



Grantee/Applicant User Manual

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Introduction

The Office of Public Health & Science Program Offices (OPHS)/Office of Grants Management (OGM) manages all financial and business functions throughout the life of the grant from application to close-out. As the official signatory for obligating Federal grant funds, grants business management, and prior approval requests, the OGM monitors all business and financial transactions for grants compliance with Federal Regulations.

Designed to support the OPHS/OGM business process is the GrantSolutions System, a fully automated web-based J2EE compliant system (OPHS GrantSolutions) to capture, manage and process the entire discretionary grants management business life cycle.

As an interactive input and retrieval system, GrantSolutions allows users to perform grants management functions and maintain information related to applications and grants. Through GrantSolutions, users can maintain applicant information, recommend and award funds, and view the status of pending applications and approvals. Users can also perform award-funding calculations, release and print awards, submit award data to external systems, and facilitate changes in data such as the recipient's address or the contact information of a grants management officer (GMO).

GrantSolutions consists of four modules:

1. Pre-Award
2. Award
3. Post Award
4. Administration

Each module provides independent functionality that can be used to manage a specific grant business process or combine individual modules to provide a complete grants management solution.

System Requirements

The GrantSolutions System exists in a 3-tier environment using an industry-standard *e-Commerce* capable web server, a Java Application Server, and a high-performance Oracle Database. Accessing the system is available from user's workstation using one of the following internet browsers:

- Internet Explorer 5.01 higher.
- Alternatively, Netscape 4.7 or higher.

e-Commerce is electronic business transactions conducted over a computer network using applications that rely on the Internet.

Security

The GrantSolutions system is intended for use by Grants Management and Program Staff, and our grantee business partners. OPHS staff members have access privileges based on job roles and assignment to defined “groups” within the GrantSolutions security system. Grant applicants and grantee business partners register their name and organization with GrantSolutions and receive a confidential user name and password that will provide access for online application, grant announcements, and electronic submission of post-award reports and activities.

Accessing the System

An account and password from an Administrator is essential to using the GrantSolutions System. To access the system for both data entry and information retrieval:

- Enter the following URL to access GrantSolutions' Welcome Screen.
- <http://www.grantsolutions.gov>
- Select the [Login](#) button.

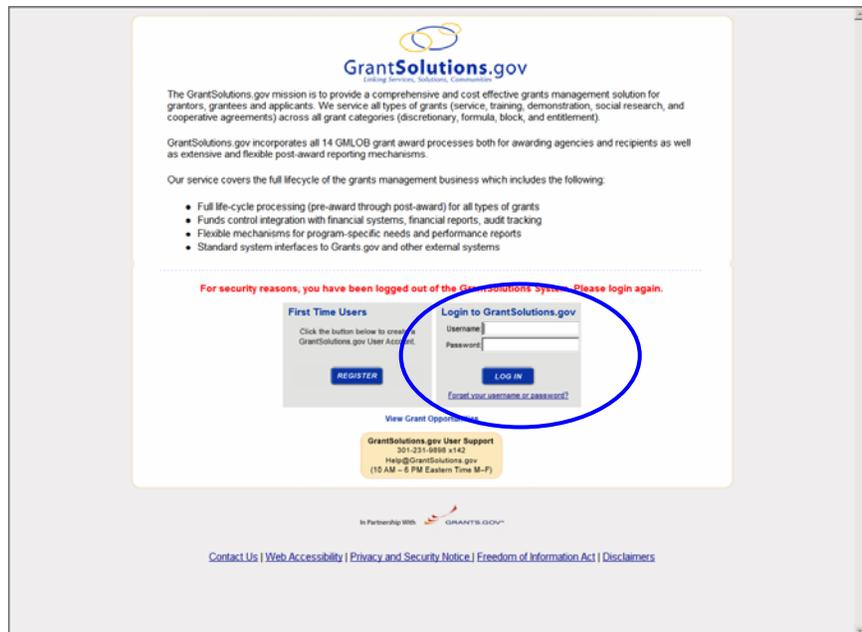


Figure 1. 1 GrantSolutions Management Welcome Screen.

Login Procedure

The User Name and Password entries are case sensitive.

Once the Logon screen displays:

1. Enter your User Name (Press **Tab** to move to the Password field).
2. Enter your Password.
3. Click the **Login** button.

NOTE: Please notify the GrantSolutions Administrator when access to GrantSolutions is no longer needed.

Forgotten Account Name and Password

In the event you forget your GrantSolutions' account and password:

- From the Login page
- Select the [Forget your username or password](#) link

Once your identity is confirmed and the provided information matches your stored profile, a new password will be sent to your email address.

GrantSolutions - 10075

GrantSolutions.gov

Confirm your identity

Username

Group ID

Email

Zip Code

Detailed description: This is a screenshot of a web browser window showing the 'Confirm your identity' step of a password reset process on the GrantSolutions.gov website. The page header includes the site name and logo, and a small 'opa' logo in the top right. The main content area contains a form with four input fields: Username, Group ID, Email, and Zip Code. Below the form are three buttons: 'Get Password', 'Clear', and 'Close'.

Figure 1. 2 Password Reset – Confirm Identity.

GrantSolutions - 10076

GrantSolutions.gov

The GrantSolutions password has been reset for cchism1.
The new password has been emailed to: cchism@rnsolutions.com.
When you receive your password, you may login to the GrantSolutions System and then change your password. Remember that your username and password are CASE SENSITIVE.

Detailed description: This is a screenshot of a web browser window showing a confirmation message for a password reset. The page header includes the site name and logo, and a small 'opa' logo in the top right. The main content area contains a text message stating that the password has been reset for user 'cchism1' and that the new password has been emailed to 'cchism@rnsolutions.com'. It also provides instructions on how to use the new password and a reminder that usernames and passwords are case sensitive. A 'Close' button is located at the bottom of the message.

Figure 1. 3 Password has been reset.

GrantSolutions New Applicant SignUp (GrantSolutions Registration)

Grantees that do not have a username and password, may access the New Applicant Signup page.

NOTE: Existing grantees should not use this registration process. Doing so will not associate any applicant activities with your grant.

To Sign-up:

- From the Login Screen, under the “First Time Users” heading.
- Select the **Register** button.

New applicants affiliated with an organization already registered with GrantSolutions must complete the Grantee Account Registration Form.

Figure 1. 4 GrantSolutions New Applicant Sign-up.

The GrantSolutions New Application SignUp page (illustrated above) is a form that must be completed by each new applicant.

- Complete each field to obtain a username and password.
- Click the **Submit** button when done.

NOTE: All fields prefaced with a **red** asterisk (*) are required when registering as a new applicant.

- Contact the GrantSolutions Help Desk by calling (301) 231-9898 x142 or by email at help@GrantSolutions.gov

Once the form is complete and submitted, you will be given a confidential GrantSolutions username and password.



Figure 1. 5 GrantSolutions username and password.

The username and password are **case sensitive** and it is important to enter them with the correct spelling and case to successfully login to GrantSolutions.

- Click the **Start Login** button.
- Enter the username and password that was just assigned to you
- Click the **Login** button.

NOTE: When GrantSolutions provides a username/password, you will be prompted to change the password immediately upon your first successful login. The system assigned password will be randomly generated and will not be easily remembered.

Password Suggestions

Suggestions for effective passwords include:

- Your password should be a minimum of 8 characters in length.
- Use a combination of alphanumeric, mixed case, and special characters.
- Use something you can remember without having to write your password down.
- Keep your individual GrantSolutions User_ID and password confidential.
- Your GrantSolutions password should not be used to access any other system.

Entering New Password

You must enter your current password and your new password twice, the second time confirms the change.

- Select the **Change Password** button to save the new password just entered.
- A confirmation screen displays immediately upon successfully (or not) changing the password.

A successful login will display the GrantSolutions Message Box and Main Menu, requiring you to log into GrantSolutions again. There are several options available to you from the Applicant Menu:

- Contact OPA via email
- Change your password
- View the Message Center
- View your Application List
- View available Grant Announcements

GrantSolutions Message Center

Registered GrantSolutions users have access to the Message Center. Once access is granted, the GrantSolutions Main Menu and Message Center page displays.

To access from any location (Screen):

- Select the [Messages 0](#) link from the left-menu under the GrantSolutions.gov logo.

You must be logged into the GrantSolutions System to access the Message Center.

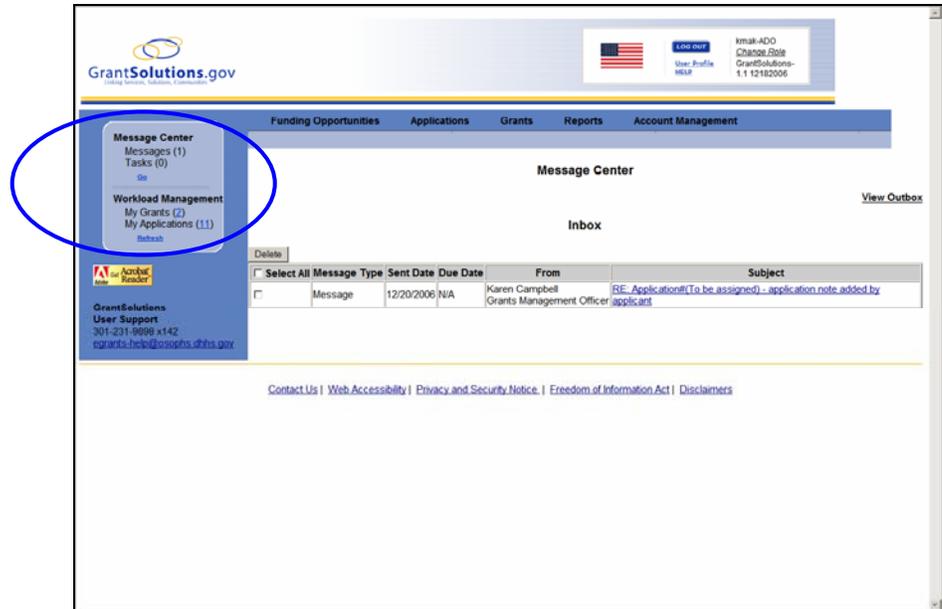


Figure 1. 6 Message Center Screen.

The Message Center is similar to an email account; however, sending and receiving messages are *restricted only* to registered GrantSolutions users. Messages can be viewed, replied to, or deleted. However:

- New messages cannot be sent directly from the Message Center.
- New messages can be generated from specific locations within the GrantSolutions System and from notifications and tasks occurring as a result of a GrantSolutions process.

NOTE: When a new message can be generated (e.g., from the My Grants List screen), you will see a [Send Message](#) link. For more information, see “My Grants List” on page 49.

Inbox

The inbox is the holding area for all incoming messages that have been sent to you.

- A **red** exclamation point adjacent to a message indicates the message/task has been marked as urgent.
- Select the [email subject](#) link to access/view the message.

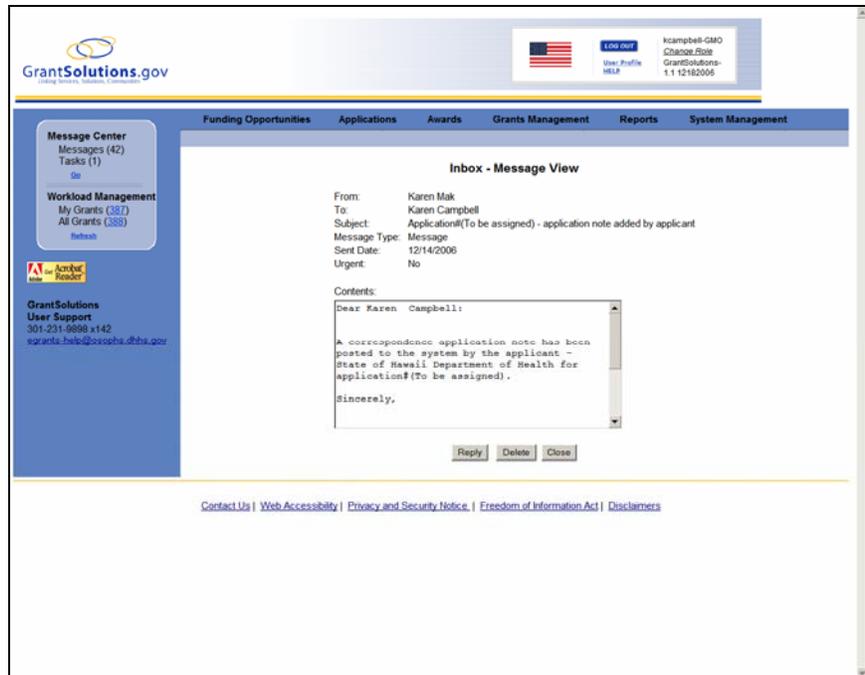


Figure 1. 7 Viewing Messages from the Inbox.

When viewing the message from the Message View Screen:

- Click the **Reply** button.

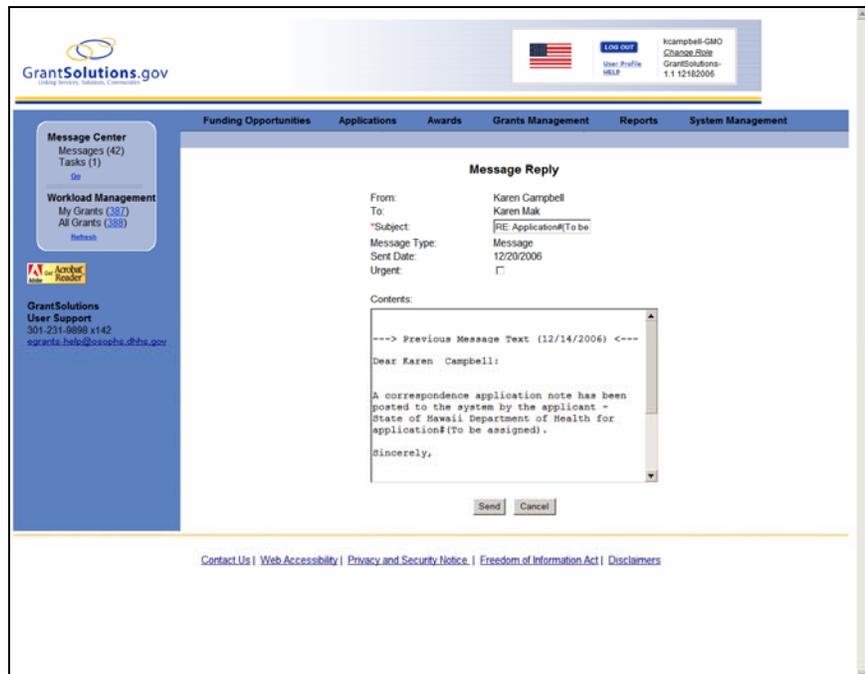


Figure 1. 8 Message Reply.

- Enter a response and click the **Send** button, which returns to the Message Center.

- Alternatively, click the **Complete** button (when applicable) to reply to the sender that the task is complete.
- Click the **Delete** button to delete the message without replying.
- Select the **Close** button to return to the Message Center and abandon any changes.

Deleting Messages

Messages can be deleted one at a time or as a group.

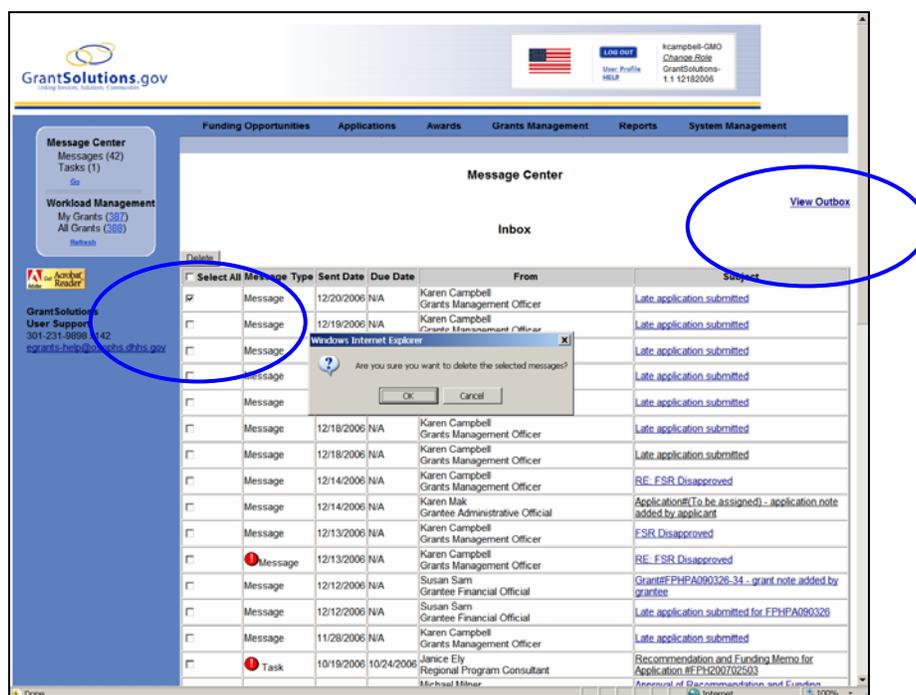


Figure 1.9 Deleting Messages from the Inbox.

- Place a **Check** mark adjacent to each Message to be deleted.
- Click the **Delete** button and a Confirmation Dialog box displays.
- Click **OK** to delete all selected messages.

Outbox

The Message Outbox displays all messages that have been sent to other GrantSolutions users. These messages can be viewed; however, they may not be deleted.

To view:

- Select the [View Outbox](#) link at the top of the Message Center Screen.

Message Type	Sent Date	Due Date	To	Subject
Message	12/20/2006	N/A	Dixie Perez Grants Management Specialist	Late application submitted
Message	12/20/2006	N/A	Deborah Hayes Grants Management Specialist	Late application submitted
Message	12/20/2006	N/A	DeWayne Wynn Grants Management Specialist	Late application submitted
Message	12/20/2006	N/A	Steve Fitzgerald Grants Management Officer	Late application submitted
Message	12/20/2006	N/A	Amanda Osborne Grants Management Specialist	Late application submitted
Message	12/20/2006	N/A	Brenda Donaldson Grants Management Specialist	Late application submitted
Message	12/20/2006	N/A	Sandy Acuna Regional Program Consultant	Late application submitted
Message	12/20/2006	N/A	Sandy Acuna System Administrator	Late application submitted
Message	12/20/2006	N/A	Tammy Bagley Grants Management Officer	Late application submitted
Message	12/20/2006	N/A	Robin Fuller Grants Management Specialist	Late application submitted
Message	12/20/2006	N/A	Amanda Osborne Grants Management Specialist	Late application submitted
Message	12/20/2006	N/A	Eleanor Walker Grants Management Specialist	Late application submitted
Message	12/20/2006	N/A	Eric West Grants Management Specialist	Late application submitted
Message	12/20/2006	N/A	Sandy Acuna System Administrator	Late application submitted
Message	12/20/2006	N/A	Debbie Welty Grants Management Specialist	Late application submitted
Message	12/20/2006	N/A	Margaret Griffiths Grants Management Specialist	Late application submitted

Figure 1. 10 Message Center - Outbox.

NOTE: Messages appearing in the Outbox will be removed once the recipient deletes the message (within their inbox) that you have sent.

Exiting GrantSolutions

To exit the GrantSolutions System:

- Click the [Logout](#) option at the top of screen adjacent to the American flag.

Getting Help

When a problem occurs, help options are available from GrantSolutions' Main Menu.

- At the top of the menu, select the [HELP](#) link to access the on-line User Manual.
- Select the help@GrantSolutions.gov email link, which launches your default email application with the GrantSolutions email address added within the "To" field.

NOTE: Use the following menu selections to set a default email program for use with Internet Explorer (IE): Tools; Internet Options; Programs tab; and the E-mail drop-down list button.

- Contact the GrantSolutions Help Desk at **301-231-9898 ext. 142**.

NOTE: The GrantSolutions Help Desk hours are 10:00 am through 6:00 pm (Eastern Time), Monday through Friday.

Pre-Award Module

The Pre-Award module enables the Grants Management Office to manage the grant process from the initial grant announcement to grant receipt and funding determination. Using GrantSolutions.gov, the Grants Management Officer (GMO) initiates the announcement process, assembles the grant Application Kit(s), and posts the kits to the web. The grantee community browses the announcements and selects applicable programs based on eligibility. Applicants can complete on-line applications and electronically submit to the grantor.

Applicants may apply for funding opportunities in one of two ways:

1. Download the application kit materials, complete a hard copy of the application, and mail-in the application to the grants servicing office.
2. Complete and submit the application electronically; then mail-in the required signature items to the grants servicing office.

Grant Announcements

The Grant Announcements page provides users with general announcement information, and access to all application kit materials for general viewing and printing of information. The Grant Announcements page is used to reference announcements and application kit materials, print the materials, complete, and mail-in a paper application submission.

The Grant Announcements page displays all active grant announcements and application kits

NOTE: It is not required to register as a GrantSolutions user or Login in order to view grant announcements and download the application kit.

To access:

- Enter the URL <http://www.GrantSolutions.gov>.

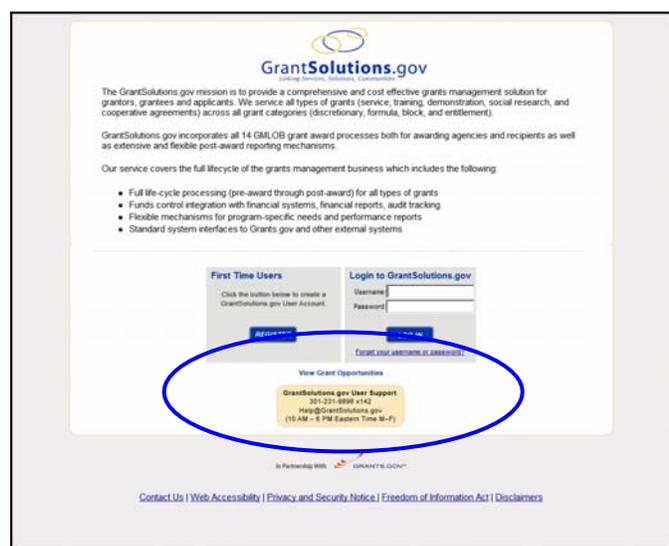


Figure 2. 1 GrantSolutions.gov – Login page.

- Click the [View Grant Opportunities](#) link below the Login box.

Figure 2. 2 Grant Announcements Search Screen.

- Select a **Program** from the drop-down list or keep the default selection.
- Select a **Program Office** from the drop-down list.
- Select a **CFDA number** from the drop-down list.
- Click the **Search** button.

The Grant Announcements page presents a listing of available announcements.

Click on the link provided in the announcement title to view details about the selected announcement.
Click on the link in the column titles to sort the list by that column.

Number of Announcements: 3						
Announcement Title	Program	Program Office	Grant Program	CFDA	Due Date	
2007 Family Planning Services (Region 10 - Region 9 - Alaska, Oregon, Idaho, Washington, Seattle)	Family Planning	OPHS/OPA/OPF Region X - Seattle, WA	Family Planning Services	93.217	03/01/2007	
2007 Family Planning Services (Region 8 - South Dakota)	Family Planning	OPHS/OPA/OPF Region VIII - Denver, CO	Family Planning Services	93.004	03/01/2007	
2007 Family Planning Services (Region 5 - Illinois, Chicago Area)	Family Planning	OPHS/OPA/OPF Region V - Chicago, IL	Family Planning Services	93.217	06/01/2007	

DISCLAIMER:
The official source for announcements of grants and cooperative agreement opportunities is the Federal Register. The electronic version of these announcements is provided as a convenience. In the event of any conflict between the content of the electronic version and the Federal Register version, you should rely on the information in the Federal Register.

Figure 2. 3 Grant Announcements.

To view the announcement details and links to each of the application kit enclosures:

- Click the [Announcement Title](#) link, illustrated in Figure 2. 3.

Applicants may view each enclosure within a new browser window, save them to your local computer/system, or print the files.

A link is available for access to the “new applicant signup process” and the Help Desk.

Enclosures are available in Adobe Acrobat format and/or ASCII text files.

Other enclosures consist of a link that refers users to another website for details (e.g. State Single Point of Contact List).

GrantSolutions - 30011

GrantSolutions.gov

2007 Family Planning Services (Region 8 - South Dakota)

DISCLAIMER:
The official source for announcements of grants and cooperative agreement opportunities is the Federal Register. The electronic version of this announcement is provided as a convenience. In the event of any conflict between the content of the electronic version and the Federal Register version, you should rely on the information provided in the Federal Register.

NOTES:
None.

ANNOUNCEMENT: 2007 Family Planning Services (Region 8 - South Dakota)
PROGRAM OFFICE: OPHS/OPA/OPF Region VIII - Denver, CO
GRANT PROGRAM: Family Planning Services
CFDA: 93.004
 93.217
DUE DATE: 03/01/2007

The Office of Population Affairs (OPA) announces the anticipated availability of funds for Fiscal Year (FY) 2007 family planning services grants under the authority of Title X of the Public Health Service Act and solicits applications for competing grant awards to serve the areas and/or populations identified within the Federal Register announcement.

For this announcement, only applications which propose to serve the following populations and/or areas will be accepted for review and possible funding:

- **Service Area and Funding Available:**
 - o South Dakota - \$1,014,000

To apply for this announcement, you must:

1. Submit an electronic application:
 In order to apply electronically you must first have an OPHS eGrants username and password. If you are a new applicant, and do not have one, please complete the [New Applicant Signup](#) process. When this registration process is complete, a new applicant user account will be issued, and you will be provided with a username and password. If you are already an existing grantee, please login to OPHS eGrants using your existing username and password. If you do not remember your account information or have not been assigned an account, please contact the OPHS eGrants Help Desk at 301-231-8698 x142 or by email at egrantshelp@ophs.dhs.gov.
 OPHS eGrants provides you the ability to submit your entire application online. However, please note that all required signatures must still be "original hard-copy signatures" and must be received by the Grants Servicing Office by the due date requirements as specified in the grant announcement.
2. Submit a paper application:
 Please print, complete, and mail the required application kit enclosures to the Grants Servicing Office by the due date requirements as specified in the grant announcement.

Agency Contacts:
 Administrative and budgetary requirements:
 OPHS Office of Grants Management
 240-453-8622
 Program Requirements or Technical Assistance:
 OPHS/OPA/OPF - Region 8
 Jill Leslie
 303-844-7856

From this location, you may view or print the entire application kit for this Announcement. Files may be provided in various formats which may include Adobe Acrobat (.PDF) and/or Text (.txt).

Grant Announcement	
2007 Family Planning Services	View File
Statute/Regulations	
42CFR50 SubPart B - Policies of General Applicability (10/01/2003)	View File
Title X Family Planning Regulations - 42CFR59 - Grants for Family Planning Services (10/01/2000)	View File
Title X of the Public Health Service Act	View File
Information for the Applicant	
2007 Family Planning Services - Grant Application Checklist (Competing)	View File
2007 Family Planning Services - Guidelines for Grant Application Preparation (Competing)	View File
2007 Family Planning Services - Legislative Mandates	View File
2007 Family Planning Services - ORC Criteria (Competing)	View File
Program Guidelines for Project Grants for Family Planning Services (2001)	View File
Family Planning Annual Report - Forms and Instructions (Effective January 2005)	View File
Family Planning Regional Program Consultants	View Web Page
Title X Assurances	View File
Notification of Project Management	View File
Congressional District Notice v2	View File
DUNS Information Notice (03-2005)	View File
Public Health System Impact Statement (PHSIS)	View File
Provision of Abortion-Related Services in Family Planning Services Projects	View File
45 CFR Part 74	View File
45 CFR Part 92	View File
Executive Order 12372 - Intergovernmental Review (SPOC List)	View Web Page
HHS-690	View File
HHS/Division of Cost Allocation - Regional Office Information	View Web Page
Healthy People 2010: Chapter 11 - Health Communication	View Web Page
Healthy People 2010: Chapter 13 - HIV	View Web Page
Healthy People 2010: Chapter 25 - Sexually Transmitted Diseases	View Web Page
Healthy People 2010: Chapter 9 - Family Planning	View Web Page
OPHS-1 Grant Application (Version 3) - State & Local Govts and Non-Profits for Health Services	View File

[Close](#)

Figure 2. 4 Sample Grant Announcement page.

Downloading Files

To download any of the forms or information files from this screen, you may do one of the following:

Using MS Internet Explorer

- Right-click the [View File](#) link and choose the “Save Target As” option.
- Select a location from the Save dialog box on your local computer/network.

Make certain the downloaded files are saved in a location where they are easy to find.

NOTE: Performing this action in MS Internet Explorer opens the file in a separate browser window.

Using Netscape

- Right-click the [View File](#) link and choose the “Save Link As” option.
- Select a location from the Save As dialog box on your local computer/network.
- Alternatively, point to the [View File](#) link and press and hold the “Shift” key and click, which brings up a the Save dialog box.

NOTE: Registered GrantSolutions users (Grantee or Applicant) that have logged in the system, may access this same information via the Funding Opportunities Main Menu option.

Electronic Applications

GrantSolutions allows users to peruse published grant announcements, complete and submit an application online. When completing an electronic application, GrantSolutions utilizes a combination of online data entry forms and file uploads to provide the greatest level of flexibility for applicants. The Pre-Award module also provides a confirmation of submission and the ability to verify the status of submitted applications.

My Applications List

My Applications List is the central point of reference for all applications belonging to your organization. The My Applications Lists tracks all of a user’s applications, relevant information, and the application’s status.

From the My Applications List page, you can edit or remove a WIP application, view submitted applications, or add Application Notes.

To access:

- Select the [My Applications](#) link from the left-menu.

The number link indicates the number of applications currently listed on the My Applications List screen.

Application No. Grant No.	Title	Application Type	Fed Received Date	Project Period	Status	Action
(To be assigned) FPHPA090326	2007 Family Planning Services (Region 9 - Navajo Nation, Federated States Micronesia, NV, Washoe City)	Competing Continuation		07/01/2006 - 06/30/2011 Due Date: 03/01/2007	Work in Progress	Not Available Notes Remove Send Message
FPH200802205/FPHPA090326	Title X, Family Planning Services Program - Family Planning Clinical Services, Education and Community Information	Competing Continuation	02/23/2006	07/01/2006 - 06/30/2009 Due Date: 03/01/2006	Awarded	Open Notes Send Message
FPH200702506/FPHPA090326	2007 Family Planning Services (Region 9 - Commonwealth of the Northern Mariana Islands) test etst	Competing Continuation	12/12/2006	07/01/2006 - 06/30/2011 Due Date: 09/01/2006	Submitted	Open Notes Send Message
	Integration of HIV/AIDS					

Figure 2. 5 My Applications List.

Once you have applied for an application electronically, the My Applications List will display general information about your application:

- The Application Number, which is assigned after submission.
- Grant Title and Application Type
- Federal Received Date and Grant Project Period
- Application Status, which includes: Work-in-Progress (WIP), Submitted, Review-in-Progress, Awarded, and Not Funded.
- Action column containing links for editing or removing the application; sending messages; and adding Application Notes. For more information, see “Editing or Deleting an Application” on page 41.

First-time Applicants

First-time Applicants accessing GrantSolutions will encounter a blank page with only column headings and the following text:

- “You have not started to work on any applications.”
- Click the [Begin an application](#) link to start the online application process.

NOTE: Once you have successfully applied for a grant electronically, the My Applications List will contain general information about your application.

NOTE: Applicants are presented with an Adobe PDF version of your completed form prior to your submission, which allows you to verify and validate all information, including layout and presentation, prior to submitting the information. You may modify your data at any time before submitting the application. Any changes can be viewed immediately within the PDF version of the application.

For application items such as Program or Budget Narratives:

- Applicants may complete these items according to the instructions and provide GrantSolutions with the files.
- Usually this involves creation of word processing or spreadsheet files using stand-alone desktop productivity software. Once complete, applicants may upload the files to GrantSolutions.

GrantSolutions accepts most standard file formats including Microsoft Word, Corel WordPerfect, and Microsoft Excel. For more information on acceptable file formats, see “File Types” on page 36.

NOTE: Immediately upon uploading the files, GrantSolutions scans the files for viruses and converts the file to an Adobe PDF format. If a virus is found, the files will not be accepted and you will be notified at the time of upload. When you are able to provide a virus-free file, upload the files again. Once the upload is successful, you will have immediate access to view the converted PDF file.

Applying for an Announcement

Applicants typically apply for grants in the region in which they are located. For example, when you or the representative organization is located in Maryland and applies for a grant with a Program Office located in Region 1 (Boston, MA), a pop-up window will announce: “The Announcement is not for your Region” and offer a choice of continuing or canceling.

NOTE: GrantSolutions will never prevent Applicants from performing an action; instead, it informs users of any issues or concerns that may arise from performing the action; thereby allowing users to continue if desired.

To apply for a grant:

- Select the [Funding Opportunities](#) Main Menu option.

The screenshot shows the GrantSolutions.gov website interface. At the top, there is a navigation menu with options: Funding Opportunities, Applications, Grants, Reports, and Account Management. Below the navigation, there is a section titled 'Competing Announcements - Application Kits'. This section contains a table with the following columns: Announcement Title, Program Office, Grant Program, Due Date, and Announcement Type. Each row in the table includes an 'Apply' link. The table lists several announcements for '2007 Family Planning Services' across various regions and program offices.

Announcement Title	Program Office	Grant Program	Due Date	Announcement Type	
2007 Family Planning Services (Region 5 - Illinois, Chicago Area)	Region V - Chicago, IL	Family Planning Services	06/01/2007	New	Apply
2007 Family Planning Services (Region 8 - South Dakota)	Region VIII - Denver, CO	Family Planning Services	03/01/2007	New	Apply
2007 Family Planning Services (Region 10 - Region 9 - Alaska, Oregon, Idaho, Washington, Seattle)	Region X - Seattle, WA	Family Planning Services	03/01/2007	New	Apply
2007 Family Planning Services (Region 10 - Region 9 - Alaska, Oregon, Idaho, Washington, Seattle)	Entire US	Family Planning Services	03/01/2007	New	Apply
2007 Family Planning Services (Region 5 - Illinois, Chicago Area)	Entire US	Family Planning Services	06/01/2007	New	Apply
2007 Family Planning Services (Region 8 - South Dakota)	Entire US	Family Planning Services	03/01/2007	New	Apply

Figure 2. 6 Competing Announcements - Application Kits.

NOTE: The Apply link is unavailable unless you are a registered applicant/grantee and successfully logged into the GrantSolutions system

- Select the [Announcement Title](#) link to view the full announcement details as illustrated in Figure 2. 3.
- Select the [Program Office](#) link to view the State Lists for the selected Region in a separate window.
- Select the [Apply](#) link adjacent to the grant announcement of interest to access the GrantSolutions Application Control Checklist (GACC), which begins the grant application process. For more information, see the GACC heading in the next section.

NOTE: Once you initiate the apply process, the application is added to the “My Application List.”

GrantSolutions Application Control Checklist (GACC)

The GrantSolutions Application Control Checklist (GACC) page is the central point of control for the grant application. The GACC provides information on the filing requirements for selected grant announcements and tracks the status of your application throughout the entire application process.

The GACC screen is a universal page accessible to all users involved with a specific application, providing real-time information and application status. The Grants Management Office accesses the GACC to present Applicants with individual components of the application kit.

- Selecting the [Apply](#) link accesses the GACC.

Enclosures identified with an exclamation mark, enclosed in a red triangle, in the right column are required for the application to be considered complete upon receipt by the Grants Servicing Office.

Figure 2. 7 GrantSolutions Application Control Checklist (GACC)

Serving as a guide and checklist for applicants during the application preparation period, the GACC:

- Informs applicants of the filing requirements for the selected grant announcement
- Tracks the status of your application.
- Allows applicants to convey to the Grants Office what constitutes their grant application.
- Provides general application information: Applicant Name, Application Number, Program, Announcement Title, Region, Project Title, and Due Date.
- Direct access to viewing the announcement: the Announcement title link and directs users to the details of the grant announcement when selected.
- Provides the ability to complete each of the application kit enclosures: the GACC provides various methods for completing enclosures (e.g., online forms, uploads, mail-in items).
- Ability to verify and submit the application.

NOTE: Informational sections or enclosures are provided to the applicant to assist in the completion of the application. There's no need to complete any of these enclosures. Additionally, enclosures identified with an exclamation mark, enclosed in a red triangle, in the far right column are required for the application to be considered complete upon receipt by the Grants Servicing Office.

This checklist will present the application kit, as designed by the Grants and Program Offices. It will contain various sections, which may include:

- Online Forms
- Attachments (i.e., Program Narratives)
- Grant Announcement
- Information for the Applicant
- Proof of Filing (to be submitted by mail only)
- Additional Information to be submitted

Within each section, is a series of enclosures, which may include a combination of enclosure types such as online forms, file uploads, mail-in items, informational files, or links to other sites.

Printing Forms

The GACC provides a consolidated Adobe PDF version of the entire grant application, which includes a Table of Contents, all completed online forms, uploaded files, specified mail-in items, and enclosure specific remarks.

To print the application contents:

- Select the [Print Application](#) link, located at the top and bottom of the GACC.

The GrantSolutions Application Control Checklist presents the Application Kit designed by the Grants and Program Offices.

GrantSolutions Application Control Checklist
Work in Progress

This is your GrantSolutions Application Control Checklist (GACC). You will use the GACC to track the status of your application.

To complete your application electronically, enter information into the application kit. Enclosures that require a physical form are noted by the exclamation point image. If an enclosure has not been verified, a red 'X' image is shown.

To review the grant announcement and application kit details, including all guidance and requirements, please click [here](#).

[Print Application](#)

Applicant: State of Hawaii Department of Health
 Application Number (To be assigned): K
 Program: OFP - Family Planning
 Announcement: 2007 Family Planning Services (Region 8 - South Dakota)
 Region: Region VIII - Denver, CO Area
 Project Title: 2007 Family Planning Services (Region 8 - South Dakota)
 Due Date: 03/01/2007

Online Forms		
SF-424 Application for Federal Assistance (Version 2.0)	Enter Online Enter Comments	Attachment(s) 4 0 Uploaded Files 0 Mail-in Items
OPHS-1 SF-424A Budget Information - Non-Construction Programs	Enter Online Enter Comments	Attachment(s) 4 0 Uploaded Files 0 Mail-in Items
OPHS-1 SF-424B Assurances - Non-Construction Programs	Enter Online Enter Comments	Attachment(s) 4 0 Uploaded Files 0 Mail-in Items
OPHS-1 Standard Certifications	Enter Online Enter Comments	Attachment(s) 4 0 Uploaded Files 0 Mail-in Items
OPHS-1 Checklist	Enter Online Enter Comments	Attachment(s) 4 0 Uploaded Files 0 Mail-in Items
OPHS-1 SF-LLL Disclosure of Lobbying Activities	Enter Online Enter Comments	Attachment(s) 4 0 Uploaded Files 1 Mail-in Items
OPHS/OFP Title X Assurances	Enter Online	Attachment(s) 4 0 Uploaded Files 1 Mail-in Items
Program Narrative		
Program Narrative Upload	Enter Comments	Attachment(s) 4 0 Uploaded Files 0 Mail-in Items
Budget Narrative Upload	Enter Comments	Attachment(s) 4 0 Uploaded Files 0 Mail-in Items
Additional Information to be Submitted		
Miscellaneous Information	Enter Comments	Attachment(s) 4 0 Uploaded Files 0 Mail-in Items
Public Health System Impact Statement (PHSIS)	Enter Comments	Attachment(s) 4 0 Uploaded Files 0 Mail-in Items
Proof of Filing		
Copy of Articles of Incorporation	Enter Comments	Attachment(s) 4 0 Uploaded Files 0 Mail-in Items
Copy of By-Laws	Enter Comments	Attachment(s) 4 0 Uploaded Files 0 Mail-in Items
Copy of IRS Letter Showing EIN (Non-Profit)	Enter Comments	Attachment(s) 4 0 Uploaded Files 0 Mail-in Items
Evidence of Submission to SPOC (Executive Order 12372)	Enter Comments	Attachment(s) 4 0 Uploaded Files 0 Mail-in Items
Mission Statement for Private Non-Profit Organizations	Enter Comments	Attachment(s) 4 0 Uploaded Files 0 Mail-in Items
Proof of Non-Profit Status	Enter Comments	Attachment(s) 4 0 Uploaded Files 0 Mail-in Items

[Print Application](#)

Application Package Status: Work in Progress

[Verify Submission](#) [Close](#)

Submission Notice: GrantSolutions does not hold any responsibility for data loss prior to your submission. Your submitted information will be retained by us in the acknowledgment and you will also receive an acknowledgment of receipt by regular postal mail when all mail attachments of the application package have been received. Please be aware that even if you submit the electronic portion of your application, GrantSolutions will NOT consider your application complete unless GrantSolutions receives all the required attachments by the due date requirements specified in the grant announcement. Please be sure to keep all your correspondence with the correct application number.

Figure 2. 8 Printing from the GACC.

Printing Individual Forms

Once an enclosure is “complete,” each online form can be printed individually.

- From the GACC.
- Click the [Print Completed](#) link adjacent to each online form enclosure item and the GACC provides an Adobe PDF version of the selected “Completed” online form.

NOTE: The Print Completed link only appears on the GACC after the enclosure is completed.

View/Print Uploaded Files

To view and print uploaded files from the GACC:

- Click the [Uploaded Files](#) link adjacent to the online enclosure, which accesses the Enclosure Attachment screen.
- Click the [View](#) link adjacent to the uploaded attachment and an Adobe PDF version of the uploaded document is presented in a separate browser window.
- Select the Browsers **Print** button to send the file to your local printer.

NOTE: For more information on file uploads, see the heading “Uploading File Attachments” on page 33.

Completing the Electronic Application

In order to mark the application as “Complete,” each enclosure presented on the GACC can be completed using any combination of the following methods:

1. Completing an online form
2. Uploading a file attachment
3. Identifying a mail-in item
4. Entering comments

For example, when completing the SF-424, you may wish to complete the online form and attach a file upload. This could be the scenario if you select “Yes” for item 20 on the SF-424 (Delinquency on a Federal Debt), which would require you to attach an explanation.

With online forms, it is possible to save your data without completing all required information. At the bottom of each online form there is a Save and a Validate button.

NOTE: It is not possible for GrantSolutions to determine whether the form you complete is actually complete. Instead, it simply identifies that the form was entered and the entered data passed the minimum required validity checks when last saved. It is up to the applicant to make the determination as to whether the form is filled out completely and accurately prior to submitting the application.

Completing Online Forms

Data entry forms are used for most standard government forms. The Office of Public Health Service (OPHS) utilizes the OPHS-1 Public Health Service Grant Application for almost all grant announcements. This application set includes the following forms:

1. SF-424 Application for Federal Assistance
2. SF-424A Budget Information (Non-Construction Programs)
3. SF-424B Assurances (Non-Construction Programs)
4. Standard Certifications
5. OPHS-1 Checklist
6. SF-LLL Disclosure of Lobbying Activities
7. PHS 5161-1 Grant Application (e.g., construction related grant announcements) for certain funding opportunities.
8. Program Office specific forms (e.g., Program Assurances) for certain grant announcements.

NOTE: GrantSolutions provides the capability to complete these application forms online. Each form is listed as a separate enclosure on the GACC. The data entry screen will only resemble; however, not replicate the original form. Instead, it will be a streamlined version, which utilizes a more basic approach to data entry.

SF-424 Application for Federal Assistance

To begin data entry for the SF-424:

- From the GACC.
- Select the [Enter Online](#) link adjacent to the form name, as illustrated in Figure 2. 7, and GrantSolutions presents a data-entry screen for the selected form.

NOTE: All fields prefaced with a **red** asterisks (*) are required when saving the form.

An instructions link is available at the top of the data entry form, which provides form specific instructions that assists with completion of the form for viewing or printing.

The form utilizes a data calculation and validation component. Basic calculations within the form are completed for you as you enter an estimated figure, which avoids common errors.

Only whole dollar amounts without formatting are accepted. No commas or decimal points are needed. Formatting is automatically done on the finalized printable version of the completed form (Adobe PDF version).

Figure 2. 9 SF-424 Form.

This online form employs consistency checks, which ensures all entered data is valid and accurate. The data-entry form pre-fills certain fields with information

the system already knows about the applicant. You can accept the pre-filled information or make changes as needed.

NOTE: GrantSolutions will have very little information about Applicants without a grant relationship with OPHS. However, existing Grantees already having a business relationship with OPHS, will find more information completed within the forms.

Data Entry

The SF-424 Application for Federal Assistance provides basic high-level data regarding your application. The majority of information on this form is required. When completing this form, keep in mind the following information:

Items 2, 3 and 4

These fields are for official use only and are pre-filled upon submission of the application. Item 4 the Applicant Identifier is available for you to enter any identifying numbers that you may use.

Federal Entity Identifier

Item 5a the Federal Entity Identifier is for official use only and will be pre-filled with the Application number that will be assigned upon submission of the application.

State Application Identifier

Item 7 the State Application Identifier is also available for you to enter any identifying numbers that you may use.

Organizational DUNS

Item 8c, the Data Universal Numbering System (DUNS) is an identification number used by government vendors that is needed to register in the Central Contractor Registration database, a requirement for applying for a federal grant or cooperative agreement from the Federal government.

Items 10, 11, and 12

The Name of Federal Agency, Catalog of Federal Domestic Assistance Number, and Funding Opportunity number fields are pre-filled and may not be modified.

Congressional Districts

Item 16 contains the **Congressional Districts of:** link which accesses the “Roll Call” website (<http://www.rollcall.com/>) in a separate browser window. This website assists you with locating your Congressional District.

Estimated Funding

For item 18, Applicants are able to complete these fields. However, when completing the SF-424a, you are given an opportunity to automatically transfer the necessary information from the SF-424a to Item 18 of the SF-424. This provides ease of use, and emphasizes validation between the forms.

Federal Debt

Item 20 contains a Yes or No radio button:

- Selecting **Yes** requires applicants to enter an explanation within the “Applicant Federal Debt Delinquency Explanation” text box at the bottom of the screen.
- Selecting **No** requires no additional information.

NOTE: If you select “Yes” another option is to attach an explanation by adding a file upload or mail-in item for this enclosure. For more information on “Uploading a File Attachment,” see this heading on page 33 or “Mail-in items” on page 38.

Saving the SF-424

The SF-424 must be validated prior to submission. Three buttons are available at the bottom of the form: **Save**, **Validate**, and **Cancel**.

Once all required data is entered, the form is converted to an Adobe PDF format; thereby, allowing you to print the form with high fidelity. You will notice that the completed form, which includes all of your entered data, looks exactly like the original government form.

Save and Update Later

The Save button allows you to save all currently entered data without having GrantSolutions validate the data.

- Click the **Save** button to save your current work (or any new changes from the last saved version) for later completion and return to the GACC.
- Select the **Cancel** button to abandon all entries/updates and discard.

NOTE: The 424 and 424A online forms may be saved temporarily with errors by using the Save button. A **red** image is displayed on the GACC to indicate that the form was started, saved; however, not validated.

Save and Validate

The validation process ensures that the form passes validation checks successfully; then saves the form and returns to the GACC. If the validation fails, you will be presented with a pop-up window explaining the problem(s) that needs correction. You will then be returned to the form to make the needed changes, and provided the opportunity to save the form again, repeating the process.

- Click the **Validate** button to save and perform the validation process

NOTE: If the form passes, a **green** check mark is displayed on the GACC for the enclosure indicating the data has been saved and validated. If the form does not pass validation, it will require the data to be corrected. However, users can always select the Save button and correct the form later.

Printing the SF-424

Once the SF-424 is “Complete,” users may return to the GACC to print the form.

- Click the **Print Completed** link adjacent to the SF-424 form and the GACC provides an Adobe PDF version of the online form.

NOTE: The Print Completed link only appears on the GACC after the enclosure is completed.

Verify Submission

On the GACC, the Verify Submission button ensures that all online forms have been validated; however, if not validated the system prompts users to correct the form before submission.

To Verify Submission:

- Select the **Verify Submission** button.

NOTE: Informational sections or enclosures are provided to Applicants that assist with completion of the application. There is no need to complete any of these enclosures. Additionally, enclosures identified with an exclamation point (!) are required for the application to be considered complete upon receipt by the Grants Servicing Office.

Signing the Form

A digital signature is an encryption technique that guarantees a level of security for a digital code attached to an electronically transmitted message that uniquely identifies the sender.

Some forms have a Sign button. GrantSolutions was developed with *digital signature technology* in mind. Already containing a defined interface, the GrantSolutions system is positioned to quickly integrate this functionality once it becomes available. Until this time, the Sign button remains unavailable.

Therefore, forms requiring a signature require applicants to perform the following:

1. Print the completed Adobe PDF version of the form.
2. Sign the form.
3. Mail the signed form to the specified Grants Servicing Office by the due date requirements specified by the grant announcement.

Forms that require a signature will automatically add a mail-in item to your GACC for the enclosure. For more information on “Mail-in items” see the heading “Identifying a Mail-in Attachment” on page 38.

SF-424A Budget Information (Non-Construction Programs)

The SF-424A Budget Information (Non-Construction Programs) is a complex, multi-purpose form allowing flexibility in its use. Applicants may propose up to four programs or funding streams to be funded via the grant application request.

When working with the SF-424A data entry form, notice the use of columns and rows and adhere to the column and row headers, as they specify the specific program it pertains to (e.g., Program-1, Program-2, Program-3, and Program-4). Figure 2. 10 illustrates a column and row.

To begin data entry for the SF-424A:

- From the GACC.
- Select the [Enter Online](#) link adjacent to the form name, as illustrated in Figure 2. 7, and GrantSolutions presents a data-entry screen for the selected form.

Budget Information - Non Construction Programs

Organization Name: State of Hawaii Department of Health
 Project Title: 2007 Family Planning Services (Region 5 - Hono, Chicago Area)
 Project Period: 09/30/2007 to 09/30/2012
 Application Number: (To be assigned)

Budget Period

* Start Date: 09/30/2007
 * End Date: 09/30/2012
 Date Format: (MMDDYYYY)

* For all amount fields below, please enter whole dollars without commas or decimals.

Section A - Budget Summary

1-5 (a) Grant Program Function or Activity
 Program-1: Family Planning Services
 Program-2: Family Planning Services
 Program-3: Family Planning Services
 Program-4: Family Planning Services

(b) Catalog of Federal Domestic Assistance Number
 Program-1: [Please select]
 Program-2: [Please select]
 Program-3: [Please select]
 Program-4: [Please select]

	Program-1	Program-2	Program-3	Program-4	Total
(c) Federal	\$ 00	\$ 00	\$ 00	\$ 00	\$ 00
(d) Non-Federal	\$ 00	\$ 00	\$ 00	\$ 00	\$ 00
(e) Total	\$ 00	\$ 00	\$ 00	\$ 00	\$ 00

Section B - Budget Categories

6. Object Class Categories

	Program-1	Program-2	Program-3	Program-4	Total
(a) Personnel	\$ 00	\$ 00	\$ 00	\$ 00	\$ 00
(b) Fringe Benefits	\$ 00	\$ 00	\$ 00	\$ 00	\$ 00
(c) Travel	\$ 00	\$ 00	\$ 00	\$ 00	\$ 00
(d) Equipment	\$ 00	\$ 00	\$ 00	\$ 00	\$ 00
(e) Supplies	\$ 00	\$ 00	\$ 00	\$ 00	\$ 00
(f) Contractual	\$ 00	\$ 00	\$ 00	\$ 00	\$ 00
(g) Construction	\$ 00	\$ 00	\$ 00	\$ 00	\$ 00
(h) Other	\$ 00	\$ 00	\$ 00	\$ 00	\$ 00
(i) Total Direct Charges (sum of b, d, f, g, h)	\$ 00	\$ 00	\$ 00	\$ 00	\$ 00
(j) Indirect charges	\$ 00	\$ 00	\$ 00	\$ 00	\$ 00
(k) Total (sum of i and j)	\$ 00	\$ 00	\$ 00	\$ 00	\$ 00
7. Program Income	\$ 00	\$ 00	\$ 00	\$ 00	\$ 00

Section C - Non Federal Resources

8-12 (a) Program-1: Family Planning Services
 Program-2: Family Planning Services
 Program-3: Family Planning Services
 Program-4: Family Planning Services

	Program-1	Program-2	Program-3	Program-4	Total
(b) Applicant	\$ 00	\$ 00	\$ 00	\$ 00	\$ 00
(c) State	\$ 00	\$ 00	\$ 00	\$ 00	\$ 00
(d) Other (Local)	\$ 00	\$ 00	\$ 00	\$ 00	\$ 00
(e) Other (Non Local)	\$ 00	\$ 00	\$ 00	\$ 00	\$ 00
(f) Other Program Income	\$ 00	\$ 00	\$ 00	\$ 00	\$ 00
(g) Other Total	\$ 00	\$ 00	\$ 00	\$ 00	\$ 00
(h) Section C Total	\$ 00	\$ 00	\$ 00	\$ 00	\$ 00

Section D - Forecasted Cash Needs

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
13. Federal	\$ 00	\$ 00	\$ 00	\$ 00	\$ 00
14. Non-Federal	\$ 00	\$ 00	\$ 00	\$ 00	\$ 00
15. Total	\$ 00	\$ 00	\$ 00	\$ 00	\$ 00

Section E - Budget Estimates of Federal Funds needed for Balance of the Project

16-19 (a) Program-1: Family Planning Services
 Program-2: Family Planning Services
 Program-3: Family Planning Services
 Program-4: Family Planning Services

Future Funding Periods (years)

	Program-1	Program-2	Program-3	Program-4	Total
(b) First	\$ 00	\$ 00	\$ 00	\$ 00	\$ 00
(c) Second	\$ 00	\$ 00	\$ 00	\$ 00	\$ 00
(d) Third	\$ 00	\$ 00	\$ 00	\$ 00	\$ 00
(e) Fourth	\$ 00	\$ 00	\$ 00	\$ 00	\$ 00
20. Total	\$ 00	\$ 00	\$ 00	\$ 00	\$ 00

Section F - Other Budget Information

21. Direct Charges \$ 00
 Comments (Limit to 500 characters)

22. Indirect Charges \$ 00
 Comments (Limit to 500 characters)

23. Remarks (Limit to 500 characters)

Only whole dollar amounts without formatting are accepted. No commas or decimal points are needed. Formatting is automatically done on the finalized printable version of the completed form (Adobe PDF version).

Figure 2. 10 SF-424A – Budget Information (Non-Construction Programs).

For example, if you are only requesting a single program to be funded, then you will solely utilize all rows and columns identified by “Program-1,” and you will not enter any information in any fields identified with Program-2, Program-3, or Program-4.

NOTE: The column and row header names can be changed.

Saving the SF-424A

The SF-424A must be validated prior to submission. Three buttons are available at the bottom of the form: **Save**, **Validate**, and **Cancel**.

Once all required data is entered, the form is converted to an Adobe PDF format, which allows you to print the form with high fidelity. You will notice that the completed form, which includes all of your entered data, looks exactly like the original government form.

Save and Update Later

The Save button allows you to save all currently entered data without having GrantSolutions validate the data. However, when saving the SF-424a data entry form, a dialog box will prompt you with transferring the necessary budget information to the SF-424 (Item 18 fields).

- Click the **Save** button to save your current work (or any new changes from the last saved version) for later completion and return to the GACC.
- Once prompted with the dialog box.
- Select **Yes** and all information necessary for the completion of Item 18 of the SF-424 will be transferred; overwriting any other data you may have already entered on the SF-424.
- Select **No** and the SF-424A form will be saved, no information transferred, and any other data you may have already entered in the SF-424 Item 18 will be maintained.
- Select the **Cancel** button to abandon all entries/updates and discard.

NOTE: The 424 and 424A online forms may be saved temporarily with errors by using the Save button. A **red** image is displayed on the GACC to indicate that the form was started, saved; however, not validated.

Save and Validate

The validation process ensures that the form passes validation checks successfully; then saves the form and returns to the GACC. If the validation fails, you will be presented with a pop-up window explaining the problem(s) that needs correction. You will then be returned to the form to make the needed changes, and provided the opportunity to save the form again, repeating the process.

- Click the **Validate** button to save and perform the validation process

NOTE: If the form passes, a **green** check mark is displayed on the GACC for the enclosure indicating the data has been saved and validated. If the form does not pass validation, it will require the data to be corrected. However, users can always select the Save button and correct the form later.

Printing the SF-424A

Once the SF-424 is “Complete,” users may return to the GACC to print the form.

- Click the [Print Completed](#) link adjacent to the SF-424 form and the GACC provides an Adobe PDF version of the online form.

NOTE: The Print Completed link only appears on the GACC after the enclosure is completed.

Verify Submission

On the GACC, the Verify Submission button ensures that all online forms have been validated; however, if not validated the system prompts users to correct the form before submission.

To Verify Submission:

- Select the **Verify Submission** button.

SF-424B Assurances (Non-Construction Programs)

The form completion procedures for the “SF-424B Assurances – Non-Construction Programs” form asks whether or not you agree with the terms of the Signing Agreement.

To begin data entry for the SF-424B:

- From the GACC.
- Select the [Enter Online](#) link adjacent to the form name, as illustrated in Figure 2. 7, and GrantSolutions presents a data-entry screen for the selected form.

The screenshot shows the GrantSolutions.gov website interface. At the top left is the logo and name 'GrantSolutions.gov'. On the right, there is a user profile section with a 'Log out' button and the text 'kmal-ADO Change Role GrantSolutions 1.1 12212006'. Below this is a navigation menu with tabs for 'Funding Opportunities', 'Applications', 'Grants', 'Reports', and 'Account Management'. On the left side, there is a sidebar with sections: 'Message Center' (Messages (1), Tasks (0)), 'Workload Management' (My Grants (2), My Applications (13)), and 'GrantSolutions User Support' (301-231-9898 x142, help@grantsolutions.gov). The main content area is titled 'OPHS-1 SF424B Assurances' and contains the following information: Project Title: 2007 Family Planning Services (Region 5 - Illinois, Chicago Area); Project Period: 09/30/2007 to 09/29/2012; Applicant Organization: State of Hawaii Department of Health; Authorized Certifying Official: Title: There are two radio buttons: one selected for 'I DO NOT agree with the terms of the Signing Agreement' and one for 'I agree with the terms of the Signing Agreement'. At the bottom of the form are 'Save' and 'Cancel' buttons. At the very bottom of the page, there are links for 'Contact Us | Web Accessibility | Privacy and Security Notice | Freedom of Information Act | Disclaimers'.

Figure 2. 11 SF-424B Assurances (Non-Construction Programs).

NOTE: The OPHS-1 application eliminates the signature requirements for the SF-424B Assurances. Therefore, by mailing in the official signed copy of your SF-424, you certify that you accept these Certifications and Assurances. However, we ask that you also provide an electronic allegation that you agree to the terms.

Standard Certifications

The “Standard Certifications” form, illustrated below, asks whether or not you agree with the terms of the Signing Agreement. To access:

To begin data entry for the Standard Certifications form:

- From the GACC.
- Select the [Enter Online](#) link adjacent to the form name, as illustrated in Figure 2. 7, and GrantSolutions presents a data-entry screen for the selected form.

The screenshot shows the GrantSolutions.gov interface. At the top, there is a navigation bar with links for 'Funding Opportunities', 'Applications', 'Grants', 'Reports', and 'Account Management'. On the left side, there is a sidebar with sections for 'Message Center' (Messages (1), Tasks (0)), 'Workload Management' (My Grants (2), My Applications (13)), and 'GrantSolutions User Support' (301-231-9898 x142, help@grantsolutions.gov). The main content area is titled 'OPHS-1 Certifications' and contains the following information:

- Project Title: 2007 Family Planning Services (Region 5 - Illinois, Chicago Area)
- Project Period: 09/30/2007 to 09/29/2012
- Applicant Organization: State of Hawaii Department of Health
- Authorized Certifying Official: [Blank]
- Title: [Blank]

Below the form fields, there are two radio buttons:

- I DO NOT agree with the terms of the [Signing Agreement](#)
- I agree with the terms of the [Signing Agreement](#)

At the bottom of the form, there are 'Save' and 'Cancel' buttons. The footer of the page includes links for 'Contact Us', 'Web Accessibility', 'Privacy and Security Notice', 'Freedom of Information Act', and 'Disclaimers'.

Figure 2. 12 Standard Certifications Online Form.

- Click the [Signing Agreement](#) link to view the Signing Agreement.
- Select one of the radio buttons.
- Click the **Save** button.

NOTE: The OPHS-1 application eliminates the signature requirements for the Standard Certifications. Therefore, by mailing in the official signed copy of your SF-424, you certify that you accept these Certifications and Assurances. However, we ask that you also provide an electronic allegation that you agree to the terms.

OPHS-1 Checklist

The OPHS-1 Checklist data entry form allows you to complete the necessary information in a simplified manner.

To begin data entry for the OPHS-1 Checklist form:

- From the GACC.
- Select the [Enter Online](#) link adjacent to the form name, as illustrated in Figure 2. 7, and GrantSolutions presents a data-entry screen for the selected form.

Figure 2. 13 OPHS-1 Checklist Form.

Make sure to:

- Select the correct “Application Type” (New, Non-Competing Continuation, Competing Continuation, or Supplemental)

NOTE: If you are a grantee with an existing business relationship, then the application type may already be selected, and may not allow you to make a change.

SF-LLL Disclosure of Lobbying Activities

Complete the SF-LLL Disclosure of Lobbying Activities form to disclose lobbying activities pursuant to 31 U.S.C. 1352. Since the completion of this form is optional, if it does not apply to you, simply select the “LLL Not Required” box at the top of the data entry form and save it.

To begin data entry for the SF-LLL Disclosure of Lobbying Activities form:

- From the GACC.
- Select the [Enter Online](#) link adjacent to the form name, as illustrated in Figure 2. 7, and GrantSolutions presents a data-entry screen for the selected form.

GrantSolutions.gov

Messages (1)
Tasks (0)

Workload Management
My Grants (0)
My Applications (13)
Refresh

GrantSolutions
User Support
301.221.9888 x142
help@grantsolutions.gov

Funding Opportunities Applications Grants Reports Account Management

DISCLOSURE OF LOBBYING ACTIVITIES

[LLL Instructions](#)

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

LLL Not Required:

1. Type of Federal Action 2. Status of Federal Action 3. Report Type:
 Grant - Please select - Please select - Please select -
 For Material Change Only:
 Year - Quarter -
 Date of Last Report -

4. Name and Address of Reporting Entity:
 *Name: _____
 *Address: _____

 *City: _____
 *State: - Please select -
 *ZipCode: _____
 *Country: - Please select -
 *Type: - Please select -
 Tier, if known:
 Congressional District, if known: _____

5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:
 Name: _____
 Address: _____

 City: _____
 State: - Please select -
 ZipCode: _____
 Country: - Please select -
 Congressional District (if known): _____

6. Federal Department/Agency: _____

7. Federal Program Name/Description:

 CFDA Number, if applicable:
 53.350 - National Health Promotion

8. Federal Action Number, if known: _____

9. Award Amount, if known: _____

10. a. Name and Address of Lobbying Entity (if individual, last name, first name, MI):
 Name: _____
 Address: _____

 City: _____
 State: - Please select -
 ZipCode: _____
 Country: - Please select -

b. Individual Performing Services (including address if different from No. 10a.) (last name, first name, MI)
 Print Name: _____
 Address: _____

 City: _____
 State: - Please select -
 ZipCode: _____
 Country: - Please select -

Remarks (Continuation):

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. section 1352 and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Print Name: _____
 Title: _____
 Telephone No. _____
 Date: _____
 Sign: _____
 Authorized for Local Reproduction
 Standard Form - LLL

Save Cancel

Contact Us | Web Accessibility | Privacy and Security Notice | Freedom of Information Act | Disclaimers

Figure 2. 14 SF-LLL Disclosure of Lobbying Activities Form.

By uploading a file attachment, you electronically send to OPHS the essential narratives about your program as an electronic file, which allows you to develop narrative pieces for your application outside of the eGrants system using standard desktop productivity applications.

Uploading a File Attachment

Some application enclosures are not completed via a structured data entry form; therefore, GrantSolutions allows you to upload file attachments in order to complete the enclosure. Typically, enclosures requiring some kind of narrative fall within this category:

- Program Narrative
- Budget Narrative
- Progress Report

To add online attachments to your application:

- From the GACC.
- Click the [Uploaded Files](#) link adjacent to the enclosure that you wish to add an attachment.

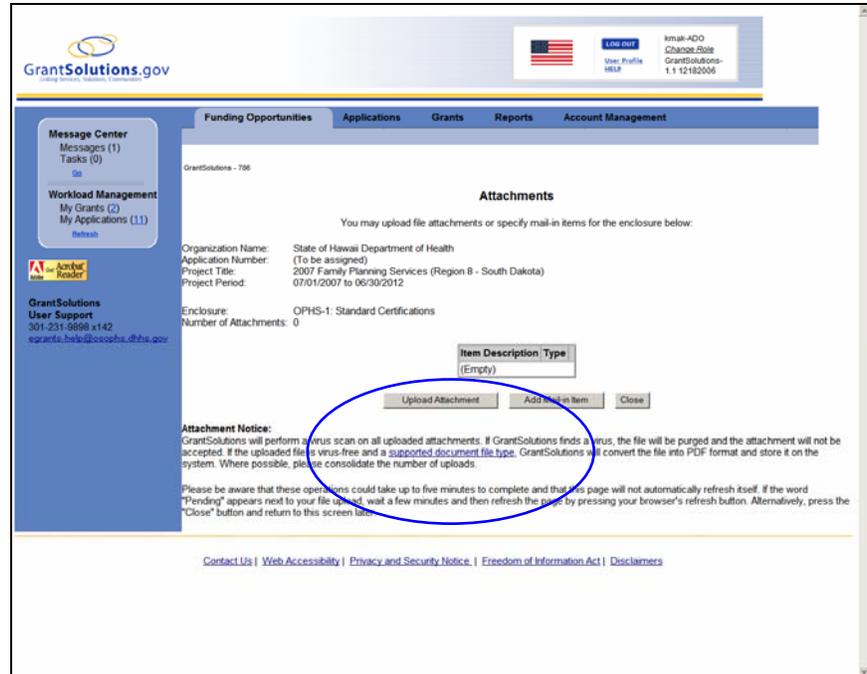


Figure 2. 15 Uploading a File Attachment.

- Click the **Upload Attachment** button, which accesses the Attachment – Upload dialog box illustrated below.

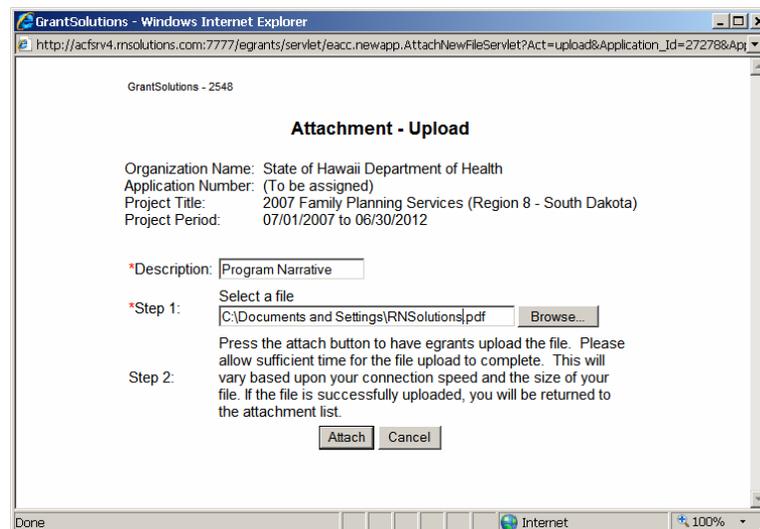


Figure 2. 16 Attachment Upload Dialog box.

- Enter a short **Description** for the attachment.

- Click the **Browse** button to locate the file on your local computer or network using MS Internet Explorer's "Choose File" dialog box or the "File Upload" dialog box in Netscape Navigator.
- Highlight the file and click the **Open** button, which closes the dialog box and returns to GrantSolutions' Attachment –Upload page.
- Click the **Attach** button.
- GrantSolutions responds with a "Pending" indicator adjacent to the uploaded file, as illustrated in Figure 2. 18. The Pending indicator indicates GrantSolutions is performing a virus scan. For more information see the heading "Virus Check" on page 36.

NOTE: Please allow sufficient time for the file upload to complete. This will vary based upon your connection speed and the size of your file.

File Types

GrantSolutions accepts files from a majority of mainstream applications such as:

1. Microsoft Word, Microsoft Excel, and Corel WordPerfect.
2. Word processing files with multiple embedded fonts, page orientation changes, and embedded tables.
3. Other advanced word processing features.

When uploading file attachments, a current list of valid file types is provided:

- Click the [supported document file type](#) link from the Attachment page, as illustrated in Figure 2. 15.
- Selecting this link provides popup a window similar to the Figure below.

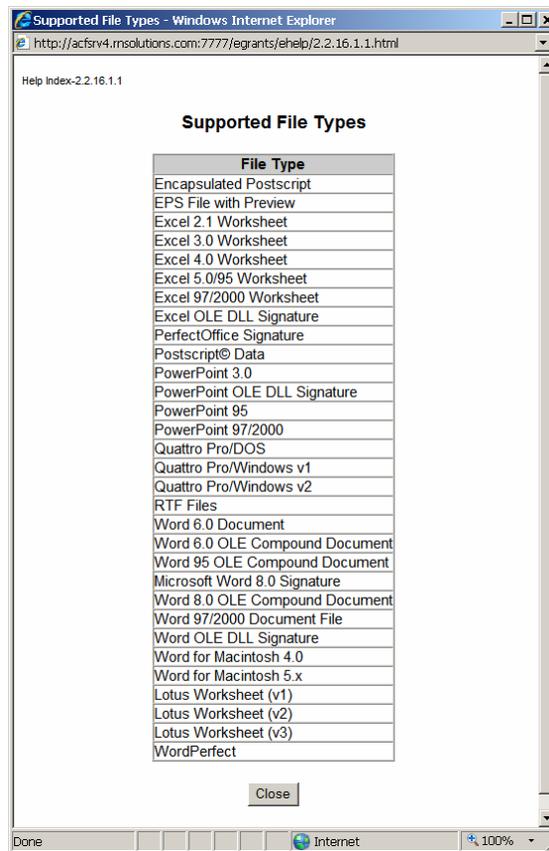


Figure 2. 17 Supported File Types.

File types that are not listed in the Supported File Types page will be rejected by GrantSolutions.

- The “Pending” status is replaced with a message informing you that GrantSolutions has rejected your file attachment because of an invalid file format.
- You will only be provided with a Remove link. At that time, you should remove the failed attempt, and attempt it again using a supported file type.

NOTE: Not all enclosures allow file uploads or mail-in items. Users that wish to add an attachment for an enclosure that does not provide this capability, look for an application kit enclosure named “Exhibits/ Attachments” or “Miscellaneous Information” (on the GACC) and add your attachments there. Make sure to give a short explanation of the attachment using the adjacent Enter Comments link. For more information, see “Entering Comments” on page 40.

Virus Check

After performing an electronic file transfer from your system to GrantSolutions, a virus scan and conversion process takes place immediately. While GrantSolutions performs the Virus Check you will see a status of “Pending” adjacent to your file upload.

Use the refresh function of your browser to check for an updated status of your upload.

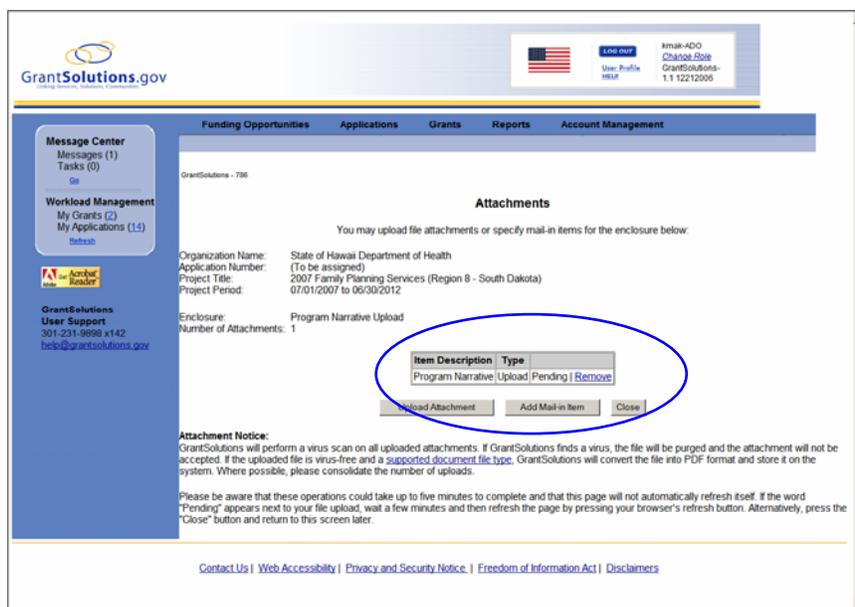


Figure 2. 18 Uploaded File Attachment with “Pending” Status.

When found virus-free the file is converted to an Adobe Acrobat .PDF file. The original file and the .PDF version become part of your GrantSolutions electronic application package.

- Once the upload is complete, the status will change and the “Pending” text is replaced with a View link.
- Click the [View](#) link to view the uploaded file you uploaded in the converted Adobe PDF format.
- Click the [Remove](#) link if you decide that you would like to remove the file attachment and not have it retained as part of your application.

NOTE: The View link indicates a successful virus scan and file conversion for an uploaded attachment.

Virus Found

If a virus is found in a file you attempt to upload, GrantSolutions will not accept the file and immediately notify you.

- The “Pending” status will be replaced with a message informing you that GrantSolutions rejected your file attachment because a virus was found in your file.
- You will be provided with a [Remove](#) link only. At that time, you should remove the failed attempt, clean your file, and attempt the upload again.
- You may add multiple file attachments, or remove an attachment at any time prior to the submission of your application.

Identifying a Mail-in Attachment

All filing materials cannot be accepted electronically. Therefore, hardcopy materials that are required as part of your application, will have to be mailed-in. Mail-In Items are similar to uploading attachments except they are hardcopy materials that are included in your single Mail-In package that must be received by the filing due date.

The main types of materials you will mail-in rather than submit electronically are:

Signature pages

Signature pages are essential because without timely receipt of your hand-signed signature pages, your grant application will not be considered a valid application. GrantSolutions will automatically create a mail-in item on your GACC for those forms requiring the submission of a hand-signed signature page via mail.

Proof of Filing

Proof of Filing are documents (e.g., Articles of Incorporation, Proof of Non-Profit status, an organization's By-Laws, or a copy of an IRS letter as proof of non-profit status) that cannot be accepted as image files, and a copy must be examined for authenticity. Usually, these files are only required when first applying for a new Grant from OPHS. Subsequent applications may not require you to submit these materials again.

Competitive Marketing Materials

Competitive marketing materials are documents (e.g., Marketing materials, Brochures, Videos, etc.) that you may wish to send only as hard copy to retain the original look and feel of the document.

To add mail-in items:

- From the GACC
- Click the [Mail-In Items](#) link adjacent to the enclosure that you intend to mail-in.

The screenshot shows the GrantSolutions.gov interface. The top navigation bar includes 'Funding Opportunities', 'Applications', 'Grants', 'Reports', and 'Account Management'. The main content area is titled 'Attachments' and contains the following information:

- Organization Name: State of Hawaii Department of Health
- Application Number: (To be assigned)
- Project Title: 2007 Family Planning Services (Region 8 - South Dakota)
- Project Period: 07/01/2007 to 06/30/2012
- Enclosure: Proof of Non-Profit Status
- Number of Attachments: 0

Below this information is a text input field labeled 'Item Description Type' with '(Empty)' inside. At the bottom of the form are three buttons: 'Upload Attachment', 'Add Mail-in Item', and 'Close'. An 'Attachment Notice' is displayed at the bottom of the page, stating that GrantSolutions will perform a virus scan on all uploaded attachments and that the file will be purged if a virus is found.

Figure 2. 19 Adding a Mail-In Item.

- Click the **Add Mail-In Item** button.

The description assists the Grants Servicing Office with understanding the theme of the single main-in package.

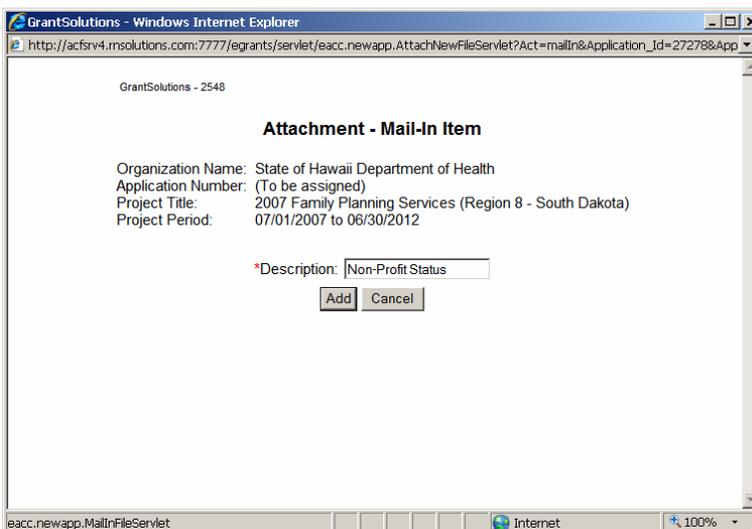


Figure 2. 20 Attachment – Mail-In Item.

From the Attachment – Mail-In Item popup window:

- Enter a short **description** of the document.
- Click the **Add** button and return to the Attachments page, which displays the newly added description for the intended enclosure.
- Alternatively, click the **Remove** link to remove the mail-in item.

The Mail-In feature can be used to include materials not specifically required in the grant application kit, but could add significant value to your application or give you a competitive edge.

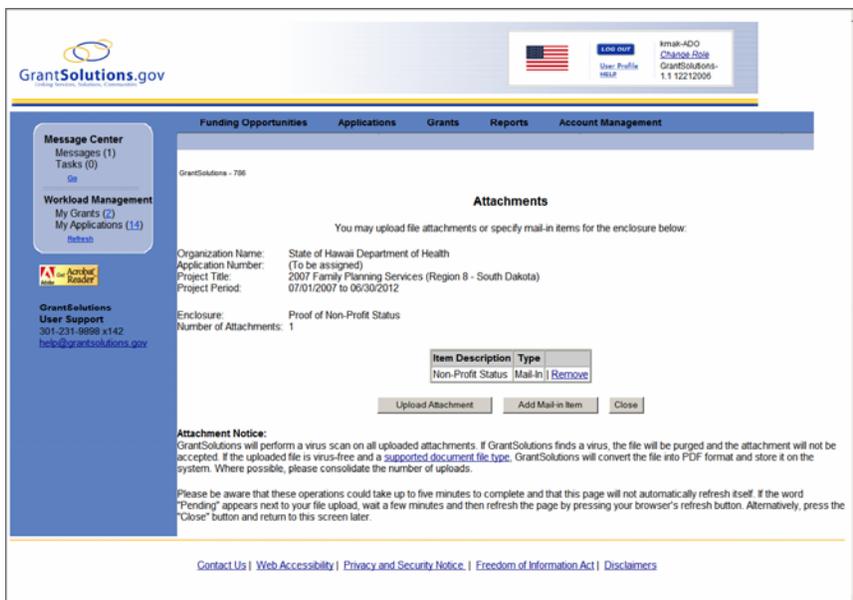


Figure 2. 21 Mail-In Item Attachments.

NOTE: If you don’t find a Mail-In Items link for the related enclosure, look for an enclosure named “Exhibits/Attachments” or “Miscellaneous Attachments.”

GrantSolutions will create a list of the Mail-In Items you've entered, so that Applicants and the Grants office can use to track your Mail-In Items until the Grants Servicing Office receives them. The Grants Servicing Office will use this list of Mail-In Items to log each item in, once it is received in your single mail-in package.

For all mail-in items:

- It is required that the applicant submit 3 copies of each item.
- It is important that all items are mailed-in at one time in a single package so that the Grants Servicing Office may receive it at the correct location for timely processing of your application.
- All mail-in items are subject to the published filing due date requirements as specified in the grant announcement.
- Should mail-in materials not be received by the specified filing due date requirements, your application may be deemed ineligible.

Entering Comments

Comments are used to add filing details or informational text (e.g., a short explanation, additional details, or relevant comments) regarding an application enclosure.

For example:

1. You could show that your "Proof of Non-Profit Status" documentation has been previously provided and is on file in the "institutional file" maintained in the OPHS Regional Office.
2. Another example would be to let the Grants Servicing Office know that you are not submitting a "required" enclosure because it is not applicable to your organization.

Only one comment can be added per enclosure.

- From the GACC page.
- Select an [Enter Comments](#) link adjacent to the selected enclosure.

The screenshot shows the GrantSolutions.gov interface. On the left, there is a sidebar with navigation links: Message Center (Messages: 1, Tasks: 0), Workload Management (My Grants: 2, My Applications: 1), and GrantSolutions User Support (301-231-9898 x142, hbs@grantsolutions.gov). The main content area is titled 'Application Enclosure Comments' and displays the following information:

- Organization Name: State of Hawaii Department of Health
- Application Number: (To be assigned)
- Project Title: 2007 Family Planning Services (Region 8 - South Dakota)
- Project Period: 07/01/2007 to 06/30/2012

Below this information, there is a section for 'Enclosure: Miscellaneous Information' with a text box for comments. The text box contains the text 'An added enclosure'. There are 'Save' and 'Cancel' buttons below the text box. The page also includes a footer with links for Contact Us, Web Accessibility, Privacy and Security Notice, Freedom of Information Act, and Disclaimers.

Figure 2. 22 Application Enclosure Comments.

- Enter the information in the text box.
- Click the **Save** button and return to the GACC.

Once saved, the GrantSolutions Application Control Checklist will display a **green** checkmark adjacent to the enclosure, indicating that you have successfully entered comments.

Printing the Application

GrantSolutions provides a method to print the entire application via a “Single Click” or print individual application enclosures. For detailed information, see the Print the Application, under the GACC heading on page 20.

Editing or Deleting an Application

All applications that have not been submitted as “Complete” are considered a “Work in Progress (WIP).” This means that you may return to your application and modify any enclosure while it is in the WIP status.

For example, you may:

- Upload additional files, view the files you’ve already uploaded, or remove one or more of the files you’ve uploaded.
- View, add or remove any of the “Mail-in Items” you’ve told OPHS you will provide with your electronic application.
- Add, view, or remove Comments for any of the application enclosures.

Additionally, while the application is in WIP status, you may choose to delete the entire application.

Deleting and Application

To delete:

- Select the [My Applications](#) link from the left-menu.
- Click the [Remove](#) link located next to the application your wish to delete.

NOTE: This will permanently delete the application, and any information contained within it.

Editing and Application

To change or update information entered into any GrantSolutions Online Form and save the information and get a high-quality printable version of the new information:

- Select the [My Applications](#) link from the left-menu.
- Click the [Open](#) link adjacent to the desired application.
- From the GACC, select the [View Online](#) link adjacent to any Online Form.
- Click the **Save** button at the bottom of the data entry online form.
- Select the [Print Complete](#) link to send the form to the printer.

Submitting Your Completed Application

OPHS will not have a valid application until the single mail-in package containing these materials is received by the filing due date.

The following items allow you to inform the Grants Servicing Office about the materials that comprises your completed grant application package.

1. *Materials* – those items submitted electronically through GrantSolutions
2. *Hardcopy materials* – items you will mail-in that are related to your electronic submission.

Electronically submitted application materials are received instantaneously. However, all application materials cannot be received electronically, such as, the SF-424 and SF-LLL signature pages (if applicable).

The GACC assists applicants and the Grants Servicing Office in tracking, receiving, and accurately associating these hardcopy materials with your electronic filing. Once you submit your electronic application, GrantSolutions evaluates it based on two sets of criteria:

1. What has been specified as required for an application to be considered valid and complete.
2. The information you have entered within GrantSolutions as mail-in items (hardcopy materials).

Verify Submission

Check the GACC to ensure all electronic filing requirements are complete and that you have identified all mail-in materials that will be submitted. Once you are certain that the GACC is complete:

- Click the **Verify Submission** button located at the bottom of the GACC.

GrantSolutions.gov

GrantSolutions - 000

GrantSolutions Submission Verification

You are about to submit the following application:

Applicant: State of Hawaii Department of Health
 Application Number: (To be assigned)
 Program: OFP - Family Planning
 Announcement: 2007 Family Planning Services (Region 8 - South Dakota)
 Region: Region VIII - Denver, CO Area
 Project Title: 2007 Family Planning Services (Region 8 - South Dakota)
 Due Date: 03/01/2007

Online Forms

- ***SF-424 Application for Federal Assistance (Version 2.0)
- ***OPHS-1: SF-424A Budget Information - Non-Construction Programs
- ***OPHS-1: SF-424B Assurances - Non-Construction Programs
- ***OPHS-1: Standard Certifications
- ***OPHS-1: Checklist
- ***OPHS-1: SF-LLL Disclosure of Lobbying Activities
- (Mail-in Signature Page) Required Signature Page - Please sign & mail in.
- ***OPHS/OFP Title X Assurances:
- (Mail-in Signature Page) Required Signature Page - Please sign & mail in.

Program Narrative

Program Narrative Upload
 ---- (Upload) Program Narrative

***Budget Narrative Upload

Additional Information to be Submitted

Miscellaneous Information
 ---- (Filing Detail) An added enclosure

***Public Health System Impact Statement (PHSIS)

Proof of Filing

- ***Copy of Articles of Incorporation
- ***Copy of By-Laws
- ***Copy of IRS Letter Showing EIN (Non-Profit)
- ***Evidence of Submission to SPOC (Executive Order 12372)
- ***Mission Statement for Private Non-Profit Organizations

Proof of Non-Profit Status
 ---- (Mail-in) Non-Profit Status

*** It appears from what you have entered that your application is not complete. To correct, press the "Cancel" button to return to the Application Control Checklist.

Enter the date Office of Grants Management will receive your package of mail-in attachments: [] (MM/DD/YYYY)
 *Timezone: [GMT -06:00 Central Standard Time]

Final Submission Cancel

Contact Us | Web Accessibility | Privacy and Security Notice | Accessibility Statement | Disclaimers

Figure 2. 23 GrantSolutions Submission Verification.

If you forget to enter information for an enclosure that GrantSolutions considers a requirement or that you indicated you would provide, GrantSolutions will remind you on the GrantSolutions Submission Verification screen, illustrated above.

These items which GrantSolutions considers incomplete are displayed with three red asterisks "***" adjacent to the document.

- Click the **Cancel** button to terminate the electronic submission process.
- Return to the GACC to complete the incomplete items.

Continuing with the Submission

However, if you feel your electronic application is complete regardless of GrantSolutions' evaluation, you may continue with the electronic submission as follows:

The Grants Servicing Office uses this date to track the status of your application; and ensure the mail-in materials are recorded accurately and associated with your electronic application materials when received.

- Enter the **date** you expect the Grants Servicing Office to receive your single package of mail-in materials.
- Click the **Final Submission** button at the bottom of the GrantSolutions Submission Verification screen.
- A dialog box prompts you with the alert “Are you sure? If you press OK, you may not alter any application information!” - reminding you that once you submit your application, it is final and cannot be changed.
- Finally, an “Application Status Confirmation” page, illustrated below, displays your application number.
- The application status will be “Submitted.”

The screenshot shows the GrantSolutions.gov website interface. The main content area is titled "Application Status Confirmation" and states: "Grants has marked the following application as submitted...". Below this, it lists the "Office of Grants Management" as "REMOVED" and "Rockville, MD".

Application Details:

- Applicant: State of Hawaii Department of Health
- Grant Number: FFHPA090326
- Application Number: FFH200702596
- Program: OFP - Family Planning
- Announcement: 2007 Family Planning Services (Region 9 - Commonwealth of the Northern Mariana Islands)
- Region: Region IX - San Francisco, CA Area
- Project Title: 2007 Family Planning Services (Region 9 - Commonwealth of the Northern Mariana Islands) test est
- Due Date: 09/01/2006
- Submitted Date: 12/19/2006 03:37:13 PM
- Submitted Timezone: (GMT - 06:00) Central Standard Time

Application Details Table:

Items	Item Attachments		
	Type	Date Expected	Date Received
SF-424 Application for Federal Assistance (Version 2.0)			
OPHS-1: SF-424A Budget Information - Non-Construction Programs			
OPHS-1: SF-424B Assurances - Non-Construction Programs			
OPHS-1: Standard Certifications			
OPHS-1: Checklist			
OPHS-1: SF-LLL Disclosure of Lobbying Activities			
Required Signature Page - Please sign & mail in.	Mail-in Signature Page	01/01/2007	Not Received
OPHS/OFP Title X Assurances			
Required Signature Page - Please sign & mail in.	Mail-in Signature Page	01/01/2007	Not Received

At the bottom of the page, there is an "Application Control Checklist" button and a footer with contact information for GrantSolutions user support.

Figure 2. 24 Application Status Confirmation page.

NOTE: Remember, your mail-in package must be received according to the application filing due date requirements as published in the grant announcement.

Once the Application Status Confirmation page displays on-screen, applicants should perform the following items:

1. Application numbers are assigned upon the successful submission of the application.
2. Please print the confirmation page and file it for reference.

3. You should make note of the assigned application number and refer to this number whenever you correspond with OPHS or the Grants Servicing Office regarding the application.
4. Write your assigned application number and organization name on each of the mail-in materials that make up your complete package, to help correctly associate your mail-in materials with your electronic application. It may also be helpful to include a listing of all mail-in items with your package.

Once the steps above are completed:

- Click the **Application Control Checklist** button to return to a *read-only* version of your GACC.
- The GACC will illustrate that the application has been submitted and is no longer a “Work in Progress.”

NOTE: Once the Final Submission is complete, you may not alter your application.

Checking the Application Status

Once the application is submitted, GrantSolutions can check the status.

- Login to the GrantSolutions System.
- Click the [number](#) link adjacent to the **My Application List** heading in the left-menu.
- Check the Status column adjacent to the application you’ve submitted.

Initially, the status will be “Submitted” and eventually update once the Grants Servicing Office verifies the completeness and eligibility of your application.

NOTE: Other statuses include Review in Progress, Awarded, and Not Funded.

Application No. Grant No.	Title	Application Type	Fed Received Date	Project Period	Status	Action
(To be assigned)/FPHPA090320	2007 Family Planning Services (Region 9 - Navajo Nation, Federated States Micronesia, NV, Washoe Crty)	Competing Continuation		07/01/2006 - 06/30/2011 Due Date: 03/01/2007	Work in Progress	Not Available Notes Remove Send Message
FPH200602205/FPHPA090326	Title X, Family Planning Services Program - Family Planning Clinical Services, Education and Community Information	Competing Continuation	02/23/2006	07/01/2006 - 06/30/2009 Due Date: 03/01/2006	Awarded	Open Notes Send Message
FPH200702506/FPHPA090326	2007 Family Planning Services (Region 9 - Commonwealth of the Northern Mariana Islands) test	Competing Continuation	12/12/2006	07/01/2006 - 06/30/2011 Due Date: 09/01/2006	Submitted	Open Notes Send Message

Figure 2. 25 My Application List with a Submitted Grant Application.

- Click the [Open](#) link in the Action column to access the GrantSolutions Application Control Checklist (GACC) display a *read-only* copy of your application.
- Scroll to the bottom of the screen and select the [Application Package Status](#) link, which displays the Application Status Confirmation page.
- The Application Status Confirmation page provides the detailed status information of each enclosure for your application.

Application Status Confirmation

Grants has marked the following application as submitted...

*You must print and sign all required signature pages identified below and include them in the mail-in package.

Office of Grants Management
REMOVED
REMOVED
Rockville, MD

Applicant: State of Hawaii Department of Health
Grant Number: FPHPA090326
Application Number: FPH200702596
Program: OFP - Family Planning
Announcement: 2007 Family Planning Services (Region 9 - Commonwealth of the Northern Mariana Islands)
Region: Region IX - San Francisco, CA Area
Project Title: 2007 Family Planning Services (Region 9 - Commonwealth of the Northern Mariana Islands), test est
Due Date: 09/01/2006
Submitted Date: 12/19/2006 03:37:13 PM
Submitted Timezone: (GMT - 06:00) Central Standard Time

Application Details

Items	Item Attachments		
	Type	Date Expected	Date Received
SF-424 Application for Federal Assistance (Version 2.0)			
OPHS-1: SF-424A Budget Information - Non-Construction Programs			
OPHS-1: SF-424B Assurances - Non-Construction Programs			
OPHS-1: Standard Certifications			
OPHS-1: Checklist			
OPHS-1: SF-LLL Disclosure of Lobbying Activities			
Required Signature Page - Please sign & mail in.	Mail-in Signature Page	01/01/2007	Not Received
OPHS/OFP Title X Assurances			
Required Signature Page - Please sign & mail in.	Mail-in Signature Page	01/01/2007	Not Received

Application Control Checklist

Figure 2. 26 Application Status Confirmation page.

Application Notes

Application notes consist of informational text that may be added to a “Notes” file for a specific application. Added and viewed at many points during the application process, each note contains the date, application number, subject and author. Within the Pre-Award module, a comprehensive list of all notes associated with the selected application can be viewed.

To view a note:

- Select the [My Applications](#) link from the left-menu.
- Click the [Notes](#) link adjacent to the selected application in the Action column.

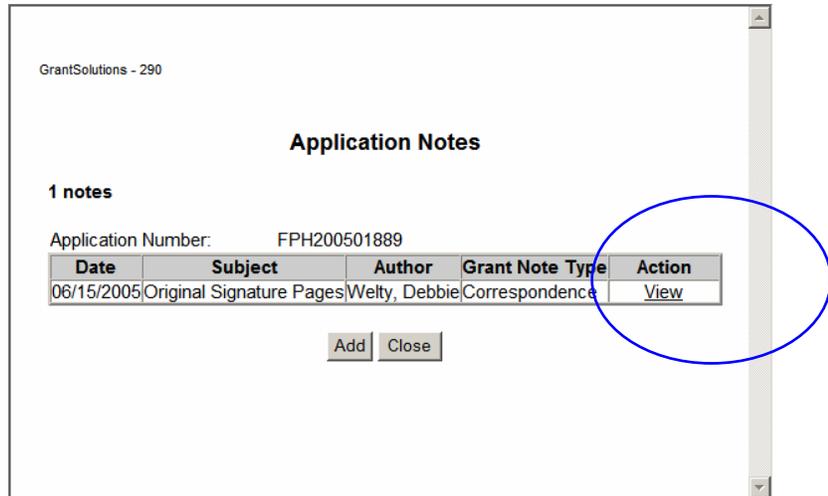


Figure 2. 27 Application Notes.

- Click the [View](#) link to view the existing note.
- Click the **Add** button to add a new note to the application note file.
- Once the “Application Notes – Add” page displays, enter the required information and include a file attachment (if desired) using the **Browse** button. If the note contains a file upload, then that file will be scanned for viruses and converted to Adobe PDF format.
- Press the **Add** button to save the new note.

NOTE: Application Notes are permanent. Once a note is added, it may not be removed.

Post-Award Module

The Post Award module allows the Grantor to monitor awards and grant performance, and provides full audit trail and grant reporting capabilities. Grantees are able to prepare and submit reports and respond to administrative request over the web using this module.

Accessing the Post-Award Module

Once OPHS decides to fund an application, applicants are notified via the GrantSolutions Message Center and email regarding the award.



Figure 3. 1 Message Center Notices.

Once the status of your application changes to “Awarded” the accounts registered for your organization, which are associated with the awarded application, automatically change to a “Grantee” account. As a grantee, you now have an official business relationship with OPHS and you will be provided additional access to GrantSolutions information, specifically in the management of your awarded grant.

My Grants List (MGL)

The My Grants List is a central point of management for all grants assigned to a user. Most grant information may be obtained, and Post Award actions may be controlled, from this location. The MGL lists all awarded grants.

To access:

- Select the [My Grants](#) link from the left-menu.

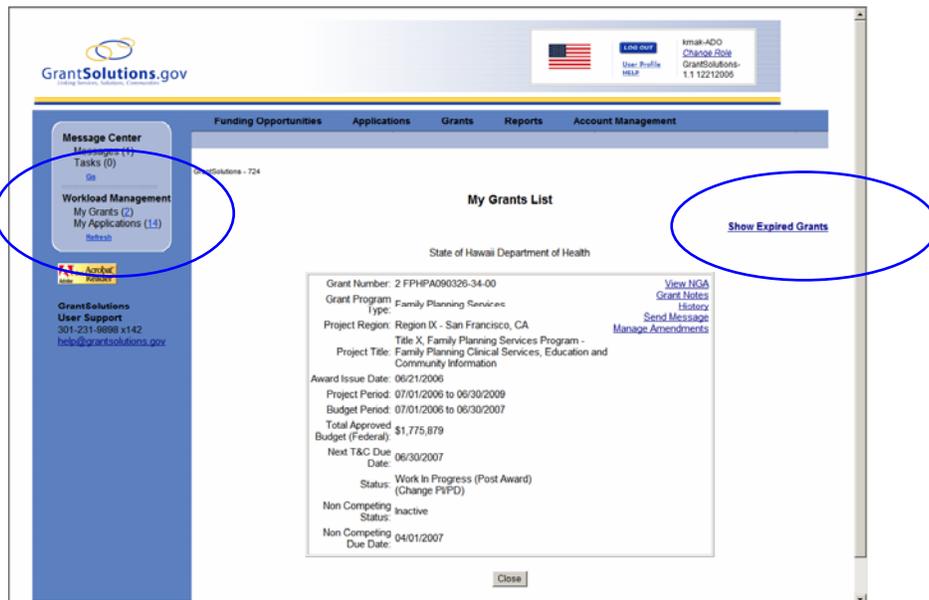


Figure 3. 2 My Grants List.

By default the MGL displays all “Live Grants.”

- Select the [Show Expired Grants](#) link to view grants that have expired. To return, select the Show Live Grants link.

The MGL provides the following information for each grant:

- Grant Number
- Grant Program Type
- Project Region
- Project Title
- Award Issue Date (last issued NGA)
- Project Period / Budget Period
- Terms & Conditions Due Date (if applicable)
- Grant Status
- Eligible Competing-Continuation Announcements and Application Kits (if applicable)
- Non-Competing Status, Due Date and Application Kit (if applicable)

NOTE: The following sections detail the action links shown on the My Grants List page: View NGA, Grant Notes, History, Send Message, Manage Amendments and Apply action links.

Viewing a Notice of Grant Award (NGA)

The NGA is a legally binding document that notifies a grantee and others that a grant has been funded. It contains or references all terms and conditions of an award and documents the obligation of federal funds.

To view the last issued NGA:

- Click the [View NGA](#) link and a PDF version of the NGA displays in a new browser window.

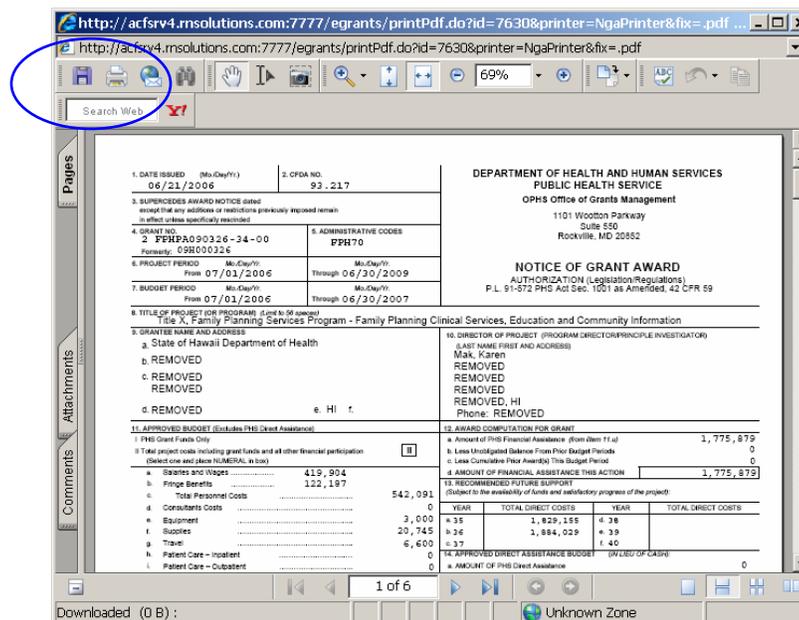


Figure 3.3 Viewing the NGA

- Use the scrollbar to view all the contents
- Click the **Printer** icon to send the document to your local printer.

Grant Notes

Similar to the Application Notes feature in GrantSolutions Pre-Award Module, Grant Notes allow users to add a “Correspondence” note that is attached to an application.

- Clicking the [Grant Notes](#) link adjacent to the grant you wish to view.

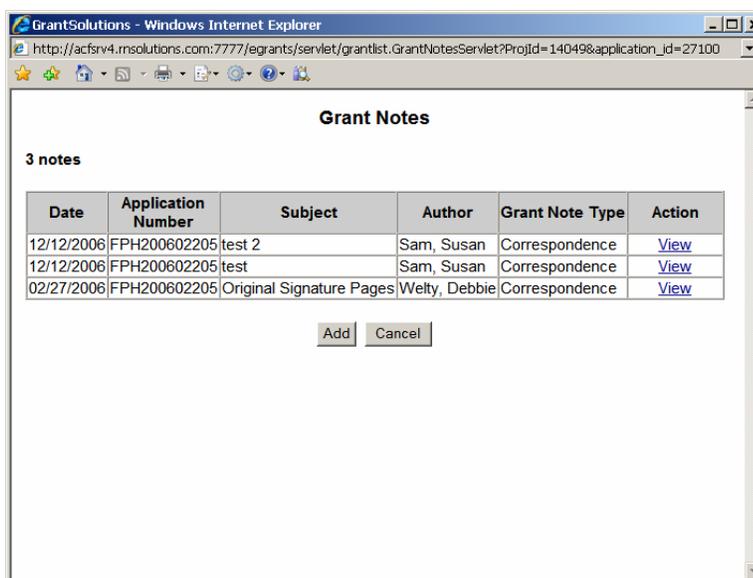


Figure 3. 4 Grants Notes.

Grant Notes opens in a separate browser window and displays a comprehensive list of all Grant Notes that exist over the entire Project Period. For each note, the date, grant number, subject, and author are displayed.

- Click the [View](#) link in the Action column to view the full text.
- Click the **Cancel** button to return to the My Grants List page.

Adding a Grant Note

To add a new note to the Grant Note file:

- Click the **Add** button.
- Enter the required information and include a file attachment (if desired) using the **Browse** button.
- Click the **Add** button to save the new note.

If the note contains a file upload, then that file will be scanned for viruses and converted to Adobe PDF format. For more information, see the heading “Uploading File Attachments” on page 33.

NOTE: Grant Notes are permanent. Once a note is added, it may not be removed. Additionally, the grants note file includes all Application Notes that are associated with specific applications under the grant.

Viewing the Grant History

The Grant History page tracks all applications or grant actions throughout the grant’s entire project period. It allows the grantee to access all applications that have been submitted (e.g., Non-Competing Continuation, Competing Continuation, New, Post Award Amendments), and the NGA associated with the application, if an award was made.

To view a past application or a PDF version of your NGA:

- Click the [History](#) link from the My Grants List screen.

GrantSolutions.gov

Message Center
Messages (1)
Tasks (0)

Workload Management
My Grants (2)
My Applications (15)

GrantSolutions User Support
301-231-9898 x142
help@grantsolutions.gov

Funding Opportunities Applications Grants Reports Account Management

GrantSolutions - 104

Grant History

Grantee Name: State of Hawaii Department of Health
Project Title: Title X Family Planning Services Program - Family Planning Clinical Services, Education and Community Information
Project Period: 07/01/2006 to 06/30/2009
Budget Year: 34

Grant Number	Action Date	Project Period	Budget Period	Award Amount	Application Type	Status	Action
2 FPHPA090326-34-00 /EPH200602205	06/21/2006	07/01/2006 to 06/30/2009	07/01/2006 to 06/30/2007	\$1,775,879	Competing Continuation	Awarded	View Application View NGA

Close

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Figure 3. 5 Grant History.

The Grant History page provides the following information for each application: Assigned Application number, Grant number, Action date (approval/disapproval action date), Application Type, and the Award amount (if applicable).

- Click the [View](#) Application link shown in the Action column to view a *Read-only* version of your application's GrantSolutions Application Control Checklist (GACC).
- Click the **Close** button at the bottom of the page to return to the Grant History.
- Click the [View NGA](#) link in the Action column to access a PDF version of the NGA in a new browser window.
- Use the scrollbar to view all the contents.
- Select the **Printer** icon to send the document to your local printer.

Sending a Message to the Grants Office

Messages can be sent to the Grants Servicing Office by:

- Clicking the [Send Message](#) link.

Figure 3. 6 Sending a Message.

There are two types of messages:

1. A **message** is an informational text message, with no due date.
2. A **task message** on the other hand, requires a due date.

To send a message:

- Select a name from the **TO** drop-down list
- The Subject is pre-filled from the My Grants List (MGL).
- Select a **Message Type** from the drop-down list.
- Enter the **Due Date** (for Task Messages).
- Click the **Send** button.

The GMO or PO will be notified of the task and due date when the message is sent, via GrantSolutions Message. Once the GMO has completed the task, you will see a green checkmark next to this task in your Message Center's Inbox.

Viewing and Applying for a Competing Continuation Grant

A competing continuation grant extends a project period that would otherwise expire for one or more grant budget periods; applications compete for funding.

When a new announcement is posted by OPHS, and it meets certain criteria that distinguish it as a potential announcement to be used for your competing continuation application, the announcement will appear as an available

competing-continuation announcement on the grantee's My Grants List. Additionally, you will be notified via the GrantSolutions Message Center and email.

The criteria are as follows:

- The public announcement is posted for the same region and Grant Program Type as the existing grant.
- The due date for the public announcement is before the Project Period End Date of the existing grant.
- The grant's Project Period End Date is equal to the Budget Period End Date (identifies a grant that is up for competition).
- An application has not already been created.

NOTE: GrantSolutions only presents potential announcements that may qualify to be used as a grantee's competing continuation announcement. It is the grantee's responsibility to confirm the appropriateness of the announcement, and ensure that they apply for the correct announcement. If there are any questions or concerns, then the grantee should contact the Grants Servicing Office for further clarification or confirmation.

Viewing the Competing Continuation Grant

To view the competing grant announcement:

- Select the [Funding Opportunities](#) Main Menu option.
- Click the [Announcement Title](#) link to view the competing grant announcement in a separate browser window.

Applying for a Competing Continuation Grant

To apply for the competing grant announcement:

- Select the [Funding Opportunities](#) Main Menu option.
- Click the [Apply](#) link adjacent to the Competing Continuation Announcement title.

When you apply for the competing continuation announcement, a new GACC for the competing announcement will be created and added to your Pre-Award "My Application List."

The GrantSolutions Competing Continuation Application Checklist is similar to the GrantSolutions Application Control Checklist (GACC).

GrantSolutions Competing-Continuation Application Control Checklist
Awarded (Read Only)

This is your GrantSolutions Application Control Checklist (GACC). You will use the GACC to track the status of your application.

To complete your application electronically, enter information by using the online forms and/or adding attachments (upload/mail-in). Required items are noted by the exclamation point icon. If an enclosure has not been verified, a red "X" image is displayed.

To review the grant announcement and application kit details, including all guidance and requirements, please click [here](#).

[Print Application](#)

Applicant: State of Hawaii Department of Health
Grant Number: FPH200602205
Application Number: FPH200602205
Program: OPF - Family Planning
2006 Family Planning Services
(Hawaii and Federated States of Micronesia)
Announcement:
Region: Region IX - San Francisco, CA Area
Title X, Family Planning
Services Program - Family
Project Title: Planning Clinical Services,
Education and Community
Information
Due Date: 03/01/2006
Submitted Timezone: (GMT - 10:00) Hawaii

Online Forms		
OPHS-1-SF-424 Application for Federal Assistance	View Online Print Completed No Comments Entered	Attachment(s) 0 Uploaded Files 1 Mail-in Items
OPHS-1-SF-424A Budget Information - Non-Construction Programs	View Online Print Completed No Comments Entered	Attachment(s) 0 Uploaded Files 0 Mail-in Items
OPHS-1-SF-424B Assurances - Non-	View Online	Attachment(s)

Figure 3. 7 GrantSolutions Competing-Continuation Application Control Checklist.

Your application will be marked as a competing continuation and contain references to the current grant. The grant number will be the same as the current grant number, but with the support year incremented by one.

Viewing and Applying for a Non-Competing Continuation Grant

The grantee's MGL will always display the grant's "Non-Compete Status," and if applicable, the due date of the non-competing continuation application. The Grants Servicing Office will post a grantee's non-competing continuation application kit, and make it available to the grantee via GrantSolutions (This may be as early as 6 months prior to the budget period end date, or as late as 3 months prior to the budget period end date). When the Grants Servicing Office makes the non-competing continuation application kit available, it will appear directly on the grantee's My Grants List. Additionally, you will be notified via the GrantSolutions Message Center and email.

To apply for the non-competing continuation:

- Select the [Funding Opportunities](#) Main Menu option.
- Click the [Apply](#) link adjacent to the Competing Continuation Announcement title.

When applying for the non-competing continuation, a new GACC for the non-competing application will be created and added to your Pre-Award "My

Application List.” Your application will be marked as a non-competing continuation and contain references to the current grant. The grant number will be the same as the current grant number, but with the support year incremented by one.

The GrantSolutions Non-Competing Continuation Application Checklist is similar to the GrantSolutions Application Control Checklist (GACC).

GrantSolutions Non-Competing Continuation Application Control Checklist
Awarded (Read Only)

This is your GrantSolutions Application Control Checklist (GACC). You will use the GACC to track the status of your application.

To complete your application electronically, enter information by using the online forms and/or adding attachments (upload-link). Required items are noted by the exclamation point image. If an enclosure has not been verified, a red "X" image is displayed.

[Print Application](#)

Grantee: State of Hawaii Department of Health
Grant Number: FPHFA090326
Application Number: FPH200301040
Project Title: Title X, Family Planning Services Program
Due Date: 04/01/2003

Statute/Regulations		
Title X of the Public Health Service Act	Hard Copy (.pdf) Hard Copy (.txt)	N/A
Title X Family Planning Regulations - 42CFR59 - Grants for Family Planning Services (10/01/2000)	Hard Copy (.pdf) Hard Copy (.txt)	N/A
Title X Family Planning Regulations - 42CFR50 - Policies of General Applicability (10/01/2000)	Hard Copy (.pdf) Hard Copy (.txt)	N/A
Information for the Applicant		
OPHS-1 Grant Application (09/2001) - State & Local Govts and Non-Profits for Health Services	Hard Copy (.pdf)	N/A
Program Guidelines for Project Grants for Family Planning Services (2001)	Hard Copy (.pdf)	N/A
Family Planning Services GPPH 2001-03: Guidelines for Grant Applicat	Hard Copy (.pdf)	N/A
Family Planning Priorities - 2003	Hard Copy (.pdf) Hard Copy (.txt)	N/A

Figure 3. 8 GrantSolutions Non-Competing Continuation Application Control Checklist.

Applying for a Directed Grant Supplement

Not available to the public, a Directed Supplement is an application from an organization where the competition was limited to a select group of current grantees, identified by the Grants Servicing Office. The application is attached to an existing grant and the grant number will be the same as the current grant.

When the directed supplement announcement is directed to a grantee organization, then the Announcement will be shown directly on the Grantee's My Grants List, with an adjacent Apply link.

When applying for the Directed Supplement announcement, a new GrantSolutions Application Control Checklist (GACC) for the announcement will be created and added to your Pre-Award "My Application List." The application will be marked as a directed supplement and contain references to the current grant.

The GrantSolutions Directed Supplement Checklist is similar to the GrantSolutions Application Control Checklist (GACC).

GrantSolutions Direct Supplement Application Control Checklist
Awarded (Read Only)

This is your GrantSolutions Application Control Checklist (GACC). You will use the GACC to track the status of your application.

To complete your application electronically, enter information by using the online forms and/or adding attachments (upload/mail-in). Required items are noted by the exclamation point image. If an enclosure has not been verified, a red "X" image is displayed.

To review the grant announcement and application kit details, including all guidance and requirements, please click [here](#).

[Print Application](#)

Applicant: State of Hawaii Department of Health
Grant Number: FPHPA090326
Application Number: FPH200501889
Program: OFF - Family Planning
2005 Region IX Family
Announcement: Planning Services Directed Supplement
Region: Region IX - San Francisco, CA Area
Title X, Family Planning
Services Program - Family
Project Title: Planning Clinical Services,
Education and Community
Information
Due Date: 06/15/2005
Submitted Timezone: (GMT - 10:00) Hawaii

Online Forms		
OPHS-1: SF-424 Application for Federal Assistance	View Online Print Completed No Comments Entered	Attachment(s) 0 Uploaded Files 1 Mail-in Items
OPHS-1: SF-424A Budget Information - Non-Construction Programs	View Online Print Completed No Comments Entered	Attachment(s) 0 Uploaded Files 0 Mail-in Items
Program Narrative		
OPHS-1: Program and Budget Narrative Instructions	Hard Copy (.pdf)	N/A
Program Narrative Upload	No Comments Entered	Attachment(s) 1 Uploaded Files 0 Mail-in Items
Budget Narrative Upload	No Comments Entered	Attachment(s) 1 Uploaded Files 0 Mail-in Items
Additional Information to be Submitted		
Miscellaneous Information	View Comments	Attachment(s) 0 Uploaded Files 0 Mail-in Items

[Print Application](#)

Application Package Status: Awarded

Mail-in Package Information: Office of Grants Management expects to receive a Mail-in Package by 06/15/2005

Submission Notice:
GrantSolutions does not host any responsibility for data loss prior to your submission. Your electronic submission components will be confirmed by an on-line acknowledgement and you will also receive an acknowledgement of receipt by regular postal mail when all mail-in attachments of the application package have been received. Please be aware that even if you submit the electronic portion of your application, GrantSolutions will NOT consider your application complete unless GrantSolutions receives all the required attachments by the due date requirements specified in the grant announcement. Please be sure to label all your correspondence with the correct application number.

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Figure 3. 9 Direct Supplement Application Control Checklist.

Managing Amendments

An Amendment is resubmission or a grant application that has been resubmitted. Each resubmission is noted in its application identification number (e.g., A1, A2). Applicants may begin a new grant amendment based on the following:

- Request an administrative supplement (Type 6)
- Submit a budget revision (Type 6)
- Change grantee address (Type 6)
- Change the official grant PI/PD (Type 6)
- Request an amendment for other supplements (Type 6)

To access the Manage Amendments Screen:

- Select the [My Grants](#) link from the left-menu, as illustrated in Figure 3. 2.
- Select the [Manage Amendments](#) link adjacent to the intended grant.



Figure 3. 10 Manage Amendments Screen.

Creating a New Amendment

A request for an increase in support, a new amendment can be created by:

- Clicking the **New** button this accesses the Amendment type screen.

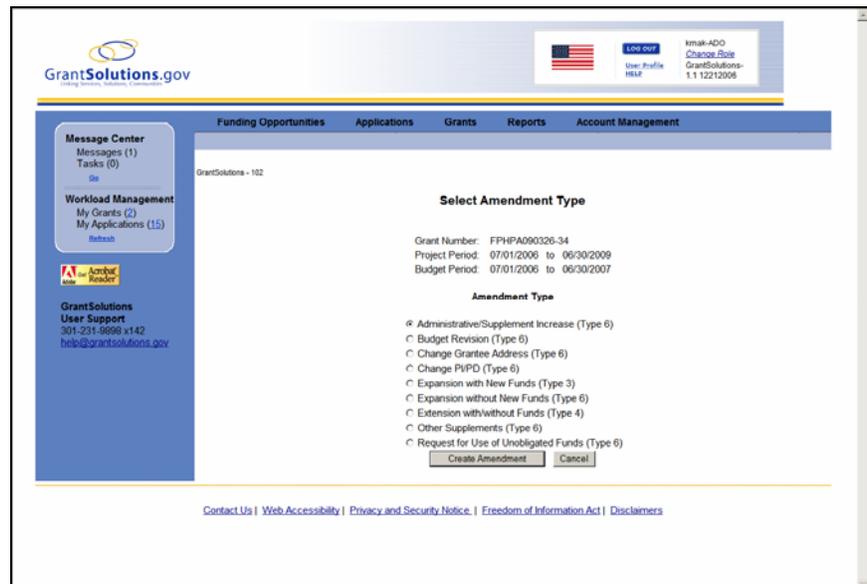


Figure 3. 11 Amendment Type.

Each amendment action made available to Grantees has a pre-defined application kit associated with it. These amendment application kits contain all

information required by the Grants Servicing Office to process the amendment request.

- Select the radio button adjacent to the **Type of Amendment** you would like to initiate.
- Click the **Create Amendment** button, which accesses the GrantSolutions Amendment Control Checklist, illustrated below.

NOTE: GrantSolutions allows grantees to submit multiple electronic amendment applications for any awarded budget period, whether it is within the current active project period or an older closed project period.

An Administrative Supplement is a request for an increase in support during a current budget period for expansion of the project's scope or research protocol or to meet increased administrative costs unforeseen at the time of the new, noncompeting continuation, or competing continuation application.

GrantSolutions Amendment Application Control Checklist

Post Award Action: Administrative/Supplement Increase

Work In Progress (Post Award)

This is your GrantSolutions Application Control Checklist (EACC). You will use the EACC to track the status of your application.

To complete your application electronically, enter information by using the online forms and/or adding attachments (upload/mail-in). Required items are noted by the exclamation point image. If an enclosure has not been verified, a red 'X' image is displayed.

Print Application

Applicant: State of Hawaii Department of Health
 Grant Number: FPHPA090326
 Application Number: (To be assigned) *
 Action: Administrative/Supplement Increase
 Title X, Family Planning
 Services Program - Family
 Project Title: Planning Clinical Services,
 Education and Community
 Information
 Submitted Timezone: (GMT - 10:00) Hawaii

Online Forms				
SF-424 Application for Federal Assistance (Version 2.0)	Enter Online Enter Comments	Attachment(s)	0 Uploaded Files	0 Mail-in Items
OPHS-1 SF-424A Budget Information - Non-Construction Programs	Enter Online Enter Comments	Attachment(s)	0 Uploaded Files	0 Mail-in Items
OPHS-1 SF-424B Assurances - Non-Construction Programs	Enter Online Enter Comments	Attachment(s)	0 Uploaded Files	0 Mail-in Items
OPHS-1 Standard Certifications	Enter Online Enter Comments	Attachment(s)	0 Uploaded Files	0 Mail-in Items
OPHS-1 Checklist	Enter Online Enter Comments	Attachment(s)	0 Uploaded Files	0 Mail-in Items
OPHS-1 SF-LLL Disclosure of Lobbying Activities	Enter Online Enter Comments	Attachment(s)	0 Uploaded Files	1 Mail-in Items
Program Narrative				
OPHS-1: Program and Budget Narrative Instructions	Hard Copy (.pdf)	N/A		
Program Narrative Upload	Enter Comments	Attachment(s)	0 Uploaded Files	0 Mail-in Items
Budget Narrative Upload	Enter Comments	Attachment(s)	0 Uploaded Files	0 Mail-in Items
Additional Information to be Submitted				
Exhibits/Tables/Attachments	Enter Comments	Attachment(s)	0 Uploaded Files	0 Mail-in Items
Miscellaneous Information	Enter Comments	Attachment(s)	0 Uploaded Files	0 Mail-in Items

Print Application

Amendment Package Status: Work In Progress (Post Award)

[Verify Submission](#) [Close](#)

Submission Notice:

GrantSolutions does not hold any responsibility for data loss prior to your submission. Your electronic submission components will be confirmed by an on-line acknowledgement and you will also receive an acknowledgement of receipt by regular postal mail when all mail-in attachments of the application package have been received. Please be aware that even if you submit the electronic portion of your application, GrantSolutions will NOT consider your application complete unless GrantSolutions receives all the required attachments by the due date requirements specified in the grant announcement. Please be sure to label all your correspondence with the correct application number.

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Figure 3. 12 GrantSolutions Amendment Control Checklist.

Similar to the GrantSolutions Application Control Checklist (GACC), the GrantSolutions Amendment Control Checklist can be used as a reference for successfully completing the GrantSolutions Amendment Application.

Change the Grantee Address

The Grantee Organization address information can be updated by:

- Selecting the **Change Grantee Address (Type 6)** radio button from the Amendment Type page, this creates a new amendment action.

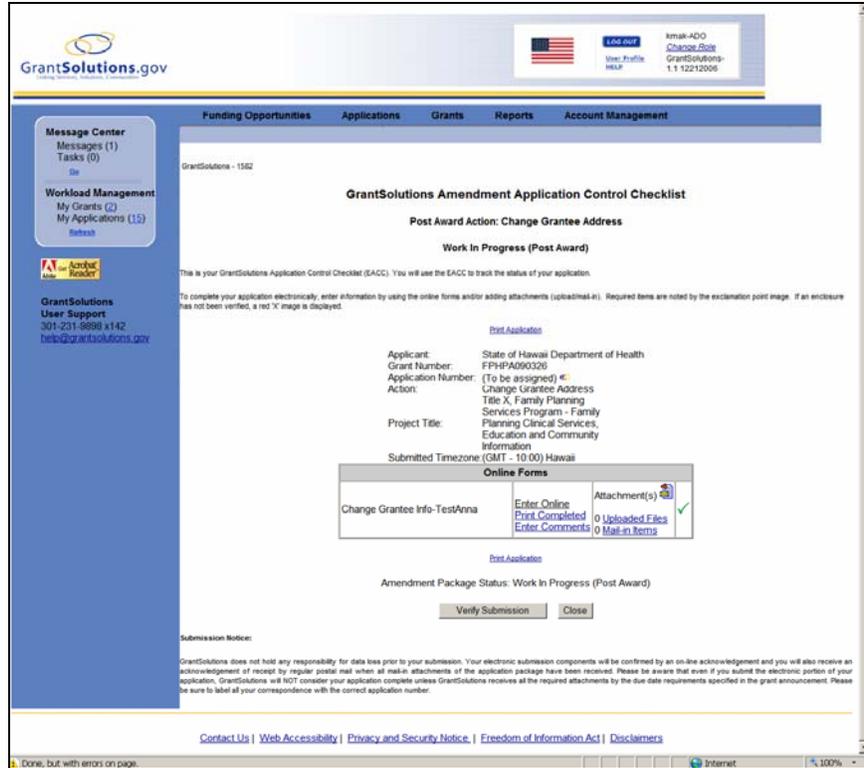


Figure 3. 13 GrantSolutions Amendment Control Checklist (Change Grantee Address).

- From the GrantSolutions Amendment Application Control Checklist:
- Select the **Enter Online** link to Change the Grantee Information screen.

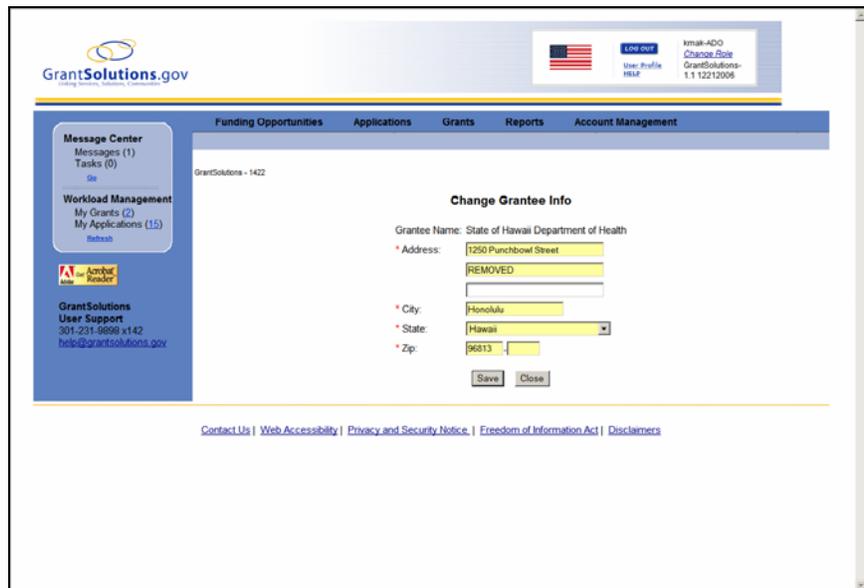


Figure 3. 14 Change Grantee Information. [1422]

- Enter data in all the required fields in the form (Each required field is identified by a **red** asterisk “*”)
- Click the **Save** button to update the new information and return to the GrantSolutions Amendment Control Checklist
- Select the **Verify Submission** button to submit your amendment application.

Figure 3. 15 GrantSolutions Amendment Submission Verification

- Click the **Final Submission** button

Figure 3. 16 Amendment Status Confirmation.

- Click the **Application Control Checklist** button to return to the GrantSolutions Amendment Control Checklist.

- Click the **Close** button to return to the Management Amendments page.

Amendment Actions

Once you complete and submit your amendment application, return to the Manage Amendments page to view the amendment actions available to you. Also note that the amendment status is “Submitted.” You may now:

- View the amendment you submitted
- View and add a Grant Note
- View the Grant History
- Send a message
- View the NGA in PDF format

NOTE: Select the View NGA displays the current awarded NGA and not the NGA for this amendment.

The screenshot displays the 'Manage Amendments' interface. At the top, there is a navigation bar with links for Funding Opportunities, Applications, Grants, Reports, and Account Management. Below this, a sidebar contains links for Message Center, Workload Management, and GrantSolutions User Support. The main content area shows details for a specific amendment (Grant Number: FPHPA090326) and a table of amendments. The table has the following structure:

Amendment #	Status	Submitted Date	Type	Budget Period	Action
(To be assigned)	Work in Progress (Post Award)		Administrative/Supplement Increase	34 07/01/2006 - 06/30/2007	Edit Amendment Delete Amendment Grant Notes History Send Message Set Budget Period View Amendment
FPH200702515	Submitted (Post Award)	12/27/2006 10:27:46 AM	Change Grantee Address	34 07/01/2006 - 06/30/2007	Grant Notes History Send Message Set Budget Period
(To be assigned)	Work in Progress (Post Award)		Change PIVPD	34 07/01/2006 - 06/30/2007	Edit Amendment Delete Amendment Grant Notes History Send Message Set Budget Period

At the bottom of the table, there are 'New' and 'Close' buttons. Below the table, there are links for Contact Us, Web Accessibility, Privacy and Security Notice, Freedom of Information Act, and Disclaimers.

Figure 3. 17 Management Amendments

1. Once the amendment is received and considered complete by Federal Staff, the status of your amendment will change from “Submitted” to “Complete.”
2. Next, Federal Staff will evaluate the amendment and change the status from “Complete” to “Review in Progress.”
3. When the amendment application is approved and an NGA is issued, the status will change from “Review in Progress” to “Awarded.”
4. However, should your Amendment application not be approved, then the application status will change to “Disapproved,” and you will receive a Message Center notification regarding this outcome.

Change Principal Investigator (PI) / Project Director (PI)

Grantees must notify the Grants Servicing Office when changing the currently assigned Principal Investigator (PI) or Project Director (PD). You can request a change in Project Directors for your grant by:

- Select the **Change PI/PD (Type 6)** option from the Amendment Type page, which accesses the GrantSolutions Amendment Control Checklist.

The screenshot shows the GrantSolutions Amendment Application Control Checklist (EACC) interface. The page header includes the GrantSolutions.gov logo and user information: kmal-ADO, Change Blog, GrantSolutions-1.1.12212006. The navigation menu includes Funding Opportunities, Applications, Grants, Reports, and Account Management. The main content area displays the 'GrantSolutions Amendment Application Control Checklist' for 'Post Award Action: Change PI/PD'. It includes a 'Work In Progress (Post Award)' status and a table of 'Online Forms' with links for 'Enter Online', 'Print Completed', 'Enter Comments', 'Attachment(s)', 'Uploaded Files', and 'Mail-in Items'. A 'Verify Submission' button is visible at the bottom.

Figure 3. 18 GrantSolutions Amendment Application Control Checklist – Change PI / PD.

- Select the **Enter Online** link.

GrantSolutions.gov

Logout | User Profile | Help | kmak-ADO | Change Role | GrantSolutions-1.1.12212006

Funding Opportunities | Applications | Grants | Reports | Account Management

Message Center
Messages (1)
Tasks (0)

Workload Management
My Grants (2)
My Applications (15)

GrantSolutions User Support
301-231-9998 x142
help@grantsolutions.gov

Change Principle Investigator/Project Director

Current Assigned PIPD:

Name: Karen Mak
Address: REMOVED
HonoAulu, HI 21000
Phone: REMOVED
Fax: REMOVED
Email: egrant-admin@msolutions.com

Assign New PIPD:

Or

Enter New PIPD:

Prefix (e.g. Mr/Ms):

*First Name:

Middle Name:

*Last Name:

Suffix:

SSN:

DOB (MM/DD/YYYY):

Gender:

Position Title:

Work Phone:

Home Phone:

Fax:

Mobile:

Other Phone:

Email:

Primary Address Information

*Address Type:

*Address Line 1:

Address Line 2 (ex. Mail Stop):

Address Line 3 (ex. Division/Dept.):

*City:

*State:

Zip Code:

*Country:

[Contact Us](#) | [Web Accessibility](#) | [Privacy and Security Notice](#) | [Freedom of Information Act](#) | [Disclaimers](#)

Figure 3. 19 Change Principal Investigator/Project Director Information.

- The form displays the currently assigned PI/PD.
- Select the new PI/PD from the drop-down list of available names (assigned the Project Director role only) for your Grantee organization
- Alternatively, enter information for a new person that is unknown to the system.
- Click the **Save** button and return to the GrantSolutions Amendment Application Control Checklist page.

NOTE: Should this amendment be approved, and the new Project Director changed to a new person that does not exist within the system, you will need to submit a GrantSolutions Account Registration form to request the creation of a new GrantSolutions user account for the new person. This form must be signed/submitted by an Authorized Representative of your organization. If the Grants Office does not provide you with a copy of the registration form, please contact the GrantSolutions Help Desk and request a copy.

Once you complete and submit your amendment application, return to the Manage Amendments page to view the amendment actions available to you. For more information, see the heading “Amendment Actions” on page 64.

The Financial Status Report (FSR)

The Financial Status Report (FSR) is a report of expenditures of the financial status of funds for a grant or cooperative agreement. Mandatory for continued funding, every grant budget period must have an FSR.

To access:

- Select the [Reports](#) Main Menu option.
- Select the [Financial Status Report](#) sub-menu option.

Grantee Name	Project Title	Grant Program Name	EIN	Grant Number	Budget Period	Due Date	Status/Last Submit Date	Action
State of Hawaii Department of Health	Title X, Family Planning Services Program - Family Planning Clinical Services, Education and Community Information	Family Planning Services	123456789020	FPHPA090326-30	07/01/2002 to 06/30/2003	09/28/2003	Submitted Final - Awaiting Signature 12/12/2006 Not Started	View Submissions
				FPHPA090326-33	07/01/2005 to 06/30/2006	09/28/2006	Not Started	Create
				FPHPA090326-32	07/01/2004 to 06/30/2005	09/28/2005	Complete - Final 06/22/2006	Create Revision View Submissions
				FPHPA090326-31	07/01/2003 to 06/30/2004	09/28/2004	Complete - Final 04/01/2005	Create Revision View Submissions
State of Hawaii Department of Health	Title X, Family Planning Services Program - Family Planning Clinical Services, Education and Community Information	Family Planning Services	123456789020	FPHPA090326-34	07/01/2006 to 06/30/2007	09/28/2007	Work In Progress	Edit Delete Submit Final Request Extension

Figure 3. 20 The Financial Status Report (FSR) List.

Creating and Editing a FSR

Creating an FSR is based on a budget period. To begin:

- Click the [Create](#) link adjacent to the selected Budget Period.

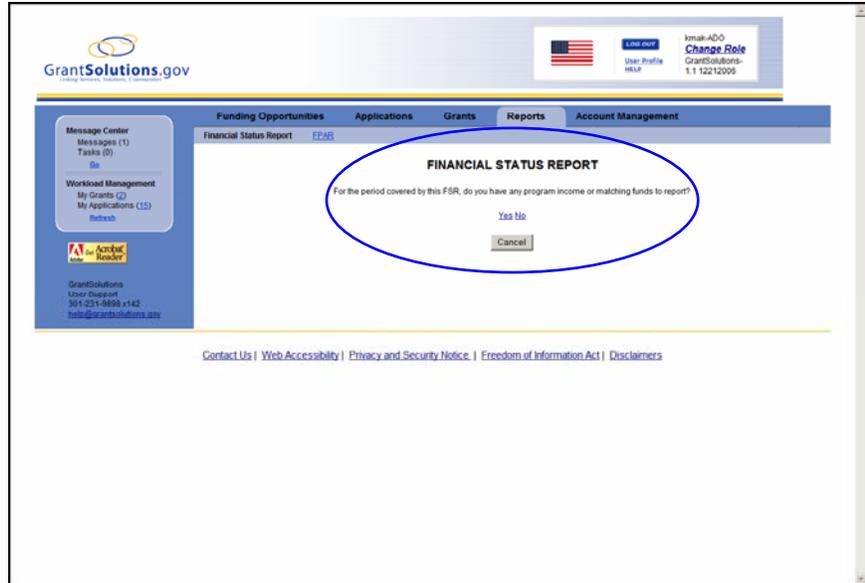


Figure 3. 21 Financial Status Report.

Once the question “For the period covered by this FSR, do you have any program income or matching funds to report?” displays:

- Selecting **Yes** accesses the FSR Long Form (SF-269)
- Selecting **No** accesses the FSR Short Form (SF-269A)

Data Entry

The FSR is created for financial or expenditure reporting and required on an annual basis.

Grantees accountable for the use of program income should complete the FSR Long Form. All others should use the Short Form.

The screenshot displays the 'FINANCIAL STATUS REPORT' interface on the GrantSolutions.gov website. The page is titled '(Long Form) (02/13/2008)'. It contains several sections for data entry:

- Section 1:** Federal Agency and Organizational Element to Which Report is Submitted: Family Planning
- Section 2:** Federal Grant or Other Identifying Number Assigned By Federal Agency: 6 FPHPA090326-34-01
- Section 3:** Recipient Organization: State of Hawaii Department of Health, Address: REMOVED, City: Honolulu, State: HI, Zipcode: [REMOVED]
- Section 4:** Employer Identification Number: 23456789020
- Section 5:** Recipient Account Number or Identifying Number: [REMOVED]
- Section 6:** Final Report: [REMOVED]
- Section 7:** Basis: [REMOVED]
- Section 8:** Funding/Grant Period (From: 07/01/2006 To: 06/30/2007)
- Section 9:** Period Covered by this Report (From: 07/01/2006 To: 06/30/2007)
- Section 10:** Transactions table with columns for 'Previously Reported', 'This Period', and 'Cumulative' amounts.
- Section 11:** Indirect Expense (Rate: 5%, Total Amount: 77000)
- Section 13:** Certification and Authorized Certifying Official signature area.

Figure 3. 22 SF-269 - FSR Long Form.

NOTE: Some of the data is pre-filled upon initial access. These fields include Sections 1, 2, 3, 4, 8, 9, 10o, and 10p for the long form and Sections 1, 2, 3, 4, 8, 9, 10h and 10i for the short form.

Transactions

The Transactions section contains values that are cumulative for the term of the grant award. The FSR Form will auto-calculate certain fields in Section 10 - Transactions.

- Net Outlays (10d) and Unobligated Balance of Federal Funds (10p) will total based on the data you entered beforehand.

Indirect Expense

Indirect expenses are the costs associated with the general operation of an Institution and conduct of its research activities.

- Select the radio button for the Type of indirect cost rate that applies. (Provisional, Predetermined, Final, or Fixed).
- Enter the Indirect Cost Rate and Base.
- The Total Amount (item 11d) auto-calculates once you place the cursor in this field.

Authorized Certifying Official

Certification by an authorized official of the recipient organization indicates that the information reported is correct and the outlays and unliquidated obligations are for the specific purposes set forth in the grant award documents.

Section 13 – Certification allows you to search for an “Authorized Certifying Official” within GrantSolutions.

- Click the **Search** button at the bottom of the FSR Form.

Figure 3. 23 Person Search Screen.

- Enter criteria in one or a combination of the parameter fields.
- Alternatively, enter one letter in one of the parameters fields.
- Click the **Search** button.

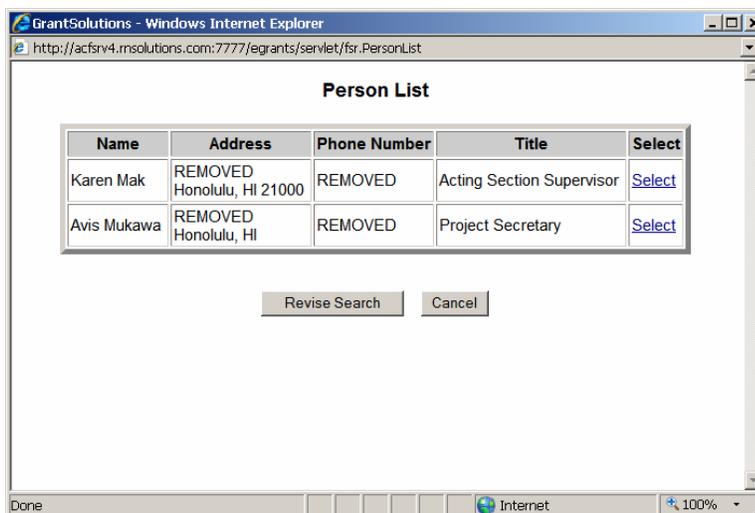


Figure 3. 24 Person List screen.

- The Person List Screen displays the results of the Person Search.
- Click the [Select](#) link adjacent to the person's name.

Once you select a person, their name, title, and telephone number automatically fill in the fields.

Signing the Form

A digital signature is an encryption technique that guarantees a level of security for a digital code attached to an electronically transmitted message that uniquely identifies the sender.

The FSR form has a Sign button. GrantSolutions was developed with *digital signature technology* in mind. Already containing a defined interface, the GrantSolutions system is positioned to quickly integrate this functionality once it becomes available. Until this time, the Sign button remains unavailable.

Therefore, forms requiring a signature require applicants to perform the following:

1. Print the completed Adobe PDF version of the form.
2. Sign the form.
3. Mail the signed form to the specified Grants Servicing Office by the due date requirements specified by the grant announcement.

Forms that require a signature will automatically add a mail-in item to your GACC for the enclosure. For more information on "Mail-in items" see the heading "Identifying a Mail-in Attachment" on page 38.

Submitting the FSR

FSRs are usually due at the end of both the Budget and Project Period within 90 days after the expiration date, and may be required at interim times as well. However, before submitting your "Final" FSR, you may save a "Work In Progress" FSR.



Figure 3. 25 FSR List – Work In Progress FSR.

- Select the **Edit** link if you must update the FSR again and begin where you previously left off.

During the Work-in-Progress status, the Edit, Delete, Submit Final and Request Extension action links are available. In the illustration above, these Action links are available for the FSR due on 09/28/2007.

Once editing is complete and you wish to submit the final FSR:

- Click the **Submit Final** link and a dialog box displays.

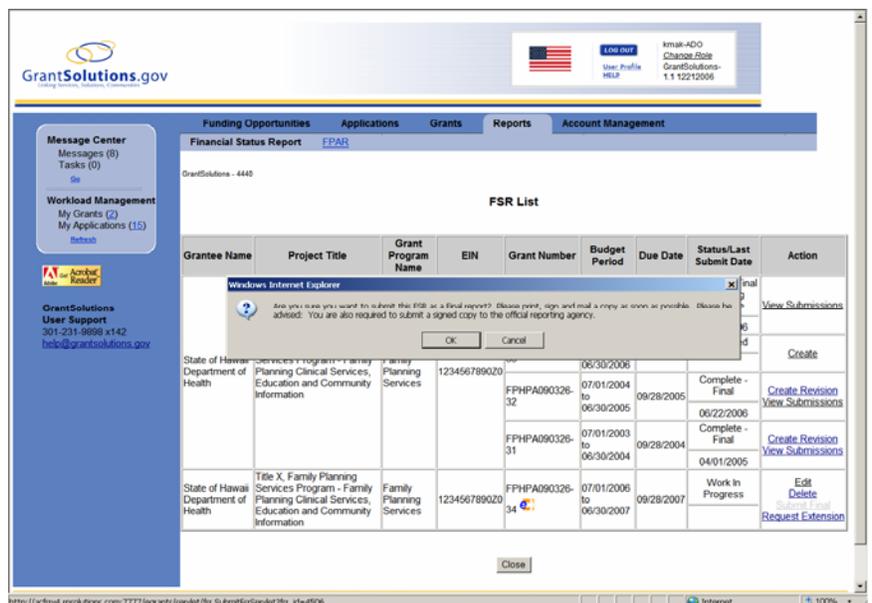


Figure 3. 26 Submitting the Final FSR - Prompt Message.

- Click **OK** to submit the FSR as a Final report
- Alternatively, click **Cancel** to abandon the action.
- The FSR status changes to “Submitted Final – Awaiting Signature.”

NOTE: Only one “Final FSR” may be submitted. If you require additional time to complete the FSR, you must select the Request Extension link (illustrated above) before submission of the Final FSR.

View Submitted Reports

To view and print your Final FSR in Adobe PDF format:

- Click the [View Submissions](#) link to access the FSR Submitted Reports page.

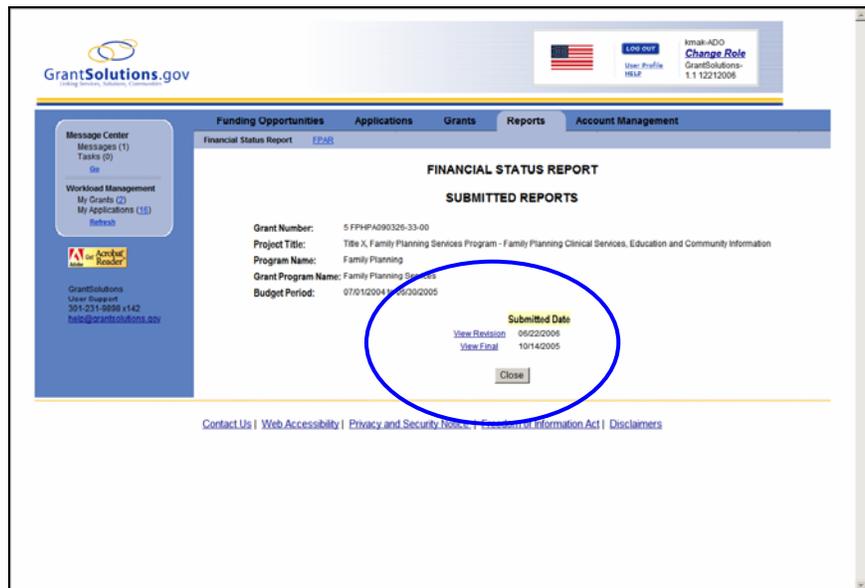


Figure 3. 27 FSR Submitted Reports.

- Click the [View Final](#) link and the PDF version will look similar to the following figure:

FINANCIAL STATUS REPORT
(Long Form)
(Follow instructions on the back)

1. Federal Agency and Organizational Element to Which Report is Submitted Family Planning	2. Federal Grant or Other Identifying Number Assigned by Federal Agency 5 FPHPA090326-32-00	OMB Approval No. 0948-0088	Page of 2
3. Recipient Organization (Name and complete address, including ZIP codes) State of Hawaii Department of Health Department of Health P.O. Box 3375			
4. Employee Identification Number 123456789020	5. Recipient Account Number or Identifying Number FFG 0239 05	6. Final Report <input type="checkbox"/> Yes <input type="checkbox"/> No	
7. Basis <input type="checkbox"/> Cash <input type="checkbox"/> Accrual			
8. Funding/Grant Period (See instructions) From (Month, Day, Year) 07/01/1984	To (Month, Day, Year) 06/30/2005	9. Period Covered by this Report From (Month, Day, Year) 07/01/2004	To (Month, Day, Year) 06/30/2005
NO Transactions:			
a. Total outlays	Previously Reported	This Period	Cumulative
	\$0.00	\$1,826,414.00	\$1,826,414.00
b. Refunds, rebates, etc.	\$0.00	\$0.00	\$0.00
c. Program income used in accordance with the deduction alternative	\$0.00	\$0.00	\$0.00
d. Net outlays (Less the sum of lines b and c)	\$0.00	\$1,826,414.00	\$1,826,414.00
Recipient's share of net outlays, consisting of:			
e. Third party (entity) contributions	\$0.00	\$0.00	\$0.00
f. Other Federal awards authorized to be used to match this award	\$0.00	\$0.00	\$0.00
g. Program income used in accordance with the existing or cost shared alternative	\$0.00	\$0.00	\$0.00
h. All other recipient outlays not shown on lines e, f or g	\$0.00	\$172,399.00	\$172,399.00
i. Total recipient share of net outlays (Sum of lines e, f, g and h)	\$0.00	\$172,399.00	\$172,399.00
j. Federal share of net outlays (less line i)	\$0.00	\$1,654,015.00	\$1,654,015.00
Unobligated obligations:			
k. Total unobligated obligations			\$0.00
l. Recipient share of unobligated obligations			\$0.00
m. Federal share of unobligated obligations			\$0.00
n. Total Federal share (Sum of lines l and m)			\$1,964,076.00
o. Total Federal funds authorized for this funding period			\$1,737,661.00
p. Unobligated balance of Federal funds (line n minus line o)			\$233,000.00
Program income, consisting of:			
q. Disbursed program income shown on line c earlier, g above			\$0.00
r. Disbursed program income using the costless alternative			\$0.00
s. Undisbursed program income			\$0.00
t. Total program income received (Sum of lines q, r and s)			\$0.00

Figure 3. 28 Final FSR – PDF.

FSR Status

While the Grants Office reviews your FSR submission, the FSR status is “Complete – In Review.” Once the Grants Office “finalizes” (accepts) the FSR as a final report, the FSR status becomes “Complete – Final.” If you need to revise the final FSR:

- Select the [Create Revision](#) link from the FSR List page to start the FSR process again.

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Funding Opportunities | Applications | Grants | Reports | Account Management

Financial Status Report | FPAR

FSR Extension Request

Your FSR Extension Request requires that you specify an extended due Date below. The Grants Servicing Office will review your request, and may issue an extended due date that is different from your request.

Grantee Name: **Mak, Karen**
 Grant Number: **FPHPA090326-34**
 Current FSR Status: **WIP**
 Current FSR Due Date: **09/28/2007**
 Extended Due Date: **10/28/2007** MM/DD/YYYY

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Figure 3. 29 FSR Extension Request.

- Enter your requested FSR **Extended Due Date**.
- Click the **Submit** button.
- The Grants Servicing Office will review the request, and if approved, assign the extended due date to your FSR.
- Return to the FSR List to see if the due date has been extended.

NOTE: GrantSolutions allows you to submit one final FSR and as many FSR Revisions that are necessary to properly report for each Budget Period.

The following scenarios may be encountered while the Grants Office is reviewing your FSR submission:

FSR is Returned

The “FSR is Returned” indicates your final FSR submission (either paper or electronic submission) was not accepted and was returned to you electronically. This means that the Grants office did not accept your submission, and the FSR is returned to the Work-In-Progress state. In this state, you may update and resubmit the FSR.

FSR is Accepted, but a Revision is required

The “FSR is Accepted, but a Revision is required” indicates your final FSR submission was accepted. However, the Grants Office determined the need for the submission of a revision. You will be notified of this action, and a Create Revision link will be made available to complete and submit the required revision.

FSR is Accepted

The “FSR is Accepted” indicates your final FSR submission was accepted by the Grants Office and the process is completed.

The Family Planning Annual Report (FPAR)

Family Planning Annual Reports may be submitted electronically by the Grantee using the GrantSolutions FPAR module. This module does not eliminate the ability for grantees to submit FPARs via paper if they choose, however, electronic submissions will help reduce the timeframes associated with data entry for both the Grantee and Federal staff, and processing of submitted reports. This section describes the grantee’s electronic FPAR submission process. The official FPAR instructions will continue to be distributed in the normal fashion, and will continue to be the guiding document used by Grantees regarding the completion of the Report.

NOTE: FPAR for use by existing Family Planning Service Grantees Only.

To access:

- Select the [Reports](#) Main Menu option.
- Select the [FPAR](#) sub-menu option.

The screenshot shows the GrantSolutions.gov interface. The main content area is titled 'Grantee FPAR List'. It features a search form with the following fields: 'Core Grant Number' (text input), 'Calendar Year' (drop-down menu set to 2002), 'Status' (drop-down menu with the instruction 'Please Select a Status, otherwise default to all'), and 'Grant Program' (drop-down menu set to 'Family Planning Services'). A 'Search' button is located below these fields. Below the search form, the following information is displayed: Grantee: State of Hawaii Department of Health, FPAR Number: 0906, and Submission Deadline: June 02, 2006. A table below shows the search results with the following columns: Core Grant Number, Calendar Year, FPAR Status, Submission Type/Date, Last Action By/Date, and Action. One record is shown with Core Grant Number FPHPA090326, Calendar Year 2002, and FPAR Status 'No Status (Late)'. The 'Action' column for this record contains a 'Create' link, which is circled in blue. The footer of the page includes links for Contact Us, Web Accessibility, Privacy and Security Notice, Freedom of Information Act, and Disclaimers.

Figure 3. 30 Grantee FPAR List.

Once the Grantee FPAR List page displays, a search must be performed.

- Enter a **Core Grant Number** to retrieve one record.
- Alternatively, select the **Calendar Year** drop-down list.
- Click the **Search** button.

NOTE: A search can be performed using one or a combination of available parameter fields (e.g., Status types: Not Started, Work in Progress, Submitted, Revision, Accepted, and Final).

Creating a FPAR

Grantees funded under Section 1001 of the Title X Public Health Service Act (42 USC 300) should prepare and submit the FPAR. The family planning services grantee is the direct recipient of the Title X grant.

To create your FPAR for the current cycle:

- Click the **Create** link adjacent to the selected core grant number, as illustrated in Figure 3. 30, which accesses the FPAR Preparation Control Checklist (FPCC).

NOTE: The Create link only displays for FPARs that are within the current active FPAR cycle (calendar Year). Reports for prior years, if completed using GrantSolutions, may only be viewed.

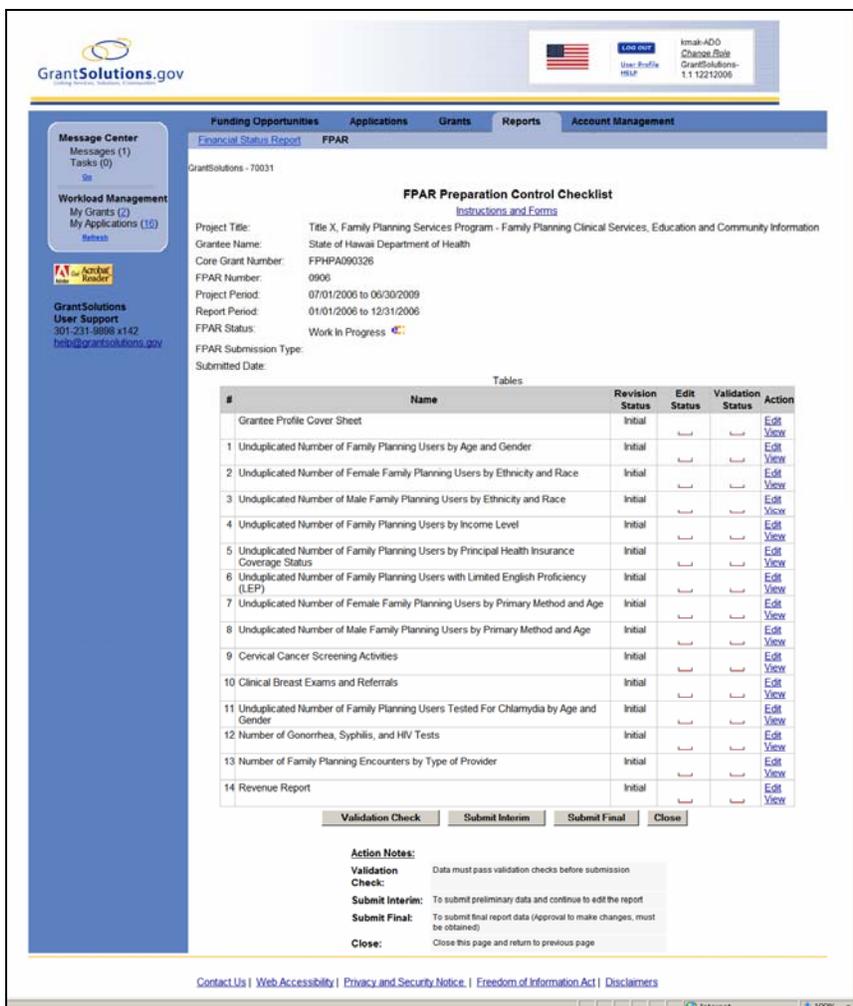


Figure 3. 31 FPAR Preparation Control Checklist (FPCC)

The FPAR Preparation Control Checklist (FPCC) is the central point of control for your FPAR. Use this checklist to complete all necessary reporting forms and to control the electronic submissions/revision process. The FPCC displays the following information:

Project Title The displayed Project Title is the official grant Project title.

Grant Number The displayed Grant Number is the official grant number.

FPAR Number FPAR Number is a four-digit number assigned to the grantee by the regional Department of Health and Human Services (HHS) office and display on the FPAR Form. Grantees may change this information within the forms if necessary.

Project Period The displayed Project Period is the current Project Period for the grant.

Report Period

The reporting period for the FPAR is based on a calendar year (i.e., January 1 through December 31) and the displayed dates are the time period covered by the current FPAR.

FPAR Status

The displayed FPAR Status is the Current status of the FPAR (e.g., Not Started, Work-in-Progress, Submitted, Revision, Accepted, and Final).

Submitted Date

The Submitted Date specifies the date your agency (i.e., grantee) submits the report.

To view the official FPAR instructions:

- Click the [Instructions and Forms](#) link at the top of the FPCC page and a PDF version of the TitleX Family Planning Annual Report, Forms and Instructions displays within a new browser window

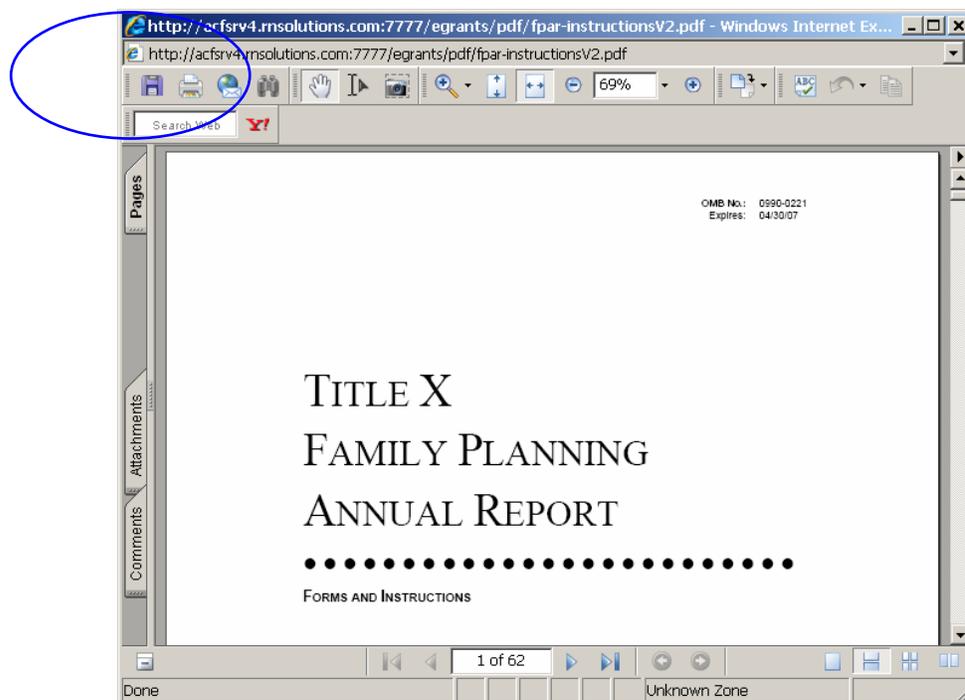


Figure 3. 32 Title X Family Planning Annual Report-Forms an Instructions.

To print the instructions and forms:

- Select the **Printer** icon on the browser's menu bar and send the file to your local printer.

FPAR Form Data Entry

The FPCC page lists the forms you must complete, their current status, and validation checks. These forms are described and listed in the headings that follow.

Grantee Profile Form

The Grantee Profile Cover Sheet provides important contact and summary information about each grantee and the network of service providers supported

through the Title X grant. A completed Grantee Profile Cover Sheet must accompany the initial submission of the FPAR, as well as submission of any revised tables.

- Click the [Edit](#) link adjacent to the “Grantee Profile Cover Sheet.”

Figure 3. 33 Grantee Profile Form.

Once the Grantee Profile data entry form displays, notice that some of the fields are pre-filled, including your Organization’s name, FPAR number, reporting period, and address.

- The Initial Submission radio button is checked, as illustrated in Figure 3. 33.

NOTE: Unless you are entering a revision, the Initial Submission button remains checked.

- All required data entry fields are prefaced with a red asterisks.
- Click the **Save** button to store all entries and return later for more edits.
- Alternatively, click the **Complete** button to save all entries and initiate validation checks.
- Once the data within the form passes the system validation checks and is saved successfully, you are returned to the FPCC.

- A **green** checkmark is displayed adjacent to the Grantee Profile Cover Sheet form name, in the Validation Status column, indicating that the form has been completed.

NOTE: A comment box is provided on all data entry forms, allowing you to enter up to one full page of unformatted text. Descriptive information regarding the data you provided should be entered within the form, which may be extremely helpful to the OPHS Federal staff in understanding the data contained within your report. The information you provide in each comment box will be included in the PDF formatted print version. However, it will appear as separate pages that are appended to the end of the PDF version of the report, and will not appear directly on the specific table page.

Tables 1 through 3

Data reported in Tables 1 through 3 allow program administrators to monitor access to and use of Title X services among the diverse population these projects aim to serve. Tables 1, 2, and 3 describe the demographic characteristics of family planning users, including the distribution of users by age, gender, ethnicity, and race.

- **Table 1** –Unduplicated Number of Family Planning Users by Age Group and Gender.
- **Table 2** –Unduplicated Number of Female Family Planning Users by Race and Ethnicity.
- **Table 3** –Unduplicated Number of Male Family Planning Users by Race and Ethnicity.

The screenshot shows the 'FPAR - Edit' form in the GrantSolutions.gov system. The main content area displays 'Table 1: Unduplicated Number of Family Planning Users by Age and Gender'. The table is as follows:

AGE GROUP (YEARS)	FEMALE USERS (A)	MALE USERS (B)	TOTAL USERS (SUM COLS A + B) (C)
1 Under 15	0	0	0
2 15-17	0	0	0
3 18-19	0	0	0
4 20-24	0	0	0
5 25-29	0	0	0
6 30-34	0	0	0
7 35-39	0	0	0
8 40-44	0	0	0
9 Over 44	0	0	0
TOTAL USERS (SUM ROWS 1 TO 9)	0	0	0

Below the table is a 'Notes' field (limited to 1000 characters) and 'Save', 'Complete', and 'Cancel' buttons. Action notes explain the 'Save' and 'Complete' actions.

Figure 3. 34 Unobligated number of family planning users by age and gender.

All three (3) forms are similar to the illustration above.

- Enter the number of males and females for each age category and race accordingly.
- The Total fields automatically calculate and can not be changed.
- Enter comments if needed, see the note below.
- Click the **Save** button to store all entries and return later for more edits.
- Alternatively, click the **Complete** button to save all entries and initiate validation checks.
- Once the data within the form passes the system validation checks and is saved successfully, you are returned to the FPCC.
- A **green** checkmark is displayed adjacent to the Grantee Profile Cover Sheet form link, indicating that this form has been completed.

NOTE: A comment box is provided on all data entry forms, allowing you to enter up to one full page of unformatted text. Descriptive information regarding the data you provided should be entered within the form, which may be extremely helpful to the OPHS Federal staff in understanding the data contained within your report. The information you provide in each comment box will be included in the PDF formatted print version. However, it will appear as separate pages that are appended to the end of the PDF version of the report, and will not appear directly on the specific table page.

Tables 4 through 6

The data reported in Tables 4, 5, and 6 provide OPA with information on key social and economic characteristics of individuals who receive family planning and related preventive health care in Title X funded clinics.

- **Table 4** – Unduplicated Number of Family Planning Users by Income Level.
- **Table 5** – Unduplicated Number of Family Planning Users by Their Principal Health Insurance Coverage Status.
- **Table 6** – Unduplicated Number of Family Planning Users with LEP.

GrantSolutions.gov

Financial Status Report FPAR

GrantSolutions - 70008

FPAR - Edit

Core Grant Number: FPHPA090326 OMB No: 0990-0221

FPAR Reporting No.: 0906 Expires: 04/30/07

Date Submitted:

Reporting Period: 01/01/2006 - 12/31/2006

Initial Submission

Revision

Table 4
Unduplicated Number of Family Planning Users by Income Level

INCOME AS PERCENT OF THE HHS POVERTY GUIDELINES		NUMBER OF USERS (A)
1	100% and below	0
2	101%-150%	0
3	151%-200%	0
4	201%-250%	0
5	Over 250%	0
6	Unknown/not reported	0
7	TOTAL USERS (SUM ROWS 1 TO 6)	0

Notes: (Limit to 1000 characters)

Save Complete Cancel

Action Notes:

Save: This action will save this table and set the edit status to work in progress.

Complete: This action will save this table and set the edit status to complete (all tables must be marked complete before the entire report can be submitted).

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Figure 3. 35 Unduplicated Number of Family Planning Users by Income Level.

NOTE: A comment box is provided on all data entry forms, allowing you to enter up to one full page of unformatted text. Descriptive information regarding the data you provided should be entered within the form, which may be extremely helpful to the OPHS Federal staff in understanding the data contained within your report. The information you provide in each comment box will be included in the PDF formatted print version. However, it will appear as separate pages that are appended to the end of the PDF version of the report, and will not appear directly on the specific table page.

Tables 7 and 8

Title X projects are required to provide a broad range of acceptable and effective family planning methods and services.²⁰ Tables 7 and 8 provide gender- and age-specific information on the types of family planning methods that clients use to prevent unintended pregnancy.

- **Table 7** – Unduplicated Number of Female Family Planning Users by Primary Method and Age.
- **Table 8** – Unduplicated Number of Male Family Planning Users by Primary Method and Age.

Tables 9 and 10

Tables 9 and 10 provide information on the cervical and breast cancer screening activities that are performed in Title X-funded clinics.

- **Table 9** – Cervical Cancer Screening Activities

- **Table 10** – Clinical Breast Exams and Referrals.

Tables 11 and 12

Tables 11 and 12 provide information on the utilization of STD testing services provided in Title X clinics.

- **Table 11** – Unduplicated Number of Family Planning Users Tested For Chlamydia by Age and Gender.
- **Table 12** – Number of Gonorrhea, Syphilis, and HIV Tests.

Table 13

Table 13 provides information on the number and type of family planning encounters, as well as the utilization of clinical services providers in the delivery of Title X-funded family planning and related preventive health services.

Revenue Report

Title X grantees are required to maintain a financial management system that meets the standards for grant administration, and to document and keep records of all income and expenditures. Table 14 identifies the source and amount of funds received during the reporting period that support activities within the scope of the grantee's Title X family planning services grant.

Printing the FPAR

A PDF version of the FPAR is available for printing before submission.

- From the Grantee FPAR List:

The screenshot shows the GrantSolutions.gov interface. The main content area is titled "Grantee FPAR List" and includes a search form with fields for Core Grant Number, Calendar Year (set to 2006), Status (set to "Please Select a Status, otherwise default to all"), and Grant Program (set to "Family Planning Services"). Below the search form, the following information is displayed:

Grantee: State of Hawaii Department of Health
 FPAR Number: 0906
 Submission Deadline: June 02, 2006

Number of Records: 1

Core Grant Number	Calendar Year	FPAR Status	Submission Type/Date	Last Action By/Date	Action
FPHPA090326	2006	Final	Final 02/15/2006	Glass / 09/30/2006	View PDF

A blue circle highlights the "View PDF" link in the table.

Figure 3. 36 Grantee FPAR List.

- Click the [View PDF](#) link adjacent to the selected grant number.
- Once the PDF version of the FPAR displays with all the data entry information for the forms you completed.
- Click the **Printer** icon from the browser's menu bar.

NOTE: There may be a momentary delay in displaying the PDF version of your FPAR. This is due to the time required to compile the data from all forms and convert it into a PDF format.

FPAR Data Validation

The FPAR module implements data validation consistency checks that are required by the standard paper forms. The numbers entered in each form are validated against other forms to ensure that the data is consistent across the forms. These validation checks are done at the time of submission. During the data entry process of completing and saving forms, you are able to save any data entered. However, during the submission process, you are immediately informed of any validation errors that exist across the forms and you are required to correct these errors prior to submission.

To validate the data:

- Click the **Validation Check** button at the bottom of the FPCC page.

GrantSolutions - 70037

FPAR Validation Results

Project Title: Title X, Family Planning Services Program - Family Planning Clinical Services, Education and Community Information

Grantee Name: State of Hawaii Department of Health

Core Grant Number: FHPA090326

FPAR Number: 0906

[Download FPAR Instructions](#)

[Download FPAR Validation Rules](#)

The following tests failed

#	Validation Rule ID#	Field 2 (Value)	Test	Field 1 (Value)	Checkpoint	Validation Instructions
No Error Found!						

Figure 3. 37 FPAR Validation Results.

The Validation Results notify you of any problems with the data you have entered, indicating the errors that were found in the FPAR. The errors must be corrected before FPAR submission will be allowed.

FPAR Interim Submissions

Submitting the FPAR as an “Interim” Report allows Federal staff access to your FPAR, but you maintain the ability to continue working on the report. This allows you to preserve the FPAR as a working copy and later submit it as a “Final” report.

To submit your FPAR as an Interim report:

- Select the **Submit Interim** button at the bottom of the FPCC.
- A dialog box prompts you with an alert “Are you sure you want to submit this FPAR?”

- Click **OK** to successfully submit the interim report and return to the Grantee FPAR List.
- The FPAR status is now “Submitted.”



Figure 3. 38 Grantee FPAR List.

A View PDF or an Edit link is displayed and the e-Submission icon is displayed adjacent to the grant number.

- Select the [View PDF](#) link and display a *read-only* version of the FPCC for the submitted Interim FPAR.
- Select the [Edit](#) link and change the FPAR’s status to a “Work In Progress,” allowing you to make further changes. An Edit/Submit link will be shown in the Action column of the Grantee FPAR List.

NOTE: Once you select edit, and change the Interim report back to a “Work in Progress” status, the FPAR is no longer available to the Federal Staff. You must resubmit the report, either as another Interim or a Final report, for Federal staff to again obtain access.

The FPAR Submission Process

Once all forms are completed and all data has passed the validation consistency checks, Grantees may electronically submit the FPAR. At the time of submission, the FPAR forms are finalized (no further changes allowed) and immediately made available to the Federal Staff for review and processing.

To submit a final FPAR:

- Click the **Submit Final** button at the bottom of the FPCC page.
- A dialog box prompts you with an alert “Are you sure you want to submit this FPAR?”
- Click **OK** to successfully submit the FPAR Report and return to the Grantee FPAR List.

- The FPAR status is “Submitted.”

The screenshot shows the GrantSolutions.gov interface. The main content area is titled "Grantee FPAR List" and includes search filters for Core Grant Number, Calendar Year (2005), Status (Final), and Grant Program. Below the filters is a table with the following data:

Core Grant Number	Calendar Year	FPAR Status	Submission Type/Date	Last Action By/Date	Action
FHHPA090326	2005	Final	Final 02/15/2006	Glass / 12/27/2006	View PDF

Figure 3. 39 Grantee FPAR List.

A View PDF link is displayed and the e-Submission icon is displayed adjacent to the grant number.

- Click the [View PDF](#) link to display a *read-only* version of the FPCC for the submitted Final FPAR. You can only view the report at this time, and no further changes may be made.

NOTE: An FPAR in a “Work in Progress” status is not available to Federal Staff and can be accessed by the Grantee only. You may continue to complete the report at any time while the report is in a “Work in Progress” status. Only after successfully submitting the FPAR will the report be made available to the Federal staff for review and the forms finalized, allowing no further changes.

FPAR Revisions

Once the Final FPAR is submitted, no further changes may be made. If the Grantee wishes to initiate a change, the Grantee must call the Program Office to request a Revision approval. If the Program office chooses to approve your request, you will be granted “Revision Access” in the FPAR module.

NOTE: At this time, electronic revision requests are not available.

The FPAR status of your report will change to “Revision,” allowing you to make further changes to the report. You will now see an Edit/Submit link in the Action column of the Grantee FPAR List. Open, correct and save any forms that require changes. When all revision updates have been completed, resubmit your FPAR as an Interim or Final report, as explained earlier.

FPAR Approval Process

Program Office Acceptance

When the Grantee submits the final version of the FPAR, the Family Planning Program Office will review the report and perform one of the following:

- Accept the FPAR report: the submitted report (Final or Revised) is acceptable to the Program Office and is forwarded to the Family Planning FPAR Coordinator for final approval.
- Issue Revision access to the Grantee: the submitted report (Final or Revised) is not acceptable to the Program Office and is now available to the Grantee to revise and resubmit.

When the Family Planning Program Office accepts your submitted FPAR report, the status is change to “Accepted.”

FPAR Coordinator Approval

When the Grantee submits the final version of the FPAR and the Program Office Accepts the report, the Family Planning FPAR Coordinator reviews the report and performs one of the following:

- Approve the FPAR report: the submitted report (Final or Revised) is acceptable, and receives its final approval.
- Issue Revision access to the Grantee: the submitted report (Final or Revised) is not approved, and is now available to the Grantee to revise and resubmit.

When the Family Planning FPAR Coordinator approves your submitted FPAR report, the status will change to “Final.”

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