



# N.C. Department of Transportation

WEB-BASED GRANTS MANAGEMENT SYSTEM  
WEBINAR

2011



# What is Grants Management?

- PTD grant information will be entered and stored into an online system.
- Applications, claims and revisions will be completed and transmitted through the internet.

Web site

<http://www.ncdot.gov/nctransit/>





## New System Benefits

- Streamline Current Procedures
- Improve Communications
- Reduce Paperwork
- PTD IS GOING GREEN
- Error Proof- Built in Checks and Balances
- Current PTD Forms
- Ability to View Status of Grant
- Information at Your Fingertips



# Negatives to New System

# NONE!

*But you will have to learn the new system.*



## New Word Translations

- **Application** = Current Work-sheets
- **Agreement** = Approved Contract
- **Claim** = Invoice
- **Change Request** = Revision
- **SR\_Applicant** = Grantee Organization, such as Transit System, etc.



## Which System Do I Use ?

- **FY-2012 State Funded & FY-2013 Federal Funded Applications**
  - Use New Grant System
- **Claim for FY-2011 (5310,5316 & 5317) & FY-2012 (5310,5311,5316 & 5317)**
  - Use New Grants System
- **All other existing agreements**
  - Follow old process for submitting invoices and revisions
- Period of performance extensions follow current procedure



## How Do I Get Started ?

- Get a User ID
- Attend Training
- Start using new system to:
  - Submit applications for new programs
  - Submit claims for approved agreement
  - Submit revision for approved agreement
- Attach Quarterly/ Monthly reports with Claims



## User ID's and PIN's

*Why do we need a user name and password?*

In order to log into to web-based system, a user name and password is necessary to identify the user.

*What is a PIN?*

A PIN represents an electronic signature and is unique to a specific person.

*How to get a user name, password and PIN?*

Submit the security form available on the PTD website.



## User ID's and PIN's

*When will your user ID and password be communicated to registered users?*

BSIP security will send registered users an email on August 18.

*When will your PIN number be communicated to registered users?*

PTD will email registered users their PIN # on August 18.

*When will the new system go online?*

The system will “go live” for registered users on August 22, 2011.



## User ID's and PIN's

*Who do I contact if I forget my PIN #, user ID or secure 8-digit number?*  
PTD – Faye McCullen, 919-733-4713, ext. 242.

*Who do I contact if I forget my password or get locked out of the system?*  
DOT Help Desk – 919-861-3840. Identify yourself as an “external user” and provide your secure 8-digit number.





# Demo

- 1) Login Process
- 2) Basic Navigation
- 3) Claim Process
- 4) Revision Process
- 5) Application Process





# Training Schedule

- Webinar on July 20 at 10 a.m.
- Demo session at PTD/TPB Conference in Boone
  - July 26 from 1:15-2:45 p.m.
- Hands on Training – Aug. 2 from 9a.m. until 4p.m. (Raleigh)
- Hands on Training – Aug. 3 from 9a.m. until 4p.m. (Raleigh)
- Hands on Training – Aug. 16 from 9a.m. until 4p.m. (Raleigh)
- Hands on Training – Aug. 17 from 9a.m. until 4p.m. (Raleigh)

*Note- For hands on training details, location and registration, contact PTD.*



## Contact Details

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# Questions?

