

INSTRUCTIONS—ONLINE GREEN COMMUNITY DESIGNATION APPLICATION SYSTEM

Please read and follow the short, easy-to-follow instructions.

There are four (4) Forms and each has a calendar to use to select the Date before you submit the form. Application is complete when all four (4) Forms have been submitted but you can submit each one in a separate online session. If you are having trouble seeing the icons, or drop-down menus, contact your IT department to install Firefox or Chrome (works better with this application system than Internet Explorer) or update your browser to a current version.

Please submit each Form only once; if you need to add another document or have any problems or questions about the online process, please contact Jane Pfister, Jane.Pfister@mass.gov / 617-626-1194




Getting Started

- If this is the FIRST TIME the municipality is submitting an application via Online to the Green Communities Division, then they will need to provide basic information to their [Regional Coordinator](#) that will enable DOER to preset the Online System to recognize the applicant. Please provide the municipal name, legal address including zip code, and the primary contact name, title, email, and phone number. The primary contact will receive an email invitation to the online application system and will be required to register and create a user profile with a username and password.
- If the municipality has used the Online System previously to submit a different grant application, provide the name and email of the primary contact who will submit the Designation application to the Regional Coordinator or Jane Pfister. The primary contact will receive an email to confirm their access to the online system.
- Use a high speed (broadband) Internet connection if possible. Dial-up connections work but may be frustratingly slow.
- **No paper submission is accepted** —the process is online and electronic only.

PLEASE NOTE: You cannot return to a partially completed form to add or correct information. If you log out without using the <Submit> button, nothing has been saved in the system. If you want to practice using the system, just don't use the <Submit> button. When you use the <Submit> button the information on the form along with uploaded files will be saved to DOER's system. If you log back in, the form will be blank BUT the system saved your files and information. You will submit each of the four (4) forms individually.

Please only submit each form only once, for a total of four submissions including uploaded documents. If you do not see your city or town name on the drop-down pick list, made a mistake, or forgot something, please contact Jane Pfister at jane.pfister@mass.gov / 617-626-1194.

Designation Application Process

1. Make sure you have all the files you will submit and upload for each criterion ready and saved in one folder somewhere on your computer, easy to find and select once you begin. Criterion 1 and 2 will be submitted on one (1) form and all related documents for both criteria uploaded. Begin EACH electronic file name with city or town name (example: "Springfield" rather than "City of Springfield") then the criterion number (abbreviate as CR1-2, CR3, CR4, CR5) and wording that makes the content of the file clear.
2. Fill out each Form completely. You will upload all related documents using the Form and you will check boxes indicating which files, letters, etc. are included.
3. Use the Upload lines (green lines at the bottom), one for each file, by either clicking in the blank space or grey <Browse> button,  browse to and select a file on your computer, then double click on it or select "Open" in the dialog box. The file name will then appear in the space to the right.
4. If you have more supporting documents than the available Upload lines (there are 8-10 Upload lines), you can create a compressed (zipped) file (with the required name format) with all additional files for that criterion.
5. Review the Form and Upload lines carefully to make sure everything is complete and how you want it.
6. Click on the Calendar icon,  to access a Calendar, click on date to select Date.
7. Now you are ready to submit everything. Click on the <Submit> button. 
 - *When you submit a form you may receive the following message: "This form is non-secure - do you still want to send it?" It's just informational; nothing to worry about. Answer <Yes>.*
8. After you submit, a confirmation page will appear. You might notice a small green box show briefly at the top of that page. (If you see a red box, something has not worked correctly). DOER will also receive a message from the system. Shortly you will receive an email from Jane Pfister confirming that DOER's Green Communities Division has received your submission and the number of files uploaded with each form. If you have any concerns, please email [Jane Pfister](mailto:Jane.Pfister@mass.gov) or call, 617-626-1194.

Get Help

Pre-Grant Application Process - [Contact your Regional Coordinator](#)

Online Process and Technical Issues - Contact Jane.Pfister@mass.gov / 617-626-1194