

Reporting Federal Dollars to DOM - Applied for and Received

Requirement to report

As each agency is aware, Iowa Code Chapter 8.9, 2a, requires that every state agency reports the federal grants for which the agency has applied for/received to the Department of Management.

The mechanism to report

Federal dollars **APPLIED** for are reported in the lowagrants.gov database using the Internal Grants Module (which replaces the GEM\$ database).

Federal dollars **RECIEVED** are reported in the state's financial system (currently I/3).

Which dollars are to be reported in lowagrants.gov?

1. Federal grants that are **subject to review pursuant to federal Executive Order 12732**, by the State's Single Point of Contact. When this is required by the federal grantor, it will be explicit in the opportunity, and Form 424 will be required to be submitted with your application.

These may be competitive or noncompetitive grants.

- A. Once you've entered minimal information in lowagrants.gov, you will check the box on Form 424 that states you have met the state's requirement for this E.O.; and you will also report in the form the date you entered the information in lowagrants.gov.
 - B. Once the information is submitted in lowagrants.gov you can retrieve and print a letter that verifies you have met the requirement. You can keep this in your grant file for auditing purposes.
2. Competitive grants over \$1,000 that are not subject to E.O. 12732, or review by the state's Single Point of Contact.

Other Considerations

The Internal Grants module in lowagrants has functionality that goes beyond just entering your federal grants to meet the requirement for DOM.

It is also connected to grants.gov, allowing you to search federal grants from the site.

You are able to route the opportunity through approval levels within your agency.

And finally, once received, you can promote the opportunity to a grant through lowagrants.

If you are interested in learning more about the full functionality of the Internal Grants module, reach out to Deb Scrowther, debra.scrowther@iowa.gov for access to a demo.

Instructions for Entering Federal Dollars Applied for to DOM

1. Logging into lowagrants.gov
 - Your account is now associated with your OKTA credentials (@iowaid is no longer valid)
 - If your name was given to me by your agency as the one responsible for this task, your account has been created and you have been given the appropriate Role
 - If you have any issues getting logged in, contact Deb Scrowther, debra.scrowther@iowa.gov
2. Once logged in, Click **Internal Grants on the left navigation bar**

3. Click **Internal Applications**, then on the right of the screen, click the Add New Internal Application button.
4. Application Creation Wizard, General Information page:
 - The Funding Opportunity – Choose your AGENCY NAME in the drop down
 - Application Stage & Application Status – already populated
 - Application Title – Enter the grant you are applying for
 - Primary Contact – Click Locate Person and search for your name (by last or first name only)
 - Click **Save** Form Information – green button in right corner of screen
 - Opens the Organization Field on the same page. Choose your AGENCY again here.
 - Click **Save** Form Information – green button in right corner of screen
 - Opens the Additional Contacts field on the same screen. This is *Optional*
 - Click **Save** Form Information – green button in right corner of screen
 - You will be on the Application Details screen.
 - General Information will show Marked as Complete
5. Click on Application Details
 - All fields on this page are required. Enter data
 - Click **Save** Form – green button
 - Click **Mark as Complete** – orange button
 - Application Details will show Marked as Complete
 - Click on the Application Preview tab. Copy the application number found at the top of the page
IMPORTANT: *The system has generated an application number. You will need this number to generate your letter.*
6. Generate your Letter
 - Click on Reports in the left navigation bar of lowagrants
 - Click on Letter in the drop down
 - Click GEMS Completion Letter
 - Enter the auto-generated number in the Base Document Number field
 - Click Generate Report – orange button on right of screen
 - Click Print to PDF
 - Click Send to Printer, select Save as PDF, save it on your computer.
 - Then you can save or print the PDF from your computer so you can add it to your grant file for your records.

Questions?

Reach out to Deb Scrowther, debra.scrowther@iowa.gov; or Dennis Wiggins, wiggins@dps.state.ia.us.