Bureau of Aviation

Airport Sponsors

dotGrants User Guide

7/28/2014
Table of Contents

- Logging in to dotGrants
- Tentative Allocation (TA)
- Accepting a Grant Agreement
- General Consent
- Resolution
- Progress Report (Quarterly Cash Flow)
- Request for Reimbursement (RFR)
- Requesting an Amendment
- Closing out a Grant
- Available Reports
- Creating and Completing a DBE Report
- Real Estate Request Instructions
- Accepting Real Estate Tax Offer
- Title VI Compliance Questionnaire
dotGrants Airport Sponsors
User Guide

Logging into dotGrants
• Open web browser and enter website URL: http://www.dot34.state.pa.us
• Click on the + before the word Login
• Click on the dotGrants Login link

• Enter your user name and password
• Click login
- My Documents
- Select applicable TA in progress

- Forms
- Generate TA letter
- Print letter to verify contingent items
- Close Adobe Reader (red X)
- Forms
- Click on required forms (one by one)
- Complete form (project schedule example to follow)
- Save
• Whenever you save, and prior to navigating from any screen, be sure “the information has been saved” bar is visible.
• Click on BOA TA Menu

• Forms
• Attachments
• For **requested contingent items** that do not have an associated form, use the attachments screen.
• Items that are electronic files or items that must be mailed, will be submitted using the attachments screen.

For items to be mailed:

• Attachments
• Contingent items
• Click drop down and select the contingent item
• Click “sent to BOA”
• Comments – list date and method of mailing
• For each additional attachment, click **ADD** (button located next to save button) which will clear screen and continue with above directions.
• Click BOA TA Menu
• *New information must be entered on a blank screen.*
• For electronic files:
  • Attachments
  • Contingent items
  • Click drop down and select the contingent item
  • Click “browse”
  • Select file to attach
  • List necessary comments
  • Save

For each additional attachment, click **ADD** (button located next to save button) which will clear screen and continue with above directions.

• Click BOA TA Menu
• *New information must be entered on a blank screen.*
**Electronic files cannot be attached to the same page. Follow above directions for every electronic file attachment.**

- If you need to edit an attachment, select contingent item from the drop down box located in upper right-hand corner
- Click go
- Make any necessary corrections.
- Save
- BOA TA Menu

- Status Management
- Make sure “TA Submitted” is selected
- Click **change status**
• Click “I agree”

• The TA letter has been submitted to the Project Manager at the Bureau of Aviation.
• If modifications are required for any document submitted with the TA, the status will be changed to “TA mods required”.

Back to Top
- Select applicable TA requiring modifications

- Complete changes requested by project manager.
- Resubmit by changing the status to TA submitted.
• Click “I agree”

• The TA letter has been resubmitted to the Project Manager at the Bureau of Aviation.
Accepting Grant Agreements
- Main menu
- My documents
- My active documents
- Select specific grant program
- Select specific grant

- Forms
- Projects
- Select specific grant agreement
- Fill in required fields with arrows
- The Attest Field has been removed.
- Save

- Click [here](#) to generate the grant agreement
- BOA grant menu
- Projects
- Lobbying certification “Exhibit B” (if Federal money is involved)
- Drug Free Workplace
- To view the form click here
- ☐[ ] I certify that I have read the form and agree to conditions
- Save

If federal dollars are involved, this must be done for both the Lobbying Certification and the Drug Free Workplace. The forms no longer have to be printed, signed and returned.
- BOA grant menu
- Projects
- Prospectus of airport improvement or extension
- Complete required fields
- Save
- View PDF
• BOA grant menu
• Projects
• Project schedule
• Complete form
• Save

• BOA grant menu
• Projects
• DBE package
• To view DBE Package click here
• ☐ I certify that I have read the DBE
• Save

Print for your own use ONLY. DO NOT RETURN TO BOA.
- BOA grant menu
- Status Management
- Next possible status
- Agreement accepted
- Click “change status” button

**MAKE SURE AN AUTHORIZED OFFICIAL CHANGES THE STATUS!**

- Click “I Agree” button
- To confirm that “agreement is accepted”
- Click “return here”
General Consent
• Go to My Documents
• My Active Documents
• General Consent
• Select the General Consent in Progress

• Forms
• Click on General Consent Instruction Sheet
• Read Instructions
• BOA General Consent Menu
• Status Management
• Drop Down Box should read, “General Consent Submitted”
• Click “Change Status” Button
• I agree
• BOA General Consent Menu
• Verify status has been changed
• The General Consent should be submitted by an Authorized Official only!
dotGrants Airport Sponsors
User Guide

Resolutions
- My Documents
- Show
- My Active Documents
- Resolution
- Select Resolution in Progress

- Forms
- Click on Resolution
• Complete the Required Fields
• The Day, Month and Year is the date the resolution will be signed.
• The Name and Title of Person signing the resolution must also be completed
• Use the individuals’ full name (i.e. Susan, not Sue)
• Make sure that the title of the person signing match those listed in the Resolution
• Click Save
• BOA Resolution Menu

• Click View PDF
• Print, Sign, Send back to the BOA
• BOA Resolution Menu

- Status Management
- Drop Down Box should say “Resolution Submitted”
- Click “Change Status”
- I agree

Some Airport Sponsors would like to use their own resolution which is fine; however, the online form must be filled out and saved, the status must be changed and a signed resolution that matches what was entered on the form must be submitted to the BOA.
dotGrants Airport Sponsors
User Guide

Progress Reports
• QUARTERLY CASH FLOWS WILL STILL BE REQUIRED, HOWEVER; THEY WILL NOW BE DONE ON THE DOTGRANTS SYSTEM.
• My Documents
• Show
• My Active Documents
• Select Grant Program
• Select Grant (grant awarded)

• Scroll Down to the Bottom of the Page
• Related Items
• Progress Reports
• Create New (Do not worry about selecting the correct quarter, as only one quarter will provide the option of “Create New”)
• Click “I Agree”

• Forms
• Progress Report
• Click on Project Cash Flow
• Complete the Form as normal
• Click Save
• ENTER THE TOTAL AMOUNT TO BE SPENT. The Calculations will be done by the system when the page is saved.

• Click on BOA Progress Report Menu
• Status Management
• Drop Down Box should read “Progress Report Submitted”
• Click “Change Status”
• Click “I agree”

• Click to “Return here”
• Check that status has been Changed
dotGrants Airport Sponsors
User Guide

Request for Reimbursement (RFR)
- My Documents
- Select Grant Program
- Select the Grant for Reimbursement (Grant Awarded)

- Scroll Down to the Bottom of the Page
- Note: Do not change status here; if you change status here it starts amendment process and will hold reimbursement up.
- Related Items
- BOA Reimbursement
- Create New
- Click “I Agree”

- Forms
- Reimbursement
- Invoice Certification
Fill out the necessary fields for each invoice
Click Save

If you have any additional invoices,
Click Add
Fill in the appropriate fields
Click Save
Repeat as necessary
Click BOA Reimbursement Menu

** Please note – if required to submit proof of payment, enter in as an attachment.
• Forms
• Reimbursement
• Cost Summary

• Answer “Is this the final payment?”
• Click Yes or No
• Save
- View PDF to review reimbursement request information for accuracy.

<table>
<thead>
<tr>
<th>COST SUMMARY</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Amount</td>
<td>$20,000</td>
</tr>
<tr>
<td>Costs Incurred</td>
<td>$100,000</td>
</tr>
<tr>
<td>Current Request</td>
<td>$0</td>
</tr>
<tr>
<td>Amount of Previous Request</td>
<td>$0</td>
</tr>
<tr>
<td>Project Costs to Date</td>
<td>$0.30</td>
</tr>
<tr>
<td>Percent Completed</td>
<td>0.30%</td>
</tr>
</tbody>
</table>

- Reimbursement Menu
- Click on “Invoice Certification” under Reports
- Status Management
- Drop Down Box should read “Reimbursement Submitted”
- Click “Change Status”
- Click “I Agree”

- Click “return here”
- Make sure that Status has been changed

** Additional payments cannot be entered until previous payment is approved in dotGrants (SAP). When you receive an (email) acknowledgement you may enter the next payment.
Amendment Request
• Click on the Grant you would like to have amended.
• NOTE: This grant must be in the Status “Grant Awarded” and no Reimbursement Requests can be created for this grant when an amendment request is being processed.

• Change Status to “Amendment in Progress”
- Click on the Amendment Request Form

- Complete the Form
- Date Requested
- Type of Amendment Request
- Justification
- If it is a cost amendment, please be sure to include the total project cost increase, as well as, the requested state & federal money.
Request for Amendment

• Click on Save
• Click on BOA Grant Menu

Change Status to “Amendment in Pre-Submission”
• Click “I Agree”
In dotGrants, the Closeout Process is started by the BOA. When a Closeout is ready for the sponsor, it will be in the status of “Closeout In Progress”.

To begin the closeout, click on the grant.

It is recommended that the Project Manager leave a note to the sponsor informing them of what is required to close the grant.

Click on “Show Notes”
- If there is a closeout related note, click on it to read it.

- Read the note from the Project Manager. Many times these will be forms found on dotGrants; however, other documents, such as, a pen & ink change or a deed (for land acquisition projects) may be required.
- Scroll down after you read the note.
• You will find the Closeout Forms at the bottom of the Forms Section.
• If the form is available online, you will find a link to the form in this section (ex. Summary of Testing).
• The Closeout Attachment page should be used to attach any electronic files that would satisfy another required piece of documentation (ex. Scanned deed)
• Closeout Modifications will be created by the BOA if there is a problem.

• After all of the forms have been completed and the required closeout documentation is submitted either by mail or attachment, CHANGE THE STATUS TO “Closeout Submitted.”
- Make sure you verify that the Status now reads “Closeout Submitted.”
Airport Sponsors have access to three reports in the dotGrants system. The reports are located inside the grant object and the information contained in the reports is specific to that particular grant.

- The reports can be found on the left side under Management Activities – BOA Formatted Reports.

- The first one is Grant Account Ledger.

This report breaks down each funding type (ADP, NPE, etc) and the money drawn against that type with each RFR.

Click on Grant Account Ledger and then click to Open the Fi
DRAWDOWNS PRIOR TO DOTGRANTS WILL NOT BE REFLECTED ON THE GRANT ACCOUNT LEDGER REPORT.

- The header shows:
  - The date the report was run

<table>
<thead>
<tr>
<th>Grant Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Identifier</td>
</tr>
<tr>
<td>Project Manager</td>
</tr>
<tr>
<td>Funds Commitment #</td>
</tr>
</tbody>
</table>

- The financials are broken down by funding type. In this example, the grant was funded by federal money from one block grant (29-06) and matched with ADP funds from 2007.

Shown are the Beginning Balance, Draw Down and Ending Balance of that funding source for each RFR. The RFR Date is the date Treasury SCHEDULED the payment, not necessarily the date it was paid.
- The next report is the Grant Balance report
  - This report shows how the grant is funded by line item.
  - Click on Grant Balance and then click Open.

- Like the Grant Account Ledger report, it has:
  - but it also has:
    - Date the report was run
    - Grant Identifier
    - Project Manager
    - Airport Name
    - Grant Specialist

- This report captures how the funding for the grant looks on the bureau’s books. The state match for each federal funding source gets its own line. Also, federal funds can be spread out over multiple state fiscal years. Each fiscal year would get its own line.
  - In this example, there is only federal money from one source (29-06), but the funds have been used in two different fiscal years (2007 & 2008), therefore there are two line items.
• The next report is the Project Cost Summary report
• This report shows how the grant project budget is broken down by Administrative, Engineering and Construction costs. This information is entered by the Project Manager based on information provided by the Sponsor.
• Click on Project Cost Summary and then click Open.

• This report also shows the date it was run.
• It also has:
  o Grant Identifier
  o Sponsor
  o Airport
  o Funds Commitment Number

PENNDOT - BUREAU OF AVIATION
PROJECT COST SUMMARY
05/28/2009

ABG-2007-St. Marys Area AA-00005
Sponsor: St. Marys Area Airport Authority
Airport: St. Marys Municipal Airport
Commitment #: E00000000

<table>
<thead>
<tr>
<th>Administrative</th>
<th>Item Description</th>
<th>Orig Amount</th>
<th>Amend Amount</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin costs</td>
<td></td>
<td>$3,000.00</td>
<td>0</td>
<td>$3,000.00</td>
</tr>
</tbody>
</table>

| Project Category Totals: | $3,000.00 |

<table>
<thead>
<tr>
<th>Engineering</th>
<th>Item Description</th>
<th>Orig Amount</th>
<th>Amend Amount</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design Engineering</td>
<td>$49,335.00</td>
<td>0</td>
<td>$49,335.00</td>
<td></td>
</tr>
</tbody>
</table>

| Project Category Totals: | $49,335.00 |

| Grant Totals: | $52,335.00 |

• The Project Cost Summary:
  o Is grouped by category (Administrative, Engineering, & Construction).
  o has the subtotal for each category and a total for the entire grant.
  These totals are carried over to the Cost Summary Page on the RFR.
Creating a DBE Report in dotGrants

- After logging into the dotGrants website, select the grant object.
- Scroll Down to Related Items.
- Under BOA DBE Report – Click “Create New.”
- When asked if you would like to create a DBE Report for this Grant, click “I Agree.”
• Click on “DBE Setup Page”

• Enter DBE goal that was used during the Bidding Process
• Click “Save”
• Select “BOA DBE Report Menu”

• Click on “Quarterly Prime Contracting Report”
Enter the following:

- Number of Prime Contracts awarded in each quarter to date
- Dollar value of Prime Contracts awarded in each quarter to date
- Dollar value of payments on Prime Contracts made to date
- Click “Save”
- Click on “BOA DBE Report Menu”

NOTE: Please enter the Prime Contract Paid in the quarter the payment was made, not the quarter the contract was awarded.

- Select “Quarterly Sub Contracting Report”
Enter the following:

- Number of Sub Contracts awarded in each quarter to date
- Dollar value of Sub Contracts awarded in each quarter to date
- Dollar value of payments on Sub Contracts made to date
- Click “Save”
- Click on “BOA DBE Report Menu”

NOTE: Please enter the Sub Contract Paid in the quarter the payment was made, not the quarter the contract was awarded.

- Select “Quarterly DBE Contracting Report”
Enter the name of the DBE firm
Select Prime or Sub Contract
Choose Ethnicity/Gender Enter the following:

- Number of Contracts awarded in each quarter to date to DBE
- Dollar value of Contracts awarded in each quarter to date to DBE
- Dollar value of payments on Contracts made to date to DBE
- Click “Save”
- If you need to add additional DBEs, click “Add” & repeat Steps 1 -5
- Click on “BOA DBE Report Menu”

NOTE: Please enter the Amount Paid in the quarter the payment was made, not the quarter the contract was awarded.

If more than one DBE firm has been added to the Quarterly DBE Contracting Report, a drop down box at the top right-hand corner will allow you to toggle between DBE reporting pages.
• Change the status to "Report Available"

• While it is not necessary to change status to "Report Submitted" for your data to be used in reporting, doing this will generate an email to PennDOT personnel informing them that the quarterly DBE numbers have been entered.

• **It is your responsibility to update the data in this report quarterly.**

• When you are ready to close your grant, the status on the DBE report should be changed to "Report Closed"
• If you do submit your report, you will need to change the status to “Report Available” to enable save capabilities to allow you to add new data.

• Once the DBE Report has been created, it will be available under the “My Documents” section of the Main Menu.
dotGrants Airport Sponsors
User Guide

Real Estate Tax Grant Request
SPONSOR REAL ESTATE REQUEST INSTRUCTIONS

- My Documents
- Select BOA Real Estate Tax Grant Program
- Select current Real Estate Tax Grant

- Forms
  - Real Estate Tax Instructions Page
  - Open document and follow instructions

Back to Top
- Forms
- Real Estate Tax Request Form (1)

- Verify correct tax year is selected
- Related Pages
- Tax Receipt Information
• Add parcel
• Save

- If more than one parcel, click Add
- Add parcel
- Save
- Related Page
- Tax Receipt Attachment Page – attach receipts here
Real Estate Tax Grant Request

- Tax Receipt Attachment Page – attach receipts here
- Scan receipts in your computer
- List description
- Browse to locate receipt attachment
- Save
- If more than one receipt, click Add
- Continue above process after each receipt until complete (remember to Save then Add between each receipt)

- Status Management
- Change status to “RE Tax Reimbursement Requested”
- Log out
- My Documents
- Select BOA Real Estate Tax Grant Program
- Select current Real Estate Tax Grant

- Forms
- Real Estate Tax Request Form (1)
• Verify correct year was selected
• Related Pages
• Real Estate Tax Offer
Accepting Real Estate Tax Grant Offer

- Verify reimbursement amount
- Check box to accept offer
- **Save**
- BOA Real Estate Tax Grant Menu

- Status Management
- Change status to “Offer Accepted”
• I agree

• Log out
- Click on the above Title VI In Progress link.

- Complete the questionnaire; then save. Please note that all fields on this questionnaire are required.
To include an attachment; use the Attachments link. Please remember to save your work and provide comments regarding your attachments. Once done with attachment or if you don’t have attachment change status to Title VI Submitted.

Click on the “I Agree” and verify the status has been changed.

Please make a special note - The Title VI Compliance Questionnaire should only be submitted by an Authorized Official.