



# Colorado Department of Health Care Policy and Financing

## Systems of Care Grant

### Application Tip Sheet

#### Table of Contents

|  |   |
|--|---|
| Overview   | 2 |
| More Resources for Getting Started               | 2 |
| Getting Started                                  | 2 |
| Overarching Application Tips                     | 2 |
| New Applications                                 | 2 |
| Saving an Application                            | 2 |
| Submit and Review the Application                | 3 |
| What happens when my application is submitted?   | 3 |
| Withdrawing an Application                       | 3 |
| Accessing CO Systems of Care Application Support | 4 |

## Overview

This document provides helpful tips for navigating the Colorado Systems of Care grant Application on the online application portal. You'll learn how to fill out your application, save and submit an application.

## More Resources for Getting Started

For more information about this funding opportunity, please review the resources available on Colorado Department of Health Care Policy and Financing's (the department) [ARPA grants webpage](#).

## Getting Started

Applicants can access the Colorado Systems of Care application by clicking [here](#). We recommend that Applicants bookmark the application link for future use.

Please review the application background to make sure your organization is eligible for Colorado Systems of Care funding prior to submitting an application.

## Overarching Application Tips

1. All required fields are labeled with an asterisk (\*) throughout the application.
2. If there are required fields that have not been answered, the application will allow you to move between sections, but you will not be able to submit the application.
3. **Once an application has been submitted, it cannot be revised.** Before submitting your application, review it thoroughly and carefully to ensure that all questions are complete.

## New Applications

To start a new application, click **Next** on the "Application Instructions" page. This will take you to the "Applicant Info" page, where you can begin your application.

## Saving an Application

You may edit a draft application (one that has not yet been submitted) at a later date by saving and creating a login.

Click the **Save** button at the bottom of the page.



A *Sign Up with Email* message will appear, requesting that you sign up with your email to receive a link to complete your application at a later time.

Note: All Jotform passwords must have eight characters, one upper case, one lower case, one number and one special character.

## Submit and Review the Application

Your application will be submitted once you sign your name on the *Attestation* page and click **Submit** at the bottom of the page. This will generate a confirmation email that will include your completed application.



As the authorized representative of the Applicant, I attest that all information provided in this application is true and accurate to the best of my knowledge.

Please sign

John Smith

Date of Signature \*

07 30 2022

Month Day Year

Back Save Submit

Please reach out to [austin.leffel@state.co.us](mailto:austin.leffel@state.co.us) if you have a question once your application has been submitted. Please note that the application may not be edited after it is submitted.

## Sign up with Email

[Other sign up options](#)

Name

John Smith

Email

johnsmith@acgov.org

Password

•

Your password must include at least  
8 characters

Save Submission

## What happens when my application is submitted?

Once your application is submitted, you will receive a confirmation email advising the application has been submitted.

Note: Once an application has been submitted, it cannot be revised. Before submitting your application, review it thoroughly and carefully to ensure that all questions are complete, and the correct attachments are uploaded.

## Withdrawing an Application

You can withdraw an application if you decide you no longer want to apply for funding by emailing [austin.leffel@state.co.us](mailto:austin.leffel@state.co.us).

## **Accessing CO Systems of Care Application Support**

For application submission technical assistance email [COSystemsofCare@pcqus.com](mailto:COSystemsofCare@pcqus.com).

For all other questions email [austin.leffel@state.co.us](mailto:austin.leffel@state.co.us).