OKGrants for New Users

https://grants.ok.gov

OKGrants

- **OKGrants is a grant management software system used to electronically capture all grant information from application to closeout.**

- **OKGrants launched in 2012 for the Department of Commerce, followed by many other agencies.**

- **Any county, community or organization applying for a grant through the Oklahoma Department of Commerce must do so through OKGrants.**

Benefits of OKGrants

- Extremely significant reduction of overall grant processing time.

- Ability for grantees to easily monitor the status of their grants.

- Simplified Record-keeping

- Reduced paper usage

Logging In

- The grantee will set up all accounts in OKGrants.
- For new grant administrators, contact the grantee's "Agency Administrator". The AA is the Grantee's designated person assigned to manage associated accounts.
- If you do not have an account, the AA will create one for you.
- If you already have an account, notify the AA so that it can be associated.

Roles

- **Agency Administrator – handles user accounts only**

- **Viewer – Cannot edit or save. Used for auditors.**

- **Writer – Can edit and save. Cannot submit.**

- **Financial Officer – Can edit, save and submit*.**

- **Authorized Official – Full permissions.**

Applying for a Grant

- Writer or AO will have a link on their Home Page called "Available Opportunities"

- This link will provide information on all open grant opportunities, official guidelines on the program, and links to generate applications for these grants.

- Writer, AO or FO will have ability to edit and save the application's various documents.

- Once the application is complete, the AO must submit the document to ODOC.

- Consult the program's planner for more information.

Checking Statuses

- Users have the ability to view their application at any point.

- Application Statuses indicate progress of grant.

- "In Process" or "Changes Required" – Grantee action required

- "Submitted" or "In Review" – ODOC action needed.

- Most other statuses are self-explanatory.

Available Resources

- **OKGrants help documentation**

- **"My Training Materials"**

- **Program Guidelines in "Available Opportunities"**

- **CDBG Project Management Guide**

- **ODOC Staff**
  - Program Planners if regarding the application
  - Project Managers if regarding executed contracts
  - Kathy Gain - Organization Assistance
  - 405-815-5267 or kathy_gain@okcommerce.gov
  - Cody Butler – Lead OKGrants Tech
  - 405-815-5305 or cody_butler@okcommerce.gov