

Ecosystem Restoration Grant Application Troubleshooting

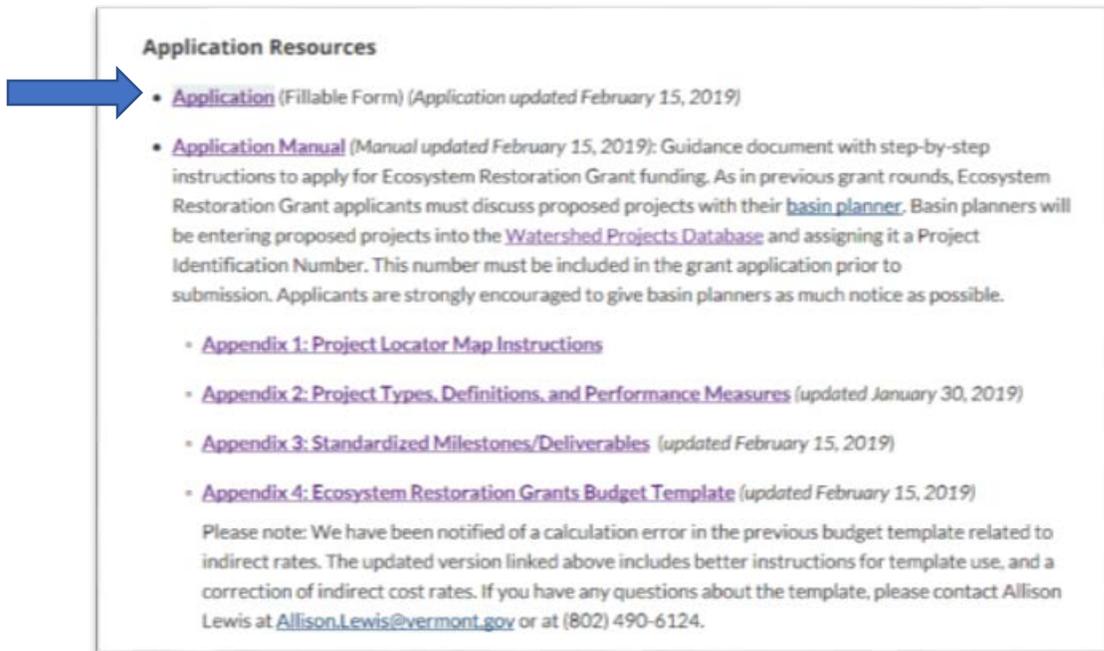
The Clean Water Initiative Program (CWIP) has been contacted with questions regarding the use of the ERP Application form. Please see the information below.

Contact Allison Lewis if you have further questions. Allison.Lewis@vermont.gov, 802-490-6124.

Can I fill out the application online?

No. The application must be downloaded from the website and populated as a local version on your computer or within your organization's filing system. Instructions:

1. Click the link to the [ERP Application](#). It will open in an internet browser window.



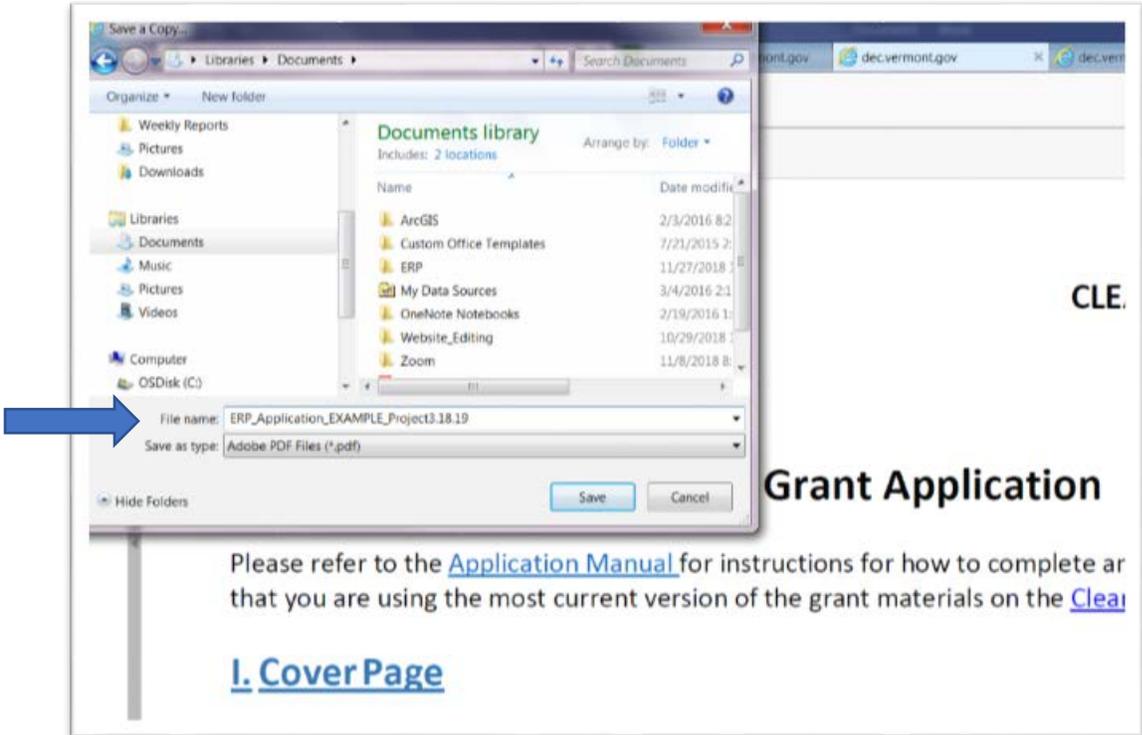
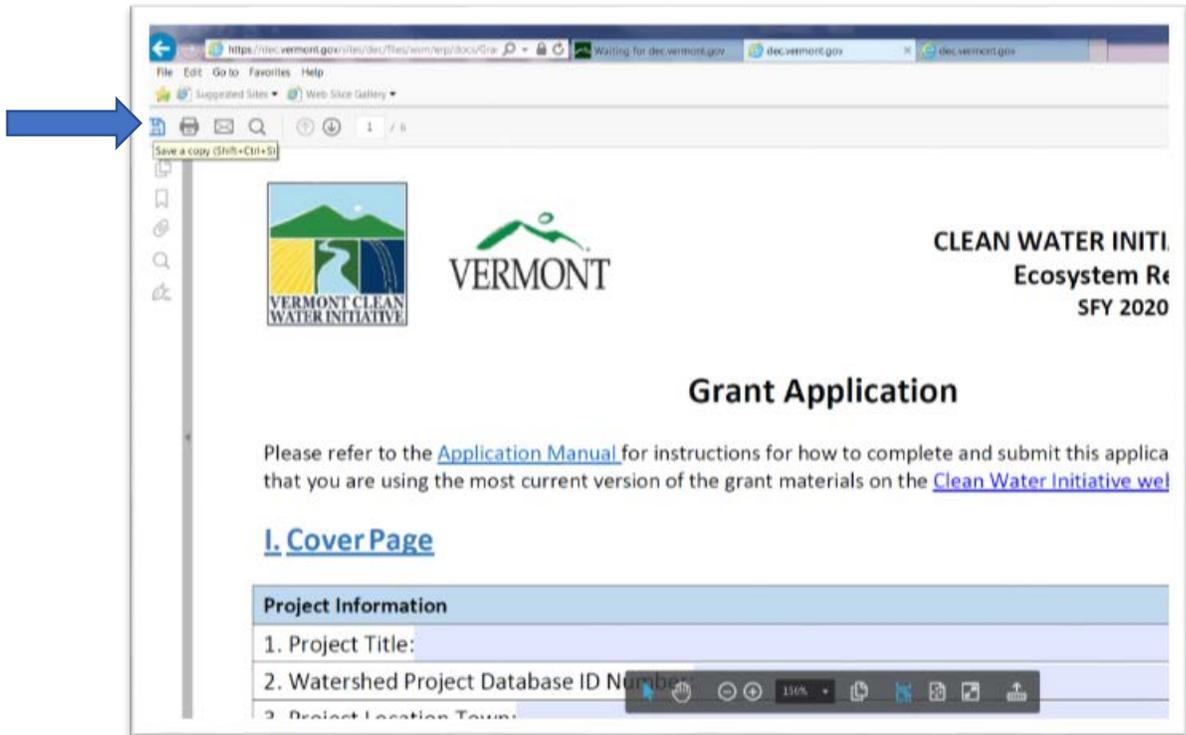
The screenshot shows a webpage titled "Application Resources". A blue arrow points to the first bullet point, which is a link to the "Application" (Fillable Form). The page lists several resources, including an "Application Manual", "Appendix 1: Project Locator Map Instructions", "Appendix 2: Project Types, Definitions, and Performance Measures", and "Appendix 3: Standardized Milestones/Deliverables". A note at the bottom mentions a calculation error in a previous budget template and provides contact information for Allison Lewis.

Application Resources

- [Application](#) (Fillable Form) (Application updated February 15, 2019)
- [Application Manual](#) (Manual updated February 15, 2019): Guidance document with step-by-step instructions to apply for Ecosystem Restoration Grant funding. As in previous grant rounds, Ecosystem Restoration Grant applicants must discuss proposed projects with their [basin planner](#). Basin planners will be entering proposed projects into the [Watershed Projects Database](#) and assigning it a Project Identification Number. This number must be included in the grant application prior to submission. Applicants are strongly encouraged to give basin planners as much notice as possible.
 - [Appendix 1: Project Locator Map Instructions](#)
 - [Appendix 2: Project Types, Definitions, and Performance Measures](#) (updated January 30, 2019)
 - [Appendix 3: Standardized Milestones/Deliverables](#) (updated February 15, 2019)
 - [Appendix 4: Ecosystem Restoration Grants Budget Template](#) (updated February 15, 2019)

Please note: We have been notified of a calculation error in the previous budget template related to indirect rates. The updated version linked above includes better instructions for template use, and a correction of indirect cost rates. If you have any questions about the template, please contact Allison Lewis at Allison.Lewis@vermont.gov or at (802) 490-6124.

2. Save the application to your desktop or other location that you can access as a local copy to work from. We recommend changing the file name to be specific to the project you are applying for. (See next page for screen shot examples).

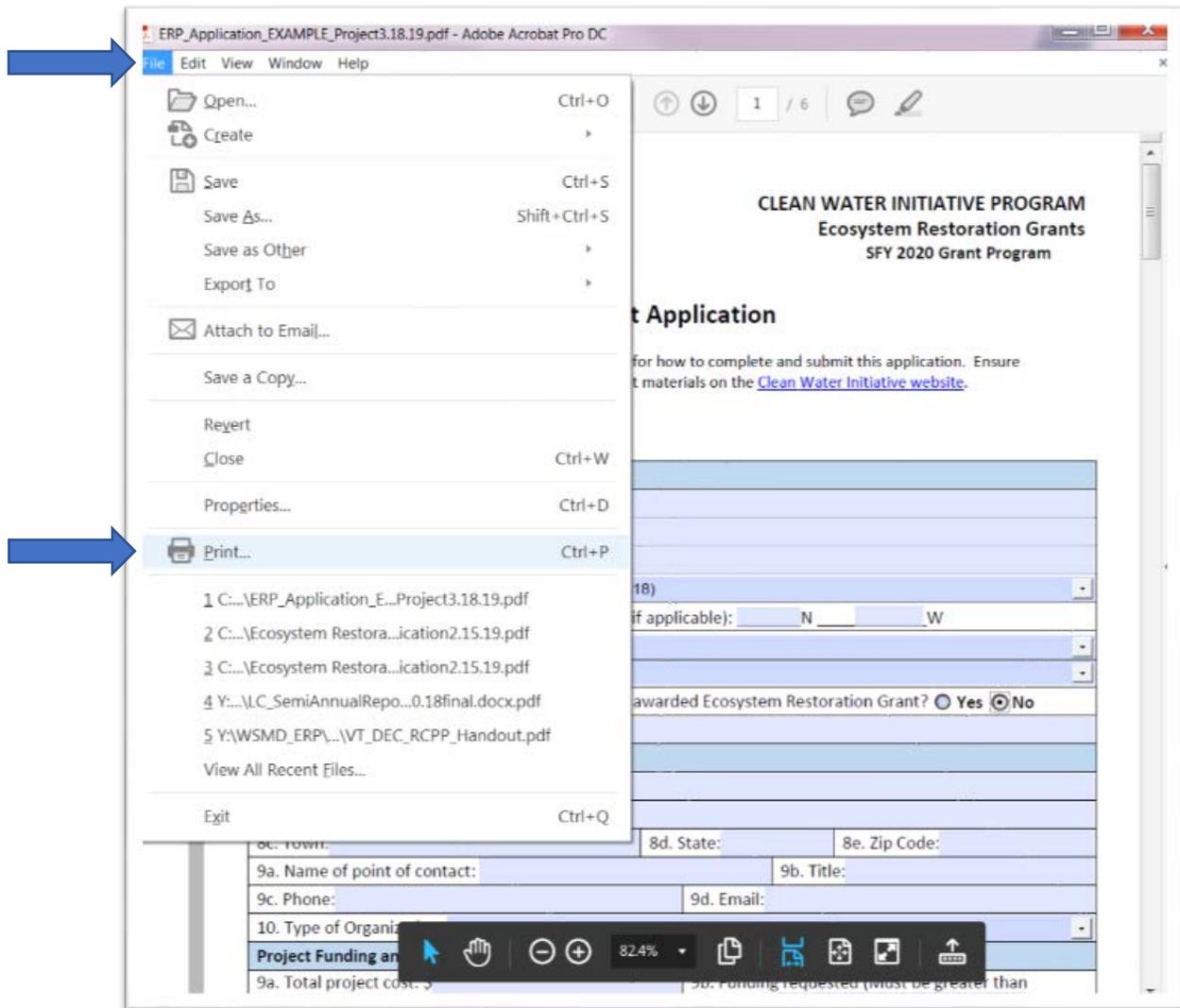


3. Fill out the application utilizing guidance in the [ERP Application Manual](#) and Appendices found on the [ERP Grants Webpage](#).
4. Be sure to save as you go!

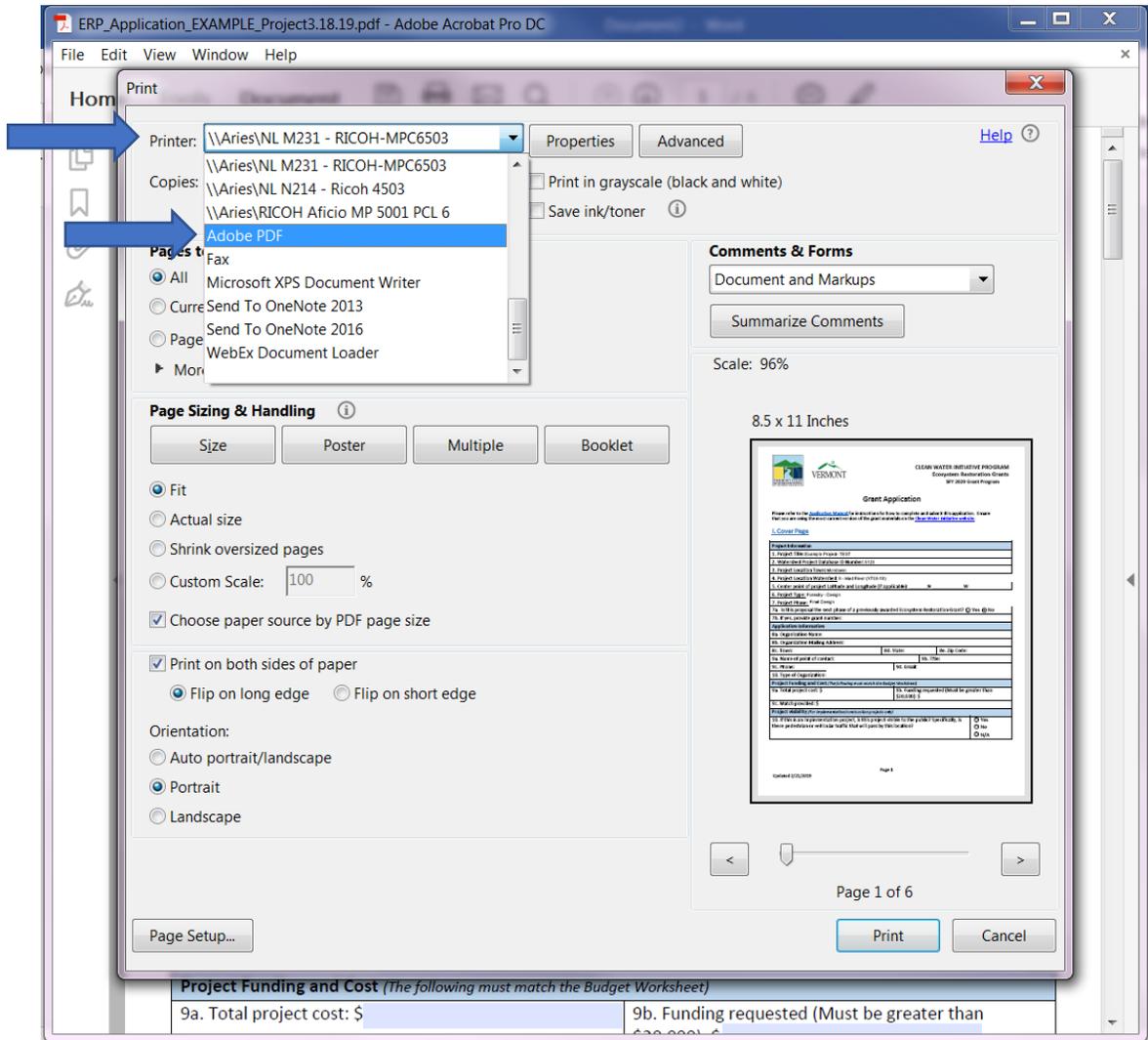
When I fill out the application, save and then reopen, the drop downs are blank even though when I saved previously, they had been selected. How do I save the form so that the drop downs display?

We apologize that you're having this issue- it may have something to do with the version of Adobe that you have. Please see the instructions below on how to save as a non-fillable .pdf.

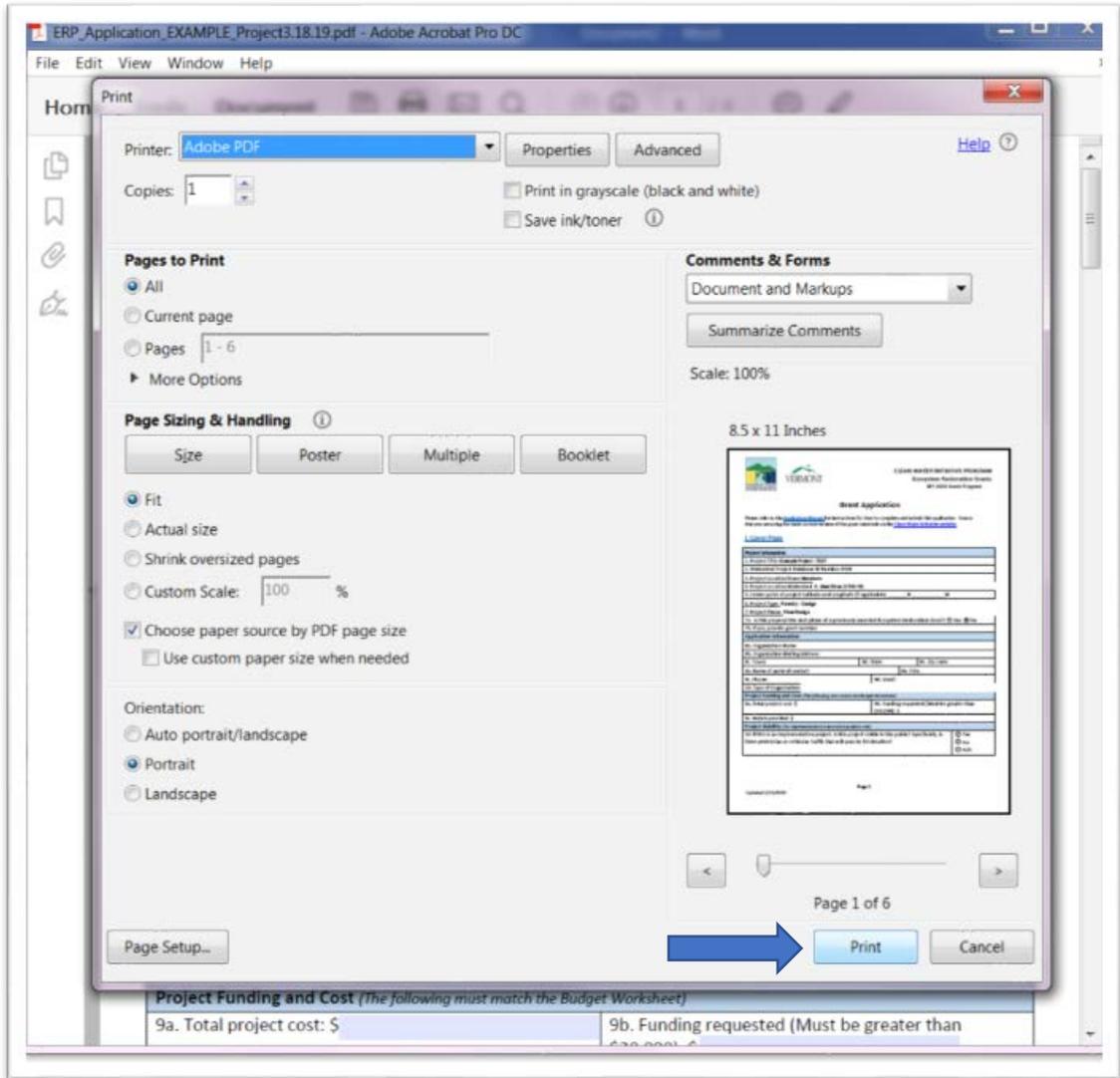
1. When you have completed all editing for the application, save as you usually would. Do not close the document.
2. Ensuring the drop downs are still selected appropriately and displaying in the application, select 'File → Print'



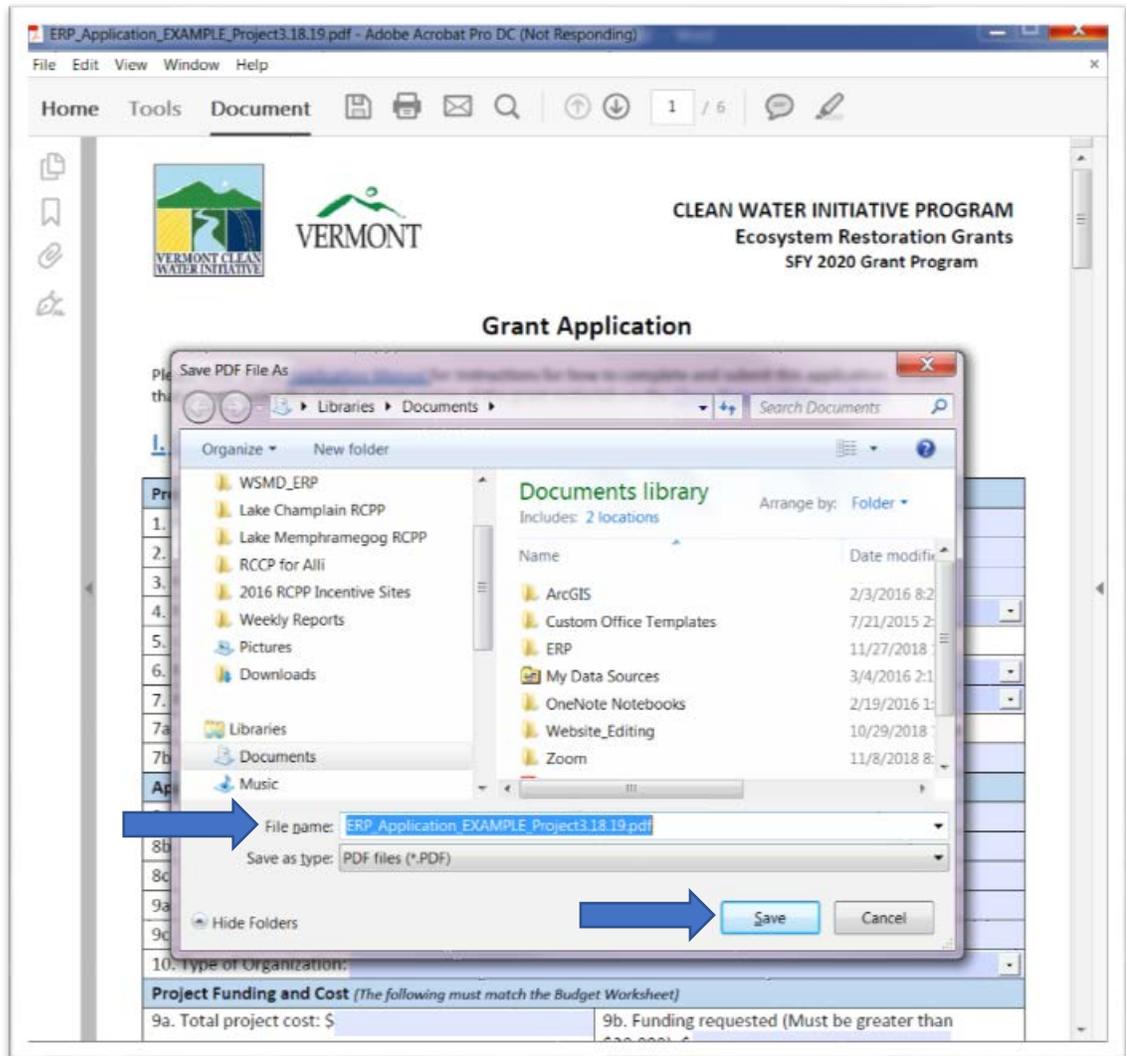
- The print window will open on your desktop. Select the 'Printer:' drop down. Select 'Adobe PDF'.



4. Select 'Print'.



5. It will process briefly and then a 'Save PDF File As' window will open. Save to your preferred location with a project specific application name.



6. When you're ready to submit your application and supporting materials to ANR.WSMDERP@vermont.gov, include in the body of the email a notification that you had technical difficulties with the application and had to use the 'Print to PDF' format.