Iowa Grants Contractor Overview

Talking Points

www.iowagrants.gov

Main Menu after logging in:

Instructions

This link displays a high-level instructions page describing general navigation and all the screens in the site.
My Profile

You can update your contact information in this module.

- If you are associated with more than one organization, they will all be displayed under ‘Associated Organizations’.
- You can reset your password here, if needed in ‘Reset Password’.
- You can set an alert to be generated by the system in ‘My Alerts’.
Funding Opportunities

This link displays all currently posted opportunities.

<table>
<thead>
<tr>
<th>ID</th>
<th>Agency</th>
<th>Program</th>
<th>Opportunity Title</th>
<th>Pre-Application Deadline</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>8863</td>
<td>Iowa Commission on Volunteer Service</td>
<td>2014 AmeriCorps Competitive</td>
<td>AmeriCorps Planning Grant 2014</td>
<td>09/03/2014</td>
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<tr>
<td>8877</td>
<td>Economic Development Authority</td>
<td>DBIG</td>
<td>CDBG Economic Development Set Aside</td>
<td>12/31/2014</td>
<td></td>
</tr>
<tr>
<td>8976</td>
<td>Economic Development Authority</td>
<td>CDBG Sustainable Community</td>
<td>CDBG Sustainable Community Demonstration</td>
<td>12/31/2014</td>
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<tr>
<td>8913</td>
<td>Cultural Affairs</td>
<td>Certified Local Government Grants</td>
<td>FY2015 State of Iowa Certified Local Government Grant Application</td>
<td>09/05/2014</td>
<td></td>
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<tr>
<td>8751</td>
<td>Education</td>
<td>Early Literacy Implementation</td>
<td>Early Literacy Implementation Grant</td>
<td>12/31/2014</td>
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<tr>
<td>8569</td>
<td>Public Health</td>
<td>Family Health</td>
<td>Iowa Family Support Learning Management System RFP</td>
<td>08/14/2014</td>
<td></td>
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<tr>
<td>8518</td>
<td>Public Health</td>
<td>Family Health</td>
<td>1st Five Healthy Mental Development Initiative RFP 58819605</td>
<td>08/19/2014</td>
<td></td>
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<tr>
<td>8510</td>
<td>Public Health</td>
<td>Family Health</td>
<td>Maternal, Infant, and Early Childhood Home Visitation Program RFA</td>
<td>08/12/2014</td>
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<tr>
<td>8784</td>
<td>Revenue, Iowa Department of Public Health</td>
<td>GIS Assistance</td>
<td>GIS Land Use</td>
<td>08/12/2014</td>
<td></td>
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<tr>
<td>8544</td>
<td>Public Health</td>
<td>Health Care Delivery Systems</td>
<td>Medical Resiliency Training State Matching Grants Program</td>
<td>08/12/2014</td>
<td></td>
</tr>
<tr>
<td>5928</td>
<td>Administrative Services</td>
<td>IOWAccess</td>
<td>IOWAccess Funding</td>
<td>Not Applicable</td>
<td></td>
</tr>
<tr>
<td>8485</td>
<td>Economic Development Authority</td>
<td>ITO - Trade Assistance Programs</td>
<td>International - Domestic Trade Show Assistance Program (ITAPA) FY15</td>
<td>05/29/2015</td>
<td></td>
</tr>
<tr>
<td>8128</td>
<td>Economic Development Authority</td>
<td>ITO - Trade Assistance Programs</td>
<td>International - Export Trade Assistance Program (ITAPA) FY15</td>
<td>06/01/2015</td>
<td></td>
</tr>
<tr>
<td>8563</td>
<td>Public Health</td>
<td>Nutrition</td>
<td>eWIC Independent Verification &amp; Validation Services RFP</td>
<td>08/25/2014</td>
<td></td>
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<tr>
<td>8810</td>
<td>Iowa Commission on Volunteer Service</td>
<td>RSVP-FY15</td>
<td>RSVP State Funding FY15</td>
<td>Not Applicable</td>
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<tr>
<td>8915</td>
<td>Iowa Commission on Volunteer Service</td>
<td>RSVP-Jan 2012</td>
<td>RSVP State Funding Jan. 2015, UPDATED</td>
<td>Not Applicable</td>
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<tr>
<td>8393</td>
<td>Education</td>
<td>Statewide Intermediary Network</td>
<td>FY15 Statewide Work-Based Learning Intermediary Regional Network Grant</td>
<td>Not Applicable</td>
<td></td>
</tr>
</tbody>
</table>

Clicking on this module will display a list of currently posted opportunities. The deadline column displays the due date of the application. You will be unable to submit an application after this date. Click on an opportunity’s title to view the contents of the opportunity.

The following page will display the funding opportunity details. To view an attachment, click on the attachment’s name. You can then view the attachment immediately or save it to your computer. To view the external web links, click on each web link.

You should periodically log in and view the list of current opportunities to see if there are any posted that you would be interested in applying.
My Applications

Previously created applications in editing, submitted and correcting statuses can be found in this module.

You may access an application in editing or correcting status in this site for entry of additional information by clicking on the name in the Funding Opportunity column. To view applications in other statuses, click on the Archived Applications link.

Applications stored under the Archived Applications link have the status Expired, Withdrawn, Not Awarded and Awarded.

Clicking on an application's title will display a flat copy of the application in a pop-up window, if the application's status is Submitted, Under Review, Approved, Expired, Withdrawn, Not Awarded and Awarded. If the application's status is Editing or Correcting then the application’s components will be displayed and can be edited.
The initial page displays grants with the status Underway and Suspended. Clicking on the Closed Grants link will display grants with the status Closed and Archived. Clicking on a grant’s title will display the grant components.

Only in Underway status can you edit the grant components. All components will be locked in a Suspended status.

Each component has a state. The state can be either locked or unlocked. If the state is unlocked then you can edit that component, if it is locked then you can view the component but cannot edit it.
Grant/Project Components Overview

The main page displays all the components of the Grant Site.

This will always contain the following components:

- General Information
- Claims
- Progress Reports
- Site Visits
- Correspondence
- Authorized Official and Fiscal Contact (Cover Sheet- General Information)
- Key Personnel (name will vary)
- Project Work Plan (name will vary)
- Subcontract Plan
- Budget (name will vary)
- Contract Documents
- Opportunity
- Application

Additional Components may be displayed

- Miscellaneous Documents
• **General Information Component**
  - **Grantee Contact** = individual listed as Authorized Official in the application in accordance with the Certification and Conditions Form.
    - This person has the sole rights to add or delete users representing the organization.
    - Will receive **all system generated notifications** regarding claim and report deadlines and any actions requested by IDPH.
  - **Additional Contacts** = individual listed as Financial Officer/Agent in the application in accordance with the Certification and Conditions Form. (required).
    - Other key personnel listed in the application may be added by IDPH program staff.
    - Will receive **all system generated notifications** regarding claim and report deadlines and any actions requested by IDPH.
  - **Program Officer** = primary financial contact in IDPH program.
  - **Additional Internal Contacts** = additional IDPH program staff assigned active role in providing technical assistance and review/approval of reports.
Add or remove user access to the grant/contract

• Function assigned to the Grantee Contact
• Select the General Information component
• Select EDIT at top right of form
• Use scroll bar to find individuals registered in system with your organization.
• Highlight all name(s) you wish to grant access.
  o If multiple persons are granted access, depress the Ctl key while making selection.
  o Select Save at top right of form.
• Remove highlight of individual(s) you wish to remove access using the Ctl key.
  o If access for multiple persons is removed, depress the Ctl key while making selection.
  o Select Save at top right of form.
• **Claims Component**

As your project gets underway, you will periodically need to submit reimbursement requests using the claims component.

To create a new claim, click the Add button in the upper right hand corner of the screen. The claim components page will be displayed. On this page, you can click on each component and complete the required information. Be sure to mark each component as complete since you will be unable to submit the claim until all components are marked as complete.

Each claim is automatically numbered. The status of the claim will remain Editing until it is submitted. Changes can be made to a claim in editing status.
Enter the beginning and ending dates for the time period of the services for which you are submitting a claim. You may use the calendar or enter the dates using MMDDYYYY (are automatically added). Select SAVE. The form will be automatically marked as completed.

Click on Return to Components.
Click on the Reimbursement component in the Name column to open it.
Enter the expenditures into the appropriate boxes in the Expenses this Period column.

Click on Save at top right of the screen when your entry is complete.
On this page, you will view the approved budget lines from your application, the Expenses for this period, the Total Claimed (pending, submitted and approved statuses) and the Unclaimed Balance for this grant.

Select  Mark as Complete.
Each component can be opened by selecting the name. Select Edit to open the form for changes. Select Save after the changes are completed.

Select Preview to review information.
Click on the Back button to return to the Claim site.
Select Submit to forward claim to IDPH program staff for review/approval.

When the claim is paid, IDPH staff will enter the Date Paid as reflected on the State of Iowa warrant upon receipt of the warrant.
• **Progress Reports Component**

After your application is approved and a new grant is created, a progress report schedule will also be created. This schedule will list several progress reports that you will be required to submit to the grantor before certain due dates. All Grantee Contacts (individuals with access to the grant by the grantee/contractor) will be sent email reminders as the due dates approach for each report. Clicking on a report's title will display the report components page. This components page is very similar to the application components page. You will be required to mark each component as complete before you can submit the report.

Standard progress reports are based on the application work plan.

• **Site Visits Component** – Optional

This component may be used by programs which request a program self-assessment/review. IDPH program staff will provide a specific notification if it is applicable for your grant.
• Correspondence Component

The correspondence component is like an email program, with the restriction that you can only correspond with IDPH program staff. This component is useful for the reason that all email communication can be handled within IowaGrants so all records are in one place. When IDPH program staff sends you a communication, you will receive an email alert informing you of the new piece of communication. You must log into IowaGrants to read it.

To write a message to the IDPH program staff, click the Add button in the upper right hand corner.

Select the addressees using the drop down list. To select multiple persons, depress the Ctl key while making selection. Additional individuals may be copied by entering their respective email addresses. Complete the subject, message and upload any desired attachments. Select Send.
• **Specific Grant/Components (Work Plan, Key Personnel, Budget, Subcontract Plan, etc.)**
  These are the current approved application forms. If there are desired changes to any information contained in these forms, the contractor must submit a request to IDPH through the Correspondence Component. IDPH will open the form for edits or initiate an amendment.

• **Contract Documents Component**
  Executed contract and amendments are uploaded as pdf by IDPH program staff.

• **Opportunity Component**
  The Funding Opportunity as it was posted in IowaGrants.gov is included here for your reference. It includes the RFP document, and all other related attachments, links and questions and answers.

• **Application Component**
  The application is included here for your reference. This is a “flat” copy of approved, submitted application.