application Name
- {grant} Grant Name
- {pro} Program Name
- {name} First and Last Name of the user.

10.8 Site Settings

The **Site Settings** module displays a list of available site setting records, in a grid format. These site setting records enable users to configure the user interface of the GMS portal for different entities using the GMS. Administrators can add a new site setting, edit, or activate/deactivate an existing site setting record. The screen shown below is displayed when the Administrator clicks on this module from the main menu.

Site Settings			A	dd New Site Setting
Select All	Title \$	Header BG Color \$	Main Title Size \$	Actions
	Title	Header BG Color	Main Title Size	
	Prince George's County		25	I 💼 🕥
First Previous	1 Next Last	10 🗢	Showing 1 To 1 Of 1 Ent	ries
(>
		Print Delete		

- Click on the Activate/Deactivate toggle button (highlighted in the above screenshot) to activate or deactivate a site setting, i.e. apply the activated site setting in the GMS portal. <u>Note:</u> Only one site setting can be active for the portal at any given instance.
- Click on the Add New Site Setting link to add a new setting for the entire GMS portal or click on the Edit icon for an existing site setting record in the grid to edit its details. The screen shown below is displayed when Add New Site Setting link is clicked by the Administrator.

Site Settings			
ommon Login Site Settings			
eader Logo Settings			
Header Left Logo :			
Browse No file selected.			
lenu Settings			
Header BG color :	Menu BG color :	Menu Font color :	Menu Font-Size:
			Select V
Menu Font-Style:			
Select	•		
lain Title Settings			
*Main Title:		Main Title Font-Size:	Main Title Font-Color:
		Select v	
Main Title Font-Style:			
Select	~		
ub Title Settings			
Sub Title:		Sub Title Font-Size:	Sub Title Font-Color:
		Select v	
Sub Title Font-Style:			
Select	~		
aption Settings			
Caption:		Caption Font-Size:	Caption Font-Color:
		Select v	
Caption Font-Style:			
Select	~		
ooter Site Settings			
Footer Text :		Footer Text LIBL	
		TOOLET TEXT ONE .	
Footer Text Color :	Footer BG color :		
eature Settings			
Do You Need Multi-Factor Aut	thentication?		
⊙ Yes ⊙ No			

• Select/enter the details for the site setting in the fields provided.

- Click on the **Submit** button to save the details entered for a new site setting record or an existing site setting record. Click on the **Cancel** button to cancel the process and return to the previous screen.
- After submission of a new site setting record, Administrator is redirected to the grid page. Here the Administrator can click on the **Edit** icon for the newly created site setting record to view and configure the additional tabs, **Contact Us** and **Page Settings**, that shall be displayed now.
- The **Contact Us** tab allows the Administrator to configure the text on the Contact Us page/section of the GMS portal.

ommon Login Site Settings +	
ontact Us –	
Contact Us: Prince George's County Grants Management System One Stop Solution For Grants Management	
age Settings +	
Submit Cancel	

- Enter the desired text in the text area provided and click on the **Submit** button to save the changes.
- The **Page Settings** tab allows Administrator to configure settings for individual pages in the GMS portal. The tab is displayed as shown below.

non Login Site Setting	s			
act Us				
Settings				
				Add New Page Settin
Actions	Setting Type	Title	Portal Name	Add New Page Settin Menu Font Size
Actions	Setting Type Internal - Prince George's County Login	Title Prince George's County	Portal Name	Add New Page Settin Menu Font Size
Actions	Setting Type Internal - Prince George's County Login Public Page	Title Prince George's County Prince George's County	Portal Name Internal - Prince George's County Portal None	Add New Page Settin Menu Font Size
Actions	Setting Type Internal - Prince George's County Login Public Page Organization Login	Title Prince George's County Prince George's County Prince George's County	Portal Name Internal - Prince George's County Portal None Organization Portal	Add New Page Settin Menu Font Size

- Click on the Add New Page Settings link to add a new page setting or click on the Edit icon for an existing page setting to edit its details. The pop-up screen shown below is displayed when these actions are performed.
- Click on the **Submit** button in the pop-up window to complete adding a new page setting or complete editing an existing page setting record. Click on the **Cancel** button in the pop-up window to cancel adding or editing a page setting record and return to the previous screen.
- After all the changes are complete, click on the **Submit** button on the Site Setting record page to complete adding/modifying details of the site setting. Click on the **Cancel** button to cancel the changes and return to the previous screen.

Setting Type :	Label :	
Select	~	
Page Logo Settings		
Page Left Logo :	*Page right Logo :	*Main Body Logo :
Browse No filected.	Browse No filected.	Browse No filected.
Page Menu Settings		
deades BC Cales	Manu Bricolary	Manu Fant salar
header BG Color :	Wenu bg color :	Menu Pont-color :
Menu Font-Size :	Menu Font-Style :	
Select v	Select v	
Page Title Settings		
Main Title:	Main Title Font-Size:	Main Title Font-Color:
	Select v	
Main Title Font- Style:		
Select ~		
Page Sub Title Settings		
Sub Title:	Sub Title Font-Size:	Sub Title Font-Color:
	Select v	
Sub Title Font-Style:		
Select v		
Page Caption Settings		
Caption:	Caption Font-Size:	Caption Font-Color:
	Select v	
Contine French States	Dentel Newsy	
Select	Portai Name.	
- Jelect		
*Description:		

10.9 FAQs

The **FAQs** module displays a list of FAQs, available in the system, in a grid format. Users can add a new FAQ record, view the FAQ and the corresponding answer, edit the answer of a FAQ, print details of a FAQ, or activate/deactivate a FAQ record. The screen shown below is displayed when a user clicks on this menu.

FAQs Olactive Olactive Olactive All					
Select All	Question \$	Answer 🖨	Created By \$	Created Date \$	Actions
	Question	Answer	Created By	Created Date	
	How much is DVG budget?	\$10,000	Brady Goldsmith	04/10/2025	• • •
	How Much Budget for SAG	\$5000	Brady Goldsmith	04/10/2025	
	Dashboard	Dashboard	Brady Goldsmith	04/10/2025	• 7 8
	Internal - Prince George's County Council Portal	Internal - Prince George's County Council Portal	Brady Goldsmith	04/10/2025	● ♂ 🔒 🜑
0	rants Management System	rants Management System2	Brady Goldsmith	04/10/2025	● 🖉 🔒 🜑
	Prince George's County Council	Prince George's County Council2	Brady Goldsmith	04/10/2025	• 2 - •
	Print	Builk Print	Brady Goldsmith	04/10/2025	• 7 8 0
	EDIT	Delete	Brady Goldsmith	04/10/2025	• 7 8 0
	Progrms	DVG, NDG, SAG	Brady Goldsmith	04/10/2025	• 7 8 0
	1234	11111	Brady Goldsmith	04/10/2025	• 6 🔒 🜑
First Prev	ious 1 2 Next Last	10 \$		Showing 1 To 10 Of	15 Entries
		Choose F	ormat - Export		

- Click on the View icon under the Actions column to view the answer of a FAQ. Click on the Edit icon for a FAQ record to edit its answer.
- Toggle the Activate/Deactivate button to activate or deactivate a FAQ record accordingly.
- Click on the Add New FAQ link to add a new FAQ record to the existing list.

Add/Edit FAQ:

• Click on the Add New FAQ link to add a new FAQ record or click on the Edit icon for an existing FAQ record in the grid to edit its details. The screen shown below is displayed when these actions are performed.

Add/Edit FAQ		
*Question:		
*Answer:		
	Submit Cancel	

- Enter/edit the question in the text area provided.
- Enter/edit the answer for the question in the text area provided.
- Click on the **Submit** button to complete adding a new FAQ record or to complete editing an existing FAQ record. Click on the **Cancel** button to cancel the process and return to the previous screen.

11. MASTER MODULE – Letter Templates

The Letter Templates module displays a list of available letter templates in a grid format. These templates can be used across the GMS portal wherever required. The module allows users to add, view, edit, print, or delete a letter template.

elect All	Task Type 🗢	Letter Template Name 🖨	Status ≑	Actions
	Task Type	Letter Template Name	Status	
	Application Submitted	Application Receipt	Active	
	Award Decline Letter Sent	Award Decline Letter	Active	⊘ Z ≟ ⊖ t
	End of Year Closeout	End of Year Closeout Letter	Active	
	Letter of Consideration (LOC) Submitted	FY Letter of Consideration Receipt Letter	Active	👁 🖉 📥 🛍
	Payment processed by Senior Finance Assistant	Periodic Report Letter	Active	⊘ Z ≟ ⊖ f
	Tentative awardees are notified	Tentative awardees are notifies	Active	

• Click on the Add New Letter Template link to add a new letter template in the system or click on the Edit icon for an existing letter template record in the grid to edit its details. The screen shown below is displayed when these actions are performed.

	*Letter Template Name:	*Upload File:
Select	•	Browse No file selected.
		"Please note that only Word document files
atter Templete Description:		(.doc and .docx) are accepted for upload.
tter lemplate Description:		

- Select/modify the **Task Type** from the dropdown for which the letter template should be generated when processing a grant application or any post-award steps.
- Enter/edit the details of the new letter template in the fields provided. Click on the **Browse** button to select and upload a new letter template from the local system.
- Click on the **Submit** button to complete adding a new letter template in the system or complete editing details of an existing letter template record in the grid. Click on the **Cancel** button to cancel the process and return to the previous screen.

12. MASTER MODULE – DVG Application Configuration

The **DVG Application Configuration** module displays a list of Collaboration and Experience Questions, in a grid format, for the DVG grant program application. It allows the Administrator/user to configure Collaboration and Experience questions for the DVG program grant application.

The screen shown below is displayed when an Administrator clicks on this module from the main menu.

All	Collaboration and Experience \$	Collaboration and Experience Questions \$	Comments ≑	Actions
	Collaboration or Exper	Collab_Exper_Question	Comments	
	ORGANIZATION COLLABORATION	Is this proposed project coordinated with/or a part of any ongoing County program(s) or activity(s)? If 'yes', explain how.		2 🛍 🗧
	ORGANIZATION COLLABORATION	Will the services of the project be coordinated with other services in the community? If "Yes", please briefly describe your non-profit collaboration on this project.		C 🛍 🗧
	ORGANIZATION COLLABORATION	Please describe your non-profit organization collaboration partners		C 🛍 🗧
	ORGANIZATION COLLABORATION	Please provide a collaboration/partnership agreement with the entity or entities you will collaborate with on this project, which describes respective roles on this project and financial commitment.		C 🛍 🗧
0	ORGANIZATION EXPERIENCE AND CAPACITY	Number of current paid full time staff in your organization		c 💼 🗧
0	ORGANIZATION EXPERIENCE AND CAPACITY	Number of current paid part time staff in your organization		c 💼 🗧
	ORGANIZATION EXPERIENCE AND CAPACITY	Number of new part time staff that will be hired to work on the project, if funded		C 💼 🗧
0	ORGANIZATION EXPERIENCE AND CAPACITY	Provide a brief narrative, on a separate page (500 words maximum), detailing the types of activities undertaken by your organization		C 🛍 🗧
0	ORGANIZATION EXPERIENCE AND CAPACITY	Will a consultant(s) or contract staff be hired to help implement the project? If "yes" please explain the services, the consultant or contract staff will offer and identify the sources of funds.		C 💼 🗧
0	ORGANIZATION EXPERIENCE AND CAPACITY	Describe your organization's fiscal management disbursement methods, financial reporting, recordkeeping and accounting procedure. Indicate whether the organization has adequate insurance. Insurance coverage for General Liability, Automobile Liability, Workman's Compensation and Fire insurance is required.		C 🛍 🗧
irst	Previous 1 2 Next	Last 10 ¢	Showing 1 To 10 Of 18 Entries	

• Click on the **New Collaboration and Experience** link to add a new question for the DVG grant program application or click on the **Edit** icon for an existing question in the grid to edit its details. The screen shown below is displayed when these actions are performed.

Collaboration Experience Details	
* Collaboration and Experience	
Select	~
* Collaboration Experience Question	
Response Type	
Select v	
Comments	
	Submit Cancel

• Enter/select the details of the collaboration and experience question in the fields provided.

Click on the **Submit** button to complete adding a new question or to complete editing an existing question. Click on the **Cancel** button to cancel the process and return to the previous screen.
13. MASTER MODULE – Lookup Types

The **Lookup Types** module displays a list of lookup types in a grid format. These lookup types are used as data fields across the GMS portal where users can enter or select the data. The data in these lookup types are called lookup values and can be configured.

elect All Lookup Type Code ≎		Lookup Type Name 🖨	Lookup Type Description \$	Actions
	Lookup Type Code	Lookup Type Name	Lookup Type Description	
	AM	Applicable Module	Applicable Module	C 🛍 🖨 =
	D2SN	Days to send notification	Days to send notification	🕑 🧰 🔒 ≡
	DET	Deliverable Type	Deliverable Type	🕑 🧰 🔒 ≡
	DMGPC	Demographic	Demographic	I 🏛 🖨 🚍
	District	District	District	🕑 🧰 😓 ≡
	DISTArea	District Areas	District Areas	🕑 🧰 📥 ≡
	DOCUC	Document Checklist	Document Checklist	🕑 🧰 😓 ≡
	DT	Document Types	Document Types	🕑 🧰 📥 ≡
	EAPP	Eligible Applicants	Eligible Applicants	🕑 🧰 🖨 ≡
	EO	Eligible Organizations	Eligible Organizations	🕑 🏛 🖨 ≡
st Prev	vious 1 2 5 Next Last	10 \$	Showing 1 To 10 Of 4	44 Entries

• Click on the Add New Lookup Type link to add a new lookup type in the system or click on the Edit icon for an existing lookup type record in the grid to edit its details. The screen shown below is displayed when these actions are performed.

Add Lookup Type		
*Code :	*Name :	Description :
	Submit Canc	et

- Enter/edit details of the lookup type in the fields provided.
- Click on the **Submit** button to complete adding a new lookup type in the system or complete editing an existing lookup type record in the grid. Click on the **Cancel** button to cancel the process and return to the previous screen.

Click on the **Lookup Values** icon (highlighted in the grid screenshot shown above) to add or edit lookup values for a new or existing lookup type. Clicking on this icon shall display the screen as shown below.

Select All 🗆	Lookup Value Code 🖨	Lookup Value Name 🖨	Lookup Value Description 🖨	Actions
	Lookup Value Code	Lookup Value Name	Lookup Value Description	
	Grants	Grants	Grants	🏦 🖉 🖨
	Applications	Applications	Applications	🏛 🕑 🖨
	Awards	Awards	Awards	1 🖉 🖨
	Deliverables	Deliverables	Deliverables	🏛 🕑 🖨
	Invoices	Invoices	Invoices	🏛 🕑 🖨
	Payments	Payments	Payments	🏛 🕑 🖨
	LOIL	Letter Of Intent List	Letter Of Intent List	🛍 🕑 🖨
	GT	General Test	General Value Description	🏛 🕑 🖨
	GTS	General Tests	General Test Value Description	🛍 🖉 🖨
	GTR	General Test Report	General Test Report Description	🛍 🕑 🖨
		10 .	Showing 1 To 10 Of 1	1 Entries

• Click on the **Add New Lookup Value** link to add a new lookup value for the lookup type or click on the **Edit** icon for an existing lookup value to edit its details. The screen shown below is displayed when these actions are performed.

Add Lookup Value		
*Code:	*Name:	Description:
	Submit	

- Enter/edit details of the lookup value in the fields provided.
- Click on the **Submit** button to complete adding a new lookup value or complete editing an existing lookup value record in the grid under a lookup type. Click on the **Cancel** button to cancel the process and return to the previous screen.

14. MASTER MODULE – Service Category

The **Service Category** module display a list of available service categories in the system and their corresponding descriptions in a grid format. It allows the Administrator to configure a service category that will be used in the grant applications.

The screen shown below is displayed when an Administrator clicks on this module from the main menu.

Select All	Code 🖨	Service Category ≑	Description \$	Action
	Code	Service Category	Description	
	WD	Workforce Development	Focus on helping survivors access employment and training that can provide economic security and stability which is critical to their safety and long-term recovery.	(2° (1) (- ≡
	тт	Counseling Mental Health Services	Availability/accessibility of domestic violence counseling and mental health services for survivors, children, and abusers	j 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
	нѕ	Housing	Availability/accessibility of safe housing for survivors of domestic violence.	(2) 🛍 🗧
	ts	Advocacy and Legal Services	Availability/accessibility to domestic violence victim advocates Including legal assistance	
First	Previous 1 Next	Last	10 Showing 1 To 4 Of 4 Entries	

• Click on the Add New Service Category link to add a new service category to the list or click on the Edit icon for an existing service category record in the grid to edit its details. The screen shown below is displayed when these actions are performed.

Add Service Category		
*Code :	*Name :	Description :
	Submit Cancel	

- Enter/edit the details of the service category in the fields provided.
- Click on the **Submit** button to complete adding a new service category or to complete editing an existing service category.
- Click on the **Cancel** button to cancel the process and return to the previous screen.
- Click on the **Goals & Objectives** icon for a service category record in the grid (highlighted in the grid screenshot shown above), to add or edit a goal or objective record for the service category. Clicking on this icon shall display the screen shown below.

Goals ar	nd Objectiv	es		Add New Goal and Objectiv
Sel	lect All 🗌		Goals and Objective≎	Actions
		Goals and objectives		
		Connecting survivors to appropriate resour	ces and opportunities to assist in rebuilding their lives.	🛍 C 🖨
		Provide opportunities for job training, caree	r development services and job placement	🛍 🗭 🖨
First	Previous	1 Next Last	10 +	Showing 1 To 2 Of 2 Entries
			Delete 😝 Print Back	

• Click on the Add New Goal and Objective link (highlighted in the above screenshot) to add a new goal and objective record or click on the Edit icon for an existing goal and

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objective record in the grid to modify its details. The screen shown below is displayed when these actions are performed.

Add Goals and Objectives	
Goals and Objectives:	
	Submit Cancel

- Enter the Goals and Objectives for the service category in the field provided.
- Click on the **Submit** button to complete adding a new record or to complete editing an existing record. Click on the **Cancel** button to cancel the process and return to the previous screen.

15. REPORTS MODULE

The **Reports** module displays a list of pre-defined reports, which the Administrator or any user with access to this module, can use to generate the reports.

The pre-defined reports that are currently available in the GMS portal are:

- Application Summary Report
- Grant Award Report
- Organization Report
- ✤ Grants Overview Report
- Total Profit and Loss Report by Program
- ✤ Application Engagement Report

15.1 Application Summary Report

The **Application Summary Report** provides a summary regarding the grant applications submitted for all the grants under various programs, either by individuals or organizations. The screen shown below is displayed when a user clicks on this report from the main menu.

	Applied Date(Yr/Qtr)		Applied 0	Date	Organization		Grant		Council Member		
All		~	1/1/2025 11 12	/31/2025 =	All	~ All		~ All		~	
Reset	Approve	ed Date(Yr/Qtr)	Approved	Date	Program Name	$\exists \vdash$	Application	No.	District Na	ume	
All		×	1/1/2025 III 12	01/2025 1	All			~ AI		~	
Application Nu	mber	Application Name	Organization Name	Program Name	Grant Name	Council Member	District	Application Status	Applied Date	Approver	
GMS-2025-01-	16-1	SAG Application 16-25	and the second se	SAG Program	FY-25-SAG Program Grant	Care Product	District 1	Application sent to OMB Analyst	01/16/2025	01/16/20	
GMS-2025-01-	16-1	SAG Application 16-25		SAG Program	FY-25-SAG Program Grant	Car Sectors	District 1	Application sent to OMB Analyst	01/16/2025	01/16/20	
GMS-2025-01-	16-1	SAG Application 16-25		SAG Program	FY-25-SAG Program Grant	Carlo Section 1	District 1	Application sent to OMB Analyst	01/16/2025	01/16/20	
GMS-2025-01-	16-1	SAG Application 16-25	-	SAG Program	FY-25-SAG Program Grant	Canal Manager	AT - Large 1	Application sent to Finance Division for payment	01/16/2025	01/16/20	
GMS-2025-01-	16-1	SAG Application 16-25	-	SAG Program	FY-25-SAG Program Grant	1.0	AT - Large 1	Application sent to Finance Division for payment	01/16/2025	01/16/20	
GMS-2025-01-	16-1	SAG Application 16-25	and the second se	SAG Program	FY-25-SAG Program Grant	aliza farine	AT - Large 1	Application sent to Finance Division for payment.	01/16/2025	01/16/20	
						and the second second					

- The reports page has two sections Filters and Report Grid.
- By default, the **Report Grid** displays the entire report without any filters being applied.
- The top section of the report page provides various filters that the user can use to filter the data in the report below. The filtering is dynamic and happens as soon as option(s) in the filters are selected.
- Click on the **Reset** button provided (highlighted in the above screenshot) to clear selections made in the filters.
- The filtered report is displayed below the filters section in the form of a grid, as displayed in the above screenshot.
- Click on the **Three Horizontal Dots** (as shown in the screenshot below) on the top right corner of the report grid to **export** the report in an **excel file** or to sort the records in the grid in either ascending or descending order or to sort the records in the grid based on a particular column.

				Applic	ation Summary	Report						
\frown	Applied Date(Yr/Qtr) All		Applied I	Date /31/2025 ©	Organization	All	Grant	All	Council Mer	mber		
Reset			Approved Date(Yr/Qtr) II II II II II II II II II		Program Name A		Application No.		District Name			
Applicati	on Number	Application Name	Organization Name	Program Name	Grant Name	Council Member	r District	Application Status	Applied Date	Appr	ß	Share
GMS-202	5-01-16-1	SAG Application 16-25	and a const	SAG Program	FY-25-SAG Program Grant	Carrier Constitution	District 1	Application sent to OMB Analyst	01/16/2025	01/1€	Q	Add alert
GMS-202	5-01-16-1	SAG Application 16-25	States Survey	SAG Program	FY-25-SAG Program Grant	Owner reasons	District 1	Application sent to OMB Analyst	01/16/2025	01/16	Ç	Add a comment
GMS-202	5-01-16-1	SAG Application	Date (String	SAG Program	FY-25-SAG Program	100.000	District 1	Application sent to	01/16/2025	01/16	66	Explore this data (preview
GMS-202	5-01-16-1	SAG Application 16-25	Sec. 9 Cont.	SAG Program	FY-25-SAG Program Grant	-	AT - Large 1	Application sent to Finance Division for payment	01/16/2025	01/16	0	Export data Show as a table
GMS-202	5-01-16-1	SAG Application 16-25	(may (step)	SAG Program	FY-25-SAG Program Grant	ALC: YES	AT - Large 1	Application sent to Finance Division for payment	01/16/2025	01/16	0	Spotlight Get insights
GMS-202	5-01-16-1	SAG Application 16-25	inter lang	SAG Program	FY-25-SAG Program Grant	ALC: NO.	AT - Large 1	Application sent to Finance Division for payment	01/16/2025	01/16	ž.	Sort descending
GMS-202	5-01-16-1	SAG Application 16-25	States in cases	SAG Program	FY-25-SAG Program Grant	Manufacture of	AT - Large 2	Application sent to Finance Division	01/16/2025	01/16	- 24	Sort by

15.2 Grant Award Report

The **Grant Award Report** provides details regarding the awardee of the grants under various programs/sub-programs. It also provides information regarding the grant application which has been awarded, the applicant (either an organization or an individual), and the grant award date.

				Grant Awar	d Report					
\square	Applied Date (Yr/Qtr)		ed Date (Yr/Qtr) Applied Date IV/2025 I2/31/2025 Grant Award Date (Yr/Qtr) All V/2025 I2/31/2025 IIII V/2025 IIIII V/2025 IIIII V/2025 IIIII V/2025 IIIII V/2025 IIII V/2025 IIIII V/2025 IIIIII V/2025 IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII		Grant Awar	d Date	Organ	nization		
Reset	Applicatio All	on Number	Program Name		stricts	All	Council Me	ember	All	ity ~
Organiza	tion Name	Program Name	Grant Name	Application Numb	r Application N	lame	Zip Codes	City	Districts	Council Me
1.		SAG Program	FY-25-SAG Program Grant	GMS-2025-01-16-1	SAG Applicatio 25	n 16-	-	-	AT - Large 1	Sydney Harr
15.75		SAG Program	FY-25-SAG Program Grant	GMS-2025-01-16-1	SAG Applicatio	n 16-	-	The same	AT - Large 2	Wala Blegay
-		SAG Program	FY-25-SAG Program Grant	GMS-2025-01-16-1	SAG Applicatio	n 16-	-	1.00	District 1	Calvin Hawk
-	1	DVG Program	FY-25-DVG Program Grant	GMS-2025-01-16-2	DVG Applicatio 25	n 16-	dana.	-		
100.000		NDG Program	FY-25-Non Departmental Council Funded Grant	GMS-2025-01-16-3	NDG TEST_NEV 160125	N	1990	100.000		

15.3 Organization Information Report

The **Organization Information Report** provides information regarding all the organizations that are registered in the GMS.

Organization Information Report											
Reset Registered Date(Yr/Qtr)	Registered 1/16/2025 © 7/7	d Date //2025 C All	ification F	ederaltax ID	Maryland State Department of Assessments ID All	Legal Name of Organization					
Legal Name of Organization	User	Email	Registered Date	Federal Tax ID	MD Charity Identification Number	Maryland State Department of Assessments ID					
ABC Tech	ON BRIDE	senapathinnen? trägmalicam	01/16/2025	29-3453082	34869	12(45)(38)					
ABCDE Association	Bolovathe Openplese	hepungboyed issi software.com	05/28/2025	pr-ampied	1x040	NO-FORMUNE.					
ABCF	Argiel, strage	sejamahaja? Sérgmail.com	04/30/2025	20-2000000	20000	200064442					
Advocacy Institute of Tech	Latin B	hedramolid in a colteration	04/29/2025	00-0H87340	-000448	Inclusive and					
Affiliated Computer Services.	Res Sandre	monapathelistic college.com	05/01/2025	05-0294790	-05806-	53.834.83					
AFLAC Incorporated	Insulant Padamod	Independence of teactors	05/01/2025	No.758-Bits	BYBAR	bit-Addressibe					
Angelique's Warriors	Wilson W.	compatibilities' sufficiency and	06/25/2025	MI-EXAMINE.		10/2008/07-0010/0					
BCD Test	Balanathe Ogungboys	ujanahujal hijigmailoom	06/23/2025	96-421054	(64)1	1054(1096					
bilol Orgo	mails all deals	third matania Tilipral are	06/26/2025	McSYSSIN.		MARANCH .					
Bowater Incorporated	Figur Sac	manapath/djite/ without com	05/01/2025	15-5296705	15800	ESUBARRS					
Business Growth Inc.	Bolumaths Ogungleopr	hepungboyolinisi softwars.com	03/20/2025	22-4567990	25456	823450785					
BYD Org	Kajanahiran Maddidgalla	makigalajini sehawan	05/01/2025	8-8888	16868	35368030					
Care International	Loomegan K	philosoff of the tradition of the	06/26/2025	OF DECISION		and the second s					
Catriz organization	Chiras Hemanudar	chinabanatandar Tüğişmiların	06/26/2025	10-565955		554554564					
City central Organization	Characteristic and	beeline of gird soften some	04/29/2025	to-accepte	00804	CM MODEL					
City central Organization in Vizag	Renard V	lendamenta@ieci terfatatese emi-	04/29/2025	15-004000	00040	NO MERCENS					
College Support	Referenced Ref	house any figure of the state o	05/02/2025	All and the second	1.000	Country 194					

15.4 Grants Overview Report

The **Grants Overview Report** provides details regarding the grantee, the associated application number, the grant budget awarded, the grant budget used so far, and the remaining budget available for each grant under various programs/sub-programs.

				Gr	ants Overvi	ew Report				
\frown	Grant A	ward Date	Gran	t Award Date	Program	n Name	Grant	Name	Gran	ntee
Reset	All	~	1/1/2024	B 12/31/2025 B	All	~	All	~	All	\sim

Application Number	Application Name	Program Name	Grant Name	Grantee	Grants Award Date	Districts	Council Members	Grant Requested Amount	Grant Ap Amou
GMS-2025-01-16-1	SAG Application	SAG Program	FY-25-SAG	ber tille		District 1	Adulta specifies	\$5,000.00	\$6,000.00
	16-25		Program Grant		06/01/2025	AT - Large 1	And the Particular	\$5,000.00	\$5,000.00
		·			14/01/2025	AT - Large 2	March Street,	\$5,000.00	\$3,000.00
GMS-2025-01-16-2	DVG Application 16-25	DVG Program	FY-25-DVG Program Grant	B.(***890				\$50,000.00	\$30,000.00
GMS-2025-01-16-3	NDG TEST_NEW 160125	NDG Program	FY-25-Non Departmental Council Funded Grant	CH BRANK				\$234,567.00	\$0.00
GMS-2025-01-16-4	DVG Applicaiton 160125	DVG Program	FY-25-DVG Program Grant	Accessible Andrease (Section				\$1,000,000.00	\$0.00
GMS-2025-01-16-5	DVG Program Application 16	DVG Program	FY-25-DVG Program Grant	Reads Includes				\$50,000.00	\$0.00
GMS-2025-01-16-6	DVG TWT 16025	DVG Program	FY-25-DVG Program Grant	nami References				\$12,345.00	\$0.00
GMS-2025-01-16-7	SAG application	SAG Program	FY-25-SAG	Ball offers		AT - Large 2	March Strengther	\$5,000.00	\$0.00
	2		Program Grant		30/12/2024	AT - Large 1	lyding terminal.	\$5,000.00	\$5,000.00

15.5 Total Profit and Loss Report by Program

The **Total Profit and Loss Report by Program** provides details about the total funding amount for the program, total amount disbursed so far for underlying grants, and the remaining balance amount.

The report also indicates the total balance amount for all the programs combined.

		Tota	al Profit and Los	s by Program		
Gran	t Award Date	Grant Award Dat	e Progra	am Name	Grant Name	Application No.
Reset	×	1/1/2024 🗐 12/31/202:				All
Program Name	Grant Name	Application Number	Application Name	Districts	Grant Requested Amount	Grant Approved Amoun
NDG Program	FY-25-Non Departmental Grant	GMS-2025-01-16-8	NDG New Application 160125		\$100,000.00	\$100,000.00
	FY-25-Non Departmental	GMS-2025-01-18-13	NDG Stadium test 18012501		\$100,000.00	\$100,000.00
	Stadium Impact Grant	GMS-2025-01-22-22	Mike Manson DVG 1		\$2,000.00	\$0.00
	FY-25-Non	GMS-2025-01-18-12	NDG Application 01-16		\$70,000.00	\$70,000.00
	Departmental	GMS-2025-01-21-17	NDG TEST 210125_PJR		\$12,000.00	\$13,000.00
	Council Funded Grant	GMS-2025-01-16-3	NDG TEST_NEW 160125		\$234,567.00	\$0.00
	Total				\$518,567.00	\$283,000.00
SAG Program	FY-25-SAG Program	GMS-2025-01-16-1	SAG Application 16-25	District 1	\$5,000.00	\$6,000.00
	Grant	2008/2014, 609/2018, 2016, 18.09, 16. 24		AT - Large 1	\$5,000.00	\$5,000.00
				AT - Large 2	\$5,000.00	\$3,000.00
		GMS-2025-01-16-9	SAG New Application	District 2	\$4,000.00	\$5,000.00
			170125	District 3	\$5,000.00	\$5,000.00
				AT - Large 1	\$1,000.00	\$1,000.00
				AT - Large 2	\$2,000,00	\$0.00

15.6 Application Engagement Report

The **Application Engagement Report** provides information regarding the number of reviews done for each awarded grant application, the persons who did the reviews, and the assigned and completed dates of each review.

[Assign	ed Date (Qtr/yr)	Assi	gned Date	Completed D	ate (Qtr/yr)	Complet	ed Date	Application Status
	All	~	01/2025 0	12/31/2025 10	All	~]]	1/1/2025 0 1	2/31/2025 10	All
leset	Appli	cation Number	Prog	ram Name	Grant I	lame	User	Role	User Name
L	All	~	All	~	All	~	All		AJI
pplication	Number	Grant Name	Program Name	User Role	User Name	District Name	Assigned Date	Completed Date	Application Status
MS-2025-	01-16-1	FY-25-SAG Program Grant	SAG Program	Applicant	1.000	AT - Large 1		01/16/2025	Application sent to Finance Division for payment
						AT - Large 2		01/16/2025	Application sent to Finance Division for payment
						District 1		01/16/2025	Application sent to OMB Analyst
				Org Director		AT - Large 1		01/16/2025	Application sent to Finance Division for payment
						AT - Large 2		01/16/2025	Application sent to Finance Division for payment
						District 1		01/16/2025	Application sent to OMB

16. LETTER OF CONSIDERATION MODULE

The Letter of Consideration module displays a list of Letter of Considerations (LoCs) submitted by different Organizations as a precursor to the **Non-Departmental Grant (NDG) Program** applications. The module allows the Assistant Grants Coordinator or Council Chair, or any other user with access to the module, to review and process the LoCs as part of reviewing NDG applications.

The screen shown below is displayed when a user clicks on this module from the main menu.

Select All	LOC Number \$	Grant \$	Program≑	Organization 🗢	Applied By ≎	Applied Date 🕏	LOC Status \$	Action
	LOC Number	Grant	Program	Organization	Applied By	Applied Date	Review Status	
	LOC-2024-10-21-2	FY-24-25 - Non Departmental Exhibit	FY-23-24 - NDG Program	Travel Agency Management System	Chandan Ji	10/21/2024	Tentative awardees are notified	•
	LOC-2024-10-21-3	FY-24-25 - Non Departmental Grant	FY-23-24 - NDG Program	Travel Agency Management System	Chandan Ji	10/21/2024	LOC Report generated	•
	LOC-2024-10-21-4	FY-24-25 - Non Departmental Grant	FY-23-24 - NDG Program	TESS Community Services	Mahalakshmi Rajasekhar	10/21/2024	LOCs Report data verified	•
First	Previous 1 Next	Last		10 \$		Showing	1 To 3 Of 3 Entries	

- Users can click on the **View** icon for a LoC record in the grid to view the details of that record and perform any tasks on the LoC record as part of the review process.
- The screen shown below is displayed when users clicks on the View icon for a LoC record.
- On the View LoC page, users can review the details provided by the Organization.
- At the bottom of the page, we have the **Reviews** section where users can see all the previous tasks performed (if any) on the LoC.
- Users can click on the Letter Verification Process link (highlighted in the screenshot below) to perform tasks on LoC such as *reviewing the LoCs, generate LoC report, compile a list of selected LoCs* etc.

Note: The **Grant Amount Approved** field (highlighted in the screenshot below) is filled by the Council Chair after reviewing the LoC and when ready to enter the LoC in the selected list of applicants (tentative list). After entering the approved grant amount, Council Chair shall click on the **Submit** button to save the approved amount.

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LOC Number:				
LOC-2025-04-08-75				
Program:	Grant :	Orga	nization Name :	
FY-25 - NDG Program	v FY-25 - SAG Program Grant	~ Fee	ding America	~
Organization Address :				
FUE SUPPORT Statements and New YOR				
Organization City :	Organization State :	Orga	nization Zip :	
Baltimore City	Maryland	2022	2	
Contact Information				
Salutation :	*Contact Name :	Role	:	
Mr.	Report the Sectory and	Org E	Director	
Telephone Number :	Email :			
(NEW ARK) CONT	mangang na artawa art			
Grant Amount Requested Information				
Grant Amount Requested :	Grant Amount Approved :	Dem	ographic to be served by grar	nt funds:
\$100,000.00	\$0.00	Adu	ilt	~
Email Confirmation Information Was the letter also sent to a Councilmanic Di Yes ON AT - Large 1 V	istrict?			
Email Confirmation Information Was the letter also sent to a Councilmanic Di Yes ON AT - Large 1 v	istrict?			
Email Confirmation Information Was the letter also sent to a Councilmanic Di Yes No AT - Large 1 ~ Award Letter Contact Information	istrict?			
Email Confirmation Information Was the letter also sent to a Councilmanic Di Yes No AT - Large 1 ~ Award Letter Contact Information Please provide contact information below for	istrict? r the individual to whom the tenta	tive award letter should be sen	t.	
Email Confirmation Information Was the letter also sent to a Councilmanic Di Yes ONO AT - Large 1 V Award Letter Contact Information Please provide contact Information below for Yes ONO	istrict? r the individual to whom the tenta	tive award letter should be sen	t.	
Email Confirmation Information Was the letter also sent to a Councilmanic Di Yes ONO AT - Large 1 ~ Award Letter Contact Information Please provide contact information below for Yes ONO Salutation :	istrict? r the individual to whom the tenta Contact Name :	tive award letter should be sen	t.	
Email Confirmation Information Was the letter also sent to a Councilmanic Di Yes ONO AT - Large 1 V Award Letter Contact Information Please provide contact information below for Yes ONO Salutation : Mr.	istrict? r the individual to whom the tenta Contact Name :	tive award letter should be sen Role Org D	t. :	
Email Confirmation Information Was the letter also sent to a Councilmanic Di Yes No AT - Large 1 ~ Award Letter Contact Information Please provide contact information below for Yes No Salutation : Mr. Telephone Number :	strict? r the individual to whom the tenta Contact Name : Email :	tive award letter should be sen Role Org D	t. :	
Email Confirmation Information Was the letter also sent to a Councilmanic Di Yes No AT - Large 1 V Award Letter Contact Information Please provide contact information below for Yes No Salutation : Mr. Telephone Number :	istrict? The individual to whom the tenta Contact Name : Email :	tive award letter should be sen Role	t. :	
Email Confirmation Information Was the letter also sent to a Councilmanic Di Yes No AT - Large 1 ~ Award Letter Contact Information Please provide contact information below for Yes No Salutation : Mr. Telephone Number :	istrict? The individual to whom the tenta Contact Name : Email : Email :	tive award letter should be sen Role	t. :	
Email Confirmation Information Was the letter also sent to a Councilmanic Di Yes No AT - Large 1 × Award Letter Contact Information Please provide contact information below for Yes No Salutation : Mr. Telephone Number :	istrict? I the individual to whom the tenta Contact Name : Email : Email :	tive award letter should be sen Role Org D	t. :	
Email Confirmation Information Was the letter also sent to a Councilmanic Di Yes No AT - Large 1 × Award Letter Contact Information Please provide contact information below for Yes No Salutation : Mr. Telephone Number :	istrict? In the individual to whom the tental Contact Name : Email : Email : Submit	tive award letter should be sen Role Org D	t. :	
Email Confirmation Information Was the letter also sent to a Councilmanic Di Yes No AT - Large 1 × Award Letter Contact Information Please provide contact information below for Yes No Salutation : Mr. Telephone Number :	Istrict?	tive award letter should be sen	t. : Director	
Email Confirmation Information Was the letter also sent to a Councilmanic Di Yes No AT - Large 1 Award Letter Contact Information Please provide contact information below for Yes No Salutation : Mr. Telephone Number : eviews Perform Task \$	istrict?	tive award letter should be sen Role Org D Back Review Assigned Date \$	t. : : : : : : : : : : : : : : : : : : :	erification Process Action \$
Email Confirmation Information Was the letter also sent to a Councilmanic Di Yes No AT - Large 1 × Award Letter Contact Information Please provide contact information below for Yes No Salutation : Mr: Telephone Number : eviews Perform Task ¢ Perform Task	istrict? r the individual to whom the tenta Contact Name : Email : Submit Assigned To \$ Assigned To \$	tive award letter should be sen Role Org D Back Review Assigned Date \$	t. : : : : : : : : : : : : : : : : : : :	erification Process Action \$
Email Confirmation Information Was the letter also sent to a Councilmanic Di Yes No AT - Large 1 Award Letter Contact Information Please provide contact information below for Yes No Salutation : Mr. Telephone Number : Eviews Perform Task Perform Task Letter of Consideration (LOC) Submitted	Istrict?	tive award letter should be sen Role Org D Role Role Role Role Role Role Role Role	t. : : : : : : : : : : : : : : : : : : :	erification Process Action \$
Email Confirmation Information Was the letter also sent to a Councilmanic Di Yes No AT - Large 1 Award Letter Contact Information Please provide contact information below for Yes No Salutation : Mr. Telephone Number : Eviews Perform Task Perform Task Letter of Consideration (LOC) Submitted LOC Report generated	Istrict?	tive award letter should be sen Role Org D Pack Review Assigned Date \$ Review Assigned Date \$ Review Assigned Date \$	t. : : : : : : : : : : : : :	erification Process Action ÷
Email Confirmation Information Was the letter also sent to a Councilmanic Di Yes No AT - Large 1 Award Letter Contact Information Please provide contact information below for Yes No Salutation : Mr. Telephone Number : Perform Task Perform Task Letter of Consideration (LOC) Submitted LOC Report generated	istrict?	tive award letter should be sent Role Org D Back Review Assigned Date \$ Review Assigned Date \$ Review Assigned Date \$ Review Assigned Date \$	t. : : : : : : : : : : : : : : : : : : :	erification Process Action \$ @ @
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Letter Verification Process:

The screen shown below is displayed when a user clicks on the Letter Verification Process link.

Add Reviews				>
Review Information	Available Lett	ters Documents E	mail	
Grant Name:				
FY-24-25 - Non De	partmental Coun	cil Funded C v		
*Perform Task(Pl	ease Select L	OCs list in the next f	ab)	
Select				~
Assigned To:		Assigned Date:	Due Date:	
Select	~			
Notes				
		Submit Ca	ncel	

Review Information Tab:

- Select the task to be performed on the LoC record from the **Perform Task** dropdown.
- Select the data in the other fields provided and enter any relevant notes in the Notes field.
- When LoC related task is selected in the **Perform Task** dropdown, an additional **LoCs List** tab is displayed in the window as shown below.

|--|

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on - Grant Amount Requested
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uments Email
rson - Grant Amount Requested
Compiled

- In the LoCs List Tab, select the LoCs which need to be part of the LoC Report from the dropdown.
- Click on the LoC Report Generated button to generate the LoC Report and display it in **Documents** tab.

• When compiling the list of selected applicants/tentative list, select the LoCs from the dropdown (after approving the **Grant Amount** for the individual selected LoCs) and click on the **Grantees are Selected/List Compiled** button to generate a report with tentative awards, which will be displayed in the **Documents** tab.

Available Letters Tab:

• In the **Available Letters Tab**, users can select letter template associated with a task being performed on the LoC.

iew Information	Available Letters	Documents Email	
Action		Letter Template Name	
	Letter Templa	te Name	
		Tentative awardees are notified	

- Select the checkbox next to the letter template that is part of the task being performed.
- Selecting the checkbox shall generate a preview of the letter as shown below, wherein users can make any edits in the letter if necessary.
- After reviewing the letter template, users can click on the **Save As** button provided at the bottom to save the letter. This action shall save the letter in the **Documents** tab from where it can be selected and sent as an attachment in the email notification.

Grants Management System GMS Agency User Manual

Action Letter Template Name Location Calciana Jointaine Calciana	to non internation	Available Letters	Documents	Email		
<form> Letter Template Name Intalive avariates are notified Image: Image:</form>	Action		Lette	er Template I	Name	
<image/> <image/> <image/> <section-header><section-header><section-header><text></text></section-header></section-header></section-header>		Letter Templa	te Name			
Exercise a second			Tentative	awardees ar	re notified	
<image/> <pre>EVENT CONTROLOMENT CONTROL CONTROL CONTROL CONTROL CONTROL VENT CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL VENT CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL VENT CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL VENT CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL VENT CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL CONTROL VENT CONTROL VENT CONTROL CON</pre>						
<section-header><section-header></section-header></section-header>	A REAL PROPERTY AND A REAL	THE PRINCE	GEORGE'S	COUNTY	GOVERNM	ENT
System Administrator Dear 6: The County Council greatly values the work of your organization, as well as the work of the many other profit service providers in Prince George's County. Non-profit organizations play a vital role in our Natic State, and especially in our County, where a full range of services are offered. The partnership between the County government and the non-profit community is critically important in providing a full range of quae sesential services for our County, where a full range of great as essential component and a valued buildir block of our vital human and community services support system and network. The County's non-profit community has been an especially important and valuable partner with the Count County, the demand for financial support and assistance far exceeds the County's ability to provide the level of finding support that we would like. We do try, however, to provide funding to support as many organizations throughout the County as resources permit. It is my pleasure to inform you that your organization has been tentatively selected by the Prince George's County Council to receive a Non-Departmental Grant of \$10,000.00 in 10/01/2024(10/01/2024 through 10/01/2024, 10/01/2024 through 10/01/2024, 1	10/24/2024 6					
The County Council greatly values the work of your organization, as well as the work of the many other profit service providers in Prince George's County. Non-profit organizations play a vital role in our Natic State, and especially in our County, where a full range of services are offered. The partnership between th County government and the non-profit community is critically important in providing full range of quage sesential services for our County's residents. Non-profits are an essential component and a valued buildir block of our vital human and community services support system and network. The County's non-profit community is critically upportant and valuable partner with the Count Council in sponsoring and offering a range of critical support services to County residents. These collect of County the demand for financial support and assistance far exceeds the County's ability to provide the level of funding support that we would like. We do try, however, to provide funding to support as many organizations throughout the County as resources permit. It is my pleasure to inform you that your organization has been tentatively selected by the Prince George's County Council to receive a Non-Departmental Grant of \$10,000.00 in 10/01/2024(10/01/2024' through 10/01/2024). Funding for this grant is included in the Non-Departmental portion of the County's received grant for your organization is contingent upon your submission of the required periodic rep as outlined in the 10/01/2024 Non-Departmental Grant of \$10,000.00 in 10/01/2024 (10/01/2024' through 10/01/2024' Non-Departmental Grant application. Please eaces the County Council's website https://gecouncil.us/Grants to complete the fillable grant application. All grant applications must be submitted electronically by 12/30/2024, along with all required documents to SUBMITPGCOUNCILGRANT@co pg md us. Please ensure that you review and closely of the instructions contained in the "NOTICE TO GRANT APPLICANTS" to ensure there is no delay in processing your Organiza	Dear 6:	nor				
We look forward to working with you and your Organization in 10/01/2024. Thank you for your commits and service to Prince George's County. Sincerely, Brady Goldsmith Grants Coordinator Wayne K. Curry Administration BuildingLargo, Maryland 20774	block of our vital hu The County's non-p Council in sponsori efforts have helped emerge from the CC our County, the den level of funding sup organizations throup It is my pleasure to County Council to r 10/01/2024). Fundii Budget Ordinance, proposed grant for y aplication, along w funding, the receipt as outlined in the II Please access the C application. All gran documents to SUBB the instructions con processing your Orp Should you have an PGCCOUNCILGR	aman and community se rofit community has be ng and offering a range enhance the quality of 1 VID-19 pandemic. Wh VID-19 pandemic. Wh and for financial suppo yport that we would like ghout the County as res- inform you that your or receive a Non-Department of the group of the grant is inclu CB-056-2022, as enacter your organization is con vith the required docum of the proposed grant is y01/2024 Non-Department ounty Council's website nt applications must be MITPGCOUNCILGRA tained in the "NOTICE ganization's applications, you ANTS@co.pg.md.us.	ervices support sy en an especially i of critical support life for many of o life for many of o life ware blesse ort and assistance to We do try, how ources permit. rganization has be ental Grant of \$10 ded in the Non-E ed by the Prince O thingent upon you entation. For org a laso contingent submitted electro NT@co.pg.md.u TO GRANT AP. c can contact The	stem and netw mportant and v t services to CU ur fellow citize d with many w far exceeds the ever, to provide ever, to provide even tentatively s 3,000.00 in 10// bepartmental pc George's Count r submission of anizations that I upon submissio ication. xil.us/Grants to mically by 12/3 s. Please ensure PLICANTS" to Council Grant	ork. raluable partner v ounty residents. 7 ns in need of ass: conthy non-profit county's ability funding to supply selected by the Pr 01/2024(10/01/2C trition of the Cour y Council. Final if f an acceptable an have previously r on of the required complete the fill 10/2024, along w that you review o ensure there is n s Team by email	with the County (These collective istance as we yrganizations in to provide the ort as many tince George's 124 through 1y's 10/01/2024 approval of the 1d complete form received grant 1 periodic report(able grant ith all required and closely follo to delay in
Sincerely, Brady Goldsmith Grants Coordinator Wayne K. Curry Administration BuildingLargo,Maryland 20774	We look forward to and service to Princ	working with you and you George's County.	your Organization	n in 10/01/2024	I. Thank you for y	your commitmer
Brady Goldsmith Grants Coordinator Wayne K. Curry Administration BuildingLargo,Maryland 20774	Sincerely,					
Wayne K. Curry Administration BuildingLargo, Maryland 20774	D					
	Brady Goldsmith Grants Coordinate	ər			go,Maryland	1 20774
Save As	Brady Goldsmith Grants Coordinate Wayne	or K. Curry Admini	istration Bu	ildingLar		u 20114

Documents Tab:

- In the **Documents Tab**, select the reports or letters generated to send it as part of email notifications.
- Select the checkbox next to a record in the grid (as highlighted in the screenshot below) to send it as email notification.
- To add any additional document, users can use the options provided (in the top section) to upload the documents.
- Select the **Document Type** from the dropdown for the document being uploaded.
- Click on the **Browse** button to select a document from the local system to be uploaded.
- Enter the **Description** for the document in the field provided.
- Click on the **Attach** button to complete uploading the document and display it in the grid below.
- After the document is uploaded, it will be displayed in the grid below. Users can select the checkbox next to the uploaded document to send it in the email notification, along with any report or letter generated.

Documents Document Type : Attach : Description : Select	Review Initor	mation	LOCs List	Available Letters	Documents	Email	
Document Type : Attach : Select	Documents						
Attach Description Actions File Name\$ Description Image: International Council Funded Grant-10-24-2024.xisx Image: International Council Funded Grant-10-24-2024.xisx Image: International Council Funded Grant-10-24-2024.xisx	Docume	nt Type -	:	Attach : Browse No file	lected.	Description	:
LOC Report with FY-24-25-Non Departmental Council Funded Grant-10-24-2024.xlsx	Actions			Attach File Name	2		Descriptic \$
		LOC Re Grant-1	eport with FY-2 10-24-2024.xls	4-25-Non Departmen	tal Council Fun	ded	
	₽ û ≛						

<u>Email Tab:</u>

- The **Email Tab** is pre-configured to send out email notifications along with any attachments (reports, documents, and letters) to the intended recipients (please refer to **Section 10.7** of this document).
- Users have the option to add any additional recipients to the email notification by entering their email addresses in the fields provided.

eview Information Available Letters Documents	Email	
To Email:		
specifical software are placed probabilities and		
CC Email :		
*0hi=_4.		
Subject :		
Non Departmental Council Funded Grant - Tentative aw	ardees are notified	
Body:		
Tentative awardees are notified with Grant name- Non I	epartmental Council Funde	d Grant and Program

- To complete performing the task, click on the **Submit** button at the bottom of the window.
- Click on the **Cancel** button to cancel the process and return to the previous screen.

End Of Document