Grants Central System Frequently Asked Questions

Q	**How do I enter the calculation for the Grant Subaward Employee Office Space?**
A	Enter the actual cost per square foot, the number of months the space will be allocated to the Grant Subaward and the total number of square feet. The total number of square feet is calculated by multiplying the number of FTEs allocated to the Grant Subaward in the Personnel Costs and the actual square feet per FTE (e.g., there are 2.5 FTEs allocated to the Grant Subaward and each person has 75 square feet of employee space = 187.5).
Q	**As I am building my budget, how do I determine how much has been requested?**
A	The Funding Source Allocation Form updates in real time (as forms are saved) and shows how much has been requested as Applicants are building their budget.
Q	**How can I see a detailed summary of my budget?**
A	The Budget Summary (Download) can be used to identify the line-item details and should be reviewed prior to submitting the Application.
Q	**In the Personnel Costs form, what is the "Hours of Full-Time Workweek" and how is it used?**
A	This is the number of hours the Applicant would consider as full time for the workweek for that position. This is used to calculate the Full-Time Equivalent in Hours for that position.
Q	**In the In the Personnel Costs form, when entering an hourly calculation, what is the "Number of Hours/Week"?**
A	This is the number of hours the position is anticipated to work on the activities that support the Grant Subaward.
Q	**On the Dashboard, what is the difference between My Opportunities and My Tasks?**
A	My Opportunities is a list of the Competitive and Non-Competitive Funding Opportunities for which the Applicant is eligible to apply. My Tasks is a list of items that are in progress (e.g., in progress Application) and items that need to be completed.
Q	**Where can I find my application that I started but did not finish/submit?**
A	Applications that are in progress can be found two different ways from the Dashboard: 1) in the My Tasks panel, select the application number found in the Name column or 2) from the Searches drop-down, select Recent Documents.
Q	**I am unable to see my entire form and there isn't a way to scroll, how can I resolve this?**
A	You may need to adjust the size by using the Zoom option in your web browser.

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Q	**How do I add an Entity Representative to my Organization?**
A	Once an Authorized Agent has been approved for your Agency, they can manage additional members.
Q	**Is there a preferred web browser for using the Grants Central System?**
A	There is no preferred web browser, GCS works with Edge, Safari, Chrome and Mozilla.
Q	**What is the threshold amount for Equipment?**
A	Effective for all Fiscal Year 2024 Grant Subawards, the equipment amount is $10,000.
Q	**What is the De Minimis rate for Indirect Costs?**
A	Effective for all Fiscal Year 2024 Grant Subawards, the De Minimis rate is 15%.
Q	**What is the annual threshold that requires a single audit requirement established by the Federal Office of Management and Budget (OMB) Uniform Guidance 2 CFR Part 200, Subpart F?**
A	Effective for all Fiscal Year 2024 Grant Subawards, Subrecipients expending $1,000,000 or more in federal funds must comply with the single audit requirement.
Q	**Why wasn't the information I entered on a form saved?**
A	While entering information on the forms, click the Save button at least every 30 minutes to avoid losing data. Once all fields on the form have been complete, Applicants must click either the Save button or the Next Form button to save data that has been entered.
Q	**Is an UEI for the Implementing Agency required?**
A	No
Q.	**If we are associated with more than one entity, can we use the same registration, or do we need to register separately for each entity?**
A.	No, you do not need to re-register for each entity, however, the Authorized Agent would have to manage additional members to each entity.
Q	**Can authorized agent do everything an entity rep can?**
A.	No. Each role within GCS has specific access/rights that they will be able to do in GCS. Authorized Agent will have the rights/access to: 1. Initiate Opportunity 2. Sign and Submit Proposal and/or Application 3. Submit Modifications and Payments 4. Add/Mange Organization Members Entity Representative will have the rights/access to: 1. Initiate Opportunity 2. Enter Proposal or Application Information

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	3. Initiate Modifications and Payment Requests 4. View Applications and Reports Entity Viewer will have the rights/access to: 1. View Applications and Reports
Q.	**How do we get our initial authorization set up? By the website?**
A.	Yes, please access https://caloes.intelligrants.com/ and follow the instructions to register for an account.
Q	**Can an agency have more than one authorized agent?**
A	Yes, please contact grantscentralinfo@caloes.ca.gov for more information.
Q	**Can we assign levels of access to each org user?**
A	The Authorized Agent will manage and authorize each additional member's access.
Q.	**Which roles can edit applications in progress?**
A.	The Authorized Agent & Entity Representative roles can edit applications.
Q.	**Is there a max number of users allowed per organization?**
A	No
Q.	**How will I be able to access the recording?**
A	This will be made through the training materials link within the system.
Q.	**Does the calculation adjust for rounding?**
A	Everything is built on whole numbers, so there should be no need for rounding.
Q	**Can you print the application to a PDF for review before submitting?**
A	Yes, you are able to print to PDF before submitting.
Q	**For text narratives, is there a particular format required and can you cut and paste to another document?**
A	No specific format is required, and yes, you can cut and paste.