

2018 CWMTF Application Process

The 2018 CWMTF Application must be completed using the online **Grants Management System (GMS)**.

CRITICAL REGISTRATION DEADLINE JANUARY 22nd: To submit a grant application, your organization must be registered and an authorized user granted access to the GMS. This process can take 1 – 2 weeks, so please:

Begin the registration process no later than January 22nd to ensure that you are able to meet the grant submission deadline of February 5th.

STEP 1. To create and submit a grant application, you must have access to the online GMS. Check the following document for your name and organization: [CWMTF Authorized Users](#)

- A. If you find your name and organization on the list, you are already in the GMS - skip to Step 3.
- B. If your organization is on the list, but you are not listed as a user, skip to Step 2 to be added as a user.
- C. If you cannot find your organization name on the list, contact Terri Murray at 919-707-9122 to see if your required to complete additional forms before moving on to Step 2.

STEP 2. Once you have confirmed or completed vendor registration, complete the [GMS Access Authorization Form](#) and email it to teresa.murray@ncdcr.gov. Within 10 business days you should receive an email containing a user ID and temporary password.

STEP 3. Log on the GMS using your user ID and password: <https://www.ebs.nc.gov/irj/portal> . NOTE: You must use Internet Explorer to ensure all system functions work properly. If this is your first time logging on, you will be prompted to change your password. From this system, you can complete your 2018 CWMTF Application.

2018 Application Process Checklist

- Contact your [field representative](#) for guidance and assistance with your project.
- Complete Steps 1-3 above no later than January 22nd.
- Download the PDF application form available through GMS to your computer. Saving this form to your computer will allow you to fill it out without a time limit on your session and allow you to share the document with colleagues.
- Complete the Application Form
- Assemble maps and any additional supporting documentation.
- Log on to GMS to complete budget tables found under “Create New Application” and click the “SUBMIT” button. Record GMS application number for future reference.
- Upload Application, required maps and all supporting documents.
- For land acquisition projects only: Upload a georeferenced GIS shapefile of the parcel boundary as a .zip file.

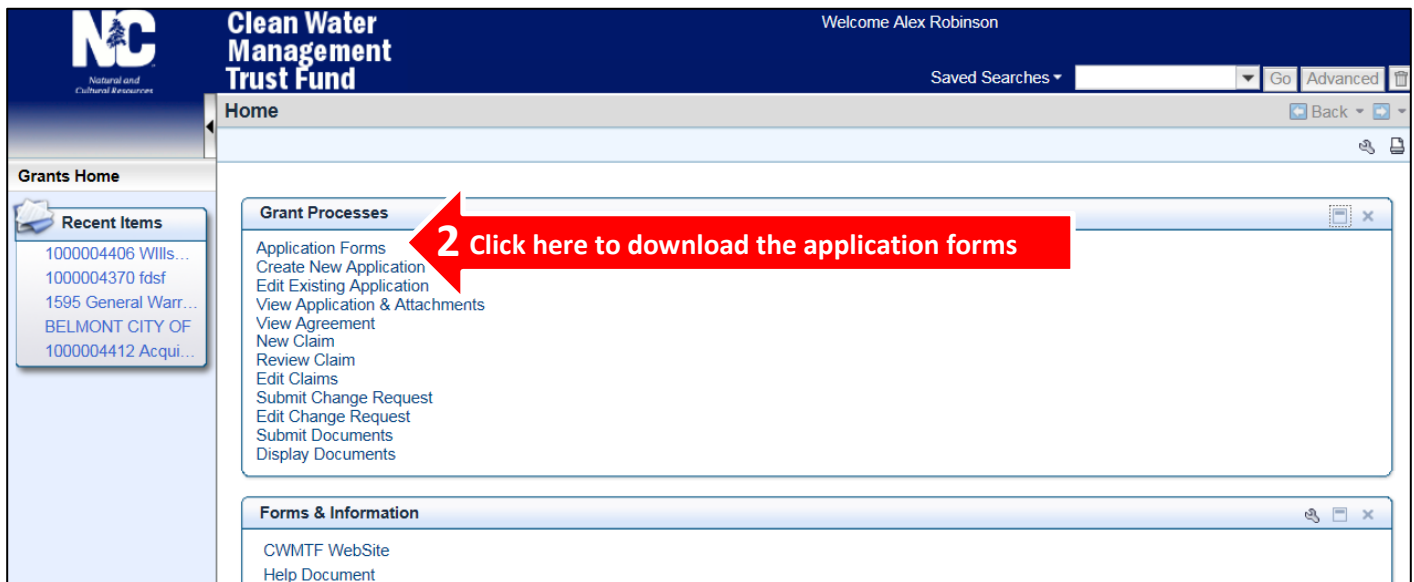
Quick Start to Navigating in the Grants Management System (GMS)

Note: You must use Internet Explorer in order for GMS to function properly.

1. Log on to the GMS Portal with your User ID and Password (<https://www.ebs.nc.gov/irj/portal>). The next screen you will see is the entry screen. Select the “DNCR Grants” tile. The three additional tiles will be largely unused, except that you may use the “My Profile” tab to change your password.

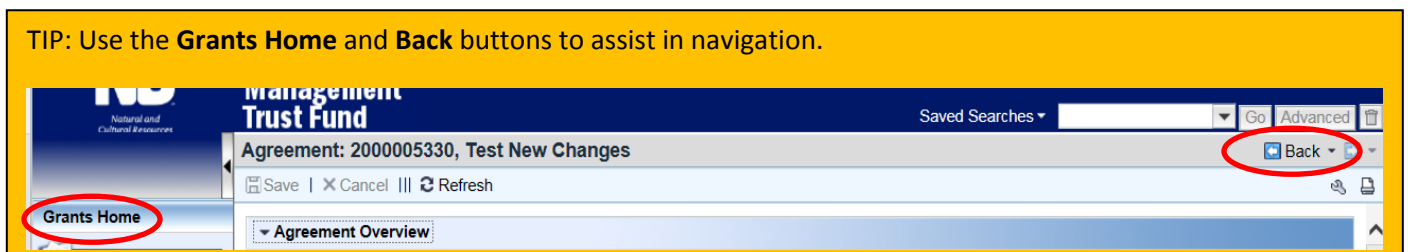


2. Once you get to the Home screen, the first thing you will need to do is to download the main application form for the grant program for which you are interested. It can be found under the “Grant Processes” section at the “Application Form” link. Once you download that form, you may save it to your computer and complete it later. However, you must submit the completed form through the GMS - more on that below.




3. We recommend that you exit the GMS, continue reading the guidance document and complete your application form before returning to complete the submission process. However, when you are ready, return to the Home Screen and select the “Create New Application” link. This will allow you to complete the final part of the application process. You will also have the opportunity to upload your application form, maps, and other supporting application documents.

TIP: Use the Grants Home and Back buttons to assist in navigation.



CREATE A NEW APPLICATION

Using Internet Explorer, navigate to <https://www.ebs.nc.gov/irj/portal>.



User *

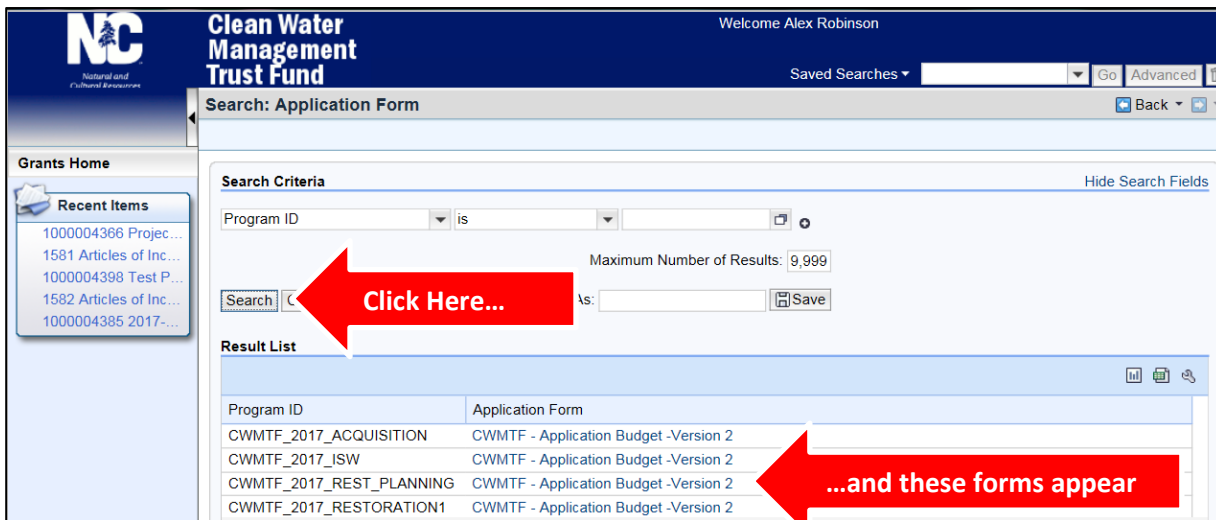
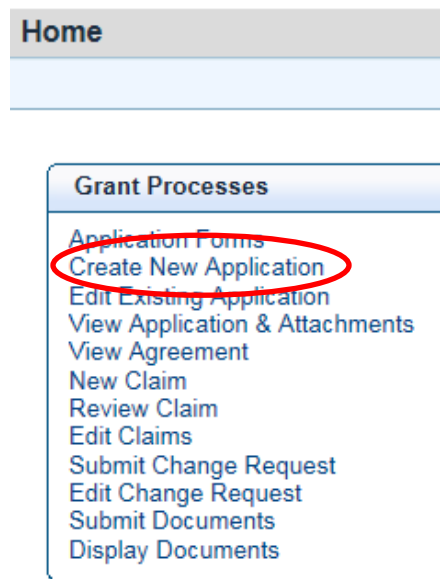
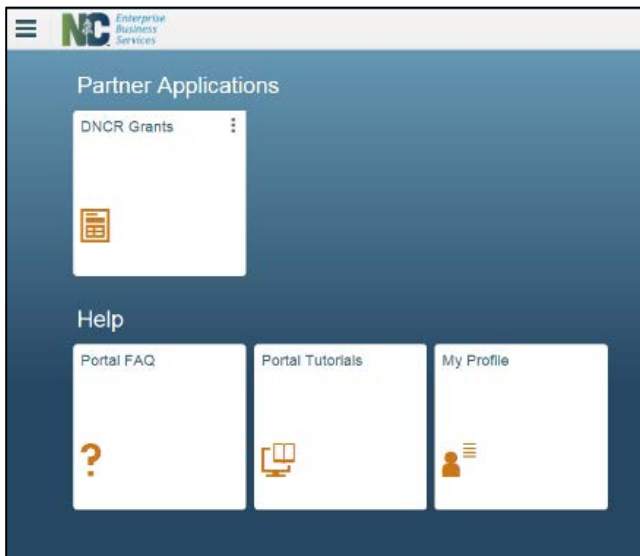
Password *

Passwords are case sensitive

Enter user name and password.

Click the DNCR tile. From the Home Screen, click **Create New Application**. The **Search: Application Form** window will display, which allows you to search for the specific type of application you want to submit. However, given that we only have five budget forms, we recommend that you simply select “Search” with the fields blank to bring up all available forms.

Important: This budget form essentially creates the placeholder for your application in the GMS. It is through this step and the following steps that you will complete the submittal process for your complete grant application packet.



The Search: Application Form window shows search criteria and a result list. A red arrow points to the Search button, and another red arrow points to the table of results.

Search Criteria

Program ID is

Maximum Number of Results: 9,999

Result List

Program ID	Application Form
CWMTF_2017_ACQUISITION	CWMTF - Application Budget -Version 2
CWMTF_2017_ISW	CWMTF - Application Budget -Version 2
CWMTF_2017_REST_PLANNING	CWMTF - Application Budget -Version 2
CWMTF_2017_RESTORATION1	CWMTF - Application Budget -Version 2

Once you select the appropriate budget form link from the Result List, an embedded form will open, prepopulated with your organization's contact information. Complete the open fields (highlighted light grey).

NC Natural and Cultural Resources

Clean Water Management Trust Fund

Welcome Alex Robinson

Saved Searches [dropdown] Go Advanced [trash icon]

New Application Form [Back] [refresh]

Grants Home

Recent Items

- 1571 Construction...
- 1000004366 Projec...
- 1581 Articles of Inc...
- 1000004398 Test P...
- 1582 Articles of Inc...

Please fill out the following form. [Highlight Existing Fields]

NC Natural and Cultural Resources

Clean Water Management Trust Fund Project Budget

cleanwater MANAGEMENT TRUST FUND

Mandatory fields are denoted by *

Program	CWMTF_2017_ACQUISITION		
Program Description	2017 Acquisition Grants		
Applicant Name	BELMONT CITY OF		
Applicant Address	PO Box 431 BELMONT, NC 28012		
Applicant Phone	+1 (704) 829-4025	Applicant Fax	
Contact Name	Alex Robinson		
Contact Address	.		
Contact Phone	+1 (704) 901-2066	Contact Fax	
Fed Tax ID No	12-3456789	DUNS #	
Project ID			
Project Title *			

Light grey boxes are fields you should complete

Once you have completed the application budget form and tables, you have three options:

- **CHECK** will make sure you have completed all the required fields on the form.
- **SAVE** will save your progress **without submitting** your form then display the screen to upload supporting documents. **NOTE: Refer to the detailed instructions on Page 5 about saving your application.**
- **SUBMIT** will submit the budget form then display the screen to upload supporting documents. **NOTE: Refer to the detailed instructions on Page 7 about submitting your application.**

NC Natural and Cultural Resources

Clean Water Management Trust Fund

Welcome Alex Robinson

Saved Searches [dropdown] Go Advanced [trash icon]

New Application Form [Back] [refresh]

Grants Home

Recent Items

- 1571 Construction...
- 1000004366 Projec...
- 1581 Articles of Inc...
- 1000004398 Test P...
- 1582 Articles of Inc...

Please fill out the following form. [Highlight Existing Fields]

	Quantity	Rate	Cost	
Total Staff Time				\$0.00
OTHER MONITORING EXPENSES				
a) Travel cost for monitoring visits - Reimbursement per mile (per IBS)	0	\$0.00	\$0.00	
b) Boundary marking materials- tape, paint, signs, etc.	0	\$0.00	\$0.00	
c) Post Monitoring materials - Includes items such as additional signage, fence, trees, etc. Subject to CWMTF board approval.	0	\$0.00	\$0.00	
Total Other Expenses			\$0.00	
Total ALL Expenses			\$0.00	
TOTAL ACREAGE TO BE MONITORED WITH THESE FUNDS - DOES NOT INCLUDE ADJACENT ACRES NOT UNDER STATE HELD EASEMENT				
STEWARDSHIP ENDOWMENT (ANNUAL Total x 25)			0	

The information provided in the Project Budget form and the attached, signed Grant Application is true, accurate and complete to the best of my knowledge.

Name: [input] Date: [input]

CHECK **SAVE** **SUBMIT**

Use these buttons once you are done

IF YOU CHOOSE TO SAVE YOUR APPLICATION

The information provided in the Project Budget form and the attached, signed Grant Application is true, accurate and complete to the best of my knowledge.

Name: Date:

After you click **SAVE**, the following screen will display. Your application **has not been submitted** at this point but the system has assigned a reference number to your application in process. Record/retain the reference number to simplify future searches.

New Application Form Back

Request was **Saved with number 1000005757**
Click [here](#) to upload attachments to Document. Otherwise click 'Home' link on the left menu.

At this point, you have two options: 1) stop working on the application and exit or 2) upload **FINAL** documents.

1. If you are **not ready** to upload documents, simply click **Grants Home** on the left menu bar. You will return to the Home Screen. **To return to a saved application, follow the “Edit Existing Application” instruction on Page 6 of this document.**
2. If you **are ready** to attach supporting documents, click “[here](#)” and follow the prompts (shown below).

New Application Form Back

Request was **Saved with number 1000005757**
Click [here](#) to upload attachments to Document. Otherwise click 'Home' link on the left menu.

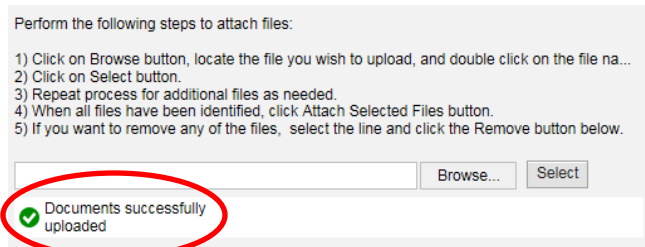
Perform the following steps to attach files:

- 1) Click on Browse button, locate the file you wish to upload, and double click on the file name.
- 2) Click on Select button.
- 3) Repeat process for additional files as needed.
- 4) When all files have been identified, click Attach Selected Files button.
- 5) If you want to remove any of the files, select the line and click the Remove button below.

Description	List of Files to be uploaded
Application	TEST Document - 3.pdf
Map #1 - Vicinity	TEST Document - 2.pdf
Map #2 - Topo	TEST Document - 1.pdf

Once all documents are attached and a description entered for each, click **Attach Selected Files**.

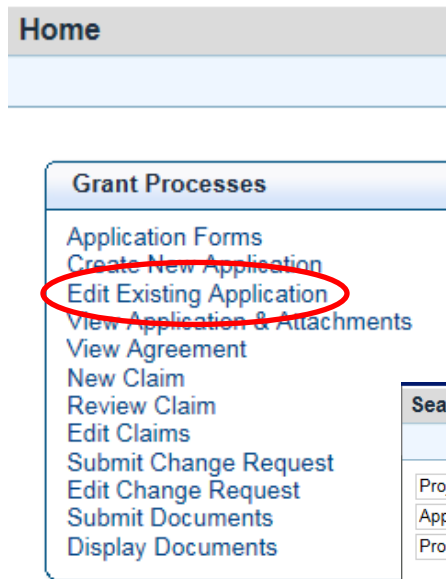
The screen will then display **Documents successfully uploaded**.
Click **Grants Home** on the left menu bar to return to the Home Screen.



PLEASE NOTE THAT ALTHOUGH YOU SUCCESSFULLY UPLOADED ATTACHMENTS, YOU HAVE NOT YET SUBMITTED THE APPLICATION. TO COMPLETE THE APPLICATION PROCESS FOR A SAVED APPLICATION, YOU WILL NEED TO FOLLOW THE STEPS BELOW TO COMPLETE THE SUBMITTAL PROCESS.

EDIT/SUBMIT EXISTING SAVED APPLICATION

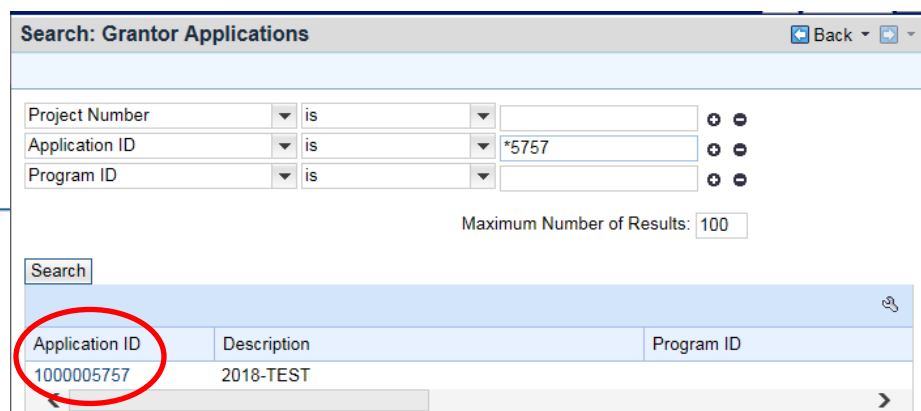
To edit your budget and complete the process of submitting a previously **SAVED** application, use the **“Edit Existing Application”** function. This will include an option to upload supporting documents, if not already completed.



Click **Edit Existing Application**.

The **Search: Grantor Applications** window displays. There are two options for searching applications:

1. enter the previously recorded reference number in the Application ID (shown below), or
2. simply click Search. **Note:** If you click Search without criteria, the results will include all applications for your organization.



Click on the Application ID for the application you wish to edit/submit. Make any necessary edits to the budget form.

When finished, carefully read acknowledgment, check box, enter name and date. Next are three options – **CHECK, SAVE, SUBMIT**.

The information provided in the Project Budget form and the attached, signed Grant Application is true, accurate and complete to the best of my knowledge.

Name: Date:

CHECK **SAVE** **SUBMIT**

- **CHECK** will make sure you have completed all the required fields on the form as needed.
- **SAVE** will save your progress **without submitting** your form then display the screen to upload documents.
NOTE: Refer to Page 5 for detailed instructions about saving your application.
- **SUBMIT** will submit the budget form then display the screen to upload supporting documents.
NOTE: Refer to the detailed instructions below about submitting your application.

IF YOU CHOOSE TO SUBMIT YOUR APPLICATION

YOU WILL NOT BE ABLE TO MAKE ANY CHANGES TO YOUR APPLICATION AND/OR BUDGET ONCE YOU SUBMIT. DO NOT CHOOSE TO SUBMIT UNLESS YOU ARE ABSOLUTELY CERTAIN YOU HAVE A COMPLETE APPLICATION PACKET READY TO GO. THIS INCLUDES ALL REQUIRED SUPPORTING DOCUMENTS THAT MUST BE UPLOADED TO COMPLETE THE APPLICATION SUBMITTAL PROCESS. IF YOU FAIL TO UPLOAD YOUR ATTACHMENTS, THE SUBMISSION MAY BE CONSIDERED INCOMPLETE.

The information provided in the Project Budget form and the attached, signed Grant Application is true, accurate and complete to the best of my knowledge.

Name: Date:

CHECK **SAVE** **SUBMIT**

After you click **SUBMIT**, the following screen will display. **Your application budget has been submitted. You now need to upload the required supporting documents to complete your application packet.** The system has assigned a reference number, which you should record/retain to simplify future searches.

New Application Form Back

Request was Submitted with number 1000005758
Click [here](#) to upload attachments to Document. Otherwise click 'Home' link on the left menu.

To attach/upload documents, click “[here](#)” and follow the prompts (shown on Page 8).

Perform the following steps to attach files:

- 1) Click on Browse button, locate the file you wish to upload, and double click on the file name.
- 2) Click on Select button.
- 3) Repeat process for additional files as needed.
- 4) When all files have been identified, click Attach Selected Files button.
- 5) If you want to remove any of the files, select the line and click the Remove button below.

Description	List of Files to be uploaded
Application	TEST Document - 3.pdf
Map #1 - Vicinty	TEST Document - 2.pdf
Map #2 - Topo	TEST Document - 1.pdf

Once all documents are attached and a description entered for each, click **Attach Selected Files**.

Documents successfully uploaded will display.

Perform the following steps to attach files:

- 1) Click on Browse button, locate the file you wish to upload, and double click on the file na...
- 2) Click on Select button.
- 3) Repeat process for additional files as needed.
- 4) When all files have been identified, click Attach Selected Files button.
- 5) If you want to remove any of the files, select the line and click the Remove button below.

Documents successfully uploaded

You have completed the application submittal process. Click **Grants Home** to return to the Home Screen.

VERIFICATION OF APPLICATION, ATTACHMENTS & STATUS

You will not receive an email or other correspondence regarding your application submission. However, you can view your application and attachments, as well as verify the status of a grant application packet by using the **“View Application & Attachments”** function.

Home

Grant Processes

- Application Forms
- Create New Application
- Edit Existing Application
- View Application & Attachments**
- View Agreement
- New Claim
- Review Claim
- Edit Claims
- Submit Change Request
- Edit Change Request
- Submit Documents
- Display Documents

- Click **View Application & Attachments**.
- Click Search and select the application from the Result List.

Search: Grantor Applications

Archive Search

Search Criteria

Application ID is

Program ID is


Project Number is


Save Search As


NOTE: The status of the application appears in the User Status column.



Result List

Application ID	Description	Program ID	User Status	Created By
1000004034	2016-002 Belmo...	CWMTF_2016_...	Contract Executed	2HMEDLIN
1000005731	201X-001 Test A...	2018_ACQUISIT...	Contract Executed	2AROBINSON
1000005732	2018-000 Test A...	2018_ACQUISIT...	Contract Executed	2AROBINSON
1000005734	2018-XXX TEST...	2018_ACQUISIT...	Contract Executed	2AROBINSON
1000005744	2018-0XX Test P...	2018_ACQUISIT...	L2 - Pending BO...	2AROBINSON
1000005757	2018-TEST	2018_ACQUISIT...	In Process by Ap...	2AROBINSON
1000005758	2018-TEST APP	2018_ACQUISIT...	Submitted	2AROBINSON

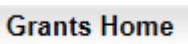
Click the  button to display the contents of a section.

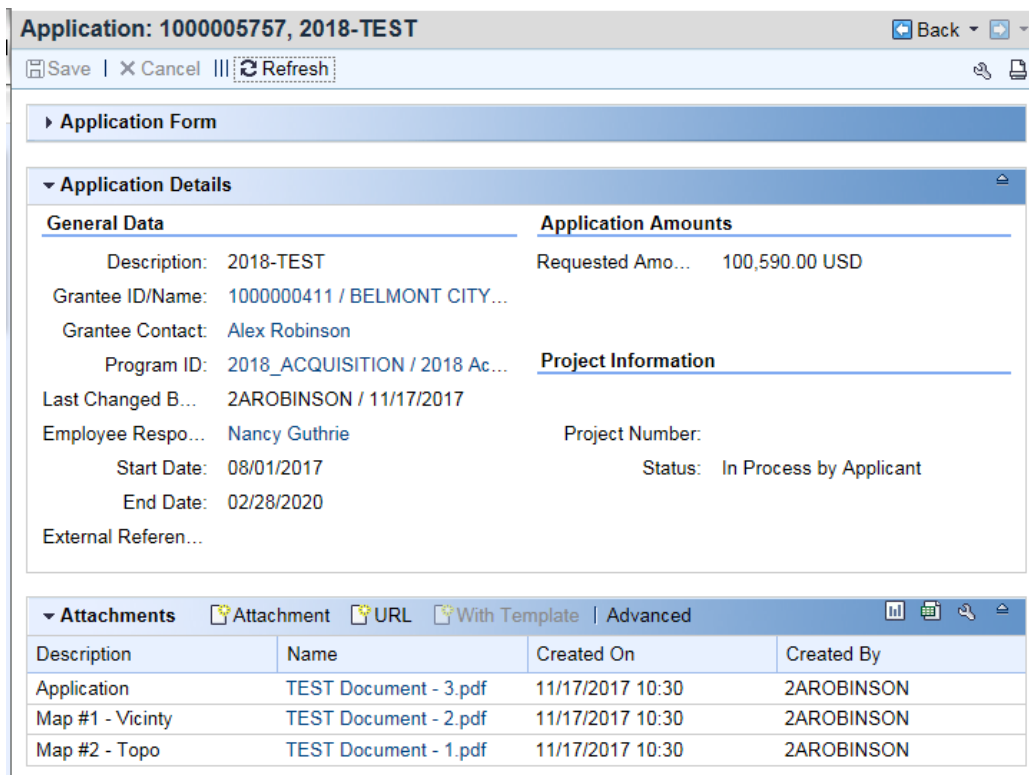
Click the  button to minimize the contents of a section.

The budget form can be viewed by clicking  **Application Form**

To close the form, click  **Application Form** then click  Refresh

View uploaded documents in the **Attachments** section.

Click  **Grants Home** to return to the Home Screen.



Application: 1000005757, 2018-TEST

Save | Cancel | Refresh

▶ **Application Form**

▼ **Application Details**

General Data		Application Amounts	
Description:	2018-TEST	Requested Amo...	100,590.00 USD
Grantee ID/Name:	1000000411 / BELMONT CITY...		
Grantee Contact:	Alex Robinson		
Program ID:	2018_ACQUISITION / 2018 Ac...	Project Information	
Last Changed B...	2AROBINSON / 11/17/2017	Project Number:	
Employee Respo...	Nancy Guthrie	Status:	In Process by Applicant
Start Date:	08/01/2017		
End Date:	02/28/2020		
External Referen...			

▼ **Attachments** Attachment URL With Template | Advanced

Description	Name	Created On	Created By
Application	TEST Document - 3.pdf	11/17/2017 10:30	2AROBINSON
Map #1 - Vicinity	TEST Document - 2.pdf	11/17/2017 10:30	2AROBINSON
Map #2 - Topo	TEST Document - 1.pdf	11/17/2017 10:30	2AROBINSON

If you have any questions or require assistance, please do not hesitate to contact our office. A list of contacts can be found on our webpage at <https://cwmtf.nc.gov/contacts>