

# Tips on Using GrantsConnect to Complete Your AHCCCS ARP Program Award 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.

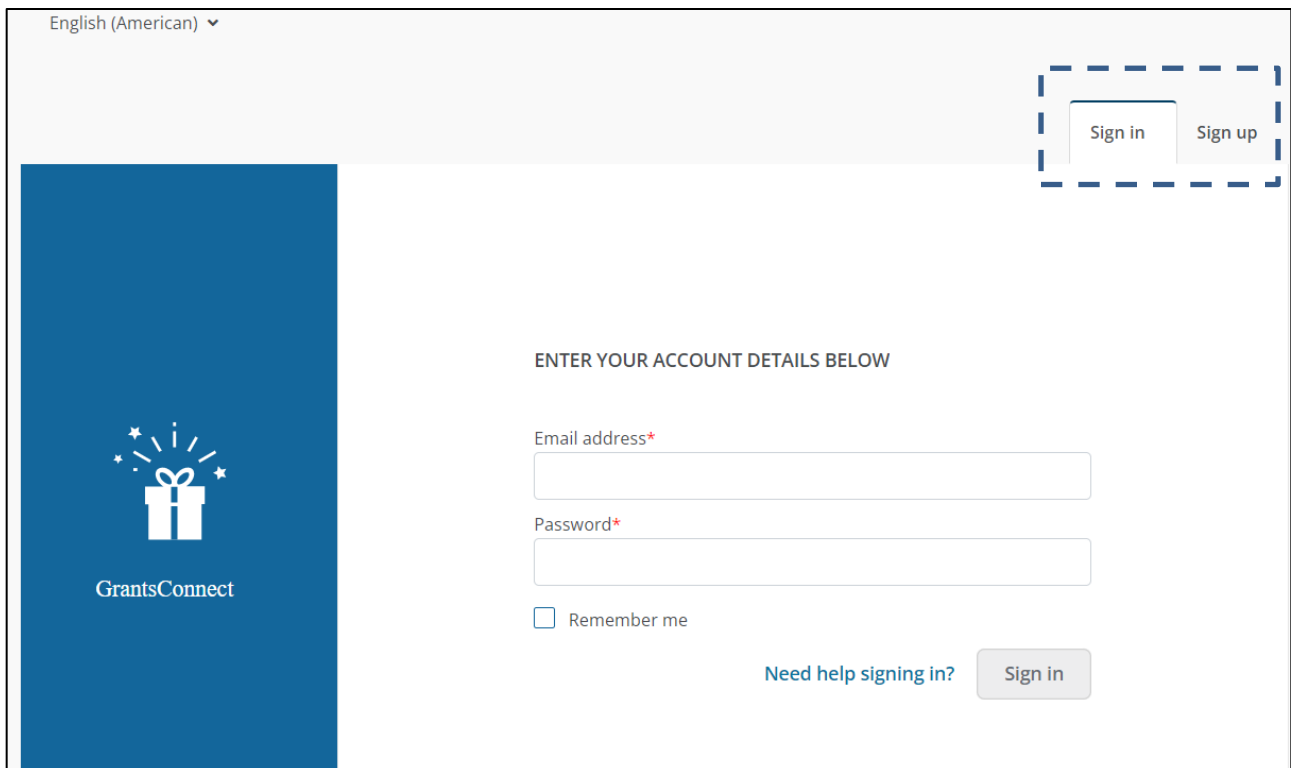
## Additional Resources

For more information about this program award opportunity, please review the resources available on the [AHCCCS ARP Program Award web page](#).

## 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.

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.



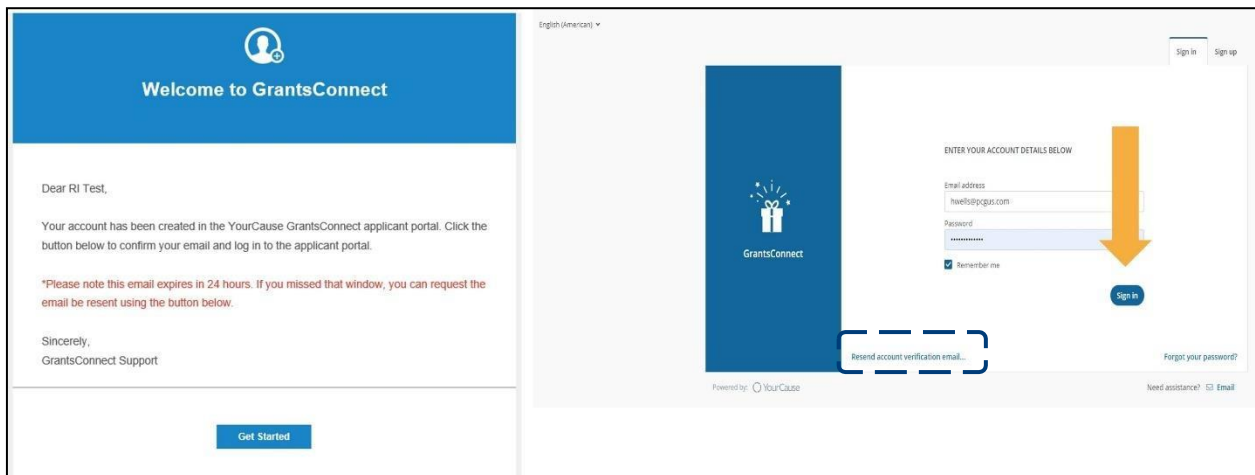
The screenshot shows the GrantsConnect login interface. At the top left, there is a language dropdown menu set to "English (American)". In the top right corner, there are two buttons: "Sign in" and "Sign up", which are highlighted with a dashed blue border. On the left side, there is a blue vertical banner with a white gift icon and the text "GrantsConnect". The main content area is white and contains the heading "ENTER YOUR ACCOUNT DETAILS BELOW". Below this heading are two input fields: "Email address\*" and "Password\*", both with red asterisks indicating required fields. Below the password field is a checkbox labeled "Remember me". At the bottom right of the form area, there is a link "Need help signing in?" and a "Sign in" button.

## 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 must click the “Sign in” tab at the top of the screen to find this button.

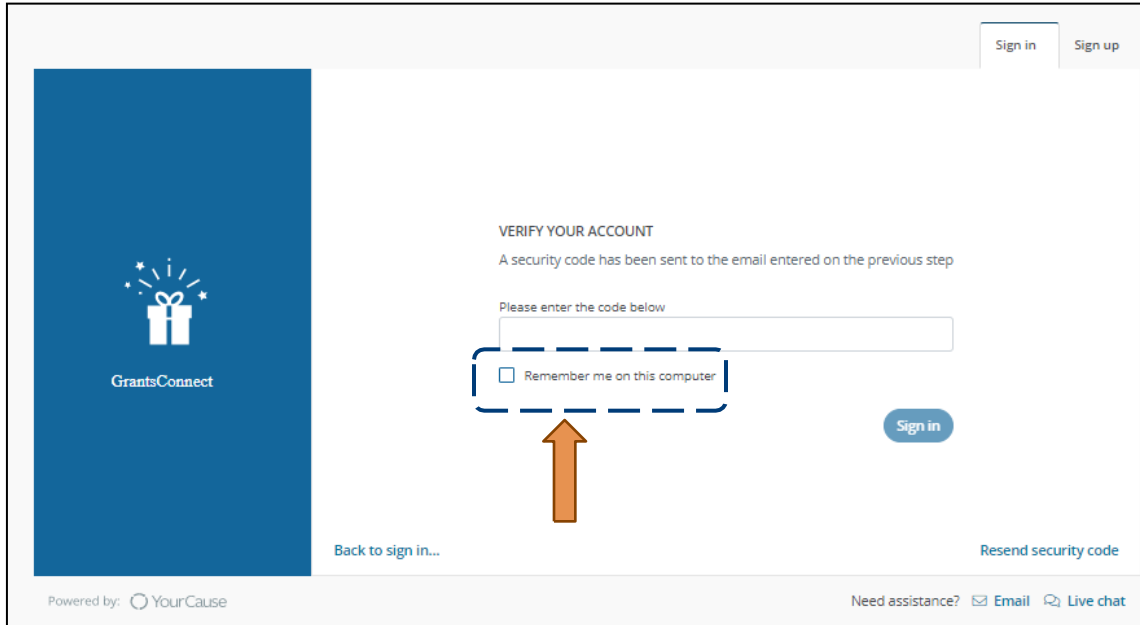
The link in the registration confirmation email will expire after **24 hours**. If you do not verify your account within that timeframe, you will need to return to the site and select “Resend account verification email”.



## Verifying Your Account

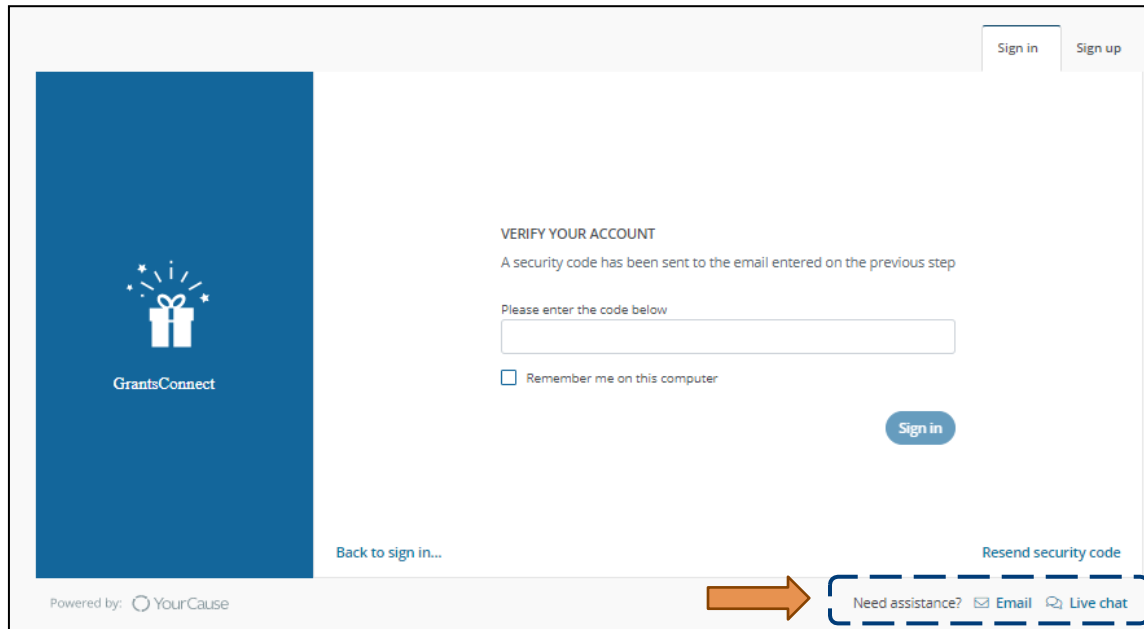
When you log in, you may be prompted to verify your email address. You will do this by entering a verification code sent to the address associated with your account. This is done to make sure your data stays safe.

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.

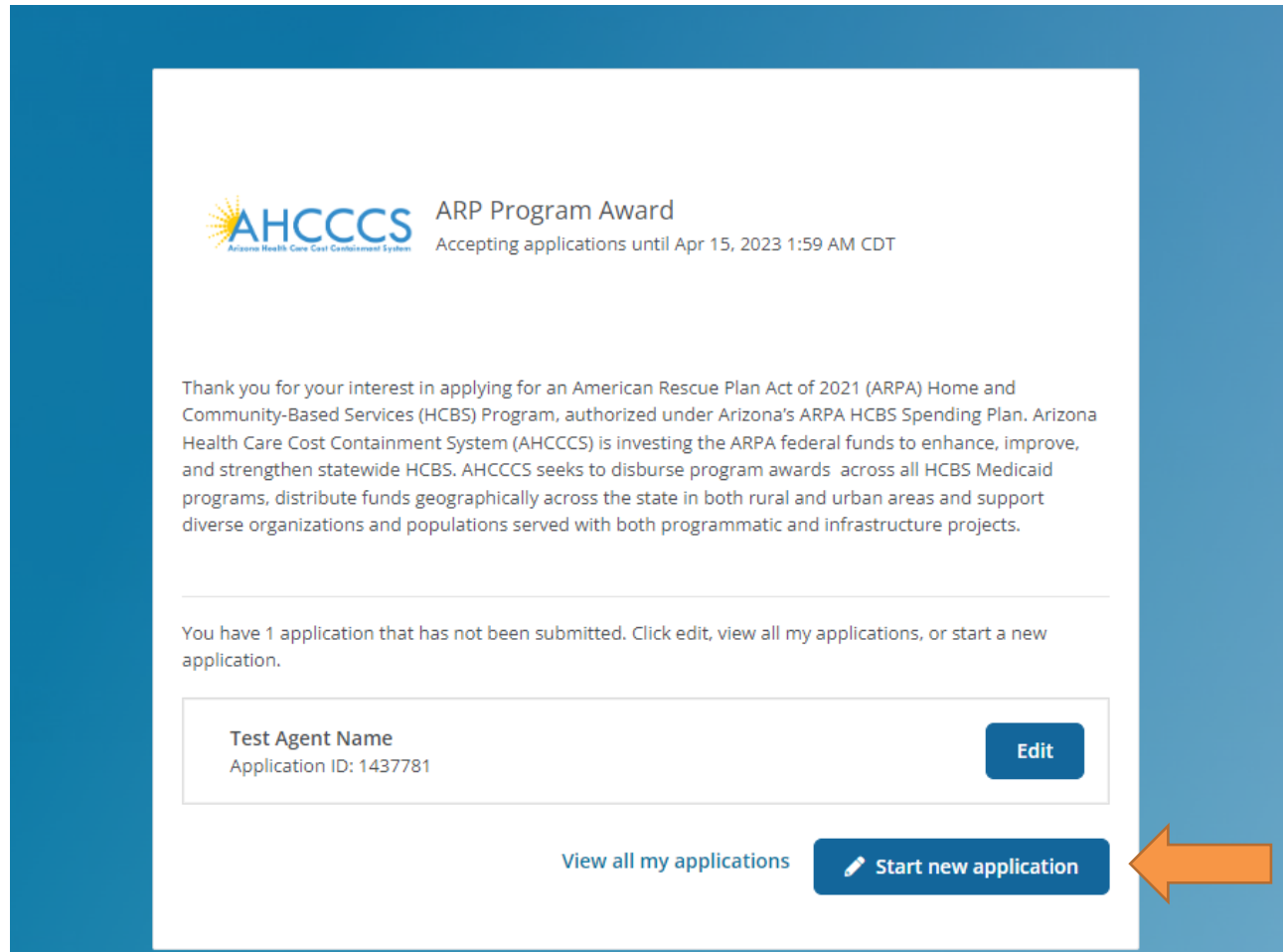



If you are logged in, you can contact the support team by clicking on the question mark icon next to your name in the top right corner of the screen. Then, select either Contact Support to submit a ticket or Live Chat to message a support team member.



## 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 an award.



 **ARP Program Award**  
Accepting applications until Apr 15, 2023 1:59 AM CDT

Thank you for your interest in applying for an American Rescue Plan Act of 2021 (ARPA) Home and Community-Based Services (HCBS) Program, authorized under Arizona's ARPA HCBS Spending Plan. Arizona Health Care Cost Containment System (AHCCCS) is investing the ARPA federal funds to enhance, improve, and strengthen statewide HCBS. AHCCCS seeks to disburse program awards across all HCBS Medicaid programs, distribute funds geographically across the state in both rural and urban areas and support diverse organizations and populations served with both programmatic and infrastructure projects.

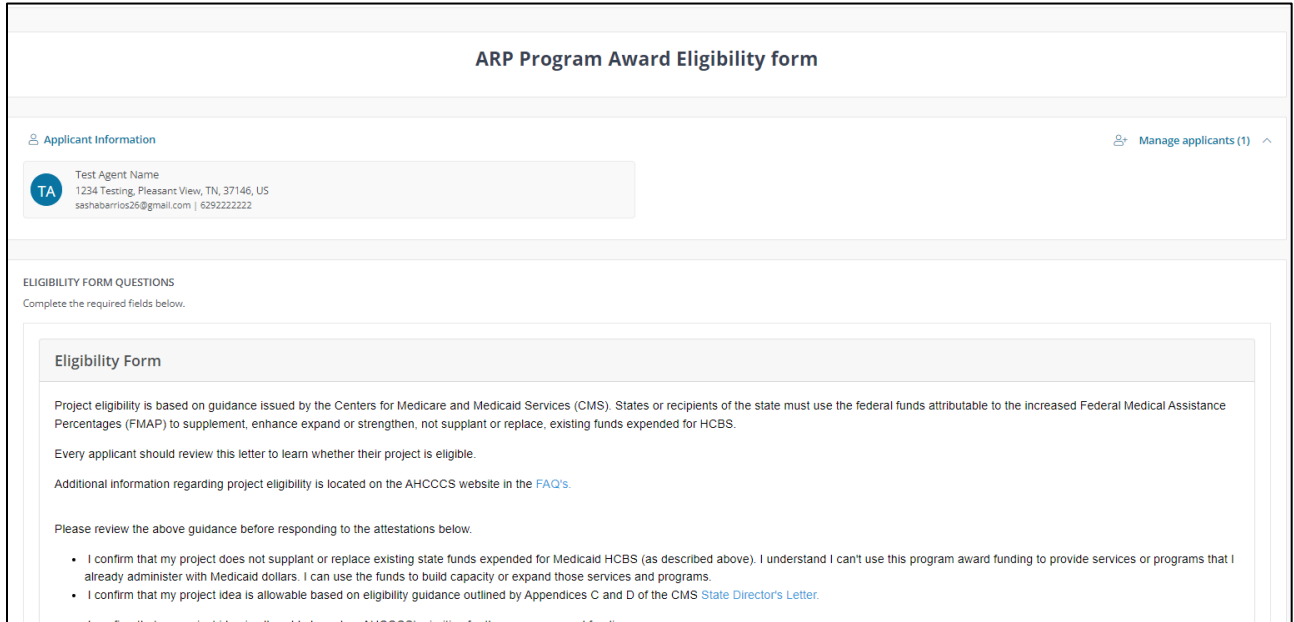
You have 1 application that has not been submitted. Click edit, view all my applications, or start a new application.

|  |                      |
|--|----------------------|
| Test Agent Name<br>Application ID: 1437781 | <a href="#">Edit</a> |
|--|----------------------|

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

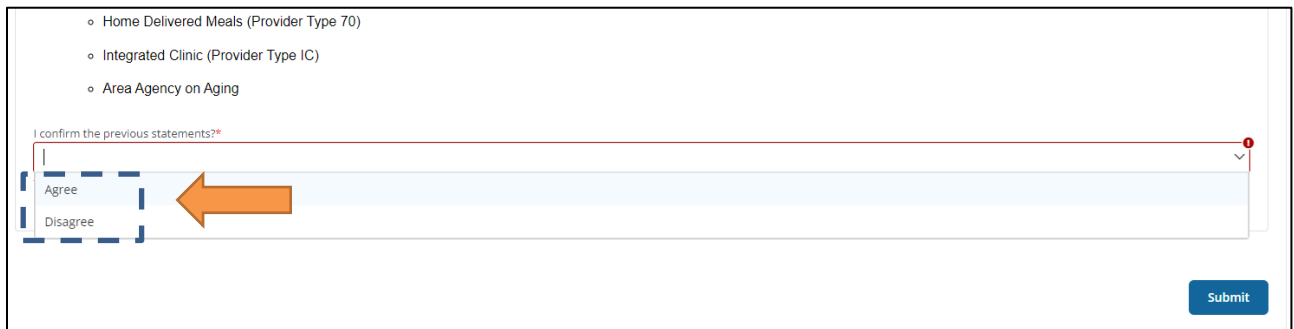
## Eligibility Form

After you start a new application, you'll be taken to an award eligibility form to confirm you meet the requirements for this award program.



The screenshot shows the "ARP Program Award Eligibility form" interface. At the top, there is a header with the title "ARP Program Award Eligibility form". Below the header, there is a section for "Applicant Information" with a "Manage applicants (1)" link. The applicant information includes a profile picture with the initials "TA" and the following details: "Test Agent Name", "1234 Testing, Pleasant View, TN, 37146, US", and "sashabarris26@gmail.com | 6292222222". Below this is a section titled "ELIGIBILITY FORM QUESTIONS" with the instruction "Complete the required fields below." The main content area is titled "Eligibility Form" and contains the following text: "Project eligibility is based on guidance issued by the Centers for Medicare and Medicaid Services (CMS). States or recipients of the state must use the federal funds attributable to the increased Federal Medical Assistance Percentages (FMAP) to supplement, enhance expand or strengthen, not supplant or replace, existing funds expended for HCBS. Every applicant should review this letter to learn whether their project is eligible. Additional information regarding project eligibility is located on the AHCCCS website in the [FAQ's](#). Please review the above guidance before responding to the attestations below." There are two bullet points for attestations: "I confirm that my project does not supplant or replace existing state funds expended for Medicaid HCBS (as described above). I understand I can't use this program award funding to provide services or programs that I already administer with Medicaid dollars. I can use the funds to build capacity or expand those services and programs." and "I confirm that my project idea is allowable based on eligibility guidance outlined by Appendices C and D of the CMS [State Director's Letter](#)."

At the bottom, you can choose whether you Agree or Disagree with the listed eligibility statements.



The screenshot shows the bottom portion of the form. It lists three provider types: "Home Delivered Meals (Provider Type 70)", "Integrated Clinic (Provider Type IC)", and "Area Agency on Aging". Below this is a question: "I confirm the previous statements?\*" with a red asterisk indicating it is required. There are two radio button options: "Agree" and "Disagree". An orange arrow points to the "Agree" option. At the bottom right, there is a blue "Submit" button.

If you agree, you will receive the following confirmation and can begin your application.

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Congratulations! You have passed eligibility and can now proceed with your application.

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[Cancel](#) [Continue to application](#)

If you disagree, you will receive the following message. You then have the option to either review the eligibility form again to confirm you are not eligible, or return to the welcome page.

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Unfortunately you have not met the eligibility qualifications. If you have any questions, feel free to reach out to [AHCCCSARPAwardsHelp@pcgus.com](mailto:AHCCCSARPAwardsHelp@pcgus.com)

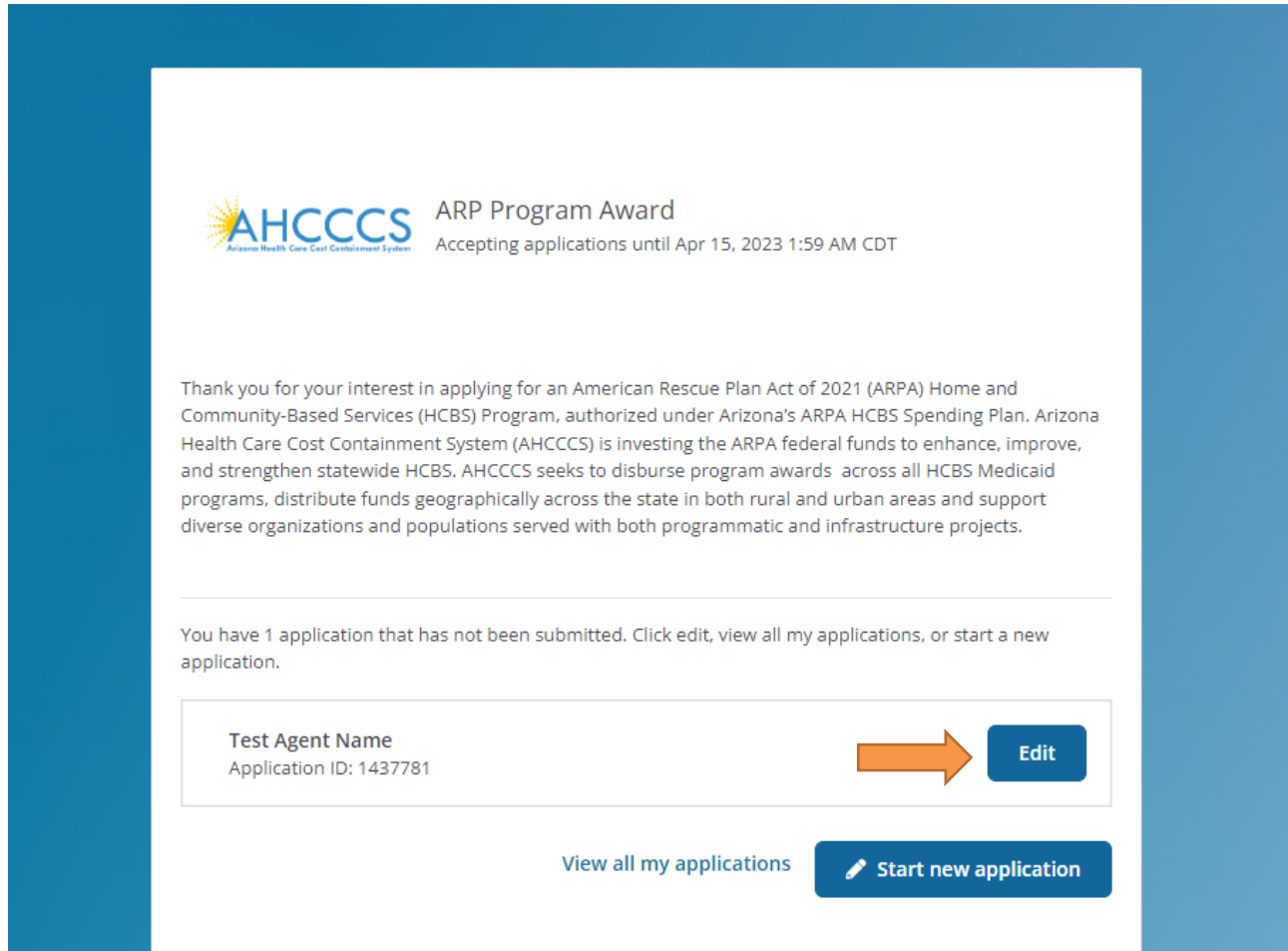
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[Cancel](#) [Start over](#) [Go to my applications](#)




## Saved Applications

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




The screenshot shows a user interface for the AHCCCS ARP Program Award. At the top left is the AHCCCS logo. To its right, the text reads "ARP Program Award" and "Accepting applications until Apr 15, 2023 1:59 AM CDT". Below this is a paragraph of text: "Thank you for your interest in applying for an American Rescue Plan Act of 2021 (ARPA) Home and Community-Based Services (HCBS) Program, authorized under Arizona's ARPA HCBS Spending Plan. Arizona Health Care Cost Containment System (AHCCCS) is investing the ARPA federal funds to enhance, improve, and strengthen statewide HCBS. AHCCCS seeks to disburse program awards across all HCBS Medicaid programs, distribute funds geographically across the state in both rural and urban areas and support diverse organizations and populations served with both programmatic and infrastructure projects." A horizontal line separates this text from the next section. Below the line, it says "You have 1 application that has not been submitted. Click edit, view all my applications, or start a new application." There is a table-like structure with one row containing the text "Test Agent Name" and "Application ID: 1437781". To the right of this text is an orange arrow pointing to a blue button labeled "Edit". At the bottom of the page, there are two buttons: "View all my applications" and "Start new application" (which includes a pencil icon).

 **ARP Program Award**  
Accepting applications until Apr 15, 2023 1:59 AM CDT

Thank you for your interest in applying for an American Rescue Plan Act of 2021 (ARPA) Home and Community-Based Services (HCBS) Program, authorized under Arizona's ARPA HCBS Spending Plan. Arizona Health Care Cost Containment System (AHCCCS) is investing the ARPA federal funds to enhance, improve, and strengthen statewide HCBS. AHCCCS seeks to disburse program awards across all HCBS Medicaid programs, distribute funds geographically across the state in both rural and urban areas and support diverse organizations and populations served with both programmatic and infrastructure projects.

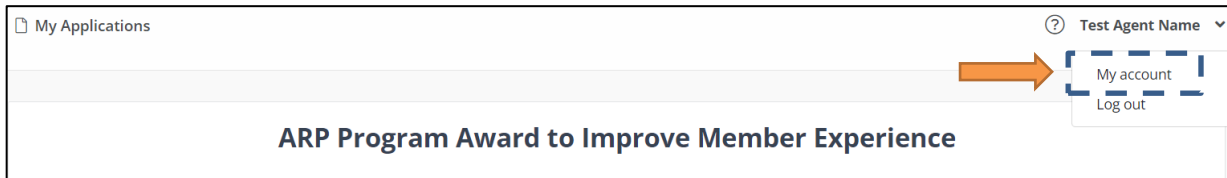
You have 1 application that has not been submitted. Click edit, view all my applications, or start a new application.

|  |  |
|--|--|
| Test Agent Name<br>Application ID: 1437781 |  <a href="#">Edit</a> |
|--|--|

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

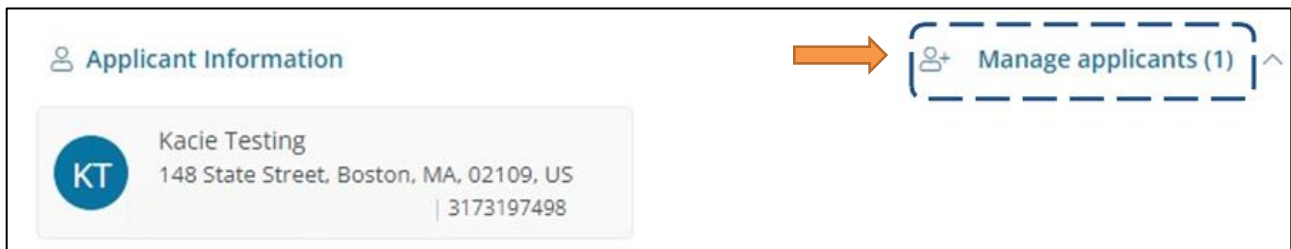
## Applicant Information

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.

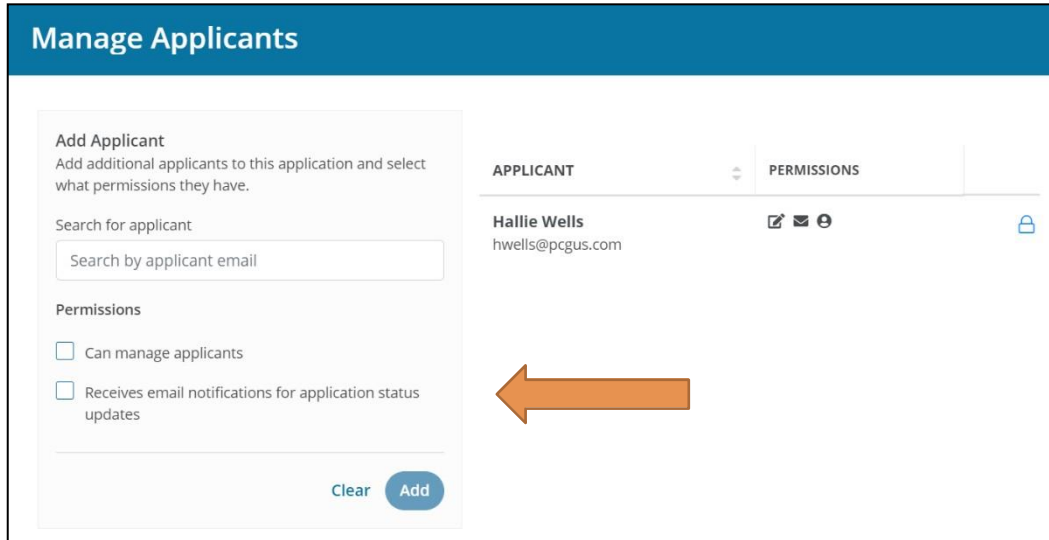


Once you have started an application, you may then add a “second contributor” or “reviewer” from your organization (for example, if you are the director and want to keep your financial manager informed on the application). **Note:** They will need to have their own account in GrantsConnect before you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

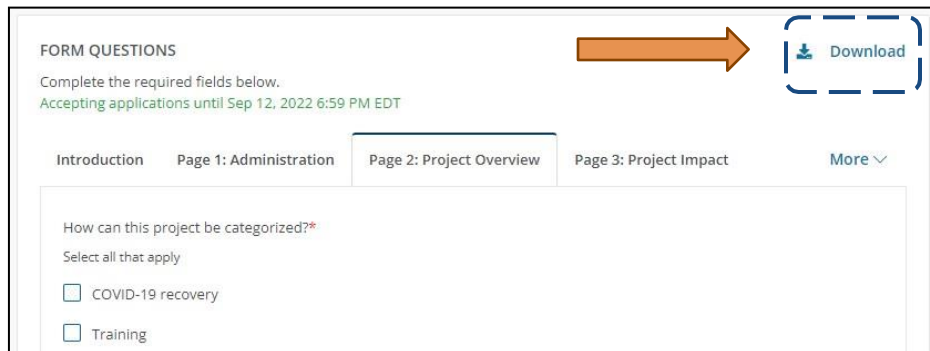


You can search for them by email and manage their access by selecting either “Can manage applicants” (allowing the user to edit an application) or “Receives email notifications for application status updates” (allowing the user to stay updated on the application status).



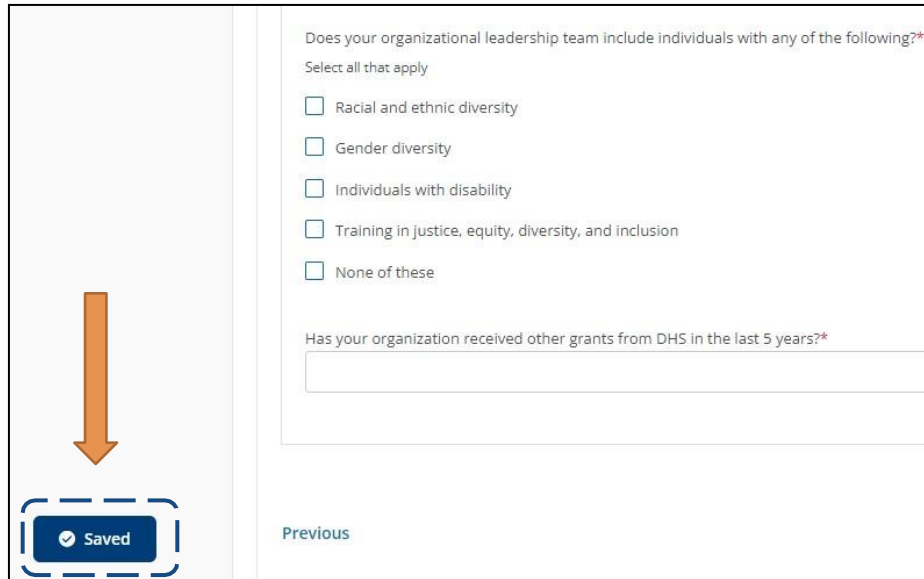
### Download the Application

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.



The screenshot shows a web application interface. On the left side, there is a vertical sidebar containing a large orange downward-pointing arrow and a blue button with a white checkmark and the text "Saved". The main content area contains the following text and form elements:

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

Select all that apply

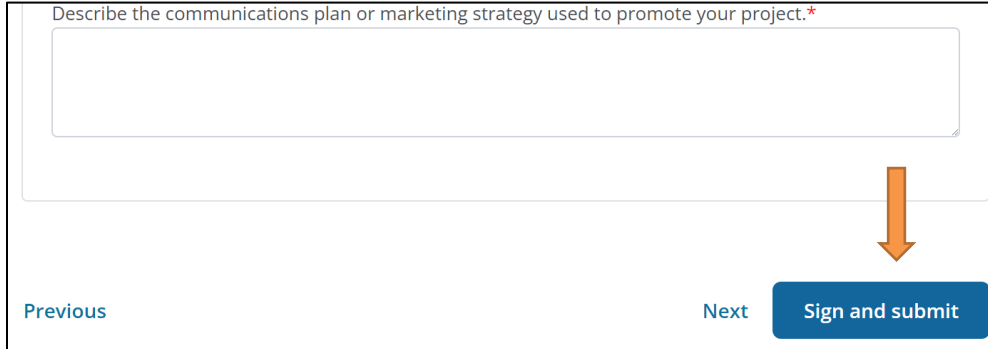
- Racial and ethnic diversity
- Gender diversity
- Individuals with disability
- Training in justice, equity, diversity, and inclusion
- None of these

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

Below this question is a text input field. At the bottom left of the main content area, there is a "Previous" link.

## Submit and Review the Application

Once you have completed your application, click “Sign and submit” in the bottom right corner.

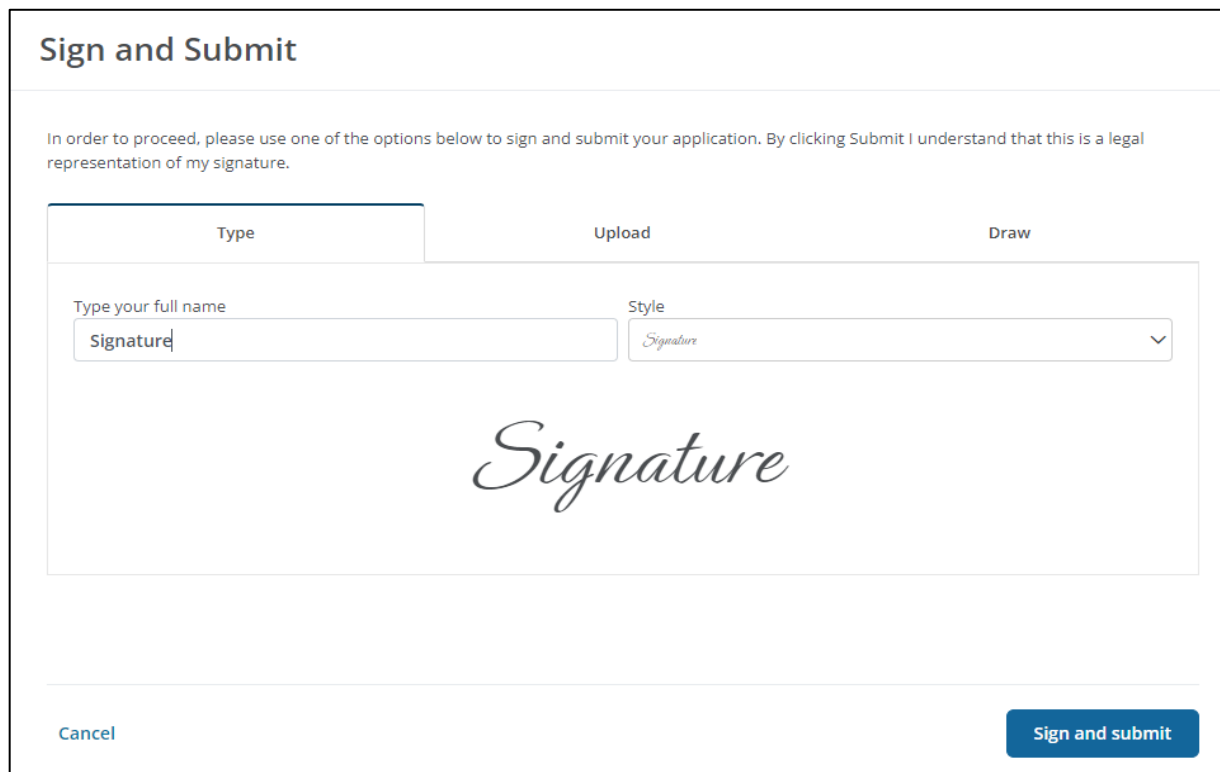


Describe the communications plan or marketing strategy used to promote your project.\*

Previous Next **Sign and submit**

The screenshot shows a form with a text area for describing the communications plan. Below the text area are three buttons: "Previous", "Next", and "Sign and submit". An orange arrow points from the text area down to the "Sign and submit" button.

You will then be taken to a signature screen where you can type, upload, or draw your signature.



### Sign and Submit

In order to proceed, please use one of the options below to sign and submit your application. By clicking Submit I understand that this is a legal representation of my signature.

Type Upload Draw

Type your full name Style

Signature Signature

*Signature*

Cancel **Sign and submit**

The screenshot shows the "Sign and Submit" screen. It has three tabs: "Type", "Upload", and "Draw". Under the "Type" tab, there are two input fields: "Type your full name" with the text "Signature" and "Style" with a dropdown menu showing "Signature". Below these fields is a large area displaying a cursive signature "Signature". At the bottom, there are "Cancel" and "Sign and submit" buttons.


Once you have signed your application, click “Sign and submit” again. This will submit your application and generate a confirmation email.

Once an application has been submitted, it can only be edited by an application reviewer. Please reach out to [AHCCCSARPAwardsHelp@pcqus.com](mailto:AHCCCSARPAwardsHelp@pcqus.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 (May 16, 2023).

## Checking the Status of Your Application

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

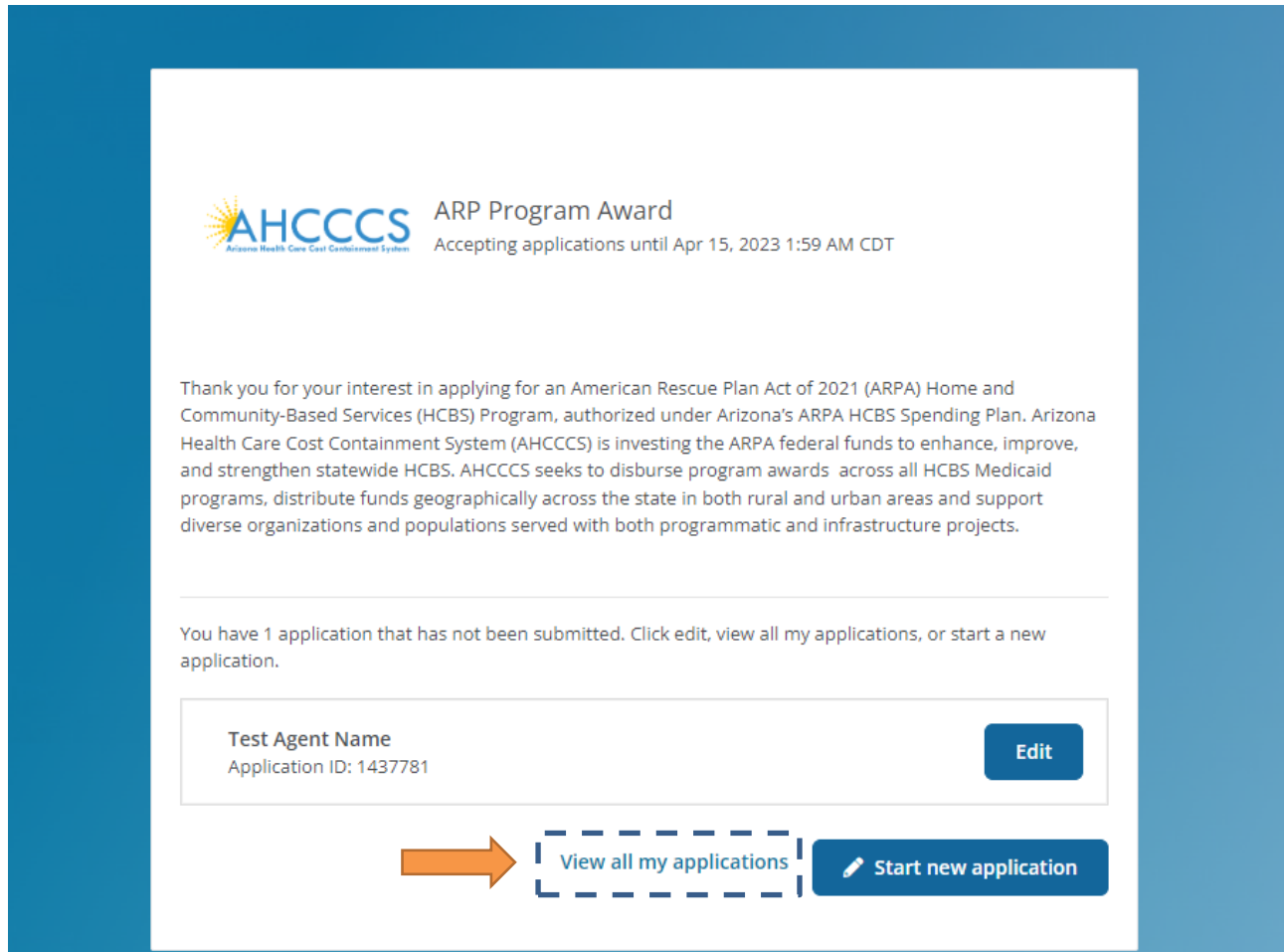
- **Draft** - The application has been started and saved but not yet submitted.
- **Awaiting Review** - The application has been submitted, and it has not yet been reviewed.
- **In Progress** - The review process is in progress, and a grants administrator has saved a review for this application.
- **On 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.

|  |  |   |
|--|--|---|
| <br>Application ID: 1437781 | ARP Program Award<br>Test Agent Name   | <input checked="" type="radio"/> Draft  |
|  | ARP Program Award Eligibility form<br>ARP Program Award to Improve Member Experience | <input checked="" type="checkbox"/> Submitted on Mar 31, 2023<br><input type="checkbox"/> Draft saved on Mar 31, 2023 |
| Created on Mar 31, 2023  |  | <a href="#">Manage application</a>  |

## Editing an Application

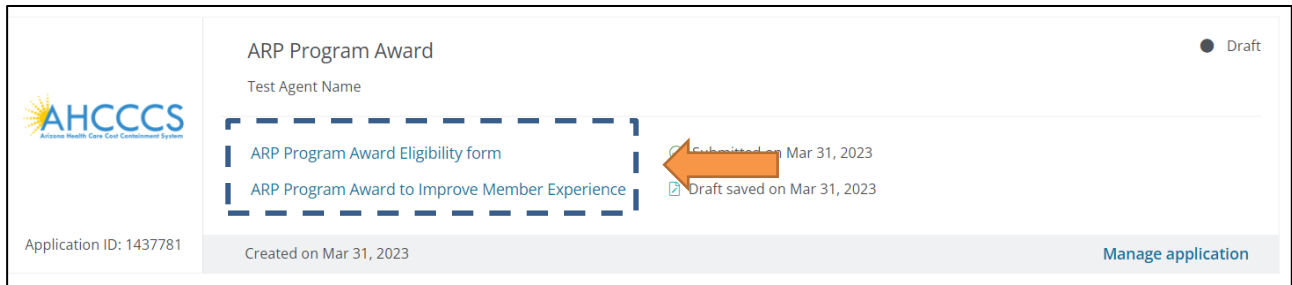
You may edit a draft application (one that has not yet been submitted) or an application that has been sent back to an applicant by the review team for revisions or clarification. You can find your application by logging into the applicant portal.

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



The screenshot shows the AHCCCS ARP Program Award application portal. At the top left is the AHCCCS logo. To its right, the text reads "ARP Program Award" and "Accepting applications until Apr 15, 2023 1:59 AM CDT". Below this is a paragraph of text: "Thank you for your interest in applying for an American Rescue Plan Act of 2021 (ARPA) Home and Community-Based Services (HCBS) Program, authorized under Arizona's ARPA HCBS Spending Plan. Arizona Health Care Cost Containment System (AHCCCS) is investing the ARPA federal funds to enhance, improve, and strengthen statewide HCBS. AHCCCS seeks to disburse program awards across all HCBS Medicaid programs, distribute funds geographically across the state in both rural and urban areas and support diverse organizations and populations served with both programmatic and infrastructure projects." Below the text is a horizontal line. Underneath the line, it says "You have 1 application that has not been submitted. Click edit, view all my applications, or start a new application." Below this is a card with the text "Test Agent Name" and "Application ID: 1437781" on the left, and an "Edit" button on the right. At the bottom, there is a dashed box around the "View all my applications" link, with an orange arrow pointing to it from the left. To the right of the dashed box is a "Start new application" button with a pencil icon.

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.



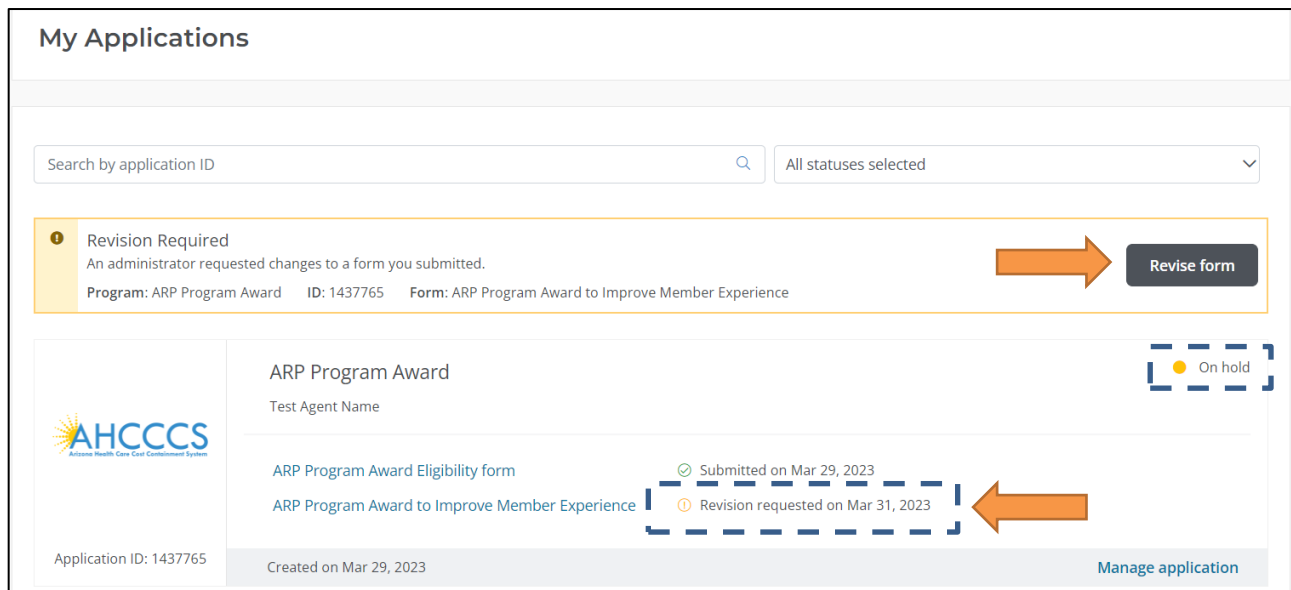
## Responding to Requests for Revisions

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 AHCCCS 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.



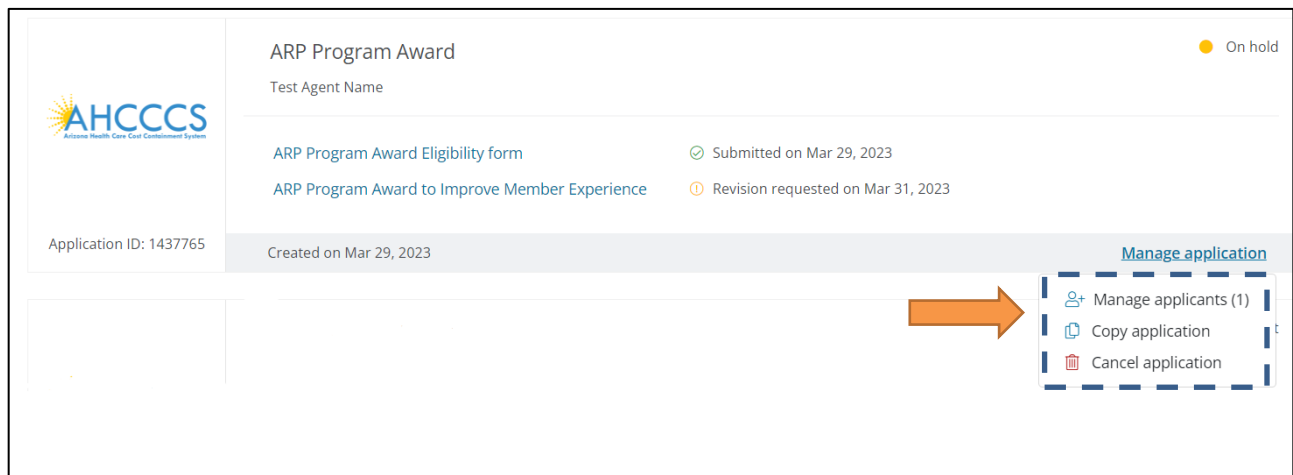


If you need help revising or locating the application you would like to edit, please reach out to [AHCCCSARPAwardsHelp@pcqus.com](mailto:AHCCCSARPAwardsHelp@pcqus.com).

### 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 an award. 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.”



ARP Program Award ● On hold

Test Agent Name

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ARP Program Award Eligibility form ✔ Submitted on Mar 29, 2023

ARP Program Award to Improve Member Experience ⚠ Revision requested on Mar 31, 2023

Application ID: 1437765 Created on Mar 29, 2023

[Manage application](#)

- 👤+ Manage applicants (1)
- 📄 Copy application
- 🗑️ Cancel application