WISCONSIN DEPARTMENT
of **HEALTH SERVICES**

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

Table of Contents

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.
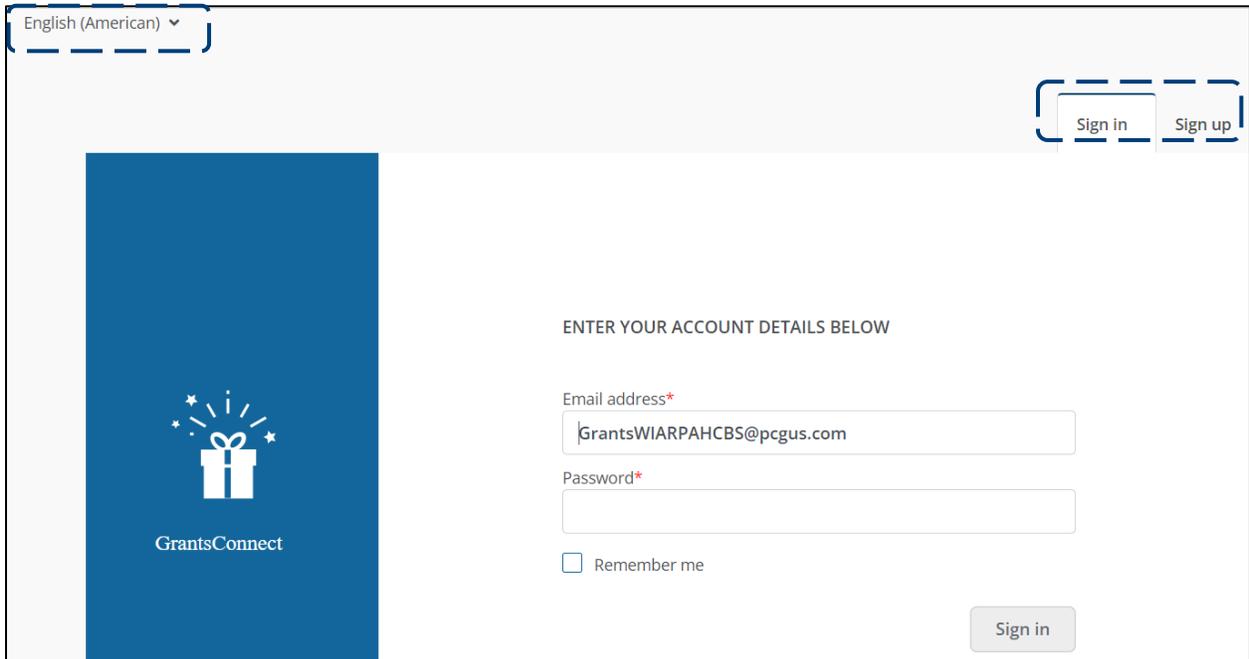
Account confirmation

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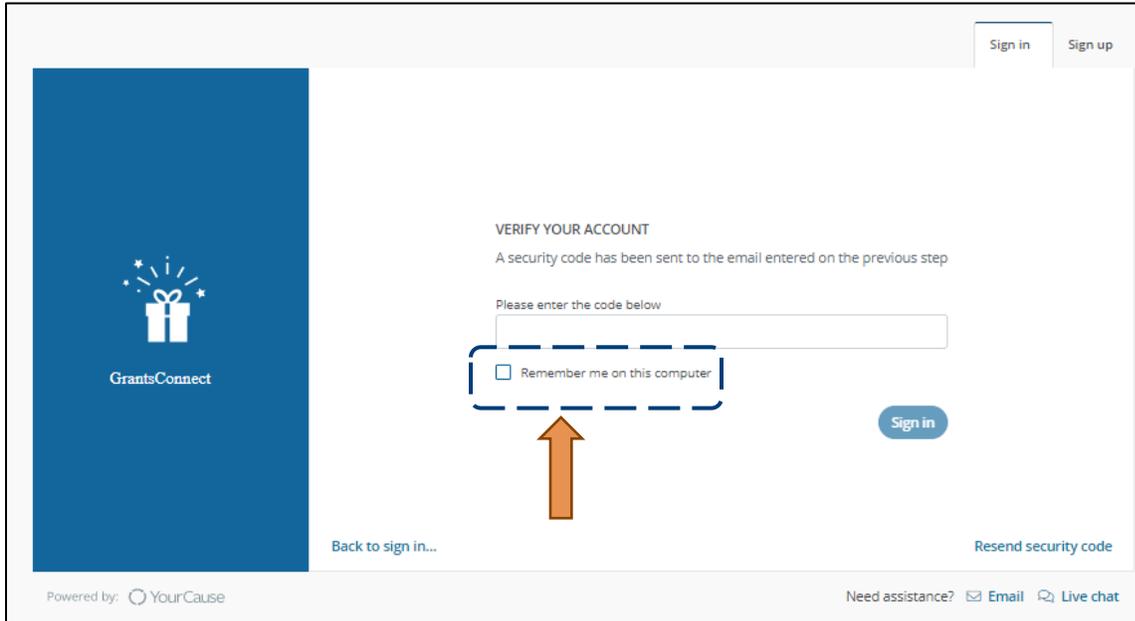
The link in the registration confirmation email will expire after **24 hours**. If you do not verify your account within that timeframe, you will need to return to the site and select "Resend account verification email".
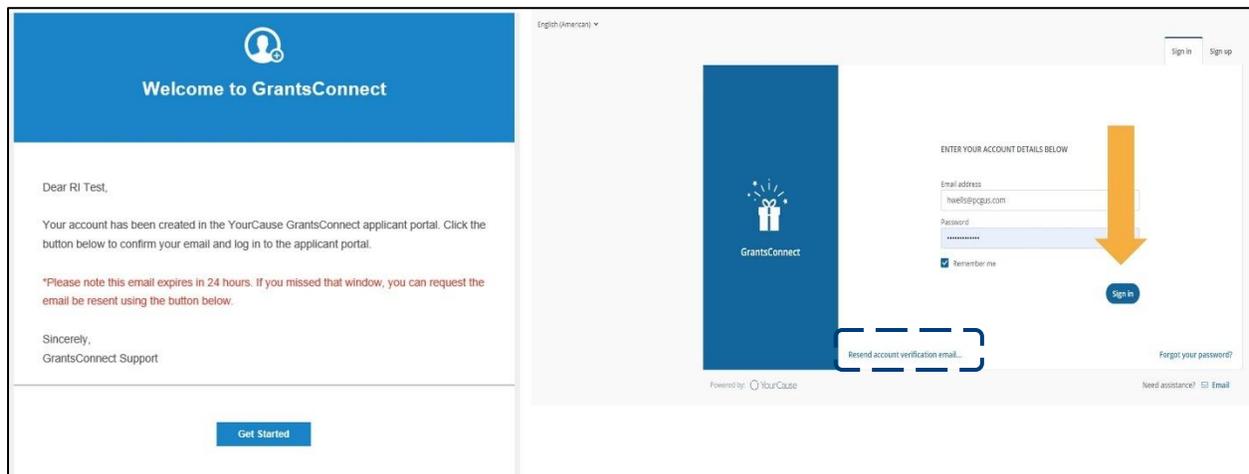
Verify your account

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.

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.
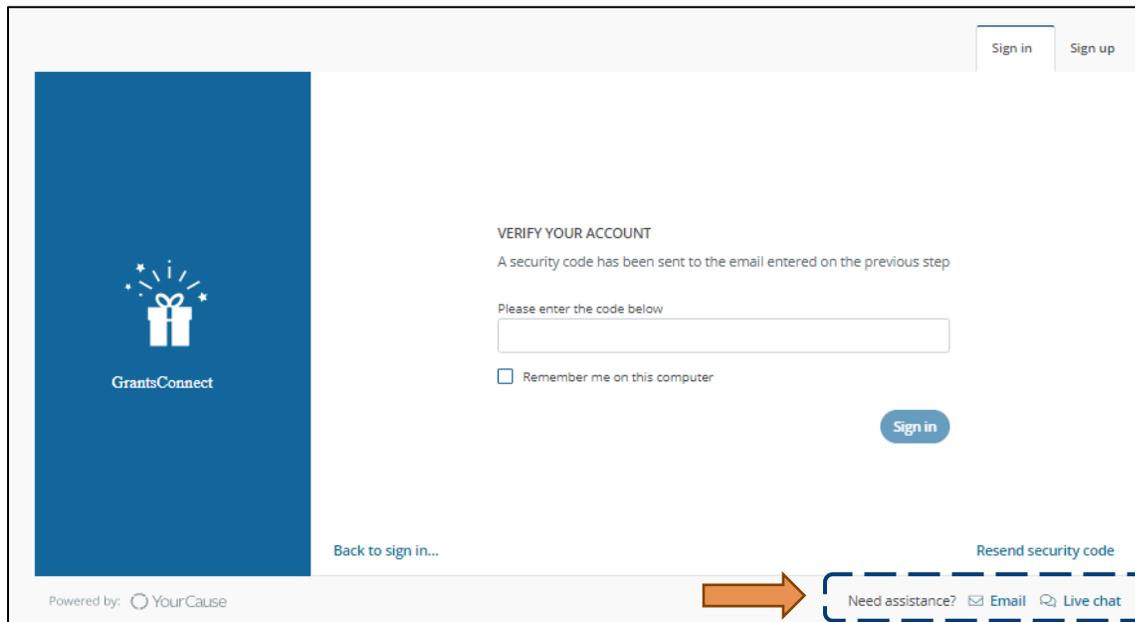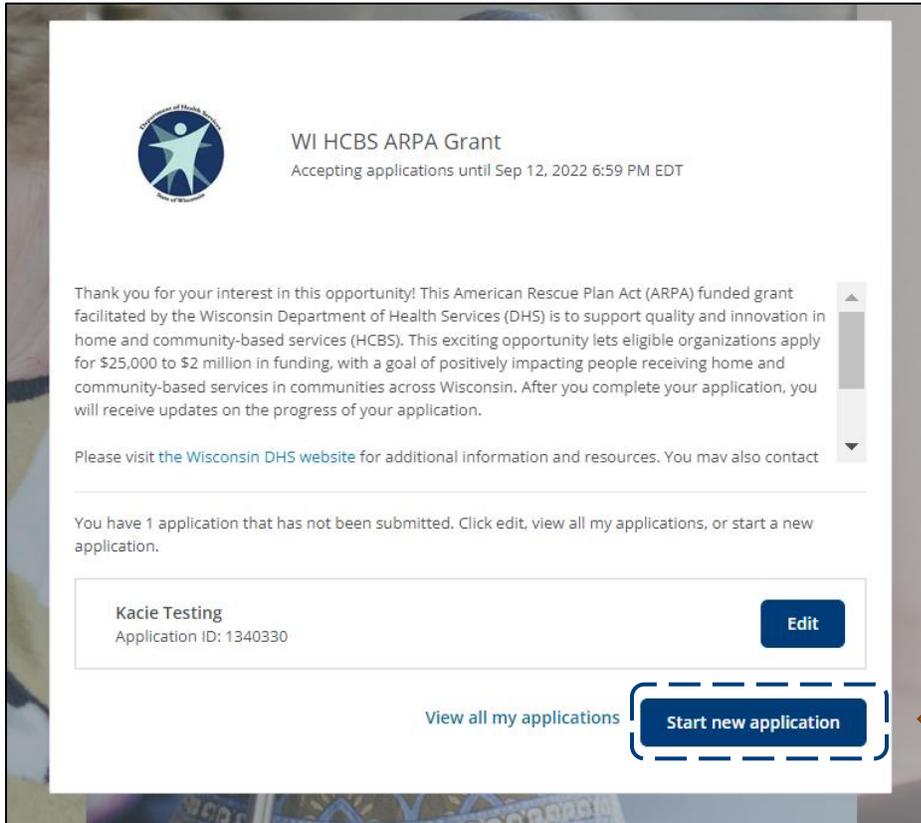

If you are logged in, you can contact the support team by clicking on the question mark icon next to your name in the top right corner of the screen. Then, select either Contact Support to submit a ticket or Live Chat to message a support team member.

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.

Saved applications

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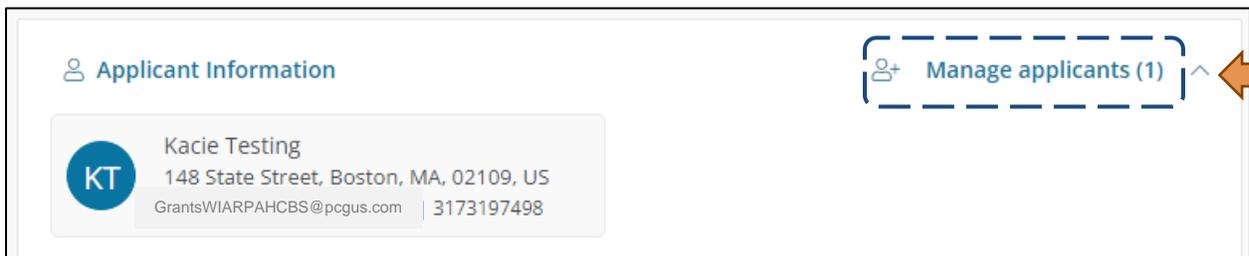
Applicant information

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.

Once you have a 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.)

![Wisconsin Department of Health Services logo]

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

Search by applicant email

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.
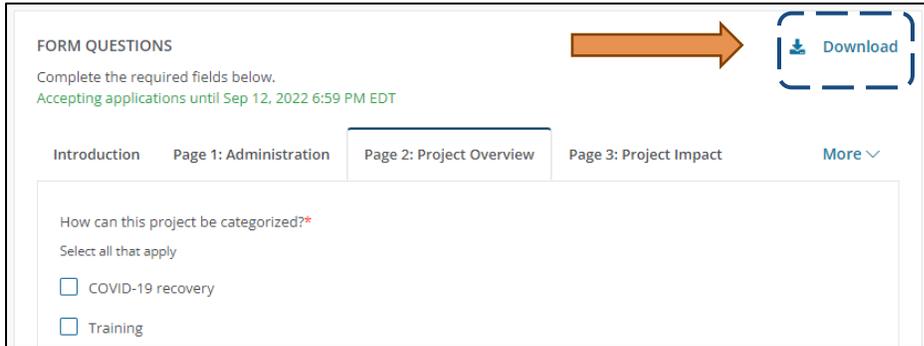
Auto-save

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.
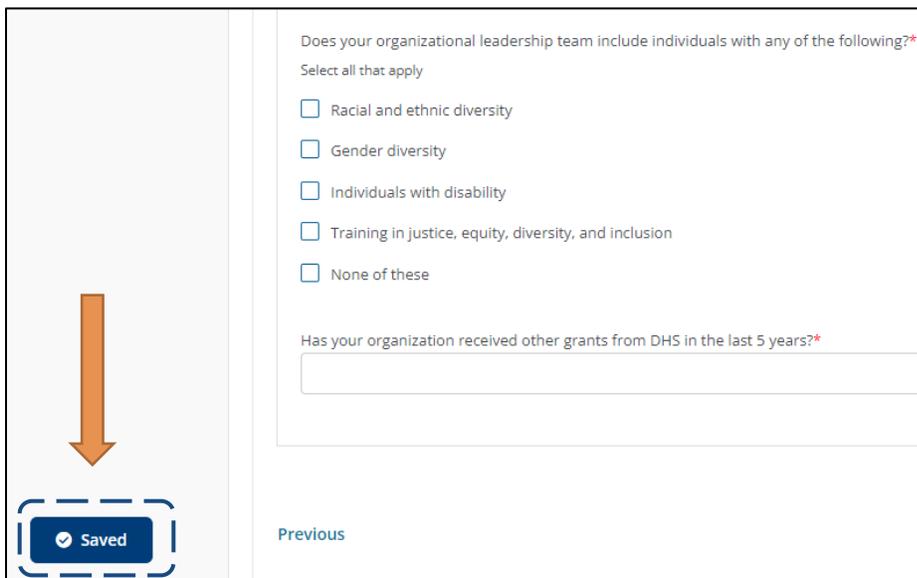
Submit and review the application

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

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.

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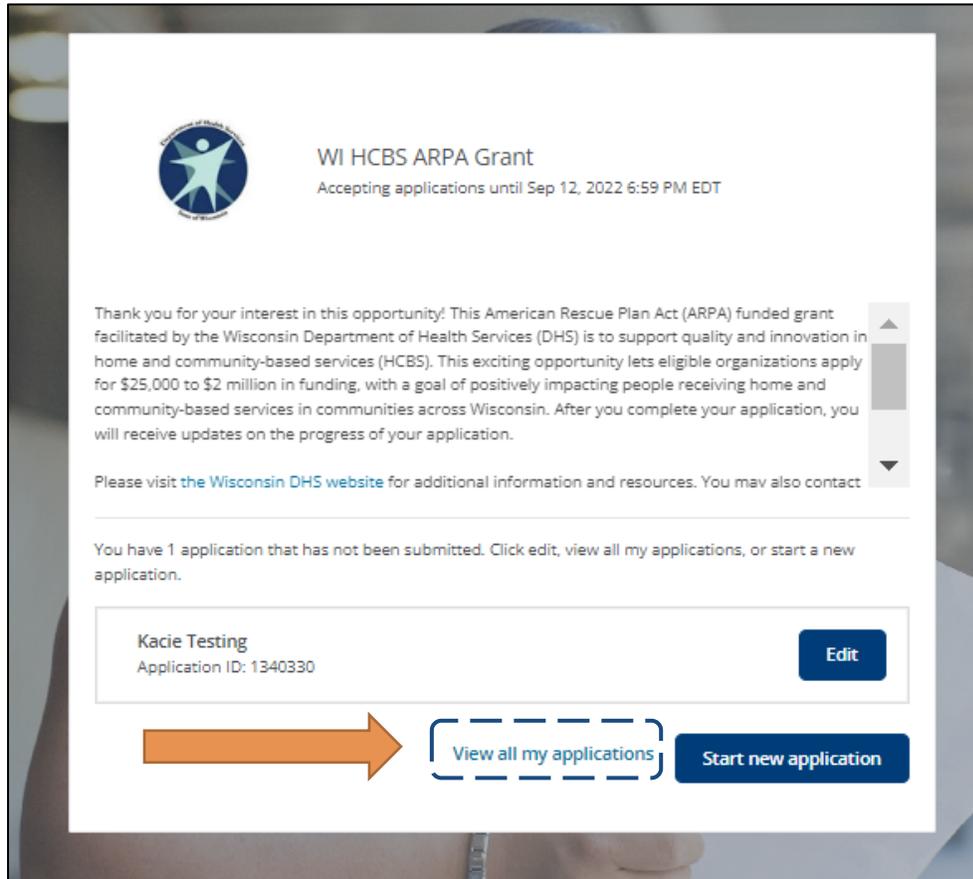
This will take you to a screen where you can see your applications and their status. Select the application you want to edit by clicking the blue link under the application title.

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.
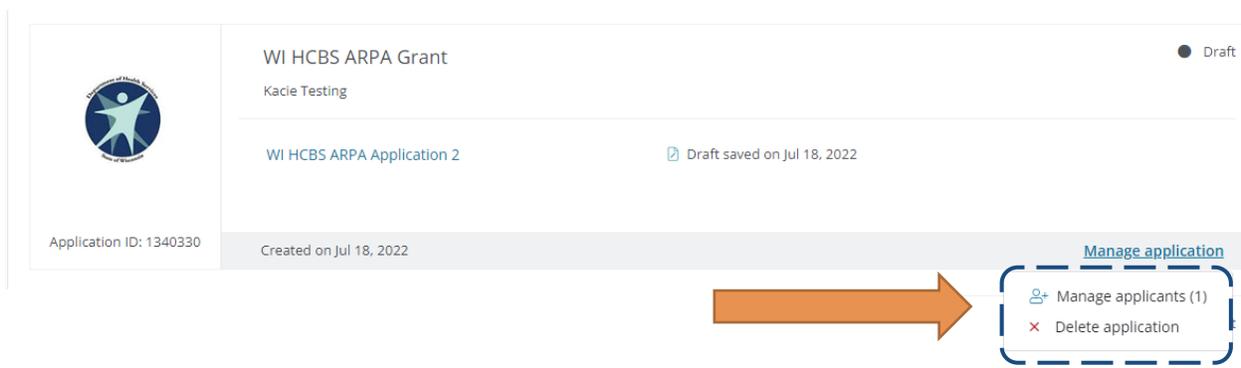

If you need help revising or locating the application you would like to edit, please reach out to GrantsWIARPAHCBS@pcgus.com.

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."