

Grants Management System (GMS) Training

Applying for Consolidated Operating funding

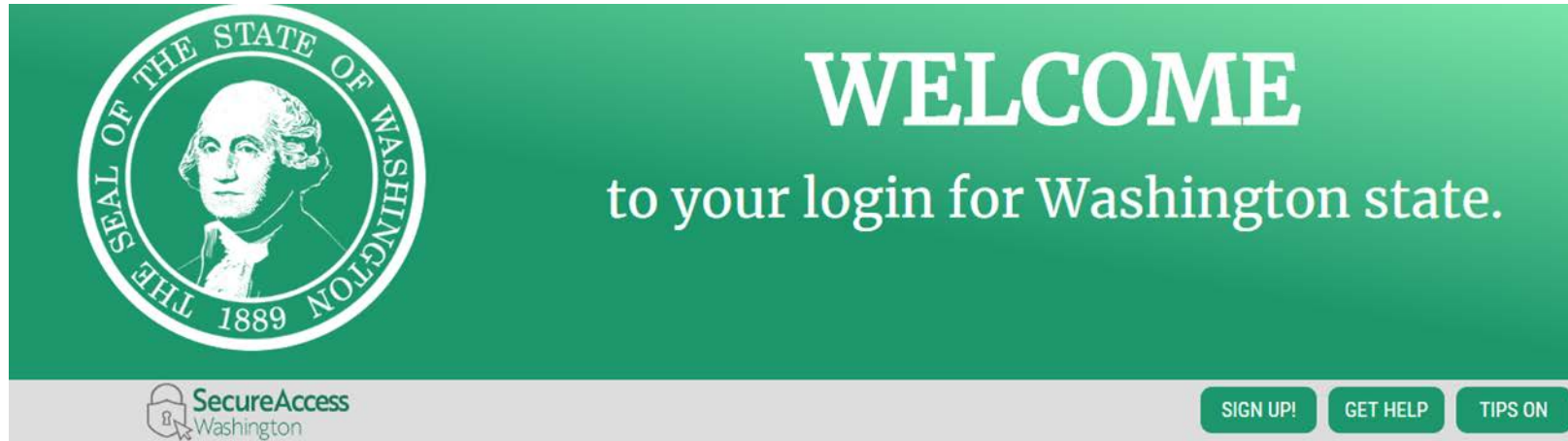
TRAINERS – add your names and agency/agencies here
Add date here

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 Operating 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 displays the user interface of the Washington State Department of Transportation's Grants Management System. At the top, the WSDOT logo and name are prominently displayed. Below this, a navigation sidebar on the left lists various system components: 'Dashboard', 'Work Assignment' (which is currently selected and highlighted in teal), '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 top navigation bar with links for 'Work Assignment' and 'Calendar'. Below this, there are buttons for 'Back', 'Print', 'Online Help', and 'Log Out'. The primary section is 'Approaching Deadlines - Next 30 Days', which includes a descriptive text and a table with columns for 'Due Date', 'Document', 'ID', 'Status', 'Title', 'Program Area', and 'Funding Op'. A message 'No data available in table' is displayed below the table. A second section, 'Recent Negotiations - Due Within 30 Days', follows a similar format with a table that is partially visible at the bottom of the image.

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
----------	----------	-----	----	--------	-------	--------------	--------------	---------

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 '2 - Consolidated Grant Program - Operating - FY21' and 'Funding Opportunity Details'. It includes a 'Consolidated Grant Program' section with a 'Final Application Deadline: Dec 31, 2020 5:00 PM'. Below this is a table of application details.


Status:	Test	Program Officer:	Debbie Ruggles
Posted Date:	May 13, 2020 9:29 AM	Phone:	(360) 561-2423 x
Award Amount Range:	Not Applicable	Email:	ruggled@wsdot.wa.gov
Project Dates:	-		
Award Announcement Date:	03/01/2021		

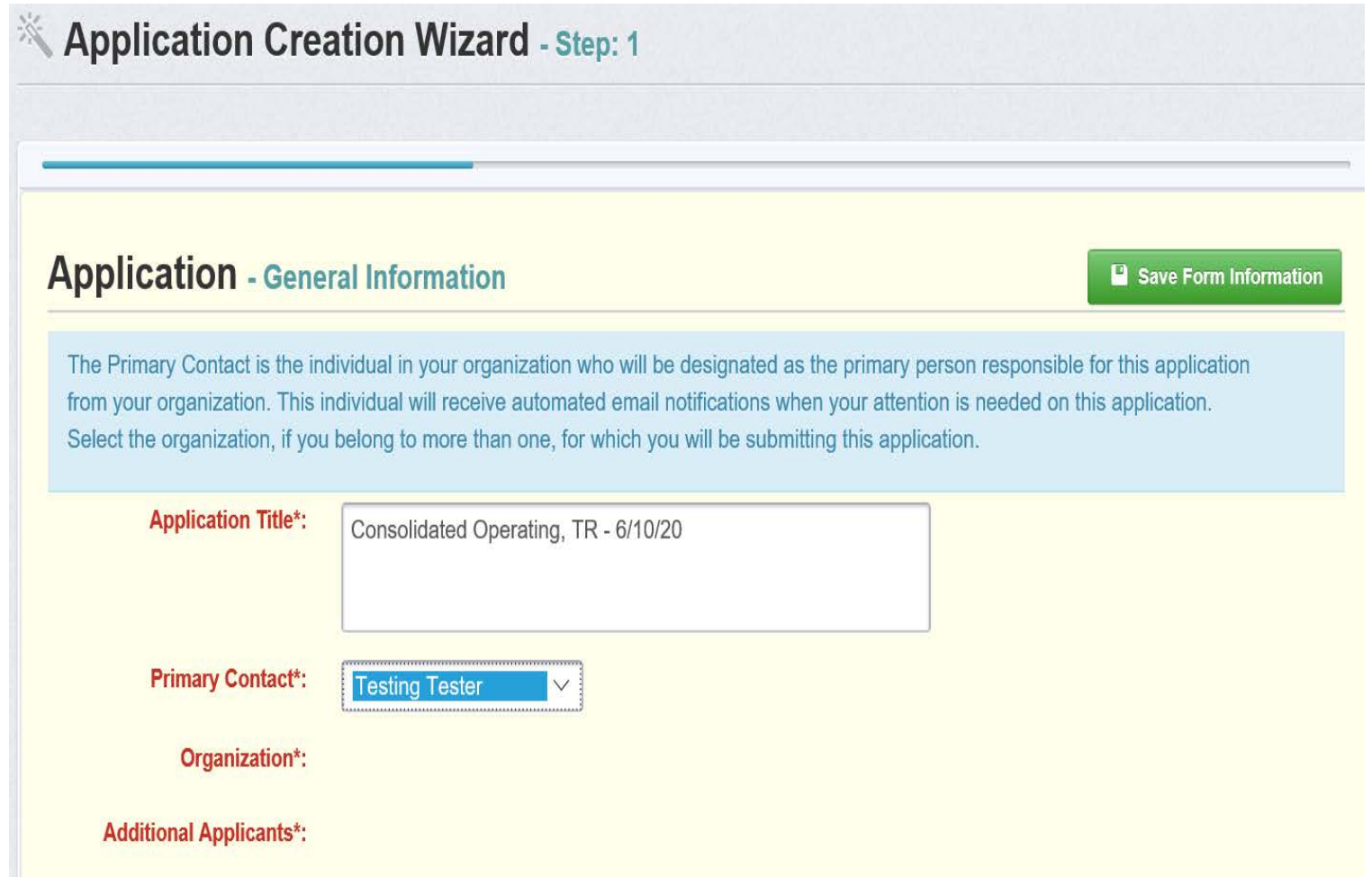
General information page: step 1



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 the value "Consolidated Operating, TR - 6/10/20"; "Primary Contact*" with a dropdown menu showing "Testing Tester"; "Organization*"; and "Additional Applicants*".





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*: 461

Program Area*: Consolidated Grant Program

Funding Opportunity*: 2-Consolidated Grant Program - Operating - FY21

Application Stage*: Final Application

Application Status*: Editing

Application Title*: Consolidated Operating, TR - 6/10/20

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*: 461

Program Area*: Consolidated Grant Program

Funding Opportunity*: 2-Consolidated Grant Program - Operating - 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



Testing Tester
Tester
Tester Role

Dashboard

Funding Opportunities

Applications

Grants

My Profile

Submitted Applications

List of all current submitted applications

BackPrintOnline HelpLog Out

Current ApplicationsArchived Applications

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
470	Editing	Final Application	Consolidated Operating - TR, 6/15/20	BaseLine Organization	CGP- Consolidated Grant Program	2-Consolidated Grant Program - Operating - FY21 (Test)	Dec 31, 2020 5:00 PM
469	Editing	Final Application	ConsolidatedOpTest40 - TMS - 6/15/20	BaseLine Organization	CGP- Consolidated	2-Consolidated Grant Program - Operating - FY21 (Test)	Dec 31, 2020 5:00 PM

Completing an application



Once you complete the **General Information** section, 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 a user profile 'Testing Tester' and roles 'Tester' and 'Tester Role'. Below the profile are navigation links: 'Dashboard', 'Funding Opportunities', 'Applications' (highlighted in blue), 'Grants', and 'My Profile'. The main content area has tabs for 'Application Preview', 'Attachment', 'Alert History', and 'Map'. Below the tabs is the 'Application Details' header with buttons for 'Preview Application', 'Ask a Question', and 'Withdraw'. A pink banner message states: 'Application cannot be Submitted Currently' with a sub-message '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 15, 2020 5:34 PM - Testing Tester
1-Organization Contact Information	-	
2-Summary of Project Information	-	
3-Scope of Work	-	
4-Budget	-	
5-Service Level	-	
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 10, 2020 12:45 PM - Testing Tester
1-Organization Contact Information		-
2-Summary of Project Information		-
3-Scope of Work		-
4-Budget		-
5-Service Level		-
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



Complete all the required fields. While completing “Need for Service,” if you choose Expand Service, check the boxes that describe the nature of the expansion.

Summary of Project Information

Save Form

Operating assistance consists of activities and services directly provided or purchased by the applicant. Project funds may be used for expenses such as labor, supplies, and fuel. Operating grant funds cannot be used for the depreciation of vehicles purchased with federal or state funds, or for costs associated with expenses incurred during timeframes outside of the grant period (such as prepaid insurance coverage). Examples of eligible operating projects include, but are not limited to:

- Operating assistance for rural public transportation services.
- Operating assistance for paratransit/special needs transportation services.
- Feeder bus service for the intercity network.
- Travel training or mobility management activities.

PLEASE NOTE:

OPERATING - General operating assistance – Select this option if you are a transit agency and are submitting only one operating project that includes all of the transportation services your organization provides (maximum of \$ 1.5 million).

OPERATING - Operating assistance for a specific service – Select this option if your organization is submitting an application for specific services you provide.

Operating Type*:

Check all that apply. Refer to the Appendix A: Glossary of Terms for service-type definitions.

Service Type*:

Check all that apply

Select either “Sustain Existing Service” or “Expand Service.” The project qualifies as sustaining if performance measures are within the ranges explained in Appendix D.

Need for Service*:

Select One

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?*



Summary of Project (cont.)



Continue with completion of Summary of Project Information form. Then click →



Identify the areas this project will serve:
[Click Here](#) for the Legislative District map.

Legislative District(s)*: None selected ▼
Select all that apply

County(ies)*: None selected ▼
Select all that apply

Duration of Project*: ▼

Scope/ALI Code*: 30.09.01 ▼

Save Form

Dependency on Other Projects - Multi-List

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





Summary of Project (cont.)



To complete **Dependency on Other Projects**, click →  and list the dependent projects by project title, in order of priority.

 **Dependency on Other Projects** - Multi-List


 

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
No Data for Table

Last Edited By: Testing Tester - Jun 10, 2020 1:00 PM



Then click → . Add as many rows as needed, then click → 

 **Dependency on Other Projects** - Multi-List


 

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
Operating Project in Spokane
Operating project in Yakima County

Last Edited By: Testing Tester - Jun 10, 2020 1:15 PM





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?*

Yes

No

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

Yes

No

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*:

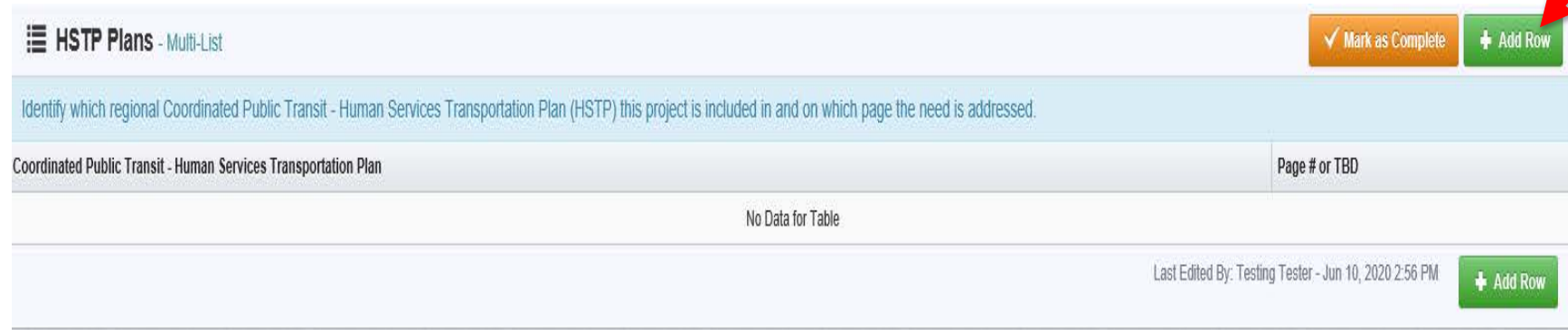
When done with the Project Description, click →



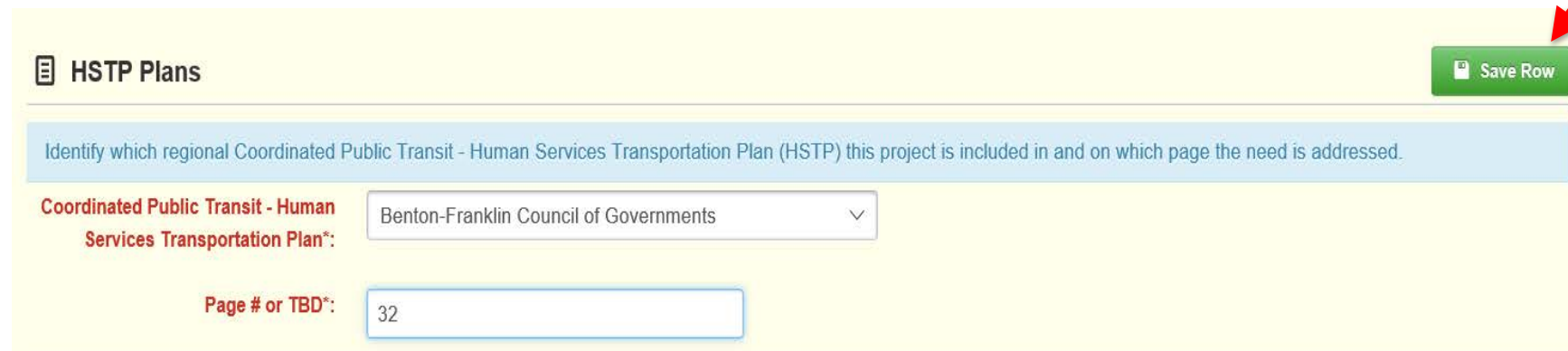
Scope of work - HSTP



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



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.

Expenses - Multi-List

✓ Mark as Complete

+ Add Row

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		\$300,000.00	\$350,000.00	\$650,000.00	\$800,000.00	23.08%	\$850,000.00	6.25%
Maintenance Parts & Supplies		\$25,000.00	\$30,000.00	\$55,000.00	\$40,000.00	-27.27%	\$45,000.00	12.5%
		\$325,000.00	\$380,000.00	\$705,000.00	\$840,000.00		\$895,000.00	

Last Edited By: Testing Tester - Jun 16, 2020 4:47 PM

+ Add Row

Revenue - Multi-List

✓ Mark as Complete

+ Add Row

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)
State: PTSN Formula		\$50,000.00	\$55,000.00	\$105,000.00	\$110,000.00	\$120,000.00
		\$50,000.00	\$55,000.00	\$105,000.00	\$110,000.00	\$120,000.00

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

Service Level Form



Complete the following sections:

- **Project Service Level Information** – Start entering information on the levels of transportation services for this project by clicking → [Edit Grid](#)

Project Specific Information	1st fiscal yr. current biennium (Actual)	2nd fiscal yr. current biennium (Budgeted)	Current Biennium (Total of Actual and Budgeted)	Future Biennium 1 (Projected)	Percent of Change	Future Biennium 2 (Projected)	Percent of Change
Revenue Vehicle Hours	500.000	600.000	1100.000	1100.000	0.0%	1200.000	9.09%
Revenue Vehicle Miles	40000.000	45000.000	85000.000	90000.000	5.88%	92000.000	2.22%
<i>Passenger trips should be entered as whole numbers only.</i>							
Passenger Trips	1000.000	1100.000	2100.000	2200.000	4.76%	2300.000	4.55%
Volunteer Hours	50.000	55.000	105.000	120.000	14.29%	130.000	8.33%
Last Edited By: Testing Tester - Jun 17, 2020 1:45 PM Edit Grid							

- **Project Service Level Description** – Explain how were service-level estimates developed.

Project Service Level Description

[Edit Form](#)

Describe the methodology used to develop these estimates, including any assumptions used in their development.

How were service-level estimates developed?*

Upon completion and saving, click →

[✓ Mark as Complete](#)



Milestones form



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

 Save Grid

 Milestones - Edit		 Save Grid
OPERATING ACTIVITIES	Date (mm/yy)	
Service Start	<input type="text" value="07/19"/>	
Service Complete	<input type="text" value="06/21"/>	


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.

 Supplemental Information Save Form

You may use this space to elaborate on information provided in other sections of the application.. Try to keep your comments brief.

Supplemental Information:

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**.

📄 Application Details

🔍 Preview Application

✓ Submit Application

? Ask a Question

✕ Withdraw

Application is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Jun 15, 2020 5:34 PM - Testing Tester
1-Organization Contact Information	✓	Jun 16, 2020 12:34 PM - Testing Tester
2-Summary of Project Information	✓	Jun 16, 2020 4:12 PM - Testing Tester
3-Scope of Work	✓	Jun 16, 2020 4:11 PM - Testing Tester
4-Budget	✓	Jun 17, 2020 11:28 AM - Testing Tester
5-Service Level	✓	Jun 17, 2020 2:44 PM - Testing Tester
6-Milestones	✓	Jun 17, 2020 4:33 PM - Testing Tester
7-Attachments	✓	Jun 18, 2020 9:51 AM - Testing Tester
8-Supplemental Information	✓	Jun 17, 2020 4:54 PM - Testing Tester
9-Certification	✓	Jun 18, 2020 9:41 AM - Testing Tester

Click the **Submit Application** button →

✓ Submit Application

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
470	Submitted	Final Application	Consolidated Operating - TR, 6/15/20	BaseLine Organization	CGP- Consolidated Grant Program	2-Consolidated Grant Program - Operating - 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 'Submitted Applications' web interface. At the top, there's a header with a download icon and the title 'Submitted Applications', with a subtitle 'List of all current submitted applications'. Below this is a navigation bar with buttons for 'Back', 'Print' (highlighted with a red arrow), 'Online Help', and 'Log Out'. The main content area has tabs for 'Application Preview', 'Attachment', 'Alert History', and 'Map'. Under 'Application Preview', there's a section for 'Application Details' with a blue 'Ask a Question' button. The application details for '470 - Consolidated Operating - TR, 6/15/20' are shown, including funding information, submit dates, and status. The details are organized into two columns.

470 - Consolidated Operating - TR, 6/15/20	
Application Details	
Funding Opportunity: 2-Consolidated Grant Program - Operating - FY21	Initial Submit Date: Jun 18, 2020 10:08 AM
Funding Opportunity Due Date: Dec 31, 2020 5:00 PM	Initially Submitted By: Testing Tester
Program Area: Consolidated Grant Program	Last Submit Date:
Status: Submitted	Last Submitted By:
Stage: Final Application	

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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