

User Roles in the Application

There are 3 user roles:

- **Grants POC (Point of Contact):** A Grants POC works for one of the ninety-four United States Attorney's Offices (USAO). This role will primarily be assigned to a district's Law Enforcement Coordinator (LEC).
- **Grants POC, Read Only:** In this role all information can be viewed and exported, but users cannot perform actions in the system such as: providing application feedback, or sending grant applications to staff members for review.

The 'Grants POC, Read Only' screens are similar to the 'Grant POC' screens with all "action" links and buttons hidden.

- On the 'Grant Applications Pending Review' screen (page 2), hide the 'Send to Reviewers' column in the table.
- On a 'Summary of Grant Application' screen (page 3), hide the three "feedback" buttons at the top of the screen.
 - The 'Feedback' form is not displayed for the "read-only" role.
- On the 'Search' screen (page 6), hide the 'Working' status links.

- **Grants Admin (Administrator):** A Grants Admin works for the Executive Office for United States Attorneys (EOUSA).

Release 1.0

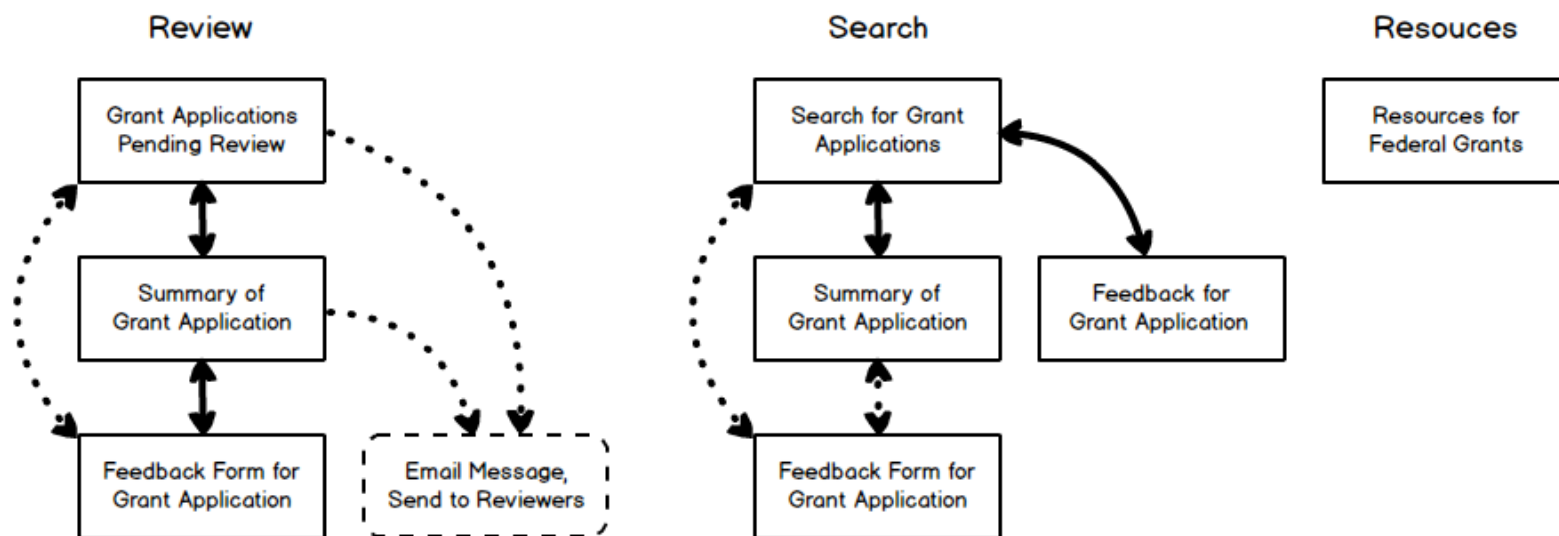
The first release of this system will assist Grant POCs in distributing grant application information within their district. Grant POC will also be able to send grant application feedback, collected in their district, to agency sponsors.

Grant Admin at EOUSA will be able to monitor incoming grant applications, and the application feedback from the districts.

Frontend Guides

The framework and the frontend guides are identical to the Victim Services Tracking System (VSTS).

Screen Flow



The screenshot shows a web browser window with the URL <https://some.url.usa.doj.gov/>. The page title is "USA Grants" and the user is identified as "Powell, Kathryn (NCW: Grants POC)". The navigation menu includes "Review", "Search", and "Resources". The main content area is titled "Grant Applications Pending Review" with a subtitle "October 4, 2017" and an "Export" button. A table lists five grant applications with columns for Application Number, Applicant, Solicitation Title, Agency Sponsor, Feedback Deadline, and Send to Reviewers. The second row, for application 200587004, is highlighted and has a "Working" status link next to the application number.

Application Number	Applicant	Solicitation Title	Agency Sponsor	Feedback Deadline ↑	Send to Reviewers
102578396	County of Harnett Veterans Treatment Court	Adult Drug Court Discretionary Grant Program	BJA	09/19/2017 1 day	
200587004 Working	Mecklenburg County	2017 National Crime Victims' Rights Week Community Awareness Projects	OVC	09/20/2017 2 days	
168700328	Research Triangle Institutes	Body-Worn Camera Policy and Implementation Program (More than 25 Officers)	NIJ	10/02/2017 7 days	
583994485	City of Charlotte	Antiterrorism and Emergency Assistance Program	OVC	10/03/2017 8 days	
400560567	Mecklenburg County	FY17 Graduate Research Fellowship in Science, Technology, Engineering, and Mathematics	SMART	10/04/2017 10 days	

The List

This list will show grant applications with these conditions.

- The feedback period is open.
- Feedback has not been provided.

Sort

- All columns can be sorted.
- Default sort is on the 'Feedback Deadline' column (Shortest Deadline / Oldest on top).

Not Included

- No filtering
- No pagination

Date in Subtitle

The date shown in the subtitle is today's date (system date).

Highlight Active Row

When a link in a row is selected, highlight the row.

Continue to highlight the row until another link on the screen is selected, or the user exits the application.

Send to Reviewers

A 'Send to Reviewers' button will open a system generated email message in Microsoft Outlook with:

- The recipient fields blank. Users will enter the names of recipients in Outlook.
- A standard subject. The subject can be edited.
- A standard message. The message can be edited.
- The summary of grant application will be included in the body of the message and can be edited or removed.
- There is not a limit on how many times a 'Send to Reviewers' button can be used.

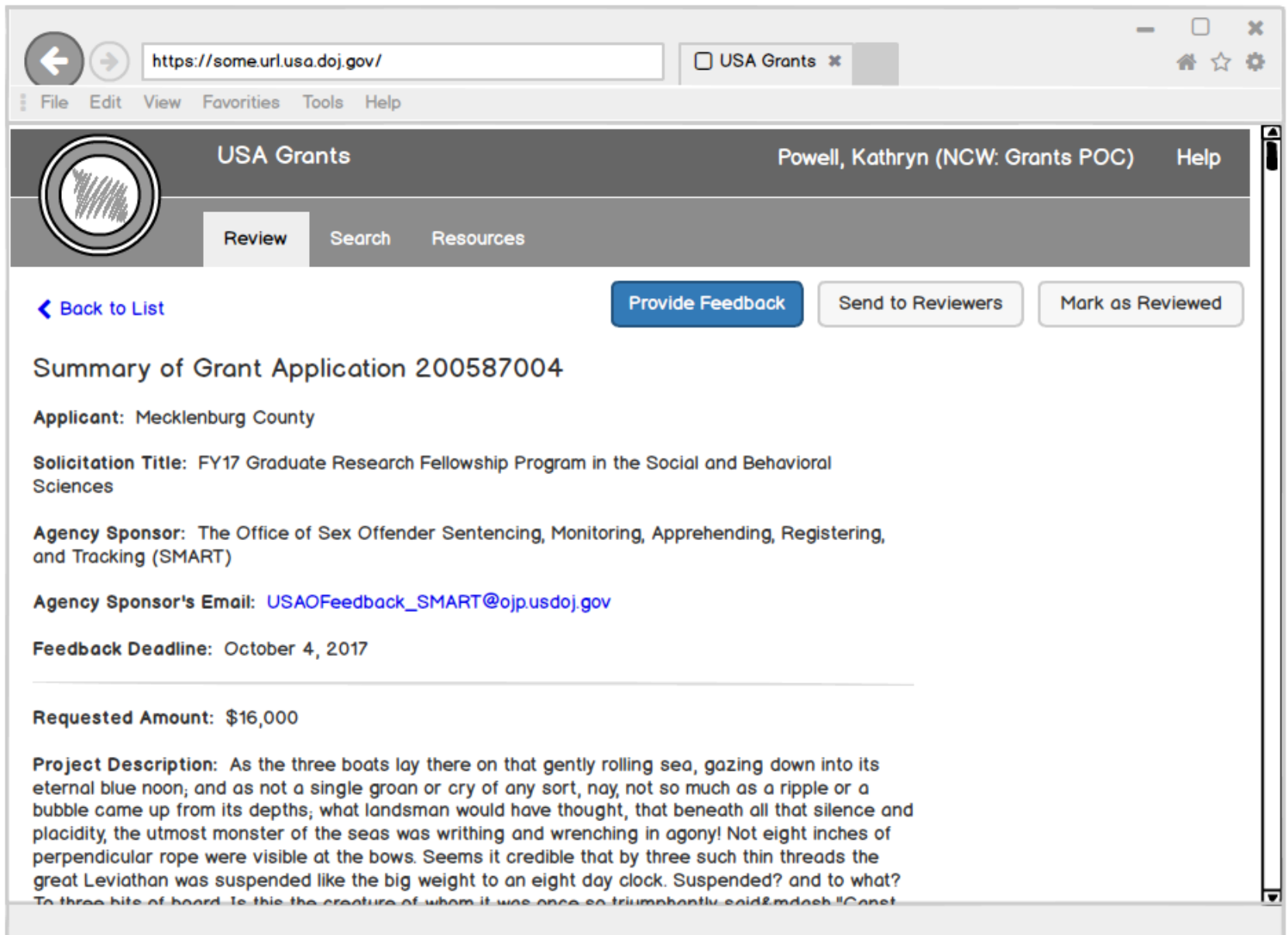
Link to Summary of Grant Application

Clicking an 'Application Number' link will replace the list of grants applications that are pending review with a summary of the selected grant application.

Link to Feedback Form for Grant Application

Clicking a 'Working' status link will replace the list of grants applications that are pending review with the feedback form for the selected grant application.

- The link will only appear when a feedback form is partially completed.



USA Grants Powell, Kathryn (NCW: Grants POC) Help

Review Search Resources

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Summary of Grant Application 200587004

Applicant: Mecklenburg County

Solicitation Title: FY17 Graduate Research Fellowship Program in the Social and Behavioral Sciences

Agency Sponsor: The Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking (SMART)

Agency Sponsor's Email: USAOFeedback_SMART@ojp.usdoj.gov

Feedback Deadline: October 4, 2017

Requested Amount: \$16,000

Project Description: As the three boats lay there on that gently rolling sea, gazing down into its eternal blue noon, and as not a single groan or cry of any sort, nay, not so much as a ripple or a bubble came up from its depths, what landsman would have thought, that beneath all that silence and placidity, the utmost monster of the seas was writhing and wrenching in agony! Not eight inches of perpendicular rope were visible at the bows. Seems it credible that by three such thin threads the great Leviathan was suspended like the big weight to an eight day clock. Suspended? and to what? To three bits of board. Is this the creature of whom it was once so triumphantly said—\"Canst

Remove Feedback Buttons

Remove the top three feedback buttons when:

- The user does not have the role of Grants POC
- The feedback period is closed.
- The status was set to "Provided Feedback" or "Reviewed".

Remove Feedback Deadline

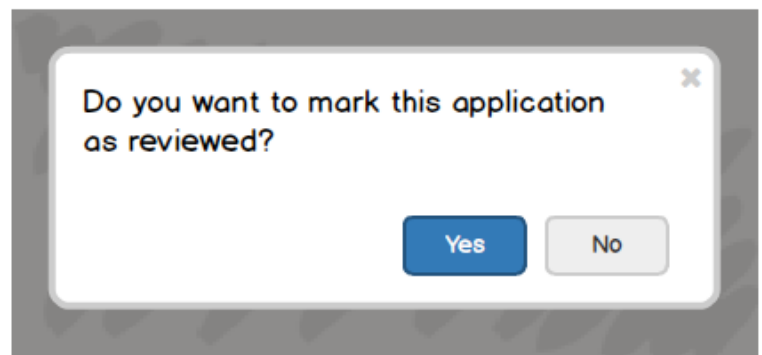
Remove the 'Feedback Deadline' field when the feedback period is closed.

Maximum Column Width

For good readability, set a maximum column width between 60 and 80 characters. Do not stretch the text across the entire screen.

Confirm Reviewed

Show a modal dialog above the summary when the 'Mark as Reviewed' button is clicked.



Feedback Form for Grant Application 200587004

Applicant: Mecklenburg County

Solicitation Title: FY17 Graduate Research Fellowship Program in the Social and Behavioral Sciences

Agency Sponsor: The Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking (SMART)

Agency Sponsor's Email: USAOFeedback_SMART@ojp.usdoj.gov

Confidential: If the information about the grant applicant is confidential (for example, a pending criminal investigation or indictment), this confidential information must not appear on this form. If you would like to share or discuss this information with an OJP or OVW component, you must contact the OJP or OVW component agency head.

Success: Your information was saved.

Not Saved: Please answer at least one question, and try saving again.

Not Sent: Please answer at least one question, and try sending the form again.

Have you worked with this applicant in the past?
 Yes
 No

In what capacity do you currently work with the applicant?

Using the scale provided, rate the extent of your involvement with the applicant.
 Very limited
 Somewhat limited
 Moderate
 Somewhat extensive
 Very extensive

What services did the applicant provide?
 Please provide strictly factual information about the services and not the applicant; opinion-based statements must be avoided.

In your official capacity with the United States Attorneys Office, do you know if the applicant has managed grant funds?
 Yes
 No

Does the proposed project have any relevance to a specific strategy or initiative in your district?
 Yes
 No

Please provide any additional factual information you believe is relevant to this grant application.

Send to Agency **Save**

Conditionally Displayed

No Asterisks
 Individual fields are not validated, so asterisks are not shown.

Saving the Form
 For each grant application one copy of the feedback form can be temporarily stored until:

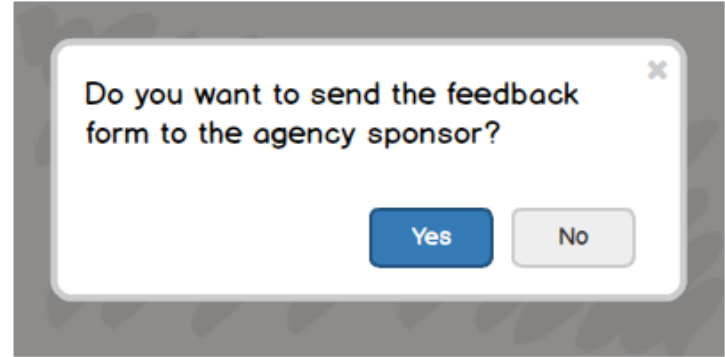
- The form is sent to the agency sponsor.
- The feedback period is closed.

Save Button
 When the 'Save' button on the 'Feedback' form is clicked, show a message:

- Show the 'Success' message when the system saved the form.
- Show the 'Not Saved' message when system did not save the form.
- Hide conditional messages when the user clicks anywhere on the screen or goes to another screen.

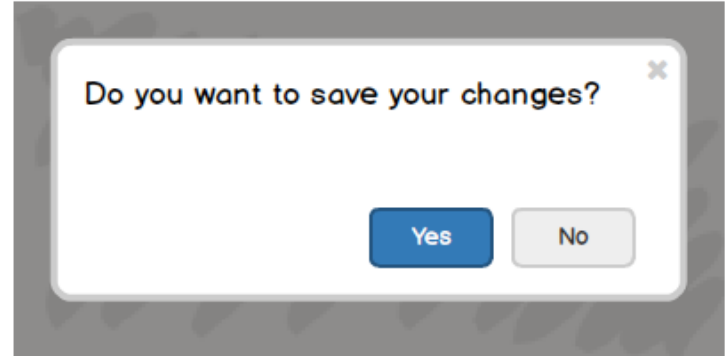
Send to Agency
 Validate the form when the 'Send to Agency' button clicked.

- Pass = Show 'Confirm Send' modal window.
- Fail = Show the 'Not Sent' message on form



- Yes =
 - Permanently store the data.
 - Create an email message in Microsoft Outlook with pre-formatted address, subject, and content. Also, show in the body of the message the answers the user provided in the feedback form.
 - Close the modal.
- No = Close the modal.

Go to Another Screen
 Show a modal dialog above the feedback form when data was added or modified in the form, and the user clicks a link to go another screen.



- Yes =
 - Temporarily store the data.
 - Close the modal.
 - Open the screen selected by the user.
- No =
 - Close the modal.
 - Open the screen selected by the user.

Have you worked with this applicant in the past?

- Yes
 No

When did you work with the applicant?

Start Date: 

End Date: 

In what capacity do you currently work with the applicant?

Using the scale provided, rate the extent of your involvement with the applicant.

- Very limited
 Somewhat limited
 Moderate
 Somewhat extensive
 Very extensive

What services did the applicant provide?

Please provide strictly factual information about the services and not the applicant; opinion-based statements must be avoided.

In your official capacity with the United States Attorneys Office, do you know if the applicant has managed grant funds?

- Yes
 No

Did any issues arise regarding the applicant's management of such funds?

- Yes
 No

Describe the issues.

Please provide strictly factual information about the issues around the applicant's management of grant funds; opinion-based statements must be avoided.

Does the proposed project have any relevance to a specific strategy or initiative in your district?

- Yes
 No

Please identify the specific strategy or initiative.

Please provide strictly factual information about the strategy or initiative and its goals. Please do not make any recommendations or endorsements on behalf of the applicant.

Please provide any additional factual information you believe is relevant to this grant application.

Conditional Questions

When the answer to a 'Yes/No' questions is "Yes", another question will be asked.

Note: The second question is hidden until the first question is answer.

Send to Agency

Save

Search for Grant Applications 178 items Export

FY2017 100

Application Number	Applicant	Solicitation Title	Agency Sponsor	Feedback Deadline ↓	Feedback Provider	Feedback Status
811409198 Working	Mecklenburg County	Graduate Research Fellowship in the Social and Behavioral Sciences	NIJ	10/03/2017		Pending Review
128251794	Iredell County	Real-time Crime Forecasting Challenge	NIJ	09/01/2017	Powell, Kathryn	Feedback Provided
556093070	City of Charlotte	Antiterrorism and Emergency Assistance Program	OVC	05/27/2017	Powell, Kathryn	Reviewed
277333564	City of Monroe	2017 National Crime Victims' Rights Week Community Awareness Projects	OVC	05/27/2017		No Review
117087618	ROBESON COUNTY	Graduate Research Fellowship in Science, Technology, Engineering, and Mathematics	NIJ	03/04/2017	Powell, Kathryn	Feedback Provided

The List

This list will show all grant applications that the district received.

Link to Feedback Provided

A 'Feedback Provided' link will replace the search page with the feedback page.

Sort

- All columns can be sorted.
- Default sort is on the 'Feedback Deadline' column (Newest on top).

Pagination

Show page navigation after the table. For example...

Previous [1](#) [2](#) [3](#) [4](#) [5](#) ... [9](#) Next

Feedback Status

There are four feedback statuses:

- **Pending Review:** The feedback period is open, and the grant application has not been reviewed.
- **Provided Feedback:** A feedback form was submitted to the agency sponsoring the solicitation.
- **Reviewed:** The grant application was reviewed. Feedback may have been provided to the agency sponsoring the solicitation, but a feedback form was not used.
- **No Review:** The feedback period is still closed, and the grant application was not reviewed.

The screenshot shows a web browser window with the URL <https://some.url.usa.doj.gov/>. The page title is "USA Grants" and the user is identified as "McLaughlin, Nathaniel (EO: Grants Admin)". The navigation menu includes "Review", "Search", and "Resources". The main heading is "Grant Applications Pending Review" dated "October 4, 2017", with an "Export" button. A dropdown menu shows "All Districts" and a filter for "100 Items per page". The table below lists five grant applications with columns for Application Number, Applicant, Solicitation Title, Agency Sponsor, Feedback Deadline, and District.

Application Number	Applicant	Solicitation Title	Agency Sponsor	Feedback Deadline ↑	District
102578396	County of Harnett Veterans Treatment Court	Adult Drug Court Discretionary Grant Program	BJA	9/19/2017 1 day	Alabama Middle (ALM)
200587004	Mecklenburg County	2017 National Crime Victims' Rights Week Community Awareness Projects	OVC	9/19/2017 1 day	Alabama Northern (ALM)
200587004	Mecklenburg County	2017 National Crime Victims' Rights Week Community Awareness Projects	OVC	9/19/2017 1 day	Alabama Northern (ALN)
168700328	Research Triangle Institutes	Body-Worn Camera Policy and Implementation Program (More than 25 Officers)	NIJ	9/19/2017 1 day	Alabama Southern (ALS)
583994485	City of Charlotte	Antiterrorism and Emergency Assistance Program	OVC	9/19/2017 1 day	Alaska (AK)

The List

This list will show grant applications with these conditions.

- The feedback period is open.
- Feedback has not been provided.

Sort

- All columns can be sorted.
- Default sort is on the 'Feedback Deadline' column (Shortest Deadline / Oldest on top).

Date in Subtitle

The date shown in the subtitle is today's date (system date).

Pagination

Show page navigation after the table. For example...

Previous **1** 2 Next

Multiple Districts Reviewing the Same Grant Application

When a grant application is sent to more than one district for review — for example all of the districts in one state — show each pending review as a line item.

Application Links

The 'Application' links in the 'Application Number' column will open a summary of the grant application in new browser tab or window.

Note: A Grants Admin will not review applications.

District Filter

A Grants Admin can see all grant applications under review, or grant applications under review from just one district.

Search for Grant Applications 6,249 items Reset Filters Export

FY2017 All Districts Search... 100 Items per page

Application Number	Applicant	Solicitation Title	Agency Sponsor	Feedback Deadline ↓	District	Feedback Status
811409198	Mecklenburg County	Graduate Research Fellowship in the Social and Behavioral Sciences	NIJ	10/03/2017	Georgia Northern (GAN)	Reviewed
128251794	Iredell County	Real-time Crime Forecasting Challenge	NIJ	09/01/2017	Alabama Northern (ALN)	Reviewed
556093070	City of Charlotte	Antiterrorism and Emergency Assistance Program	OVC	05/27/2017	North Carolina Eastern (NCE)	Pending Review
277333564	City of Monroe	2017 National Crime Victims' Rights Week Community Awareness Projects	OVC	05/27/2017	Georgia Middle (GAM)	No Review
200587004	Mecklenburg County	FY17 Graduate Research Fellowship in Science, Technology, Engineering, and Mathematics	SMART	03/04/2017	North Carolina Western (NCW)	Feedback Provided

The List

This list will show all grant applications received.

Link to Feedback Provided

A 'Feedback Provided' link will replace the search page with a feedback page.

Sort

- All columns can be sorted.
- Default sort is on the 'Feedback Deadline' column (Newest on top).

Pagination

Show page navigation after the table. For example...

Previous **1** 2 3 4 5 ... 9 Next

District

Show the feedback provider's district, below their name.

FY2017

- FY2017
- FY2016
- FY2015
- FY2014

All Districts

- All Districts
- Alabama Middle (ALM)
- Alabama Northern (ALN)
- Alabama Southern (ALS)
- Alaska (AK)
- Arizona (AZ)

100 Items per page

- 10
- 20
- 50
- 100**
- All

← →

USA Grants * x

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USA Grants

McLaughlin, Nathaniel (EO: Grants Admin)
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Feedback for Grant Application 200587004

Applicant: Mecklenburg County

Solicitation Title: FY17 Graduate Research Fellowship Program in the Social and Behavioral Sciences

Agency Sponsor: The Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking (SMART)

Agency Sponsor's Email: USAOFeedback_SMART@ojp.usdoj.gov

Feedback Provider: Powell, Kathryn (Grants POC)

- Phone: 202-345-4567
- Email: Kathryn.Powell@usa.doj.gov

District: North Carolina Western (NCW)

Date Sent: September 23, 2016

Have you worked with this applicant in the past?
Yes

When did you work with the applicant?
March 2009 — November 2012

In what capacity do you currently work with the applicant?
We discovered that it would be futile to attempt to cut away the bars and chains which held him prisoner, so, at his suggestion I returned to search the bodies on the floor above for keys to open the padlocks

Using the scale provided, rate the extent of your involvement with the applicant.
Somewhat extensive

What services did the applicant provide?
He was overjoyed at seeing me, and to know the meaning of the fight, faint echoes of which had reached his prison cell.

In your official capacity with the United States Attorneys Office, do you know if the applicant has managed grant funds?
Yes

Did any issues arise regarding the applicant's management of such funds?
Yes

Describe the issues.
The sounds of heavy firing, mingled with shouts and cries, came to us from the city's streets, and Tars Tarkas hastened away to direct the fighting without.

Does the proposed project have any relevance to a specific strategy or initiative in your district?
Yes

Please identify the specific strategy or initiative.
I called Kantos Kan's name aloud in each new corridor and compartment, and finally I was rewarded by hearing a faint response.

Please provide any additional factual information you believe is relevant to this grant application.
She had sunk into one of the golden thrones, and as I turned to her she greeted me with a wan smile.

Show Feedback Provider

Show the information for the feedback provider, and the date the form was sent to the agency sponsor.

Hide Notes

Do not show the notes or instructions shown on the feedback form.

Hide Questions

Show only questions that have an answers.

Resources for Federal Grants Export

Title ↑	Description
CFDA.gov	The Catalog of Federal Domestic Assistance (CFDA)
GMS	The Office of Justice Programs (OJP), Grants Management System (GMS)
Grants.gov	Federal Grants
OJP Funding	The Office of Justice Programs (OJP), Funding Resource Center

List of Links

This list will show links to federal grant websites or web-based applications.

Sort

- All columns can be sorted.
- Default sort is on the 'Title' column (A at the top).