



New Grant System Applicant Guide

Delta Regional Authority Grants

FIRST-TIME LOGIN

To log in to the new DRA Grant Portal, visit funding.dra.gov OR dra.communityforce.com.

Any user who COMPLETED a grant application on one of DRA's previous grant portals between 2018 - 2023:

- Please use your previous system email address and select the "Forgot Password?" link to set up a new password for the new DRA Grant Management Portal.

Any user who COMPLETED your last DRA grant application PRIOR to 2017, the new grant system was unable to find your previous email address. You MUST create a new account to access the new DRA Grant Management Portal.

Any user who is NEW to DRA Grants (first time applying for any DRA grant program) MUST create a new account to access the new DRA Grant Management Portal.

- Visit dra.gov for details on all available DRA grant programs.

Login

Email
jbell8050@outlook.com

Password
.....

[Forgot Password?](#)

Login Cancel

Create New Account

Welcome to the Delta Regional Authority Program Application Portal!

Critical Infrastructure Programs
States' Economic Development Assistance Program
Community Infrastructure Fund

Human Infrastructure Programs
Workforce
Delta Workforce Grant Program

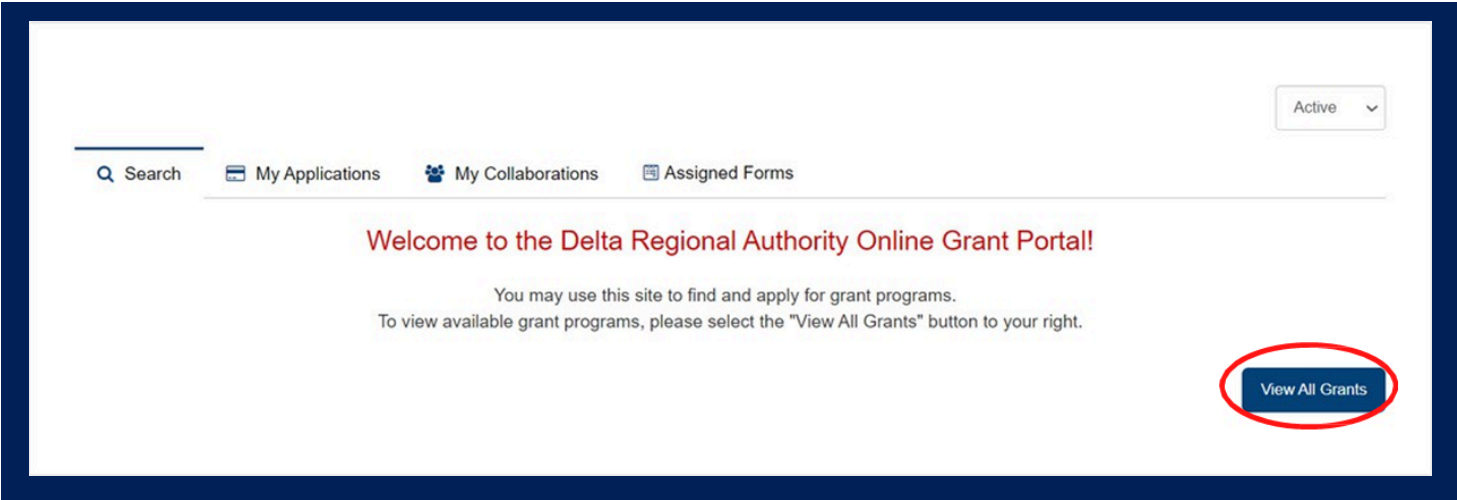
Capacity Building Programs
LDD Community Support Pilot Program
Strategic Planning Program

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials. **ALL USERS ARE NEW USERS FOR THE 2024 DELTA WORKFORCE PROGRAM APPLICATION.**

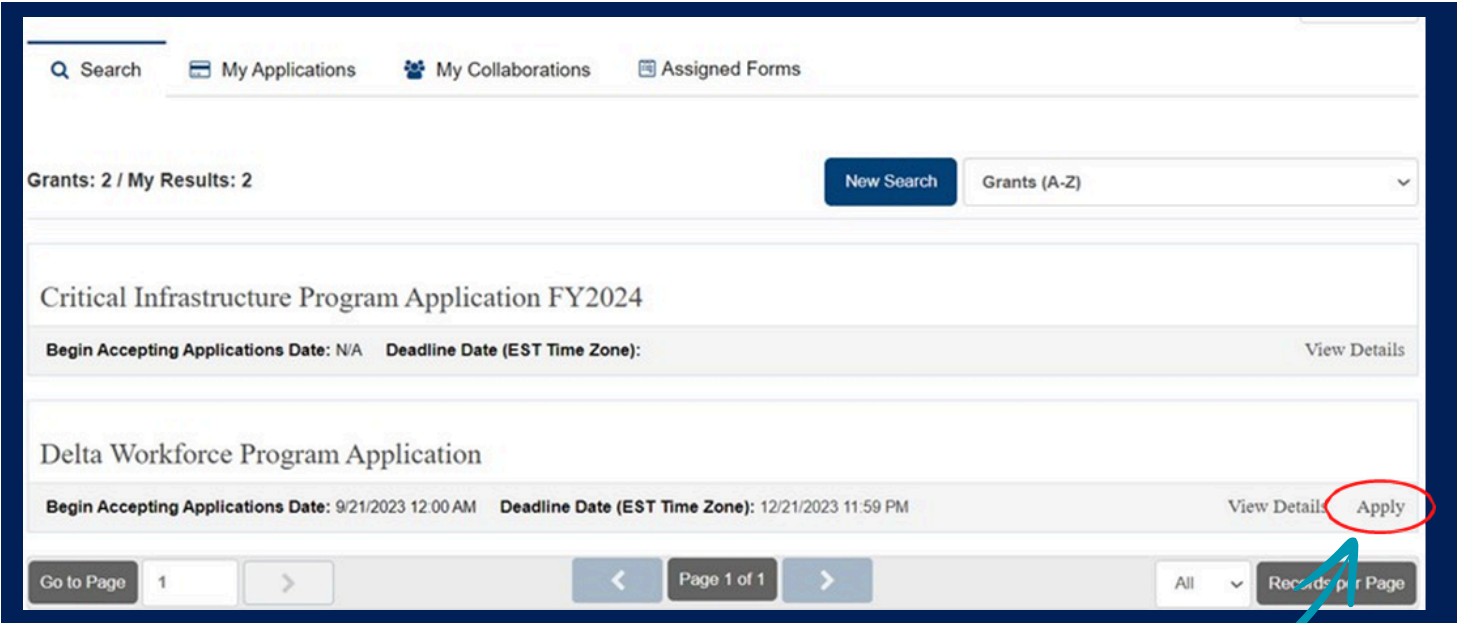
Existing Users: If you have already created an account to apply for the 2024 Delta Workforce Program application and are returning to continue progress, you are an existing user. If you forgot your password, please use the "Forgot your Password?" link to the left to reset your password.

STARTING A NEW APPLICATION

From the Welcome page, select “View All Grants” to see available grants.



If a grant is open for applicants, the “Apply” button will be visible.





Select the “Apply” button to begin an application.

FILLING OUT A GRANT APPLICATION













When you begin the application process, only the Pre-qualification section and Funding Opportunity Availability section will be visible. You MUST complete and SAVE both sections and RETURN TO DASHBOARD.

Need help getting started? Check out this [quick guide](#) to learn how to start the application, how to get the full application preview and how to add a collaborator to the application.

<p>DWP Prequalification Validation</p>  <p>0%</p> <p>Deadline: 12/21/2023 11:59 PM</p>	<p>Delta Workforce Program Funding Opportunity</p>  <p>0%</p> <p>Deadline: 12/21/2023 11:59 PM</p>
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When Pre-qualification and Funding Opportunity Availability show 100% completion, the remainder of the grant application will become visible.

When both sections are at 100% completion, the remainder of the application will be visible.

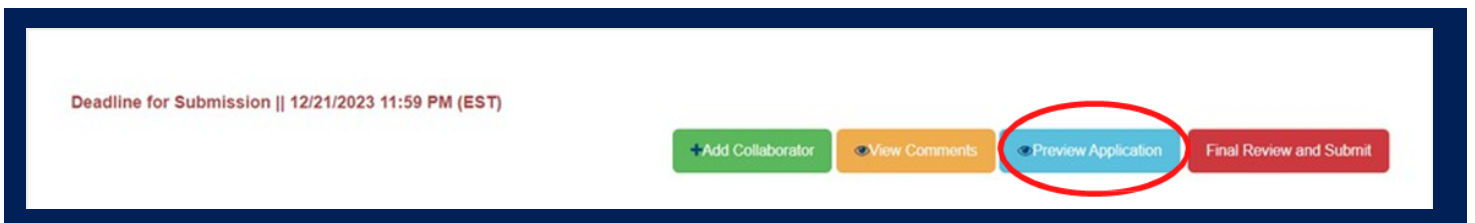
<p>DWP Prequalification Validation</p>  <p>100%</p> <p>Deadline: 12/21/2023 11:59 PM</p>	<p>Delta Workforce Program Funding Opportunity</p>  <p>100%</p> <p>Deadline: 12/21/2023 11:59 PM</p>	<p>Acknowledgements</p>  <p>0%</p> <p>Deadline: 12/21/2023 11:59 PM</p>	<p>Applicant Information</p>  <p>0%</p> <p>Deadline: 12/21/2023 11:59 PM</p>	<p>Project Information</p>  <p>0%</p> <p>Deadline: 12/21/2023 11:59 PM</p>
<p>Distressed Counties and Isolated Areas of Distress</p>  <p>0%</p> <p>Deadline: 12/21/2023 11:59 PM</p>	<p>Evidence of Workforce Demand and Employers</p>  <p>0%</p> <p>Deadline: 12/21/2023 11:59 PM</p>	<p>Funding Information</p>  <p>0%</p> <p>Deadline: 12/21/2023 11:59 PM</p>	<p>Budget DRA</p>  <p>0%</p> <p>Deadline: 12/21/2023 11:59 PM</p>	<p>Budget NonDRA</p>  <p>0%</p> <p>Deadline: 12/21/2023 11:59 PM</p>
<p>Quarterly Forecast</p>  <p>0%</p> <p>Deadline: 12/21/2023 11:59 PM</p>	<p>Certifications and Representations</p>  <p>0%</p> <p>Deadline: 12/21/2023 11:59 PM</p>			

When **ALL** application sections are at 100% completion, you will be able to submit. If any application section is incomplete (not 100% status), the system will NOT allow you to SUBMIT. Section status of 100% is determined based upon all REQUIRED questions in the section being completed. Required fields are highlighted with an asterisk (*) next to the question.

PREVIEWING THE GRANT APPLICATION

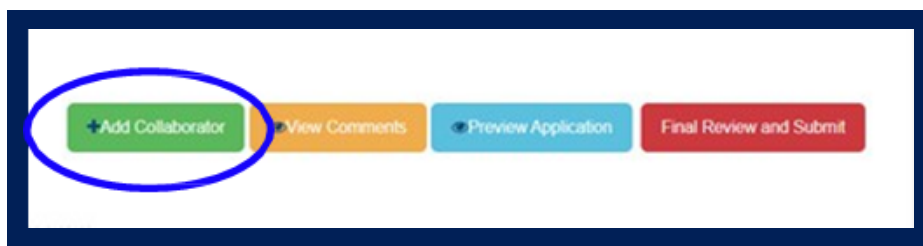
If you are not ready to fill out the entire application in the portal, you can download a PDF of the application. (This can only be done after completing the Pre-qualification and Funding Opportunity Announcement sections.)

Select the “Preview Application” button at the top of the page, and a PDF will open for download.



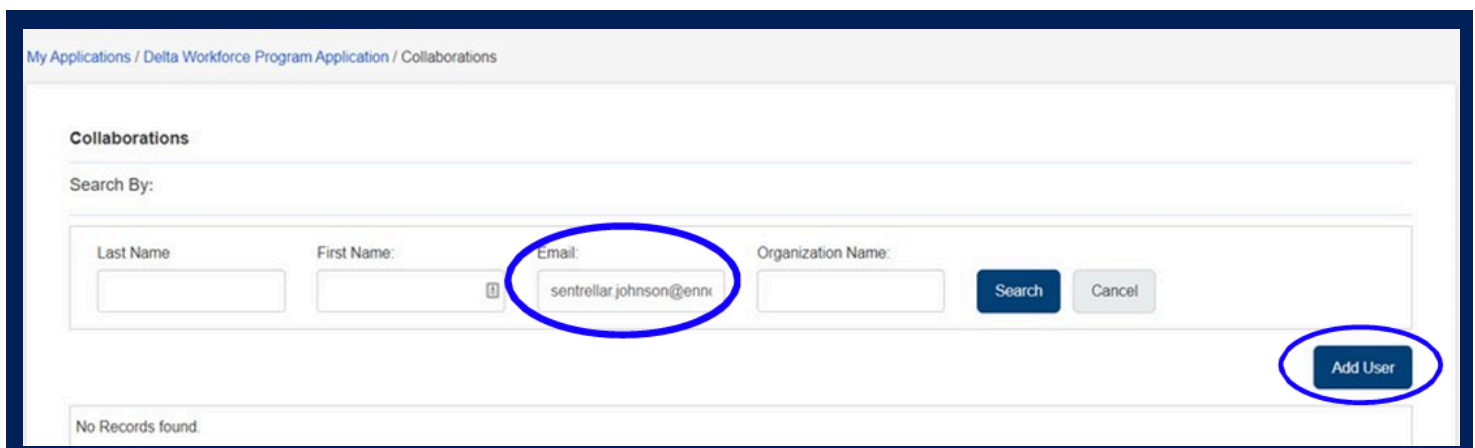
ADDING A COLLABORATOR TO THE APPLICATION

This function is for applicants who require another member of the applicant organization, or the LDD, to complete a portion of the application for them.



Select the “Add Collaborator” button at the top of the application home screen.

Enter the email of the collaborator in the search bar. Due to the use of the new grant management system, the collaborator may have to be added as a user. Select the “Add User” button.



* Organization : ENNCloud Technologies

* First Name : Sentrellar

* Last Name : Johnson

* Email : sentrellar.johnson@enncloudtech.com

Communication :

Add Cancel

Enter the collaborator's information and select "Add". On the next screen, "Select Assign Sections."

Check the box next to the section(s) the collaborator needs to complete.

NOTE: The collaborator will only be able to access the sections they are added to. They will NOT be able to edit any sections that have not been assigned to them. When all of the collaborator sections have been selected, click "Save."

Assign Section

Section	Collaborator
<input type="checkbox"/> DWP Prequalification Validation	
<input type="checkbox"/> Delta Workforce Program Funding Opportunity Announcement	
<input type="checkbox"/> Acknowledgements	
<input type="checkbox"/> Applicant Information	
<input type="checkbox"/> Project Information	
<input type="checkbox"/> Distressed Counties and Isolated Areas of Distress	
<input type="checkbox"/> Evidence of Workforce Demand and Employers Needs	
<input checked="" type="checkbox"/> Funding Information	Johnson Sentrellar
<input checked="" type="checkbox"/> Budget DRA	Johnson Sentrellar
<input checked="" type="checkbox"/> Budget NonDRA	Johnson Sentrellar
<input checked="" type="checkbox"/> Quarterly Forecast	Johnson Sentrellar
<input type="checkbox"/> Certifications and Representations	

Save Cancel

The collaborator will then receive an email indicating that they have been added to the application. They will be sent the portal link and a system-generated password to log in. The assigned section will be located under “My Collaborations” once the account has been created.

Hi Sentrellar Johnson,

You are receiving this email as Jasmine Bell has invited you to collaborate and fill out the team member information of the Delta Workforce Program Application. Please click here {Application Invitation URL} to start filling the application. Jasmine provided these additional {Comments}

Here are your login details –

Login: sentrellar.johnson@enncloudtech.com

User Password: [REDACTED]

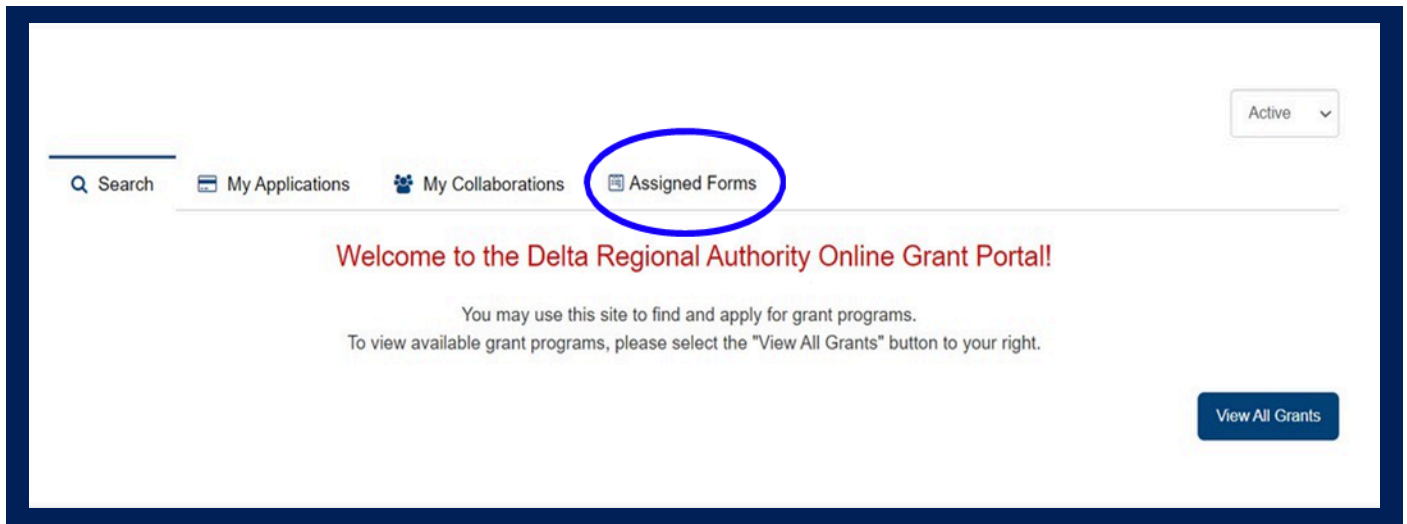
Thank You

Delta Regional Authority

SUBMITTING POST-AWARD FORMS

(DRAWDOWN REQUEST / QUARTERLY REPORT / CHANGE OF SCOPE / BUDGET MODIFICATION / ACH FORM)

To view/submit any reports that have been assigned to you or to request funds, click on the “Assigned Forms” tab.



To submit a report, simply click on it. A separate tab will open. Complete the form and submit. The status of that form will update to submitted. To submit a second form of the same name (to request additional funds), simply click on the form again. A blank form will open, and you can submit again. DRA staff will be automatically notified by email upon submission.

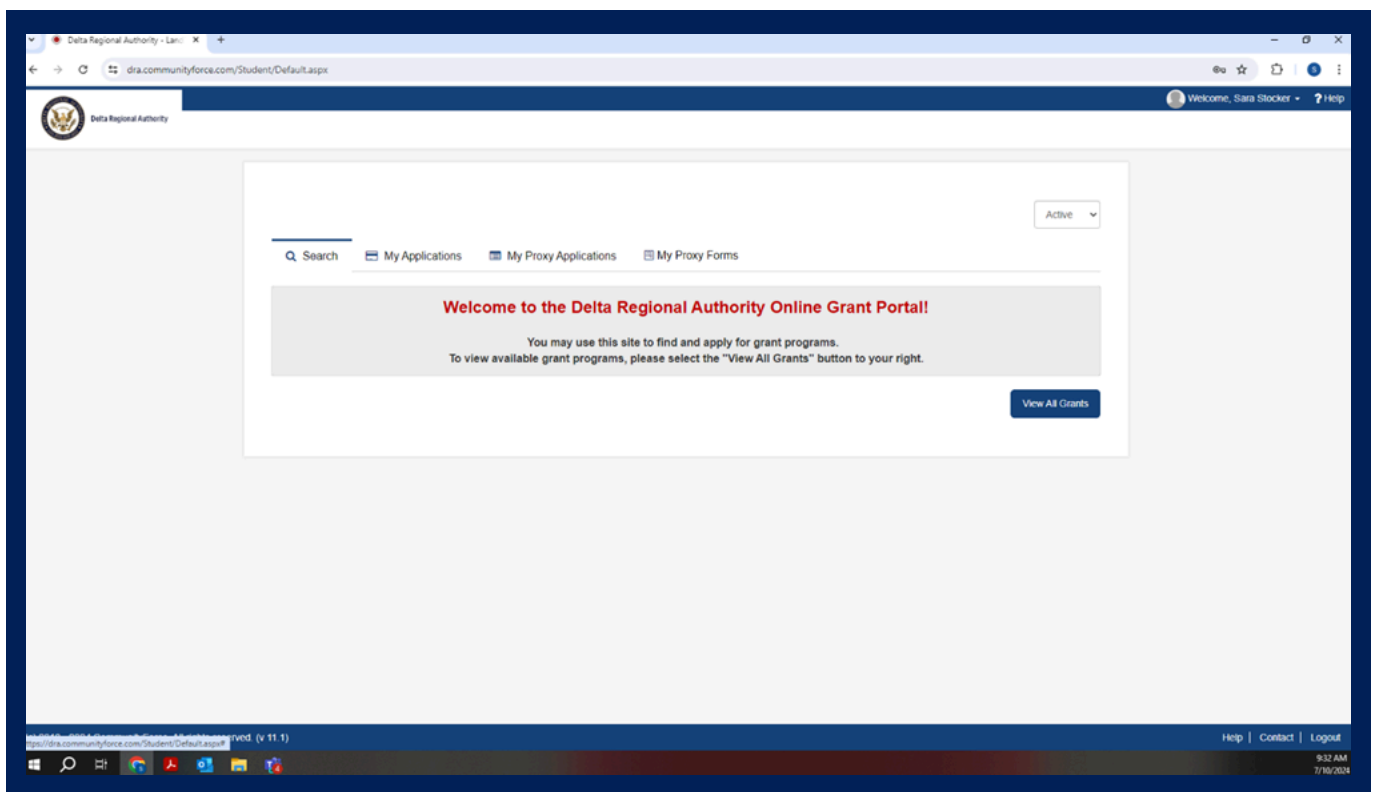
FOR LDDs ONLY

LDDs see two additional tabs <See Above> on their portal **MY PROXY APPLICATIONS** and **MY PROXY FORMS**. If you previously assisted an applicant with a DRA Grant Program application and were awarded; Submitted Forms (e.g., Drawdown Requests, Quarterly Reports, Budget Modifications, Change of Scope) for an awarded project; will appear under My Proxy tabs. (FY2018 - FY2023)

Note: Each individual application is listed with the date submitted and the application ID for your reference.

To view the application:

1. Simply click on the application name.
2. Once inside the app, you can use the “Preview” application button to download a PDF copy if needed.



My Applications - Applications created in the new DRA Grants Management Systems are found <Here>. (FY2024 - Current)

My Forms - POST-Award forms (Awarded Grants) submission for applications STARTED using the new DRA Grants Management system (FY2024 - Current)

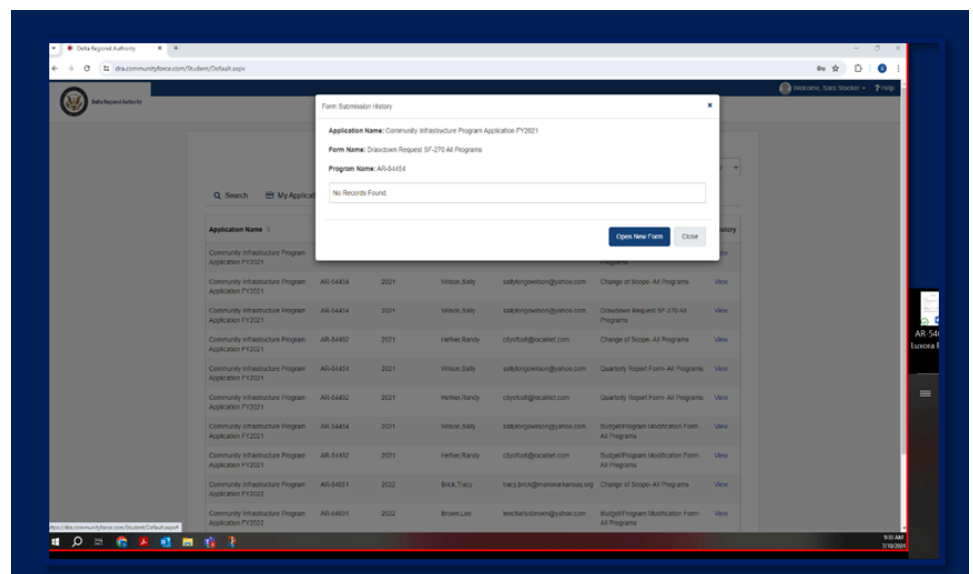
Once you have been notified of an AWARD and are ready to submit a form (e.g.,) Drawdown Requests, Quarterly Reports, Budget Modifications, Change of Scope) Select My Forms (FY2024 – Current) and/or My Proxy Forms (FY2018 – FY2023)

Application Name	Unique Application ID	Academic Year	Applicant Name	Email Address	Form Name	History
Community Infrastructure Program Application FY2021	AR-54492	2021	Hefner,Randy	cityofcot@localnet.com	Drawdown Request SF-270 All Programs	View
Community Infrastructure Program Application FY2021	AR-54454	2021	Wilson,Sally	sallylongwilson@yahoo.com	Change of Scope-All Programs	View
Community Infrastructure Program Application FY2021	AR-54454	2021	Wilson,Sally	sallylongwilson@yahoo.com	Drawdown Request SF-270 All Programs	View
Community Infrastructure Program Application FY2021	AR-54492	2021	Hefner,Randy	cityofcot@localnet.com	Change of Scope-All Programs	View
Community Infrastructure Program Application FY2021	AR-54454	2021	Wilson,Sally	sallylongwilson@yahoo.com	Quarterly Report Form- All Programs	View
Community Infrastructure Program Application FY2021	AR-54492	2021	Hefner,Randy	cityofcot@localnet.com	Quarterly Report Form- All Programs	View
Community Infrastructure Program Application FY2021	AR-54454	2021	Wilson,Sally	sallylongwilson@yahoo.com	Budget/Program Modification Form- All Programs	View
Community Infrastructure Program Application FY2021	AR-54492	2021	Hefner,Randy	cityofcot@localnet.com	Budget/Program Modification Form- All Programs	View
Community Infrastructure Program Application FY2022	AR-54551	2022	Brick,Tracy	tracy.brick@marionarkansas.org	Change of Scope-All Programs	View
Community Infrastructure Program Application FY2022	AR-54591	2022	Brown, Lee	leecharlesbrown@yahoo.com	Budget/Program Modification Form- All Programs	View

Each unique application will be listed four (4) times, as each application is assigned ALL four (4) possible forms for POST-Award Submission. The far right column shows HISTORY.

Select “View” for the appropriate application and form that DRA is requiring to be completed.

Upon <Click> of the VIEW link, you will now see Application Name, Form Name, Unique Application ID, and a list of any previous forms that were submitted. If this is your first form submission, the message will read <No Records Found>.



EXAMPLE – Drawdown Request Form

From here, you can click the “Open New Form” button to complete the selected form.

The screenshot shows a web browser window displaying the "Drawdown Request Form". At the top center is the Delta Regional Authority logo. Below the logo, the form title "Drawdown Request Form" is displayed. The form contains several input fields and radio button options:

- Unique Application ID:** Text input field containing "AR-54454".
- Fiscal Year:** Dropdown menu.
- Grant Program:** Dropdown menu.
- Completing on behalf of:** Radio buttons for "Applicant Organization" and "LDD Organization".
- Applicant Name:** Text input field containing "Community Infrastructure Program Application FY2021".
- Applicant Email:** Text input field containing "sallyfongwilson@yahoo.com".
- State the project will take place in:** Radio buttons for Alabama, Arkansas, Illinois, Louisiana, Kentucky, Mississippi, Missouri, and Tennessee.
- Type of payment requested:** Radio buttons for "Advance" and "Reimbursement".
- Final/Partial:** Radio buttons for "Final" and "Partial".

An "Import Data" button is located in the top right corner. The browser's address bar shows the URL: `live.gforms.co/forms/form-view/65595a8fee16000e40038d27?ApplicationName=Community%20Infrastructure%20Program%20Application%20FY2021&FirstName=Sally&LastName=Wilson&Email=sallyfongwilson@yahoo.com&CompletionID=894d56ab...`

Complete all the required fields, which are marked with a **RED asterisk (*)** next to the form field.

The screenshot shows the "Request Information" section of the form. It includes three input fields for monetary values, each with a value of "\$0.00":

- Non-DRA share:** Input field with value "\$0.00".
- DRA share:** Input field with value "\$0.00".
- Total DRA share now requested:** Input field with value "\$0.00".

Below this section is a heading "DRA Staff will request Signature upon review" followed by a horizontal line. The signature section includes:

- Applicant Name:** Text input field with placeholder "Name and Title".
- Applicant Title:** Text input field with placeholder "Applicant Title".
- Applicant Signature:** Text input field with placeholder "Sign Here" and a signature icon.
- Date of Signature:** Text input field with placeholder "Date of Signature" and a calendar icon.

A "Submit" button is located at the bottom center of the form. The browser's address bar shows the same URL as the previous screenshot.

Note: At the bottom of the Drawdown Request Form, there is a note that says: “DRA Staff will request signature upon review.”

This means **DO NOT COMPLETE THIS SECTION**. DRA Staff will **REVIEW** the initial Drawdown Request Form. Upon approval, DRA Staff will route the Drawdown Request Form back to the Awardee for official electronic signature.

Upon completion of the signature process, all parties will receive a copy of the finalized Federal SF-270 signed agreement.