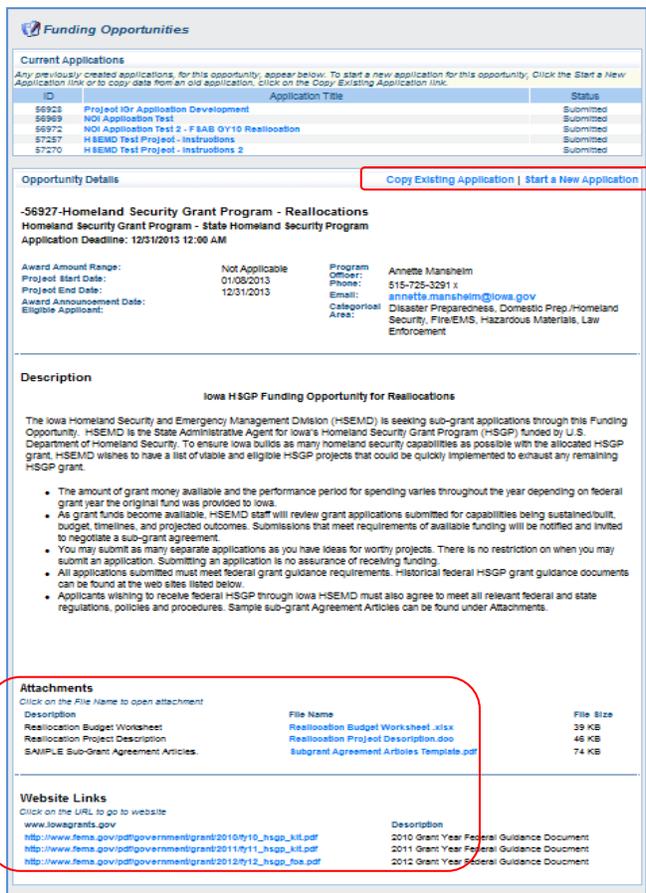
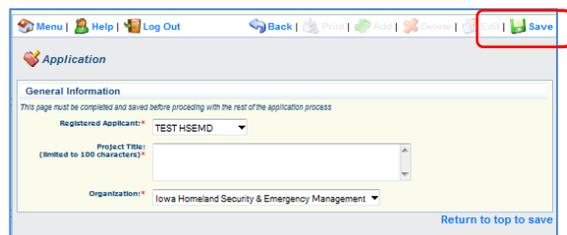


Homeland Security Grant Program – Reallocation Application Instructions

1. Go to www.iowaGrants.gov
2. If you have an IowaGrants account, log in as a Returning User.
3. If you DO NOT have an IowaGrants account, click New Users Register Here.
4. Once logged in, from the Main Menu, click Funding Opportunity.
5. Under Opportunity Title, click Homeland Security Grant Program – Reallocation.



6. Read the Funding Opportunity (FO) Description before proceeding.
7. Notice the Attachments and Website Links. To open any Attachment, click the link under File Name. You may access this information anytime by returning to this FO.
8. To begin your application, click Start a New Application. Do not click Copy Existing Application.



9. Enter brief, descriptive project title. Use the dropdown menu to select the correct Organization

Homeland Security Grant Program – Reallocation Application Instructions

if a change is needed. Save. If needed, click Edit to make changes. Save. Otherwise, click either Back (do not use the browser's back arrow key) or Go to Application Forms.

10. You have now opened a Reallocation Application. You may Log Out and return to work on this later.

11. To return to your application, from the Main Menu, click My Applications.

12. Under Project Title heading, click the blue project title link to your application.

ID	Status	Stage	Project Title	Funding Opportunity	Program Area	Deadline
57353	Editing	Final Application	Reallocation Application Instructions	56927 - Homeland Security Grant Program - Reallocations	Homeland Security Grant Program - State Homeland Security Program	12/31/2013

13. At the Application Forms screen, notice that the General Information form has a check mark under “Complete?”. You may still open and Edit if needed. Save any changes.

14. Click Reallocation Project Description & Budget Worksheet.

Form Name	Complete?	Last Edited
Reallocation Project Description & Budget Worksheet	✓	01/23/2013

15. Follow the instructions provided on the webpage (and shown on the next page). After opening the Project Description form and the Budget Worksheet review them carefully. Complete both documents, save to your computer, then upload into the IowaGrants form. See instructions below.

- Links to federal guidance documents are provided in the Budget Worksheet Instructions.
- Other helpful documents can be found under Attachments to the Funding Opportunity. See #7 above.

Homeland Security Grant Program – Reallocation Application Instructions

Application: 57353 - Reallocation Application Instructions

Program Area: Homeland Security Grant Program - State Homeland Security Program

Funding Opportunity: 56927 - Homeland Security Grant Program - Reallocations

Proposal Deadline: 12/31/2013

Instructions

Application Instructions for Reallocated HSGP Funds:

First: Click [here](#) to open the "Reallocation Project Description" form. Save it to your computer.

Next: Click [here](#) to open the "Reallocation Budget Worksheet". Save it to your computer.

Review and complete both documents. Save the finals to your computer then follow these instructions to upload into IowaGrants.gov. Upload one document at a time.

1) Click Add. 2) Click Browse to locate the document on your computer. 3) Highlight the document. 4) Click Open to attach the document. 5) In the Attach File screen, use the Description text box to enter a description of the document you saved. For example: Project Title and the date. 6) Click Save.

To upload the next document, click Add and continue with the instructions above.

Click Mark as Complete after both documents are upload. You may then Submit your application.

Once a file is uploaded it cannot be changed. However, you may make changes to the document you saved to your computer then replace the uploaded document with the revised document. To do this, first delete the uploaded document: 1) Click on the link under Description (not the File Name). 2) Click Delete and Yes, when it asks if you are sure. 3) Click Add to upload the revised document.

16. After both documents are uploaded, click Mark as Complete.

Reallocation Project Description & Budget Worksheet				Mark as Complete	Go to Application Forms
Description	File Name	File Size	Delete?		
Instructions Budget Worksheet	Reallocation Budget Worksheet.xlsx	39 KB			
Instructions Project Description	Reallocation Project Description.doc	46 KB			

Last Edited By: TEST.HSEMD_01/23/2013

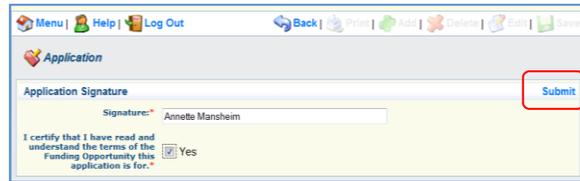
17. Now General Information and Reallocation Project Description & Budget Worksheets are checked as complete. Both must be marked as complete before you can submit the application. You may still open either document to make changes. See directions shown in brackets above, { }, for deleting and replacing an uploaded document.

Homeland Security Grant Program – Reallocation Application Instructions

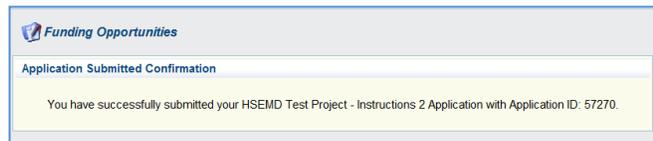
18. When you are satisfied that your application is complete, click Submit. Once submitted, you will no longer be able to make revisions.



19. Enter your name, click “Yes” to the Certification, then click Submit.



20. An Application Submitted Confirmation message will be shown.



21. Click Menu, then My Applications to find your submission. Under Status, it should show as Submitted. If it is in Editing status, it has not yet been submitted.



22. To open, under Project Title, click on the title of the project that appears as a blue link. Re-submit.

23. As grant funds become available, Homeland Security and Emergency Management Division (HSEMD) staff will review grant applications submitted for capabilities being sustained/built, budget, timelines, and projected outcomes. Submissions that meet requirements of available funding will be notified and invited to negotiate a sub-grant agreement.

If you have questions, contact:

- Annette Mansheim – 515-725-3291, Annette.mansheim@iowa.gov
- Doug Rossell – 515-725-3217, Doug.rossell@iowa.gov