

## How to complete an APPLICATION FOR GTSB FUNDING in Iowa Grants

Prior to starting this application, ensure that all potential individuals who may need access to the application and/or grant are registered in Iowa Grants as users. If you need user registration assistance, please contact the Program Coordinator at 515-725-6126.

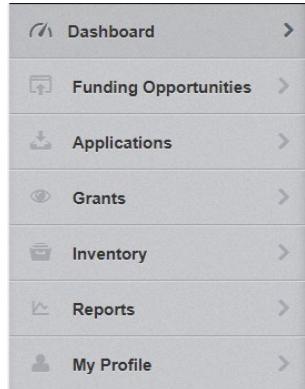
Instructions, section details and important information are provided throughout the application in blue boxes.

If interrupted during completion of this application and a logout occurs, click on Applications in left column, click on application title in table, click green “Edit Application” button and resume completion.

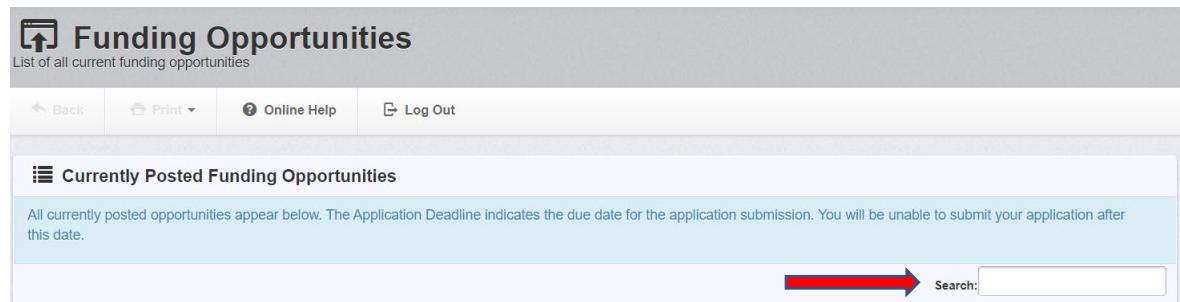
- Go to [www.iowagrants.gov](http://www.iowagrants.gov)
- Click on blue “Access Single Sign On Tool” button and log in



- Click on Funding Opportunities in the left-hand column



- In the Search field, enter **653123** and hit enter.



The screenshot shows the 'Funding Opportunities' page. At the top, there is a header with a magnifying glass icon, the text 'Funding Opportunities', and a sub-instruction 'List of all current funding opportunities'. Below the header is a navigation bar with links for 'Back', 'Print', 'Online Help', and 'Log Out'. The main content area is titled 'Currently Posted Funding Opportunities' and contains a message: '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.' At the bottom of this area is a search bar with the placeholder 'Search:' and a red arrow pointing to the search button.

- Click on ID Number 653123 titled 2027 GTSB Highway Safety Grants.

- Click on green “Start New Application” button 
- Enter Application Title and confirm Primary Contact default is correct. The Primary Contact name should be that of the individual completing the application.
- Click green “Save Form Information” button 
- Confirm Organization default is correct. If not, locate correct organization in drop down menu.
- Then click green “Save Form Information” button 
- If application should be accessible to an additional individual within agency, click in the Additional Contacts field and select corresponding name(s) to add (only registered Iowa Grants Users will populate here). Then click green “Save Form Information” button 
- Read instructions in blue box.
- There must be a green check mark in the “Complete” column for all application components before Iowa Grants will allow it to be submitted.

| Application cannot be Submitted Currently |           |                                    |
|---|-----------|------------------------------------|
| • Application components are not complete |           |                                    |
| Component                                 | Complete? | Last Edited                        |
| General Information                       | ✓         | Dec 12, 2025 9:02 AM - Gtsb Test 1 |
| Contact Information                       | -         | -                                  |
| Federal Reporting Requirements            | -         | -                                  |
| Project Description                       | -         | -                                  |
| Agency Data                               | -         | -                                  |
| Budget                                    | -         | -                                  |
| Minority Impact Statement                 | -         | -                                  |
| Comments                                  | -         | -                                  |

- Click on Contact Information in the Application Details component list.

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| Contact Information                       | ✓         | -                                  |
| Federal Reporting Requirements            | -         | -                                  |
| Project Description                       | -         | -                                  |
| Agency Data                               | -         | -                                  |
| Budget                                    | -         | -                                  |
| Minority Impact Statement                 | -         | -                                  |
| Comments                                  | -         | -                                  |

- Complete Subrecipient Information Section - list the agency Director, Chief, Sheriff, etc.
- Complete Key Personnel Information Section - list the individual designated and responsible for managing all aspects of the grant – scheduling, reporting, claims, etc. click green “Save Form” button 
- Complete Additional Key Personnel Section **IF** there are additional individual(s) that will perform any portion of the electronic grants management in Iowa Grants (finance person, secretary, additional officer/deputy, etc.).

Click on green “Add Row” button



Answer required yes/no question and complete additional key personnel fields, then click green

“Save Row” button 

Repeat the above steps until all additional key personnel individuals have been entered.

Scroll down to Payment Information Section and click on green “Edit Form”

button 

- If you do NOT need to list any additional key personnel, scroll down to Payment Information Section and click on green “Edit Form” button 
- Complete Payment Information Section – list the individual that will be responsible for financial issues.

- Click green “Save Form” button



- Click on orange “Mark As Complete” button



- Click on Federal Reporting Requirements in the Application Details component list

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| Contact Information   | ✓         | Dec 12, 2025 10:27 AM - Gtsb Test 1 |
| Federal Reporting Requirements  | ✗         | -                                   |
| Project Description   | -         | -                                   |
| Agency Data   | -         | -                                   |
| Budget  | -         | -                                   |
| Minority Impact Statement   | -         | -                                   |
| Comments  | -         | -                                   |

- Complete the EIN Tax Identification Number and Unique Entity ID sections. If you do not know this information, it can be obtained from the county auditor, city clerk or other financial person.
- Click green “Save Form” button 
- Click on orange “Mark As Complete” button 
- Click on Project Description in the Application Details component list

Application cannot be Submitted Currently  
• Application components are not complete

| Component                      | Complete? | Last Edited                         |
|--------------------------------|-----------|-------------------------------------|
| General Information            | ✓         | Dec 12, 2025 9:02 AM - Gtsb Test 1  |
| Contact Information            | ✓         | Dec 12, 2025 10:27 AM - Gtsb Test 1 |
| Federal Reporting Requirements | ✓         | Dec 12, 2025 10:32 AM - Gtsb Test 1 |
| Project Description            | ✓         | -                                   |
| Agency Data                    | -         | -                                   |
| Budget                         | -         | -                                   |
| Minority Impact Statement      | -         | -                                   |
| Comments                       | -         | -                                   |

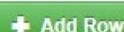
- Read information in the blue box and complete the Problem Identification Section. Use this narrative to describe all the traffic safety issue(s) the proposed project intends to address. Use data and consider Who? What? When? Where? and Why? when writing the problem identification.
- Click green “Save Form” button 
- Scroll down to Project Description Section. Read all instructions in the blue box.

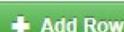
Project Description - Multi-List

“Countermeasures That Work” lists effective, science-based traffic safety countermeasures to address traffic safety problems. These countermeasures aim to change human behavior. The guide is not intended to be a comprehensive list of countermeasures available for use, but can provide effective and innovative ideas to address traffic safety issues. Obtain additional detailed information [here](#).

Add a new row for each proposed activity. Select one corresponding countermeasure and one corresponding focus area for each listed activity.

Data Projects **ONLY**. Additionally select one core system database, one performance attribute and list corresponding performance measure.



- Once you are ready to enter your first proposed project activity, click green “Add Row” button  and begin completing the information.

ALL APPLICANTS COMPLETE: 

ALL APPLICANTS COMPLETE: 

DATA PROJECTS ONLY COMPLETE:

Select Core System Database (DATA  
PROJECTS ONLY): :

DATA PROJECTS ONLY COMPLETE:

Select Performance Attribute (DATA  
PROJECTS ONLY): :

ALL APPLICANTS COMPLETE:

Project Activities\*:

DATA PROJECTS ONLY COMPLETE:

Performance Measures:

- Once all row information has been entered, click green “Save Row” button

 Save Row

- Repeat the Add Row steps above until all proposed project activities have been entered.

- When finished adding rows, click on orange “Mark As Complete” button

 ✓ Mark as Complete

- Click on Agency Data in the Application Details component list

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| Federal Reporting Requirements  | ✓         | Dec 12, 2025 10:32 AM - Gtsb Test 1 |
| Project Description   | ✓         | Dec 12, 2025 12:55 PM - Gtsb Test 1 |
| Agency Data  | -         |                                     |
| Budget  | -         |                                     |
| Minority Impact Statement   | -         |                                     |
| Comments  | -         |                                     |

- Answer required yes/no question.

- If you answered “No”, click green “Save Form” button
- If you answered “Yes”, answer additional questions and then click green “Save Form” button

 Save Form

- Click on orange “Mark As Complete” button

 ✓ Mark as Complete

- Click on Budget in the Application Details component list

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| Project Description                       | ✓         | Dec 12, 2025 12:55 PM - Gtsb Test 1 |
| Agency Data                               | ✓         | Dec 12, 2025 1:02 PM - Gtsb Test 1  |
| Budget                                    | ✓         | -                                   |
| Minority Impact Statement                 |           | -                                   |
| Comments                                  |           | -                                   |

Read instructions and information in blue boxes for all budget categories prior to requesting any funds.

- Click green “Save Form” button  prior to requesting any dollar amounts.

#### Personnel Services Definitions for Law Enforcement Applicants:

**Overtime for General Enforcement** – dollars utilized to enforce speed, occupant protection, move over and hands free

**Overtime for Impaired Driving Enforcement** – dollars utilized to enforce impaired driving

**Overtime for Educational Presentations** – dollars utilized to present traffic safety messaging to communities (health fair, county fair, high schools, drivers education, certified child passenger safety technician activities, etc.)

#### Equipment:

Law Enforcement related equipment is supplemental to enforcement. Enforcement overtime must be requested prior to requesting associated equipment. For example, if dollars for impaired driving enforcement were not requested in the application, do not request funds for PBTs. The PBTs can only be requested if impaired driving enforcement monies were additionally requested.

**NOTE:** You will not be able to enter a dollar amount into the field “Total Amount Requested”. Iowa Grants will automatically calculate that amount based on the information input into the Quantity field and the Maximum GTSB Reimbursement field. Make sure to reference correct reimbursement dollar amounts per unit in the blue box.

#### Travel:

Dollars utilized to offset expenses incurred associated with traffic safety conferences/training.

- To request funds in any budget category (Personnel Services, Contractual Services, Commodities, Equipment, Travel, Indirect Costs), complete the following steps:
  1. Click on green “Add Row” button 
  2. Complete each field, including Line Item Detail when applicable.
  3. Click on green “Save Row” button 
  4. Repeat the steps above until all funds in all categories have been requested.
  5. Click on orange “Mark As Complete” button  once all funds have been requested.

- Click on Minority Impact Statement in the Application Details component list

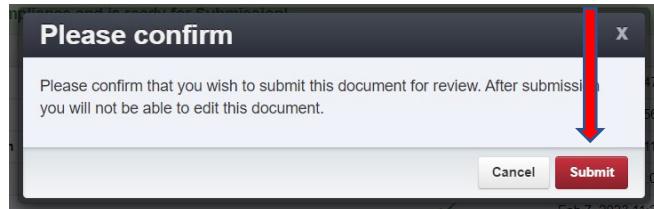
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| Project Description   | ✓         | Dec 12, 2025 12:55 PM - Gtsb Test 1 |  |
| Agency Data   | ✓         | Dec 12, 2025 1:02 PM - Gtsb Test 1  |  |
| Budget  | ✓         | Dec 12, 2025 2:25 PM - Gtsb Test 1  |  |
| Minority Impact Statement   | ✓         | -                                   |  |
| Comments  |           | -                                   |  |

- Answer required yes/no questions and complete fields.
- Check the box, enter Title, First and Last Name then click green “Save Form” button 
- Click on orange “Mark As Complete” button 

- Click on Comments in the Application Details component list

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| Contact Information                       | ✓         | Dec 12, 2025 10:27 AM - Gtsb Test 1 |
| Federal Reporting Requirements            | ✓         | Dec 12, 2025 10:32 AM - Gtsb Test 1 |
| Project Description                       | ✓         | Dec 12, 2025 12:55 PM - Gtsb Test 1 |
| Agency Data                               | ✓         | Dec 12, 2025 1:02 PM - Gtsb Test 1  |
| Budget                                    | ✓         | Dec 12, 2025 2:25 PM - Gtsb Test 1  |
| Minority Impact Statement                 | ✓         | Dec 12, 2025 2:42 PM - Gtsb Test 1  |
| Comments                                  |           | -                                   |

- Feel free (not required) to add any additional comments/information in the text box provided.
- Read the Required Certification statement in red font, check the box and complete listed fields.
- Click green “Save Form” button
- Click on orange “Mark As Complete” button
- Click on orange “Submit Application” button
- If there are no further edits, click submit



- If you would like to edit or add information to specific section(s), simply click on the component within the Application Details list, click green “Edit Form” button, make your changes and be sure to click green “Save Form” button when finished. Then click orange “Submit Application” button and click the red “Submit” button in the confirmation box.