

GRANTS

GRANTS REVIEW AND TRACKING SYSTEM

Frequently Asked Questions

June 2019
Department of Water Resources
Project Services Office

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I. Introduction

A. Purpose

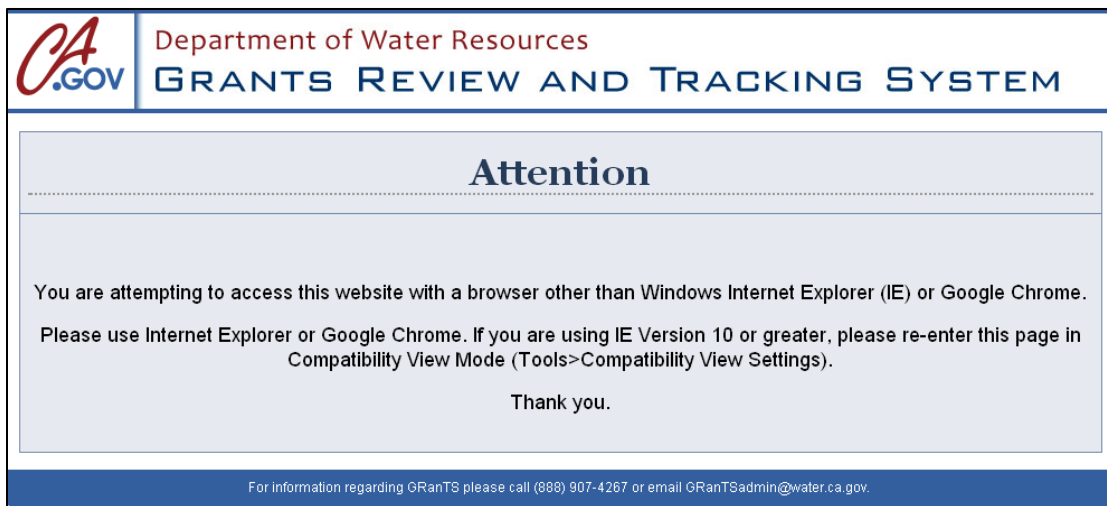
The purpose of this document is to answer the most commonly asked questions about the Grants Review and Tracking System (GRanTS) in a simple step-by-step manner.

B. Scope

This document provides a brief step-by-step process for doing the most commonly executed tasks in GRanTS. Please refer to the GRanTS Public User Guide for more detail and information.

C. Supported Web Browser

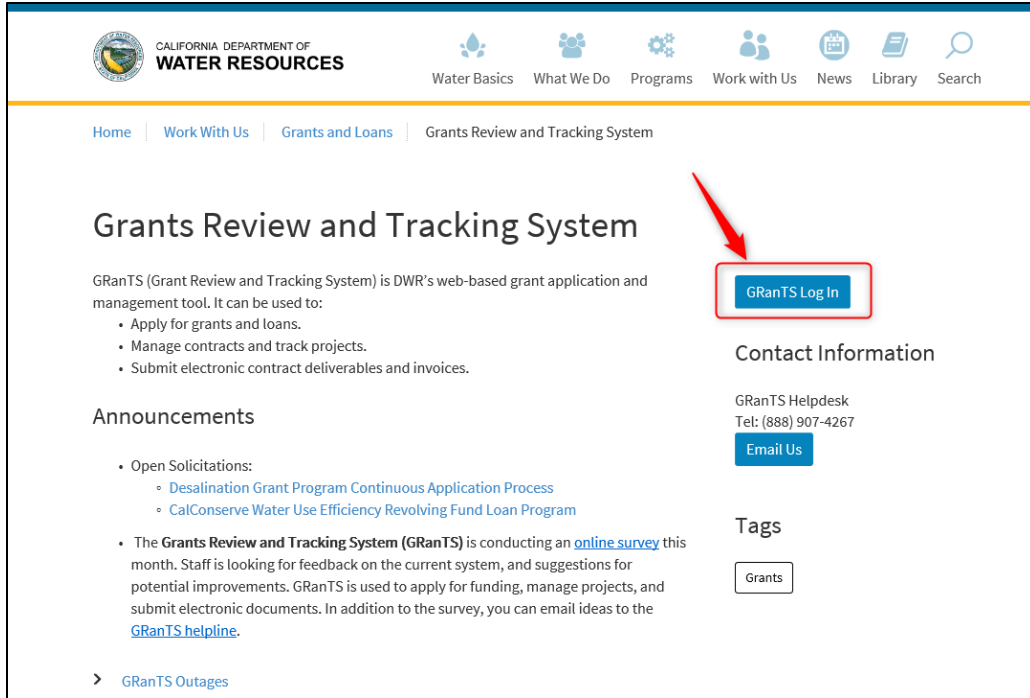
GRanTS runs best on Internet Explorer or Google Chrome. If you are using Internet Explorer and the version is greater than 9, please turn on Compatibility View. Currently, GRanTS does not support other internet browsers like Mozilla Firefox or Safari and you will get the following message for non-supported browsers:



II. Frequently Asked Questions

1) How do I log in to GRanTS?

- a) Navigate to <http://www.water.ca.gov/grants/> and click on the **GRanTS Log In** button.



b) Log in with your **username** and **password**.



- 2) **When I try to access GRanTS using Internet Explorer version 10 or 11, why do I get the following message?**

Attention

You are attempting to access this website with Internet Explorer (IE) 10 or 11. Please re-enter this page in Compatibility View Mode. To turn on the Compatibility View Mode, please follow the instructions given below:

- a) Tap or click the **Tools**, and then click **Compatibility View settings**.
- b) Under Add this website, enter "ca.gov", and click **Add**.
- c) Then click **Close**.

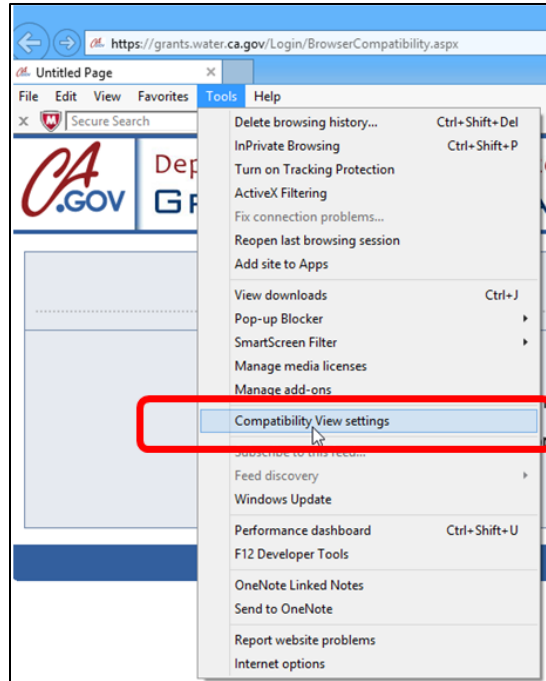
Please [click here](#) for detailed instructions with screen captures.

Please note that changing Compatibility View settings in Internet Explorer 11 to improve functionality of GRanTS may affect functionality for other web applications that have a ".ca.gov" extension. If that happens, remove the ".ca.gov" setting from the Compatibility View settings when using that web application.

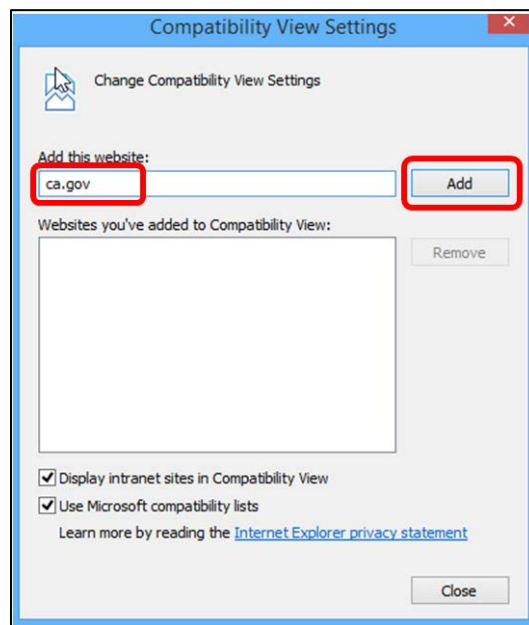
Please follow the instructions shown in FAQ 3 to turn on Compatibility View.

3) I am using IE version 10 or 11, how do I turn on Compatibility View to access GRanTS?

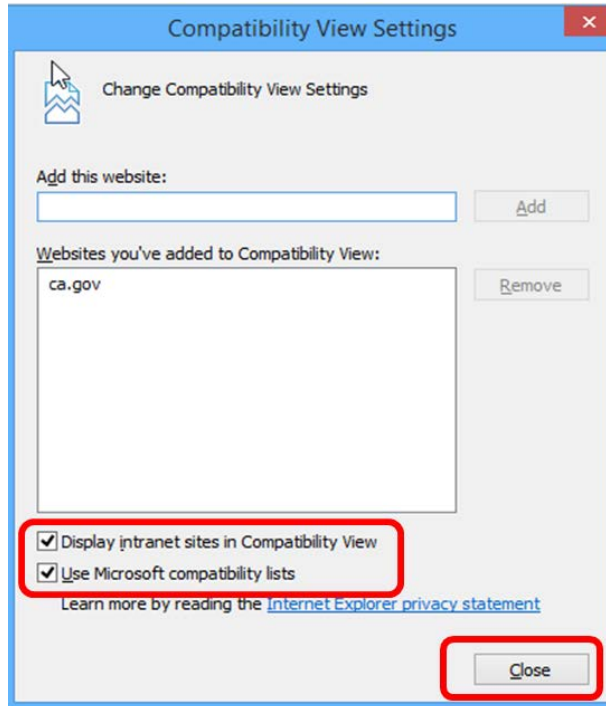
a) Click Tools and then click on Compatibility View Settings.



b) Under Add this website, enter ca.gov, and then click on the Add button.



Make sure all the check boxes are checked and click on the **Close** button.



4) How do I get an account on GRanTS?

- a) Click on the **Registration** hyperlink on the GRanTS home page.



- b) Enter the required information on the **Contact** tab and click on the **Next** button.

CA.GOV Department of Water Resources
GRANTS REVIEW AND TRACKING SYSTEM

User Profile

Contact Organization Account

First Name:	Jacob *	Phone (Office):	(916) 651-9619Ext: __ *
Middle Name:		Phone (Direct):	() __ - __ Ext: __
Last Name:	Ingle *	Phone (Mobile):	() __ - __
		Fax:	() __ - __

Next Cancel

For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.

- c) Select **Organization Name** and **Division** from dropdown lists then click on the **Next** button. If your Organization is not in the dropdown field, then add your Organization (see **FAQ 5**).

CA.GOV Department of Water Resources
GRANTS REVIEW AND TRACKING SYSTEM

User Profile

Contact Organization Account

Organization:	Basin Water Agency * Add New	Division/Address List:	Projects Implementation : 2840 4th * Add New
Address1:	2840 4th Avenue *	Address2:	
City:	Marina *	State:	California *
Zip:	93933 *		

Next Cancel

For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.

d) Enter the required information on the **Account** tab and click on the **Save** button.

CA.GOV Department of Water Resources
GRANTS REVIEW AND TRACKING SYSTEM

User Profile

Contact Organization **Account**

Username/Email: jacobingle26@yahoo.com *

Password: ***** *

Confirm Password: ***** *

Security Question 1: What was your childhood nickname? * Answer: Required *

Security Question 2: What make was your first car? * Answer: Required *

Save Cancel

For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.

e) You get the message showing that you are successfully registered with GRanTS.

leiji.grants3@gmail.com *

***** *

***** *

od nickname? * Answer: test

f your high school? * Answer: test

You are successfully registered with GRanTS.

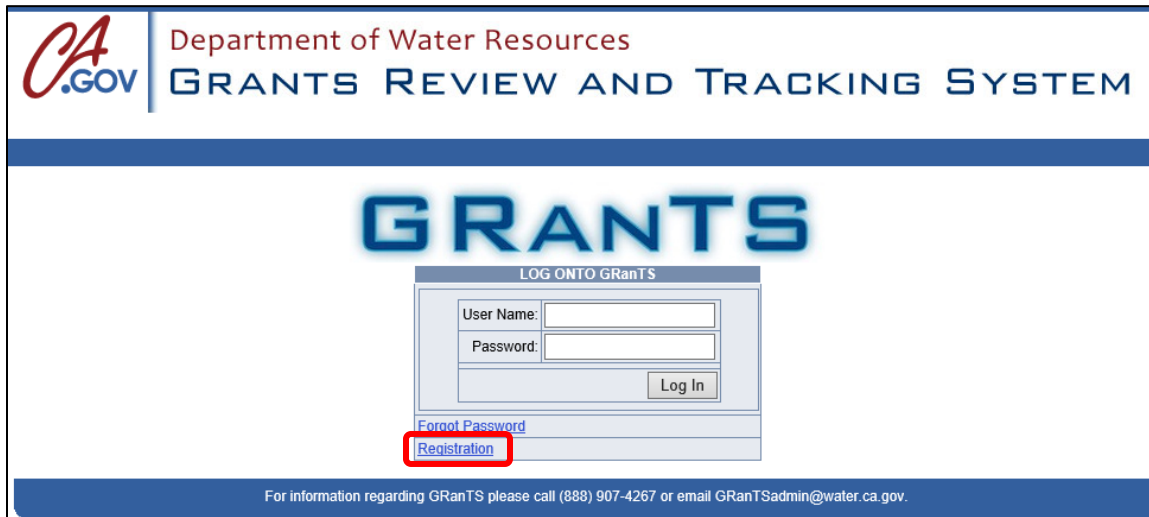
OK

Information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.

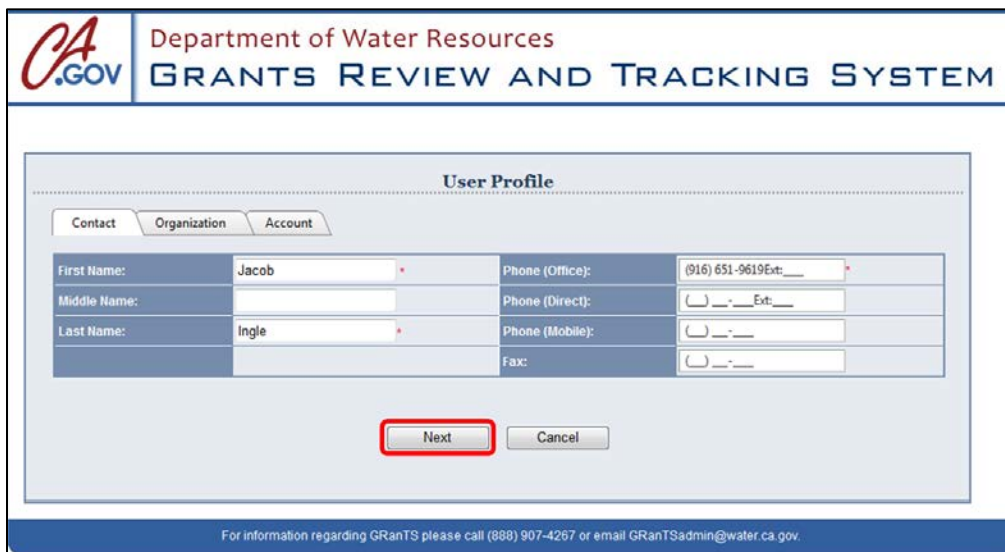
5) **How do I add my Organization on GRanTS?**

Adding a new organization is mainly done during the registration. Every account must have an associated organization. When your organization is not in the Organizations dropdown menu, you must add your organization into the dropdown menu. You become the organization administrator.

- a) Click on the **Registration** hyperlink on the GRanTS home page if you have not registered yet.



- b) Enter the required information on the **Contact** tab and click on the **Next** button.



- c) Click on the **Add New** hyperlink to the right of the **Organization** dropdown field.

CA.GOV Department of Water Resources
GRANTS REVIEW AND TRACKING SYSTEM

User Profile

Contact Organization Account

Organization:	Search for Organization... * Add New	Division/Address List:	Search for Division... * Add New
Address1:	<input type="text"/>	Address2:	<input type="text"/>
City:	<input type="text"/>	State:	California <input type="text"/>
Zip:	<input type="text"/>		

Next Cancel

For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.

- d) Enter the required information and click on the **Save** button.

CA.GOV Department of Water Resources
GRANTS REVIEW AND TRACKING SYSTEM

Add New Organization

Organization:	My New Organization *	Division:	Division *
Address1:	1234 Star Date Dr *	Address2:	<input type="text"/>
City:	Rocklin *	State:	California <input type="text"/>
Zip:	95765 *	Tax ID:	123456789 x

Save Cancel

For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.

- e) Select the Organization and Division you just added in the previous step from the dropdown menus then continue to the **Account** tab by pressing the **Next** button at the bottom.

Department of Water Resources
GRANTS REVIEW AND TRACKING SYSTEM

User Profile

Contact Organization **Account**

Organization:	My New Organization	Add New	Division/Address List:	Division One: 1234 Star Date Dr, Rocklin	Add New
Address1:	1234 Star Date Dr		Address2:	Select Division	
City:	Rocklin		State:	Division One: 1234 Star Date Dr, Rocklin	
Zip:	95765			California	

For information regarding GRANTS please call (888) 907-4267 or email GRANTSadmin@water.ca.gov.

6) How do I become an Authorized User when I join an existing Organization?

- a) Navigate to the **Home** module and you will see the email address of your Organization Administrator.

Department of Water Resources
GRANTS REVIEW AND TRACKING SYSTEM

Welcome: lejji.grants2@gmail.com [Logout](#)

[Home](#) [PSPs](#) [Projects](#) [Contracts](#)

[Public User Guide \(4MB\)](#)

NEW SOLICITATIONS			
35 New solicitations are available!			
MY APPLICATIONS			
In Progress	10		
Submitted	6		
Awarded	3		
YOUR ORGANIZATION'S ADMINISTRATOR IS:			
Organization Name	Administrator	Email	Phone Number
Lejji Test1 Site	LejjiTestOne	lejji.grants@gmail.com	(916) 333-3333

For information regarding GRANTS please call (888) 907-4267 or email GRANTSadmin@water.ca.gov.

- b) Send an email to the Organization Administrator asking him/her to authorize your GRanTS account.

7) How do I authorize new users joining my Organization?

- a) Click on the **Organization Admin** module and click on **User Mgmt.**

CA.GOV Department of Water Resources GRANTS REVIEW AND TRACKING SYSTEM

Welcome: suresh.grants@gmail.com [Logout](#)

Home PSPs Review Projects Contracts **Organization Admin**

User Mgmt

Organization Admin

Select Organization: suresh_test

Organization Name: suresh_test

Tax ID: 121323232

Save Edit Cancel

Users

[Add New](#)

User ID	Action
svk99grants@gmail.com	
lillymani29@gmail.com	

For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.

- b) Select your Organization from the dropdown field.

CA.GOV Department of Water Resources GRANTS REVIEW AND TRACKING SYSTEM

Welcome: jacobingle25@yahoo.com [Logout](#)

Home PSPs Review Projects Contracts **Organization Admin**

Organization Admin

Select Organization: Please Select

Organization Name: Please Select

Tax ID:

Jacob's Organization

Alameda Point Collaborative

City of San Diego - Public Utilities Department

City of Solitude

West Sacramento

Users

[Add New](#)

For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.

- c) Click on the hyperlinked User ID if they are registered in the selected Organization. If you do not see the desired user's email, click on the **Add New** hyperlink to add them to this Organization.

CA.GOV Department of Water Resources GRANTS REVIEW AND TRACKING SYSTEM

Welcome: suresh.grants@gmail.com [Logout](#)

Home PSPs Review Projects Contracts Organization Admin

Organization Admin

Select Organization: suresh_test

Organization Name: suresh_test

Tax ID: 121323232

Save Edit Cancel

Users

[Add New](#)

User ID	Action
svk99grants@gmail.com	
lillyiman29@gmail.com	

For information regarding GRANTS please call (888) 907-4267 or email GRANTSadmin@water.ca.gov.

- d) Check the **Authorized User** checkbox then click on the **Save** button.

CA.GOV Department of Water Resources GRANTS REVIEW AND TRACKING SYSTEM

Welcome: jon.nguyen@hotmail.com [Logout](#)

Home PSPs Projects Contracts Organization Admin

Add/Modify User

User ID: jon.nguyen@gmail.com

Lock/Unlock

Organization Admin

Authorized User

Save Cancel

For information regarding GRANTS please call (888) 907-4267 or email GRANTSadmin@water.ca.gov.

8) What do I do if I forget my Password?

- a) Click on the **Forgot Password** hyperlink on the GRanTS home page.



- b) Enter your registered email ID and click on the **Next** button.



c) Answer the security questions correctly and click on the **Submit** button.

Department of Water Resources
GRANTS REVIEW AND TRACKING SYSTEM

Forgot Password

Username/Registered email:

Please answer the following security questions.

What was your childhood nickname?

What was the name of your high school?

You have maximum of 3 unsuccessful attempts.

For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.

d) An email will be sent to you with your temporary password.

Department of Water Resources
GRANTS REVIEW AND TRACKING SYSTEM

Forgot Password

Username/Registered email:

Please answer the following security questions.

What was your childhood nickname?

What was the name of your high school?

A temporary password was sent to your email account.

For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.



If you answer your security questions incorrectly three times, your account will be locked, and you will need to contact the DWR GRanTS Administrator by emailing grantsadmin@water.ca.gov or calling 1-888-907-4267 to get your account unlocked.

9) How do I become the Organization Administrator for my Organization?

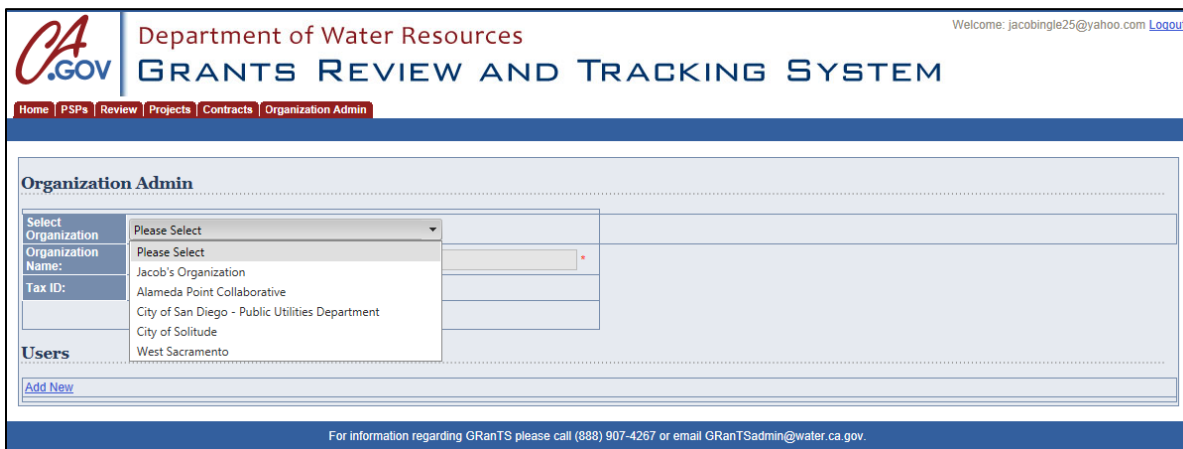
- a) If you added a new organization when you are registering as a new user, you automatically become the organization administrator.
- b) If your Organization is already in GRanTS then it already has an Admin. Contact your Organization Admin to add you as one or contact a GRanTS Administrator.

10) How do I add another user as an Administrator for my Organization?

- a) Log in to GRanTS with your Organization Admin username and password.
- b) Click on the **Organization Admin** module and click on **User Mgmt.**



- c) Select the Organization from the dropdown field.



- d) If the user is registered to the Organization that you selected then their hyperlinked email will appear in the Users section of this page. Click on the user's hyperlinked email to open the **Add/Modify User** page.



If you don't see the user's email in the Users section skip to **Step (f)**.

CA.GOV Department of Water Resources
GRANTS REVIEW AND TRACKING SYSTEM

Welcome: suresh.grants@gmail.com [Logout](#)

Home PSPs Review Projects Contracts Organization Admin

Organization Admin

Select Organization: suresh_test
Organization Name: suresh_test
Tax ID: 121323232
Save Edit Cancel

Users

[Add New](#)

User ID	Action
svk99grants@gmail.com	
lillyman29@gmail.com	

For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.

- e) Check the **Organization Admin** and **Authorized User** check-boxes then click on the **Save** button.

CA.GOV Department of Water Resources
GRANTS REVIEW AND TRACKING SYSTEM

Welcome: jon.nguyen@hotmail.com [Logout](#)

Home PSPs Projects Contracts Organization Admin

Add/Modify User

User ID: jon.nguyen@gmail.com
Lock/Unlock:
Organization Admin:
Authorized User:
Save Cancel

For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.

- f) If you do not see the user's hyperlinked email then they are not registered to the Organization that you chose. Click on the **Add New** hyperlink to add them to the Organization.



The user needs to have an account in GRanTS. You cannot add a new account by clicking on **Add New** hyperlink in this step.

CA.GOV Department of Water Resources GRANTS REVIEW AND TRACKING SYSTEM

Welcome: suresh.grants@gmail.com [Logout](#)

Home PSPs Review Projects Contracts Organization Admin

Organization Admin

Select Organization: suresh_test

Organization Name: suresh_test

Tax ID: 121323232

Save Edit Cancel

Users

Add New

User ID	Action
svk99grants@gmail.com	
lilyimani29@gmail.com	

For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.

- g) Enter the user's email then check the **Organization Admin** and **Authorized User** check-boxes then click on the **Save** button.

CA.GOV Department of Water Resources GRANTS REVIEW AND TRACKING SYSTEM

Welcome: jon.nguyen@hotmail.com [Logout](#)

Home PSPs Projects Contracts Organization Admin

Add/Modify User

User ID: jon.nguyen@gmail.com

Lock/Unlock:

Organization Admin:

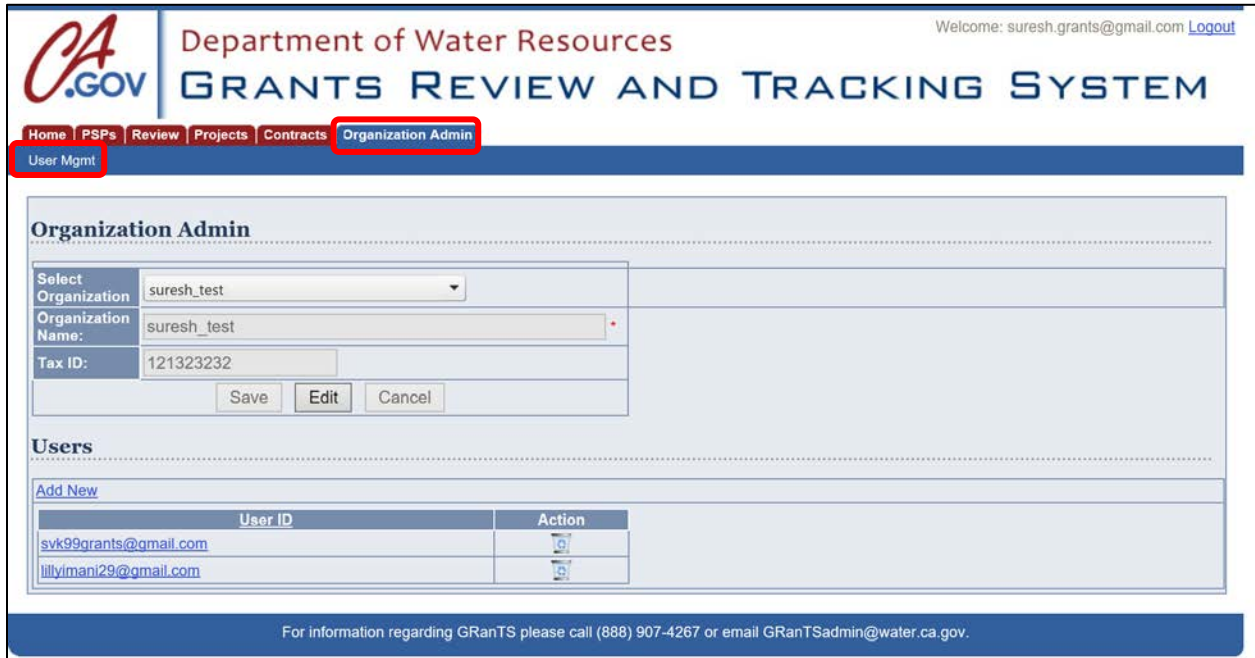
Authorized User:

Save Cancel

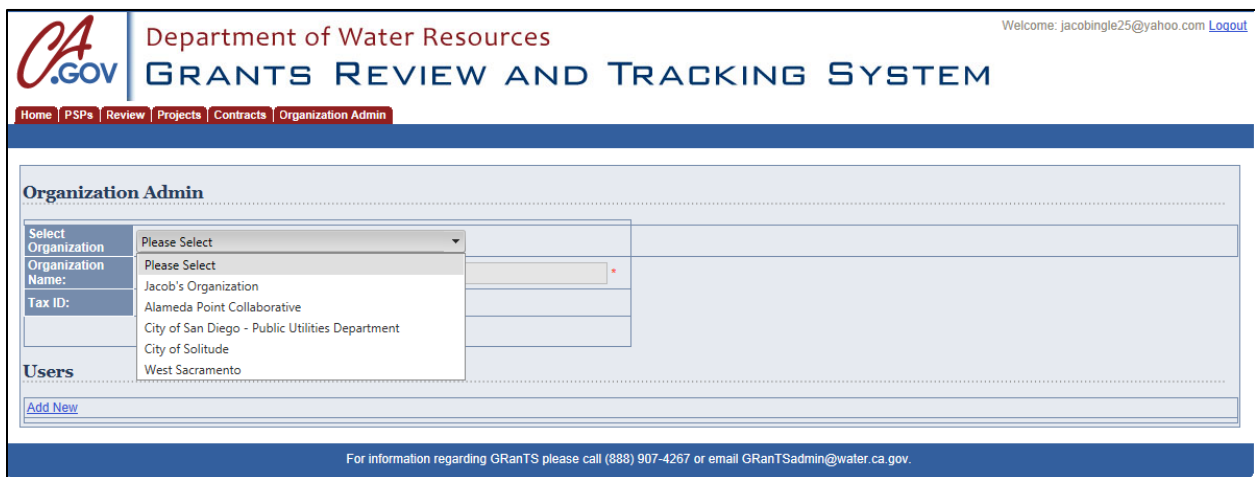
For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.

11) How do I allow other users to see my Organization’s proposals?

- a) Log in to GRanTS with your Organization Admin username and password.
- b) Click on the **Organization Admin** module and click on **User Mgmt.**



- c) Select the Organization from the dropdown field.



- d) Click on the hyperlinked User ID or click on the **Add New** hyperlink and enter the email of the user you wish to share your proposals with.

CA.GOV | Department of Water Resources | Welcome: suresh.grants@gmail.com [Logout](#)

GRANTS REVIEW AND TRACKING SYSTEM

Home | PSPs | Review | Projects | Contracts | Organization Admin

Organization Admin

Select Organization: suresh_test

Organization Name: suresh_test

Tax ID: 121323232

Save Edit Cancel

Users

[Add New](#)

User ID	Action
svk99grants@gmail.com	[icon]
lillyman29@gmail.com	[icon]

For information regarding GRANTS please call (888) 907-4267 or email GRANTSadmin@water.ca.gov.

- e) Check the **Authorized** checkbox but DO NOT check the **Organization Admin** checkbox then click on the **Save** button.

CA.GOV | Department of Water Resources | Welcome: jon.nguyen@hotmail.com [Logout](#)

GRANTS REVIEW AND TRACKING SYSTEM

Home | PSPs | Projects | Contracts | Organization Admin

Add/Modify User

User ID: jon.nguyen@gmail.com *

Lock/Unlock:

Organization Admin:

Authorized User:

Save Cancel

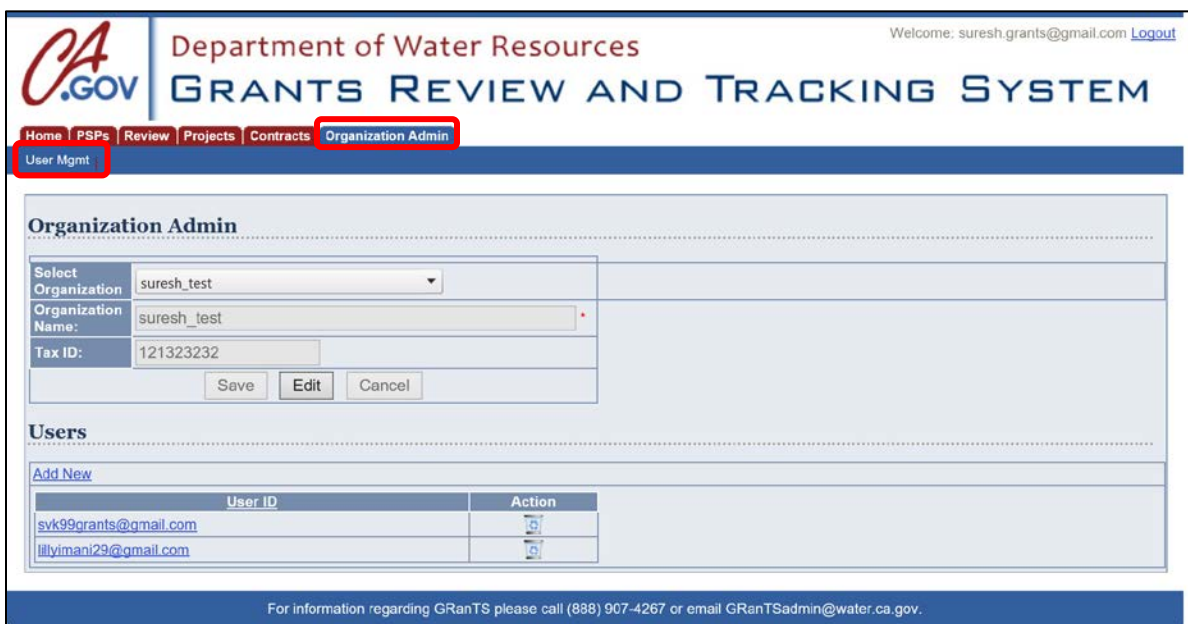
For information regarding GRANTS please call (888) 907-4267 or email GRANTSadmin@water.ca.gov.

12) What do I do if I get locked out of GRanTS and cannot log in?

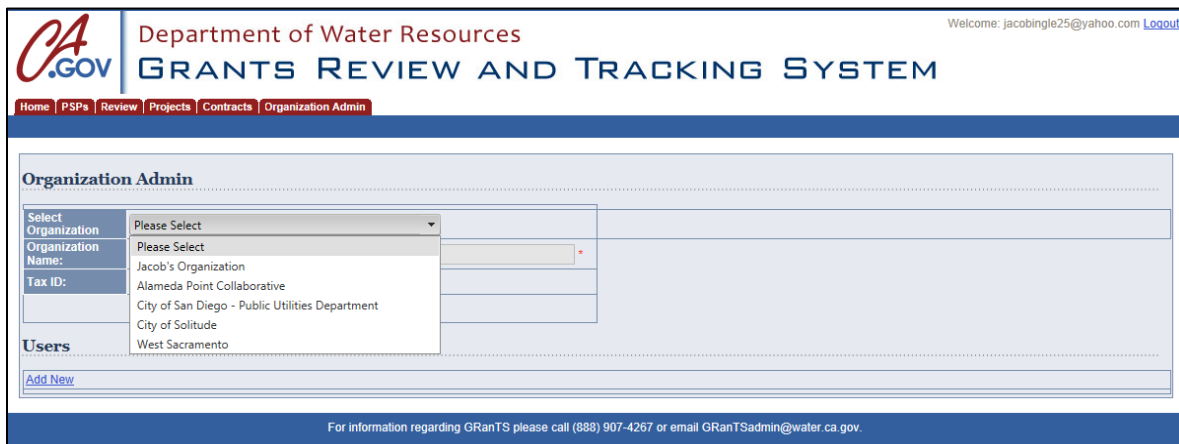
- a) If you are an Organization Administrator, contact GRanTS Admin at grantsadmin@water.ca.gov or 1-888-907-4267.
- b) Other Users can call or contact their Organization Administrator as well.

13) How do I unlock accounts of the locked users of my Organization?

- a) Log in to GRanTS with your Organization Admin username and password.
- b) Click on the **Organization Admin** module and click on **User Mgmt.**



- c) Select the Organization from the dropdown field.



- d) Click on the locked user's email ID from the list of User IDs displayed.

CA.GOV Department of Water Resources Welcome: suresh.grants@gmail.com [Logout](#)

GRANTS REVIEW AND TRACKING SYSTEM

Home PSPs Review Projects Contracts Organization Admin

Organization Admin

Select Organization: suresh_test

Organization Name: suresh_test

Tax ID: 121323232

Save Edit Cancel

Users

[Add New](#)

User ID	Action
svk99grants@gmail.com	
lillyman29@gmail.com	

For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.

- e) Uncheck the **Lock/Unlock** checkbox then click on the **Save** button.

CA.GOV Department of Water Resources Welcome: gethcabading@gmail.com [Logout](#)

GRANTS REVIEW AND TRACKING SYSTEM

Home PSPs Projects Contracts Organization Admin

Add/Modify User

User ID: John.Doe@gmail.com

Lock/Unlock

Organization Admin

Authorized User

Save Cancel

For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.

14) How do I start a proposal for a Proposal Solicitation Package (PSP)?

- a) Log in to GRanTS with your username and password.
- b) Click on the hyperlinked number of new solicitations on your home page.

Department of Water Resources
GRANTS REVIEW AND TRACKING SYSTEM

Welcome: jacobingle25@yahoo.com [Logout](#)

Home [PSPs](#) [Projects](#) [Contracts](#) [Organization Admin](#)

Home [My Profile](#)

[Public User Guide \(4MB\)](#)

NEW SOLICITATIONS

17 New solicitations are available!

YOU ARE THE ORGANIZATION ADMINISTRATOR FOR:

Organization Name	Organization Tax ID(MFEIN)
This is Jacob's Organization	457896543
Jacob's Organization	0
Fourth Test Organization	939303934
2	487563908

YOUR ORGANIZATION'S ADMINISTRATOR IS:

Organization Name	Administrator	Email	Phone Number
Jacob's Organization	Jacob	jacobingle25@yahoo.com	(916) 651-9637
2	Jacob	jacobingle25@yahoo.com	(916) 651-9637
Fourth Test Organization	Jacob	jacobingle25@yahoo.com	(916) 651-9637
Jacob's Organization	Jacob	ingle@yahoo.com	(916) 223-5987
2	Jacob	jacob@yahoo.com	(916) 223-5987

1 of 2 Pages >>

For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.

OR navigate to the **All PSPs** sub-module under the **PSPs** module.

Department of Water Resources
GRANTS REVIEW AND TRACKING SYSTEM

Welcome: jon.nguyen@hotmail.com [Logout](#)

Home **PSPs** Projects Contracts Organization Admin
All PSPs My Proposals My Communications

Active PSPs

Program Name	PSP Name	Released On	Due Date	Action	Attachments
Jacobs Test Program	zPSP with Lots of Attachments	01/01/2000	8/28/2020 11:30 PM	Start Proposal	No Attachments
Jacobs Test Program	zzzzzCan You See This One	07/13/2015	10/26/2018 11:30 PM	Start Proposal	No Attachments
Jacobs Test Program	zzzzzzzzzzzzAnother One	07/13/2015	4/20/2017 11:30 PM	Start Proposal	No Attachments
JonTest842015	Jontest842015	08/04/2015	8/4/2017 11:00 PM	Start Proposal	Attachments
JonTest842015	MR19TEST	11/16/2015	11/10/2017 4:30 AM	Start Proposal	Attachments
JonTest842015	Test Characters	08/11/2015	5/28/2020 2:00 PM	Start Proposal	Attachments
JonTest842015	Test Dup	11/05/2015	3/14/2018 3:00 PM	Start Proposal	Attachments
JonTest842015	Test Special Characters	08/11/2015	2/28/2018 11:30 PM	Start Proposal	Attachments
Test - Suresh Program	2016 Planning Grant PSP(Practice)	01/01/2000	12/31/2016 5:00 PM	Start Proposal	No Attachments

Page size: 10 49 items in 5 pages

Archived PSPs

Archived PSP Name: Select Fiscal Year:

For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.

- c) Choose the PSP you are interested in from the available list and then click on the **Start Proposal** hyperlink in the Action column.

Department of Water Resources
GRANTS REVIEW AND TRACKING SYSTEM

Welcome: jon.nguyen@hotmail.com [Logout](#)

Home | **PSPs** | Projects | Contracts | Organization Admin

All PSPs | My Proposals | My Communications

Active PSPs

Program Name	PSP Name	Released On	Due Date	Action	Attachments
Jacobs Test Program	zPSP with Lots of Attachments	01/01/2000	8/28/2020 11:30 PM	Start Proposal	No Attachments
Jacobs Test Program	zzzzzCan You See This One	07/13/2015	10/26/2018 11:30 PM	Start Proposal	No Attachments
Jacobs Test Program	zzzzzzzzzzAnother One	07/13/2015	4/20/2017 11:30 PM	Start Proposal	No Attachments
JonTest842015	Jontest842015	08/04/2015	8/4/2017 11:00 PM	Start Proposal	Attachments
JonTest842015	MR19TEST	11/16/2015	11/10/2017 4:30 AM	Start Proposal	Attachments
JonTest842015	Test Characters	08/11/2015	5/28/2020 2:00 PM	Start Proposal	Attachments
JonTest842015	Test Dup	11/05/2015	3/14/2018 3:00 PM	Start Proposal	Attachments
JonTest842015	Test Special Characters	08/11/2015	2/28/2018 11:30 PM	Start Proposal	Attachments
Test - Suresh Program	2016 Planning Grant PSP(Practice)	01/01/2000	12/31/2016 5:00 PM	Start Proposal	No Attachments

Page size: 10 49 items in 5 pages

Archived PSPs

Archived PSP Name: Select Fiscal Year: Search

For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.

- d) Fill out the required information on the first tab and then click the **Save** button.

Alexander Valley-Cloverdale

Hydrologic Region [Help](#)

Central Coast
Colorado River
North Coast
North Lahontan

Watershed [Help](#) Maximum
Character Limit: 250

LEGISLATIVE INFORMATION

Assembly District [Help](#)

10th Assembly District
11th Assembly District
12th Assembly District
13th Assembly District

Senate District [Help](#)

10th Senate District
11th Senate District
12th Senate District
13th Senate District

US Congressional District [Help](#)

District 1 (CA)
District 10 (CA)
District 11 (CA)
District 12 (CA)

[Save](#) [Back](#) [Submit](#)

For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.

- e) Once the proposal is saved for the first time, it is added to your **My Proposals** page.

CA.GOV Department of Water Resources Welcome: jon.nguyen@hotmail.com [Logout](#)
GRANTS REVIEW AND TRACKING SYSTEM
[Home](#) [PSPs](#) [Projects](#) [Contracts](#) [Organization Admin](#)

My Proposals

Proposal Title	PSP Name ^	Organization Name	Due Date	Last Updated By	Last Updated On	Status	Attachments	Action
fd	Chrome Test PSP MR 10	JonsTest23	07/05/2019	jon.nguyen@hotmail.com	06/13/2016	Draft	No Attachments	Submit
Test MR23	Jon Nguyen Test2	JonsTest23	04/15/2017	jon.nguyen@hotmail.com	06/20/2016	Draft	No Attachments	Submit
sdf	Jontest842015	JonsTest23	08/04/2017	jon.nguyen@hotmail.com	05/17/2016	Draft	No Attachments	Submit
Test MR23	Jontest842015	JonsTest23	08/04/2017	jon.nguyen@hotmail.com	06/20/2016	Submitted	No Attachments	Submit


Page size: 10 4 items in 1 pages

My Archived Proposals

Proposal Title Select Organization

For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.

- f) The next time you log in you can continue preparing your proposal by navigating to the **My Proposals** sub-module under the **PSPs** tab and clicking on the hyperlinked Proposal Title. Once a PSP's due date has passed it will be moved to the Archived PSPs section and you cannot start a new Proposal for that PSP.



Department of Water Resources

GRANTS REVIEW AND TRACKING SYSTEM

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[Home](#) | [PSPs](#) | [Projects](#) | [Contracts](#) | [Organization Admin](#)

Active PSPs

Program Name ^	PSP Name	Released On	Due Date	Action	Attachments
Jacobs Test Program	zPSP with Lots of Attachments	01/01/2000	8/28/2020 11:30 PM	Start Proposal	No Attachments
Jacobs Test Program	zzzzzCan You See This One	07/13/2015	10/26/2018 11:30 PM	Start Proposal	No Attachments
Jacobs Test Program	zzzzzzzzzzzAnother One	07/13/2015	4/20/2017 11:30 PM	Start Proposal	No Attachments
JonTest842015	Jontest842015	08/04/2015	8/4/2017 11:00 PM	Start Proposal	Attachments
JonTest842015	MR19TEST	11/16/2015	11/10/2017 4:30 AM	Start Proposal	Attachments
JonTest842015	Test Characters	08/11/2015	5/28/2020 2:00 PM	Start Proposal	Attachments
JonTest842015	Test Dup	11/05/2015	3/14/2018 3:00 PM	Start Proposal	Attachments
JonTest842015	Test Special Characters	08/11/2015	2/28/2018 11:30 PM	Start Proposal	Attachments
Test - Suresh Program	2016 Planning Grant PSP(Practice)	01/01/2000	12/31/2016 5:00 PM	Start Proposal	No Attachments

⏪ ⏩ 1 2 3 4 5 ⏪ ⏩ Page size: 10
49 items in 5 pages

Archived PSPs

Archived PSP Name
Select Fiscal Year

Program Name	PSP Name ^	Released On	Due Date	Action	Attachments
Desalination Grant Program	Water Desalination PSP	11/18/2013	11/28/2013 5:00 PM	Due Date Passed	No Attachments
Safe Drinking Water	Water PSP	03/29/2011	3/31/2011 9:00 PM	Due Date Passed	No Attachments

⏪ ⏩ ... 7 8 9 10 11 12 13 14 15 16 ⏪ ⏩ Page size: 10
152 items in 16 pages

For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.

15) How do I submit a proposal?

- a) Follow the steps in **FAQ 14** to start preparing a proposal and complete it.
- b) Make sure you have filled out all the tabs and required questions marked with a red asterisk (*) before submitting. The system will not allow you to submit it unless all required fields are filled in.

The screenshot shows the 'Department of Water Resources GRANTS REVIEW AND TRACKING SYSTEM' interface. At the top right, it says 'Welcome: kristamly22@gmail.com Logout'. Below the header is a navigation menu with 'Home', 'PSPs', 'Projects', 'Contracts', and 'Organization Admin'. A secondary menu contains 'Applicant Info', 'Projects', 'Questions', and 'Attachments', with 'Applicant Info' highlighted. A 'Full View' button is located on the right side of the form area.

The main form is titled 'Applicant Information' and contains the following fields:

APPLICANT INFORMATION				
Organization Name	Krista Test 2 ▾ *			
Point Of Contact	First Name:	Jane *	Last Name:	Doe *
	Email:	janedoe@gmail.com *	Confirm Email:	janedoe@gmail.com *
	Division Name:	Division 2	Phone:	(916) 123-4567 Ext: ____ *
	Address Line 1:	123 Star Road *	Address Line 2:	
	City:	Sacramento *	State:	California ▾ *
	Zip:	95814 *		

- c) Once your proposal is complete, click on the **Submit** button on the bottom of any of the tabs in the PSP or click on the **Submit** button in the **My Proposals** sub-module under the **PSPs** module.

Hydrologic Region Help	Central Coast Colorado River North Coast North Lahontan
Watershed Help	Maximum Character Limit: 250
LEGISLATIVE INFORMATION	
Assembly District Help	10th Assembly District 11th Assembly District 12th Assembly District 13th Assembly District
Senate District Help	10th Senate District 11th Senate District 12th Senate District 13th Senate District
US Congressional District Help	District 1 (CA) District 10 (CA) District 11 (CA) District 12 (CA)
<input type="button" value="Save"/> <input type="button" value="Back"/> <input type="button" value="Submit"/>	
For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.	



Department of Water Resources

GRANTS REVIEW AND TRACKING SYSTEM

Welcome: jon.nguyen@hotmail.com [Logout](#)

Home
PSPs
Projects
Contracts
Organization Admin

My Proposals

Proposal Title	PSP Name	Organization Name	Due Date	Last Updated By	Last Updated On	Status	Attachments	Action
fd	Chrome Test PSP MR 10	JonsTest23	07/05/2019	jon.nguyen@hotmail.com	06/13/2016	Draft	No Attachments	<input type="button" value="Submit"/>
Test_MR23	Jon Nguyen Test2	JonsTest23	04/15/2017	jon.nguyen@hotmail.com	06/20/2016	Draft	No Attachments	<input type="button" value="Submit"/>
sdf	Jontest842015	JonsTest23	08/04/2017	jon.nguyen@hotmail.com	05/17/2016	Draft	No Attachments	<input type="button" value="Submit"/>
Test_MR23	Jontest842015	JonsTest23	08/04/2017	jon.nguyen@hotmail.com	06/20/2016	Submitted	No Attachments	<input type="button" value="Submit"/>

Page size: 10 | 4 items in 1 pages

My Archived Proposals

Proposal Title	<input type="text"/>	Select Organization	<input type="text" value="Search for Organization..."/>	<input type="button" value="Search"/>
----------------	----------------------	---------------------	---	---------------------------------------

16) How can I access all the attachments associated with a PSP?

- a) Log in to GRanTS with your Organization Admin username and password.
- b) Click on the **All PSPs** sub-module under the **PSPs** module.
- c) On the list of all Active PSPs you can select the PSP of your choice and click on the **Attachments** hyperlink in the Attachments column to go to the attached files.

The screenshot shows the 'Department of Water Resources GRANTS REVIEW AND TRACKING SYSTEM' interface. The user is logged in as 'jon.nguyen@hotmail.com'. The navigation menu includes 'Home', 'PSPs', 'Projects', 'Contracts', and 'Organization Admin'. The main content area is titled 'Active PSPs' and contains a table with the following data:

Program Name	PSP Name	Released On	Due Date	Action	Attachments
Jacobs Test Program	zPSP with Lots of Attachments	01/01/2000	8/28/2020 11:30 PM	Start Proposal	No Attachments
Jacobs Test Program	zzzzzCan You See This One	07/13/2015	10/26/2018 11:30 PM	Start Proposal	No Attachments
Jacobs Test Program	zzzzzzzzzzAnother One	07/13/2015	4/20/2017 11:30 PM	Start Proposal	No Attachments
JonTest842015	Jontest842015	08/04/2015	8/4/2017 11:00 PM	Start Proposal	Attachments
JonTest842015	MR19TEST	11/16/2015	11/10/2017 4:30 AM	Start Proposal	Attachments
JonTest842015	Test Characters	08/11/2015	5/28/2020 2:00 PM	Start Proposal	Attachments
JonTest842015	Test Dup	11/05/2015	3/14/2018 3:00 PM	Start Proposal	Attachments
JonTest842015	Test Special Characters	08/11/2015	2/28/2018 11:30 PM	Start Proposal	Attachments
Test - Suresh Program	2016 Planning Grant PSP(Practice)	01/01/2000	12/31/2016 5:00 PM	Start Proposal	No Attachments

Below the table, there are navigation controls (back, first, 1, 2, 3, 4, 5, last, forward) and a 'Page size: 10' dropdown. The text '49 items in 5 pages' is displayed at the bottom right of the table area.

Below the 'Active PSPs' section is the 'Archived PSPs' section, which includes a search form with fields for 'Archived PSP Name', 'Select Fiscal Year', and a 'Search' button.

17) How do I submit a document to DWR?

- a) Log in to GRanTS with your username and password.
- b) You can submit any of the following:
 - i) A project related document.
 - ii) A contract related document.
- c) For a project related document:
 - i) Click on the **My Projects** sub-module under the **Projects** module. Next, select the project you want to add the document to by selecting the program and the year then click on the **Filter** button. Now find the project you want and click on the hyperlinked **Project Name**.

Department of Water Resources
GRANTS REVIEW AND TRACKING SYSTEM

Welcome: suresh.grants@gmail.com [Logout](#)

Home | PSPs | **Projects** | Contracts | Organization Admin

My Projects

Select Program: (All Programs) | Select Approval Year: (All Years) | Select PSP: (All PSP)

Reportable: - No Selection -

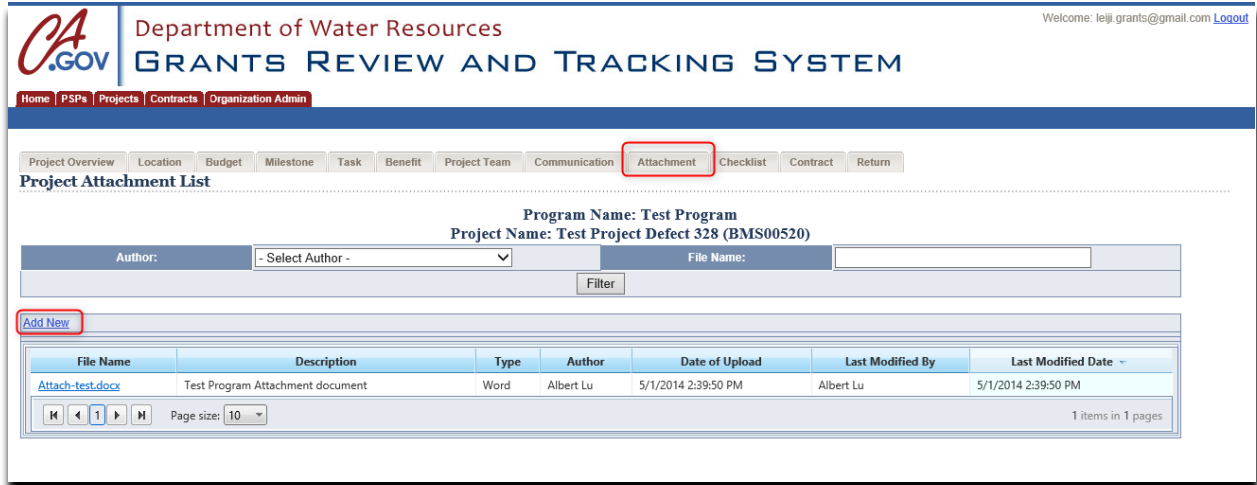
View All Projects

Filter

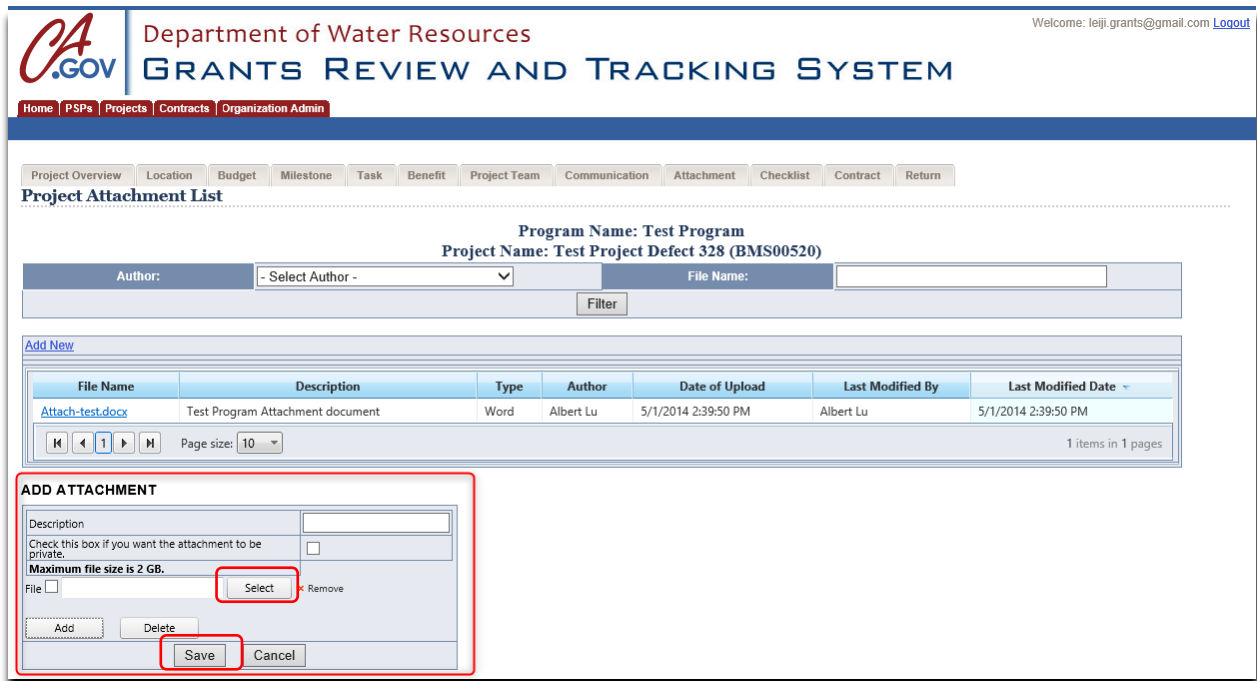
My Projects

Project Name ^	Program Name	Primary Implementing Organization	BMS IO Group Code	Project Status	Project Cost	Start Date	Completion Date	Project Reference ID
Bond Management System (BMS) User Support	EIP	CA Department of Water Resources	BMS02097	Project Implementation	\$151,852.00	10/17/2011	06/30/2013	
El Rio Retrofits for Groundwater Recharge	Integrated Regional Water Management	County of Ventura, Watershed Protection District	BMS03654	Preliminary/Planning	\$1,282,669.00	05/01/2014	01/01/0001	
Joshua Basin Water District Recharge Basin and Pipeline Project	Integrated Regional Water Management	Mojave Water Agency	BMS01141	Completed But Not Paid	\$8,028,000.00	01/01/0001	01/01/0001	
MR 22 TEST DATA	Test's test's	JonsTest	BMS04428	Preliminary/Planning	\$0.00	01/01/0001	01/01/0001	
North Coast Integrated Regional Water Management Plan, Phase III	Integrated Regional Water Management	Humboldt County	BMS00302	Project Implementation	\$2,335,000.00	01/01/0001	01/01/0001	

ii) Click on the **Attachment** tab then click on the **Add New** hyperlink.



iii) Another small window will show up. Click on the **Select** button and attach your document and then click on the **Save** button.



d) For a contract related document:

i) Click on the **My Contracts** sub-module under the **Contracts** module.

Department of Water Resources
GRANTS REVIEW AND TRACKING SYSTEM

Welcome: leiji.grants@gmail.com [Logout](#)

Home | PSPs | Projects | **Contracts** | Organization Admin

My Contracts

My Contract List [Export Data](#)

Select Program: (All Programs) Select Fiscal Year: (All Years)

Select PSP: (All PSP) View All Contracts

Filter

Program Name	Fiscal Year	Contract Number	Contract Name	Organization Name	Contract Amount	Award Amount	Last Update	Status
Test Program	1995	001100110011	Test Contract Defect 328	Roseville Systems	\$100,000.00	\$1,000.00	04/12/2017	Active
Water-Energy Grant Program	1995	564478554564654	wefdwvwr	Leiji Test1 Site	\$0.00	\$1,000.00	02/22/2018	Draft

Page size: 10 2 items in 1 pages

For information regarding GRANTS please call (888) 907-4267 or email GRANTSadmin@water.ca.gov

ii) Select the Contract you want to add the document to by selecting the program, PSP, and the year. Click on the **Filter** button then click on the hyperlinked Contract Number.

Department of Water Resources
GRANTS REVIEW AND TRACKING SYSTEM

Welcome: leiji.grants@gmail.com [Logout](#)

Home | PSPs | Projects | **Contracts** | Organization Admin

My Contract List [Export Data](#)

Select Program: (All Programs) Select Fiscal Year: (All Years)

Select PSP: (All PSP) View All Contracts

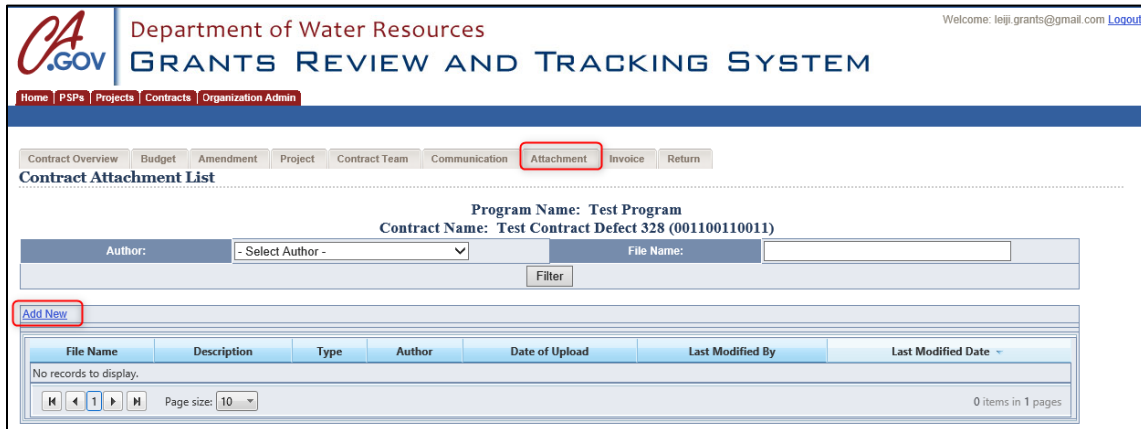
Filter

Program Name	Fiscal Year	Contract Number	Contract Name	Organization Name	Contract Amount	Award Amount	Last Update	Status
Test Program	1995	001100110011	Test Contract Defect 328	Roseville Systems	\$100,000.00	\$1,000.00	04/12/2017	Active
Water-Energy Grant Program	1995	564478554564654	wefdwvwr	Leiji Test1 Site	\$0.00	\$1,000.00	02/22/2018	Draft

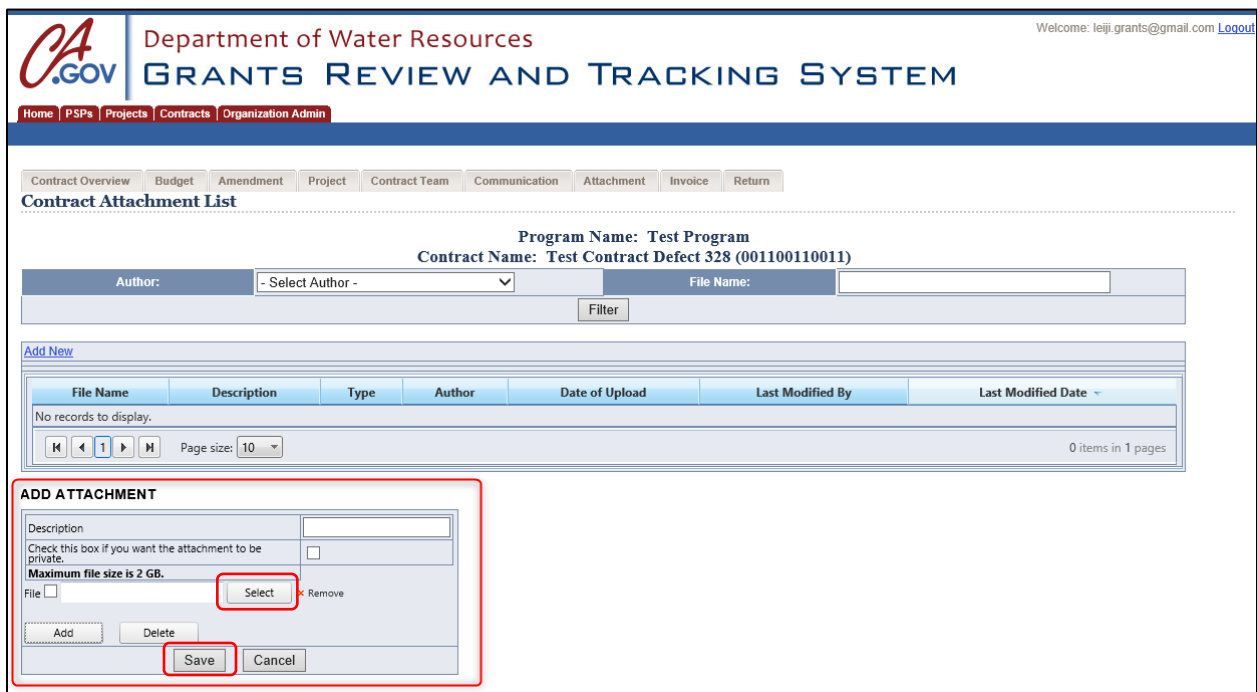
Page size: 10 2 items in 1 pages

For information regarding GRANTS please call (888) 907-4267 or email GRANTSadmin@water.ca.gov

iii) Click on the **Attachment** tab and click on the **Add New** hyperlink.



iv) Another small window will show up. You click on **Select** button and attach your document and then click on the **Save** button.



18) I have been assigned as project manager for a project, how do I view my projects?

- a) Log in to GRanTS with your username and password.
- b) Navigate to the **My Projects** sub-module under the **Projects** module.
- c) Select the program, year, and PSP from the dropdown fields and click on the **Filter** button.

Department of Water Resources
GRANTS REVIEW AND TRACKING SYSTEM

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Home | PSPs | **Projects** | Contracts | Organization Admin

My Projects

Select Program: (All Programs) | Select Approval Year: (All Years) | [Export Data](#)

Reportable: - No Selection - | Select PSP: (All PSP)

View All Projects

My Projects

Project Name	Program Name	Primary Implementing Organization	BMS IO Group Code	Project Status	Project Cost	Start Date	Completion Date	Project Reference ID
Test Project Defect 328	Test Program	Roseville Systems	BMS00520	Project Implementation	\$100,000.00	04/08/2013	04/30/2014	

Page size: 10 | 1 items in 1 pages

For information regarding GRanTS please call (888) 997-4267 or email GRanTSAdmin@water.ca.gov

- d) All the projects associated with that program and year will be displayed.
- e) You can also view all projects by selecting **All Programs** and **All Years** from the dropdown fields and clicking on the **Filter** button.

19) I have been assigned as contract manager for a contract, how do I view my contracts?

- a) Log in to GRanTS with your username and password.
- b) Navigate to the **My Contracts** sub-module under the **Contracts** module.
- c) To Narrow down the list, you can use the **Filter**.
- d) Select the program, PSP, and year from the dropdown fields and click on the **Filter** button.

Department of Water Resources
GRANTS REVIEW AND TRACKING SYSTEM

Welcome: suresh.grants@gmail.com [Logout](#)

Home | PSPs | Projects | **Contracts** | Organization Admin

My Contracts

My Contract List [Export Data](#)

Select Program: (All Programs) Select Fiscal Year: (All Years)

Select PSP: (All PSP) View All Contracts

Filter

Program Name	Fiscal Year	Contract Number	Contract Name	Organization Name	Contract Amount	Award Amount	Last Update	Status
Yuba Feather Flood Protection Program	2002	4600001434	Yuba Feather Supplemental Flood Control Project	Yuba County Water Agency	\$4,143,700.00	\$4,143,700.00	07/25/2016	Active
Yuba Feather Flood Protection Program	2005	4600003884	Forecast-Coordinated Operations Design	Yuba County Water Agency	\$4,879,260.00	\$4,879,260.00	02/04/2015	Active
USACE Projects	2009	4600007671	CSUS	California State University, Sacramento	\$4,100,000.00	\$0.00	02/06/2015	Active
Delta Levees System Integrity	2008	4600008215	RECLAMATION DISTRICT 2059	Reclamation District 2059	\$150,000.00	\$0.00	02/06/2015	Active
Proposition 1E Stormwater Flood Management Grant	2012	4600009662	City of Antioch Stormwater Flood Management Grant	City of Antioch	\$2,997,300.00	\$2,997,300.00	02/09/2018	Active
Integrated Regional Water Management	2010	4600009702	South Orange County Prop84 R1 Implementation Grant	Orange, County of	\$0.00	\$2,316,780.00	02/06/2018	Active
Integrated Regional Water Management	2010	4600009704	Mojave Prop 84 R1 Implementation Grant	Mojave Water Agency	\$0.00	\$8,000,000.00	10/23/2017	Active
Integrated Regional Water Management	2010	4600009713	IRWM Prop 84 R1	Upper Kings Basin IRWM Authority	\$15,404,340.00	\$8,496,000.00	01/30/2018	Active
IRWM (Implementation)	2010	4600009727	Prop 84: Greater Monterey, round 1	City of Soledad	\$6,260,787.00	\$4,139,000.00	09/18/2017	Active
Integrated Regional Water Management	1995	4600010066	Proposition 84 Planning Grants	Plumas County Flood Control and Water Conservation District	\$679,657.00	\$679,657.00	02/26/2016	Active

Page size: 10 15 items in 2 pages

For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.

- e) All the Contracts associated with that program and year will be displayed.
- f) You can also view all Contracts by selecting **All Programs**, **All PSP** and **All Years** from the dropdown fields, check **View All Contracts**, and click on the **Filter** button.

20) What do I do if my attachment file exceeds the file size limit?

- a) There are two options for you in this case:
 - i) First, you can zip (compress) the file if the file is not far over the limit.
 - ii) Second, if the file far exceeds the file size limit, you can split the file into multiple files and attach them separately.
- b) If neither of these options will work for your files, please contact the appropriate program staff for further direction.

21) Will multiple personnel be able to access the proposal for a specific Organization?

- a) Yes, all the authorized registered members of an Organization have access to all proposals associated with that Organization.
- b) By going to the **My Proposals** sub-module under the **PSPs** module any member of that Organization will be able to edit, save, and submit the proposal on behalf of the Organization.

CA .GOV Department of Water Resources Welcome: jon.nguyen@hotmail.com [Logout](#)

GRANTS REVIEW AND TRACKING SYSTEM

Home **PSPs** [Proposals](#) [Contracts](#) [Organization Admin](#)

All PSP **My Proposals** [My Communications](#)

My Proposals

Proposal Title	PSP Name	Organization Name	Due Date	Last Updated By	Last Updated On	Status	Attachments	Action
Test MR23	Jontest842015	JonsTest23	08/04/2017	jon.nguyen@hotmail.com	06/20/2016	Submitted	No Attachments	Submit
Test MR23	Jon Nguyen Test2	JonsTest23	04/15/2017	jon.nguyen@hotmail.com	06/20/2016	Draft	No Attachments	Submit
sdf	Jontest842015	JonsTest23	08/04/2017	jon.nguyen@hotmail.com	05/17/2016	Draft	No Attachments	Submit
fd	Chrome Test PSP MR 10	JonsTest23	07/05/2019	jon.nguyen@hotmail.com	06/13/2016	Draft	No Attachments	Submit

Page size: 10 4 items in 1 pages

My Archived Proposals

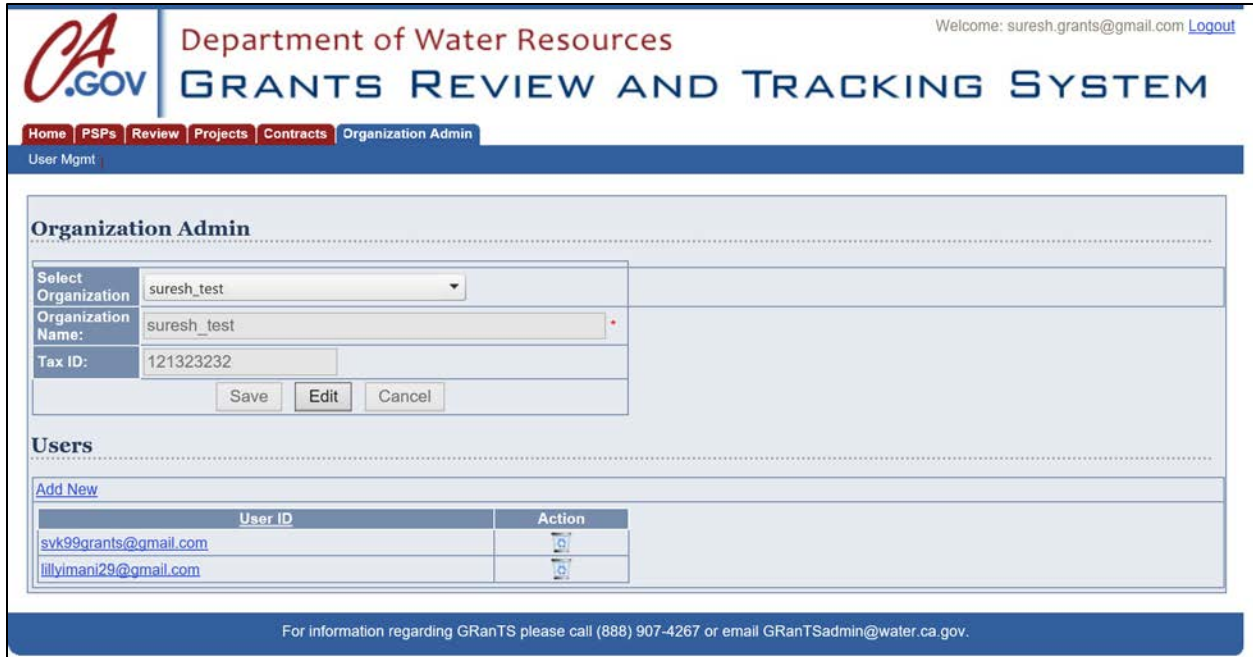
Proposal Title Select Organization [Search](#)

For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.

- c) It is important to ensure that two users do not access the same proposal at the same time. Should that occur, work may be overwritten in the event two versions are saved by two users.

22) How does the Admin function work for users outside of DWR?

- a) **Organization Admin** is a module in GRanTS that allows an Organization Admin to add and authorize users to fill out applications on behalf of their Organization.



- b) For users that are no longer associated with an Organization, you can uncheck the Authorized User box in the Add/Modify User screen.

23) How does a consultant work on proposals for several clients?

- a) The consultant will need to get each Organization Admin to add their account to that Organization’s authorized user list.
- b) Consultants must be registered in GRanTS before another Organization can add them as a user.
- c) The consultant will need to be authorized by each Organization they are assisting.

24) How does an Organization Admin remove a user that is no longer a part of their Organization?

- a) The Organization’s GRanTS Administrator will go to the **Organization Admin** module in GRanTS and select their Organization in the dropdown field.

CA .GOV Department of Water Resources GRANTS REVIEW AND TRACKING SYSTEM

Welcome: suresh.grants@gmail.com [Logout](#)

Home | PSPs | Review | Projects | Contracts | Organization Admin

Organization Admin

Select Organization: suresh_test

Organization Name: suresh_test

Tax ID: 121323232

Save Edit Cancel

Users

[Add New](#)

User ID	Action
svk99grants@gmail.com	
lillyman29@gmail.com	

For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.

- b) The Administrator can then select an individual’s account and make appropriate changes by removing their authorization.

CA .GOV Department of Water Resources GRANTS REVIEW AND TRACKING SYSTEM

Welcome: jon.nguyen@hotmail.com [Logout](#)

Home | PSPs | Projects | Contracts | Organization Admin

Add/Modify User

User ID: jon.nguyen@gmail.com

Lock/Unlock:

Organization Admin:

Authorized User:

Save Cancel

For information regarding GRanTS please call (888) 907-4267 or email GRanTSadmin@water.ca.gov.

25) What is the character limit for the answer boxes?

- a) A small indicator in the lower left-hand corner will indicate the number of characters allowed in the box.
 - i) Please remember characters include letters, numbers, spaces, and punctuation.
 - ii) Also, if you are importing a file from MS Word or another word processor, hidden characters can import and cause you to exceed your expected count.



26) Sometimes my page won't save when I try to save, what do I do?

- a) Most often there is an answer that has exceeded the character limit; or an answer is required (noted by an *) that hasn't been completed.

Applicant Information

APPLICANT INFORMATION

Organization Name	Krista Test 2 *			
Point Of Contact	First Name:	Jane *	Last Name:	Doe *
	Email:	janedoe@gmail.com *	Confirm Email:	janedoe@gmail.com *
	Division Name:	Divison 2	Phone:	(916) 123-4567 Ext: ____ *
	Address Line 1:	123 Star Road *	Address Line 2:	
	City:	Sacramento *	State:	California ▾ *
	Zip:	95814 *		
	Point Of Contact Position Title	Position Title * Maximum Character Limit: 50		
Proposal Name	Proposal Name * Maximum Character Limit: 150			
Proposal Objective	ddd ddd ddd ddd ddd ddd * Maximum Character Limit: 2000 Please limit to 2000 characters or less.			

Applicant Information

APPLICANT INFORMATION

Organization Name	Krista Test 2 *			
Point Of Contact	First Name:	Jane *	Last Name:	Doe *
	Email:	janedoe@gmail.com *	Confirm Email:	janedoe@gmail.com *
	Division Name:	Divison 2	Phone:	(916) 123-4567 Ext: ____ *
	Address Line 1:	123 Star Road *	Address Line 2:	
	City:	Sacramento *	State:	California ▾ *
	Zip:	95814 *		
	Point Of Contact Position Title	* Maximum Character Limit: 50 This field is required.		
Proposal Name	Proposal Name * Maximum Character Limit: 150			
Proposal Objective	This proposal does not have an objective. * Maximum Character Limit: 2000			

- b) Go back over the questions carefully and be sure they are complete and that the character limits have not been exceeded. If you think you are close to the limit, remove a few words to account for possible hidden characters due to formatting.

27) Will I receive an automatic e-mail notification that my proposal has been submitted?

- a) Yes. The system generates an e-mail notification when you submit your proposal.
- b) The e-mail will be sent to the e-mail address that was used to log in to GRanTS at the time the proposal was submitted.
- c) Also, you will see a status change on your home page that the proposal has been submitted.