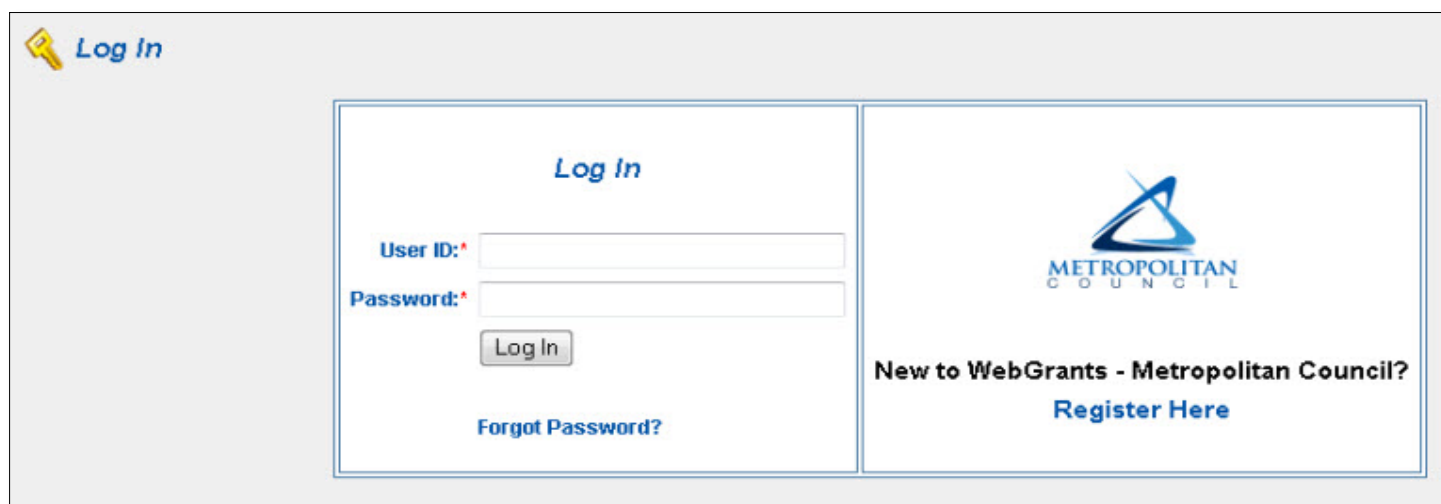


USING THE COUNCIL'S ONLINE GRANT APPLICATION

Livable Communities Act Grants



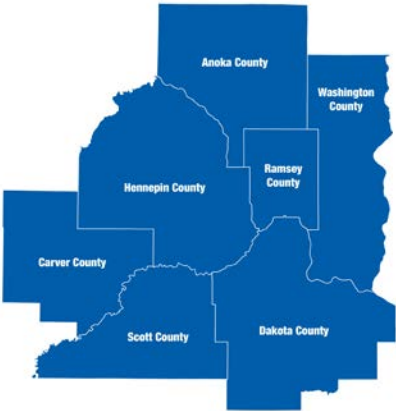
The screenshot shows a web browser window with a light gray background. In the top left corner, there is a yellow key icon followed by the text "Log In". The main content area is divided into two sections by a vertical line. The left section is titled "Log In" and contains two input fields: "User ID:" and "Password:", each followed by a red asterisk. Below the password field is a gray "Log In" button. At the bottom of this section is a link that says "Forgot Password?". The right section features the Metropolitan Council logo, which consists of a stylized blue triangle with a white swoosh. Below the logo, the text "METROPOLITAN COUNCIL" is displayed. At the bottom of this section, there is a link that says "New to WebGrants - Metropolitan Council? Register Here".



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

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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.

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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 Deb Jensen at 651.602.1554 or deb.jensen@metc.state.mn.us to get your initial login information.



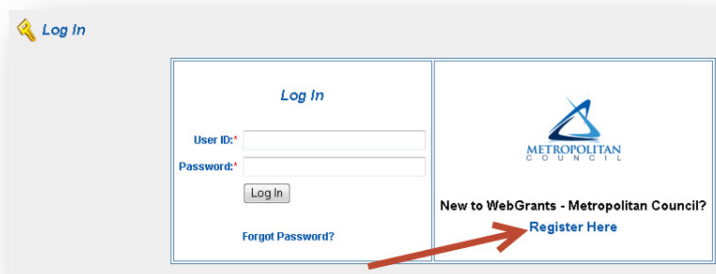
The process is slightly different – and slightly longer – for independent grant writers than for employees of an eligible city or county. This is because Council staff must contact the host city for permission to allow independent grant writers the ability to begin drafting an application on behalf of 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 Deb Jensen 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

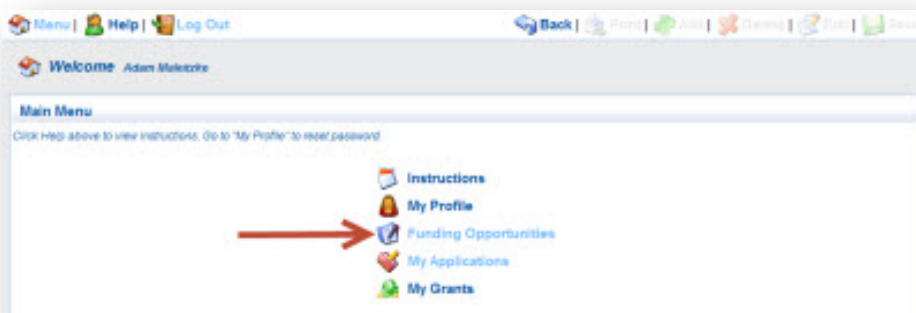
After you are registered, you may begin working an application. You may work on more than one application at a time; independent grant writers may work on applications for more than one city at a time.

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

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

Award Amount Range:	\$0.00 - \$1,000,000.00	Program Officer:	Marcus Martin
Project Start Date:		Phone:	651-802-1054 x
Project End Date:		Email:	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](#)

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Project Start Date:		Phone:	651-802-1054 x
Project End Date:		Email:	marcus.martin@metc.state.mn.us

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. Or, you may submit a question through the software. **Questions submitted through this function are visible to other applicants, as are the answers.** If you have a question you do not want to be accessible to other applicants, contact the program officer directly.

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 with text: 'Use this form to identify (1) all of the people who have contributed to the preparation of this application; and (2) important project contacts.' This is followed by a section titled '1-A. Grantee contact' with a title bar '2' and links 'Mark as Complete' and 'Go to Application Forms'. The section content includes: 'Livable Communities grantees can only be cities participating in the Livable Communities Local Housing Incentives Program, their economic/development/housing authorities, or counties acting on behalf of cities participating in the program. TBRA grants shall not be awarded to cities not participating in the program or to private parties of any kind.', 'Use this first section to identify the city or county project contacts.', 'To begin, click on the EDIT icon in the Command Bar at the top right corner of the page.', 'Who will be the Project Manager at the city, county or local development authority for this project?', 'Project manager (PM)*', 'PM phone* Enter numerals only - no punctuation', 'PM email* Enter in valid email format: someone@grantee_email_address.suffix', and '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.



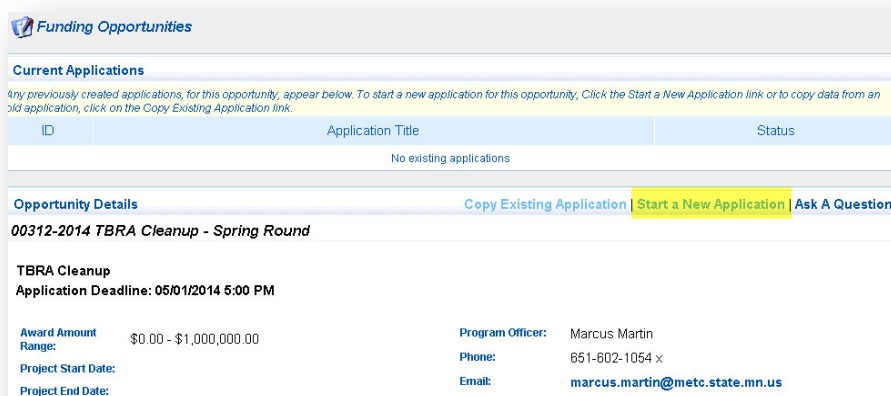
When these section types are mixed on a page, you must pop open single value sections by clicking on **EDIT** in the Command Bar. We have tried to remind you of this in each case by adding user guidance – but if you encounter a page that doesn't seem to accept your entries, try clicking on EDIT.



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**.

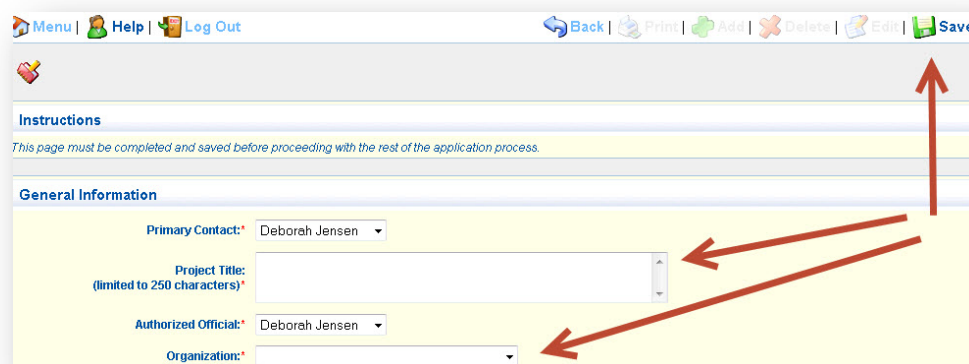


The screenshot shows the 'Funding Opportunities' web interface. At the top, there's a header with the logo and title. Below it, a section titled 'Current Applications' contains a table with columns 'ID', 'Application Title', and 'Status'. A message states 'No existing applications'. To the right of the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

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 Deb Jensen at 65-602-1554 or deb.jensen@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', and 'Log Out' links, and a toolbar with 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save' buttons. The form has a yellow background and contains the following fields: 'Primary Contact' (dropdown menu with 'Deborah Jensen' selected), 'Project Title' (text input field with a note '(limited to 250 characters)'), 'Authorized Official' (dropdown menu with 'Deborah Jensen' selected), and 'Organization' (dropdown menu). Three red arrows point from the right side of the form towards the 'Save' button and the 'Project Title' and 'Organization' fields.

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.

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 trample on 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.

