

Grants Management System (GMS) Training

Applying for Consolidated Mobility Management funding

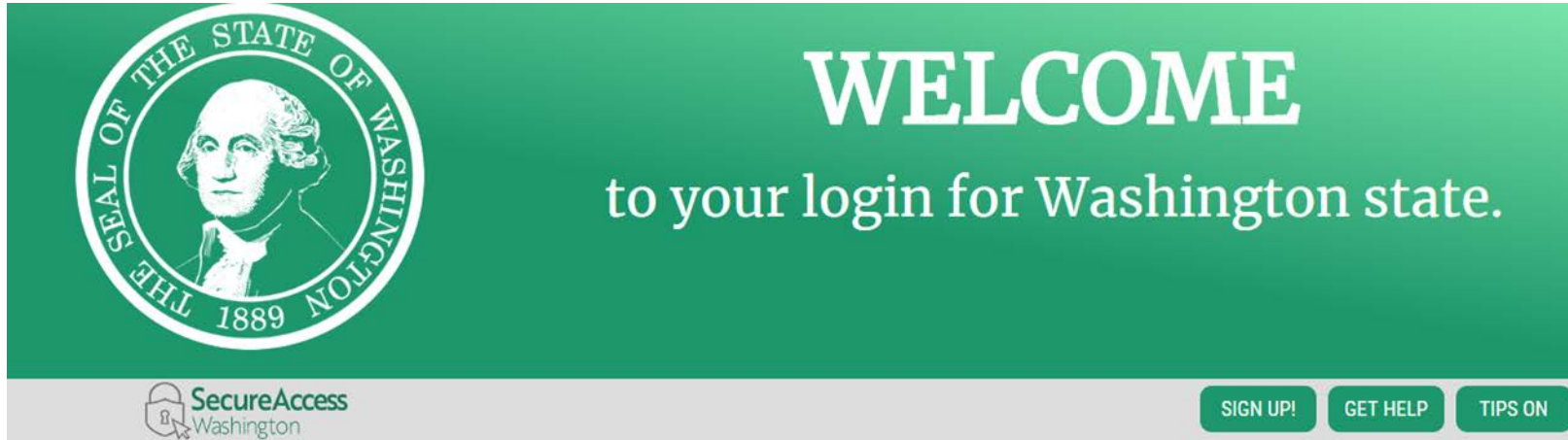
TRAINERS – add your names and agency/agencies here
Add date here

The purpose of this training is to:

- Provide you with information about the Grants Management System
- Show you how the system works for applying for a Consolidated Mobility Management Grant



Logging into GMS



Sign into SAW



LOGIN

USERNAME

PASSWORD

SUBMIT

[Forgot your username?](#) | [Forgot your password?](#)



Landing Page



Once logged in through
Secure Access
Washington, you will
land at the Grants
Management System
Main Page

The screenshot shows the landing page of the Washington State Department of Transportation (WSDOT) Grants Management System. The page has a light green header with the WSDOT logo and name. Below the header, there is a dark grey sidebar on the left containing navigation links: 'Dashboard', 'Work Assignment', 'Calendar', 'Alerts', 'My Site Visits', 'Funding Opportunities', 'Applications', and 'Grants'. The main content area is titled 'Work Assignment' and includes a sub-header 'All currently assigned work'. It features a navigation bar with 'Work Assignment' and 'Calendar' tabs, and a secondary bar with 'Back', 'Print', 'Online Help', and 'Log Out' buttons. The main content area is divided into two sections: 'Approaching Deadlines - Next 30 Days' and 'Recent Negotiations - Due Within 30 Days'. The 'Approaching Deadlines' section includes a table with columns: 'Due Date', 'Document', 'ID', 'Status', 'Title', 'Program Area', and 'Funding Op'. The table is currently empty, displaying the message 'No data available in table'. The 'Recent Negotiations' section includes a table with columns: 'Due Date', 'Document', 'Sub', 'ID', 'Status', 'Title', 'Organization', 'Program Area', and 'Funding Op'. The table is also empty.

Washington State Department of Transportation

Testing Tester
Tester
Tester Role

Work Assignment
All currently assigned work

Work Assignment Calendar

Dashboard >

Work Assignment

Calendar

Alerts

My Site Visits

Funding Opportunities >

Applications >

Grants >

Back Print Online Help Log Out

Approaching Deadlines - Next 30 Days

This section displays the documents with due dates arriving in the next 30 days.

Due Date	Document	ID	Status	Title	Program Area	Funding Op
No data available in table						

Recent Negotiations - Due Within 30 Days

This section displays the documents that you negotiated in the last 30 days.

Due Date	Document	Sub	ID	Status	Title	Organization	Program Area	Funding Op
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Creating an application



From the menu, click on **Funding Opportunities**:

Testing Tester
Tester
Tester Role

Dashboard

Funding Opportunities

Applications

Grants

My Profile

Currently Posted Funding Opportunities

All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be unable to submit your application after this date.

Search:

ID	Status	Agency	Program Area	Title	Posted Date	Final-Application Due Date
2	Test	Washington State Department of Transportation	Consolidated Grant Program	Consolidated Grant Program - Operating - FY21	May 13, 2020 9:29 AM	Dec 31, 2020 5:00 PM
331	Test	Washington State Department of Transportation	Consolidated Grant Program	Consolidated Grant Program - Mobility Management - FY21	May 12, 2020 1:08 PM	Dec 31, 2020 5:00 PM
304	Test	Washington State Department of Transportation	Consolidated Grant Program	Consolidated Grant Program - Capital - FY21	May 12, 2020 1:07 PM	Dec 31, 2020 5:00 PM
332	Test	Washington State Department of Transportation	Consolidated Grant Program	Consolidated Grant Program - Planning - FY21	May 12, 2020 1:08 PM	Dec 31, 2020 5:00 PM
1	Test	Washington State Department of Transportation	Regional Mobility Grant	Regional Mobility Grant - FY21	May 13, 2020 9:24 AM	Sep 11, 2020 5:00 PM



Application instructions



In the **Funding Opportunity** section, you will find a link to instructions for the grant application.

Attachments

Attachments

Description	File Name	Type	Size	Upload Date
2019-21 Consolidated Application Instructions	2019-21 Consolidated Application Instructions.pdf	pdf	532 KB	01/29/2020 12:12 PM

Website Links

Website links

Link	Description
https://www.wsdot.wa.gov/transit/grants/consolidated/home	Application instructions

Creating an application (continued)

Click on **Start New Application**:



The screenshot shows the WSDOT application portal interface. On the left is a sidebar with a user profile 'Testing Tester' (Tester Role) and navigation links for Dashboard, Funding Opportunities (highlighted), Applications, Grants, and My Profile. The main content area is titled '331 - Consolidated Grant Program - Mobility Management - FY21' with a sub-header 'Funding Opportunity Details'. Below this, it states 'Consolidated Grant Program' and 'Final Application Deadline: Dec 31, 2020 5:00 PM'. A table of details follows:


Status:	Test	Program Officer:	Debbie Ruggles
Posted Date:	May 12, 2020 1:08 PM	Phone:	(360) 561-2423 x
Award Amount	Not Applicable	Email:	ruggled@wsdot.wa.gov
Range:			
Project Dates:	-		
Award	03/01/2021		
Announcement Date:			

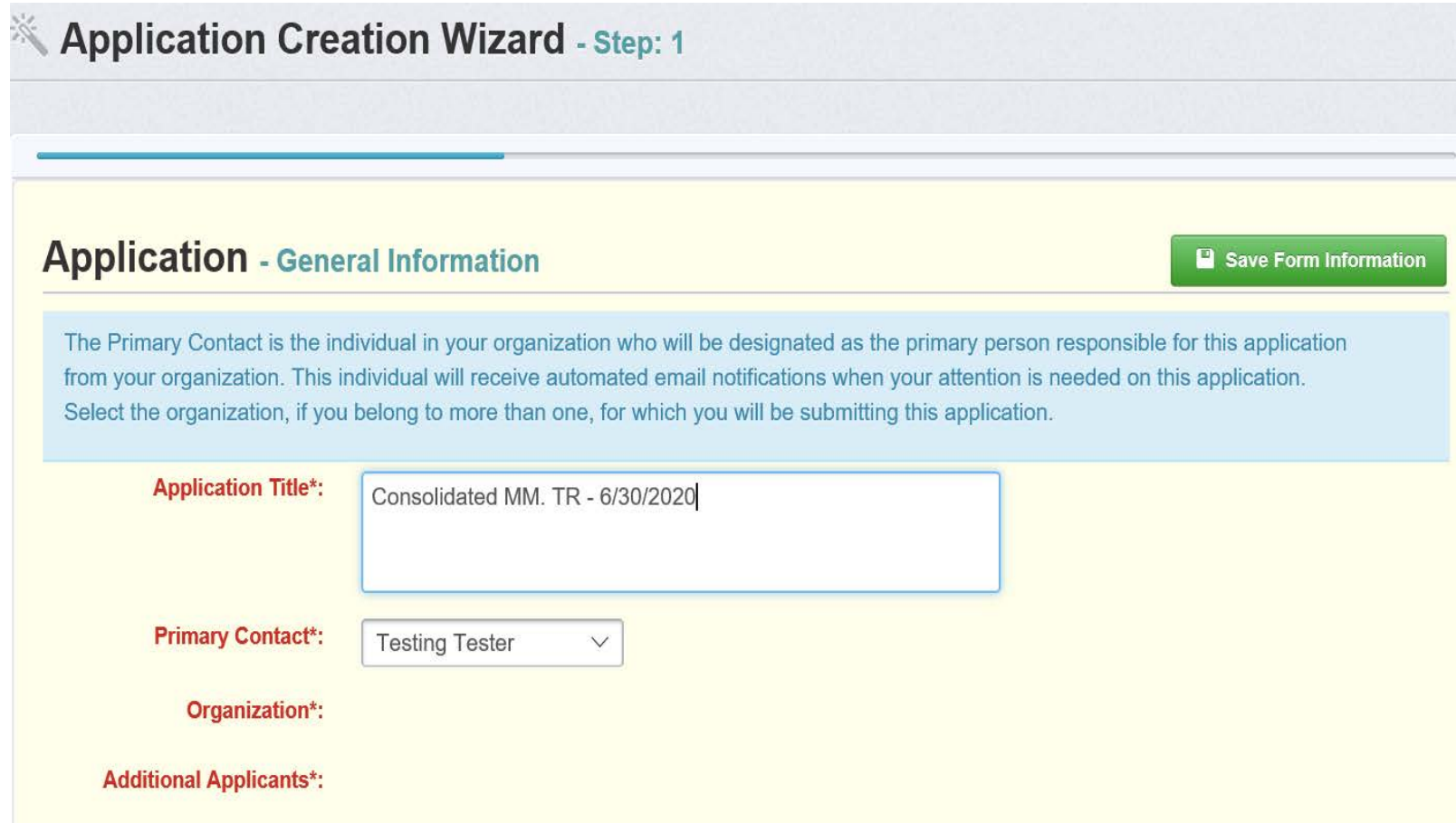
General information page: step 1



The first page you will see in every application is the **General Information** screen.

Complete step 1:

1. Enter **Application Title**
2. Select **Primary Contact** (the person from your organization responsible for this application)
3. Click → 




The screenshot shows the 'Application Creation Wizard - Step: 1' interface. The main heading is 'Application - General Information'. A green button labeled 'Save Form Information' is in the top right. A light blue informational box states: 'The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application. Select the organization, if you belong to more than one, for which you will be submitting this application.' Below this, the form fields are: 'Application Title*' with a text input containing 'Consolidated MM. TR - 6/30/2020'; 'Primary Contact*' with a dropdown menu showing 'Testing Tester'; 'Organization*'; and 'Additional Applicants*'. The form has a yellow background.


General information page: step 2



Choose your organization from the drop-down menu in step 2, then click →

 Save Form Information

 **Application Creation Wizard - Step: 2**

Application - General Information  Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.
Select the organization, if you belong to more than one, for which you will be submitting this application.

Application ID*: 515

Program Area*: Consolidated Grant Program

Funding Opportunity*: 331-Consolidated Grant Program - Mobility Management - FY21

Application Stage*: Final Application

Application Status*: Editing

Application Title*: Consolidated MM. TR - 6/30/2020

Primary Contact*: Testing Tester


Organization*: BaseLine Organization ▼


Additional Applicants*:

General information page: step 3



If you would like to include **Additional Applicants** from your organization, add them in step 3 and click → 

 **Application Creation Wizard - Step: 3**

Application - General Information 

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.
Select the organization, if you belong to more than one, for which you will be submitting this application.

Application ID*: 515

Program Area*: Consolidated Grant Program

Funding Opportunity*: 331-Consolidated Grant Program - Mobility Management - FY21

Application Stage*: Final Application

Application Status*: Editing

Application Title*:

Primary Contact*: Testing Tester


Organization*: BaseLine Organization

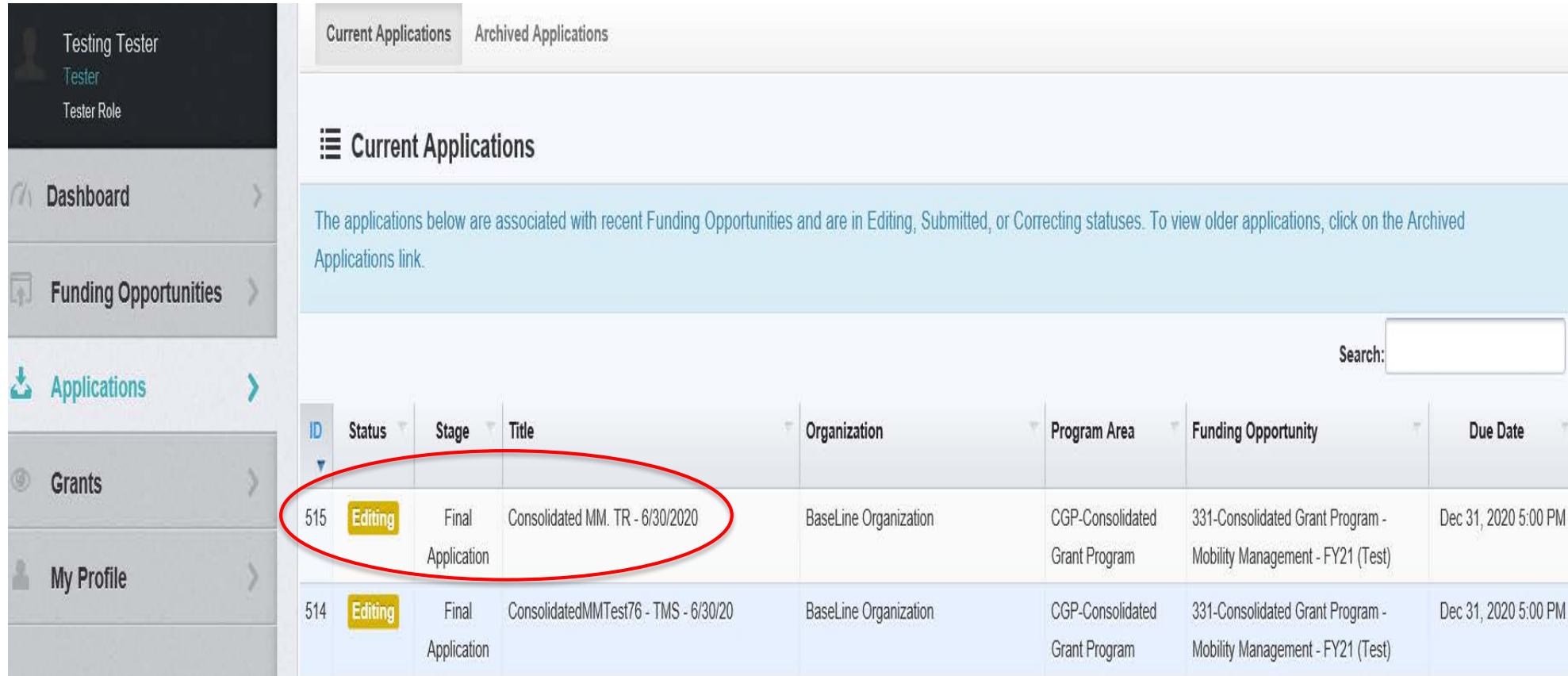
Select any additional contacts within your organization that will also manage this grant.

Additional Applicants:

Saving and finding an application



As you save information, you can log out. When you log back in and want to find your application, click on **“APPLICATIONS”** on the side menu on the left. When you are ready to edit, click on your application, then click → 



The screenshot shows the WSDOT Applications interface. On the left is a dark sidebar with a user profile 'Testing Tester' and role 'Tester'. The sidebar menu includes 'Dashboard', 'Funding Opportunities', 'Applications' (highlighted in teal), 'Grants', and 'My Profile'. The main content area has tabs for 'Current Applications' and 'Archived Applications'. Below the 'Current Applications' tab, there's a heading 'Current Applications' and a light blue informational box stating that applications are associated with recent funding opportunities and are in Editing, Submitted, or Correcting statuses. A search bar is located to the right of this box. Below the search bar is a table with columns: ID, Status, Stage, Title, Organization, Program Area, Funding Opportunity, and Due Date. Two rows are visible in the table. The first row, with ID 515, is circled in red. It shows a status of 'Editing', a stage of 'Final Application', and a title 'Consolidated MM. TR - 6/30/2020'. The second row, with ID 514, shows a status of 'Editing', a stage of 'Final Application', and a title 'ConsolidatedMMTest76 - TMS - 6/30/20'.

ID	Status	Stage	Title	Organization	Program Area	Funding Opportunity	Due Date
515	Editing	Final Application	Consolidated MM. TR - 6/30/2020	BaseLine Organization	CGP-Consolidated Grant Program	331-Consolidated Grant Program - Mobility Management - FY21 (Test)	Dec 31, 2020 5:00 PM
514	Editing	Final Application	ConsolidatedMMTest76 - TMS - 6/30/20	BaseLine Organization	CGP-Consolidated Grant Program	331-Consolidated Grant Program - Mobility Management - FY21 (Test)	Dec 31, 2020 5:00 PM

Completing an application



Once you clicked on **EDIT APPLICATION**, you will be returned to **Application Details**:

The screenshot shows the 'Application Details' page in the WSDOT system. On the left is a sidebar with navigation links: 'Testing Tester' (with role 'Tester'), 'Dashboard', 'Funding Opportunities', 'Applications' (highlighted in teal), 'Grants', and 'My Profile'. The main content area has tabs for 'Application Preview', 'Attachment', 'Alert History', and 'Map'. Below the tabs, there are three buttons: 'Preview Application' (blue), 'Ask a Question' (blue), and 'Withdraw' (orange). A pink header bar contains the message: 'Application cannot be Submitted Currently' with a sub-bullet 'Application components are not complete'. Below this is a table with three columns: 'Component', 'Complete?', and 'Last Edited'.

Component	Complete?	Last Edited
General Information	✓	Jun 30, 2020 3:44 PM - Testing Tester
1-Organization Contact Information	-	
2-Summary of Project Information	-	
3-Scope of Work	-	
4-Budget	-	
5-Measurable Outcomes	-	
6-Milestones	-	
7-Attachments	-	
8-Supplemental Information	-	
9-Certification	-	

Note: A pink header on the **Applications Details** page will indicate that you are required to mark all forms complete or the application cannot be submitted.

Application details



The system will display a list of all application forms you must complete in order to apply for funding. Click on the next form listed beneath the **General Information** section you just completed.

Application Preview

Attachment

Alert History

Map

Application Details

Preview Application

Ask a Question

Withdraw

Application cannot be Submitted Currently

Application components are not complete

Component	Complete?	Last Edited
General Information	✓	Jun 30, 2020 3:44 PM - Testing Tester
1-Organization Contact Information		-
2-Summary of Project Information		-
3-Scope of Work		-
4-Budget		-
5-Measurable Outcomes		-
6-Milestones		-
7-Attachments		-
8-Supplemental Information		-
9-Certification		-

Navigating in GMS



Most forms can be edited by clicking **EDIT** at the top of the form. However, multi-list sections are editable by clicking **ADD** on the section. If you are completing a multi-list section, you can create as many rows as necessary to complete the section. If you want to delete a row, click on the row and select **DELETE**.

If necessary, you may complete part of an application and return to it later in order to finish it. However, you must complete all required fields in the open section before you are able to save it. All information must be saved by clicking →



Note: If you log out of the system at any point, **DO NOT** click on **Start A New Application** once you log back in. Instead, click on **Applications** or **Funding Opportunities** from the menu and you will see your application in the top section.

Organization Contact Information



Complete the **Organization Contact** form. Click **Save Form**, then click →

✓ **Mark as Complete**

Testing Tester
Tester
Tester Role

Dashboard

Funding Opportunities

Applications

Grants

My Profile

Organization Contact Information

Organization Director

Name*

First Name

Last Name

Title

Email Address

Applicant Contact

Name*

First Name

Last Name

Title

Email Address

Project Contact

Name*

First Name

Last Name

Title

Email Address

Save Form

Summary of Project Information



Click → . Complete all the required fields (in red), then click →



Summary of Project Information



Mobility management projects are those that help special needs populations maintain a quality of life by connecting them to vital services through outreach, information, and education; and by working to break down transportation barriers for special needs populations. These funds may be used to support salaries and administration of mobility management programs and staff, develop and/or purchase educational and outreach materials, and support information sharing.

Examples of mobility management projects include, but are not limited to:

- Planning and coordination and/or policy work addressing critical gaps in special needs transportation.
- Supporting travel training programs.
- Programs providing information and/or education about special needs transportation.

Does your mobility management project include the purchase of capital equipment*:

Checking yes to federal funds means that your organization is willing and able to comply with the associated federal requirements. For full list see the Consolidated Grants Program Guidebook.

Willing to Accept FTA funds for the biennium*:

Identify the areas this project will serve:

[Click Here](#) for the Legislative District map.

Legislative District(s)*:

Select all that apply

County(ies)*:

Select all that apply

Duration of Project*:

Scope/ALI Code*:

Summary of Project (cont.)



Continue with completion of Dependency on Other Projects. Click → [+ Add Row](#), then → [Save Row](#)
To EDIT, click on Project Title.

Dependency on Other Projects - Multi-List

[✓ Mark as Complete](#) [+ Add Row](#)

Is this project dependent on any other project submitted by your organization?

If **Yes**, please list in order of priority the dependent projects by project title.
If one project is contingent on another project, both project applications should indicate their relationship (and the priority for funding, if applicable).

Project Title
Project 1 - Pierce County Transit
Project 2 - King County transit connection

Upon completion, click → [✓ Mark as Complete](#)

Scope of work



Complete **Project Description**:

Project Description

Save Form

Regional Transportation Planning Organization/Metropolitan Planning Organization who will be ranking this project?
Select the regional planning organization ranking this project from the drop-down menu.

RTPO/MPO*:

Is this project primarily serving a rural area?*:

Is this project primarily serving the Seattle, Tacoma, Everett urbanized area?*:

Briefly and specifically describe what your project proposes to do (who, what, and where).

Proposed scope/description of the work.*:

750 character(s) left

Why is this project needed, and how does this proposal address the need?
Describe why you are pursuing the proposed project. Include a description of the transportation problem that needs to be addressed, how the problem was identified, and how the proposed project will address the problem.

Need*:

1500 character(s) left

Describe coordination efforts with your regional planning organization.
Include details such as inclusion in regional plans, what prioritized strategies are being addressed, who was involved in defining the problem, other alternatives that were/are being considered for solving the problem, and demonstrations of local/regional support for implementing the proposed project.

Coordination Efforts*:

Scope of Work (cont.)



Continue with completion of **Project Description:**

If the proposed project involves special needs transportation, how does the project advance efficiencies in, accessibility to, or coordination of transportation services provided to persons with special transportation needs?

To be eligible for funding for special needs transportation, [RCW 47.01.450](#) requires that applicants address how their project advances the efficiency, accessibility, and/or coordination of special needs transportation. Describe how your project advances these areas, and how you are going about developing these advancements. Additionally, identify the special needs population to be served by this project.

Special Needs Transportation:

2000 character(s) left

How will your organization measure whether the project is successful and improves the efficiency and effectiveness of public transportation?

Identify data sources and monitoring processes. Explain how the project provides more efficient and effective transportation services to the target population(s) within the community. Describe strategies or steps to be taken if the project does not meet its performance targets.

Efficiency*:

1500 character(s) left

Identify if your project connects to, coordinates with, leverages or enhances other modes of transportation in your service area (aviation, intercity bus or rail, park and rides, bicycle/pedestrian)?

Describe how this project supports and interacts with other modes of transportation in the project area. Does this service, equipment, or plan enhance other transportation or social services within your organization or among partners? What efficiencies within the service area will this project realize?

Other Modes of Transportation*:

1500 character(s) left

Identify the project staff for this project. What type of experience do these individuals have with grant management?

Provide the names and experience of the key staff that will be working on this project, including their experience managing projects similar to the proposed project.


Project Staff*:

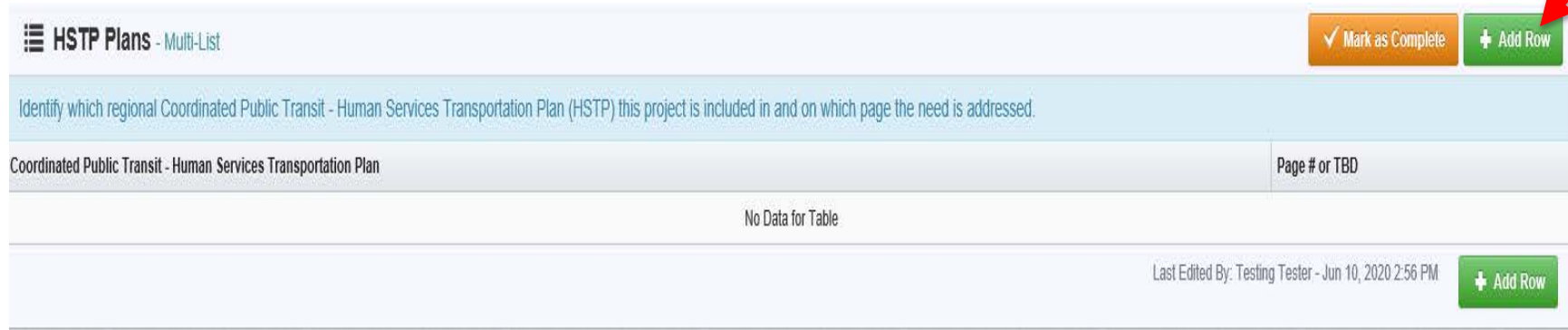
When done with the Project Description entries, click →

 **Save Form**

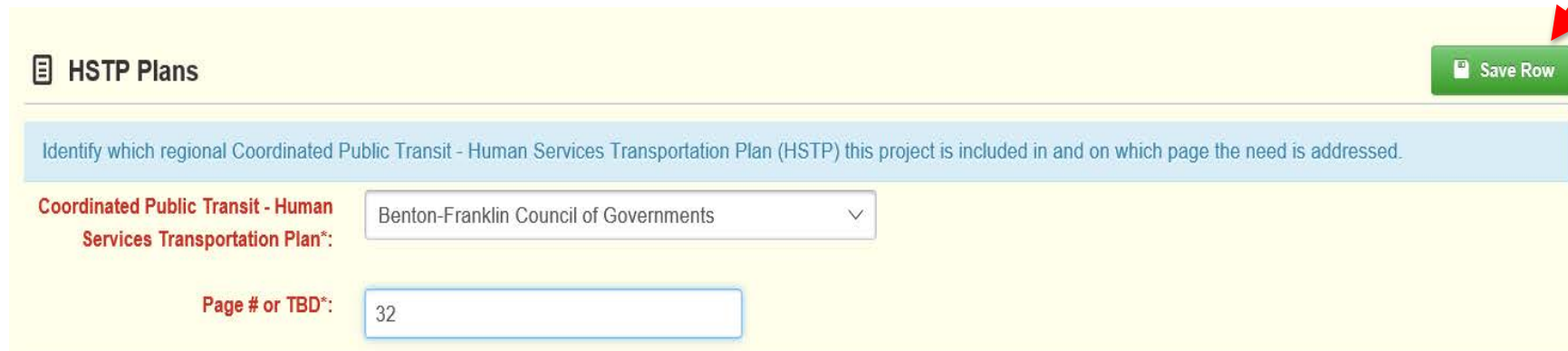
Scope of work - HSTP



Identify which regional Coordinated Public Transit - Human Services Transportation Plan (HSTP) this project is included in and on which page the need for the project is addressed. Click → 



Once HSTP entry completed, click →



Upon completion, click →



Budget form



Entries for Budget Form will be available **ONLY** after you click on **SAVE FORM**. Then click **ADD ROW** to enter budget information for each of the project activities. Identify your Expenses and your sources of Revenue (local match). Populate the table with the requested information.

The screenshot displays two main sections of the budget form: 'Expenses - Multi-List' and 'Revenue - Multi-List'. Each section includes a table with columns for various fiscal years and bienniums, along with 'Mark as Complete' and '+ Add Row' buttons. Red arrows highlight the '+ Add Row' buttons in both sections.

Expenses - Multi-List

Expenses	If Other, Please List	1st fiscal yr. current biennium (Actual)	2nd fiscal yr. current biennium (Budgeted)	Current Biennium (Total of Actual and Budgeted)	Future Biennium 1 (Projected)	Variance Between Biennia	Future Biennium 2 (Projected)	Variance Between Biennia
Labor & Benefits		\$50,000.00	\$55,000.00	\$105,000.00	\$110,000.00	4.76%	\$120,000.00	9.09%
Maintenance Parts & Supplies		\$30,000.00	\$30,000.00	\$60,000.00	\$65,000.00	8.33%	\$70,000.00	7.69%
		\$80,000.00	\$85,000.00	\$165,000.00	\$175,000.00		\$190,000.00	

Last Edited By: Testing Tester - Jul 2, 2020 11:15 AM

Revenue - Multi-List

Sources of Revenue	If Other, Please List	1st fiscal yr. current biennium (Actual)	2nd fiscal yr. current biennium (Budgeted)	Current Biennium (Total of Actual and Budgeted)	Future Biennium 1 (Projected)	Future Biennium 2 (Projected)
Federal: FTA via WSDOT		\$10,000.00	\$10,500.00	\$20,500.00	\$23,000.00	\$24,000.00
		\$10,000.00	\$10,500.00	\$20,500.00	\$23,000.00	\$24,000.00


The Budget form will auto-calculate the total project expenditures, revenue, and variances.

Budget form (Misc.)



Click **Edit Form** to complete next sections of the Budget form:

- **Variances** (required if there is more than a 5% change)

 Variances


✓ Mark as Complete

Edit Form

If there is more than a 5% variance in the category totals between the biennia, please provide detail. For example: If there is more than a 5% change in the cost of your labor you must provide an explanation.

Variance Between Biennia 1:	4.96%
Variance Between Biennia 2:	7.43%


- **Other Sources** to support the implementation of the project (required):

 Other Sources

✓ Mark as Complete

Edit Form

- **Comments** to describe how the budget was developed (required)

 Comments

✓ Mark as Complete

Edit Form

Please describe how the budget was developed.

Budget form – DBE Goals



Estimate the percentage of the operating project budget that can be used to meet Disadvantaged Business Enterprise (DBE) goal for this project. What efforts will you make to meet this goal?

DBE Goals - Multi-List

Mark as Complete Add Row

DBE Goals	Percentage	Efforts	No DBE
Yes	5.0%	See attached Budget form	

If no DBE goals, provide an explanation. Once completed, click →

Save Row

DBE Goals - Multi-List

Mark as Complete Add Row

DBE Goals	Percentage	Efforts	No DBE
No	0.0%		No DBE providers in the area.

Upon completion of Budget form, click →

Mark as Complete

Measurable Outcomes Form



Summarize the intended outputs of this project in both qualitative and quantitative formats. Ensure there is a quantitative output, as this will be the baseline measurement for the following biennium's application. Qualitative measures are optional.

Measurable Outcomes

Save Form

For mobility management, summarize the intended outputs of this project in both qualitative (narrative) and quantitative (statistical) formats. There may be some projects where traditional performance measures (e.g., revenue vehicle hours/miles, passenger trips) do not apply. In those cases, quantifiable objectives can be used instead by submitting the following information: number of trainings or outreach, or number of passengers served, or other measurable outcomes produced by this project. Ensure there is a quantitative output, as this will be the baseline measurement for the following biennium's application. Qualitative measures are optional.

Intended Outputs*:

2500 character(s) left

Upon completion and saving, click →

✓ Mark as Complete

Milestones form



Select dates the milestones for your project will be completed. Click →

Save Grid

515 - Consolidated MM, TR - 6/30/2020

Status:

Editing

Stage:

Final Application

Application Due Date:

Dec 31, 2020 5:00 PM

Program Area:

Consolidated Grant Program

Funding Opportunity:

331-Consolidated Grant Program - Mobility Management - FY21

Organization:

BaseLine Organization

Requested Total:

\$318,000.00

Milestones - Edit

Save Grid

MOBILITY MANAGEMENT	Date (mm/yy)
Project Start	<input type="text"/>
Project Complete	<input type="text"/>

Upon completion, click →

✓ Mark as Complete

Attachments



Required attachments: Applications without the necessary attachments will be considered incomplete. Start uploading by clicking on the Named Attachment.

Attachments - Named Attachments ✓ Mark as Complete

Applications submitted without the required attachments will be considered incomplete.
Note: If awarded federal funds, you may be required to submit additional documents. See Consolidated Grants Program Guidebook for more information on state and federal grant management requirements.

Named Attachment	Required	Description	File Name	Type	Size	Upload Date	Delete?
Copy of organization's most recent audit report (required)	✓	FY14-16 Single Audit Report	OkanoganTransit_2014-2016_Audit_2018MAR29.pdf	pdf	383 KB	06/17/2020 04:42 PM	Delete
501(c) IRS Letter of Determination (For new non-profit applicants only)							
WUTC Certification (for new non-profit applicants who are direct service providers)							
Service area map (required)	✓						
Population density map (required)	✓						
Letters committing matching funds							
In-kind match valuation proposal (if in-kind match will be used - not for capital projects)							
Letters of support (combine into one file attachment - optional)							
Letter of concurrence (for projects that operate in multiple planning regions)							

Upon completion, click →

✓ Mark as Complete

Supplemental information



If needed, use **Supplemental Information** section to elaborate on information not provided in other sections of the application. Please do not use this space to repeat information provided elsewhere.

A screenshot of a web form titled 'Supplemental Information'. The title is on the left with a document icon. On the right is a green 'Save Form' button with a floppy disk icon, pointed to by a red arrow. Below the title bar is a light blue instruction box: 'You may use this space to elaborate on information provided in other sections of the application.. Try to keep your comments brief.' Below this is a large text input area labeled 'Supplemental Information:'. The input area is empty except for a cursor. At the bottom of the input area, it says '4000 character(s) left'.


Upon completion, **SAVE FORM**, then click →


✓ **Mark as Complete**

Certification form



To certify, click →  You are required to click **YES**.

 **Certification**



Complete this section by checking the certification box and typing in the name of the certifying authority, their title and the date. This is the equivalent of an electronic signature.

CERTIFICATION

I certify, to the best of my knowledge, that the information in this application packet is true and accurate and that this organization has the necessary fiscal, data collection and managerial capabilities to implement and manage the project associated with this application:

Certification*:

Authorized Person*:

First Name Last Name

Title*:

Date*:

Upon completion, click **Save Form** and then click →

 **Mark as Complete**

Submitting the completed application



Once you are finished with the application and have marked all forms complete, your application is ready to be submitted. You will notice that your application header has turned **green**.

A screenshot of the WSDOT application submission interface. At the top, there are tabs for 'Application Preview', 'Attachment', 'Alert History', and 'Map'. Below these is a header bar with 'Application Details' on the left and four buttons: 'Preview Application' (blue), 'Submit Application' (orange), 'Ask a Question' (blue), and 'Withdraw' (orange). A red arrow points to a green status bar that reads 'Application is in compliance and is ready for Submission!'. Below this is a table with three columns: 'Component', 'Complete?', and 'Last Edited'. The table lists nine components, all of which are marked as 'Complete' with a green checkmark. The 'Last Edited' column shows the date and time of the last edit, along with the user 'Testing Tester'.

Component	Complete?	Last Edited
General Information	✓	Jul 2, 2020 10:24 AM - Testing Tester
1-Organization Contact Information	✓	Jul 1, 2020 12:12 PM - Testing Tester
2-Summary of Project Information	✓	Jul 2, 2020 10:57 AM - Testing Tester
3-Scope of Work	✓	Jul 2, 2020 11:08 AM - Testing Tester
4-Budget	✓	Jul 6, 2020 9:47 AM - Testing Tester
5-Measurable Outcomes	✓	Jul 6, 2020 9:58 AM - Testing Tester
6-Milestones	✓	Jul 6, 2020 10:16 AM - Testing Tester
7-Attachments	✓	Jul 6, 2020 10:26 AM - Testing Tester
8-Supplemental Information	✓	Jul 6, 2020 10:27 AM - Testing Tester
9-Certification	✓	Jul 6, 2020 10:28 AM - Testing Tester

Click the **Submit Application** button →



Submittal confirmation



A pop-up notification will appear informing you that once you click **Submit**, the system will no longer allow you to edit the application.

Please confirm X

Please confirm that you wish to submit this document for review. After submission you will not be able to edit this document.

Cancel Submit

If you are ready, click → Submit

Application submitted



Once you click **Submit**, the system will take you back to your **Current Applications** listing. Your submitted application will now be displayed here.

Testing Tester
Tester
Tester Role

Dashboard

Funding Opportunities

Applications

Grants

My Profile

Current Applications

The applications below are associated with recent Funding Opportunities and are in Editing, Submitted, or Correcting statuses. To view older applications, click on the Archived Applications link.

Search:

ID	Status	Stage	Title	Organization	Program Area	Funding Opportunity	Due Date
487	Editing	Final Application	ConsolidatedPITest63 - TMS - 6/18/20	BaseLine Organization	CGP- Consolidated	332-Consolidated Grant Program - Planning - FY21	Dec 31, 2020 5:00 PM
515	Submitted	Final Application	Consolidated MM, TR - 6/30/2020	BaseLine Organization	CGP- Consolidated Grant Program	331-Consolidated Grant Program - Mobility Management - FY21 (Test)	Dec 31, 2020 5:00 PM
514	Editing	Final Application	ConsolidatedMMTest76 - TMS - 6/30/20	BaseLine Organization	CGP- Consolidated Grant Program	331-Consolidated Grant Program - Mobility Management - FY21 (Test)	Dec 31, 2020 5:00 PM

Printing your application



If you would like to print a copy of your application, click on your application in **Submitted** status, then click **Print** from the top menu and select **Send to Printer**.

A screenshot of the WSDOT web application interface. The left sidebar shows a user profile for 'Testing Tester' and a navigation menu with 'Dashboard', 'Funding Opportunities', 'Applications' (highlighted), 'Grants', and 'My Profile'. The main content area is titled 'Submitted Applications' with a subtitle 'List of all current submitted applications'. Below this is a navigation bar with 'Back', 'Print' (highlighted with a red arrow), 'Online Help', and 'Log Out'. The 'Print' button has a dropdown arrow. Below the navigation bar are tabs for 'Application Preview', 'Attachment', 'Alert History', and 'Map'. The 'Application Preview' tab is active, showing 'Application Details' for application '515 - Consolidated MM, TR - 6/30/2020'. The details are organized into two columns. The left column lists 'Funding Opportunity' (331-Consolidated Grant Program - Mobility Management - FY21), 'Funding Opportunity Due Date' (Dec 31, 2020 5:00 PM), 'Program Area' (Consolidated Grant Program), 'Status' (Submitted), and 'Stage' (Final Application). The right column lists 'Initial Submit Date' (Jul 6, 2020 10:32 AM), 'Initially Submitted By' (Testing Tester), 'Last Submit Date', and 'Last Submitted By'. A blue button labeled '? Ask a Question' is in the top right corner of the details section.

When finished, click **Log Out**. Your submitted application is now ready for review by WSDOT's evaluation committee!

Contact information

GMS-related questions

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Grant application questions

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