



**pennsylvania**  
DEPARTMENT OF TRANSPORTATION

Bureau of Aviation

Airport Sponsors

dotGrants User Guide

7/28/2014

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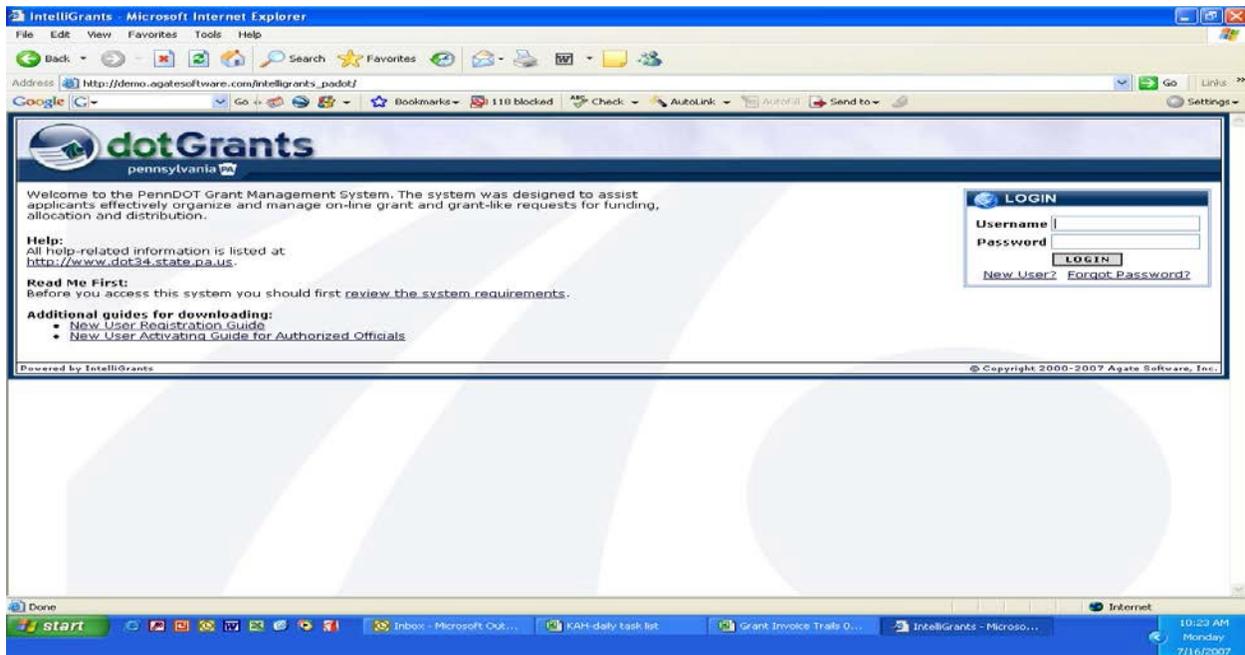


# dotGrants Airport Sponsors User Guide

## 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

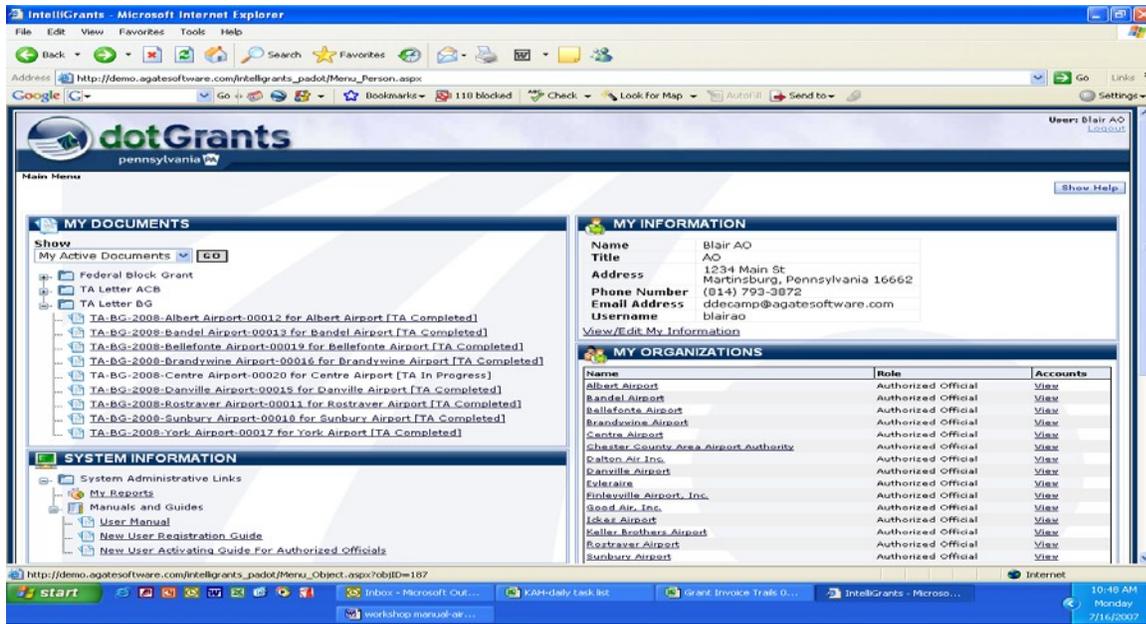


- Enter your user name and password
- Click login

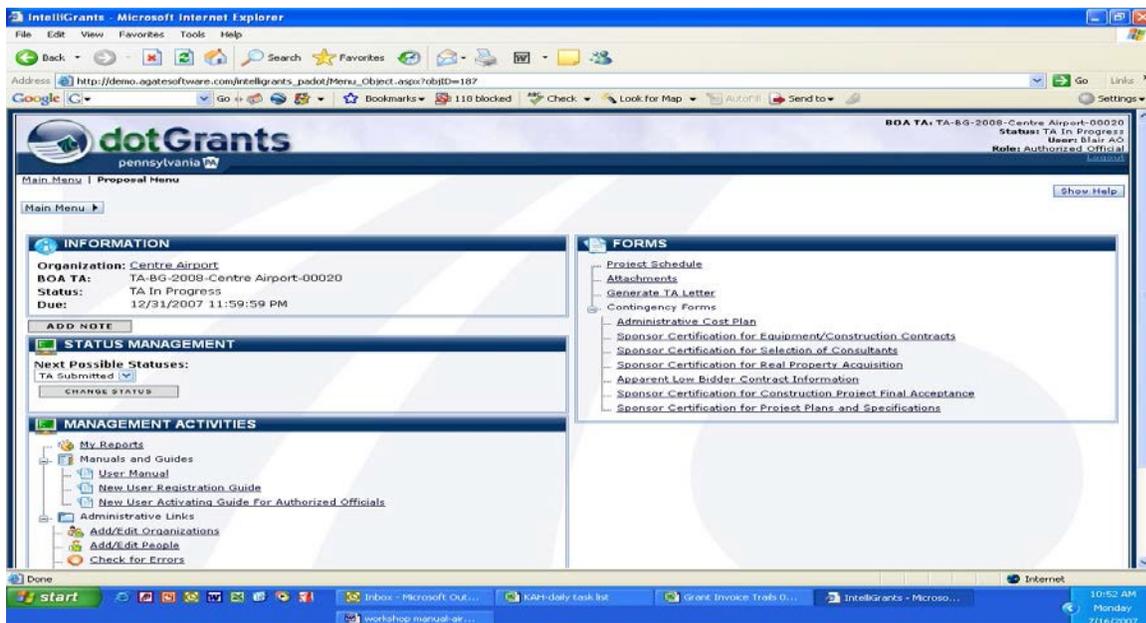


# dotGrants Airport Sponsors User Guide

## Tentative Allocation

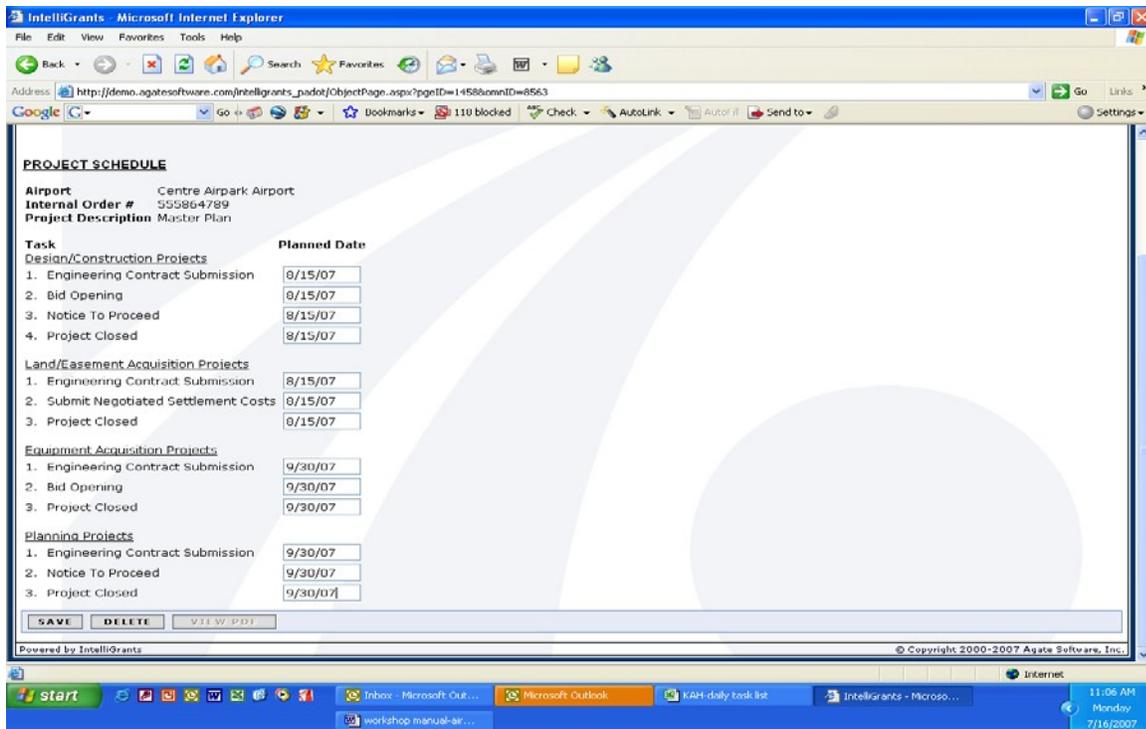


- My Documents
- Select applicable TA in progress

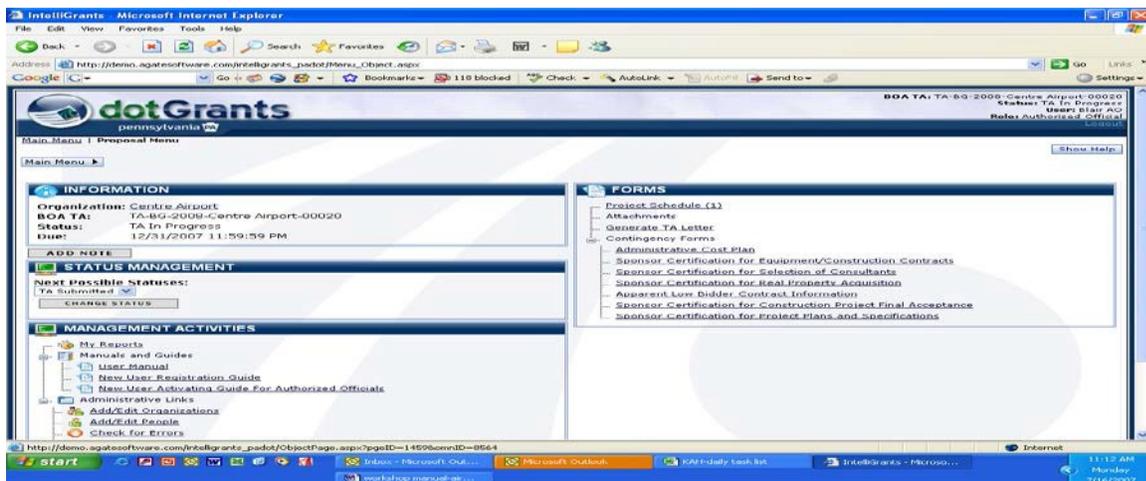


- Forms
- Generate TA letter
- Print letter to verify contingent items
- Close Adobe Reader (red X)
- Forms
- Click on required forms (one by one)
- Complete form (project schedule example to follow)
- Save

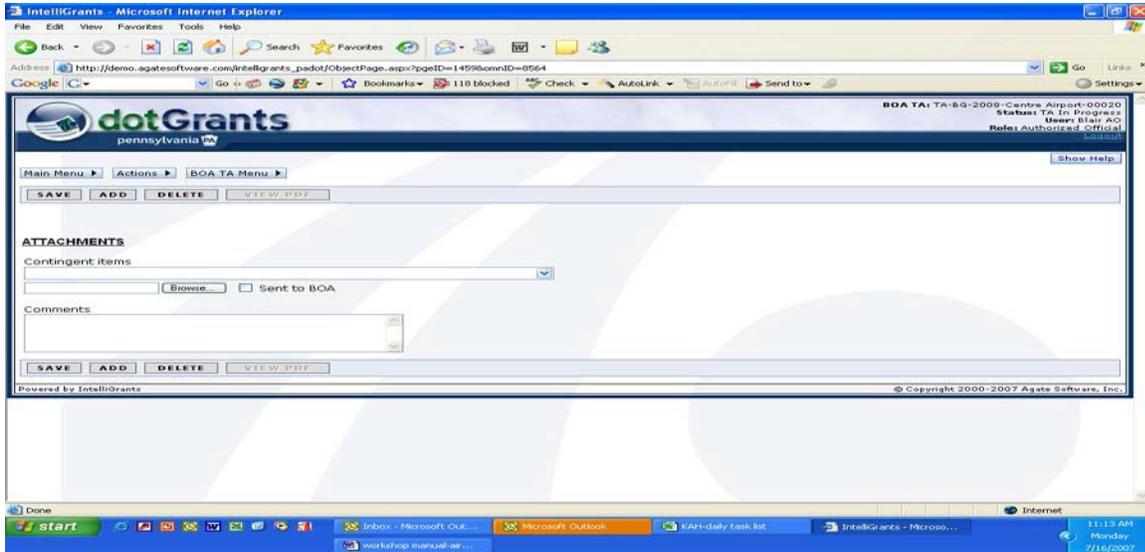
[Back to Top](#)



- 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

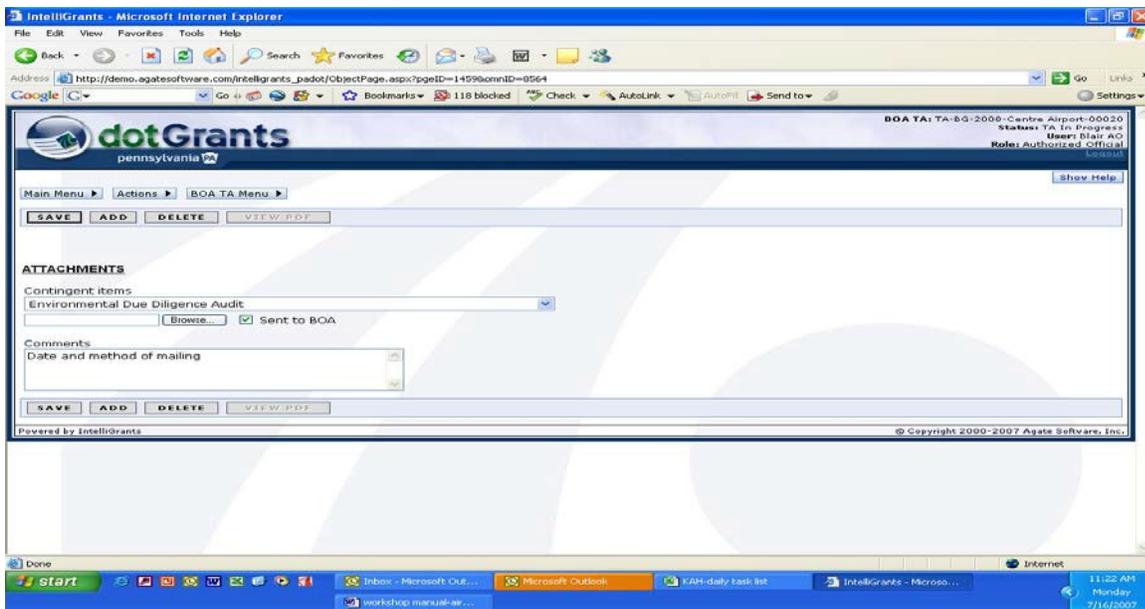


- Forms
- Attachments



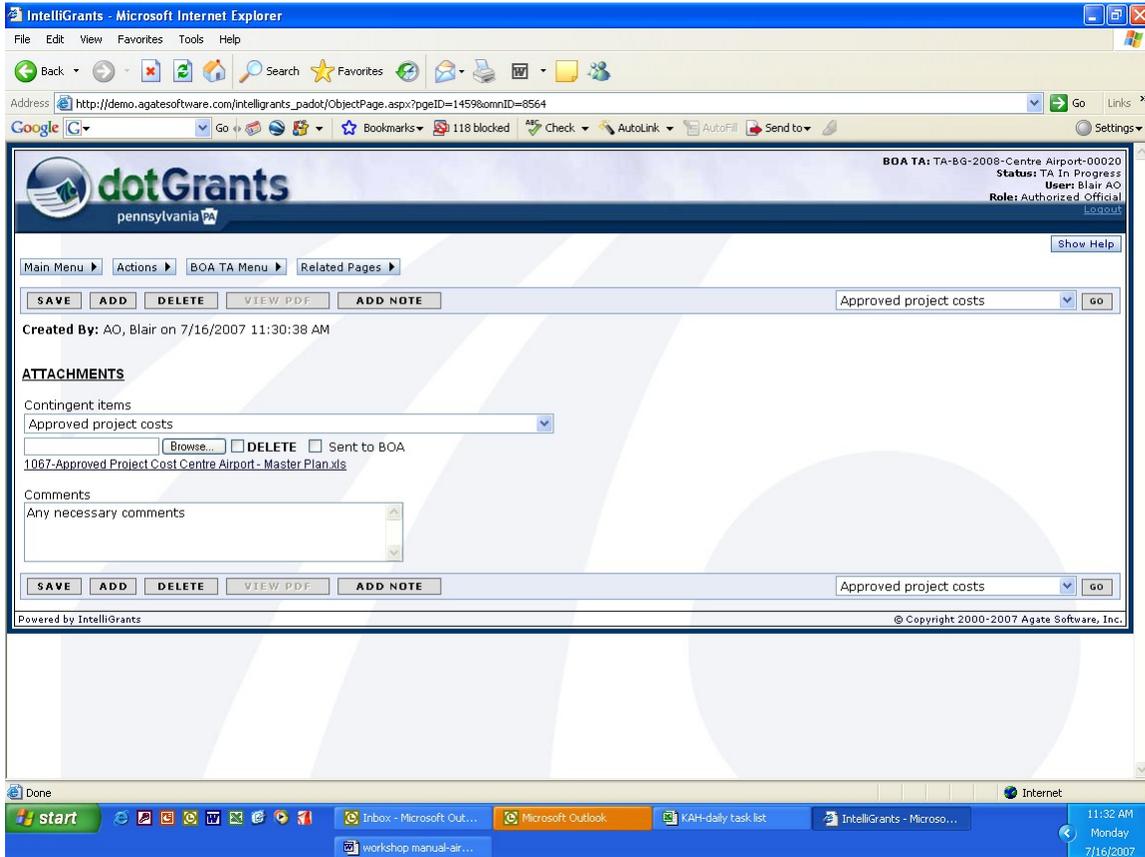
- For [requested contingent items](#) that do not have an associated form, use the attachments screen.
- Items that are electronic files or items that must be mailed, will be submitted using the attachments screen.

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:



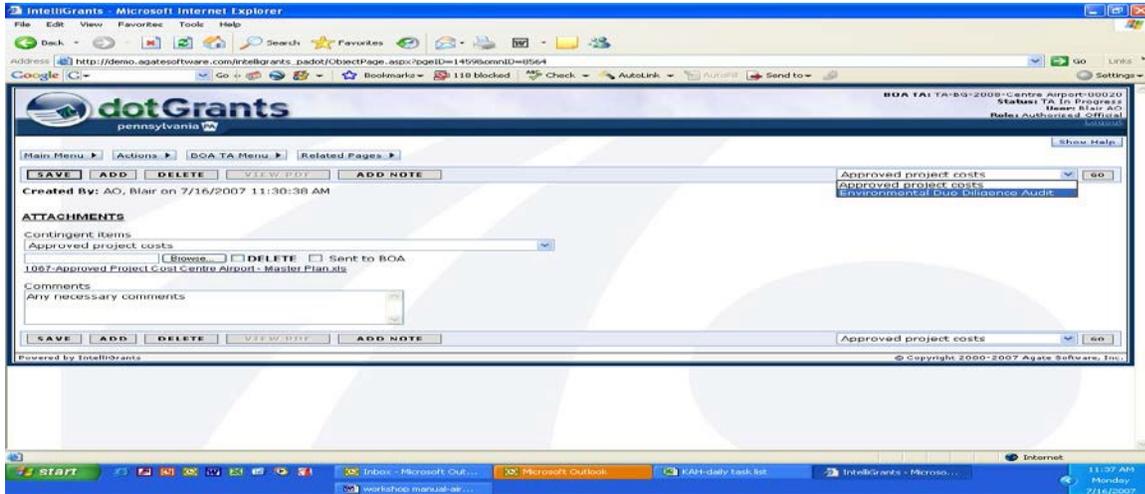
- Attachments
- Contingent items
- Click drop down and select the contingent item
- Click "browse"
- Select file to attach
- List necessary comments
- Save

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

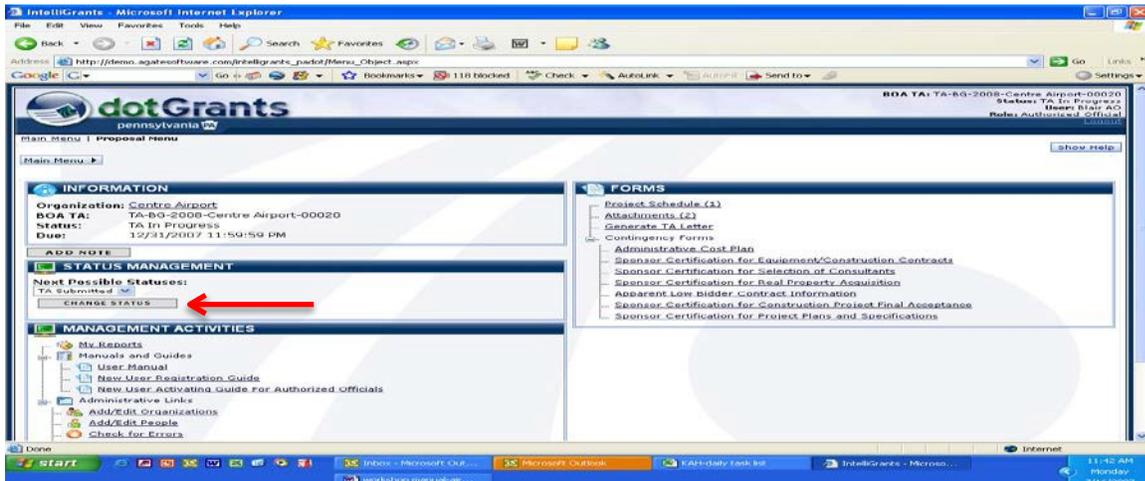
- Click BOA TA Menu

**\*New information must be entered on a blank screen.\***

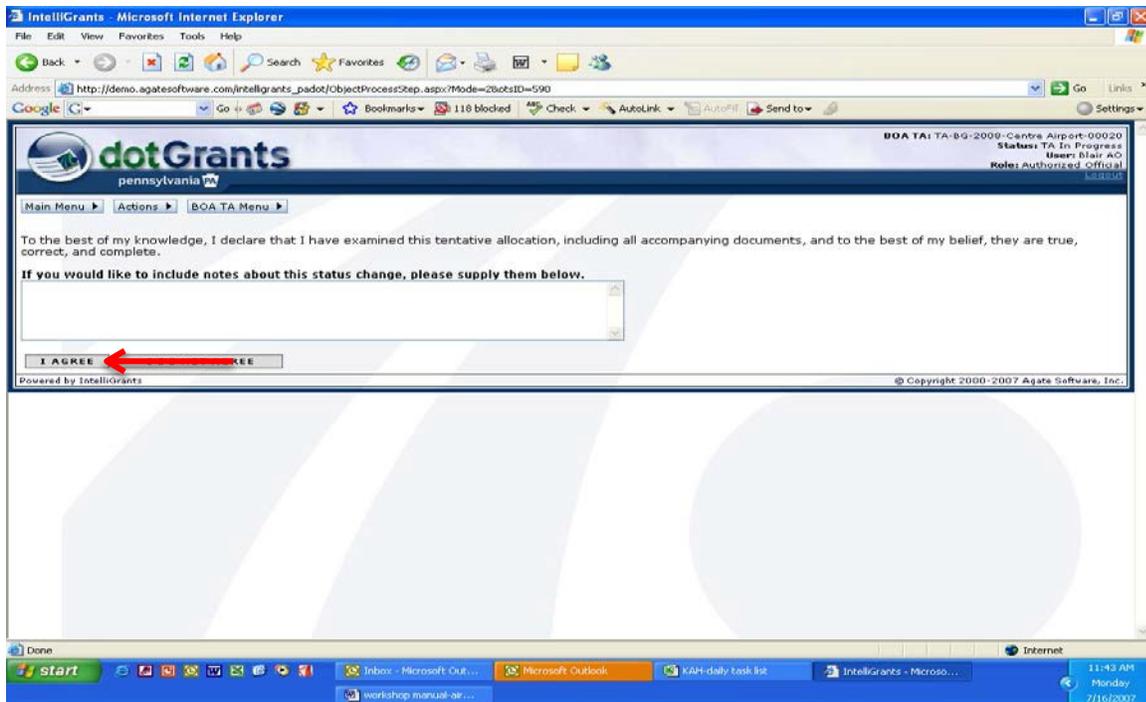
**\*\*Electronic files cannot be attached to the same page. Follow above directions for every electronic file attachment.\*\***



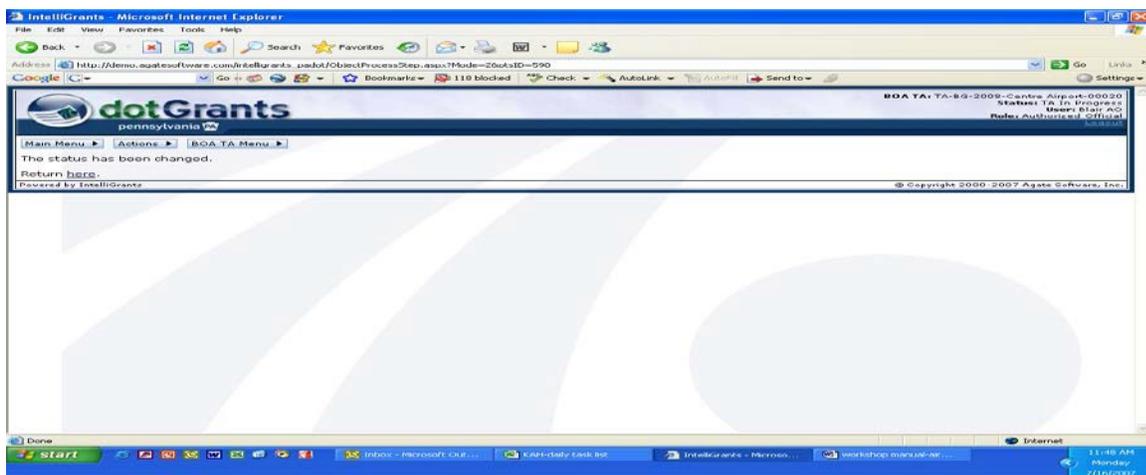
- If you need to edit an attachment, select contingent item from the drop down box located in upper right-hand corner
- Click go
- Make any necessary corrections.
- Save
- BOA TA Menu



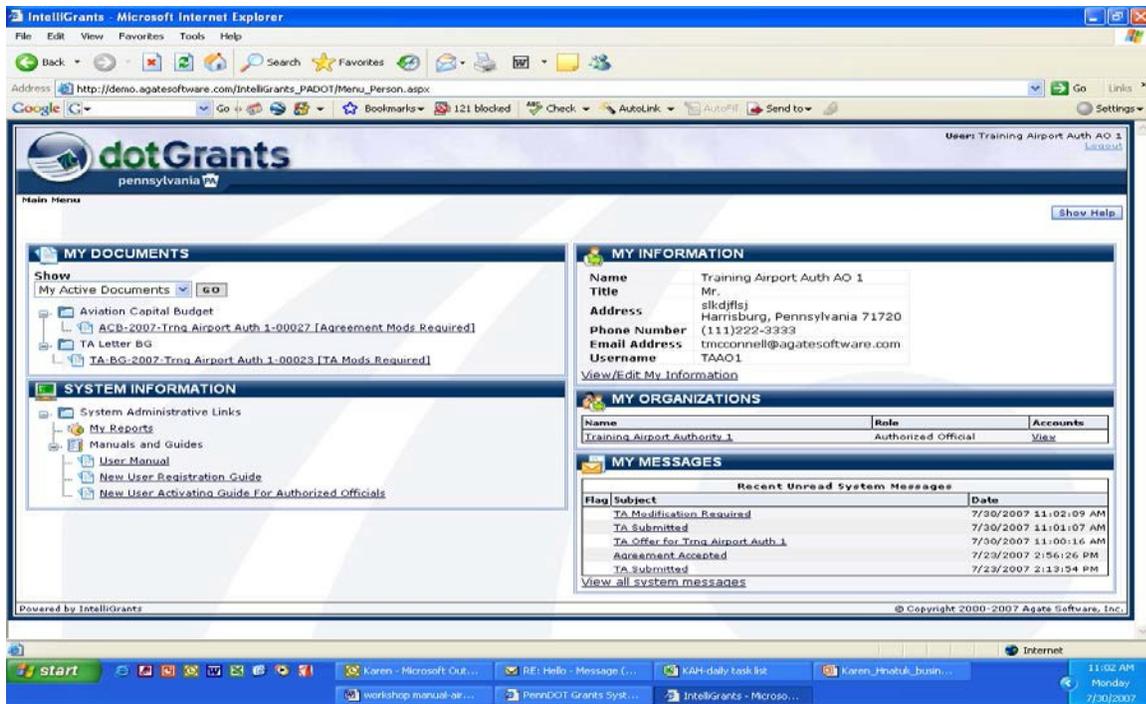
- Status Management
- Make sure "TA Submitted" is selected
- Click **change status**



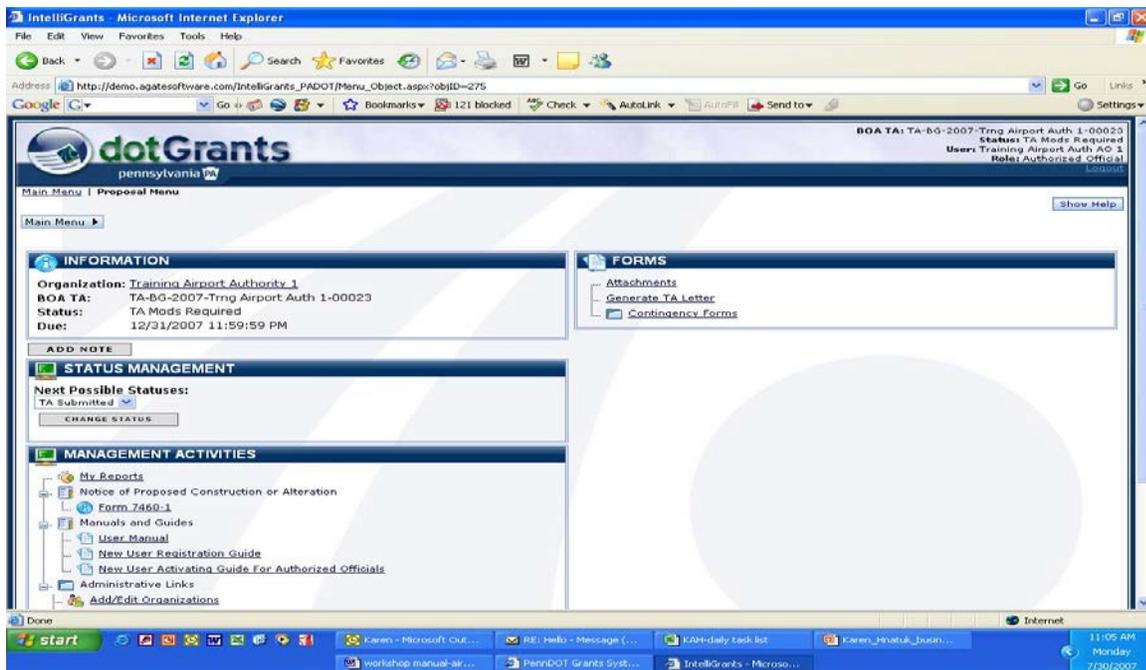
- Click "I agree"



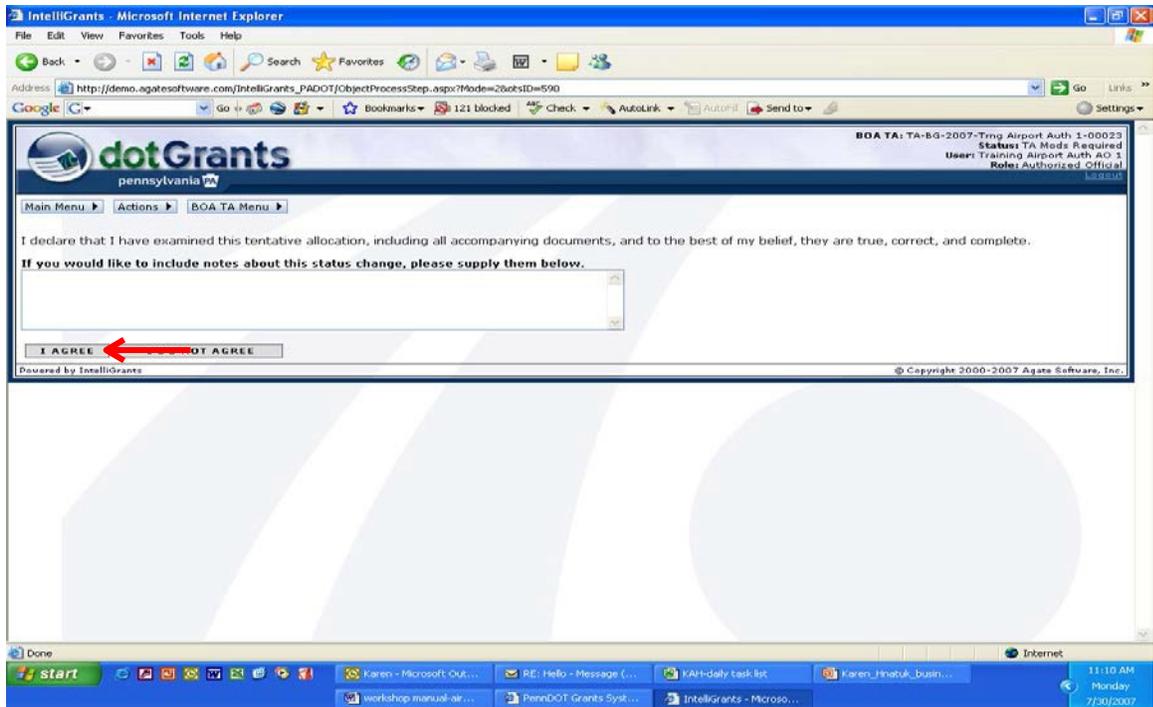
- The TA letter has been submitted to the Project Manager at the Bureau of Aviation.
- If modifications are required for any document submitted with the TA, the status will be changed to "TA mods required".



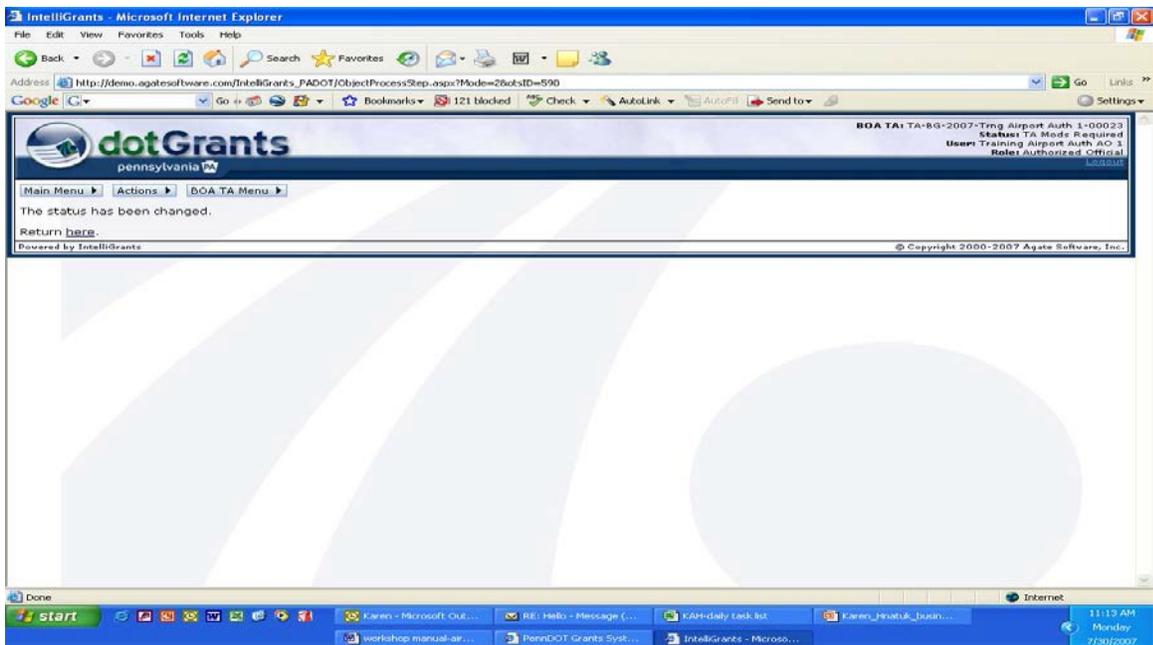
- Select applicable TA requiring modifications



- Complete changes requested by project manager.
- Resubmit by changing the status to TA submitted.



- Click "I agree"

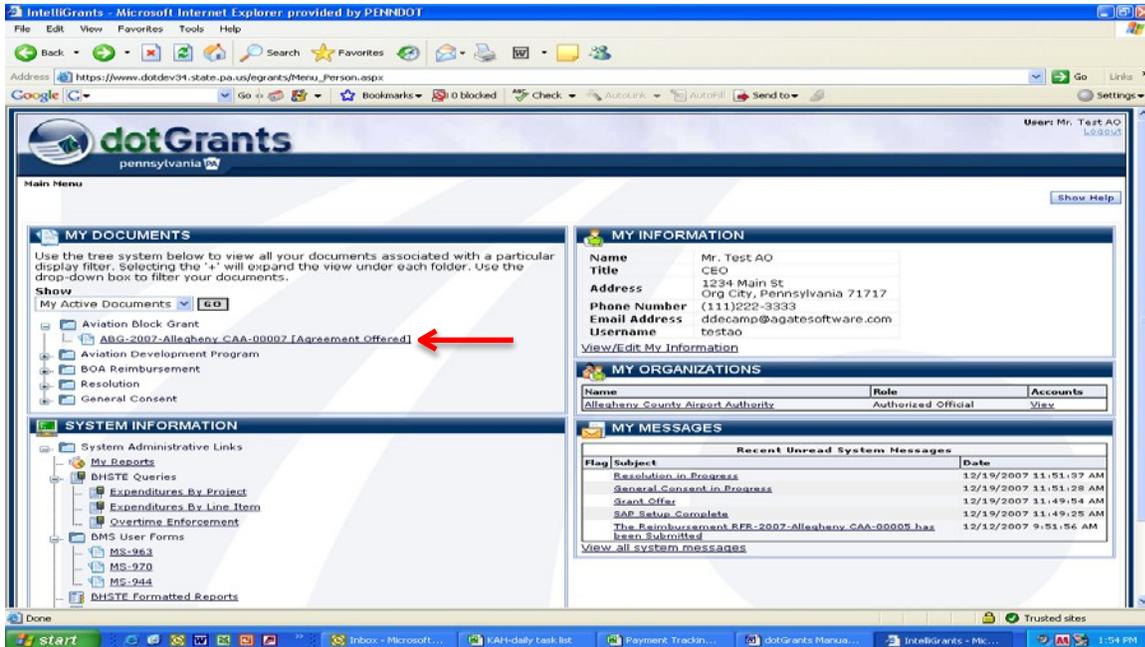


- The TA letter has been resubmitted to the Project Manager at the Bureau of Aviation.

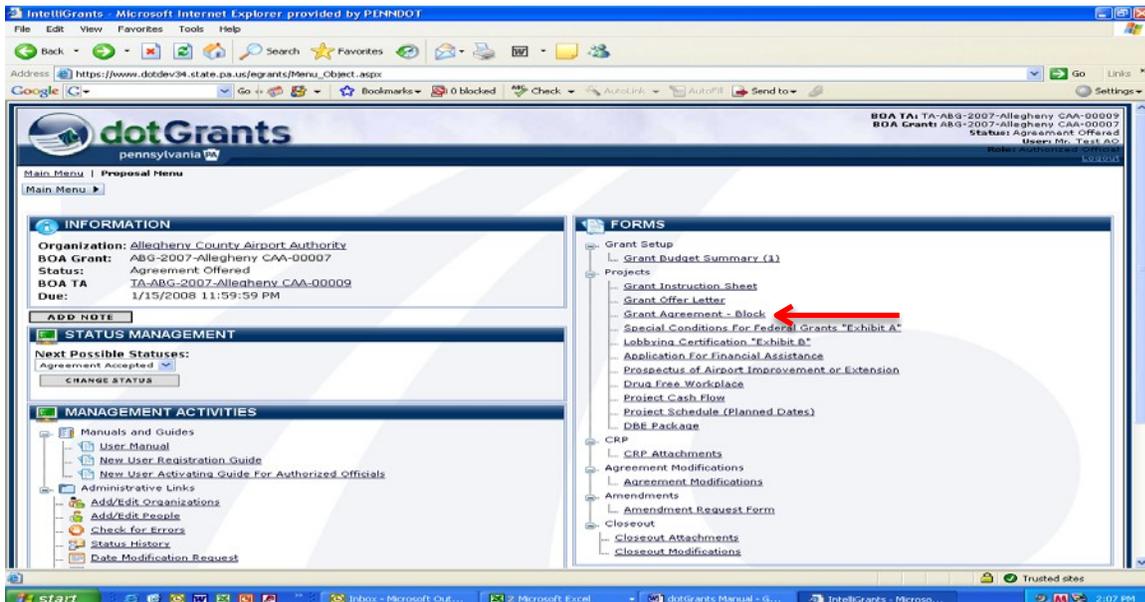


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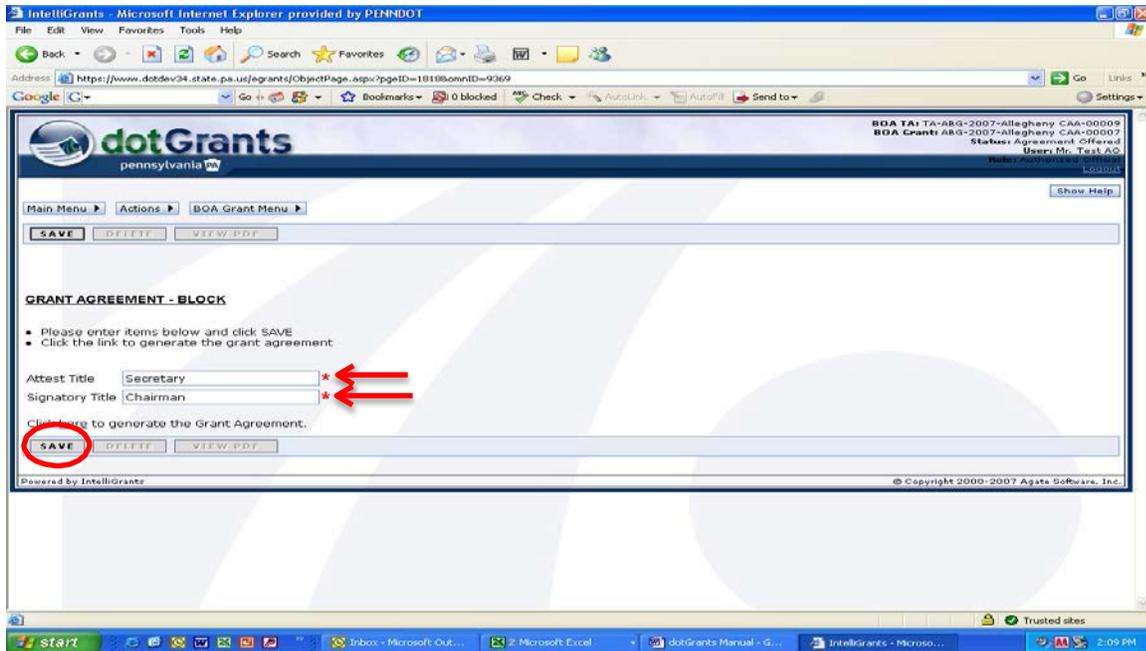
## Accepting Grant Agreements



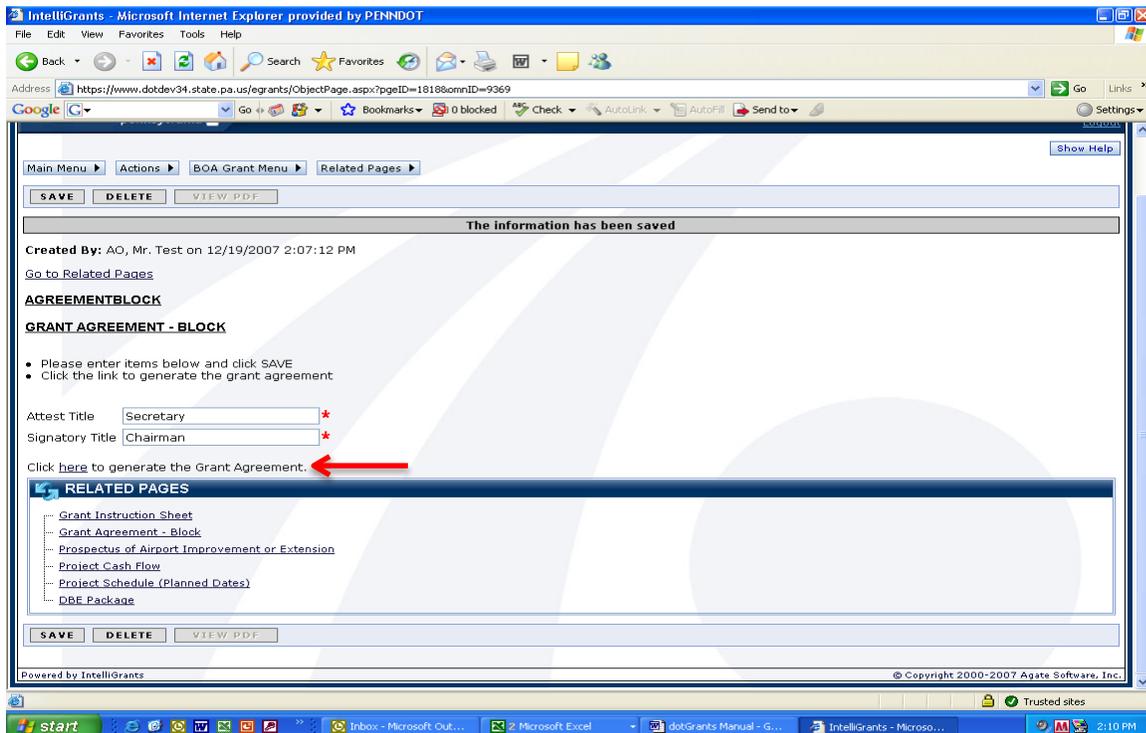
- Main menu
- My documents
- My active documents
- Select specific grant program
- Select specific grant



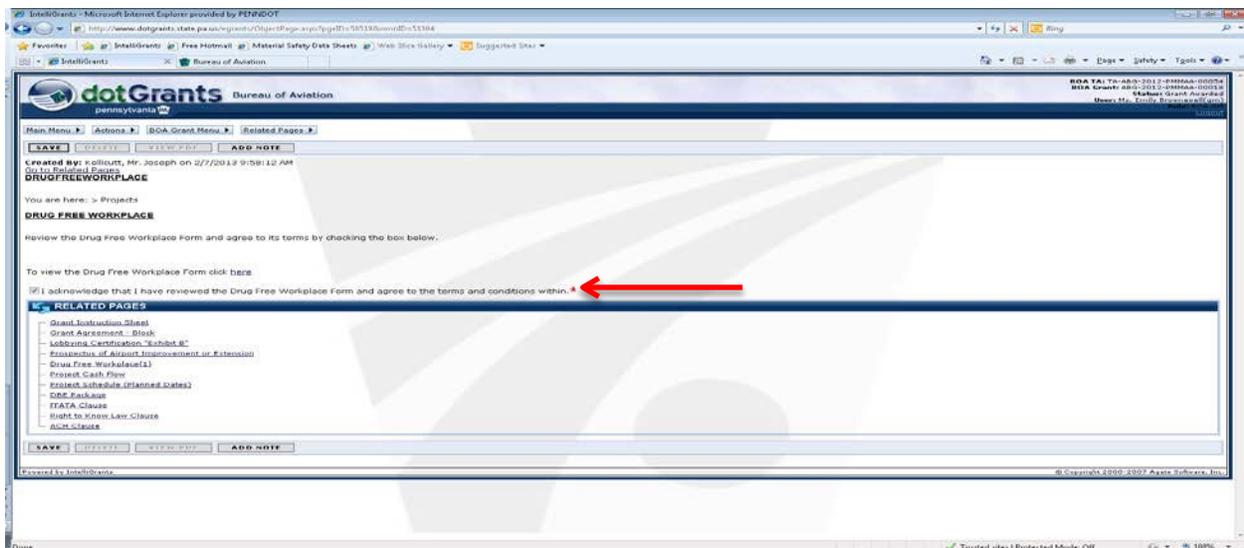
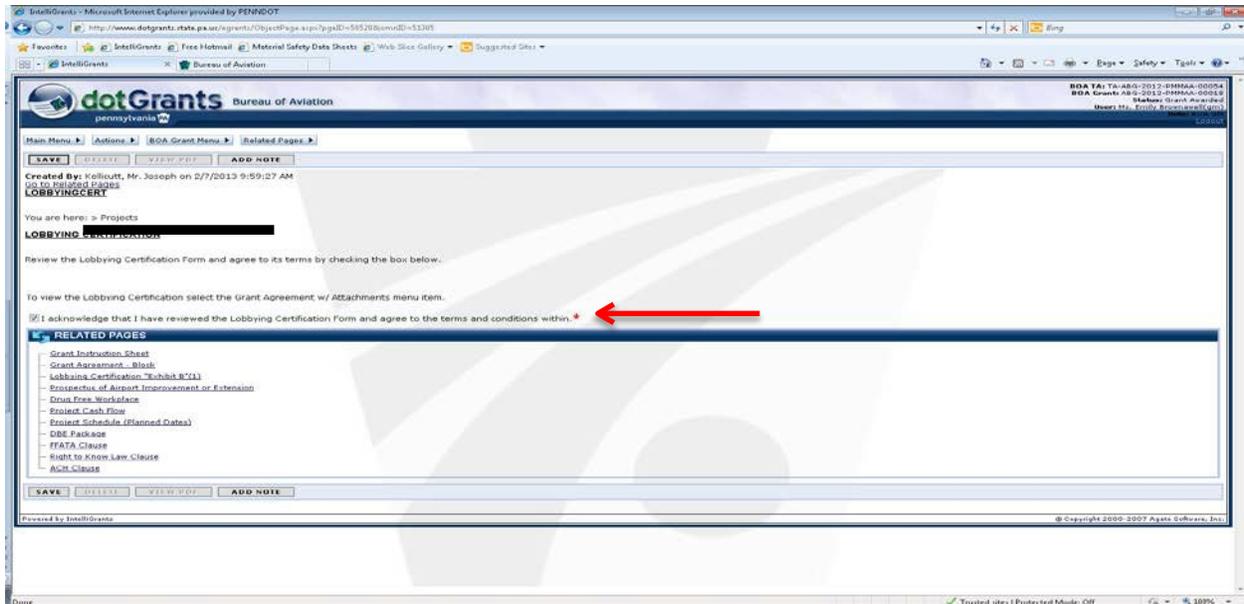
- Forms
- Projects
- Select specific grant agreement



- Fill in required fields with arrows
- **The Attest Field has been removed.**
- Save



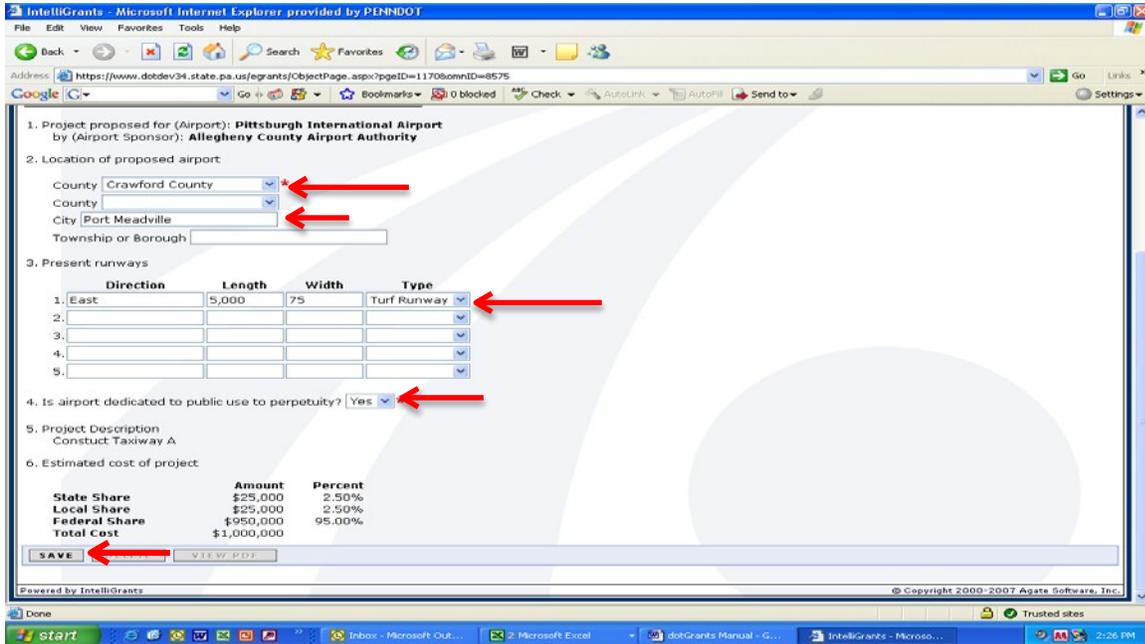
- Click [here](#) to generate the grant agreement



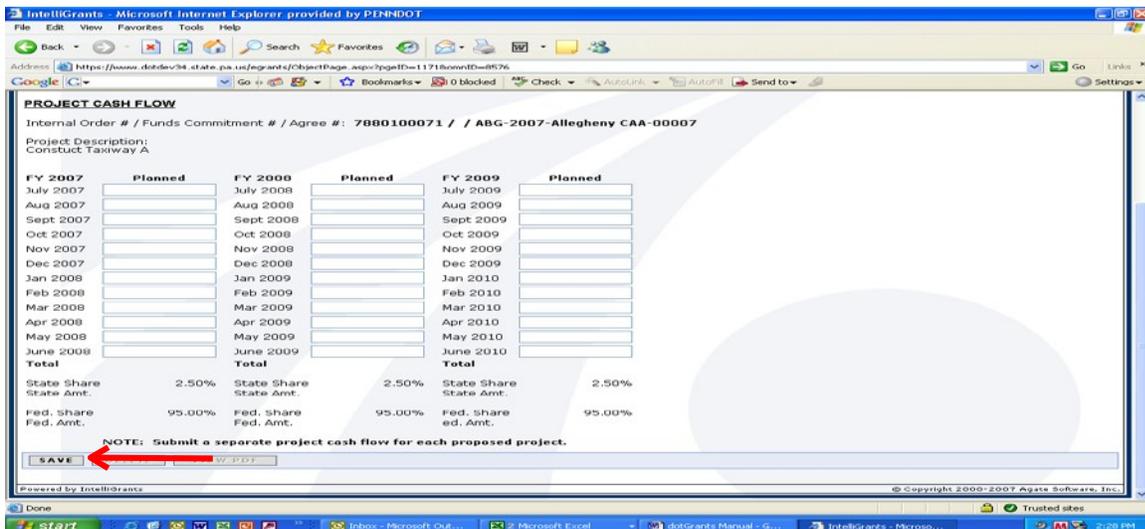
- BOA grant menu
- Projects
- Lobbying certification "Exhibit B" (if Federal money is involved)
- Drug Free Workplace
- To view the form click [here](#)
- certify that I have read the form and agree to conditions
- Save

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.

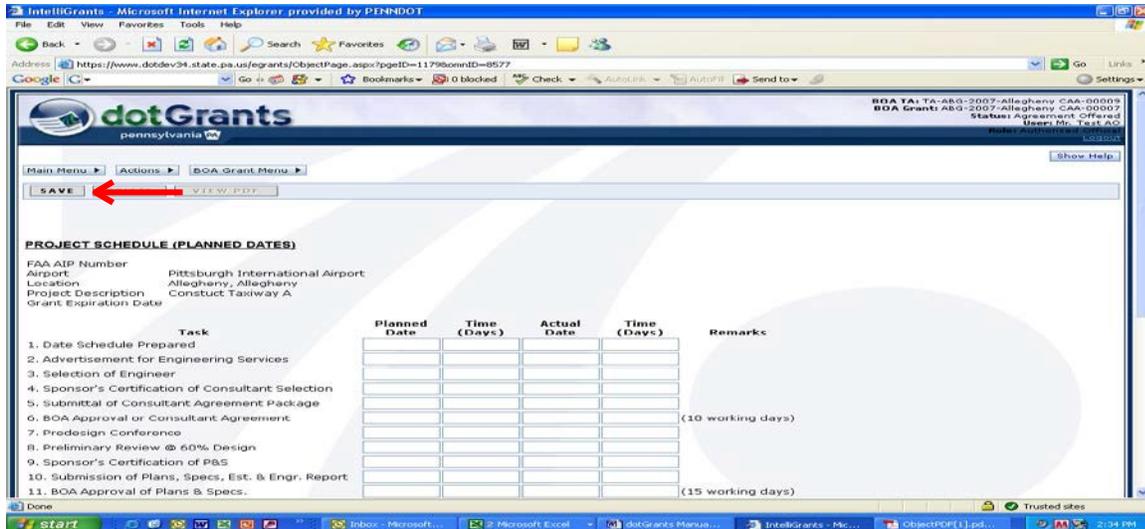
[Back to Top](#)



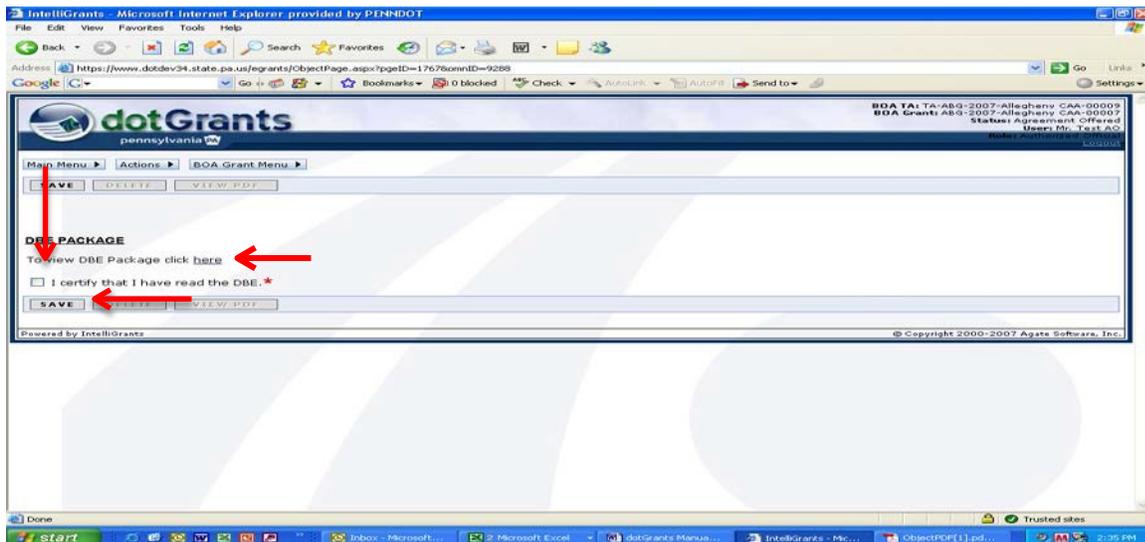
- BOA grant menu
- Projects
- Prospectus of airport improvement or extension
- Complete required fields
- Save
- View PDF



- BOA grant menu
- Projects
- Project cash flow
- Complete form
- Save (calculations will be created and displayed)

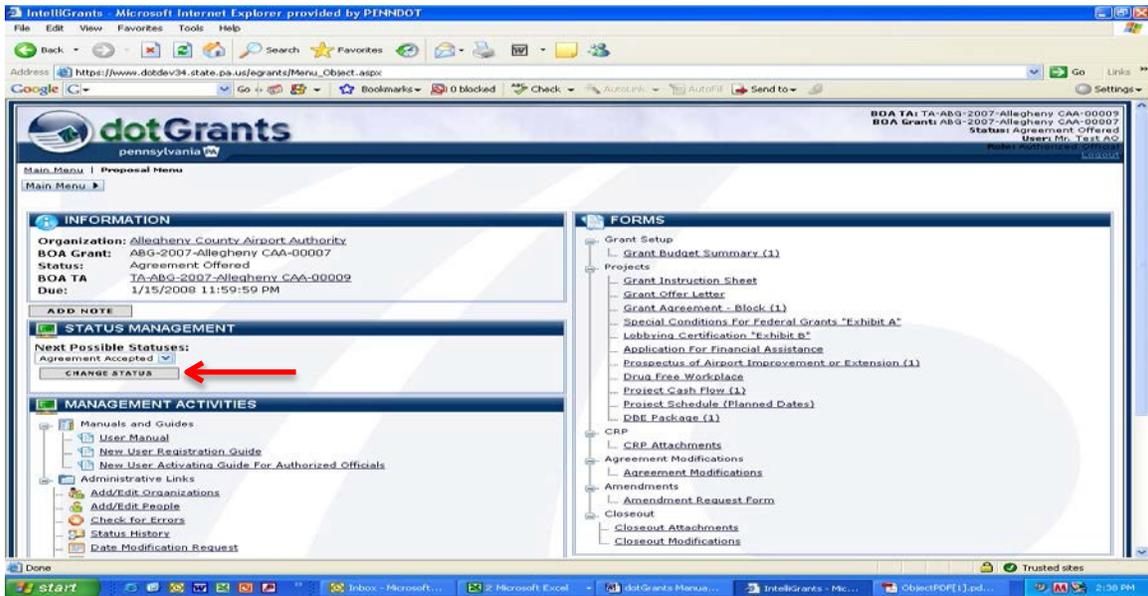


- BOA grant menu
- Projects
- Project schedule
- Complete form
- Save



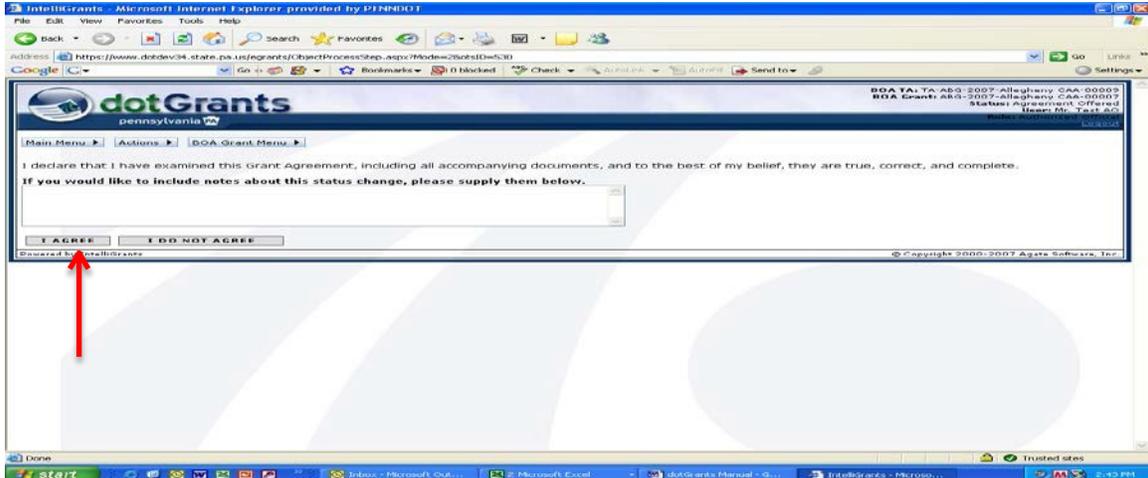
- BOA grant menu
- Projects
- DBE package
- To view DBE Package click [here](#)
- I certify that I have read the DBE.\*
- Save

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!**

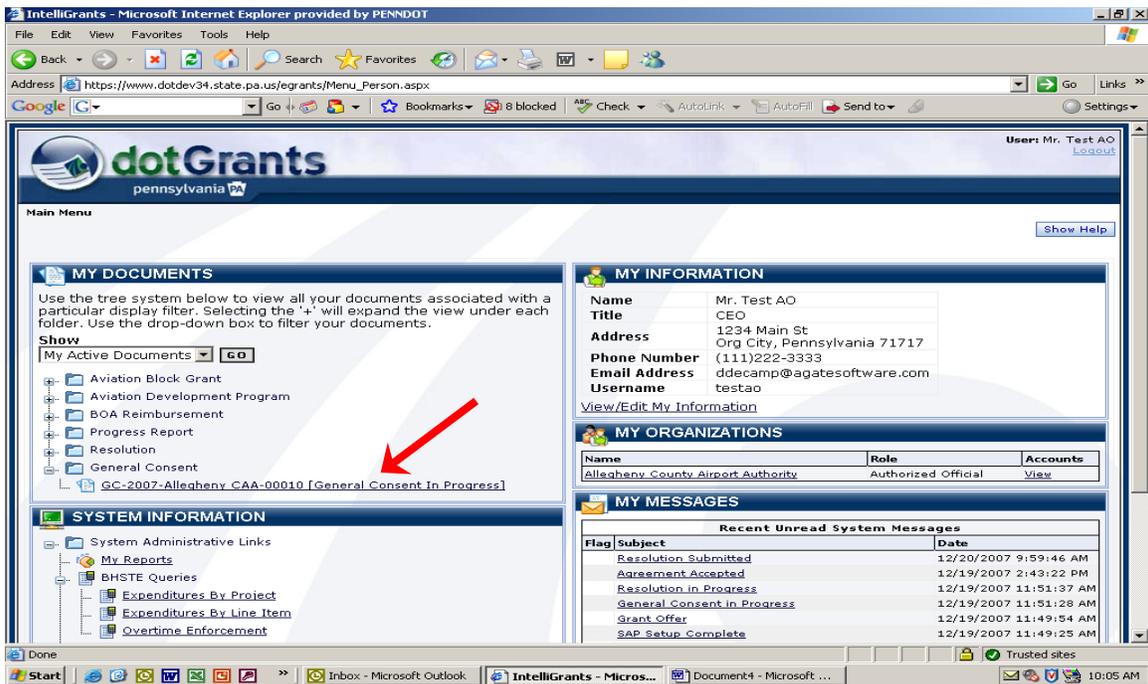


- Click "I Agree" button
- To confirm that "agreement is accepted"
- Click "return here"

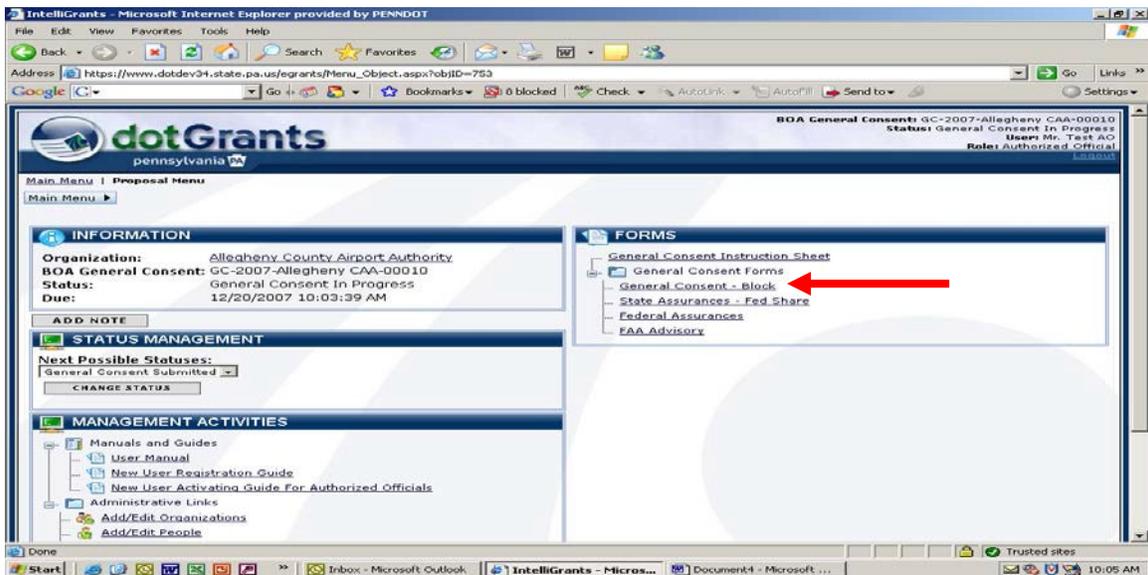


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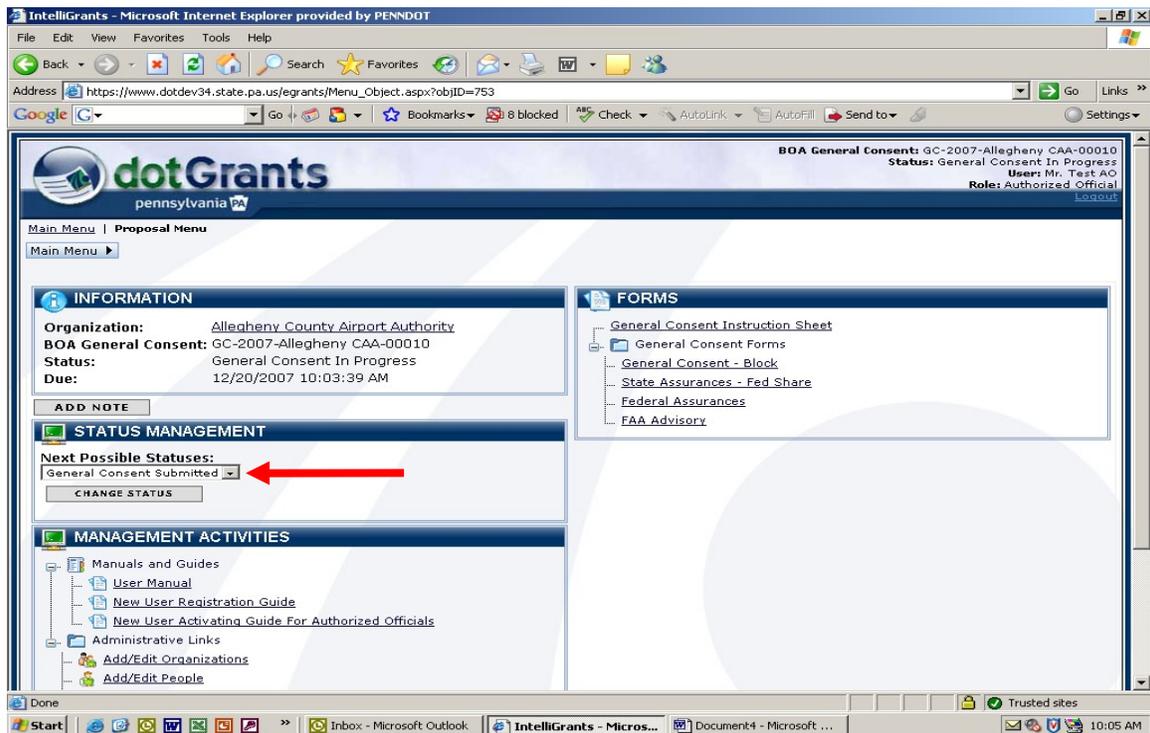
## General Consent



- Go to My Documents
- My Active Documents
- General Consent
- Select the General Consent in Progress



- Forms
- Click on General Consent Instruction Sheet
- Read Instructions

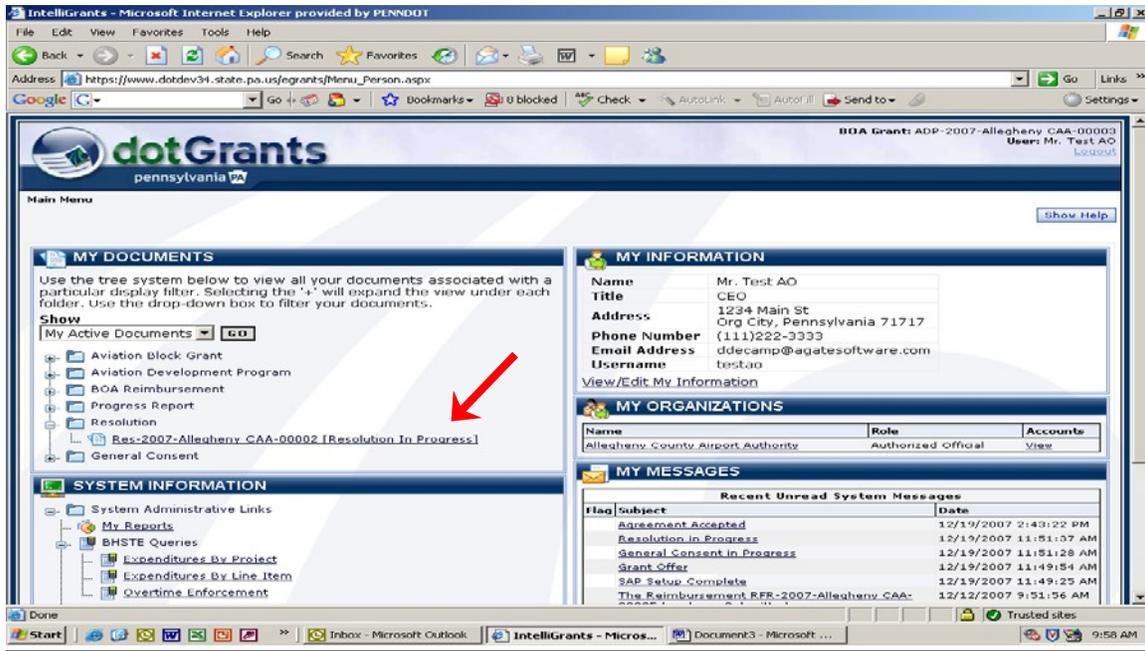


- BOA General Consent Menu
- Status Management
- Drop Down Box should read, "General Consent Submitted"
- Click "Change Status" Button
- I agree
- BOA General Consent Menu
- Verify status has been changed
- **The General Consent should be submitted by an Authorized Official only!**

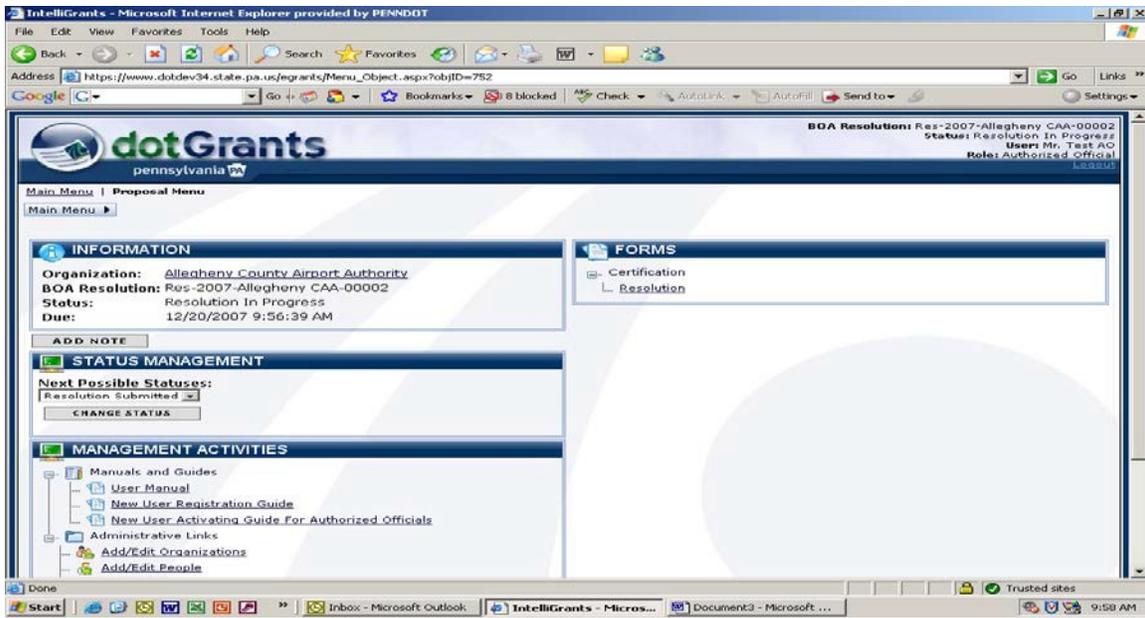


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## Resolutions



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



- Forms
- Click on Resolution

Proper signatures on the agreement are as follows:

- **Individual Owner**-signed by the owner and attested by someone familiar with his/her signature or can be notarized.
- **Corporation**-must be signed by the Chairman of the Board, President or Vice President and attested by Corporate Secretary, Assistant Corporate Secretary, Corporate Treasurer, or Assistant Corporate Treasurer.
- **General Partnership**-it must be signed by any General Partner; attested by any other person.
- **Municipalities**-signed and attested by individuals authorized in the resolution. Please note that the signatory titles and signatures on the resolution must match the signatures on the grant and grant forms.

Signatory Title 1  \*

Signatory Title 2  \*

Signatory Title 3

Signatory Title 4

Signatory Title 5

Attest Title 1  \*

Attest Title 2  \*

Day  (e.g. 20th) \*

Month  (e.g. March) \*

Year  (e.g. 2007) \*

Name of Person Signing this form  \*

Title of Person Signing this form  \*

Name of Person Attesting this form  \*

Title of Person Attesting this form  \*

- 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

Secretary, Assistant Corporate Secretary, Corporate Treasurer, or Assistant Corporate Treasurer.

- **General Partnership**-it must be signed by any General Partner; attested by any other person.
- **Municipalities**-signed and attested by individuals authorized in the resolution. Please note that the signatory titles and signatures on the resolution must match the signatures on the grant and grant forms.

Signatory Title 1  \*

Signatory Title 2  \*

Signatory Title 3

Signatory Title 4

Signatory Title 5

Attest Title 1  \*

Attest Title 2  \*

Day  (e.g. 20th) \*

Month  (e.g. March) \*

Year  (e.g. 2007) \*

Name of Person Signing this form  \*

Title of Person Signing this form  \*

Name of Person Attesting this form  \*

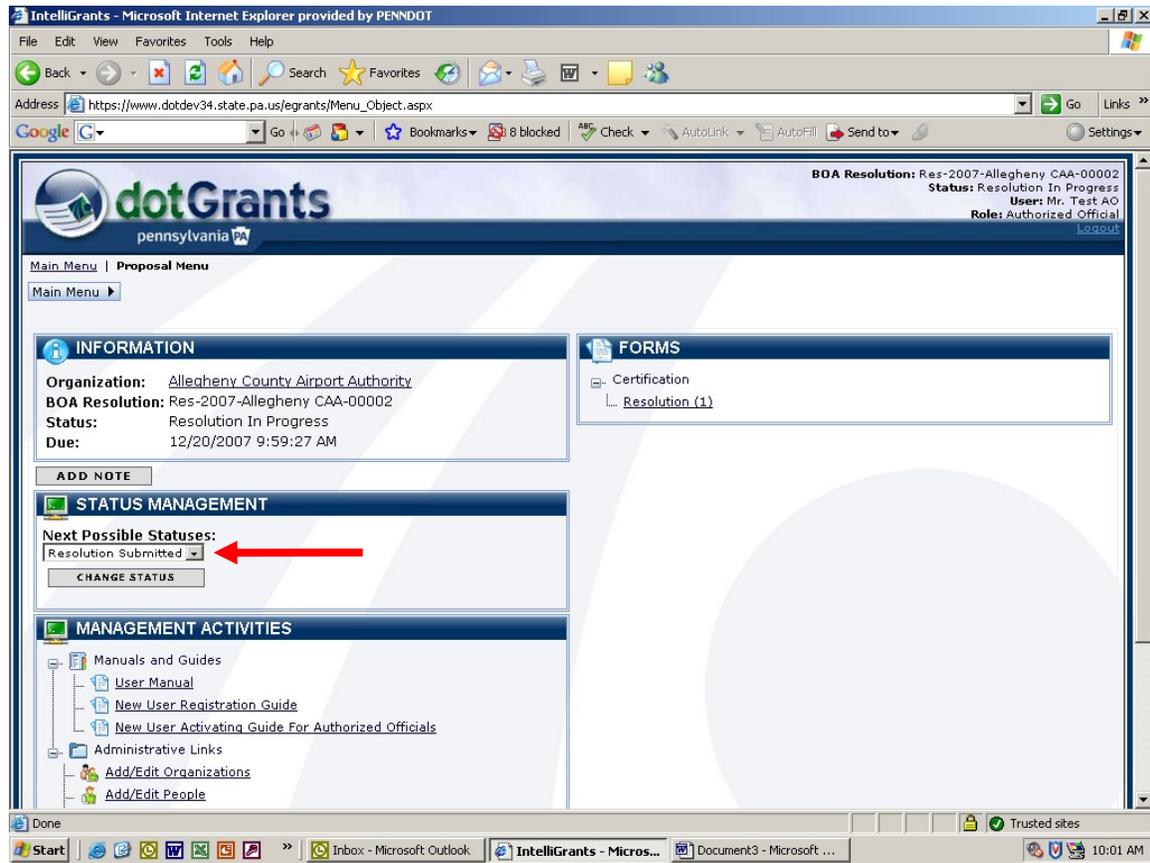
Title of Person Attesting this form  \*

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- Click View PDF
- Print, Sign, Send back to the BOA

[Back to Top](#)

- BOA Resolution Menu



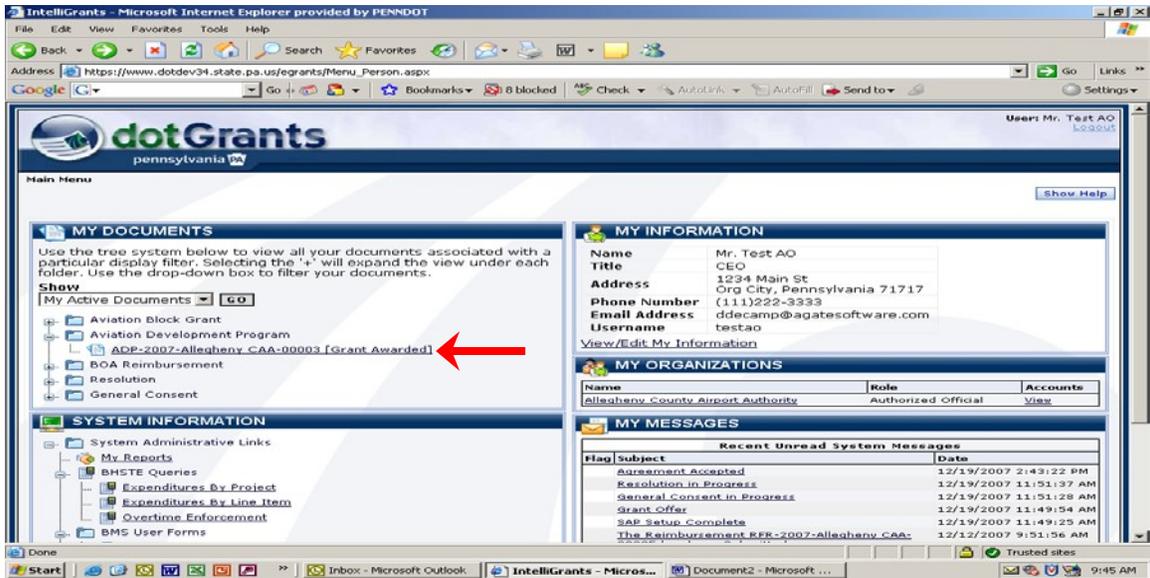
- Status Management
- Drop Down Box should say "Resolution Submitted"
- Click "Change Status"
- I agree

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.

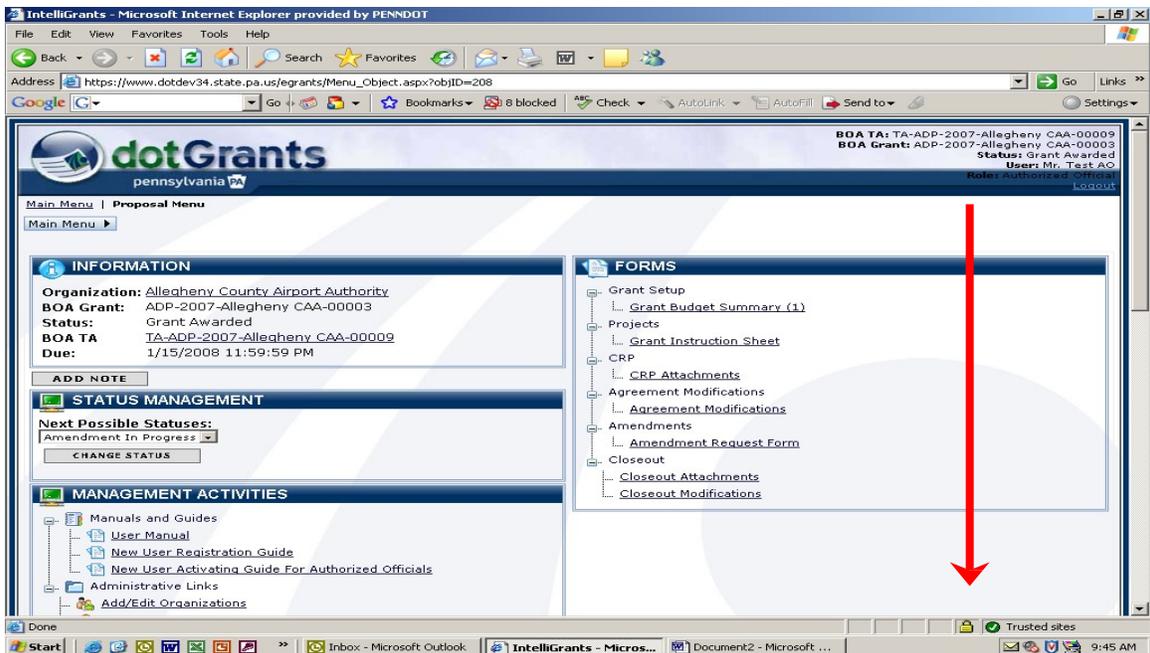


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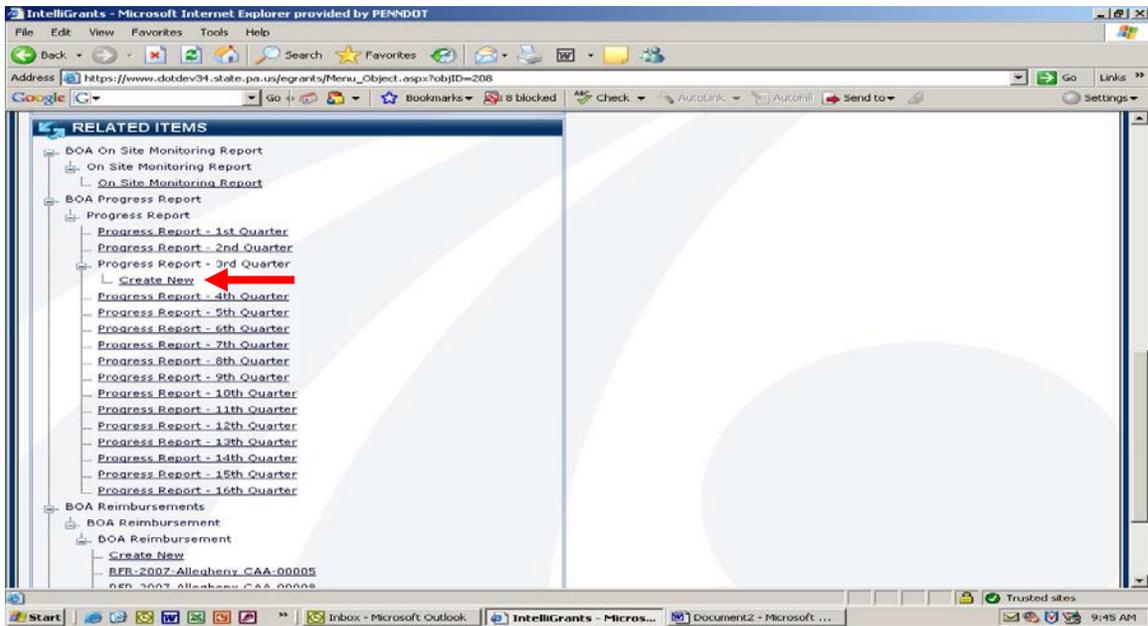
## Progress Reports



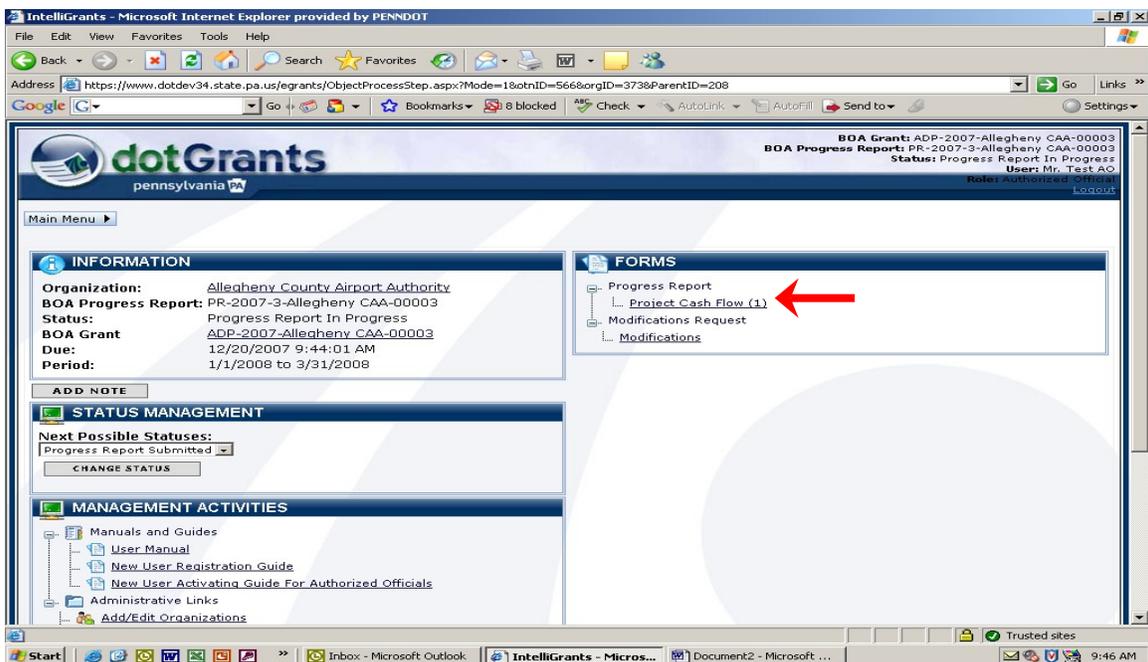
- QUARTERLY CASH FLOWS WILL STILL BE REQUIRED, HOWEVER; THEY WILL NOW BE DONE ON THE DOTGRANTS SYSTEM.
- My Documents
- Show
- My Active Documents
- Select Grant Program
- Select Grant (grant awarded)



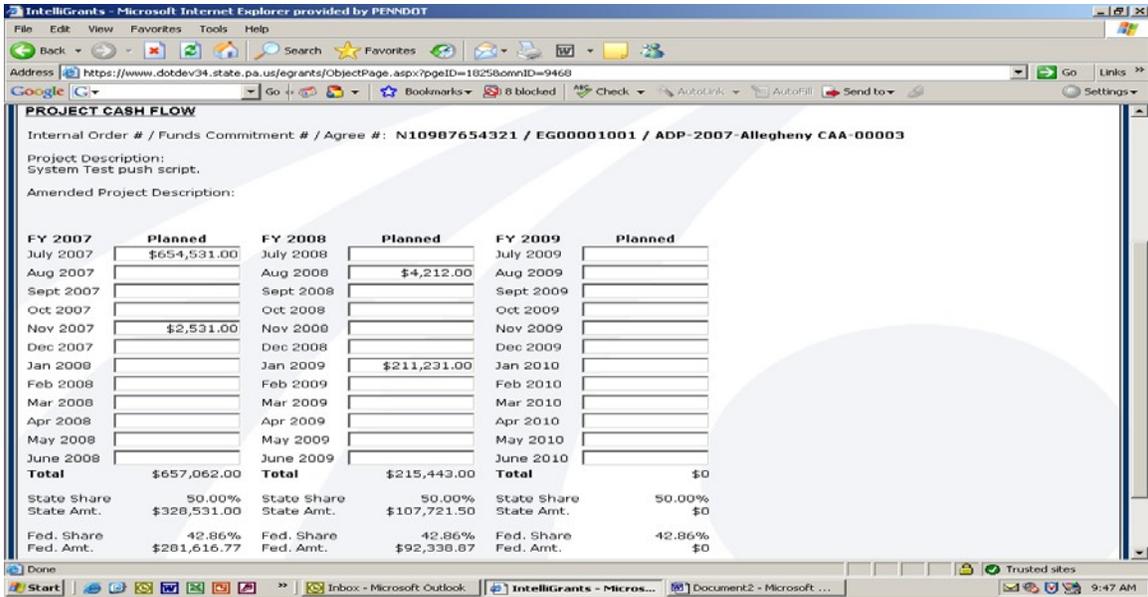
- Scroll Down to the Bottom of the Page



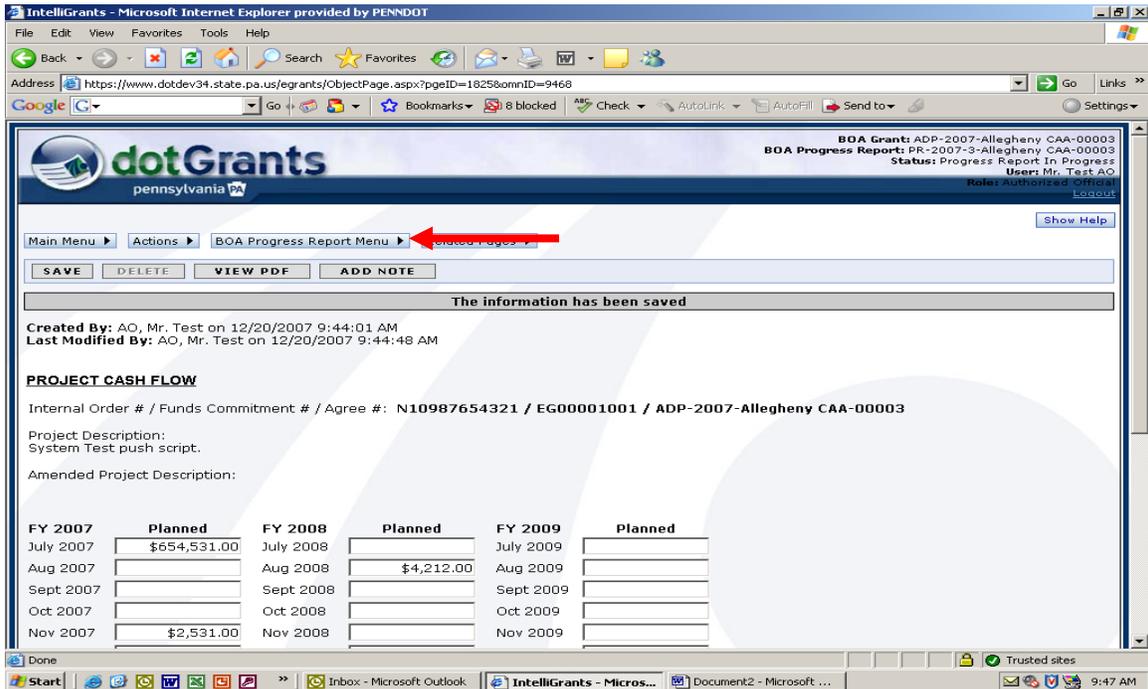
- Related Items
- Progress Reports
- Create New (Do not worry about selecting the correct quarter, as only one quarter will provide the option of "Create New")
- Click "I Agree"



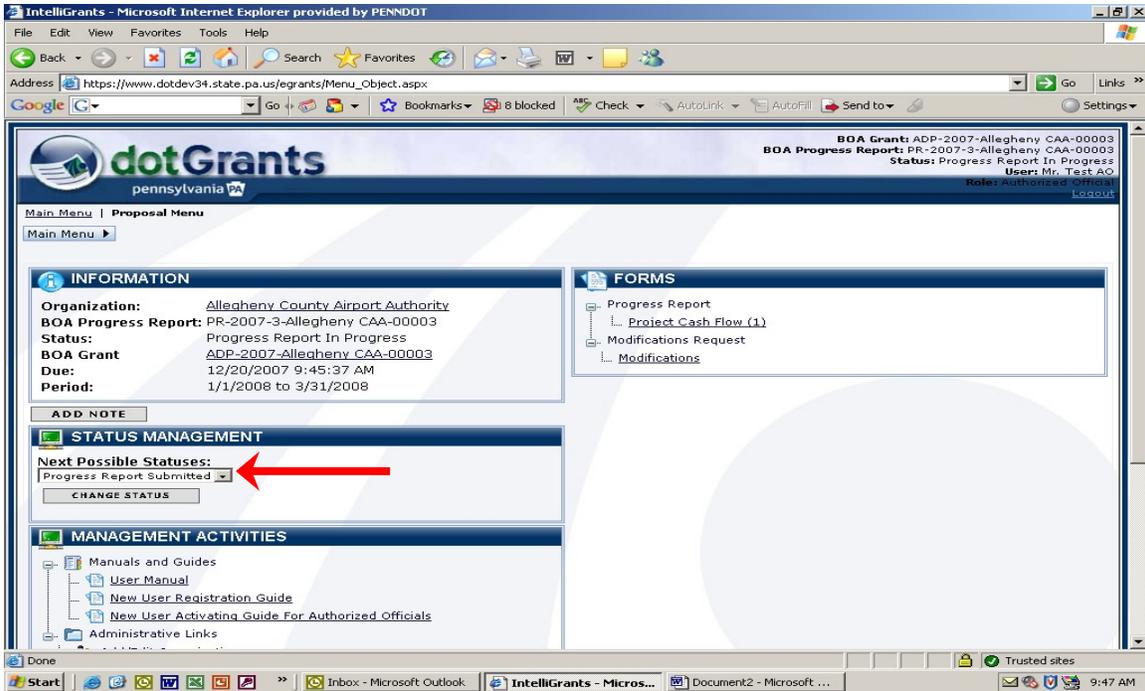
- Forms
- Progress Report
- Click on Project Cash Flow



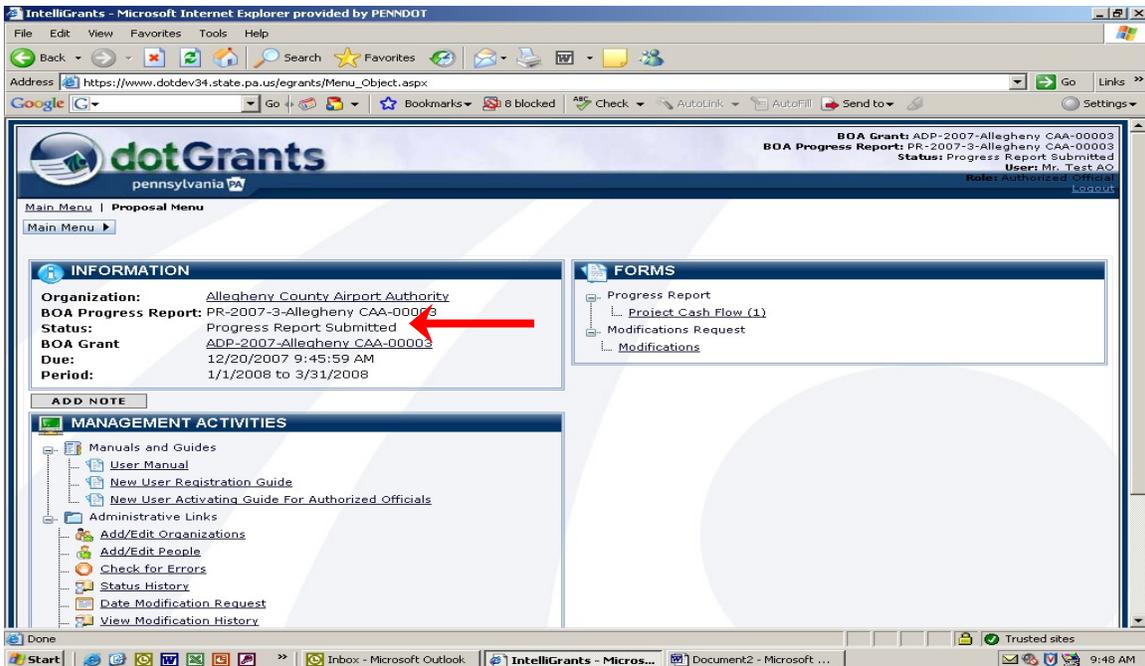
- Complete the Form as normal
- Click Save
- ENTER THE TOTAL AMOUNT TO BE SPENT. The Calculations will be done by the system when the page is saved.



- Click on BOA Progress Report Menu



- Status Management
- Drop Down Box should read "Progress Report Submitted"
- Click "Change Status"
- Click "I agree"

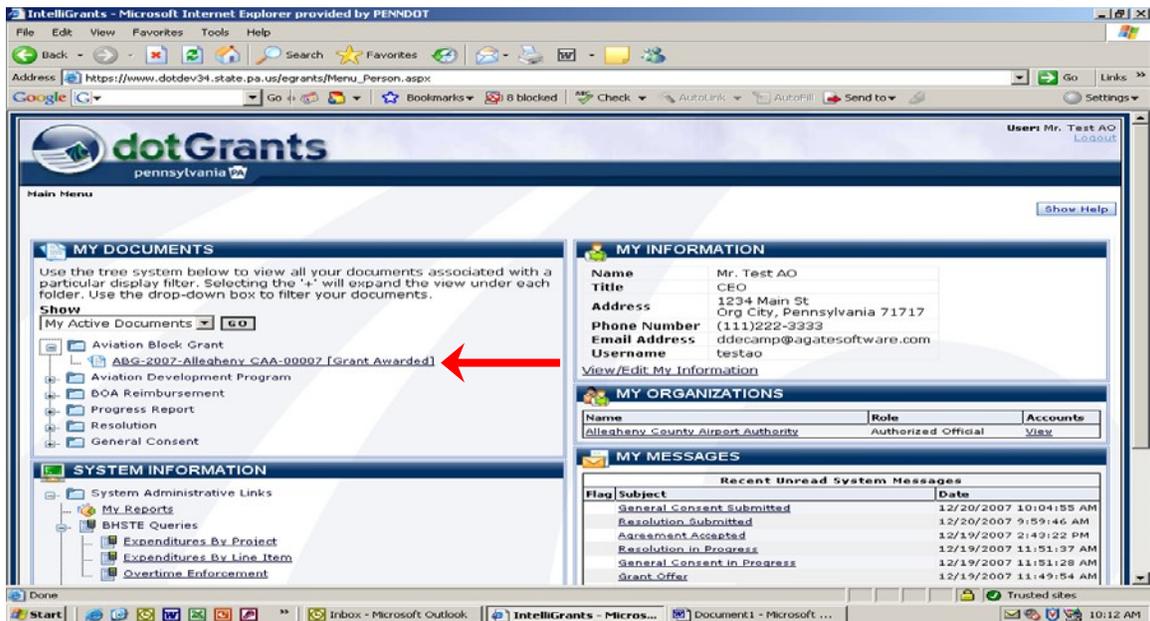


- Click to "Return here"
- Check that status has been Changed

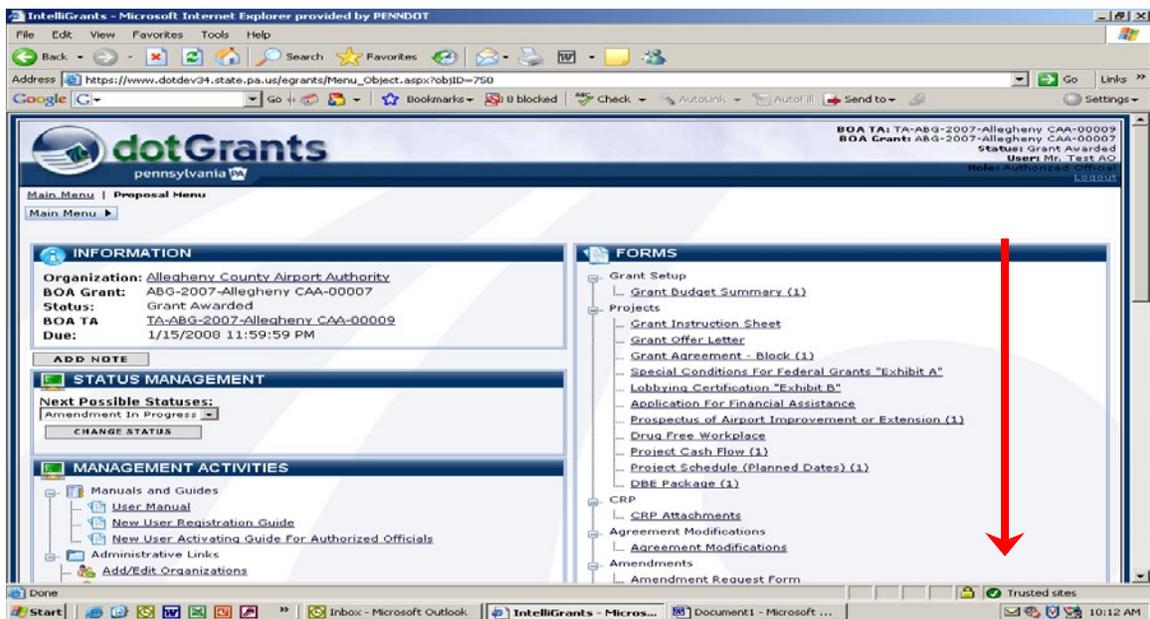


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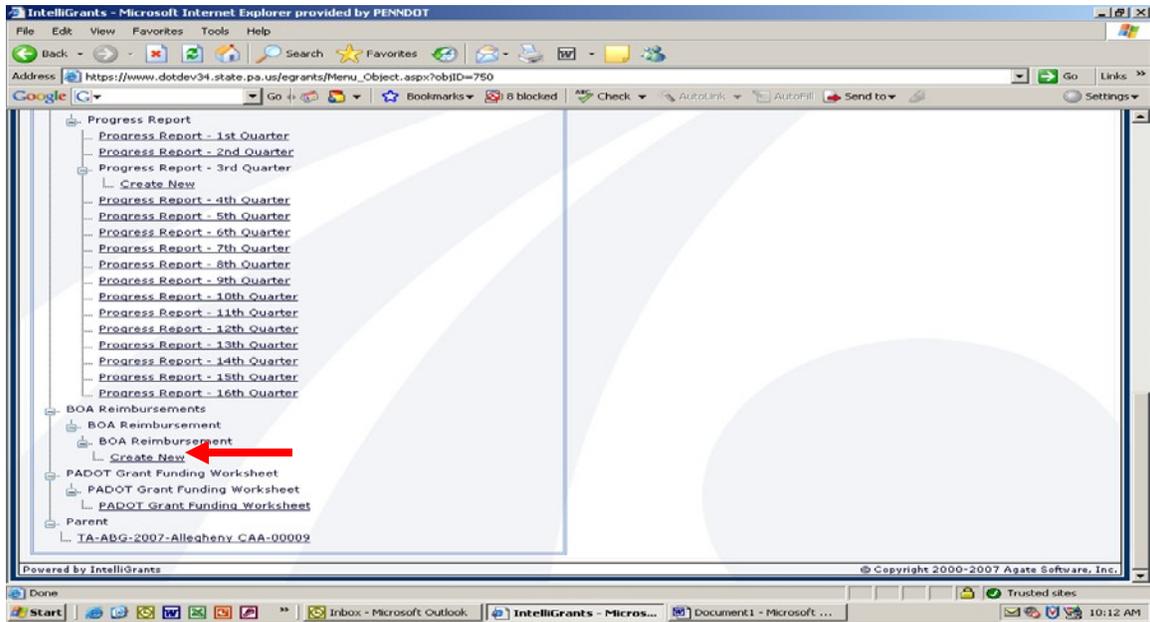
## Request for Reimbursement (RFR)



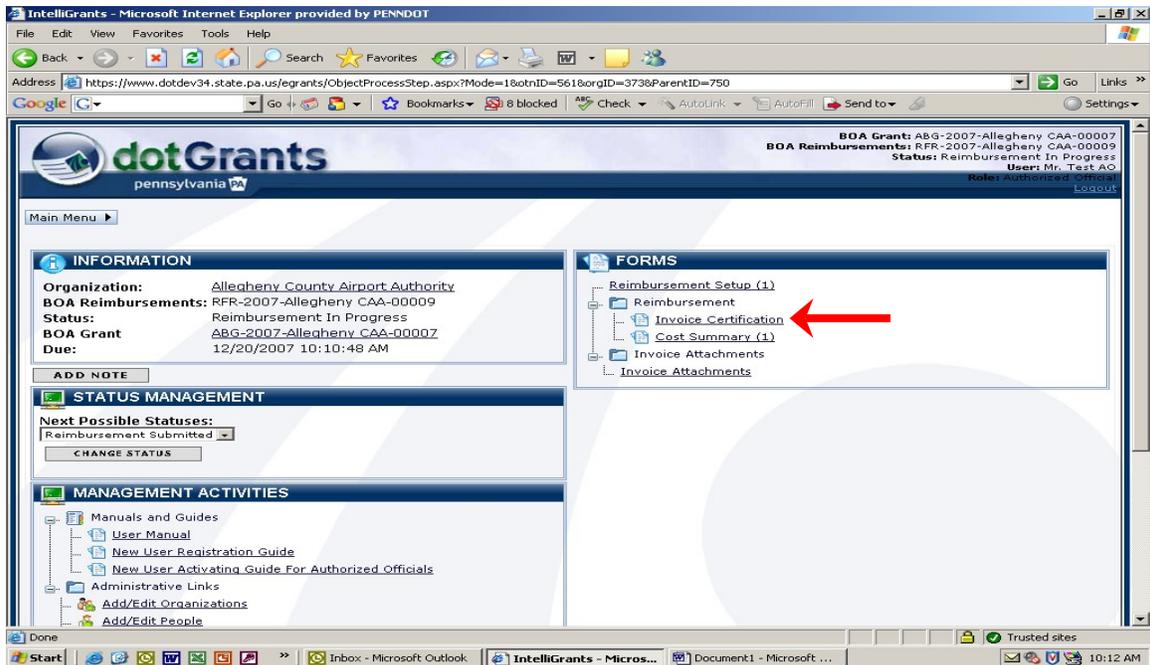
- My Documents
- Select Grant Program
- Select the Grant for Reimbursement (Grant Awarded)



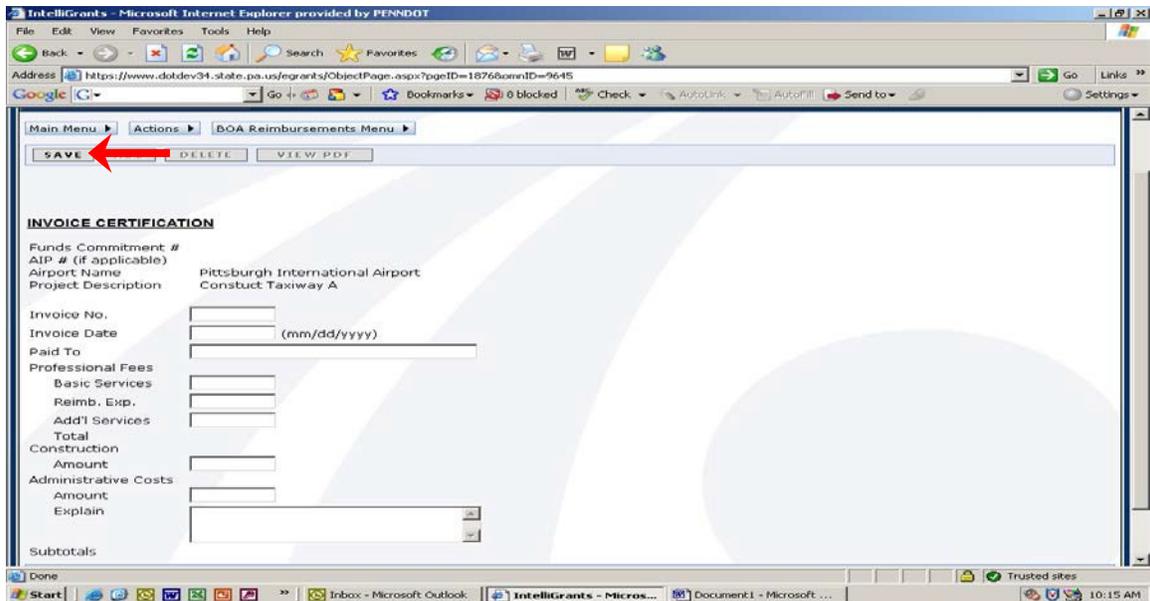
- Scroll Down to the Bottom of the Page
- Note: Do not change status here; if you change status here it starts amendment process and will hold reimbursement up.



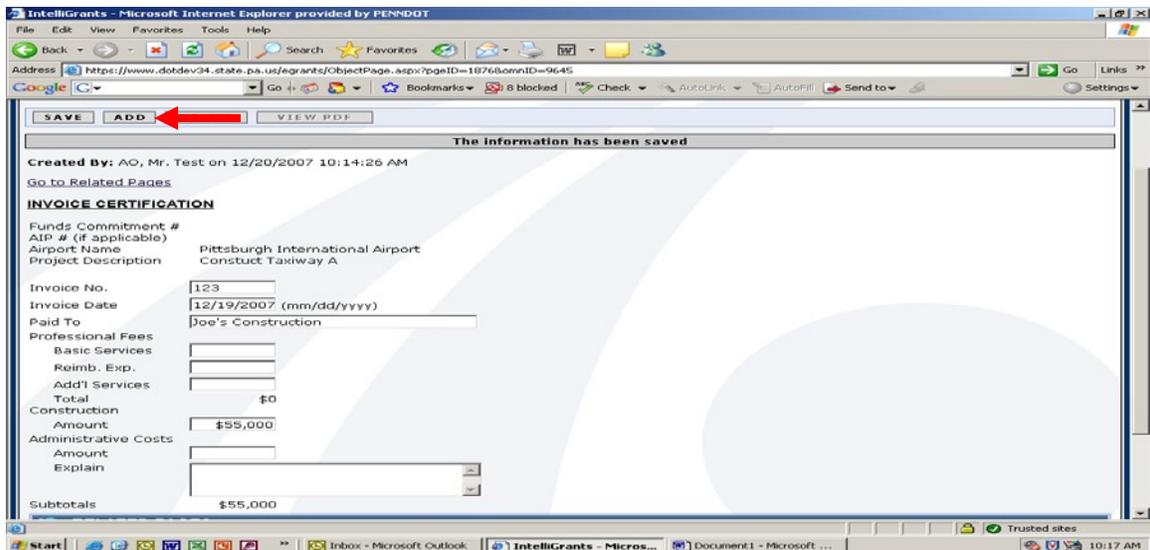
- Related Items
- BOA Reimbursement
- Create New
- Click "I Agree"



- Forms
- Reimbursement
- Invoice Certification

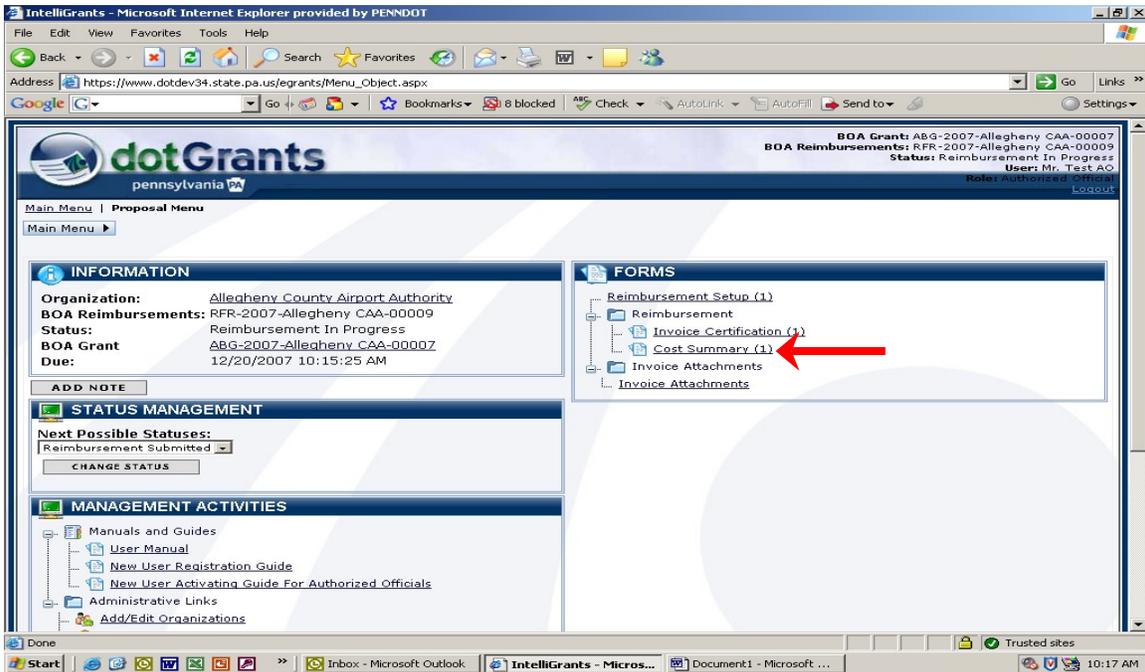


- Fill out the necessary fields for each invoice
- Click Save

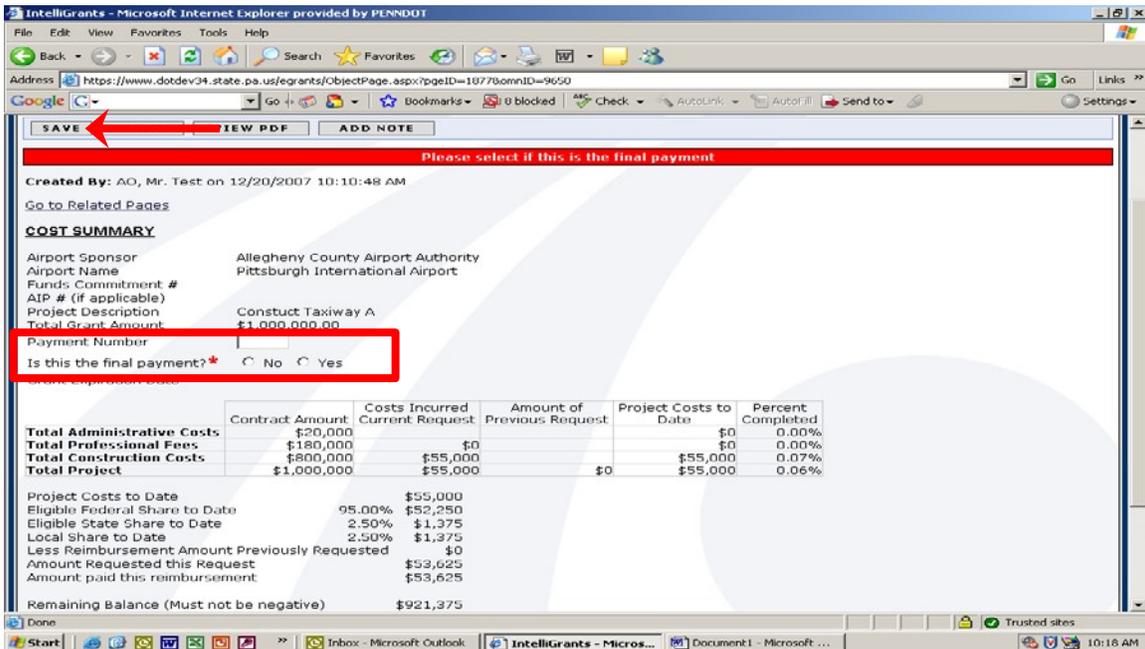


- If you have any additional invoices,
- Click Add
- Fill in the appropriate fields
- Click Save
- Repeat as necessary
- Click BOA Reimbursement Menu

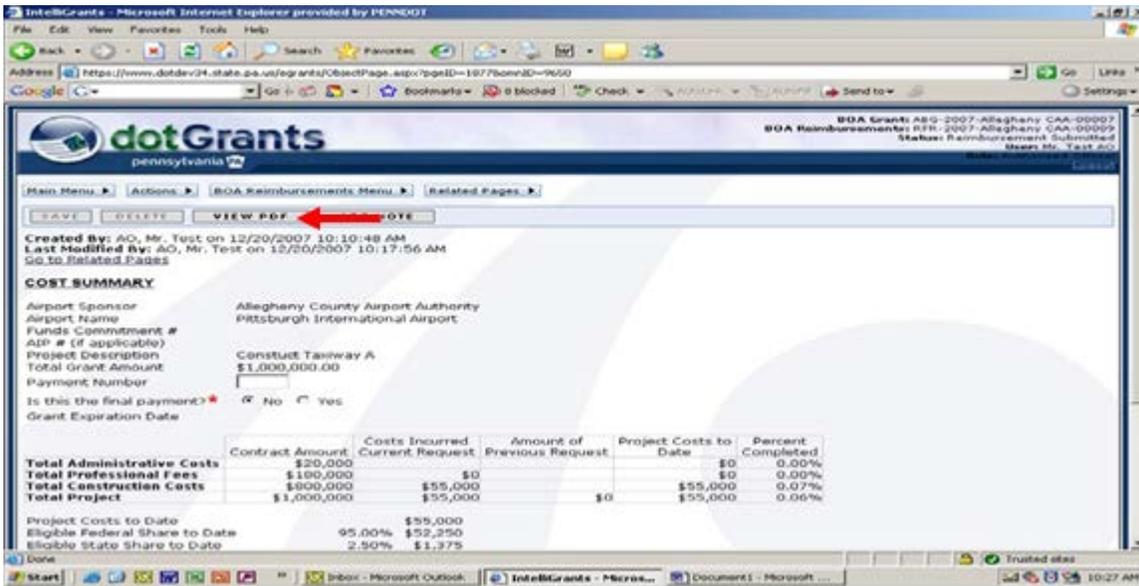
**\*\* Please note – if required to submit proof of payment, enter in as an attachment.**



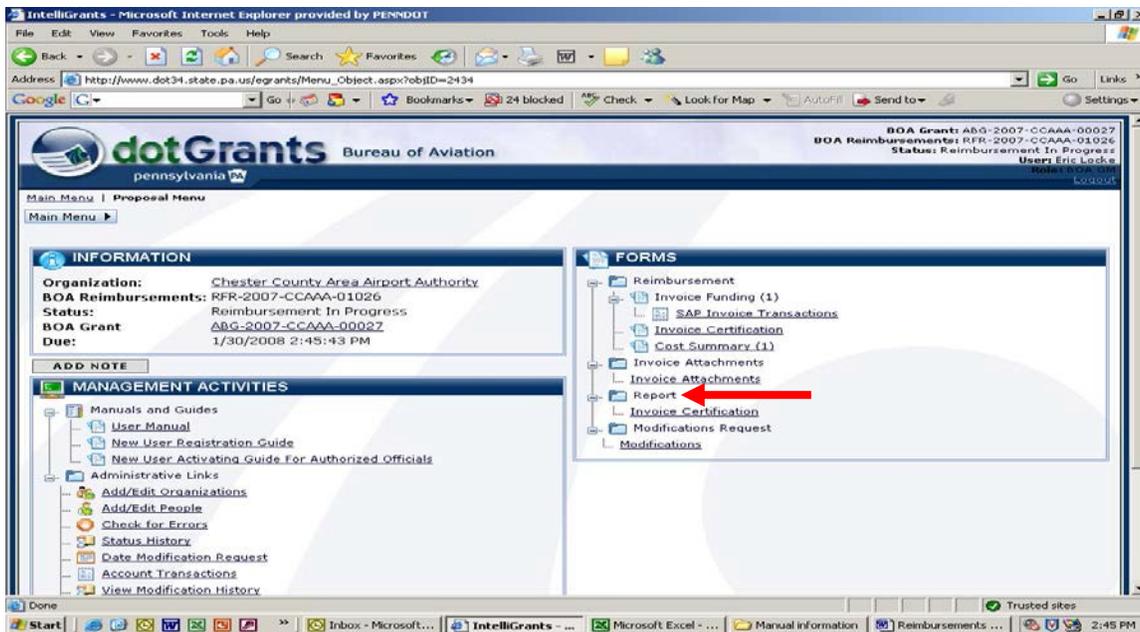
- Forms
- Reimbursement
- Cost Summary



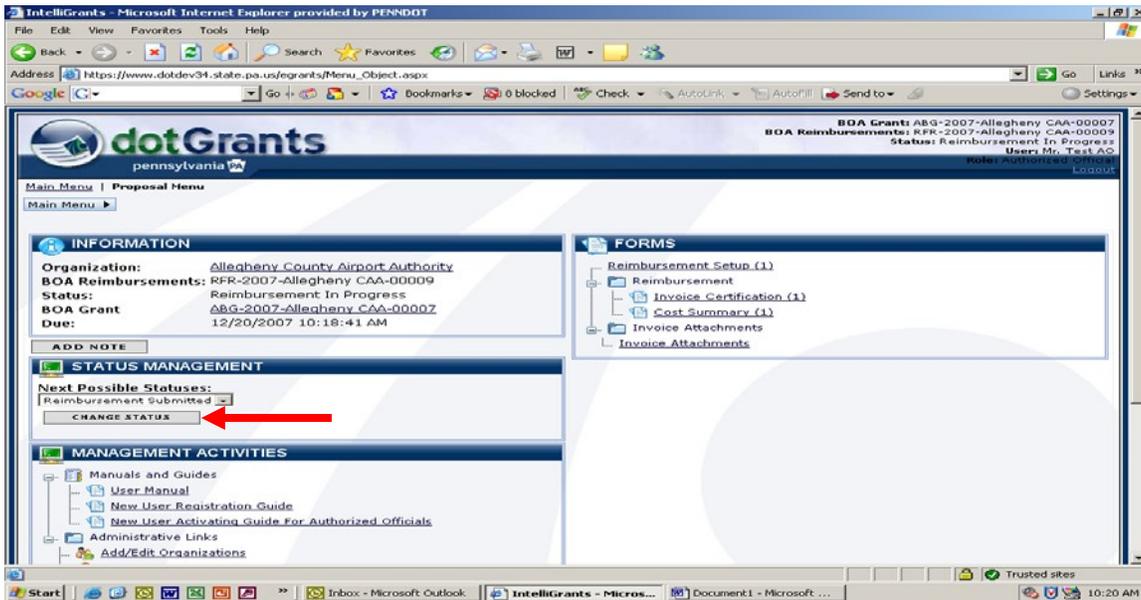
- Answer "Is this the final payment?"
- Click Yes or No
- Save



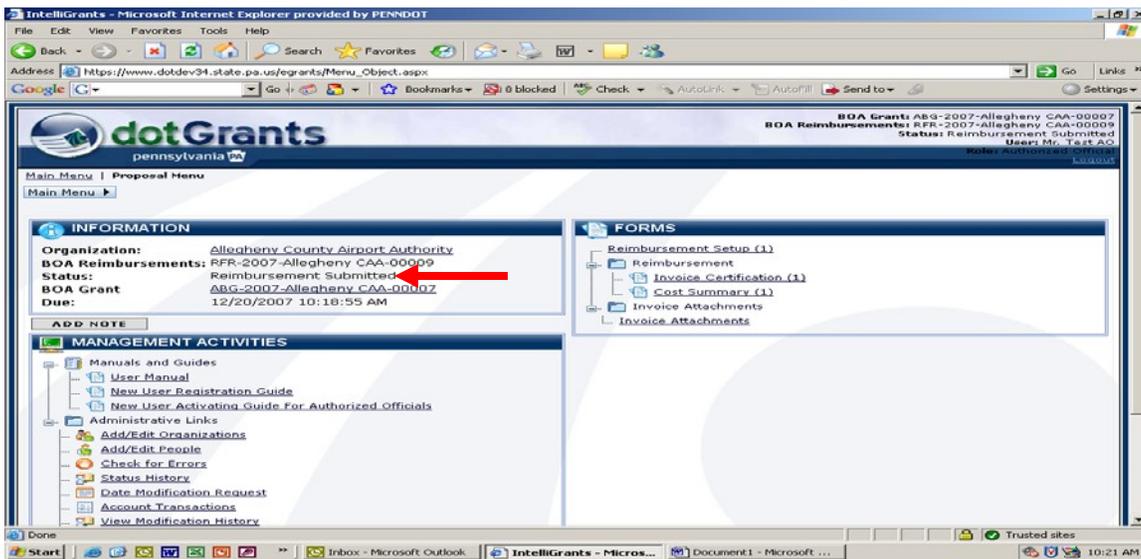
- View PDF to review reimbursement request information for accuracy.



- Reimbursement Menu
- Click on "Invoice Certification" under Reports



- Status Management
- Drop Down Box should read "Reimbursement Submitted"
- Click "Change Status"
- Click "I Agree"



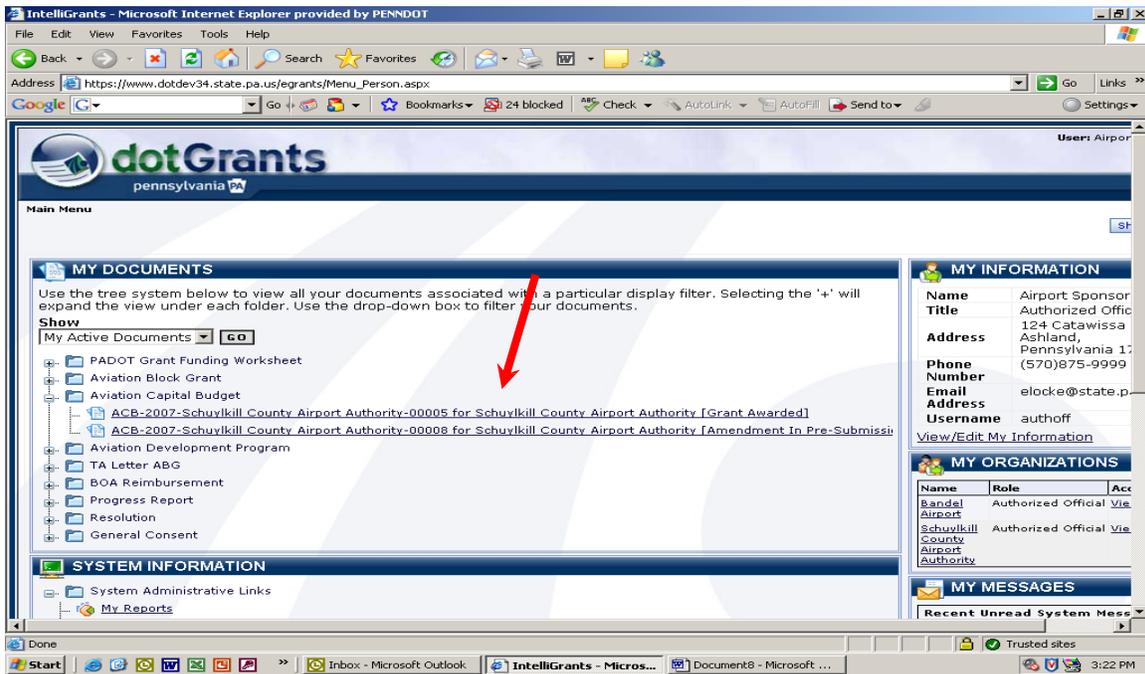
- Click "return here"
- Make sure that Status has been changed

**\*\* 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.**

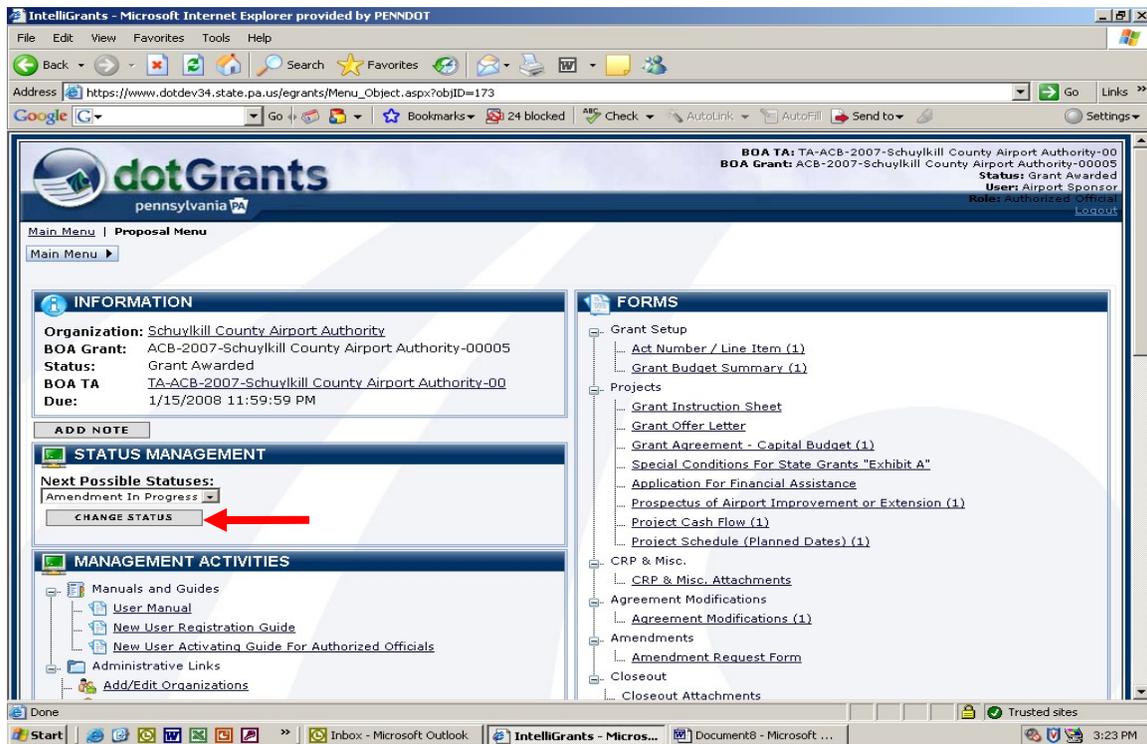


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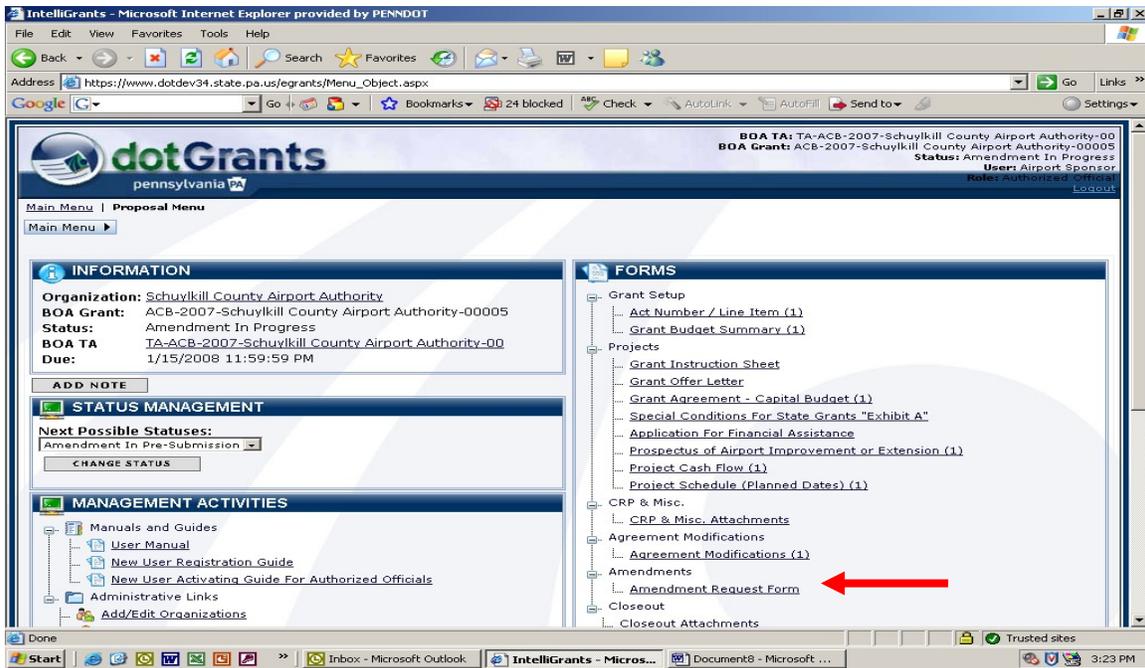
## Amendment Request



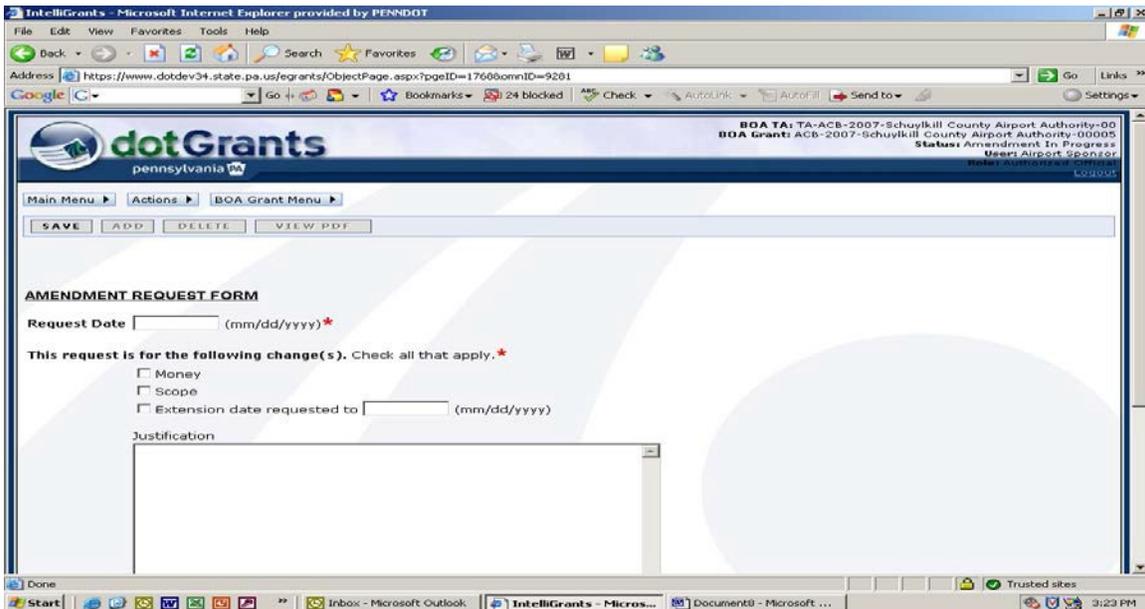
- Click on the Grant you would like to have amended.
- NOTE: This grant must be in the Status "Grant Awarded" and no Reimbursement Requests can be created for this grant when an amendment request is being processed.



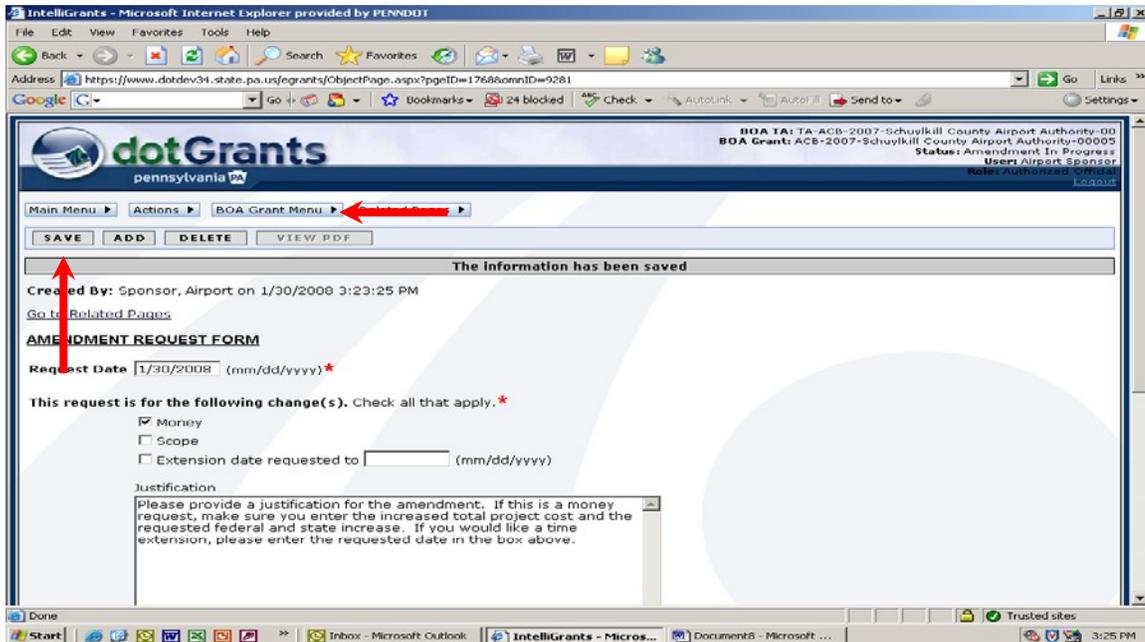
- Change Status to "Amendment in Progress"



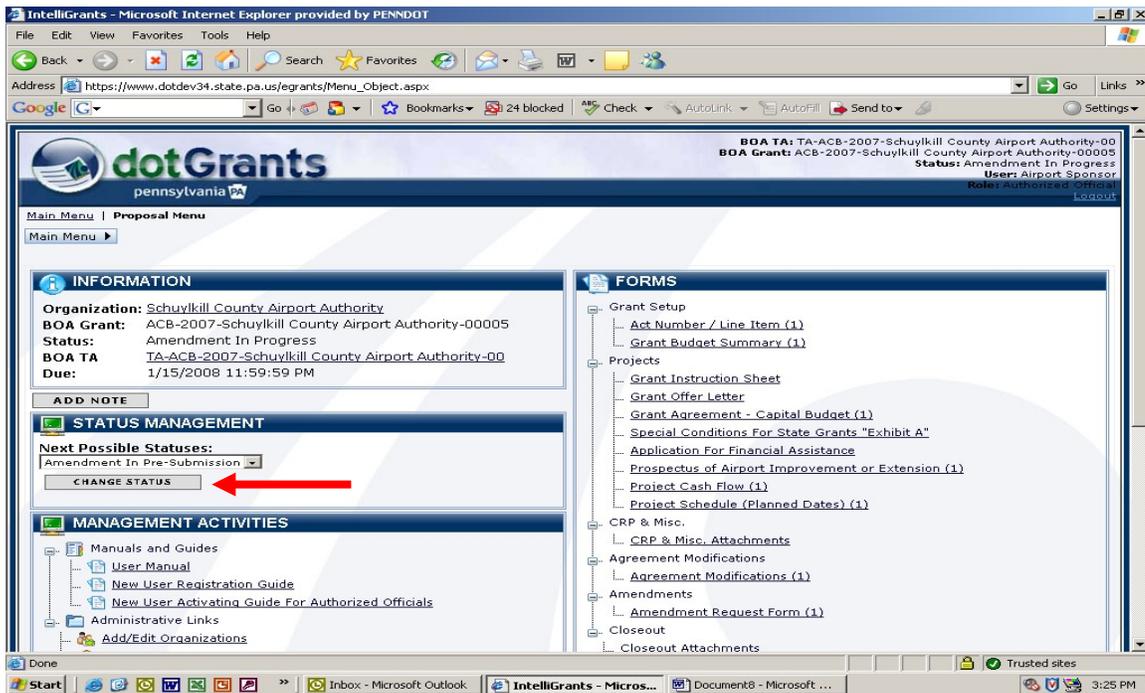
- Click on the Amendment Request Form



- 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.



- Click on Save
- Click on BOA Grant Menu



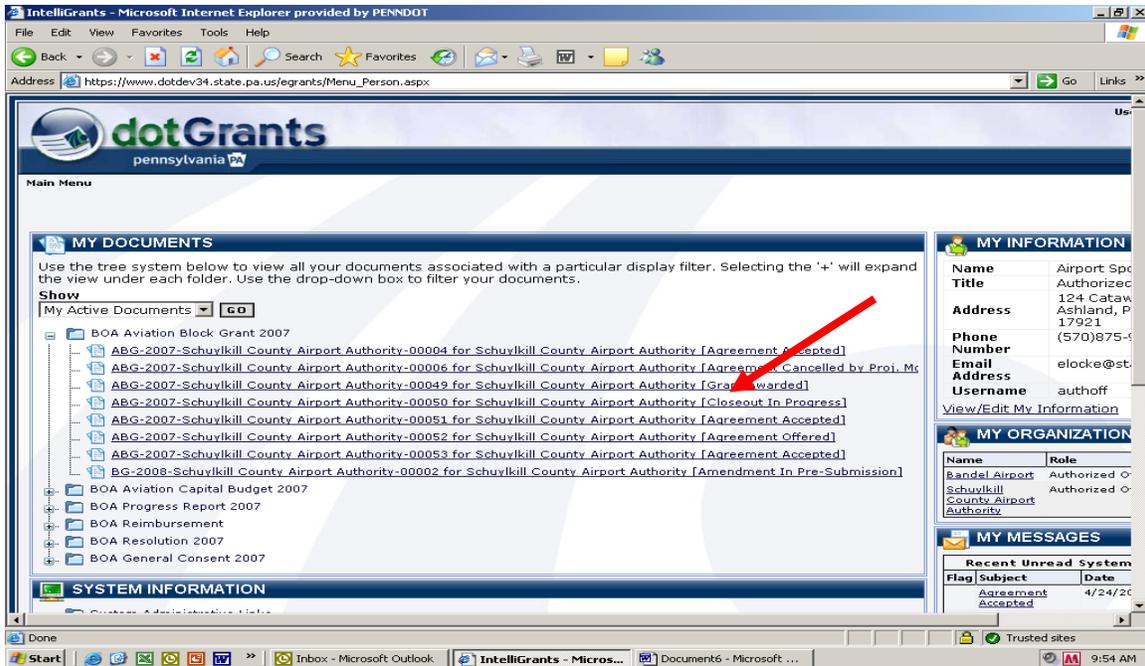
- Change Status to "Amendment in Pre-Submission"
- Click "I Agree"



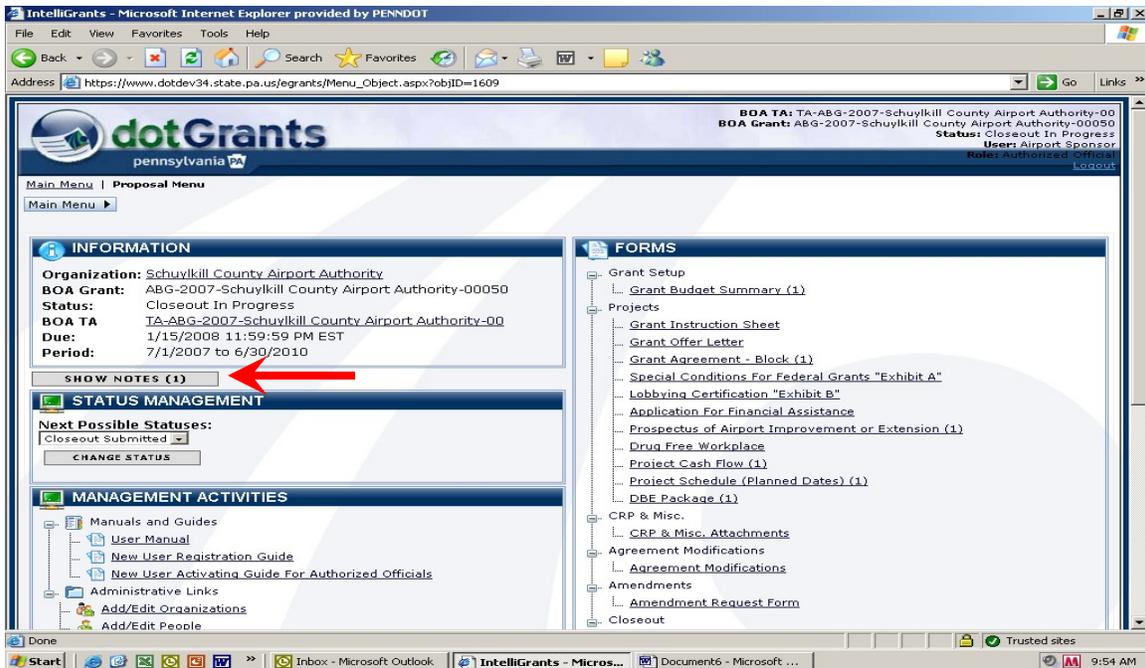
# dotGrants Airport Sponsors User Guide

## Grant Closeout

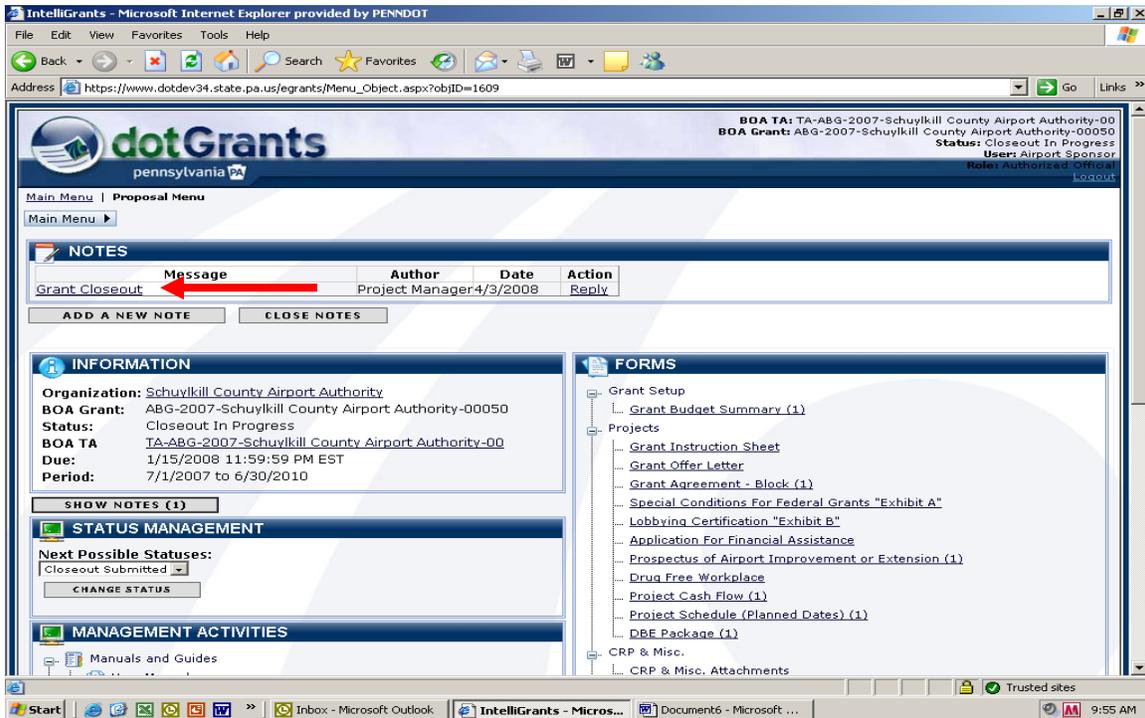
## Closeout Process – Sponsor Submitting a Closeout



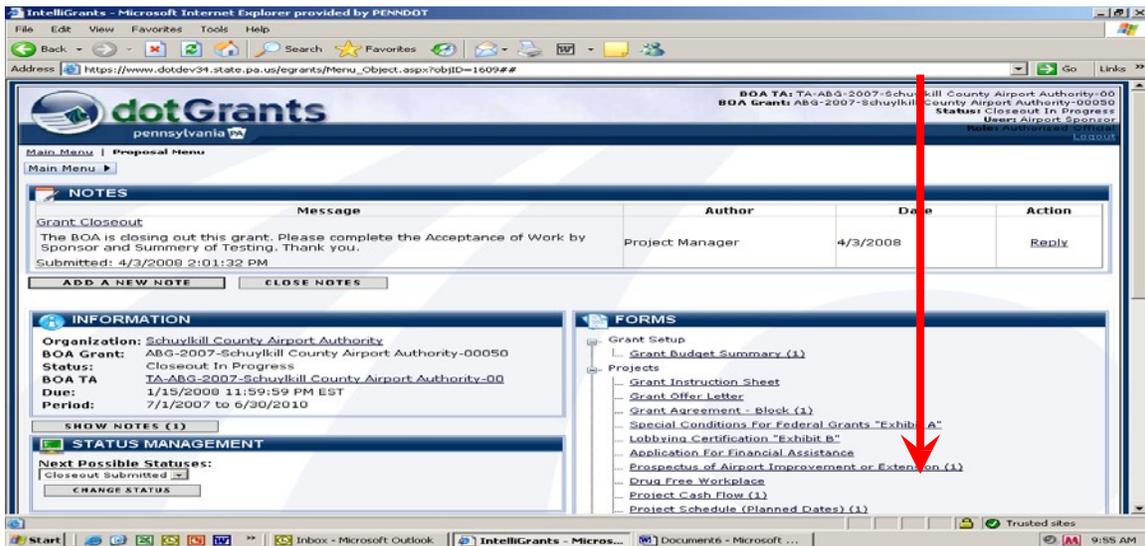
- In dotGrants, the Closeout Process is started by the BOA. When a Closeout is ready for the sponsor, it will be in the status of "Closeout In Progress"
- To begin the closeout, click on the grant.



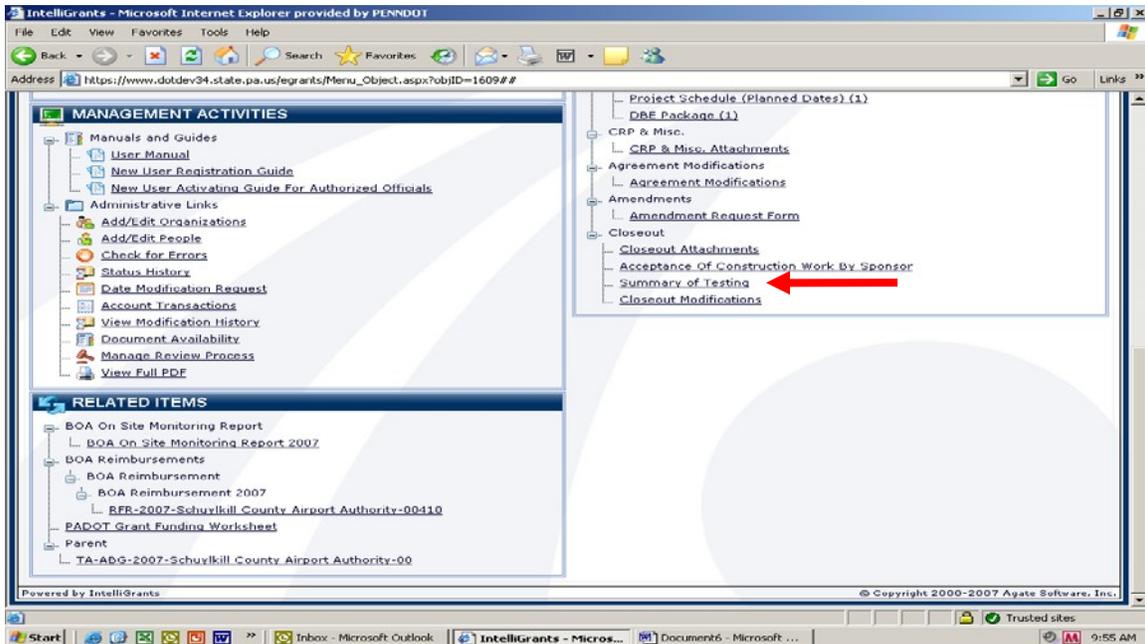
- It is recommended that the Project Manager leave a note to the sponsor informing them of what is required to close the grant.
- Click on "Show Notes"



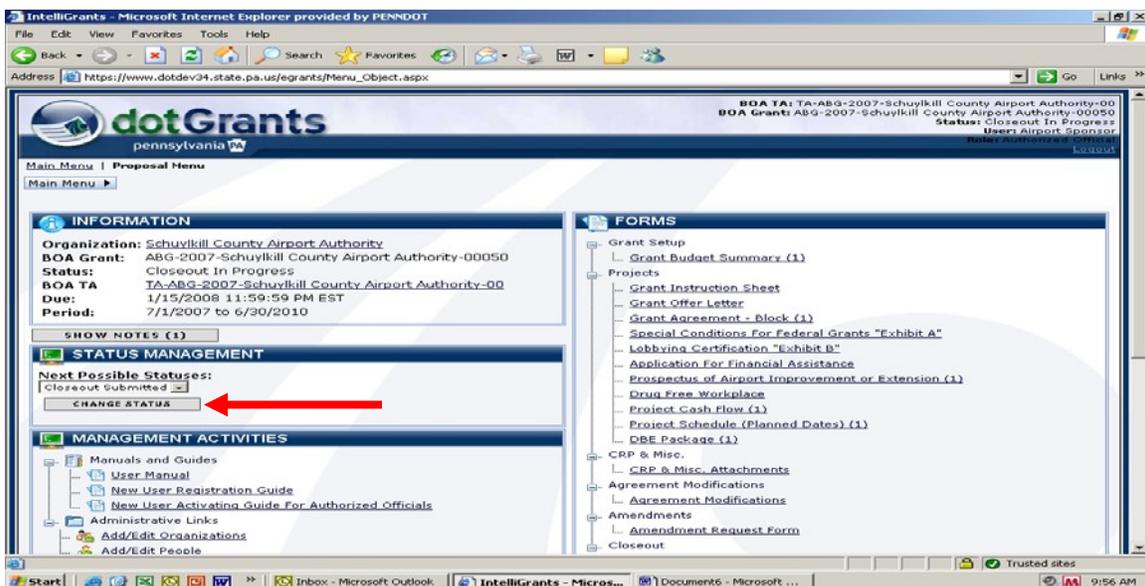
- If there is a closeout related note, click on it to read it.



- 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."

[Back to Top](#)

The screenshot shows the IntelliGrants web application in Microsoft Internet Explorer. The browser's address bar displays the URL: [https://www.dotdev34.state.pa.us/egrants/Menu\\_Object.aspx](https://www.dotdev34.state.pa.us/egrants/Menu_Object.aspx). The page header includes the logo for 'dotGrants pennsylvania PA' and user information: 'BOA TA: TA-ABG-2007-Schuylkill County Airport Authority-00', 'BOA Grant: ABG-2007-Schuylkill County Airport Authority-00050', 'Status: Closeout Submitted', 'User: Airport Sponsor', and 'Role: Authorized Official'. The main content area is divided into three sections: 'INFORMATION', 'MANAGEMENT ACTIVITIES', and 'FORMS'. The 'INFORMATION' section displays the following details: Organization: Schuylkill County Airport Authority; BOA Grant: ABG-2007-Schuylkill County Airport Authority-00050; Status: Closeout Submitted (highlighted with a red arrow); BOA TA: TA-ABG-2007-Schuylkill County Airport Authority-00; Due: 1/15/2008 11:59:59 PM EST; Period: 7/1/2007 to 6/30/2010. The 'MANAGEMENT ACTIVITIES' section lists various administrative links such as 'User Manual', 'New User Registration Guide', and 'Add/Edit Organizations'. The 'FORMS' section lists various grant-related forms and documents, including 'Grant Setup', 'Grant Budget Summary', 'Grant Instruction Sheet', and 'Grant Offer Letter'. The browser's taskbar at the bottom shows the Start button, several open applications (Inbox - Microsoft Outlook, IntelliGrants - Micros..., Document6 - Microsoft ...), and the system clock showing 10:21 AM on 10/21/2007.

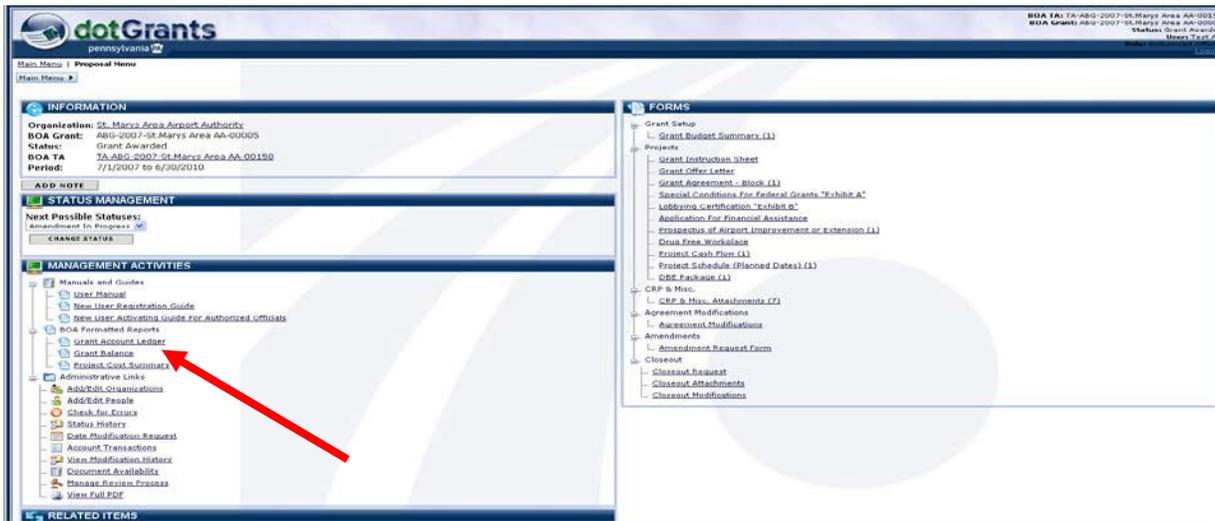
- Make sure you verify that the Status now reads "Closeout Submitted."



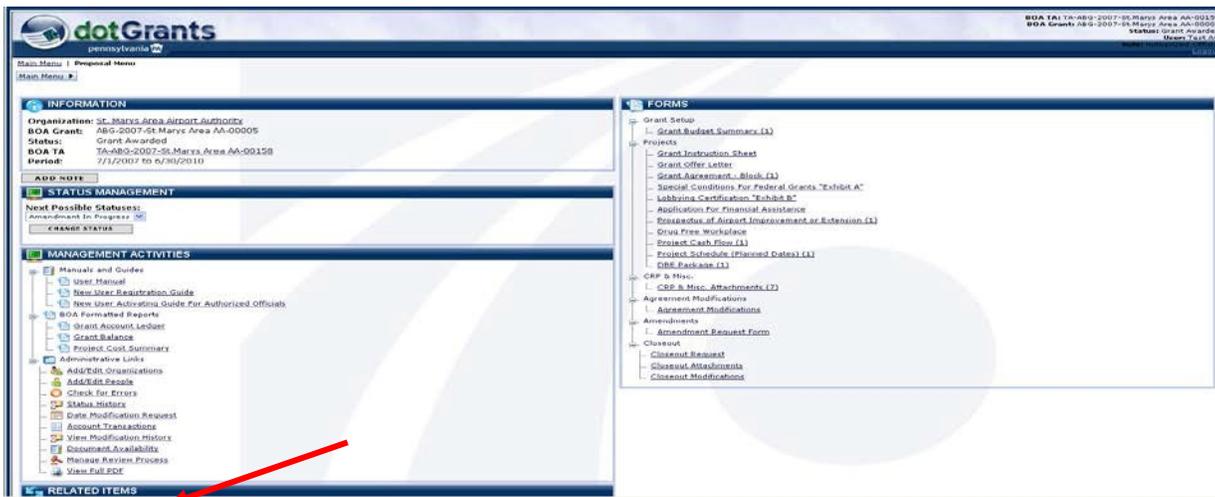
# Airport Sponsors dotGrants User Guide

## Available Reports

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

Grant Information

- Grant Identifier
- Project Manager
- Funds Commitment #

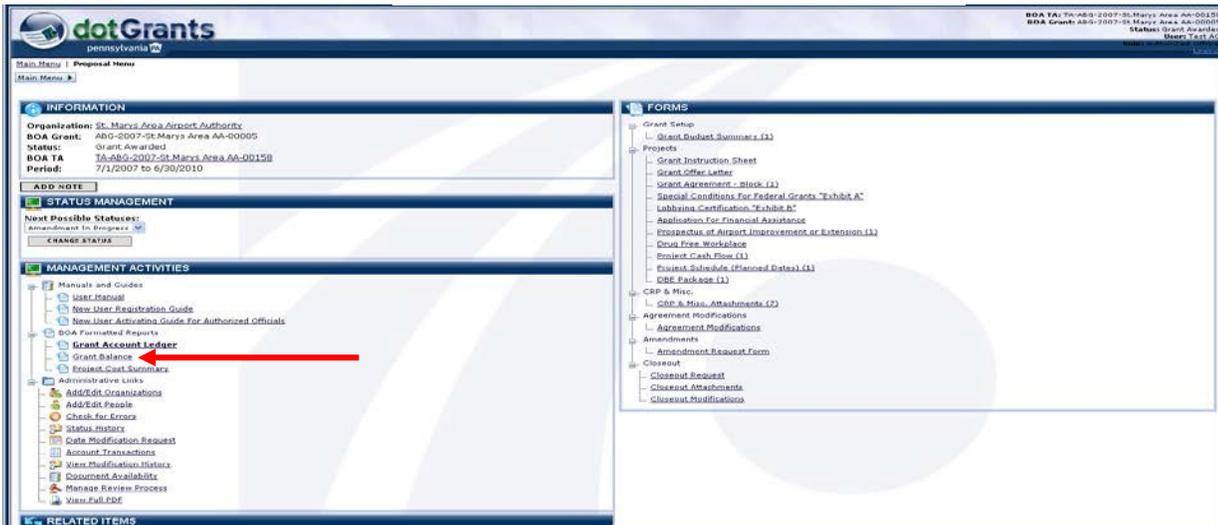
PennDOT - Bureau of Aviation  
Account Ledger  
05/27/2009

Grant Number: ABG-2007-St.Marys Area AA-00005  
 Project Manager: Parker, David  
 Commitment #: EG00000009

Request for Reimbursement	RFR Date	Begin Bal	Draw Down	End Bal
<b>2906</b> IO#: N82906116071 Encumbrance: \$49,719.00				
RFR-2007-St.Marys Area AA-01064	3/25/2008	\$49,719.00	\$20,326.43	\$29,392.57
RFR-2007-St.Marys Area AA-01080	4/24/2008	\$29,392.57	\$6,877.77	\$22,514.80
RFR-2007-St.Marys Area AA-01159	5/15/2008	\$22,514.80	\$2,850.00	\$19,664.80
RFR-2007-St.Marys Area AA-01312	10/21/2008	\$19,664.80	\$5,539.79	\$14,125.01
RFR-2007-St.Marys Area AA-01366	12/9/2008	\$14,125.01	\$11,878.77	\$2,246.24
Program Totals:		\$49,719.00	\$47,472.76	\$2,246.24
<b>ADP07</b> IO#: 7880116071 Encumbrance: \$1,308.00				
RFR-2007-St.Marys Area AA-01064	3/25/2008	\$1,308.00	\$534.90	\$773.10
RFR-2007-St.Marys Area AA-01080	4/24/2008	\$773.10	\$181.00	\$592.10
RFR-2007-St.Marys Area AA-01159	5/15/2008	\$592.10	\$75.00	\$517.10
RFR-2007-St.Marys Area AA-01312	10/21/2008	\$517.10	\$145.78	\$371.32
RFR-2007-St.Marys Area AA-01366	12/9/2008	\$371.32	\$312.60	\$58.72
Program Totals:		\$1,308.00	\$1,249.28	\$58.72
Grant Totals:		\$51,027.00	\$48,722.04	\$2,304.96

- 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.



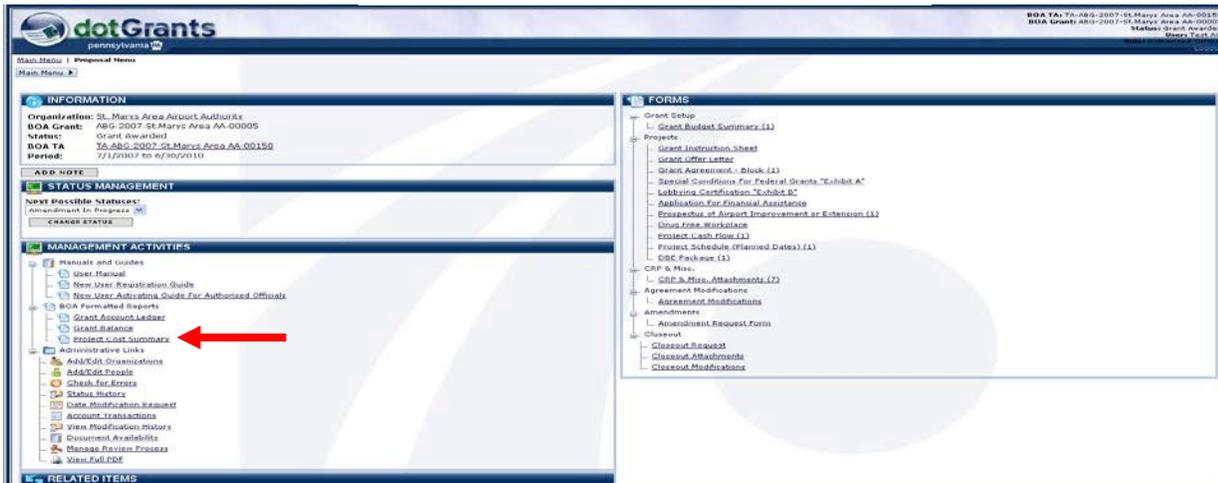
- The next report is the Grant Balance report
  - This report shows how the grant is funded by line item.
- Click on Grant Balance and then click Open.

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

PennDOT - Bureau of Aviation  
Grant Balance  
05/27/2009

ABG-2007-St.Marys Area AA-00005			St. Marys Municipal Airport			
Project Manager: Parker, David			Grant Specialist: Tibbens, Dorene			
Item	Line Item	Fund Code	IO Number	Encumbrance	Expenditures	Balance
001	State 2906	1657107401	7880116071	\$1,308.00	\$1,249.28	\$58.72
002	NPE 2906/2007	8227607432	N82906116071	\$30,054.20	\$30,054.20	\$0
003	NPE 2906/2008	8227608432	N82906116071	\$19,664.80	\$17,418.56	\$2,246.24
Totals:				\$31,027.00	\$48,722.04	\$2,304.96

- 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:

- Grant Identifier
- Sponsor
- Airport
- 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 #: EG00000009

<u>Administrative</u>	<u>Item Description</u>	<u>Orig Amount</u>	<u>Amend Amount</u>	<u>Total Amount</u>
	Admin costs	\$3,000.00	\$0	\$3,000.00
	<b>Project Category Totals:</b>	<b>\$3,000.00</b>	<b>\$0</b>	<b>\$3,000.00</b>
<u>Engineering</u>	<u>Item Description</u>	<u>Orig Amount</u>	<u>Amend Amount</u>	<u>Total Amount</u>
	Design Engineering	\$49,335.00	\$0	\$49,335.00
	<b>Project Category Totals:</b>	<b>\$49,335.00</b>	<b>\$0</b>	<b>\$49,335.00</b>
	<b>Grant Totals:</b>	<b>\$52,335.00</b>	<b>\$0</b>	<b>\$52,335.00</b>

- The Project Cost Summary:
  - Is grouped by category (Administrative, Engineering, & Construction).
  - 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.



# dotGrants Airport Sponsors User Guide

## DBE Reporting

# Creating a DBE Report in dotGrants

The screenshot shows the dotGrants website interface. The top navigation bar includes the dotGrants logo and the user's name, AD BOA. The main menu is divided into several sections:

- MY DOCUMENTS:** A tree view showing various reports and documents. A red arrow points to the document "ADB-2011-Albert Airport-00003 for Albert Airport [Grant Awarded]".
- MY INFORMATION:** A profile section for user AD BOA, including fields for Name, Title, Address, Phone Number, Email Address, and Username.
- MY ORGANIZATIONS:** A table listing organizations and the user's role in each.
- MY MESSAGES:** A table of recent unread system messages.

Name	Role	Accounts
Albert Airport	Authorized Official	View
Gettysburg Regional Airport	Authorized Official	View
Gettysburg International Airport	Authorized Official	View
Lebanon Airport Authority	Authorized Official	View

File	Subject	Date
DBE Report	BOA DBE-2011-Albert Airport-00003 has been submitted.	7/26/2011 9:49:50 AM
DBE Report	BOA DBE-2011-Albert Airport-00003 has been submitted.	7/26/2011 9:46:18 AM
DBE Report	BOA DBE-2011-Albert Airport-00003 has been created.	7/26/2011 9:16:09 AM
Amendment Approved		6/1/2011 12:09:37 PM
Cleasout Completed		5/31/2011 2:21:49 PM
Cleasout Submitted		5/31/2011 2:04:56 PM
Cleasout in Progress		5/31/2011 1:59:42 PM
Amendment Approved		5/31/2011 1:52:53 PM
Cleasout Completed		5/31/2011 1:11:46 PM
Cleasout Submitted		5/31/2011 1:08:23 PM

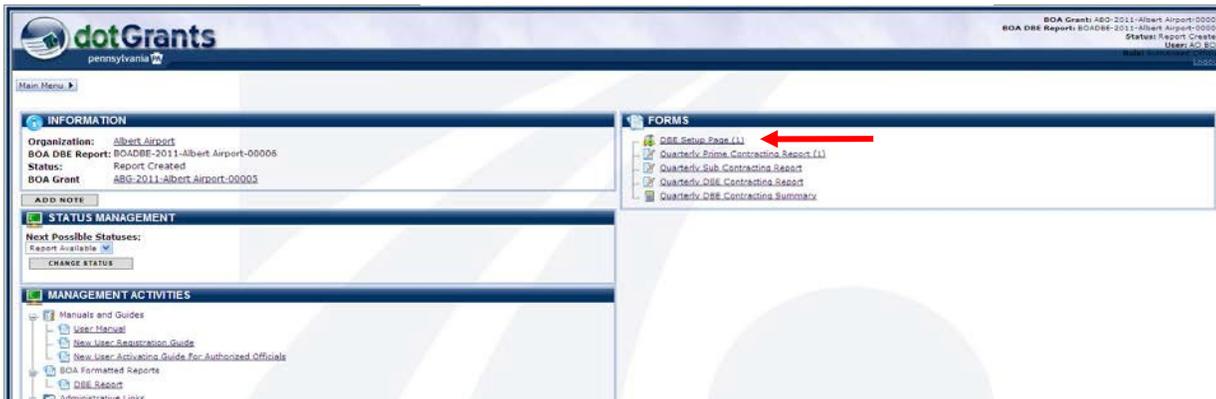
- After logging into the dotGrants website, select the grant object

The screenshot shows the dotGrants website interface, specifically the 'RELATED ITEMS' section. A red arrow points to the 'Create New' link under the 'BOA DBE Report' category.

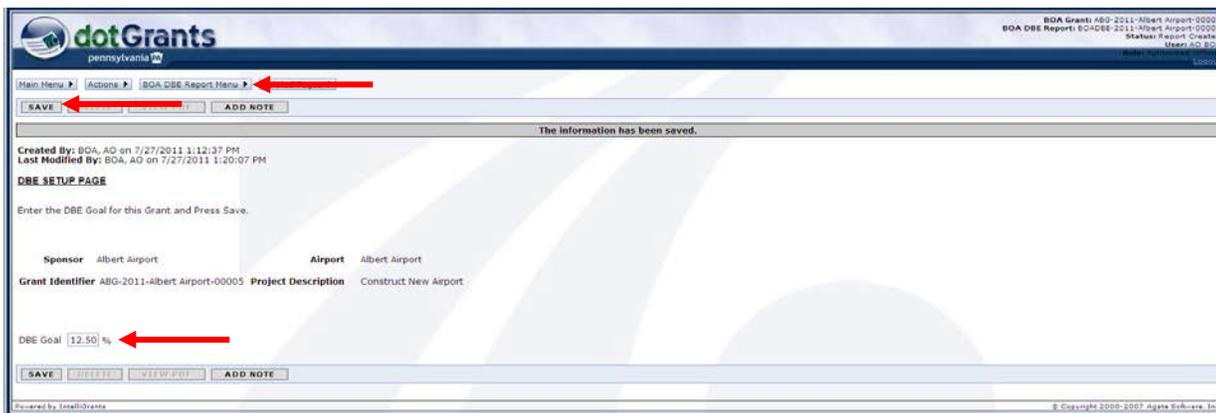
**RELATED ITEMS**

- BOA DBE Report
  - BOA DBE Report 2011
    - BOA DBE Report
      - Create New**
- BOA On Site Monitoring Report
  - BOA On Site Monitoring Report 2011
- BOA Progress Report
  - BOA Progress Report 2011
    - Progress Report - 1st Quarter
      - Create New
- BOA Reimbursements
  - BOA Reimbursement
    - BOA Reimbursement 2011
      - Create New
- PADOT Grant Funding Worksheet
  - Parent
    - TA, ADB, 2011-Albert Airport-00003

- 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"

Period Ending	Prime Contracts Awarded	Prime Contract Dollar (\$75,000.00)	Prime Contract Paid
September 30, 2011	1	\$75,000.00	\$0
FFY 2011 Totals			
December 31, 2011			
March 31, 2012			
June 30, 2012			
September 30, 2012	0	\$0	\$0
FFY 2012 Totals			
December 31, 2012			
March 31, 2013			
June 30, 2013			
September 30, 2013	0	\$0	\$0
FFY 2013 Totals			
December 31, 2013			
March 31, 2014			
June 30, 2014	0	\$0	\$0
FFY 2014 Totals			
Grand Totals	1	\$75,000.00	\$0
TOTAL PROGRAM AMOUNT		\$100,000.00	

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"

dotGrants  
pennsylvania

BOA Grant: ABO-2011-Albert Airport-00005  
BOA DBE Report: BOA-2011-Albert Airport-00005  
Status: Report Created  
User: BOA-BOA

Main Menu | Actions | BOA DBE Report Menu

SAVE | ADD NOTE

The information has been saved.

Created By: BOA-BO on 7/27/2011 1:30:23 PM

### QUARTERLY SUB CONTRACTING REPORT

Complete the Sub Contracting information for the Quarter.

Period Ending	Sub Contracts Awarded	Sub Contract Dollar	Sub Contract Paid
September 30, 2011	1	\$25,000.00	
FFY 2011 Totals	1	\$25,000.00	\$0
December 31, 2011			
March 31, 2012			
June 30, 2012			
September 30, 2012	0	\$0	\$0
FFY 2012 Totals	0	\$0	\$0
December 31, 2012			
March 31, 2013			
June 30, 2013			
September 30, 2013	0	\$0	\$0
FFY 2013 Totals	0	\$0	\$0
December 31, 2013			
March 31, 2014			
June 30, 2014			
FFY 2014 Totals	0	\$0	\$0

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.

dotGrants  
pennsylvania

BOA Grant: ABO-2011-Albert Airport-00005  
BOA DBE Report: BOA-2011-Albert Airport-00005  
Status: Report Created  
User: BOA-BOA

Main Menu

INFORMATION

Organization: Albert Airport  
BOA DBE Report: BOADBE-2011-Albert Airport-00000  
Status: Report Created  
BOA Grant: ABO-2011-Albert Airport-00005

ADD NOTE

STATUS MANAGEMENT

Next Possible Statuses:  
Report Available (M)  
CHANGE STATUS

MANAGEMENT ACTIVITIES

Manuals and Guides  
User Manual  
New User Registration Guide  
New User Activation Guide for Authorized Officials  
BOA Formatted Reports  
DBE Report  
Administrative Links  
Add/Edit Organizations  
Add/Edit People  
Check for Errors  
Status History  
User Modification Request  
User Modification History  
Document Availability  
Manage Review Process  
View Full PDF

RELATED ITEMS

Parent

FORMS

- DBE Setup Page (1)
- Quarterly DBE Contracting Report (1)
- Quarterly DBE Contracting Report (1)
- Quarterly DBE Contracting Report (1)
- Quarterly DBE Contracting Summary

- Select "Quarterly DBE Contracting Report"

QUARTERLY DBE CONTRACTING REPORT

Please complete the information for each DBE contractor used for this project. A new page for each DBE contract must be created. You must select either Prime OR sub-Contract and only select ONE race/gender.

DBE Contractor: Joe's Excavation

Prime Contract  Sub Contractor

Black American  Hispanic American  Sub/Continent Asian American  
 Asian-Pacific American  Non-Minority Woman  Other (not specified)  
 Native American

Period Ending	Contracts Awarded	Dollar Value	Amount Paid
September 30, 2011	1	\$25,000.00	\$0
FFY 2011 Totals	1	\$25,000.00	\$0
December 31, 2011			
March 31, 2012			
June 30, 2012			
September 30, 2012	0	\$0	\$0
FFY 2012 Totals	0	\$0	\$0
December 31, 2012			
March 31, 2013			
June 30, 2013			
September 30, 2013	0	\$0	\$0
FFY 2013 Totals	0	\$0	\$0
September 30, 2013			
March 31, 2014			
June 30, 2014			
September 30, 2014			

- 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.

The information has been saved.

Created By: DOA, AO on 7/27/2011 1:30:30 PM

QUARTERLY DBE CONTRACTING REPORT

Please complete the information for each DBE contractor used for this project. A new page for each DBE contract must be created. You must select either Prime OR sub-Contract and only select ONE race/gender.

DBE Contractor: Mary's Concrete

Prime Contract  Sub Contractor

Black American  Hispanic American  Sub/Continent Asian American  
 Asian-Pacific American  Non-Minority Woman  Other (not specified)  
 Native American

Period Ending	Contracts Awarded	Dollar Value	Amount Paid
September 30, 2011	1	\$25,000.00	\$0
FFY 2011 Totals	1	\$25,000.00	\$0
December 31, 2011			
March 31, 2012			
June 30, 2012			
September 30, 2012	0	\$0	\$0
FFY 2012 Totals	0	\$0	\$0
December 31, 2012			
March 31, 2013			
June 30, 2013			
September 30, 2013			

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.

The screenshot shows the dotGrants Pennsylvania interface. In the 'STATUS MANAGEMENT' section, the 'Next Possible Statuses:' dropdown menu is currently set to 'Report Available'. A red arrow points to this dropdown. Below the dropdown is a 'CHANGE STATUS' button. The 'INFORMATION' section on the left shows details for 'Albert Airport' with a BOA DBE Report ID of 'BOADBE-2011-Albert Airport-00006' and a status of 'Report Created'. The 'FORMS' section on the right lists various reports, including 'DBE Setup Page (1)', 'Quarterly Prime Contracting Report (1)', 'Quarterly Sub Contracting Report (1)', 'Quarterly DBE Contracting Report (2)', and 'Quarterly DBE Contracting Summary'.

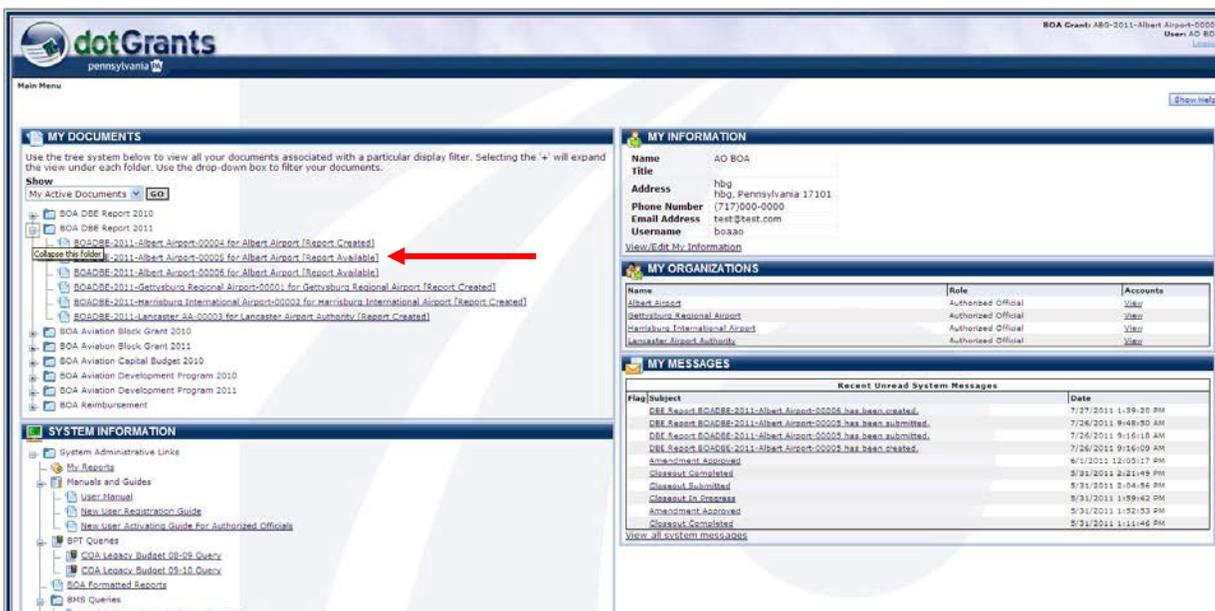
- Change the status to “Report Available”

This screenshot shows the same dotGrants Pennsylvania interface, but the 'Next Possible Statuses:' dropdown menu has been changed to 'Report Submitted'. The 'CHANGE STATUS' button is now highlighted with a blue border, indicating it is the active element. The 'INFORMATION' section on the left shows the status has changed to 'Report Available'. The 'FORMS' section on the right remains the same as in the previous screenshot.

- 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.



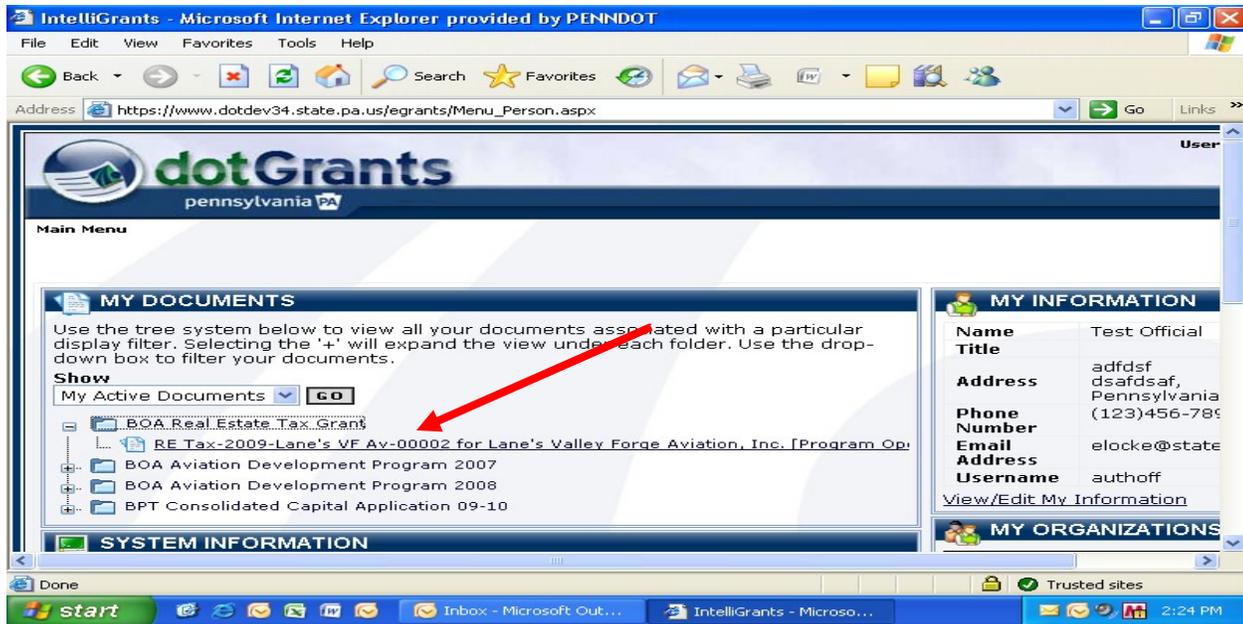
- Once the DBE Report has been created, it will be available under the “My Documents” section of the Main Menu.



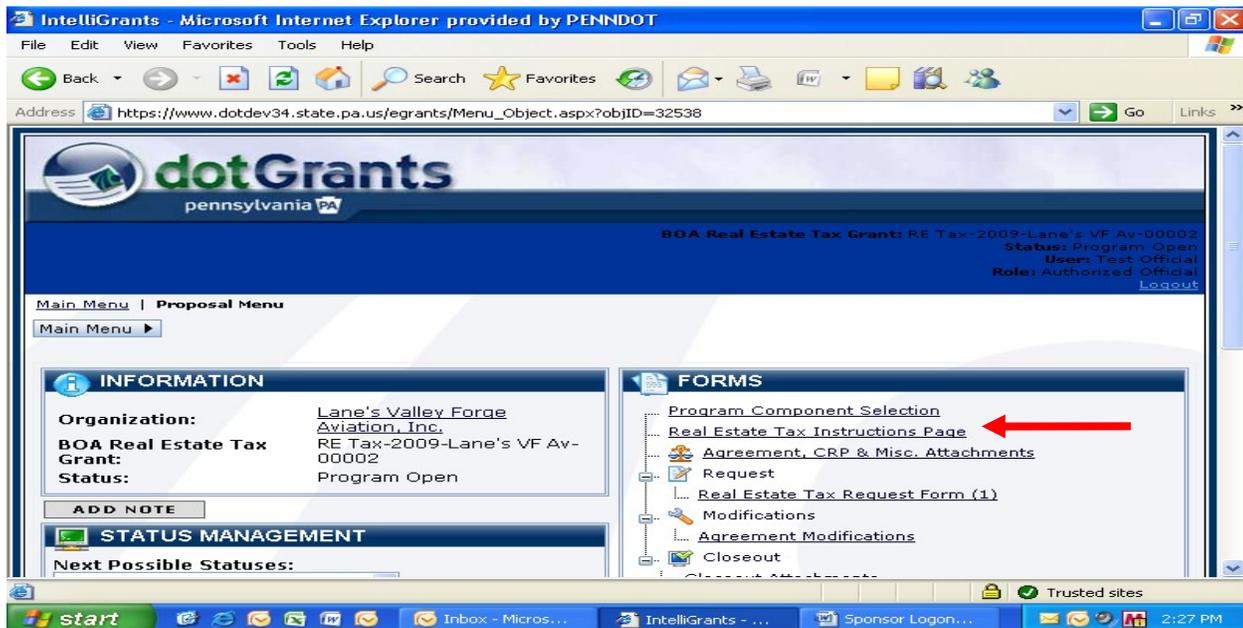
# dotGrants Airport Sponsors User Guide

## Real Estate Tax Grant Request

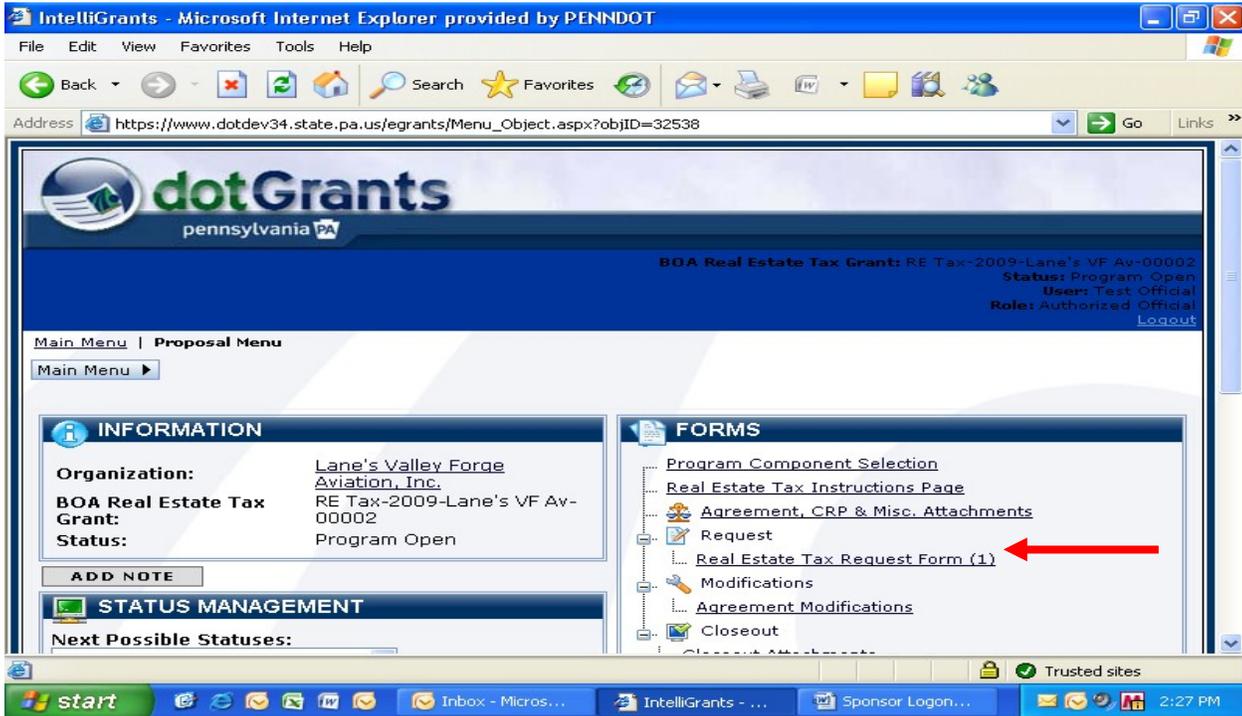
## SPONSOR REAL ESTATE REQUEST INSTRUCTIONS



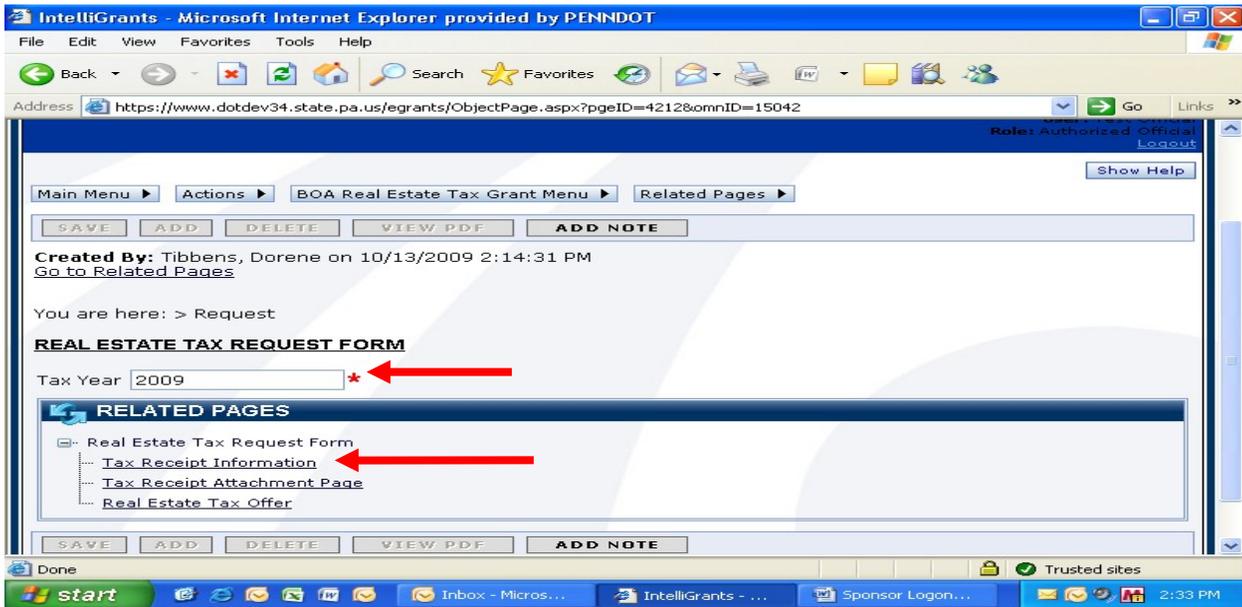
- My Documents
- Select BOA Real Estate Tax Grant Program
- Select current Real Estate Tax Grant



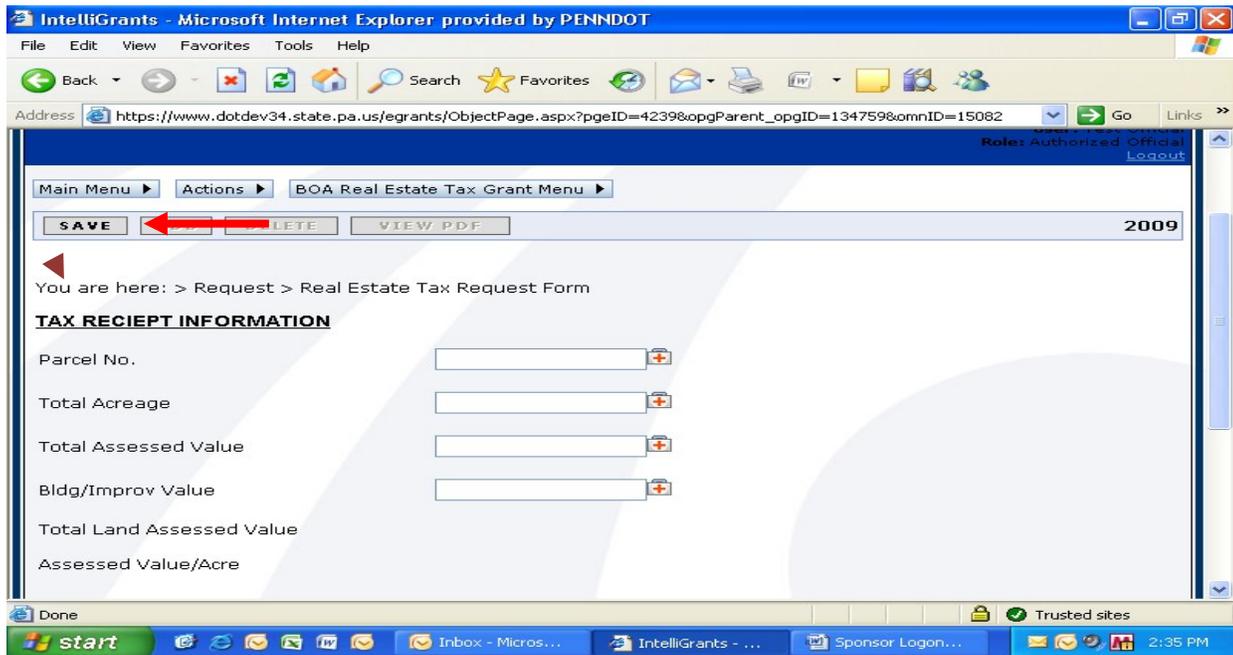
- Forms
- Real Estate Tax Instructions Page
- Open document and follow instructions



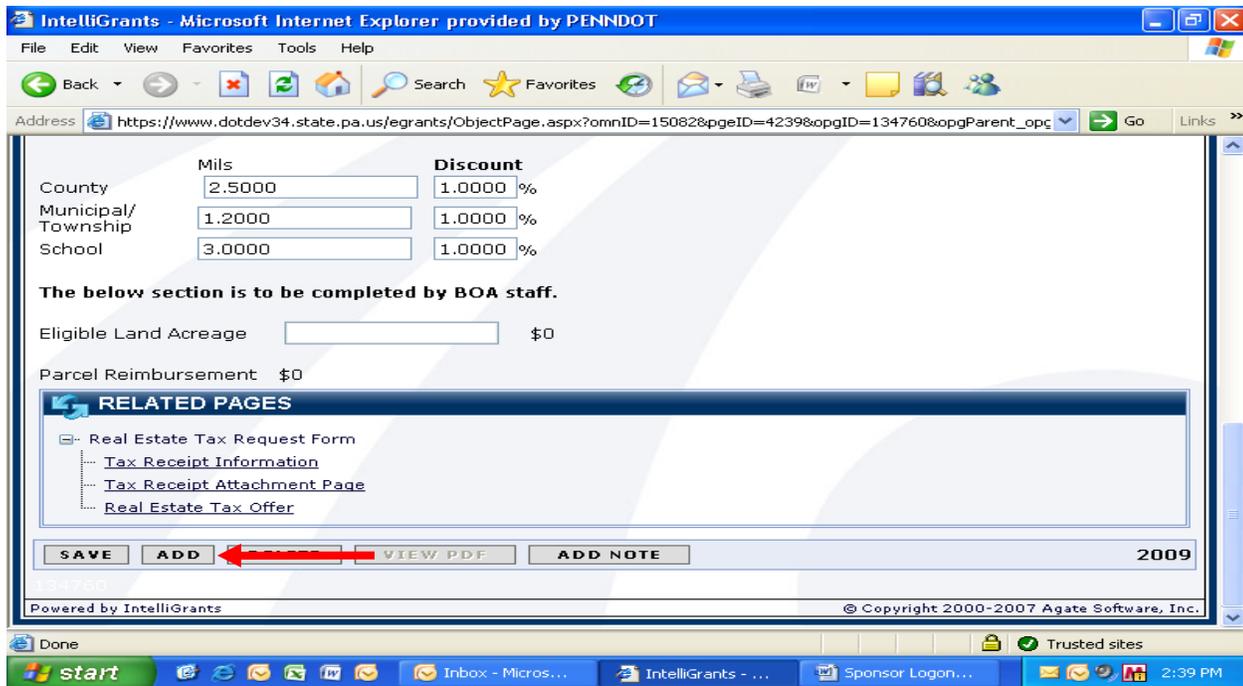
- Forms
- Real Estate Tax Request Form (1)



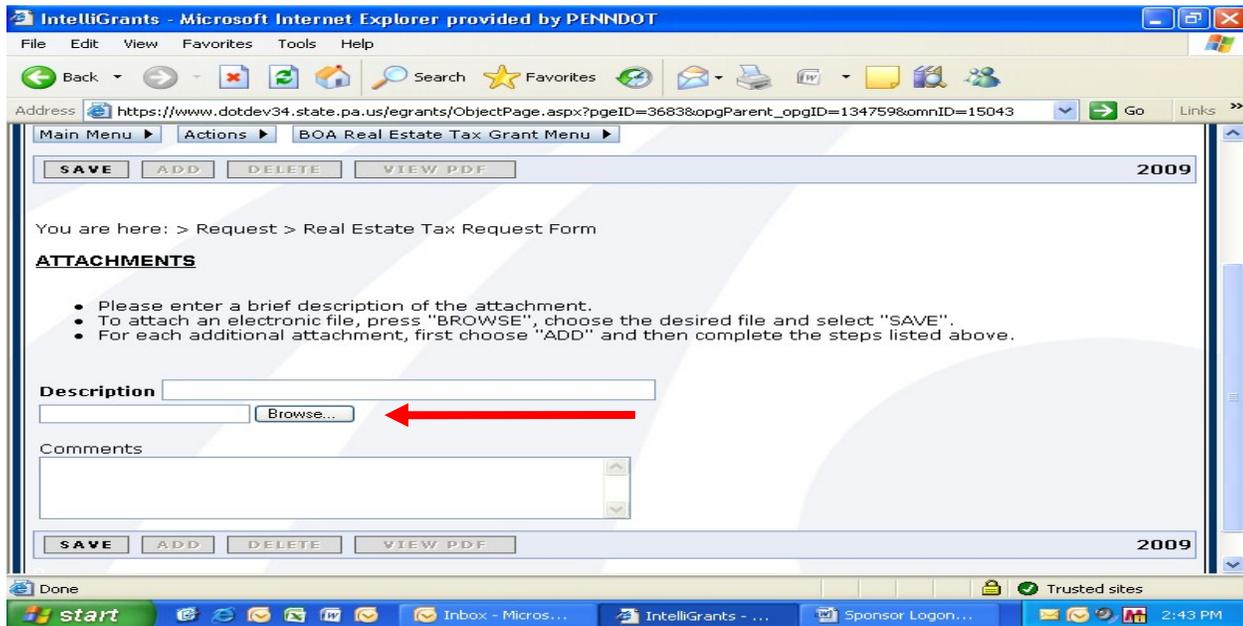
- Verify correct tax year is selected
- Related Pages
- Tax Receipt Information



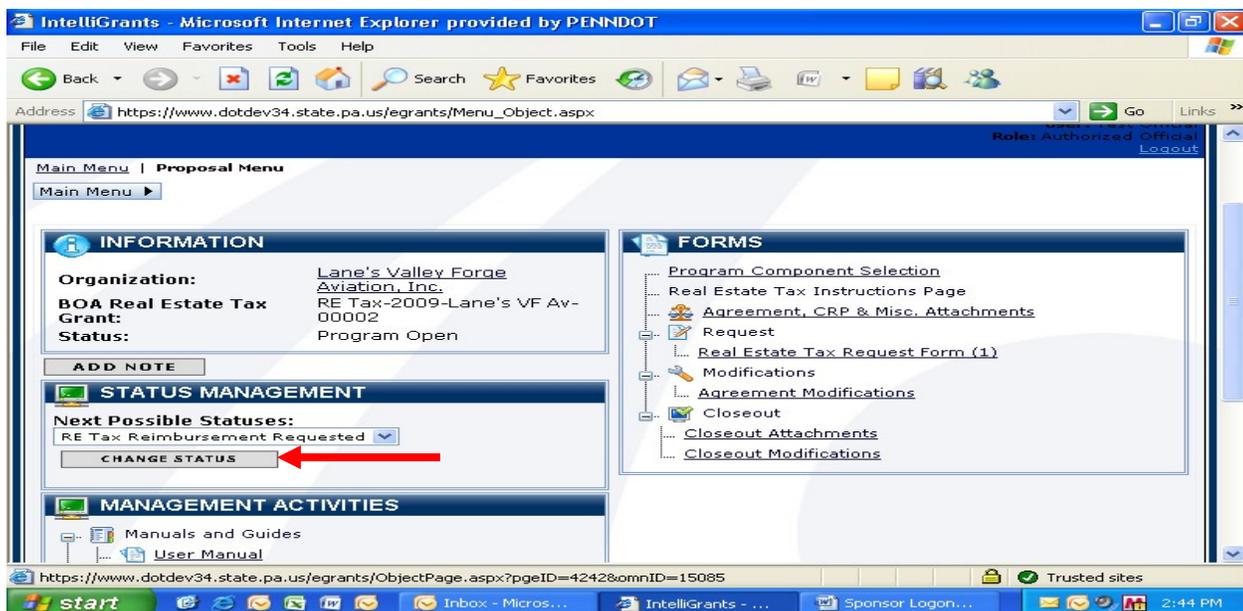
- Add parcel
- Save



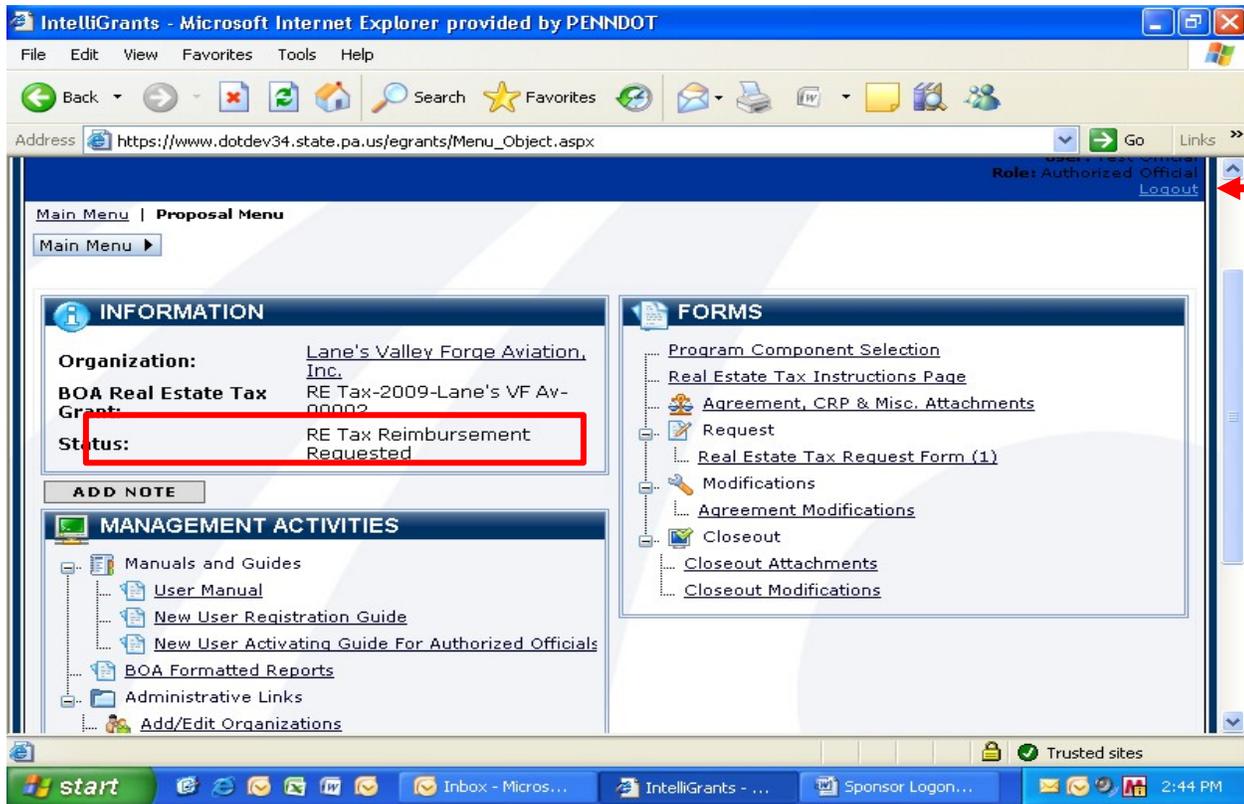
- If more than one parcel, click Add
- Add parcel
- Save
- Related Page
- Tax Receipt Attachment Page – attach receipts here



- 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"

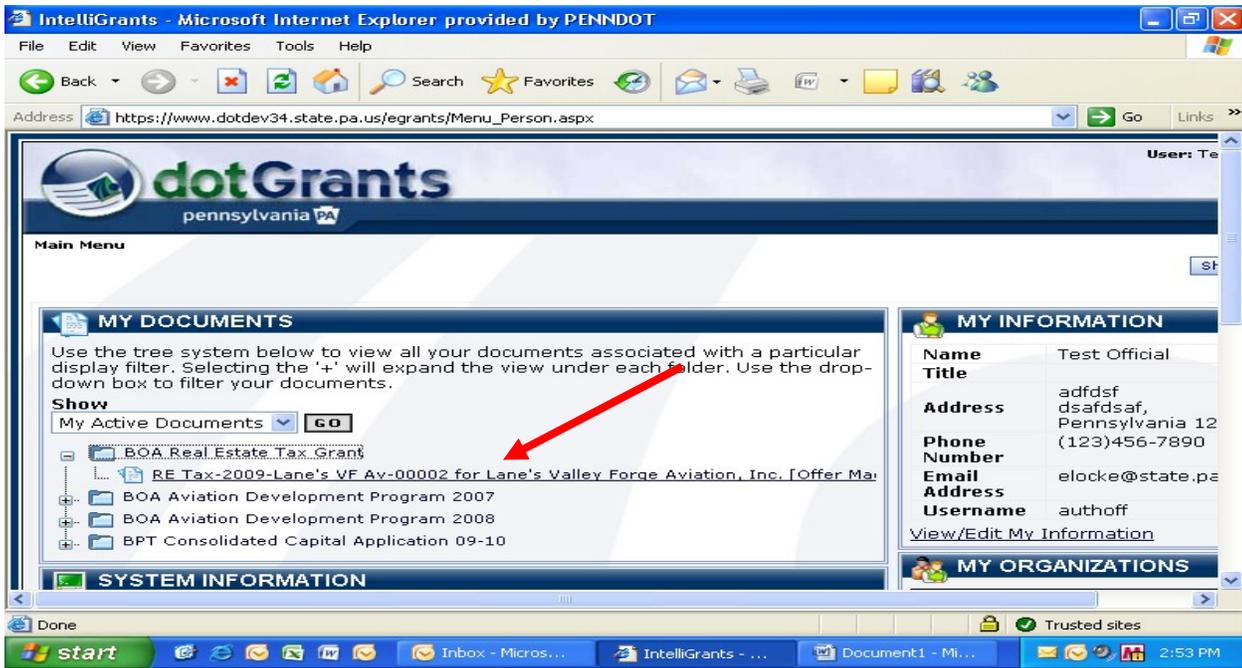


- Log out

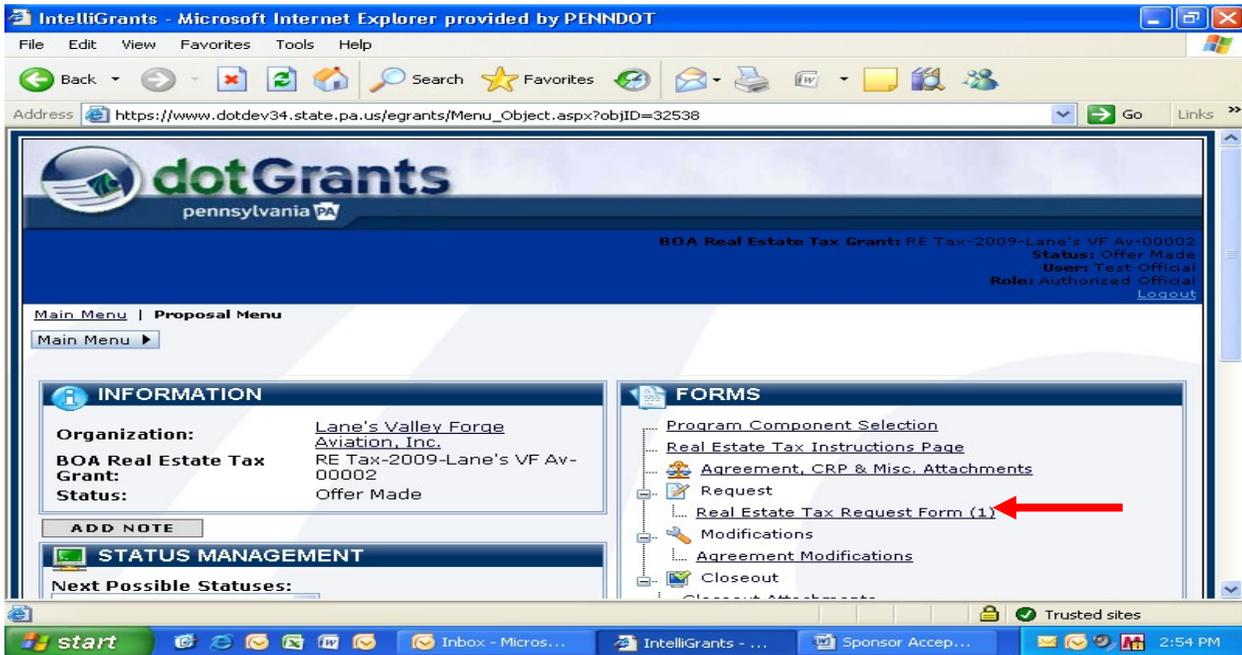


# dotGrants Airport Sponsors User Guide

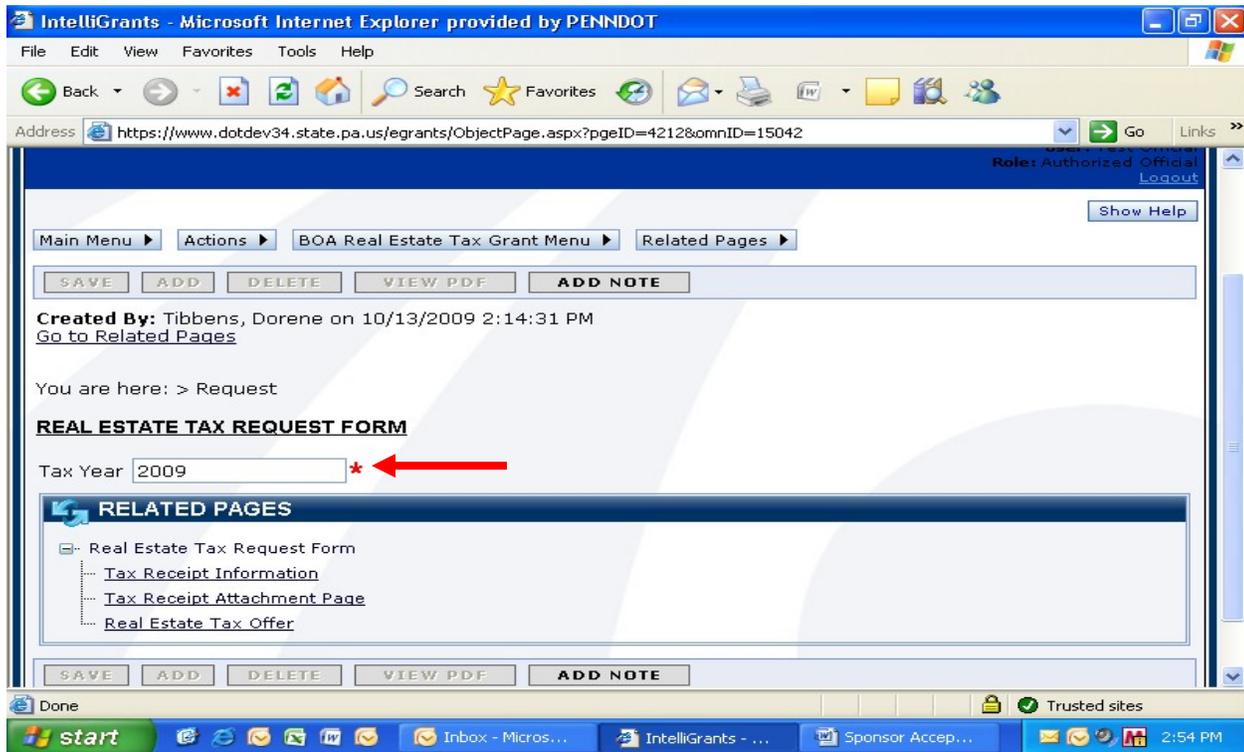
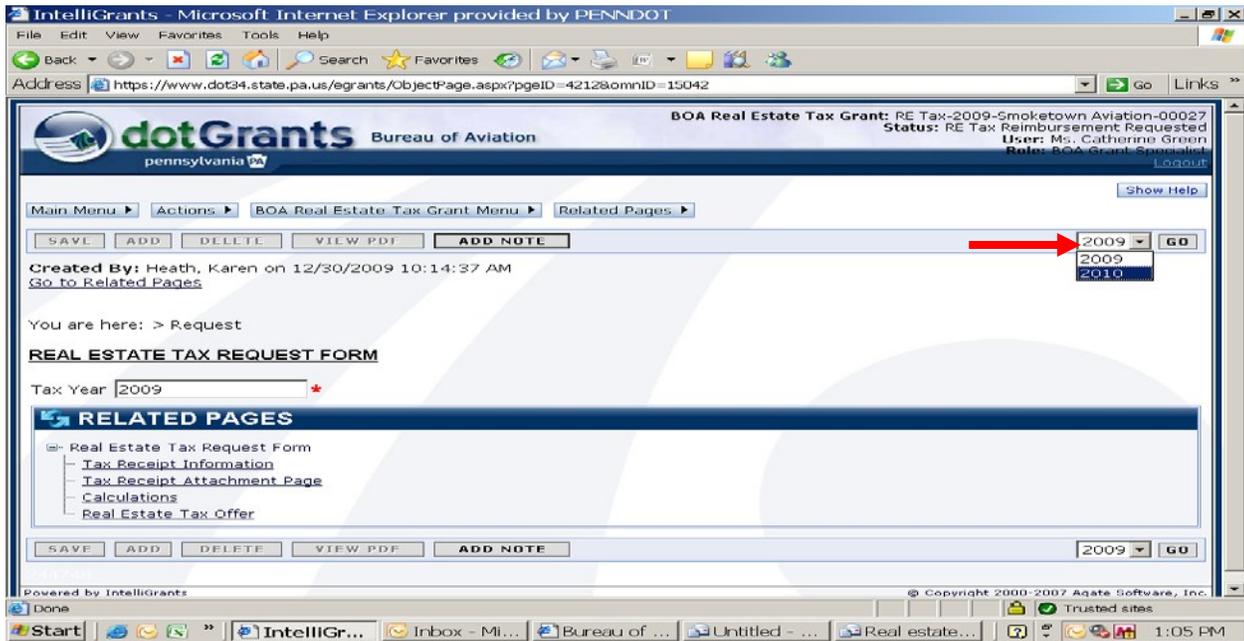
## Real Estate Tax Grant Request



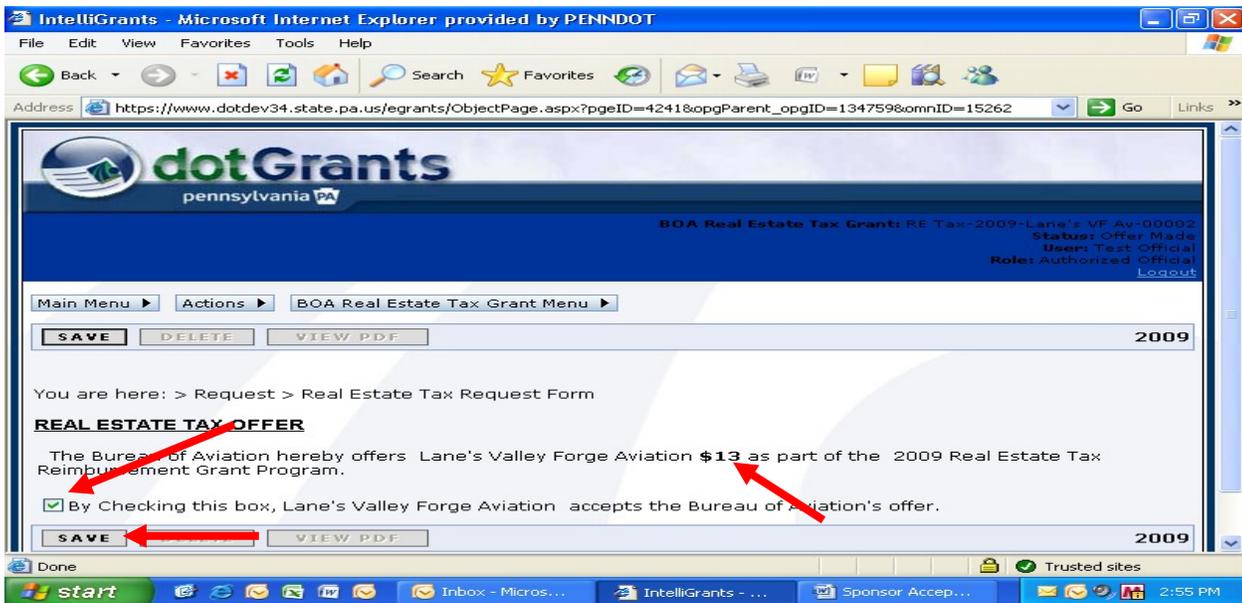
- My Documents
- Select BOA Real Estate Tax Grant Program
- Select current Real Estate Tax Grant



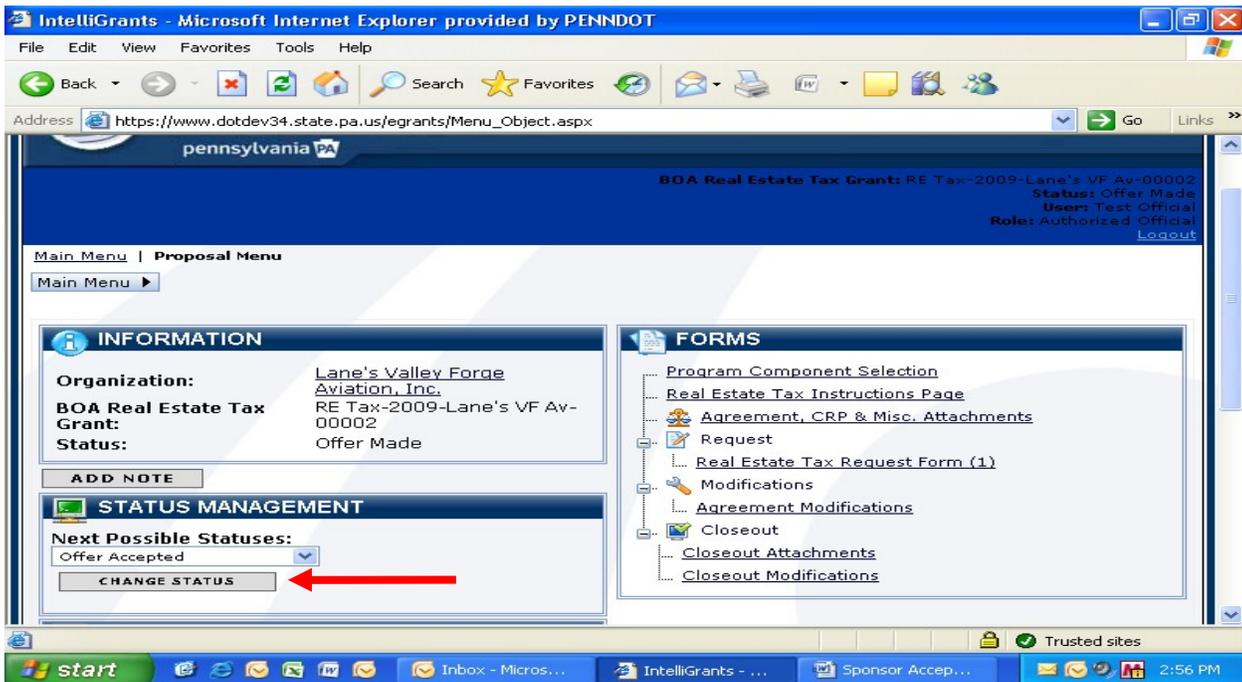
- Forms
- Real Estate Tax Request Form (1)



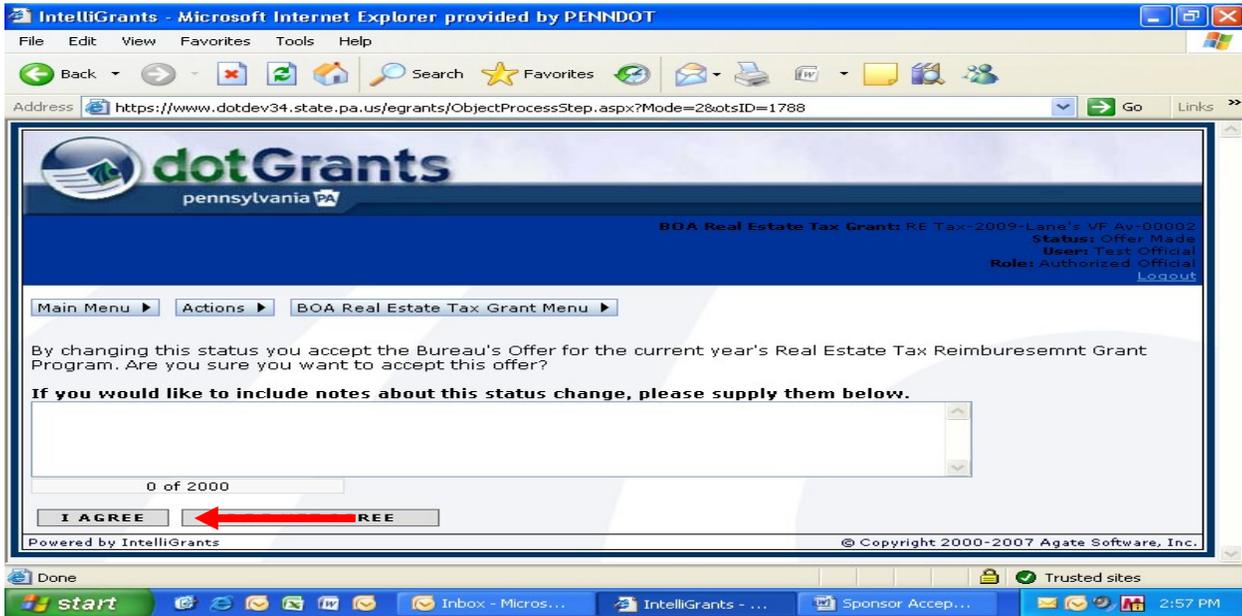
- Verify correct year was selected
- Related Pages
- Real Estate Tax Offer



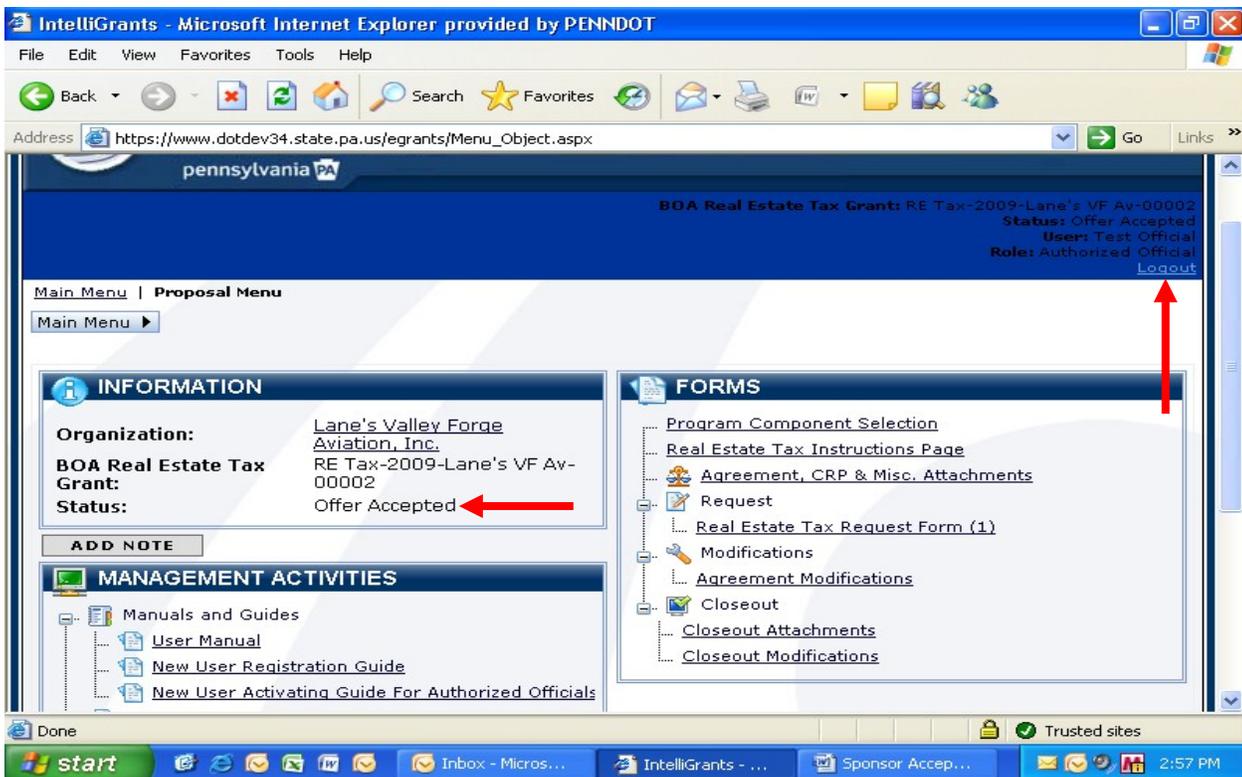
- Verify reimbursement amount
- Check box to accept offer
- **Save**
- BOA Real Estate Tax Grant Menu



- Status Management
- Change status to "Offer Accepted"



- I agree

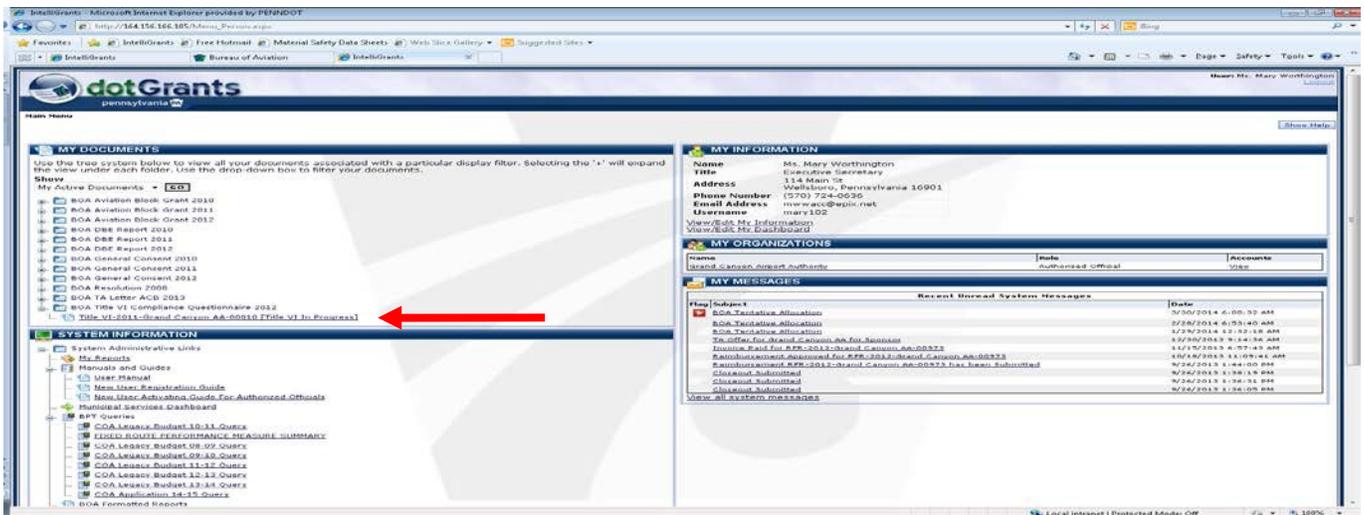


- Log out

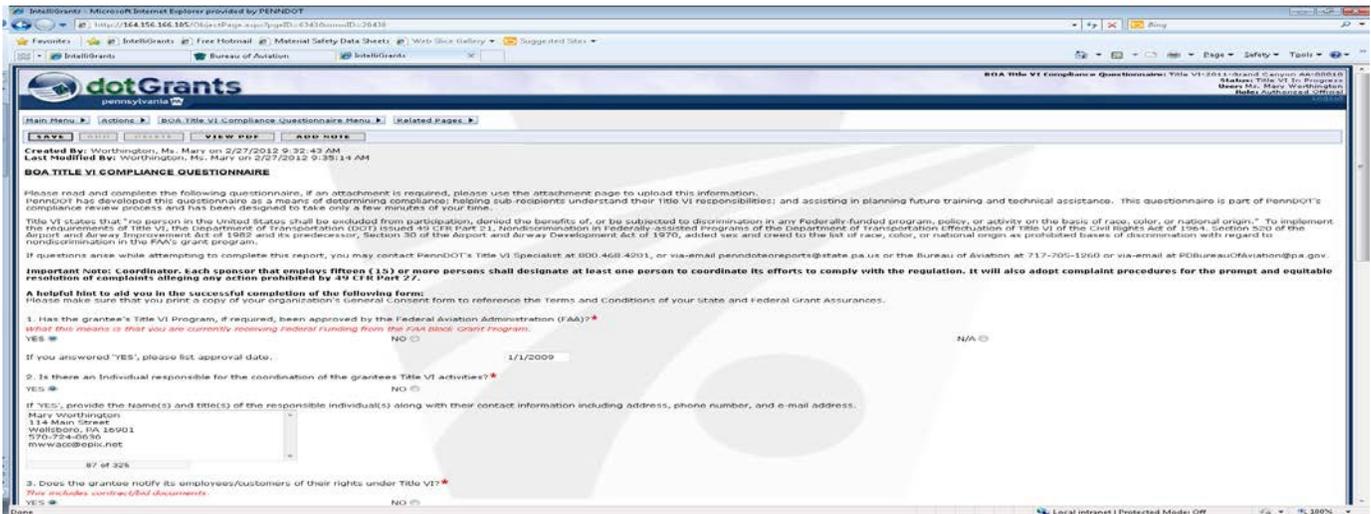


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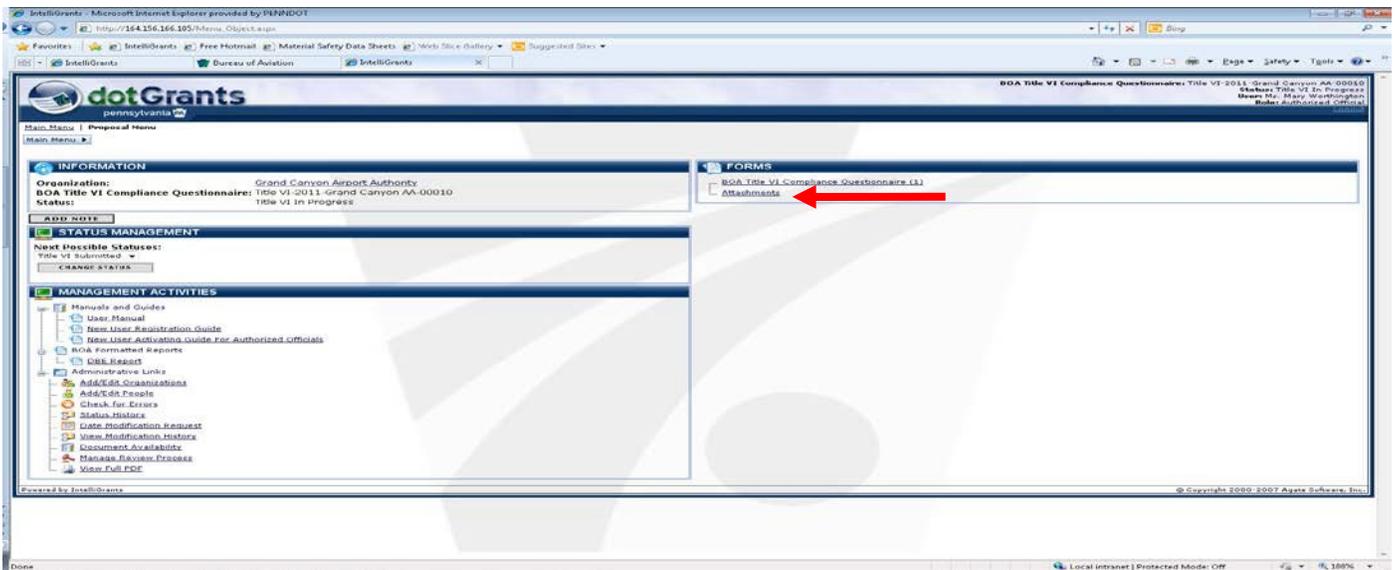
## Title VI Compliance Questionnaire



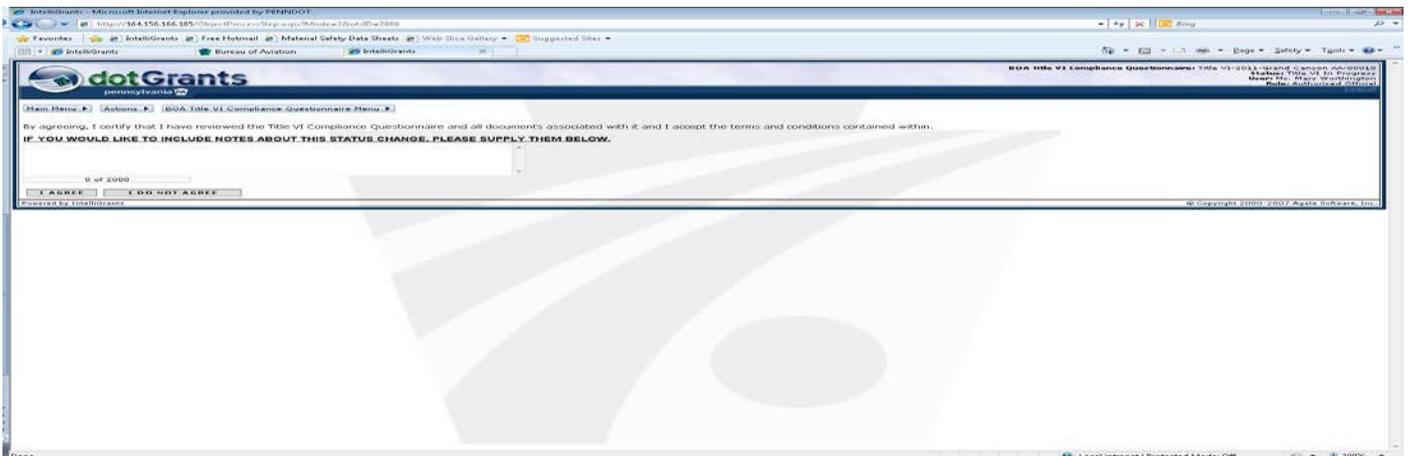
- Click on the above Title VI In Progress link.



- 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.