

Ethridge, Kisha

From: Williams, David S [dswilliams4@ncdot.gov]
Sent: Tuesday, September 20, 2011 10:52 AM
To: Ethridge, Kisha
Subject: FW: GHSP Grants

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Governor's Highway Safety Program
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From: Bullock, Shannon
Sent: Wednesday, July 27, 2011 2:50 PM
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Cc: Mercado, Humberto; Hackney, Frank; DeFisher, Joshua S; Williams, David S; Don Nail
Subject: GHSP Grants

GHSP is preparing to send out letters of approval, if you have received an application approval letter please complete the "Final Application PIN Process" below. Feel free to contact your Highway Safety Specialist or myself if you have questions or need additional help. Thank you.

Shannon Bullock

- Final Application PIN Process
- New Agreement of Conditions and Resolution forms are located on the GHSP website at <http://www.ncdot.org/programs/GHSP/> on the Homepage under New Online Grants Management System. The Agreement of Conditions has been updated, read it carefully, initial each page and sign last page with all the designated signatures. The Resolution form has also been updated, fill out the form, click print, get signed and certified by your Town Board. Not all grantee's are required to provide a Resolution, contact your Highway Safety Specialist if you are not sure if you need this document.
- Scan documents and name them "AOC" and/or "Resolution" before you sign on the system. This step will make it easier to identify and attach your documents.
- Log into the system
- Under Grants Processes, Click CHANGE APPLICATION. Under Search Criteria, Application ID, insert *LAST 4 DIGITS of APPLICATION NUMBER. Your saved application will appear in the Result List. Click APPLICATION NUMBER.
- Scroll all the way down and check the READ and ACCEPT TERMS of CONDITIONS box.
- Enter the designated agency representative with application approval pin. The only person who can PIN the application must have logged into the system.
- Click VALIDATE
- Scroll down and click SUBMIT
- *Scroll up to find "request was saved with number....."*
- Attach the signed Agreement of Conditions and Resolution. If the Agreement of Conditions and Resolution are not attached, your application will not proceed to the next step.
- Perform steps that appear once you CLICK HERE TO ATTACH DOCUMENTS. "Documents successfully uploaded will appear to confirm uploaded documents.
- To double check and make sure your application was submitted, log off the system and log back in. Under Grants Processes, Click REVIEW APPLICATION. Under Search Criteria, Application ID, insert *LAST 4 DIGITS of APPLICATION NUMBER. Your saved application will appear in the Result List. Click APPLICATION NUMBER.
- Scroll down to Application Details and under Status it will indicate ACCEPTEED AND PINNED.

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