Idaho.fluidreview.com
Training for the IDPR electronic grant application system
Bye bye paper, hello electronic age . . .

IDPR will no longer accept paper applications. To be eligible for funding, you must submit your application on our new website: idaho.fluidreview.com
If you use the search function, you may not find the website:
You may need to type directly into the address bar to bring up the website:
Set up your new account

This will be your account for the life of the project/grant. Set up the person responsible to track progress and reimbursements.
Enter your name and email

Ready to go?
We just need a bit more information from you before you can start. Once you sign up, you will need to check your email for an account activation link. You should receive the email within a couple of minutes. Make sure to type your email correctly. If you already have an account, you can log in here.

First name:
John

Last name:
Smith

Email:
you@example.com
You will be prompted to create a password and select a time zone.
Sign-in Page

Idaho Department of Parks and Recreation
State and Federal Grant Program

Welcome to Idaho’s recreational grant opportunities!
Eligibility

The first task you will be asked to complete is eligibility. Once you complete this task it won’t ask you for this information again as long as you remain in the system.
Getting Started

Programs

The system lists the programs you are eligible to apply for. Click the green button to start the application process.
Prerequisite Forms

Programs with certain requirements will require you to submit information to check eligibility.

<table>
<thead>
<tr>
<th>TASK</th>
<th>STATUS</th>
<th>ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIF Eligibility Form</td>
<td>INCOMPLETE</td>
<td>&gt; Start</td>
</tr>
<tr>
<td>WIF Specific</td>
<td>INCOMPLETE</td>
<td>&gt; Start</td>
</tr>
</tbody>
</table>
Motorized equipment requirements

For example, if you are applying for motorized equipment in the Waterways Improvement Fund.
Motorized Equipment Example

Enter dollar value – **DO NOT USE** COMMAS

If you have not met the requirement, an error message will appear.
If you used commas and you get to this screen and the application tasks do not appear, you have not met the requirements.
For any facility development or improvements, the County Waterways Chair signature is required. You will find the signature page in the “resources” section of this website. Upload the provided signature page at this screen.
Recreational Trails Program Match Requirement

Some programs require a certain percentage of match. You will see this screen and be required to provide the appropriate match to move to the application tasks.
Once you have successfully completed the eligibility tasks, you will see the application task list. If the system does not let you move to submit your application, a required task has not been completed. Check the blue list at the upper right corner of the screen for help.
Click the black “start” button to begin filling in the forms for each task.
Fill in the application

The system will tell you if you fill in something incorrectly.
Data input is important!!

The common name of the project is how we will be able to identify your project in the system. You do not want to be one of 20 “heavy trail maintenance” projects and be lost in the system. It is important you clearly identify the project with an associated name.

This is the new signature. By selecting the check boxes you state you understand the terms of the program you are applying for.

Don’t forget to SAVE or you will lose all the data you entered and will have to start over!
Status Bar

The system will tell you if you have successfully completed the page and saved your information. The status bar will tell you percentage of completion.
You do not have to complete an application once you start. You can log out of the system and return. Your applications will be listed and it will tell you the status. Click the edit button to continue filling in your application.

**Application Status**

**Complete?**

- **Complete with a “view” button** means your application has been submitted and is being reviewed. You cannot make any edits at this stage.
- **Complete with an “edit” button** means you either didn’t meet the prerequisite requirements, or your application has been reviewed but has been returned to application mode because you are missing information. At this stage you may revise your application.
Obligated Matching Funds

Identify the source of match

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>USDA Forest Service</td>
<td>$2000</td>
<td>Cash</td>
</tr>
<tr>
<td>USDA Forest Service</td>
<td>$96</td>
<td>Cash</td>
</tr>
<tr>
<td>USDA Forest Service</td>
<td>$128</td>
<td>Cash</td>
</tr>
</tbody>
</table>

Attach verification for outside matching funds.

If there are not enough lines for match sources, please attach a separate spreadsheet and any verification documents. You can only attach one document here, so scan all documents together.
Error Messages

If a required field isn’t complete, the system will alert you.

Check the page and find the required field.
Fern Creek Bridge (IDPR18-0070)

Recreational Trails Program (RTP)

Application Round

<table>
<thead>
<tr>
<th>TASK</th>
<th>STATUS</th>
<th>ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTP Eligibility Form</td>
<td>COMPLETE</td>
<td></td>
</tr>
<tr>
<td>Fill out your application form</td>
<td>COMPLETE</td>
<td></td>
</tr>
<tr>
<td>Budget</td>
<td>INCOMPLETE</td>
<td></td>
</tr>
<tr>
<td>Letter(s) of commitment</td>
<td>INCOMPLETE</td>
<td></td>
</tr>
</tbody>
</table>

Letter(s) of commitment or other documentation to verify the match must be submitted from each donor. The letter of commitment must show the dollar value of the match. All match must deal directly with the project in the grant proposal. If the project covers a broad recreational use, do not include the costs of the items that are not related to the application. The match will not be considered without an appropriate letter of commitment. Make sure the dollar value of the donation is noted on the letter(s) of commitment.

Task List

Some tasks are required and some are not.
<table>
<thead>
<tr>
<th>Section</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Ownership</td>
<td>INCOMPLETE</td>
<td>[Start]</td>
</tr>
<tr>
<td>Letters of Support</td>
<td>INCOMPLETE</td>
<td>[Start]</td>
</tr>
<tr>
<td>Miscellaneous Attachments</td>
<td>INCOMPLETE</td>
<td>[Start]</td>
</tr>
<tr>
<td>RTP Specific</td>
<td>INCOMPLETE</td>
<td>[Start]</td>
</tr>
<tr>
<td>Attached land use map (if needed)</td>
<td>INCOMPLETE</td>
<td>[Start]</td>
</tr>
</tbody>
</table>

**Prerequisites not met**

You have failed to complete a required task. Where should you look?
**Best Trail on the Front (IDPR18-0001)**

Applicant: Jeff Tester (scottw208@gmail.com)

**Recreational Trails Program (RTP)**

This submission is in stage **Application Round** with a status of **In progress**. It was last updated at: 06/06/2017 11:20 AM.

### Application Round

<table>
<thead>
<tr>
<th>TASK</th>
<th>STATUS</th>
<th>ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>RTP Eligibility Form</td>
<td>COMPLETE</td>
<td>View, Edit, Delete</td>
</tr>
<tr>
<td>Fill out your application form</td>
<td>COMPLETE</td>
<td>View, Edit, Delete</td>
</tr>
<tr>
<td>Budget</td>
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<td>Letter(s) of commitment</td>
<td>INCOMPLETE</td>
<td>Start</td>
</tr>
</tbody>
</table>

**Error Messages**

Where to look for answers? The blue list by the progress bar shows you which tasks need to be completed before you can submit your application.
If there are not enough lines on the budget page, please upload a separate itemized budget.

Make sure your numbers are correct!

### Budget Page

10) BUDGET
*Round to the nearest dollar and percentage. Be sure to check your addition. Columns A+B=C.*

<table>
<thead>
<tr>
<th>Project Components</th>
<th>Source of Funding (A) Grant Request</th>
<th>Source of Funding (B) Matching Share</th>
<th>(C) Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Bridge Materials</td>
<td>7500</td>
<td>7500</td>
</tr>
<tr>
<td>2.</td>
<td>Bridge Shipping/Transport</td>
<td>2500</td>
<td>2500</td>
</tr>
<tr>
<td>3.</td>
<td>Installation Labor</td>
<td>3500</td>
<td>3500</td>
</tr>
<tr>
<td>4.</td>
<td>Site Preparation</td>
<td>2500</td>
<td>2500</td>
</tr>
</tbody>
</table>

TOTAL GRANT REQUEST (A): 14100
TOTAL MATCHING SHARE (B): 4824
TOTAL COST (C): 18924

Do not start work on the project prior to receipt of a signed agreement.

Percentages
- B/C: 25%
- A/C: 75%

Additional Detailed Budget Information
If you need more than 10 lines, or have more detailed budget information you need to provide, please attach a separate document to your application here.

Choose File: No file chosen
The first line of the budget page requires an answer for every field. Enter “0” if there is no dollar amount for that item. If you are attaching a separate budget page, fill in this row with the total grant and match amounts so the data will be entered in the system for recording purposes.
Questions remain the same, format is different

If you have filled out our application before, you will notice the questions are the same.
Proof of Public Involvement

Describe the public involvement process *(in detail)* used in the planning of this project and the results of the input *(attach necessary documentation)*. If your project will impact fish and/or wildlife, the Idaho Department of Fish and Game must be notified. **NOTE:** PUBLIC INVOLVEMENT IS **MANDATORY FOR ALL APPLICANTS** AS STATED IN IDAPA CODE 26.01.31.100.03. YOUR APPLICATION IS NOT ELIGIBLE WITHOUT PUBLIC INVOLVEMENT!

A public news release was issued by the Forest Service and posted on the Forest Service website. Public notifications were also published in the Caribou Sun, Montpelier News Examiner and Preston Citizen.

**Proof of Public Involvement**

Attach documents that show your project has been presented to the public and a public comment period was completed.

*An answer to this question is required.*

Choose File

There are some items we will force you to complete to be eligible and submit the application . . .

DON’T FORGET TO ATTACH YOUR PROOF OF PUBLIC INVOLVEMENT!
Program Specific

Some programs require extra questions. Your application is not complete until you submit this form.
**Program Specific Questions**

- Floodplains
- Wild and Scenic Rivers
- Rivers
- Lakes
- National Natural Landmarks
- Wetlands

**b. Will the project permanently or negatively impact the following?** *(If "yes" please explain the negative impact and describe mitigation measures that will allow the project to move forward.)*

<table>
<thead>
<tr>
<th>Impact</th>
<th>If negative, please specify how.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soil Erosion or Sedimentation</td>
<td>Yes ▼</td>
</tr>
<tr>
<td></td>
<td>Fiber wattles to prevent runoff during construction of bridge</td>
</tr>
<tr>
<td>Wildlife and Wildlife Habitat</td>
<td>■ ▼</td>
</tr>
</tbody>
</table>

**Answer honestly**

Negative impact does not mean your project is ineligible. Some negative impacts can be mitigated. Explain
Uploading Tasks

The system won’t require you to upload something on every task, however, when reviewed by staff for eligibility, you may not have all the required documents to move to the rating stage.

The system is set up this way because not every application will require all the tasks listed. For example, equipment does not require land ownership verification.
Final Notes before submission

If you want an electronic copy of your application before you submit, click this button.

If for any reason you need to delete your application, you may select the “withdraw submission” up to the point before you submit.
Your new application appears. You may view, but not edit at this point.

You can also download at this screen.
To start a new application, click the “View Programs” green button.
There is a resource link, however, it won’t show all the resources until after you have set up your account.