

SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION
Office of Public Transit

Grants Management System (GMS)

User Guide

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Chapter 1: User Accounts

User Accounts

Create User Accounts

Your user id from VTe sites will be required to access Grants Management System (GMS).

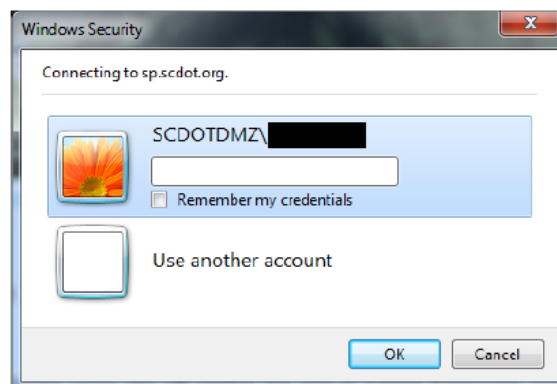
If you are a new user and have never used Office of public Transit VTe forms, you will need to submit a request to create user id for SCDOT using "Signature of Authorization" form. Please click on the following link in order to submit "Signature of Authorization" form:

<http://info2.scdot.org/OPTInternet/SitePages/Home.aspx>

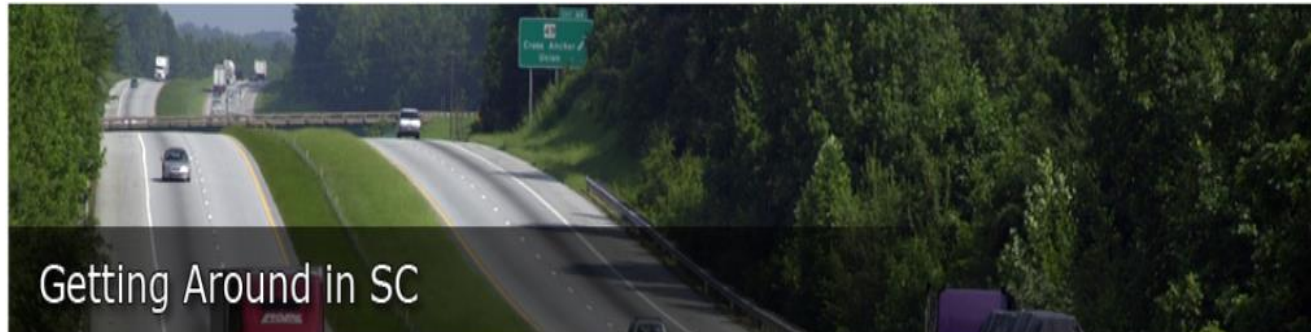
Login Procedure

If you are a new user and have already received your credentials (username and password) via email after submitting the Signature of Authorization Form (SAF) required by the Office of Public Transit (OPT), you are now set to access the Virtual Transit e-Forms (VTe) site. Follow the steps as outlined below to access the system.

1. Click on following link:
<http://sp.scdot.org/OPT/>
2. You will see a login prompt like the one shown in below requesting you for your login credentials to the site. This prompt is where you will enter the username and password you were issued by the Office of Public Transit (OPT) after your agency registered using Signature of Authorization Form (SAF). Enter your username and password then click the OK button to login to the VTe site.



3. After submitting your login credentials, the Office of Public Transit Home page will be displayed as shown in figure below:



For Authorized User

Virtual Transit e-Forms

Grants Management System

Compliance Document

Other Forms

Signature of Authorization Form

Welcome to the SCDOT Office of Public Transit Extranet site!

The Public Transit Office serves to implement public transit programs for SCDOT. Its mission is to help meet the mass transportation need Carolina's citizens by providing planning, research, administrative functions of state and federal assistance programs, evaluation of existing proposed programs, and coordination of mass transit projects statewide.

Meeting the mobility needs of citizens dependent on mass transportation, especially the elderly and disabled, is an important function of Transit Office. The office works with state and local governments to serve this need. In South Carolina, 20 general transportation public projects receive some form of funding through the SCDOT.

Vision

Public Transit, Connecting people and places through multiple-passenger, land or water-based means, will contribute to the state's continued economic growth through a dedicated and sound investment approach as a viable mobility option accessible to all South Carolina residents and visitors.

Apply to receive federal and state assistance for transit services

There are many funding programs and categories which provide federal and state assistance for transit services. [Register](#) for an account to begin the process to obtain funding.

Chapter 2: Annual Application for Funding

Annual Application for Funding

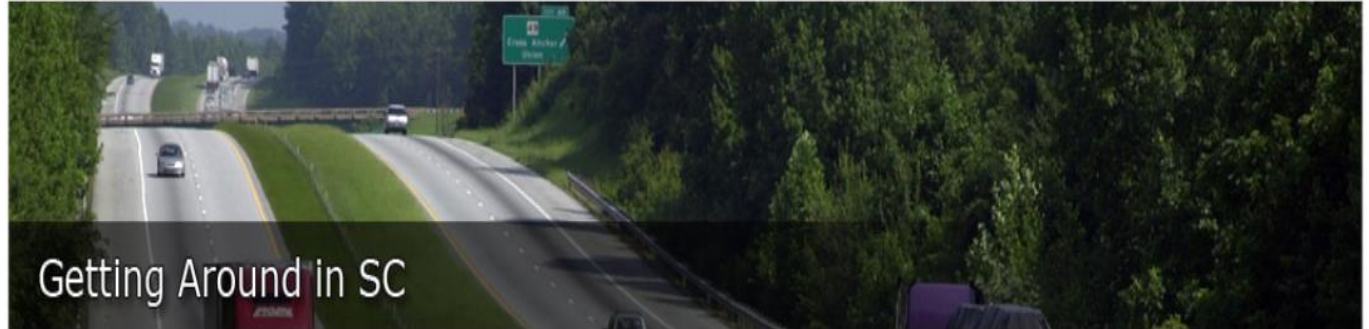
Introduction

Grants Management system consists of three main parts:

1. Certifications and Assurances
2. Annual Application for Funding
3. Budget Documents

Annual Application for funding can be submitted for following programs: 5311; SMTF;
Once you successfully signed into the Office of Public Transit (OPT) website, please click on **Grants Management System** as shown in figure above.

Once you click on the link you will see following page. On the left-hand side, you will see different option as shown:

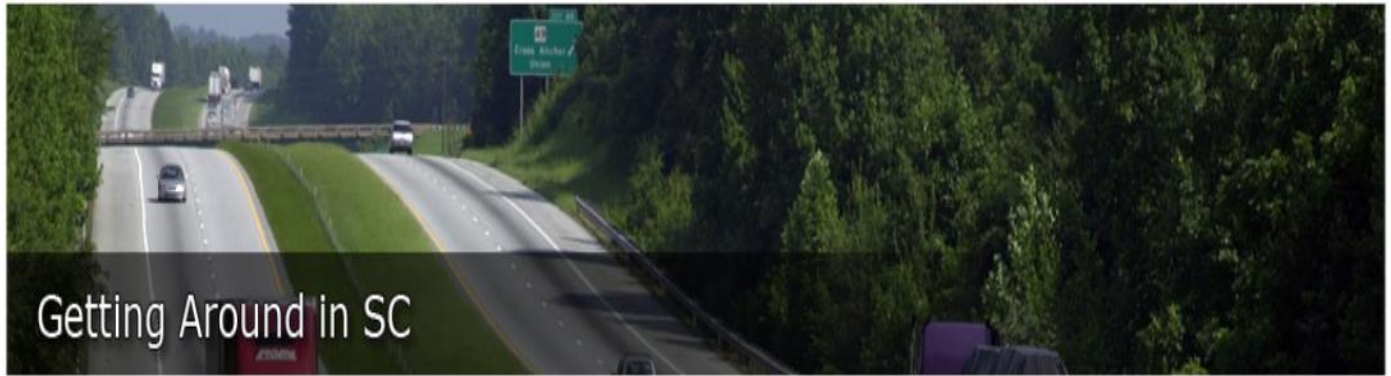


<div>For Authorized User</div> <div>GMS User Guide</div> <div>Apply for GMS</div> <div>Annual Application for Funding "New"</div> <div>Annual Application for Funding "Saved"</div> <div>Annual Application for Funding "Submitted"</div> <div>Upload Contract Document</div> <div>Review Grants Package</div> <div>Contract Document</div> <div>Other Forms</div> <div>Signature of Authorization Form</div>	<h2>Grants Management System</h2> <p>The Public Transit Office serves to implement public transit programs for SCDOT. Its mission is to help meet the mass transportation needs of South Carolina's citizens by providing planning, research, administrative functions of state and federal assistance programs, evaluation of existing and proposed programs, and coordination of mass transit projects statewide.</p> <p>Meeting the mobility needs of citizens dependent on mass transportation, especially the elderly and disabled, is an important function of the Mass Transit Office. The office works with state and local governments to serve this need. In South Carolina, 20 general transportation public providers receive some form of funding through the SCDOT.</p> <h3>Apply for Grants Management System(GMS) for different Programs</h3> <p>If your agency have not been Registered for SAM.Gov, then</p> <div>Click here to get information about SAM.Gov</div> <p>If you are now ready to begin Grants Application process, please click below</p> <div>Click here to start Grants Application Process</div>
---	---

Instructions for Submitting Annual Application for Funding

Please follow following procedure in order to successfully complete and submit Annual Application for Funding

1. Click below link and sign in using your scdotdmz account.
Link: <http://sp.scdot.org/OPT/SitePages/GMSHome.aspx>
2. Click on "Submit Annual Application For Funding" as shown:



For Authorized User

GMS User Guide

Apply for GMS

Annual Application for Funding
"New"

Annual Application for Funding
"Saved"

Annual Application for Funding
"Submitted"

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Grants Management System

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Apply for Grants Management System(GMS) for different Programs

If your agency **have not** been Registered for **SAM.Gov**, then

[Click here to get information about SAM.Gov](#)

If you are now ready to begin Grants Application process, please click below

[Click here to start Grants Application Process](#)

3. Select the State Fiscal Year from the drop down list as shown in figure.



ANNUAL 5311 APPLICATION FOR FUNDING

AGENCY NAME:

Jones County Disabilities and Special Needs Board

**STATE FISCAL
YEAR:**

Select...

*



APPLICATION FOR:



Rural Transit Program (Section 5311 with matching SMTF)



State Mass Transit Funds (Match for 5307 or Other project- no federal funds)

Cancel

Next >>

4. Follow the procedure along the application by clicking "Next".

Saving/Submitting the application

In order to save the Annual Application for funding and retrieve it in future, please follow following procedure:

1. Click on save as shown in figure:

PROJECT INFORMATION	APPLICATION PART 1:
Agency Legal Name Jones County Disabilities and Special Needs Board x	
<i>Doing Business As:</i> <input type="text"/>	
<i>Federal Tax ID Number:</i> 00-0000000	
<i>DUNS:</i> 1	
<i>SCEIS Vendor ID:</i> 0000000000	
<i>Congressional District:</i> <input type="text"/>	
<i>COG Region (all applicants):</i> <input type="text"/>	
<i>MPO Region (urban applicants):</i> <input type="text"/>	
<i>Web Site Address (if available):</i> <input type="text"/>	
<i>Board Chair's Name:</i> <input type="text"/>	
<i>Authorized Official's Name:</i> <input type="text"/>	
<i>Title:</i> <input type="text"/>	
<i>E-mail:</i> <input type="text"/>	
<i>Administration Physical Address:</i> 955 Park Street Columbia 10 29201	
<i>Operations Physical Address:</i> <input type="text"/>	
2. Agency Type:	
<input type="checkbox"/> Regional Transit Authority	
<input type="checkbox"/> Private Non-Profit	
<input type="checkbox"/> Public Non-Profit	
<input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Tribal government or community	
<input type="checkbox"/> Other Agency (Specify): <input type="text"/>	
<input type="text"/>	
<div><div><<Previous</div><div>Save</div><div>Cancel</div><div>Next>></div></div>	

2. You will get a prompt like this:

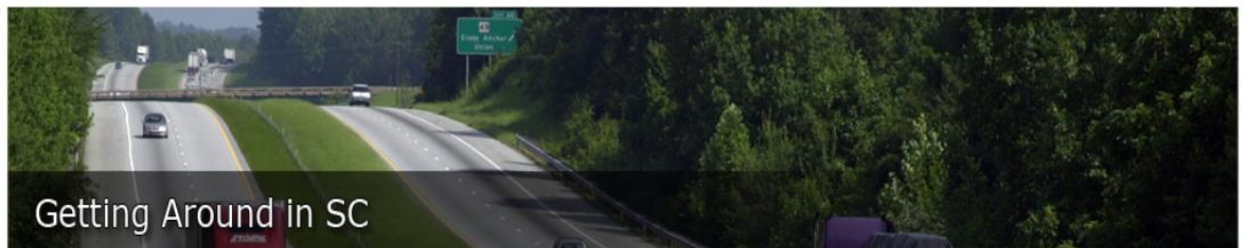
Do you want to save the form?

Yes	No
-----	----

Click yes. Note: Saving your annual application for funding allows you to save all your entered values and come back and finish.

“Saving” will not submit it to Office of Public Transit.

3. In order to come back to the form and submit it to OPT, click on this link:
<http://sp.scdot.org/OPT/SitePages/GMSHome.aspx>
4. Click on “View Annual Application for Funding”, here you will see all your saved annual application for funding. You will also find your submitted annual application for funding.



Getting Around in SC

For Authorized User

GMS User Guide

Apply for GMS

Annual Application for Funding
“New”

Annual Application for Funding
“Saved”

Annual Application for Funding
“Submitted”

Upload Contract Document

Review Grants Package

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Apply for Grants Management System(GMS) for different Programs

If your agency **have not** been Registered for **SAM.Gov**, then

[Click here to get information about SAM.Gov](#)

If you are now ready to begin Grants Application process, please click below

[Click here to start Grants Application Process](#)

5. Then click the first Annual Application shown in the list as:

GMSAnnualAppForm

For Authorized User

Apply for GMS

GMS Review

Submit Annual Application for Funding

View Annual Application for Funding

Upload Contract Document

Contract Document

Other Forms

Signature of Authorization Form

GMSAnnualApplicationForm

+ new document or drag files here

✓	Name	AgencyNameAF	Created By	StateFiscalYearAF	ViewFieldValue
	Annual Application 2017-12-12T11_09_32	...	<input type="checkbox"/> Nishant Aryal	2018-2019	Submitted
	Annual Application 2018-01-10T12_12_01	...	<input type="checkbox"/> Nishant Aryal	2018-2019	
	GMSAnnualApplication-2017-11-17T13_22_50	...	<input type="checkbox"/> James Riley	2018-2019	Submitted
	GMSAnnualApplication-2017-11-20T09_26_36	...	<input type="checkbox"/> Dana Luttrull	2018-2019	
	GMSAnnualApplication-2017-11-20T10_14_06	...	<input type="checkbox"/> Lauren Giles	2018-2019	
	GMSAnnualApplication-2017-11-20T10_52_28	...	<input type="checkbox"/> Lauren Giles	2018-2019	
	GMSAnnualApplication-2017-11-20T11_02_42	...	<input type="checkbox"/> Dana Luttrull	2018-2019	
	GMSAnnualApplication-2017-11-20T11_03_23	...	<input type="checkbox"/> Dana Luttrull	2018-2019	Submitted
	GMSAnnualApplication-2017-12-05T16_35_14	...	<input type="checkbox"/> Lottie Jones	2017-2018	
	GMSAnnualApplication-2017-12-05T18_30_13	...	<input type="checkbox"/> Lottie Jones	2018-2019	Submitted

6. Unless you see “Submitted” on the right hand side, your Annual Application funding has not been submitted.
7. You have to click on submit at the last part of the form.

<< Previous

Save

Cancel

Submit

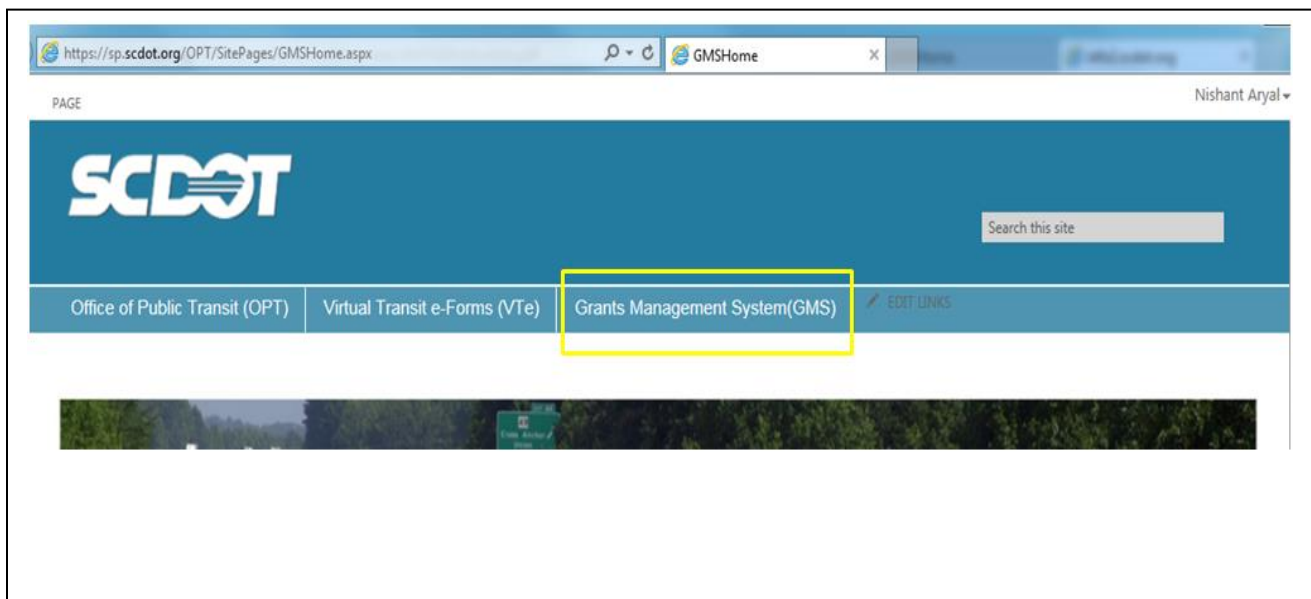
Chapter 3: Grants Package

Certifications & Assurance and Budget Sheet

Instructions

You should have submitted “Annual Application for Funding” for either 5311 or SMTF before you can submit your grants package. Once you have submitted “Annual Application for Funding”, please follow the procedure below to successfully submit Grants Package to Office of Public Transit:

- a) Sign into Office of Public Transit Website with the scdot issued user accounts.
- b) Click on the “**Grants Management System (GMS)**” from the top navigation as shown in figure:



- c) On the left hand side, click on “**Apply for GMS**” as shown:



For Authorized User
Virtual Transit e-Forms
Grants Management System
Compliance Document
Other Forms
Signature of Authorization Form

Welcome to the SCDOT Office of Public Transit Extranet site!

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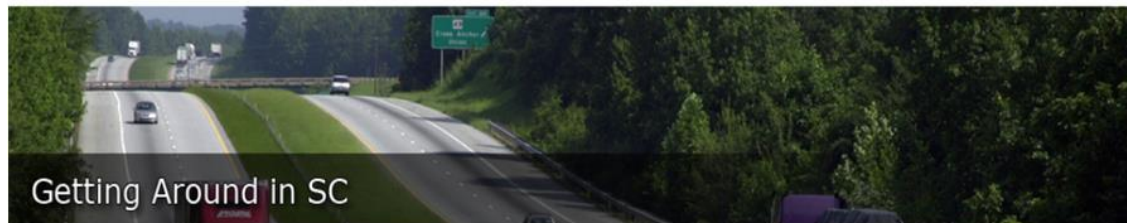
[Apply to receive federal and state assistance for transit services](#)

There are many funding programs and categories which provide federal and state assistance for transit services. [Register for an account](#) to begin the process to

d) Click on ‘Apply for GMS’ from left hand side menu as shown



Office of Public Transit (OPT)
Virtual Transit e-Forms (VTE)
Grants Management System(GMS)
[EDIT LINKS](#)



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Grants Management System

The Public Transit Office serves to implement public transit programs for SCDOT. Its mission is to help meet the mass transportation needs of South Carolina citizens by providing planning, research, administrative functions of state and federal assistance programs, evaluation of existing and proposed programs, ; coordination of mass transit projects statewide.

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Apply for Grants Management System(GMS) for different Programs

If your agency **have not** been Registered for **SAM.Gov**, then

[Click here to get information about SAM.Gov](#)

If you are now ready to begin Grants Application process, please click below

[Click here to start Grants Application Process](#)

e) Click 'Yes' if your Agency is already registered to SAM.GOV.

The screenshot shows the 'Office of Public Transit Grants Management System (GMS)' interface. On the left is a sidebar with a dark blue header 'For Authorized User' containing links: 'GMS User Guide', 'Apply for GMS', 'Annual Application for Funding "New"', 'Annual Application for Funding "Saved"', 'Annual Application for Funding "Submitted"', 'Upload Contract Document', 'Review Grants Package', and 'Contract Document'. Below this is another dark blue header 'Other Forms' with the link 'Signature of Authorization Form'. The main content area has a light blue header with the same title. Below it, a grey box contains the text 'SAM.GOV' and 'Is your Agency Registered to SAM.GOV? Before applying for Grants Application, please register for SAM.GOV.' At the bottom of this box are two blue buttons: 'Yes' (highlighted with a green rectangle) and 'No'.

f) Select Program from the drop down list. You could either select '5311' or 'SMTF'

The screenshot shows the 'Office of Public Transit Grants Management System (GMS)' interface. The sidebar on the left is identical to the previous screenshot. The main content area has a light blue header with the same title. Below it, a grey box contains the text 'Please select the program for which you are submitting Grants Application'. Below this text is a form field with a label 'Program' and a dropdown menu. The dropdown menu is highlighted with a green rectangle and shows the text 'Select Program' with a downward arrow.

g) Based on the program selected, you will have options to download "Certifications and Assurances" and "Budget Document".

For Authorized User

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Apply for GMS

Annual Application for Funding "New"

Annual Application for Funding "Saved"

Annual Application for Funding "Submitted"

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**Office of Public Transit
Grants Management System(GMS)**

Please select the program for which you are submitting Grants Application

Program

Have you prepared Certifications & Assurances and Budget Sheets for 5311?

h) Click on "No".

For Authorized User

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Apply for GMS

Annual Application for Funding "New"

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Annual Application for Funding "Submitted"

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Signature of Authorization Form

**Office of Public Transit
Grants Management System(GMS)**

Please select the program for which you are submitting Grants Application

Program

Please complete following procedure for successfully submitting Application for Grants Management

1. Sign 5311 Certifications and Assurance. Click below to **download** the document
[Download 5311 Certifications And Assurance](#)
2. Properly fill out 5311 Budget Documents. Click below to **download** the document
[Download 5311 Budget Documents](#)

i) Once you have downloaded the documents, you can have it ready to upload.

j) In order to upload the "Certifications and Assurances" and "Budget Sheets", please follow procedure a) to g) mentioned above.

k) Click "Yes" as shown below:

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Annual Application for Funding "Submitted"

Upload Contract Document

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Other Forms

Signature of Authorization Form

Office of Public Transit
Grants Management System(GMS)

Please select the program for which you are submitting Grants Application

Program

5311

Have you prepared Certifications & Assurances and Budget Sheets for 5311?

Yes

No

l) Select State Fiscal Year and Click Next:

For Authorized User

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Annual Application for Funding "Submitted"

Upload Contract Document

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Office of Public Transit
Grants Management System(GMS)

Grants Application Information

PROGRAM INFORMATION:

State Fiscal Year

--Select--

*

AGENCY INFORMATION:

Agency Legal Name

S. C. Department of Transportation

Doing Business As

Federal Tax ID Number:

00-0000000

SCEIS Vendor ID:

000000000000

DUNS:

USER INFORMATION:

Preparer Name

Nishant Aryal

Preparer Email

aryalni@scdot.org

Previous

Next

Cancel

m) If you have not submitted “Annual Application for Funding”, then this screen will not let you proceed until you submit it.

For Authorized User

GMS User Guide

Apply for GMS

Annual Application for Funding "New"

Annual Application for Funding "Saved"

Annual Application for Funding "Submitted"

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Other Forms

Signature of Authorization Form

Office of Public Transit
Grants Management System(GMS)

Please click below link to submit Annual Application for Funding for the fiscal year.

Submit Annual Application

Note:This tab will be closed if you click on the link. Once you have successfully submitted 'Annual Application for funding' for the particular program and fiscal year, then only you will be able to submit grants package.

Previous

Next

Cancel

n) If you have already submitted annual application for funding, then you will see screen like below. Click next:

For Authorized User

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Annual Application for Funding "Submitted"

Upload Contract Document

Review Grants Package

Contract Document

Other Forms

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Office of Public Transit
Grants Management System(GMS)

Our records shows, Annual Application for funding for fiscal year is already submitted. You don't need to submit another Annual Application for Funding.

If you would like to view the Annual Application for funding, please click "View Annual Application".

View Annual Application

Click Next to continue.

Previous

Next

Cancel

- o) Browse to the completed and signed certifications and assurance file and budge sheet and upload it. Hit "Submit' after you are done.
- p) You will see a confirmation message like below. OPT will then process your grants package.

For Authorized User

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Annual Application for Funding
"New"

Annual Application for Funding
"Saved"

Annual Application for Funding
"Submitted"

Upload Contract Document

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Other Forms

Signature of Authorization Form

Grants Package has been submitted

Thank you for submitting Grants Package to SCDOT Office of Public Transit. You will be getting notification after Office of Public Transit reviews the documents that you have submitted.

Reference Number: GMS18143729

Close

The above screen confirms that your grants package submission was successful. Office of Public Transit will review all the applications.

Budget Sheet Reject

When your budget sheet is rejected by Office of Public Transit, you will receive an email notification as shown below.

- Once you receive an email notification, you have to click on the link to upload a new budget sheet. You will see a page like this.

Grants Package Review Form

<i>Agency Legal Name</i>	S. C. Department of Transportation
<i>Reference Number</i>	GMS18091402
<i>Program</i>	5311
<i>Fiscal Year</i>	2016-2017
<i>Contract Number</i>	

Document Name	Action	Review Status	Reviewed By
Certificate and Assurance	View	Approve <input type="button" value="v"/>	Aryal, Nishant
Annual Application	View/Edit	Approve <input type="button" value="v"/>	Aryal, Nishant
Budget Document	View/Edit	Reject <input type="button" value="v"/>	Aryal, Nishant
Contract Document		<input type="button" value="Create"/>	

[View Other Documents](#)

- Click '**Add Documents**'. You will see a section like below:

Please browse appropriate document and provide information for the document that you have selected

Please select a document

Document Type

- Please browse to the documents by clicking '**Browse**'
- Select 'Budget Sheet' on '**Document Type**' from the dropdown menu.
- Click '**Upload**' to submit the document to Office of Public Transit.

Upload Certifications and Assurance only

For some reason, if you need to upload Certifications and Assurance again, please follow these instructions:

- Click on 'Review Grants Package' on Grants Management Home page as shown:



For Authorized User	Grants Management System
GMS User Guide	The Public Transit Office serves to implement public transit programs for SCDOT. Its mission is to help n Carolina's citizens by providing planning, research, administrative functions of state and federal assistan proposed programs, and coordination of mass transit projects statewide.
Apply for GMS	Meeting the mobility needs of citizens dependent on mass transportation, especially the elderly and dis Transit Office. The office works with state and local governments to serve this need. In South Carolina, 2 receive some form of funding through the SCDOT.
Annual Application for Funding "New"	
Annual Application for Funding "Saved"	
Annual Application for Funding "Submitted"	
Upload Contract Document	
Review Grants Package	Apply for Grants Management System(GMS) for different Programs If your agency have not been Registered for SAM.Gov , then Click here to get information about SAM.Gov
Contract Document	If you are now ready to begin Grants Application process, please click below Click here to start Grants Application Process
Other Forms	
Signature of Authorization Form	

- You will see a page like this.

Grants Package Review Form

<i>Agency Legal Name</i>	S. C. Department of Transportation
<i>Reference Number</i>	GMS18091402
<i>Program</i>	5311
<i>Fiscal Year</i>	2016-2017
<i>Contract Number</i>	

Document Name	Action	Review Status	Reviewed By
Certificate and Assurance	View	Approve <input type="checkbox"/>	Aryal, Nishant
Annual Application	View/Edit	Approve <input type="checkbox"/>	Aryal, Nishant
Budget Document	View/Edit	Reject <input type="checkbox"/>	Aryal, Nishant
Contract Document		Create <input type="button" value="Create"/>	

[View Other Documents](#)

- Click '**Add Documents**'. You will see a section like below:

Please browse appropriate document and provide information for the document that you have selected

Please select a document *

Document Type ▼ *

- Please browse to the '*Certifications and Assurance*' document by clicking '**Browse**'
- Select 'Certifications and Assurance' from the dropdown menu on '**Document Type**'.
- Click '**Upload**' to submit the document to Office of Public Transit.

