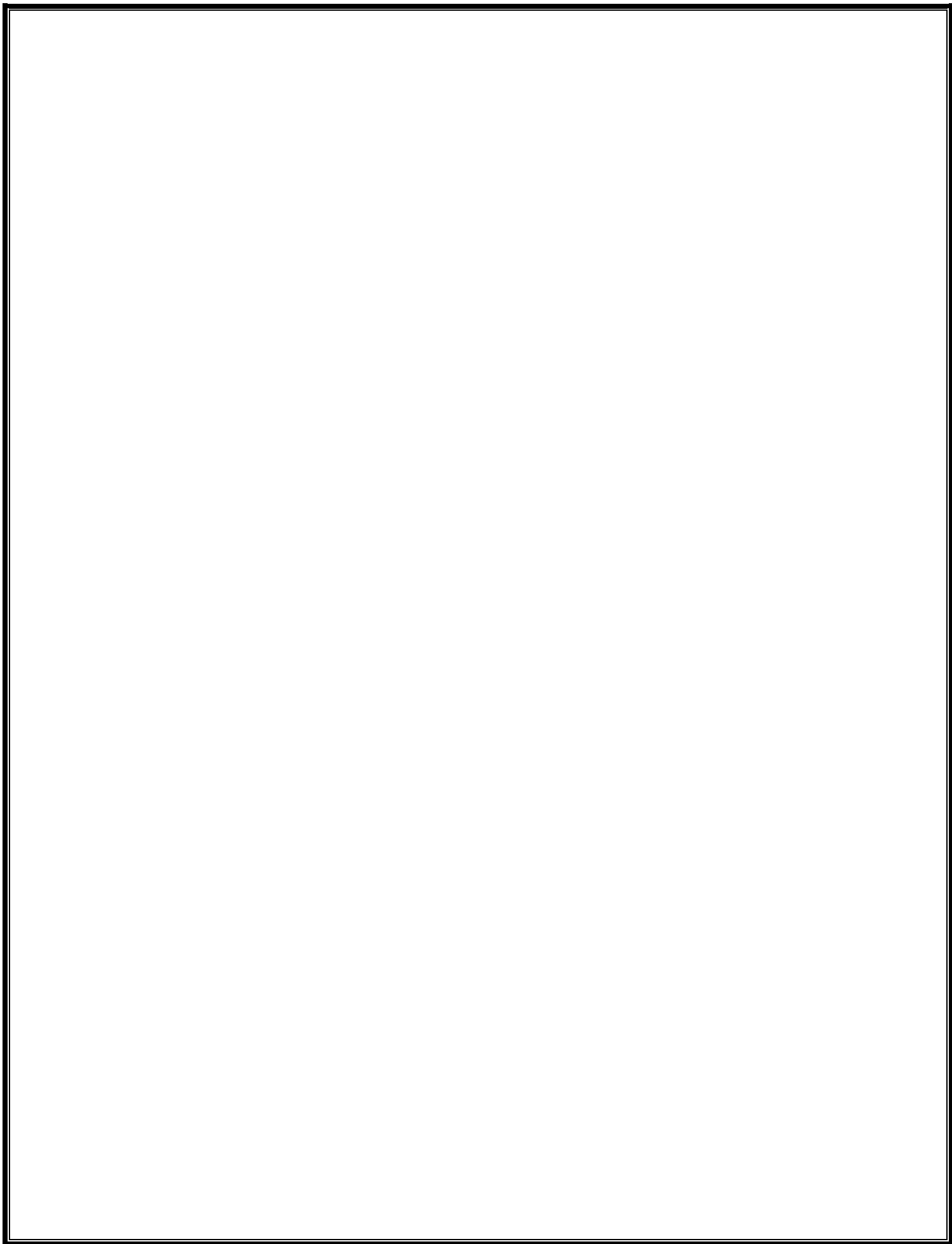


# DOS Online Grants System User Manual Supervisors of Elections



Updated May 2021



# OVERVIEW

DOS Grants is the online application and management system for grants offered by the Department of State's Divisions of Cultural Affairs, Elections, Historical Resources and Library and Information Services. These grants support Florida's position as the recognized national leader in arts and culture, information management and history and heritage while creating opportunities for every Floridian to participate in Florida's culture, history, information, business and electoral process. Applicants can use the system to apply for grants and manage grants they have received.

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## How to Register on the DOS Grants Website

Before you can begin using the DOS Grants system, you must first create an account. Each user in your office who will be involved in the grant process should have his or her own account.

**Step 1:** Navigate to the DOS Grants website: <https://www.dosgrants.com> and click on the “Register as a new user” link in the top right corner.

FLORIDA DEPARTMENT OF STATE

**DOS GRANTS** Home Grants Panels Search Help

Log In  
Username: maria.matthews@dos.myfla Password: [ ] Login  
[Forgot your password?](#) [Register as a new user](#)

Florida Department of State Grants System

Welcome to DOS Grants, the Florida Department of State's online Grants system

**Upcoming Events**

- 2023 Division of Cultural Affairs Applications are OPEN!**  
General Program Support, Specific Cultural Project and Cultural Facilities applications are now available. DEADLINE to apply is June 1, 2021 @ 5 p.m. EST. Date(s): 4/5/2021 to 6/1/2021
- Single Audit Act tab feature is LIVE!**  
Grantees are required to complete a Single Audit Act certification annually. DEADLINE to complete this requirement is nine months after the close of YOUR fiscal year. Access the Single Audit Act tab from your Organization Details page. Date(s): 2/25/2021 to 6/30/2021

DOS Grants allows Floridians to apply for and manage grants offered by the Department of State through the Divisions of Cultural Affairs, Elections, Historical Resources and Library and Information Services. These grants support Florida's position as the recognized national leader in arts and culture, information management and history and heritage while creating opportunities for every Floridian to participate in Florida's culture, history, information, business and electoral process.

Select "Grants" in the menu above to see the available applications or create an account and add your organization to get started.

Ron DeSantis, Governor  
Laurel M. Lee, Secretary of State

Florida Department of State  
Phone: (850) 245-6500  
Questions or comments? [Contact Us](#) | [SiteMap](#)

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

R.A. Gray Building  
500 South Bronough Street  
Tallahassee, Florida 32399-0250

**Step 2:** Enter your first and last name and your e-mail address. Click the “Register” button.

FLORIDA DEPARTMENT OF STATE

**DOS GRANTS** Home Grants Panels Search Help

## Register

Florida has a very broad public records law. Public records are available to the public and media upon request, unless the information is subject to a specific statutory exemption. Therefore, any information that you provide, including your contact information, may be subject to public disclosure.

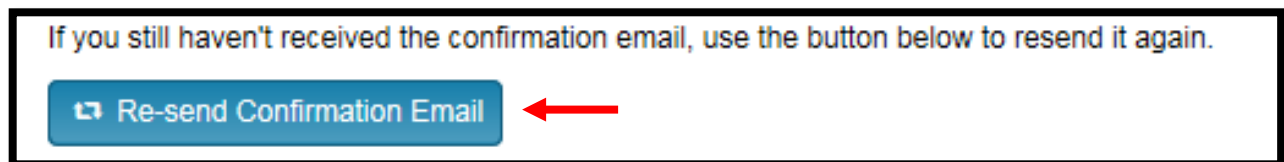
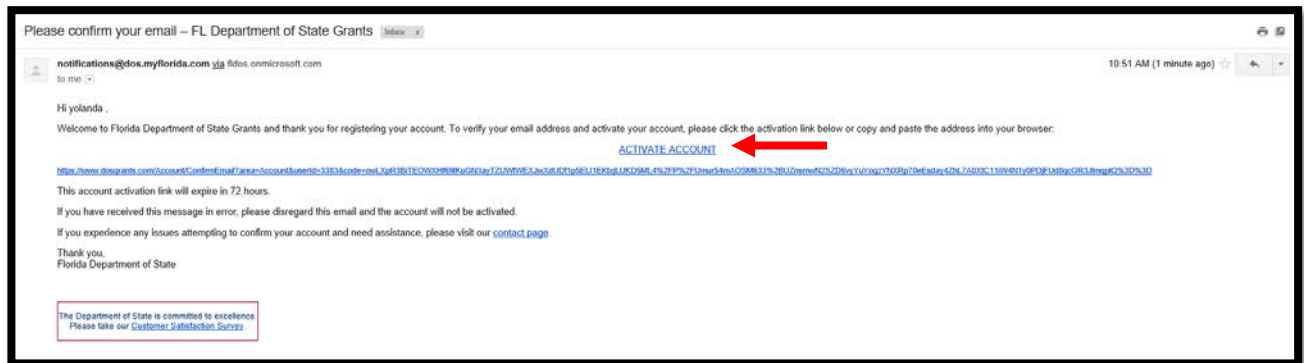
**First Name**  
First Name

**Last Name**  
Last Name

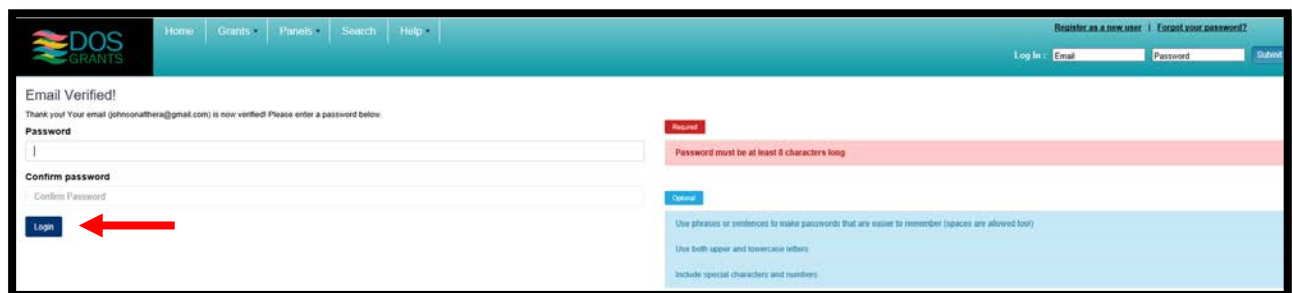
**Email**  
Email

[Register](#) [Return to Login Page](#)

**Step 3:** Log in to the e-mail account that you used to register. You will receive an e-mail asking you to confirm your account. When you open the e-mail, click on the “Activate Account” link in the body of the message to activate your account and set your password. You will now be able to log into the website.



**Step 4:** Once your email is verified you must create a password and click “Login.”

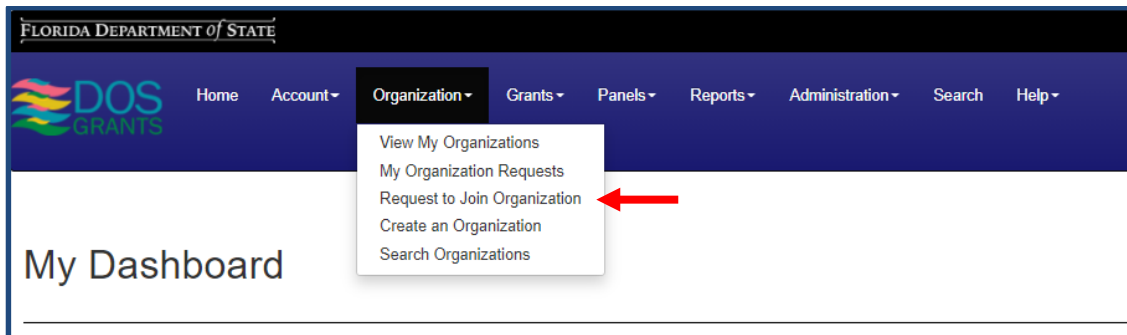


You are now ready to “Request to Join an Organization.”

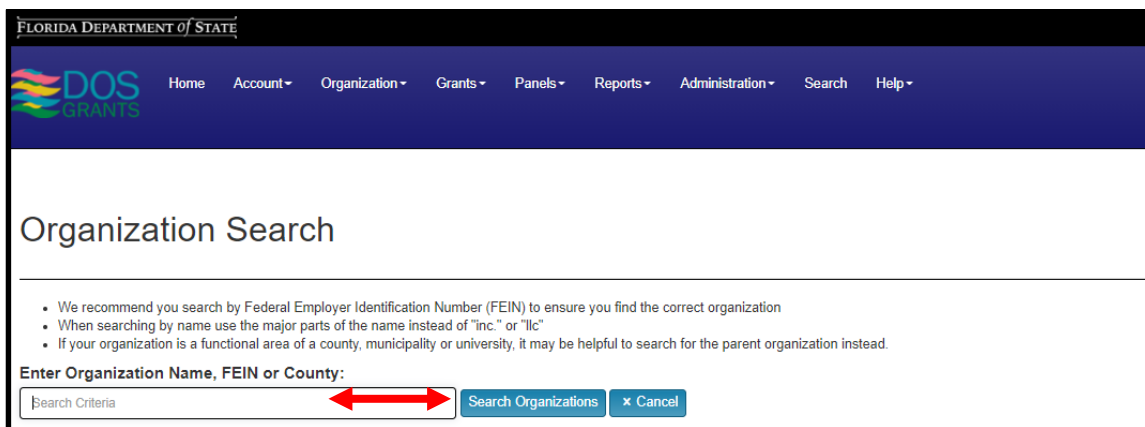
## How to Request to Join an Organization

Once you have created your user account, you will then need to “associate” your account with an organization. This will tie your user account to that organization. Data for each county SOE office has been loaded into the DOS Grants system, and each office is set up as a separate organization.

**Step 1:** Once logged into DOS Grants, click on the "Organization" tab at the top of the page. From the dropdown menu select “Request to Join Organization.”



**Step 2:** Type your organization’s Name, FEIN or County. Click “Search Organizations.”



**Step 3:** Once you search and find your organization click the “Select” button next to it on the right.

**Organization Search**

• We recommend you search by Federal Employer Identification Number (FEIN) to ensure you find the correct organization  
 • When searching by name use the major parts of the name instead of "inc." or "llc"  
 • If your organization is a functional area of a county, municipality or university, it may be helpful to search for the parent organization instead.

Enter Organization Name, FEIN or County:

We found 4 results. Select your organization from the results.

Drag a column header and drop it here to group by that column

Organization	DBA Name	FEIN	County	Organization Purpose	Organization Type	Actions
Arts Association of Alachua County	Artwalk Gainesville	59-2659863	Alachua	Other	Nonprofit Organization	<input type="button" value="Select"/>
Alachua County Library District	Alachua County Library District	59-6000501	Alachua	Library	County Government	<input type="button" value="Select"/>
Alachua County Board of County Commissioners	Alachua County BOCC	59-6000501	Alachua	Government Other	County Government	<input type="button" value="Select"/>
Alachua County Supervisor of Elections		59-6000501	Alachua	Government Supervisor of Elections	County Government	<input type="button" value="Select"/>

**Step 4:** Click the “Request Account Association” button. Your request will be sent to the organization’s Organization Manager for approval. Note: If this is the first time you are setting up an account for your county, then there will not yet be an organization manager established for the organization. In this case, you will need to send an email to DOS staff so that they can approve the association.

**Organization Details**

**Alachua County Supervisor of Elections**

[Request Account Association with Alachua County Supervisor of Elections](#)

[Edit Organization](#) | [Manage staff](#) | [Manage Relationships](#) | [Deactivate Organization](#)

Organization Information | Organization Applications | Organization Grants | Single Audit Act

Legal Name:	Alachua County Supervisor of Elections	FEIN:	59-6000501	DBA:	
Alternate Name:		Known By:		Vendor Sequence:	074
Organization Purpose:	Government Supervisor of Elections	Organization Type:	County Government	County:	Alachua
House District:		Senate District:		Congressional District:	
Email:	kbaron@alachuacounty.us	Phone:	352.374.5252	Fax:	352.374.5264
TDD:		Website:	www.votealachua.com	OCLC Symbol:	
Organization Status:	Active	Status Effective Date:	4/14/2017		
DUNS:		Organization Fiscal Year-End Date:	09/30		
Archived Notes:					
Physical Address:	515 N. Main Street, Suite 300 Gainesville Florida, 32601				
Mailing Address:	515 N. Main Street, Suite 300 Gainesville Florida, 32601				
Payment Address:					

## How to Manage Your Organization

Each organization must have at least one organization manager. The first time a user account is set up for your organization, DOE staff will assist you by setting the role for one of the organization's staff to organization manager. The manager can accept or deny associations, invite new users to the system, change the user roll of other users in the organization, and change the organization's information. They can also apply for grants.

### Accept or Deny Association

**Step 1:** Once a new user in your county has created their account and requested association, the organization's manager will receive an e-mail notification that someone wants to associate with the organization. The manager can accept or deny the request. To do so, start by going to "View my Organizations".

**FLORIDA DEPARTMENT OF STATE**

Cultural Affairs | Elections | Historical Resources | Library and Information Services

**DOS GRANTS**

Home | Account | Organization | Grants | Panels | Administration

Welcome Malika.Schill@dos.myflorida.com | Role: DOS Division Program Manager | Log Out

**Florida Department of State Grants System**

**Notifications**

Select	Grant Number	Title
[Empty table body]		

**Upcoming Events**

Description	Date/Time
LSTA and Library Cooperative grant applications open	04/01/2017
Cultural Affairs grant applications open	04/01/2017
Historic Preservation Small Matching grant applications open	04/01/2017

**Messages**

Select	From	Title	Mess...	Action
[Empty table body]				

**My Assignments**

Schill, Malika

Assignments	
Applications	0
Reviews	0
Grants	0
Reports	0



**Step 2:** You will then reach the “My Organizations” page. Click on the “Details” button next to your organization.

The screenshot shows the 'My Organizations' page. At the top is the Florida Department of State header with navigation links: Home, Account, Organization, Grants, Panels, Administration. A search bar and help link are also present. The user is logged in as althera.johnson@dos.myflorida.com, Role: DOS Division Program Manager. Below the header, the 'My Organizations' section has a table with columns: Organization Name, DBA Name, Role in Organization, Last Modified Date, and Actions. The first row shows 'Monroe County Supervisor of Elections' with the role 'Organization Manager' and a last modified date of '7/25/2017 5:57:16 PM'. A red arrow points to the 'Details' button in the Actions column for this organization.

Organization Name	DBA Name	Role in Organization	Last Modified Date	Actions
Monroe County Supervisor of Elections		Organization Manager	7/25/2017 5:57:16 PM	<a href="#">Details</a> <a href="#">Leave Organization</a>

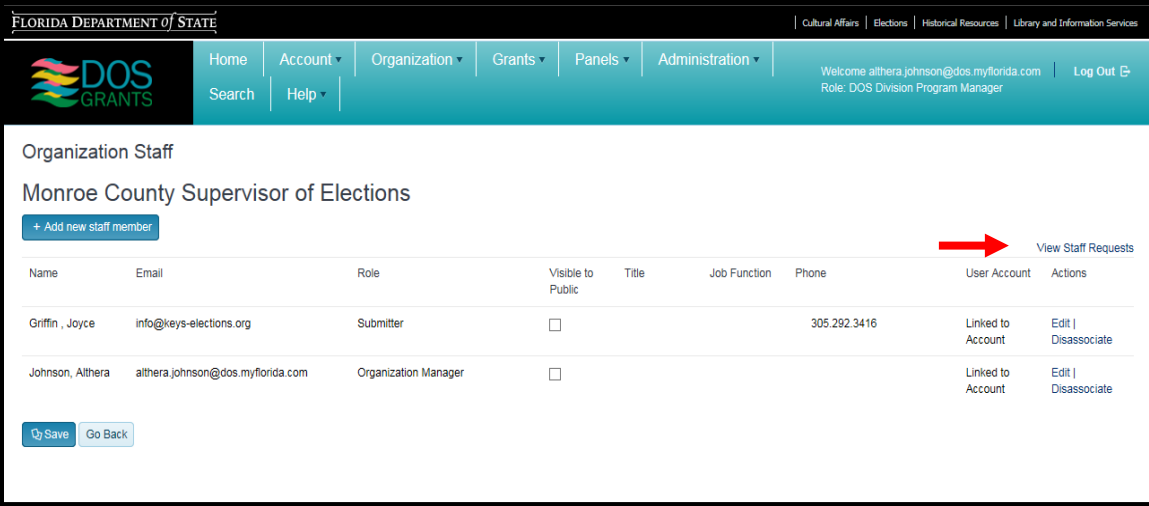
**Step 3:** On the Organization Details page, click the “Manage Staff” button.

The screenshot shows the 'Organization Details' page for 'Monroe County Supervisor of Elections'. The page includes a header with the same navigation links as the previous screenshot. Below the header, the 'Organization Details' section shows the organization's name and a list of buttons: Edit Organization, Manage Staff, Manage Relationships, and Deactivate Organization. A red arrow points to the 'Manage Staff' button. Below the buttons is a table with various fields and values:

Field	Value
Legal Name:	Monroe County Supervisor of Elections
FEIN:	65-0777466
DBA Name:	
Alternate Name:	
Known By:	
Vendor Sequence:	001
Organization Purpose:	Government: Supervisor of Elections
Organization Type:	County Government
County:	Monroe
House District:	
Senate District:	
Congressional District:	
Email:	info@keys-elections.org
Phone:	305.292.3416
Fax:	305.292.3406
TDD:	
Website:	http://www.keys-elections.org
OCLC Symbol:	
Organization Status:	
Status Effective Date:	1/1/0001
DUNS:	
Archived Notes:	
Physical Address:	
Mailing Address:	530 Whitehead Street, Suite 101 Key West Florida, 33040
Payment Address:	

At the bottom left, there is a 'Back' button.

#### Step 4: Click on “View Staff Requests”



FLORIDA DEPARTMENT OF STATE | Cultural Affairs | Elections | Historical Resources | Library and Information Services

**DOS GRANTS** Home Account Organization Grants Panels Administration Search Help

Welcome althera.johnson@dos.myflorida.com | Log Out  
Role: DOS Division Program Manager

### Organization Staff

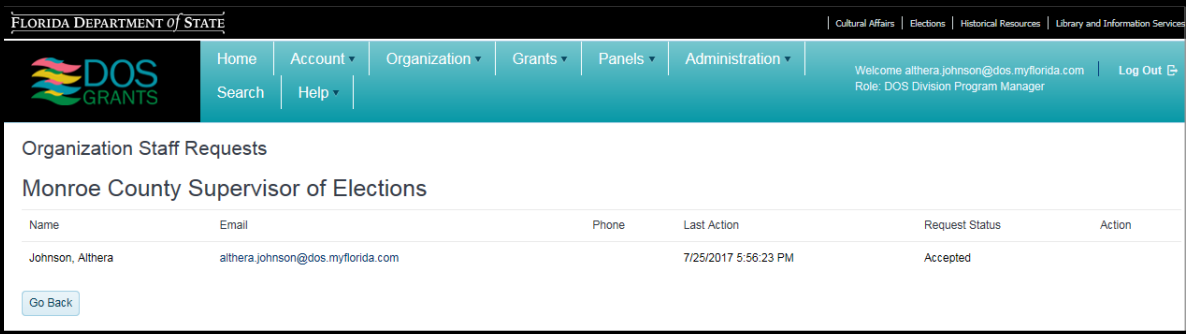
#### Monroe County Supervisor of Elections

[+ Add new staff member](#)

Name	Email	Role	Visible to Public	Title	Job Function	Phone	User Account	View Staff Requests
Griffin, Joyce	info@keys-elections.org	Submitter	<input type="checkbox"/>			305.292.3416	Linked to Account	<a href="#">Edit</a>   <a href="#">Disassociate</a>
Johnson, Althera	althera.johnson@dos.myflorida.com	Organization Manager	<input type="checkbox"/>				Linked to Account	<a href="#">Edit</a>   <a href="#">Disassociate</a>

[Save](#) [Go Back](#)

On the Staff Request page, you will be able to view and accept or deny requests to associate with your organization.



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**DOS GRANTS** Home Account Organization Grants Panels Administration Search Help

Welcome althera.johnson@dos.myflorida.com | Log Out  
Role: DOS Division Program Manager

### Organization Staff Requests

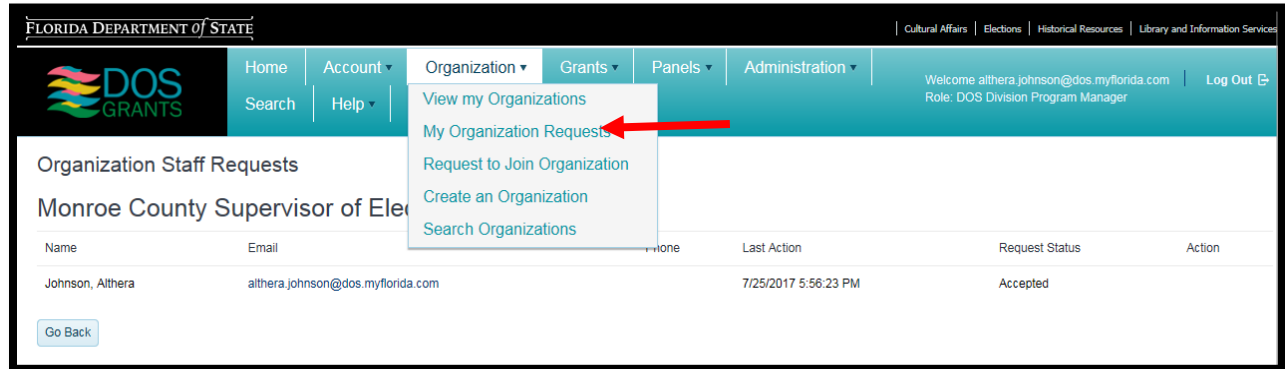
#### Monroe County Supervisor of Elections

Name	Email	Phone	Last Action	Request Status	Action
Johnson, Althera	althera.johnson@dos.myflorida.com		7/25/2017 5:56:23 PM	Accepted	

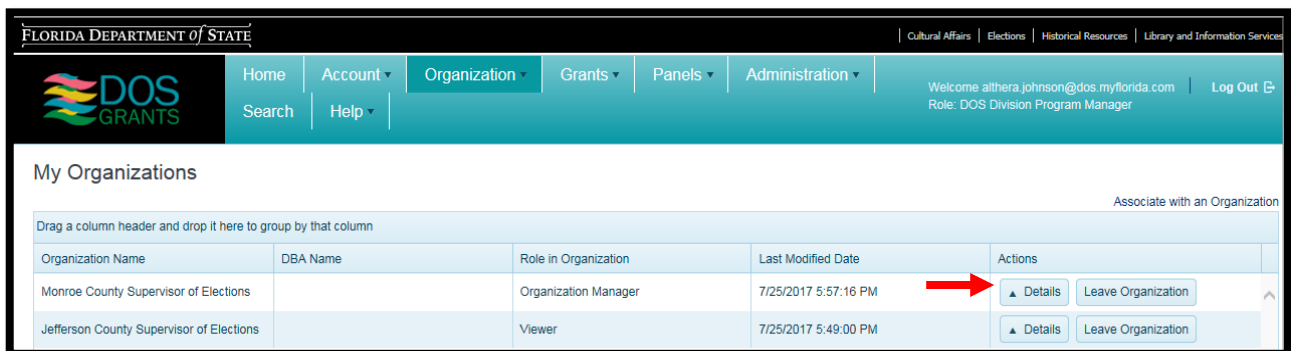
[Go Back](#)

## Invite New User

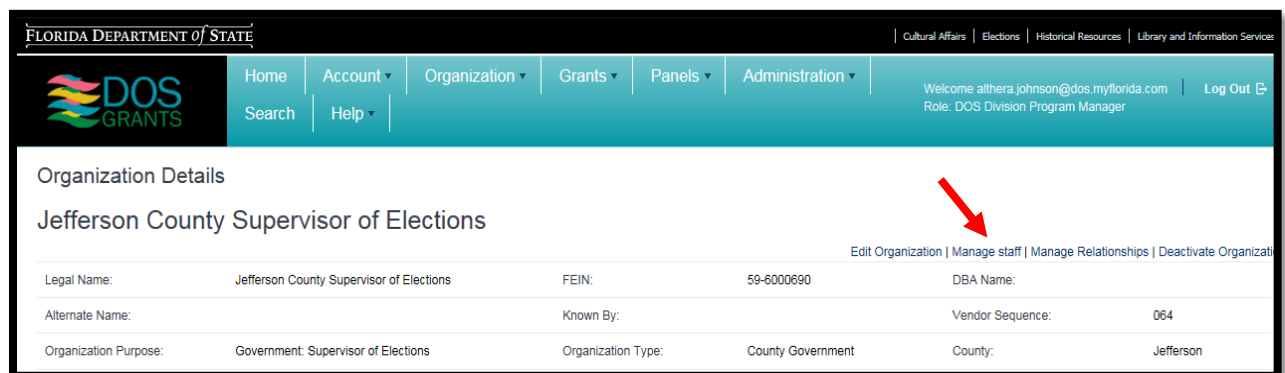
**Step 1:** As an organization manager, you can invite new users to the DOS Grants system. You may find this a convenient way of adding more staff members. Once invited, they will automatically be associated with your organization. To do this, start by going to “View my Organizations”.



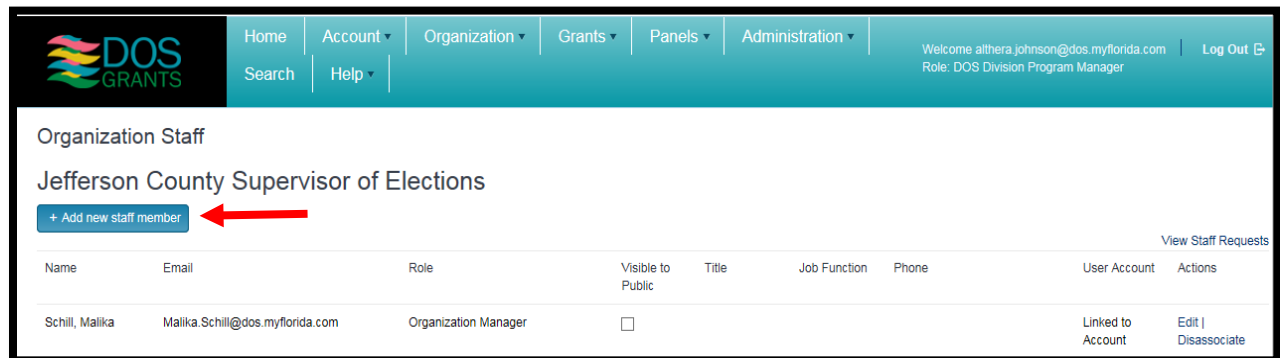
**Step 2:** You will then reach the “My Organizations” page. Click on the “Details” button next to your organization.



**Step 3:** On the Organization Details page, click the “Manage Staff” button.



**Step 4:** Click the “Add new staff member” button.



The screenshot shows the 'Organization Staff' page for the 'Jefferson County Supervisor of Elections'. At the top, there is a navigation bar with links: Home, Account, Organization, Grants, Panels, and Administration. A user welcome message is on the right: 'Welcome althera.johnson@dos.myflorida.com | Log Out | Role: DOS Division Program Manager'. Below the navigation bar, the page title is 'Organization Staff' followed by 'Jefferson County Supervisor of Elections'. A blue button labeled '+ Add new staff member' is highlighted with a red arrow. Below this is a table of staff members.

Name	Email	Role	Visible to Public	Title	Job Function	Phone	User Account	Actions
Schill, Malika	Malika.Schill@dos.myflorida.com	Organization Manager	<input type="checkbox"/>				Linked to Account	<a href="#">Edit</a>   <a href="#">Disassociate</a>

**Step 5:** Type in the information requested, select “Yes” on the “Link accounts” option, and click the “Add Staff” button.



The screenshot shows the 'Add Staff Member' form. It contains input fields for 'First Name' (Althera), 'Last Name' (Johnson), 'Work Email' (ajohnson@dos.state.fl.us), and 'Work Phone' (8502456211). Below these fields is a question: 'Link to a Grants account using email address?'. There are two radio buttons: 'Yes' (selected, indicated by a red arrow) and 'No'. At the bottom, there are two buttons: 'Add Staff' (highlighted with a red arrow) and 'Go Back'.

**Step 6:** Your co-worker will receive an email notification regarding the request with a link they can click to get started. Once the request has been accepted by the staff member, they will be associated with your organization.



## Change User Role

Users associated with organizations in DOS Grants must have a “user role”, which determines their permissions in regards to managing their organization and applying for grants. When an account is first created in the DOS Grants system, the account will be set to the user role of Viewer. Your organization does not need to have a staff person in every role, but it must have at least one organization manager.

**Viewer** – An organization Viewer can see all of their organization’s grants and documents, but they cannot edit or submit anything. Viewer is the default role when anyone is first associated to an organization.

**Profile Editor** – An organization Profile Editor can edit the organization’s profile and add to the staff listing. A Profile Editor cannot edit grant applications or reports.

**Editor** – An organization Editor can edit an organization’s profile as well as their grant applications and reports. An organization Editor cannot submit grant applications or reports.

**Submitter** – An organization Submitter can edit and submit grant applications and reports. They can also update the organization’s profile.

**Organization Manager** – An Organization Manager can edit and submit grant applications and reports, update the organization’s profile, and add additional users to the organization and set their role.

**Step 1:** As Organization Manager, you can set the roles for the users associated with your organization. To set a user role, start by clicking on “View my Organizations.”

FLORIDA DEPARTMENT OF STATE

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**DOS GRANTS**

Home | Account | Organization | Grants | Panels | Administration

Welcome althera.johnson@dos.myflorida.com | Log Out

Role: DOS Division Program Manager

Search | Help

View my Organizations (highlighted with red arrow)

My Organization Requests

Request to Join Organization

Create an Organization

Search Organizations

Florida Department of State Grants System

**Notifications**

Select	Grant Number	Title	Actions	Date
<input type="checkbox"/>			Application Created	07/27/20
<input type="checkbox"/>	17.e.fa.000.001	MOA #2017-2018-0001	Application Submission	07/27/20
<input type="checkbox"/>	17.e.fa.000.001	MOA #2017-2018-0001	Application Submission	07/27/20
<input type="checkbox"/>	17.e.fa.000.001	MOA #2017-2018-0001	Application Submission	07/25/20

**Upcoming Events**

Description	Date/Time
Special Category Review and Ranking Meetings are scheduled for September 2017	08/31/2017
State Aid to Libraries Grant applications due October 1, 2017	08/03/2017
Fast Track Deadline September 12, 2017 Grant Period: January 1, 2018 through June 30, 2018	07/11/2017

**Step 2:** You will then reach the “My Organizations” page. Click on the “Details” button next to your organization.

FLORIDA DEPARTMENT OF STATE

Cultural Affairs | Elections | Historical Resources | Library and Information Services

**DOS GRANTS**

Home | Account | Organization | Grants | Panels | Administration

Welcome althera.johnson@dos.myflorida.com | Log Out

Role: DOS Division Program Manager

Search | Help

**My Organizations**

Associate with an Organization

Drag a column header and drop it here to group by that column

Organization Name	DBA Name	Role in Organization	Last Modified Date	Actions
Monroe County Supervisor of Elections		Organization Manager	7/25/2017 5:57:16 PM	Details (highlighted with red arrow)   Leave Organization
Jefferson County Supervisor of Elections		Viewer	7/25/2017 5:49:00 PM	Details   Leave Organization

**Step 3:** On the Organization Details page, click the “Manage Staff” button.

FLORIDA DEPARTMENT OF STATE

Cultural Affairs | Elections | Historical Resources | Library and Information Services

**DOS GRANTS**

Home | Account | Organization | Grants | Panels | Administration

Welcome althera.johnson@dos.myflorida.com | Log Out

Role: DOS Division Program Manager

Search | Help

**Organization Details**

Monroe County Supervisor of Elections

Edit Organization | Manage staff (highlighted with red arrow) | Manage Relationships | Deactivate Organization

Legal Name:	Monroe County Supervisor of Elections	FEIN:	65-0777466	DBA Name:	
Alternate Name:		Known By:		Vendor Sequence:	001
Organization Purpose:	Government: Supervisor of Elections	Organization Type:	County Government	County:	Monroe
House District:		Senate District:		Congressional District:	
Email:	info@keys-elections.org	Phone:	305.292.3416	Fax:	305.292.3406
TDD:		Website:	http://www.keys-elections.org	OCLC Symbol:	
Organization Status:		Status Effective Date:	1/1/0001		

**Step 4:**

**Step 4:** Next to the staff account you wish to change, select “Edit.”

FLORIDA DEPARTMENT OF STATE | Cultural Affairs | Elections | Historical Resources | Library and Information Services

**DOS GRANTS** Home Account Organization Grants Panels Administration Search Help Welcome althera.johnson@dos.myflorida.com Log Out Role: DOS Division Program Manager

Organization Staff

Monroe County Supervisor of Elections

+ Add new staff member

Name	Email	Role	Visible to Public	Title	Job Function	Phone	User Account	Actions
Griffin, Joyce	info@keys-elections.org	Submitter	<input type="checkbox"/>			305.292.3416	Linked to Account	Edit   Disassociate
Johnson, Althera	althera.johnson@dos.myflorida.com	Organization Manager	<input type="checkbox"/>				Linked to Account	Edit   Disassociate

Save Go Back

**Step 5:** Under the dropdown menu for the Organization Role, select the role that you want and click “Save Changes.”

FLORIDA DEPARTMENT OF STATE | Cultural Affairs | Elections | Historical Resources | Library and Information Services

**DOS GRANTS** Home Account Organization Grants Panels Administration Search Help Welcome althera.johnson@dos.myflorida.com Log Out Role: DOS Division Program Manager

Edit Contact

First Name: Joyce

Last Name: Griffin

Work Email: info@keys-elections.org

Function:

Work Phone: 305.292.3416

Work Title:

IsVisible: ☐

Organization Role:

Save Changes x Cancel/Return To List

Viewer  
Submitter  
Grant Editor  
Profile Editor  
Organization Manager

## Edit Organization Details

**Step 1:** As an Organization Manager, you can change the details for your organization, such as the address, phone number, or other information. To change an organization's details, start by clicking on "View my Organizations."

FLORIDA DEPARTMENT OF STATE

Home Account Organization Grants Panels Administration

Search Help

Welcome althera.johnson@dos.myflorida.com  
Role: DOS Division Program Manager

Log Out

Florida Department of State Grants System

Notifications

Expand	Grant Number	Title	Description	Date
<input type="checkbox"/>			Application Created	07/27/20
<input type="checkbox"/>	17.e.fa.000.001	MOA #2017-2018-0001	Application Submission	07/27/20
<input type="checkbox"/>	17.e.fa.000.001	MOA #2017-2018-0001	Application Submission	07/27/20
<input type="checkbox"/>	17.e.fa.000.001	MOA #2017-2018-0001	Application Submission	07/25/20

Upcoming Events

Description	Date/Time
Special Category Review and Ranking Meetings are scheduled for September 2017	08/31/2017
State Aid to Libraries Grant applications due October 1, 2017	08/03/2017
Fast Track Deadline September 12, 2017 Grant Period: January 1, 2018 through June 30, 2018	07/11/2017

**Step 2:** You will then reach the "My Organizations" page. Click on the "Details" button next to your organization.

FLORIDA DEPARTMENT OF STATE

Home Account Organization Grants Panels Administration

Search Help

Welcome althera.johnson@dos.myflorida.com  
Role: DOS Division Program Manager

Log Out

My Organizations

Associate with an Organization

Drag a column header and drop it here to group by that column

Organization Name	DBA Name	Role in Organization	Last Modified Date	Actions
Monroe County Supervisor of Elections		Organization Manager	7/25/2017 5:57:16 PM	<a href="#">Details</a> <a href="#">Leave Organization</a>
Jefferson County Supervisor of Elections		Viewer	7/25/2017 5:49:00 PM	<a href="#">Details</a> <a href="#">Leave Organization</a>



**Step 3:** Click on “Edit Organization.”

FLORIDA DEPARTMENT OF STATE | Cultural Affairs | Elections | Historical Resources | Library and Information Services

**DOS GRANTS** | Home | Account | Organization | Grants | Panels | Administration | Search | Help | Welcome althera.johnson@dos.myflorida.com | Log Out | Role: DOS Division Program Manager

### Organization Details

#### Monroe County Supervisor of Elections

[Edit Organization](#) | [Manage staff](#) | [Manage Relationships](#) | [Deactivate Organization](#)

Legal Name:	Monroe County Supervisor of Elections	FEIN:	65-0777466	DBA Name:	
Alternate Name:		Known By:		Vendor Sequence:	001
Organization Purpose:	Government: Supervisor of Elections	Organization Type:	County Government	County:	Monroe
House District:		Senate District:		Congressional District:	
Email:	info@keys-elections.org	Phone:	305.292.3416	Fax:	305.292.3406
TDD:		Website:	http://www.keys-elections.org	OCLC Symbol:	
Organization Status:		Status Effective Date:	1/1/0001		

**Step 4:** Edit the organization details. Once you are done, click the “Save Changes” button.

FLORIDA DEPARTMENT OF STATE | Cultural Affairs | Elections | Historical Resources | Library and Information Services

**DOS GRANTS** | Home | Account | Organization | Grants | Panels | Administration | Search | Help | Welcome althera.johnson@dos.myflorida.com | Log Out | Role: DOS Division Program Manager

### Edit Organization

#### Monroe County Supervisor of Elections

Note: Florida has a very broad public records law. Public records are available to the public and media upon request, unless the information is subject to a specific statutory exemption. Therefore, any information that you provide, including contact information, may be subject to public disclosure.

[Save Changes](#) [Go Back](#)

**Legal Name**

Monroe County Supervisor of Elections

**FEIN** :

65-0777466

**DBA Name** :

## How to Apply for a Federal Grant

**Step 1:** Click on the “Grants” tab at the top of the page. From the dropdown menu, select “Apply for Grant.” This will take you to a list of grants offered by DOS. Note: You cannot apply for a grant until you are associated with an organization and you have a user role that allows you to apply.

**Florida Department of State Grants System**

**Notifications**

Select	Grant Number	Title	Description
<div>Remove</div>			

**My Assignments**

Johnson, Althera

Assignments	#
Applications	155
Reviews	0
Grants	0
Reports	0
Payment Requests	0
Change Requests	0
<b>Total assignments:</b>	<b>155</b>

**Upcoming Events**

Description	Date/Time
Fast Track Deadline September 12, 2017 Grant Period: January 1, 2018 through June 30, 2018	07/11/2017
Public Library Construction grant applications due July 28	07/06/2017
Small Matching Review and Ranking Meetings are scheduled as follows: July 19 for Acquisition and Development projects / July 20 for all other projects. Applicants can participate via webinar or in person at the R.A.Gray Building, Tallahassee.	06/15/2017

**Messages**

Select	From	Title	Message	Action
<div>Remove</div>				

**Step 2:** Next to the Federal Election Activities program, click on “Apply Now.”

The screenshot shows the DOS GRANTS portal with the following table of grant programs:

Program Name	Description	Application Period	Actions
<b>Division:</b>			
Legislative Line Items	Legislative Line Items		<a href="#">Apply Now</a>
<b>Division: Cultural Affairs</b>			
Cultural Endowment	The purpose of this program is to create an endowment matching funds program that will provide operating resources to participating cultural organizations. The first step in applying for an Endowment State Matching Share (SMS) is to be designated as a Cultural Sponsoring Agency (CSO). More information regarding the program is available here.	7/1/2017 - 6/1/2018	<a href="#">Apply Now</a>
Cultural Facilities	The purpose of the Cultural Facilities Program is to coordinate and guide the State of Florida's support and funding of renovation, construction, or acquisition of cultural facilities. More information regarding the program is available here.	4/1/2016 - 6/6/2016	
Fast Track Project	The Fast Track Project Grant Program is designed to provide expedited access to funds supporting small organizations through arts and cultural projects including but not limited to artist residencies, performances, or exhibitions. More information regarding the program is available here.	6/23/2017 - 9/12/2017	<a href="#">Apply Now</a>
GPS/SCP	<b>General Program Support (GPS)</b> The General Program Support (GPS) grant is designed to fund up to \$150,000 for the general program activities of an organization that is realizing its stated mission and furthering the state's cultural objectives. More information regarding the program is available here.  <b>Specific Cultural Project (SCP)</b> The Specific Cultural Project (SCP) grant is designed to fund a cultural project, program, exhibition, series, Artists Performances on Tour, Arts in Education or Underserved Cultural Community Development project taking place within the grant period (July 1 through June 30). The grant activities must support the mission of the organization and further the state's cultural objectives. More information regarding the program is available here.	4/1/2016 - 6/6/2016	
<b>Division: Elections</b>			
Federal Election Activities	Federal Election Activities funds are annually appropriated by the Florida Legislature from Help America Vote Act funds, and are allocated and distributed to the Supervisors of Elections based on a formula using the number of active registered voters in each county. Supervisors can apply for and use these funds for one or more of the following categories: voter education; poll worker training; standardizing election results reporting; and other federal election administration activities as approved by the Department of State.	7/1/2017 - 5/31/2018	<a href="#">Apply Now</a>

**Step 3:** Select the organization for which the grant application is being completed. Enter the project name/title and click "Continue." Note: You will receive an email notification to the email listed on the profile.

The screenshot shows the 'Select applicant' form with the following details:

- Select applicant:** Select which organization you will be completing the **Federal Election Activities** application for.
- Selected Organization:** Jefferson County Supervisor of Elections
- Enter Project Name/Title:** [Text input field]
- Buttons:** [Cancel/Return To Programs](#) and [Continue](#)

The email notification is as follows:

Mon 7/24/2017 4:36 PM  
**Notifications**  
 Federal Election Activities application has been started.  
 To: Halka.Schiff@dos.myflorida.com; Johnson, Althera  
 A grant application has been started by Jefferson County Supervisor of Elections to the Florida Department of State, Division of Elections 2017-2018 for Federal Election Activities.  
 You may review the status of your application by logging into <https://www.dosgrants.com>.  
 Thank you,  
 Florida Department of State  
 The Department of State is committed to excellence. Please take our [Customer Satisfaction Survey](#).

**Step 4:** The next portion of the grant application consists of several sections that must be completed. Each section may require you to provide information as to how you spent funds for purposes of seeking reimbursement and/or how you intend to spend funds for purposes of seeking an advance and the actual or anticipated amount. Similarly, for each of the activity areas in which you have indicated you plan to spend funds, you must provide a performance goal and performance measure, timeline and budget for the funds requested in the grant, if not otherwise already completed.

Remember to save your work often by clicking the "Save" button at the bottom of each page.

**Application Instructions**

- Questions marked with an asterisk(\*) require an answer.
- Select 'Edit' in the grid to edit information.
- Select 'Save' or 'Update' in the grids after editing or entering information.
- All validation messages must be resolved before submitting an application.
- Sections with a checkmark identify that all validations have been completed.

**Step 5:** Complete fields as applicable related to specific information. Example below is for Election Security Funds Grant 1:

**Application Instructions**  
Check applicable boxes and enter requested amount under each applicable category of expenses:

**I. Multi-Factor Authentication**

	Federal HAVA Funds	County Matching Funds	Other County Funds	Interest
Current Federal Election Administration Activities Funds	N/A	N/A	N/A	N/A
Prior Years' Federal Election Administration Activities Roll Over Funds	N/A	N/A	N/A	N/A
Prior Years' Voter Education Roll Over Funds	N/A	N/A	N/A	N/A
Anticipated Amount of Request for ESF Funds	<input type="checkbox"/>	N/A	N/A	N/A

Reimbursement:

Advance:

**II. Vulnerability Management**

	Federal HAVA Funds	County Matching Funds	Other County Funds	Interest
Current Federal Election Administration Activities Funds	N/A	N/A	N/A	N/A
Prior Years' Federal Election Administration Activities Roll Over Funds	N/A	N/A	N/A	N/A
Prior Years' Voter Education Roll Over Funds	N/A	N/A	N/A	N/A
Anticipated Amount of Request for ESF Funds	<input type="checkbox"/>	N/A	N/A	N/A

Reimbursement:

Advance:

## Downloading and Uploading Attachments

**Step 1:** There will be attachments that you will need to download and/or upload once completed, depending on the grant. Follow the instructions as indicated next to each attachment. Example below is for Election Security Fund Grant 1:

1. **Performance Goals:**  
To address election security needs identified in conjunction with the assessment by the Department of State's cybersecurity team and ensure compliance with the 2020 U.S. Cybersecurity Framework.

2. **Performance Measures:**  
a. To purchase and/or obligate funds for goods and/or services no later than June 30, 2021.  
b. To pay for such goods and/or services by September 15, 2021.  
c. To implement goods and/or services no later than December 31, 2021 so that the Department can conduct a post-award assessment of Sub-recipient's election security needs.

3. **Budget requested:**  
Reimbursement:  Advance:  Total Budget:

4. ☐ **Memorandum of Agreement for Election Security is attached.**  
Link to download [Memorandum of Agreement](#)

Choose File  No file chosen

5. ☐ **Memorandum of Agreement for FVRS Minimum Security Standards is attached (only if NOT already executed and on file with the Department of State).**

Choose File  No file chosen

6. Link to download [Attachment A - Detailed Election Security Improvement Plan](#). This is for download purposes only. Submission will be through alternate secure manner.

7. ☐ **Certificate Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Covered Transactions (EO Form) is attached.**  
Link to download [Attachment B - Certification of Debarment and Suspension](#)

## Signing and Submitting Your Application

Once all the required attachments have been uploaded, you are ready to review and submit your application.

**Step 1:** Click on "Print Preview" to preview your application. You can print or save a PDF copy for your records.

FLORIDA DEPARTMENT OF STATE | Cultural Affairs | Elections | Historical Resources | Library and Information Services

**DOS GRANTS** | Home | Account | Organization | Grants | Panels | Administration | Search | Help | Welcome athena.johnson@dos.myflorida.com | Log Out | Role: DOS Division Program Manager

Division of Elections Federal Election Activities - Grant Application

A. ☒ Voter Education  
B. ☒ Poll Worker Training  
    ☒ Standardizing Election Results  
C. ☒ Reporting  
    ☒ Administration  
D. ☒ Activities  
E. ☒ Attachments  
F. ☒ **Review and Submit**

Page 6 of 6

**Review and Submit**

1. **Review and Submit**

☐ I hereby certify that I am authorized to submit this application on behalf of Jefferson County Supervisor of Elections and that all information indicated is true and accurate. I acknowledge that my electronic signature below shall have the same legal effect as my written signature. I am aware that making a false statement or representation to the Department of State constitutes a third degree felony as provided for in s. 917.155, F.S., punishable as provided for by ss. 775.082, 775.083, and 775.084.

1.1. **Signature (Enter first and last name)**

The application has been filled out correctly, you can now submit this application

**Steps 2, 3, and 4:** Check the certification box. Type the Supervisor's first and last name. Click "Submit" button.

**1. Review and Submit**

☒ I hereby certify that I am authorized to submit this application on behalf of Jefferson County Supervisor of Elections and that all information indicated is true and accurate. I acknowledge that my electronic signature below shall have the same legal effect as my written signature. I am aware that making a false statement or representation to the Department of State constitutes a third degree felony as provided for in s. 817.155, F.S., punishable as provided for by ss. 775.082, 775.083, and 775.084.

**1.1. Signature (Enter first and last name)**

Althera Johnson

The application has been filled out correctly, you can now submit this application

[Previous](#) [Submit](#)

An e-mail notification confirmation will be sent confirming that your application has been successfully submitted. If you would like to review the status of your application, you can log into the DOS Grants Website, click on "Grants" and then "My Organization Applications".

## Checking the Status of Your Application

**Step 1:** Once your application has been submitted, DOS staff will review and process your application. You can check on the status of your application by viewing the "My Organization Applications" page.

FLORIDA DEPARTMENT OF STATE

Cultural Affairs | Elections | Historical Resources | Library and Information Services

**DOS GRANTS** Home Account Organization Grants Panels Administration Search Help

Welcome althera.johnson@dos.myflorida.com | Log Out  
Role: DOS Division Program Manager

Florida Department of State Grants System

**Notifications**

Grant	Grant Number	Title	Description
<input type="checkbox"/>			Application Crea
<input type="checkbox"/>	17.e.fa.000.001	MOA #2017-2018-0001	Application Subr
<input type="checkbox"/>	17.e.fa.000.001	MOA #2017-2018-0001	Application Subr
<input type="checkbox"/>	17.e.fa.000.001	MOA #2017-2018-0001	Application Subr
<input type="checkbox"/>			Application Crea

**Grants** dropdown menu:

- Apply for Grant
- Assign Content Reviews
- Assign Eligibility Reviews
- Division Application Queue
- Division Review Queue
- My Organization Applications**
- My Assigned Applications
- My Grants
- My Reviews
- Payments
- Contracts

**Upcoming Events**

Description	Date/Time
Special Category Review and Ranking Meetings are scheduled for September 19 and 20, 2017	09/31/2017
State Aid to Libraries Grant applications due October 1, 2017	09/03/2017
Fast Track Deadline September 12, 2017 Grant Period: January 1, 2018 through June 30, 2018	07/11/2017
Public Library Construction grant applications due July 28	07/06/2017

**Step 2:** You may make any corrections or changes by clicking on the following options:

“Edit”, “Manage Applications” and/or “Activity Log”.

The screenshot shows the Florida Department of State Grants portal. The top navigation bar includes links for Home, Account, Organization, Grants, Panels, and Administration. A user is logged in as althera.johnson@dos.myflorida.com with the role of DOS Division Program Manager. The main section is titled "My Organization Applications" and contains a table with columns: Application Number, Project Name/Title, Program Name, Organization/User Name, Project Number, Status, and Actions. A red circle highlights the "Actions" column for the first application, which contains buttons for "Edit", "Manage Application", and "Activity Log".

Application Number	Project Name/Title	Program Name	Organization/User Name	Project Number	Status	Actions
		Federal Election Activities	Monroe County Supervisor of Elections		Preparing	<a href="#">Edit</a> <a href="#">Manage Application</a> <a href="#">Activity Log</a>

**Step 3:** The “Edit” page allows you to make changes to the application.

The screenshot shows the "Edit" page for a grant application. The top navigation bar is the same as in the previous screenshot. The main section is titled "Division of Elections Federal Election Activities - Grant Application". On the left, there is a sidebar with navigation links: A. Voter Education (selected), B. Poll Worker Training, C. Results Reporting, D. Administration Activities, E. Attachments, and F. Review and Submit. The main content area includes a "Project Title" field, a "Print Preview" button, and a "Help" button. Below the "Project Title" field, there is a "Voter Education" section with a list of application instructions. The "Anticipated % of Funds Total" is 100.

**Project Title:**

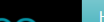
**Voter Education**

Application Instructions


Anticipated % of Funds Total: 100

a. **Organization Name:** Monroe County Supervisor of Elections  
b. **FEID:** 65-0777466  
c. **Phone number:** 305.292.3416  
d. **Principal Address:** .  
e. **Mailing Address:** 530 Whitehead Street, Suite 101 Key West, 33040  
f. **Website:** http://www.keys-elections.org  
g. **Organization Type:** County Government  
h. **Organization Category:** GovernmentSupervisorOfElections  
i. **County:** Monroe

**Step 4:** The “Manage Applications” page allows you to view and print the application **ONLY**.



FLORIDA DEPARTMENT OF STATE



Home

Account ▾

Organization ▾

Grants ▾

Panels ▾

Administration ▾

Search

Help ▾

Welcome althera.johnson@dos.myflorida.com

Log Out ▾

Role: DOS Division Program Manager


Manage Applications

Grant #	Program	Project FEID	Grantee	Last Updated By	Date	Status	Project Number	Actions
	Federal Election Activities	65-0777466	Monroe County Supervisor of Elections	Johnson, Althera	08/07/2017	Preparing ▾	<input type="text"/>	<a href="#">Save</a>

Sections	Status	Action
Voter Education	Completed	<a href="#">View</a>
Poll Worker Training	Preparing	<a href="#">View</a>
Standardizing Election Results Reporting	Preparing	<a href="#">View</a>
Administration Activities	Preparing	<a href="#">View</a>
Attachments	Preparing	<a href="#">View</a>
Review and Submit	Preparing	<a href="#">View</a>

**Step 5:** The “Activity Log” page allows you to send messages via email, write notes and upload information.

FLORIDA DEPARTMENT OF STATE



DOS

GRANTS

Home

Account ▾

Organization ▾

Grants ▾

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Search

Help ▾

Welcome althera.johnson@dos.myflorida.com

Log Out ▾

Role: DOS Division Program Manager

Activity Log

Application Number:

Project Name:

Organization Name: Monroe County Supervisor of Elections

[View Application](#)

Activity Type	Title/Subject	Created By	Date and Time	Actions
▶ Application Started	Application Created	Althera Johnson	7/27/2017 12:49 PM	View

◀ ▶ ⏪ ⏩

1

1 - 1 of 1 items

Activity Type

Message ▾

Title/Subject

Notes

Format ▾

B

I

U

Select files...

Create

Go Back



## How to Submit Single Audit Report(s)

All grant recipients are required to comply with the terms of the Florida Single Audit Act and / or the federal Single Audit Act. **If single audit act reporting requirements applications, the financial report should be completed within nine months of the end of your fiscal year.**

- If your organization (or your parent organization such as a county or city) expended more than \$750,000 in state funds during the fiscal year indicated, from all sources, an audit must be completed in accordance with the Florida Single Audit Act. State grant funding from the Division of Library and Information Services (DLIS) that would be a part of this total includes State Aid to Libraries grants, Library Cooperative Grants and Public Library Construction grants.
- If your organization (or your parent organization) expended more than \$750,000 in federal funds during the fiscal year indicated, from all sources, an audit must be completed in accordance with the federal Single Audit Act. Federal grant funding from DLIS that would be a part of this total includes Library Services and Technology Act grants.

The Department of State has implemented a new Single Audit Act reporting function in the Department of State [DOS Grants System](#). There are two parts to the submission of the Single Audit Act Reporting in the system:

1. **Single Audit Certification Form**
2. **Financial Report Upload**

To complete the submission:

1. **Single Audit Certification Form.** Go to your Organization Details Page in DOS Grants. You will see a “Single Audit Act” tab. Click the “Edit” button under the Single Audit Certification form. A wizard will open that will guide you through questions to help you respond correctly.

Single Audit Act				
Organization Fiscal Year-End Date: 09/30/2020				
Single Audit Certification Form				
Organization Fiscal Year-End	Status	Certification Form	IG Review	Due Date
2020	Pending	<a href="#">Edit</a>		6/30/2021
Financial Report Upload				
Organization Fiscal Year-End	Status	Report Upload	IG Review	Due Date

2. **Financial Report Upload.** Once the Certification Form has been submitted you will be directed back to your Organization’s details page. If you have met the \$750,000 threshold, you will then be able to upload your Financial Report, including Single Audit reports.

After submission, Division staff and the Department’s Office of Inspector General will review the Certification and Report. Follow-up will take place as applicable.