



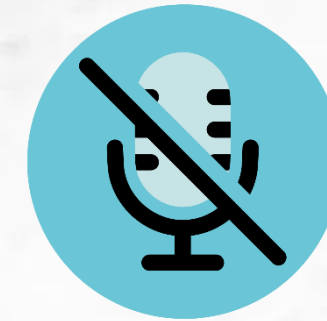
NEW USER TRAINING · MAY 2026

RPOSD Grants Management System

An Overview of GovGrants for Agencies of Record, grantees, and authorized users.



Mark Glassock
Assistant District
Administrator



Please keep your microphone muted.



Please hold your questions
until the "Questions"
portion of the session.



WHAT WE WILL COVER TODAY

Training Objectives

01 General orientation to the portal

Where things live. How to navigate.

03 Workplans and applications

Submit the right type for your funding.

05 Monitoring, reporting, and closeout

Brief overview of post-award work.

07 Wrap-up, Q&A, and support

Where to get help after today.

02 Allocations and funding opportunities

View what you have and what's open.

04 Payment requests

Getting reimbursed.

06 Registering in the portal

For new users and new organizations.



Modernizing Grants Management

WebGrants → GovGrants



WHY WE CHANGED

The old system slowed us down

- Same information had to be entered again and again
- Hard to see the big picture at a glance
- Few alerts or reminders to keep work moving
- Reports were limited and hard to customize



MAIN BENEFITS

Easier for staff and grantees

- Quicker, simpler day-to-day use
- Less time spent tracking down information
- Smoother payment and claims process
- Cleaner records with fewer errors



KEY IMPROVEMENTS

Built to keep work moving

- Automatic task tracking, reminders, and alerts
- Totals and status roll up at a glance
- Payments and claims made simpler
- Reports staff can build and run themselves



Your active grants are ready

Here's what's already moved into the new system



ACTIVE AWARDS

All moved over

Every open grant award is now in GovGrants and ready to work with.



PAYMENT CLAIMS

Submitted and in progress

Your payment claims have been moved over with their full history.



BALANCES

Available right away

Current grant balances are visible at a glance from your dashboard.



AUTHORIZED USERS

Active accounts moved over

Designated users and authorized personnel were migrated. Inactive accounts were removed; add anyone back through the authorized users portal.



STILL IN PROGRESS

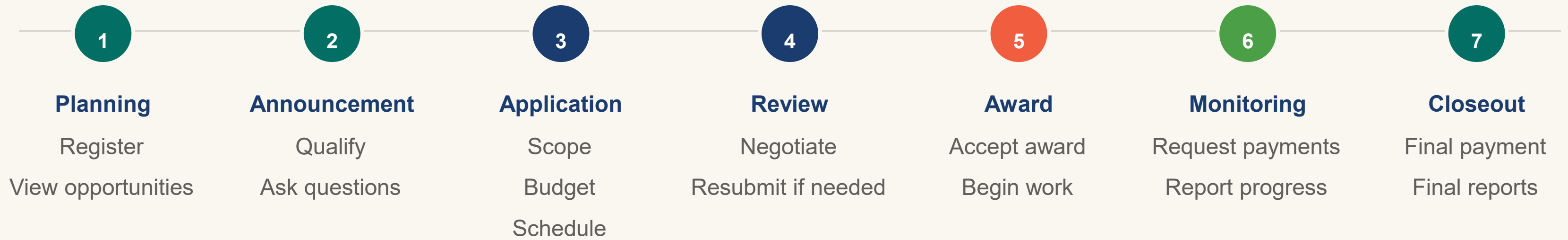
Closed grants will be ready in June

These records involve more data to process. We're working through them in phases and expect everything in place by the end of June.



THE GRANT LIFECYCLE

What you do at each step in GovGrants.



UNDERNEATH Ongoing compliance runs through every step.



KEY TERMS

What these mean in GovGrants.

Funding Opportunity

A competitive grant program that is open for submissions.

Application

Your proposal for a competitive funding opportunity.

Executed Agreement

A fully signed and approved grant between your organization and RPOSD.

Progress Report

A periodic update on activities, KPIs, and performance.

Qualify

Tell the system you intend to apply.

Workplan

Your plan for using a non-competitive annual allocation.

Activated

Your agreement is in effect. Most actions require this status.

Payment Request

A request to be paid for eligible expenses already incurred.

Workplan or Application?

What you submit depends on the funding type



NON-COMPETITIVE ALLOCATION

Workplan

For Agencies of Record

Annual funding is allocated to each Agency of Record. Submit a Workplan to outline how you'll use it.



COMPETITIVE GRANT PROGRAMS

Application

For Agencies of Record and Eligible Applicants

Open competitions for project-based funding. Submit an Application to compete for an award.

Technical Assistance, Proposition A Excess, and Specialty programs follow their own paths.

User roles

Who can do what in GovGrants



PRIMARY USER

The Authorized Representative

Full access to the system

- ✓ Create records
- ✓ Edit records
- ✓ Submit to RPOSD
- ✓ Add and manage users



SECONDARY USER

Supporting staff

Helps prepare submissions

- ✓ Create records
- ✓ Edit records
- ✗ Cannot submit to RPOSD
- ✗ Cannot add or manage users

The Authorized Organizational Representative is automatically the Primary User.



Live demo

Welcome to Your RPOSD GovGrants

Good Morning, Susan Neilson POC!

Awarded Amount 858.78K	Monitoring Activities 83	Qualified Opportunities 1	Total Spent 254.50K
----------------------------------	------------------------------------	-------------------------------------	-------------------------------

Quick Links: Awards | Technical Support

Task Summary By Phase

Phase Name	Record Count
RecipientMonitoring	2

As of Today at 2:36 AM

Application Status | **Top Active Awards**

Record Count	Status
2	Created

As of Today at 2:36 AM

Competitive Opportunities

Showing 1 to 3 of 3 records

Announcement Name	Organization Name	Status	Application Due Date
Category 4 Development: Regional Recreation, Multi-Use Trails & Accessibility	RPOSD	Published	6/10/2026, 06:26 AM
Category 3 and 4: Planning and Design	RPOSD	Published	6/15/2026, 06:08 AM
Category 3 Development: Natural Lands, Local Beaches, Water Conservation and Protection	RPOSD	Published	6/15/2026, 06:16 AM

* Records are sorted by Application Due Date ascending order



CLIENT TRAINING · REFERENCE

RPOSD Grantee Portal Password Setup.

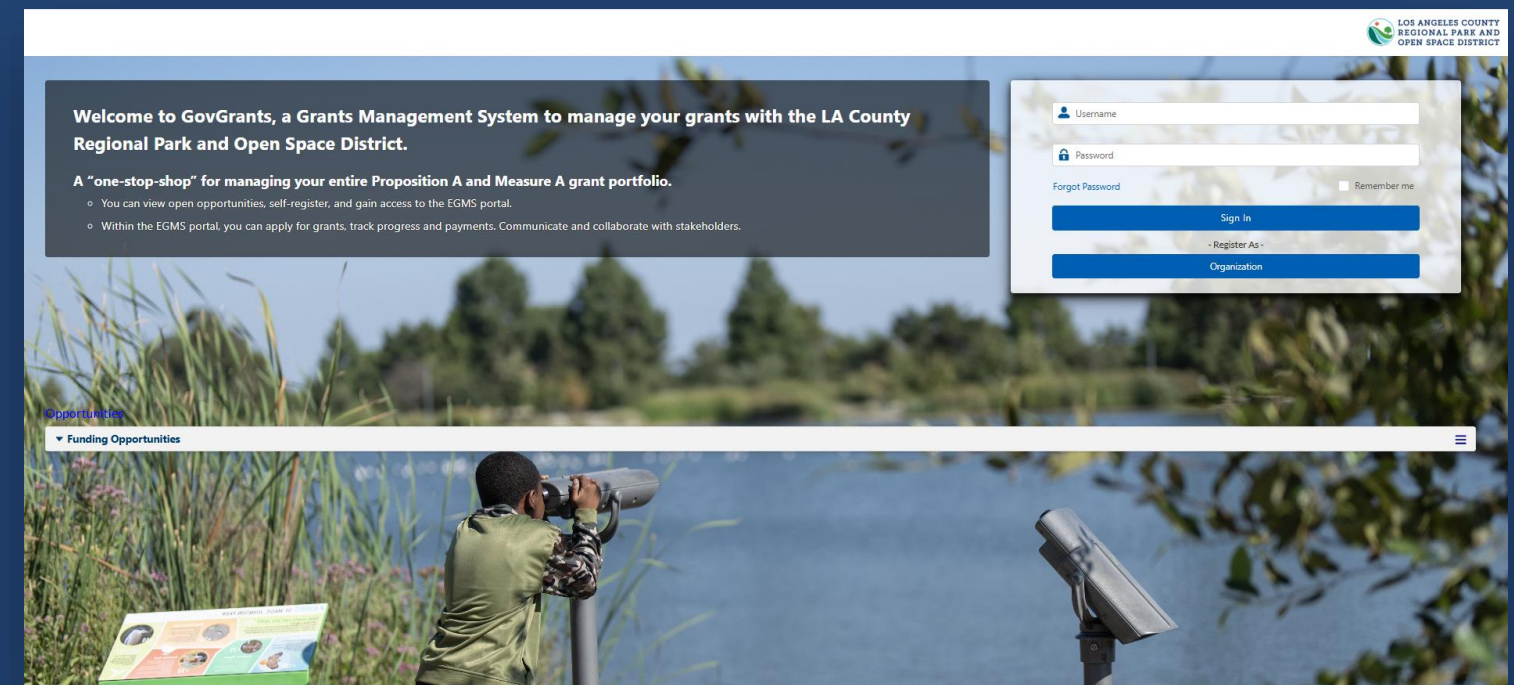
Step-by-step instructions for grantee users. The next five slides cover how to receive the setup email, set a new password, and confirm portal access.



IMPORTANT

Password Setup link expires within 24 hours.

WHAT IT LOOKS LIKE



The GovGrants Grantee Portal login



STEP 1

Watch for the email notification.

The system sends each grantee user a password setup email.

DISTRIBUTION

An email will be sent to all grantee users on May 21 at 6:00 PM PST.

INSTRUCTIONS FOR USERS

1. Open the password setup email once it arrives.
2. Check spam or junk folders if the email is not visible in the inbox.
3. Look for the password setup subject line.



Open the email with the password setup subject line.



STEP 2

Click the password setup link.

The email link redirects the user to the Grantee Portal password setup page.

INSTRUCTIONS FOR USERS

1. Locate the blue hyperlink in the email body.
2. Click the link to open the Grantee Portal password page.
3. If the link has expired or does not open, contact support for a new email.



IMPORTANT

Password Setup link expires within 24 hours.



Click the blue link shown in the email body.



STEP 3

Create a new password.

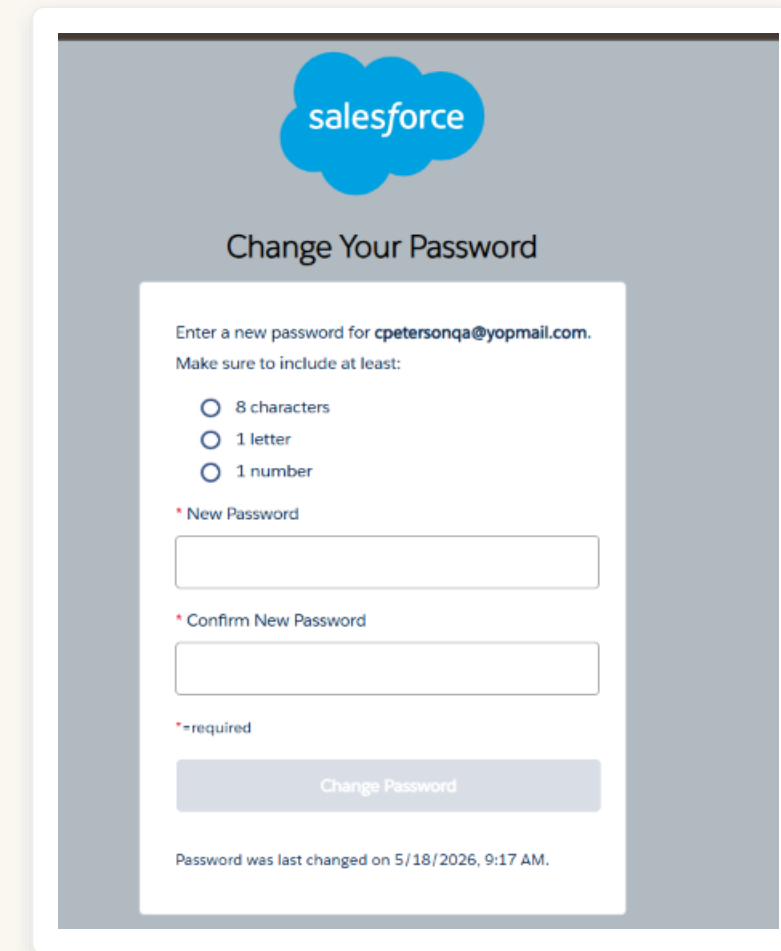
Users will see their username and must enter the new password twice.

INSTRUCTIONS FOR USERS

1. Review the username displayed at the top of the form.
2. Enter a new password that meets the listed requirements.
3. Re-enter the same password in Confirm New Password.

PASSWORD REQUIREMENTS

- 8 characters
- 1 letter
- 1 number



Confirm the username before entering a password.



STEP 4

Submit the password change.

The Change Password button becomes active once the password meets all requirements.

INSTRUCTIONS FOR USERS

1. Verify the password requirements show as complete.
2. Confirm the two password fields match.
3. Click **Change Password** and wait for the portal to load.



Green checks show the password meets the requirements.

Click Change Password to complete setup.



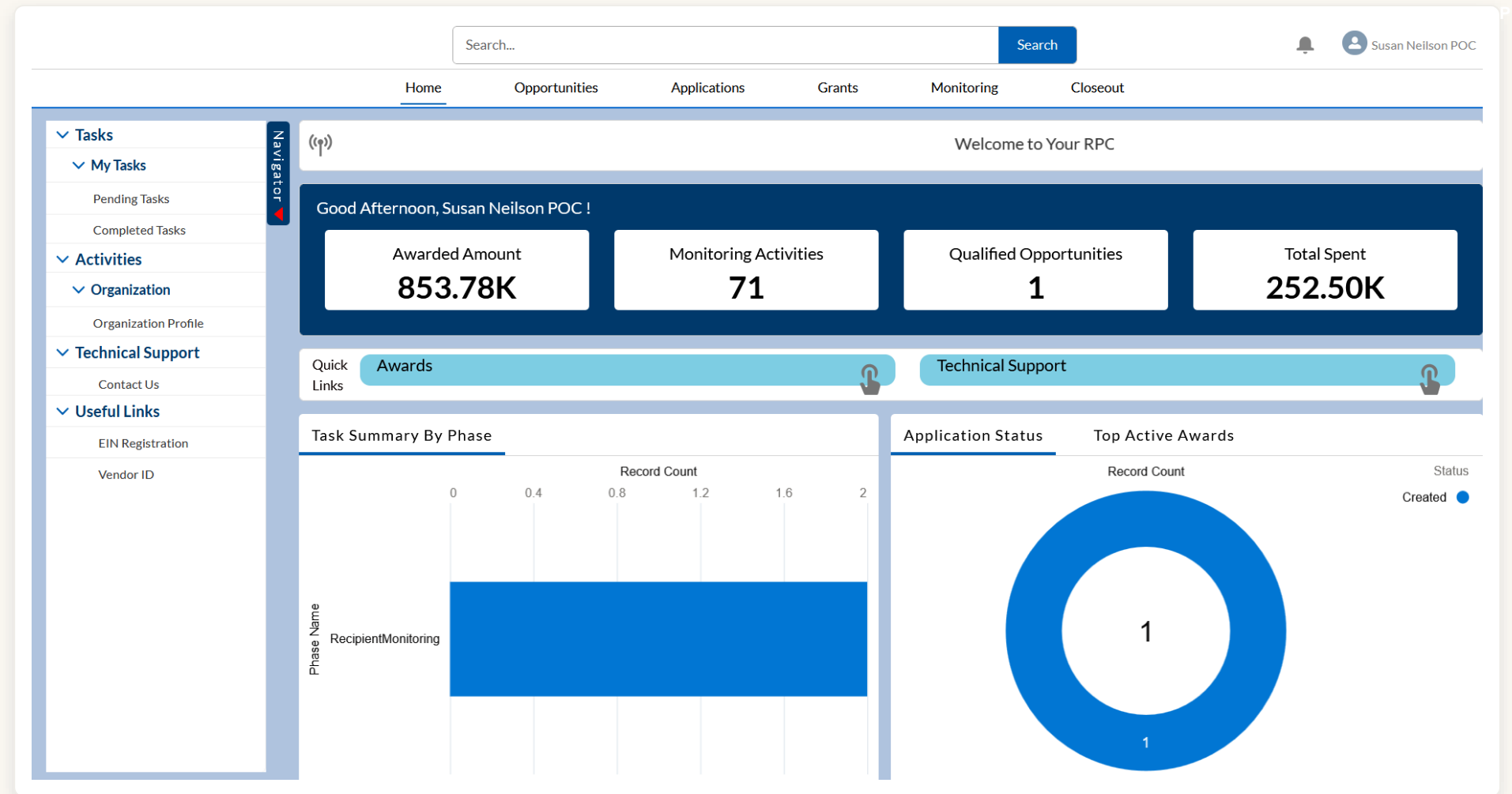
STEP 5 · FINAL

Verify successful portal access.

After changing the password, the user is redirected to the Grantee Portal home page.

CONFIRMATION POINTS

- ✓ The Home page loads without an error message.
- ✓ The user name appears in the top-right corner.
- ✓ Navigation tabs and dashboard information are visible.



Successful setup lands the user on the portal dashboard.



QUESTIONS?

Grants Officer

OR

govgrants@rposd.lacounty.gov