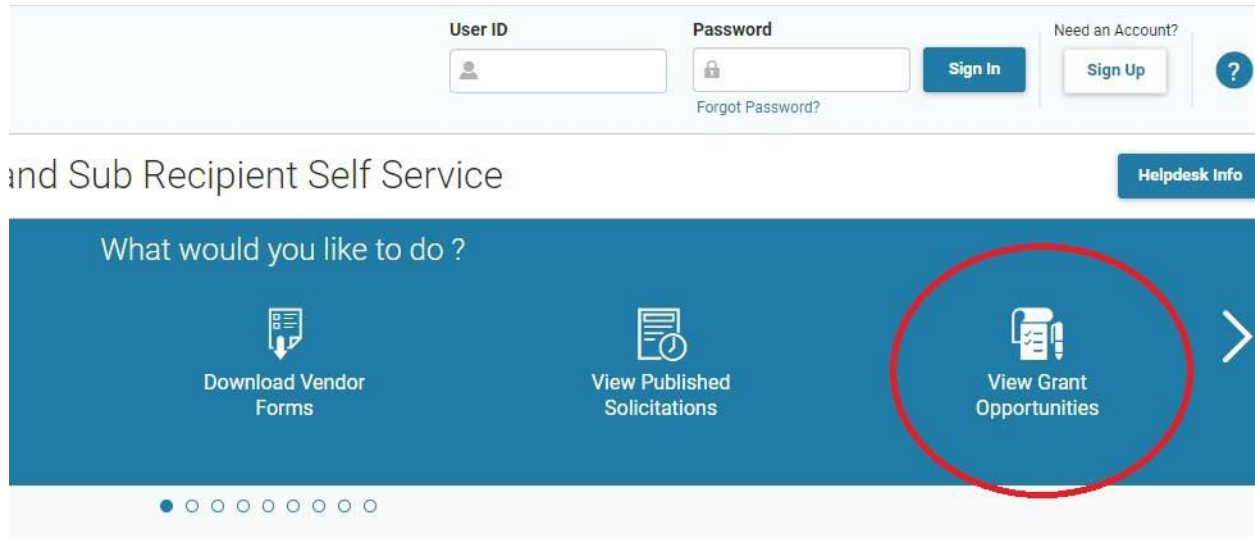


Vendor Self Service Application Process

Description: _____

Grant Opportunity Number: _____

1. Go to the following link and click on the "Grant Funding Opportunities" tab:
<https://prd311/wvoasis.gov/PRDVSS1X1ERP/Advantage4>



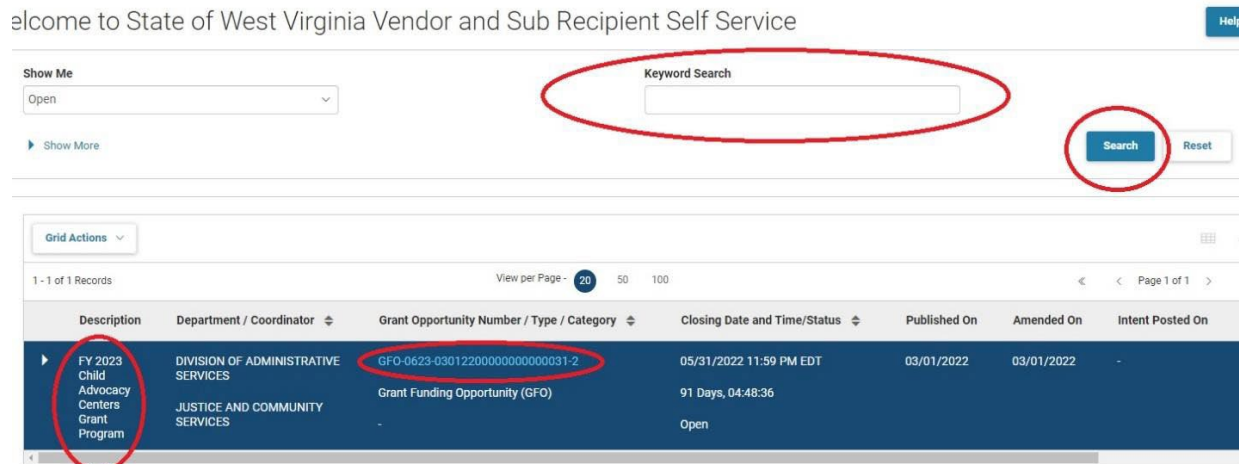
User ID Password

Need an Account?

What would you like to do ?

- Download Vendor Forms
- View Published Solicitations
- View Grant Opportunities**

2. Scroll to the bottom and identify the grant you wish to apply for. You can use the search feature and search for the Description or Grant Opportunity Number listed at the top of this document.



Welcome to State of West Virginia Vendor and Sub Recipient Self Service

Show Me

Keyword Search

Description	Department / Coordinator	Grant Opportunity Number / Type / Category	Closing Date and Time/Status	Published On	Amended On	Intent Posted On
FY 2023 Child Advocacy Centers Grant Program	DIVISION OF ADMINISTRATIVE SERVICES	GFO-0623-0301220000000000031-2	05/31/2022 11:59 PM EDT	03/01/2022	03/01/2022	-
	JUSTICE AND COMMUNITY SERVICES	Grant Funding Opportunity (GFO)	91 Days, 04:48:36			
			Open			

- Once you have identified the grant you wish to apply for, Click on the grant opportunity number. Next, click on the Attachments tab and download each application document marked as standard.

Grant Opportunity View Page (GFO)

Document ID: GFO-0623-03012200000000000031-2 | Time Left: 90 Days, 15:21:16

General Information | Components | **Attachments** | Grant Opportunity Instructions | Evaluation Criteria | Grant Terms & Conditions | Events | Amendment History

1 - 7 of 7 Records | View per Page: 20 | 50 | 100 | Page 1 of 1

File Name	Date	Attachment Type	Description
Application Check List.docx	03/01/2022	Standard	
Application FY23.doc	03/01/2022	Standard	
Application Instructions FY23.pdf	03/01/2022	Standard	
FY23 CAC Guidelines.pdf	03/01/2022	Standard	
Standard Conditions & Assurances.pdf	03/01/2022	Standard	
Final_GFO_0623_03012200000000000031_1_2_WV_ARFP_FORM.PDF	03/01/2022	Assembled Form	Assembled pdf file for document [GFO,0623,03012200000000000031,1] - Agency Request For Proposal Form (PDF Format)
Final_GFO_0623_03012200000000000031_2_WV_ARFP_FORM.PDF	03/01/2022	Assembled Form	Assembled pdf file for document [GFO,0623,03012200000000000031,2] - Agency Request For Proposal Form (PDF Format)

- Complete all of the required application documents **before** taking any additional steps in the VSS portal.
- After you've completed the application documents, revisit the link in Step 1 above, find the grant you are applying for, and click on "Respond".

View per Page: 20 | 50 | 100 | Page 1 of 1

Grant Opportunity Number / Type / Category	Closing Date and Time/Status	Published On	Amended On	Intent Posted On	Bid Opening Date	Response
GFO-0623-03012200000000000031-2	05/31/2022 11:59 PM EDT	03/01/2022	03/01/2022	-	-	Respond
Grant Funding Opportunity (GFO)	91 Days, 04:45:22					
-	Open					

- When prompted, enter your VSS user ID and password. The VSS account information you enter must be linked to the vendor number of the applicant agency. If you do not have a VSS account, you will need to create one.
- On the next screen, ensure that Line 1 – Government Aid is checked and click Continue in the top right corner.

Grant Funding Application (GFA)

GFA-0623-ESR0302220000000000303

Marty Hatfield Vendor

Continue | Save & Close | Exit

1 Select Lines | 2 Respond To Lines | 3 Service Area & Comments | 4 Application Details | 5 Review & Submit

Group 1 Default

☒ Line 1 Government aid

Number of Lines: 1

8. Enter the total amount you are requesting and any relevant comments and click Continue in the top right corner.

Grant Funding Application (GFA)

GFA-0623-ESR0302220000000303

1 Select Lines 2 Respond To Lines 3 Service Area & Comments 4 Application Details 5 Review & Submit

Group 1 Default

Line Number	Commodity Line Details	My Request	Number of Lines
1	Commodity Description Government aid	Response Type Applied Request Amount Comments	Line Item Preference

9. Click Continue on the next screen, as the Service Areas section is not mandatory.
10. On the next screen, you will complete all of the requested contact information. Once entered, click on Documentation Requirements in the left-hand corner.

Grant Funding Application (GFA)

GFA-0623-ESR0302220000000303

1 Select Lines 2 Respond To Lines 3 Service Area & Comments 4 Application Details 5 Review & Submit

Contact Information
Documentation Requirements

I. CONTACT PERSON

Contact Name

Agency / Organization

11. Once you are in the Documentation Requirements section, you should upload all grant documents you completed in Steps 4 and 5 above as individual attachments, rather than a single attachment. Once all documents are uploaded, click Continue.

Grant Funding Application (GFA)

GFA-0623-ESR0302220000000303

1 Select Lines 2 Respond To Lines 3 Service Area & Comments 4 Application Details 5 Review & Submit

Contact Information
Documentation Requirements

REQUIRED DOCUMENTS

Please review the grant instructions attached to the Funding Opportunity to obtain Required Attachments (Click on GFO number on Grant Opportunities Page) Use the below upload buttons to upload all required documentation for this opportunity.

Attachment 1 *

File Name	Description	Delete
Application FY23.pdf		Delete
Standard Conditions & Assurances.pdf		Delete
Application Checklist.pdf		Delete

Upload Documents

12. Review the information you entered on the next screen. After confirming the information is correct, click Submit Application in the right corner. You should receive a message indicating that the application was successfully submitted.

Grant Funding Application (GFA)

GFA-0623-ESR03022200000000303

< Previous Submit Application

1 Select Lines 2 Respond To Lines 3 Service Area & Comments 4 Application Details 5 Review & Submit

Application Summary

Response ID ESR03022200000000303	Legal Name MARTY A HATFIELD
Grantee Code VC0000029475	Response Status Draft
Application Total Attachment Count 0	Response Date 03/02/2022
Response Time 07:57 AM	Responded By User ID martyhatfield28
First Name Marty	Last Name Hatfield
Email marty.a.hatfield@wv.gov	Phone 304-558-8814
Total Bid \$1.00	

13. Please notify your JCS program specialist that the application was submitted. A hard copy of the application should also be mailed to JCS.