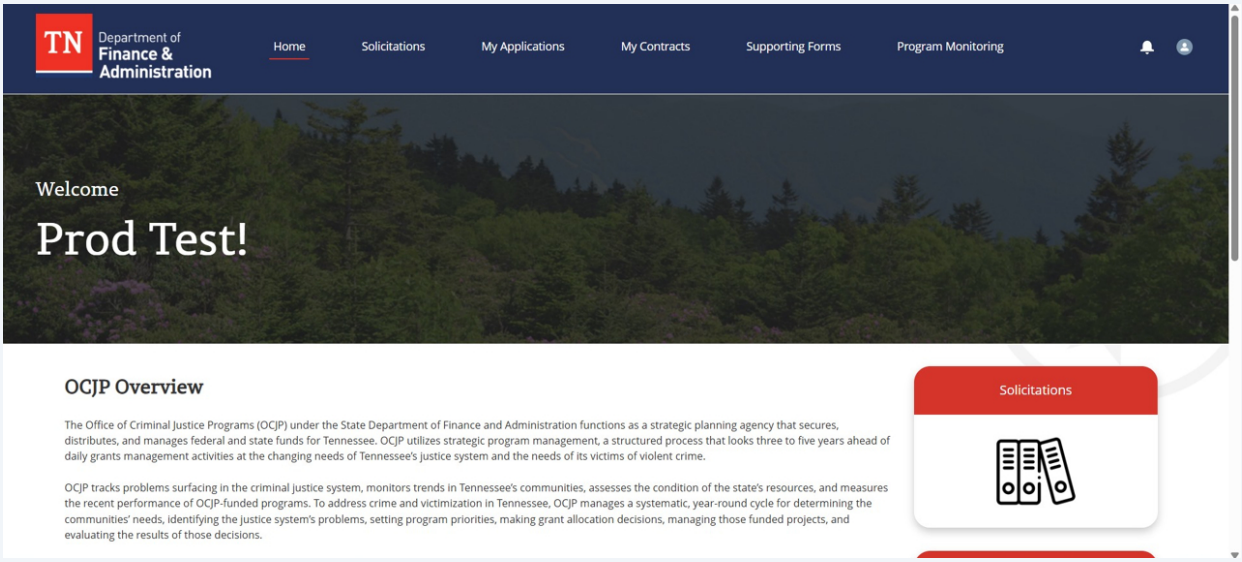
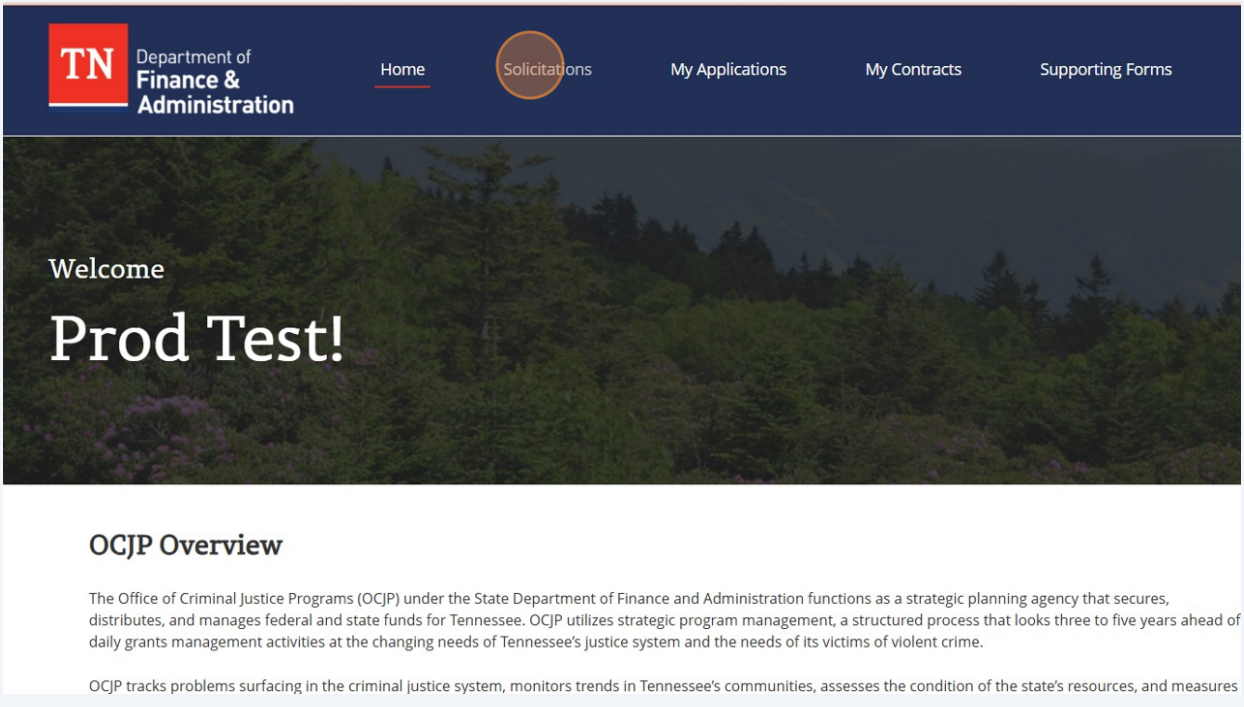
Application Process - Downtown Public Safety Grant

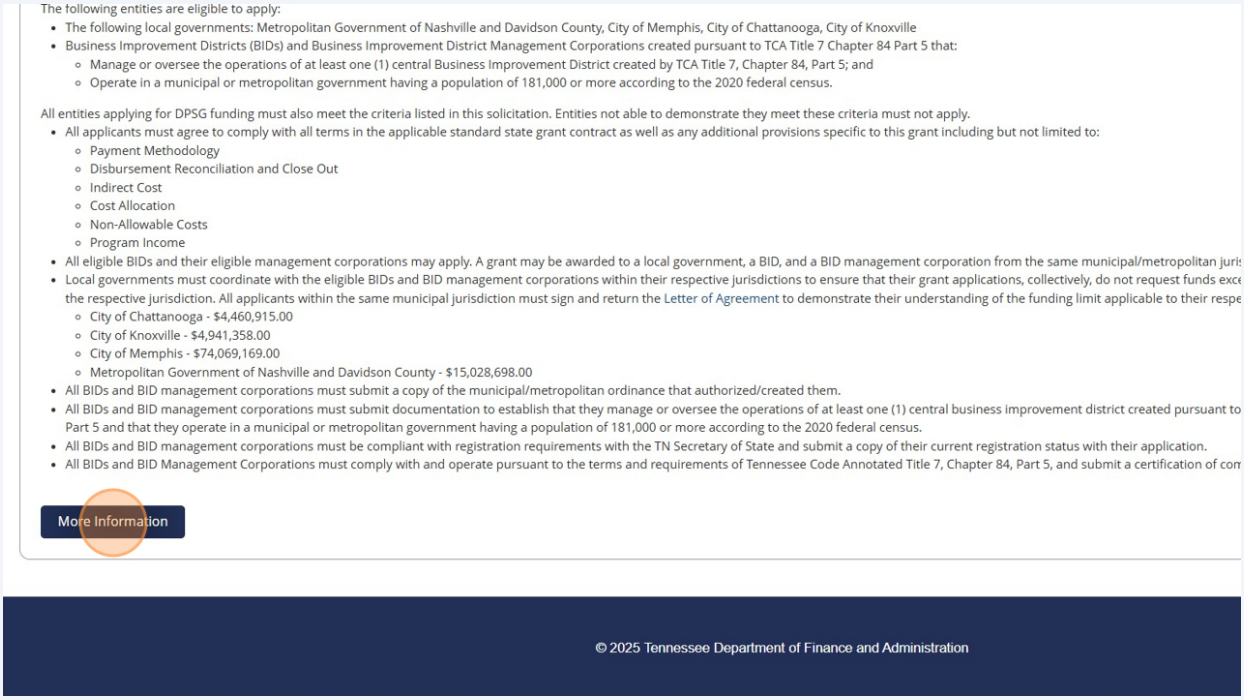
1 This is an overview of what you will see when you log into our new TN grants agency. Portal. This is the home page that then allows you to navigate to any of the subheadings along the top.



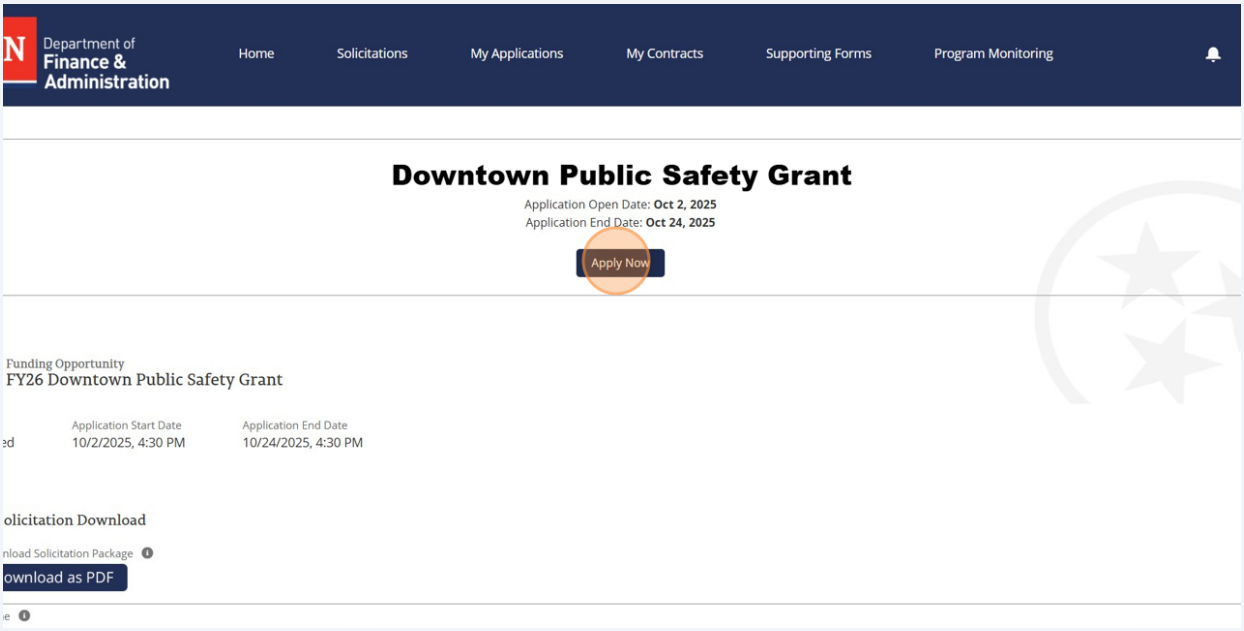
2 To look for available funding opportunities you will select the "Solicitations" subheading. This is where any open funding opportunities will be posted.



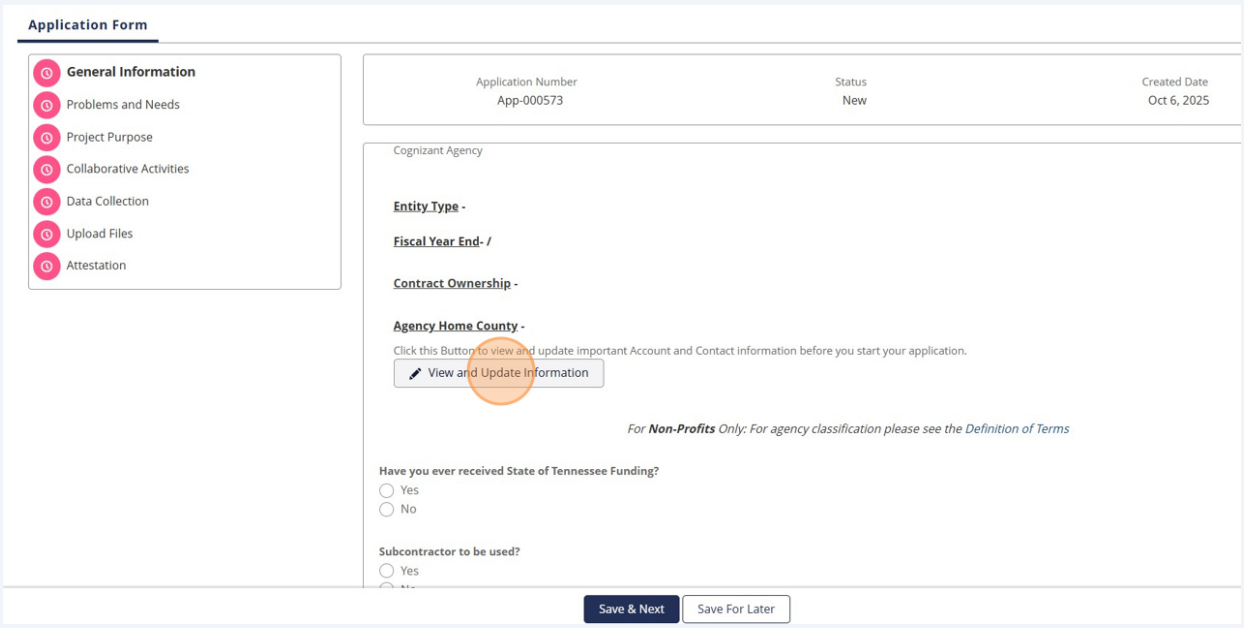
3 In the Solicitations section, you will be able to view all open funding opportunities that are currently accepting applications. You can select the "More Information" button if you are interested in one.



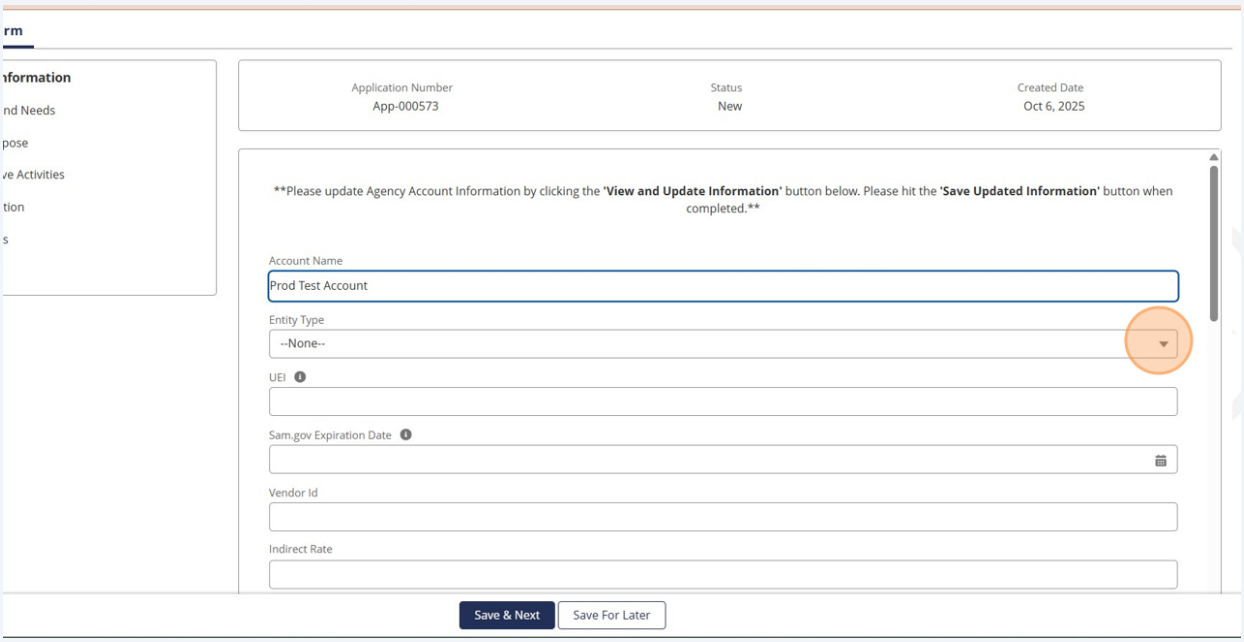
4 For the purpose of this tutorial, we're going to be walking through the Downtown Public Safety Grant Application, so we'll select the "Apply Now" button.



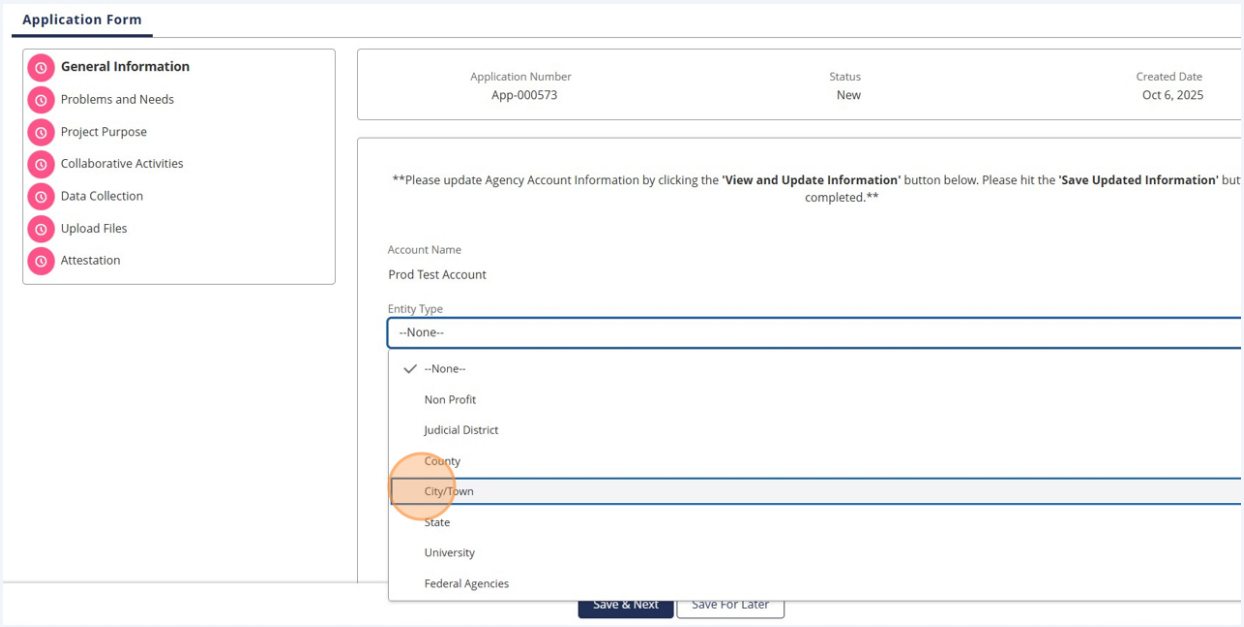
5 This takes us to the application form. Here is where you will begin putting in your agency's information. In this section specifically, you're going to have to click into the "View and Update Information" button to add agency specific information.



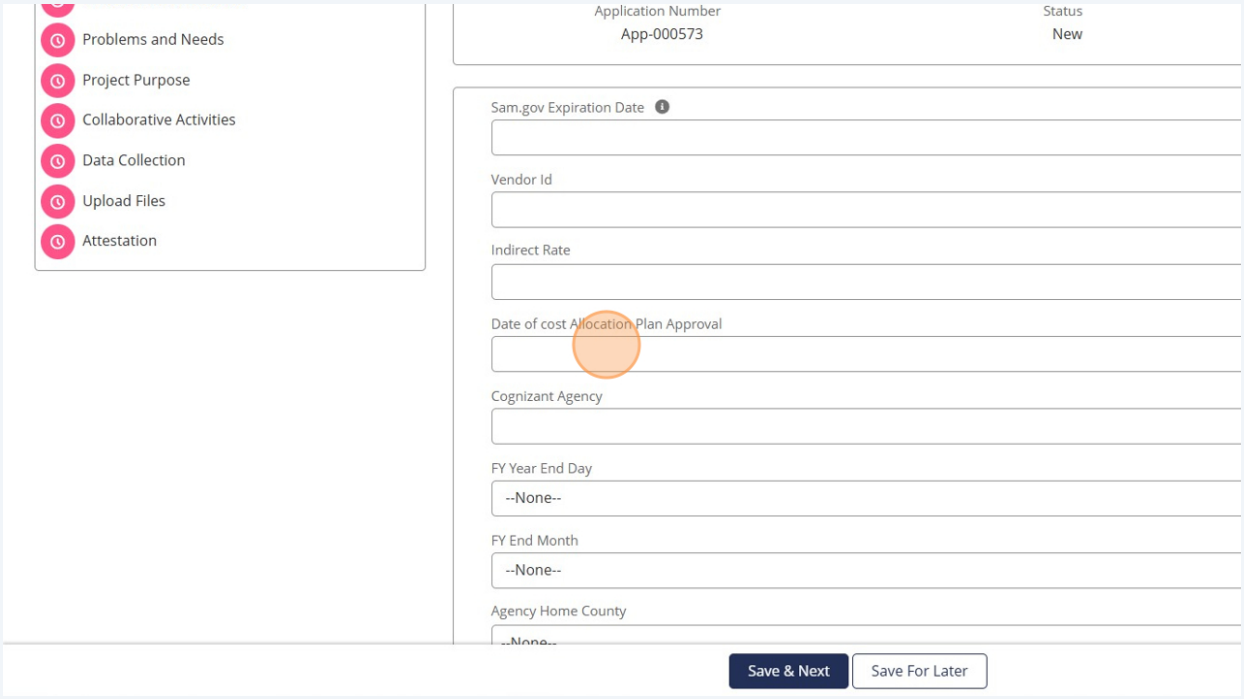
6 The account name should be the name of your agency.



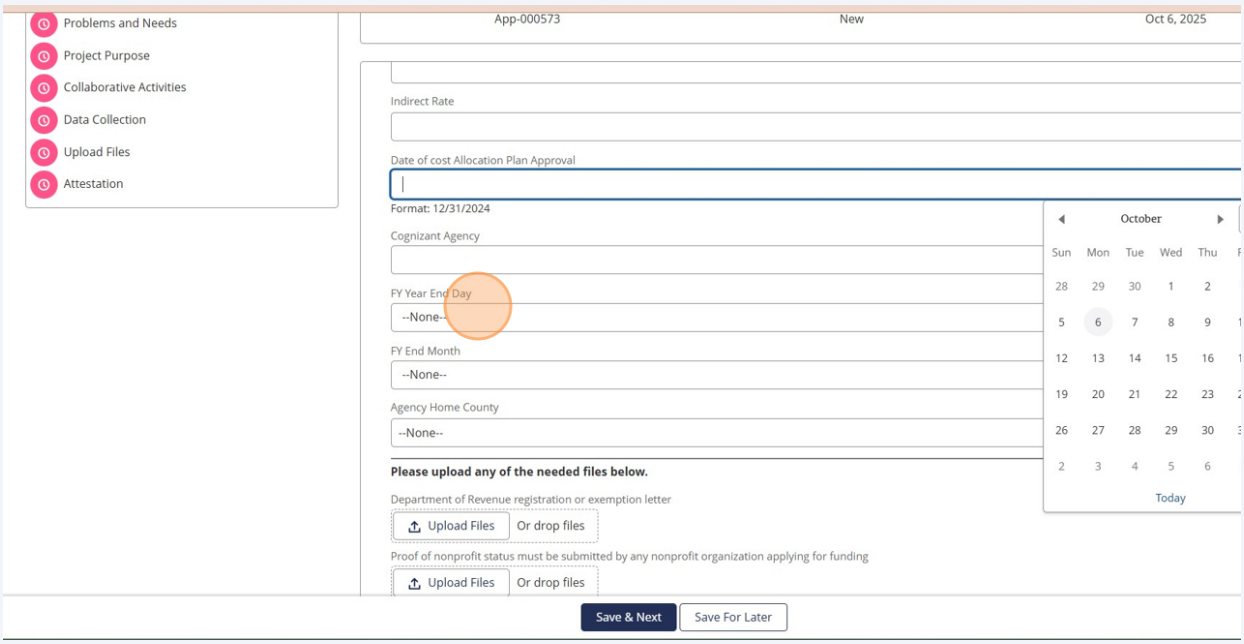
7 Select in the drop down menu what entity type your agency is.



8 Please provide your agency's Unique Entity Identifier and expiration date for that registration. These can both be found at SAM.gov. The Vendor ID refers to your agency's Edison ID. If you have received grant funding from a state entity previously then your agency should have this. If not, leave this field blank and you can apply for this separately. If you agency has an approved Cost Allocation Plan or you plan on utilizing the De Minimis rate, please provide that in the "Indirect Rate" field. If you are using your agency's approved Cost Allocation Plan please provide the date that plan was approved. The plan will also need to be uploaded into the application, so have that on hand. Provide your agency's Cognizant Agency if applicable.

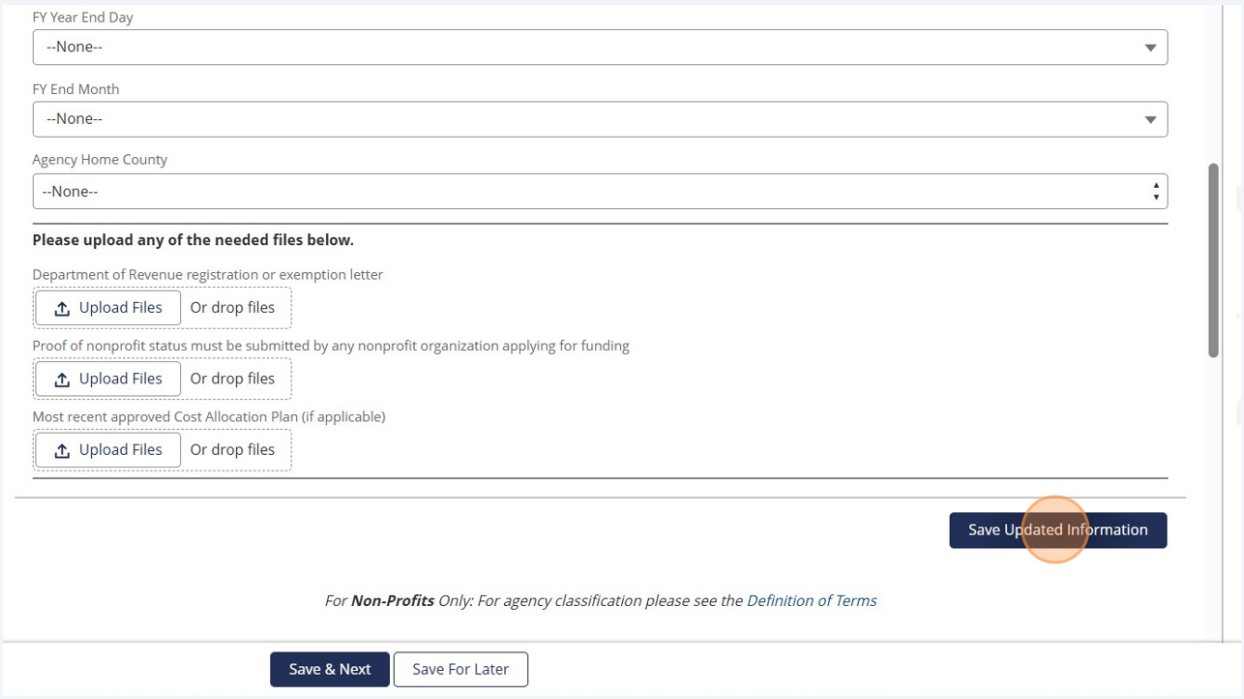


9 Using the drop down menu, please select the month and day of the end of your agency's fiscal year. Please also select your agency's home county using the drop down menu.

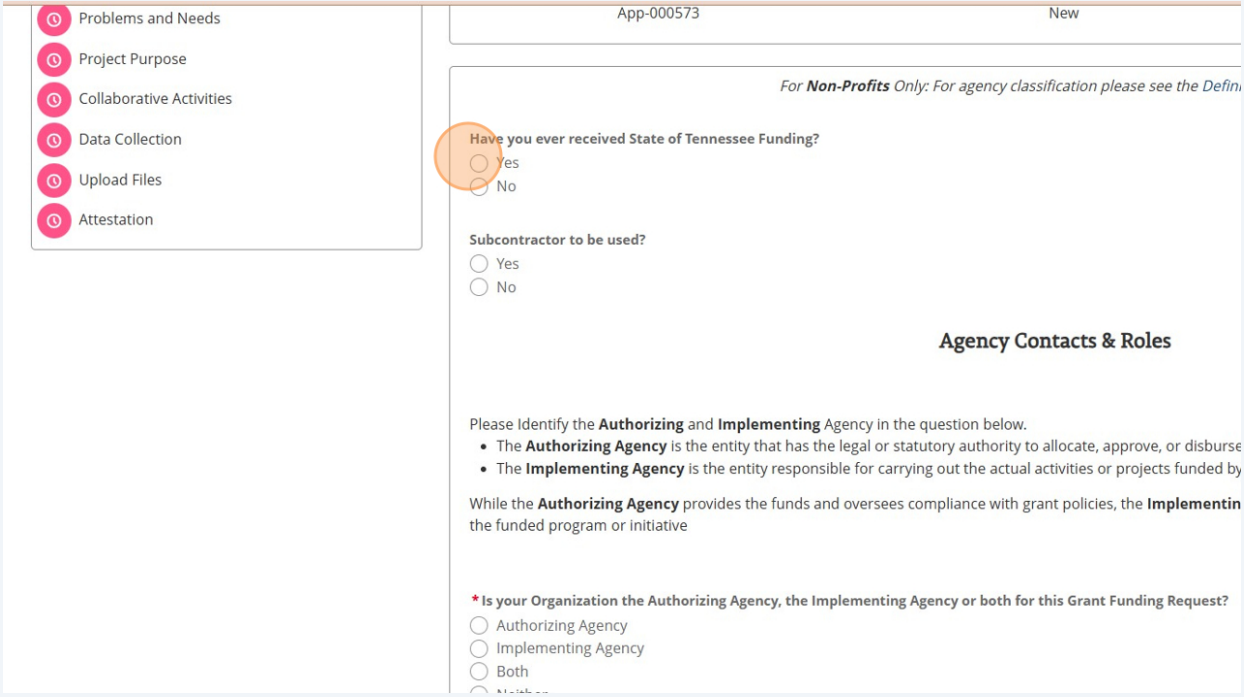


10 Upload any applicable documents here. If your agency will be using indirect costs in the budget, we must have a cost allocation plan uploaded.

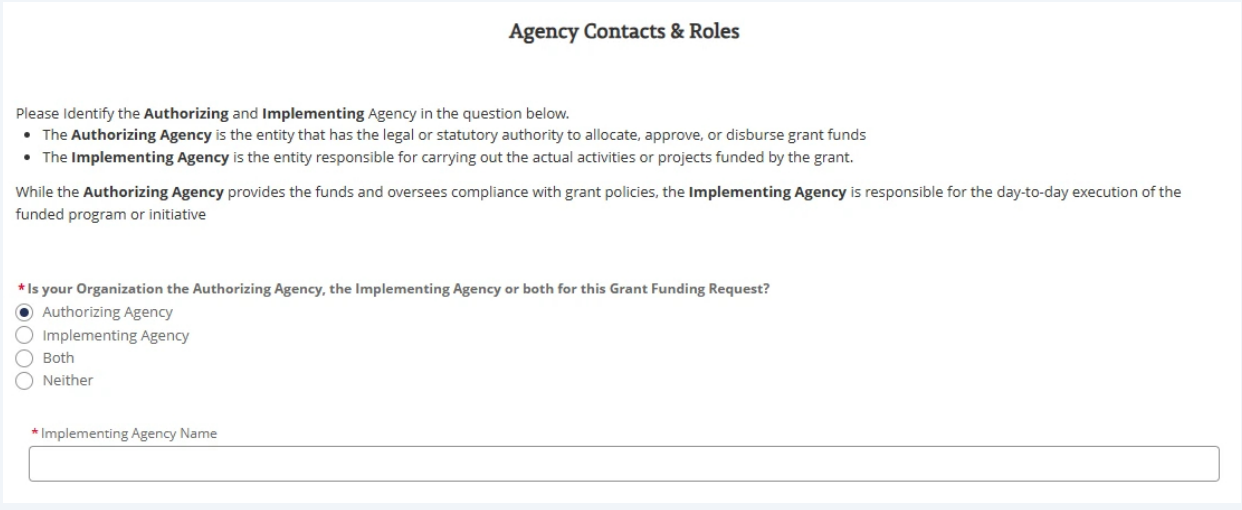
Select "Save Updated Information"



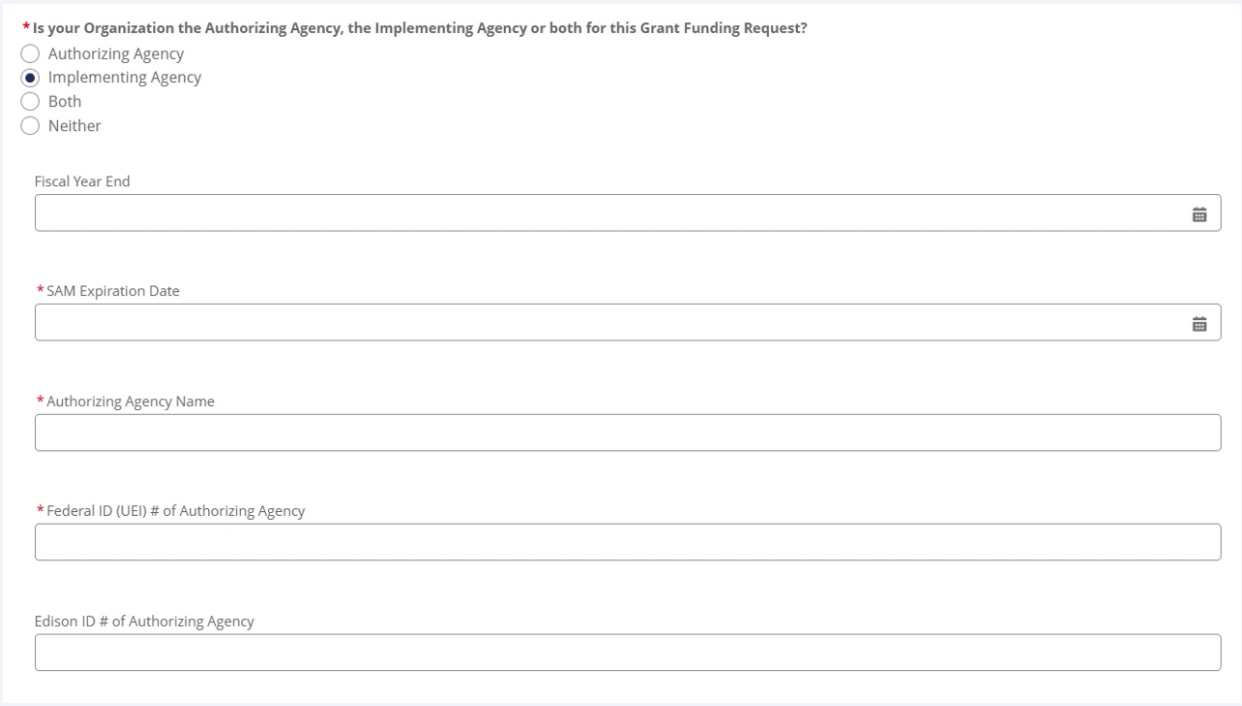
11 Nonprofit agencies only will need to complete these 2 questions.



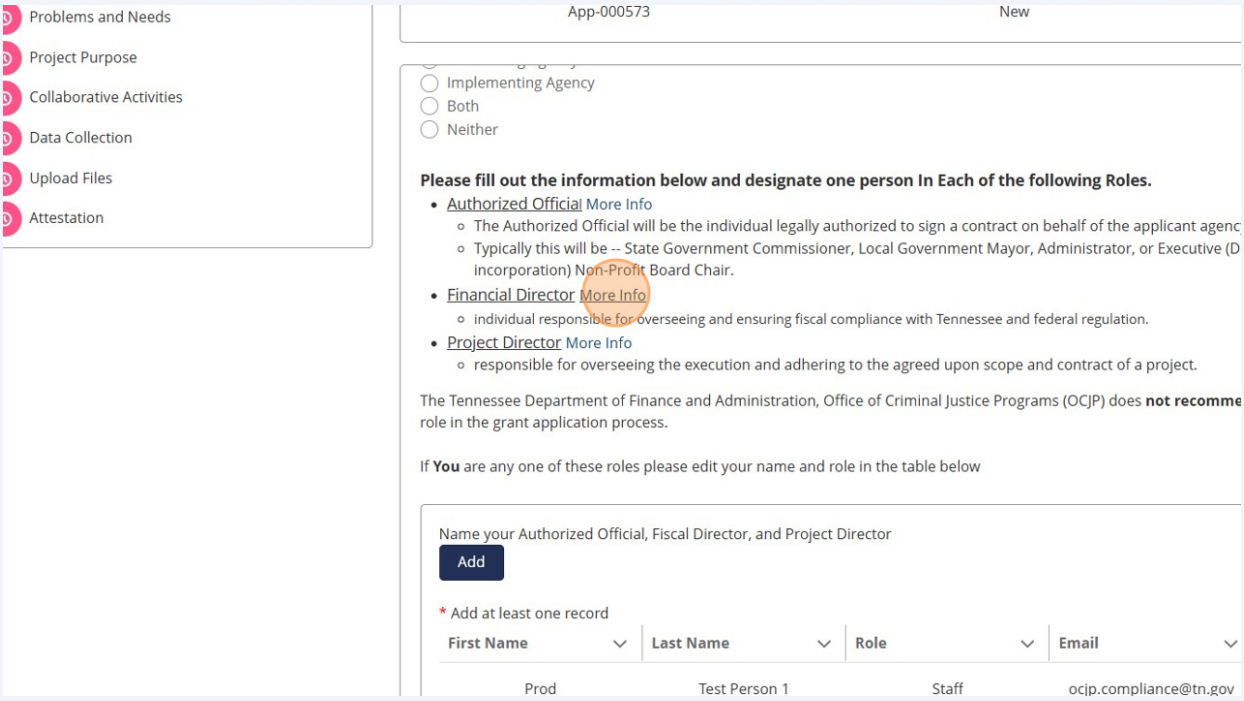
12 Select whether your agency will be the Authorizing Agency or the Implementing Agency or both. If you select authorizing agency, you will need to provide the name of the implementing agency.



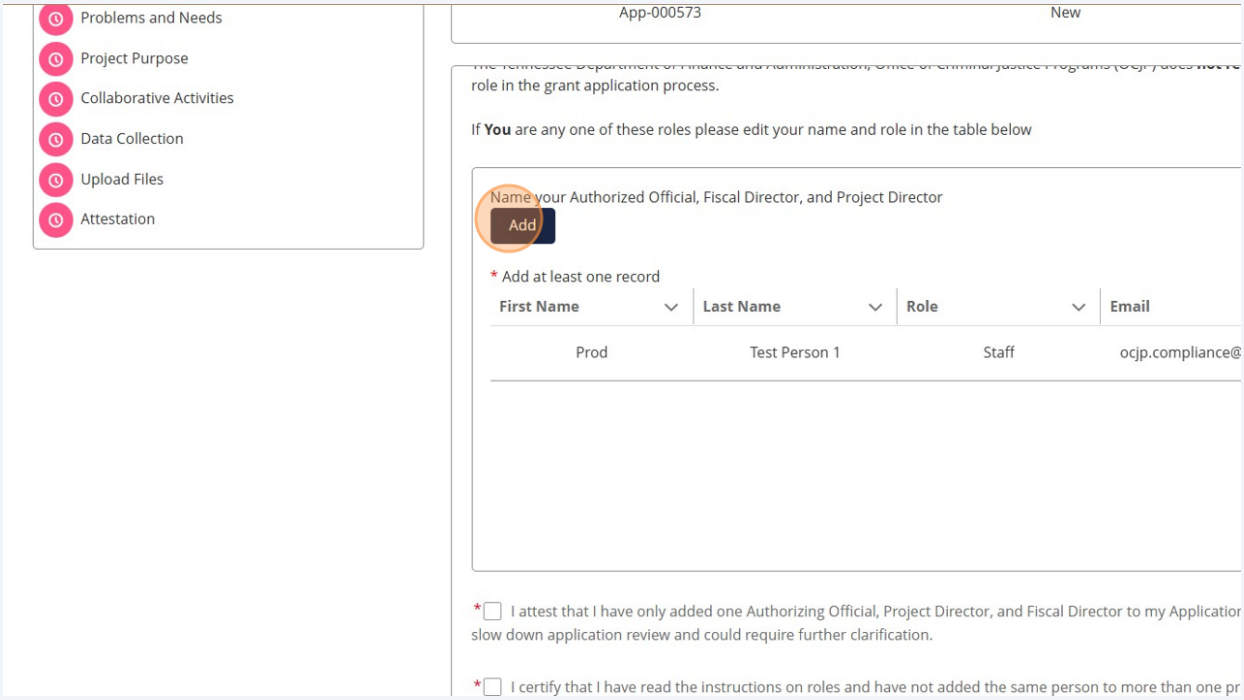
13 If your agency is the implementing agency, you will need to provide the following information for your authorizing agency.



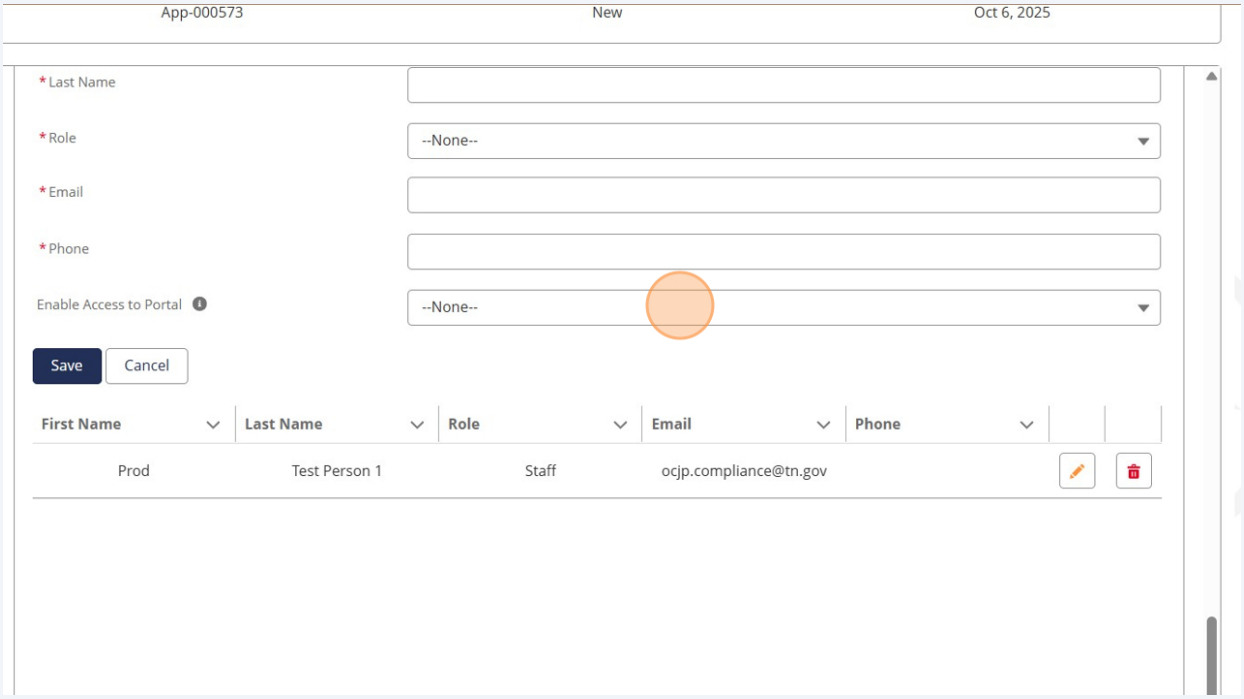
14 Determine who will be assigned to the 3 key contract roles. More information is provided by clicking the link that takes you to our grants manual.



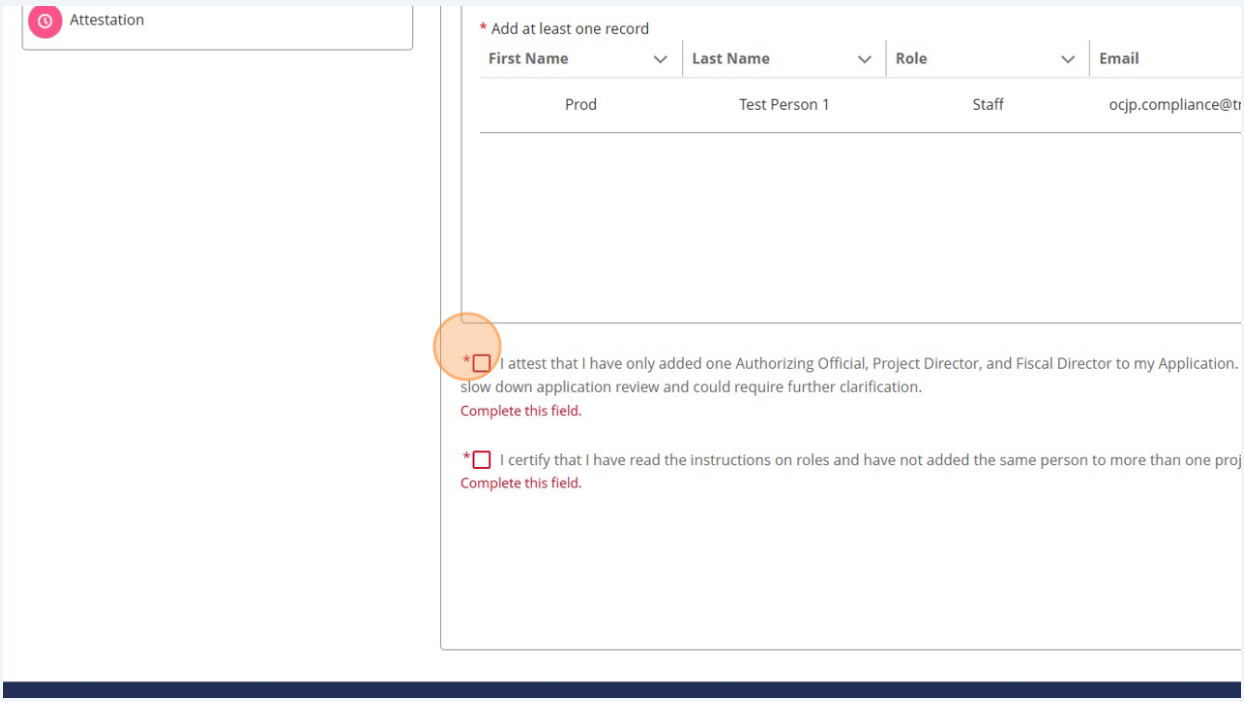
15 To add each of these roles, select the "Add" button.



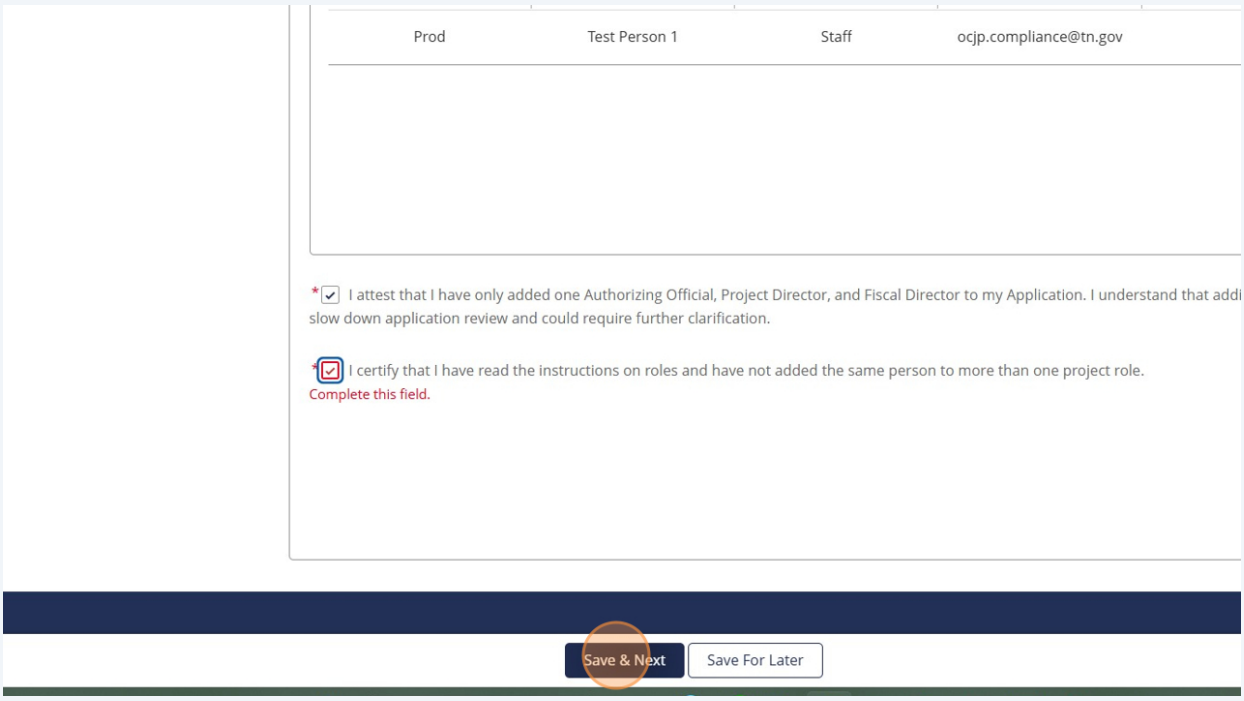
16 Complete all required fields and click "Save". Repeat these steps for all 3 key roles.



17 Scroll down to find the attestations and complete those fields.

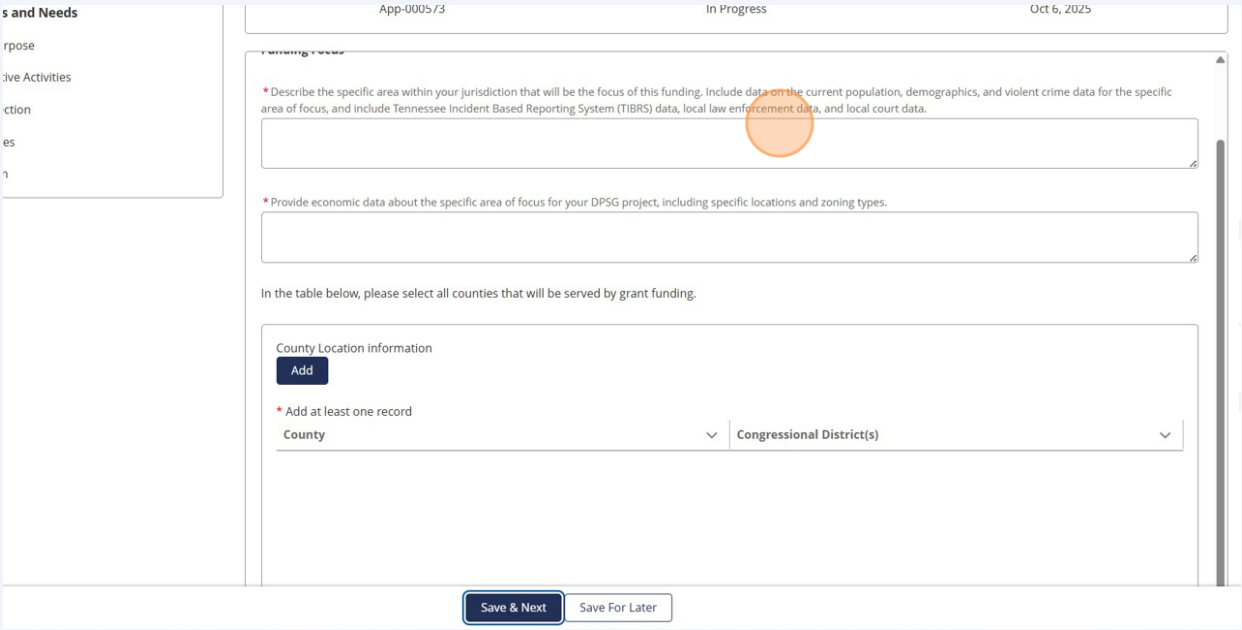


18 click "save and next"

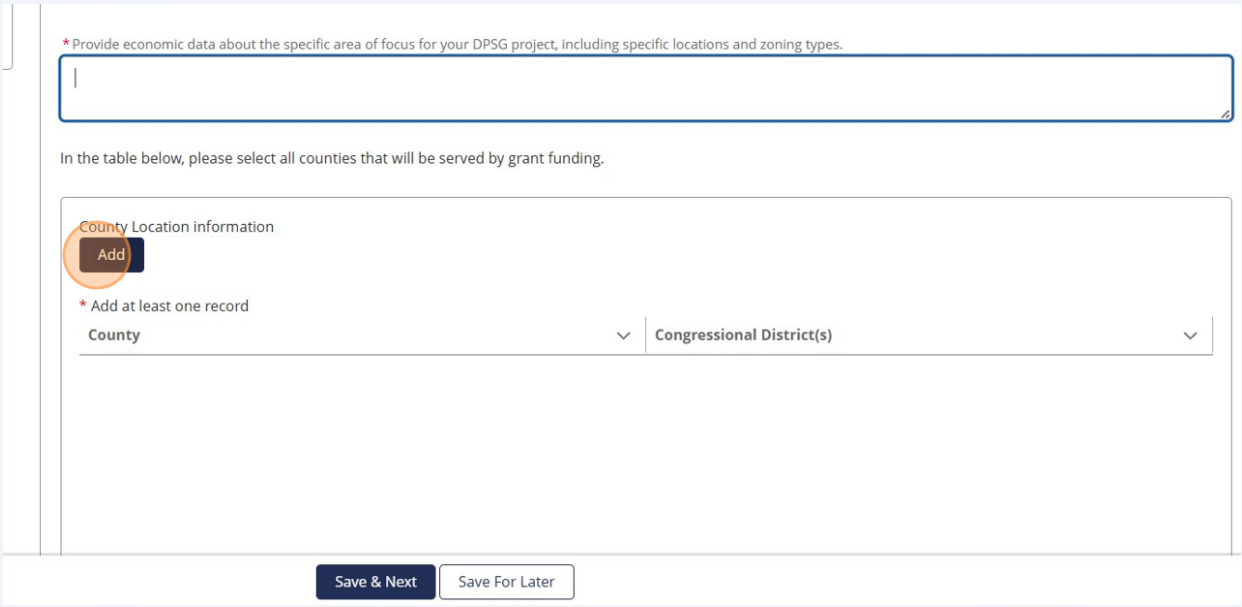


19 This next section is where you're going to start talking about your specific project.

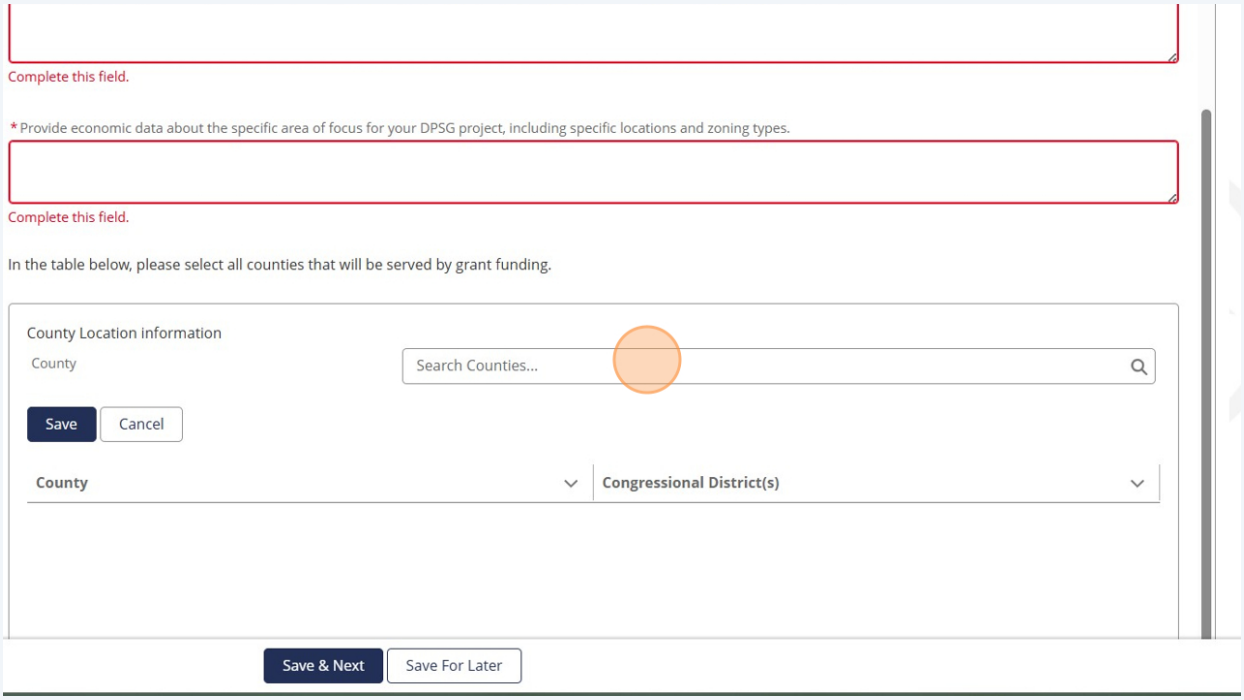
What you enter into these text fields will create the Scope of Services for your project. Answer each of these narrative style questions with as much detail and clarity as you can.



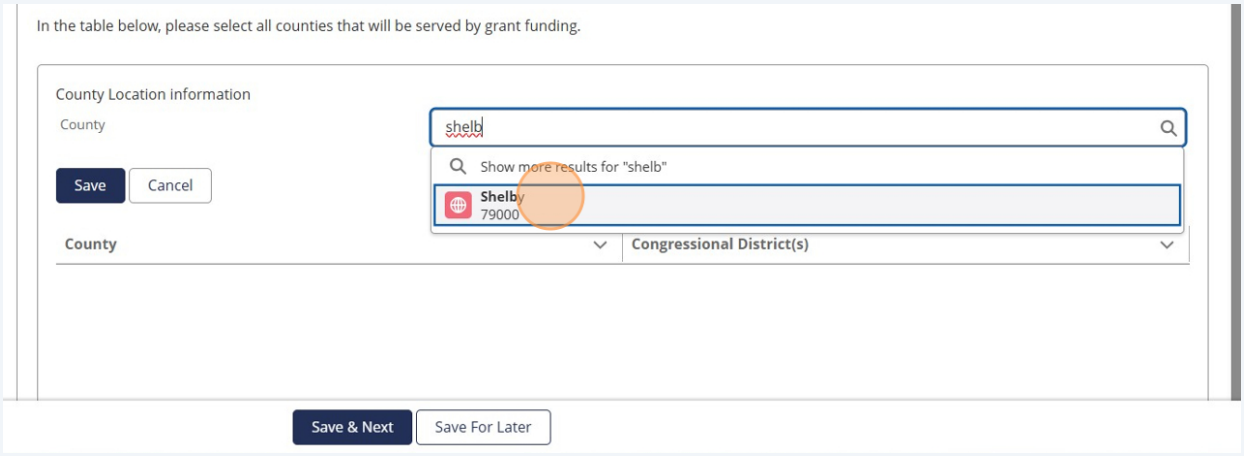
20 Click to add your agency's home county.



21 Click here

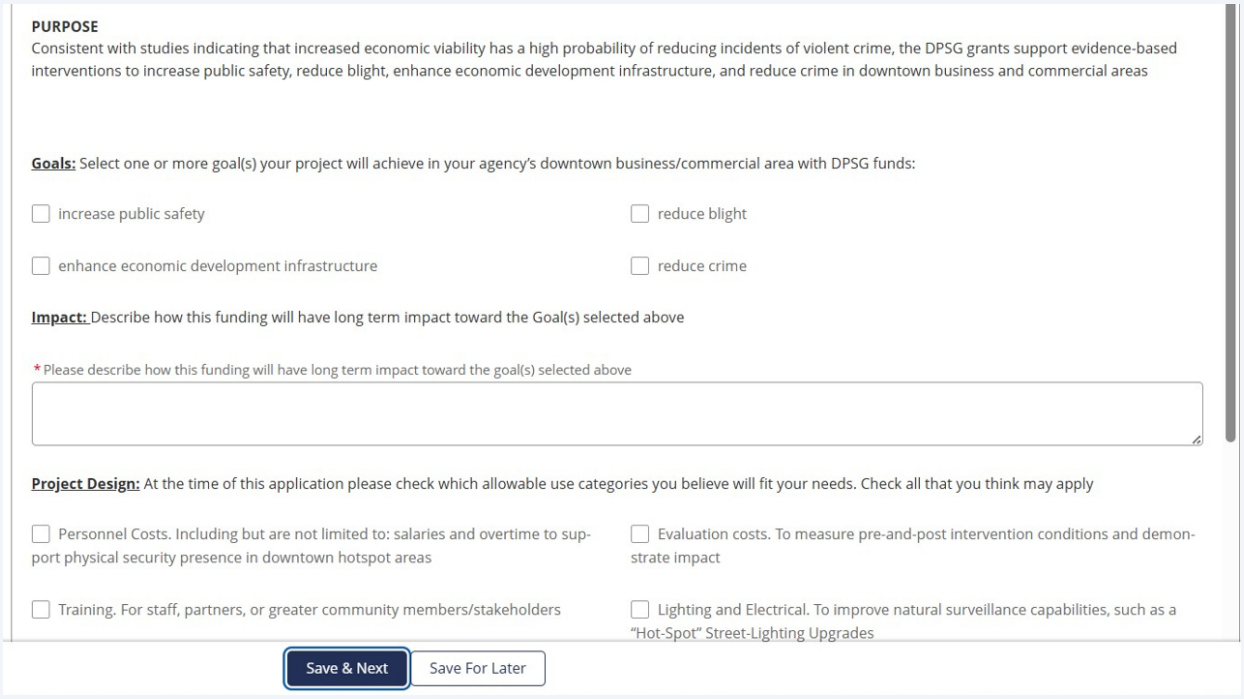


22 Search for and select your home county. If there are additional counties your project will be serving please add those as well.

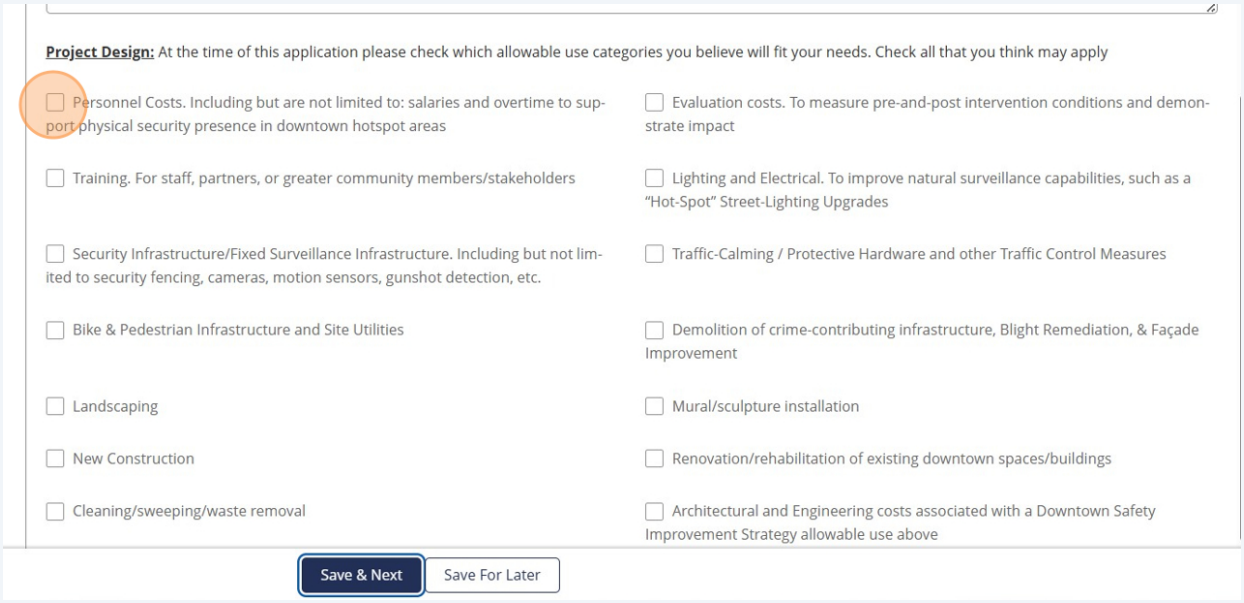


23 Hit "Save" in that box, and once you have added all necessary counties, hit "Save & Next" at the bottom.

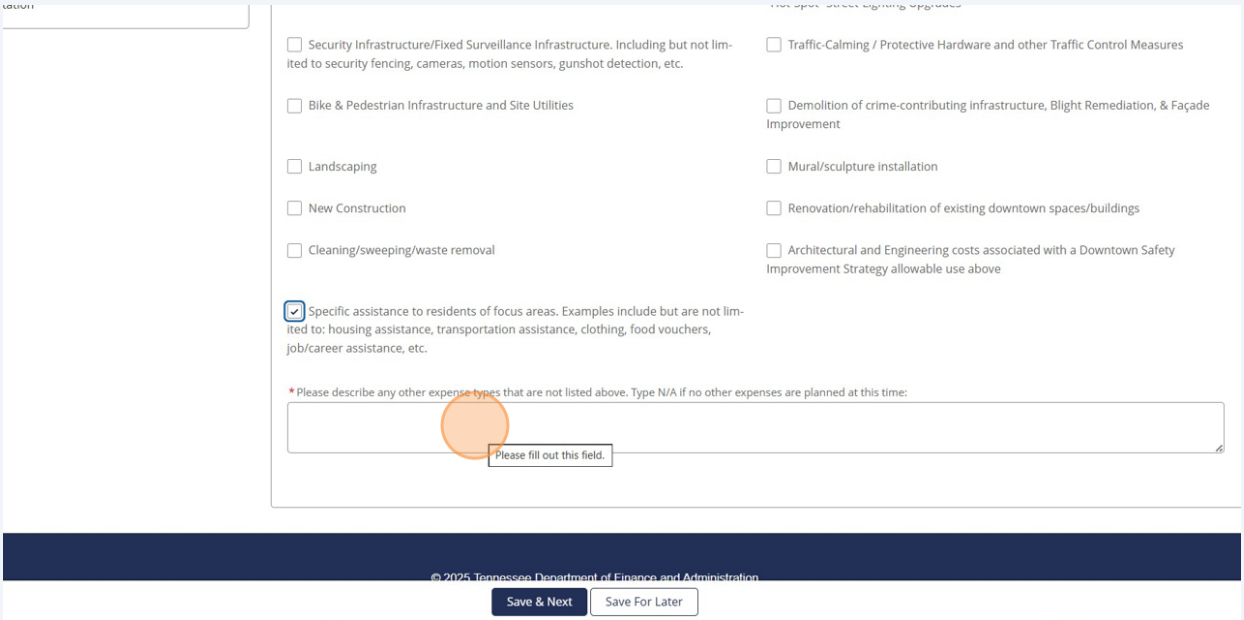
24 Answer all questions regarding the project goals.



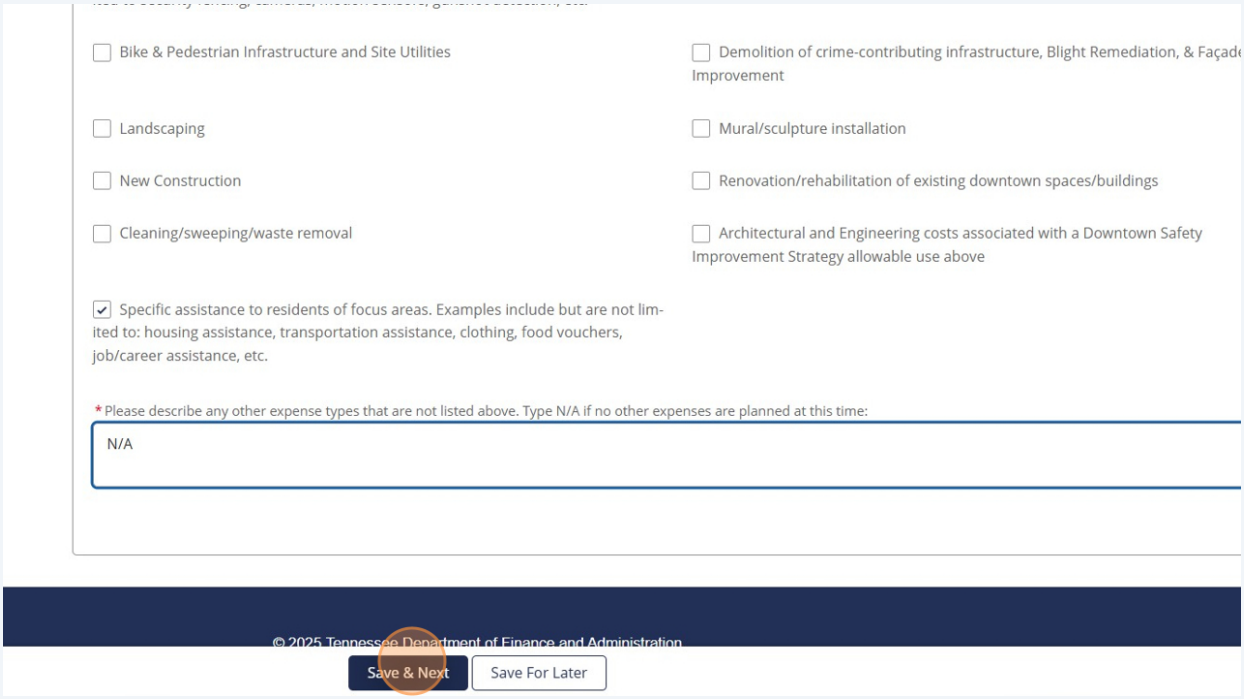
25 Select which of these fields will be included in your project's budget. Select all that may apply.



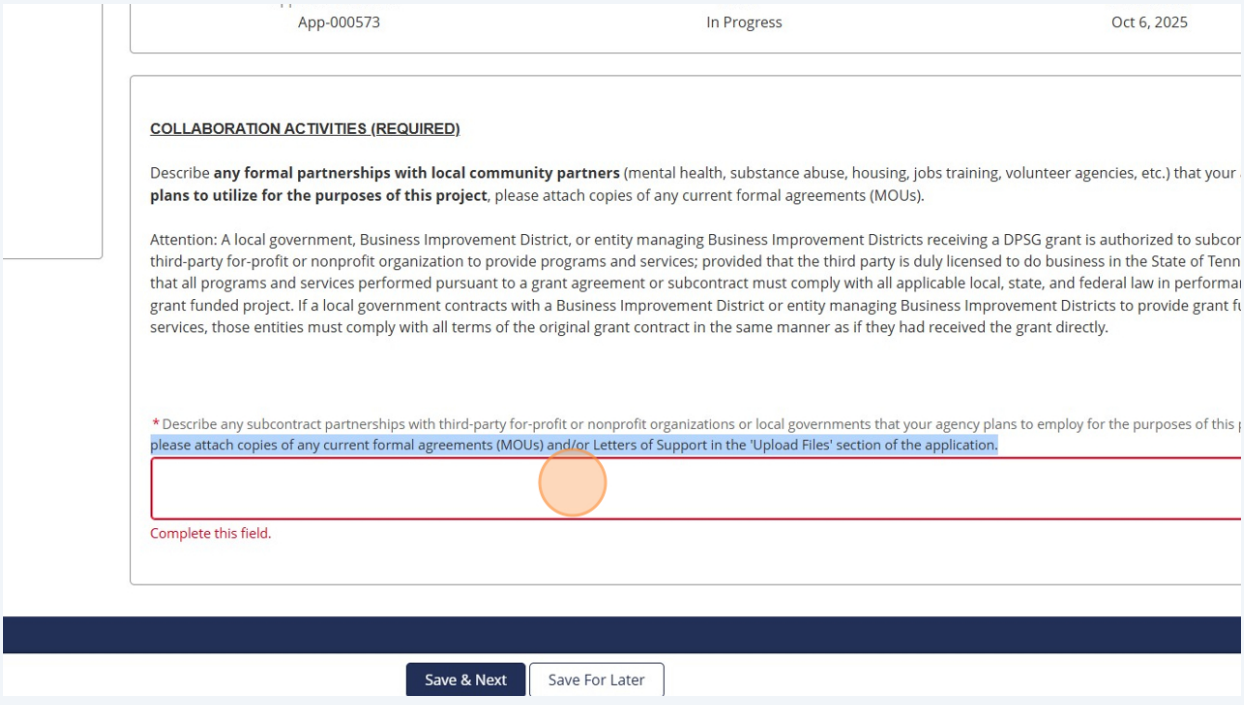
26 If there are any additional expenses needed, please include those here. If not, type N/A.



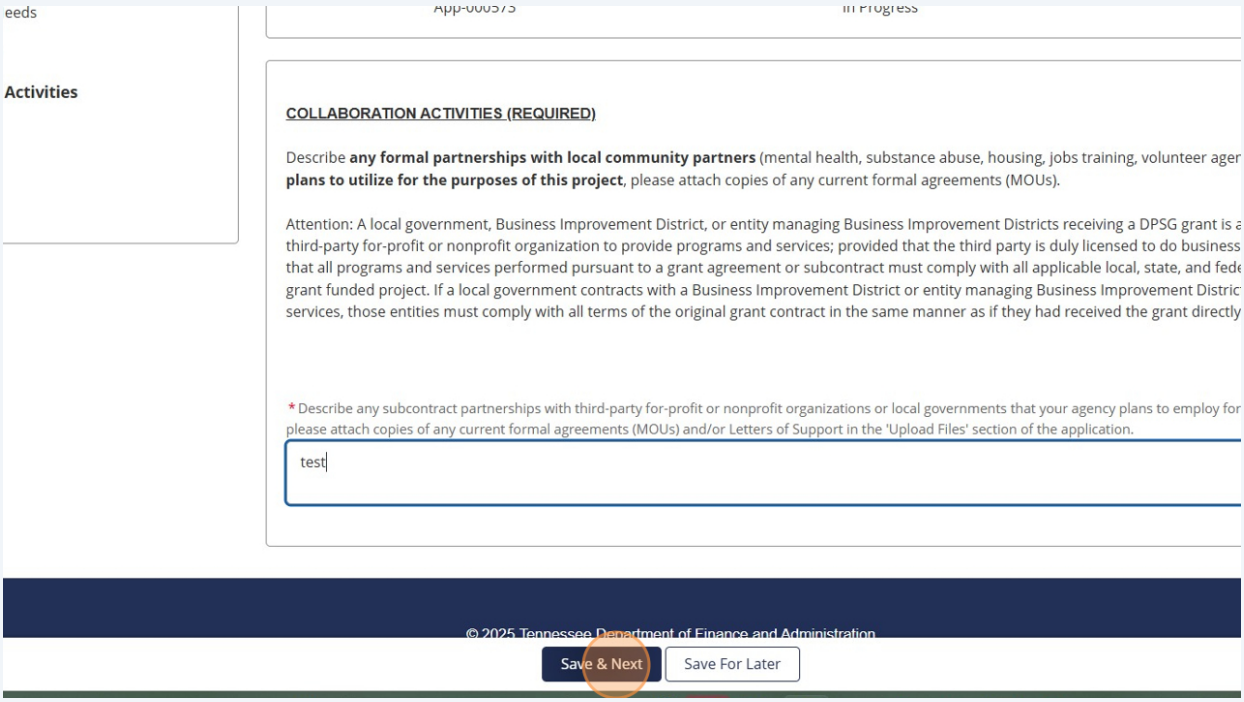
27 "Save & Next"



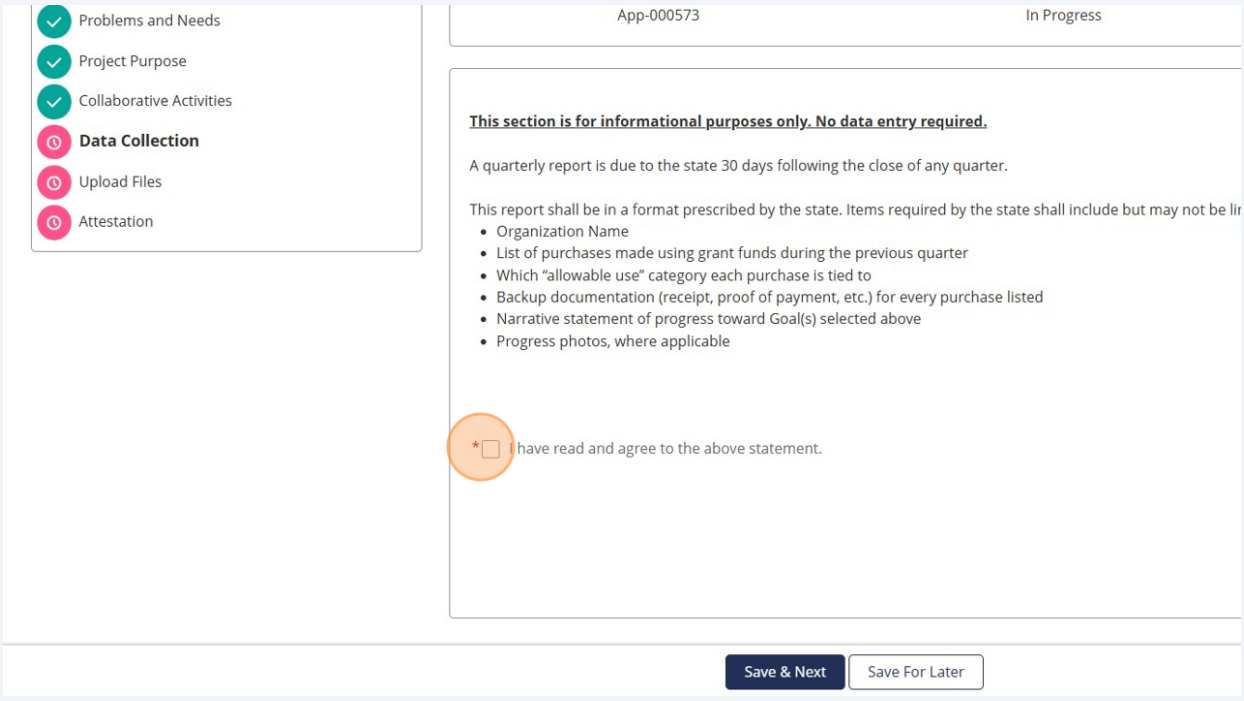
28 Provide detailed information for Collaboration activities with other agencies including subcontracts. Be as thorough as you can here. Please note that any MOUs or Letters of support will need to be uploaded later in the application.



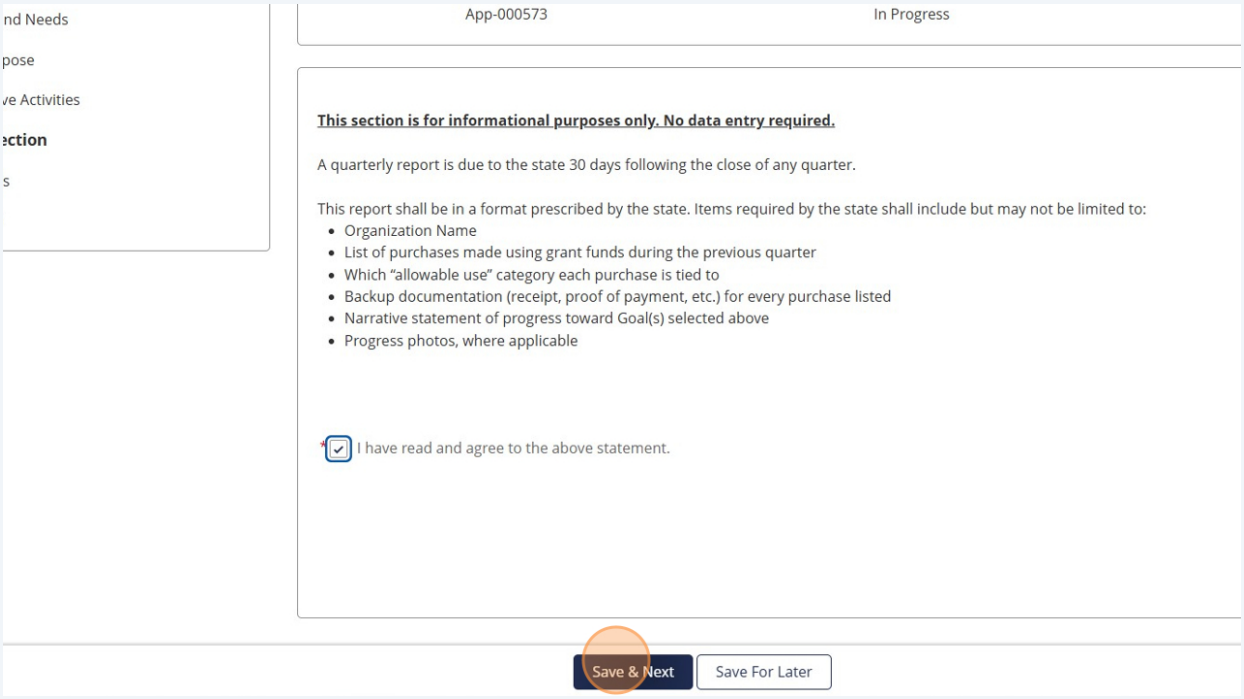
29 Hit "Save & Next"



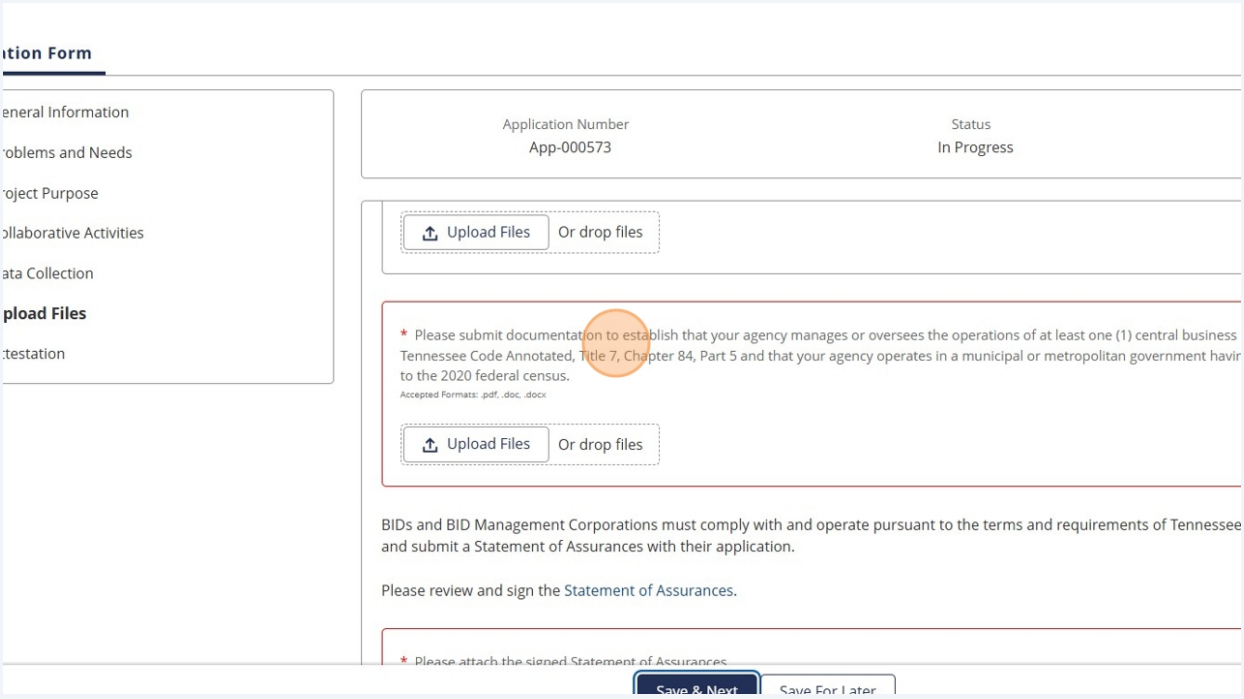
30 In this section you are simply acknowledging that reports are due quarterly and this is the data that you will need to include in each of those reports.



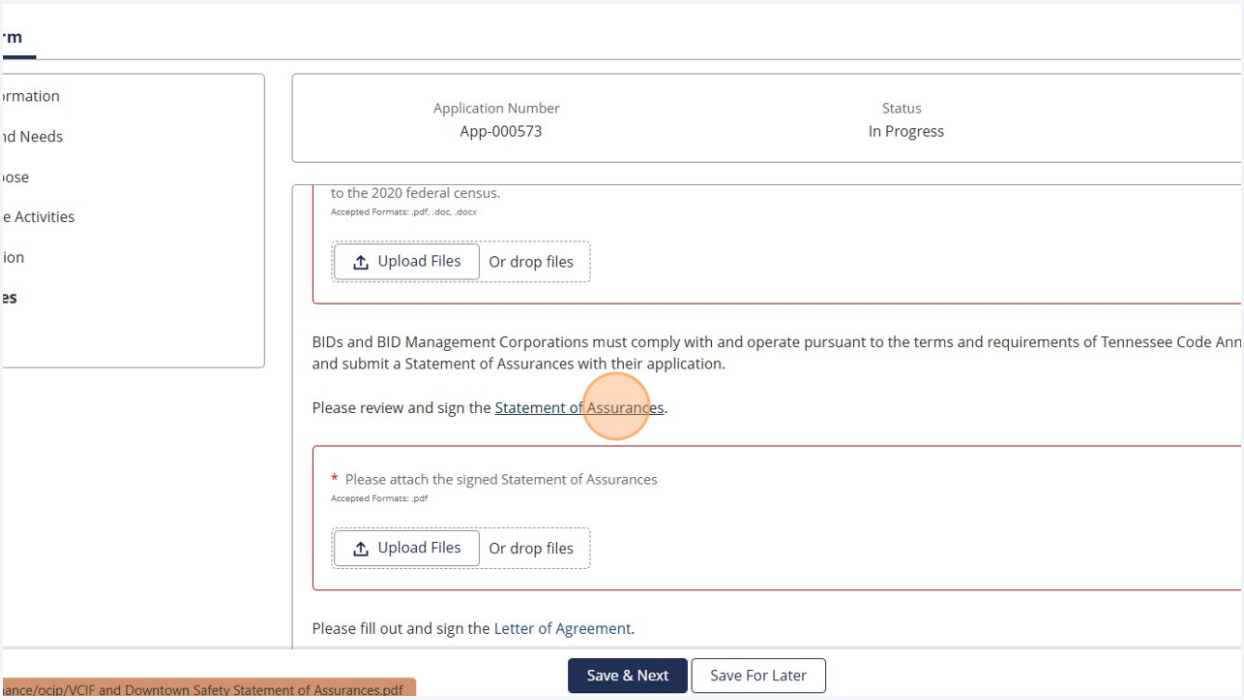
31 "Save & Next"



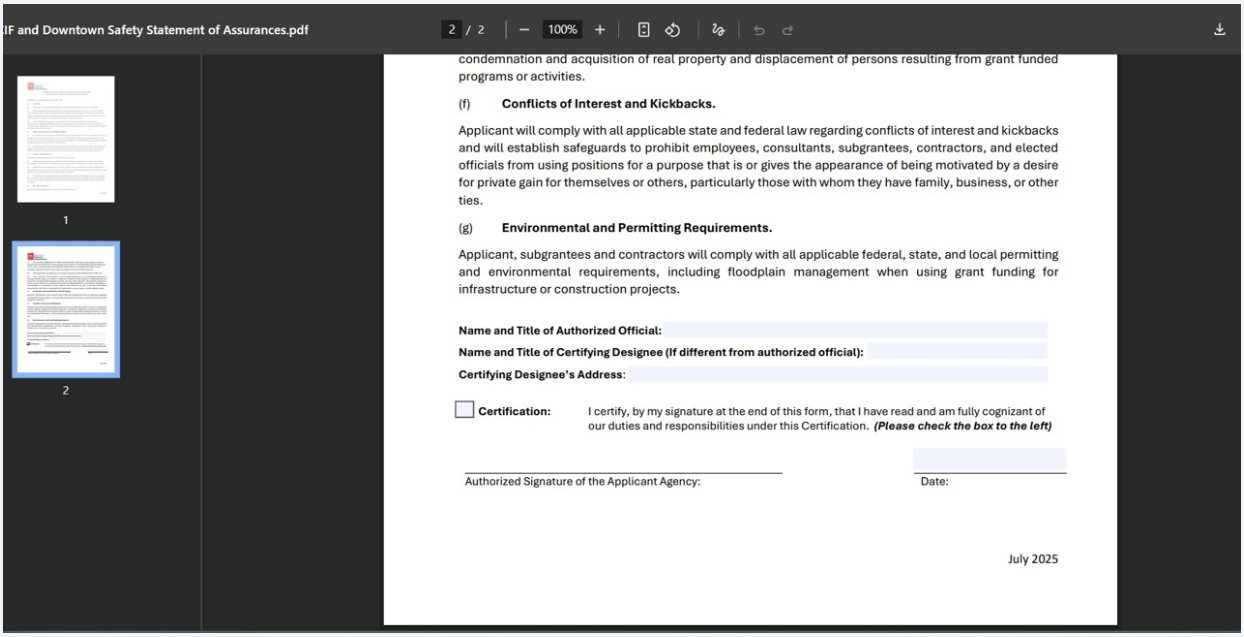
32 This section gives you the option to upload files. Please upload any that are applicable and relevant to your agency. Boxes outlined in red are required fields.



33 Review and Sign the linked document "Statement of Assurances"

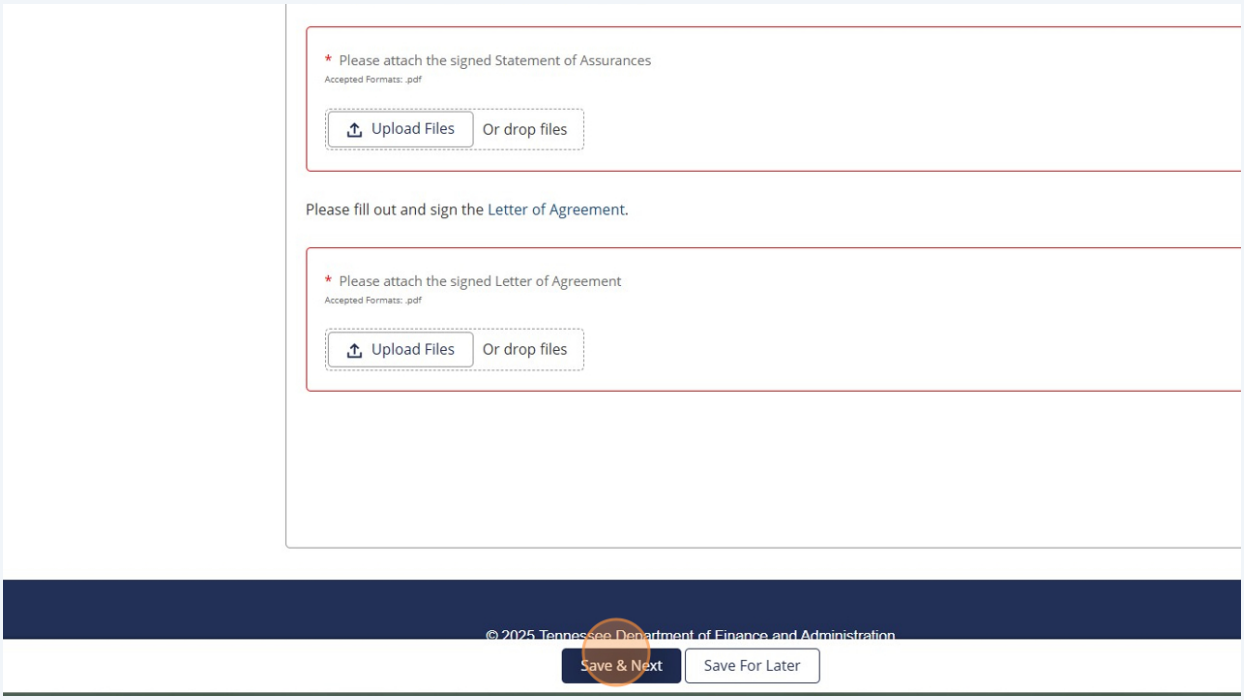


34 Click the link and it will take you to an external document you can sign digitally or physically. Do this by printing, signing, and re-uploading.

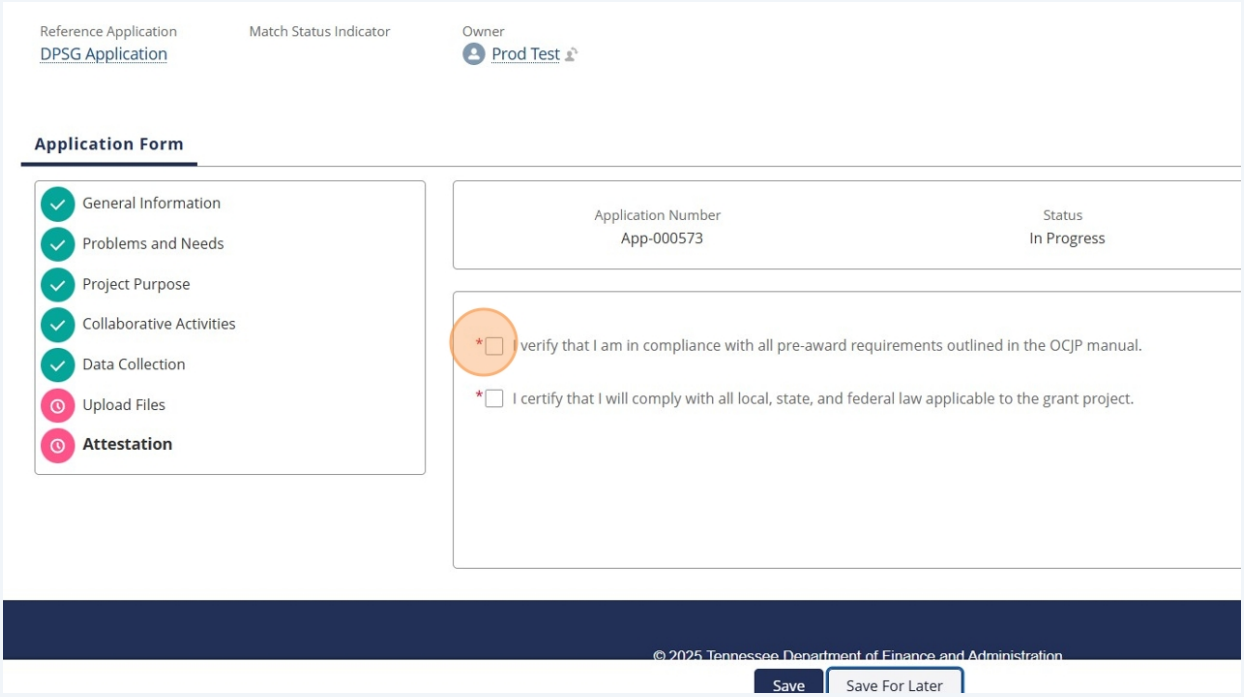


35 Do the same for the Letter of Agreement linked.

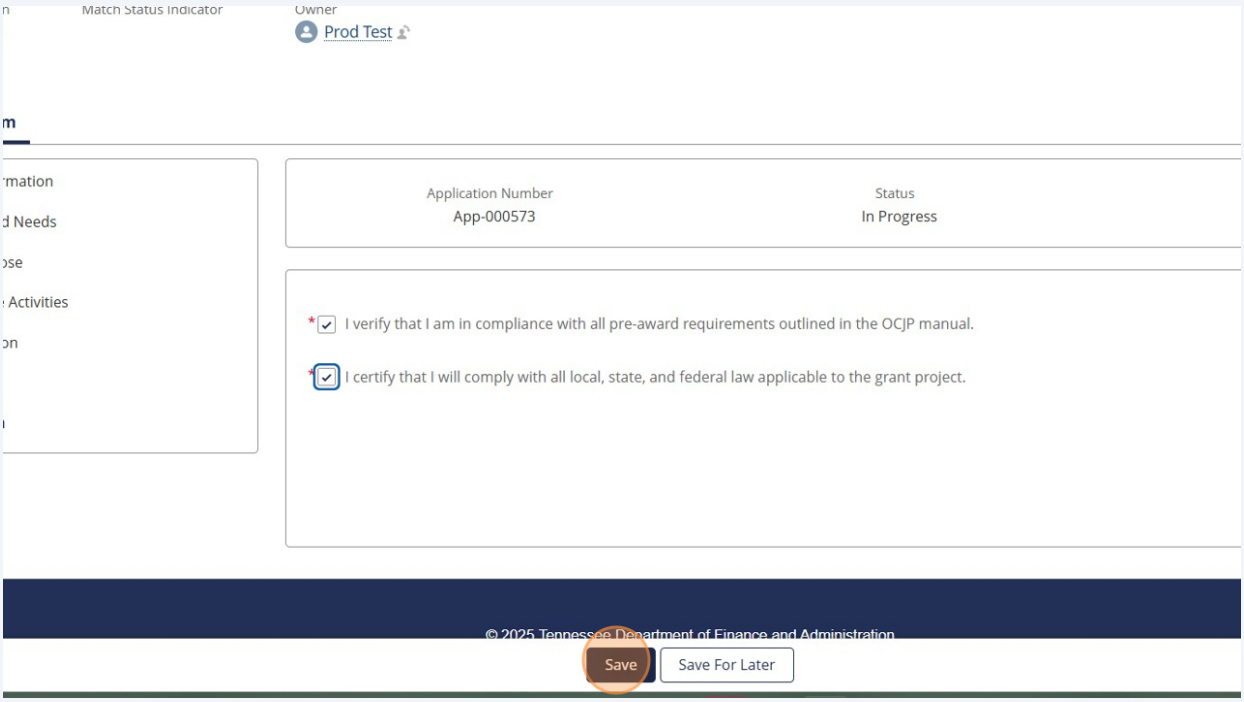
Once all files are uploaded, click "Save & Next"



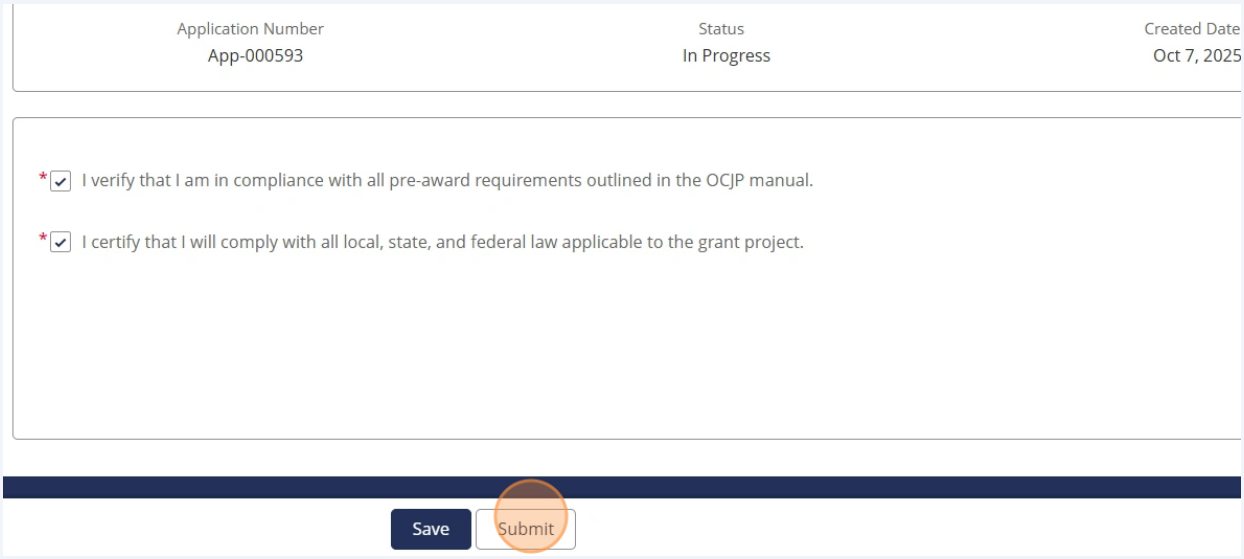
36 Verify that you are in compliance with all requirements.



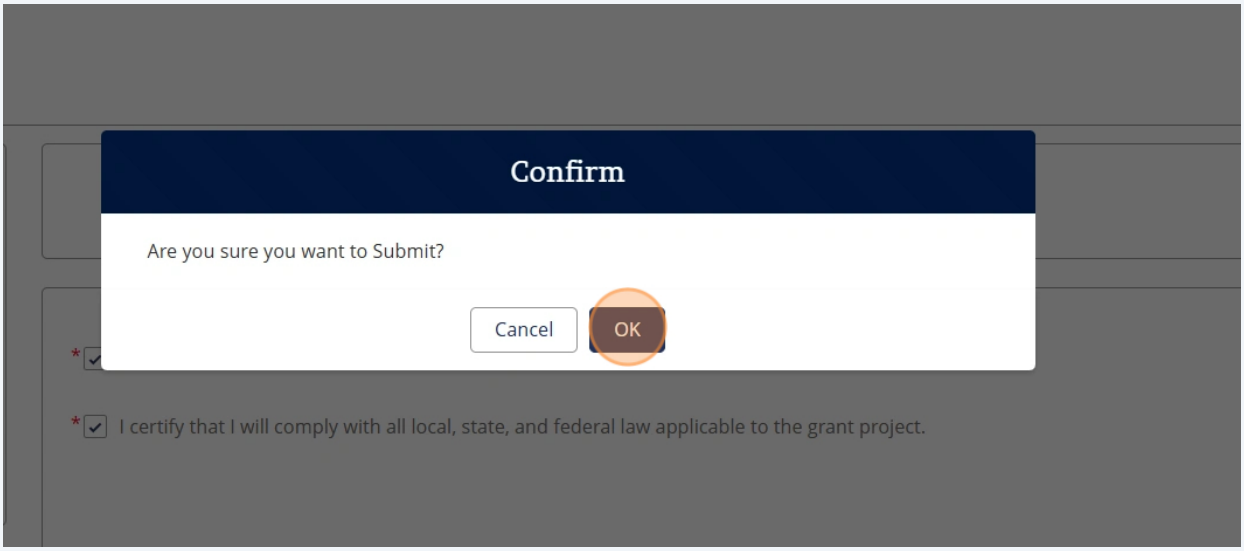
37 Click here



38 Once all application sections have been completed, the "Submit" button becomes available. If you are ready to submit your application, click "Submit".

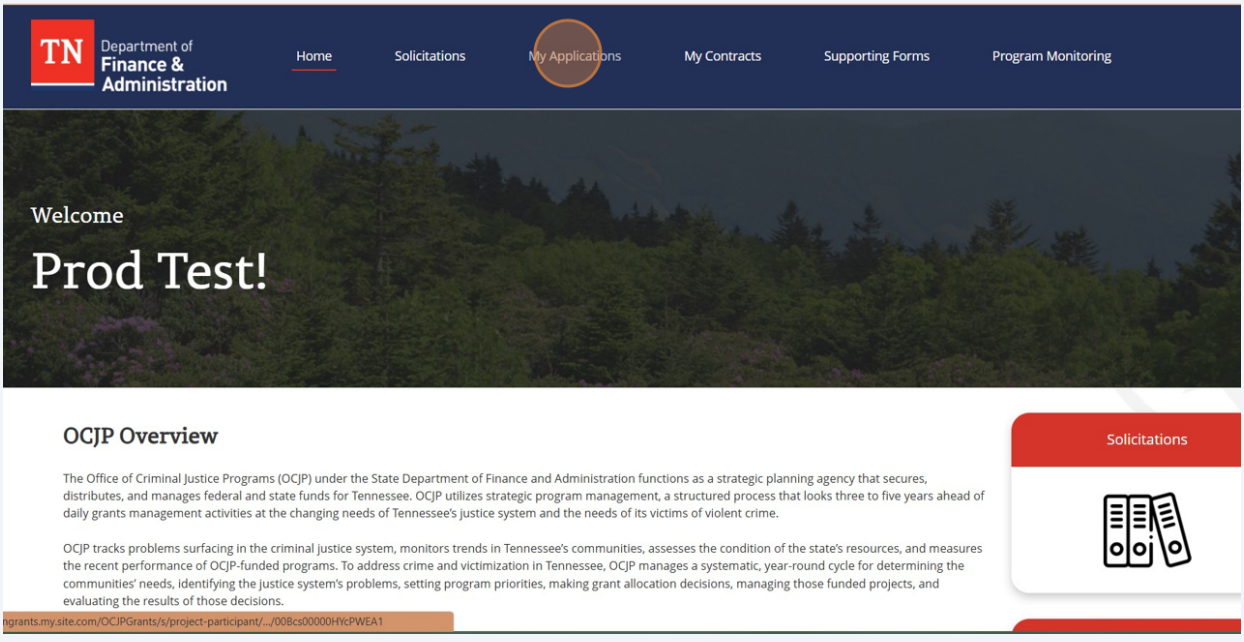


39 Confirm Submission

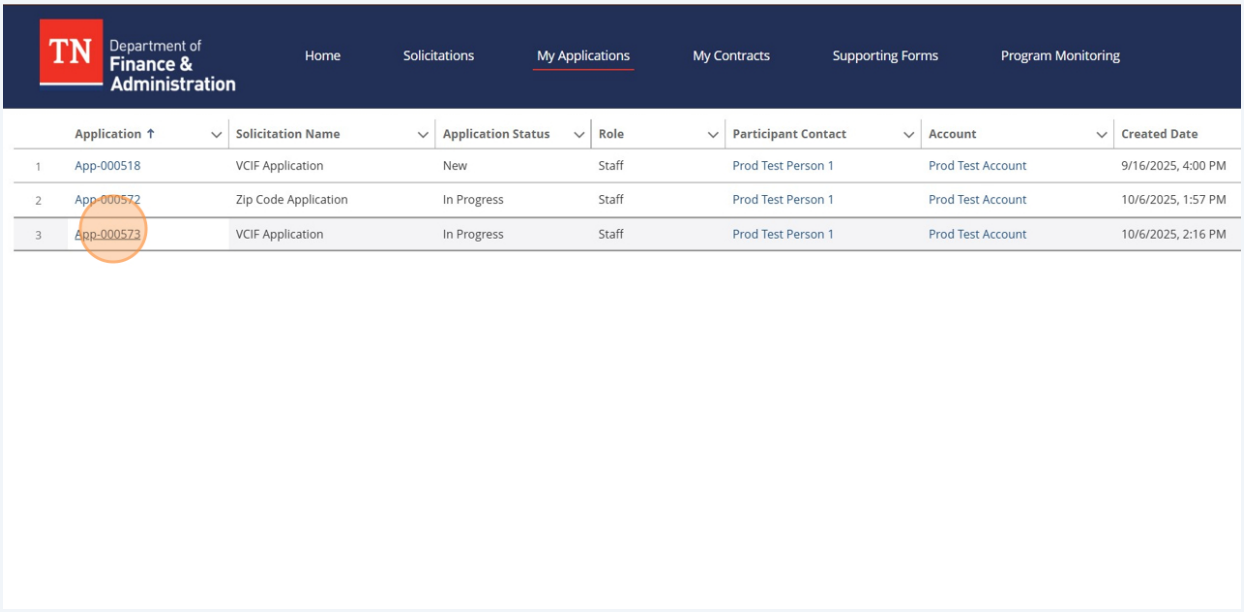


40 Your application has been submitted and is complete.

If you need to save your application and complete at a later time, select "Save for Later". This will allow you to log out and whenever you log back in you can select your in progress application. From the portal home page select "My Applications".



41 Click the Application Number of the application you would like to open and continue editing.



	Application	Solicitation Name	Application Status	Role	Participant Contact	Account	Created Date
1	App-000518	VCIF Application	New	Staff	Prod Test Person 1	Prod Test Account	9/16/2025, 4:00 PM
2	App-000572	Zip Code Application	In Progress	Staff	Prod Test Person 1	Prod Test Account	10/6/2025, 1:57 PM
3	App-000573	VCIF Application	In Progress	Staff	Prod Test Person 1	Prod Test Account	10/6/2025, 2:16 PM

42 Follow the above steps at wherever you left off to continue to submit your application.