



**2021-2023**

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

## **Catalyst120 Walkthrough**

**APPLICATION DEADLINE: March 17th, 2021 @ 5 pm Central Time**

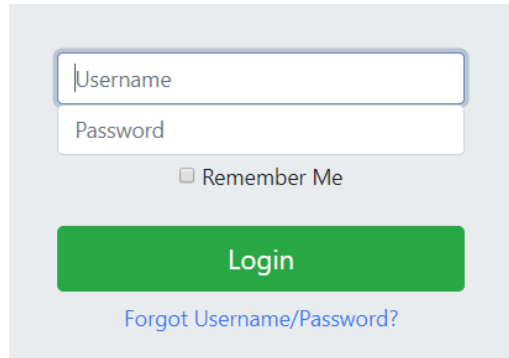
Catalyst120 is hosted by the SHPR Group. Technical Assistance for Catalyst120 is provided through the Catalyst120 Help Center (<https://secure.catalyst120.com/UIPages/Public/HelpCenter.aspx>), email ([support@catalyst120.com](mailto:support@catalyst120.com)), or by phone (770.935.0958).



*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](mailto: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.

A screenshot of the Catalyst120 login interface. It features a light gray background with a white input field for 'Username' and another for 'Password'. Below the password field is a checkbox labeled 'Remember Me'. A prominent green button with the text 'Login' is centered below the inputs. At the bottom, there is a blue link that says 'Forgot Username/Password?'.

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

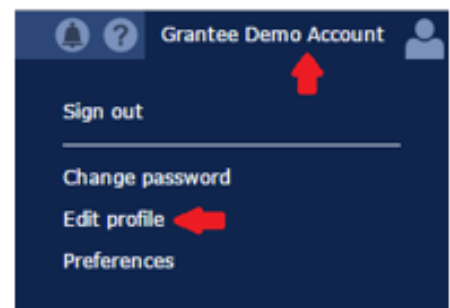
- First and last name
- Position/Title
- Email address
- Organization name
- Organization address
- Phone number

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](mailto:DOH.info@state.sd.us).

## Edit Profile/Organization Information

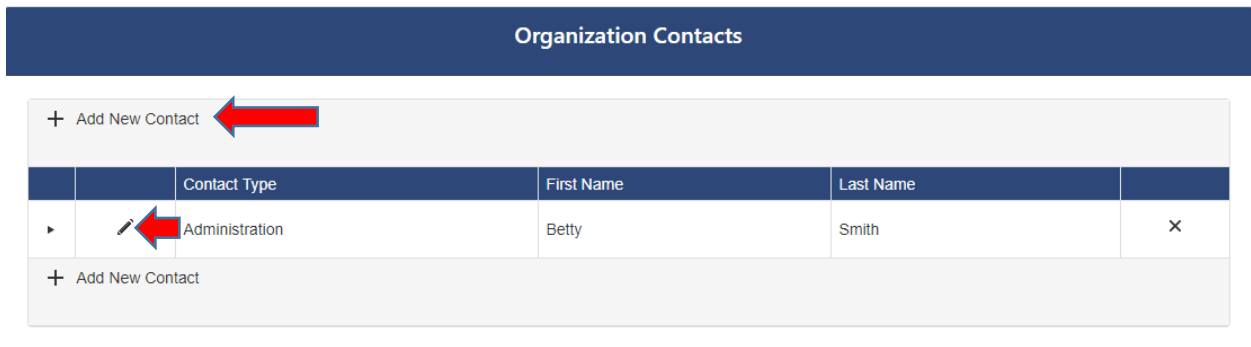
Once you have logged into Catalyst120, you will need to update your organization information and contact information.

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.”



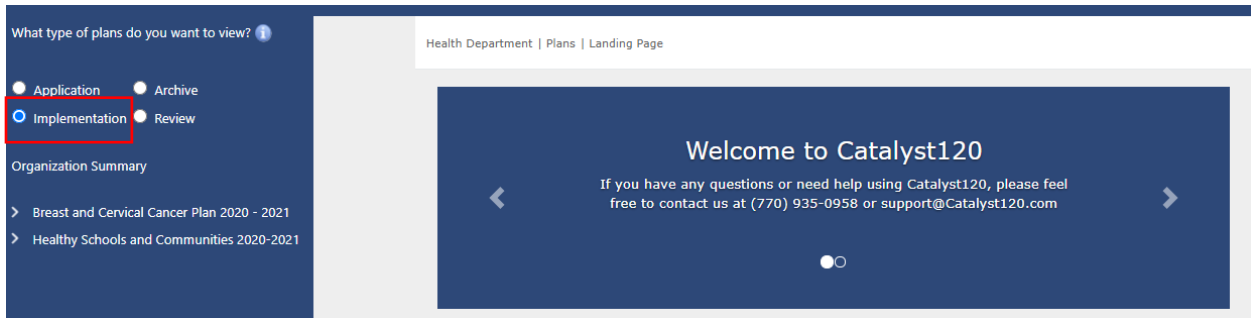
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2. Organization Information: Update all your organization fields and click the “Save Profile” button. Please complete as much as possible. **Note: Changes to the organization contact information will affect your organization's information throughout Catalyst120.**
3. Contacts (Available for Vendor Admin Only): 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.



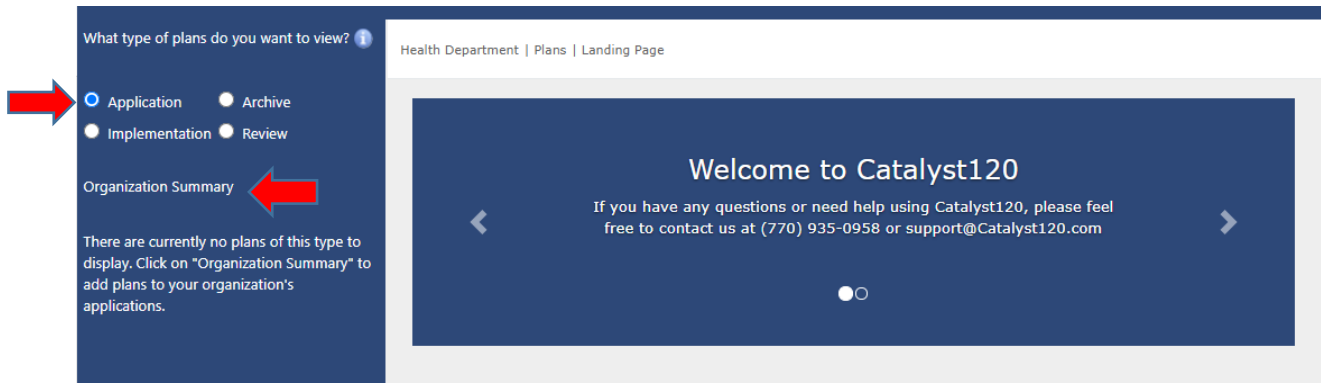
### Adding the Grant Application


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.

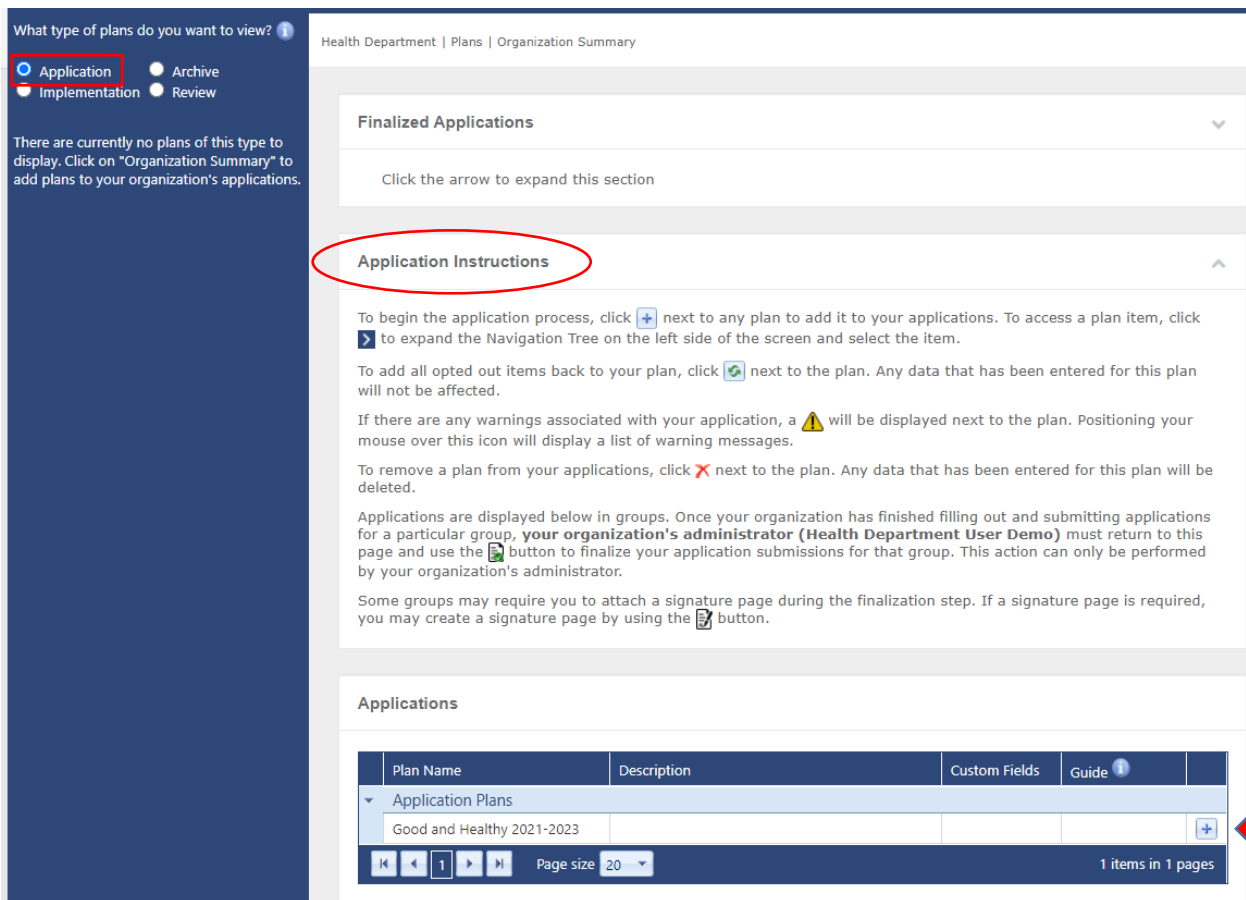


2. Select the “Application Phase” radio button. All applications that are currently being applied for will appear in the Navigation Tree. To add a new application, click on the “Organization Summary” link to access the available applications.




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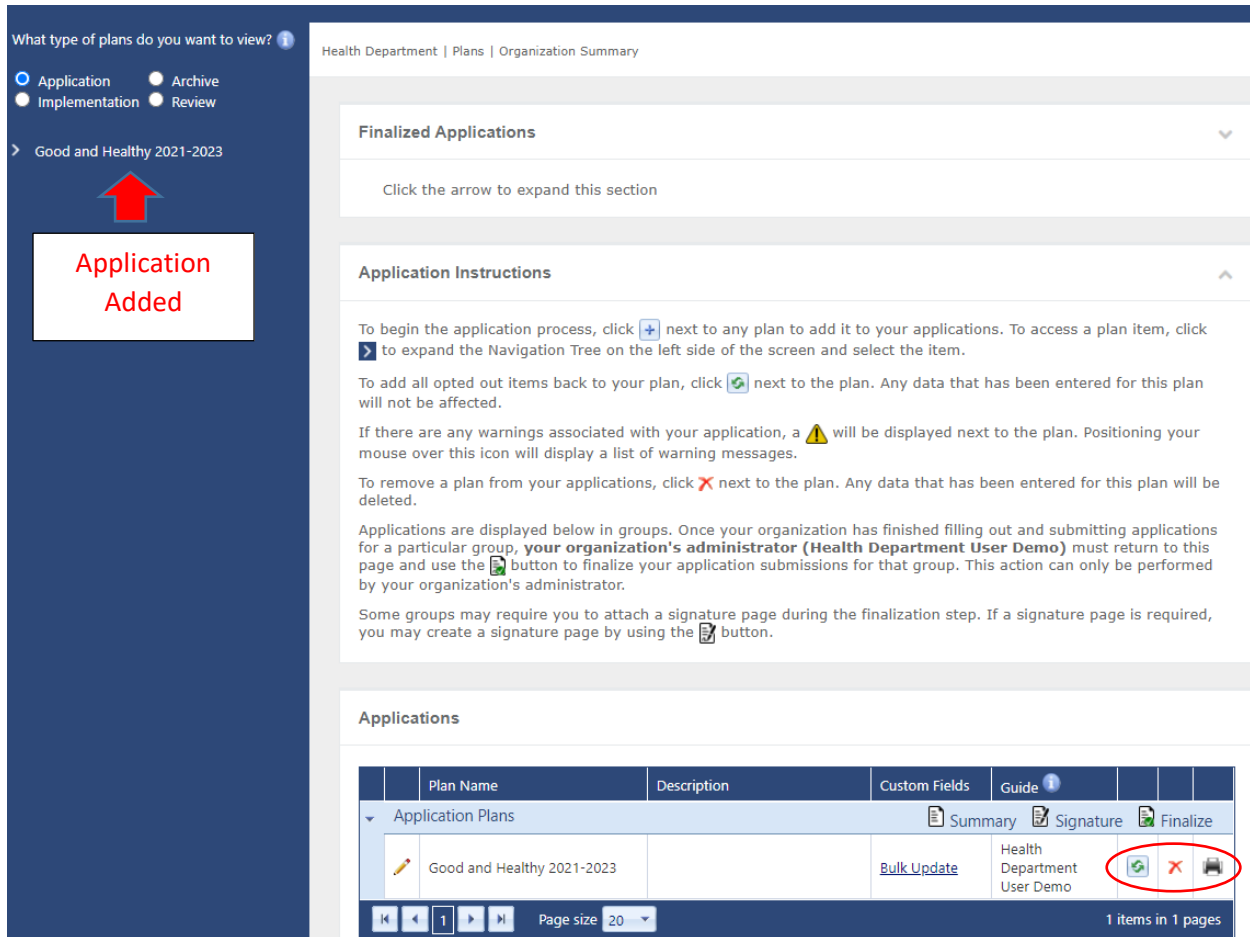


3. On the Organization Summary Page, you can add applications to your organization. Please make sure you read the Application Instructions, as they provide guidance for the Application Section.
4. The Application Section is where all the available applications are listed. To add a new application, click 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 .



## 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

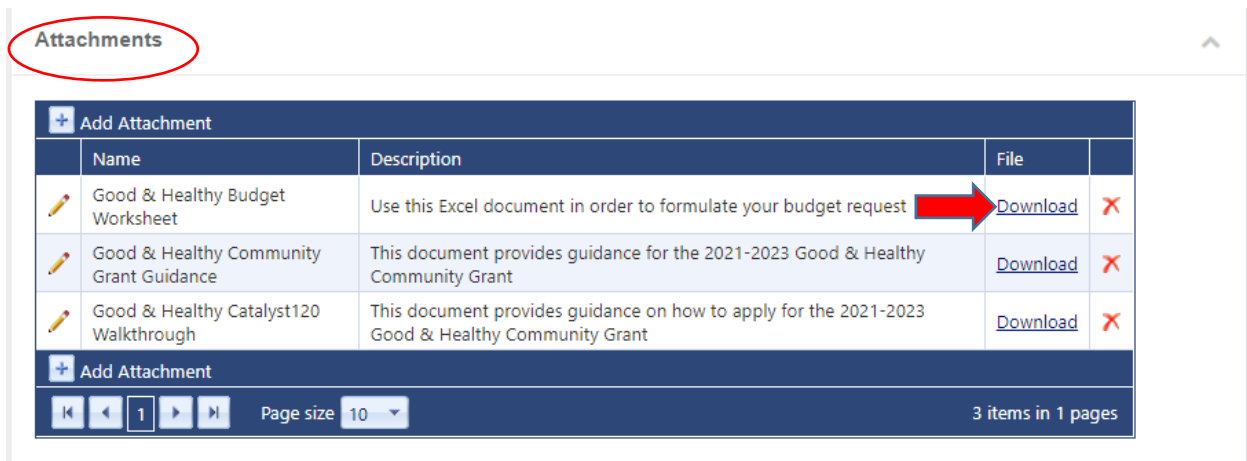
Guidance for your application can be found on the “Plans Detail Page” under the Attachment Section and at <http://goodandhealthysd.org/about/fundingopportunities/>

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



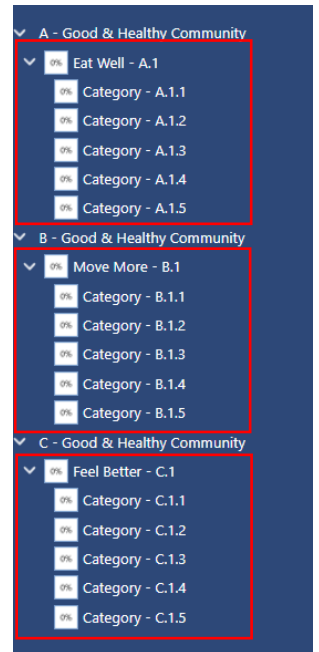
2. Scroll down to the “Attachment Section” and click the “Download” to view the guidance.




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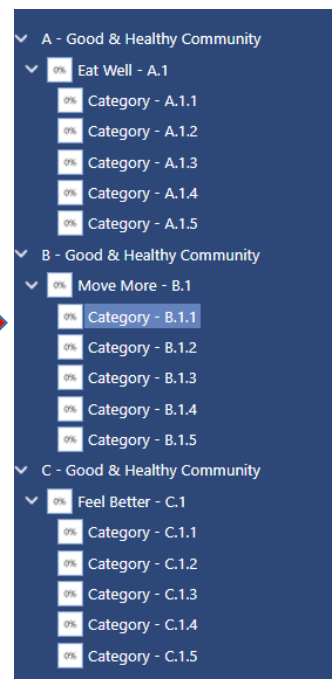
## **Step 1 - Build your Application**

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.

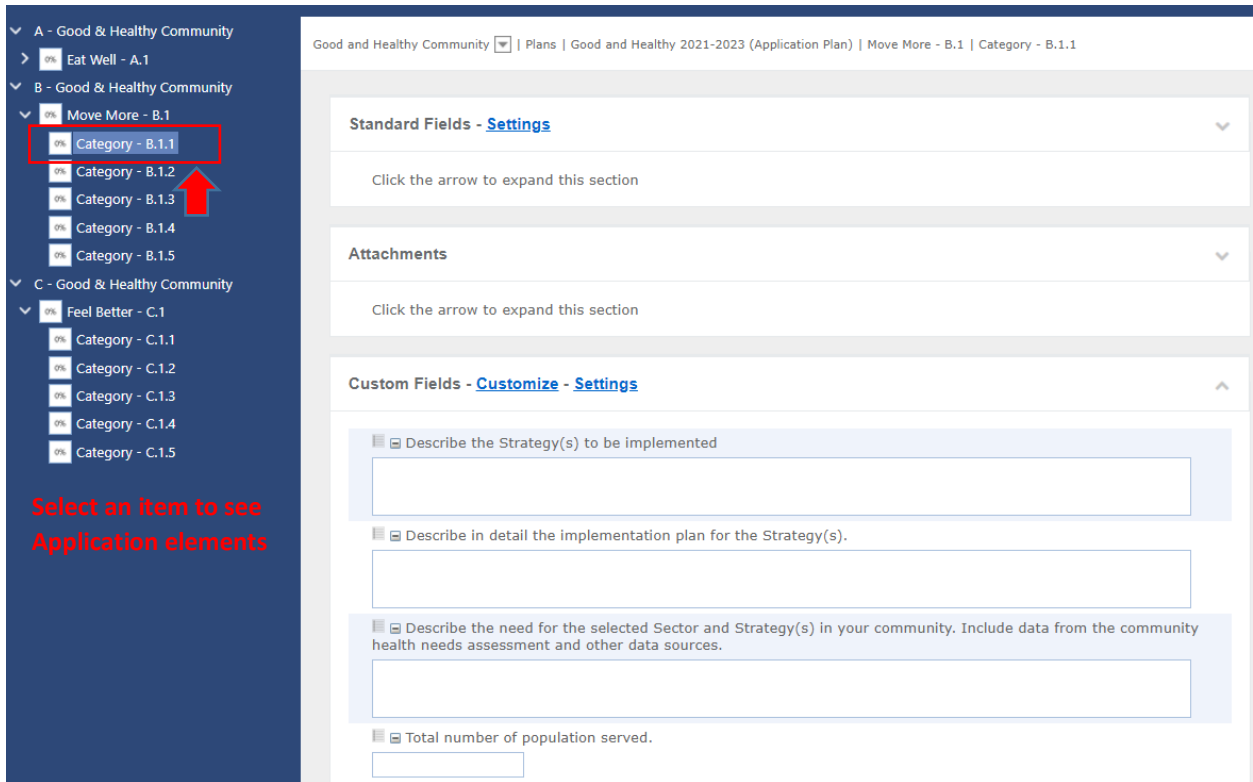


**To begin building your application, follow the process below.**

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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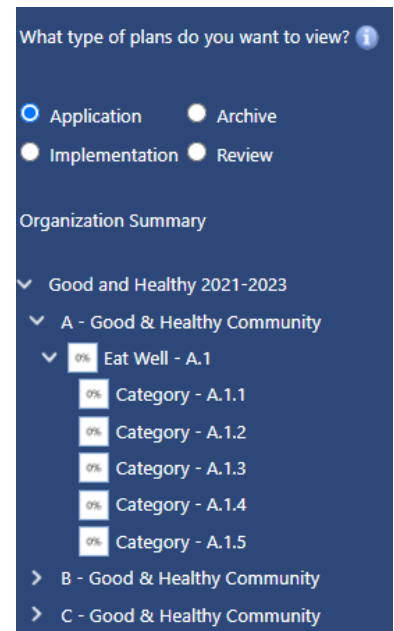


Select an item to see Application elements

## Opting Out

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

1. After you have reviewed the application, click on the Category in the Navigation Tree that you **DO NOT** want to include in your application.
2. To remove a Category from your application, click on the  button on the bottom right-hand side of screen. **Note: Make sure you have selected the correct 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 Categories you **DO NOT** wish to include in your application you are ready to move to the next step.

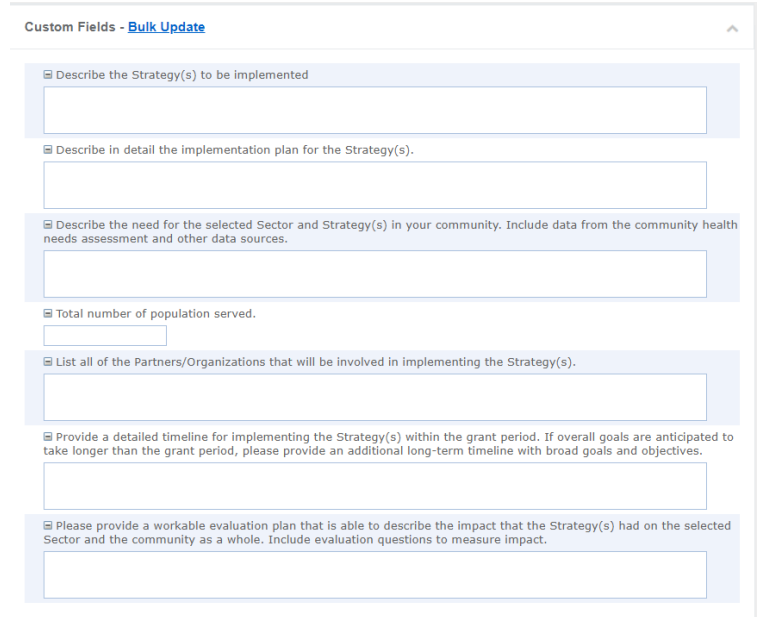


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## Step 2 - Providing Responses to Items

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**



## 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.



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

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**Attachments**

+ Add Attachment				
	Name	Description	File	
	Good & Healthy Budget Worksheet	Use this Excel document in order to formulate your budget request	<a href="#">Download</a>	
	Good & Healthy Community Grant Guidance	This document provides guidance for the 2021-2023 Good & Healthy Community Grant	<a href="#">Download</a>	
	Good & Healthy Catalyst120 Walkthrough	This document provides guidance on how to apply for the 2021-2023 Good & Healthy Community Grant	<a href="#">Download</a>	

+ Add Attachment

Page size 10 3 items in 1 pages

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.

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

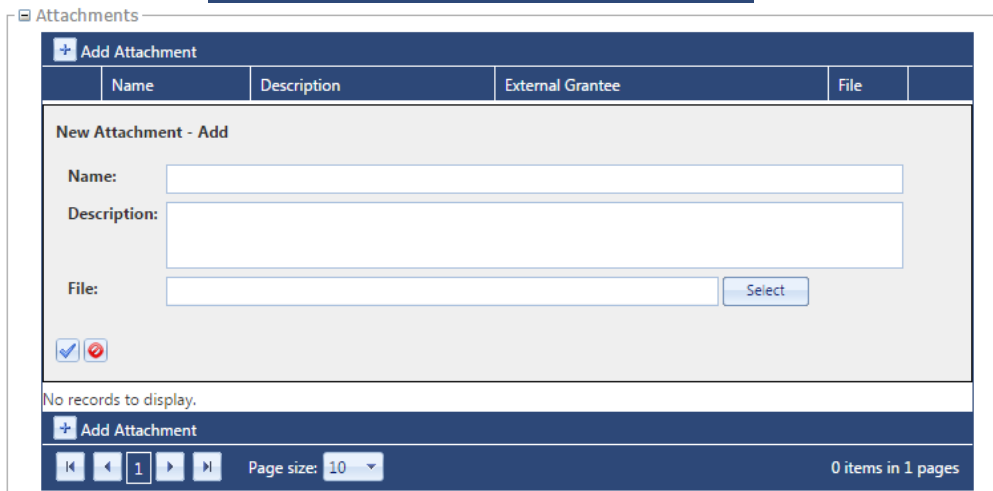
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4. Save your budget worksheet using the title “<Organization Name> Budget Worksheet”
5. Follow Step 4 to re-upload your completed Budget Worksheet in the “Attachment” section

### **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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## Review your application

Once you completed all steps, you should 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 (Demo Account), 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: Demo Account  
 Today's Date: 01/19/2021

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.**

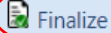



### Finalize your application

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	Custom Fields	Guide	
Good and Healthy 2021-2023			Summary	
 Good and Healthy 2021-2023		<a href="#">Bulk Update</a>	Demo Account	 

Page size 20 | 1 items in 1 pages

2. The “Finalize Application” pop-up window will appear, as shown before. Carefully read the instructions.

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3. Answer the Uniform Guidance single audit question.

**Finalize Applications**

**Instructions**

This is the final step of submitting your Good and Healthy 2021-2023 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 and Healthy 2021-2023

**This step will be stamped with the following information:**

Your Name: Demo Account  
Today's Date: 01/19/2021

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

**Finalize Applications**

4. Click the "Finalize Applications" 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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