



Navigating the MiAgGrants Grant Management System

JOB AID

RFSI grant opportunities aim to build resilience in the middle-of-the-food-supply-chain and strengthen local and regional food systems by creating new revenue streams for Michigan agricultural producers. Continue reading to learn how to apply through the MiAgGrants system.



Purpose

The purpose of this document is to provide instructions to applicants on how to access and use MiAgGrants, which is the Michigan Department of Agriculture and Rural Development's (MDARD) online grant management system. It gives users the opportunity to apply for, maintain, and track the status of grant applications and agreements.

In this document, we will cover the following topics:

- How to Access MiAgGrants System
- Navigating the MiAgGrants Dashboard
- Updating the MiAgGrants User Profile
- Accessing an RFSI Grant Application via the MiAgGrants System



Learning Objectives

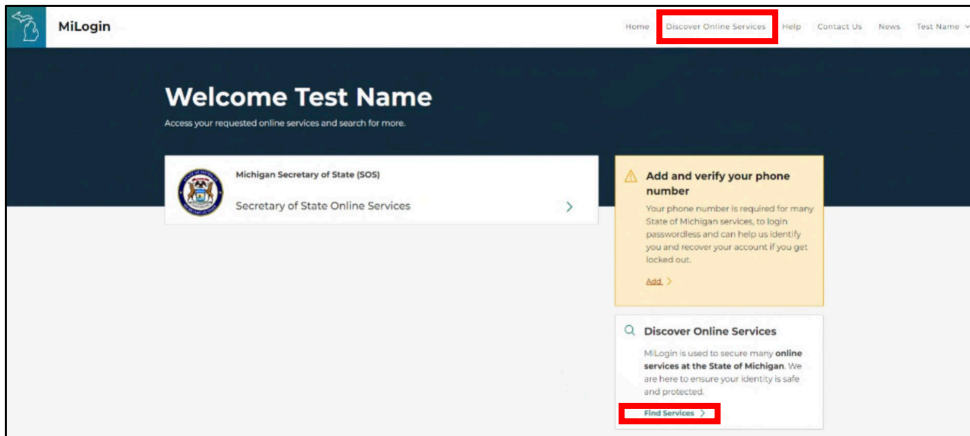
By completing this training, you should be able to:

- Register your MiLogin account and manage your profile in the MiAgGrants system.
- Gain access to your MiAgGrants account to begin the online application process for one of the RFSI grants you are eligible for.

How to Access the MiAgGrants System

To register an account within the MiAgGrants system, an applicant must take the following steps:

1. This website utilizes Single Sign On from the MiLogin portal. Please visit the website <https://milogintp.michigan.gov/> for more information.
 - If you currently have a Citizen and/or Business Account to access State of Michigan online services and applications, you should already have a MiLogin account. Please use your user ID and password to log into the MiLogin portal, instead of creating a new account.
 - If you need assistance with creating a MiLogin account or accessing your account, please visit the [MDARD MiAgGrants Website](#) for MiLogin tutorials.
2. Once logged into your MiLogin account, click **Discover Online Services**. Under this tab, look for **MDARD** and click on **MiAgGrants** to register your account with the Grant Management System.
 - Registration will be processed during regular business hours, Monday through Friday.
 - Applicants will receive an email notification when registration is complete.



3. If you forget your password to MiAgGrants, follow these steps:
 - From the MiAgGrants login page, click **Forgot Username/Password!**
 - You will be directed to enter your registered email and username to reset your password.



Navigating the MiAgGrants Dashboard

Once logged into MiAgGrants, you will see the Dashboard. The Dashboard contains quick access to:

1. Top left navigation menu:
 - Click the **Home** button to return to the dashboard no matter where you are in the system.
 - The **Searches** button allows you to search for documents that have already been initiated.
2. Top right navigation menu:
 - The **High Contrast Mode** button provides the option to grayscale the site. Click this button to change the display to black and white; click it again to return to full color.
 - The **Training Materials** button offers trainings available for your review.
 - The **Help** button provides information for the current page within the system.
 - The **Profile** button is labeled with your name. This gives a menu of options such as opening your profile page, viewing in-system messages, and editing your dashboard panels.
3. Dashboard Panels
 - The **Announcements** panel provides information on system announcements.
 - The **My Tasks** panel displays a list of documents that require attention and/or any opportunities that you have initiated and are currently working on.
 - The **My Opportunities** panel displays a list of grants that you may apply for.

The screenshot shows the MiAgGrants dashboard interface. At the top, there is a blue header with the Michigan Department of Agriculture & Rural Development logo on the left, the text "MiAgGrants Michigan Agriculture Grant System" in the center, and user information "Training User 1" on the right. Below the header is a navigation bar with "Home" and "Searches" buttons on the left, and icons for help, messages, and a profile dropdown on the right. The main content area is titled "Dashboard" and includes instructions for using the system. Three panels are visible: "Announcements", "My Tasks", and "My Opportunities". The "My Tasks" panel contains a table with two rows of application data. The "My Opportunities" panel contains a table with three rows of grant data. Red arrows and callouts 1 through 4 highlight specific UI elements: 1 points to the navigation bar, 2 points to the top right navigation icons, 3 points to the "My Tasks" panel, and 4 points to the "My Opportunities" panel.

Michigan Department of AGRICULTURE & Rural Development

MiAgGrants
Michigan Agriculture Grant System

Home Searches - Training User 1

Dashboard

Instructions:

- Click on an Opportunity Name to start applying for the Opportunity.
- The 'My Tasks' panel will show documents that are currently in process or are in need of attention.

Announcements

My Tasks

Initiate Related Document

Name	Document Type	Organization	Status	Status Date	Due Date
RFSIIP2024Compan y14	Application	Company	Application in Progress	4/26/2024 4:13:25 PM	
RFSIIP2024Compan y16	Application	Company	Application in Progress	4/29/2024 11:07:12 AM	

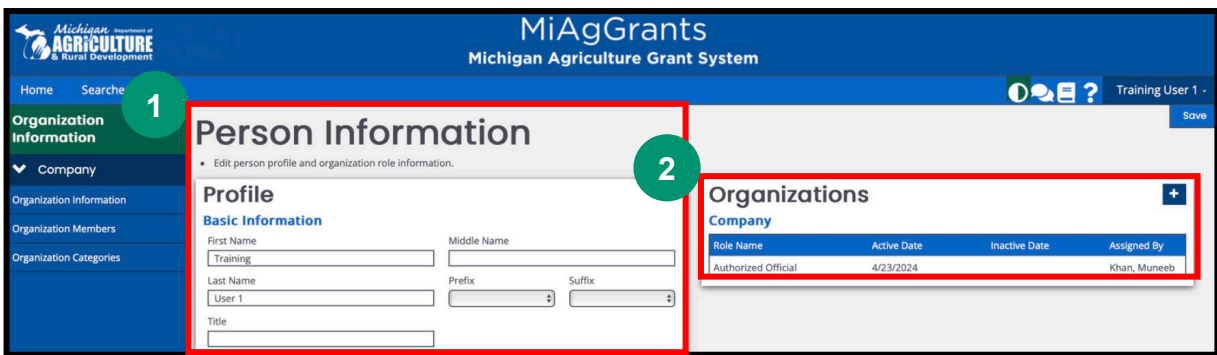
My Opportunities

Name	Provider	Availability	Description
One-Time Grant 2024	MDARD Provider Org	11/15/2023 11:00:00 PM - Open Ended	
RFSI Equipment	MDARD Provider Org	4/8/2024 3:00:00 PM - 4/7/2025 1:00:00 PM	
RFSI Infrastructure	MDARD Provider Org	4/12/2024 3:00:00 PM - 4/11/2025 11:00:00 PM	

Updating the MiAgGrants User Profile

Click the Profile button with your name to access and update your information.

1. The **Person Information** page contains user information and allows you to update the following:
 - Basic Information - Information such as name and address
 - Contact Information - How to contact you directly and contact preferences
 - Address Information - Applicant/Applicant's organization address
 - Additional Information - Upload files or add other info about applicant
 - Login Information - Update/Change login credentials
2. The **Organizations** section displays your relation/role to your organization.



3. The **Organization Information** menu contains information about the organization's members and categories the organization is assigned to. You may edit the following:

- General information about the organization such as ties to a parent organization, etc.
- The organization's contact information
- Additional information such as a Sigma Vendor Customer ID, proof of 501(C)(3), etc.
- Business address information where you can update the physical address of the organization.
- Add or edit organization members.
- Select a category that the organization is associated with and/or edit a category.



Accessing an RFSI Grant application via MiAgGrants

You may initiate a grant application from the **My Opportunities** panel. To start a grant application, please follow these instructions:

1. Click the RFSI grant you are applying for in the **My Opportunities** panel. This will direct you to the application's **Document Landing Page**.
 - Note: To return to the application at a later time, use the **Searches** button or the **My Tasks** panel in your dashboard to locate the application.

1

Name	Provider	Availability	Description
One-Time Grant 2024	MDARD Provider Org	11/15/2023 11:00:00 PM - Open Ended	
RFSI Equipment	MDARD Provider Org	4/8/2024 3:00:00 PM - 4/7/2025 1:00:00 PM	
RFSI Infrastructure	MDARD Provider Org	4/12/2024 3:00:00 PM - 4/11/2025	

Name	Document Type	Organization	Status	Status Date	Due Date
RFSIIP2024C ompany14	Application	Company	Application in Progress	4/26/2024 4:13:25 PM	

2. The **Document Landing Page** will provide a summary of the application and application sections on the left menu. The sections include:
 - **Forms** - serve as a table of contents for the application.
 - **Tools** - provides helpful tools for completing the application.
 - **Status Options** - submit or cancel the application.
 - **Related Documents** - initiate and/or access additional documents necessary to complete your application (if required).

2

Template	Instance	Process
RFSI Infrastructure - Proposal	RFSI Infrastructure	Application

Document Name	Document Status
RFSIIP2024Company18	Application in Progress

Organization	Period Date	Due Date
Company	4/12/2024 3:00:00 PM 4/11/2025 11:00:00 PM	4/11/2025 11:00:00 PM

Summary



Next Steps

Following the steps provided to sign in to your MiLogin account and register to access the MiAgGrants system. Once you have access to your MiAgGrants account, you can begin your RFSI Grant application online!

Please visit the [Resilient Food Systems Infrastructure Grant Opportunity website](#) for additional training materials and step-by-step instructions to complete the infrastructure or equipment-only RFSI grant applications.



Need more help?

If you need further assistance navigating MiAgGrants or having issues applying, please contact the MDARD Customer Service Center at 1-800-292-3939 (Monday through Friday from 8:00am to 5:00pm EST).