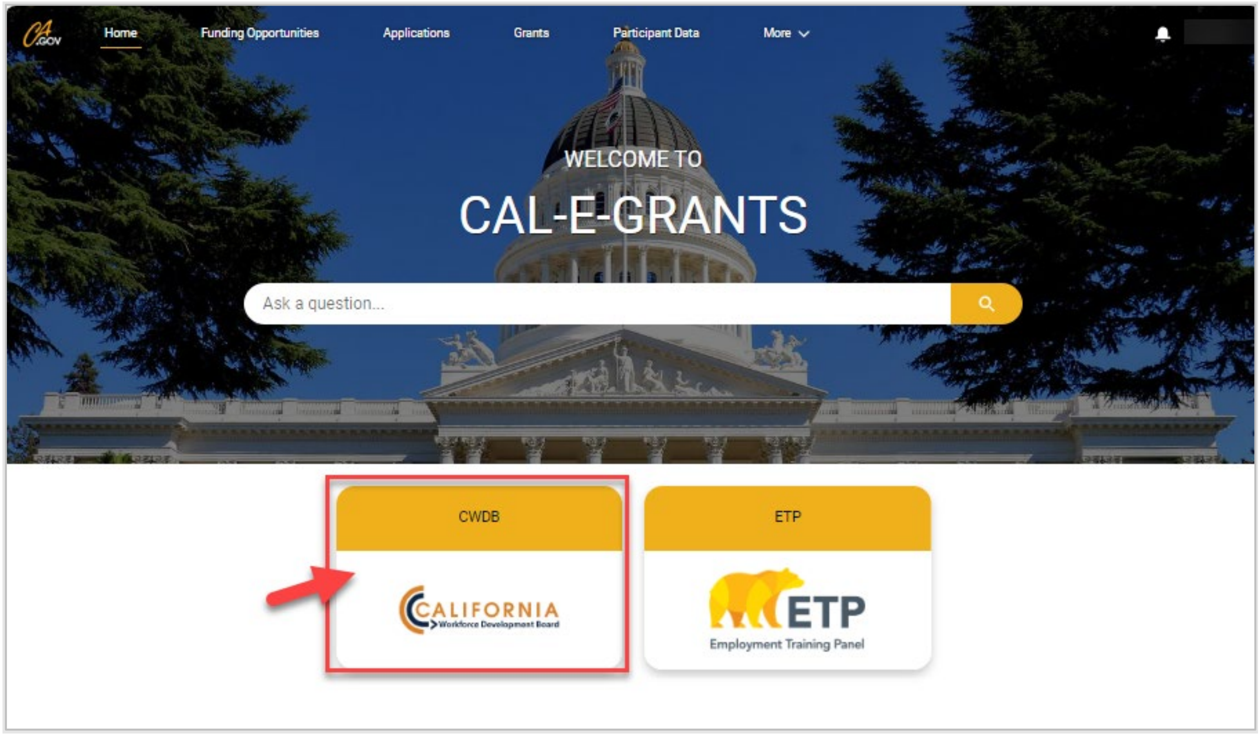
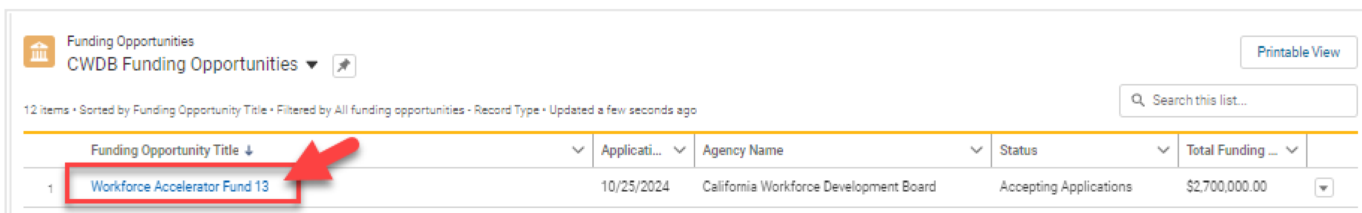
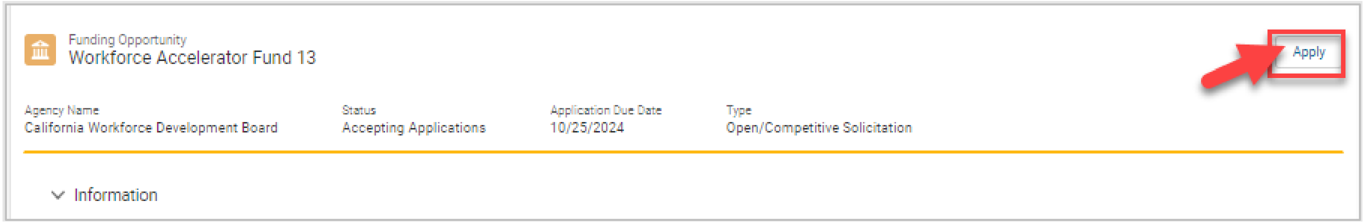
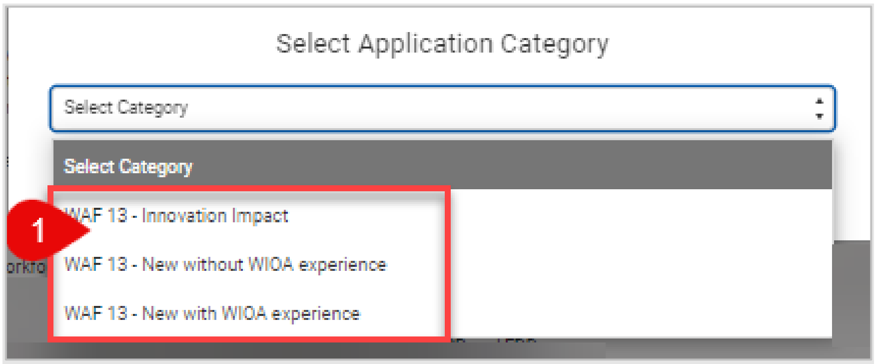
Applicants must first log into the Cal-E-Grants system to apply for funding. Please refer to the [New User Registration](#) reference material for step-by-step procedures on how to become a user of the Cal-E-Grants system.

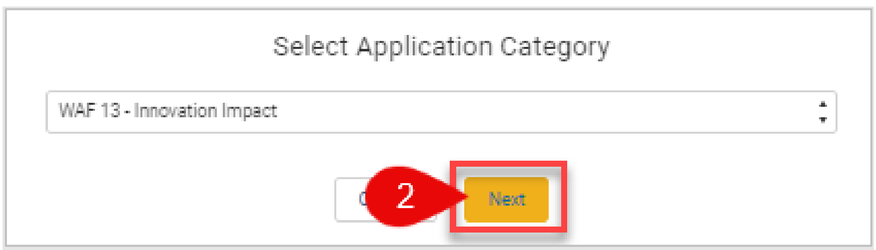
1. From the Cal-E-Grants landing page, select the **CWDB** button.	
2. Select the **Workforce Accelerator Fund 13** link from the Funding Opportunities Title list.	

<table>
<tr>
<td>3. Select the Apply button at the top right of the page to begin the application.</td>
<td>


</td>
</tr>
<tr>
<td>4. Select an application category from the drop down list.

Then select the Next button.

Note: Only one application per category can be chosen.</td>
<td>


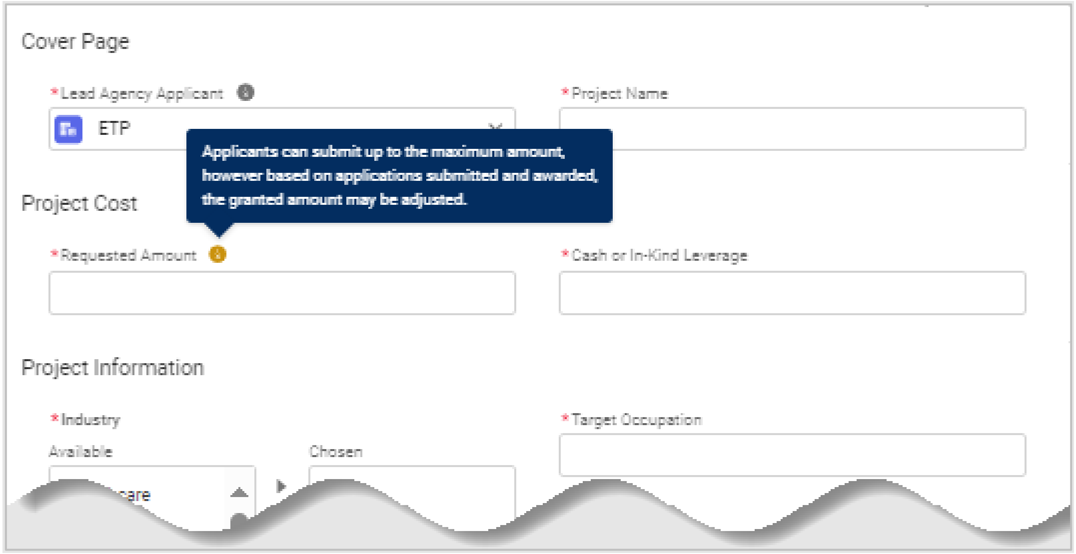


</td>
</tr>
</table>

5. Complete all required fields noted with a red asterisk. (*)

   The **Lead Agency Applicant** will pre-populate with the company name provided in user registration.

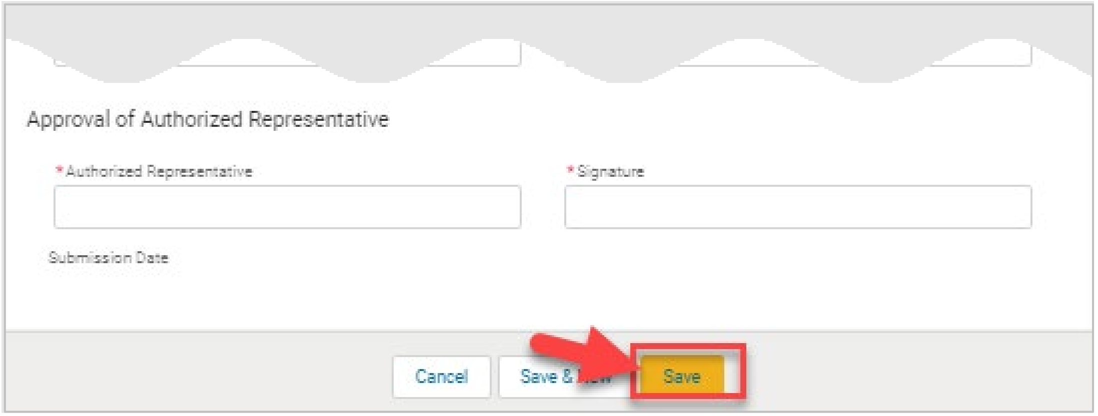
   Note: Circles with an "i" are help bubbles. Hover over them to show definitions of fields.



6. Complete the **Approval of Authorized Representative** section.

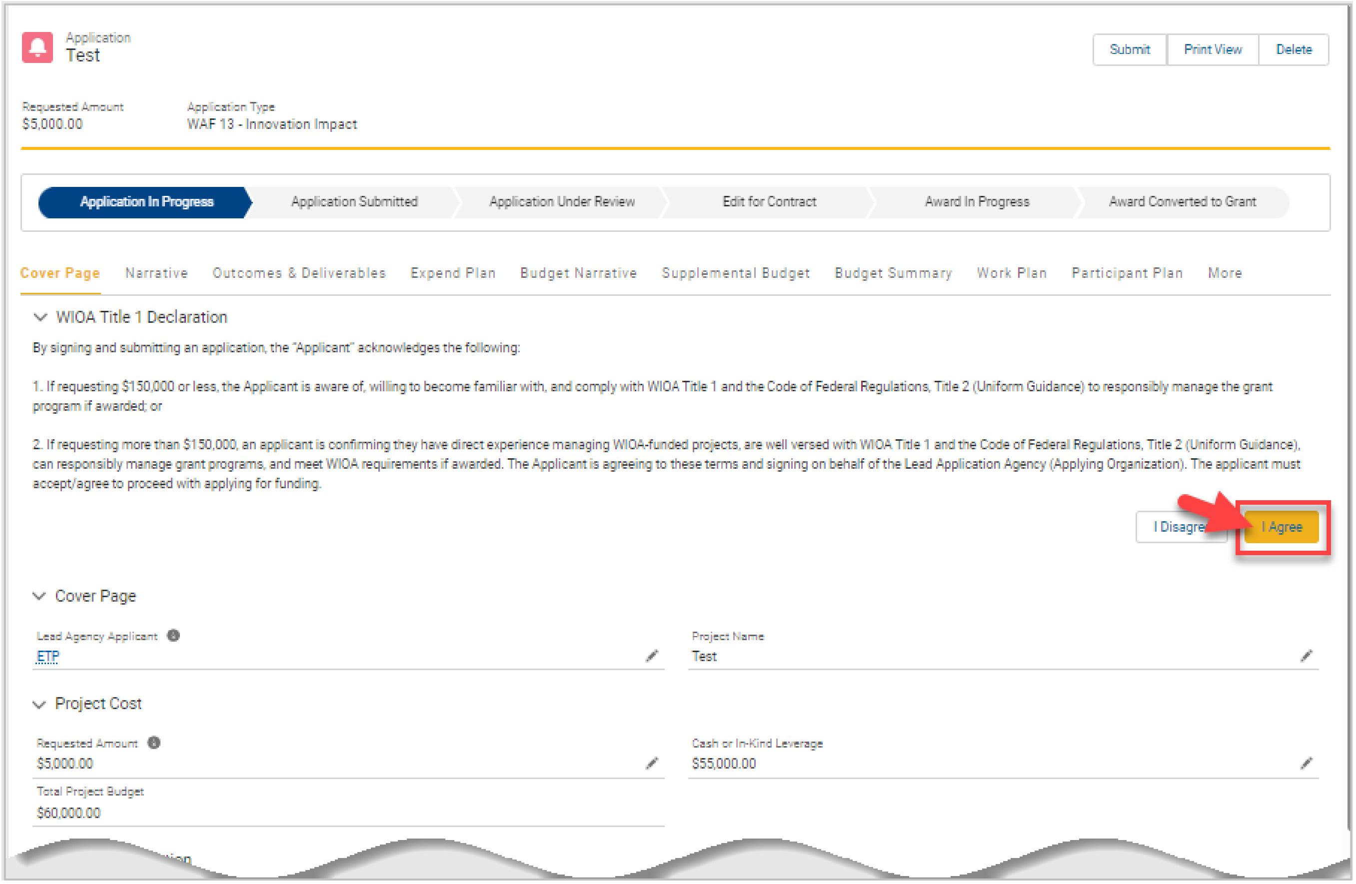
   Select the **Save** button.

   Note: **Signature** is a typed field and **Submission Date** will auto populate when the application is submitted.



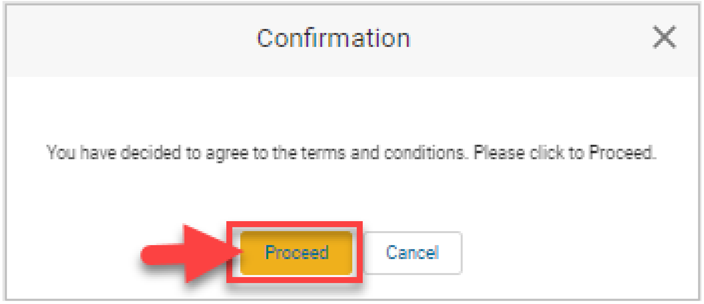
7. Applicant will be taken to the application **Cover Page.**

   To proceed with the application, read the **WIOA Title 1 Declaration** and select the **I Agree** button.



8. A pop up will appear confirming the applicant's choice to agree with the **WIOA Title 1 Declaration.**

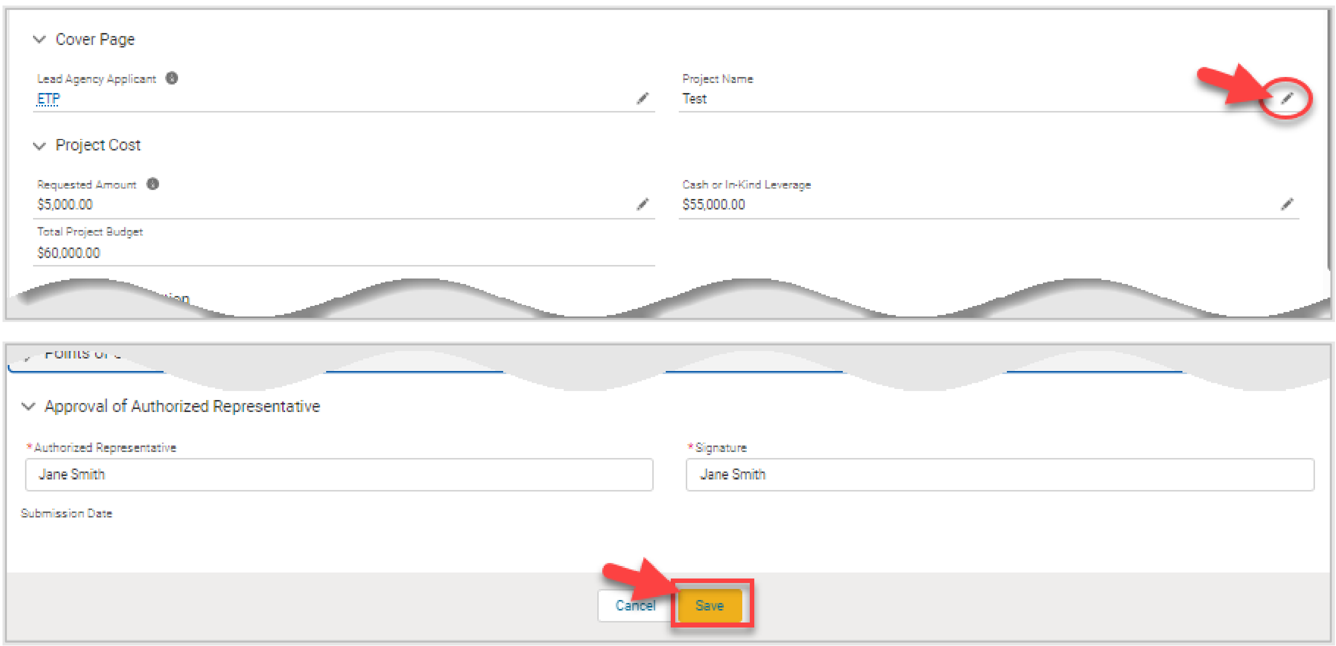
Select the **Proceed** button to continue.



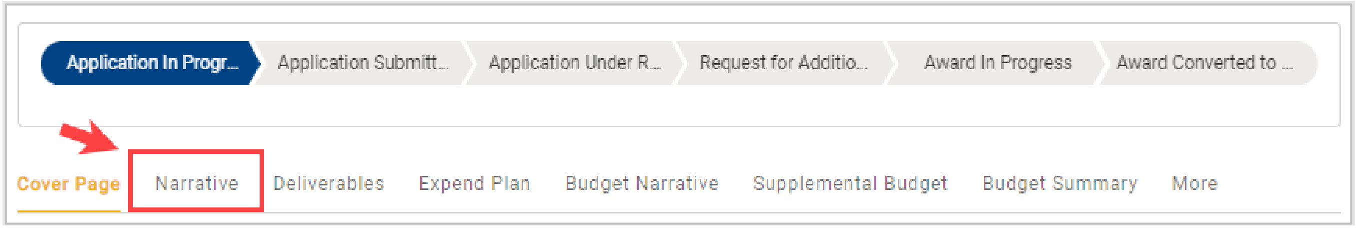
9. Applicant will be returned to the **Cover Page.**

Review the information on the page. If any edits are needed, select the *pencil* icon to the right of the field that needs to be changed.

Once changes are complete, select the **Save** button.

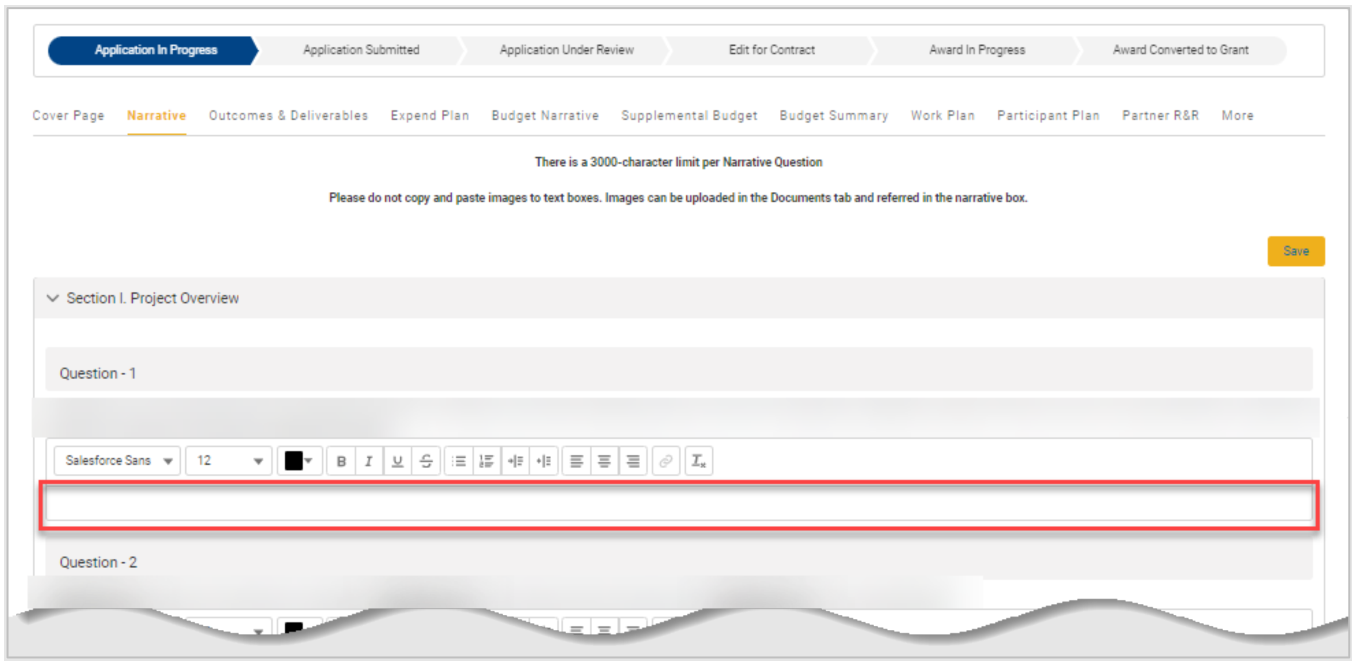


10. To move to the next area of the application, select the **Narrative** tab from the Navigation Bar.



11. Fill in all fields for **Section I: Project Overview.**

    Note: All fields have a 3000-character limit at time of submittal.



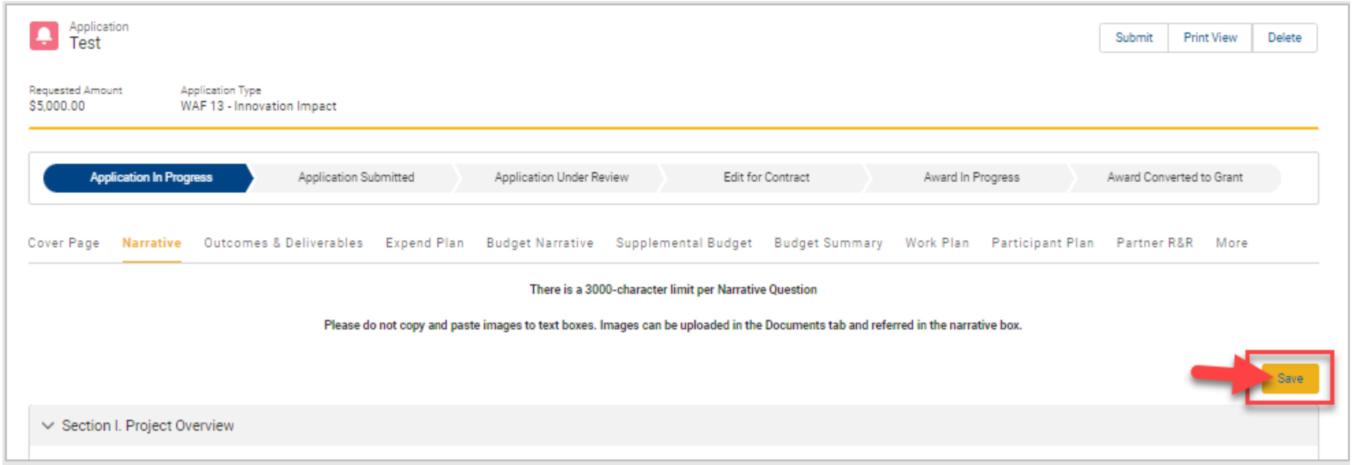
12. Fill in all fields in **Section II: Alignment with Accelerator 13 Priorities.**

    Note: All fields have a 3000-character limit at time of submittal.

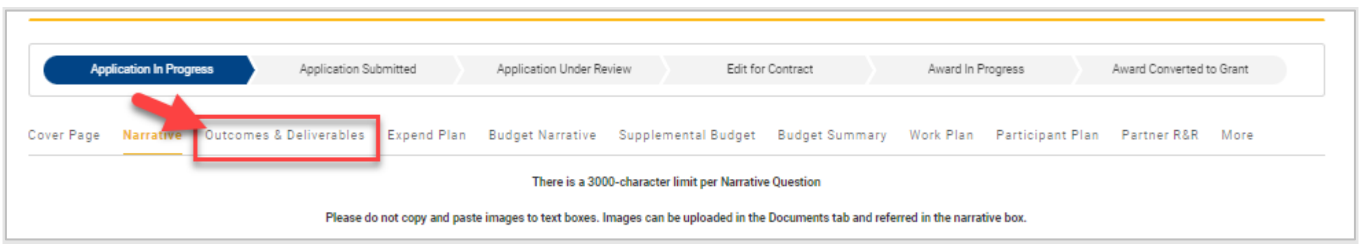
    Certain questions are conditional. An additional field may appear depending upon the applicant's answer.

13. When applicant has finished entering information, go to the top of the page and select the **Save** button.

    Note: Be sure to select **Save** in each area after entering information. If exiting the system, or if it times out due to being idle, information entered will be lost unless **Save** has been selected.



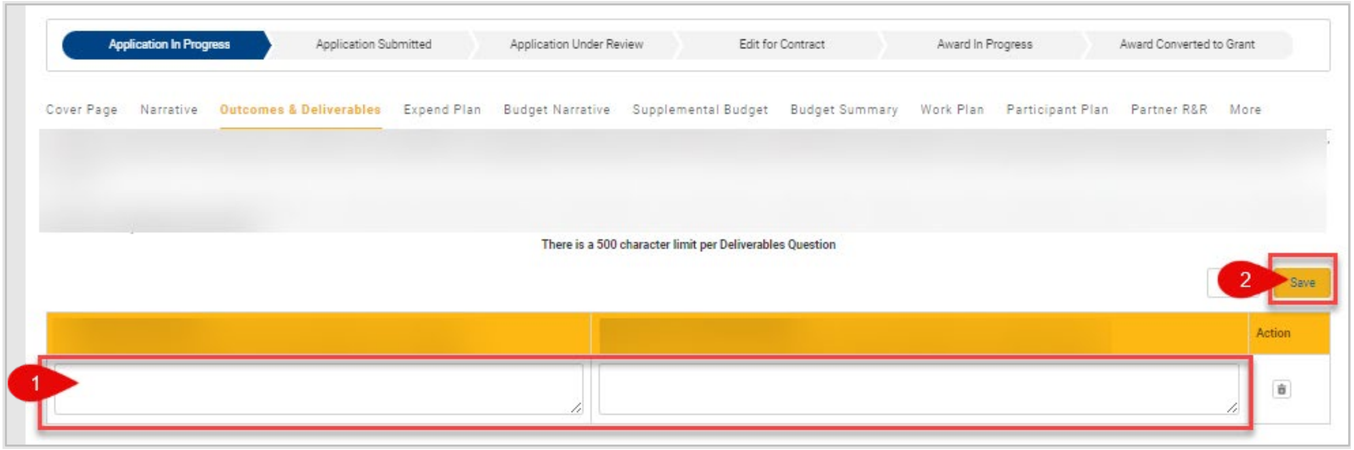
14. To move to the next area of the application, select the **Outcome & Deliverables** tab from the Navigation Bar.



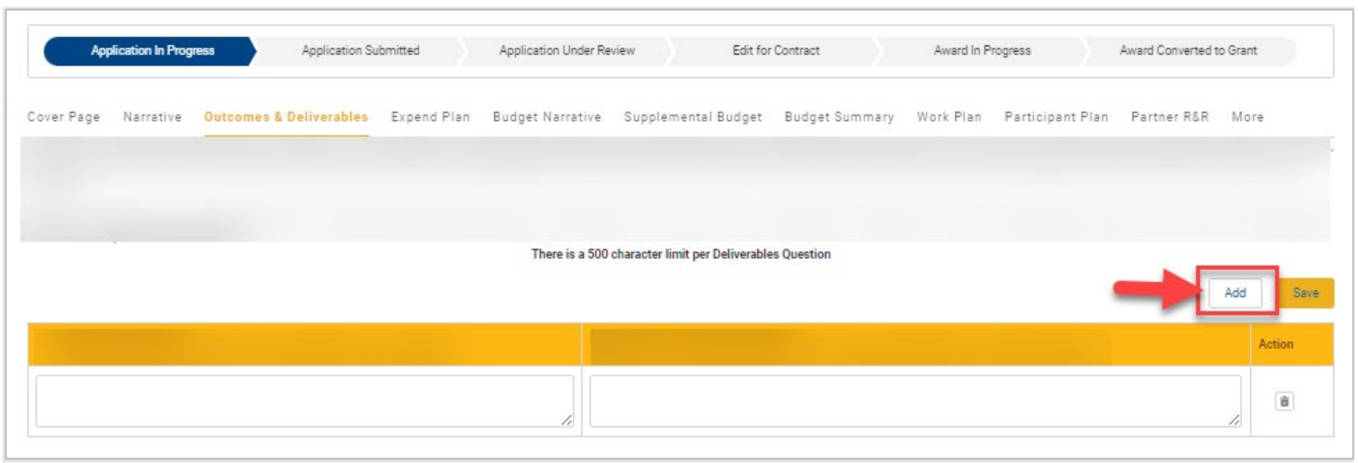
15. Fill in all the fields for the section.

    When the applicant has finished entering all information, go to the top of the page and select the **Save** button.

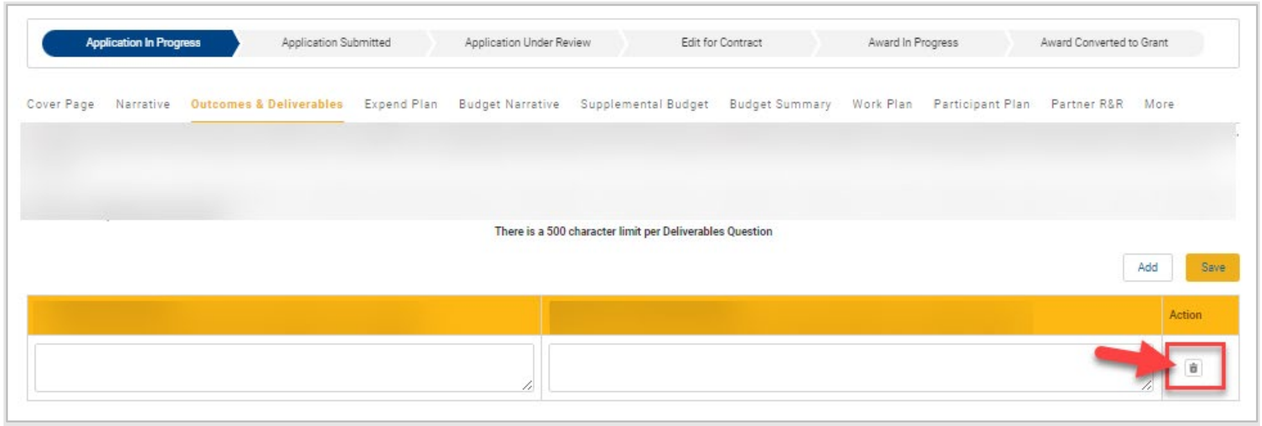
    Note: All fields have a 500-character limit per field at time of submittal.



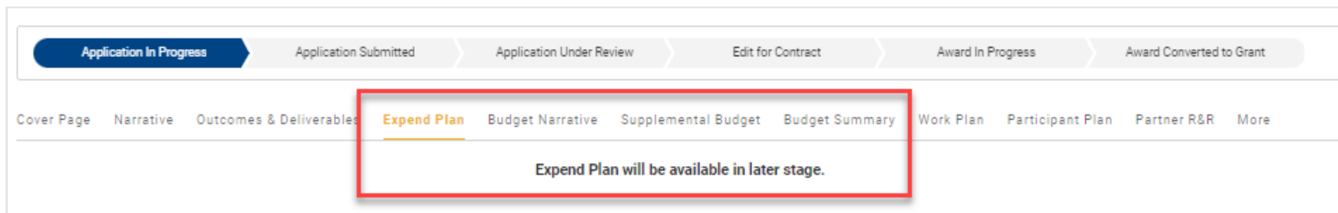
16. To add additional deliverable lines, select the **Add** button at the top right of the section.



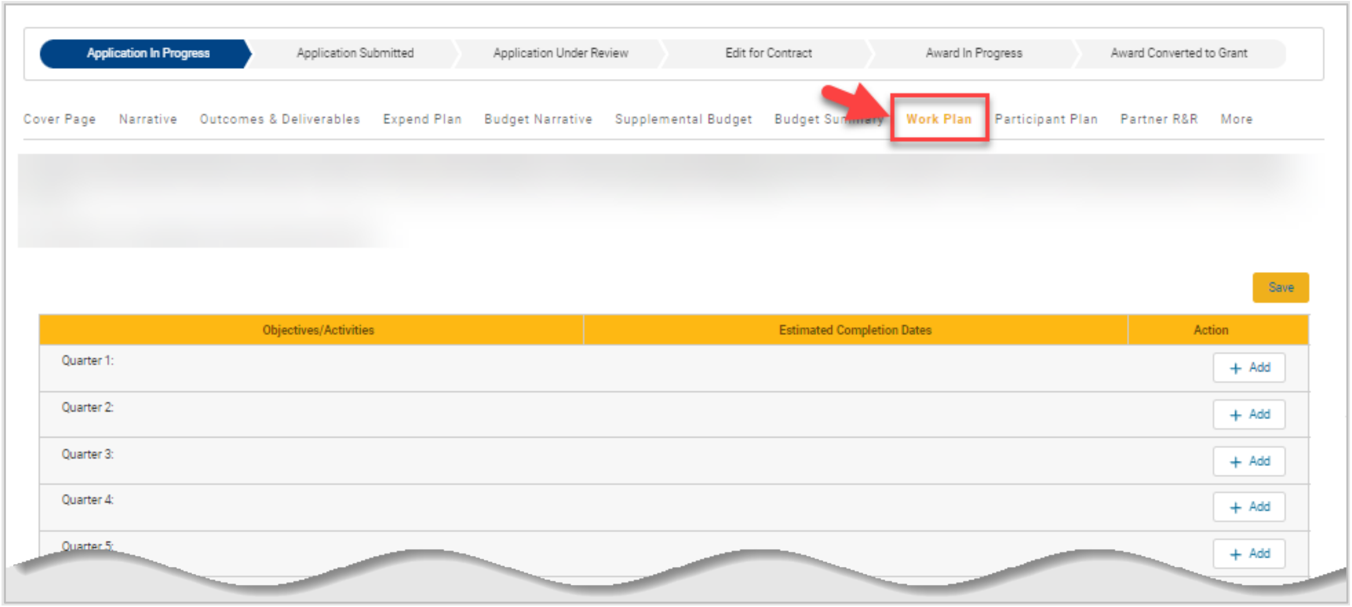
17. To delete extra rows, select the *trash* icon to the right of the fields.



18. The next four tabs: **Expand Plan, Budget Narrative, Supplemental Budget,** and **Budget Summary** will be available at a later stage and may be skipped now.



19. To move to the next area of the application, select the **Work Plan** tab from the Navigation Bar.

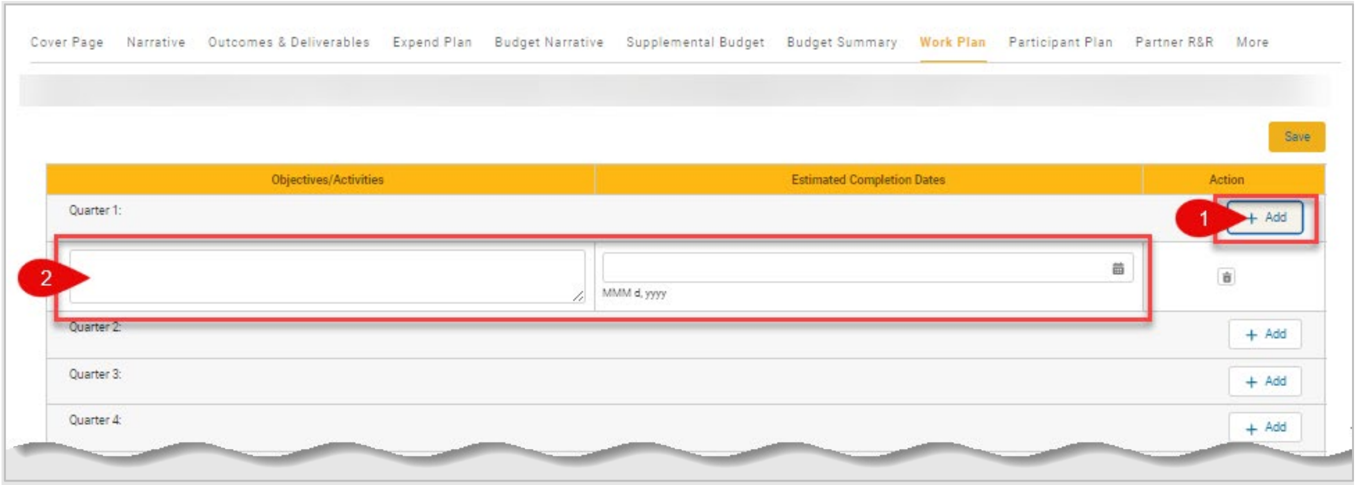


20. Select the **+Add** button to add in line items for each quarter.

    Enter in the description and the estimated completion date.

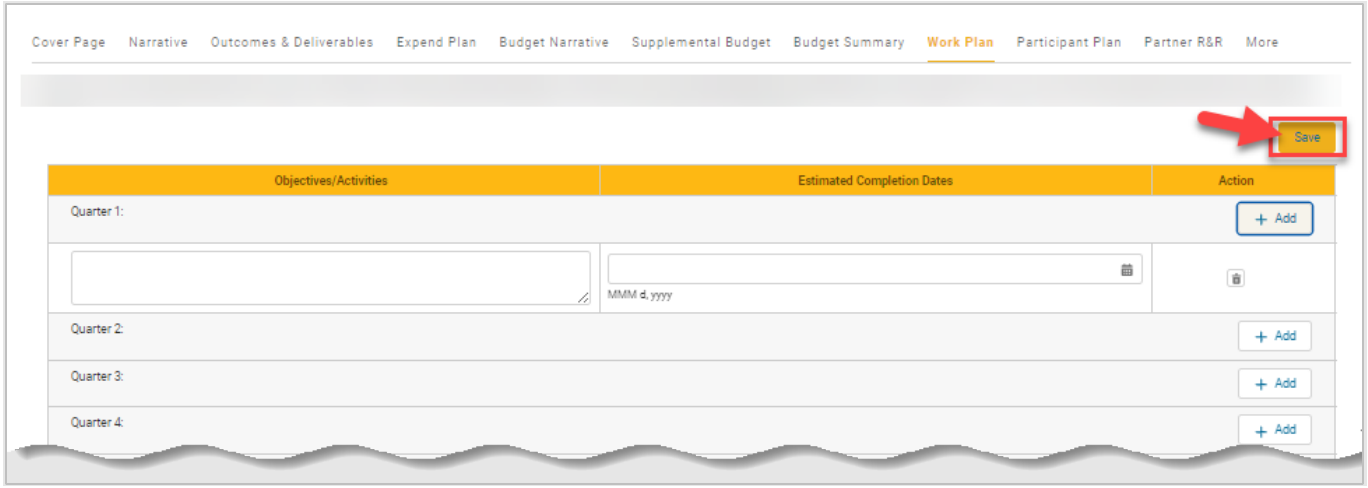
    Note: The date must fall within that designated quarter.

    Date can be typed in or use the calendar pop up.

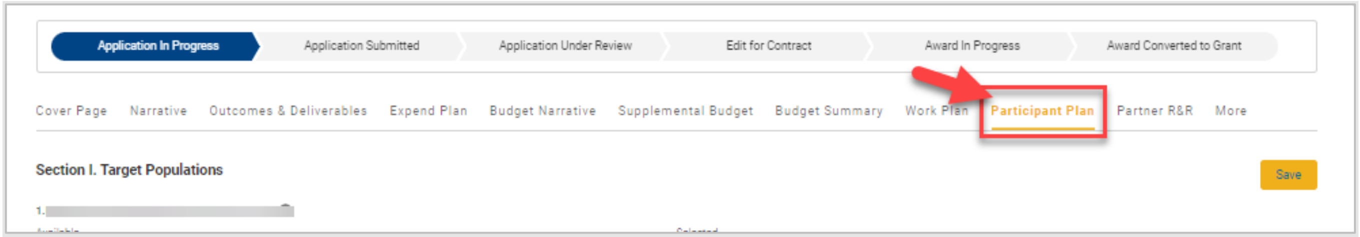
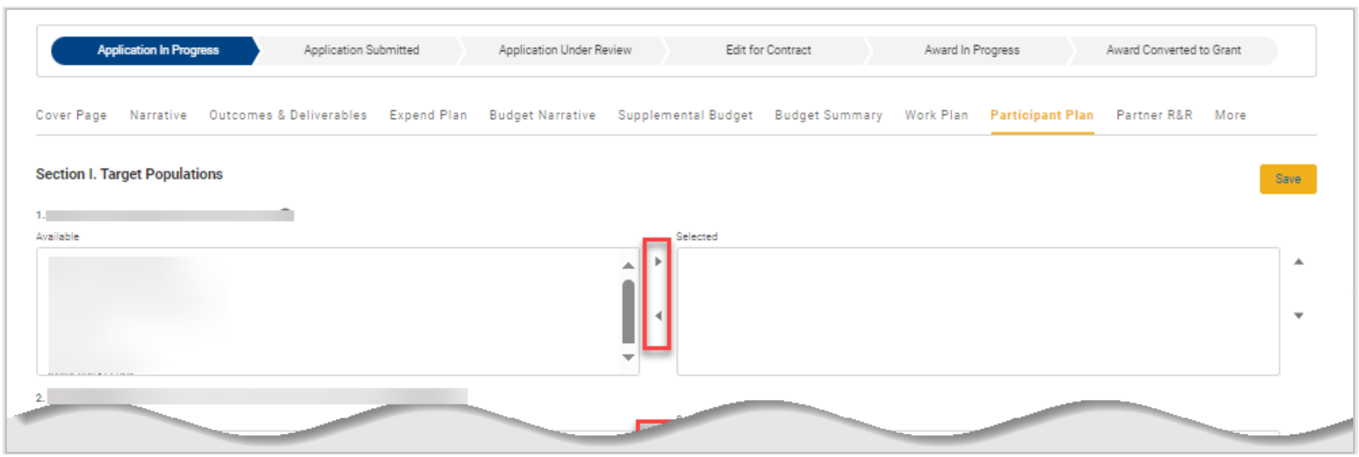


21. When applicant has finished entering information, go to the top of the page and select the **Save** button.

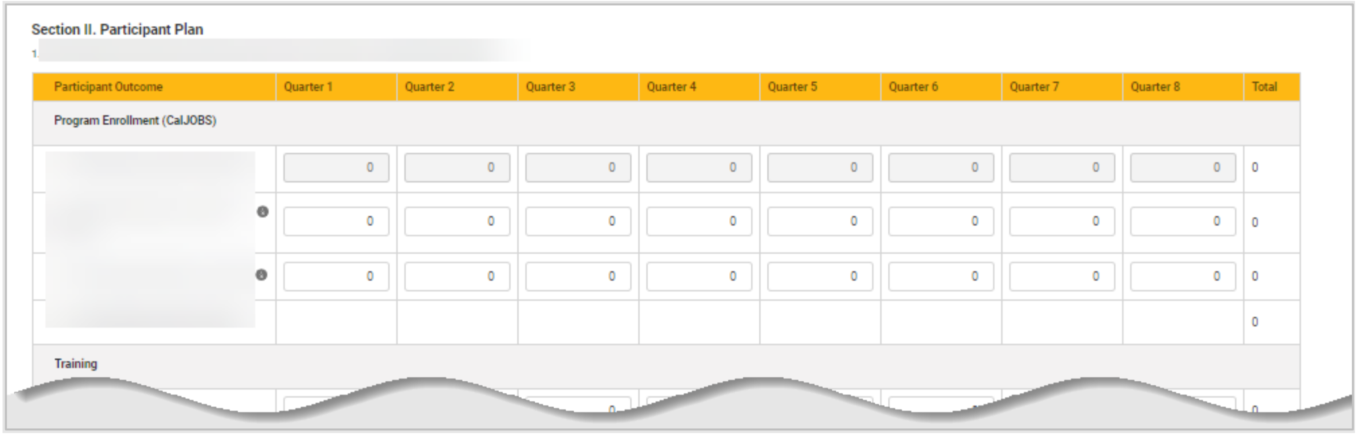
    Note: Be sure to select **Save** in each area after entering information. If exiting the system, or if it times out due to being idle, information entered will be lost unless **Save** has been selected.



<table>
<tr>
<td>22. To move to the next area of the application, select the Participant Plan tab from the Navigation Bar.

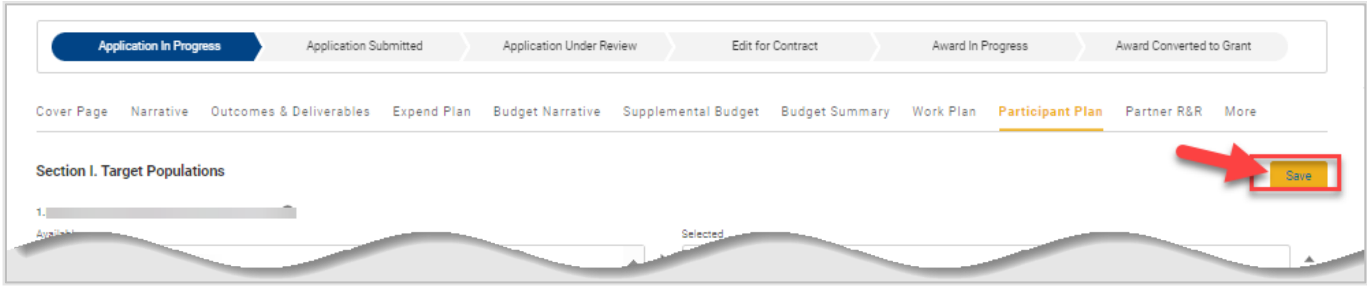
Note: This tab only appears if the question on the cover page: “Is Project Serving Participants” was answered “Yes.”</td>
<td>
</td>
</tr>
<tr>
<td>23. For Section I: Target Populations, select the applicable values in the left column and then select the arrow to move them to the right column.</td>
<td>
</td>
</tr>
</table>

24. Enter data in all applicable fields in **Section II: Participant Plan.**

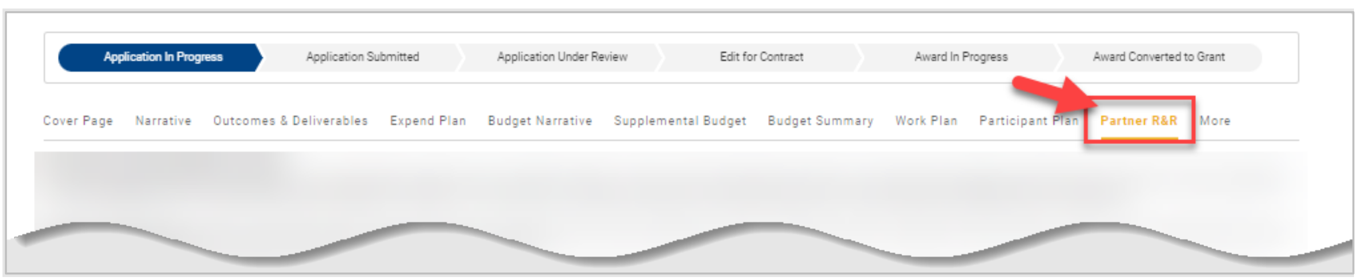


25. When the applicant has finished entering information in the **Participant Plan** tab, go to the top of the page and select the **Save** button.

    Note: Be sure to select **Save** in each area after entering information. If exiting the system, or if it times out due to being idle, information entered will be lost unless **Save** has been selected.



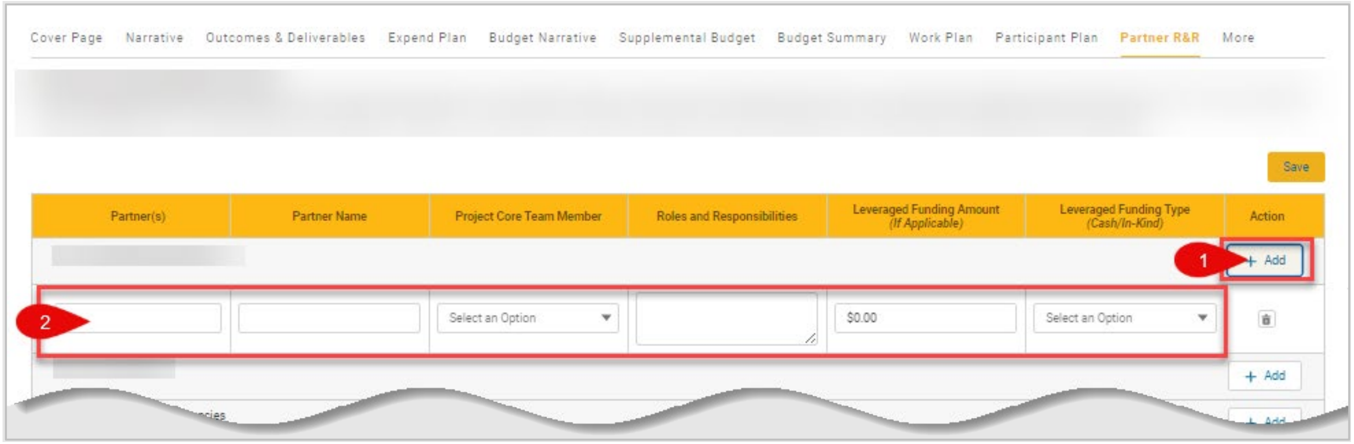
26. To move to the next area of the application, select **Partner R&R** tab from the Navigation Bar.



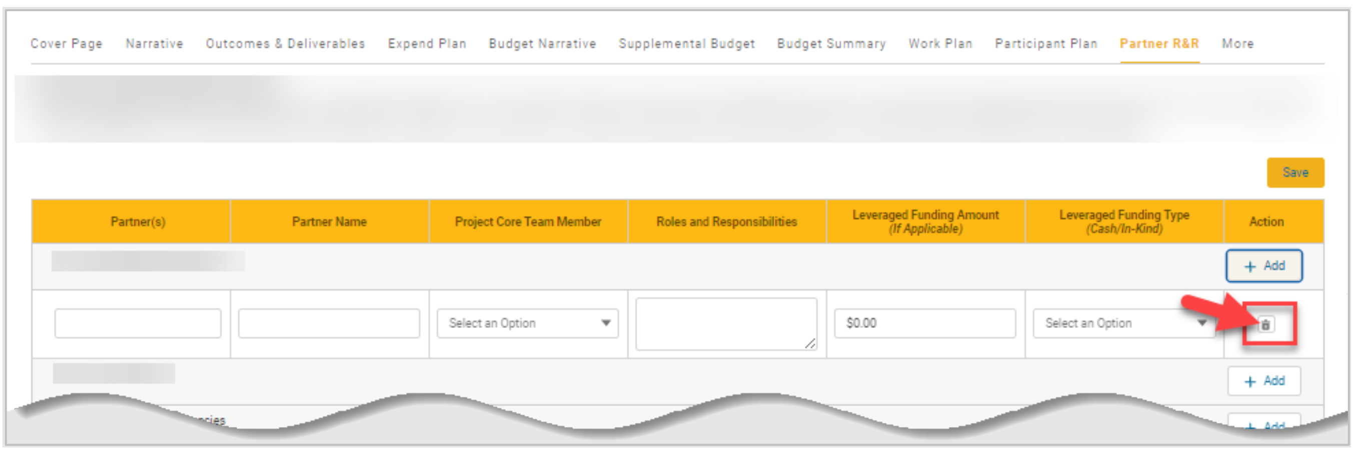
27. Select the **+Add** button for each line item of each **List Partner** (as needed).

    Complete all required fields as applicable.

    Note: If additional rows are needed, select the **+Add** button within each application section.

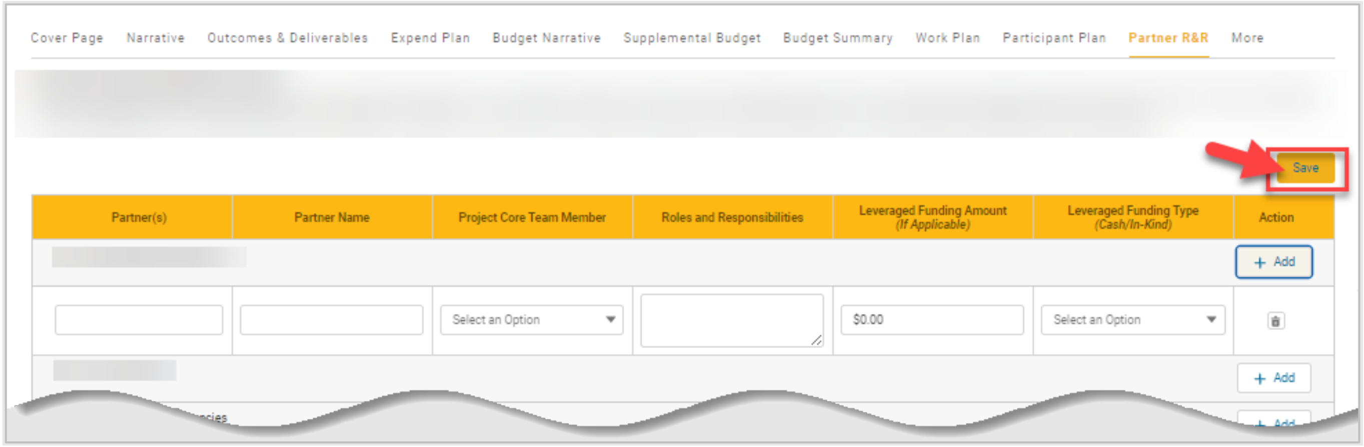


28. To remove lines, select the *trash* icon to the right of the row.

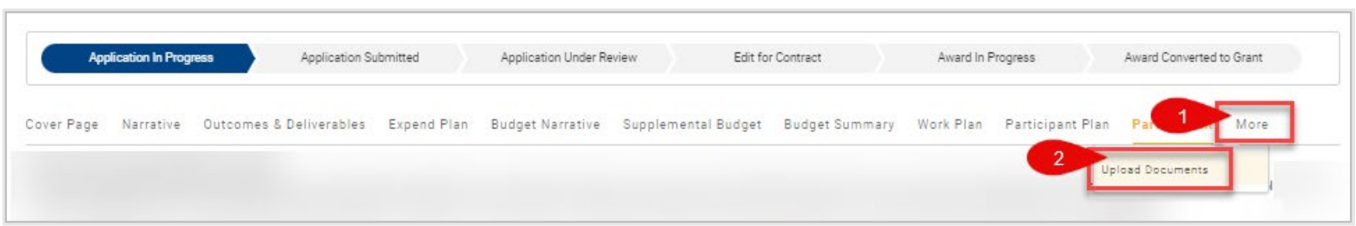


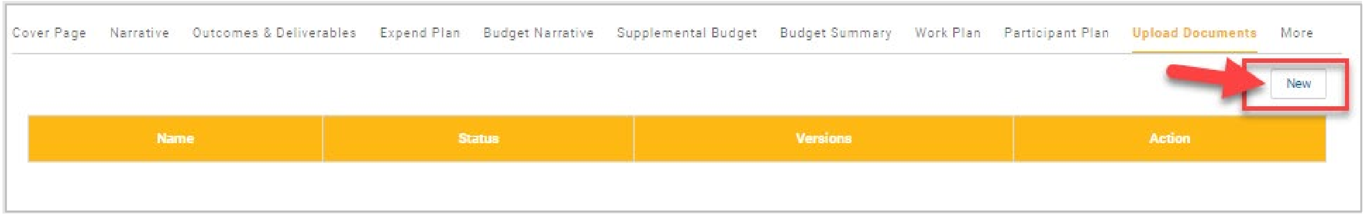
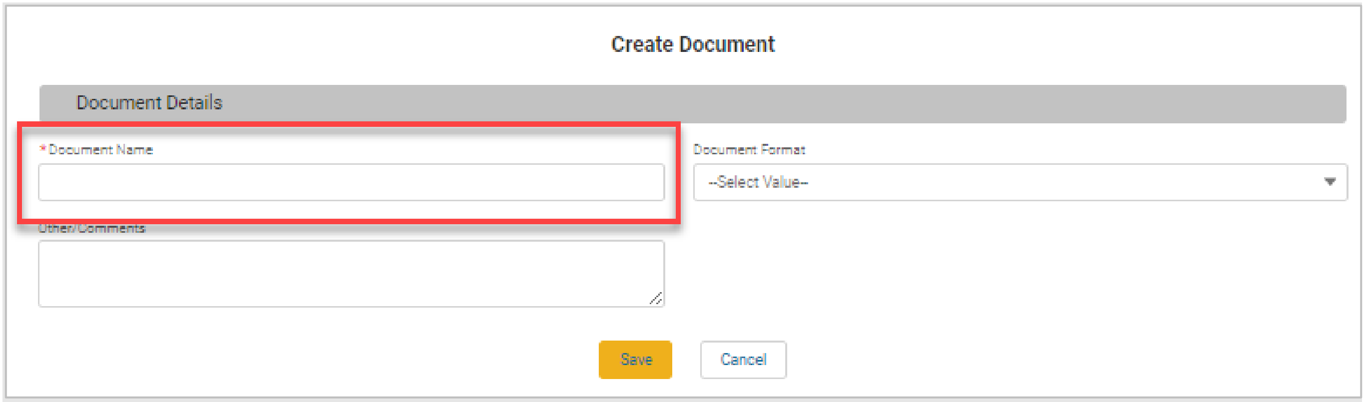
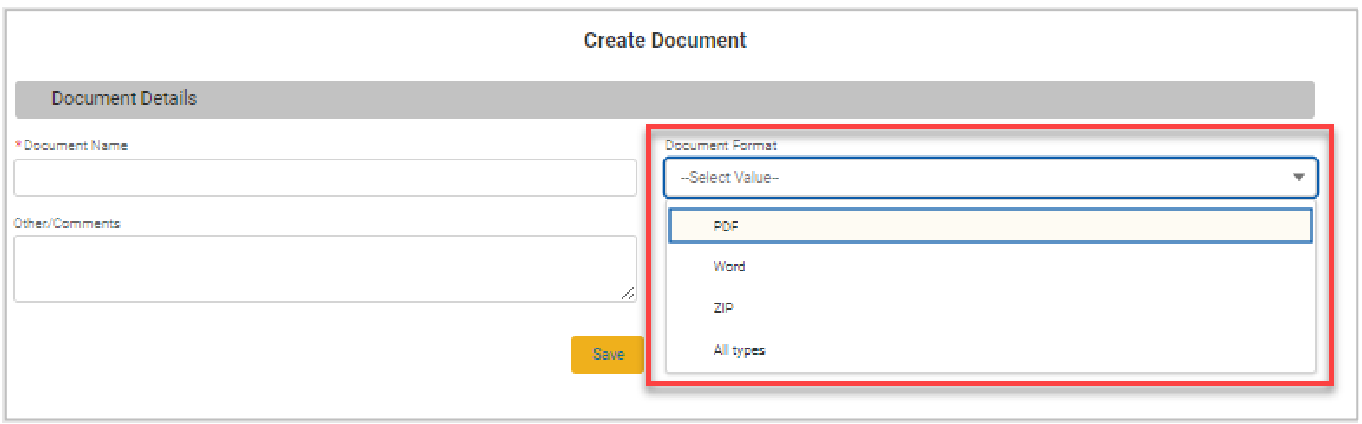
29. When applicant has finished entering information in the **Partner R&R** tab, go to the top of the page and select the **Save** button.

    Note: Be sure to select **Save** in each area after entering information. If exiting the system, or if it times out due to being idle, information entered will be lost unless **Save** has been selected.



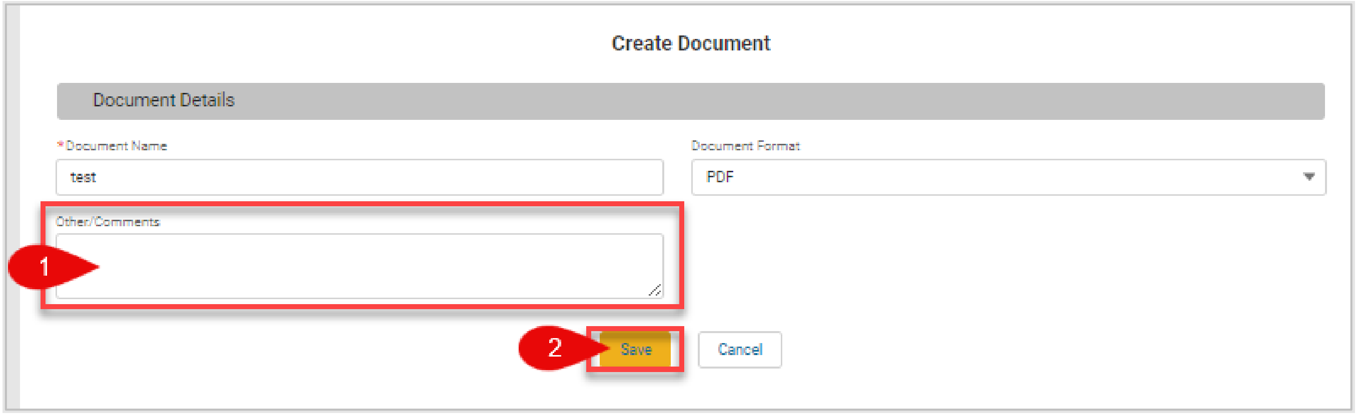
30. To upload documents, select the **More** tab and then **Upload Documents** from the Navigation Bar.



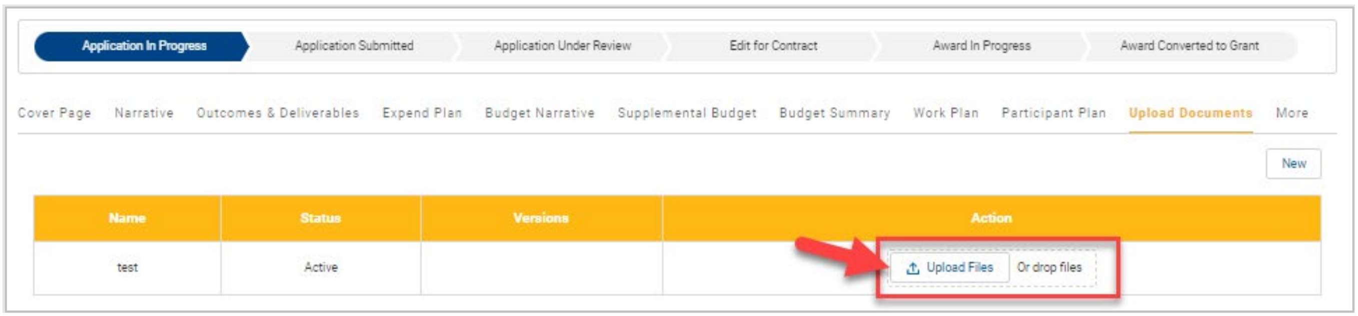
31. To add a document, select the **New** button at the top right of the page.	
32. From the popup, enter the Document Name.	
33. Select the appropriate document format type from the dropdown field options.	

34. Enter comments if applicable and then select the **Save** button.

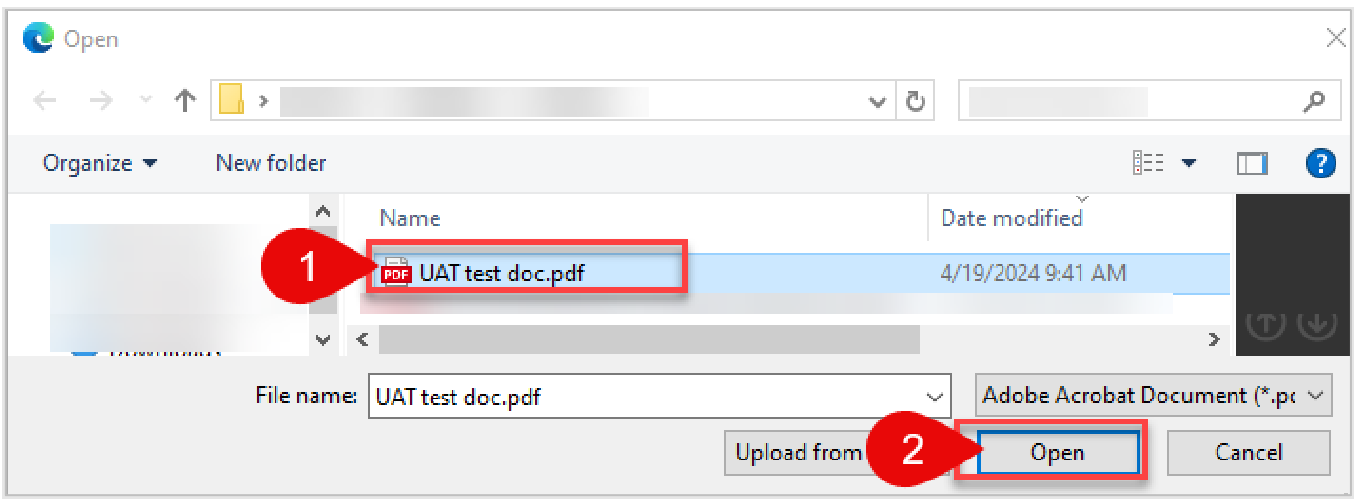
    This action returns applicant to the **Upload Documents** tab.

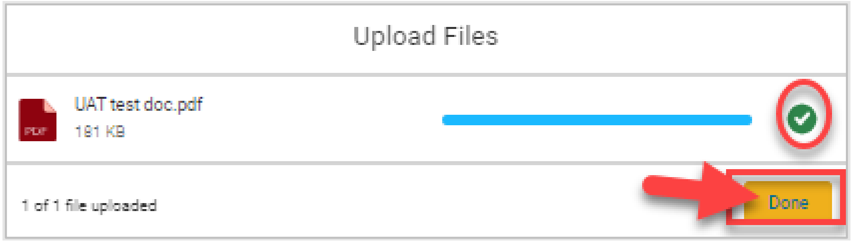
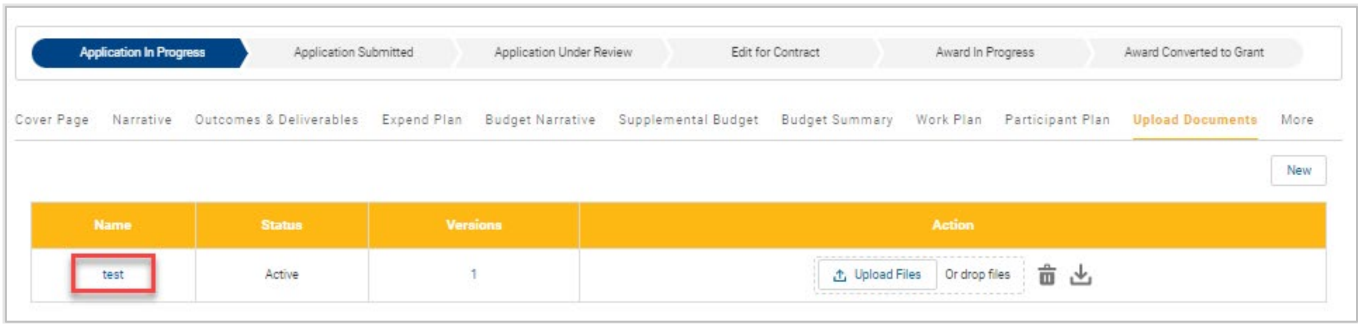


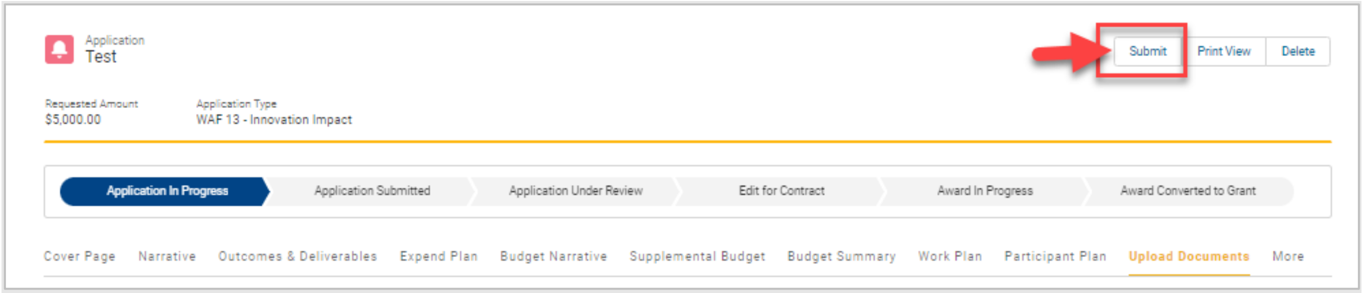
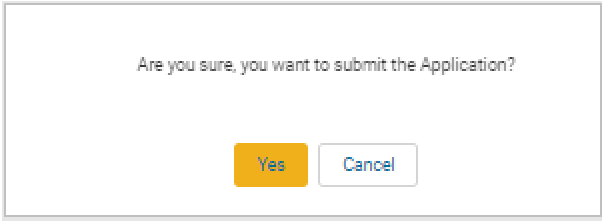
35. Select the **Upload Files** button to select the document.



36. Select the appropriate file and then select the **Open** button.

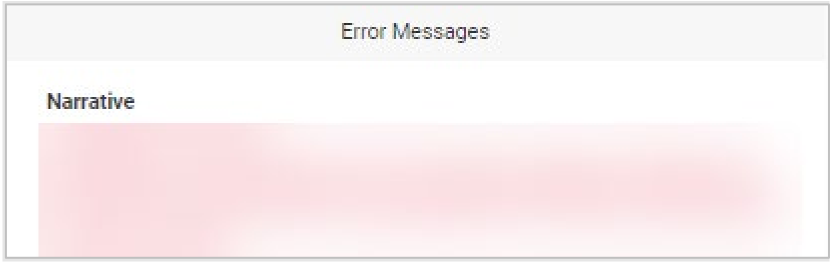


37. A green checkmark appears when the document is done uploading. Select **Done** button to exit.	
38. The document will now appear in the list view. To view document, select the document name. Repeat steps to add additional files by selecting the **New** button.	

39. Select the **Submit** button when all files have been added. Verify all information has been uploaded.	
40. A confirmation popup will appear. Select **Yes** button to proceed. **Note**: Once the application has been formally submitted, it can no longer be edited.	

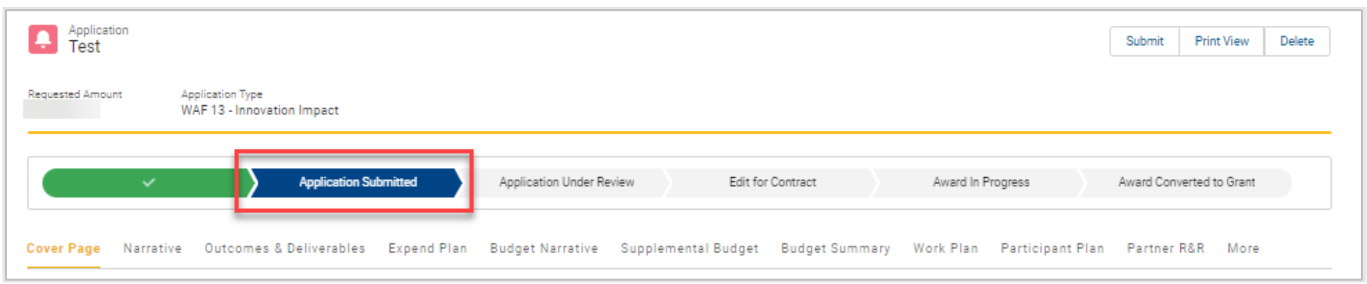
41. An **Error Messages** popup will appear if there is required information missing.

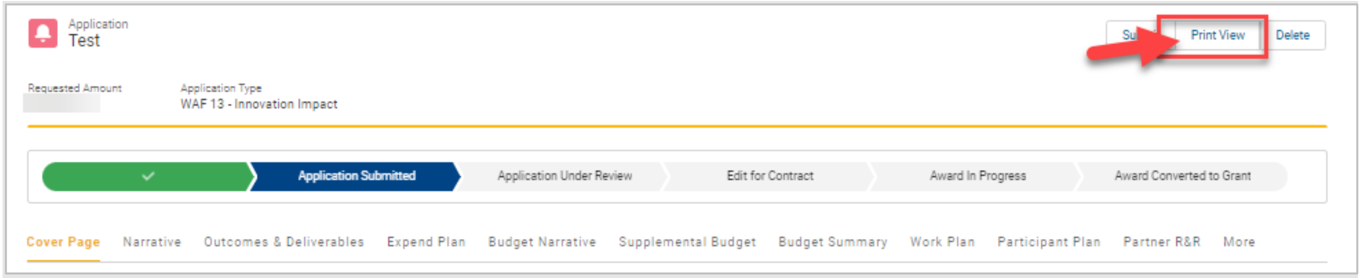
    Note: Each error will appear as its own line and section and must be corrected before submittal.



42. Once all required information is inputted, applicant will receive confirmation the application was successfully submitted.

    The status bar will also update to **Application Submitted.**



43. To print a copy of the application, select the **Print View** button at the top right-hand corner.	
44. The print view will appear in a new tab/popup. Right-click on the application to get the print option.