



DENNISON ASSOCIATES
DISTINCTIVE ACTION | DECISIVE IMPACT

Introducing *DA Webgrants*

A WEB-BASED, FULL LIFE CYCLE GRANTS MANAGEMENT SYSTEM FOR HUD GRANTEES

Overview

DA Webgrants is Dennison Associate's family of web-based, full life cycle grants management systems for HUD grantees to administer their CDBG, HOME/ADDI, ESG, HOPWA and OHHLHC grant programs and projects.

DA Webgrants has full grantor and grantee functionality.

HUD grantees can publish, receive, process, score and approve applications; negotiate and make grant awards; and monitor grant agreements/contracts for program and project performance, timely expenditure of funds, compliance and record keeping.

A *DA Webgrants* subscription provides unlimited user access for a HUD grantee and its subgrantees and subrecipients.

Subgrantees and subrecipients have online access to their accounts (applications, awards, agreements, contracts, budgets, claims, expenditures and balances) to manage grant projects and activities, request payments and submit status reports, drawdown, accomplishment and compliance documents.

A subrecipient may choose to purchase a *DA Webgrants* subscription to manage its own diverse portfolio of HUD and other Federal, state and private grants and projects.

Visit <http://dawebrants.dullestech.net> to register today.

DA Webgrants log-in screen

Background

Commercially available through Dulles Technology Partners (DTPi), Webgrants is designed to administer federal, state, foundation and private grants. DA partnered with DTPi to tailor WebGrants to comply with HUD's CDBG, HOME, ESG, Homeless and OHHLHC grant programs' statutory and regulatory requirements. *DA Webgrants* provides both grantors and grantees a complete life cycle grants management system. *DA Webgrants* ensures compliance with federal and statutory requirements and HUD policies and procedures through its event monitoring capability; provides an online paperless environment; serves as a document repository for applications, status reports, claims, substantiating documents, case files and checklists; and serves as a tool to generate reports for quarterly and end of year reporting requirements.

HUD Grantee Functionality

- Post funding opportunities
- Process applications, select projects and make awards
- Setup project schedules, budgets and status reports
- Set encumbrances for continuation of grant/project
- Setup activity and case file monitoring checklists
- Monitor and record performance, accomplishments, benefits and compliance at completion of events or activities
- Process claims and requests for payment online
- Update and reconcile IDIS and financial system data
- Establish document repositories (paperless files)
- Generate data and reports for Action Plans and CAPER

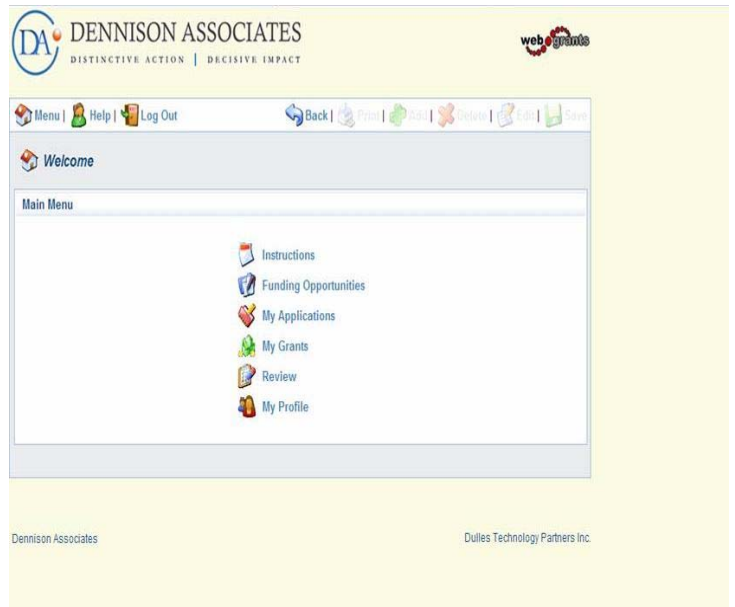


HUD grantee main menu

How can DA Webgrants assist HUD grantees?

- Provide better oversight, management and tracking of subrecipient and subgrantee activities
- Replace ad-hoc systems and spreadsheets with single full life cycle grants management system
- Reconcile IDIS and financial systems data using single source

- Ensure grant compliance and record keeping requirements are met



Subrecipient/subgrantee main menu

HUD Subrecipient/Subgrantee Functionality

- Respond online to requests for proposals/applications
- Proposal/application preparation and submittal
- Negotiate project budgets and schedules with grantee
- Setup documents (templates, forms, checklists, etc.) to facilitate status reporting, submitting claims, recording completion/compliance activities, and IDIS/CAPER input.
- Tailor system documents and add user-defined documents to incorporate local policies and procedures.
- Manage grants from receipt of agreement/notice to proceed to project closeout through timely completion and attachment of substantiating documents
- Incrementally build and maintain electronic project and activity case files throughout the grant's life cycle.

How can DA Webgrants assist subrecipients and/or subgrantees?

- Maintain an online document repository to ensure case files are in compliance and current

- Use checklists to establish rules and ensure timely completion and compliance of activities and events
- Establish critical activity/event due dates and automatically email alerts to designated individuals
- Submit electronic status reports and requests for payment including drawdown and other substantiating documents
- Use budget summary reports to track funds awarded and expenses and balances by budget category/line item
- Online collaboration and preparation of grant applications
- Online application submittal and negotiation of awards

Key Features of DA Webgrants

Compliance Monitoring

DA Webgrants features *event monitoring*. Checklists are used to establish HUD-required compliance events to be completed over a project’s or activity’s life cycle. As each compliance event is undertaken, the grantee or subrecipient records the completion date and attaches substantiating compliance document(s). Event checklists are integral to project and activity level status reporting and provides the grantee continuous oversight of the completion and recording of compliance activities.

Encumbrances

DA Webgrants also has “*encumbrance*” and “*email alert*” features that significantly enhance a grantee’s remote, desk monitoring capabilities.

An “*encumbrance*” prevents grantee or subrecipient staff from proceeding to the next step or process until the prerequisite or compliance actions have been completed, documented, reviewed and/or approved. Encumbrances can be set at the project and activity level and include penalties such as withholding payment.

An “*e-mail alert*” can be used to alert grantee or subrecipient staff that the action or substantiating document to lift the encumbrance is due. Email alerts are user-defined and range from announcements to expediting work and document flows and notifying the

subrecipient of critical dates and dollar thresholds throughout the project.

Document Repositories

The document repository provides easy access to a standard or model set of documents to help manage a CDBG, HOME or ESG grant program and its different types of projects. The document repository eliminates the need for every grantee or subrecipient/subgrantee staff person to maintain these electronic document files on their own PC. Completion and attachment of a set of model documents throughout the grant life cycle result in electronic project and activity case files and records that are readily available and accessible for improved desk audits and compliance monitoring.

The screenshot displays the DA Webgrants interface. At the top, there is a logo for DENNISON ASSOCIATES with the tagline 'DISTINCTIVE ACTION | DECISIVE IMPACT' and a 'webgrants' logo. Below the logo is a navigation bar with buttons for Menu, Help, Log Out, Back, Print, Add, Delete, and Save. The main content area is titled 'Grant Tracking' and shows details for Contract C07-502 - Single-Family Rehab (10 units) - 2007. The status is 'Underway', the program area is 'Community Development Block Grant (CDBG)', and the grantee organization is 'ABC Subrecipient'. Below this, there is a table for 'Contract Components' and a table for 'Monitoring Components'.

| Contract Components | | View Contract | Annotations |
|---------------------------|-------------|---------------|-------------|
| Component | Last Edited | State | |
| Project Data | 10/29/2007 | Locked | |
| Appropriations | 11/14/2007 | Unlocked | |
| Project Budget | 10/26/2007 | Unlocked | |
| Project Activities | 11/15/2007 | Unlocked | |
| Project Compliance Events | 11/29/2007 | Unlocked | |
| Encumbrances | 11/20/2007 | Unlocked | |
| Status Reports | 11/16/2007 | Unlocked | |
| HUD Activities | 11/17/2007 | Unlocked | |
| Claims | | Unlocked | |
| Communication | | Unlocked | |
| Site Visit | | Unlocked | |
| Closeout Schedule | 11/25/2007 | Unlocked | |
| Contract Provisions | 11/06/2007 | Unlocked | |
| Attachments | 11/16/2007 | Unlocked | |
| Comments | | Unlocked | |

| Monitoring Components | |
|---------------------------------|-------------|
| Component | Last Edited |
| Monitoring Setup | |
| Environmental Review | |
| Construction, Labor and Payroll | |
| Housing and Employment Policies | |

Grant Tracking - Project Level Components

Getting Started

Subscriptions

CDBG, HOME and ESG program versions of *DA Webgrants* are available separately, or in any combination, on a subscription basis only. DTPi provides the hosting and software maintenance support and DA the functional tailoring support. The client requires internet access to get started.

Initial subscription packages are targeted for HUD grantees, subrecipients and subgrantees who want a turnkey solution that includes web hosting services and requires no client IT resources or involvement.

Hosting

DA Webgrants hosting and technical support services are provided by the software developer DTPi (www.dullestech.com). DTPi hosts all *DA Webgrants* subscriptions in a highly secure hosting facility. Clients require only internet access.

Hosting includes trouble desk and software maintenance support and is provided on a monthly fee basis. Web hosting fees are for 3 months or 6 months increments payable in advance.

DA Webgrants subscription versions are not available for client hosting. Clients desiring to license and host their own version of **WebGrants** should go to www.dullestech.com for more information on DTPi's web-based, full life cycle grants management products, services and clients.

Tailoring

Tailoring does not require software changes. Software customization for functionality not in *DA Webgrants* or interfaces with other client systems is available on a time and materials basis.

Annual upgrades or new releases of CDBG, HOME and ESG versions of *DA Webgrants* ensures that the software remains consistent with changes to federal regulations and HUD policy and guidelines posted on the HUD website.

Register & Order Today

The initial 30 days is free for all registered users!

Please go to: <http://dawebrants.dullestech.net> to register. Once your registration is approved, we will email you a user id and user password to log-in to *DA Webgrants* for a 30 day free trial!

Or

Schedule a web demonstration to walk-through the full grantee functionality of *DA Webgrants* by emailing your request to dawebrants@dennisonassociates.com

You can also visit our website and click on DA Webgrants for a more detailed description.

The screenshot shows the DA Webgrants website interface. At the top, the logo for DENNISON ASSOCIATES is displayed with the tagline 'DISTINCTIVE ACTION | DECISIVE IMPACT'. Below the logo is a navigation menu with links for BUSINESS, SERVICES, SOLUTIONS, DA WEBGRANTS, CLIENTS, EVENTS, NEWS, CONTACT, and ABOUT US. The main content area is titled 'WEB GRANTS' and includes a sidebar with links for DA WEBGRANTS (HUD Grantees, Subrecipients/Subgrantees, Compliance Monitoring, Document Repository), GETTING STARTED (Subscriptions, Web Hosting, Tailoring, Register & Order), and DEMONSTRATIONS (Overview, Web Demo). The main content area provides a detailed description of the DA Webgrants system, including its purpose for HUD grantees and subrecipients, and the benefits of the subscription, such as unlimited user access and online account management.

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