



2019-2021

**Office of Chronic Disease Prevention and Health Promotion
Good & Healthy Community Grant**

Catalyst120 Walkthrough

APPLICATION DEADLINE: April 10, 2019 @ 5 pm Central Time

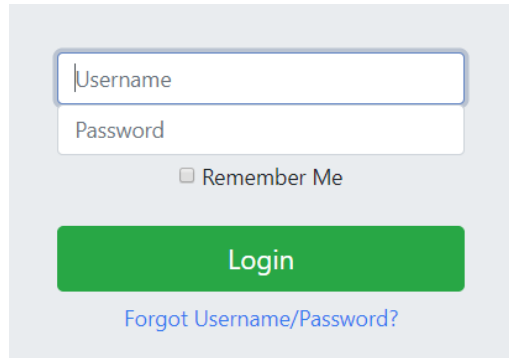
Catalyst120 is hosted by the SHPR Group. Technical Assistance for Catalyst120 is provided through the Catalyst120 Help Center (<https://secure.catalyst120.com/UIPages/Public/HelpCenter.aspx>), email (support@catalyst120.com), or by phone (770.935.0958).



For assistance with Catalyst120, please contact Spectrum Health Policy Research, Catalyst120 Support through their Help Center call (770)935-0958 or email support@catalyst120.com.

How to Access Catalyst120

1. Open web browser. Make sure your browser is the most recent version. Mozilla Firefox, Google Chrome, and Internet Explorer are all compatible with Catalyst120.
2. Go to <https://secure.catalyst120.com/>
3. Enter your username and password. Click “Login” to log into Catalyst120, as shown below.



If you are a new applicant and/or do not have a Username and Password for Catalyst120, email DOH.info@state.sd.us with the subject line “Tobacco Grant Log-In” and include the following information in the body of your email:

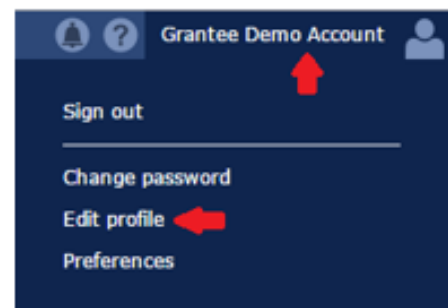
- First and last name
- Position/Title
- Email address
- Organization name
- Organization address
- Phone number

After the information is received, DOH Info will send you an email with your Catalyst120 username and temporary password with instructions on how to change your temporary password. If you do not receive this information within one business day, please contact DOH.info@state.sd.us.

Edit Profile/Organization Information

Once you have logged into Catalyst120, you will need to update your organization information and contact information.

1. Click on your name next to the symbol of a person in the upper right corner of the page on the Function Bar and click “Edit Profile.”



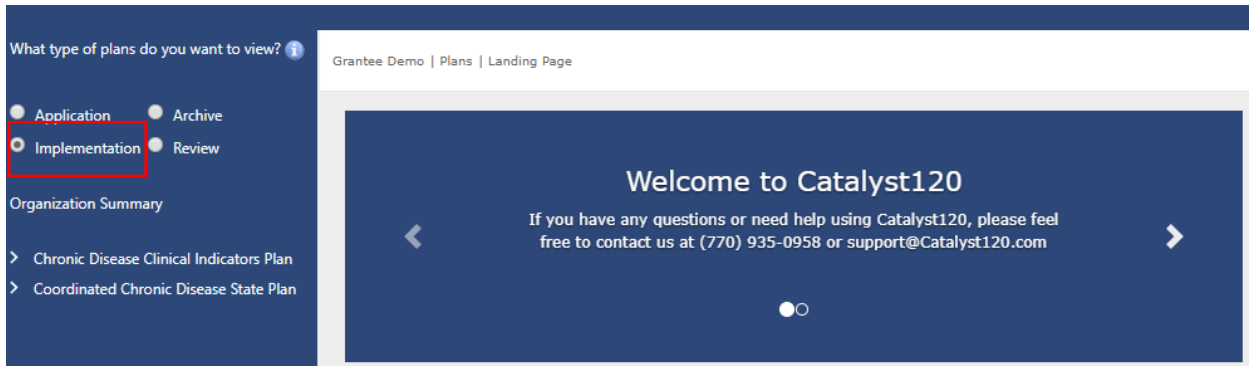
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2. Organization Information: Update all your organization fields and click the “Save” button. Please complete as much as possible. **Note: This will update the information across all of Catalyst120 for your organization, NOT your personal information.**
3. Contacts: Update or add a new contact to include your personal information.
 - a. Add Contact: Click “Add New Contact,” complete the information for the grant facilitator and fiscal agent, and click the blue checkmark to save.
 - b. Update Contact: Click pencil to edit your contact information, and click the blue checkmark to save.



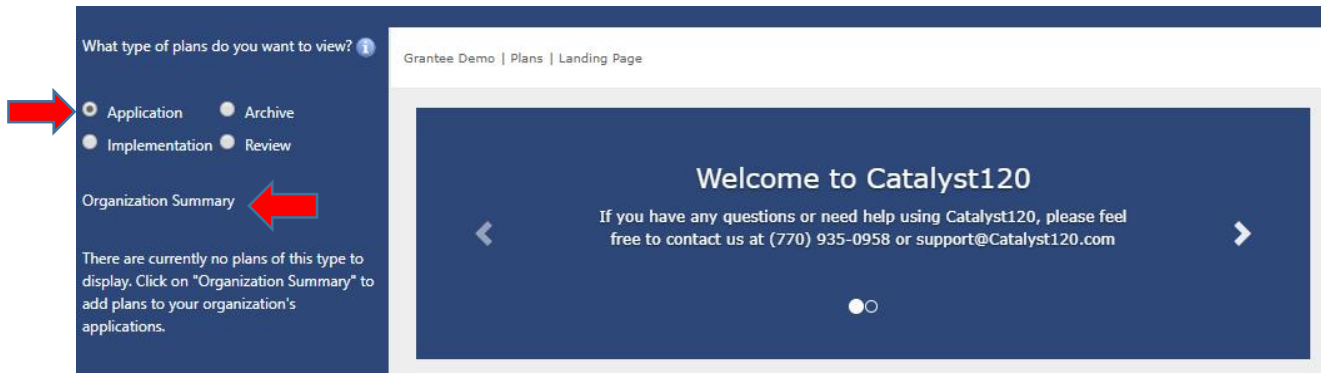
Adding the Grant Application


1. You are automatically directed to your Organization Landing Page. By default, plans in the Implementation phase are shown in your Navigation Tree on the left. If there are not any plans shown, then you do not have any plans currently in the Implementation Phase.

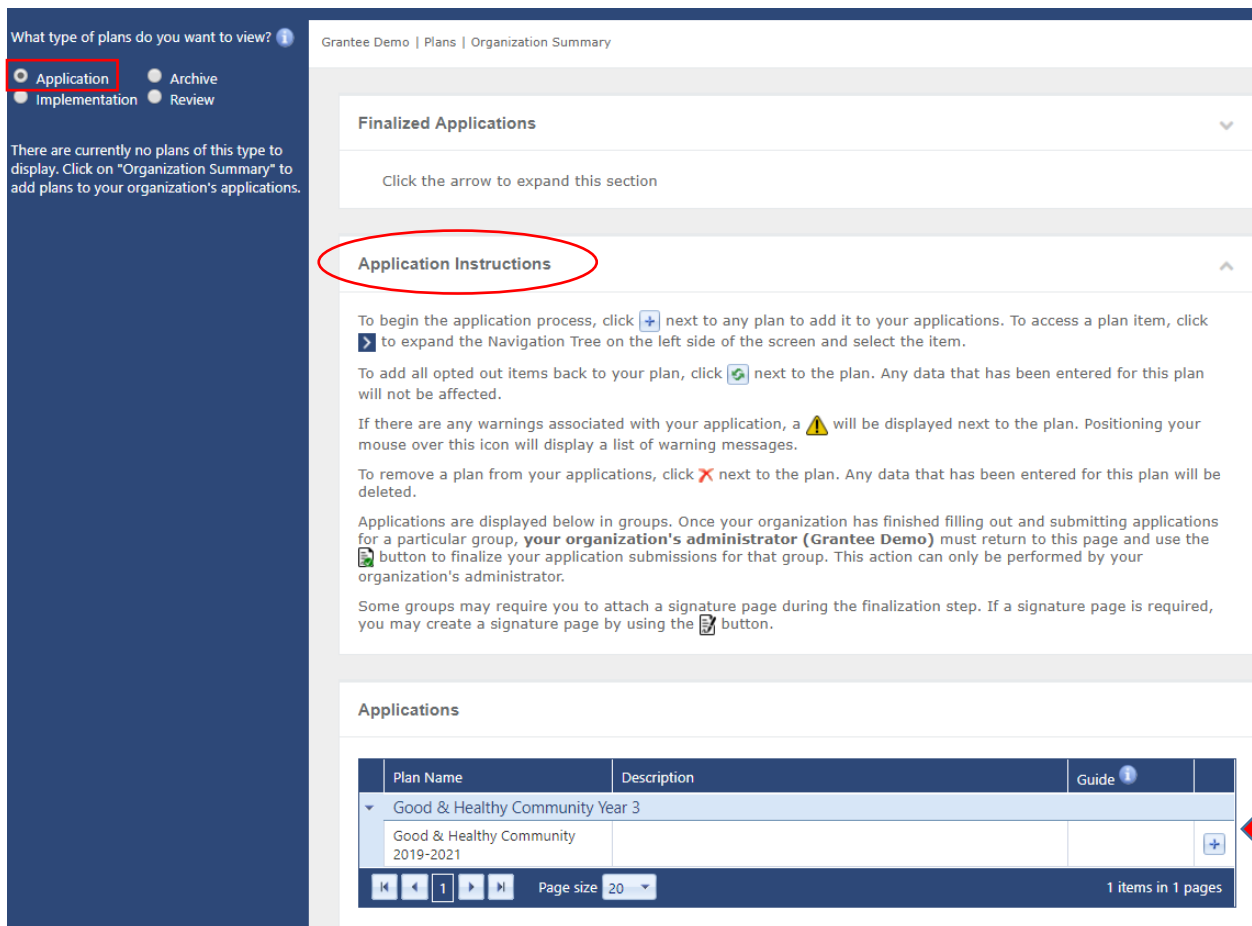


2. Select the “Application Phase” radio button. All applications that are currently being applied for will appear in the Navigation Tree. To add a new application, click on the “Organization Summary” link to access the available applications.




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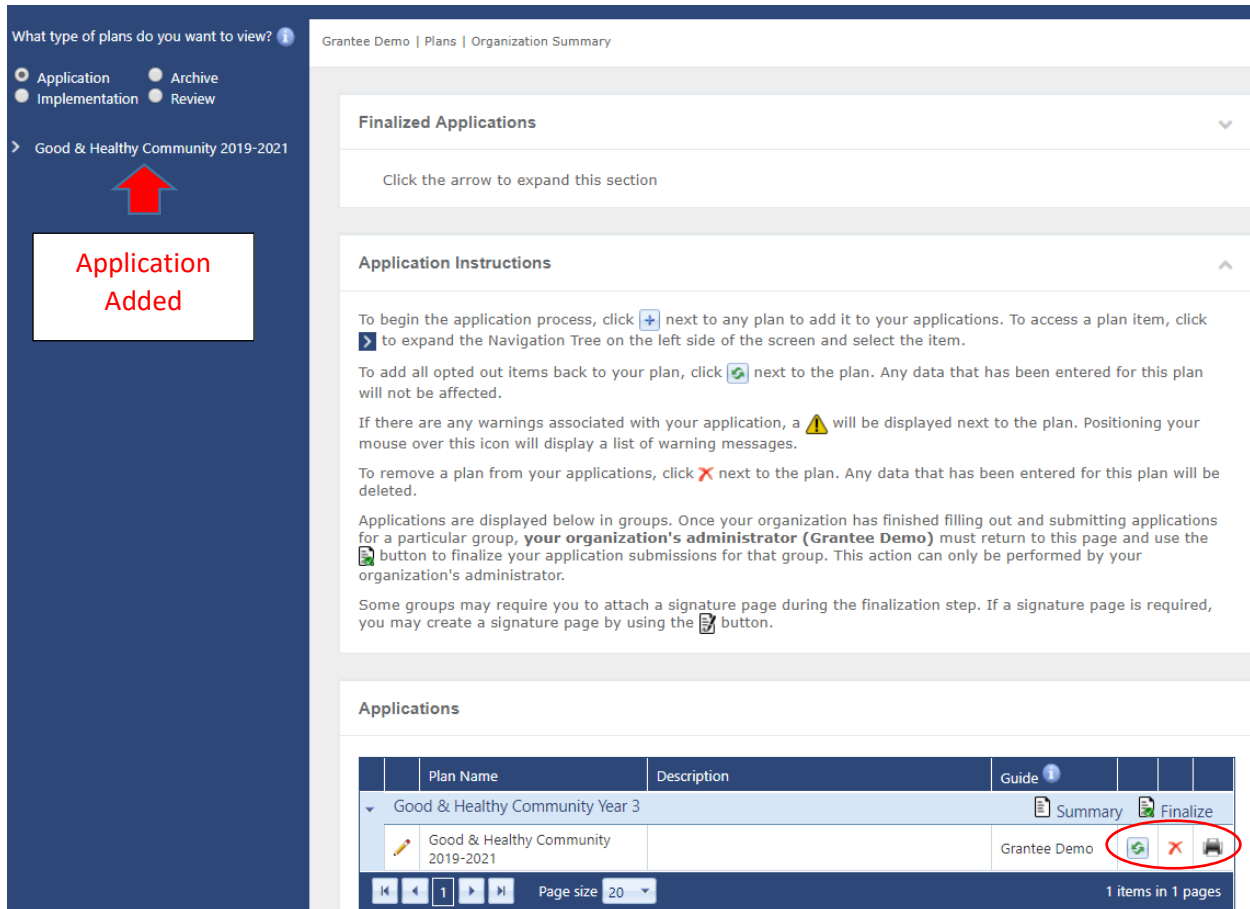



3. On the Organization Summary Page, you can add applications to your organization. Please make sure you read the Application Instructions, as they provide guidance for the Application Section.
4. The Application Section is where all the available applications are listed. To add a new application, click the “Add to Application”  button. The application will appear in the Navigation Tree on the left side of the page.



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5. Plans you have selected to apply for have the “Reset Application” button , “Abandon Application” button  and the “Print” button .



What type of plans do you want to view? 

- Application
- Archive
- Implementation
- Review

> Good & Healthy Community 2019-2021



Application Added


Grantee Demo | Plans | Organization Summary


Finalized Applications


Click the arrow to expand this section


Application Instructions


To begin the application process, click  next to any plan to add it to your applications. To access a plan item, click  to expand the Navigation Tree on the left side of the screen and select the item.

To add all opted out items back to your plan, click  next to the plan. Any data that has been entered for this plan will not be affected.








If there are any warnings associated with your application, a  will be displayed next to the plan. Positioning your mouse over this icon will display a list of warning messages.

To remove a plan from your applications, click  next to the plan. Any data that has been entered for this plan will be deleted.

Applications are displayed below in groups. Once your organization has finished filling out and submitting applications for a particular group, **your organization's administrator (Grantee Demo)** must return to this page and use the  button to finalize your application submissions for that group. This action can only be performed by your organization's administrator.

Some groups may require you to attach a signature page during the finalization step. If a signature page is required, you may create a signature page by using the  button.

Applications

Plan Name	Description	Guide 			
Good & Healthy Community Year 3					
 Good & Healthy Community 2019-2021		Grantee Demo			

Page size 20

1 items in 1 pages

Steps to Completing your Application

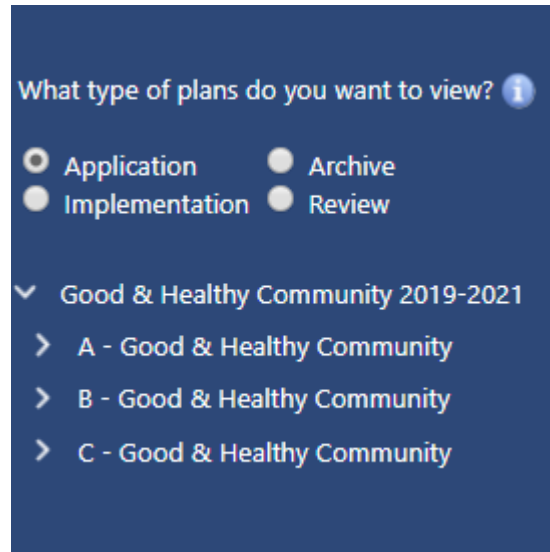
Once you have selected a plan to apply for, you will need to take the following three steps before submitting and finalizing the application.

- Step 1 - Build your application
- Step 2 - Provide responses to all items in the Catalyst120 Online Application Form
- Step 3 – Download and complete Budget Worksheet
- Step 4- Attach all Required Supporting Information and Budget Worksheet

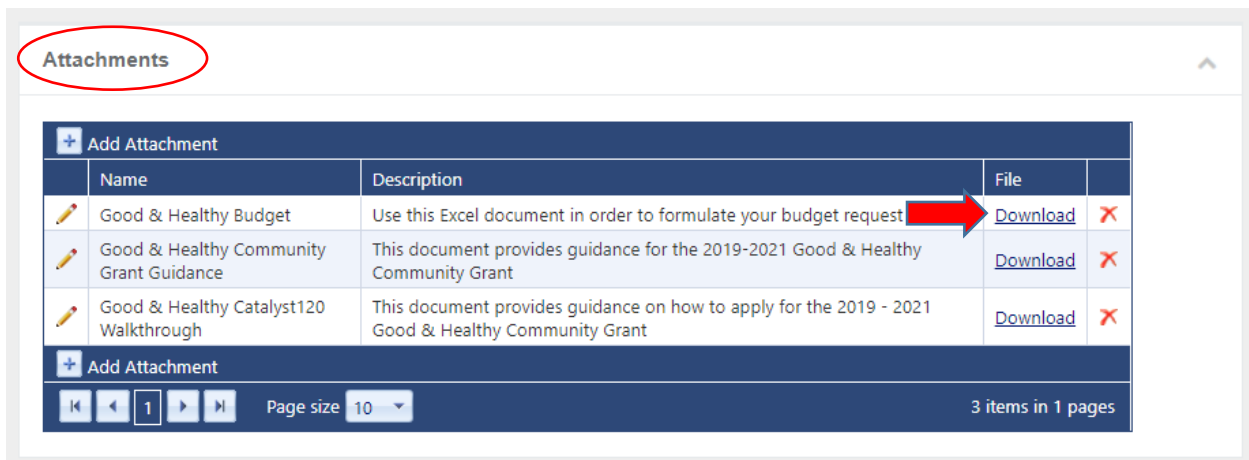
Guidance for your application can be found on the “Plans Detail Page” under the Attachment Section and at <http://goodandhealthysd.org/about/fundingopportunities/>

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1. Click on the name of the application in the Navigation Tree to be directed to the “Plan Detail” Page.



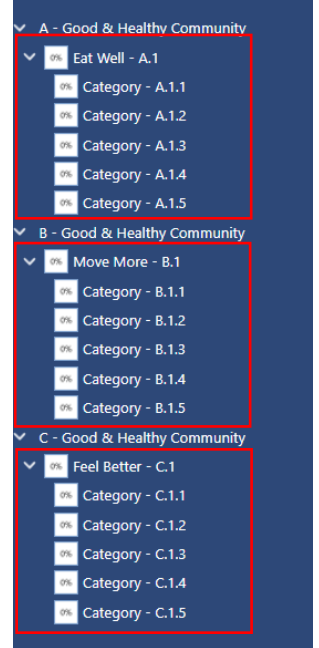
2. Scroll down to the “Attachment Section” and click the “Download” to view the guidance.




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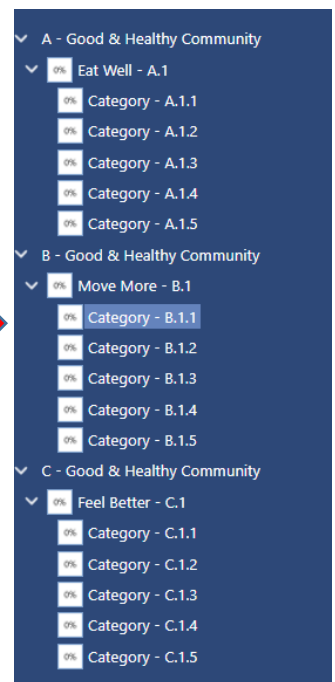
Step 1 - Build your Application

The application contains three Goal Areas: Eat Well, Move More and Feel Better. Within each Goal Area, there are five Categories, which are different sectors under which you can plan to implement Strategy(s). You are **ONLY REQUIRED** to select one sector and implement at least one strategy in each Goal Area and you need to select at least two different sectors throughout the three goal areas. If you do not want to implement a strategy(s) within a sector (Category) then you need to click OPT OUT on each one. For more clarification, see the “Grant Guidance” in the Application Guidelines section.

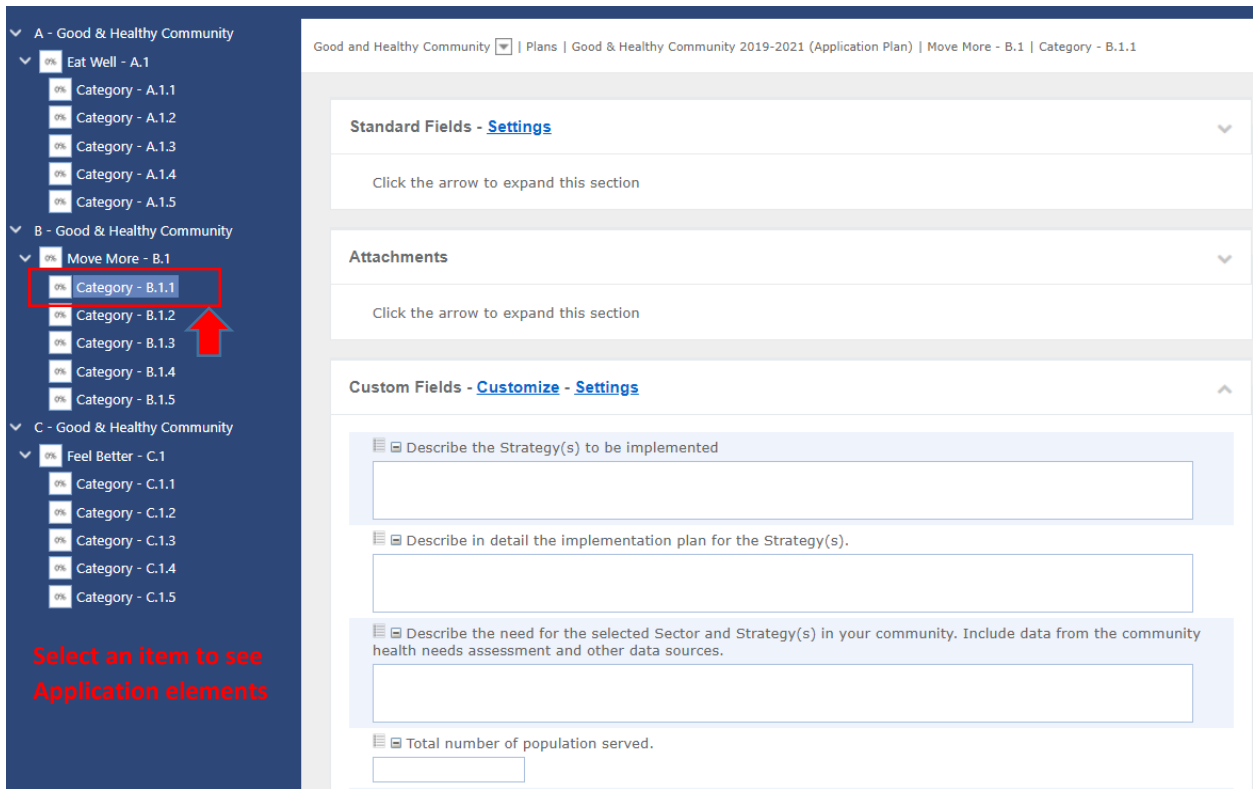


To begin building your application, follow the process below.

1. You can expand the items in your navigation tree by clicking . By expanding the items, you will be able to see all items of the application/plan. Clicking on the item will allow you to see elements of that item for the application on the right-hand side of the screen, as shown below.




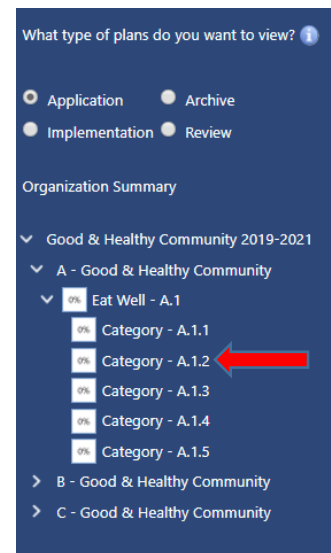
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Opting Out

For those Goal Areas and/or Categories that you do NOT wish to work on, you may choose to “Opt Out” to remove the Goal Area/Category from your application.

1. After you have reviewed the application, click on the Goal Area or Category in the Navigation Tree you **DO NOT** want to include in your application.
2. To remove a Goal Area or Category from your application, click on the  **Opt Out** button on the bottom right hand side of screen. **Note: Make sure you have selected the correct Goal Area or Category you wish to remove from your application.** If you need to restore items that you “Opt Out” of, click the refresh button on the Organization Summary Page.
3. Once you have opted out of the Goal Areas or Categories you **DO NOT** wish to include in your application you are ready to move to the next step.



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Step 2 - Providing Responses to Items

Elements that the applicant/grantee will need to complete will be provided in the Grant Guidance supplied by the OCDPHP. Type in any information that is requested in the Custom Fields section. Make sure you complete all the fields for your application. Click “Save” at the bottom of the item every time a change is made.

Note: You are able to save your responses and return later to edit your response

Custom Fields

- Describe the Strategy(s) to be implemented
- Describe in detail the implementation plan for the Strategy(s).
- Describe the need for the selected Sector and Strategy(s) in your community. Include data from the community health needs assessment and other data sources.
- Total number of population served.
- List all of the Partners/Organizations that will be involved in implementing the Strategy(s).
- Provide a detailed timeline for implementing the Strategy(s) within the grant period. If overall goals are anticipated to take longer than the grant period, please provide an additional long-term timeline with broad goals and objectives.
- Please provide a workable evaluation plan that is able to describe the impact that the Strategy(s) had on the selected Sector and the community as a whole. Include evaluation questions to measure impact.

Step 3 - Complete a Budget

1. Click on the name of the application in the Navigation Tree to be directed to the “Plan Detail” Page.

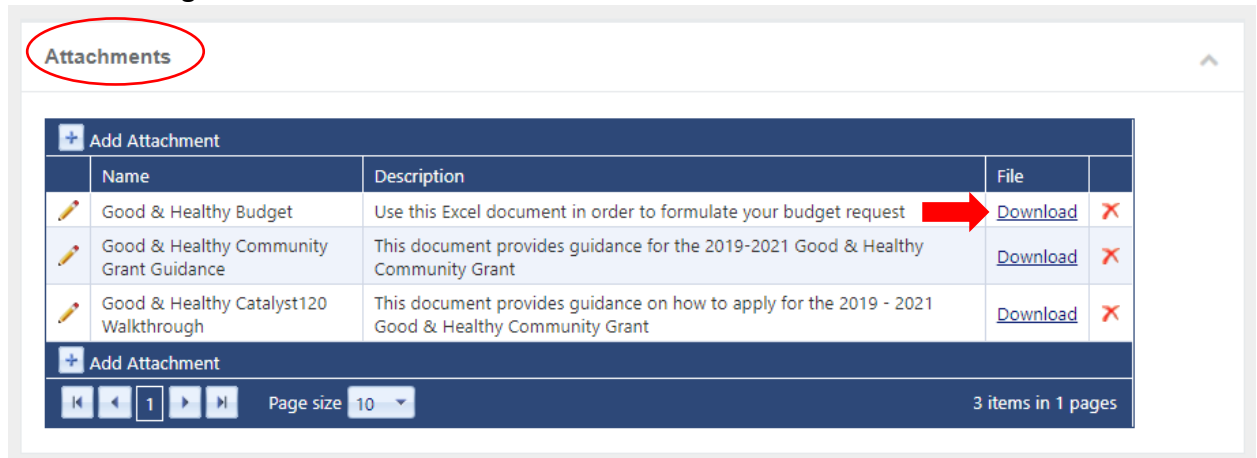
What type of plans do you want to view? ⓘ

- Application
- Archive
- Implementation
- Review

- ✓ Good & Healthy Community 2019-2021
 - > A - Good & Healthy Community
 - > B - Good & Healthy Community
 - > C - Good & Healthy Community

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2. Scroll down to the “Attachment” section and click the “Download” to access the excel Budget Worksheet.



3. Complete the Budget Worksheet in Excel using the guidelines found below and in the Good & Healthy Community Grant Guidance.
 - a. Funding Type: Please organize your budget line items by salary, supplies, travel or other. Funding requests should not include benefits or capital equipment.
Each category may be used multiple times.
 - Include stipend under the Salary category. **Provide detailed justification for the amount of stipend requested.** If salary exceeds **50%** of the requested funds, please provide additional detailed justification.
 - All costs related to proposed strategy(s), such as supplies, promotion, media, etc. should be requested using the Supplies category.
 - Travel expenses related to attending the annual Chronic Disease Partners meeting should be included under the Travel category.
 - b. Category Number: This number should relate directly to the Strategy Narrative, and detail the goal and category where expenses are taking place.
 - c. Strategy Name/Description of Cost: Applicants must provide sufficient budget narrative to justify costs to achieve proposed strategies. **This is your funding justification so please provide detail.**
 - d. Funds Requested need to match the proposed strategies and take into account the number of individuals that will be affected. Applicants can request between \$5,000-\$120,000.
 - e. In-kind Contributions are not required for this grant, but applicants may include them if they clarify budget requests.
 - f. Ancillary Costs may not take up more than 10% of the proposed budget. Ancillary funds can include meeting expenses and educational incentive items.
 - g. Administrative Cost may be included for executive oversight, accounting, and grants management. The allowable cost rate may not exceed the federally approved indirect cost rate for the DOH, which is 3% of the total grant funding request.

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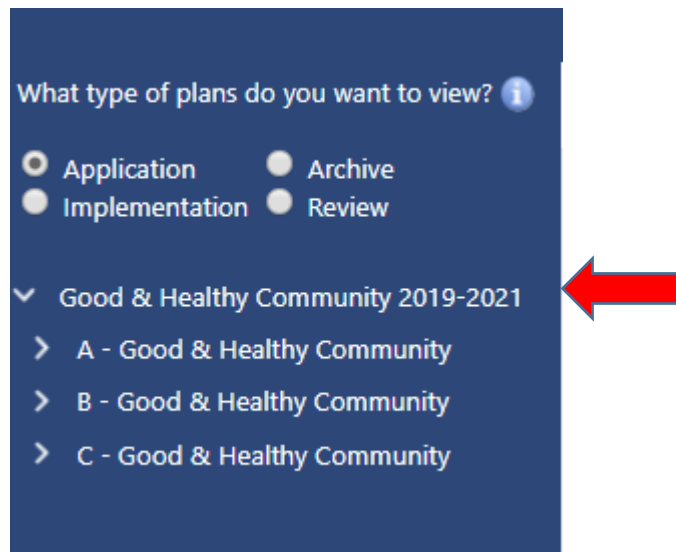
NOTE: Please create a separate budget line for each expense (i.e. Salary, Supplies) within each proposed strategy.

4. Save your budget worksheet using the title “<Organization Name> Budget Worksheet”
5. Follow Step 4 to re-upload your completed Budget Worksheet in the “Attachment” section

Step 4 - Attachments: Required Supporting Information

All documents outlined in the “Required Supporting Information” section of the Good and Healthy Community Grant Guidance, along with the completed budget worksheet, must be uploaded as PDFs into the “Attachments” section of the Catalyst Online Application.

1. Click on the name of the application in the Navigation Tree to be directed to the “Plan Detail” Page.
2. Scroll down to the “Attachment” section and click “Add Attachment.”
3. Type in the Name and Description of the item to be attached. Click to select the document to upload and attach. When the document has been uploaded, click to save the attachment.



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Attachments

+ Add Attachment				
Name	Description	External Grantee	File	
New Attachment - Add				
Name:	<input type="text"/>			
Description:	<input type="text"/>			
File:	<input type="text"/>	<input type="button" value="Select"/>		
<input checked="" type="checkbox"/> <input type="checkbox"/>				
No records to display.				
+ Add Attachment				
<input type="button" value="Previous"/> <input type="button" value="1"/> <input type="button" value="Next"/>		Page size: 10		0 items in 1 pages

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Review your application

Once you completed all steps, you should to review your entire application and each step to make sure your application is complete before you submit. The steps are listed again below.

Step 1 - Build your application

Step 2 - Provide responses to all items in the Catalyst Online Application Form

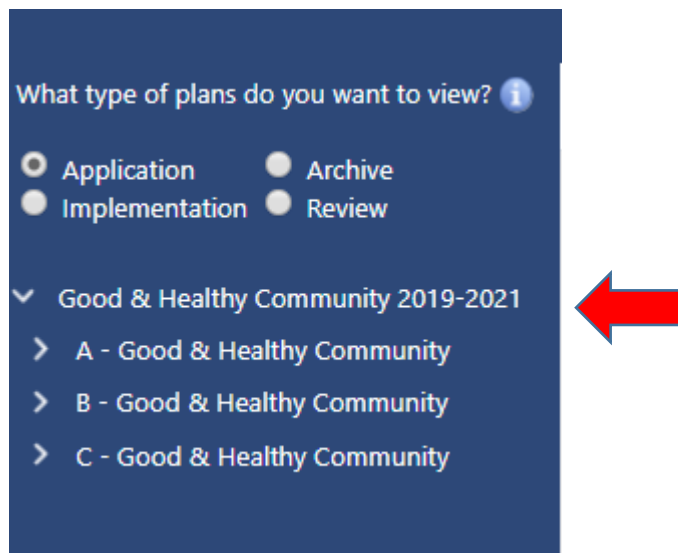
Step 3 – Download and complete Budget Worksheet

Step 4- Attach all Required Supporting Information and Budget Worksheet

Submit your application

After verifying that the application is complete according to Grant Guidance, the Vendor Administrator or the Application Guide for your organization can submit the application.

1. Click on the name of the application in the Navigation Tree to be directed to the “Plan Detail” Page.



2. Under the Submit Application section on the left side of your screen, carefully read the instructions. **Note: Once you submit your application, you will no longer be able to edit the application, the responses, the budget or attachments.**

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Submit Application

Once you submit this application to your organization's administrator (Grantee Demo), you will no longer be able to modify it. Please verify that you have completed the following steps (if applicable) before submitting the application:

1. Provide responses to all items
2. Attach all requested documentation
3. Enter a budget

This application will be stamped with the following information:

Your Name: Grantee Demo
 Today's Date: 01/15/2019

By submitting this application, I am attesting that all of the information submitted is accurate and complete.

1. Check this box to agree to the above statements.

2.

3. If you can attest that all the information in the application to be submitted is accurate and complete, check the box and click . **Note: Once you submit your application, you will no longer be able to edit the application, the responses, the budget, or attachments.**

Finalize your application

Once you have submitted all the applications your program plans to apply for, the Vendor Administrator can finalize your applications. This is the final step in applying for the grant.

Note: Applications should not be finalized until ALL applications have been submitted. Finalizing is only done once and applies to all applications as a group and is not done individually.

1. Once you are ready to finalize your application, click the “Finalize” button.

Applications

Plan Name	Description	Guide	
Good & Healthy Community Year 3		Summary	<input checked="" type="button" value="Finalize"/>
Good & Healthy Community 2019-2021		Grantee Demo	

Page size 20 1 items in 1 pages

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2. The “Finalize Application” pop-up window will appear, as shown before. Carefully read the instructions.
3. Answer the Uniform Guidance single audit question.

Finalize Applications

Instructions

This is the final step of submitting your Good & Healthy Community Year 3 applications to the funding agency. Once you complete this step, you will no longer be able to modify any of these applications. Please verify that you have completed and submitted all of your applications before proceeding.

Please fill in the form below and then click the "Finalize Applications" button.

You are finalizing the following applications:

- Good & Healthy Community 2019-2021

This step will be stamped with the following information:

Your Name: Grantee Demo
Today's Date: 02/28/2019

Was your agency required to have a Uniform Guidance single audit completed in the prior calendar year? ⓘ

Finalize Applications

4. Click the “Finalize application” button.

A message will appear confirming that your application was finalized and will be processed by ODCPHP. You will still be able to view or print your application, budget and any attachments after the application is finalized, but will no longer be able to edit content or add attachments.

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