

IOWA ECONOMIC DEVELOPMENT AUTHORITY
DESTINATION IOWA

IowaGrants Training Webinar



September 28, 2023



Agenda

Grant Recap

How to Submit a Claim

How to Submit a Quarterly Report

IowaGrants Correspondence Training

Questions & Answers



GRANT RECAP

Destination Iowa Grant Recap

- The Destination Iowa Grant Program was designed to bolster the quality of life in Iowa's communities and attract visitors and new residents to the state
- The program has four separate funds: Economically Significant Development, Outdoor Recreation, Tourism Attraction, and Creative Placemaking
- Period of Performance: Award date to **September 30, 2026**
- Note that all funds need to be obligated by **December 31, 2024**, but can be expended until **September 30, 2026**

Grant Agreement Terms

- The Destination Iowa Grant is paid out to Subrecipients on a reimbursement basis
- Reimbursement requests are to be submitted via IowaGrants
- Subrecipients can request up to 4 reimbursements per year
- Final reimbursement to be requested and finalized by **September 30, 2026**

Destination Iowa Disbursement & Reimbursement Requirements

To be eligible for disbursement, the following are needed, if not provided previously:

- Executed agreement
- Procurement Policy
- Documentation to demonstrate 100% financing
 - Resolution from governing entity for contribution (debt financing or cash), if applicable
 - Donor & Grant Spreadsheet, if applicable
 - Grant award letters, if applicable
 - Letter of credit from financial institution for debt financing (non-profit & for-profit)
- Resolution from entity's governing board
- Form W9
- Conflict of Interest Certification

When submitting for reimbursement, the following are needed:

- Draw Request Reimbursement Form
- Paid invoices
- Additional documentation as requested – cancelled checks, invoices, receipts, staff time or payrolls, proof of payment, procurement support

Destination Iowa Disbursement & Reimbursement Requirements - *GAX Form*

GAX Form Background

- To receive reimbursement, the General Accounting Expenditure (GAX) form must be completed within IowaGrants
 - The State of Iowa uses this form to process payments
- Note: Grantee must fill out the correct GAX form that corresponds to their Destination Iowa Grant Award Fund Source (Economically Significant Development, Outdoor Recreation, Tourism Attraction, or Creative Placemaking)



HOW TO SUBMIT A CLAIM

Submitting a Claim

1. Select “Click Here to Access Single Sign on Tool” and sign in.

IOWA GRANTS Welcome to IowaGrants.gov

Login

IowaGrants Users Click Here To Login

[Click Here to Access Single Sign On Tool](#)

Interested in the current posted Opportunities?

[View Current Funding Opportunities](#)

⬇️ DISABLED (IOWA USERS DO NOT USE)

User ID

Password

[SIGN IN](#)

Announcements

***** NEW SYSTEM LOGIN PROCESS FOR ALL USERS *****

All IowaGrants Users **MUST** always utilize the Single Sign On Tool to sign into IowaGrants. *(It is the first option under "login" at the top of the page with the blue background.) "You will never use any of the other fields on this page."*

Login instructions and a short video are available here, <https://dom.iowa.gov/iowa-grants-login>

Contact your program manager should you have questions.

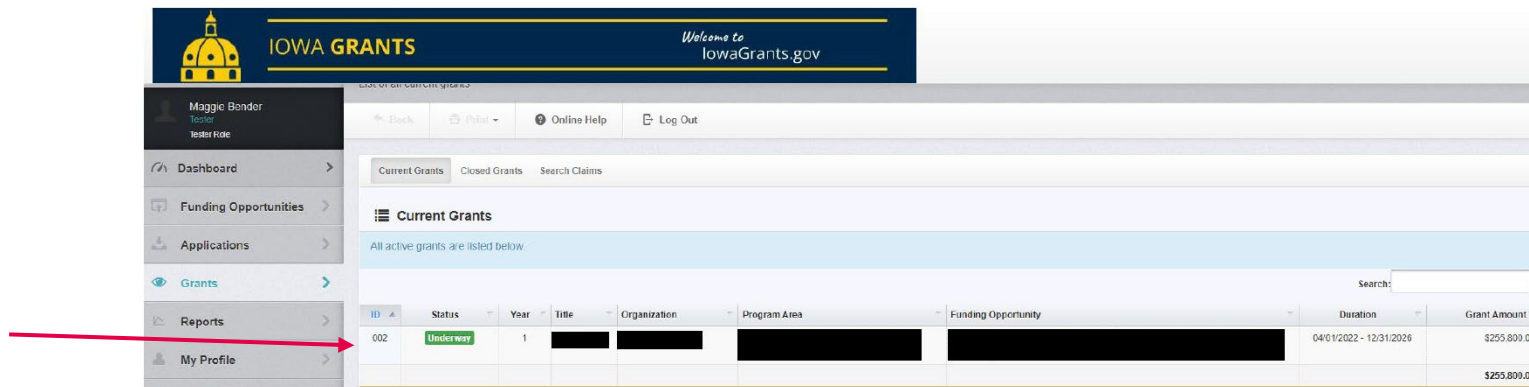
Copyright © 2001-2022 Dulles Technology Partners Inc.
Dulles Technology Partners Inc.
IowaGrants 7.3.1

Submitting a Claim *Continued*

2. Select “Grants”

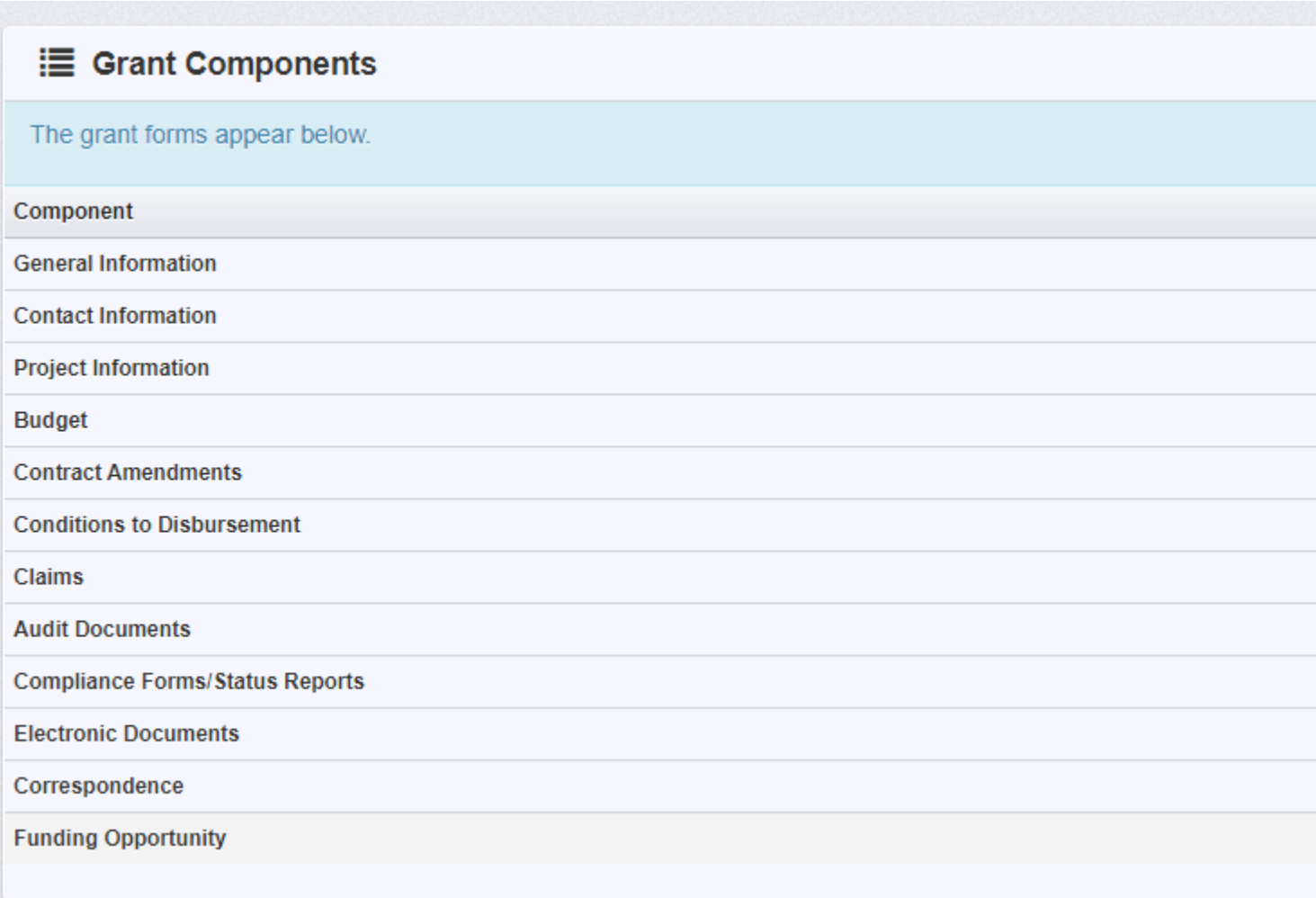


3. Select applicable grant



Submitting a Claim *Continued*

4. Select “Claims”



☰ Grant Components

The grant forms appear below.

Component
General Information
Contact Information
Project Information
Budget
Contract Amendments
Conditions to Disbursement
Claims
Audit Documents
Compliance Forms/Status Reports
Electronic Documents
Correspondence
Funding Opportunity

Submitting a Claim *Continued*

5. Select “+ Add Claim”

22-ARP-Test-001 - Test - 2022

Status: **Underway**

Program Area: American Rescue Plan - Destination Iowa

Funding Opportunity: 522844-Destination Iowa

Organization: Iowa Economic Development Authority

Grantee Contact: [REDACTED]


Program Officer: [REDACTED]

Awarded Amount: [REDACTED]

Grant List Genera Contac Projec Budget Contra Condit **Claims** Audit Compli Electr Corres

Claims + Add Claim

All claims associated with this grant appear below.



Submitting a Claim *Continued*

6. Select “Reimbursement” as the type
7. Enter in the reporting period
8. Indicate whether this is the final claim request
9. Click “Save Form”

General Information - Claim - Edit 9 →

In the form below, complete all required fields. Enter the report period of coverage for this claim. All expenses reported on this claim should have been incurred during this period of time. If this is the last claim that will be submitted for this grant, then the Final Request checkbox should be checked.

Examples Quarterly Reporting Period: 1/1 - 3/31, 4/1 - 6/30, 7/1 - 9/30, and 10/1 - 12/31

Status*:

6 → **Type*:**

7 → **Report Period:**
Start Date End Date

8 → **Final Request?***

Submitting a Claim *Continued*

10. Select "Reimbursement"

Claim Preview Alert History Map

Claim Details Preview Claim

Claim cannot be Submitted Currently

- Claim components are not complete

Component	Complete?	Last Edited
General Information	✓	Sep 25, 2023 9:28 AM - Maggie Bender
Reimbursement		-
GAX/Claim Certification		-
Expense Documentation		-
Misc. Claim Documents		-

11. Select "Edit Reimbursement"

Claim List Genera Reimbu GAX/CI Expens Misc.

Reimbursement - Current Version

Reimbursement Edit Reimbursement

Budget Category	1 Approved Budget	2 Expenses This Period	3 Paid Claims	4 Paid Claims & Expenses this Period (2+3)	5 Available Balance (Unpaid) (1 - 4)	6 Prior Expenses (Submitted Not Paid) (7-4)	7 Total Claimed (All Statuses) (4+6)	8 Remaining Balance (Unclaimed) (1-7)	9 Contract Match	10 Match Expenses This Period	11 Prior Match Expenses	12 Total Match (10+11)	13 Remaining Match Requirement	14 Match Percentage	15 Total Claim Amount (2+10)
Undefined Section Name															
Total Amt Requested	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	\$5.00	\$0.00	\$0.00	\$0.00	\$5.00	0.00%	\$0.00
	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	\$5.00	\$0.00	\$0.00	\$0.00	\$5.00	??%	\$0.00
	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	\$5.00	\$0.00	\$0.00	\$0.00	\$5.00	??%	\$0.00

Edit Reimbursement

Submitting a Claim *Continued*

12. Complete the reimbursement chart

13. Click “Save Reimbursement”

Reimbursement - Current Version

Reimbursement - Edit Save Reimbursement

Budget Category	1 Approved Budget	2 Expenses This Period	3 Paid Claims	4 Paid Claims & Expenses this Period (2+3)	5 Available Balance (Unpaid) (1 - 4)	6 Prior Expenses (Submitted Not Paid) (7-4)	7 Total Claimed (All Statuses) (4+6)	8 Remaining Balance (Unclaimed) (1-7)	9 Contract Match	10 Match Expenses This Period	11 Prior Match Expenses	12 Total Match (10+11)	13 Remaining Match Requirement	14 Match Percentage	15 Total Claim Amount (2+10)
Undefined Section Name															
Total Amt Requested	\$100.00	100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	\$5.00	100.00	\$0.00	\$0.00	\$5.00	0.00%	\$0.00
	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	\$5.00	\$0.00	\$0.00	\$0.00	\$5.00	??%	\$0.00

Save Reimbursement

14. Click “Mark as Complete”

Claim List Genera Reimu GAX/CI Expens Misc.

Reimbursement - Current Version

Reimbursement Mark as Complete Edit Reimbursement

Budget Category	1 Approved Budget	2 Expenses This Period	3 Paid Claims	4 Paid Claims & Expenses this Period (2+3)	5 Available Balance (Unpaid) (1 - 4)	6 Prior Expenses (Submitted Not Paid) (7-4)	7 Total Claimed (All Statuses) (4+6)	8 Remaining Balance (Unclaimed) (1-7)	9 Contract Match	10 Match Expenses This Period	11 Prior Match Expenses	12 Total Match (10+11)	13 Remaining Match Requirement	14 Match Percentage	15 Total Claim Amount (2+10)
Undefined Section Name															
Total Amt Requested	\$100.00	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$5.00	\$100.00	\$0.00	\$100.00	(\$95.00)	50.00%	\$200.00
	\$100.00	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$5.00	\$100.00	\$0.00	\$100.00	(\$95.00)	50.00%	\$200.00
	\$100.00	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$5.00	\$100.00	\$0.00	\$100.00	(\$95.00)	50.00%	\$200.00

Last Edited By: Maggie Bender - Sep 25, 2023 8:48 PM Edit Reimbursement

Submitting a Claim *Continued*

15. Click “GAX/Claim Certification”

Claim Preview Alert History Map

Claim Details

Claim cannot be Submitted Currently

- Claim components are not complete

Component	Complete?	Last Edited
General Information	✓	Sep 25, 2023 9:28 AM - Maggie Bender
Reimbursement	✓	Sep 25, 2023 8:48 PM - Maggie Bender
GAX/Claim Certification		Sep 25, 2023 11:36 AM - Maggie Bender
Expense Documentation		-
Misc. Claim Documents		-

Submitting a Claim *Continued*

16. Click “GAX” and upload the file and complete the description

17. Click “Request for Reimbursement and Certification of Compliance” and upload the file and complete the description

18. Click “Mark as Complete”

Claim List Genera Reimbu **GAX/CI** Expens Misc.

GAX/Claim Certification - Current Version

In order to process your GAX as quickly as possible, please follow these instructions. Please download a new GAX each time you complete a claim so that all the data is the most up to date.

Fill out the highlighted fields ONLY:

1. **Document Number** – Claim Number (this number should match the claim number submitted for approval). Once entered, the vendor’s invoice number and the report number will auto populate.
2. **Vendor Name and Address** – Recipient Name and Address, City, State and Zip
3. **Contract Number** - Year-program-number
4. **Total Price** – Dollar Amount of the Claim
5. **Vendor Code** - This number is found in the General Information Component at the bottom of the form as the vendor #.

Once the above is completed the GAX needs to be signed under the CLAIMANT’S CERTIFICATION:

Date – Date Claimant Signed GAX
Title – Title of Claimant
Claimant’s Signature – Authorized Signature typically the same person that signed the Grant contract.

- Named Attachments **Mark as Complete**

Named Attachment	Required	Description	File Name	Type	Size	Upload Date	Delete?
<i>Please download the GAX and complete all sections. Please be sure to sign the GAX before uploading with the claim.</i>							
<i>Download the Request for Reimbursement and Certification of Compliance template. Be sure all recipients sign the form before uploading.</i>							
GAX	✓						
Request for Reimbursement and Certification of Compliance							

Attach File dialog box with fields for Upload File (with Select file button) and Description (with 500 character(s) left). Buttons for Save File and Cancel are visible.

16 & 17

18

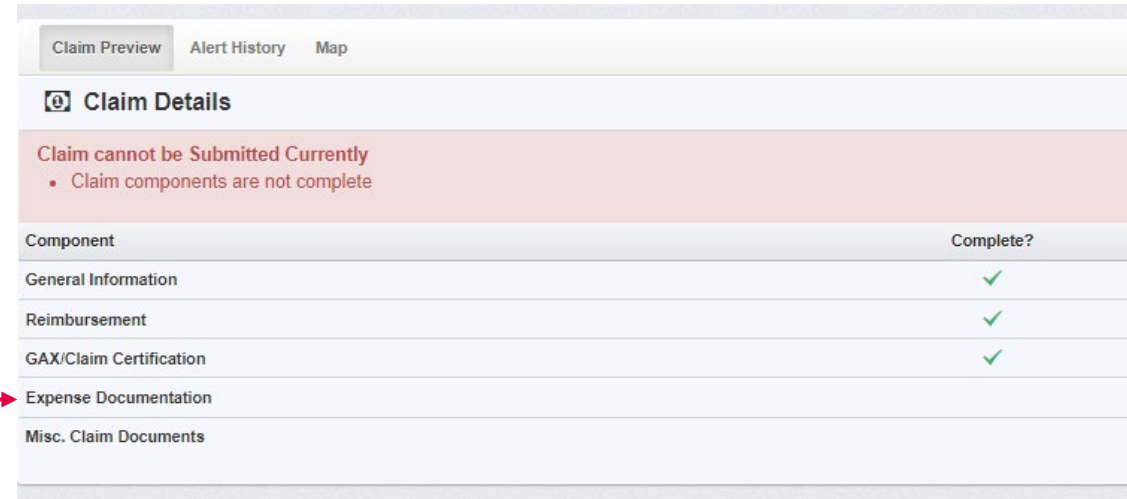
16 →

17 →

17

Submitting a Claim *Continued*

19. Click “Expense Documentation”
20. Indicate whether all invoices and/or expense documentation has been uploaded to support this claim
21. Click “Save Form”



Claim Preview Alert History Map

Claim Details

Claim cannot be Submitted Currently

- Claim components are not complete

Component	Complete?
General Information	✓
Reimbursement	✓
GAX/Claim Certification	✓
Expense Documentation	
Misc. Claim Documents	

19 →



Expense Documentation

Have all invoices and/or expense documentation been uploaded to support this claim?: No

20 ←

This section will to be completed by IEDA staff

Has the Expense Documentation been reviewed by an IEDA Project Manager?:

Project Manager Name:

Are there any issues with this claim?:

Enter the date issues with this claim were resolved:

Project Manager Comments:

21 → Save Form

Save Form

Submitting a Claim *Continued*

22. Click “Add Row”

23. Complete the expense documentation for each invoice

24. Click “Save Row”

25. Repeat steps 22-24 until all expenses requested in this claim are uploaded

The screenshot shows a web form titled "Expense Documentation" with a yellow background. The form contains several input fields: "Vendor:", "Invoice #:", "Invoice Date:", "Expense Description:", "Grant Amount:" (with a "\$0" value), "Match Amount:" (with a "\$0" value), "Total Invoice Amount:", "Council/Board Approval Date:", "Check #:", "Paid Date:", and "Scanned Documentation:" (with a "Select file" button). A red bracket on the right side of the form, labeled "23", encompasses the "Vendor:" through "Scanned Documentation:" fields. A red arrow labeled "24" points from the top right of the form to a green "Save Row" button. Another "Save Row" button is visible at the bottom right of the form.

Submitting a Claim *Continued*

26. Update whether all invoices and/or expense documentation has been uploaded to support this claim

27. Click “Mark as Complete”

The screenshot shows a web form titled "Expense Documentation". At the top right, there are two buttons: "Mark as Complete" (orange) and "Edit Form" (green). A red arrow labeled "27" points from the "Mark as Complete" button to the left. Below the header, the question "Have all invoices and/or expense documentation been uploaded to support this claim?*" is displayed. A red arrow labeled "26" points from the right towards the word "Yes" next to the question. Below this question, there is a section titled "This section will to be completed by IEDA staff" containing several sub-questions: "Has the Expense Documentation been reviewed by an IEDA Project Manager?:", "Project Manager Name:", "Are there any issues with this claim?:", "Enter the date issues with this claim were resolved:", and "Project Manager Comments:". At the bottom right of the form, it says "Last Edited By: Maggie Bender - Sep 26, 2023 10:11 AM" and "Edit Form" (green button).

Submitting a Claim *Continued*

28. Click “Misc. Claim Documents”

- Here you can upload any other additional documents relevant to the claim or requested



Claim Preview Alert History Map

Claim Details

Claim cannot be Submitted Currently

- Claim components are not complete

Component	Complete?
General Information	✓
Reimbursement	✓
GAX/Claim Certification	✓
Expense Documentation	✓
Misc. Claim Documents	

Submitting a Claim *Continued*

29. Click “Add New Attachment”
30. Upload the file and add a description
31. Click “Save File”
32. Repeat steps 29-31 as needed
33. Once all files are uploaded, or if there are none to upload, click “Mark as Complete”

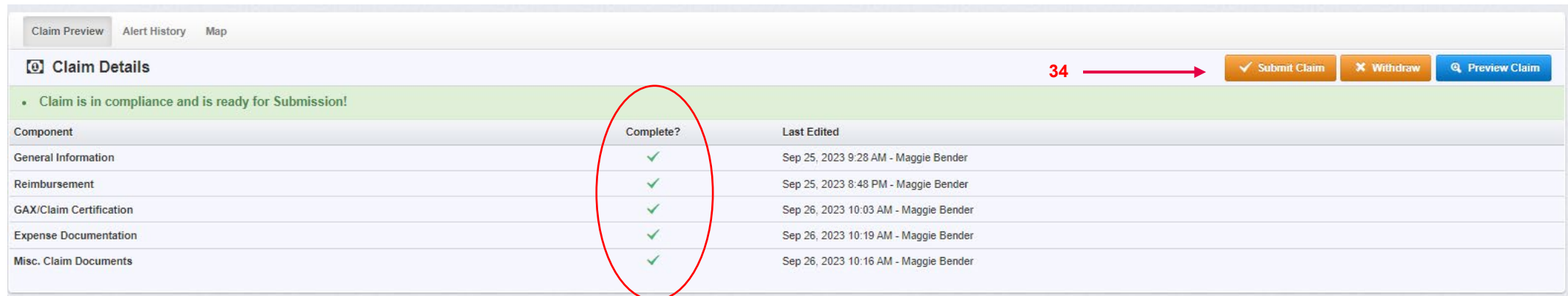
The screenshot shows the 'Misc. Claim Documents' interface. At the top, there are navigation tabs: 'Claim List', 'Genera', 'Reimbu', 'GAX/CI', 'Expens', and 'Misc.'. Below the tabs is a header for 'Misc. Claim Documents - Current Version'. A sub-header reads '- Other Attachments'. Below this is a table with columns: 'Description', 'File Name', 'Type', 'Size', 'Upload Date', and 'Delete'. The table is currently empty, with the text 'No files attached.' centered below it. To the right of the table are two buttons: 'Mark as Complete' (orange) and 'Add New Attachment' (green). Red arrows point from the numbers 33 and 29 to these buttons respectively. At the bottom right, it says 'Last Edited By: Maggie Bender - Sep 26, 2023 10:16 AM'.

The screenshot shows the 'Attach File' modal window. It has a title bar with a paperclip icon and the text 'Attach File'. Inside the modal, there are two main sections. The first section is labeled 'Upload File*' and contains a text input field and a 'Select file' button. The second section is labeled 'Description*' and contains a larger text area with a '500 character(s) left' indicator. At the top right of the modal are two buttons: 'Save File' (green) and 'Cancel' (red). A red arrow points from the number 30 to the 'Description*' label, and another red arrow points from the number 31 to the 'Save File' button.

Submitting a Claim *Continued*

The claim should state “Claim is in compliance and is ready for Submission,” and there should be checkmarks next to all claim components

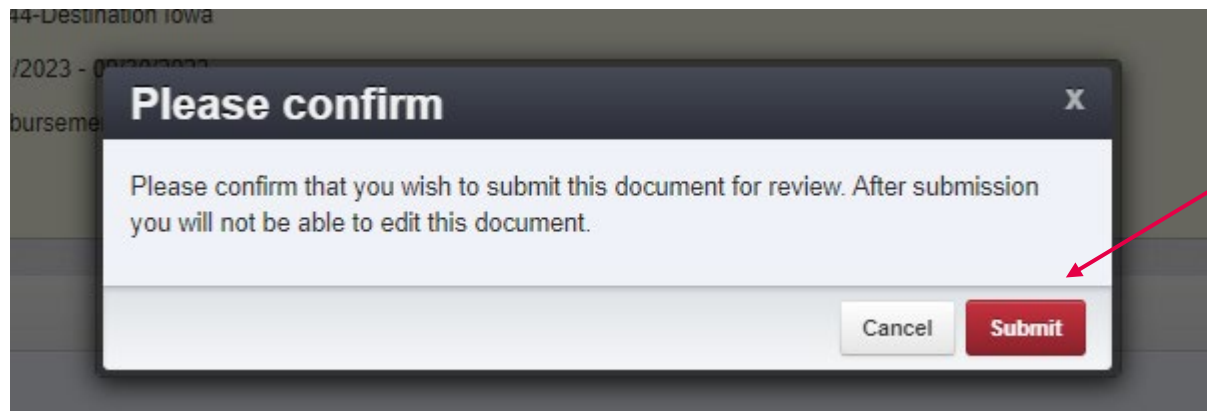
34. Click “Submit Claim”



The screenshot shows the 'Claim Details' page. At the top right, there are three buttons: 'Submit Claim' (orange), 'Withdraw' (orange), and 'Preview Claim' (blue). A red arrow labeled '34' points to the 'Submit Claim' button. Below the buttons is a green status bar with the text 'Claim is in compliance and is ready for Submission!'. Below this is a table with three columns: 'Component', 'Complete?', and 'Last Edited'. The 'Complete?' column contains five green checkmarks, which are circled in red. The 'Last Edited' column shows dates and times for each component.

Component	Complete?	Last Edited
General Information	✓	Sep 25, 2023 9:28 AM - Maggie Bender
Reimbursement	✓	Sep 25, 2023 8:48 PM - Maggie Bender
GAX/Claim Certification	✓	Sep 26, 2023 10:03 AM - Maggie Bender
Expense Documentation	✓	Sep 26, 2023 10:19 AM - Maggie Bender
Misc. Claim Documents	✓	Sep 26, 2023 10:16 AM - Maggie Bender

35. Click “Submit”



The screenshot shows a 'Please confirm' dialog box. The text inside the dialog reads: 'Please confirm that you wish to submit this document for review. After submission you will not be able to edit this document.' At the bottom of the dialog are two buttons: 'Cancel' and 'Submit'. A red arrow labeled '35' points to the 'Submit' button.



HOW TO SUBMIT A QUARTERLY REPORT

Submitting a Quarterly Report

1. Select “Click Here to Access Single Sign on Tool” and sign in.

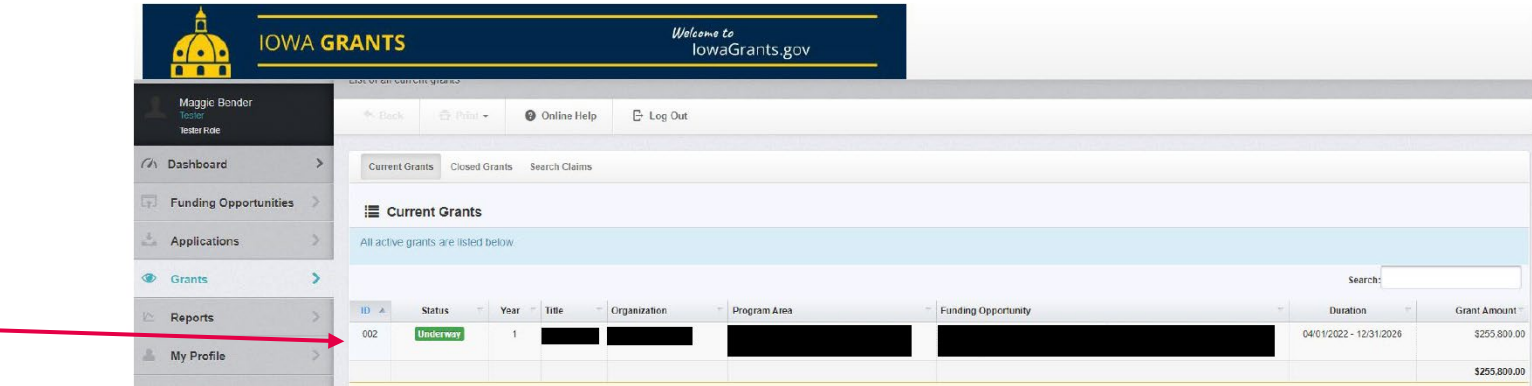
The screenshot shows the Iowa Grants website interface. At the top, there is a dark blue header with the Iowa state capitol dome logo on the left, the text "IOWA GRANTS" in yellow, and "Welcome to IowaGrants.gov" on the right. Below the header, the page is titled "Login". There are three main sections: 1) A box titled "IowaGrants Users Click Here To Login" containing a blue button labeled "Click Here to Access Single Sign On Tool", which is highlighted by a red arrow. 2) A box titled "Interested in the current posted Opportunities?" containing a blue button labeled "View Current Funding Opportunities". 3) A box titled "DISABLED (IOWA USERS DO NOT USE)" containing input fields for "User ID" and "Password", and a "SIGN IN" button. To the right of these sections is an "Announcements" box with a yellow header that reads "*** NEW SYSTEM LOGIN PROCESS FOR ALL USERS ***". The announcement text states: "All IowaGrants Users MUST always utilize the Single Sign On Tool to sign into IowaGrants. (It is the first option under 'login' at the top of the page with the blue background.) *You will never use any of the other fields on this page. Login instructions and a short video are available here, [http://dom.iowa.gov/iowa-grants-login](\"http://dom.iowa.gov/iowa-grants-login\") Contact your program manager should you have questions." At the bottom right of the page, there is small text: "Copyright © 2001-2022 Dulles Technology Partners Inc. Dulles Technology Partners Inc. WebGrants 7.3.1".

Submitting a Quarterly Report *Continued*

2. Select “Grants”

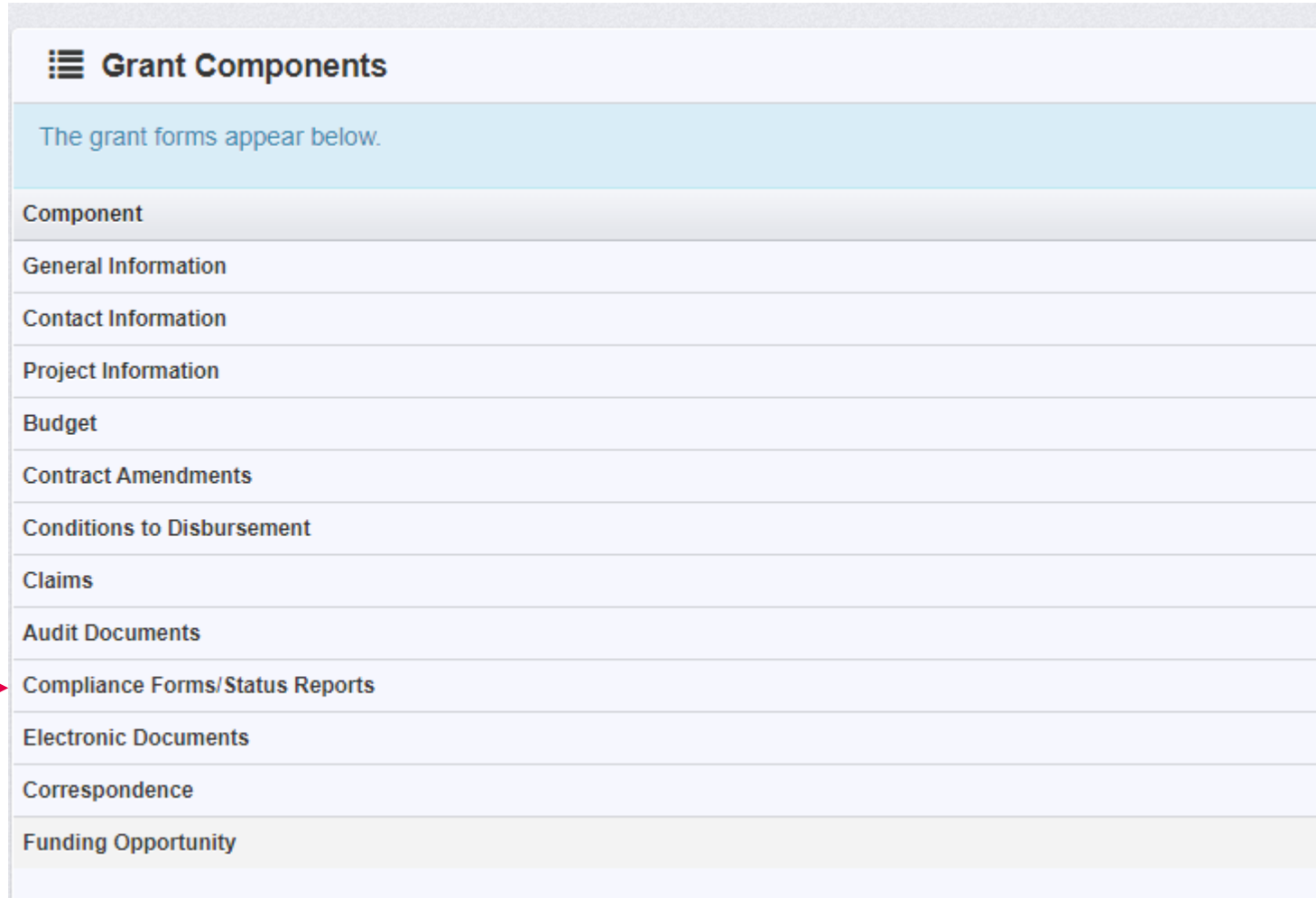


3. Select applicable grant



Submitting a Quarterly Report *Continued*

4. Select “Compliance Forms/Status Reports”



The screenshot shows a sidebar menu titled "Grant Components" with a hamburger icon. Below the title is a light blue banner with the text "The grant forms appear below." The menu items are listed in a vertical stack, each in a light blue box with a thin border. A red arrow points to the "Compliance Forms/Status Reports" item.

Component
General Information
Contact Information
Project Information
Budget
Contract Amendments
Conditions to Disbursement
Claims
Audit Documents
Compliance Forms/Status Reports
Electronic Documents
Correspondence
Funding Opportunity

Submitting a Quarterly Report *Continued*

5. Select the status report for the applicable reporting period

22-ARP-Test-001 - Test - 2022

Status: **Underway**

Program Area: American Rescue Plan - Destination Iowa

Funding Opportunity: 522844-Destination Iowa

Organization: Iowa Economic Development Authority

Grantee Contact: [REDACTED]

Program Officer: [REDACTED]

Awarded Amount: [REDACTED]

Grant List Genera Contac Projec Budget Contra Condit Claims Audit **Compli** Electr Corres

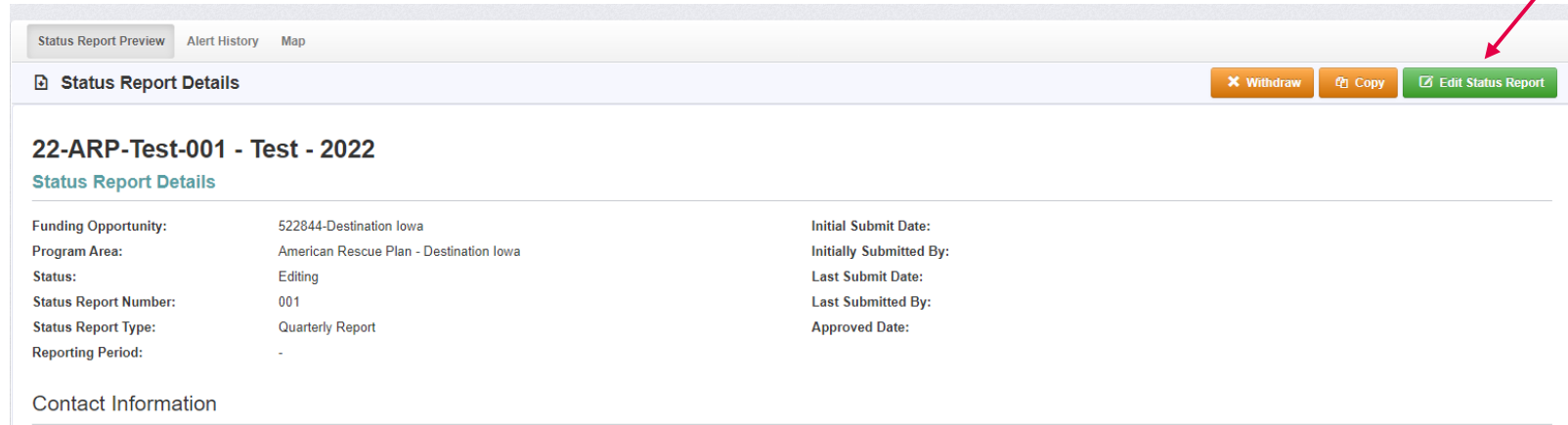
Compliance Forms/Status Reports + Add Status Report

All status reports created for this grant appear below.

ID	Type	Status	Title	Reporting Period	Due Date	Last Submitted Date	Arrived
22-ARP-Test-001 - 001	Quarterly Report	Editing	Test	-			

Submitting a Quarterly Report *Continued*

6. Click “Edit Status Report”



Status Report Preview | Alert History | Map

Status Report Details Withdraw Copy Edit Status Report

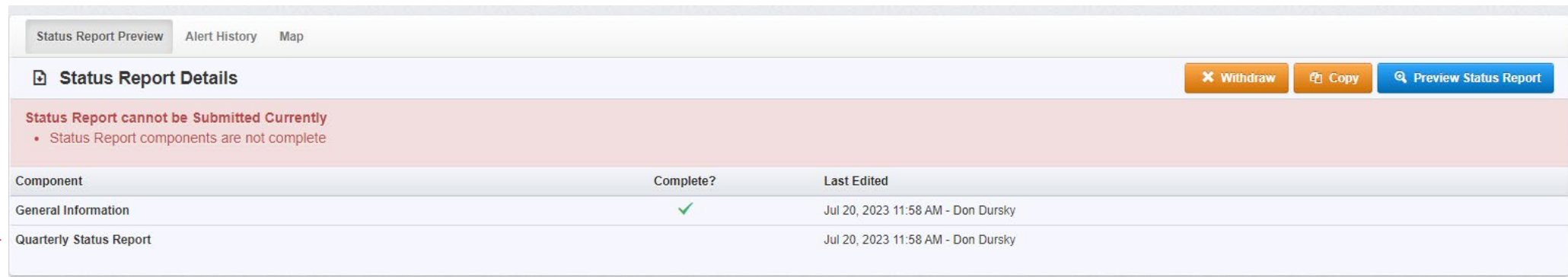
22-ARP-Test-001 - Test - 2022

[Status Report Details](#)

Funding Opportunity:	522844-Destination Iowa	Initial Submit Date:	
Program Area:	American Rescue Plan - Destination Iowa	Initially Submitted By:	
Status:	Editing	Last Submit Date:	
Status Report Number:	001	Last Submitted By:	
Status Report Type:	Quarterly Report	Approved Date:	
Reporting Period:	-		

Contact Information

7. Click “Quarterly Status Report”



Status Report Preview | Alert History | Map

Status Report Details Withdraw Copy Preview Status Report

Status Report cannot be Submitted Currently

- Status Report components are not complete

Component	Complete?	Last Edited
General Information	✓	Jul 20, 2023 11:58 AM - Don Dursky
Quarterly Status Report		Jul 20, 2023 11:58 AM - Don Dursky

Submitting a Quarterly Report *Continued*

8. Click “Edit Form”

Status Report: 001

Status Report Status: **Editing**

Grant Title: 22-ARP-Test-001 - Test

Program Area: American Rescue Plan - Destination Iowa

Funding Opportunity: 522844-Destination Iowa

Reporting Period: -

Status Report Type: Quarterly Report

Submitted By: -

Report List Genera **Quarte**

Quarterly Status Report - Current Version

Quarterly project performance reports are required per section 3.5 and 5.3 of the Destination Iowa grant agreement. The report for each prior Calendar Year quarter shall be due on the 10th day of January, April, July, and October or as otherwise directed by the Authority. Failure to comply with quarterly performance reporting may result in default and repayment of grant funds. Definitions from Iowa Department of Management Policy 810.002.01 for expenditures and obligations related to this grant agreement are included below to assist you with completion of this report.

Quarterly Report [Edit Form](#)

Grant Reimbursements during reporting period:

Project EXPENDITURES during reporting period:

Submitting a Quarterly Report *Continued*

9. Complete all fields

10. Click “Save Form”

Quarterly Report Save Form

Grant Reimbursements during reporting period:

Project EXPENDITURES during reporting period:

Cumulative Project EXPENDITURES as of the end of reporting period:

Status of Completion:

Total Cumulative Project Expenditure divided by project adopted budget= completion %

Project OBLIGATIONS during reporting period:

Cumulative Project OBLIGATIONS as of end of reporting period:

Progress Narrative

Has construction Started?:

Describe project milestones of progress to date:

500 character(s) left

Photos of Project: Select file

If multiple photos, scan into a single file and upload

Is the Adopted Project Budget greater than \$10,000,000:

Submitting a Quarterly Report *Continued*

11. Click “Mark as Complete”


Report List Genera Quarte

Quarterly Status Report - Current Version

Quarterly project performance reports are required per section 3.5 and 5.3 of the Destination Iowa grant agreement. The report for each prior Calendar Year quarter shall be due on the 10th day of January, April, July, and October or as otherwise directed by the Authority. Failure to comply with quarterly performance reporting may result in default and repayment of grant funds. Definitions from Iowa Department of Management Policy 810.002.01 for expenditures and obligations related to this grant agreement are included below to assist you with completion of this report.

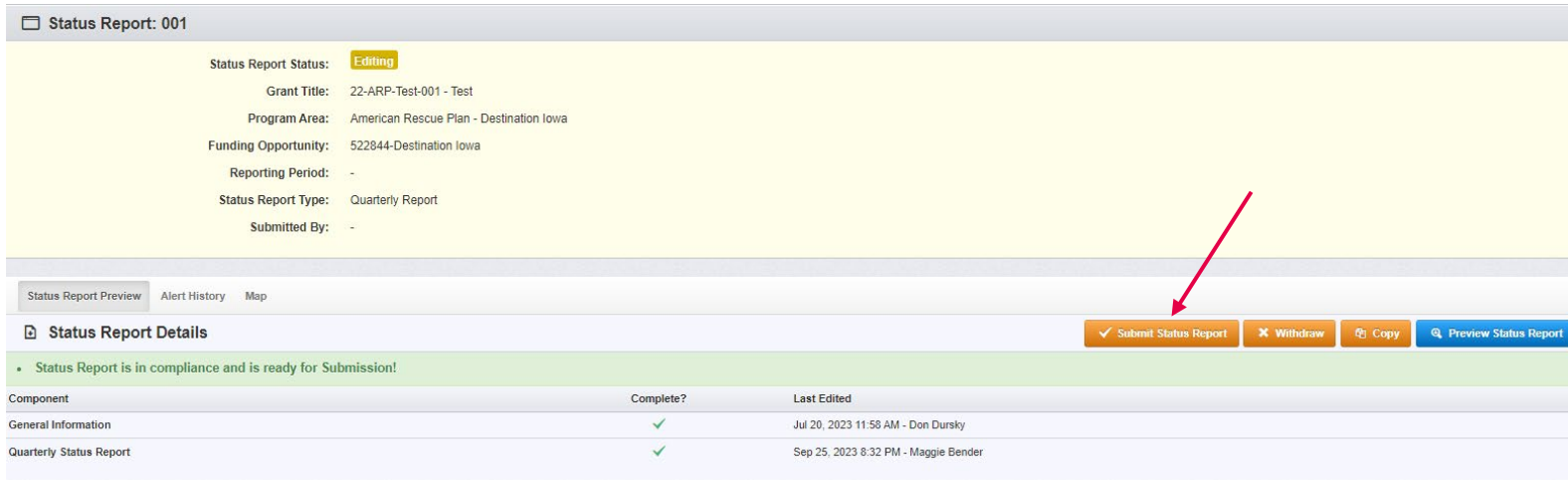
Quarterly Report [✓ Mark as Complete](#) [✎ Edit Form](#)

Grant Reimbursements during reporting period:	\$100.00
Project EXPENDITURES during reporting period:	\$100.00
Cumulative Project EXPENDITURES as of the end of reporting period:	\$100.00
Status of Completion:	1.0%
	<small>Total Cumulative Project Expenditure divided by project adopted budget= completion %</small>
Project OBLIGATIONS during reporting period:	\$100.00
Cumulative Project OBLIGATIONS as of end of reporting period:	\$100.00



Submitting a Quarterly Report *Continued*

12. Click “Submit Status Report”



The screenshot shows a web interface for a status report. At the top, it says 'Status Report: 001'. Below that, the status is 'Editing'. The report details are as follows:

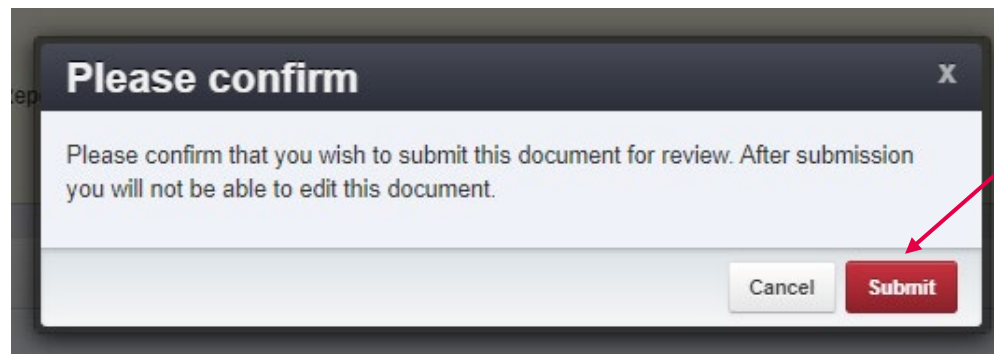
- Status Report Status: **Editing**
- Grant Title: 22-ARP-Test-001 - Test
- Program Area: American Rescue Plan - Destination Iowa
- Funding Opportunity: 522844-Destination Iowa
- Reporting Period: -
- Status Report Type: Quarterly Report
- Submitted By: -

Below the details, there are tabs for 'Status Report Preview', 'Alert History', and 'Map'. A red arrow points to the 'Submit Status Report' button in the top right corner of the interface. Other buttons include 'Withdraw', 'Copy', and 'Preview Status Report'.

Below the buttons, there is a green notification bar that says 'Status Report is in compliance and is ready for Submission!'. Below that is a table with the following data:

Component	Complete?	Last Edited
General Information	✓	Jul 20, 2023 11:58 AM - Don Dursky
Quarterly Status Report	✓	Sep 25, 2023 8:32 PM - Maggie Bender

13. Click “Submit”



The screenshot shows a modal dialog box titled 'Please confirm'. The text inside the dialog reads: 'Please confirm that you wish to submit this document for review. After submission you will not be able to edit this document.' At the bottom of the dialog, there are two buttons: 'Cancel' and 'Submit'. A red arrow points to the 'Submit' button.



CORRESPONDENCE PORTAL

IowaGrants Correspondence Training

1. Select “Click Here to Access Single Sign on Tool” and sign in

IOWA GRANTS Welcome to IowaGrants.gov

Login

IowaGrants Users Click Here To Login

Click Here to Access Single Sign On Tool

Interested in the current posted Opportunities?

View Current Funding Opportunities

DISABLED (IOWA USERS DO NOT USE)

User ID

Password

SIGN IN

Announcements

***** NEW SYSTEM LOGIN PROCESS FOR ALL USERS *****

All IowaGrants Users MUST always utilize the Single Sign On Tool to sign into IowaGrants. (It is the first option under "Login" at the top of the page with the blue background.) *You will never use any of the other fields on this page.

Login instructions and a short video are available here, <https://dom.iowa.gov/iowa-grants-login>

Contact your program manager should you have questions.

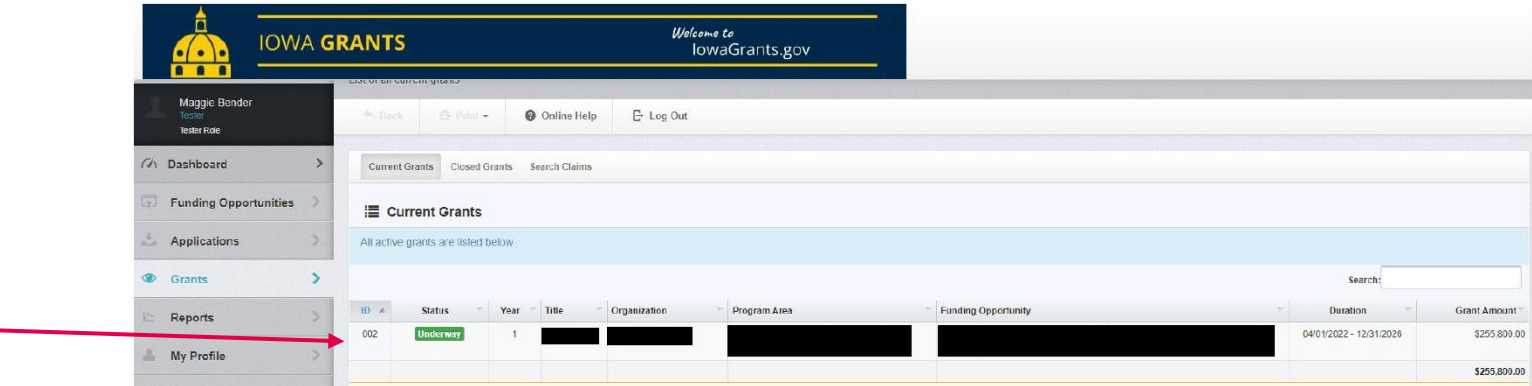
Copyright © 2001-2022 Dulles Technology Partners Inc.
Dulles Technology Partners Inc.
WebGrants 7.3.1

IowaGrants Correspondence Training *Continued*

2. Select “Grants”

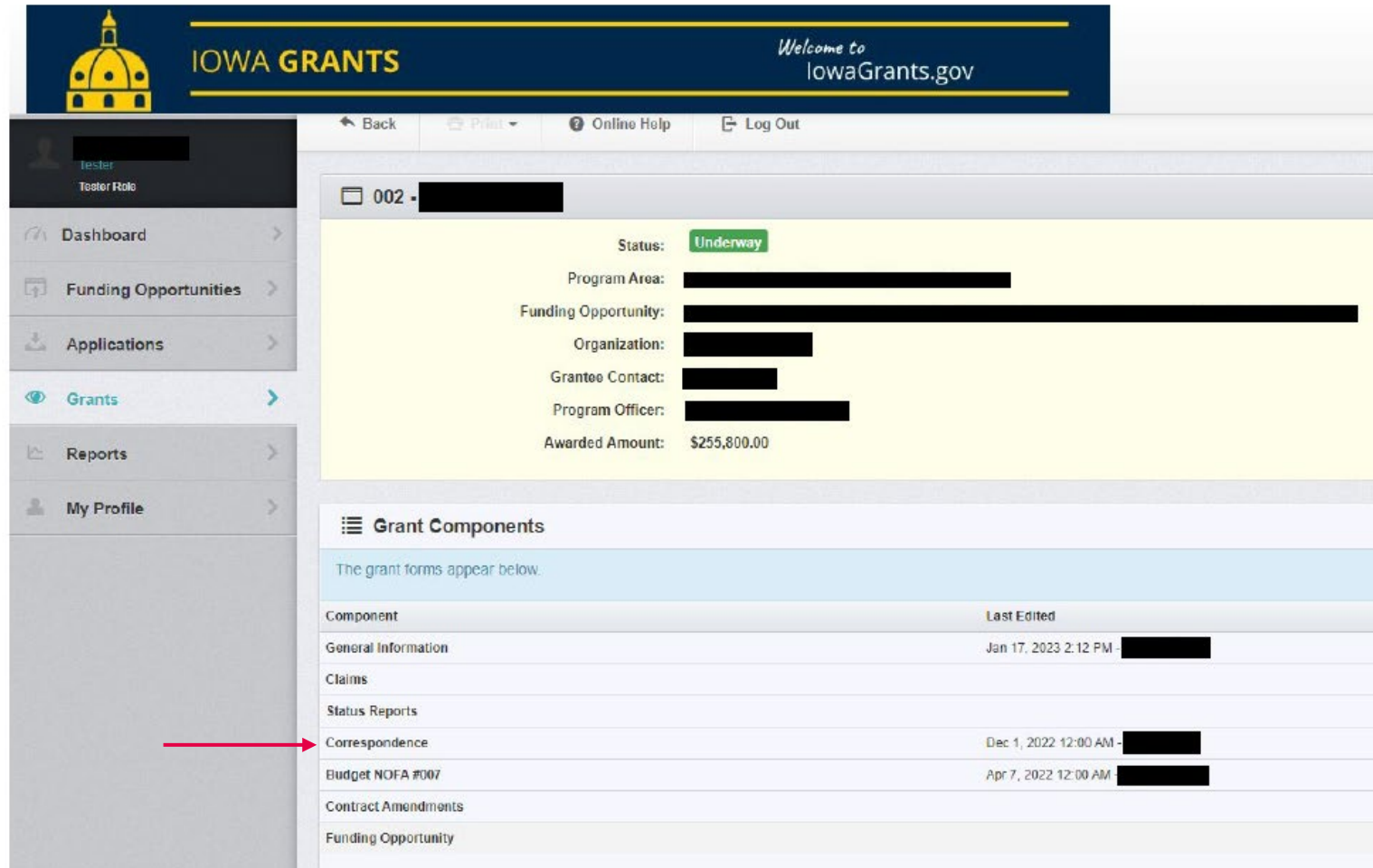


3. Select applicable grant



IowaGrants Correspondence Training *Continued*

4. Select “Correspondence”



The screenshot displays the IowaGrants web application interface. At the top, a dark blue header features the Iowa state capitol dome logo, the text "IOWA GRANTS", and a welcome message "Welcome to IowaGrants.gov". Below the header, a navigation bar includes "Back", "Print", "Online Help", and "Log Out" options. A left sidebar contains a menu with items: "Dashboard", "Funding Opportunities", "Applications", "Grants" (highlighted in blue), "Reports", and "My Profile". A red arrow points to the "Correspondence" option in the "Grant Components" table below.

002 - [REDACTED]

Status: **Underway**

Program Area: [REDACTED]

Funding Opportunity: [REDACTED]

Organization: [REDACTED]

Grantee Contact: [REDACTED]

Program Officer: [REDACTED]

Awarded Amount: \$255,800.00

Grant Components

The grant forms appear below.

Component	Last Edited
General Information	Jan 17, 2023 2:12 PM [REDACTED]
Claims	
Status Reports	
Correspondence	Dec 1, 2022 12:00 AM [REDACTED]
Budget NOFA #007	Apr 7, 2022 12:00 AM [REDACTED]
Contract Amendments	
Funding Opportunity	

IowaGrants Correspondence Training *Continued*

5. Select “Add Grantee Correspondence” or reply to existing conversation

The screenshot displays the IowaGrants interface. At the top left, a folder icon is followed by the number '002' and a redacted area. Below this, a yellow box contains the following details: Status: **Underway**; Program Area: [redacted]; Funding Opportunity: [redacted]; Organization: [redacted]; Grantee Contact: [redacted]; Program Officer: [redacted]; and Awarded Amount: \$255,010.00. Below the yellow box is a navigation bar with tabs for Grant List, Genera, Claims, Status, Corres (selected), Budget, and Contra. Underneath the navigation bar is a section titled 'Inter-System Grantee Correspondence' with a search input field. A red arrow points to a green button labeled '+ Add Grantee Correspondence'. Below this is a table with columns for Flag, Sent/Received, From, To, Subject, Message, and five Attachment columns. The first row of data shows a date of 12/01/2022, a redacted From field, a redacted To field, a Subject of 'Grant 002 - [redacted]', and a Message of 'Hello testing'.

Flag	Sent/Received	From	To	Subject	Message	Attachment 1	Attachment 2	Attachment 3	Attachment 4	Attachment 5
	12/01/2022	[redacted]	[redacted]	Grant 002 - [redacted]	Hello testing					

IowaGrants Correspondence Training *Continued*

6. Add “RSM Program Manager” in the “To” field

7. Add a subject

8. Draft your message

9. Attach files, if needed

10. Send correspondence

The screenshot shows the "Inter-System Grantee Correspondence" form. At the top right is a "Send Correspondence" button. The form includes a "Flag" dropdown, a "To:" field with a red arrow labeled "6", a "CC:" field, a "Subject:" field with a red arrow labeled "7", and a "Message:" field with a rich text editor and a red arrow labeled "8". Below the message field are three "Attachment" fields (Attachment 1, 2, 3) with "Select file" buttons and a red arrow labeled "9". A red arrow labeled "10" points to the "Send Correspondence" button. A note below the "To:" field states: "CC addresses must be entered in a valid email format, i.e. name@domain.org. Use a semicolon (;) to separate multiple CC email addresses."

IowaGrants Point of Contact Reminder

- The portal has a designated organization based on information provided by the awardees
- The POC is the person with access to the grant and should be the go-between for any additional subrecipients on the grant
- Please ensure you are working and communicating with all individuals involved on the grant



QUESTIONS AND ANSWERS

THANK YOU FOR
YOUR TIME AND
ATTENTION

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