


Application Guide

Grantee Dashboard View



SFA Tester
Tester
Site Visitor ASSIGNED - External,
Reviewer, Grants, Contract Signature

Dashboard >

Work Assignment

Calendar

Alerts

My Reviews

My Site Visits

Document Repository

Funding Opportunities >

Applications >

Grants >

Reports >

My Profile >

Work Assignment

All currently assigned work

Work Assignment

Calendar

Action Items

Alerts

My Reviews

My Site Visits

 Back

 Print

 Online Help

 Log Out

Approaching Deadlines - Next 30 Days

 View Overdue Approaching Deadlines

This section displays the documents with due dates arriving in the next 30 days or overdue.

Due Date

Document

Sub-Type

ID

Status

Title

Program Area

Funding Opportunity

No data available in table

Recent Negotiations - Due Within 30 Days

This section displays the documents that you negotiated in the last 30 days.

Due Date

Document Type

Sub Type/Round

ID

Status

Title

Organization

Program Area

Funding Opportunity

No data available in table

Recent Correspondence - Within the Last 30 Days

Sent Date

Flag

From


To

Subject

Message

Application Walk-thru

Locate the Funding Opportunity

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Tester
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Reviewer Center, Content Signature

Dashboard >


Funding Opportunities >

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 **Funding Opportunities**
List of all current funding opportunities

[Back](#) [Print](#) [Online Help](#) [Log Out](#)

Currently Posted Funding Opportunities

All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be unable to submit your application after this date.


Search:


ID	Status	Agency	Program Area	Title	Posted Date	Final-Application Due Date
2128	Test	VADBHDS	Test Program Area	Test - Phase 2 SFA Funding Opportunity		Jun 23, 2023 12:53 PM


Showing 1 to 1 of 1 entries


5072	Posted	SOR III Year 2 Treatment and Recovery 2023	SA-Substance Use Services
5036	Posted	2023 PATH Housing VA's Most Vulnerable Conference	CH-Community Housing


Scroll Down to See Funding Opportunity Details


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Reviewer, Center, Contract Signature


 Dashboard >

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 My Profile >

Funding Opportunity Details

[? Ask a Question](#)[Copy Existing Application](#)[Start New Application](#)

2128 - Test - Phase 2 SFA Funding Opportunity

Funding Opportunity Details

Test Program Area

Final Application Deadline: Jun 23, 2023 12:53 PM

Status: Test

Award Amount Range: \$5.00 - \$5,000.00

Project Dates: 04/03/2023 - 09/29/2023

Award Announcement Date:

Program Officer:

Jeannette Hallock-Solomon

Phone:

(000) 000-0000 x

Email:

jeannette.hallock-solomon@dbhds.virginia.gov

Description

Description


Attachments


Attachments


Description	File Name	Type	Size	Upload Date
No files attached.				


Website Links


Application – Initial Screen, step 1 of 3


 SFA Tester
Tester
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Designer, Creator, Content Signature


 Dashboard >

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Application Creation Wizard - Step: 1

- The Application creation process is a short wizard.
- Step 1: Enter your Application title and select your primary contact.
- Step 2: Select the Organization for which you will be submitting this Application
- Step 3: This is an optional step. Select any additional contacts with which you would like to share your Application

Application - General Information

[Save Form Information](#)

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.

Select the organization, if you belong to more than one, for which you will be submitting this application.

Application Title*:


Primary Contact*:


Organization*:


Additional Applicants*:


Application –Initial Screen, step 2 of 3


- Step 2: Select the Organization for which you will be submitting this Application
- Step 3: This is an optional step. Select any additional contacts with which you would like to share your Application


 **SFA Tester**
Tester
Site Visitor ASSIGNED - External,
Reviewer, Grants, Contact Signature


 Dashboard >

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Application - General Information

[Save Form Information](#)

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.
Select the organization, if you belong to more than one, for which you will be submitting this application.

Application ID: 2142

Program Area*: Test Program Area

Funding Opportunity*: 2128-Test - Phase 2 SFA Funding Opportunity

Application Stage*: Final Application

Application Status*: Editing

Application Title*: SFA Tester Grant Application_JHS_5_2_2023

Primary Contact*: SFA Tester

Organization*: BaseLine Organization

Additional Applicants*:

Application –Initial Screen, step 3 of 3

- Step 3: This is an optional step. Select any additional contacts with which you would like to share your Application

Application - General Information

Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.

Select the organization, if you belong to more than one, for which you will be submitting this application.

Application ID: 2142

Program Area*: Test Program Area

Funding Opportunity*: 2128-Test - Phase 2 SFA Funding Opportunity

Application Stage*: Final Application

Application Status*: Editing

Application Title*: SFA Tester Grant Application_JHS_5_2_2023

Primary Contact*: SFA Tester

Organization*: BaseLine Organization

Select any additional contacts within your organization that will also manage this grant.

Additional Applicants:

x Jeannette Test

Initial Form View- Fill and Mark Complete all Forms Showing

Status: **Editing**

Stage: Final Application

Application Due Date: Dec 29, 2023 12:53 PM

Program Area: Test Program Area

Funding Opportunity: 2774-Test - Phase 2 SFA Funding Opportunity

Organization: BaseLine Organization

Requested Total:

Application Preview

Alert History

Map

Application Details

 Preview Application

 Ask a Question

 Withdraw

Application cannot be Submitted Currently

- Application components are not complete

Component	Complete?	Last Edited
General Information	✓	Aug 11, 2023 11:43 AM - SOR Tester
Project Description		-
Project Outcomes Measures		-
Budget Narrative		-
Budget		-
Single Audit Determination Inputs		-

Application Project Description, slide 1 of 2

SFA Tester
Tester
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Reviewer, Contract, Contract Signature

Dashboard >

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Project Description

Save Form

Please describe your experience providing the proposed services and staff expertise.

Description of Organization and Summary of Qualifications*:

This is a description of the SFA organization and summary of qualifications

425 character(s) left

Please include the target population and describe the need for the service.

Indicate any partners you plan to work with.

Description of Project*:

We are hoping to do this one thing for the project. Details 1, 2, and 3 will go here

415 character(s) left


Describe any sanctions, convictions, federal program disbarments, licensing restrictions, DBHDS correction action plans that your organization has incurred over the past seven years. If you are currently receiving funding from DBHDS, please list these projects. If none, enter "Not applicable".


Disclosures*:


not applicable


- All items in red with an asterisk are required
- If no disclosures, just type n/a


Application – Project Description, slide 2 of 2


 **SFA Tester**
Tester
Site Visitor ASSIGNED - External,
Reviewer, Contract, Contract Signature


 Dashboard >

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 My Profile >

Project Description

Please describe your experience providing the proposed services and staff expertise.

Description of Organization and Summary of Qualifications*:

This is a description of the SFA organization and summary of qualifications

Please include the target population and describe the need for the service.

Indicate any partners you plan to work with.

Description of Project*:

We are hoping to do this one thing for the project. Details 1, 2, and 3 will go here

Describe any sanctions, convictions, federal program disbarments, licensing restrictions, DBHDS correction action plans that your organization has incurred over the past seven years. If you are currently receiving funding from DBHDS, please list these projects. If none, enter "Not applicable".

Disclosures*:

not applicable

Last Edited By: SFA Tester - May 2, 2023 9:02 AM

 Edit Form

- Review the form after saving
- If changes are need, click Edit Form
- If complete, click Mark as Complete


 Mark as Complete

 Edit Form

Attachments - Other Attachments

 Mark as Complete

 Add New Attachment

Description	File Name 	Type	Size	Upload Date	Delete
No files attached.					
Last Edited By: SFA Tester - May 2, 2023 9:02 AM					

Project Outcomes Measures Form, slide 1 of 2

Status: **Editing**

Stage: Final Application

Application Due Date: Dec 29, 2023 12:53 PM

Program Area: Test Program Area

Funding Opportunity: 2774-Test - Phase 2 SFA Funding Opportunity

Organization: BaseLine Organization

Requested Total:

• Click Add Entry

[App List](#) [Genera](#) [Projec](#) [Project](#) [Budget](#) [Budget](#) [Single](#)

 **Project Outcomes Measures** - Current Version

Describe how the success of the project will be measured (using data) and describe how the activities of the project will be sustained following the end of the project period.

 **Performance Outcome Measures** - Multi-List

 Add Entry

Outcome Measure

Estimated Completion Date

No Data for Table

 Add Entry

Project Outcomes Measures Form, slide 2 of 2

Performance Outcome Measures

Outcome Measure*:

outcome measure 1

233 character(s) left

Estimated Completion Date*:

< August 2023 >
Su Mo Tu We Th Fr Sa
30 31 1 2 3 4 5
6 7 8 9 10 11 12

Save Row

Save Row

- Fill in the Outcome Measure name
- Click on Estimate Completion Date field to pop up the calendar. Scroll to correct date using top bar and click date or type date in box
- Click Save Row button
- On next screen, click Add Entry to add another Outcome
- When Complete, click Mark as Complete button

App List Genera Projec Projec Budget Budget Single

Project Outcomes Measures - Current Version

Describe how the success of the project will be measured (using data) and describe how the activities of the project will be sustained following the end of the project period.

Performance Outcome Measures - Multi-List

✓ Mark as Complete

+ Add Entry

Outcome Measure

Estimated Completion Date

outcome measure 1

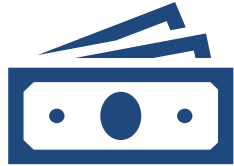
08/12/2023

Last Edited By: SOR Tester - Aug 11, 2023 12:00 PM

+ Add Entry



Budget and Budget Narrative Forms General Information



Forms are split into these sections:

Personnel

Fringe

Travel

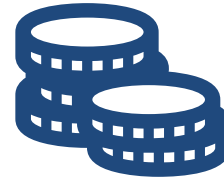
Equipment

Supplies

Contractual

Construction

Other Operating Costs



Ensure the budget line items are all included in the budget narrative




Budget narrative provides details and examples for all required information



Budget Form Example



App List Genera Projec Projec Budget Budget Single

 **Budget** - Current Version

Personnel Expenses - Multi-List

Personal Expenses for personal services includes all salary or hourly wage remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the Federal award. Compensation for personal services may also include fringe benefits and those should be separated from the salary or hourly wages and included in the below section. For additional information on allowability please refer to 2 CFR 200.430 and 2 CFR 200.431.


Description	Requested Amount
No Data for Table	

- Click Add Entry

+ Add Entry



+ Add Entry

 **Personnel Expenses**

Personal Expenses for personal services includes all salary or hourly wage remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the Federal award. Compensation for personal services may also include fringe benefits and those should be separated from the salary or hourly wages and included in the below section. For additional information on allowability please refer to 2 CFR 200.430 and 2 CFR 200.431.

Description*:

Requested Amount*:

- Fill in description
- Fill in Requested Amount
- Click Save Row



Budget Narrative Form Example

 Personnel

Click Edit Form


Edit Form

Name - Position
Total Annual Salary (FTE) or \$/hr (Wage/PT) * Level of Effort (estimated % of costs) and Time (in months or weeks if not 12 Months) on funding source = Total Cost
Justification for the budgeting the position on the award. Demonstrate the responsibilities of the position and how its function will contribute to the objectives of the federal grant.

Example

Jane Doe, Ph.D., Principal Investigator
1.0 FTE Annual Salary \$60,000 @ 100% over 6 months = \$30,000
Dr. Doe will be responsible for the overall coordination and supervision of all aspects of the grant. This includes hiring, training, and supervising staff; recruiting study participants; coordinating treatment; scheduling and staff assignments; and data management. In addition, she will conduct the orientation sessions, assist with statistical analyses, and be responsible for reporting findings to SAMHSA and DBHDS.

Personnel:

 Personnel

Save Form

Name - Position
Total Annual Salary (FTE) or \$/hr (Wage/PT) * Level of Effort (estimated % of costs) and Time (in months or weeks if not 12 Months) on funding source = Total Cost
Justification for the budgeting the position on the award. Demonstrate the responsibilities of the position and how its function will contribute to the objectives of the federal grant.

Example

Jane Doe, Ph.D., Principal Investigator
1.0 FTE Annual Salary \$60,000 @ 100% over 6 months = \$30,000
Dr. Doe will be responsible for the overall coordination and supervision of all aspects of the grant. This includes hiring, training, and supervising staff; recruiting study participants; coordinating treatment; scheduling and staff assignments; and data management. In addition, she will conduct the orientation sessions, assist with statistical analyses, and be responsible for reporting findings to SAMHSA and DBHDS.


Personnel:


Jane Doe, Ph.D., Principal Investigator
1.0 FTE Annual Salary \$60,000 @ 100% over 6 months = \$30,000
Dr. Doe will be responsible for the overall coordination and supervision of all aspects of the grant. This includes hiring, training, and supervising staff; recruiting study participants; coordinating treatment; scheduling and staff assignments; and data management. In addition, she will conduct the orientation sessions, assist with statistical analyses, and be responsible for reporting findings to SAMHSA and DBHDS.

Fill in the text box with Narrative information; include all items in the box for this expenditure type

Click Save From

Single Audit Determination Form, slide 1 of 3

 **Subrecipient Organization Information**



Include information for the Subrecipient Organization and Representative that will be signing the Single Audit Determination contract, if the your organization is awarded the Grant.

The Organization Representative should be the name of the contract signatory.

Organization Representative*: Mr. Big

Organization Representative Title*: CEO

Organization Representative Email*: ceo@myorg.com

Organization Representative Telephone: 999-999-9999

Organization Representative Fax: 888-888-8888

Include the end date of the Organization's Fiscal Year as mm/dd/yyyy.

Most Recent Fiscal Year End Date of the Organization*: 06/30/2023

- Click Edit Form
- Please include the person who will be signing the contract's information

Single Audit Determination Form Example, slide 2 of 3

A1. Single Audit Exemption Certification

[Edit Form](#)

Within the most recent fiscal year indicated above, I certify that the Subrecipient did not incur federal expenditures of \$750,000 or more for the all federal programs and is not required to have a Single Audit of federal programs in accordance with 2 CFR 200 Subpart F and 45 CFR 75 Subpart F.

If yes was selected then fill out section A2. If no was selected move directly to section B1.

Yes

2023 11:35 AM

- Click Edit Form
- Certify yes or no if your organization did not incur federal expenditures of \$750,000 or more
- If yes, please fill out A2. Federal Award Expenses Disclosure Grid by clicking Edit Grid, the total automatically calculates after you click Save Form or Save Grid
- If no, skip to B1.

[Edit Form](#)

A2. Federal Award Expenses Disclosure - Grid

[Edit Grid](#)

If your agency expended less than \$750,000 for all federal programs, please complete the following table for all federal programs where expenditures were incurred:

Row	Federal Awarding Agency	Pass Through Entity (if applicable)	Pass Through Entity Unique Entity Identifier	Subrecipient Entity Subaward Number	CFDA #	Total Expenditures incurred during the fiscal year
1	deo	hjk	789	567	123	\$10.00
2	dca	hjk	780	345	123	\$10.00
3	fdr	hjk	790	123	123	\$10.00
Total						\$30.00



Single Audit Determination Form Example, slide 3 of 3

[Edit Form](#)

B1. Single Audit Compliance Certification

Click yes if your organization received more than \$750,000 in federal funds during the latest fiscal year.

Within the most recent fiscal year indicated above, I certify that the Subrecipient incurred federal expenditures of \$750,000 or more for the all federal programs and is required to have a Single Audit of federal programs in accordance with 2 CFR 200 Subpart F and 45 CFR 75 Subpart F*:

No

- Click Edit Form
- Certify yes or no if your organization incurred federal expenditures of \$750,000 or more
- If yes, please fill out B2. Compliance Action
- B2. should include your Auditor's information

Last Edited By: SOR Tester - Jul 26, 2023 11:35 AM

[Edit Form](#)

B2. Compliance Action (If Applicable)

[Edit Form](#)

In the sections below, the Subrecipient will submit their organization's action plan for maintaining compliance with federal regulation pertaining to single audit requirements as described above. The subrecipient will propose an action plan with in which a Single Audit, performed by an independent and certified public accountant, and any accompanying findings will be provided to DBHDS. The single audit results will be provided to DBHDS no later than 90 calendar days from the effective date of the Subrecipient Agreement. Failure to comply with the requirement may result in remedies disclosed at 45 CFR 75.371, including but not limited to: temporary withholding of funds from the Subrecipient, suspension of the subrecipient award, and debarment from future federal funding opportunities through DBHDS.

Single Audit Compliance Action Plan:

12323412

Proposed Independent Auditor Name and
Address:

Application –Ready for Submission Note

SFA Tester
Tester
Site Visitor ASSIGNED - External,
Reviewer, Grantor, Contract Signature

Dashboard >

Funding Opportunities >

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BACK PRINT Online help Log Out

2142 - SFA Tester Grant Application_JHS_5_2_2023

Status: **Editing**

Stage: Final Application

Application Due Date: Jun 23, 2023 12:53 PM

Program Area: Test Program Area

Funding Opportunity: 2128-Test - Phase 2 SFA Funding Opportunity

Organization: BaseLine Organization

Requested Total: \$5,000.00

- Once all the forms are marked complete, note in green will show that the Application is ready for Submission
- Click the Submit Application to send the application to DBHDS for Review

Application Preview Alert History Map

Application Details

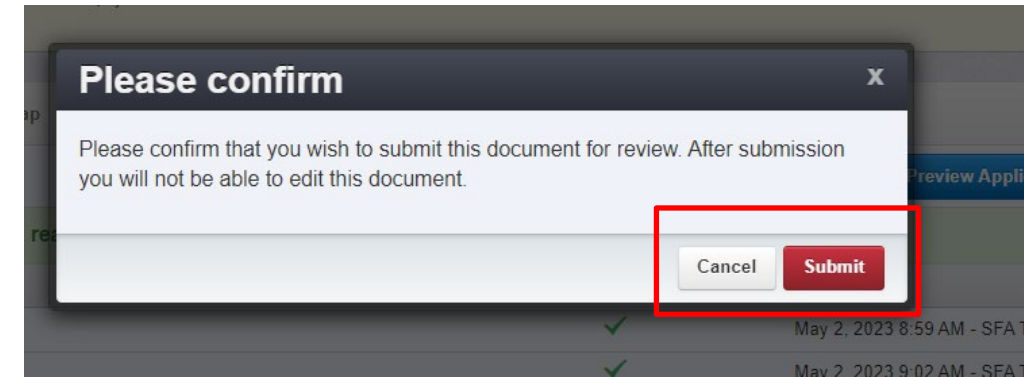
Preview Application **Submit Application** Ask a Question Withdraw

• Application is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	May 2, 2023 8:59 AM - SFA Tester
Project Description	✓	May 2, 2023 9:02 AM - SFA Tester
Project Outcomes Measures	✓	May 2, 2023 9:57 AM - SFA Tester
Budget Narrative	✓	May 2, 2023 10:04 AM - SFA Tester
Budget	✓	May 2, 2023 10:22 AM - SFA Tester

Application Submission Confirmation Note

- Click Submit on the Please Confirm pop up box to submit the Claim
- Claim will show in Submitted Status on the Applications Tab



A screenshot of a web application interface. On the left is a sidebar with navigation links: 'Dashboard', 'Funding Opportunities', 'Applications' (highlighted with a red box), 'Grants', 'Reports', and 'My Profile'. The main content area is titled 'Submitted Applications' with a subtitle 'List of all current submitted applications'. Below this are tabs for 'Current Applications' and 'Archived Applications'. Under 'Current Applications', there is a message: 'The applications below are associated with recent Funding Opportunities and are in Editing, Submitted, or Correcting statuses. To view older applications, click on the Archived Applications link.' Below the message is a search bar and a table. The table has columns: ID, Status, Stage, Title, Organization, Program Area, Funding Opportunity, and Due Date. The first row of data shows ID 2142, Status 'Submitted' (highlighted with a red box), Stage 'Final Application', Title 'SFA Tester Grant Application_JHS_5_2_2023', Organization 'BaseLine Organization', Program Area 'TPA-Test Program Area', Funding Opportunity '2128-Test - Phase 2 SFA Funding Opportunity (Test)', and Due Date 'Jun 23, 2023 12:53 PM'. At the bottom of the table, it says 'Showing 1 to 1 of 1 entries'.