



Delta Regional Authority

New Grant System Applicant Guide

Delta Regional Authority Grants

First Time Log In

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 setup 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 website for details on all available DRA grant programs

Login

Email

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 all available programs

Active

Search My Applications My Collaborations Assigned Forms

Welcome to the Delta Regional Authority Online Grant Portal!

You may use this site to find and apply for grant programs.
To view available grant programs, please select the "View All Grants" button to your right.

View All Grants

If a grant is open for applicants, the apply button will be visible.

Search My Applications My Collaborations Assigned Forms

Grants: 2 / My Results: 2 New Search Grants (A-Z)

Critical Infrastructure Program Application FY2024
Begin Accepting Applications Date: N/A Deadline Date (EST Time Zone): View Details

Delta Workforce Program Application
Begin Accepting Applications Date: 9/21/2023 12:00 AM Deadline Date (EST Time Zone): 12/21/2023 11:59 PM View Details Apply

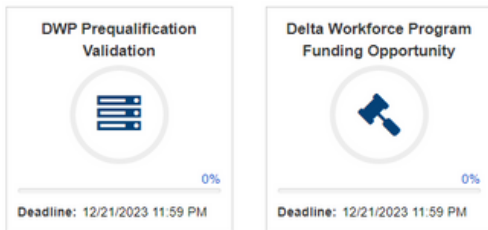
Go to Page 1 Page 1 of 1 All Records per Page

Select the apply button to begin an application.

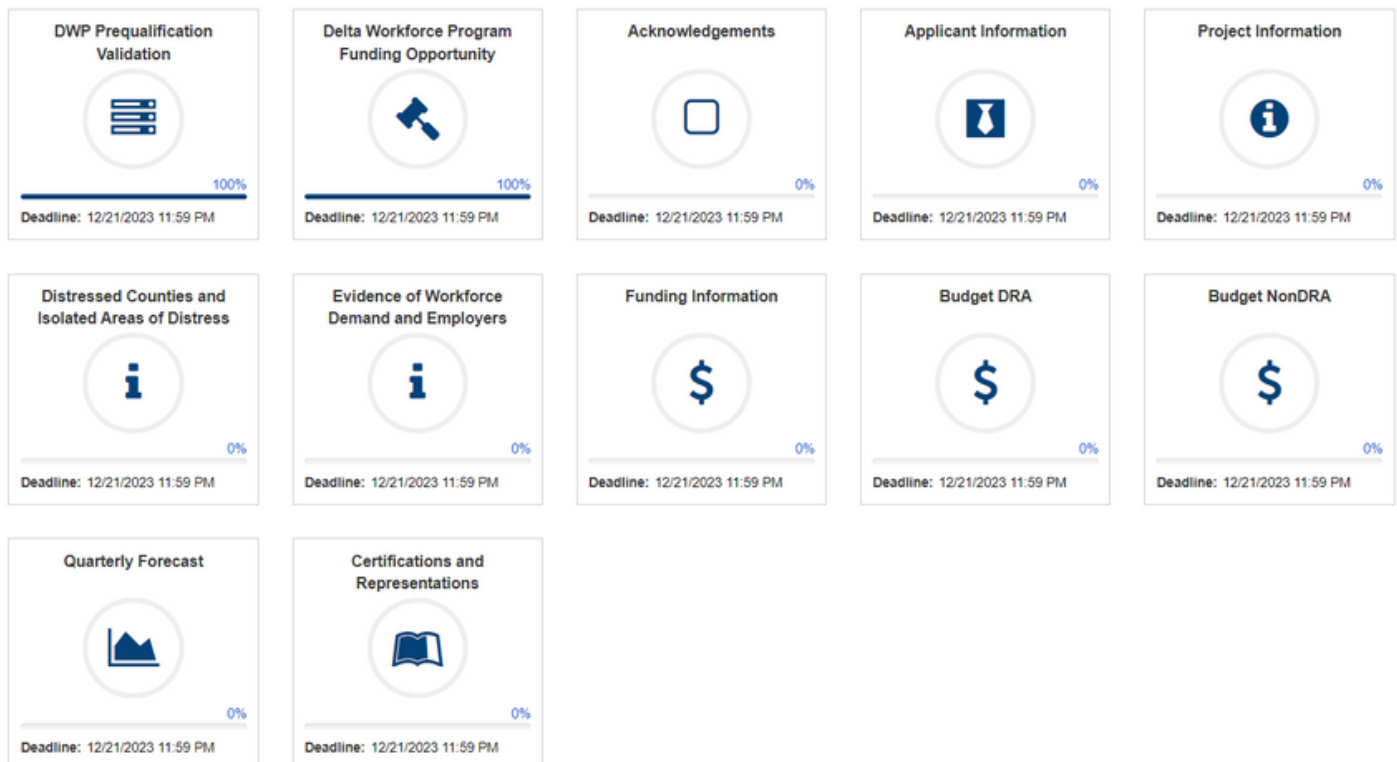
Filling Out A Grant Application

When you begin the application process, only the prequalification section and Funding Opportunity Availability section will be visible. You **MUST** complete and **SAVE** both sections and **RETURN TO DASHBOARD**. When prequalification and funding opportunity availability show 100% completion, the remainder of the grant application will become visible.

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.



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



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 "*" 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 Prequalification and Funding opportunity Announcement sections)

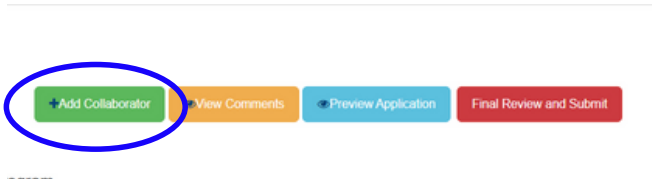
Select the Preview Application button at the top of the page, and a pdf will open for download.

Deadline for Submission || 12/21/2023 11:59 PM (EST)

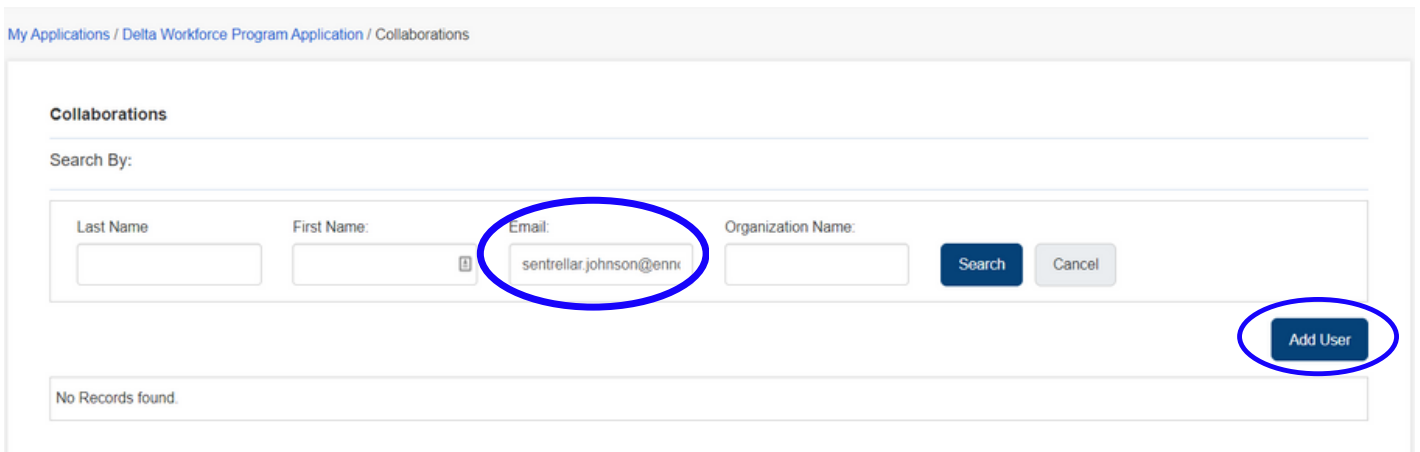


Adding A Collaborator To The Application

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 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 :

Enter the collaborator's information and select ADD. On the next screen. Select Assign Sections.

Adding A Collaborator To The Application (Continued)

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	

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.

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

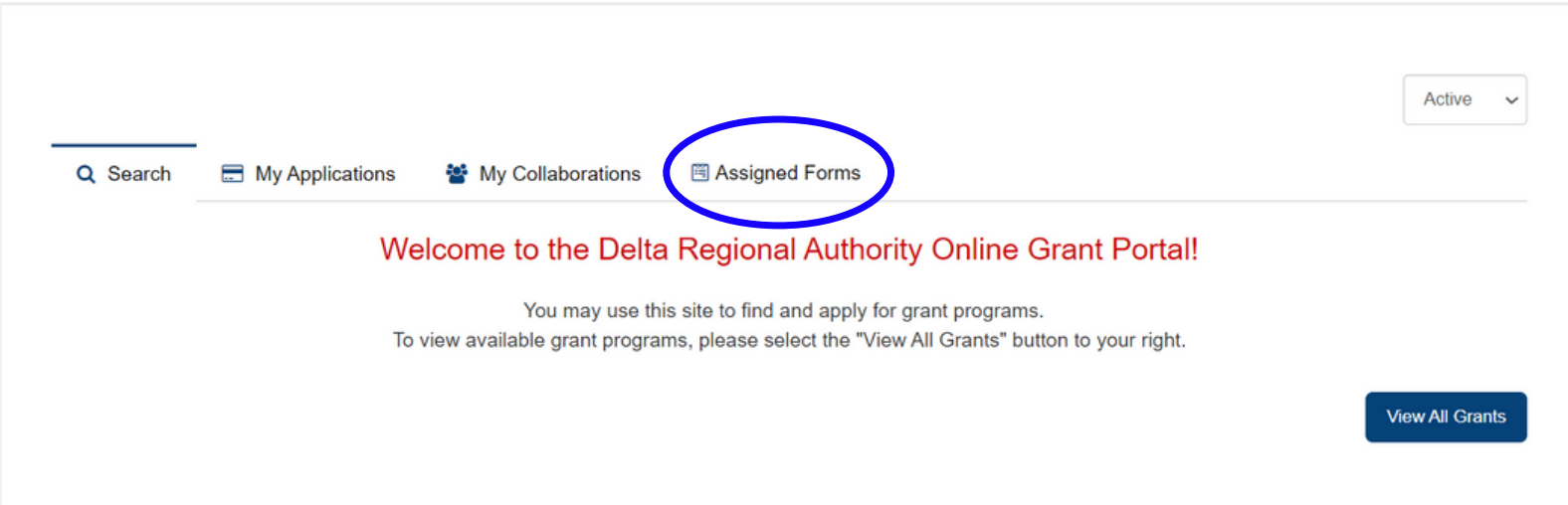
User Password: [REDACTED]

Thank You

Delta Regional Authority

Submitting POST-Award Forms (*Drawdown Requests / 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.



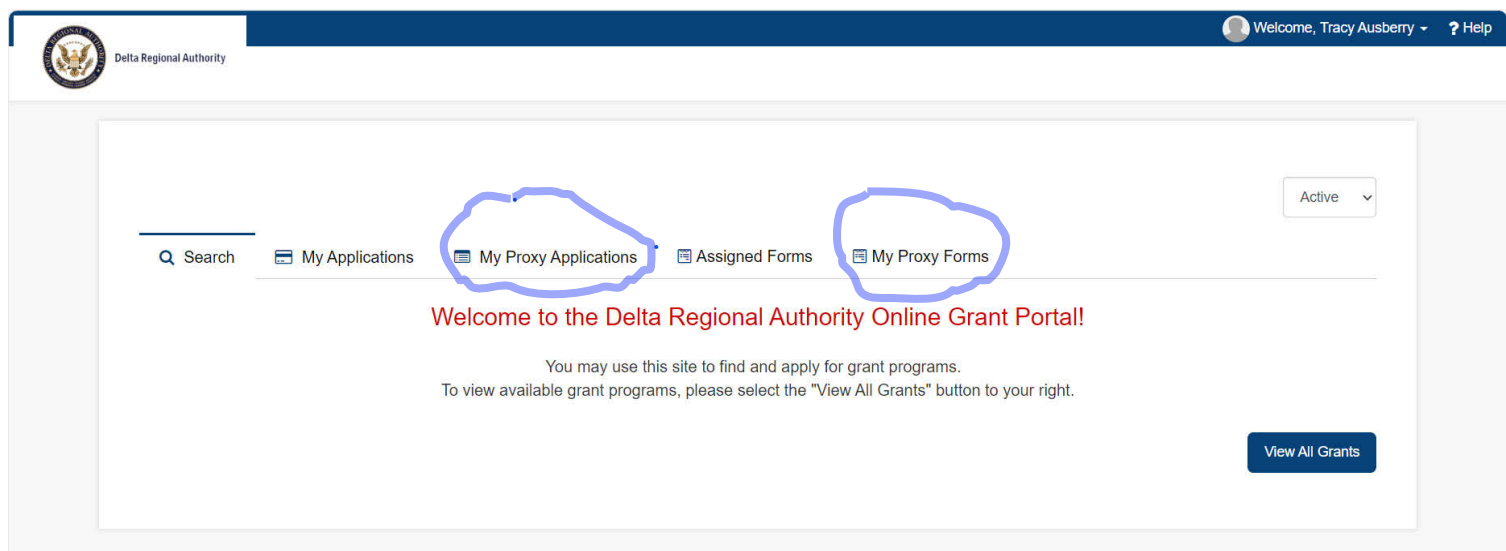
To submit a report, simply click on it. A separate tab will open. Complete the form and submit. The status of that form will update to submitted. To submit a second form of the same name (to request additional funds, simply click on the form again, a blank form will open and you can submit again. DRA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

FOR LDDs ONLY

The following page only applies to LDDs.

My Proxy Applications

LDDs will see two additional tabs on their portal My Proxy Applications / My Proxy Forms. If you are currently assisting, or previously assisted an applicant with a DRA Grant Program application or Forms Submission for an awarded project; they will appear here. **(FY2018 - FY2023)**



My Proxy Applications - Applications from prior DRA Grant Systems were migrated <Here>. **(FY2018 - FY2023)**

My Proxy Forms - POST-Award forms submission required for prior DRA Grant awards <Here>. **(FY2018 - FY2023)**

- Each individual application will be listed with the date submitted and the application ID for your reference.
- To view the application, simply click on the application name.
- Once inside the app, you can use the Preview application button to download a pdf copy if needed.