

Navigating the ARPA Grant Management Portal

Updated November, 2022

Active Users can perform various activities within the portal, depending on their security role. This document will help guide you through using the portal.

Read through the entire document or click on the items listed below to navigate directly to that section.

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[Create & Manage Grant Program Applications](#)

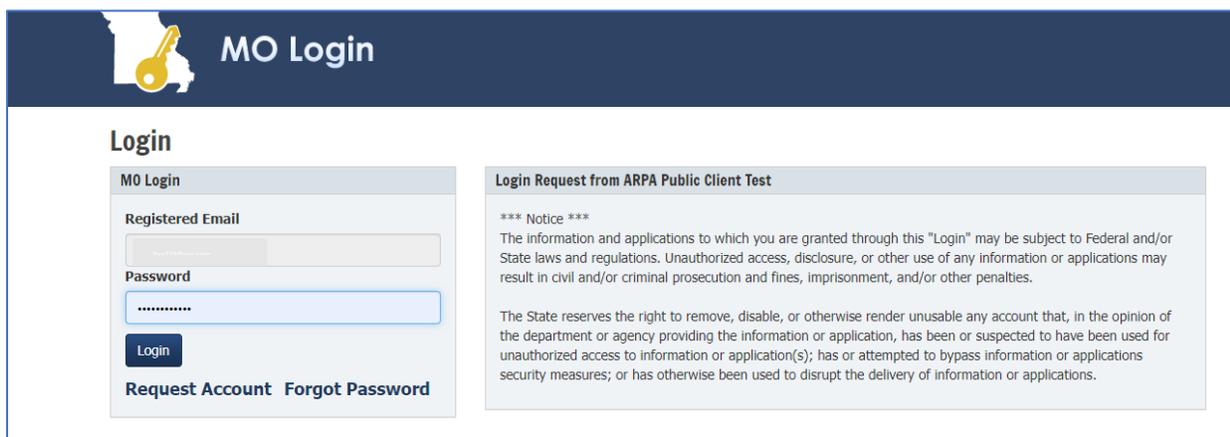
[Create and Send Messages](#)

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Portal Navigation

Users [must log on](#) by entering the registered email and password used to create their MO Login account.

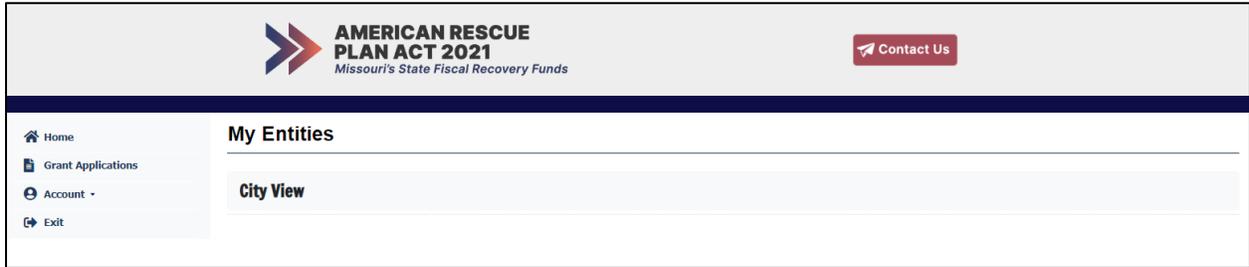


The screenshot shows the MO Login portal interface. At the top, there is a dark blue header with a white outline of Missouri and a yellow key icon, followed by the text "MO Login". Below the header, the main content area is white. On the left, there is a "Login" section with a light blue border. It contains a "Registered Email" field with a grey background and a "Password" field with a light blue background. Below the password field is a blue "Login" button. At the bottom of the login section are two links: "Request Account" and "Forgot Password". To the right of the login section is a "Login Request from ARPA Public Client Test" section with a light blue border. It contains a "*** Notice ***" section with a warning message: "The information and applications to which you are granted through this 'Login' may be subject to Federal and/or State laws and regulations. Unauthorized access, disclosure, or other use of any information or applications may result in civil and/or criminal prosecution and fines, imprisonment, and/or other penalties." Below this is another paragraph: "The State reserves the right to remove, disable, or otherwise render unusable any account that, in the opinion of the department or agency providing the information or application, has been or suspected to have been used for unauthorized access to information or application(s); has or attempted to bypass information or applications security measures; or has otherwise been used to disrupt the delivery of information or applications."

Menu of Options:

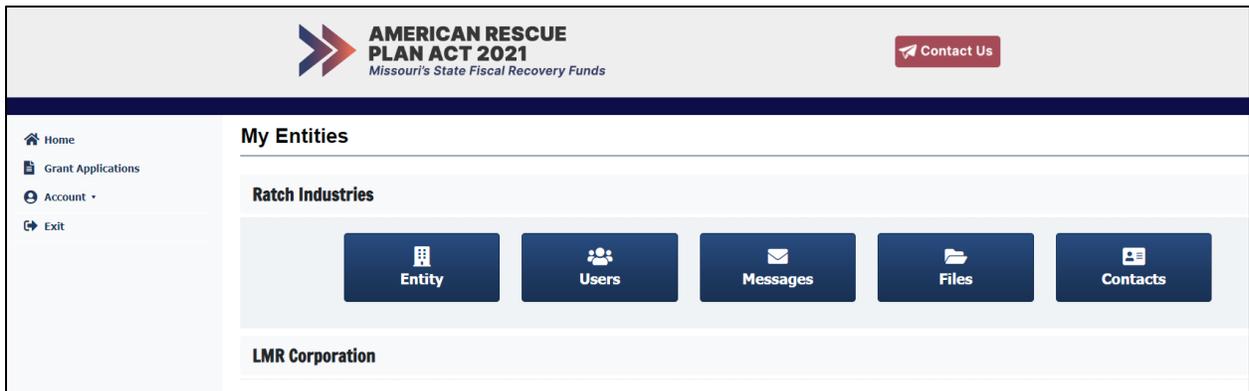
As seen in the image below, within the portal, users can access the following by selecting from the top menu bar:

- 'Home': Manage entity, users, files, or contacts
- 'Grant Applications': Create, manage, and submit an application; View submitted applications
- 'Account': Redeem invite code (to join an entity) or register a new entity
- 'Exit'



Managing the Entity:

The user who creates the entity is automatically registered at the Admin security level. Other users may also be registered at the Admin security level, as desired. Users entered as an Admin can edit the entity information by clicking on Home and selecting Entity.



The image below details the information needed when registering an entity. Note, once registered, the Federal I.D. Number is the only field that may not be changed.

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Register New Entity

Entity Information

Entity Name *
The full legal name of the entity on whose behalf you are registering an account.

Phone Number *
The phone number (including area code) to be used for communications from the State of Missouri.

Fax Number
The fax number (including area code) to be used for communications from the State of Missouri.

Federal ID Number *
The nine-digit federal employer identification number (FEIN) for the entity, or a Social Security Number.

Confirm Federal ID Number *
Please re-enter and confirm the nine-digit federal employer identification number (FEIN) or Social Security Number.

SAM.Gov ID
The System for Award Management (SAM.gov) identification number of the entity. **Request a SAM.Gov ID**

Email *
The email address to be used for communications from the State of Missouri.

County *
Select County...
Select the county in which the entity is physically located.

E-Verify.Gov
The entity must be verified through e-verify.gov to be awarded any ARRA grant funds.

Address Information

Mailing Address *
The mailing address to be used for communications from the State of Missouri.

Mailing City *
Mailing State *
Select State...
Mailing Zip/Postal Code *

Fiscal Year Information

Fiscal Year Period
Select Fiscal Year Period...
Select the twelve-month period of the entity's fiscal year.

[Save](#) [Cancel](#)

Managing Users:

The Admin has authority to invite new users by logging on to the portal, entering the user's email address, selecting the desired security role (see table below), and sending an invitation.

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Ratch Industries

Entity Users Messages Files Contacts

Email Address
email address...

Security Role ⓘ
Select Role...
Admin
Standard
ViewOnly

[Send Invite](#)

Active Users

Name	Email Address	Admin	Standard	View Only	Remove
...	...	✓	✗	✗	Remove

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Once the 'Send Invite' button is clicked, the pending user will have only one (1) hour to activate the registration link that is sent to them. Once the pending user has click the link, the system will recognize them as a user. The system will send the user an email with instructions on how to establish a MoLogin account which will also include an invite code. After the user has established a MoLogin account, the link provided in the email must be clicked to go to the Home page. From the Home page, click the Account link to obtain a dropdown list to find the redeem invite code link where the invite code can be entered.



To change a security role for an active user, the Admin will need to add them once more through invitation, specifying the new security role. An Admin may not simply change a security role for an active user.

Managing Files:

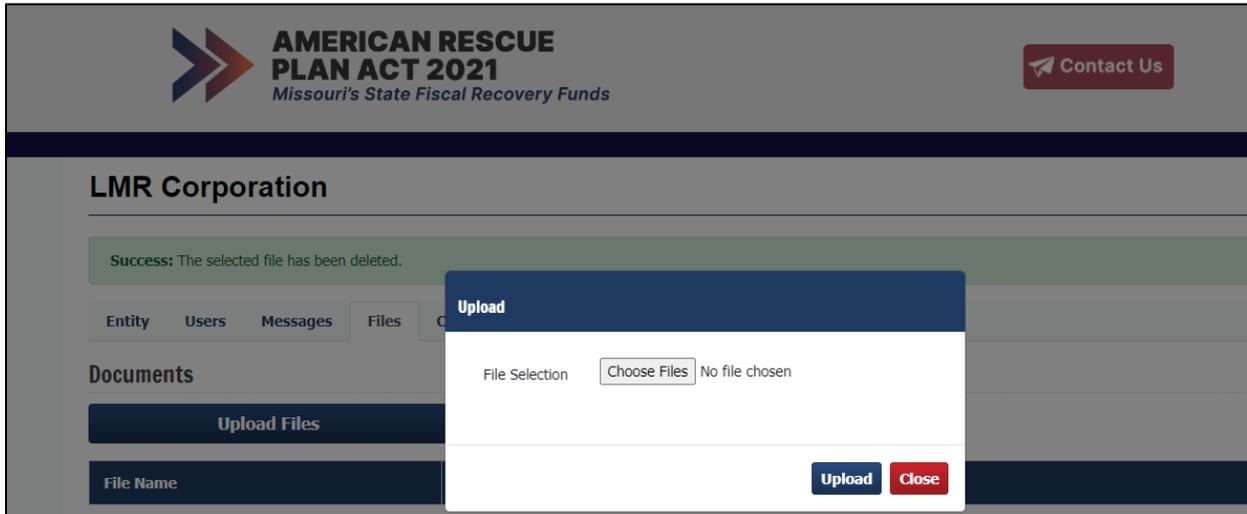
Users with the security role of Admin and Standard may upload, view, and remove files associated with that entity. These files may be submitted along with grant applications, although additional files may also be uploaded during the application submission process.

From the home tab, click on the Entity Name and then 'Files'.

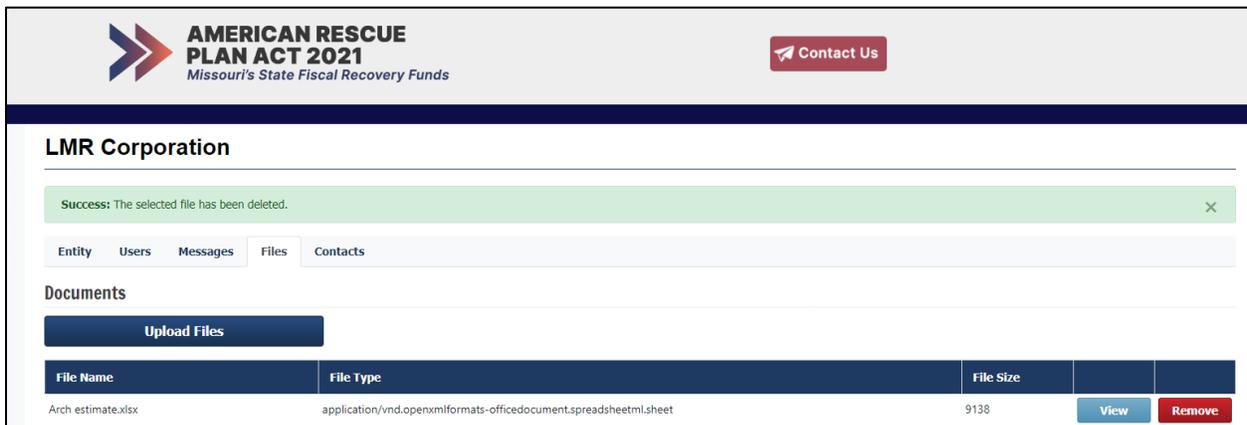


To upload a file, click on 'Upload Files'. The following types of files may be uploaded: doc, docx, pdf, xls, xlsx, xlsx, xlsx, jpeg, jpg, bmp, gif and png.

Choose the file you wish to upload and click on 'Upload'.



You will see all uploaded files associated with your entity as shown in the image below.



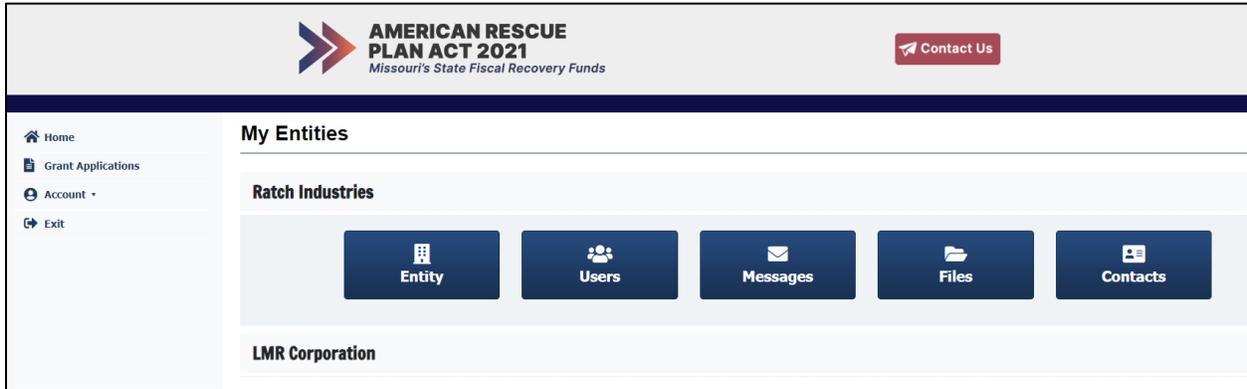
To view or remove previously uploaded files, click on the appropriate button next to the file name.

Managing Contacts:

Users with the security role of Admin and Standard may add and edit contacts that may later be selected for a role within a grant program application, for example, as the applicant. Users may also remove contacts.

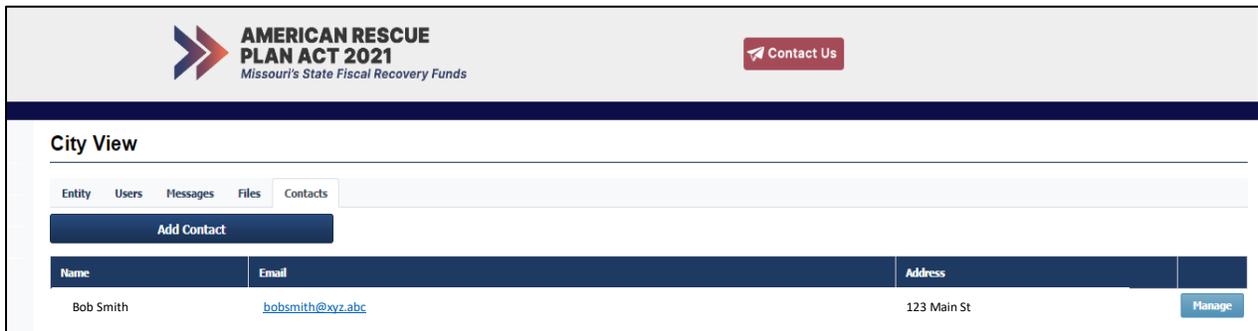
Contacts may be created prior to or during the application completion process.

To add, edit, or remove contacts, go to Home, select Entity Name, and select Contacts, as shown in the image below.

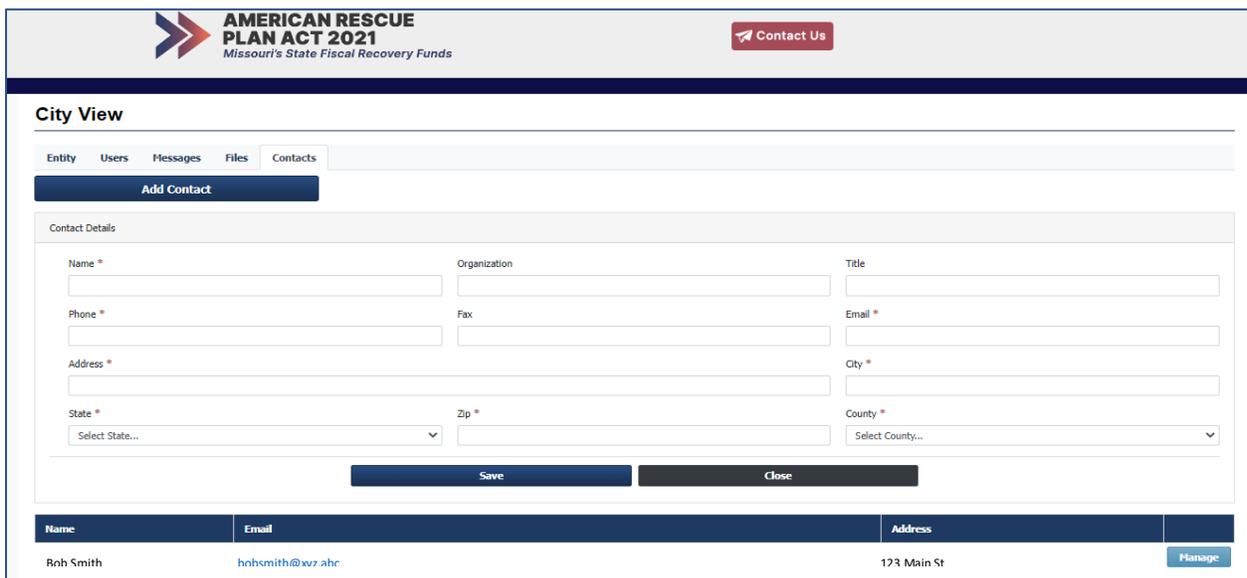


The user will then select 'Add Contact' or 'Manage' a contact by clicking on the appropriate button.

Note: users may not edit or remove a contact that is associated with a submitted application.



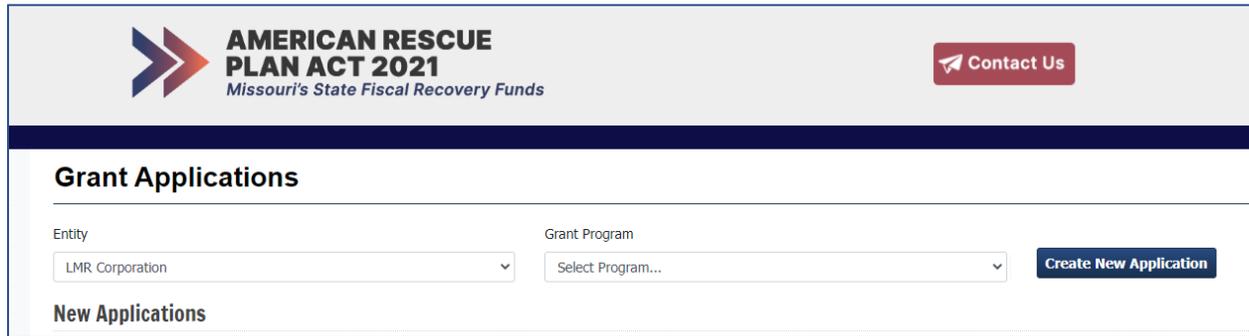
Details to enter for each contact are shown below.



Create and Manage Grant Program Applications:

Users with the security role of Admin and Standard may create and submit new applications and upload supporting documentation, while any user may view applications and submitted documentation.

On the top menu bar, click 'Grant Applications'. Create a new application by selecting your entity, the grant program of interest, and clicking on 'Create New Application'.



The screenshot shows the top navigation bar with the logo for 'AMERICAN RESCUE PLAN ACT 2021 Missouri's State Fiscal Recovery Funds' and a 'Contact Us' button. Below this is a section titled 'Grant Applications'. It contains two dropdown menus: 'Entity' (with 'LMR Corporation' selected) and 'Grant Program' (with 'Select Program...' selected). To the right of these menus is a 'Create New Application' button. Below the dropdowns is a section titled 'New Applications'.

Each application in the portal is different. Please refer to the specific application guidance documents located on the [MO ARPA website](#) for program and application details.

When completing an application, please note:

- An asterisk denotes required fields within your application.
- *You must click the SAVE button to save changes to your application before exiting. If you do not click save, all changes will be lost. You may save your application at any time, even if incomplete.*
- ***All application submissions are final. No changes can be made after clicking the submit button.***

All documentation must be submitted before clicking the Submit Form button. You may also save or cancel your application at any time prior to submitting.



The screenshot shows three buttons: 'Save Form' (dark blue), 'Submit Form' (green), and 'Cancel' (red).

All files to be submitted along with your application must be uploaded or selected where specified within the application page. The option to 'select file' is available for those files already uploaded and associated with your entity. To include files not yet associated with your entity, locate and attach the file using the blue 'View' button (seen in image below).

Files

[Click Here to Upload a File](#)

Project Location Map *	Select File...	View	?
Engineering Report	Select File...	View	
Compliance Schedule or Other Enforcement Document	Select File...	View	
Procurement Documentation *	Select File...	View	?
Resolution of Governing Body of Applicant *	Select File...	View	?
Local Cost Share	Select File...	View	?

[Create additional file field](#)

Once you have started and saved an application, you may access it by clicking ‘Manage’ next to the application.



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- [Home](#)
- [Grant Applications](#)
- [Account](#)
- [Exit](#)

Grant Applications

Entity

Grant Program

[Create New Application](#)

New Applications

Residential Care & Assisted Living Centers - (LMR Corporation)

Application: DHSS-RC-10EEB8058EBD Status: New

[Manage](#) [Send Message](#)

Once all information and required documentation has been entered or uploaded, click the submit button.

All application submissions are final. No changes can be made after clicking the submit button.

Save Form

Submit Form

Cancel

Once submitted, you may view or print a copy of your application by locating it under the Prior Applications sub-header and clicking the ‘View’ button.

Create and Send Messages:

Users with the security role of Admin and Standard may create and submit messages within the portal to be received by the state program administrator. From the Home page, the Messages tab can be selected. Next, select the application status from the dropdown menu and click search to locate the application to be referenced in the message. Click to select the application.

Once the application has been selected, enter the subject and text of your message and click the send button. The email address is automatically populated from the user's profile and all entity users will be included on the message.

Communications and Support

Upon submitting your application, it is important to review and save any communications that may be received outside of the portal from the department regarding your application. Communications may include confirmation of your application submission, or a request for additional information.

For technical support accessing or using the portal, please contact the support center at (833) 948-3752 or MOARPAsupport@pcgus.com.

For questions specifically related to a grant program, please use the contact information provided on the grant program application within the ARPA Grant Portal.

Trouble Logging In

If you are receiving an error message when logging in, please use the following steps to resolve the issue:

- Exit your browser (please close all browser windows when exiting) and clear all cookies For help with this process, reference [How to clear cache and cookies on Windows PC | Trend Micro Help Center](#)). Reopen your browser and try to access the portal.
- If this is unsuccessful, attempt portal access using an alternate browser.
- If you still receive an error message, try clicking the “Home” button upon receiving the error message. (Make sure you are not just hitting the refresh button on the error page.)

If you are still unable to access the ARPA Grants Management Portal, repeat the steps outlined above and try entering the portal using this URL <https://moarpagrants.mo.gov/>.

If the above instructions do not work, please reach out to the MO ARPA Support Center at MOARPAsupport@pcgus.com and provide the information below:

- Exact date and time the issue is occurring
- Grant program for which you are applying
- The Support Center will get back to you as soon as possible