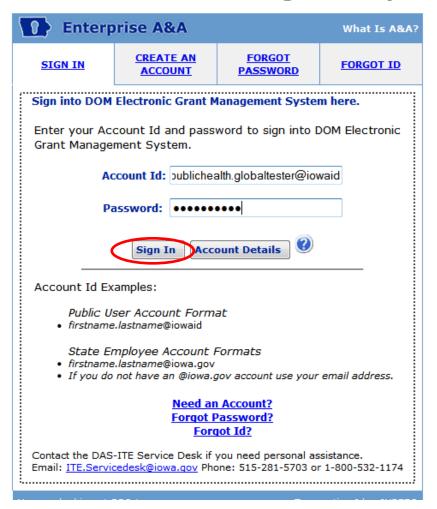# IDPH Application Instruction Guidance

Each individual within the applicant organization who desires or needs access to the application must be registered in IowaGrants.Gov (refer to 'New User Registration Instructions for *IowaGrants.gov'*). Users should only register **one time** per these instructions. Once you are fully registered, you will begin the instructions below.

Login to IowaGrants.gov
Click on Returning Users Sign In Here

Enter your Account Id
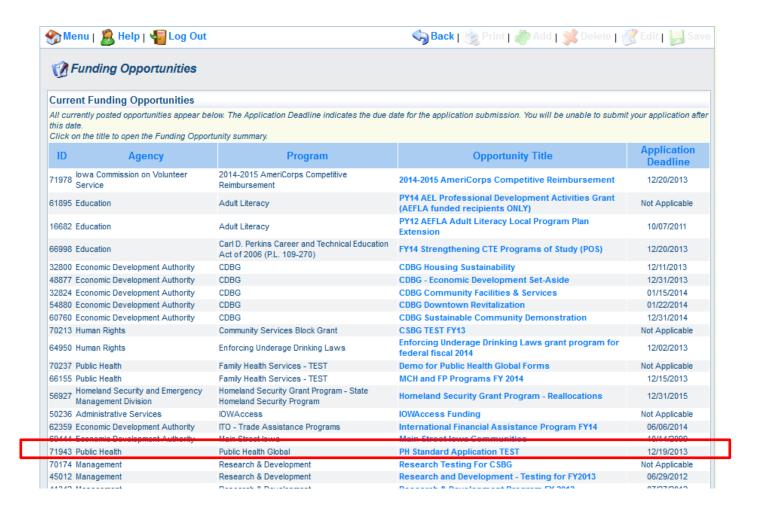Enter your Password
Click on Sign In

DOM Electronic Grant Management System

Enterprise A&A

What Is A&A?

| SIGN IN | CREATE AN ACCOUNT | FORGOT PASSWORD | FORGOT ID |

Sign into DOM Electronic Grant Management System here.

Enter your Account Id and password to sign into DOM Electronic Grant Management System.

Account Id: publichealth.globaltester@iowaid

Password: •••••••••

Sign In   Account Details

Account Id Examples:

Public User Account Format
- *firstname.lastname@iowaid*

State Employee Account Formats
- *firstname.lastname@iowa.gov*
- *If you do not have an @iowa.gov account use your email address.*

Need an Account?
Forgot Password?
Forgot Id?

Contact the DAS-ITE Service Desk if you need personal assistance.
Email: ITE.Servicedesk@iowa.gov Phone: 515-281-5703 or 1-800-532-1174

IDPH Application Instruction Guidance

Once signed in you will see the Main Menu
From the Main Menu, click on Funding Opportunities
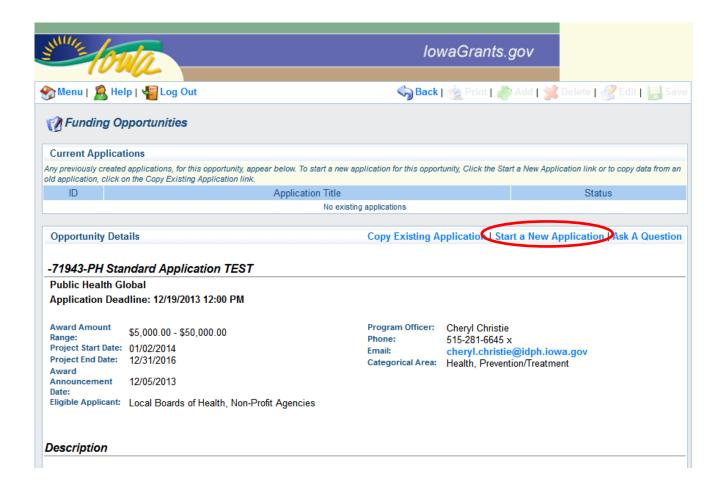
IDPH Application Instruction Guidance

The list of Funding Opportunities will appear on this screen.
Select the Funding Opportunity you wish to review or apply for by clicking on the Opportunity Title.

| Menu | Help | Log Out | | Back | Print | Add | Delete | Edit | Save |

Funding Opportunities

Current Funding Opportunities

All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be unable to submit your application after this date.
Click on the title to open the Funding Opportunity summary.

ID	Agency	Program	Opportunity Title	Application Deadline
71978	Iowa Commission on Volunteer Service	2014-2015 AmeriCorps Competitive Reimbursement	2014-2015 AmeriCorps Competitive Reimbursement	12/20/2013
61895	Education	Adult Literacy	PY14 AEL Professional Development Activities Grant (AEFLA funded recipients ONLY)	Not Applicable
16682	Education	Adult Literacy	PY12 AEFLA Adult Literacy Local Program Plan Extension	10/07/2011
66998	Education	Carl D. Perkins Career and Technical Education Act of 2006 (P.L. 109-270)	FY14 Strengthening CTE Programs of Study (POS)	12/20/2013
32800	Economic Development Authority	CDBG	CDBG Housing Sustainability	12/11/2013
48877	Economic Development Authority	CDBG	CDBG - Economic Development Set-Aside	12/31/2013
32824	Economic Development Authority	CDBG	CDBG Community Facilities & Services	01/15/2014
54880	Economic Development Authority	CDBG	CDBG Downtown Revitalization	01/22/2014
60760	Economic Development Authority	CDBG	CDBG Sustainable Community Demonstration	12/31/2014
70213	Human Rights	Community Services Block Grant	CSBG TEST FY13	Not Applicable
64950	Human Rights	Enforcing Underage Drinking Laws	Enforcing Underage Drinking Laws grant program for federal fiscal 2014	12/02/2013
70237	Public Health	Family Health Services - TEST	Demo for Public Health Global Forms	Not Applicable
66155	Public Health	Family Health Services - TEST	MCH and FP Programs FY 2014	12/15/2013
56927	Homeland Security and Emergency Management Division	Homeland Security Grant Program – State Homeland Security Program	Homeland Security Grant Program - Reallocations	12/31/2015
50236	Administrative Services	IOWAccess	IOWAccess Funding	Not Applicable
62359	Economic Development Authority	ITO - Trade Assistance Programs	International Financial Assistance Program FY14	06/06/2014
69444	Economic Development Authority	Main Street Iowa	Main Street Iowa Communities	10/14/2009
71943	Public Health	Public Health Global	PH Standard Application TEST	12/19/2013
70174	Management	Research & Development	Research Testing For CSBG	Not Applicable
45012	Management	Research & Development	Research and Development - Testing for FY2013	06/29/2012
44242	Management	Research & Development	Research & Development Program FY 2012	07/27/2012

IDPH Application Instruction Guidance

This screen will show the details of the Funding Opportunity. Scroll down to view description, attachments and website links.

When ready to create your application, Click on Start a New Application.

If you desire to 'Copy Existing Application', refer to the guidance at the end of this document (starting on page 18). Then return to this page for additional guidance.

The <u>first user</u> to initiate an application for a Funding Opportunity is designated by the system as the primary user (Registered Applicant) for that application.

IDPH Application Instruction Guidance

The first screen that appears is the General Information Form.
The system will automatically default to user logged in for the Registered Applicant field and Organization field.

The applicant is required to enter a Project Title.

Note: The Registered Applicant Name and Organization information was provided by the person at the time they registered for IowaGrants.gov.

Select the Organization you are representing for this Application if applicable: If you need to be associated with more than one Organization, contact the Program Officer listed under the Funding Opportunity posting page. For example, if you are a local public health agency employee, but will be assisting the local Board of Health with application form components, you will need have both Organization choices. IDPH staff must assign you to more than one Organization. Do not register twice with A & A.

When you have completed entering the Project Title, click Save.

IDPH Application Instruction Guidance

The Registered Applicant/primary user can add additional registered users as Grantee Contacts within their organization to the Funding Opportunity for completion/edit/review of forms and submission of the application. To add additional Grantee Contacts, select the General Information Form from the list of Application Forms and click edit.

Then, select the additional Grantee Contacts.
Note: the user being added as a Grantee Contact must be registered with IowaGrants, and be associated with the same Organization as the Registered Applicant.

IDPH Application Instruction Guidance

Click on Go to Application Forms to continue completing your application forms.

IDPH Application Instruction Guidance

This is the complete listing of all application forms that the application must fill out and mark as complete in order to submit. The list may of application forms will be different for each Funding Opportunity.

Note: You will see that the General Information form that you just completed is now checked off and you can move onto the next form in the list. Also note that the Last Edited date will appear for each form on the right hand side of the screen.

Click on the next form called Cover Sheet – General Information

IDPH Application Instruction Guidance

Each form will open automatically in edit mode. After reading your instructions carefully, enter your information into the fields. Once all required fields are completed, click Save.

Note: The red asterisk appearing on the left hand side of the open field indicates that these fields are required and can't be skipped.   Many fields are formatted to only accept certain "types" of information.
For example:
A number field will not accept text.
An e-mail field will not accept any text that does not have the @ sign or the .com or correct e-mail format.
A telephone field will automatically add the dashes. These formatted fields are throughout the application forms.

IDPH Application Instruction Guidance

If you are to fill out a different type of section that is a single value section, it is necessary to click the edit button in order to complete your entries as shown below. Click Edit at the top of the page.

Menu | Help | Log Out   Back | Print | Add | Delete | **Edit** | Save

Application

Application: 70238 - TEST Demo for PHG

Program Area: Family Health Services - TEST
Funding Opportunity: 70237 - Demo for Public Health Global Forms
Proposal Deadline: Accepted on a Continual Basis

Structure Evidence of authorization to do business in Iowa   Mark as Complete | Go to Application Forms

Provide the TIN matching the name of the agency applying.

Federal Tax Identification Number

Identify the legal structure and state of incorporation or registration, if applicable (e.g. corporation, 501(c)3, county government).

Legal Structure of applicant, State of Incorporation/certification

Check the type of organization of the applicant agency:

If the agency marked "Other"; then the applicant must be currently registered with the Iowa Secretary of State's office to do business in Iowa or agrees to register if applicant is awarded a contract. If the agency marks "Other"; then the applicant must be currently registered with the Iowa Secretary of State's office to do business in Iowa or agrees to register if applicant is awarded a contract.

Governmental (County, State, City, or other governmental organization)

Non-profit/501(c)3

Other

Complete your entries in the fields. Click Save when done.

Menu | Help | Log Out   Back | Print | Add | Delete | Edit | **Save**

Application

Application: 70238 - TEST Demo for PHG

Program Area: Family Health Services - TEST
Funding Opportunity: 70237 - Demo for Public Health Global Forms
Proposal Deadline: Accepted on a Continual Basis

Structure Evidence of authorization to do business in Iowa

Provide the TIN matching the name of the agency applying.

Federal Tax Identification Number [   ]

Identify the legal structure and state of incorporation or registration, if applicable (e.g. corporation, 501(c)3, county government).

Legal Structure of applicant, State of Incorporation/certification [   ]

Check the type of organization of the applicant agency:

If the agency marked "Other"; then the applicant must be currently registered with the Iowa Secretary of State's office to do business in Iowa or agrees to register if applicant is awarded a contract. If the agency marks "Other"; then the applicant must be currently registered with the Iowa Secretary of State's office to do business in Iowa or agrees to register if applicant is awarded a contract.

Governmental (County, State, City, or other governmental organization) ☐

Non-profit/501(c)3 ☐

Other ☐

IDPH Application Instruction Guidance

Many forms may have different sections. If you are to complete the fields on this section multiple times then we refer to this as a multi-list section. On a multi-list section, you click the add button to enter your information and then click save to save your entry. If you are to repeat this action with another entry then you will click add to start another entry and then click save again, repeating this action for each entry of these fields as shown below.

IDPH Application Instruction Guidance

When you click add the fields will open up in a view similar to this:

Return to the top and SAVE

Then click Add at the top of the section to enter as many entries as necessary to complete this section. Click Save to save each entry.

Single Value fields open with the Edit button at the top of the page to enter your data

Multi-list sections open with the Add button at the section to enter your data

After you have saved the form, click on Mark as Complete

IDPH Application Instruction Guidance

Once you mark your form complete it will take you back to the Application Forms Listing to continue on to your next form.

A completed application ready to submit will look like this:

Click Submit

IDPH Application Instruction Guidance

All Applicants must sign and certify that they have read and understand the terms of the Funding Opportunity.

Click Submit.

A pop-up screen will appear and confirm the application has been submitted.

Standard Rules:

When using IowaGrants.gov always use the Menu provided at the top of the system, do not use your browser menu.

The application can't be submitted until ALL forms are completed and saved AND Marked as Complete.

The applicant has the opportunity to go back into the application forms as many times deemed necessary to edit/complete the application EVEN if they have marked the forms as complete.

Once the application is submitted the applicant can no longer access the forms to edit. They will always have a view of the application for reference or for printing.

IDPH Application Instruction Guidance

Steps to copy an existing application

Log in to IowaGrants: https://www.iowagrants.gov/index.do

From the main menu, click on Funding Opportunities

Select the Funding Opportunity (FO) you want to apply for/start an application for by clicking on the title:

IDPH Application Instruction Guidance

From the menu at the top of the screen, click on 'Copy Existing Application':

Under the 'Copy' column, mark the application that you want to copy, then click 'Save':

IDPH Application Instruction Guidance

This is your new application for the FO you are in. Immediately go in to the 'General Information' form and edit the title and any other information you need to change (Organization, add Additional Contacts, etc.) (Refer to the screen shots below for these steps). Click 'Save'.

Note: the Last Edited column is the date that you copied the application. The forms that have a date listed by them means those are the only forms that were the same and copied the information into this new application. You still have to go in to each copied form, make sure the information is appropriate/update it/save the information and 'Mark as Complete'.

You must modify the 'General Information' form because it will automatically input the information from the copied application.   Open the 'General Information' form by clicking on the blue 'General Information' form link. Note: it will automatically be 'Marked as Complete', but you can still modify the information. Refer to the next screen shots.

IDPH Application Instruction Guidance

This is the view immediately after copying the application...this is the new application. Note the Project Title is the same title of the application that was copied (but it has a different ID #).
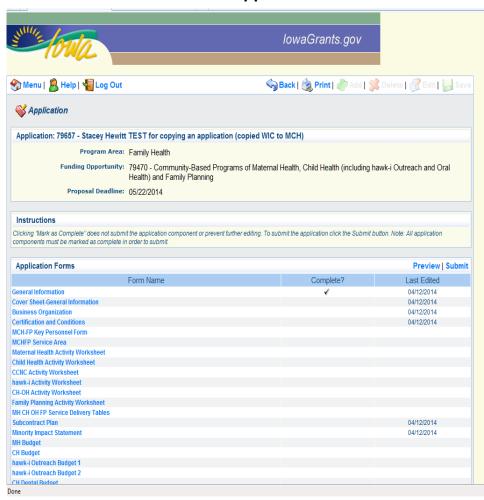
This is the view upon clicking 'Edit'; (note all the fields are open to be modified) you can now modify the Project Title to match the appropriate Funding Opportunity Application, add additional contacts or change the name of the Organization that you are representing on this application.

IDPH Application Instruction Guidance

Note: Project Title changed. Click 'Save'.

This is the view after clicking 'Save'. You can continue to work on the Application Forms.

IDPH Application Instruction Guidance

This is the view after clicking 'Go to Application Forms'. You can continue to work on the Application Forms or return later to finish the Application by going to 'My Applications' from the main menu.

If you have any questions regarding this guidance or want additional assistance, please contact the IDPH Iowa Grants Help Desk by email at IowaGrantsHelpDesk@idph.iowa.gov or by telephone at 866-520-8987.