

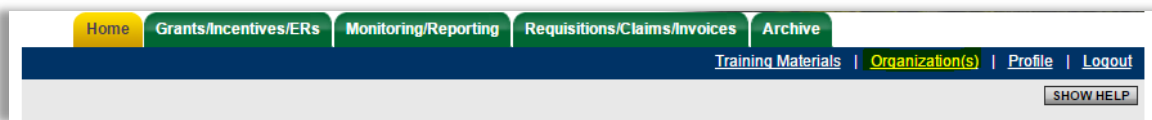
Applying for a Vermont Training Program (VTP) Grant on the ACCD Grants Management System (IntelliGrants)

PLEASE NOTE: Prior to this point, you should have contacted VTP staff, had an initial determination that your training is appropriate for an application, created a user account in the grants management system and had that account validated by VTP staff. If so, you are ready for STEP 1 below.

STEP 1: Saving Your Organization Details Page

This page contains organization information that is required to process your application.

1. Log on to the system: <https://egrants.vermont.gov/>
2. Click the 'Organization(s)' link on the top blue bar:



3. You will see your organization's contact information and links to Organization Members, Organization Documents and Organization Details. Click the Organization Details link:

Organization - VTP Test Company

Please complete all the required fields below. Required fields are marked with an *.

[Organization Information](#) |
 [Organization Members](#) |
 [Organization Documents](#) |
 [Organization Details](#)

Organization Information

Name: *

Short Name: *

Address: *

City: * State: * Zipcode: *

County:

Phone: * Fax:

Email:

Website:

4. Click on VTP Organization Details:

My Organization Information

Please complete all required forms below.

[Organization Information](#) |
 [Organization Members](#) |
 [Organization Documents](#) |
 [Organization Details](#)

Organization Details

Status	Page Name	Note	Created By	Last Modified By
	VTP Organization Details		TrishaDev Standen 4/8/2016 1:20:31 PM	Drew Lees 5/6/2016 11:39:03 AM

- Fill in all of the required (red asterisk *****) fields and click the 'SAVE' button. VTP Staff will fill in your State of Vermont Vendor Number if you do not know it, or do not have one yet:

[Back](#)

Document Information: [OD-2014-VTPTestCo-01875](#)

[Details](#)

You are here: > [Organization Details Menu](#) > [Forms Menu](#)

[Organization Information](#) |
 [Organization Members](#) |
 [Organization Documents](#) |
 [Organization Details](#)

VTP ORGANIZATION DETAILS

Please enter the following information and click save.

Federal ID: *

DUNS: *

Fiscal Year End: Day * Month *

RDC: *

Region: *

Business Size: (number of permanent, full-time employees) *

Business Type: *

SOV Vendor #:
(VTP Staff will fill in)

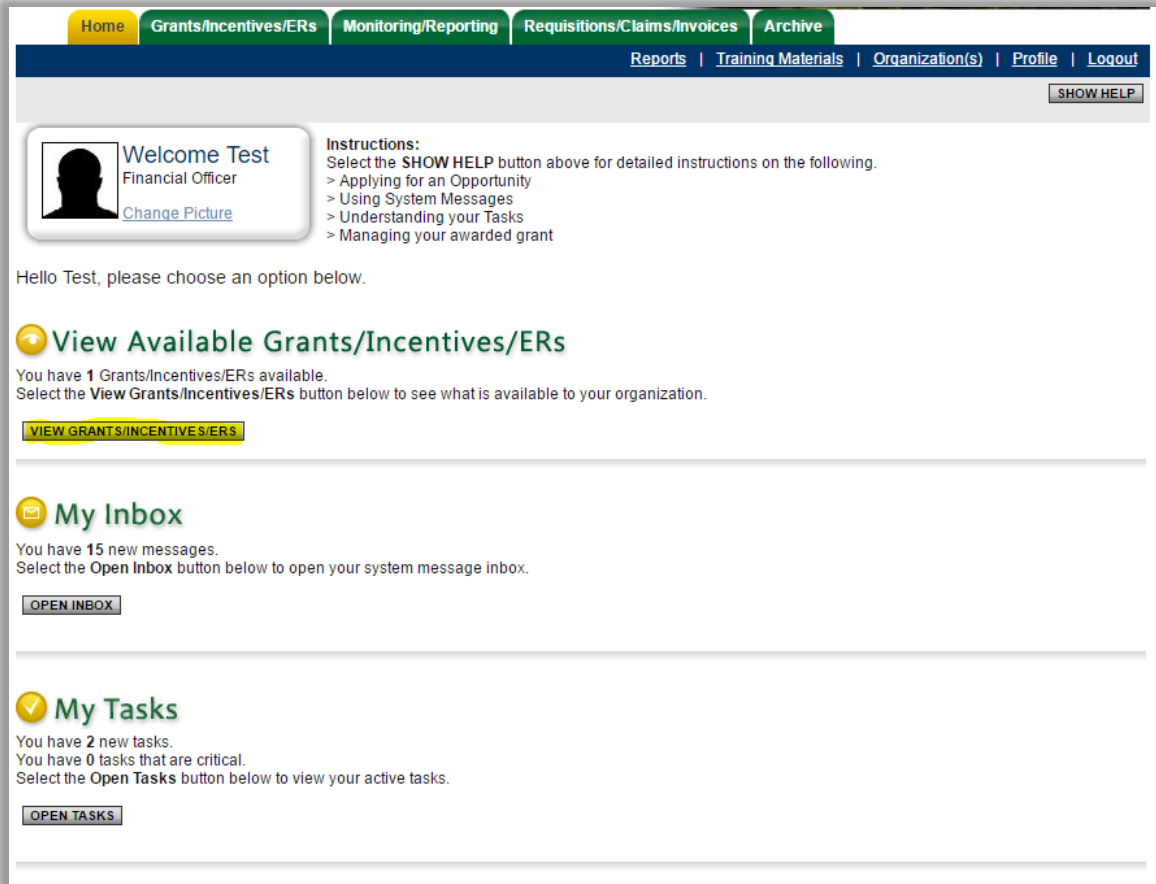
Click 'Save' before leaving page.

STEP 2: Initiating the Application

Roles that can create a VTP application include: Administrator, Authorizing Official, Financial Officer and Senior Authorized Official.

- Log on in a role that can create an application, if not already logged on.

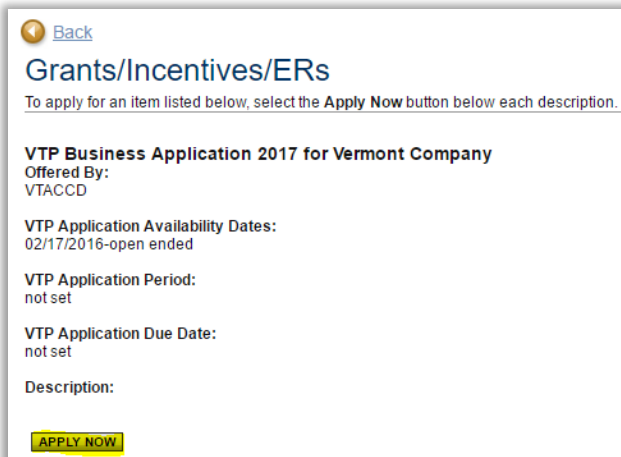
2. On the home page click the button that says ‘VIEW AVAILABLE GRANTS/INCENTIVES/ERS



The screenshot shows the GEARs home page with the following elements:

- Navigation Tabs:** Home, Grants/Incentives/ERS, Monitoring/Reporting, Requisitions/Claims/Invoices, Archive.
- Top Links:** Reports, Training Materials, Organization(s), Profile, Logout.
- User Profile:** Welcome Test, Financial Officer, Change Picture.
- Instructions:** Select the SHOW HELP button above for detailed instructions on the following:
 - > Applying for an Opportunity
 - > Using System Messages
 - > Understanding your Tasks
 - > Managing your awarded grant
- Message:** Hello Test, please choose an option below.
- View Available Grants/Incentives/ERS:** You have 1 Grants/Incentives/ERS available. Select the View Grants/Incentives/ERS button below to see what is available to your organization. **VIEW GRANTS/INCENTIVES/ERS** button.
- My Inbox:** You have 15 new messages. Select the Open Inbox button below to open your system message inbox. **OPEN INBOX** button.
- My Tasks:** You have 2 new tasks. You have 0 tasks that are critical. Select the Open Tasks button below to view your active tasks. **OPEN TASKS** button.

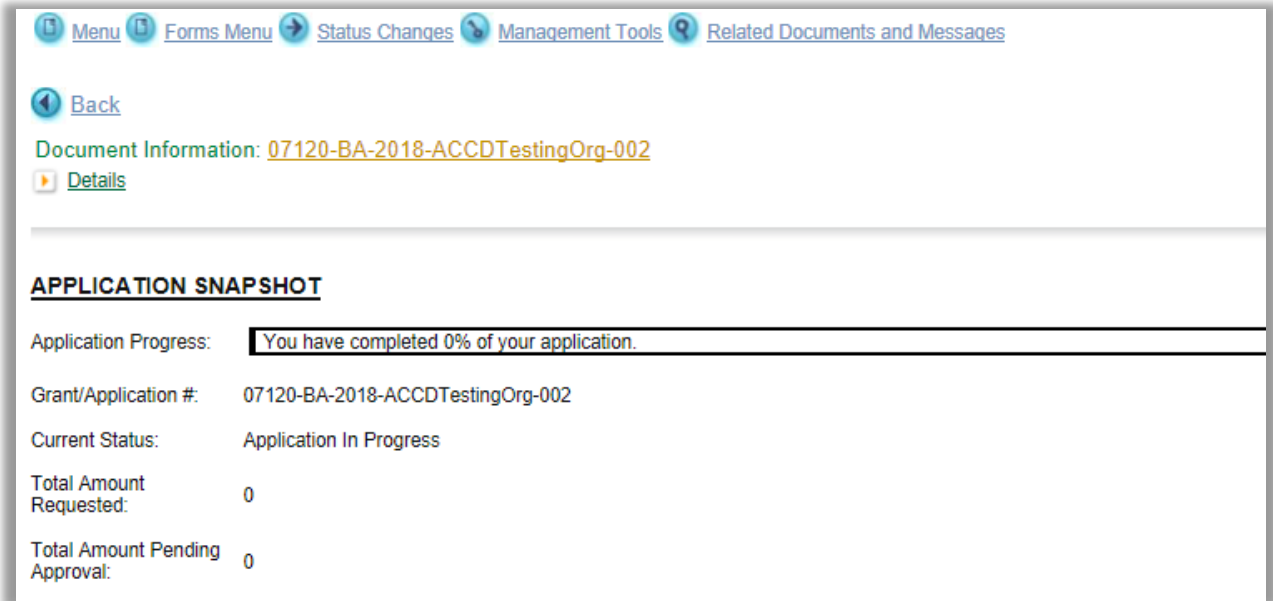
3. Click the ‘APPLY NOW’ button under the VTP application offer for your organization:



The screenshot shows the 'Grants/Incentives/ERS' page with the following details for a VTP Business Application:

- Back** link
- Grants/Incentives/ERS** header
- To apply for an item listed below, select the Apply Now button below each description.**
- VTP Business Application 2017 for Vermont Company**
- Offered By:** VTACCD
- VTP Application Availability Dates:** 02/17/2016-open ended
- VTP Application Period:** not set
- VTP Application Due Date:** not set
- Description:**
- APPLY NOW** button

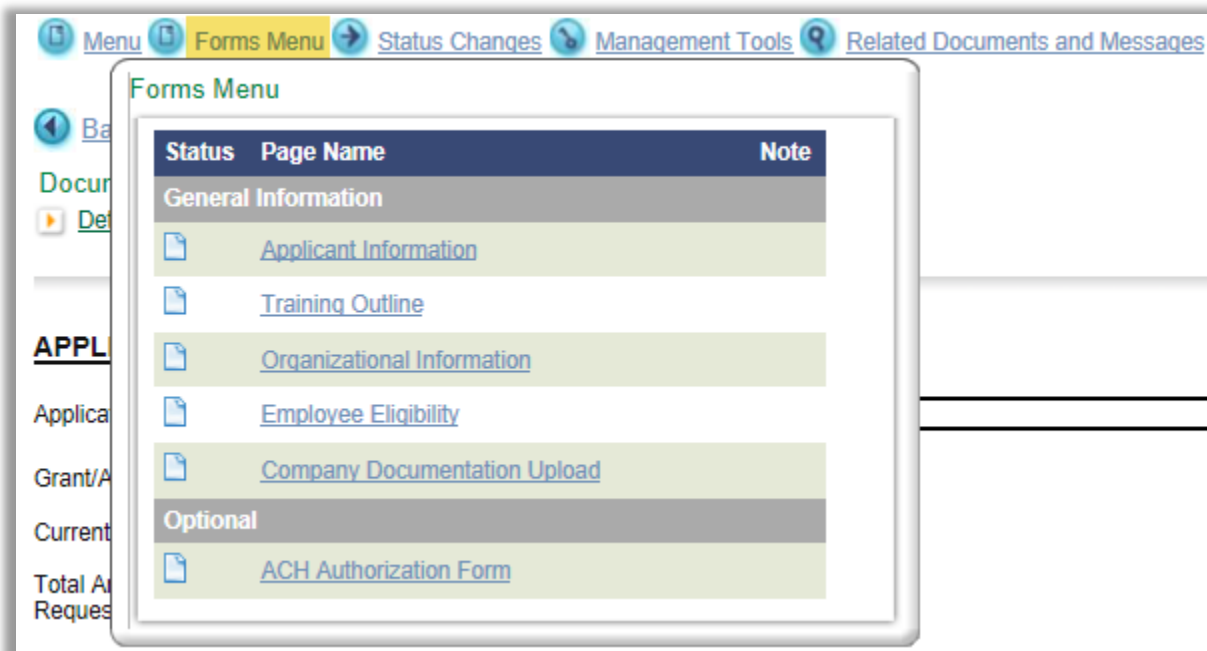
4. You are then on the VTP Application Snapshot (menu) page:



From here you have access to all of the application forms ('Forms Menu'); the ability to move the application along the application process ('Status Changes'); add or remove users from the application, see the status history, print a full PDF of the application and more ('Management Tools'); and the ability to see items related to your application, like system messages ('Related Documents and Messages').

STEP 3: Completing the Application

1. From the breadcrumb menu at the top of the page, hover over the 'Forms Menu' link to get a popup window of the available forms, or click the link to get to the forms listing.



2. You now see the list of forms you need to complete before submitting your application:

Document Information: [VTP-APP-B-2017-VTCO-00005](#)
[Details](#)

Forms

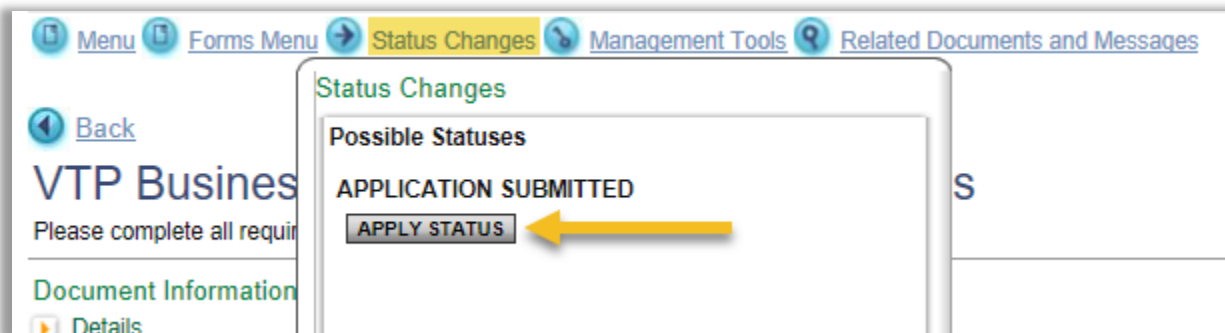
Status	Page Name	Note	Created By	Last Modified By
General Information				
	Applicant Information			
	Training Outline			
	Organizational Information			
	Employee Eligibility			
	Company Documentation Upload			
	RDC Comments			
Training Specifics				
	Vendor Training Matrix			
	On-Site Training Matrix			
	Training Documentation Upload			

As an applicant, you will need to complete all of the forms listed in the General Information section and at least one matrix and the documentation upload form in the Training Specifics section in order to change the status of you application to Application Submitted. **PLEASE NOTE:** Fill in all forms as completely as possible; fields marked with a red asterisk (*) are required.

STEP 4: Submitting the Application

Once you complete and save the forms in the General Information and Training Specifics sections, you will need to change the application status to Application Submitted.

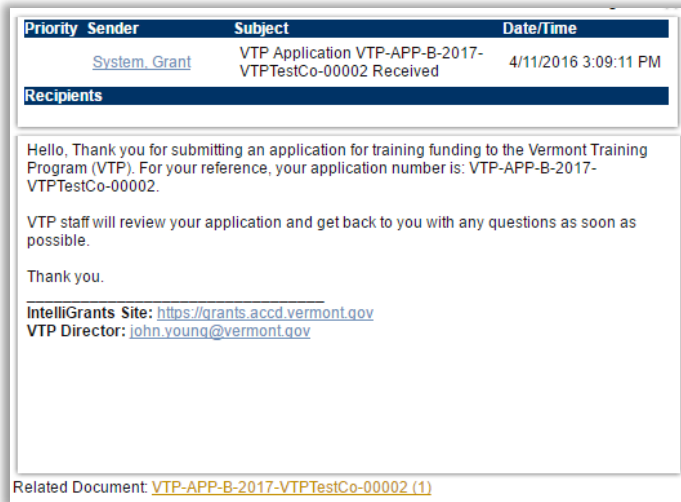
1. From the breadcrumb menu at the top of the page, hover over the 'Status Changes' link to get a popup window of the possible statuses, click on the 'APPLY STATUS' button under APPLICATION SUBMITTED:



2. *If there are no errors,*

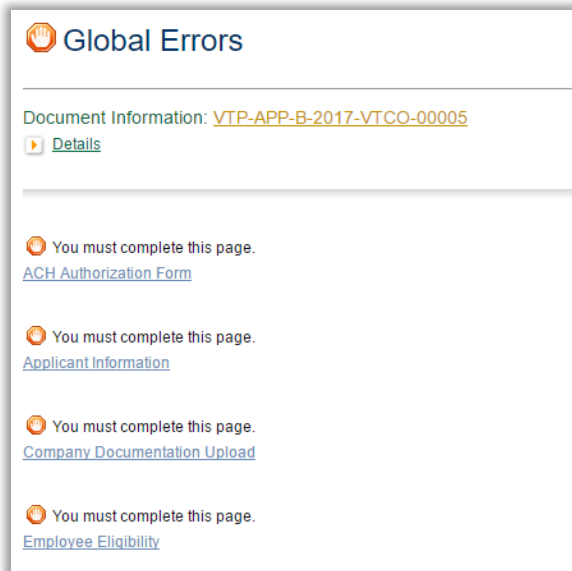
- You will return to the document main menu and see the Current Status has changed to Application Submitted.

- b. You will then receive a notification, by email and system message, that your application has been submitted and that VTP Staff will contact you after reviewing your application:



If there are errors,

- a. You will get an error page that lists all of the pages with errors:



- b. Go to each page with errors and correct each form.
- c. Return to #1 in this section (STEP 4: Submitting the Application) and repeat the steps to change the status.

STEP 5: Review Process

At this point, your application will be reviewed for completeness by VTP staff. They may request you make modifications to some of your forms. If so, they will place the application in *Application Modifications Required* status, where you will be able to make the updates they are requesting. Once you have made the requested

modifications, you will need to change the status back to *Application Submitted* (follow STEP 4 to change the status).

The application will then move on to the official review by the VTP Director, a VTP review team, and the Commissioner of the Department of Economic Development (DED Commissioner). Then you will receive notification as to whether your application has received initial approval or been denied. If your application has received initial approval, VTP staff will draft the grant agreement.

STEP 6: Grant Agreement Review & Acceptance

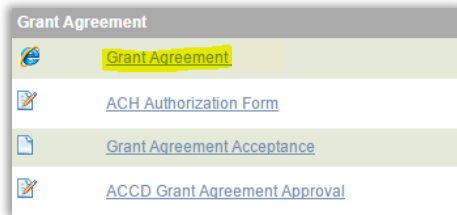
You will receive an email and system notification when the grant is ready for your review and acceptance:



PLEASE NOTE: You must be a Financial Officer, Authorizing Official or Senior Authorized Official to accept the grant agreement on behalf of your organization.

1. Log on to the system (see note directly above) and click through to your application’s main menu by clicking:
 - a. the ‘Related Document’ link on your system notification (in your My Inbox),
 - b. the link to the document in your ‘My Tasks’ menu, or
 - c. by using the search tabs to find your document
2. Click the ‘Forms Menu’ link.
Your forms listing will now have a new section called *Grant Agreement* and there will be a link to your draft grant agreement.

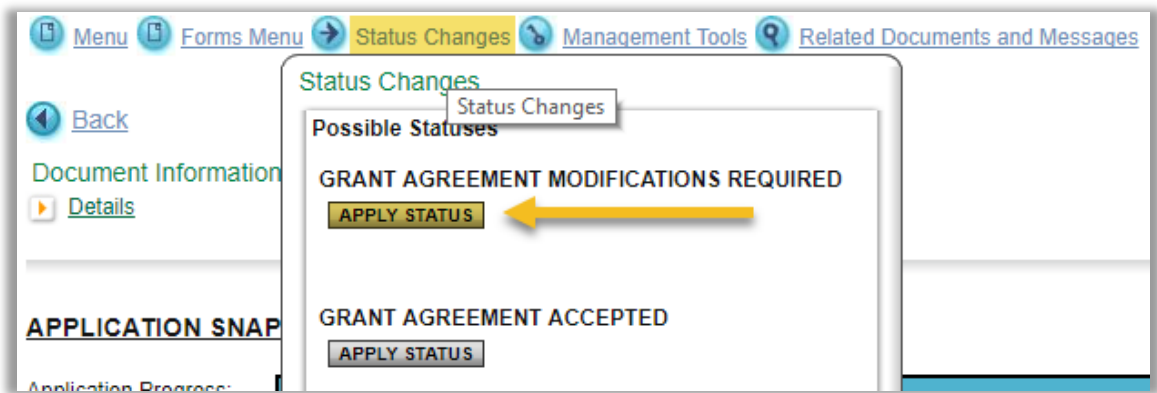
3. Click on 'Grant Agreement'. Clicking the link will download a PDF.



4. Review the draft thoroughly.

5. *If there are errors or the grant agreement needs modifications:* (skip to #6 if all is correct)

- a. Return to the breadcrumb menu, hover over 'Status Changes' and click the 'APPLY STATUS' button under GRANT AGREEMENT MODIFICATIONS REQUIRED:



- b. You will be returned to the document main menu and can see that the application status has been changed:

Document Information: [VTP-APP-B-2017-VTCO-00005](#)
[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	VTP Business Application 2017	Vermont Company	Financial Officer	Grant Agreement Modifications Required	N/A - N/A N/A

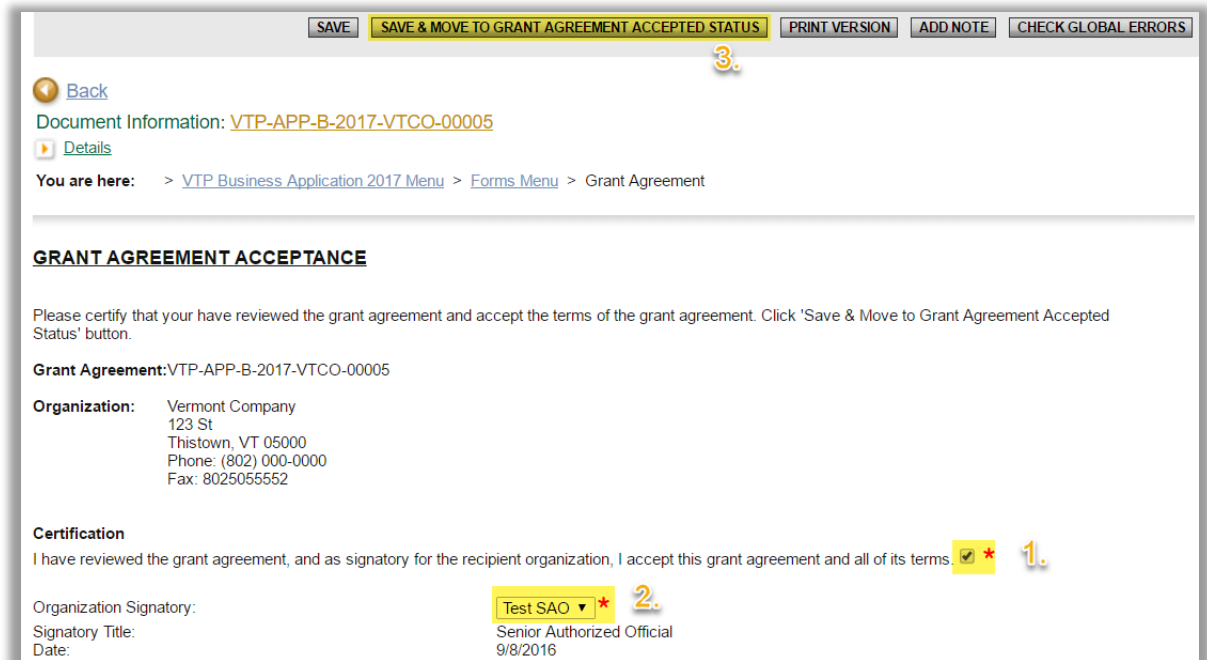
- c. You may either communicate required changes to VTP staff via email or via the built-in Notes feature in IntelliGrants on any pages that need updates.

6. *If there are no errors or modifications needed,*

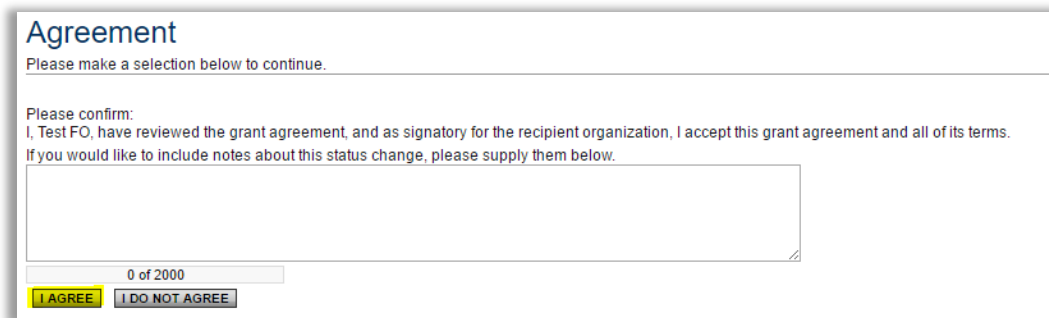
a. Return to the document’s forms listing and click on the ‘Grant Agreement Acceptance’ link:



b. Complete the acceptance form by checking the certification check box (1.) and selecting your name from the Organization Signatory drop-down list (2.). Then save the form and change the status by clicking the ‘Save & Move to Grant Agreement Accepted Status’ button (3.)



c. To finalize your acceptance of the grant, click the ‘I Agree’ button to finish changing the status:



- d. You will be returned to the document main menu and can see that the application status has been changed:

Document Information: [VTP-APP-B-2017-VTCO-00005](#)
[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	VTP Business Application 2017	Vermont Company	Senior Authorized Official	Grant Agreement Accepted	N/A - N/A N/A

STEP 7: ACCD Grant Approval

The final step in the process is approval of the accepted grant agreement by the DED Commissioner. You will be notified via email and system message when this step has been completed and you may begin training.

Drag Here

Priority	Sender	Subject	Date/Time
	System Grant	VTP Grant Awarded for VTP-APP-B-2017-VTPTestCo-00002	5/23/2016 3:42:24 PM

Recipients

Hello,

The Vermont Training Program is pleased to inform you that your grant, VTP-APP-B-2017-VTPTestCo-00002, has been approved by the Agency of Commerce and Community Development Authorizing Official. You may begin submitting invoices in accordance with the grant provisions at the end of the month and/or as training is successfully completed. Thank you!

IntelliGrants Site: <https://grants.accd.vermont.gov>

VTP Director: john.young@vermont.gov

Related Document: [VTP-APP-B-2017-VTPTestCo-00002 \(1\)](#)