North Carolina Division of Parks and Recreation

NC Trails Program

Introduction to the Grant Management System (GMS) & Application Instructions

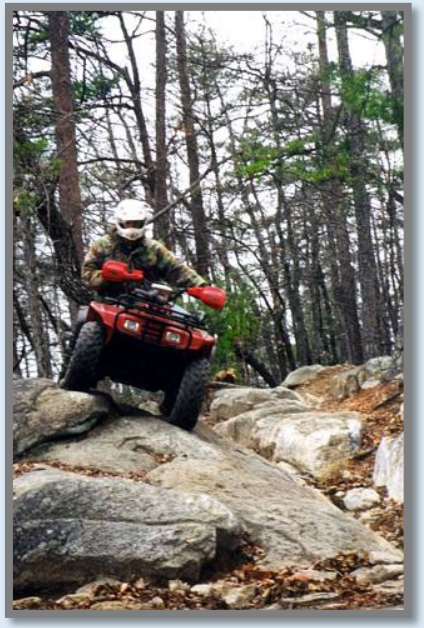
NC DEPARTMENT OF NATURAL AND CULTURAL RESOURCES

U.S. Department of Transportation
Federal Highway Administration

NORTH CAROLINA STATE PARKS
Naturally Wonderful

What's included in this guide

- Introduction to GMS (Grant Management System)
- How to register and gain access
- GMS and Grant Cycle Timeline
- Submitting your application



What is GMS?

- Online Grants Management System – Takes you from application to final payment
- Fourth year for NC RTP Program
- Created by DOT – In use by many agencies

- Auditable – All entries and changes are logged
- Integrated with the State's payment system

Access to the GMS:

Note: Before getting access to the GMS, your agency must be registered in the NC Accounting System (NCAS). Please submit your GMS access form.

All forms located at this link:
https://trails.nc.gov/trail-grants/apply-grant

Required Information for GMS Access Authorization Form

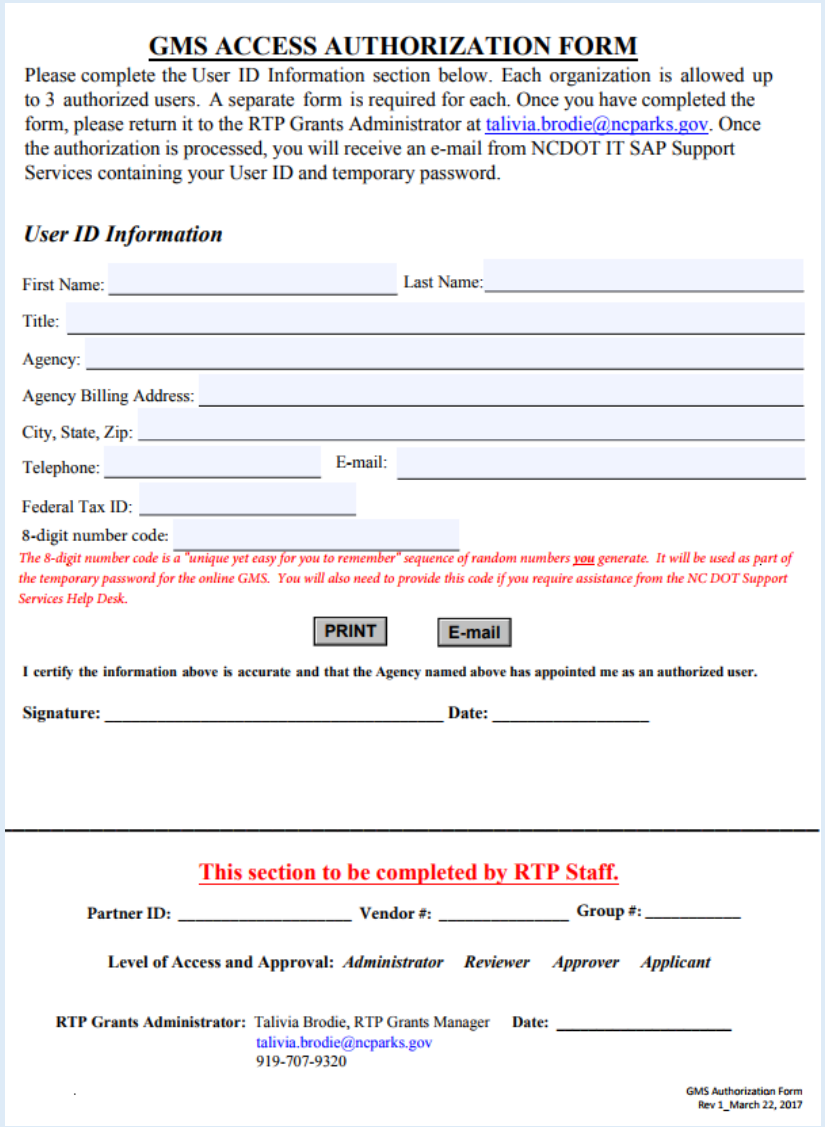
Billing Address
Federal Tax ID #
8-digit code you will remember

Be sure to record and store your 8-digit code. You will need this for resetting a locked account or password

If you need to be Added to NCAS

W-9 Form
Electronic Funds Transfer Form (optional but recommended)

Registered GMS users remain in our system. Please notify our Grants Manager of any staff changes so we can keep our system up to date and ensure your organization will retain access through the life of your grant.



GMS ACCESS AUTHORIZATION FORM

Please complete the User ID Information section below. Each organization is allowed up to 3 authorized users. A separate form is required for each. Once you have completed the form, please return it to the RTP Grants Administrator at talivia.brodie@ncparks.gov. Once the authorization is processed, you will receive an e-mail from NCDOT IT SAP Support Services containing your User ID and temporary password.

User ID Information

First Name: _____ Last Name: _____

Title: _____

Agency: _____

Agency Billing Address: _____

City, State, Zip: _____

Telephone: _____ E-mail: _____

Federal Tax ID: _____

8-digit number code: _____

The 8-digit number code is a "unique yet easy for you to remember" sequence of random numbers you generate. It will be used as part of the temporary password for the online GMS. You will also need to provide this code if you require assistance from the NC DOT Support Services Help Desk.

PRINT E-mail

I certify the information above is accurate and that the Agency named above has appointed me as an authorized user.

Signature: _____ **Date:** _____

This section to be completed by RTP Staff.

Partner ID: _____ **Vendor #:** _____ **Group #:** _____

Level of Access and Approval: ***Administrator*** ***Reviewer*** ***Approver*** ***Applicant***

RTP Grants Administrator: Talivia Brodie, RTP Grants Manager **Date:** _____
talivia.brodie@ncparks.gov
919-707-9320

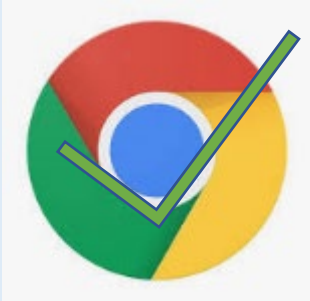
GMS Authorization Form
Rev 1_March 22, 2017

Critical Information on using GMS!

- The only programs that can be used with the GMS are **Microsoft Edge** and **Google Chrome**! This is vital.
- Using another program may result in errors, incomplete applications being submitted and other possible complications.

Use **ONLY**
Chrome or Edge

Chrome

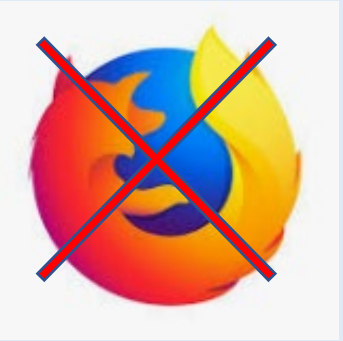


MS Edge

Not Internet Explorer

Not Safari or Mac Product

Not Firefox

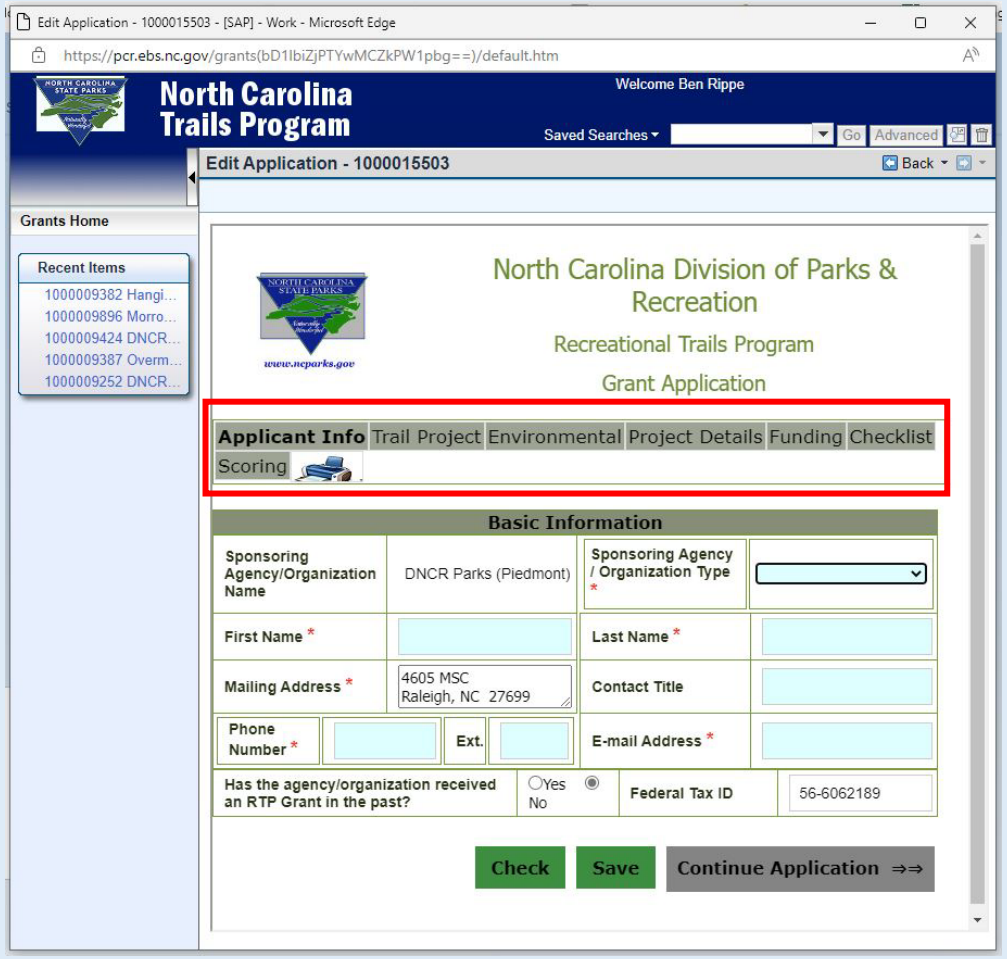


What is the Application Process?

- In 2020 we changed our application process. Previously the application was split into a pre-app and final-app, consisting of different components of the application.

- Our process now opens the full application for applicants to submit in its entirety. An early review submission (date varies year to year) allows applicants to submit the full application for Trails Program review. This is strongly recommended so we can provide feedback on your project, helping you strengthen your final application.

- The final application should include all required information and attachments, incorporating edits and changes as recommended by our program staff in the early review.



RTP Grant Cycle

Specific application dates vary from year to year. The current years dates can be found at the bottom of our “apply for grants” page **here**

August 2022
Grant application released to the public

Fall NCTC meeting TBA
Currently accepting Safety and Education Grant applications

December 1, 2022
Reminder to submit for Environmental / Permit Review

January 13, 2023
Deadline to submit for Trails Program staff review

February 17, 2023
Final Application due

March 3, 2023
Safety and Education Grant Applications due

March 17, 2023
NCTC award meeting

April 2023
Grant awards announced

Example of dates for the 2023 cycle. Refer to our website for the most current dates.

Safety & Education Grant Cycle

Safety and Education Applications should be submitted by email using an Adobe pdf form. Please email the S&E Application to the email address listed on the application.

Follow this link to access the S&E Application:
Safety & Education Grant Application

RTP Safety and Education grant applications are reviewed twice a year. Grant applications are due 2 weeks prior to the spring and fall NCTC meetings.

The current years dates can be found at the bottom of our “apply for grants” page **here**

Consult with your Regional Trails Specialist

We are here to help!

Amanda Smithson
Mountain Region Trails Specialist

9872 Hwy 105 South Suite #6
Banner Elk, NC 28604
Phone: 828-713-5487 (cell)

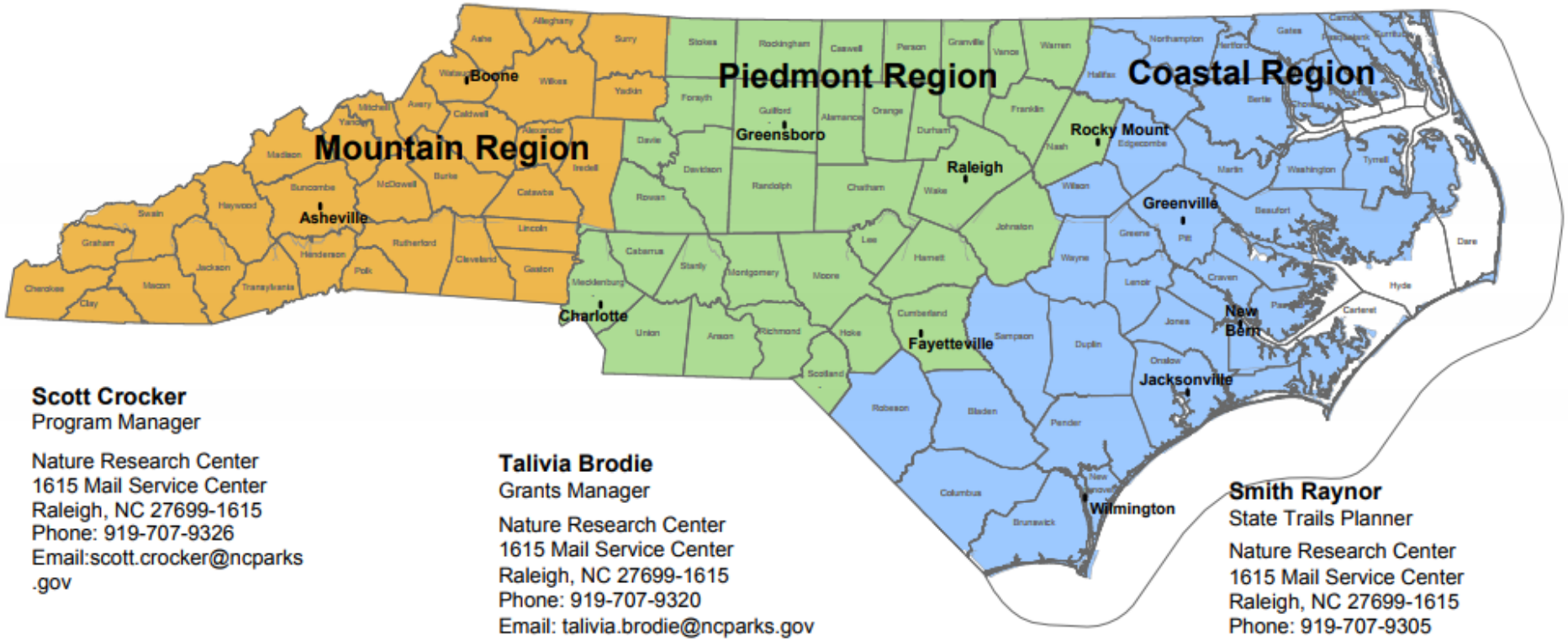
Email: amanda.smithson@ncparks.gov

Ben Rippe
Piedmont Region Trails Specialist

Nature Research Center
Raleigh NC 27699-1615
Phone: 919-707-9367
Email: ben.rippe@ncparks.gov

Bob Taber
Coastal Region Trails Specialist

240 Park Entrance Rd.
Seven Springs, NC 28578-8968
Phone: 919-600-0094
E-mail: robert.taber@ncparks.gov



Scott Crocker
Program Manager

Nature Research Center
1615 Mail Service Center
Raleigh, NC 27699-1615
Phone: 919-707-9326
Email:scott.crocker@ncparks
.gov

Talivia Brodie
Grants Manager

Nature Research Center
1615 Mail Service Center
Raleigh, NC 27699-1615
Phone: 919-707-9320
Email: talivia.brodie@ncparks.gov

Smith Raynor
State Trails Planner

Nature Research Center
1615 Mail Service Center
Raleigh, NC 27699-1615
Phone: 919-707-9305
E-mail:smith.raynor@ncparks.gov

NORTH CAROLINA STATE PARKS
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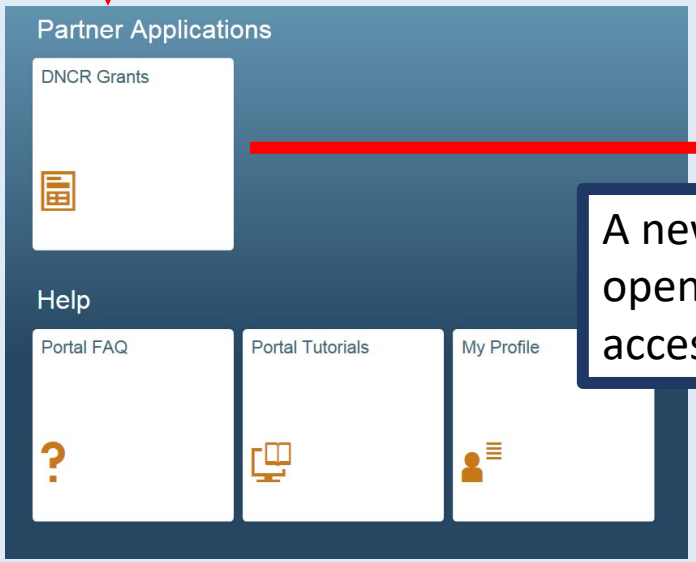
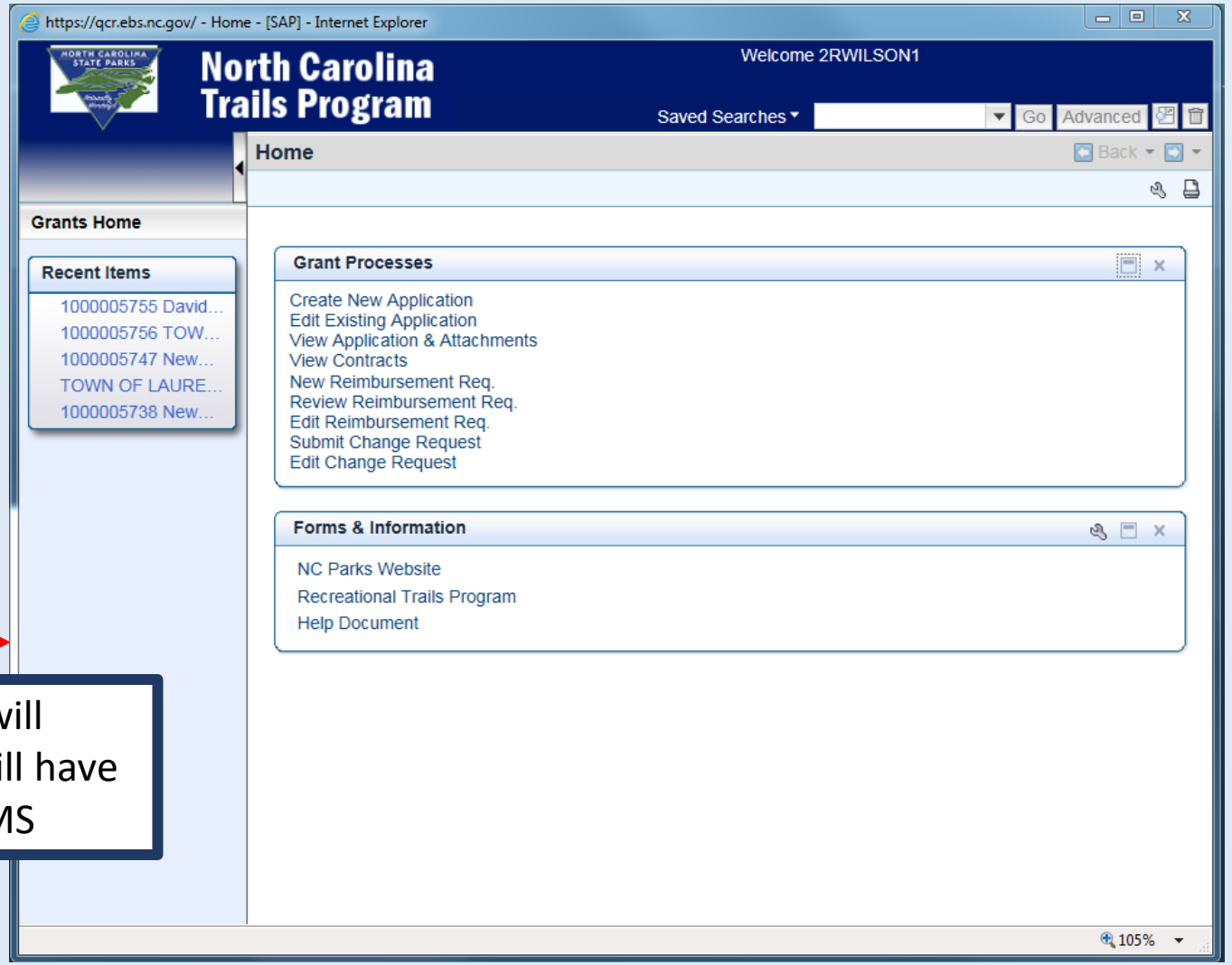
Log-in using your User and Password from the GMS Authorization Form.

Select DNCR Grants Tile



A new window will open and you will have access to the GMS



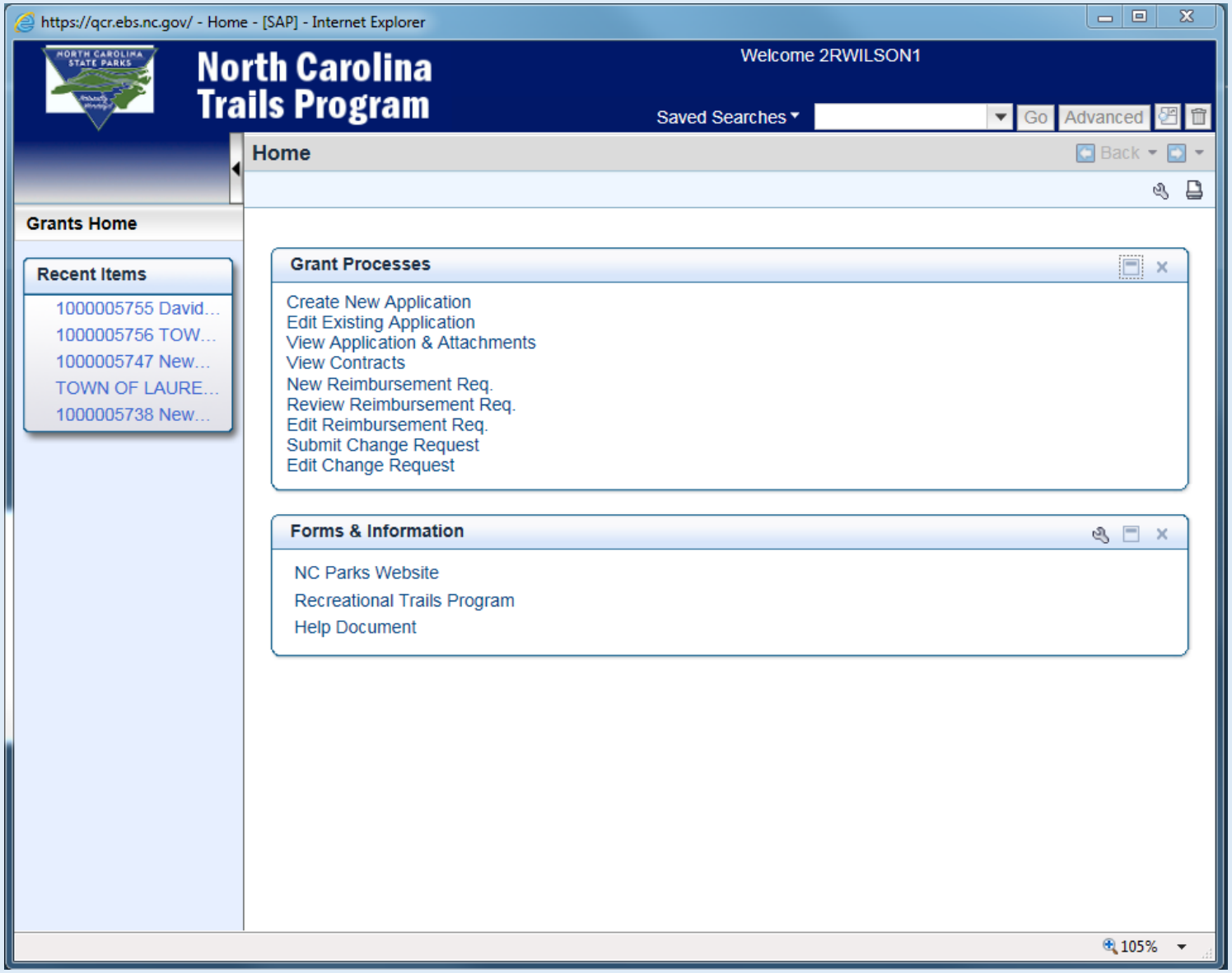
The following slides will take you through navigating the GMS.

Recent Items are listed on the left.

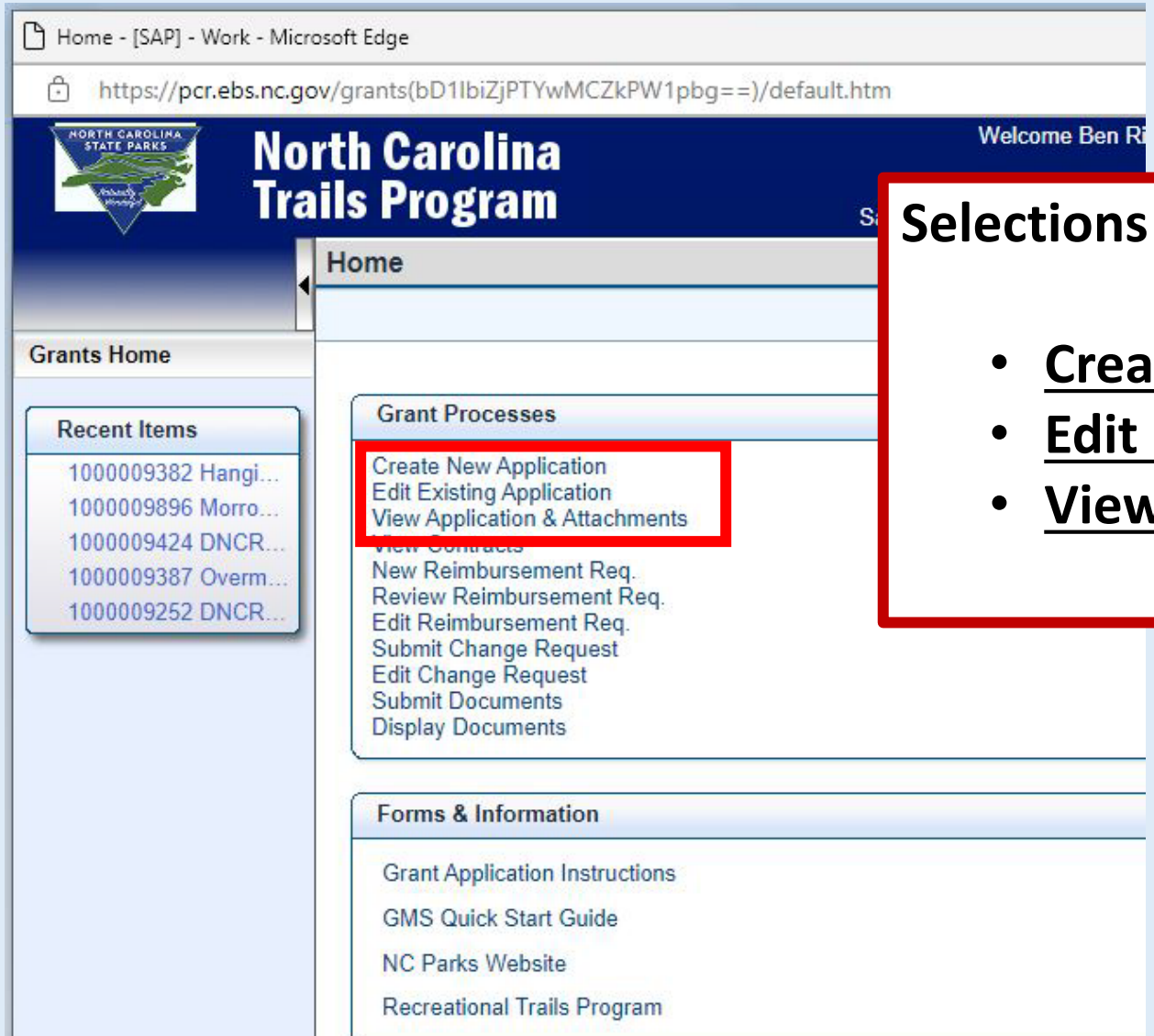
Grant Process options

- First three options are all you will use during the application phase

Forms and Information Links



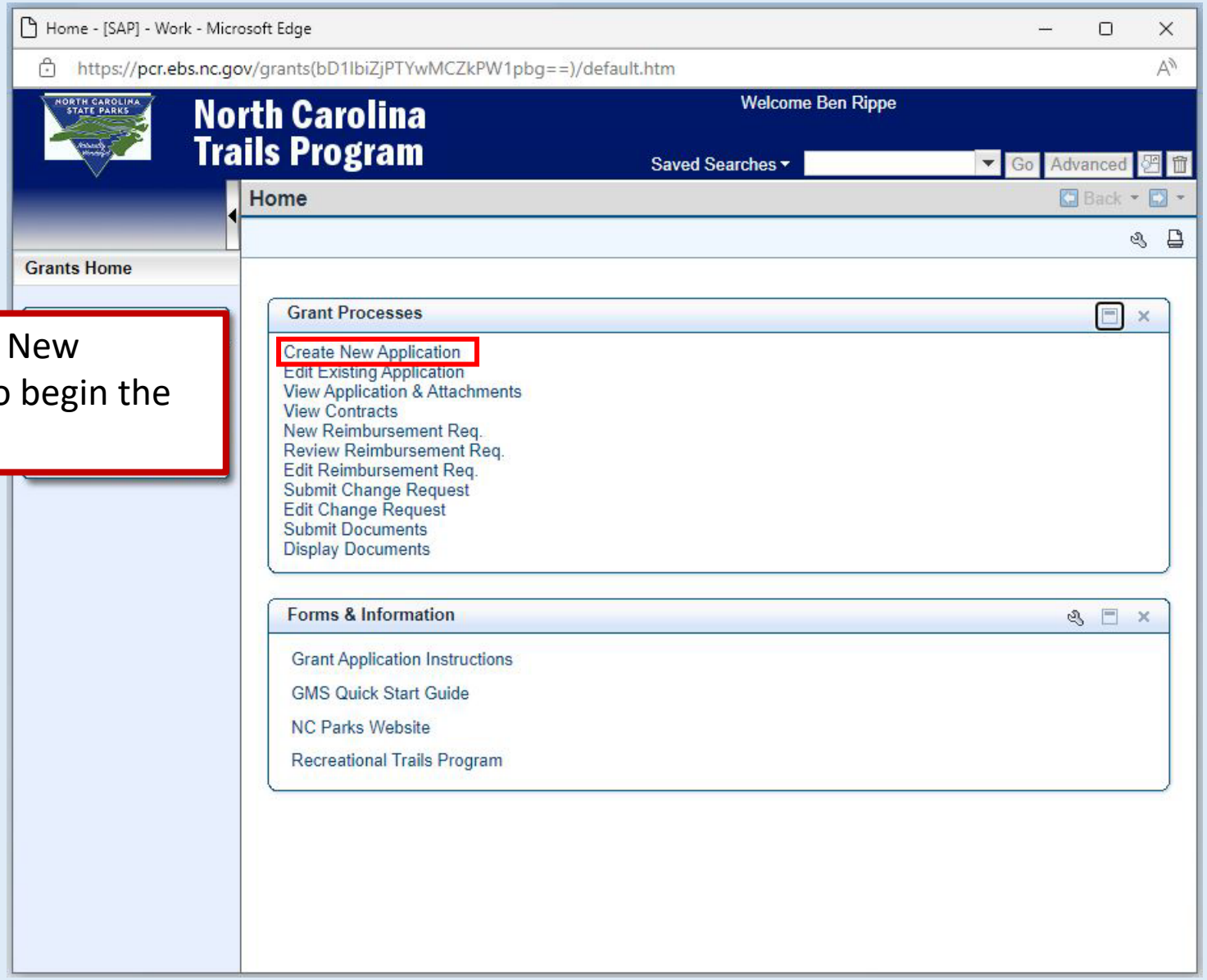
Creating and Submitting your application



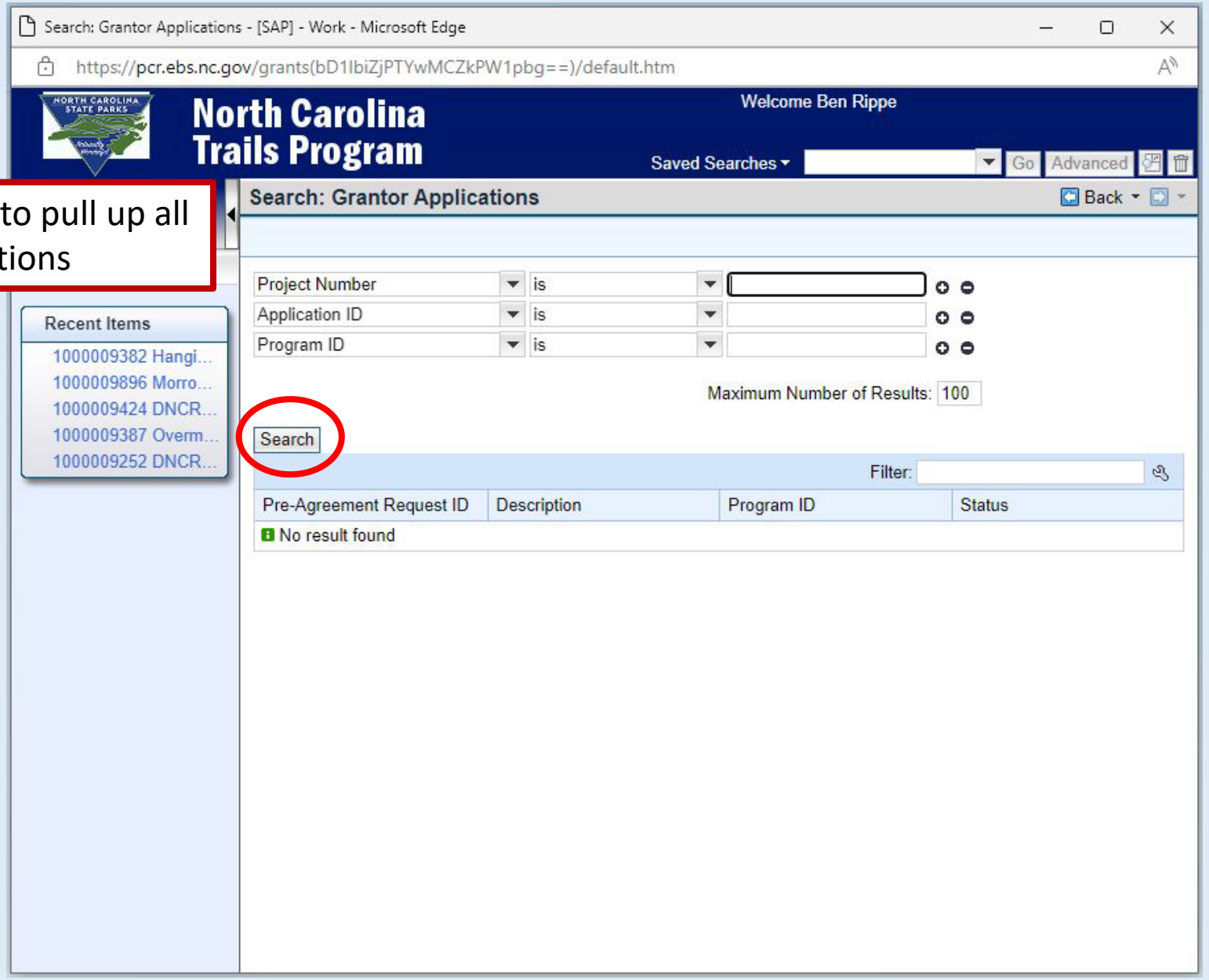
Selections for New Applications:

- **Create New Application**
- **Edit Existing Application**
- **View Application & Attachments**

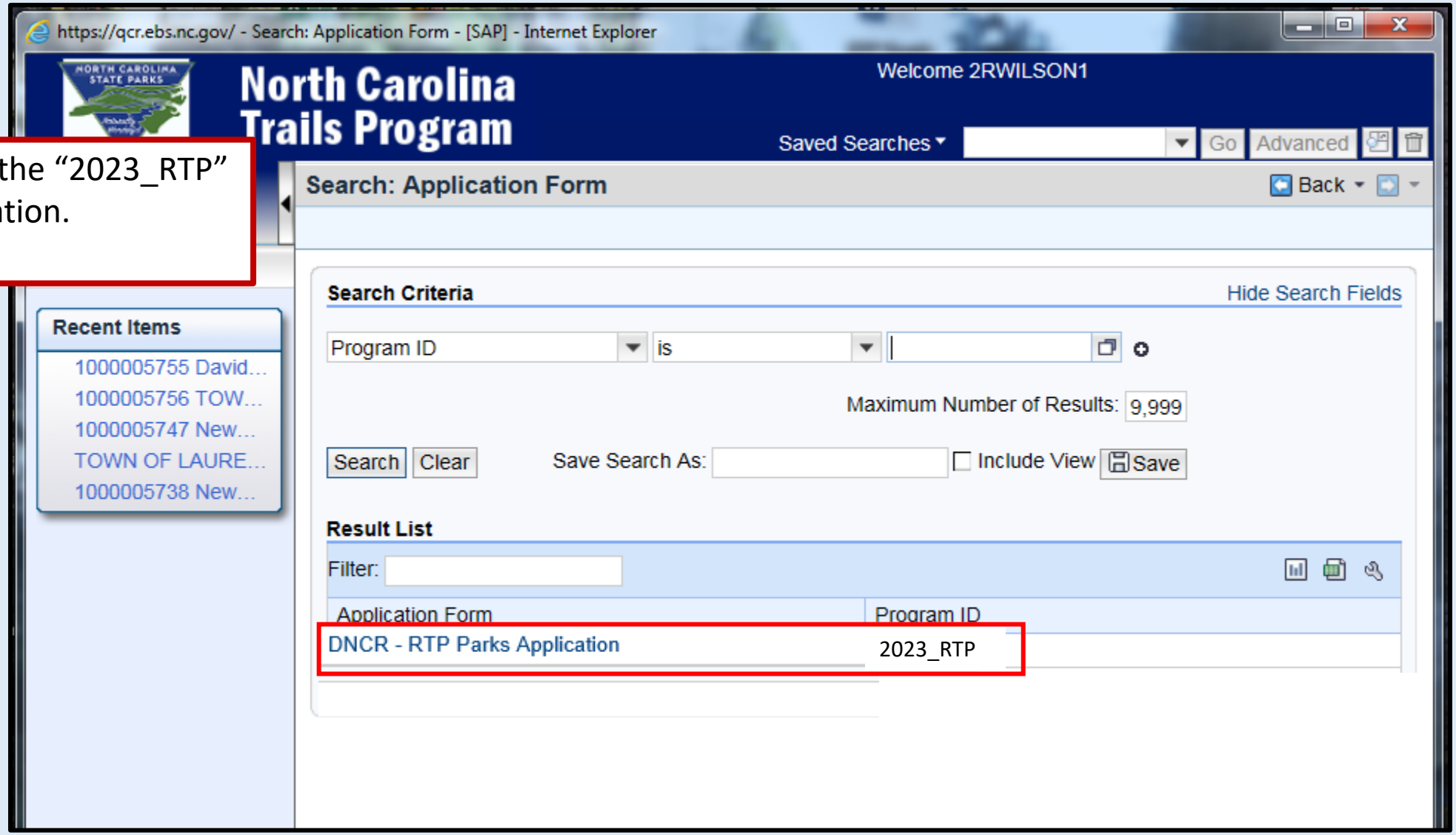
Select “Create New Application” to begin the process

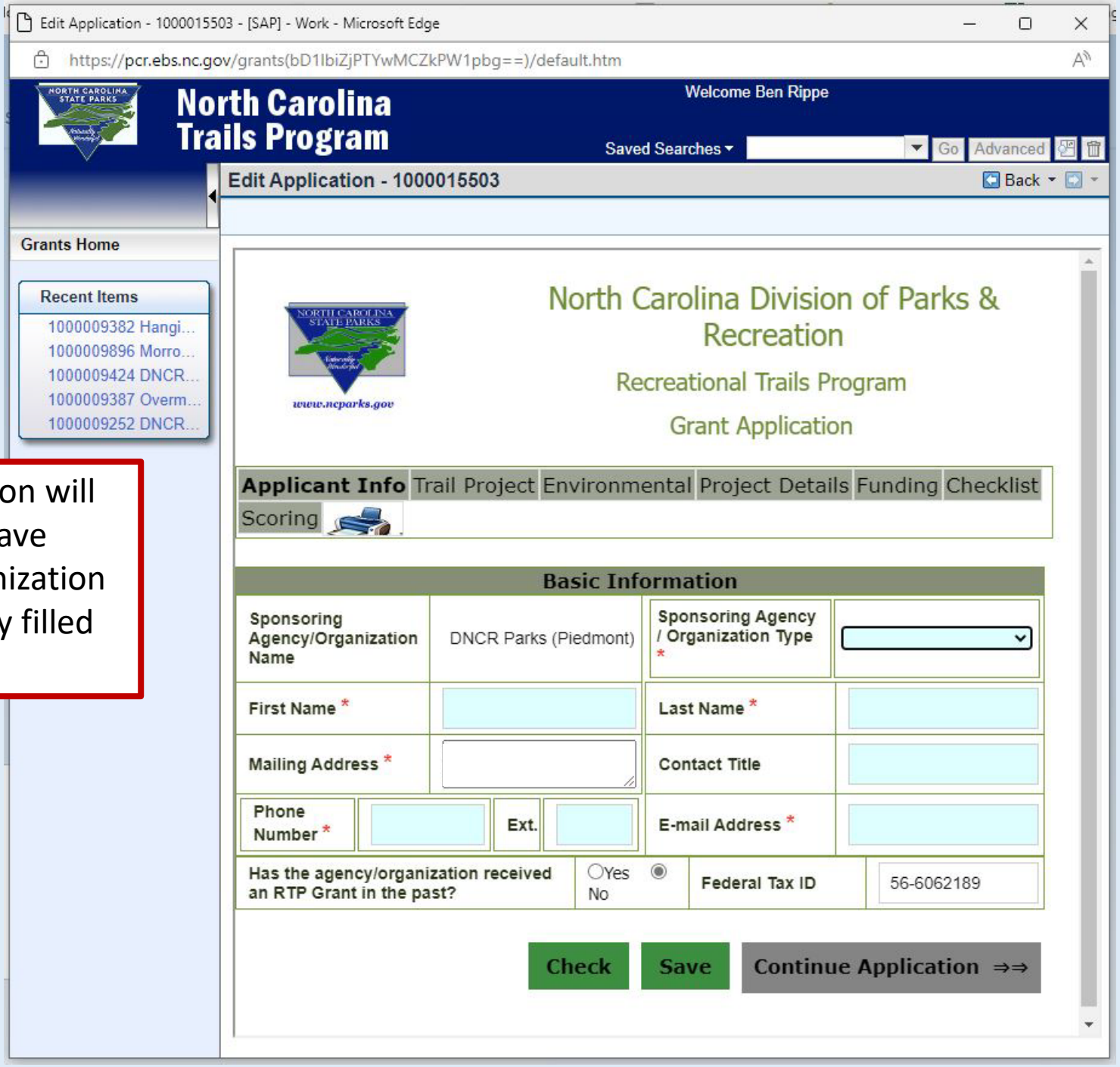


Click “Search” to pull up all application options



Select the “2023_RTP” application.

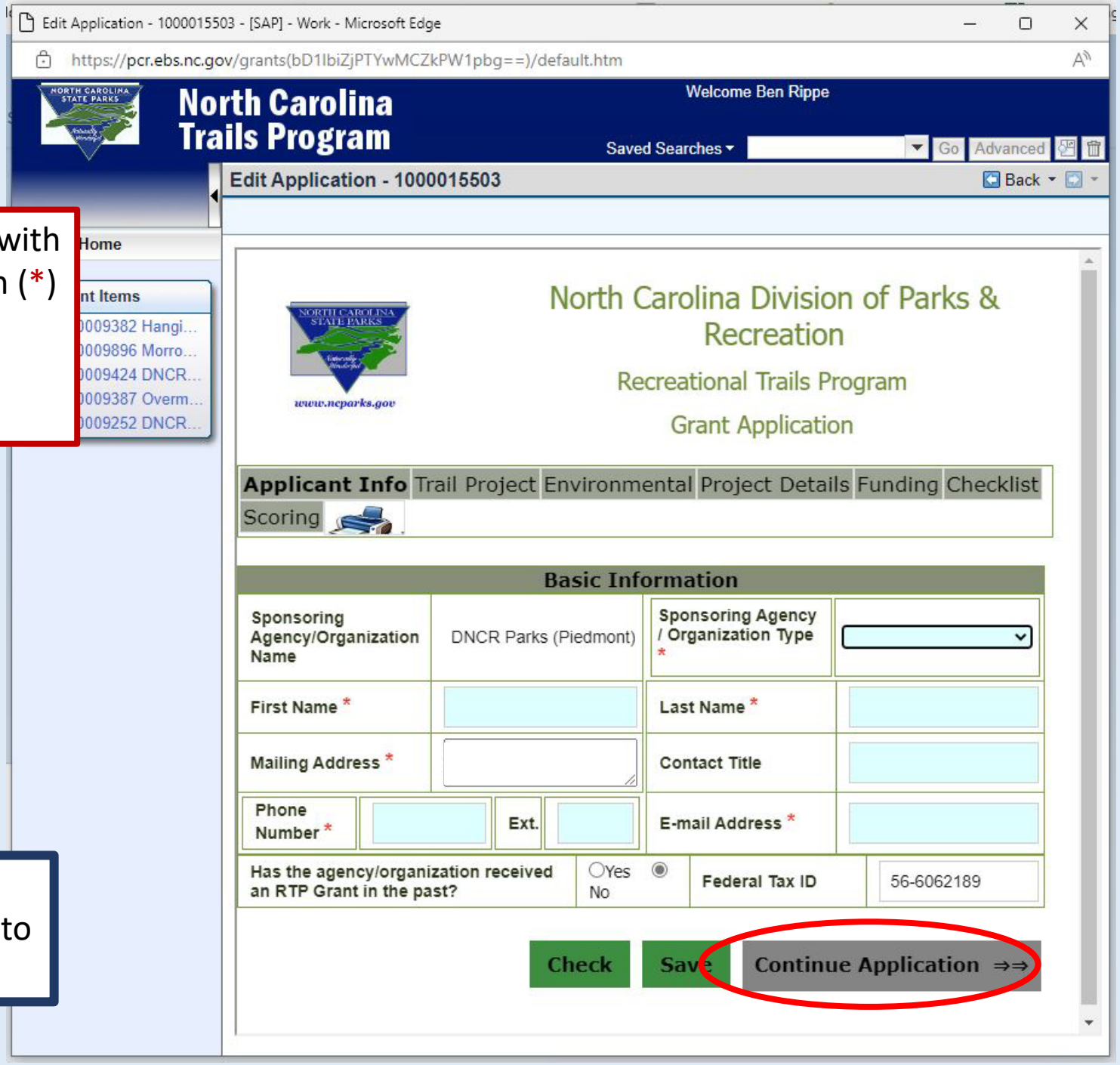




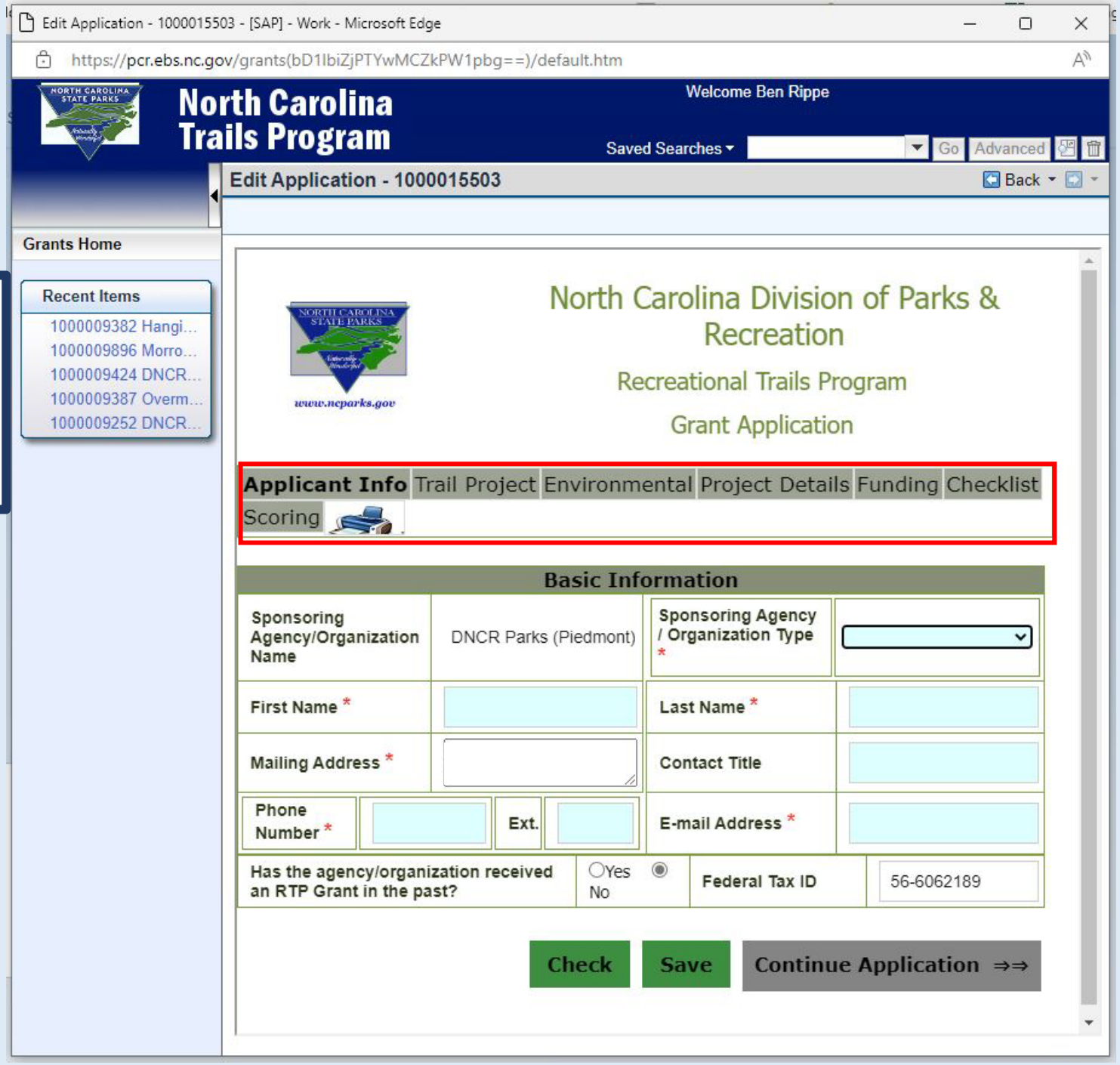
The blank application will open and should have some of your organization information already filled out.

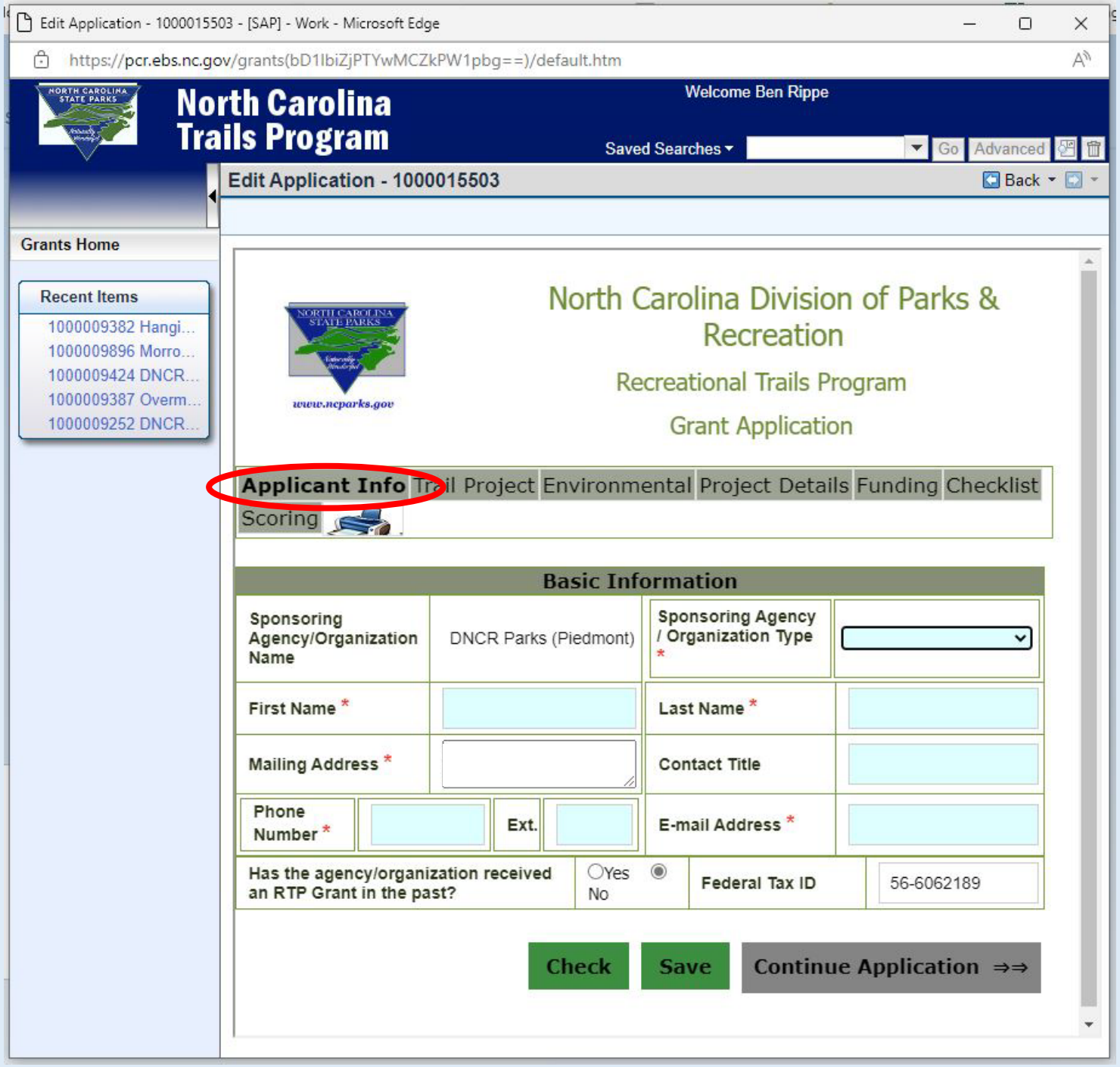
Fill out the application with all required information (*) using the proper formatting.

Select “Continue Application” to move to the next step.



Additionally, you can click on each tab to navigate between sections of the application.




Edit Application - 1000015503 - [SAP] - Work - Microsoft Edge
https://pcr.ebs.nc.gov/grants(bD1IbiZjPTYwMCZkPW1pbg==)/default.htm
North Carolina Trails Program
Welcome Ben Rippe
Saved Searches
Go
Advanced
Edit Application - 1000015503
Back
Grants Home
Recent Items
1000009382 Hangi...
1000009896 Morro...
1000009424 DNCR...
1000009387 Overm...
1000009252 DNCR...
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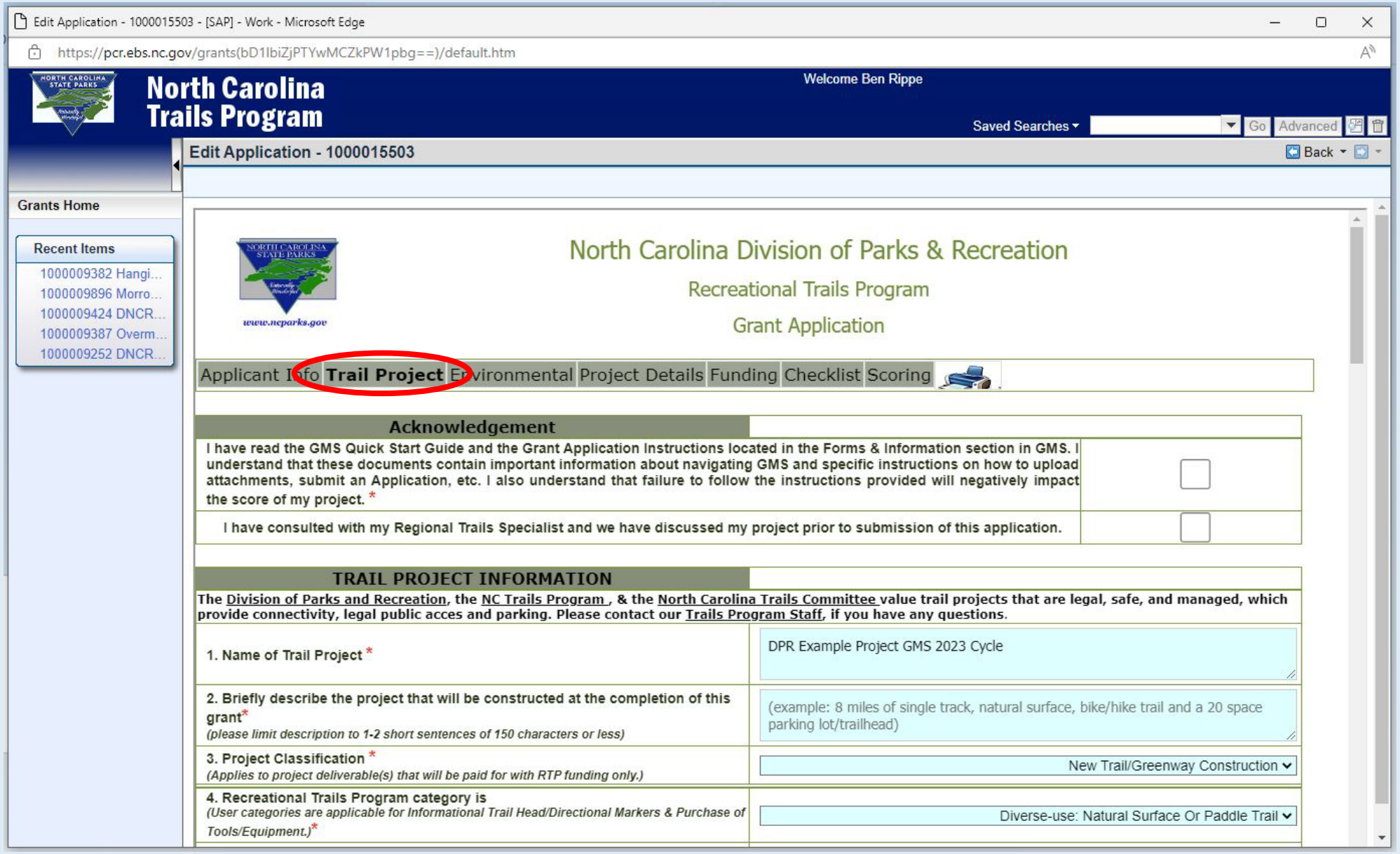
North Carolina Division of Parks & Recreation
Recreational Trails Program
Grant Application
Applicant Info
Trail Project
Environmental
Project Details
Funding
Checklist
Scoring
Basic Information
Sponsoring Agency/Organization Name
DNCR Parks (Piedmont)
Sponsoring Agency / Organization Type *
First Name *
Last Name *
Mailing Address *
Contact Title
Phone Number *
Ext.
E-mail Address *
Has the agency/organization received an RTP Grant in the past?
Yes
No
Federal Tax ID
56-6062189
Check
Save
Continue Application ⇒⇒


Edit Application - 1000015503 - [SAP] - Work - Microsoft Edge
https://pcr.ebs.nc.gov/grants(bD1IbiZjPTYwMCZkPW1pbg==)/default.htm
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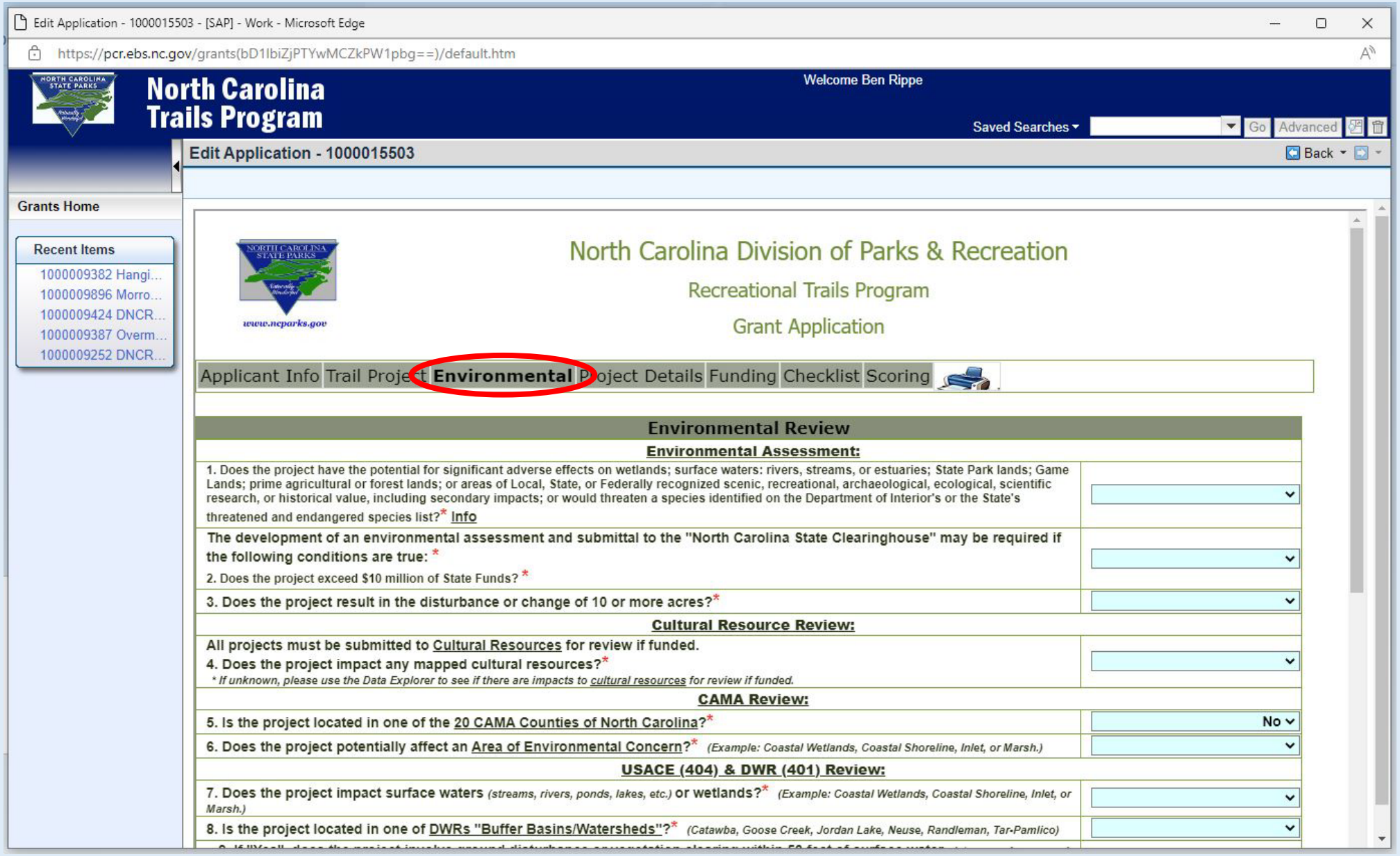
North Carolina Division of Parks & Recreation
Recreational Trails Program
Grant Application
Applicant Info
Trail Project
Environmental
Project Details
Funding
Checklist
Scoring
Acknowledgement
I have read the GMS Quick Start Guide and the Grant Application Instructions located in the Forms & Information section in GMS. I understand that these documents contain important information about navigating GMS and specific instructions on how to upload attachments, submit an Application, etc. I also understand that failure to follow the instructions provided will negatively impact the score of my project. *
I have consulted with my Regional Trails Specialist and we have discussed my project prior to submission of this application.
TRAIL PROJECT INFORMATION
The Division of Parks and Recreation, the NC Trails Program , & the North Carolina Trails Committee value trail projects that are legal, safe, and managed, which provide connectivity, legal public acces and parking. Please contact our Trails Program Staff, if you have any questions.
1. Name of Trail Project *
DPR Example Project GMS 2023 Cycle
2. Briefly describe the project that will be constructed at the completion of this grant*
(please limit description to 1-2 short sentences of 150 characters or less)
(example: 8 miles of single track, natural surface, bike/hike trail and a 20 space parking lot/trailhead)
3. Project Classification *
(Applies to project deliverable(s) that will be paid for with RTP funding only.)
New Trail/Greenway Construction
4. Recreational Trails Program category is
(User categories are applicable for Informational Trail Head/Directional Markers & Purchase of Tools/Equipment.)*
Diverse-use: Natural Surface Or Paddle Trail


Edit Application - 1000015503 - [SAP] - Work - Microsoft Edge
https://pcr.ebs.nc.gov/grants(bD1IbiZjPTYwMCZkPW1pbg==)/default.htm
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Grant Application
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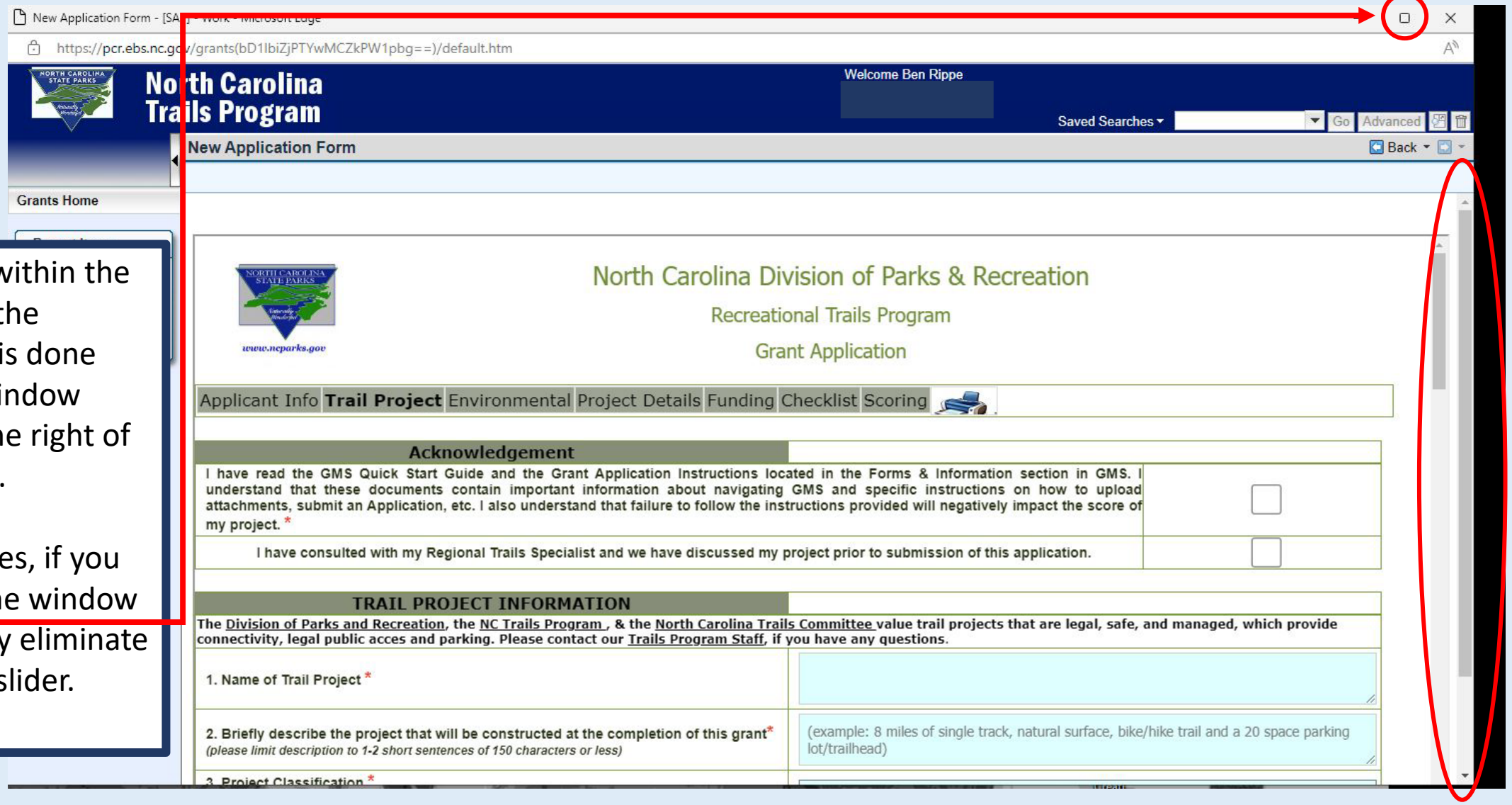
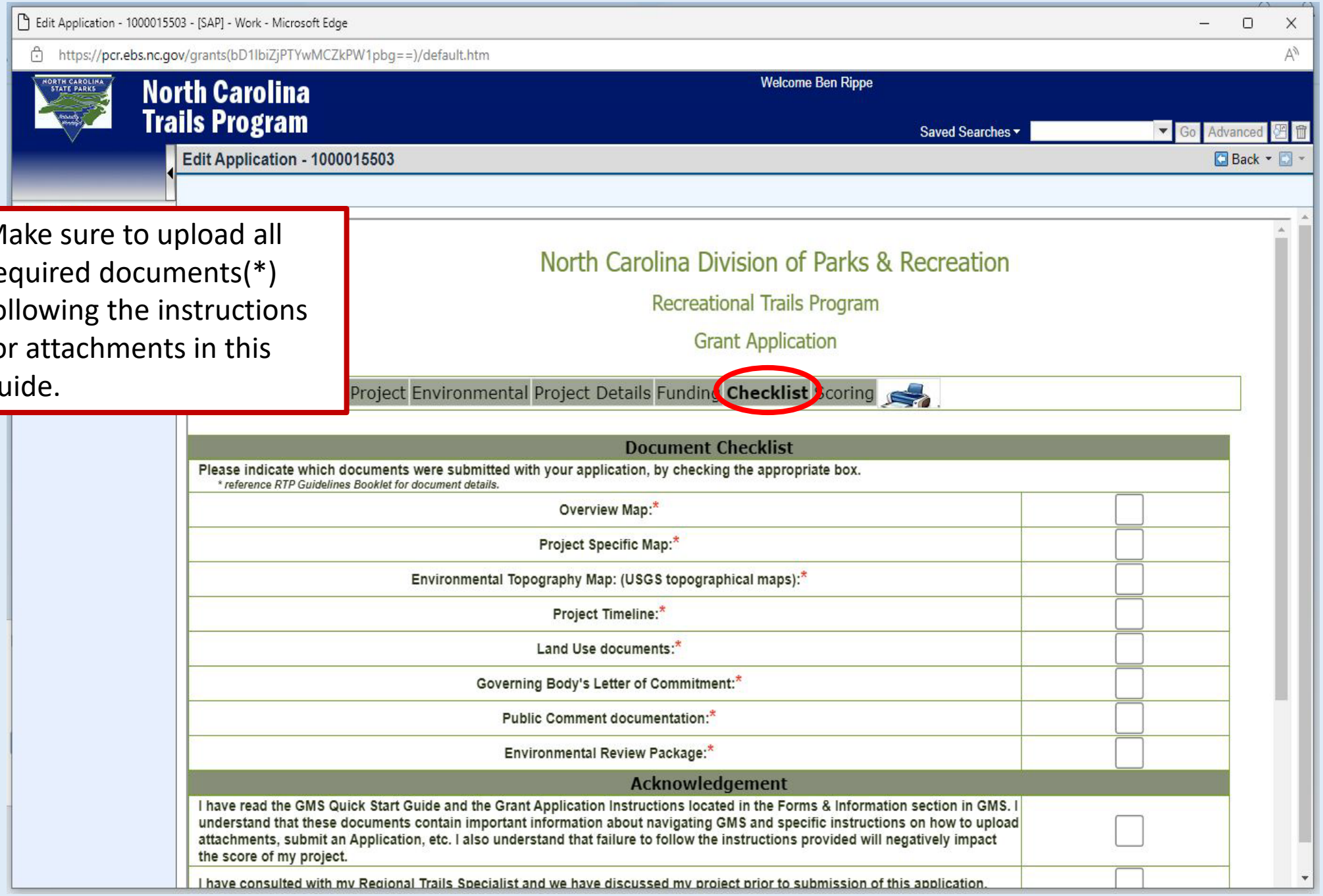
Environmental
Project Details
Funding
Checklist
Scoring
Environmental Review
Environmental Assessment:
1. Does the project have the potential for significant adverse effects on wetlands; surface waters: rivers, streams, or estuaries; State Park lands; Game Lands; prime agricultural or forest lands; or areas of Local, State, or Federally recognized scenic, recreational, archaeological, ecological, scientific research, or historical value, including secondary impacts; or would threaten a species identified on the Department of Interior's or the State's threatened and endangered species list?* Info
The development of an environmental assessment and submittal to the "North Carolina State Clearinghouse" may be required if the following conditions are true: *
2. Does the project exceed $10 million of State Funds? *
3. Does the project result in the disturbance or change of 10 or more acres?*
Cultural Resource Review:
All projects must be submitted to Cultural Resources for review if funded.
4. Does the project impact any mapped cultural resources?*
* If unknown, please use the Data Explorer to see if there are impacts to cultural resources for review if funded.
CAMA Review:
5. Is the project located in one of the 20 CAMA Counties of North Carolina?*
No
6. Does the project potentially affect an Area of Environmental Concern?* (Example: Coastal Wetlands, Coastal Shoreline, Inlet, or Marsh.)
USACE (404) & DWR (401) Review:
7. Does the project impact surface waters (streams, rivers, ponds, lakes, etc.) or wetlands?* (Example: Coastal Wetlands, Coastal Shoreline, Inlet, or Marsh.)
8. Is the project located in one of DWRs "Buffer Basins/Watersheds"?* (Catawba, Goose Creek, Jordan Lake, Neuse, Randleman, Tar-Pamlico)

Navigating within the sections of the application is done using the window sliders on the right of the window.

In some cases, if you maximize the window size you may eliminate the double slider.



Make sure to upload all required documents(*) following the instructions for attachments in this guide.

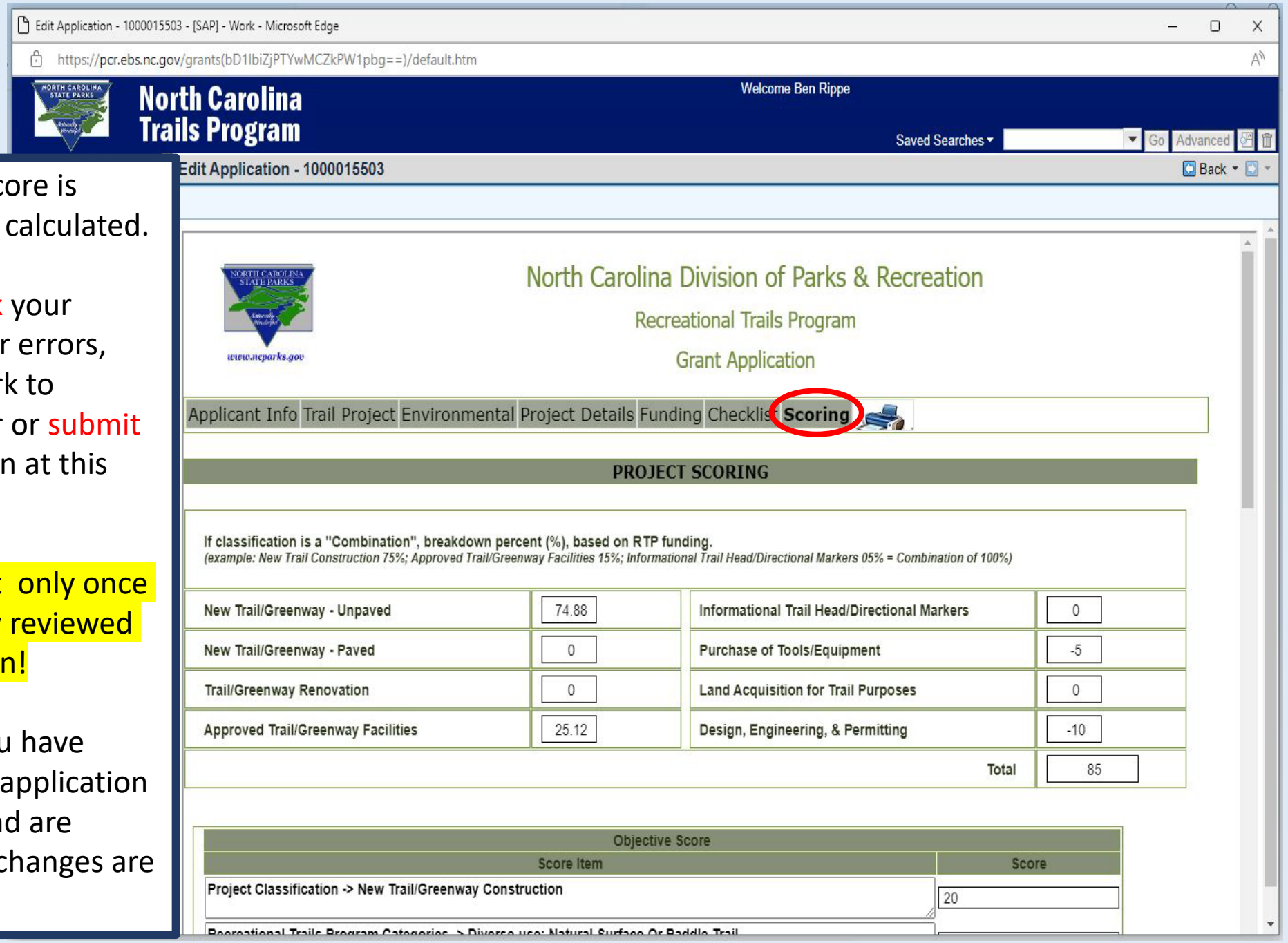


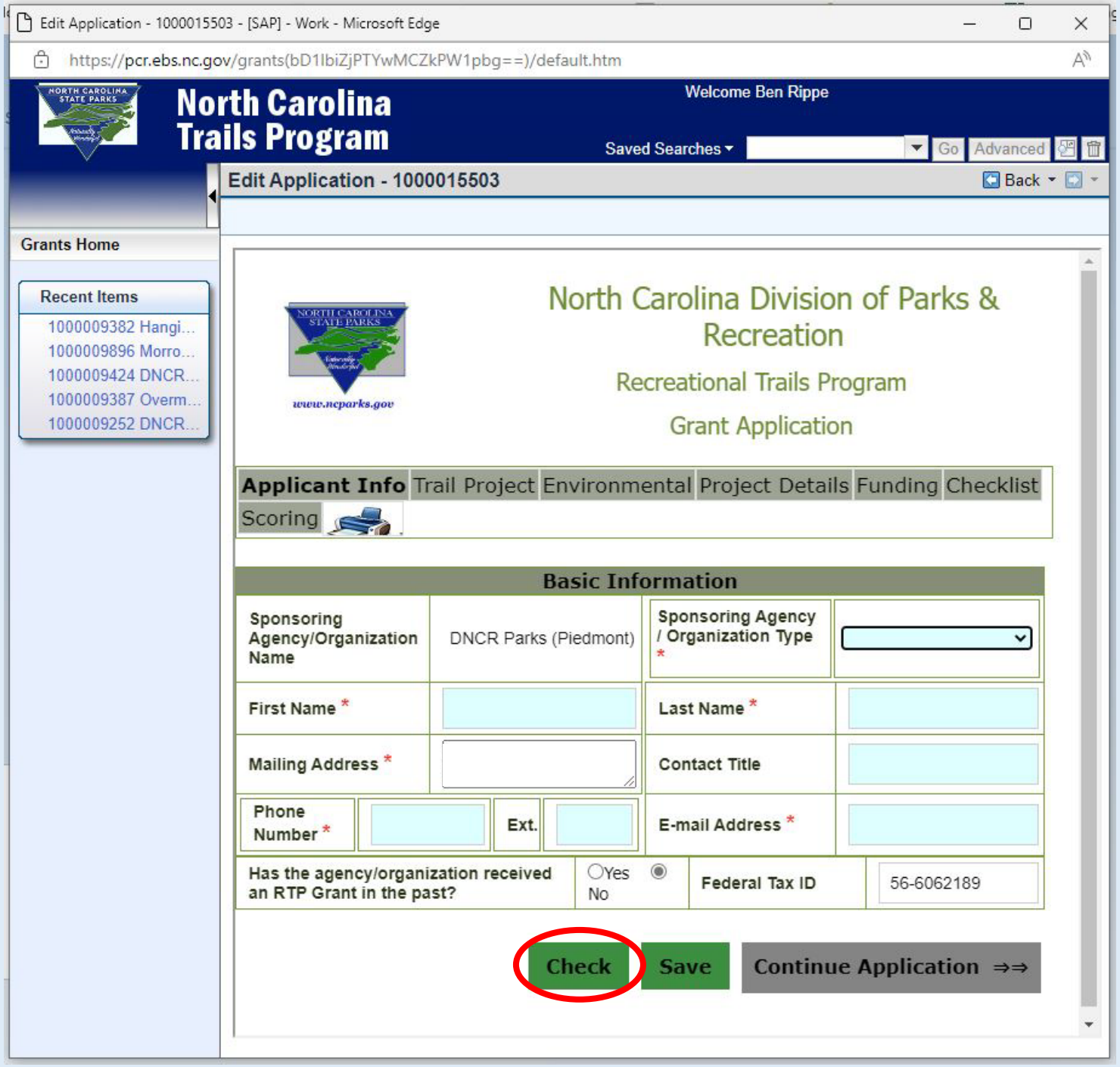
Application Score is automatically calculated.

You can check your application for errors, save your work to continue later or submit the application at this point.

Please submit only once you have fully reviewed the application!

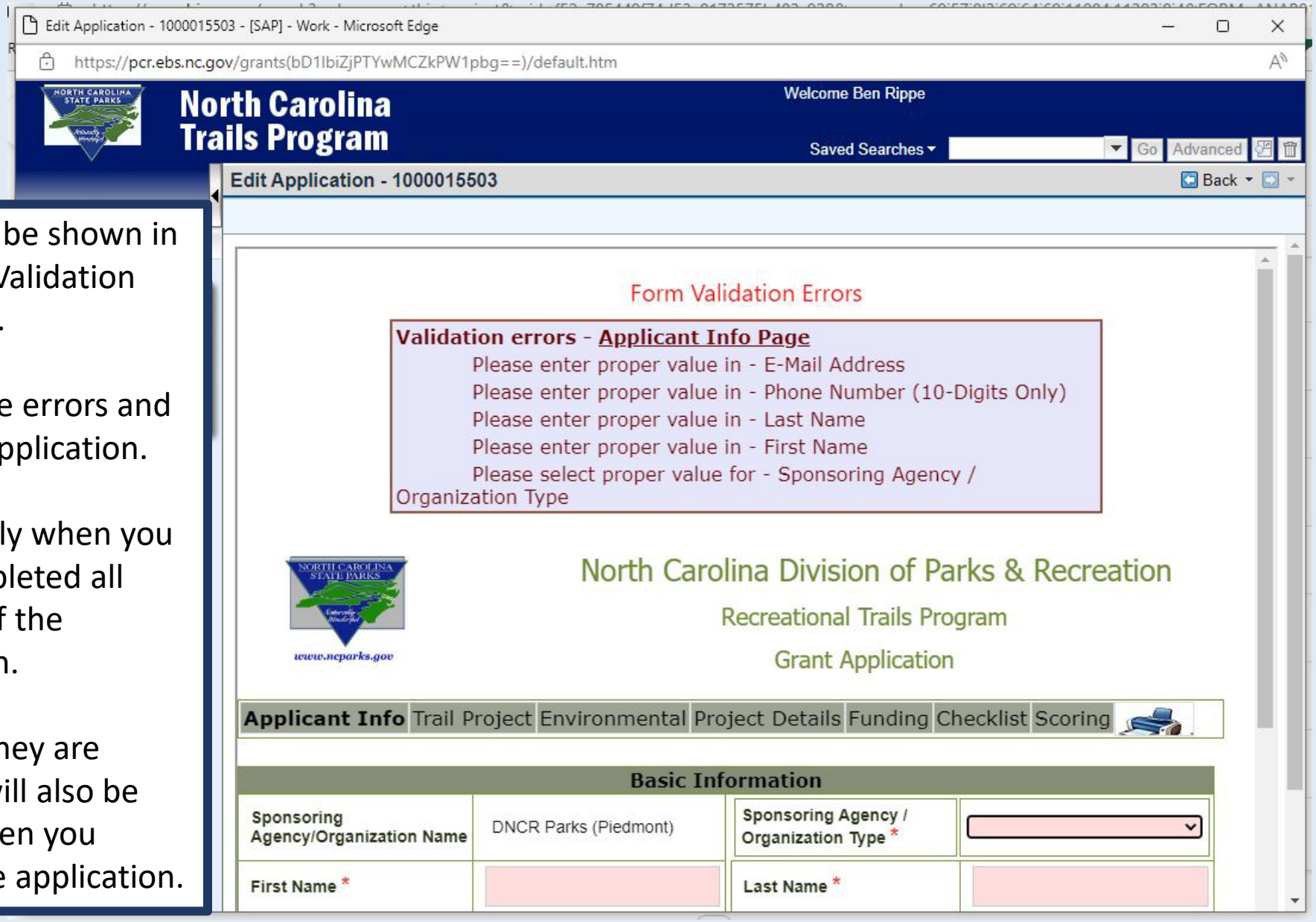
Make sure you have reviewed the application thoroughly and are confident no changes are necessary.

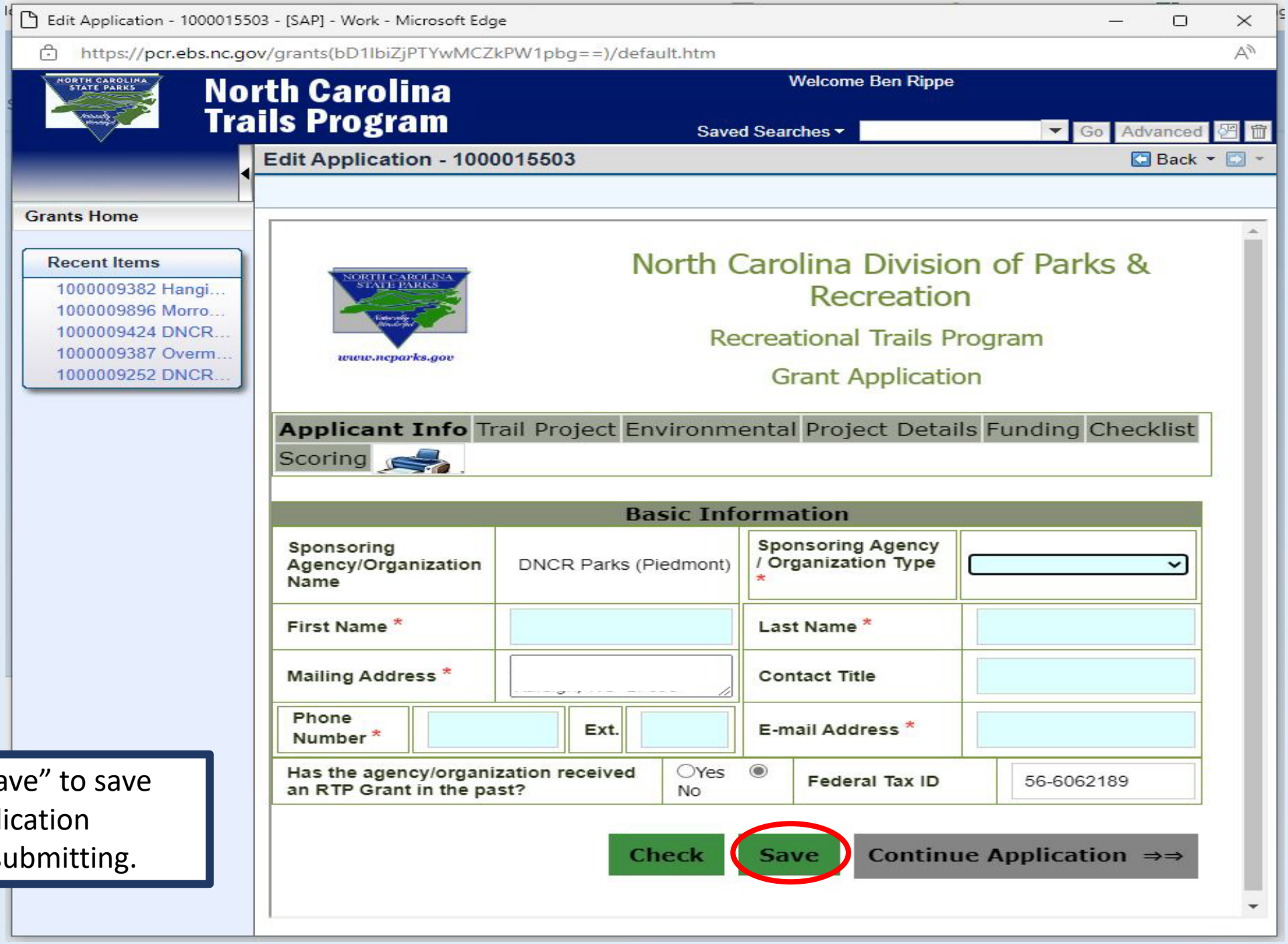




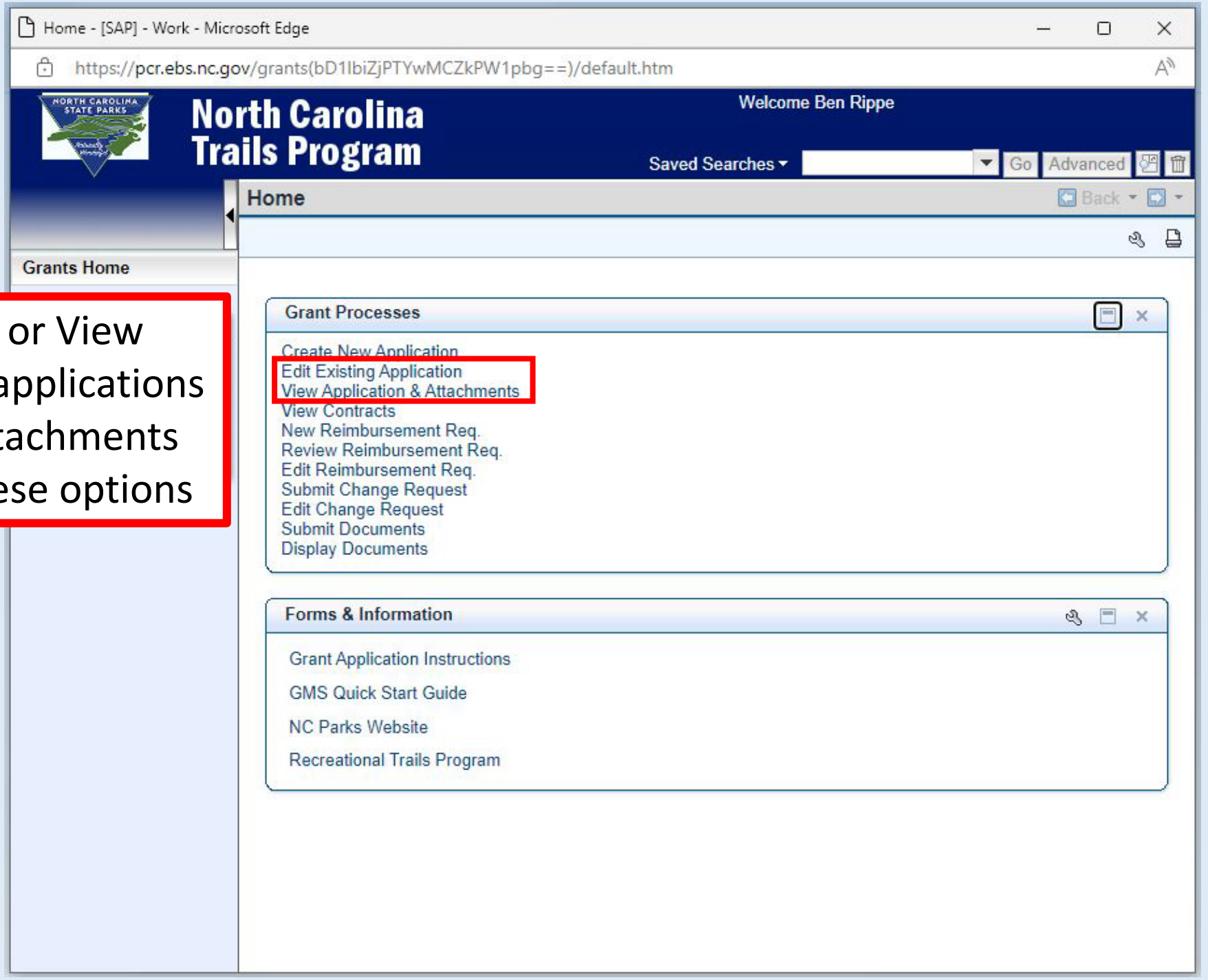
Select “Check” to check for errors

- Errors will be shown in the Form Validation Errors box.
- Correct the errors and save the application.
- Submit only when you have completed all sections of the application.
- Errors, if they are present, will also be shown when you submit the application.

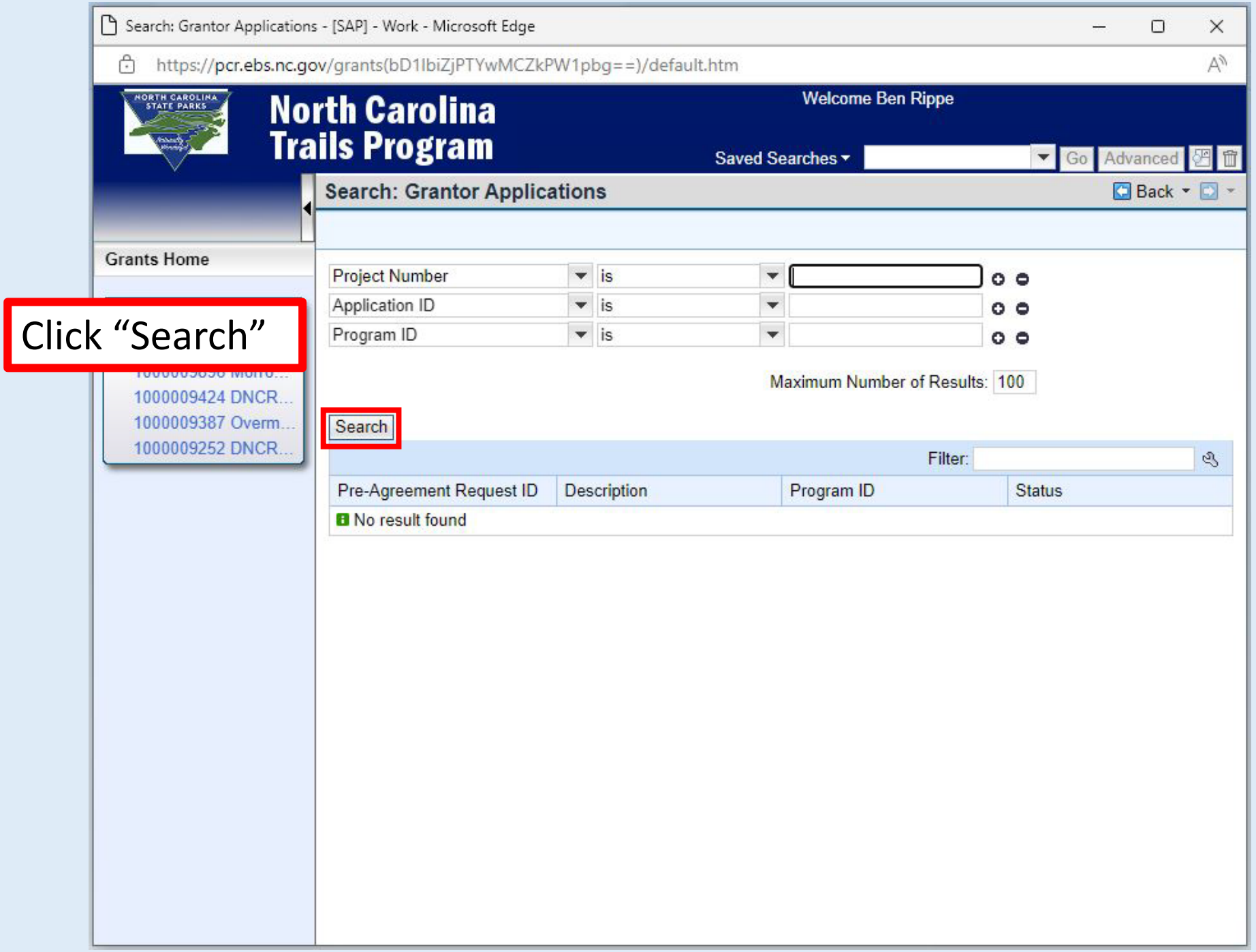




Select “Save” to save your application without submitting.



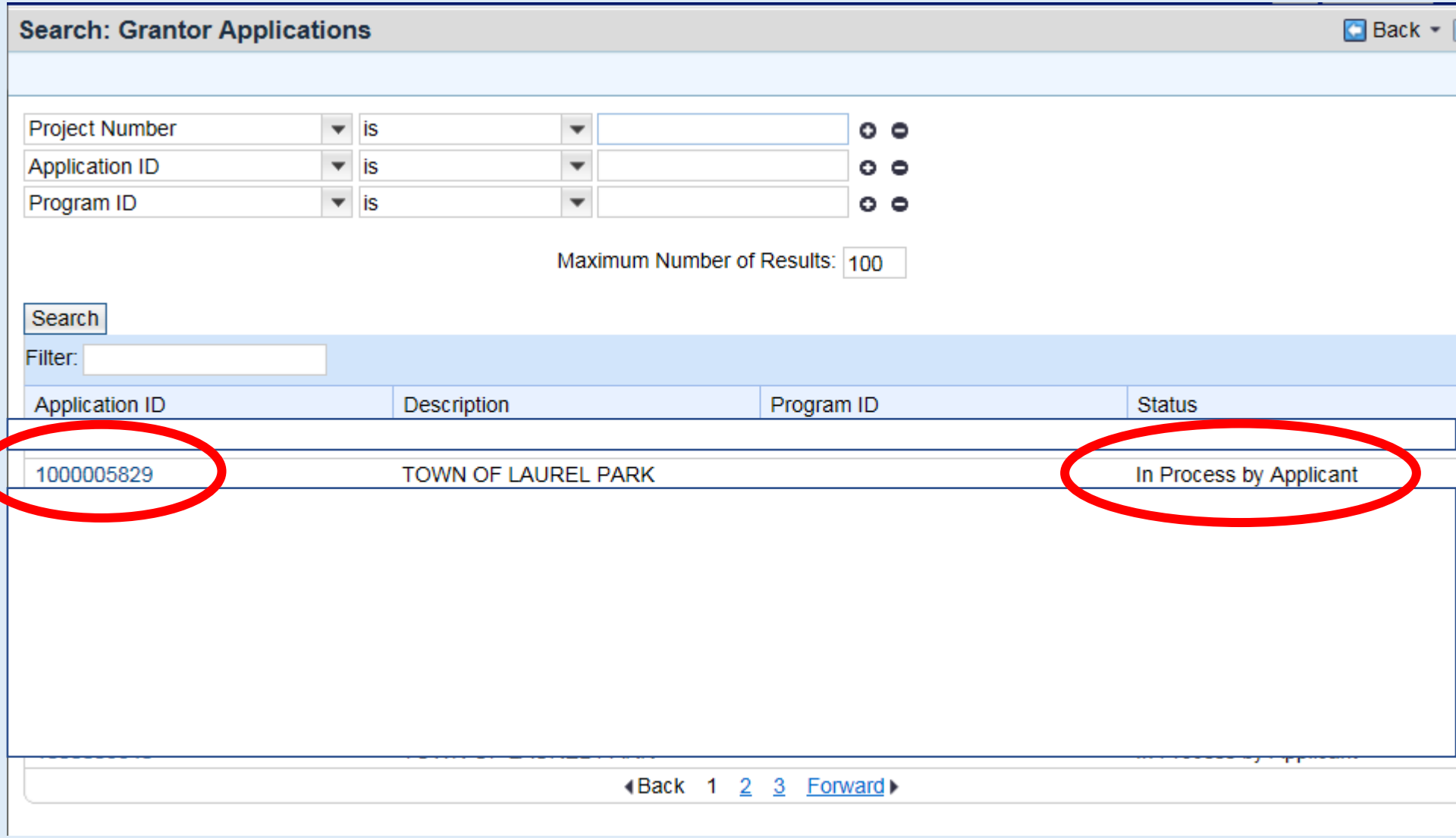
To Edit or View saved applications and attachments use these options



Click “Search”

Select the Application ID you want to resume editing.

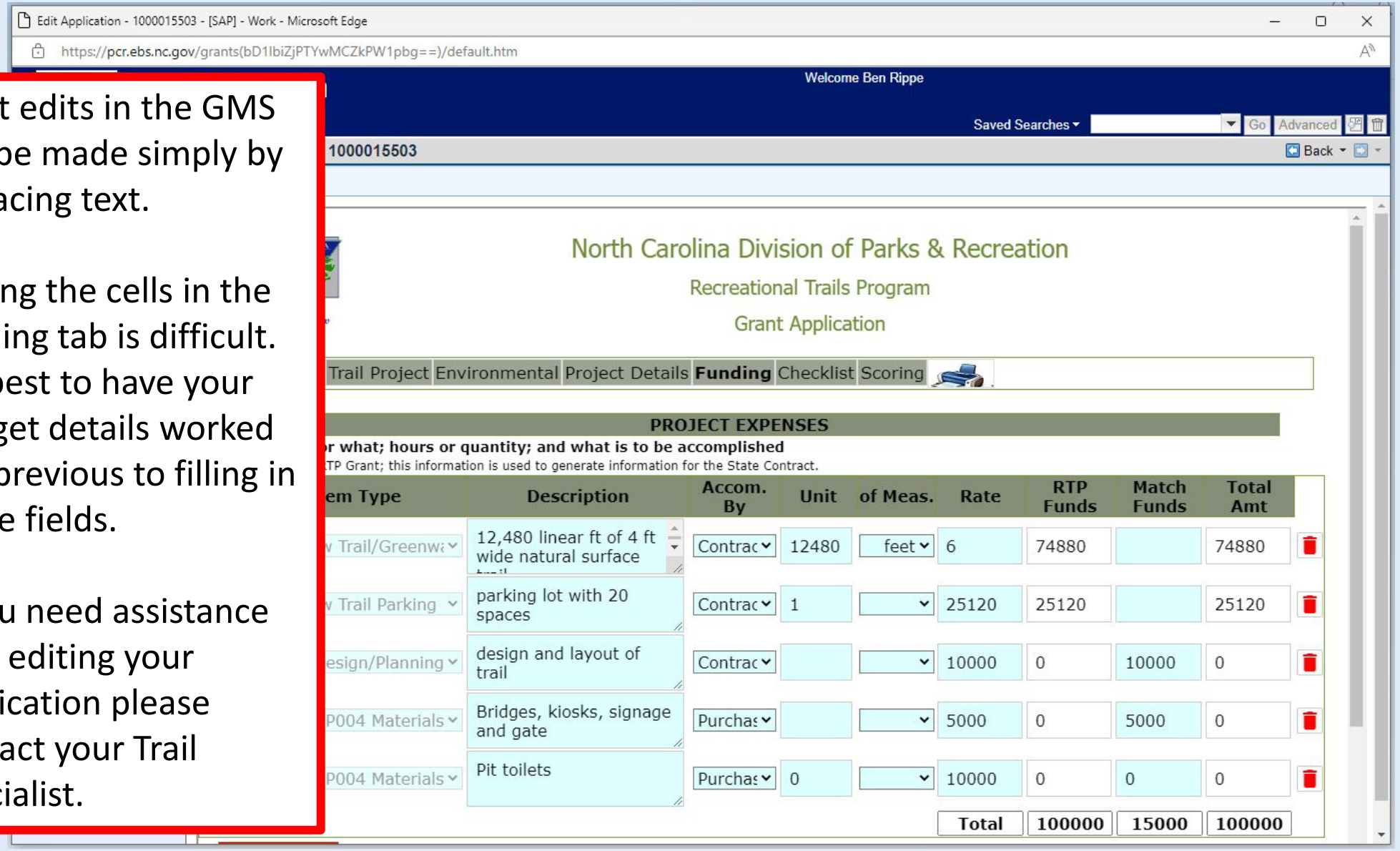
Note: Status will show where your application is in the process. All pre-apps will show “In Process” until you submit the application.

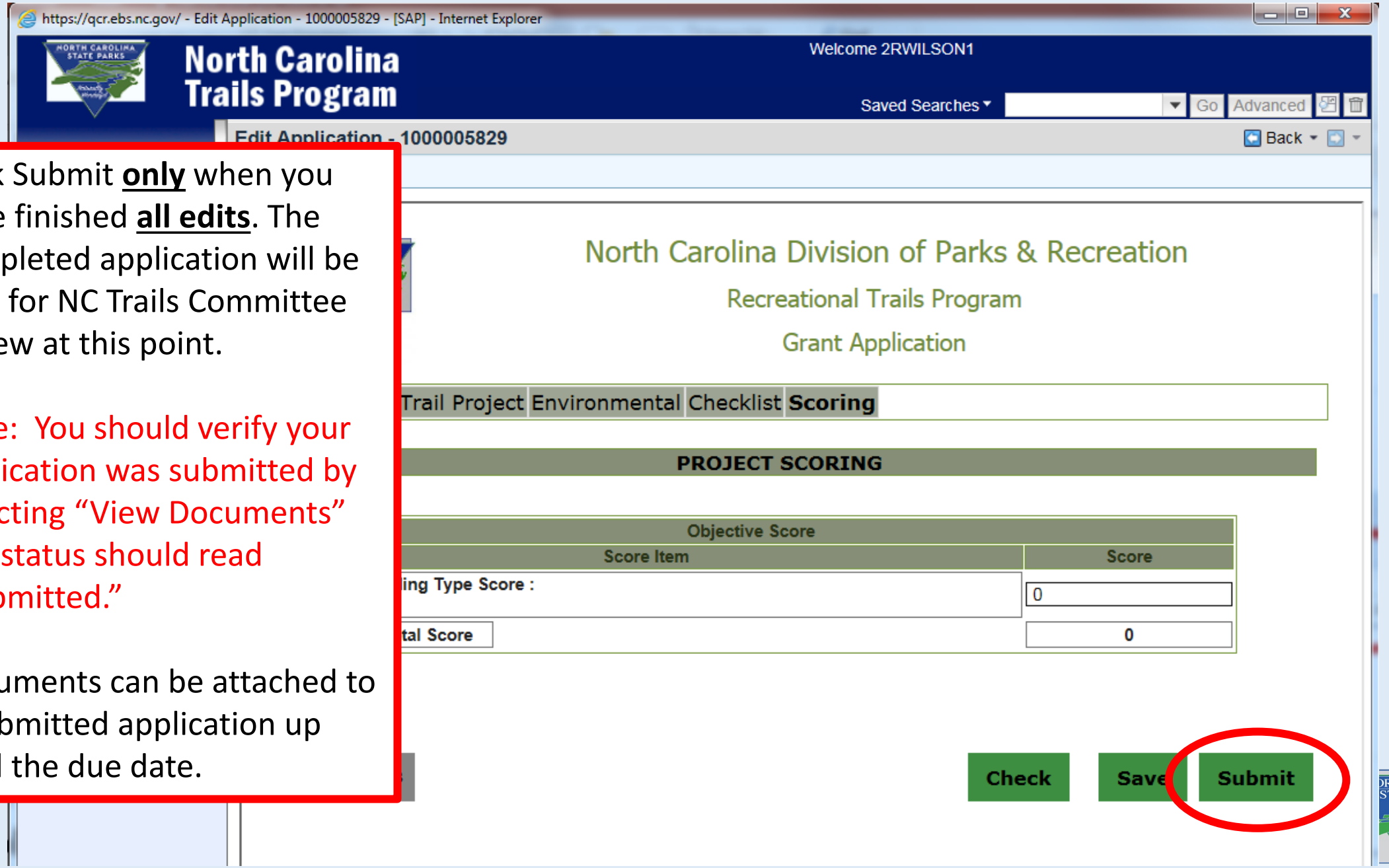


Most edits in the GMS can be made simply by replacing text.

Editing the cells in the funding tab is difficult. It's best to have your budget details worked out previous to filling in these fields.

If you need assistance with editing your application please contact your Trail Specialist.





Click Submit **only** when you have finished **all edits**. The completed application will be sent for NC Trails Committee review at this point.

Note: You should verify your application was submitted by selecting "View Documents" and status should read "Submitted."

Documents can be attached to a submitted application up until the due date.

Uploading Supporting Documents

Once you have submitted your application please wait until you have received all your documents and upload the document packets listed below to support statements and selections made in the application.

Files are REQUIRED to be submitted as a packet using the exact naming format shown below in GREEN. You do not need to include your project description or any other information. Type the file name exactly as shown below.

Packet Titles :

Maps & Photos Pre-App

Support Documents Pre-App

Environmental Review Pre-App

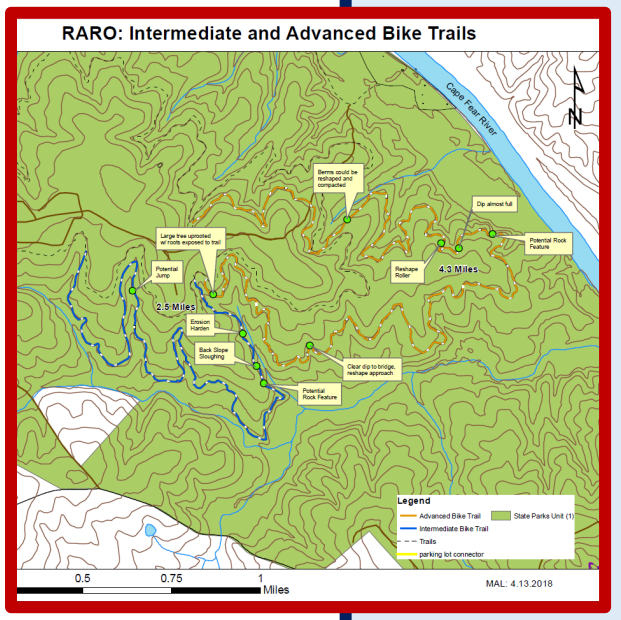
*Following this guidance will make review easier for the NC Trails Committee and show attention to detail. Failure to follow these instructions may result in difficulty reviewing your project and a reduced chance to be recommended for a grant award.

Uploading Supporting Documents

Documents to include in each packet: Please compile all your documents in the correct order and scan them to create one PDF file for each packet of documents.

Maps

1. Overview Map
2. Project Specific Map
3. Environmental Topo Map



Support Documents

(please use a cover page to separate items 1 – 5)

1. Project Timeline
2. Letters of Commitment (Group multiple documents into this section)
3. Public Comment Documents (Group multiple documents into this section)
4. Governing Body Commitment (Group multiple documents into this section)
5. Land Documents (Group multiple documents into this section)

Please include only pertinent documents in the support documents. Our committee reviews a lot of applications and likely will not have time to read lengthy reports or similar documents (i.e. master plans, bike/ped plans, etc.). When possible, extract relevant pages from long reports and only include these

Environmental Review

Include all documents supplied by various agencies listed in the RTP guidance document on our webpage.

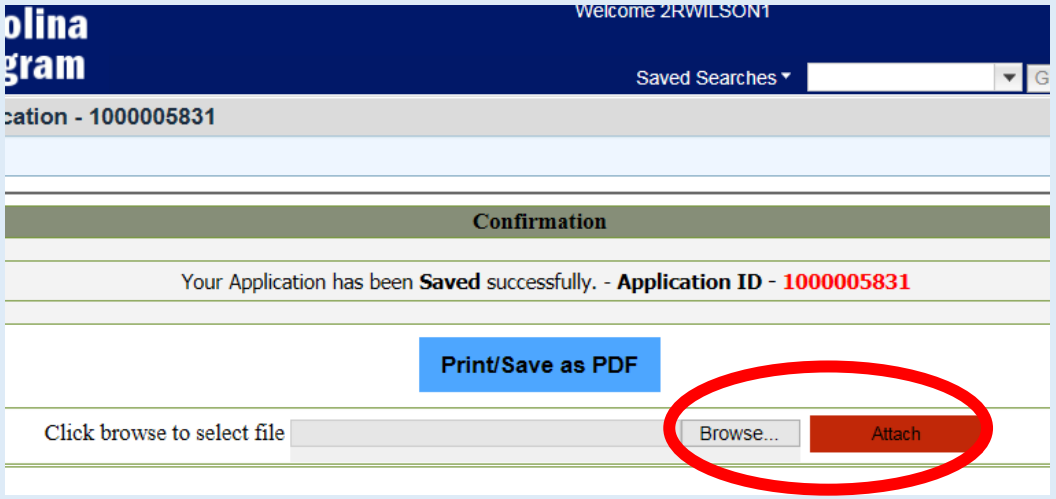
NORTH CAROLINA STATE PARKS
Naturally Wonderful

Uploading Supporting Documents

Select “Browse” to locate the files you wish to upload.

Rename using the guidance below and select “attach.”

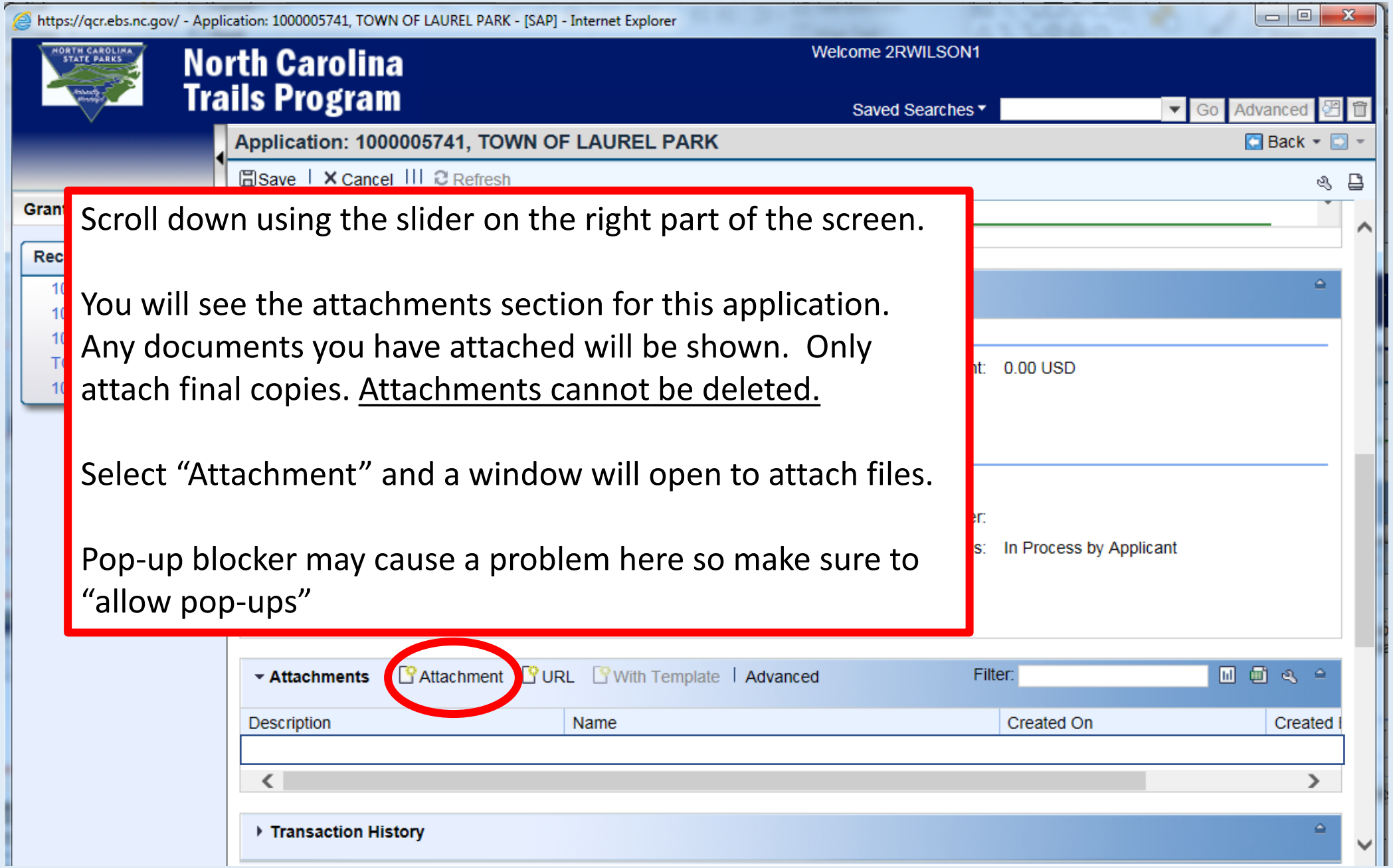
Do Not Upload Draft documents.
Only documents you wish to present to the NC Trails Committee.
Applicants cannot delete any uploaded documents.

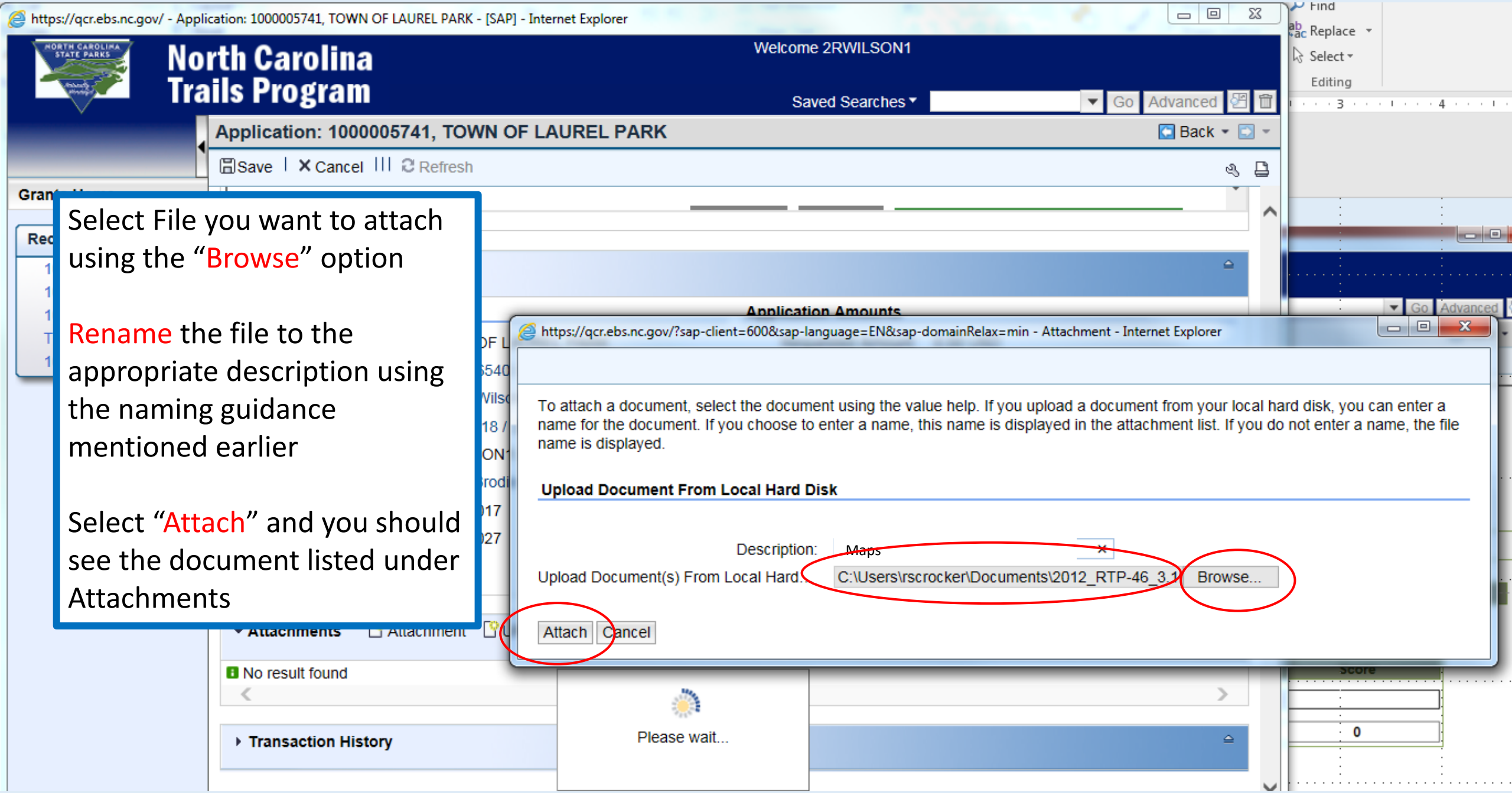


Packet Titles:

- **Maps**
- **Support Documents**
- **Environmental Review**

Please use the above naming convention for the early review application. For the final application, please add the word “FINAL” to all uploaded documents.


https://qcr.ebs.nc.gov/ - Application: 1000005741, TOWN OF LAUREL PARK - [SAP] - Internet Explorer
North Carolina Trails Program
Welcome 2RWILSON1
Saved Searches
Go
Advanced
Application: 1000005741, TOWN OF LAUREL PARK
Back
Save
Cancel
Refresh
Scroll down using the slider on the right part of the screen.
You will see the attachments section for this application. Any documents you have attached will be shown. Only attach final copies. Attachments cannot be deleted.
Select "Attachment" and a window will open to attach files.
Pop-up blocker may cause a problem here so make sure to "allow pop-ups"
0.00 USD
In Process by Applicant
Attachments
Attachment
URL
With Template
Advanced
Filter:
Description
Name
Created On
Transaction History



Select File you want to attach using the "Browse" option

Rename the file to the appropriate description using the naming guidance mentioned earlier

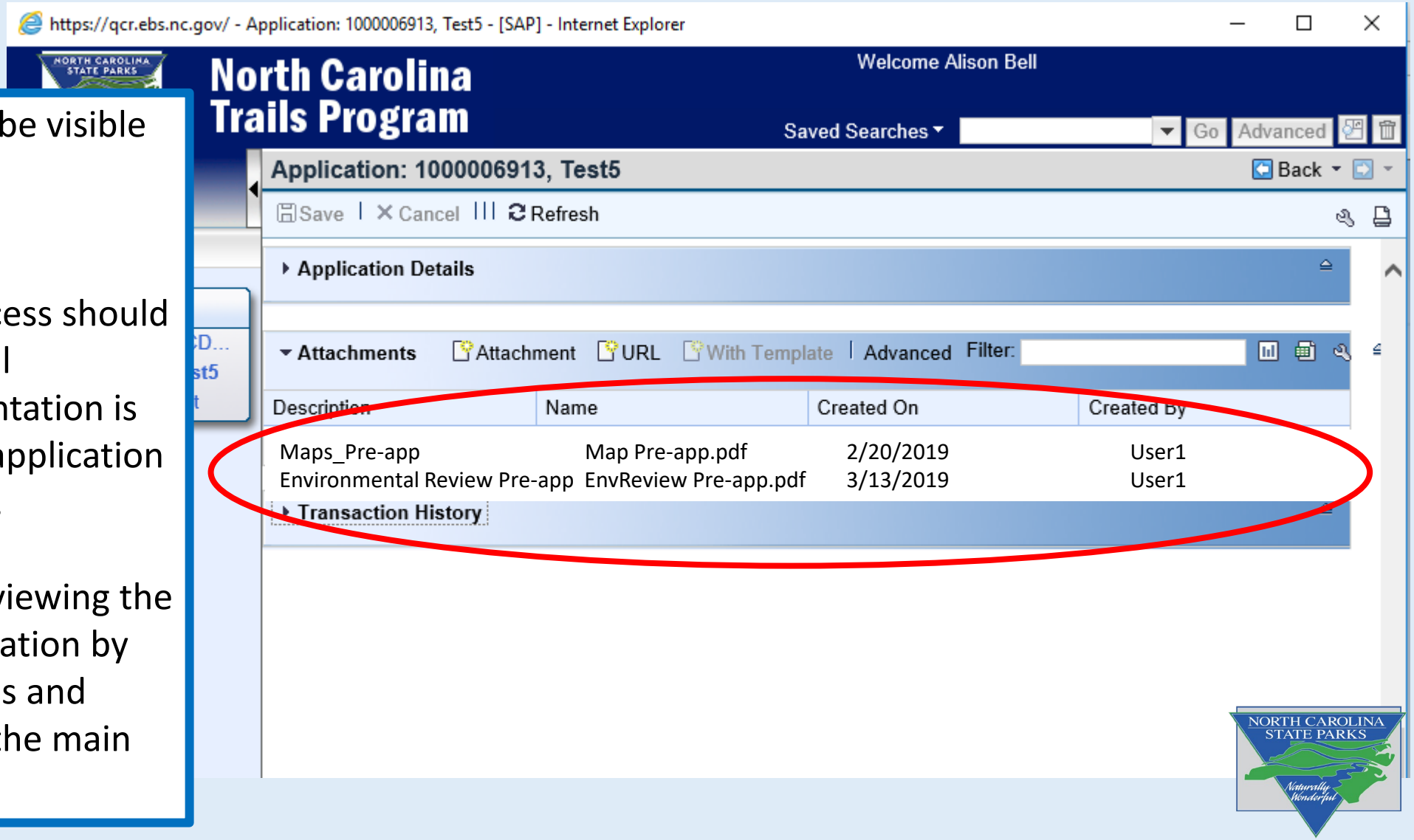
Select "Attach" and you should see the document listed under Attachments

Verifying Attachments

Selected file should be visible in the attachments.

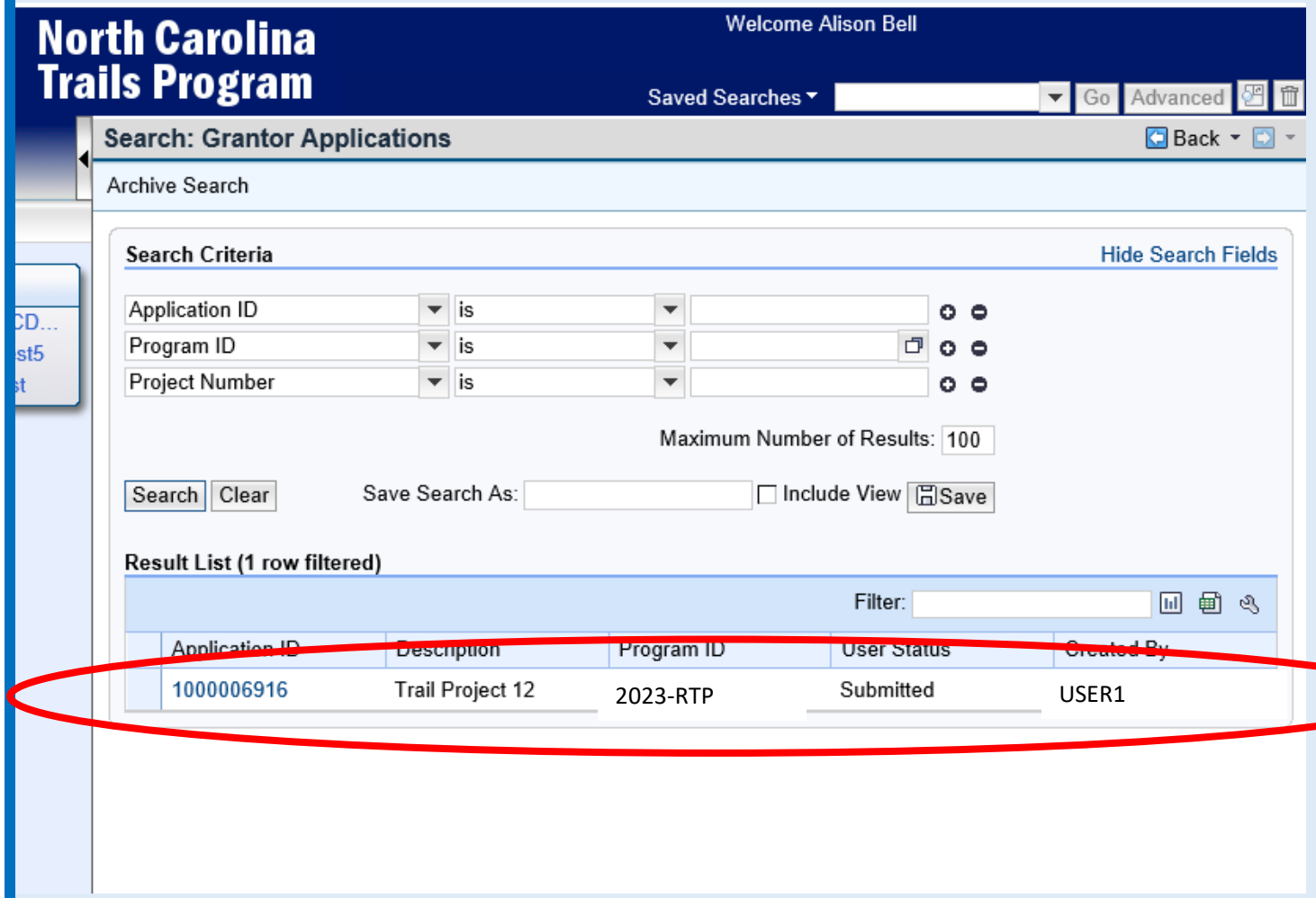
The application process should be **complete** once all supporting documentation is uploaded and your application has been submitted.

You can confirm by viewing the status of your application by "viewing applications and attachments" from the main window.



Verifying Application has been submitted

- You can confirm the status of your application by selecting “view applications and attachments” from the main window.
- Click “Search” and the click on “User Status” header.
- Select “Submitted” and if your application has been submitted it will appear in the list.
- The application process is **complete** once all supporting documentation is uploaded and your application has been submitted.



Questions?

Reach out to our trails staff to assist you with questions!

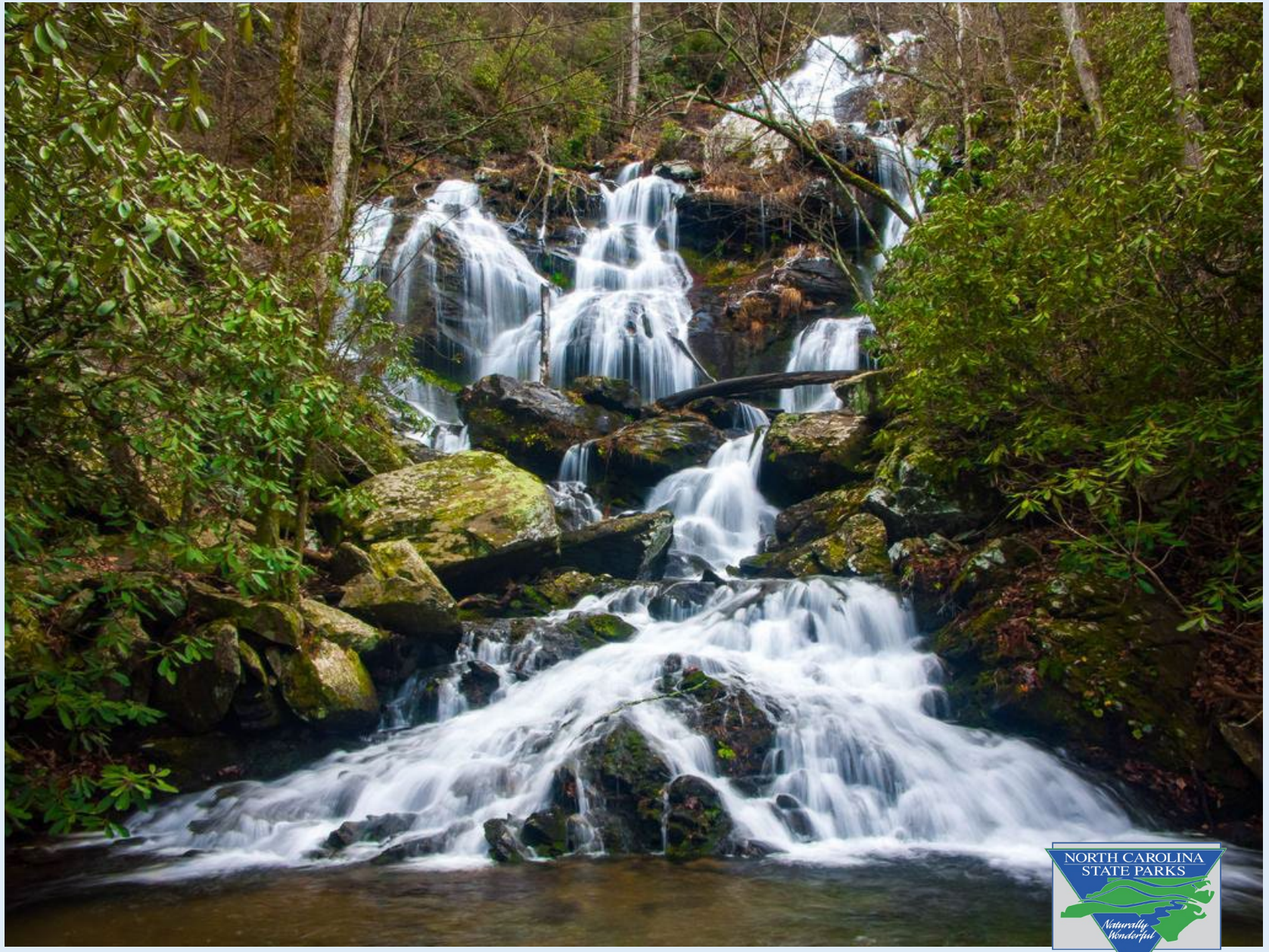
For project development, technical advice and application assistance:

Regional Trails Specialists

For GMS Access and Reimbursements:

Grants Manager - Talivia Brodie
talivia.brodie@ncparks.gov

For RTP and Trails program information:

Trails Program Manager - Scott Crocker
scott.crocker@ncparks.gov

Check our website for details:
Trails.nc.gov