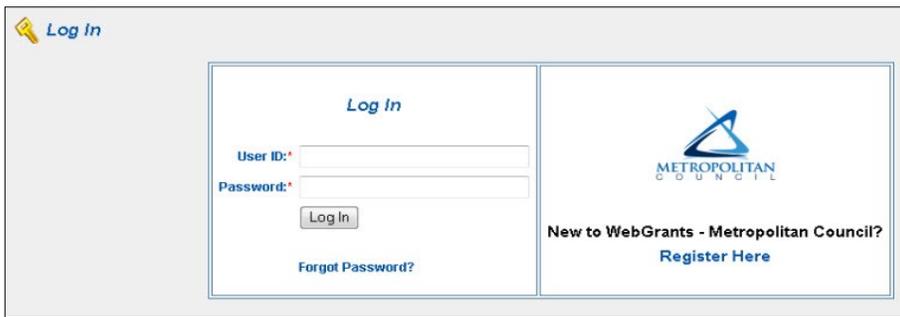


USING THE COUNCIL'S ONLINE GRANT APPLICATION

Revised



The screenshot shows a web interface for logging into the WebGrants system. In the top left corner, there is a yellow key icon and the text "Log In". The main content area is divided into two sections. The left section is titled "Log In" and contains a "User ID:" label followed by a text input field, a "Password:" label followed by a text input field, a "Log In" button, and a "Forgot Password?" link. The right section features the Metropolitan Council logo, which consists of a stylized blue triangle with a white outline, and the text "METROPOLITAN COUNCIL" below it. Below the logo, there is a heading "New to WebGrants - Metropolitan Council?" and a "Register Here" link.



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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About the Regional Solicitation Application

Who is eligible for Regional Solicitation grants?

Cities, Counties, transit providers and qualified non-profit organizations in the seven-county metro area are eligible for Regional Solicitation grants.

What is the map generation tool?

The map generation tool is a web-based GIS tool developed by the Metropolitan Council. Applicants must select a project type, enter in their project location with this tool, and download PDFs of the maps automatically generated for the project prior to beginning the WebGrants application forms.

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 the Regional Solicitation, 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.

Step 1: Register to Use the System

All applicants and their collaborators must be registered prior to accessing the new online application. See below for step-by-step instructions.

How do I register?

Registration is a two-part process – you, as an external party, complete the first portion of the process by submitting an online form. Once you register, Metropolitan Council staff will then review and prepare your account. You will be emailed a login and password within approximately two business days.

There are two important notes regarding registration:

! **The process is slightly different – and slightly longer – for independent grant writers than for employees of an eligible organization.** This is because Council staff must contact the host organization for permission to allow independent grant writers the ability to begin drafting an application on behalf of the organization. The process takes a little longer – perhaps a full day's turnaround – because we need to reach the appropriate organization contact and get approval before we can “connect” you with an organization 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 organization contact us on your behalf.

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

To Register:

- Go to <https://metro councilgrants.org>
- Click on *Register Here*
- There are two parts to the registration screen:
 - The “Personal Information” section of the screen relates to the person registering.
 - The “Organization Information” section of the screen relates to the organization on whose behalf the person is registering.
 - If you work for an eligible organization, the information you enter in both parts will be similar. If you are an independent grant writer, use the “Personal Information” section to inform us about you; use the “Organization Information” section to inform us about the organization you will be working with.



After you complete the registration form and receive your log in information from the Metropolitan Council, 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 organization at a time.

Security

With the exception of independent grant writers, no one outside your organization can see any of your applications. Even the Council cannot see the applications until after they have been submitted. Council staff cannot see your passwords, either. 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, only authorized Council staff can see it in PDF form.

Step 2: Generate Maps

A set of maps must be generated for each project application PRIOR to applying. Complete this step before beginning the application process (Step 3). Applicants will need to attach the maps they create to the application. [Click here to generate maps for your project application.](#)

This is a simple application that allows you to find a point of interest in the Twin Cities Metro Area, locate and draw a project proposal, then print a set of maps for the project.

The process works like this:

- [Find the area](#) you wish to apply in by exploring the map of the Twin Cities. Information like transit routes and stations are presented for your reference.
- [Draw your project](#) using points, lines and polygons.
- [Create printouts](#) that provide metrics about your project.

Feedback

Please provide feedback on this application. We want to know what you were expecting, what you found, and how this met, exceeded or fell short of your expectations. You may also direct your technical questions regarding the mechanics and operation of the application.

[Send Feedback by email](#)

Commonly Asked Questions

1. How do I edit or move a sketch I created on the map?

First, position your mouse over the graphic you want to change. Right-click and a menu appears with more choices. Select **Edit**. The sketch should change color and adjustable points called vertices will appear on the sketch perimeter. To move your sketch, just click anywhere *inside* and drag it around. To modify the edge, click and drag one of the vertices. When you're done, click *outside the sketch* to deselect it.

2. I want to print my map but the **Create the maps** button is disabled.

You need to create all the required drawings before printing. Some application types only require a set of points -- others a point and a line. Go to the **Sketch the Project** tab to create or complete the drawing of your project. Then return to the Print tab and try to print.

3. My sketches are a mess. How do I clear everything and start over?

Simple. Position your mouse anywhere in the map (other than your project sketch) and right-click. Choose **Clear all and reset**. A confirmation dialog will ask if you're sure. Answer 'Yes' and any drawings and labels you've created for your sketches are removed.

4. This is a bit of work. Can I save my work and come back and finish it another time?

Unfortunately, no. With that in mind, it's a good idea to practice first. When you're ready to work on your project sketch, have your materials prepared ahead of time.

Exploring the Map

The primary way to find a location on the map is to **search** for it by entering a specific address, general landmark or street intersection. Once the map shows your target area, you can control the **layers** that display on the map and show a **legend** that explains the symbols for each feature layer.

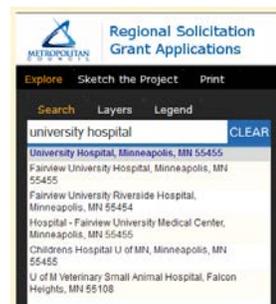
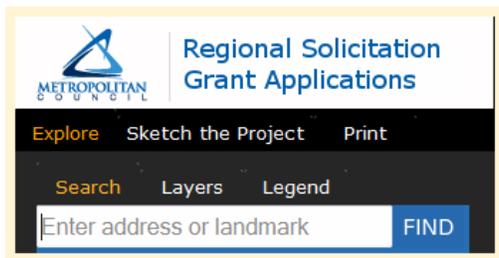
Map navigation

There are several ways to pan and zoom the map.

- Use the mouse to click on the map and drag it to pan about.
- Use keyboard shortcuts to perform similar actions:
 - Use arrow keys to pan the map up, down, left or right
 - Press '+' key to zoom in a level
 - Press '-' key to zoom out a level
- For fastest navigation, use both Mouse and Keyboard:
 - Hold SHIFT + mouse drag to draw an area to zoom to
 - Hold SHIFT + mouse click to recenter
 - Hold SHIFT & CTRL + Drag to zoom out

Search

The **Search** function is active when you first start the application. Type in any location related information into the Search box (where it says **Enter address or landmark**) then press Return or click the **Find** button.

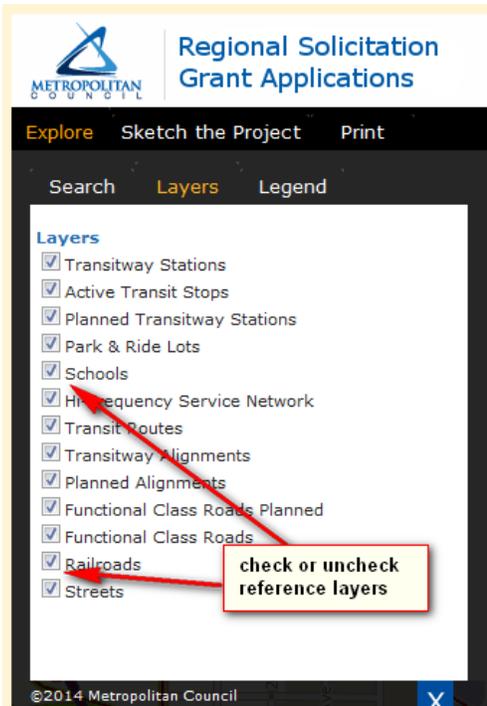


Examples of search locations include:

- Street addresses, like *390 Robert St. S.*
- Landmarks, like *Target Field*
- Place names, lakes or parks, like *Phalen*
- Street Intersections, like *Lake and Lyndale*
- Geographic coordinates as latitude and longitude with no embedded spaces, like *44.90976,-93.21978*
- Zip Codes, like *55106*

When search results are returned, the map will zoom to and highlight the first search result. To zoom to the location of another search result, click on that row in the results table.

Layers



The **Layers** tab shows you the basemaps and reference layers appearing on the map. You can select alternate background maps and show the latest aerial imagery. All reference layers are visible by default, but you may turn them off here by unchecking the box next to their name. This is particularly helpful when you are defining the area around a project.

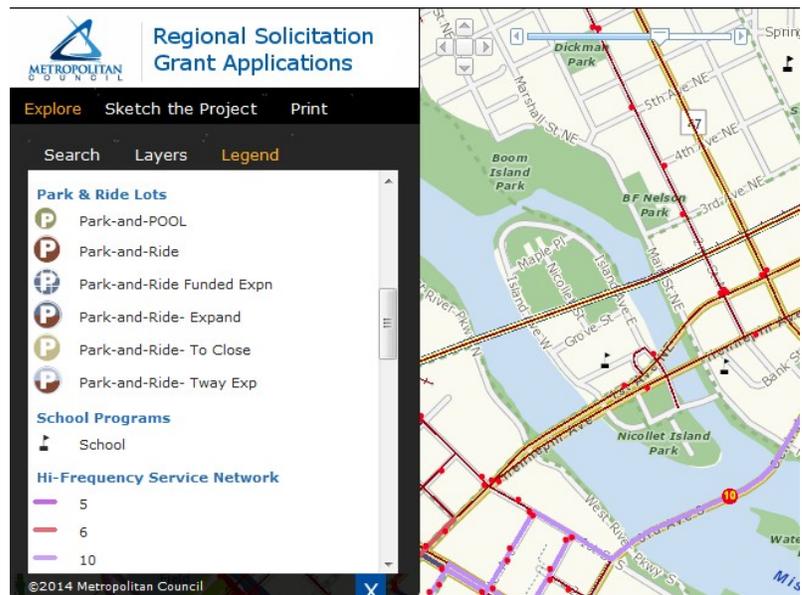
To view information about the layer, select it and right-click. A submenu allows you to:

- View Metadata for the layer in a separate window
- Zoom to the extent of that layer on the map
- View the GIS service information for the layer.

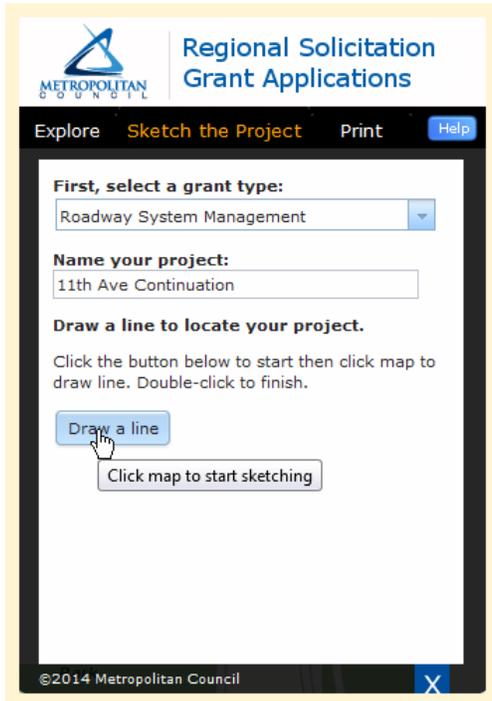
Legend

The **Legend** tab illustrates the symbology used to display

features on the map.



Sketch the Project



Select a Grant Type

Click on the arrow to the right of this pull-down list and select one of the grant types:

- Roadway Expansion
- Roadway Reconstruction/Modernization
- Roadway System Management
- Bridges
- Transit Expansion
- Transit System Modernization
- Travel Demand Management (May be removed)
- Safe Routes to Schools
- Multiuse Trails and Bicycle Facilities
- Pedestrian Facilities

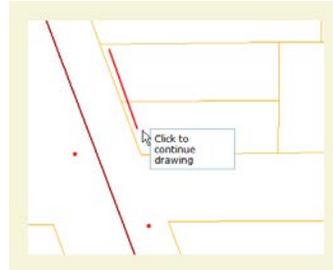
Name your project

You must assign a name to your project. This project name shows up on the heading of all your maps. It is also stored with the digital version of the map drawings.

Create your drawing

Depending on your grant type, you will be prompted to **Draw points** or **Draw a line** to define your project. Press the button to start your drawing. Then move your cursor over the map.

- **Clicking a point will leave a circle on the map. Double-click to stop adding points.**
- **Click one to start a line drawing and continue clicking to extend it. Double-click to complete the line.**



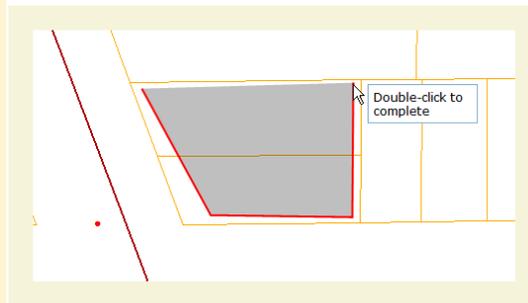
You may also be prompted to draw an additional line or polygon to further define your project area.

When you are drawing your polygon, each time you click a point, it defines the edge of your sketch boundary. Click the corners of your sketch to complete a polygon area.

- **Double-click to complete your sketch anytime you have at least two points.**
- Press ESC to discard a sketch and start over.

A screenshot of a web application interface. At the top left is the Metropolitan Council logo. The title is "Regional Solicitation Grant Applications". Below the title are navigation links: "Explore", "Sketch the Project" (highlighted), "Print", and "Help". The main content area has the following sections:

- First, select a grant type:** A dropdown menu with "Roadway Expansion" selected.
- Name your project:** A text input field containing "11th Ave Continuation".
- Draw a line for your project then draw a polygon around the area.** Below this is a button labeled "Delete line".
- Draw a polygon to define the boundary of your project.** Below this is a button labeled "Draw a polygon".

At the bottom left, it says "©2014 Metropolitan Council".

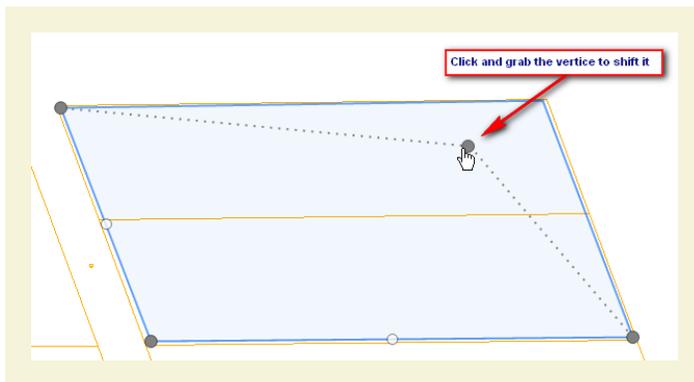
Once you have completed a drawing, click **Delete points**, **Delete line** or **Delete polygon** to remove your drawing.

Edit or Move a Sketch

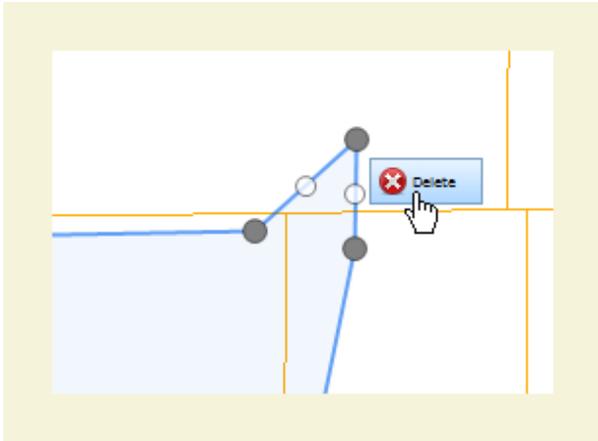
You can also easily move or modify a drawing by editing. To **edit** your drawing, position your cursor over the particular line or polygon graphic and right-click. Choose **Edit**.



To **move the drawing**, click and drag it to its new location. To modify its shape, click to select it and points will appear along the boundaries. Click and drag an individual point to modify the edge of the drawing.

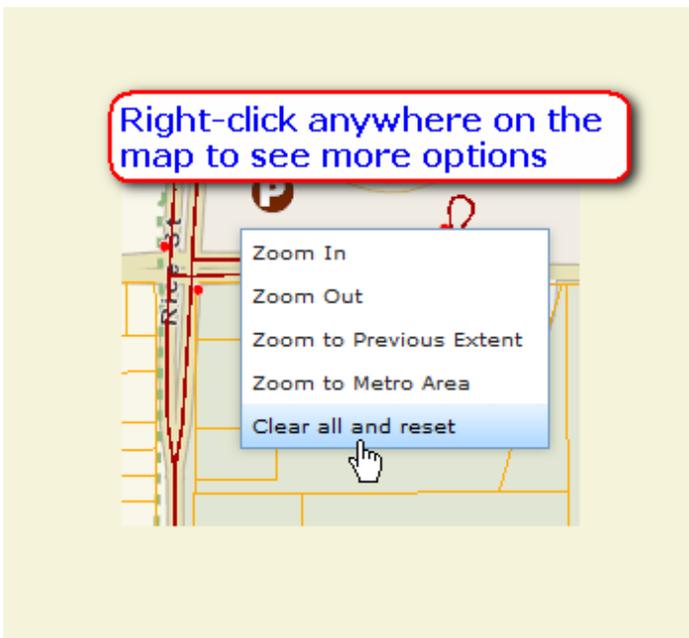


To **delete individual points in your drawing**, hover the cursor over the point and right-click to see more actions. Select **Delete** to remove the one point from your sketch.



Delete a Part of the Drawing

To **delete a part of drawing**, position your mouse over the specific sketch, right-click and select **Delete**. The sketch is removed and any remaining sketches are redrawn and labeled.



To **delete ALL your sketches and reset the project**, position your mouse anywhere on the map other than over your project sketch and right-click. A map menu appears. Select **Clear all and reset**. Answer 'Yes' to the confirmation dialog and all your sketches and labels are removed.

Print

Once all required parts of a project drawing are complete, you create the set of printable maps in PDF format. Depending on your grant application type, two, three or four maps are created.

- Regional Economy displays the relationship of the project to Post Secondary Educational centers, Manufacturing/Distribution concentrations, and Job concentrations.
- Area Definition shows the site with information on length and area.
- Socio-Economic Conditions displays the relation of the project to concentrated areas of poverty.
- Transit Connectivity lists existing and planned transit near the project site.
- Population Summary calculates totals for population and employers.
- Regional Bicycle Transportation Corridors illustrates the project relationship with these particular corridors.

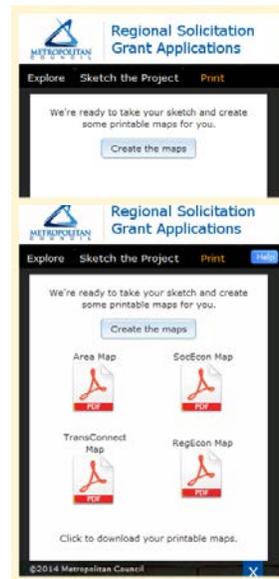
To generate the map set, click the **Create the maps** button.

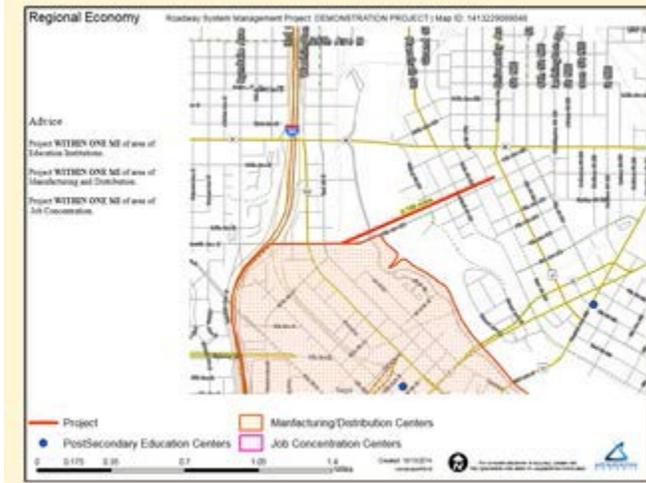
PDF files are created that you can download and print.

It takes about a minute to produce these files. When complete, click each of the  icons to view the map. Once in the PDF viewer, you will have additional options to save and print your map.

If the browser has problems with opening and viewing PDF files, hover your cursor over the  PDF icon, right-click and select **Save Link As....** This will download the file to your local computer and you should be able to double-click to open it there with Adobe Reader.

If you print these, try using a color laser printer for best results.





Step 3: Log in and Complete the Online Application

Once you have completed steps 1 and 2 and reviewed this User Guide, [click here to log in to the online application system](#) with the WebGrants login information provided by Metropolitan Council staff.

Select the Appropriate Funding Opportunity

WebGrants refers to each separate application as a **Funding Opportunity**. After completing the registration, receiving your login, and completing the map-generation process, log into the WebGrants homepage:

www.metrocouncilgrants.org.

From the Welcome Screen, click on *Funding Opportunities* to see the list of available Regional Solicitation application opportunities. Disregard the other Livable Communities funding opportunities listed on this page.



ID	Agency	Program	Opportunity Title	Application Deadline
19151	Transportation - MTS	Regional Solicitation - Bicycles and Pedestrian Facilities	2014 Multisite Trails and Bicycle Facilities	12/31/2014
19152	Transportation - MTS	Regional Solicitation - Bicycles and Pedestrian Facilities	2014 Pedestrian Facilities (Sidewalks, Streetcrossing, and ADA)	12/31/2014
19153	Transportation - MTS	Regional Solicitation - Bicycles and Pedestrian Facilities	2014 Safe Routes to School Infrastructure	12/31/2014
19154	Transportation - MTS	Regional Solicitation - Roadways Including Multimodal Elements	2014 Roadway Expansion	12/31/2014
19155	Transportation - MTS	Regional Solicitation - Roadways Including Multimodal Elements	2014 Roadway Reconstruction/Modernization	12/31/2014
19156	Transportation - MTS	Regional Solicitation - Roadways Including Multimodal Elements	2014 Roadway System Management	12/31/2014
19157	Transportation - MTS	Regional Solicitation - Roadways Including Multimodal Elements	2014 Bridges	12/31/2014
19158	Transportation - MTS	Regional Solicitation - Transit and TOD Projects	2014 Transit Expansion	12/31/2014

Click on the title of a 2014 Regional Solicitation 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.

Beginning your application

ID	Application Title	Status
01699	Test App 10-10-2014	Editing

Opportunity Details: [Copy Existing Application](#) [Start a New Application](#)

01971-2014 Multiuse Trails and Bicycle Facilities
Regional Solicitation - Bicycle and Pedestrian Facilities
Application Deadline: 12/01/2014

Award Amount Range: Not Applicable
Project Start Date:
Project End Date:
Award Announcement Date:

Program officer: Elaine Koutsoukos
Phone: 651-602-1717 x
Email: elaine.koutsoukos@metc.state.mn.us

After you have clicked on the name of the funding opportunity, a Current Applications/ Opportunity Details screen will appear. To start a new application, click on “Start a New Application.” If you have more than one application under the same funding opportunity, you will see the applications and their current status in the Current Applications list at the top of the screen.

If you have questions about a funding opportunity, the program officer’s contact information is located on this Funding Opportunity welcome screen (Elaine Koutsoukos; 651-602-1717 or elaine.koutsoukos@metc.state.mn.us).

Instructions
This page must be completed and saved before proceeding with the rest of the application process.

General Information

Primary Contact*: Deborah Jensen

Project Title* (limited to 250 characters)

Authorized Official*: Deborah Jensen

Organization*

Save

After selecting “Start a New Application,” you will be immediately directed to a “General Information” application form. You are required to complete all fields on this page before proceeding to the remainder of the application. Note: required fields are marked by a red asterisk (*).

As you enter the project title, please use a unique title or one that identifies the location of the project.

As you select the *Organization* from the dropdown list, please ensure that you select the organization with the correct mailing address. If you do not find the organization that you need, please contact the program officer, Elaine Koutsoukos at 651-602-1717 or elaine.koutsoukos@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.

After completing all fields, select “**Save**” in the upper right-hand corner of the page to save the General Information form and proceed with the application.

Application Pages

The **Application Forms** page presents you with a list of all of the forms, or pages, within each application. As you proceed through the application forms, save your responses, and mark each



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

Application

Application: 01869 - Test App 10-10-2014

Program Area: Regional Solicitation - Bicycle and Pedestrian Facilities
Funding Opportunity: 01971 - 2014 Multiuse Trails and Bicycle Facilities
Application Deadline: 12/01/2014

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		✓	10/10/2014
Project Information		✓	10/10/2014
MnDOT State Aid Project Information: Bicycle and Pedestrian Facility Projects			
Estimate of Project Costs			
Requirements: Bicycle and Pedestrian Facility Projects			
1. Role in the Regional Transportation System and Economy: Project Location Relative to the RBTN			
2. Usage: Cost Effectiveness			
3A. Equity and Housing Performance: Project Location and Impact to Disadvantaged Populations			
3B. Equity and Housing Performance: Affordable Housing			
4A. Deficiencies and Safety: Gaps, Barriers, and Continuity/Connectivity			
4B. Deficiencies and Safety: Project Improvements			
5A. Multimodal Facilities and Connections: Transit Connections			
5B. Multimodal Facilities and Connections: Pedestrian Connections			
5C. Multimodal Facilities and Connections: Multimodal Facilities			
6. Risk Assessment			
Other Attachments			

marked it 'complete' by clicking

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 forms that comprise the applications have one or more required fields (denoted by a red asterisk*), and you will not be able to save a page until all required fields have answers.



Complete the application form pages in the order listed, as some of the pages depend upon previously-entered information for data. For example, to undertake the calculations for cost effectiveness, you must have already completed the information about projects costs. When you complete the cost effectiveness pages, the costs will be pulled from the project cost page so you do not have enter them twice.

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.

Command Bar

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. Common commands on the Command Bar include **Edit** and **Save**. To begin editing on any of the general forms, you must click **Edit** in the Command Bar to begin entering in data and text responses. You must also select **Save** to keep your responses before proceeding to another page.

Sections

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, such as **Mark as Complete**.

There are three different kinds of sections in WebGrants:

1. **Single value sections**, like the one shown to the right, make up the majority of the applications. These sections allow you to make one entry as a response to a question. This could be text, an integer, a currency value, 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.

The screenshot shows a web application interface for 'Application: 01876 - Test Three MKC'. The page title is 'Application' and the program area is 'Regional Solicitation - Roadways Including Multimodal Elements'. The funding opportunity is '01967 - 2014 Roadway Expansion' and the application deadline is '12/04/2014'. The section is titled 'Measure A: Current Daily Person Throughput'. The instructions state: 'This criterion quantifies the project's potential impact by measuring the current daily person throughput and future vehicular traffic that will be served by the project. These roadway users directly benefit from the project improvements on the "X" (Urban Arterial or Non-Freeway Principal Arterial - 110 Points)'. The user is prompted to 'Enter the current average annual daily traffic volume at one location along the "X" Urban Arterial or Non-Freeway Principal Arterial project length using the current average annual daily traffic (AADT) volume and average annual roadway length. The applicant must identify the location along the project length and provide the current AADT volume from the AADT-2008 data and existing transit routes. Roadway use will be provided by the Metropolitan Council staff. A point total is awarded based on the project length. Current Daily Person Throughput = current average annual daily traffic volume x 1.30 vehicle occupancy = average annual daily transit ridership (2013)'. There is a text input field for 'Current AADT Volume' with a value of '0' and a dropdown menu for 'Existing Transit Modes on the Project' with a value of '1'. A 'Mark as Complete' button is visible in the top right corner.

2. **A multi-list section**, which behaves something like a table, as it allows you to add as many rows as you wish.

As an example, Measure 3B on all applications, Equity and Housing Performance: Affordable Housing, is a multi-list section. As shown to the right, the first step when entering this form is to click **Add** in the upper right-hand corner of the page. This will activate the application section you must complete.

The screenshot shows a web application interface for 'Application: 01876 - Test Three MKC'. The page title is 'Application' and the program area is 'Regional Solicitation - Roadways Including Multimodal Elements'. The funding opportunity is '01967 - 2014 Roadway Expansion' and the application deadline is '12/04/2014'. The section is titled 'Measure B: Affordable Housing'. The instructions state: 'Metropolitan Council staff will award points to the project based on the 2014 Housing Performance Score for the city or township in which the project is located. The score includes consideration of affordability and diversity, total relative to suitable affordable, workforce housing development or preservation, and density of residential development. If the project is in more than one jurisdiction, the points will be awarded based on a weighted average using the length of the project in each jurisdiction. If a project is located in a city or township with no allocation of affordable housing need (either there is no forecasted household growth or the area does not have land to support assumed development), then the project will not be disadvantaged by this measure and the project's total score will be adjusted as a result. In order to enter information, click "Add" in the upper right-hand corner of the page, enter the city/township and segment length, and then click "Save". Double check the sum of the segment lengths equals the Project Length entered in the "Project Information" form. If the project is located in only one jurisdiction, enter the City/Township and full project length. If the project falls within more than one jurisdiction, repeat the "Add" and "Save" process. City/Township Segment Length (Miles) 0.00 Total Project Length Double check the sum of the segment lengths equals the Project Length entered in the "Project Information" form. Total Project Length: 0'. A 'Mark as Complete' button is visible in the top right corner.

Secondly, you will enter in the city or township that the project runs through and the mileage of this segment. If the project is only included in one jurisdiction, click **Save** on the Command Bar and **Mark as Complete**. If the project runs through or stops in (transit projects only) more than one jurisdiction, you must click **Add**, enter the information, and **Save** until you have entered all cities/townships and segment lengths. Please ensure that the total of these segment lengths sums to the project length entered in the "Project Information" form.

3. A *grid section*, which allows you to make entries to the entire matrix at one time. The matrix section is used in the “Project Cost Estimate” form and Measure 1A of the Roadway applications. A grid/matrix section example is shown below. Similar to the single-value and multi-list sections, you must select **Save** to keep your work.

Non-Freeway Facility Volume/Capacity Table

Design Capacity
 The assumed maximum number of vehicles per lane which pass any given point in an hour on an average day during normal operating conditions. For the purposes of responding to criteria in this solicitation packet, the following capacities shall be used:

- Expressway through lane - 800 vehicles per hour;
- Arterial through lane - 600 vehicles per hour;
- Left-turn lane - 300 vehicles per hour;
- Right-turn lane - 200 vehicles per hour;
- Dedicated bike lane or joint use trail - 60 vehicles per hour.

Hour	NB/EB Volume	SB/WB Volume	Capacity	Volume exceeds capacity
12:00am -	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
1:00am -	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
2:00am -	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
3:00am -	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
4:00am -	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
5:00am -	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
6:00am -	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
7:00am -	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>



When these section types are mixed on a page, you must open single value sections by clicking on **EDIT** in the Command Bar. If you encounter a page that doesn't seem to accept your entries, try clicking on **EDIT**.

Detailed Application Instructions

Please refer to the Scoring Guidance for each application for instructions on completing the application 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 close 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 overwrite each other's entries.

Blank applications are available in Microsoft Word to assist users in preparing their application PRIOR to accessing the online application system. There are multiple grant applications. An applicant should download the "Basic Info" word file as well as all word files for the grants which they may be considering. These files are provided as reference ONLY! All applications must be submitted using the online application software.

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** upload embedded within a form; many of these attachments are the maps generated in the map-generation process completed before beginning the application. The attachments throughout the relevant forms are required, and you will not be able to mark these forms as complete and submit your application until you have uploaded the required attachments.

To upload an attachment, click on the **Upload** icon at the bottom of the form, then browse through your computer to find the appropriate file. Selected attachments may also be deleted by clicking on the red "Delete" sign that appears after attaching a document..

The screenshot shows a web application interface for a grant application. At the top, there are navigation links: 'Menu', 'Help', 'Log Out', 'Back', 'Home', 'Print', 'Edit', and 'Save'. Below this is the 'Application' header with details: 'Application: 01869 - Test App 10-10-2014', 'Program Area: Regional Solicitation - Bicycle and Pedestrian Facilities', 'Funding Opportunity: 01971 - 2014 Multuse Trails and Bicycle Facilities', and 'Application Deadline: 12/01/2014'. The 'Instructions' section contains text about 'Multimodal Facilities and Connections'. The 'Measure A: Transit Connections' section is highlighted and includes a 'Mark as Complete' link. It contains a table with columns for 'Planned Transits Directly Connected to the Project', 'Existing Routes Indirectly Connected Within One Mile of the Project', and 'Planned Transits Indirectly Connected Within One Mile of the Project'. The table lists 'S20V BRT (METRO Orange Line Extension)' and 'Sottemeau LRT (METRO Blue Line Extension)'. At the bottom of the form, there is an 'Upload Map' button with a red 'X' icon.

Each application also has an "Other Attachments" form, where you can upload attachments relevant to your specific project, such as an issues map or concept drawing, travel tally documentation for Safe Routes to School projects, or others. Please check your project against the list of other attachments in this form to ensure you include any documentation needed for your project.

More information

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