

## Instructions for Completing and Submitting an Application

### About the Application

- The application is broken down into 10 "forms":
  - General Information
  - Organization's Staff Capacity
  - Organization's Financial Capacity
  - CDBG Budget
  - General Program/Project Information
  - CDBG Project Eligibility
  - Project/Program Implementation
  - Conflict of Interest
  - Required Attachments
  - Statement of Agreement
- You may complete the forms in any order.
- After completing each form, click "save"
- After proofing each completed form, click "mark as complete"
- Once all forms are marked as complete, you will be able to press "submit" to submit your application. You must press "submit" in order to submit your application for review!

### Tips and Tricks

- Always use the Menu and Back buttons provided at the top by the system, do not use your browser menu and back buttons.
- You are encouraged to write your application directly into the website and may save it using the "Save" button.
  - The "Save" button will not work if you have not answered all of the required questions on that form.
    - **TRICK THE COMPUTER:** To save your work prior to completing the entire form, select a "dummy" answer, one you'll remember to go back and correct, for the remaining questions. For text boxes, insert an asterisk. Once something is marked/inserted you will be able to save the form.
      - PLEASE make sure to correct any dummy answers before marking the section as complete and submitting the application!!!
- You have the opportunity to go back into the application forms as many times necessary to edit/complete the application, even if you have marked the form as complete.
- Once the application is submitted, you can no longer access the forms to edit. You will always have a view of the application for reference or for printing.

## Step-by-Step

1. New and returning users should go to this website:  
<http://norwalk.dullestech.net/login.do>.
  - a. New users should click “Register Here” and provide the requested information.
    - i. Once your request has been submitted, you will receive an email of acknowledgement.
    - ii. Agency staff will also be notified of your registration and upon approval you will receive a confirmation email. Approval should be given within 2 business days (if not, contact Sabrina Church, [schurch@norwalkct.org](mailto:schurch@norwalkct.org)).
  - b. Returning users should use the space on the left of the screen to input their user id and password and click on “Log In.”

WebGrants - Norwalk Connecticut

norwalk.dullestech.net/logout.do

Apps FEMA account sign in eLicense Online Google Connecticut Recovers American FactFinder WebGrants - Norwalk Coordinated Assistance

# NORWALK re: DEVELOPMENT AGENCY

System Compatibility

Log In

Log In

User ID:\*

Password:\*

Log In

[Forgot Password?](#)

# NORWALK re: DEVELOPMENT AGENCY

New to WebGrants - Norwalk Connecticut?

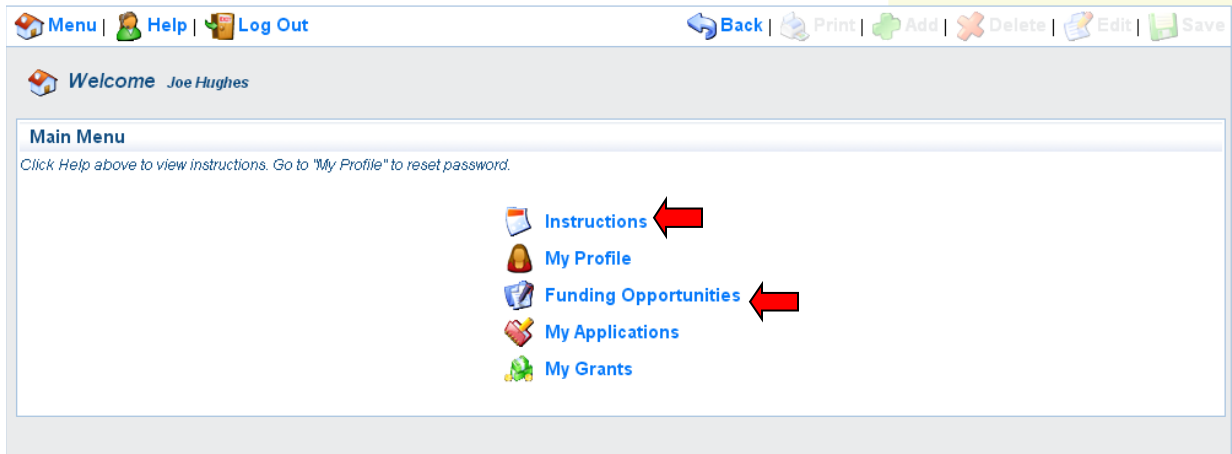
[Register Here](#)

Norwalk Connecticut

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2. Returning users will then see a welcome screen, also called the “Main Menu”
  - a. The “Instructions” link provides information for navigating and using the system.
  - b. The “Funding Opportunities” link is where you should go to complete your PY47 CDBG Application.






# NORWALK DEVELOPMENT AGENCY



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

Welcome Joe Hughes

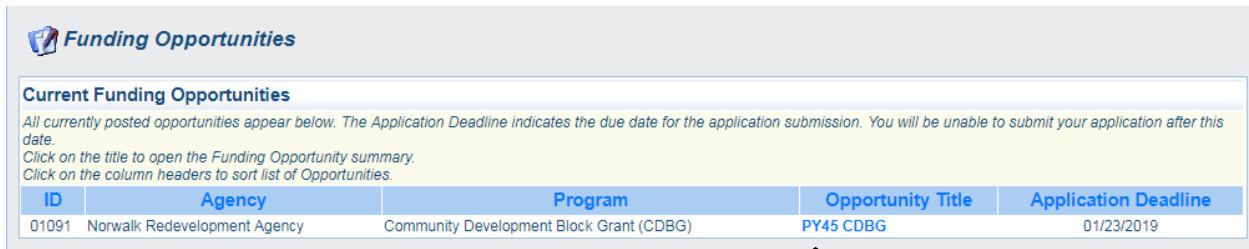
**Main Menu**  
 Click Help above to view instructions. Go to "My Profile" to reset password.

-  [Instructions](#)
-  [My Profile](#)
-  [Funding Opportunities](#)
-  [My Applications](#)
-  [My Grants](#)

Norwalk Connecticut

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3. Clicking on “Funding Opportunities” will send you to a screen showing the currently available funding opportunities.
  - a. Click on the blue Opportunity Title: “PY47 CDBG”




**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
01091	Norwalk Redevelopment Agency	Community Development Block Grant (CDBG)	<a href="#">PY45 CDBG</a>	01/23/2019

4. The screen which appears will give you information about this program and provide you with an opportunity to start a new application.
  - a. Scroll down to view information about the program, documents and weblinks which you may want to use for reference and other resources.
  - b. To start a new application, click “Start a New Application”

 **Funding Opportunities**

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**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
01092	<a href="#">Example Application</a>	Submitted

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

**01091-PY45 CDBG**


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**Community Development Block Grant (CDBG)**  
**Application Deadline: 01/23/2019 12:00 PM**

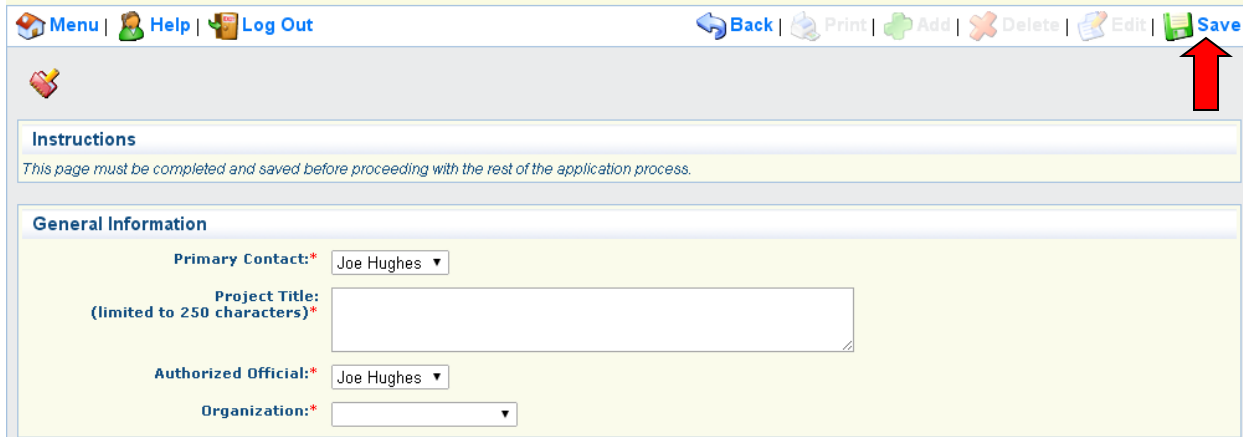
Award Amount Range:	Not Applicable	Program Officer:	Sabrina Church
Project Start Date:	07/01/2019	Phone:	203-854-7810 x46781
Project End Date:	06/30/2020	Email:	<a href="mailto:schurch@norwalkct.org">schurch@norwalkct.org</a>

Award Announcement Date:

Maximum Contract Amendment Approval Levels  
 Maximum Claim Approval Levels  
 Maximum Status Report Approval Levels  
 FO Approval Levels



5. The following screen shows four questions which are required to be answered before moving forward with the application. The information supplied will populate the “General Information” form. After completing the areas, click “Save”.
  - a. Project Title: Please do not include your organization’s name in the project title.  
Please be very brief – 5 words maximum.



Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

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

**General Information**

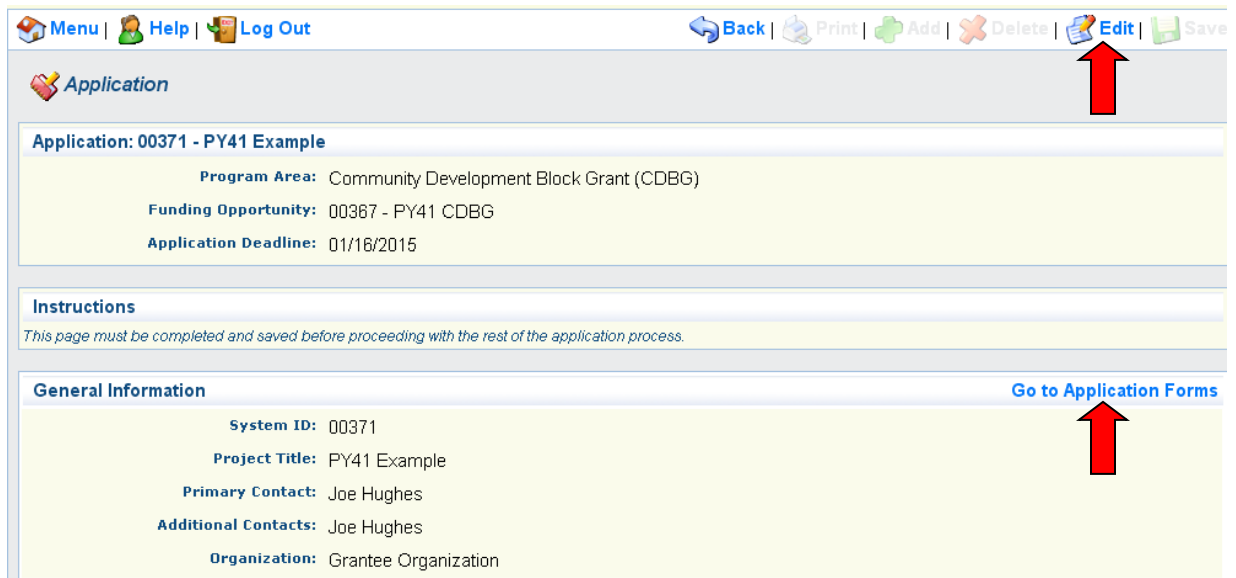
Primary Contact\*: Joe Hughes ▼

Project Title:  
(limited to 250 characters)\*

Authorized Official\*: Joe Hughes ▼

Organization\*: ▼

6. Click “Edit” to make changes to the information and/or to add additional contacts for the grant. These additional contacts must already be registered in WebGrants under your organization.
  - a. If you are ready to move forward, click “Go to Application Forms”



Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

**Application**

Application: 00371 - PY41 Example

Program Area: Community Development Block Grant (CDBG)

Funding Opportunity: 00367 - PY41 CDBG

Application Deadline: 01/16/2015

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

**General Information**

System ID: 00371

Project Title: PY41 Example

Primary Contact: Joe Hughes

Additional Contacts: Joe Hughes

Organization: Grantee Organization

[Go to Application Forms](#)

7. The next screen will list the ten “forms” of the application which must be completed and marked as “complete” in order to submit.
  - a. You will see that the General Information form that you just completed is checked as “complete.” Also, note the column for Last Edited date.
  - b. “Application Details” shows your complete application, with provided answers.
    - i. “Application Details” also offers the option to “Print to PDF”. This option is not available after submitting the application.
  - c. To proceed with the application, click on a form name (blue). You may go in any order, complete part of a form, save it, go to another and return later, etc.

The screenshot shows a web application interface for a grant application. At the top, there are navigation links: Menu, Help, Log Out, Back, Print, Add, Remove, and Done. Below this is the application header: "Application: 00768 - PY43 Sample Application". The program area is "Community Development Block Grant (CDBG)", the funding opportunity is "00738 - PY43 CDBG", and the application deadline is "11/22/2016".

Under "Instructions", it states: "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." A red arrow points to the "Submit" link.

The "Application Forms" section contains a table with the following columns: Form Name, Complete?, and Last Edited. The "General Information" form is highlighted in blue and has a checkmark in the "Complete?" column. A red arrow points to the "Complete?" column. The "Application Details | Submit | Withdraw" links are also visible, with a red arrow pointing to "Application Details". The "General Information" form name is also highlighted in blue, with a red arrow pointing to it.

Form Name	Complete?	Last Edited
General Information	✓	10/13/2016
Organization's Staff Capacity		
Organization's Financial Capacity		
CDBG Budget		
General Program/Project Information		
CDBG Project Eligibility		
Project/Program Implementation		
Conflict of Interest		
Required Attachments		
Statement of Agreement		

### SPECIAL GUIDANCE

**CDBG Project Eligibility Form:** The italicized instructions provide links to reference documents.

#### Consistency with the Consolidated Plan (ConPlan)

- Review the chart in the PY47 NOFA, page 7, which displays a list of the ConPlan Priority Needs, ConPlan Goals (with Matrix Codes), Goal Matrix Code Definitions and Codes
- Start by using Appendix A (available through the application) to choose the “Goal Matrix Code Definition” (questions 3 and 4) that best fits the project. The Matrix Code must also be listed on the NOFA chart in order for the project to be eligible.
  - If a definition is not available that fits your project, please contact Agency staff. It is likely that your project is not eligible for CDBG funding.
- Referencing the NOFA chart, identify which ConPlan Priority Need and Goal correspond to your identified Goal Matrix Code Definition.

#### Objectives Accomplishments and Outcomes

- Use Appendix B and C to identify the National Objective and Accomplishment Type which best fit the project (available through the application).
  - Use Appendix C to identify your accomplishment type then Appendix B to define the National Objectives so you may choose the one which best corresponds to the selected Matrix Code.
  - National Objectives with Area Benefit – Please review the NOFA, pages 11 and 15 to determine if your project is eligible for Area Benefit classification.

8. The first time, each form will open automatically into edit mode (with white boxes). If it does not, click the “Edit” button to the left of “Save.”
  - a. Italicized information above the question provides guidance for answering the question. Please refer to this and pay special attention to the available links to documents/websites. Identifying the correct response is critical!
  - b. Once all required fields are completed click “Save.”

The screenshot shows a web application interface for an application form. At the top, there is a navigation bar with buttons for Menu, Help, Log Out, Back, Print, Add, Change, Edit, and Save. Below this, the application details are displayed: Application: 00768 - PY43 Sample Application, Program Area: Community Development Block Grant (CDBG), Funding Opportunity: 00738 - PY43 CDBG, and Application Deadline: 11/22/2016. The Instructions section follows, with a link to download the PY43 NOFA in English. The General Project Information - Project Summary section is highlighted with a red arrow. Below this, the Summary Statement section is shown, with a red arrow pointing to the Project Summary field, which is labeled "(700 characters or less)\*".

9. After pressing Save, you have four options:
- Edit – To continue making changes.
  - Mark as Complete – Choose this if you are finished with this form. You will still be able to return to make additional edits before submitting the application.
  - Go to Application Forms – This will return you to the screen which listed the ten forms which must be completed prior to submitting an application.
  - Log Out – You can return later to complete the remaining forms by:
    - Logging In
    - Choose Funding Opportunities
    - Click on the “PY47 CDBG” under Funding Opportunities
    - Clicking on your Application Title, which will take you to the Application Forms page where you can choose which form to work on next.

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

**Application**

Application: 00768 - PY43 Sample Application

Program Area: Community Development Block Grant (CDBG)

Funding Opportunity: 00738 - PY43 CDBG

Application Deadline: 11/22/2016

**Instructions**

The PY43 NOFA may be a helpful reference document when completing this section. To download the PY43 NOFA in English please [click here](#). Para Español, por favor [click here](#).

**General Project Information - Project Summary** [Mark as Complete](#) | [Go to Application Forms](#)

**Summary Statement**

This statement will be provided to Norwalk's elected officials recommending applications for funding and provided to HUD if the project is funded. In 700 characters or less, please use complete sentences and succinctly describe the proposed activity, including the proposed number of Norwalk beneficiaries (only Norwalk residents are eligible beneficiaries).

Project Summary



10. Once a form is marked complete, it will take you back to the Application Forms listing and will show the completed form as complete.
  - a. Complete the entire application, by clicking on each form, answering the questions, saving, marking as complete and moving to the next form.

The screenshot shows a web application interface for managing applications. At the top, there is a navigation bar with links for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below this is a section titled "Application" with the following details:

- Application: 00768 - PY43 Sample Application
- Program Area: Community Development Block Grant (CDBG)
- Funding Opportunity: 00738 - PY43 CDBG
- Application Deadline: 11/22/2016

Below the application details is an "Instructions" section with the following text:

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.

The main section is titled "Application Forms" and contains a table with the following columns: Form Name, Complete?, and Last Edited. The table lists several forms, with checkmarks in the "Complete?" column for "General Information" and "General Program/Project Information".

Form Name	Complete?	Last Edited
General Information	✓	10/13/2016
Organization's Staff Capacity		
Organization's Financial Capacity		
CDBG Budget		
General Program/Project Information	✓	10/13/2016
CDBG Project Eligibility		
Project/Program Implementation		
Conflict of Interest		
Required Attachments		
Statement of Agreement		

11. A completed application, ready to submit, will have each Form checked as “complete.”
  - a. Prior to submitting, you may want to click on “Application Details” and choose “Print to PDF”. This will open your application as a PDF file which you can print or save for yourself.
  - b. Click submit to submit your application to the Redevelopment Agency for review.
  - c. A prompt will appear and ask if you are sure you are ready to submit the application. If you are, please click “OK”.

Application: 00768 - PY43 Sample Application  
 Program Area: Community Development Block Grant (CDBG)  
 Funding Opportunity: 00738 - PY43 CDBG  
 Application Deadline: 11/22/2016

**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	Form Name	Complete?	Last
	General Information	✓	10/13/2016
	Organization's Staff Capacity	✓	10/13/2016
	Organization's Financial Capacity	✓	10/13/2016
	CDBG Budget	✓	10/13/2016
	General Program/Project Information	✓	10/13/2016
	CDBG Project Eligibility	✓	10/13/2016
	Project/Program Implementation	✓	10/13/2016
	Conflict of Interest	✓	10/13/2016
	Required Attachments	✓	10/13/2016
	Statement of Agreement	✓	10/13/2016

12. After clicking “OK” a screen will appear indicating your application was successfully submitted.
  - a. If you want to print your completed application, click on “Menu” and choose “Funding Opportunities” and “PY47 CDBG.”

**Funding Opportunities**

**Application Submitted Confirmation**

You have successfully submitted your PY41 Example Application Application with Application ID: 00370.

13. You have several options:
  - a. Clicking on your application title will make available the full application with answers for you to print.
  - b. Organizations submitting more than one application can choose to “Start a New Application”.