You must first log in to the system in order 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 large **ETP** button	
2. Click the **Paid Family Leave 3 Small Business Grant (PFL SB Grant)** link from the Funding Opportunities list	
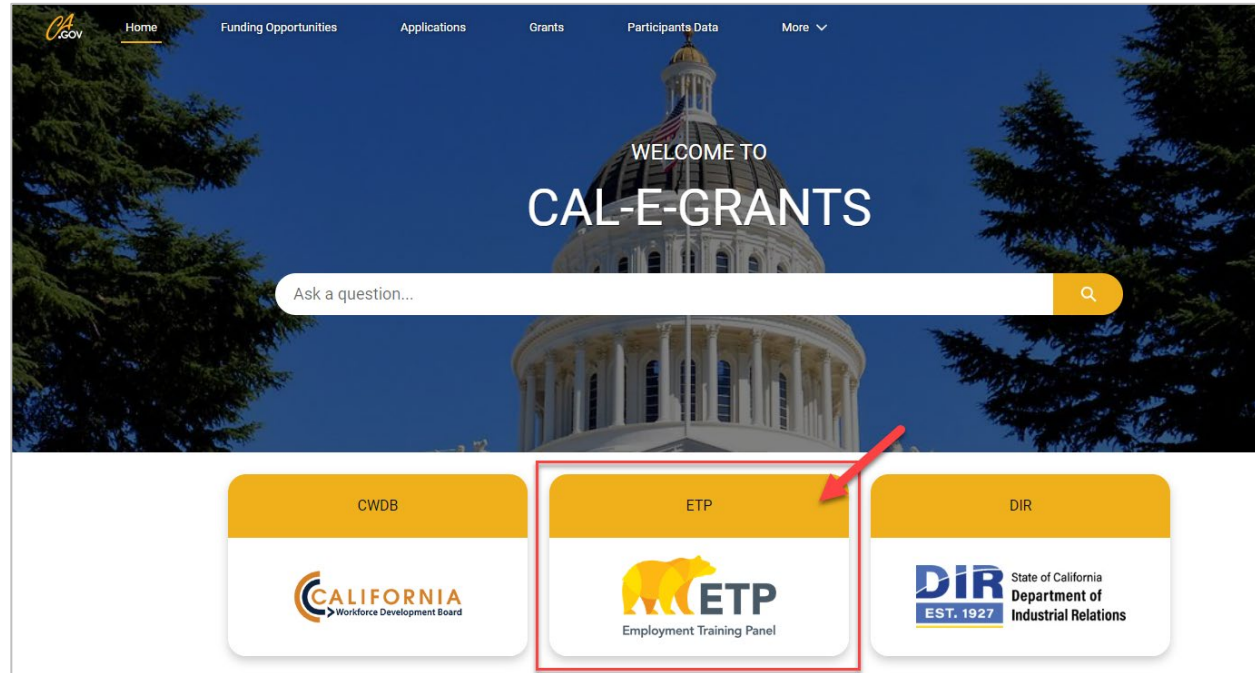
3. Select the **Apply** button at the top right of the page

Funding Opportunity
Paid Family Leave 3 Small Business Grant (PFL SB Grant) 2024

Agency Name	Status	Application Due Date	Type
Employment Training Panel	Accepting Applications	2/2/2024	Open/Competitive Solicitation

Apply

4. Fill out the cover page for the PFL SB Grant application. The **Lead Agency Applicant** will pre-populate with the company name provided as user registration. Required fields are noted with a red asterisk (*)

Note: Circles with an "i" in them are help bubbles. Hovering over them will cause help text to appear to assist in any definitions of fields

New Application: Paid Family Leave   ①

Paid Family Leave Small Business Grant (PFL SB Grant) 20...

*Lead Agency Applicant ⓘ

[▦ ETP   ×]

*Project Name

Funding

*Requested Amount ⓘ

Do you have a CEAN number? ⓘ

*Type of Organization
--None--

CEAN Number

*IRS Tax ID Number

Location

*Address   *City

*County   *Zip Code

Points of Contact   ②

*Primary Contact   *Fiscal Contact

*Primary Contact Title   *Fiscal Contact Title

*Primary Contact Email   *Fiscal Contact Email

Primary Contact Telephone Number   *Fiscal Contact Telephone Number
*

Approval of Signatory Representative

*Authorized Representative   *Signature

*Date

5. Fill out the *Approval of Authorized Representative section*. Click **Save** when the cover page is finished

*Note: **Signature** is a typed field and **Date** will auto update to the date the application is submitted*

Approval of Signatory Representative   ③

*Authorized Representative   *Signature

Submission Date

Cancel   Save & New   Save

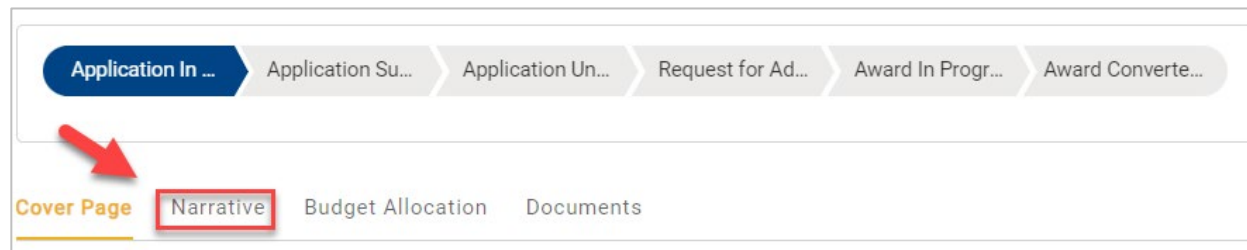|	
6. You will be taken to the application page. The **Amount Requested** and **Application Type** will appear at the top of the page. The status bar will reflect "**Application in Progress**" and you will be on the **Cover Page** area of the application In order to proceed with the application, click **I Agree** after reading the acknowledgment	Application In Progress Application Submitted Application Under Revi... Award In Progress Award Converted to Gr... **Cover Page** Narrative Budget Allocation Documents ⌄ Acknowledgement The individual signing this Proposal represents and warrants that they have read and understand the Solicitation For Proposals; and that they have the right, power, legal capacity, and authority to bind the above-identified Organization to this Proposal. I Disagree I Agree
7. A pop up will appear confirming your choice to agree with the acknowledgment. Click **Proceed** to continue	Confirmation ✕ You have decided to agree to the terms and conditions. Please click to Proceed. Proceed Cancel
8. You will return to the cover page. Review the information on the page. If any edits to information are needed, click the pencil icon to the right of the field	Lead Agency Applicant ⓘ Project Name ETP test test ⌄ Funding Requested Amount ⓘ Do you have a CEAN number? ⓘ $500,000.00 ☐ Type of Organization CEAN Number Professional Association (Chambers of Commerce) IRS Tax ID Number ⓘ 123456789

9. To move to the next area of the application, click **Narrative** from the Navigation Bar

| Application In ... | Application Su... | Application Un... | Request for Ad... | Award In Progr... | Award Converte... |

Cover Page   Narrative   Budget Allocation   Documents

10. Fill in all the fields for each Narrative section.

There are 8 required narrative questions to fill out with a 3000 character limit for each section.

Text entry boxes are larger in the system; they have been cut down for the purpose of these training materials.

All Narrative questions have been blacked out.

Cover Page   **Narrative**   Budget Allocation   Documents

There is a 3000-character limit per Narrative Question

Please do not copy and paste images to text boxes. Images can be uploaded in the Documents tab and referred in the narrative box.

Save

∨ Section I. Statement of Need (5 Points)

Salesforce Sans ▼   12   ▼   ■▼   B I U S ≔ ≔ ⊹≣ ⊹≣ ≡ ≡ ≡ ⌗ Iₓ

∨ Section II. Targeted Group (5 Points)

Salesforce Sans ▼   12   ▼   ■▼   B I U S ≔ ≔ ⊹≣ ⊹≣ ≡ ≡ ≡ ⌗ Iₓ

11. When you have finished entering information in the narrative area, navigate to the top of the page and click **Save**

    *Note: Be sure to click **Save** in each area after entering in information. If you exit the system, or if it times out due to being idle, you will lose the information entered in the fields unless **Save** has been clicked*

    Cover Page   Narrative   Budget Allocation   Documents

    There is a 3000-character limit per Narrative Question

    Please do not copy and paste images to text boxes. Images can be uploaded in the Documents tab and referred in the narrative box.

    Save

12. To move to the next area of the application, click **Budget Allocation** in the Navigation Bar

    Cover Page   Narrative   Budget Allocation   Documents

    Save

13. At the top of the Budget Allocation tab are directions on how to fill out the sections of this page

    Cover Page   Narrative   Budget Allocation   Documents

    List out the administrative fees, support costs, and remaining amount of your SFP's funding request that will go to small businesses if awarded this grant, while providing a brief description.

    Save

14. Fill in all the fields. All fields are required at time of submittal	

Budget Allocation Type	Description	Dollar Amount($)
Administration Fees ⓘ		
Support Costs ⓘ		
SB Micro Grants		

15. When you have finished entering information in the Budget Allocation area, navigate to the top of the page and click **Save** *Note: Be sure to click **Save** after entering in information. If you exit the system, or if it times out due to being idle, you will lose the information entered in the fields unless **Save** has been clicked*	Cover Page Narrative **Budget Allocation** Documents List out the administrative fees, support costs, and remaining amount of your SFP's funding request that will go to small businesses if awarded this grant, while providing a brief description. Save

16. To move to the next area of the application, click **Documents** in the Navigation Bar	Cover Page Narrative **Budget Allocation** Documents List out the administrative fees, support costs, and remaining amount of your SFP's funding request that will go to small businesses if awarded this grant, while providing a brief description.

17. Select the **Upload Files** button to the right of the document name requested

    Note: All documents are required documents for this application

Cover Page   Narrative   Budget Allocation   **Documents**

New

Name	Status	Versions	Action	
Payee Data Record Supplement (STD 205 required)	Active		⬆ Upload Files	Or drop files
Payee Data Record (STD 204 required)	Active		⬆ Upload Files	Or drop files

18. Select the **Upload Files** button to select the file from your computer

Select Files

⬆ Upload Files

🔍 Search Files...

Owned by Me

📄 PDF   Application_ 1103 Project
Nov 3, 2021 · 771KB · pdf

Shared with Me
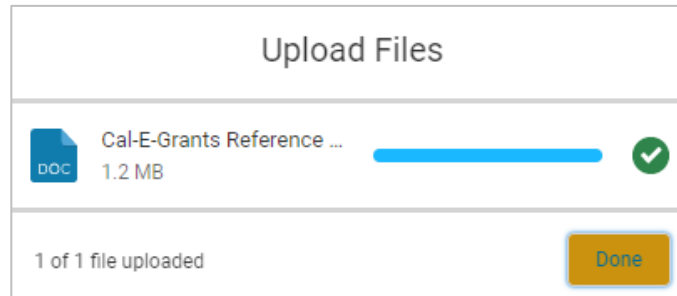
Recent

Following

Libraries

Related Files

0 of 10 files selected   Cancel   Add

19. Select the file from the location on your computer and click **Open**	
20. The document has finished uploading when a green checkmark appears. Click **Done** to exit	
21. Once you have uploaded your document, there will now be a number in the Versions column. If you click this number, it will download the most recent document version uploaded to the application	
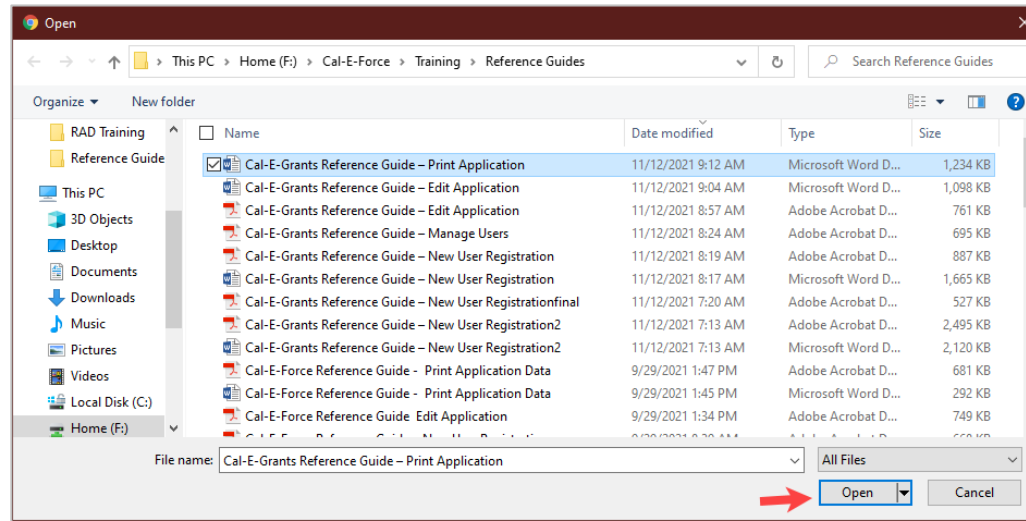
22. To add new document click the **New** button	**New** button shown, document table:

Name	Status	Versions	Action
Payee Data Record Supplement (STD 205)	Active	1	⬆ Upload Files Or drop files 🗑 ⬇
Payee Data Record (STD 204)	Active	1	⬆ Upload Files Or drop files 🗑 ⬇

23. Enter in the **Document Name** and click **Save**	**Create Document**

Document Details

*Document Name

Document Format
--Select Value--

Other/Comments

[Save]   [Cancel]

24. Once you click **Save,** a new field will have been added. Upload file as described in Steps 19-22 *Note: Additional documents are not required*	

Name	Status	Versions	Action
Payee Data Record Supplement (STD 205)	Active		⬆ Upload Files Or drop files
Payee Data Record (STD 204)	Active		⬆ Upload Files Or drop files
Test	Active		⬆ Upload Files Or drop files

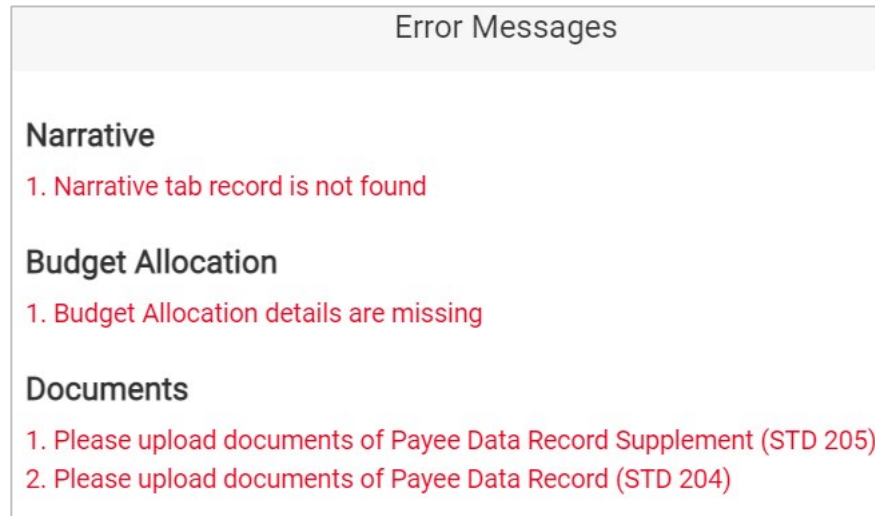|	
25. You are ready to submit. Verify all information has been completed. When ready to officially submit, click the **Submit** button at the top of the page	Application **test test** Submit Print View Delete Requested Amount $500,000.00 Record Type Paid Family Leave 3.0
26. A popup will occur to confirm submission. *Note: Once you have formally submitted your application, you can no longer edit it*	Are you sure, you want to submit the Application? Yes Cancel
27. If there is any missing information when you attempt to submit. You will receive an error message with the fields requiring information input	**Error Messages** **Narrative** 1. Narrative tab record is not found **Budget Allocation** 1. Budget Allocation details are missing **Documents** 1. Please upload documents of Payee Data Record Supplement (STD 205) 2. Please upload documents of Payee Data Record (STD 204)
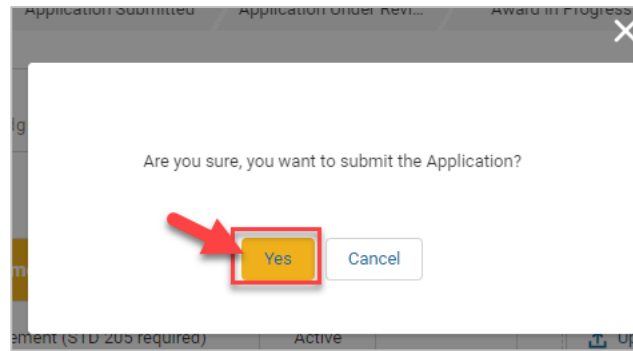
28. If all required information has been inputted, you will receive confirmation that your application was submitted successfully and the status bar will update to "**Application Submitted**"

Your application submitted successfully!

Application
test test

Submit   Print View   Delete

Requested Amount   Record Type
$500,000.00   Paid Family Leave 3.0

✓   Application Submitted   Application Under Revi...   Award In Progress   Award Converted to Gr...