



Texas Veterans Commission Enterprise Grants Management System

Registration Guide



Fund for Veterans' Assistance

Helping Veterans Starts Here

Registering an Organizations to apply for a Fund for Veterans' Assistance grant.

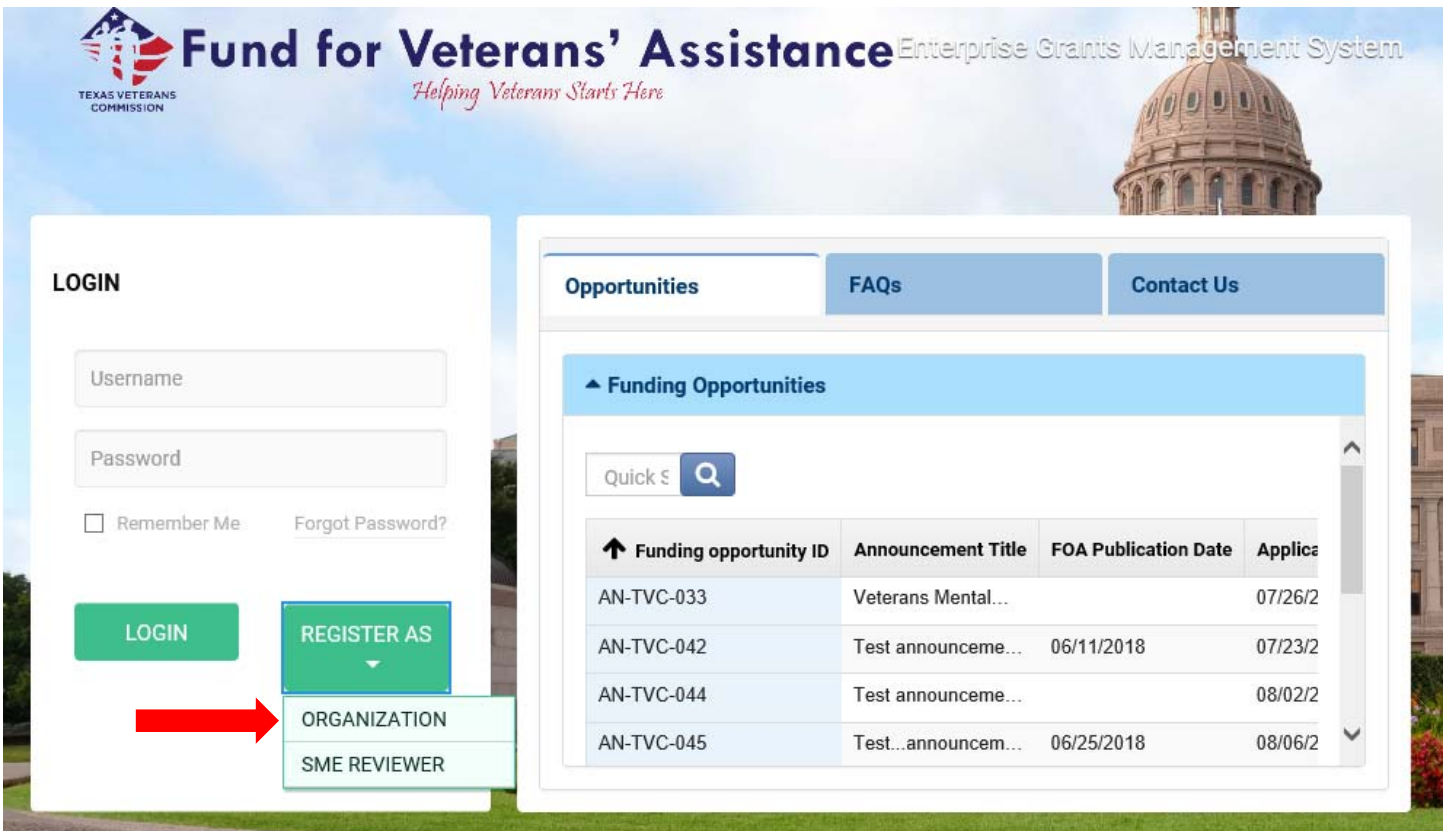
1. Complete the registration process.
2. Once completed, a TVC Staff member will authorize the registration request.
3. Once authorized, two emails will be generated and sent to the registrant.
 - a. The first email is from TVC confirming their request.
 - b. The second email is from Salesforce providing the username and a hyperlink to change the password.
4. Upon second email applicant may login, change password and begin application process.

Organizations will be given only **ONE (1)** login. The Project Coordinator email will be the primary point of contact. Recommend the email be a general organization email in case of a staff change.

Selecting the 'Cancel' button during the process will not save the entered data.

Registration Process

1. Access the URL: <https://tvcportal.force.com/>
2. Select 'Register As' and select 'Organization'.



Fund for Veterans' Assistance Enterprise Grants Management System
Helping Veterans Starts Here

TEXAS VETERANS COMMISSION

LOGIN

Username

Password

Remember Me [Forgot Password?](#)

LOGIN **REGISTER AS**

ORGANIZATION

SME REVIEWER

Opportunities **FAQs** **Contact Us**

Funding Opportunities

Quick Search

Funding opportunity ID	Announcement Title	FOA Publication Date	Applica
AN-TVC-033	Veterans Mental...		07/26/2
AN-TVC-042	Test announceme...	06/11/2018	07/23/2
AN-TVC-044	Test announceme...		08/02/2
AN-TVC-045	Test...announcem...	06/25/2018	08/06/2

3. Registration Process

a. Agree to the Non Disclosure Agreement.

Registration Agree Disagree

▲ Non Disclosure Agreement

Description

To continue further agreement to the following is required:

NDA Form

The following consent form terms apply to your organizations submission of information and documents to GovGrants. By using GovGrants, you understand and consent to the following:

The funding application submitted herein, includes information that shall not be disclosed outside the Government, and shall not be duplicated, used or disclosed in whole or in part for any purpose other than to evaluate this application, retain a record of submission and to receive, store and transfer documents needed to process applications, conduct pre and post-award transactions and to manage grant awards issued to the registrant organization. Organizational information shall be requested only for the purpose established by the GovGrants for creating and maintaining an account and submitting, reviewing and processing applications and grant awards. No personally-identifiable client-level data shall be required by organization for submission via GovGrants at any time.

Any communication or data transmitting or stored on this information system may be disclosed or used for any lawful purpose. You have no reasonable expectation of privacy regarding any communications or data transmitting or stored on GovGrants. At any time, for any lawful purpose, the organization may monitor, intercept, and search and seize any communication or data transmitting or stored on this information system.

Applications submitted via GovGrants shall remain confidential until the time that grant terms are accepted by the applicant organization and a grant award is issued by organization. At that time, the documents become public information and subject to review, audit and public disclosure. If a grant is awarded as a result of or in connection with the submission, the application and its contents shall be incorporated by reference into the grantees agreement and requirements, including pre-award conditions. The applicant agrees not to disclose any organization notice of intent to fund until organization issues an award or public notification of the award.

Government shall have the right to duplicate, use or disclose the data to the extent provided in the resulting grant. No confidential or proprietary data will be shared without an applicants permission and will be governed by terms negotiated in the final grant award agreement. This restriction does not limit the organization's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets and, mark each sheet of data it wished to restrict with the following legend: "Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this application."

Agree Disagree

a. Agree to Conflict of Interest.

Registration Agree Disagree

▲ Conflict of Interest

Description

The government requires that the SME (subject matter expert) reviewers, as agents of EGMS (enterprise grants management system) maintains the highest standards of confidentiality and security of documents and information related to the review of applications submitted to the system in response to the request for application (RFA) referenced herein. This includes the individual reviewers handling, storage and transmission of any and all documents and information pertaining to the review of applications, the identification of the applicant organizations and the results of review (i.e. score, rank and application strengths and deficiencies). Additionally this includes information pertaining to review panelists names and affiliations, reviewer assignments and technical review comments.

Panel discussions are to be held confidential and written technical reviews and scores shall be embargoed until an assigned and authorized chairperson or government liaisons directs the sharing, release and submission of the information required for the review. Reviewers are entrusted by EGMS to protect this confidential information from accidental or intentional release of information. Physical and electronic security measures must be in place to guard and prevent access to confidential materials by unauthorized individuals.

Pledge of confidentiality:

I, the undersigned, accept the confidentiality terms and standards outlined above. I agree not to use, disclose or disseminate grant application review information outside the customary disclosures related to a review panel process. I shall maintain the confidentiality and uphold the security standards of any information regarding the review process. I understand that to intentionally or unintentionally disclose such information or otherwise breach confidentiality will result in action including dismissal from the assignment and rescission of any agreements for payment from EGMS. I also pledge that I do not have not conflicts of interest, per the government guidance, in performing this work.

Agree Disagree

b. Enter EIN, DUNS Organization Name, and Zip Code.

Registration

Fields marked as* are required

In order to start the registration, please provide the following information of your organization and click NEXT button.

*Employee Identification Number (EIN) ⓘ

Data Universal Number System (DUNS) Number ⓘ

*Organization Name ⓘ

*Zip Code ⓘ

c. Enter Organization Information. *Note: Part II of Old Appendix I – The Application*

▲ Organization Information

Organization Name ⓘ

Vets 4 Vets

EIN ⓘ

123456789

Data Universal Number System (DUNS) No. ⓘ

456789321

*Organization Type ⓘ

--None-- ▼

If organization type is 'other', please specify

Governing Body

--None-- ▼

If governing body is 'other', please specify

Website ⓘ

1. What is the organization's overall mission?

2. What year was the organization established?

3. What types of programs/services does the organization currently provide? Provide examples and briefly describe program components.

5. On average, how many veterans does the organization currently serve annually?

6. What percentage of total clients served by the organization are veterans?

▲ Mailing Address

Please enter the address associated with the above DUNS number as listed in SAMS.gov.

*Address Line

*City

*State

*Zip code 

▲ Physical Address

Is the physical address same as the mailing address?

Address Line

City

State

Zip code

▲ Texas Address

Texas Address if organization headquarters is located out of state

Address Line

City

State

Zip code

Cancel

Next

d. Enter coordinators and signing authority (Principal Participants) information.

Fields marked as * are required

▲ Project Coordinator – Principal Participant

The Project Coordinator will be the default primary point of contact for the organization.

*First Name *Last Name Title

*Phone Number *Email

Recommend a general organization email be used in case of staff change.

▲ Financial Coordinator – Principal Participant

Phone Number must only be 10 digits.

First Name Last Name Title

Phone Number Primary POC Email

• All positions are required


▲ Signing Authority – Principal Participant

*First Name *Last Name Title

*Phone Number *Email

e. Verification (not a robot) and Submission

I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)

CAPTCHA (Completely Automated Public Turing test to tell Computers and Humans Apart) is a type of security measure known as challenge-response authentication. CAPTCHA helps protect you from spam and password decryption by asking you to complete a simple test that proves you are human and not a computer trying to break into a password protected account.

f. A successful registration!

Registration
Vet Test 1

Home

Confirmation Message ✕

Your Registration Request For Access To EGMS Has Been Completed And Sent For Government Approval. Once Approved, You Will Be Sent Another Email From Salesforce.com (technology Platform Provider) With Your Username And Password Shortly To Log Into The System.

Home

g. Your registration must be approved by a FVA staff.

Organization will receive an email verifying registration was approved.

Mon 7/23/2018 11:45 AM

 noreply@salesforce.com on behalf of Grant Officer TVC <dl_saas_tvc@reisystems.com>
Sandbox: EGMS: Organization Vet Test 1 Approved

To: Your.email@vettest1.com

 **Fund for Veterans' Assistance**
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Organization Vet Test 1 is Approved.

Do not reply to this email.

This message was generated by the TVC EGMS system.

h. Organizations will receive an email with link to recipient portal to change password.



Mon 7/23/2018 11:45 AM

noreply@salesforce.com on behalf of Recipient Portal <admin@reisystems.com>

Sandbox: Welcome to Recipient Portal

To Your.email@vettest1.com

ALERT: This email originated from outside of the Texas Veterans Commission email system.
VERIFY the sender and content of this email by applying your Security Awareness Training.
DO NOT click links or open attachments unless you expect them from the sender and know that the content is safe.

Hi John Doe

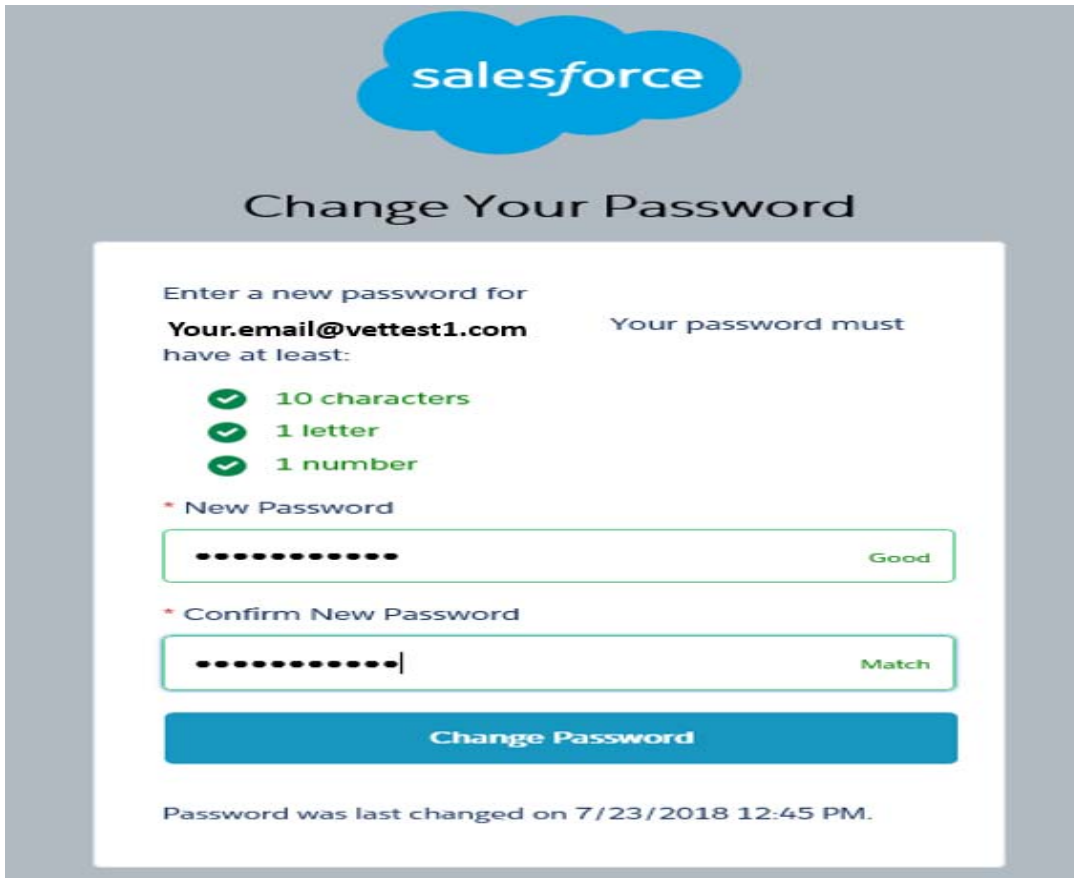
Welcome to Recipient Portal! To get started, go to <https://tvcdemo-granteeportal.cs32.force.com/login?c=RyV9y1G%2F%2FswjqsKcUDfkK%2B70H0pcjMdnGFDxuilXjnc6odY%2FzAMQtg1dl1cxURqOCPTfjmo5e08mvzmi1qEOmGWU3C8L%2BefP3fbHiRetlu2sEi%2BGrSVCDsEzdDHviKwBp9T2Xdi%2B9%2F9PsZp%2FZg7dTHRTrkTfxrk%2FKebugQfDy126t9n0c3B7xLz2oZmCPAANQ%3D>

Username: Your.email@vettest1.com

Thanks,
Texas Veterans Commission - Grants

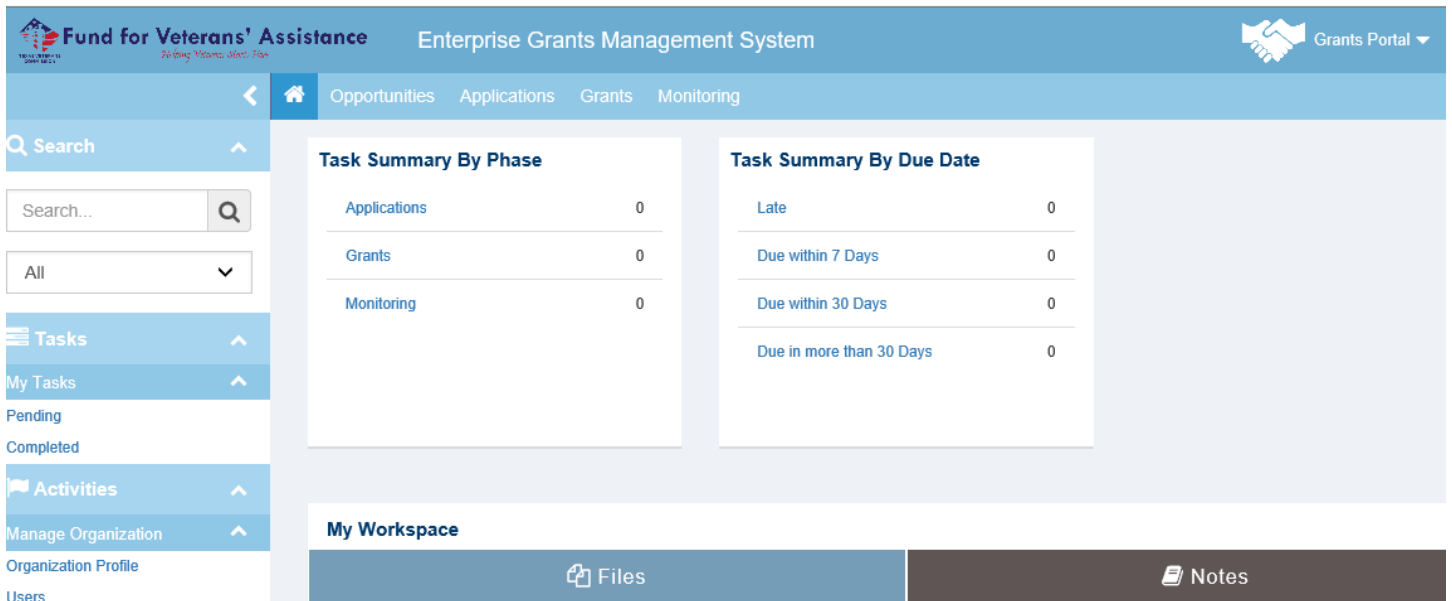
i. The link provided in the email will direct user directly to change password portal.

j. Enter the new password and confirm new password



The image shows a Salesforce 'Change Your Password' form. At the top is the Salesforce logo. Below it, the title 'Change Your Password' is centered. The form asks the user to enter a new password for the email 'Your.email@vettest1.com'. It lists requirements: 10 characters, 1 letter, and 1 number. There are two input fields: 'New Password' and 'Confirm New Password'. The 'New Password' field shows a strength indicator of 'Good'. The 'Confirm New Password' field shows a 'Match' indicator. A blue 'Change Password' button is at the bottom. A message at the bottom states: 'Password was last changed on 7/23/2018 12:45 PM.'

k. Selecting Change Password will authenticate and take user directly to grant software.



The image shows a dashboard for the 'Enterprise Grants Management System' under the 'Fund for Veterans' Assistance'. The header includes the system name and a 'Grants Portal' dropdown. The main navigation bar has links for 'Opportunities', 'Applications', 'Grants', and 'Monitoring'. The dashboard features two summary tables:

Task Summary By Phase	
Applications	0
Grants	0
Monitoring	0

Task Summary By Due Date	
Late	0
Due within 7 Days	0
Due within 30 Days	0
Due in more than 30 Days	0

Below the tables is a 'My Workspace' section with 'Files' and 'Notes' tabs. A left sidebar contains navigation options: Search, Tasks (My Tasks, Pending, Completed), Activities, and Manage Organization (Organization Profile, Users).

Registration Complete