How to complete a Law Enforcement APPLICATION FOR FUNDING in Iowa Grants

<mark>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.</mark>

<mark>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.</mark>
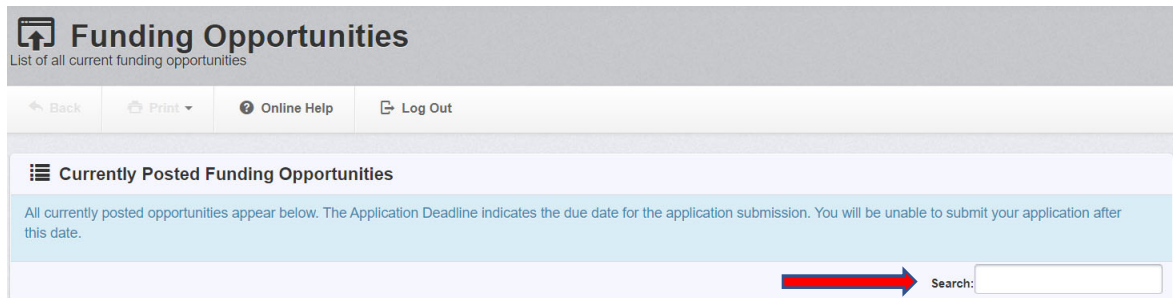
- Go to www.iowagrants.gov

- Click on blue "Access Single Sign On Tool" button and log in
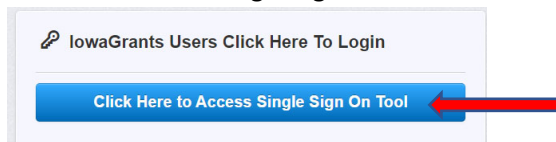
- Click on Funding Opportunities in the left hand column
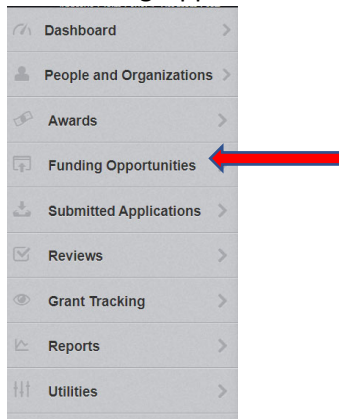
- In the Search field, enter **599996** and hit enter

- Click on ID Number 599996 titled 2026 GTSB LE Highway Safety Grants

- Click on green "Start New Application" button   **Start New Application**

- 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   **Save Form Information**

- Confirm Organization default is correct. If not, locate correct organization in drop down menu.

  Then click green "Save Form Information" button   **Save Form Information**

- If application should be accessible to an additional individual within agency, click in the Additional Applicants field and select corresponding name(s) to add (only registered Iowa Grants Users will populate here). Then click green "Save Form Information" button

  Save Form Information

- Read instructions in blue box.

- Disregard the red shaded box at this time.

- There must be a green check mark in the "Complete" column for all application components before it can be submitted.

Component	Complete?	Last Edited
General Information	✓	Feb 2, 2023 1:47 PM - Gtsb Test 1
Contact Information		-
Agency Data and Information		-
Project Description		-
Special Project		-
Minority Impact Statement		-
LE Budget		-
Comments		-

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

Component	Complete?	Last Edited
General Information	✓	Feb 2, 2023 1:47 PM - Gtsb Test 1
Contact Information		-
Agency Data and Information		-
Project Description		-
Special Project		-
Minority Impact Statement		-
LE Budget		-
Comments		-

- Complete Subrecipient Information Section:

Project Subrecipient Information (agency address and contact information)

Subrecipient Designee (Sheriff or Chief)

- Complete Key Personnel Information Section (individual designated and responsible for coordination of the program agreement) then click green "Save Form" button **💾 Save Form**

Additional Key Personnel definition – individuals that will need access to Iowa Grants and will assist with program agreement in some capacity (finance person, additional officer/deputy, etc.).

- If you do NOT have additional key personnel to add, Scroll down to Payment Information Section and click on green "Edit Form" button **✎ Edit Form**

- If you do have additional individuals that will need access to Iowa Grants and will assist with the program agreement in some capacity (finance person, additional officer/deputy, etc.), scroll down to Additional Key Personnel Information and complete the following steps:

  Click on green "Add Row" button **➕ Add Row**

  Answer required yes/no question and complete additional key personnel fields. Then click green "Save Row" button **💾 Save Row**

  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 **✎ Edit Form**

- Answer required yes/no questions and then complete Financial Contact information

- Click green "Save Form" button **💾 Save Form**

- Click on orange "Mark As Complete" button **✓ Mark as Complete**

- Click on Agency Data and Information in the Application Details component list

Component	Complete?	Last Edited
General Information	✓	Feb 2, 2023 1:47 PM - Gtsb Test 1
Contact Information	✓	Feb 2, 2023 2:47 PM - Gtsb Test 1
Agency Data and Information		-
Project Description		-
Special Project		-
Minority Impact Statement		-
LE Budget		-
Comments		-

- Enter your agency Unique Entity ID Number and Expiration Date. If you do not know this information, it can be obtained from the county auditor, city clerk or other financial person.

- Complete Officer Data Section

- Complete Equipment Section then click green "Save Form" button **Save Form**

- Click on orange "Mark As Complete" button **✓ Mark as Complete**

- Click on Project Description in the Application Details component list

Component	Complete?	Last Edited
General Information	✓	Feb 2, 2023 1:47 PM - Gtsb Test 1
Contact Information	✓	Feb 2, 2023 2:47 PM - Gtsb Test 1
Agency Data and Information	✓	Feb 2, 2023 4:11 PM - Gtsb Test 1
Project Description		-
Special Project		-
Minority Impact Statement		-
LE Budget		-
Comments		-

- Read Instructions and Definitions in blue boxes.

- Click green "Save Form" button **Save Form**

The next section is your opportunity to convey what traffic safety issues exist in your jurisdiction. Use this space to tell us your traffic safety story and paint a picture of your issues. You live/work there and we don't, so help educate us. Keep in mind, funding decisions are partially based on your problem statements, goals and objectives in the following three categories of Impaired Driving, Occupant Protection and Speed. Make sure to read all the provided directions and reference the provided examples to model your own agency plans.
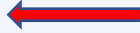
>   Use data - number of crashes, number of fatalities/serious injuries
>   Mention specific roadways in jurisdiction - Hwy 20, Main Street, I-380, etc.

Consider information in the following table when writing problem statement, goals and objectives for Impaired Driving, Occupant Protection and Speed. The problem statement, goals and objectives entered into the application should NOT be the same for each of the above traffic safety issues. Be specific to each issue.

Problem Statement	**WHO** are your violators (youth, males, senior drivers, etc.) **WHEN** are they violating (day, night, weekends, summer months) **WHERE** are they violating (rural roads, highways, school zones) **WHY** is this happening (near bar district, in town short trips, etc.)

Goals	Broad statements of intent that provide planning, focus and vision addressing the problem statement. What change on the data listed in problem statement do you hope to have impacted by the end of the program agreement year? Reference examples provided in application instructions.
Objectives	Statements that indicate how the goal(s) will be accomplished. These statements should be **SMART**: **S**pecific **M**easurable **A**chievable **R**elevant **T**ime Sensitive Think of these as action steps. What needs to be implemented in order for the identified data changes (goals) to be successful? Reference examples provided in application instructions.

- Scroll down to Impaired Driving section, click green "Edit Form" button [Edit Form] and begin completing the information.

- Answer required yes/no question. If answer is NO, click green "Save Form" button [Save Form] If answer is YES, complete the Problem Statement, Goals and Objectives sections for the Additional Traffic Issue. Then click green "Save Form" button [Save Form]

- Click on orange "Mark As Complete" button [Mark as Complete]

- Click on Special Project in the Application Details component list

Component	Complete?	Last Edited
General Information	✓	Feb 2, 2023 1:47 PM - Gtsb Test 1
Contact Information	✓	Feb 7, 2023 9:56 AM - Gtsb Test 1
Agency Data and Information	✓	Feb 2, 2023 4:11 PM - Gtsb Test 1
Project Description	✓	Feb 7, 2023 11:09 AM - Gtsb Test 1
Special Project		-
Minority Impact Statement		-
LE Budget		Feb 3, 2023 3:33 PM - Gtsb Test 1
Comments		-

- Answer required yes/no questions and click green "Save Form" button [Save Form]

- Click on orange "Mark As Complete" button [Mark as Complete]

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

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General Information	✓	Feb 2, 2023 1:47 PM - Gtsb Test 1
Contact Information	✓	Feb 7, 2023 9:56 AM - Gtsb Test 1
Agency Data and Information	✓	Feb 2, 2023 4:11 PM - Gtsb Test 1
Project Description	✓	Feb 7, 2023 11:09 AM - Gtsb Test 1
Special Project	✓	Feb 7, 2023 11:34 AM - Gtsb Test 1
Minimally Impact Statement ←		-
LE Budget		Feb 3, 2023 3:33 PM - Gtsb Test 1
Comments		-

- Answer required yes/no questions, check the box, enter Title, First and Last Name then click green "Save Form" button **💾 Save Form**

- Click on orange "Mark As Complete" button **✓ Mark as Complete**

- Click on LE Budget in the Application Details component list

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General Information	✓	Feb 2, 2023 1:47 PM - Gtsb Test 1
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Agency Data and Information	✓	Feb 2, 2023 4:11 PM - Gtsb Test 1
Project Description	✓	Feb 7, 2023 11:09 AM - Gtsb Test 1
Special Project	✓	Feb 7, 2023 11:34 AM - Gtsb Test 1
Minority Impact Statement	✓	Feb 7, 2023 11:38 AM - Gtsb Test 1
LE Budget ←		Feb 3, 2023 3:33 PM - Gtsb Test 1
Comments		-

- Read instructions and information in blue boxes under LE Budget heading and Personnel Services heading.

Definitions for allowable items in the Personnel Services Item drop down menu:

Overtime for General Enforcement – dollars utilized to enforce speed and occupant protection

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

Overtime for Occupant Protection Enforcement – dollars utilized to enforce efforts of a GTSB Special Project with an occupant protection focus

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.)
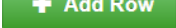
Overtime for Special Projects – dollars utilized to enforce efforts of a GTSB Special Project such as nighttime seatbelt or pedestrian
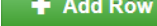
Overtime for Speed Enforcement – dollars utilized to enforce efforts of a GTSB Special Project with a speed focus.

Traffic Safety Educational Materials – dollars utilized to purchase GTSB pre-approved educational brochures, banners, etc.

Training and Travel – dollars utilized to offset expenses incurred associated with traffic safety pre-approved training. The GTSB Conference does not require pre-approval.

Do not request funding in any of the highlighted categories in this application. Those funds are for specific standalone programming that is not included in this application.

- To begin requesting personnel services funds, click on green "Add Row" button

- Complete each field then click on green "Save Row" button

- Repeat the steps above until all Personnel Services funds have been requested.

- Read instructions and information in blue box under Equipment heading. 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 an in-car camera. The camera can only be requested if impaired driving enforcement monies were additionally requested.

- To begin requesting equipment funds, click on green "Add Row" button

- Complete each field then click on green "Save Row" button

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 in the blue box.

- Repeat the steps above until all Equipment funds have been requested.

- If requesting funds for a piece of equipment not listed in drop down menu, select "Other" and then complete field titled "Other Item – Please Specify" with equipment description.

- Click on orange "Mark As Complete" button

- Click on Comments in the Application Details component list

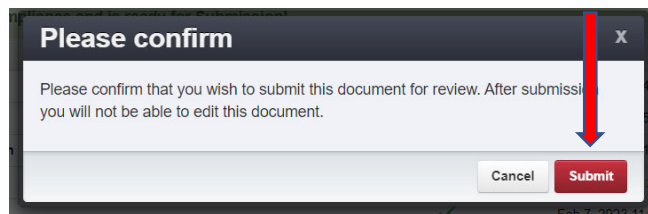| Component	Complete?	Last Edited
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LE Budget	✓	Feb 7, 2023 1:54 PM - Gtsb Test 1
Comments		-

- Feel free (not required) to add any additional comments/information in the text box provided.

- 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

Please confirm

Please confirm that you wish to submit this document for review. After submission you will not be able to edit this document.

Cancel   Submit

- If you would like to edit or add information to particular 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.