DESERT HEALTHCARE
DISTRICT & FOUNDATION

Applicant Dashboard FAQ

1. What is the Applicant Dashboard?
The Applicant Dashboard is your central hub for managing all applications, tasks, and documents related to your grant or funding requests.

2. What actions can I take from the top navigation bar?
- **Home Icon**: Returns you to the main dashboard.
- **Start a New Request**: Use the Apply button to begin a new funding request.
- **Menu Icon**: Click to log out or edit your user profile.
- **Organization History**: View past requests that you have submitted for your organization, along with available organizational documents and other general info.
  - Visibility may vary depending on the individuals responsible for submitting information and those invited to collaborate on the request.
- **Public Profile**: View publicly available information about your organization from GuideStar (Candid) and GreatNonprofits.

3. What is the To-Do Panel?
The To-Do Panel displays tasks related to your active and collaboration requests. It includes two tabs:
- **Assigned to You** (default view):
  - Shows forms or collaboration requests assigned to you.
  - Forms are ordered by the due date.
  - A red alarm clock icon indicates a form is due within the next 2 weeks.
  - You can click Start, Continue, or Accept tasks.
- **Upcoming**: Displays any sequential follow-ups that are not yet available for submission.

4. What does the Opportunities button do?
The Opportunities button takes you to the Apply Page, where you can start a new request.

5. What do the Request Columns mean?
In the Request Section, you'll find your requests categorized into three columns:
- **Action Needed**: Forms with tasks you need to complete.
- **No Action**: Requests that are in progress or under review with no further action required from you. An award ribbon icon means your request was approved.
- **Historical**: Requests that have been closed, denied, or abandoned.

6. What do the request card colors mean?
- **Yellow**: Action is required.
- **Green**: Approved—no further action needed.
- **Blue**: No action is currently needed.
- **Gray**: Request was denied or abandoned.

7. How can I see more details about a request?
- Click the request card header to go to the Request Summary.
- From there, you can see decisions and award information, depending on your site's settings.
- Use the Document drop-down menu to access all forms and files related to the request.

8. What if my request involves third-party information?
If your form includes third-party requests:
- A red third-party icon will appear.
- Hover over the icon to check the completion status.

9. Where and how do I find administrator comments?
If you've been notified that administrator comments are available for your revisions, follow these steps:
- To make the necessary updates, log in to the DHCD Grant Management System using the following link: https://www.grantinterface.com/Home/Logon?urlkey=dhcd
- Administrator comments will appear within the form that requires updates (such as an Application, Progress Report, or Final Report).
- Look for a white rectangular comment box directly beneath the specific field that needs revision.

10. Below are a few helpful grant portal tutorial videos and articles:
- Applicant Tutorial Video
- Application Collaboration Video
- Applicant Dashboard
  - Navigating Your New Applicant Dashboard
- How to Submit a Follow-Up Form

If you have any questions or need help navigating the updated dashboard, please contact us at Grants@dhcd.org for further support.