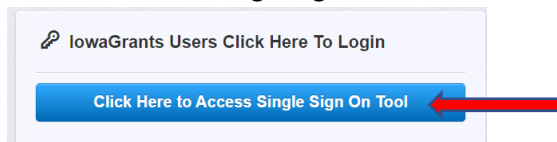


How to complete a State Agency APPLICATION FOR FUNDING in Iowa Grants

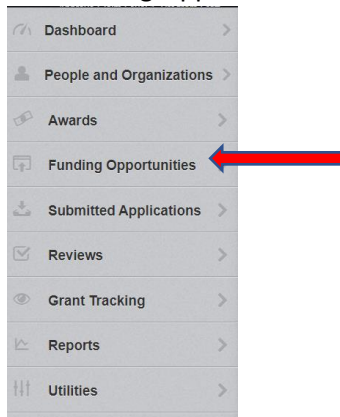
Prior to starting this application, ensure that all potential individuals who may need access to the application and/or grant are registered in Iowa Grants as users. If you need user registration assistance, please contact Grants Administrator, Crystal Young at 515-725-6126.

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.

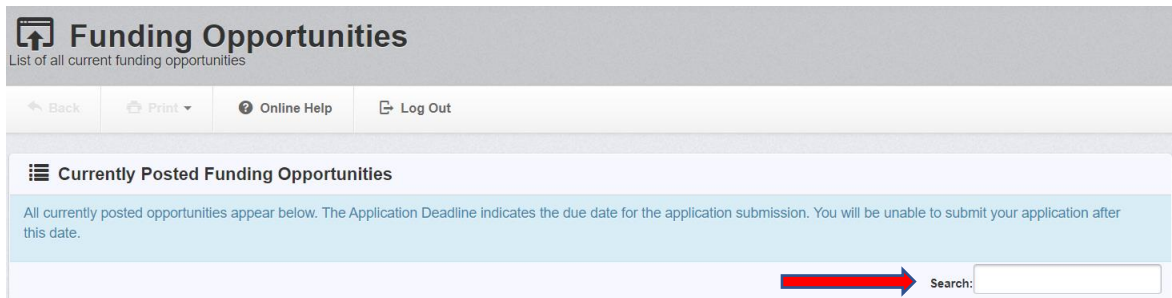
- Go to www.iowagrants.gov
- Click on blue "Access Single Sign On Tool" button and log in







- Click on Funding Opportunities in the left hand column



- In the Search field, enter **501799** and hit enter




- Click on ID Number 501799 titled 2024 GTSB State Agency 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 Applicants 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.
- 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 16, 2023 5:07 PM - Gtsb Test 1
Contact Information	-	-
non-LE Agency Information	-	-
non-LE Project Description	-	-
Non LE Budget	-	-
Optional Supplemental Documentation	-	-
Comments	-	-
Minority Impact Statement	-	-


- Click on Contact Information in the Component list.

Component	Complete?	Last Edited
General Information	✓	Feb 16, 2023 5:07 PM - Gtsb Test 1
Contact Information 	-	-
non-LE Agency Information	-	-
non-LE Project Description	-	-
Non LE Budget	-	-
Optional Supplemental Documentation	-	-
Comments	-	-
Minority Impact Statement	-	-


- Complete Contractor Information Section:

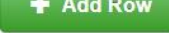
Project Contractor Information (agency address and contact information)


Contractor Designee (Director, Manager, etc.)

- Complete Key Personnel Information Section (individual designated and responsible for coordination of the contract) then click green “Save Form” button 


Additional Key Personnel definition – individuals that will need access to Iowa Grants and will assist with contract in some capacity (finance person, additional project administrator, etc.).


- If you do NOT have additional key personnel to add, Scroll down to Payment Information Section and click on green “Edit Form” button 
- If you do have additional individuals that will need access to Iowa Grants and will assist with contract in some capacity (finance person, additional project administrator, etc.), scroll down to Additional Key Personnel Information and complete the following steps:

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 
- Answer required yes/no questions and then complete payment information fields – the following information must match the agency’s W-9 form exactly (if unsure of this information, contact finance department):
 - Issue Payment To
 - Payment Mailing Address
 - Payment City, State, ZIP

Click green “Save Form” button 




Click on orange “Mark As Complete” button 


- Click on non-LE Agency Information in the Component list

Component	Complete?	Last Edited
General Information	✓	Feb 16, 2023 5:07 PM - Gtsb Test 1
Contact Information	✓	Feb 16, 2023 5:12 PM - Gtsb Test 1
non-LE Agency Information		-
non-LE Project Description		-
Non LE Budget		-
Optional Supplemental Documentation		-
Comments		-
Minority Impact Statement		-

- 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.
- To upload your SAM Verification screen shot, click Select File, navigate to document and attach
- Click green “Save Form” button 
- Click on orange “Mark As Complete” button 
- Click on non-LE Project Description in the Component list


Component	Complete?	Last Edited
General Information	✓	Feb 16, 2023 5:07 PM - Gtsb Test 1
Contact Information	✓	Feb 16, 2023 5:12 PM - Gtsb Test 1
non-LE Agency Information	✓	Feb 16, 2023 5:15 PM - Gtsb Test 1
non-LE Project Description		-
Non LE Budget		-
Optional Supplemental Documentation		-
Comments		-
Minority Impact Statement		-


- Use this space to tell us about your traffic safety improvement plans. Make sure to reference provided definitions for Project Statement, Project Description, Project Activities and Performance Measures to best document your agency plans in each of the respective sections.
- When you are finished, click green “Save Form” button 
- If you are not applying for a Data Project, click on orange “Mark As Complete” button 
- If you are applying for a Data Project, scroll down to Data Project section and click green “Edit Form” button 

- Answer questions and complete fields accordingly. When you are finished, click green “Save Form” button 
- Scroll down to Data Systems and Performance section and click green “Add Row” button.

- Complete all fields then click green “Save Row” button.

- Repeat the steps above until all entries are complete.

- Click on orange “Mark As Complete” button 
- Click on Non LE Budget in the Component list

Component	Complete?	Last Edited
General Information	✓	Feb 16, 2023 5:07 PM - Gtsb Test 1
Contact Information	✓	Feb 16, 2023 5:12 PM - Gtsb Test 1
non-LE Agency Information	✓	Feb 16, 2023 5:15 PM - Gtsb Test 1
non-LE Project Description	✓	Feb 16, 2023 5:28 PM - Gtsb Test 1
Non LE Budget 	-	-
Optional Supplemental Documentation	-	-
Comments	-	-
Minority Impact Statement	-	-

- Read instructions and information in blue boxes under Non LE Budget and Contractual Services headings.

Definitions for allowable items in the Contractual Services drop down menu:

Be sure to utilize Line Item Detail for each request to describe who/what funds are for. If requesting amounts for multiple purposes within a drop down menu item, be sure to “Add Row” for each item within the category

Compensation – salaries and benefits, reimbursement for staff, tuition benefits. Line Item Detail Example: 50% pay for a part-time staff or 1 FTE instructor/attorney/research position to complete contractual services.

Traffic Consulting – dollars utilized to perform said services

Survey/Data Collection & Analysis – dollars utilized to perform said services

Other – Use line item detail to explain proposed use of funds

- To begin requesting Contractual Services funds, click on green “Add Row” button



- Complete each field then click on green “Save Row” button



- Repeat the steps above until all Contractual Services funds have been requested.
- Read instructions and information in blue box under Commodities heading.

*Remember to utilize Line Item Detail for each request to describe exactly what funds are for and if requesting multiple items in this category, click Add Row for each. *

- To begin requesting Commodities funds, click on green “Add Row” button



- Complete each field then click on green “Save Row” button



- Repeat the steps above until all Commodities funds have been requested.
- Read instructions and information in blue box under Travel heading.

- To begin requesting Travel funds, click on green “Add Row” button



- Complete each field then click on green “Save Row” button



- Repeat the steps above until all Travel funds have been requested.
- Once all desired funds have been requested, click on orange “Mark As Complete” button



- Click on Optional Supplemental Documentation in the Component list.

Component	Complete?	Last Edited
General Information	✓	Feb 16, 2023 5:07 PM - Gtsb Test 1
Contact Information	✓	Feb 16, 2023 5:12 PM - Gtsb Test 1
non-LE Agency Information	✓	Feb 16, 2023 5:15 PM - Gtsb Test 1
non-LE Project Description	✓	Feb 16, 2023 5:28 PM - Gtsb Test 1
Non LE Budget	✓	Feb 16, 2023 5:36 PM - Gtsb Test 1
Optional Supplemental Documentation		-
Comments		-
Minority Impact Statement		-

- Answer required yes/no question and click green “Save Form” button



- If you do not need to attach additional documents, click on orange “Mark As Complete” button







- If you need to attach a document, click on green “Add New Attachment” button.



- Click the “Select” button, navigate to document, enter title into text box then click green “Save File” button



 **Attach File**  

Upload File*: 

Description*:
500 character(s) left


- Repeat the steps above until all documents have been attached.

- Click on orange “Mark As Complete” button



- Click on Comments in the Component list


Component	Complete?	Last Edited
General Information	✓	Feb 16, 2023 5:07 PM - Gtsb Test 1
Contact Information	✓	Feb 16, 2023 5:12 PM - Gtsb Test 1
non-LE Agency Information	✓	Feb 16, 2023 5:15 PM - Gtsb Test 1
non-LE Project Description	✓	Feb 16, 2023 5:28 PM - Gtsb Test 1
Non LE Budget	✓	Feb 16, 2023 5:36 PM - Gtsb Test 1
Optional Supplemental Documentation	✓	Feb 16, 2023 5:45 PM - Gtsb Test 1
Comments		-
Minority Impact Statement		-

- Feel free (not required) to provide any additional information. Then click on green “Save Form” button 


- Click on orange “Mark As Complete” button 

- Click on Minority Impact Statement in the Component list

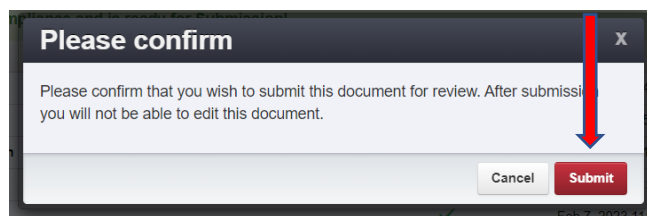
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non-LE Project Description	✓	Feb 16, 2023 5:28 PM - Gtsb Test 1
Non LE Budget	✓	Feb 16, 2023 5:36 PM - Gtsb Test 1
Optional Supplemental Documentation	✓	Feb 16, 2023 5:45 PM - Gtsb Test 1
Comments	✓	Feb 16, 2023 5:49 PM - Gtsb Test 1
Minority Impact Statement		-

- Answer required yes/no questions, check the box, enter Title, First and Last Name then 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 particular section(s), simply click on the desired section within the Component 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.