Welcome!

We will start soon.
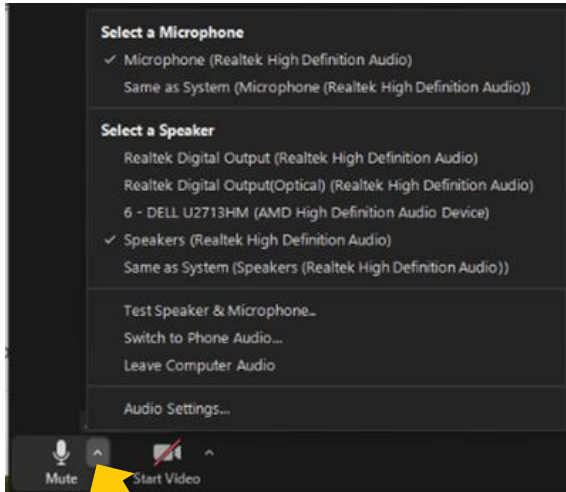
A few reminders:
There will be time at the end to ask questions.
Please stay muted during the webinar and enter any feedback in the Chat box.
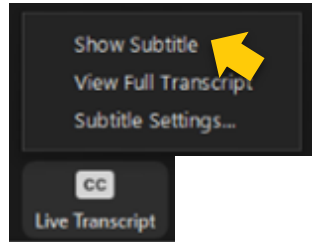
AHCCCS
Arizona Health Care Cost Containment System

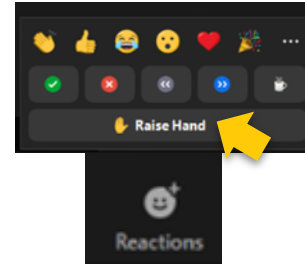# Zoom Webinar Controls

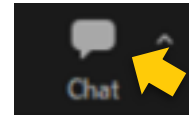## Navigating your bar on the bottom…

Audio Settings

Turn on Closed Captioning

Raise Hand

Chat

KEYBOARD SHORTCUTS TO RAISE HAND

Windows: Alt+Y to raise or lower your hand

Mac: Option+Y to raise or lower your hand

This Meeting Is Being Recorded

The recording shall be the sole property of AHCCCS and participation in this meeting indicates your waiver of any and all rights of publicity and privacy.

Please disconnect from this meeting if you do not agree to these terms.

AHCCCS ARP Program Award

GrantsConnect Walkthrough Webinar

PCG's Role in the Award Program

- [Public Consulting Group](#) (PCG) is a public sector consulting firm that works with health, education, and human services agencies
- AHCCCS has contracted with PCG to administer the program awards
- PCG will provide technical assistance to applicants throughout the application, award, and payment process

Program Overview

- New $40 million award program to strengthen Home and Community Based Services (HCBS) in Arizona
  - Uses funds from the American Rescue Plan (ARP)
  - More information on the ARP and Arizona's Spending Plan
- Goal is to enhance the member experience, health, and safety of people receiving HCBS in the state
- Apply online using GrantsConnect by **5:00 p.m. on May 16**
  - You may submit only one application
  - You cannot make any changes to your application after you submit it

Important Dates

Activity	Date
Application Opened	April 17, 2023
Application Closes	**May 16, 2023**
Award Notifications Sent	July 2023 (anticipated)
Awardee Receives Payment	August 2023 (anticipated)
All Funds Must Be Spent	September 2024

Accessing GrantsConnect Support

- You can access support on GrantsConnect:
  - At the bottom-right of the Sign In page
  - *After you sign in:* Click the question mark next to your name in the top-right corner of the screen

AHCCCS
Arizona Health Care Cost Containment System

Signing Up for GrantsConnect (1 of 3)

- Applicants are required to sign up for a GrantsConnect account to apply
- Start by clicking "Sign up" in the top-right corner
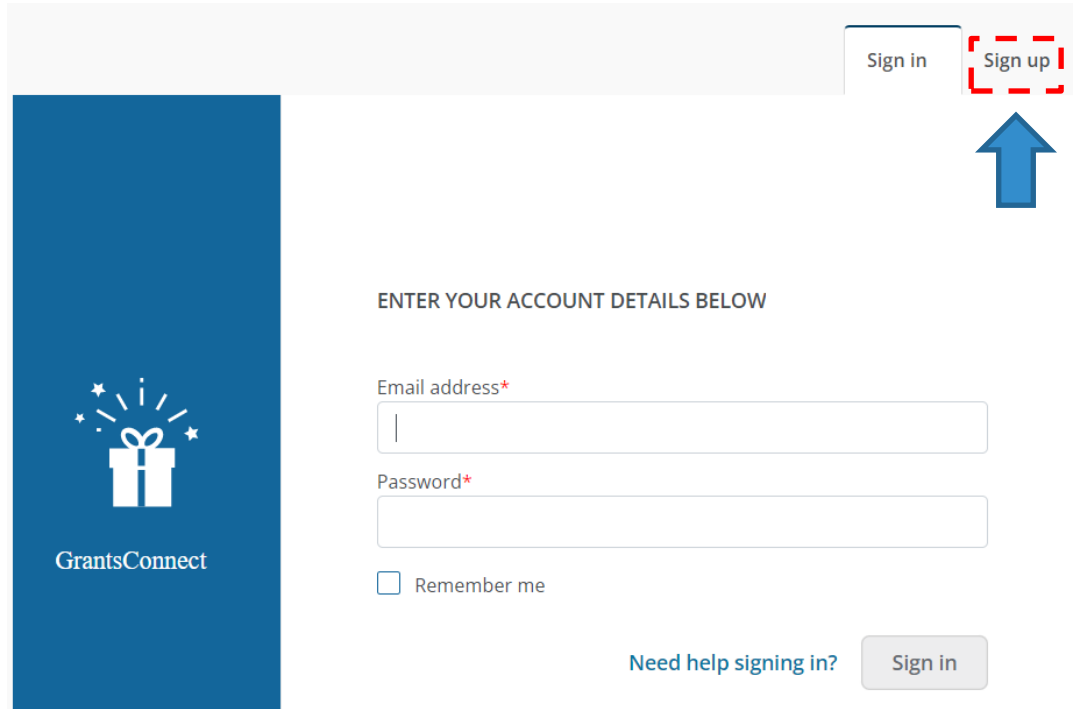
Signing Up for GrantsConnect (2 of 3)

- After you submit your information, you will receive a confirmation email and activation link from YourCause LLC welcoming you to GrantsConnect
- The link in the registration confirmation email will expire after **24 hours**

Signing Up for GrantsConnect (3 of 3)

- If you do not see this email:
  - o Check your spam folder
  - o Select "Resend account verification email" on the Sign In screen

Starting a New Application

- To start a new application, select "Start new application" on the welcome page
- This will take you to the Eligibility Form
  - Once you complete this form, you will start the application

Application Sections (1 of 3)

1. Organization and Experience

- Your organization, its programs, and service area
- Key personnel and their role in the project
- Communication or marketing strategy to promote your project

2. Project Overview

- Short description of your project
- Award goals your project will achieve
- Need your project is addressing
- Key milestones and deliverables
- How your project fits your organization's strategy and vision
- Potential risks and solutions to address these risks

Application Sections (2 of 3)

3. Project Impact

- People and areas that will benefit from your project
- Any partners for your project, if applicable

4. Budget

- Detailed description of project costs, including:
  - Projected start and end dates
  - Total costs, including staff, materials, and administrative costs
- Sustainability Plan for continuing the project after funding ends
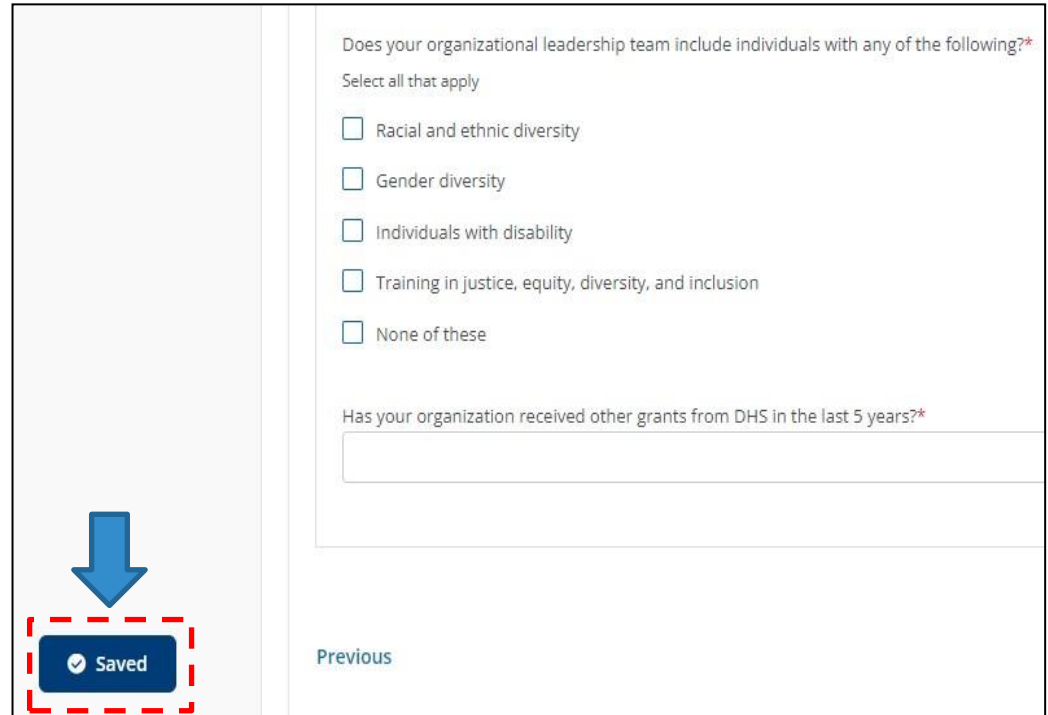
Application Sections (3 of 3)

5. Timeline

- Any additional details on your project timeline
- Start and end dates for the project

6. Reporting Outcomes

- Target outcomes for your project
- Method for collecting and measuring data for outcomes

Saving an Application

- Your application will auto-save while in progress
- If you leave, the auto-saved information will display when you return

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

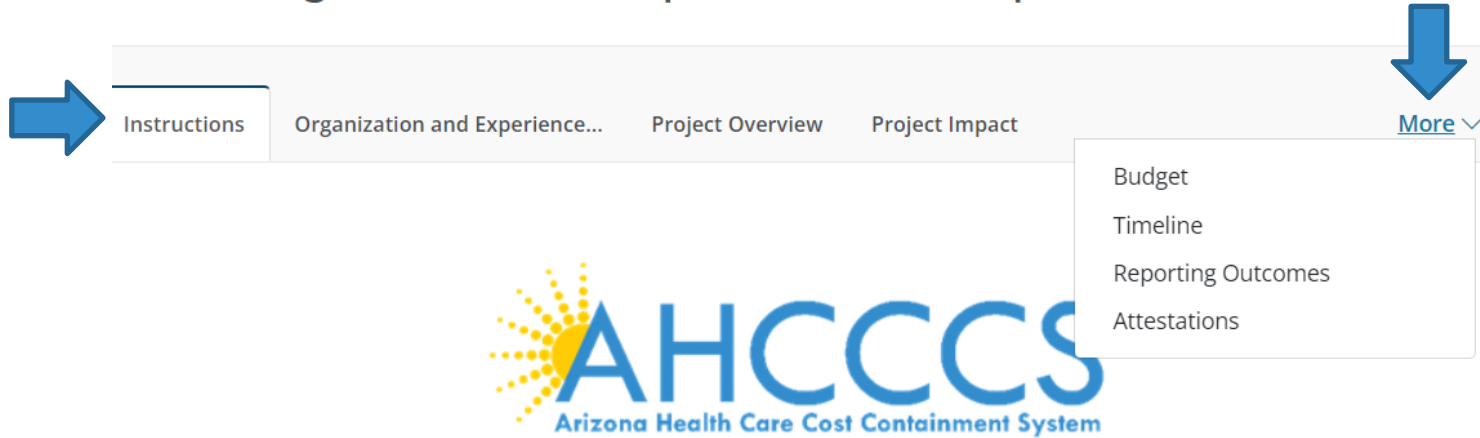Has your organization received other grants from DHS in the last 5 years?*

✓ Saved   Previous

Resuming a Saved Application

- If you already started an application, you will see the open application on the welcome page with the option to "Edit"

Navigating the Application

ARP Program Award to Improve Member Experience

Instructions | Organization and Experience... | Project Overview | Project Impact | More ⌄

Budget
Timeline
Reporting Outcomes
Attestations

- You can jump between sections using the top-line navigation bar
- Click "More" to see any sections cut off by your browser window

Help Messages

- A question mark icon appears next to certain fields in the application
- Hover over these icons for help messages related to these fields

Of these, how many do you anticipate will be existing AHCCCS members?*

At least one of these populations must be selected in order to qualify for the program award.

Select the target population(s) that will benefit.* ❓

Select all that apply

- ☐ Individuals (children or adults) with intellec... and/or Developmental Disabilities
- ☐ Individuals with serious mental illness (SMI)
- ☐ Aging and older adults (65+)
- ☐ Individuals (children or adults) with physical disabilities
- ☐ Individuals with substance use disorder needs
- ☐ Children with behavioral health needs

Question Types

- The application includes several types of questions:
  - Fill in the blank
  - Multiple choice
  - Drop down
  - Short answer
  - Table entry
- The next slides will discuss the interfaces for short answer and table entry questions

Short Answer Questions

Describe your organization. Include when it was founded, its mission statement, its service area(s), and its programs. *

Here is where you will submit information about your organization.

Window Control

10 words

250 Word maximum ← Maximum Word Count

Current Word Count

- Short answer questions list the maximum word count and your current word count
- You can make the entry window larger or smaller using the controls in the bottom-right corner of the window
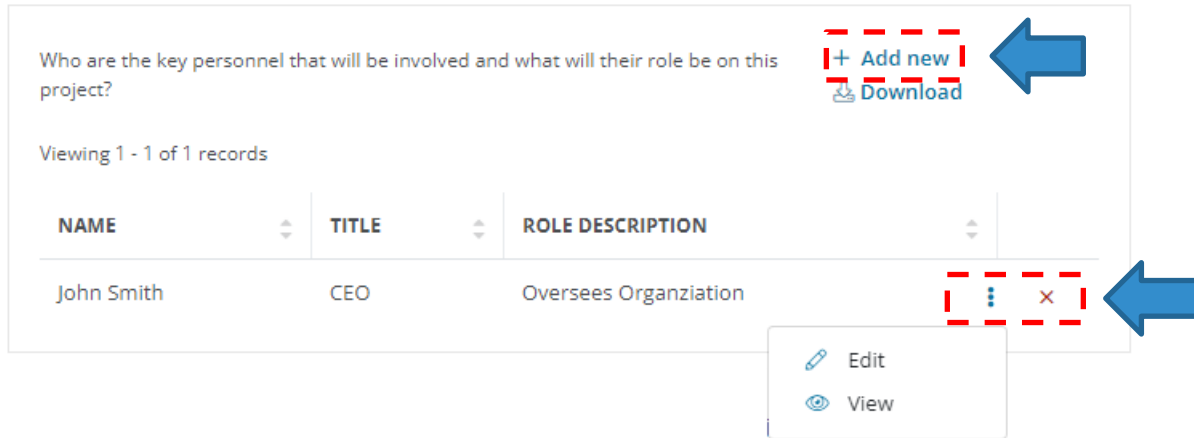
Table Entry Questions

- Add new entries to a table by selection "Add new" in the top-right corner
- Edit or delete a current entry using the controls to the right of the entry

The Budget Table

Milestone, Phase, or Deliverable 2

This field auto completes →

Milestone, Phase, or Deliverable 2
Example Milestone 2
This field is the information entered in the project overview section.

Milestone 2 Staff Hours

Milestone 2 Other Costs
$ USD

Milestone 2 Staff Costs
$ USD

Milestone 2 Total Costs
$ 0.00 USD

← This field auto completes

Milestone 2 Projected Start Date

Milestone 2 Material Costs
$ USD

Milestone 2 Notes

If not applicable enter N/A

Milestone 2 Projected End Date

Please estimate to the best of your ability. The project must end by September 2024.

Milestone 2 Administrative Costs
$ USD

- The number of entries in your Budget section is determined by how many Milestones, Phases, or Deliverables you added in your Project Overview
  - The name of the entry will auto populate from the Project Overview
- The total cost of an entry will auto populate based on the staff, material, administrative, and other costs you enter
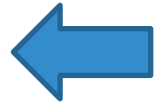
Submitting an Application (1 of 2)

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

Previous   Next   **Sign and submit**

- When you're finished, click "Sign and submit" in the bottom right corner of the Attestation section

Submitting an Application (2 of 2)

- You will be taken to a screen to type, upload, or draw your signature
- Then Click "Sign and submit" again to submit application
  - You will receive a confirmation email

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
Signature

Style
Signature

Signature
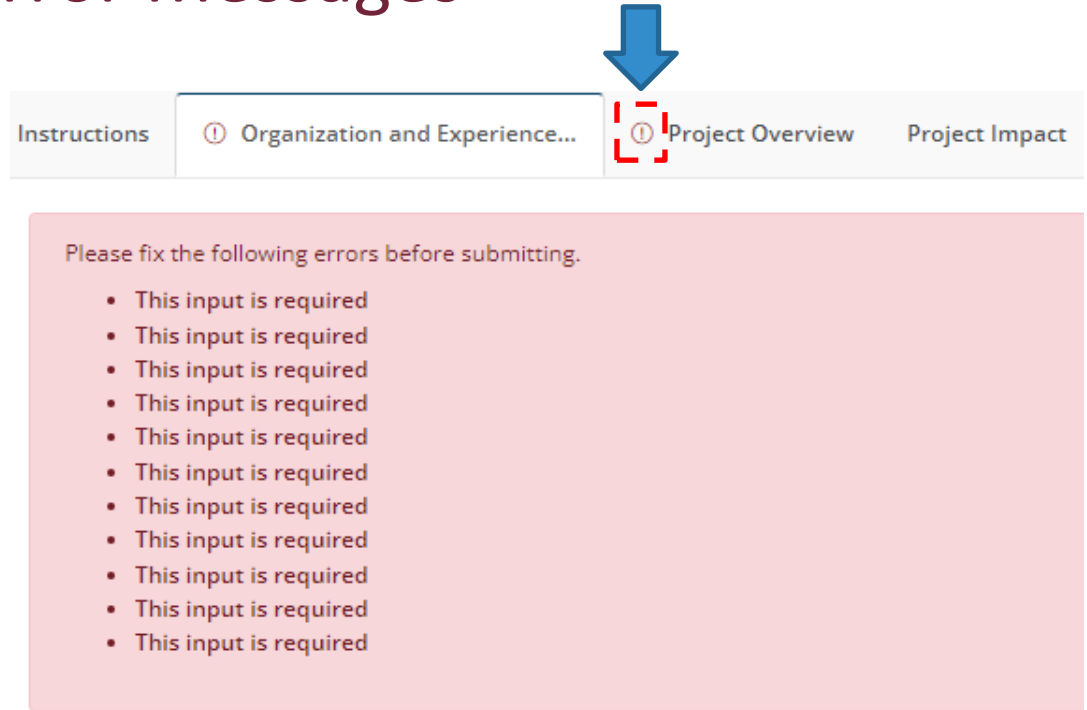
Cancel

Sign and submit

Error Messages

- A red exclamation point will appear beside any section with errors
  - A list of errors will appear at the top of that section
- Correct any errors before you submit

Instructions | ⓘ Organization and Experience... | ⓘ Project Overview | Project Impact

Please fix the following errors before submitting.

- This input is required
- This input is required
- This input is required
- This input is required
- This input is required
- This input is required
- This input is required
- This input is required
- This input is required
- This input is required
- This input is required

Viewing Your Applications

- You can view all your applications in the "My Applications" page
- From there, you can:
  - Edit any unsubmitted applications
  - Check the status of submitted applications
  - Complete any requested revisions

- A quick view of your application's status is shown in My Applications

Checking the Status of an Application (2 of 2)

- Statuses include:
  - **Draft**: the application has been saved but not submitted
  - **Awaiting Review**: the application has been submitted, and it has not yet been reviewed
  - **In Progress**: the review process is in progress
  - **On Hold**: a reviewer has 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

Responding to Requests for Revisions (1 of 2)

- A reviewer may request revisions to your application to:
  - Ensure the information in your application matches the eligibility form or what AHCCCS has on file
  - Ensure you agree to the attestations
  - Give you an opportunity to clarify points of issue
- Your application status will show as "On Hold"
- You will also receive an automated email that will advise you of requested revisions

Responding to Requests for Revisions (2 of 2)

- From the "My Applications" page, select "Revise Form" at the top to make any necessary revisions and resubmit

Technical Assistance

If you have any questions on the award program or need help applying:

🖥️ **Program Web Page**

📞 **831-318-8295**

✉️ **AHCCCSARPAwardsHelp@pcgus.com**

Questions

- We will do our best to answer as many questions as possible
- Please raise your hand if you have a question
  - You will have the option to unmute after we call on you
- You can also add your question to the FAQ section and we will read it out
- All questions asked will be saved and used for the development of future support materials

Thank You.