

# Navigating the ARPA Grant Management Portal

Updated August, 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.

[Portal Navigation](#)

[Managing the Entity](#)

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[Managing Contacts](#)

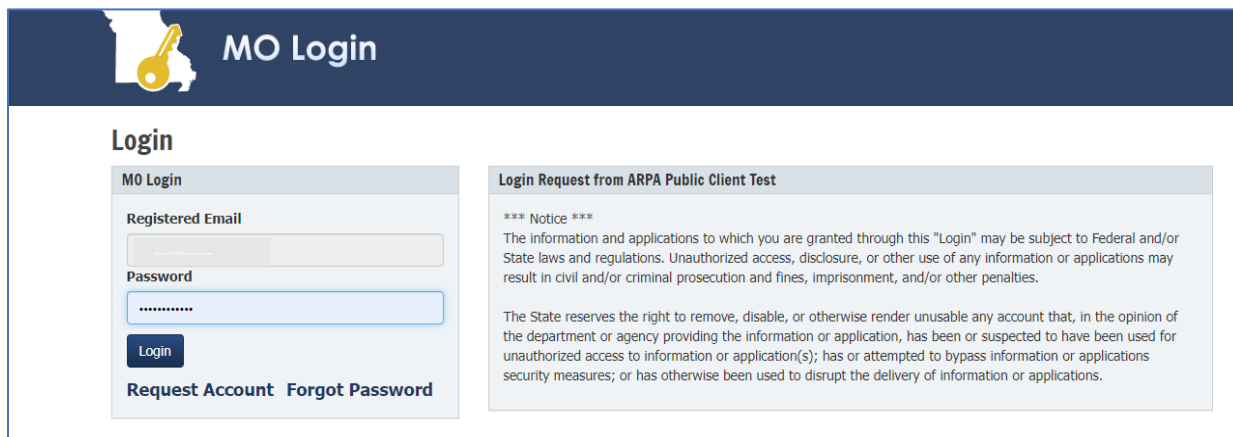
[Create & Manage Grant Program Applications](#)

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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 yellow key icon and the text "MO Login". Below the header, the main content area is white. On the left, there is a "Login" section with a "MO Login" sub-header. It contains two input fields: "Registered Email" and "Password". Below the password field is a blue "Login" button. At the bottom of this section are two links: "Request Account" and "Forgot Password". On the right, there is a "Login Request from ARPA Public Client Test" section. It contains a "\*\*\* Notice \*\*\*" and two paragraphs of text. The first paragraph states: "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." The second paragraph states: "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:

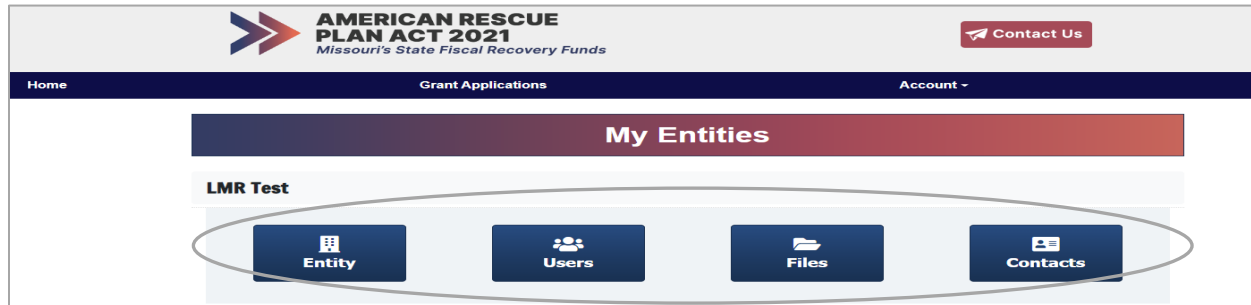
As seen in the image below, within the portal, users can access the following by selecting from the top menu bar:

- '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




## 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, selecting the entity name 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.



**AMERICAN RESCUE  
PLAN ACT 2021**  
*Missouri's State Fiscal Recovery Funds*

[Contact Us](#)

Home
Grant Applications
Account ▾
Exit

Entity Manager - Jane Smith

**Entity Information**

<p><b>Entity Name *</b></p> <input type="text" value="Jane Smith"/> <p><small>The full legal name of the registered entity.</small></p>	<p><b>Phone Number *</b></p> <input type="text" value="(123) 456 7891"/> <p><small>The phone number (including area code) used for communications from the State of Missouri.</small></p>	<p><b>Fax Number</b></p> <input type="text"/> <p><small>The fax number (including area code) used for communications from the State of Missouri.</small></p>
<p><b>Federal ID Number *</b></p> <input type="text" value="111222333"/> <p><small>The nine-digit federal employer identification number (FEIN) for the entity, or Social Security Number.</small></p>	<p><b>SAM.Gov ID</b></p> <input type="text"/> <p><small>The System for Award Management (SAM.gov) identification number of the entity. <b>Request a SAM.Gov ID</b></small></p>	<p><b>Email *</b></p> <input type="text" value="michael.e.allen@verizon.net"/> <p><small>The email address used for communications from the State of Missouri.</small></p>
<p><b>County *</b></p> <input type="text" value="OUTSIDE MISSOURI"/> <p><small>The county in which the entity is physically located.</small></p>	<p><b>E-Verify.Gov</b></p> <p><small>The entity must be verified through e-verify.gov to be awarded any ARPA grant funds.</small></p>	

**Address Information**

<p><b>Mailing Address *</b></p> <input type="text" value="11 sunset blvd"/> <p><small>The mailing address used for communications from the State of Missouri.</small></p>	<p><b>Mailing City *</b></p> <input type="text" value="New York"/>
<p><b>Mailing State *</b></p> <input type="text" value="New York"/>	<p><b>Mailing Zip/Postal Code *</b></p> <input type="text" value="11111"/>

**Fiscal Year Information**

**Fiscal Year Period**

The twelve-month period of the entity's fiscal year.

Save

Cancel

es://moarpa.mo.gov

## 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.

Entity security role	Manage entity?	Manage users?	Manage files, contacts, and applications?	View submitted applications?
Admin	YES	YES	YES	YES
Standard	X	X	YES	YES
View Only	X	X	X	YES

**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.**

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.

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Missouri's State Fiscal Recovery Funds

Contact Us

Home Grant Applications Account - Exit

### User Manager - Jane Smith

Email Address:  Security Role:

#### Active Users

Name	Email Address	Admin	Standard	View Only	
Smith, Joe	mm@missouri.gov	✓	✗	✗	<input type="button" value="Remove"/>

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## 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'.

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Home Grant Applications Account -

### My Entities

LMR Test

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

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Home Grant Applications Account - Exit

### File Manager - Jane Smith

Documents

Upload Files

File Name	File Type	File Size		
graph.pdf	application/pdf	93780	View	Remove

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

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Missouri's State Fiscal Recovery Funds

GRANT APPLICATIONS ACCOUNT -

File Manager - Jane Smith

Documents

Upload Files

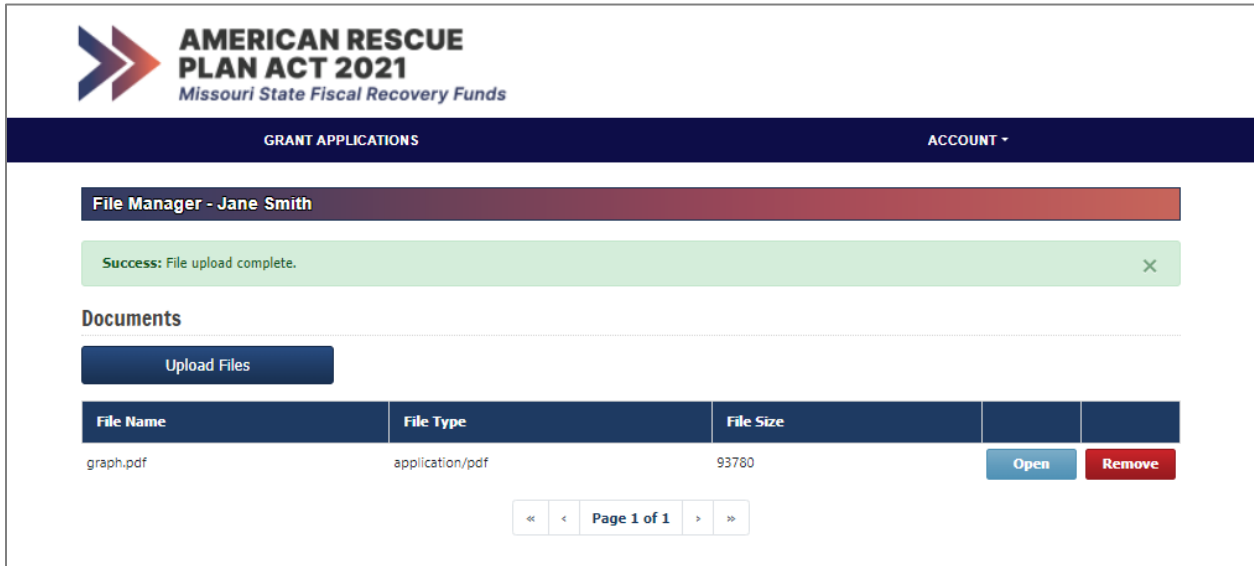
File Name	File Type	File Size		

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**Upload**

File Selection  No file chosen

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



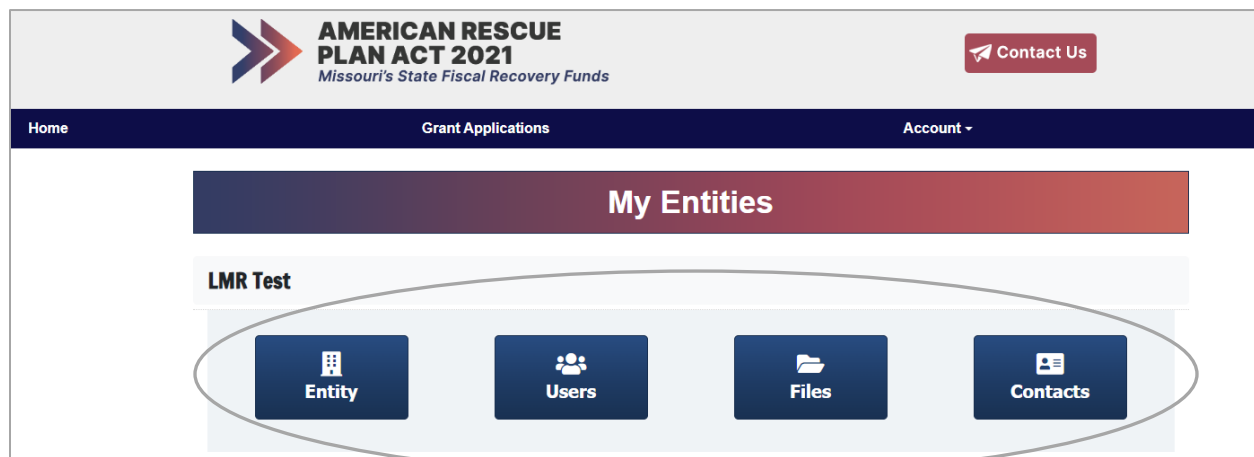
To view or remove previously uploaded files, click on the appropriate button next to the file name.

## 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.

Name	Email	Address	
ABC Engineering	ABC-Engineering@one.two	200 Industrial Dr	Manage
John Smith	John-Smith@one.two	123 Main St	Manage
Lana Jones	L-Joneszz@one.two	203 Cherry St	Manage
Sprint 6 Review	Sprint6Review@one.two	1234 E High St	Manage

Details to enter for each contact are shown below.

Contact Details

Name \* Organization Title

Phone \* Fax Email \*

Address \* City \*

State \* Zip \* County \*

Select State... Select County...

Save Close

## 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. All users 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 displays the user interface for the American Rescue Plan Act 2021 Missouri's State Fiscal Recovery Funds portal. At the top, there is a header with the logo and text 'AMERICAN RESCUE PLAN ACT 2021 Missouri's State Fiscal Recovery Funds' and a 'Contact Us' button. Below this is a dark blue navigation bar with links for 'Home', 'Grant Applications', 'Account', and 'Exit'. The main content area features a large red banner with the text 'Grant Applications'. Underneath the banner, there are two dropdown menus: 'Entity' and 'Grant Program'. The 'Grant Program' dropdown is open, showing a list of programs including 'Wastewater Infrastructure', 'Drinking Water Infrastructure', 'Stormwater Infrastructure', 'Lead Service-Line Inventories', 'Workforce Development', 'Broadband Infrastructure', 'Agriculture Innovation in Education', and 'Mo Excels for Non-Profit Private Institutions'. A blue button labeled 'Create New Application' is circled in red.

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.**



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Missouri State Fiscal Recovery Funds

GRANT APPLICATIONS ACCOUNT

Grant Application - Jane Smith

Success: Application was created.

Wastewater Infrastructure - 7B5FAAC26119

Please contact the help line at 573-751-1192 or toll free 800-361-4827 with questions regarding this application.

**Contacts & Representatives**

Click Here to Create a Contact

Applicant / Continuing Authority \* Select Contact... ?

Authorized Representative \* Select Contact...

Application Completed By \* Select Contact...

Architectural and Engineering Consultant Select Contact...

**Applicant / Continuing Authority**

Applicant Type \* Select Option...

Please specify if Applicant Type is Other

Save Form Submit Form Cancel

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.

**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.

**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 Application'.

The screenshot shows the 'Grant Applications' page for the American Rescue Plan Act 2021. At the top, there is a logo and the text 'AMERICAN RESCUE PLAN ACT 2021 Missouri State Fiscal Recovery Funds'. Below this is a dark blue navigation bar with 'GRANT APPLICATIONS' and 'ACCOUNT'. The main content area has a 'Grant Applications' header. Underneath, there are two dropdown menus: 'Entity' (with 'Select Entity...' text) and 'Grant Program' (with 'Select Program...' text). To the right of these is a 'Create New Application' button. Below the dropdowns, there is a list of applications. The first entry is 'Wastewater Infrastructure - (Jane Smith)' with 'Application: 7B5FAAC26119' and 'Status: New'. A 'Manage Application' button is located to the right of this entry and is circled in red.

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.**

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

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.

The screenshot shows the 'Grant Applications' page with a navigation bar at the top containing 'Home', 'Grant Applications', 'Account', and 'Exit'. There is also a 'Contact Us' button. The main content area has a 'Grant Applications' header. Below this, there are two dropdown menus: 'Entity' (with 'Select Entity...' text) and 'Grant Program' (with 'Select Program...' text). To the right of these is a 'Create New Application' button. Below the dropdowns, there are two sections: 'New Applications' and 'Prior Applications'. Under 'Prior Applications', there is an entry for 'Missouri Area Career Center Opportunities - (LR Sprint 10 Testing)' with 'Application: DESE-CC-B44056328A27' and 'Status: Submitted'. A 'View' button is located to the right of this entry.

## Communications and Support

Upon submitting your application, it is important to review and save any communications received 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](mailto: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](mailto: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