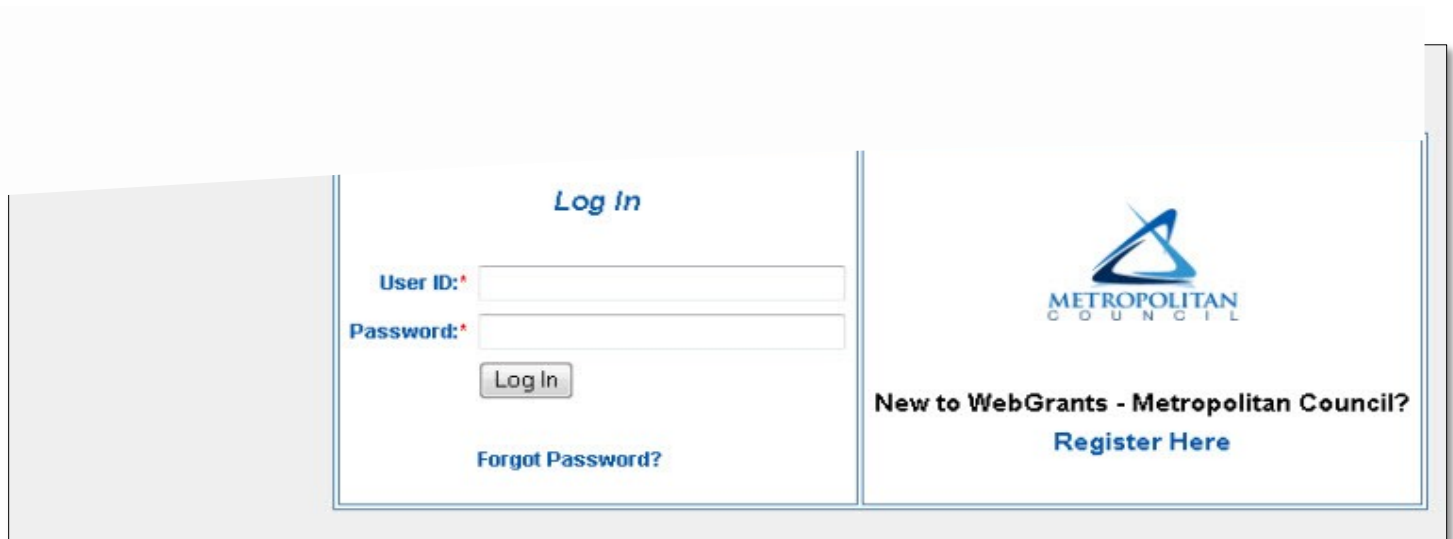


# USING THE COUNCIL'S ONLINE GRANT APPLICATION

*Livable Communities Act Grants*



The screenshot shows a web interface for logging into the online grant application system. On the left, under the heading "Log In", there are two input fields: "User ID:\*" and "Password:\*", each followed by a red asterisk. Below these fields is a "Log In" button. Further down is a link that says "Forgot Password?". On the right side of the interface, there is the Metropolitan Council logo, which consists of a stylized blue triangle with a swoosh. Below the logo, the text "New to WebGrants - Metropolitan Council?" is displayed, followed by a blue link that says "Register Here".



# The Council’s mission is to foster efficient and economic growth for a prosperous metropolitan region.

---

## Metropolitan Council Members

Susan Haigh	Chair	Edward Reynoso	District 9
Katie Rodriguez	District 1	Marie McCarthy	District 10
Lona Schreiber	District 2	Sandy Rummel	District 11
Jennifer Munt	District 3	Harry Melander	District 12
Deb Barber	District 4	Richard Kramer	District 13
Steve Elkins	District 5	Jon Commers	District 14
James Brimeyer	District 6	Steven T. Chávez	District 15
Gary L. Cunningham	District 7	Wendy Wulff	District 16
Adam Duininck	District 8		



The Metropolitan Council is the regional planning organization for the seven-county Twin Cities area. The Council operates the regional bus and rail system, collects and treats wastewater, coordinates regional water resources, plans and helps fund regional parks, and administers federal funds that provide housing opportunities for low- and moderate-income individuals and families. The 17-member Council board is appointed by and serves at the pleasure of the governor.

This publication printed on recycled paper.

On request, this publication will be made available in alternative formats to people with disabilities. Call Metropolitan Council information at 651-602-1140 or TTY 651-291-0904.

## Table of Contents

What is WebGrants? .....	1
Who is eligible for Livable Communities grants? .....	1
How do I register? .....	1
To register: .....	2
Security .....	2
Getting started.....	2
Choose the correct funding opportunity .....	2
Parts of the WebGrants user interface.....	4
Beginning your application .....	5
Application pages.....	6
Detailed instructions .....	7
Collaborating on applications .....	7
How are attachments handled? .....	8

## What is WebGrants?

WebGrants is a software product developed by Dulles Technology specifically for government grants that the Council is implementing across all of its grant programs, including those in Livable Communities, Parks, the Infiltration and Inflow and Watershed Outlet Monitoring Programs, and Transit. When fully implemented, it will be used by applicants and grantees for all phases of their grants, from applications to requesting payments to submitting reports.

## Who is eligible for Livable Communities grants?

Only cities participating in the Livable Communities program are eligible for our grants, as are their development, port or housing authorities. Counties may apply on behalf of participating cities. If you begin an application and find that the name of the city where the project is located is not listed among the city names in the location dropdown, it means that the city is not participating and is ineligible.

## How do I register?

Registration is a two-part process – you, as an external party, complete the first portion of the process, and Council staff complete the second. There are three important notes regarding registration:



**You may already be registered.** The Council has already set up user IDs and passwords for the contact people associated with most of the current Livable Communities grants. Check your email – the Council has notified all registered users that their user ID is active. Contact Josiah Waderich at 651-602-1297 or [Josiah.waderich@metc.state.mn.us](mailto:Josiah.waderich@metc.state.mn.us) to get your initial login information.



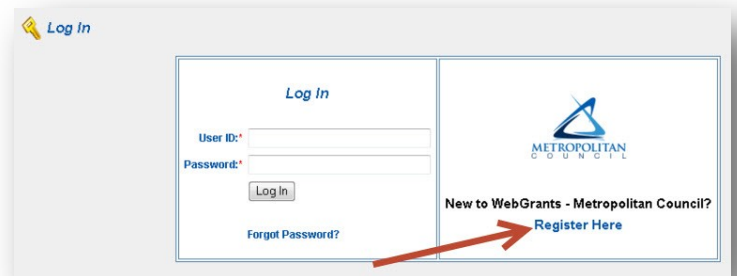
**The process is slightly different – and slightly longer – for independent grant writers than for employees of an eligible city or county.** This is because Council staff must contact the host city for permission to allow independent grant writers the ability to begin drafting an application on behalf of the city. The process takes a little longer – perhaps a full day's turnaround – because we need to reach the appropriate city contact and get approval before we can “connect” you with a city in the system. Please allow enough time for this process to be completed, because you will not be able to begin work without it. You will be able to speed up the process if you have the city contact us on your behalf.



**Independent grant writers need individual approvals from each city they work with.** If you are an independent grant writer and are already approved to work on an application for one city, you will still need additional authorization to begin work for another city. Contact Josiah Waderich for each new city authorization, and remember to allow enough time to obtain the city's approval.

## To register:

- Go to <https://metro councilgrants.org>
- Click on *Register Here*
- There are two parts to the registration screen:
  - The top part of the screen relates to the person registering.
  - The bottom part of the screen relates to the organization (city) on whose behalf the person is registering.
  - If you work for an eligible city or county, the information you enter in both parts will be similar. If you are an independent grant writer, use the top portion to inform us about you; use the bottom portion to inform us about the city you will be working with.



## Security

With the exception of independent grant writers, no one outside your organization can see any of your applications. Even the Council cannot see them until after they have been submitted. Independent grant writers can see only the applications they are working on – this is why it takes a little longer to register an independent grant writer. After you submit an application, authorized Council staff can see it in PDF form; no one but you can make changes to it.

Council staff cannot see your passwords, either.

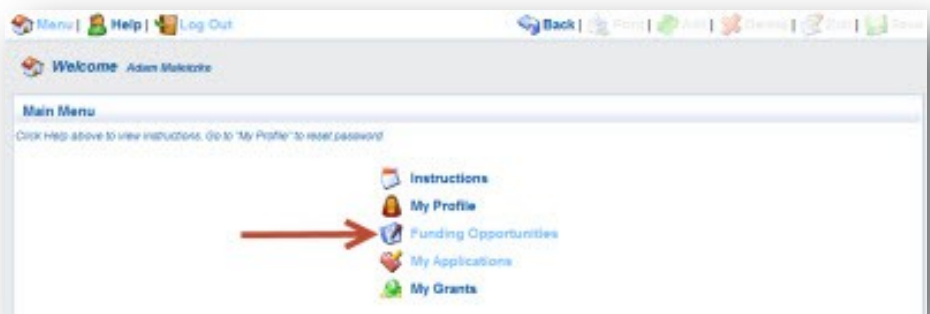
## Getting started

After you are registered, you may begin working an application. You may work on more than one application at a time; independent grant writers may work on applications for more than one city at a time.

## Choose the correct funding opportunity

WebGrants refers to each separate application as a **Funding Opportunity**. From the Welcome Screen, click on *Funding Opportunities* to see the list of available opportunities. When the due date passes for each opportunity, it will automatically disappear from the list.

Click on the title of a funding opportunity to begin your application.



The titles of the funding opportunities are similar; be sure to select the right one. If you select one in error, return to the main menu and start again. You may withdraw an application at any time.

After you click on the name of the funding opportunity, a welcome screen will appear. To start a new application, click on the link by that name.

**Funding Opportunities**

**Current Funding Opportunities**

All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be unable to submit your application after this date.  
Click on the title to open the Funding Opportunity summary.  
Click on the column headers to sort list of Opportunities.

ID	Agency	Program	Opportunity Title	Application Deadline
00296	Livable Communities	LCDA Development	2014 LCDA Development	06/30/2014
00312	Livable Communities	TBRA Cleanup	2014 TBRA Cleanup - Spring Round	05/01/2014
00010	Livable Communities	TBRA Site Investigation	2014 TBRA Site Investigation - Spring Round	05/01/2014
01113	Livable Communities	TOD Cleanup	2014 TOD TBRA Cleanup	06/30/2014
00045	Livable Communities	TOD Development	2014 TOD LCDA Development	06/30/2014
01109	Livable Communities	TOD Pre-Development	2014 TOD LCDA Pre-Development - Spring Round	06/02/2014
01111	Livable Communities	TOD Pre-Development Zoning	2014 TOD LCDA Implementation Zoning Ordinances - Spring Round	06/02/2014
01110	Livable Communities	TOD Site Investigation	2014 TOD TBRA Site Investigation - Spring Round	06/02/2014

If you have more than one application in a given funding opportunity, you will see the applications in the list at the top of the Funding Opportunity welcome screen.

If you have questions about a given funding opportunity, the program officer's contact information is located on the Funding Opportunity welcome screen, as well.

**Funding Opportunities**

**Current Applications**

Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, Click the Start a New Application link or to copy data from an old application, click on the Copy Existing Application link.

ID	Application Title	Status
No existing applications		

**Opportunity Details** [Copy Existing Application](#) | [Start a New Application](#) | [Ask A Question](#)

**00312-2014 TBRA Cleanup - Spring Round**

**TBRA Cleanup**  
Application Deadline: 05/01/2014 5:00 PM

<b>Award Amount Range:</b>	\$0.00 - \$1,000,000.00	<b>Program Officer:</b>	Marcus Martin
<b>Project Start Date:</b>		<b>Phone:</b>	651-602-1054 x
<b>Project End Date:</b>		<b>Email:</b>	marcus.martin@metc.state.mn.us

**Funding Opportunities**

**Current Applications**

Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, Click the Start a New Application link or to copy data from an old application, click on the Copy Existing Application link.

ID	Application Title	Status
No existing applications		

**Opportunity Details** [Copy Existing Application](#) | [Start a New Application](#) | [Ask A Question](#)

**00312-2014 TBRA Cleanup - Spring Round**

**TBRA Cleanup**  
Application Deadline: 05/01/2014 5:00 PM

<b>Award Amount Range:</b>	\$0.00 - \$1,000,000.00	<b>Program Officer:</b>	Marcus Martin
<b>Project Start Date:</b>		<b>Phone:</b>	651-602-1054 x
<b>Project End Date:</b>		<b>Email:</b>	marcus.martin@metc.state.mn.us

## Parts of the WebGrants user interface

Although you will find WebGrants similar to other online software, a brief introduction to the parts of the user interface may help you understand it better.

The screenshot displays the WebGrants user interface. At the top is a white band labeled '1' containing the 'Command Bar' with icons for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below this is a section titled 'Application' with a title bar 'Application: 01139 - Application Guide Illustration'. The section content includes 'Program Area: TBRA Cleanup', 'Funding Opportunity: 00312 - 2014 TBRA Cleanup - Spring Round', and 'Proposal Deadline: 05/01/2014'. Below the Application section is an 'Instructions' section. The main content area is titled '1-A. Grantee contact' and is labeled '2'. It contains instructions for identifying project contacts, a pink-highlighted instruction to click the 'EDIT' icon, and a question: 'Who will be the Project Manager at the city, county or local development authority for this project?'. Below the question are three input fields: 'Project manager (PM)\*', 'PM phone\*' (with a note 'Enter numerals only - no punctuation'), and 'PM email\*' (with a note 'Enter in valid email format: someone@grantee\_email\_address.suffix'). A final pink-highlighted instruction at the bottom states: 'After you have completed this field, click on Save in the Command Bar at the top right corner of the page.'

At the top of your screen you will find a white band with several common commands it (see #1 in the illustration, above). This is the **Command Bar**. Any action taken here pertains to the entire page.

Each page is divided into one or more **sections**, which are bounded by a white title bar (see #2, above). Sections also have commands in them, which pertain only to that section.

Throughout the software, you will find user guidance embedded in the section instructions, above a question, or below the text box where you will key in your answers (see the pink-highlighted text, above).

There are three different kinds of sections in WebGrants:

- A *single value section*, like the one shown above, allows you to make one entry as a response to a question. This could be a name, a phone number, or several paragraphs of text. If it is a text response, you will find user guidance under the answer space indicating the number of characters.
- A *multi-list section*, which behaves something like a table in that it allows you to add as many rows as you wish.
- A *grid section*, which allows you to make entries to the entire matrix at one time.



When these section types are mixed on a page, you must pop open single value sections by clicking on **EDIT** in the Command Bar. We have tried to remind you of this in each case by adding user guidance – but if you encounter a page that doesn't seem to accept your entries, try clicking on EDIT.



When you finish your entries in a single value section, you must click **SAVE** in the Command Bar to save your work. **You must save your work before exiting a page.**



## Beginning your application

The first web page you will see in every application is the *General Information* screen. Click on **Start a New Application**.

The screenshot shows the 'Funding Opportunities' web application. At the top, there's a header with the logo and title. Below it, a section titled 'Current Applications' contains a table with columns 'ID', 'Application Title', and 'Status'. A message states 'No existing applications'. Below this is the 'Opportunity Details' section for '00312-2014 TBRA Cleanup - Spring Round'. It includes the 'Application Deadline: 05/01/2014 5:00 PM', 'Award Amount Range: \$0.00 - \$1,000,000.00', 'Project Start Date', and 'Project End Date'. On the right, it lists the 'Program Officer: Marcus Martin', 'Phone: 651-602-1054 x', and 'Email: marcus.martin@metc.state.mn.us'. Navigation links 'Copy Existing Application', 'Start a New Application' (highlighted in yellow), and 'Ask A Question' are present.

Enter the project title. Please use a unique title or one that identifies the location of the project, and do not include the name of the developer in the title.

Select the *Organization* from the dropdown list; because the Council often deals with more than one department within a city or county, please select the one with the correct

mailing address. If you do not find the organization that you need, please contact Josiah Waderich at 651-602-1297 or [Josiah.waderich@metc.state.mn.us](mailto:Josiah.waderich@metc.state.mn.us)

Do not be concerned about selecting the correct *Authorized Official* at this point; this is a global term required by the software that we have overridden elsewhere in the application. Select the best name from the list available to you.

The screenshot shows the 'General Information' form. At the top, there's a navigation bar with 'Menu', 'Help', 'Log Out', 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save' buttons. Below this is an 'Instructions' section with a note: 'This page must be completed and saved before proceeding with the rest of the application process.' The 'General Information' section contains several fields: 'Primary Contact:' with a dropdown menu showing 'Deborah Jensen'; 'Project Title:' with a text input field (limited to 250 characters); 'Authorized Official:' with a dropdown menu showing 'Deborah Jensen'; and 'Organization:' with a dropdown menu. Red arrows point to the 'Project Title' and 'Organization' fields, and a red arrow points to the 'Save' button.



## Application pages

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

**Application**

Application: 01139 - Application Guide Illustration

Program Area: TBRA Cleanup

Funding Opportunity: 00312 - 2014 TBRA Cleanup - Spring Round

Proposal Deadline: 05/01/2014

**Instructions**

The required application forms appear below. Please note: Clicking "Mark as Complete" does not submit the application component or prevent further editing. The check mark beside the form is only an indicator that the form has been completed. All application components must be marked as complete in order to submit. To submit the application click the Submit button.

Application Forms		Application Details   Submit   Withdraw
Form Name	Complete?	Last Edited
General Information	✓	03/31/2014
1. Project Contacts		
2. Site History and Current Site Characteristics		
3. Ownership and Site Control Status		
4. Environmental Cleanup		
5. Cleanup Oversight		
6. Proposed Redevelopment		
7. Status of Cleanup and Redevelopment		
8. Consistency with Comprehensive Plan		
9. Partnership		
10. Jobs		
11. Metropolitan Development Guide Goals		
12. Regional System Support		
13. Development Costs		
14. Net Tax Capacity		
15. Cleanup Budget Overview		
16. TBRA Request Detail		
17. Attachments		

The **Application Forms** page presents you with a list of all of the forms, or pages, within each application. As you finish your entries and mark each page 'complete,' a check mark will appear next to the page name.

You may return to any page and edit it, even after you have marked it 'complete,' by clicking on the page name.

**Once you submit your application, you can no longer change it.**

You may complete part of an application and return to it later to finish it. Most of the web pages that comprise the applications have one or more required fields, and you will not be able to save a page until all required fields have answers.



Complete the pages in the order listed, because some of the pages depend upon previously-entered information for data. For example, to undertake the calculations for net tax capacity, you must have already completed the information about site control, which includes entering information about each of the parcels involved in the project. When you complete the net tax capacity page, the property identification numbers (PINs) will be pulled from the site control page so you do not have to enter them twice.

The screenshot shows the 'Application' page for 'Application: 01139 - Application Guide Illustration'. It includes sections for '1-A. Grantee contact', '1-B. Grant signatory(ies)', and '1-C. Project contacts'. Callouts provide instructions: 'Single value section - click EDIT in the top Command Bar to begin; remember to save' and 'Multi-list sections - click on Add in the section Command Bar to begin'.

Click **EDIT** in the Command Bar to begin. Mark your entries as **Complete** or, move on to another page by clicking **Go to Application forms**. Click on **Add** in the section Command Bars to add a row. After each row, click on **Save** in the main Command Bar. To add another row, repeat the process by clicking **Add** in the section command bar, making your entries, and saving again.

## Detailed instructions

Please refer to the Application Guide for each application for instructions on completing the questions.

## Collaborating on applications



More than one person can work on an application at a time. If you do collaborate on entering data, we strongly recommend that you stay in good contact with your collaborators, because two people **can** work on the same page at the same time without being notified that this is happening, and **the software will capture the changes from the user who saves the page last**. Take care not to undermine each other's entries.

The Council will shortly be posting copies of the applications in Word, so you may collaborate in Word and then copy and paste your entries into WebGrants. **You may NOT submit the Word version as your application.**

WebGrants does not have a 'track changes' function in it, but most of the questions that require text answers are set up so that you can format your answers to indicate changes. You could, for example, have User #1 make all entries in red text, User #2 in blue, etc. Your formatting will 'stick' in the final version, so if you do not want it to appear in your final application, you will need to reset the text to black.

## How are attachments handled?

WebGrants has built in upload capability for handling attachments. You will be able to upload any size file; because the files are not sent as email attachments, your organization's email attachment size limit

will not be a size boundary. Expect large files to take several moments to load.

Each application has at least one ***Attachments*** page in it. You will not be able to submit your application until you have uploaded the required attachments. You may also upload optional attachments. Please check your specific attachment guide for the allowed attachments.

To upload an attachment, click on the ***Upload*** icon next to the attachment name, then browse through your computer to find the appropriate file.

