

Energy Efficiency and Conservation Block Grant Program

Application Guidance

The purpose of this document is to provide guidance to eligible entities for preparation of subgrant applications to be submitted through Submittable to the Kansas Corporation Commission (KCC) in response to the Energy Efficiency and Conservation Block Grant Program. The KCC intends to support with this Program, through subgrants to local governments, projects limited to include only the replacement of traffic signals and/or street lighting with energy efficient lighting technology with a particular focus to rural, underserved, and disadvantaged communities in Kansas. Many publicly owned facilities in Kansas' rural, underserved, or disadvantaged communities are aging and inefficient, incurring high costs for energy and maintenance. Replacement of streetlights and traffic signals with more energy efficient lighting can significantly cut energy use and maintenance costs while improving light quality and output.

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Section I: Creating a Submittable Account

What is Submittable?

Submittable is a software used to build customized online submission and application forms, as well as to review submissions and communicate with submitters.

If you've arrived at a **Submittable** landing page for the first time, you're probably seeking an opportunity that requires an application of some sort. Maybe you're applying for a grant or sending out creative work for publication consideration. In order to submit information to an organization that uses **Submittable**, the first thing you'll need to do is create an account.

Create a Submittable Account:

Before you get started, you'll need to create a [Submittable Account](#).

1. Select [Sign In](#) from the Kansas Infrastructure Submittable page.
2. You'll be taken to the Sign-in Manager page. Click the [Sign-Up](#) tab.
3. Enter your email address, a password for Submittable, and your first and last name.
4. Select **Sign Up** when completed.

Once you've created FREE account, signing back in is simple. Just remember the email and password you used to create your account, and sign in [here](#) anytime. If you need to recover your password, you can do that [here](#).

For specific questions related to submissions you've made—or plan to make—you'll need to reach out directly to the KCC point of contact. If you've already submitted an application to the Kansas Infrastructure Hub, you can reach out via the Submittable in-app [messaging](#) tool.

Verify your Email Address:

Once you have signed up for a project, you will receive an email requesting verification. This step keeps communications secure and prevents fraudulent submissions. If your email is not verified, you will not be able to submit to the project.

Please check your junk/spam folder for the email from notifications@email.submittable.com

Please make sure your organization is not blocking this email address.

Section II: Creating an Application

How to Complete an Application:

To begin your [application](#), select the opportunity you want to start an application for.

- By clicking an opportunity, a new window will open that has all of the details of the project.
- When you are ready to begin your application, click **Submit** in the upper right of the screen.

Filling out the application

Filling out the application is simple!

The beginning of the application starts with a summary of the program and some brief instructions. Please review the information.

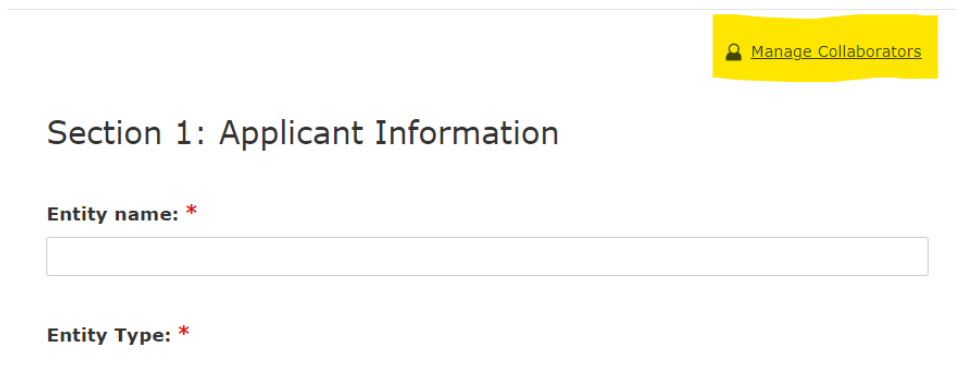
The application has seven (7) sections:

- Section 1: Applicant Information
- Section 2: Project Description and Scope
- Section 3: Need for Funding
- Section 4: Budget and Narrative
- Section 5: Project Timeline
- Section 6: Bids and Estimates
- Section 7: Community Benefit

Any questions marked with an asterisk (*) are required, and you will not be able to finish your submission without answering them. If anything changes with the information you submitted, please request to [edit the submission](#).

Collaborate on an Application

Click on “Manage Collaborators” in the application.

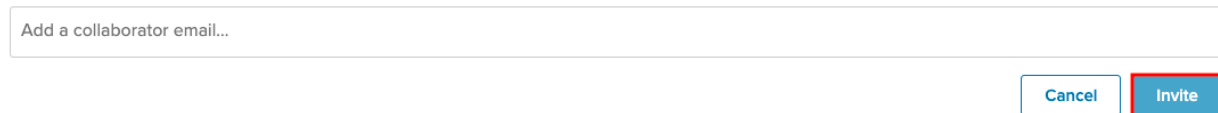


The screenshot shows a web interface for managing collaborators. At the top right, there is a yellow button labeled "Manage Collaborators" with a person icon. Below this, the section is titled "Section 1: Applicant Information". There are two required input fields: "Entity name: *" and "Entity Type: *". The "Entity name" field is currently empty.

Enter the email address(s) of the individual(s) you would like to collaborate with in real-time.

Invite Collaborators

Add team member email addresses below to collaborate with each other in real-time. Team members will receive a link and have access to the form until you complete your submission. As the owner, only you will be able to submit.



The screenshot shows the "Invite Collaborators" form. It features a text input field with the placeholder text "Add a collaborator email...". To the right of the input field are two buttons: a light blue "Cancel" button and a red "Invite" button.

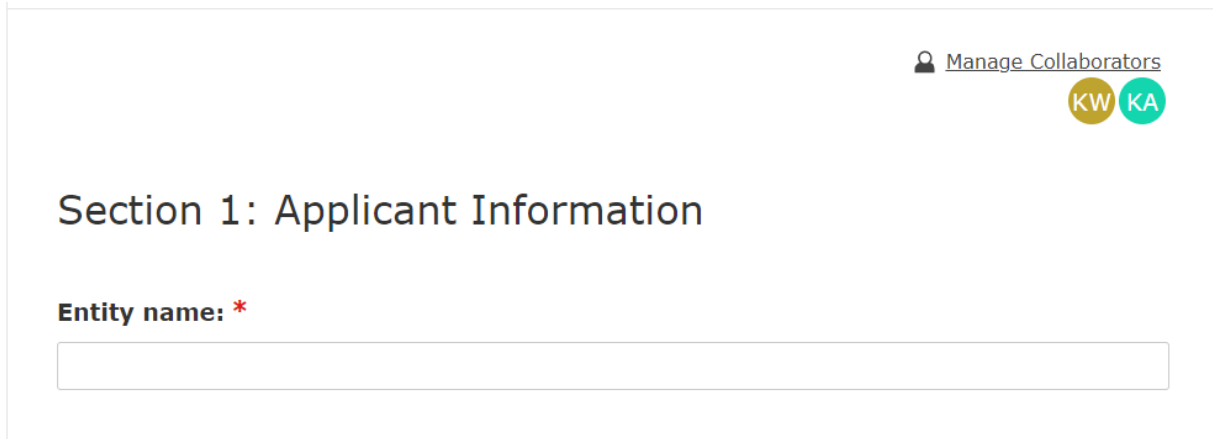
Invited collaborators will receive an email, letting them know you've invited them to collaborate on a draft submission using Submittable. After you've sent invitations to collaborate, you can click on the

Manage Collaborators link again anytime to see the status of your invitations. In the row for each invitee who has not yet accepted their invitation, you will see a **Pending** indication. There will also be a trash icon next to each person's name so that the **Submission Owner** can remove anyone they no longer want to collaborate on the submission.

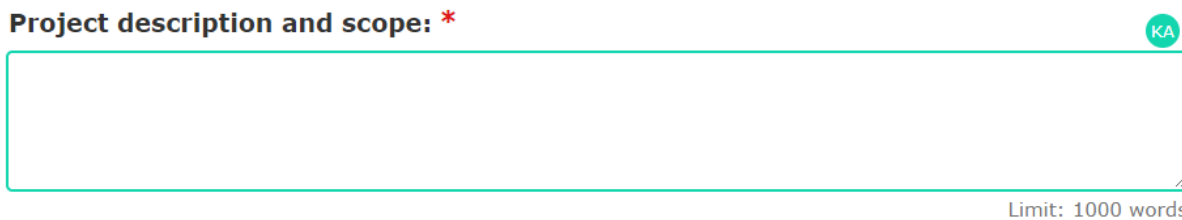
The **Submission Owner** is always the person who has sent invitations and will be the **only user who can submit the application** after it is completed by the group. **Collaborators** will be able to contribute responses and save drafts at any time.

Once one or more collaborators click on the **Get Started** link in the invitation email, they will either be asked to create an account (if they do not have a **Submittable** account), be asked to sign in (if they already have a **Submittable** account), or be automatically signed in to their account (if they are already logged into **Submittable** in another tab).

If multiple collaborators are on the form at the same time, they will see both page presence and field presence for each person.

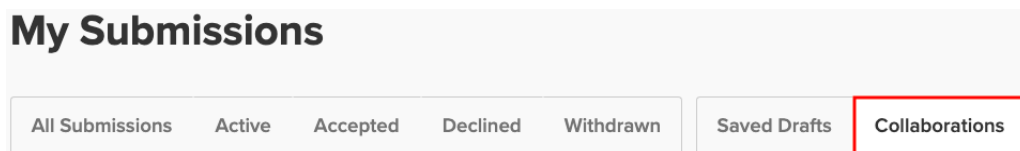


If collaborators are working in the same field, the person who last enters any data will have their inputs saved. The exception to this is **File Uploads**. The person who first uploads a file determines which file gets uploaded to a submission. For another collaborator to replace an initially uploaded file, they must first delete what was uploaded, then upload a new file.



At any point in the collaboration process, the **Submission Owner** can click on either the **Save Draft** or **Submit** button at the bottom of the page. As with any submission, all required fields need to be properly completed before the **Submission Owner** can successfully submit.

A saved collaborative draft that is not yet submitted can be accessed by collaborators at any time by signing into their **Submittable** account and clicking on the **Collaborations** tab in the **Submission List** view:



The Submission owner will continue to see collaborations under the **Saved Drafts** tab. **Submission owners** will not see collaborations under the **Collaborations** tab.

After a collaborative submission is successfully submitted, notification of the successful submission will be sent to the **Submission Owner** and all collaborators. The **Submission Owner** will view the submission

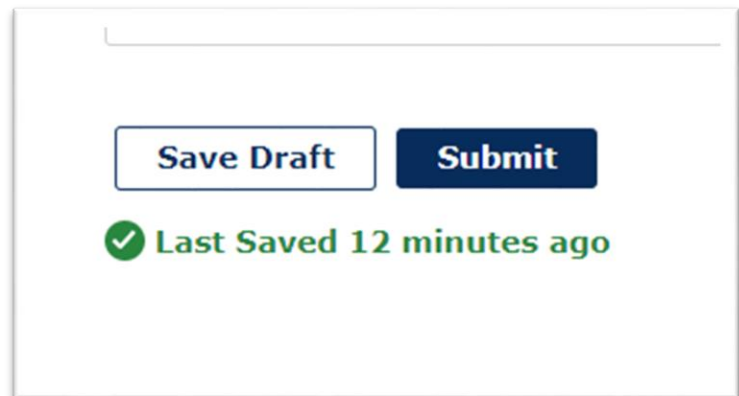
under their **All Submissions** tab. Collaborators will see the submission under the **Collaborations** tab in their accounts.

Save an Application:

You can [save a draft](#) of your work if you would like to finish filling out the application at a later date.

Submittable automatically creates a saved draft when you open a submission form. To return to it, follow the steps below:

1. [Log in](#) to your Submittable account.
2. Click on **Submissions**.
3. Click on the **Saved Drafts** tab.
4. Locate the name of the organization and title for your draft.
5. Click the **Continue button**, next to the draft title.
6. You'll be taken back to your **saved draft**, which you can then continue to fill out.



If you see **Expired** next to the draft title, the deadline has passed for the opportunity.

Section III: Application Submission

Submitting an application is easy! Once all required fields are complete, the applicant can select the “Submit” button.

Upon submission, an email notification will be sent notifying the submitter that the application submission was successful.

Checking Application Status

You can check on the status of a submission by logging into your account here:

<https://manager.submittable.com/user/submissions>

Under the “status” you will see what status your application is currently in.

All submissions are marked with a status:

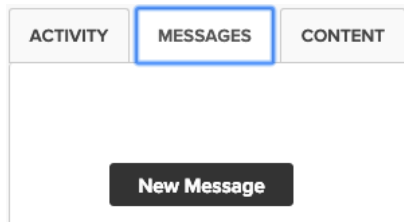
- **Received:** Your submission has been successfully sent to the organization and is in queue or being printed and read outside the Submittable system.
- **In-Progress:** Your submission has been received and additionally handled in some way in a review process.
- **Declined:** Your submission has been declined.

- **Accepted:** Your submission has been accepted.
- **Completed:** Your submission has been processed and is no longer being considered. **Note:** Some organizations prefer to use this status for situations like large public contests, when they have publicly announced winners online and prefer not to "Decline" remaining submissions.
- **Withdrawn:** Your submission has been withdrawn from consideration.

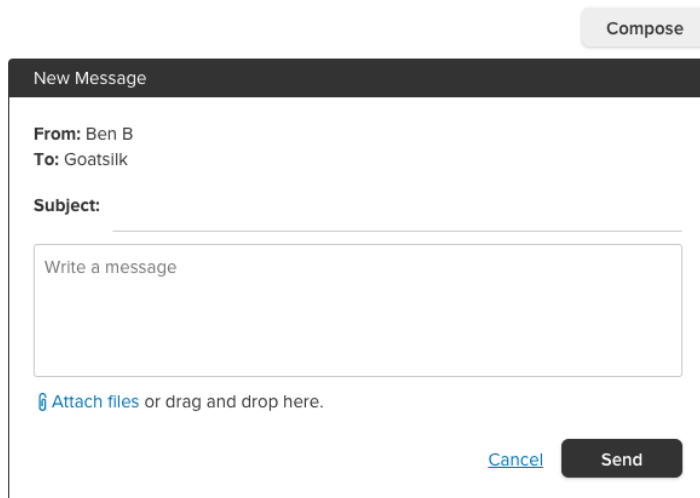
Communication with KCC on my Submitted Application

To send a message to an organization you've submitted to:

1. Log into your account, click **Submissions** to view the list of your personal submissions, then click on the title of the submission you want to communicate about.
2. Select the **Messages** tab. If the organization has enabled messaging, you will see the **New Message** box, where you can begin a topic:



A dialog box will open that looks like this:



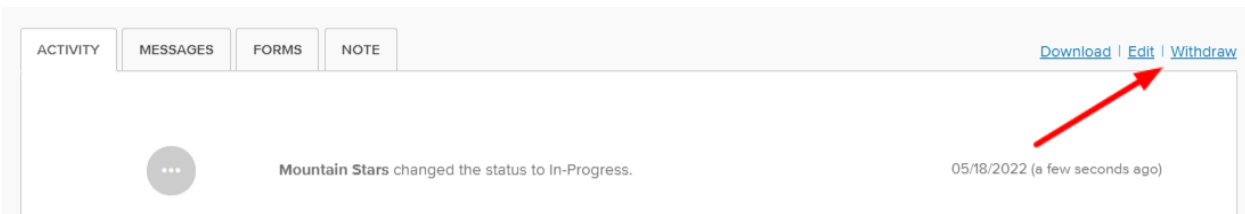
3. Enter a subject for your message, then type your message in the text box. Additionally, you can attach a file by clicking on the link or by dragging your file into the text box.
4. When you've finished writing your message, click **Send**. The Kansas Hub will be notified that you have sent a message to them.

All correspondence sent between submitters and organizations using the initial email thread will also be visible in the **Messages** tab.

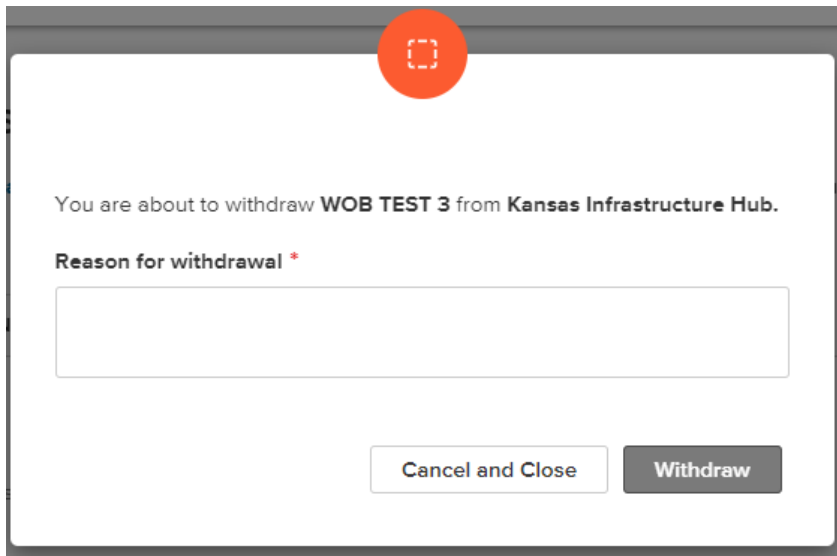
Application Withdraw

To **withdraw an active submission**:

1. [Sign in](#) to your **Submittable** account.
2. Choose the **Submissions** tab in the main navigation bar or click your username in the upper right corner of the screen and select Submissions.
3. Click on the **Active** tab to see your active submissions. Click on the title of the submission that you wish to withdraw.
4. When the submission opens, click the **Withdraw** link in the upper right area:



When the dialog box appears, type a **Reason for withdrawal** that will be received by the organization:

A screenshot of a dialog box for withdrawing a submission. At the top center, there is a red circle with a white square icon. The main text reads: 'You are about to withdraw **WOB TEST 3** from **Kansas Infrastructure Hub**.' Below this, there is a label 'Reason for withdrawal *' followed by a large, empty text input field. At the bottom of the dialog box, there are two buttons: 'Cancel and Close' and 'Withdraw'.

Click the **Withdraw** button. Your submission status will now be set to **Withdrawn**.