

IowaGrants.gov Registration and FY15 CLPPP Application Process Training Webinar Questions -
 Webinar Date: January 27, 2014

Questions Asked by Attendee(s)	Answers
Q1) For a multi-county program, do we need multiple signatures?	A1) When applying for a multi-county program, you must complete the Multiple Board Sign Up Document located in the attachments of this funding opportunity. The Cover Page General Information form would need to include the required information for the Applicant (Lead) County BOH for the Contract.
Q2) I work for a Community Action Agency but fill out the CLPPP application for the local Board of Health. Does that change how I fill out agency information when I register?	A2) We recommend you register using the agency at which you are employed (the Community Action Agency in this scenario). You can then be added to other entities by emailing a request to be added to additional organizations (i.e. BOH, the county, etc.) to the contract administrator identified in the Funding Opportunity.
Q3) I was registered previously for an IFA grant. I do not have the information in regard to the questions. Should I reregister?	A3) If you have the username and password you used in IowaGrants.gov for the IFA grant, it will work for any application/grant in the system. If you do not have your previous username and password, please contact the IDPH helpdesk at 1-866-520-8987 for assistance.
Q4) As you scrolled through a page, I thought I saw a place asking for the table of organization. Can that be uploaded?	A4) Yes, the document is required to be uploaded in the Business Organization Form.
Q5) Will all past SharePoint documents be available in IowaGrants.gov?	A5) No, they will not. The two systems do not communicate with one another.
Q6) How are electronic signatures accomplished?	A6) Per the Iowa Code Section 554D.103, electronic signatures can be typed or copied from a word document into the specific form. Digital signatures will not be required within IowaGrants.gov.
Q7) If there's more than one person in the agency working on the application, how is this accomplished? Can we download the application form, save it to our system, complete and review, and then one person in the organization post?	A7) If more than one person will be working on the application, additional people can be added by the registered applicant (the person who initiates the application) in the General Information Form. Please refer to the IowaGrants.gov Application Guidance in the Attachment section at the bottom of this Funding Opportunity for additional instructions. The application cannot be uploaded but must be completed within IowaGrants.gov.
Q8) Will non-grant information such as BOH minutes still be stored on Sharepoint?	A8) No, BOH minutes will not be stored on SharePoint after the current contract cycle. Minutes for BOH meetings as of July 1, 2014 will be uploaded and maintained in the LBOH site in IowaGrants.gov.
Q9) How do you sign?	A9) Please refer to answer A6.
Q10) Can the agency administrator be the authorized official if they operate under the BOH	A10) The Board can designate any individual as the Authorized Official. Historically, the agency administrator is the authorized official if they operate under the BOH.
Q11) Will this presentation be repeated for each new grant for FY15? Such as local public health, Title V MCH?	A11) Other presentations will be offered as funding opportunities arise.
Q12) Where will the slides to this presentation be?	A12) The recorded presentation and associated documents will be located at http://www.idph.state.ia.us/LPP/Childhood.aspx .

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Q13) How do you enter the approval process from two BOHs on the contract?	A13) There is a Multiple Board Sign Up Document in the Attachment Section for this funding opportunity.
Q14) In the past, for each county that fell under our CLPPP we needed a signature for their BOH Chairperson. Is this required for this year? I didn't see the form, but wanted to double check.	A14) Yes, it is required. A Multiple Board Sign Up Document is located in the Attachment section at the bottom of the funding opportunity for this information.
Q15) Can more than one person within the agency access the Application Forms or does only the administrator access this? In the past this has been done as a group effort at our agency before submitting.	A15) Please refer to answer A7.
Q16) Is there a spell check feature in this program?	A16) No. In order to spell check text you will need to copy into a word processing program and run spell check.
Q17) What type of signature will be required?	A17) Please refer to answer A6.
Q18) Can you print hard copies?	A18) Copies of each application form can be printed as a single document, saved, and shared.
Q19) How do we ensure that people outside of our organization are not being added and viewing our documents?	A19) The first user to initiate an application for a Funding Opportunity is designated by the system as the "Grantee Contact". This individual grants access to the Funding Opportunity to registered users within their organization. Only authorized users can edit, review, complete, and submit the application.
Q20) Is there any way to save a copy of any documents that we have submitted so that we can view later or keep for our files? Including applications and reports later on.	A20) Please refer to answer A18.
Q21) If an individual can request to be added to multiple organizations, how do we ensure that people outside of our organization are being added and viewing our documents?	A21) Please refer to answer 19.
Q22) Does the Director/CEO have to log into every application and type in his own name into the signature blank, or can someone else type it in on his behalf?	A22) The Board of Health Director or a designated signatory can sign the application. Their signature is only required once for each funding opportunity.
Q23) Is IowaGrants.gov used only for grant applications? And not monthly billing?	A23) IowaGrants .gov is a contract/grant management system that will be used by contractors to submit claims/vouchers for reimbursement.
Q24) Does the electronic signature position have to be registered?	A24) Yes, the person signing the application is required to be registered with IowaGrants.gov.

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Q25) I tried to register and it said that I already had an account with email that I would be using. Will it allow me to have more than one account tied to the same email?	A25) No. 1 e-mail address per User ID. Reasons for this error: 1. They could possibly be in the system already with the same User ID or another person has the same first and last name 2. They could possibly be in the system already with the same Email Address 3. They could have entered an incorrect password sequence to create their password. If you need assistance with access please call our helpdesk 866-520-8987.
Q26) If we are submitting a multi-county application, do we need to request John (McMullen) to add us to each county?	A26) No. Use the Multiple Board Sign Up Document found on the Funding Opportunity page to list all counties in your service area. Upload document in Childhood Lead Work Plan Form.