



Tips on Using GrantsConnect to Complete Your American Rescue Plan Act (ARPA) Home and Community-Based Services (HCBS) Grant Application

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Overview

This document provides helpful tips for navigating GrantsConnect, the online application portal. You'll learn how to verify your account, upload documents, download a copy of the application, and edit or withdraw an application.

Additional resources

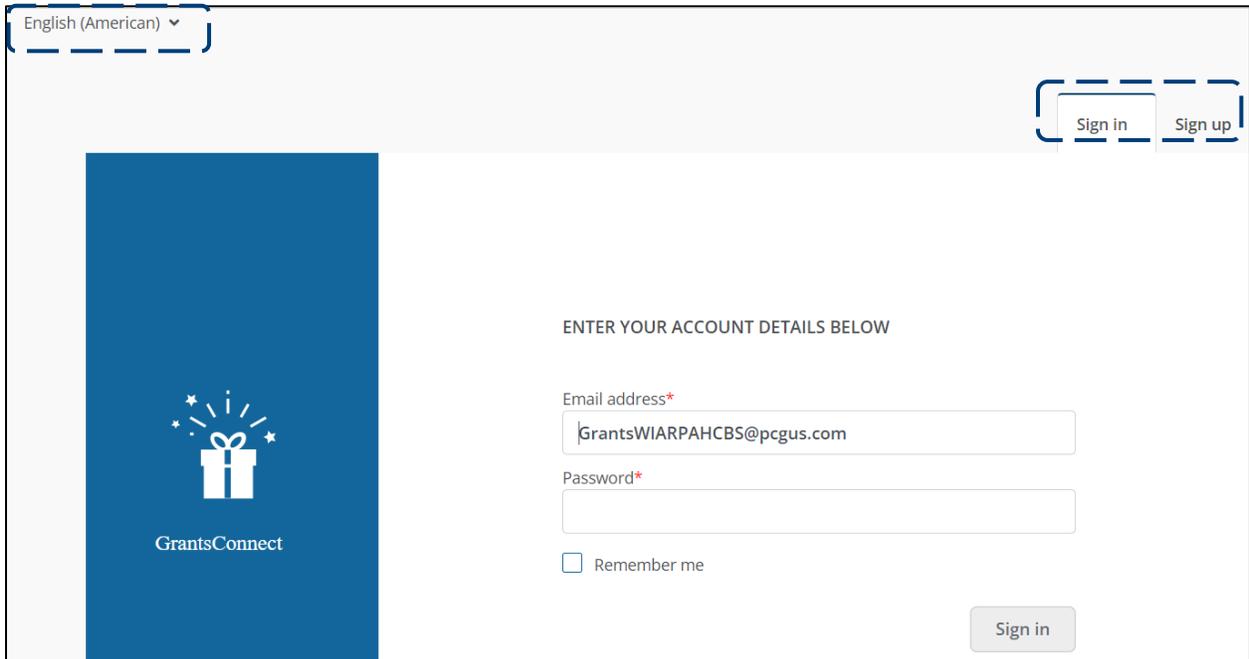
For more information about this opportunity, please review the resources available on [the Wisconsin Department of Health Services website](#).

Getting started

Applicants are required to sign up for a GrantsConnect account to complete the application. For quick reference, applicants should bookmark the [application link](#) for future use.

In the upper left-hand corner of the application, there is a dropdown that provides access to translated versions of the application. A Spanish translation is available. An auto-translate feature can be used for other languages.

After you sign up, you will receive an email confirmation that your account has been created. Next, you must confirm your email address and verify your account to complete your registration.



The screenshot shows the GrantsConnect login interface. At the top left, there is a language dropdown menu set to "English (American)". At the top right, there are "Sign in" and "Sign up" buttons. On the left side, there is a blue vertical banner with a white gift icon and the text "GrantsConnect". The main content area is titled "ENTER YOUR ACCOUNT DETAILS BELOW" and contains the following fields:

- Email address* (with the value "GrantsWIARPAHCBS@pcgus.com")
- Password*
- Remember me

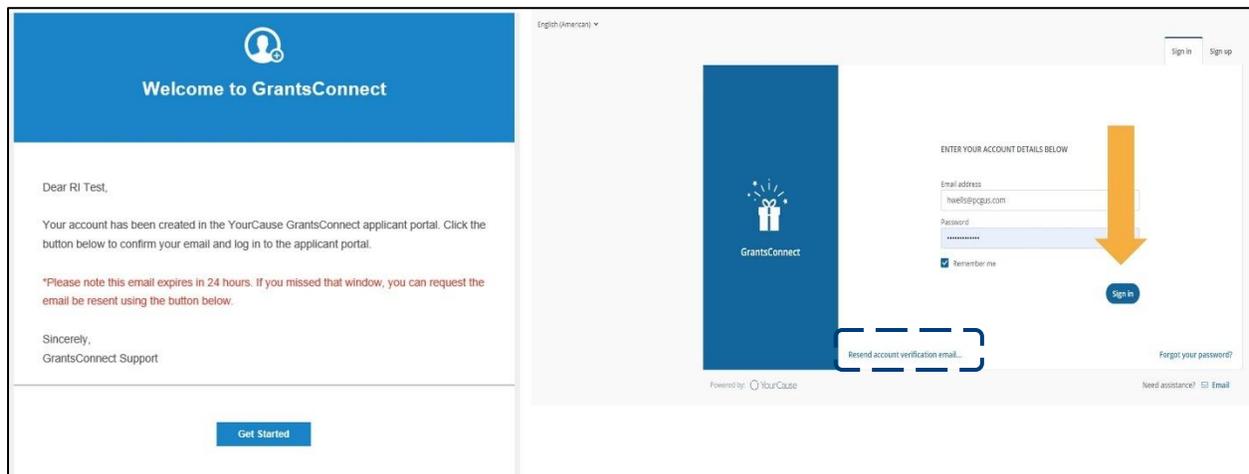
A "Sign in" button is located at the bottom right of the form area.

Account confirmation

You will receive a confirmation email from Public Consulting Group (PCG) and YourCause LLC welcoming you to GrantsConnect. It will include a link to activate your account. If you do not receive a confirmation email, you should:

1. Check your junk or spam folder.
2. Select “Resend account verification email” on the sign-in screen. Please note, you have to click the “Sign in” tab at the top of the screen to find this button.

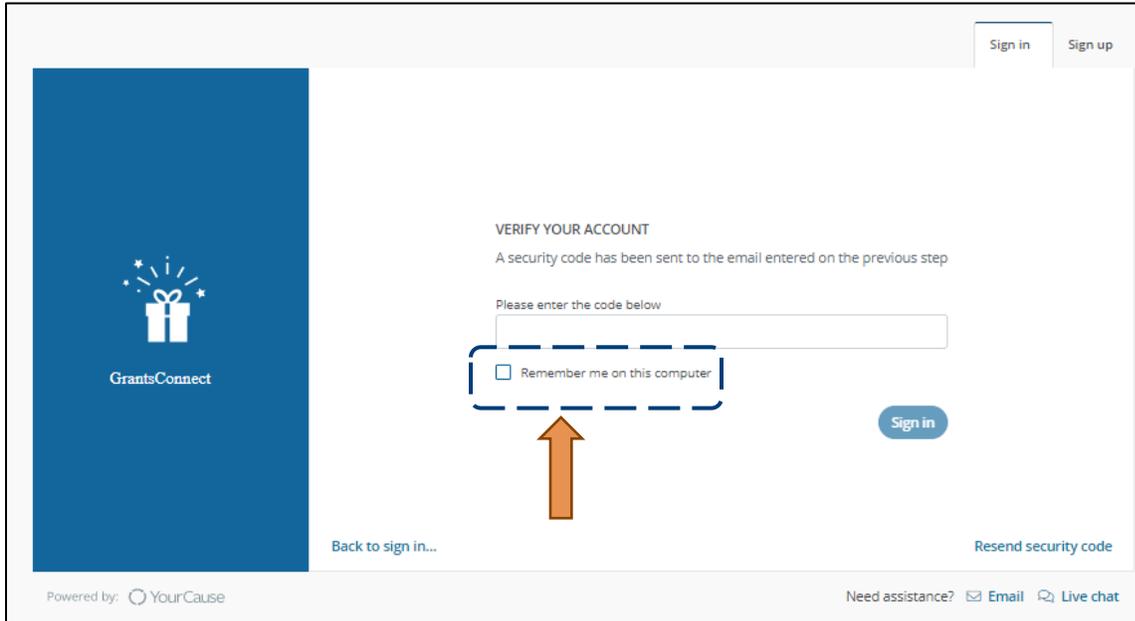
The link in the registration confirmation email will expire after **24 hours**. If you do not verify your account within that timeframe, you will need to return to the site and select “Resend account verification email”.



Verify your account

When you log in, you may be prompted to verify your email address. You will do this by entering a verification code sent to the address associated with your account. This is done to make sure your data stays safe.

If you select the box “Remember me on this computer” on the login screen, you will not have to enter a code again for the next 30 days.



Sign in Sign up

GrantsConnect

VERIFY YOUR ACCOUNT
A security code has been sent to the email entered on the previous step

Please enter the code below

Remember me on this computer

Sign in

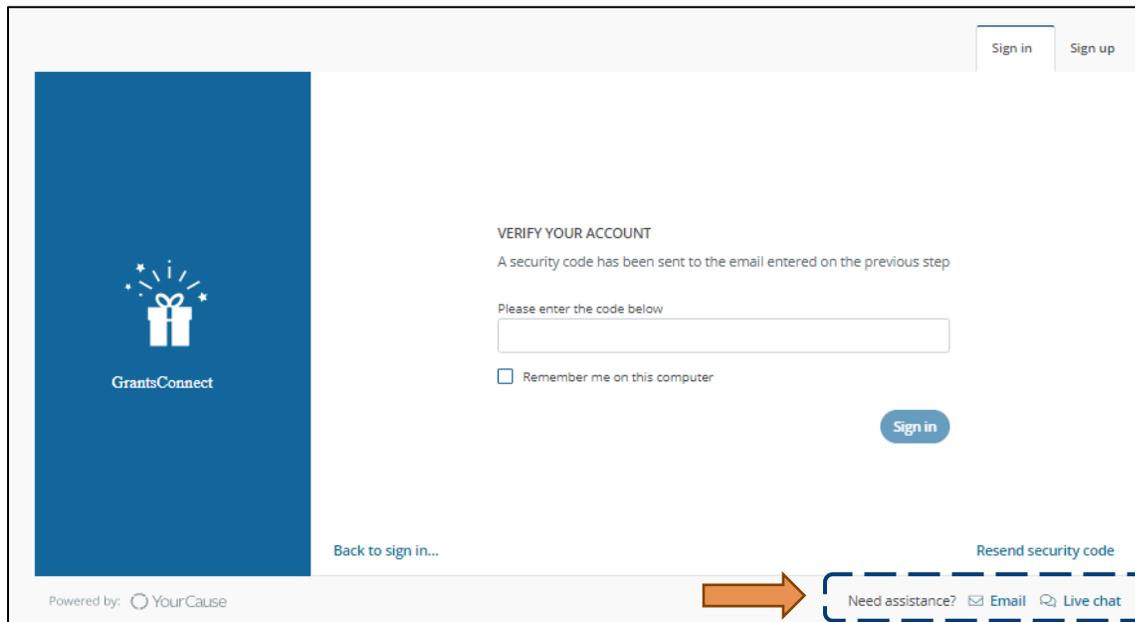
Back to sign in... Resend security code

Powered by:  YourCause

Need assistance? [Email](#) [Live chat](#)

Accessing the GrantsConnect support team

You can get help logging into GrantsConnect by contacting the GrantsConnect support team. The team can be contacted through live chat or by submitting a ticket using the links at the bottom right of the screen.

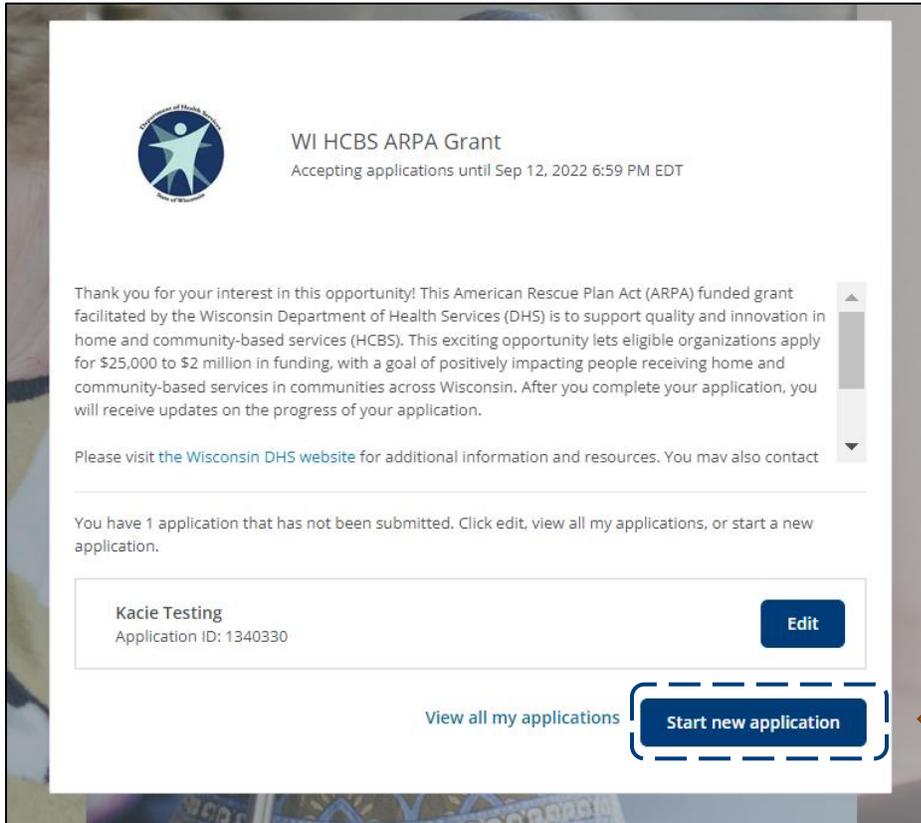


If you are logged in, you can contact the support team by clicking on the question mark icon next to your name in the top right corner of the screen. Then, select either Contact Support to submit a ticket or Live Chat to message a support team member.



New applications

To start a new application, select “Start new application” on the welcome page. This will take you to the Eligibility Form, where you’ll answer questions that determine if you can apply for a grant.



 **WI HCBS ARPA Grant**
Accepting applications until Sep 12, 2022 6:59 PM EDT

Thank you for your interest in this opportunity! This American Rescue Plan Act (ARPA) funded grant facilitated by the Wisconsin Department of Health Services (DHS) is to support quality and innovation in home and community-based services (HCBS). This exciting opportunity lets eligible organizations apply for \$25,000 to \$2 million in funding, with a goal of positively impacting people receiving home and community-based services in communities across Wisconsin. After you complete your application, you will receive updates on the progress of your application.

Please visit [the Wisconsin DHS website](#) for additional information and resources. You may also contact

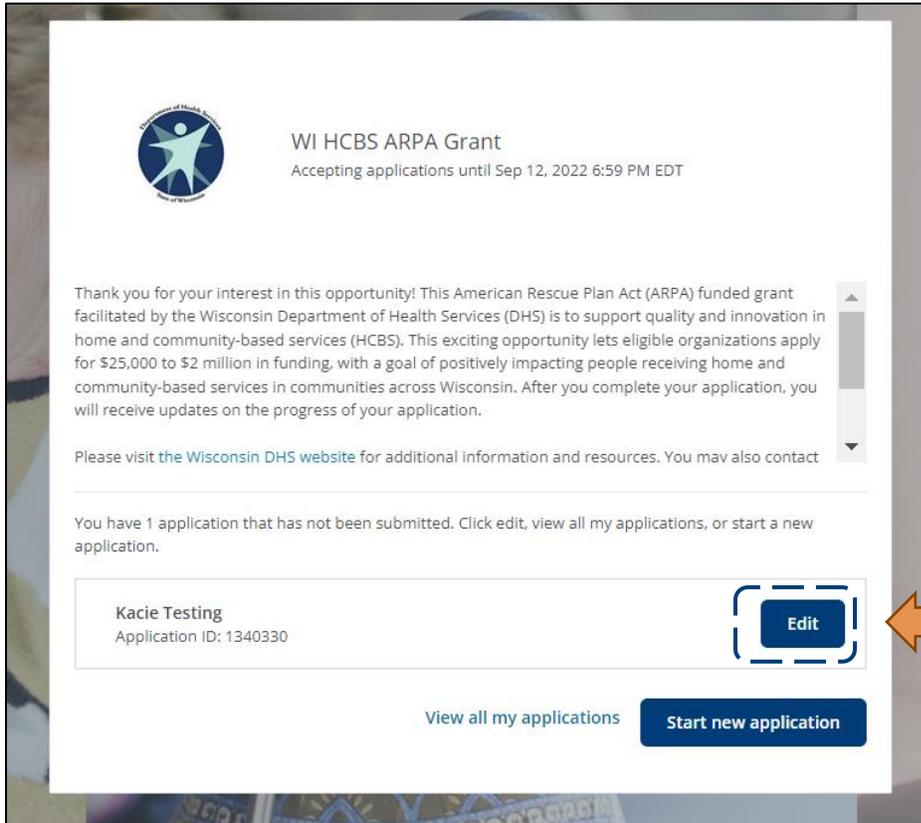
You have 1 application that has not been submitted. Click edit, view all my applications, or start a new application.

Kacie Testing Application ID: 1340330	Edit
--	----------------------

[View all my applications](#) [Start new application](#)

Saved applications

If you have already started an application, you will see the open application on the welcome page, with the option to “Edit.”



 **WI HCBS ARPA Grant**
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You have 1 application that has not been submitted. Click edit, view all my applications, or start a new application.

Kacie Testing Application ID: 1340330	
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[View all my applications](#) [Start new application](#)

Applicant information

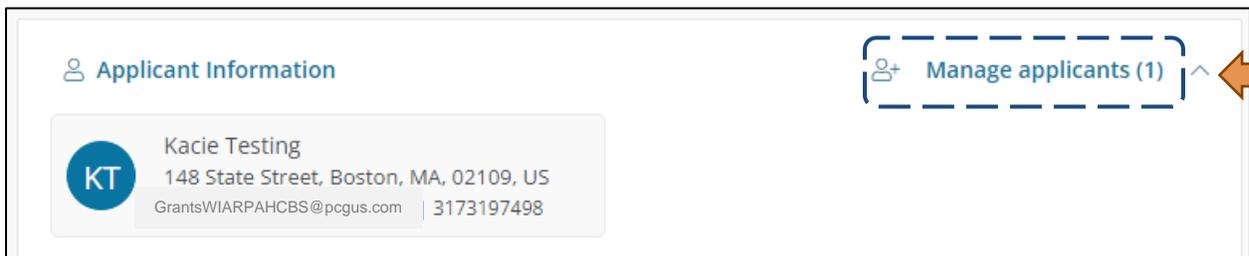
This information is auto-populated from the data you input when you create your account. If needed, you may edit this data by navigating to your name on the upper-right side of the webpage and selecting “My account.” This is also where you can create a new password for your account.



The screenshot shows the top navigation bar of the GrantsConnect application. On the left, there are links for "My Applications" and "Awards". On the right, the user's name "Kacie Testing" is displayed with a dropdown arrow. A dashed blue box highlights the user name, and an orange arrow points to it from the right. The dropdown menu is open, showing "My account" and "Log out" options. Below the navigation bar, the main heading reads "Wisconsin DHS ARPA Medicaid HCBS Grants Application".

Once you have started an application, you may then add a “second contributor” or “reviewer” from your organization (for example, you are the director and want to keep your financial manager informed on the application). **Note:** They will need to have their own account in GrantsConnect before you can add them.

If you know that your additional person has an account, selecting the Person+ symbol to the left of “Manage applicants.” (Again, you can only do this if you have an application already started.)



The screenshot shows the "Applicant Information" page. On the left, there is a profile card for "Kacie Testing" with a circular icon containing "KT". The card lists the address "148 State Street, Boston, MA, 02109, US", the email "GrantsWIARPAHCBS@pcgus.com", and the phone number "3173197498". On the right, there is a "Manage applicants (1)" button with a Person+ icon and a dropdown arrow. A dashed blue box highlights this button, and an orange arrow points to it from the right.

You can search for them by email and manage their access by selecting either “Can manage applicants” (allowing the user to edit an application) or “Receives email notifications for application status updates” (allowing the user to stay updated on the application status).

Manage Applicants

Add Applicant
Add additional applicants to this application and select what permissions they have.

Search for applicant

Permissions

Can manage applicants

Receives email notifications for application status updates

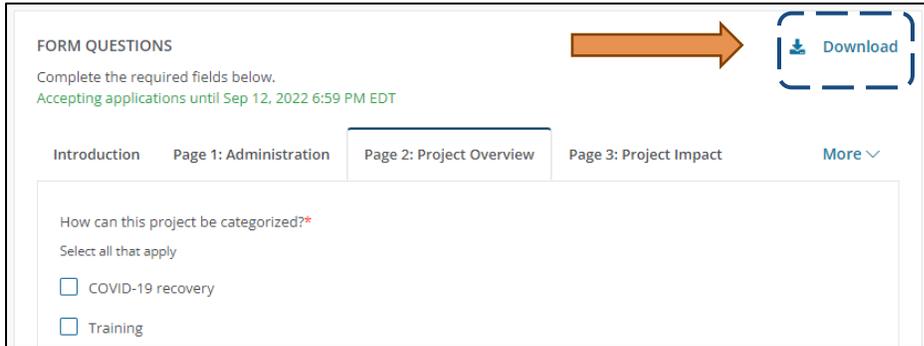
Clear **Add**

APPLICANT	PERMISSIONS
Hallie Wells hwells@pcgus.com	   



Download the application

You can download a copy of the application anytime by selecting the download icon on the top right of the application page.



FORM QUESTIONS

Complete the required fields below.
Accepting applications until Sep 12, 2022 6:59 PM EDT

Introduction Page 1: Administration Page 2: Project Overview Page 3: Project Impact More ▾

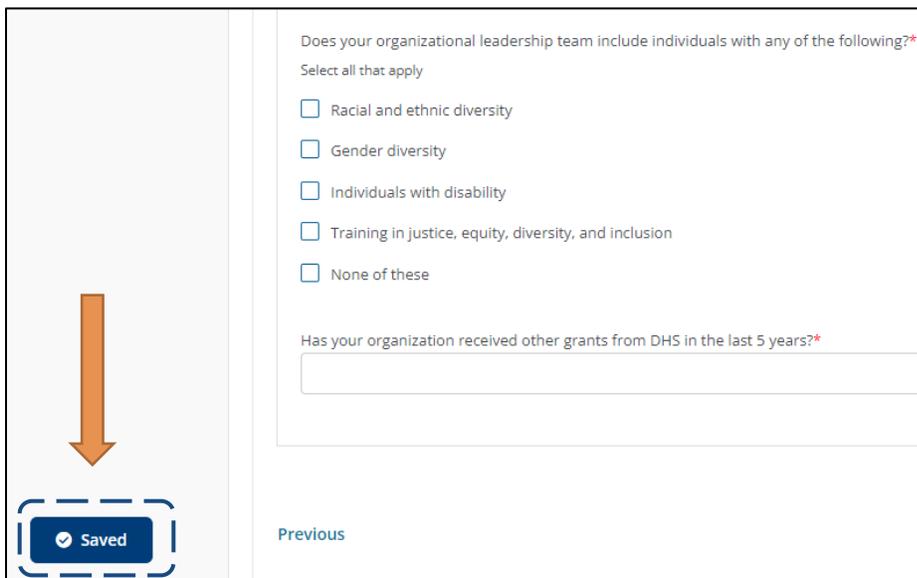
How can this project be categorized?*

Select all that apply

- COVID-19 recovery
- Training

Auto-save

The blue icon on the left of the application screen will refresh and auto-save your application while it's in process. If you leave the application page or are disconnected for some reason, the auto-saved information will display when you return to the application.



Does your organizational leadership team include individuals with any of the following?*

Select all that apply

- Racial and ethnic diversity
- Gender diversity
- Individuals with disability
- Training in justice, equity, diversity, and inclusion
- None of these

Has your organization received other grants from DHS in the last 5 years?*

Previous

Saved

Submit and review the application

Your application will be submitted once you select the Submit icon at the bottom of the page. This will generate a confirmation email.

- Neither this organization nor its principals are aware of any information and possess no knowledge that any subcontractor(s) that will perform work pursuant to this grant agreement are in violation of any of the certifications set forth above.
- Any unspent funding or funding used inappropriately will be returned to DHS within 60 days of the project end date.

I agree that I will meet the requirements set forth in this section.

Previous

Submit



Once an application has been submitted, it can only be edited by an application reviewer. Please reach out to GrantsWIARPAHCBS@pcgus.com if you need to make a change to a submitted application or if you need help completing the application. Please note that the application may not be edited after the application close date (September 12, 2022).

Checking the status of your application

A quick view of your application's status is shown in My Applications. Statuses include:

- **Draft** - The application has been started and saved but not yet submitted.
- **Awaiting Review** - The application has been submitted, and it has not yet been reviewed.
- **In Progress** - The review process is in progress, and a grants administrator has saved a review for this application.
- **On Hold** - A grants administrator requested a revision.
- **Approved** - The application has been approved. It may or may not have awards or payments at this stage.
- **Declined** - The application has been declined.



WI HCBS ARPA Grant

Kacie Testing

● Draft

WI HCBS ARPA Application 2

📄 Draft saved on Jul 18, 2022

Application ID: 1340330

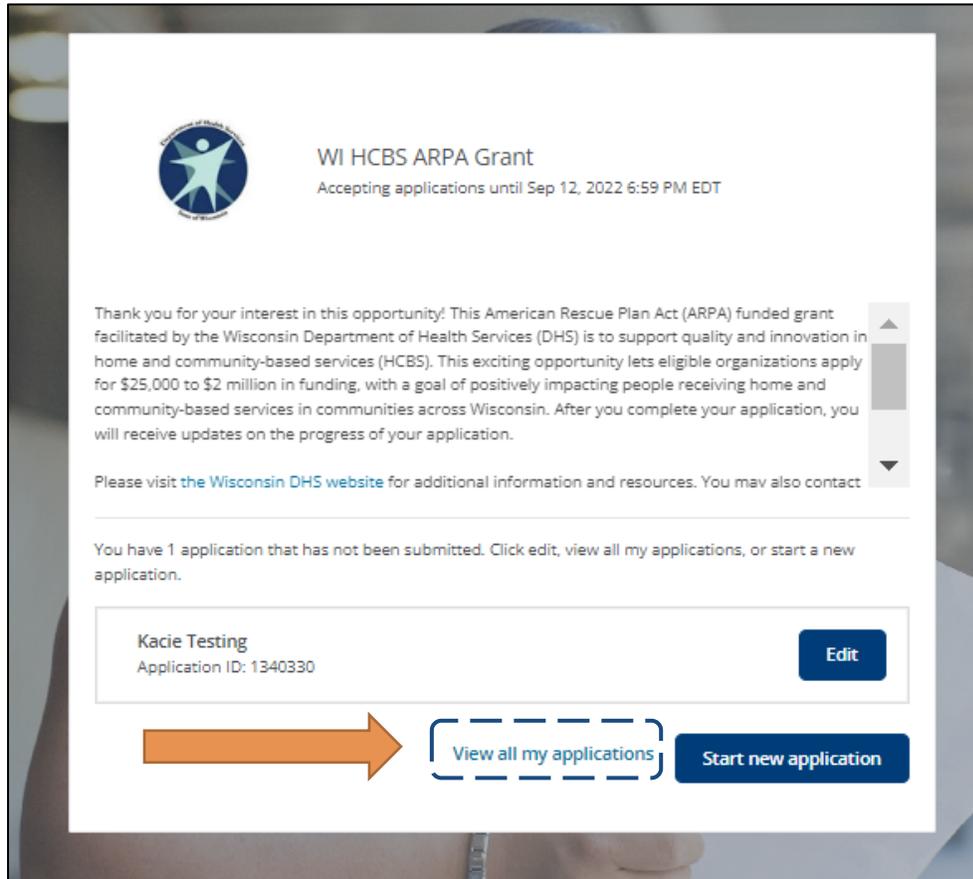
Created on Jul 18, 2022

Manage application

Editing an application

You may edit a draft application (one that has not yet been submitted) or an application that has been sent back to an applicant by the review team for revisions or clarification. You can find your application by logging into the applicant portal.

On the initial screen, select “View all my applications.”



This will take you to a screen where you can see your applications and their status. Select the application you want to edit by clicking the blue link under the application title.



Responding to requests for revisions

The purpose of a revision request is to:

- Ensure the information in the application matches what is in the eligibility form or the information that DHS has on file.
- Ensure applicants agree to attestations.
- Provide an opportunity for applicants to clarify points of issue.

These requests will place the application on hold, allowing applicants time to edit the application.

If you are requested to make an edit to a submitted application, the application status will show as “On Hold.” You will also receive an automated email when this happens that will advise you of requested revisions. You can select the blue link to edit your application or select “Revise Form” at the top of the My Applications page.

My Applications

All statuses selected

Revision Required
An administrator requested changes to a form you submitted.

Program: WI HCBS ARPA Grant ID: 1340330 Form: WI HCBS ARPA Application 2


Revise form



Application ID: 1340330

WI HCBS ARPA Grant
Kacie Testing requesting \$31,800.00

WI HCBS ARPA Application 2 ⓘ Revision requested on Jul 19, 2022

● On hold



Created on Jul 18, 2022

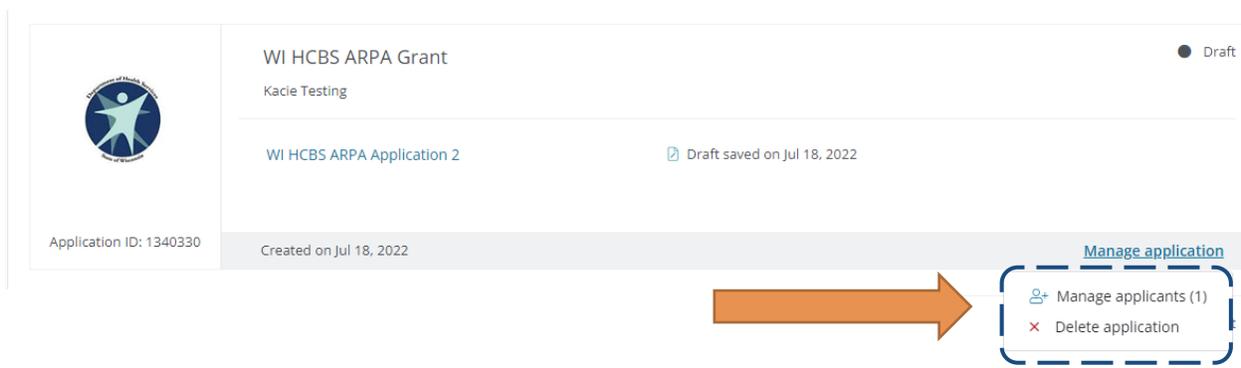
Manage application

If you need help revising or locating the application you would like to edit, please reach out to GrantsWIARPAHCBS@pcgus.com.

Deleting or withdrawing an application

You can delete or withdraw an application if you accidentally submitted multiple applications or decide you no longer want to apply for a grant. To delete or withdraw your application:

1. Log into your applicant portal.
2. Identify the application you would like to delete or withdraw.
3. Select “Manage Application.” If your application is a draft, select “Delete Application.” If the application has been submitted, select “Cancel Application.”



The screenshot displays the applicant portal interface. On the left, there is a sidebar with the Wisconsin Department of Health Services logo and the text "Application ID: 1340330". The main content area shows the application title "WI HCBS ARPA Grant" with a "Draft" status indicator. Below the title, the applicant's name "Kacie Testing" is listed. A second application entry, "WI HCBS ARPA Application 2", is shown with a "Draft saved on Jul 18, 2022" status. At the bottom of the application card, the text "Created on Jul 18, 2022" is visible. A blue dashed box highlights the "Manage application" link, which is connected to a dropdown menu. An orange arrow points from the application card to the dropdown menu. The dropdown menu contains two options: "Manage applicants (1)" with a plus icon and "Delete application" with a red X icon.