

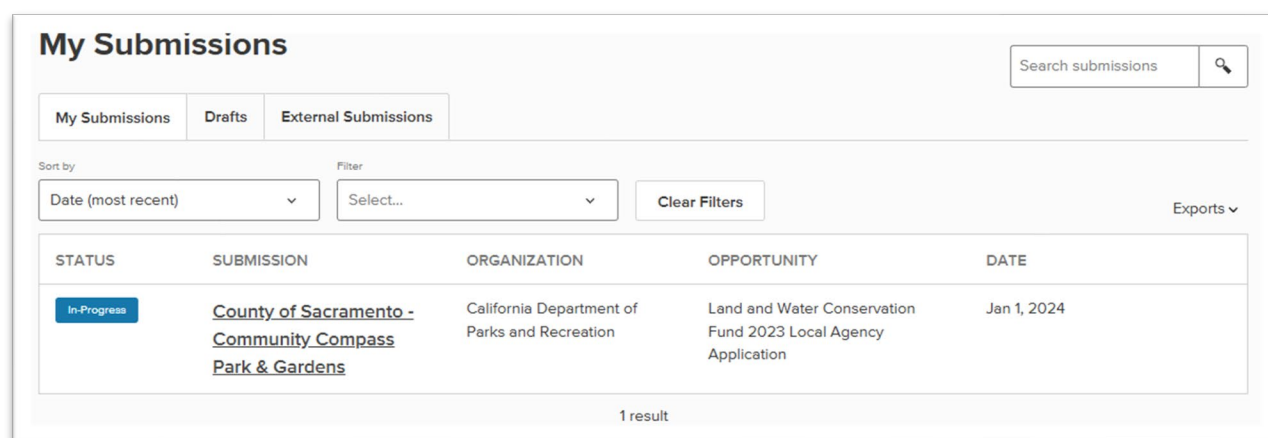
How to Access Your Submittable Application

Use the following guidance to access a previously submitted application on Submittable. Only the application owner will be able to access a copy of the old application. If the application owner is no longer with your agency reach out to the [NPS Grants Unit Project Officer assigned to your county](#) and they will help you access your application.

Step 1

Sign in to [Submittable](#).

On the home page there should be a list of all the applications you've submitted.



My Submissions

Search submissions 🔍

My Submissions Drafts External Submissions

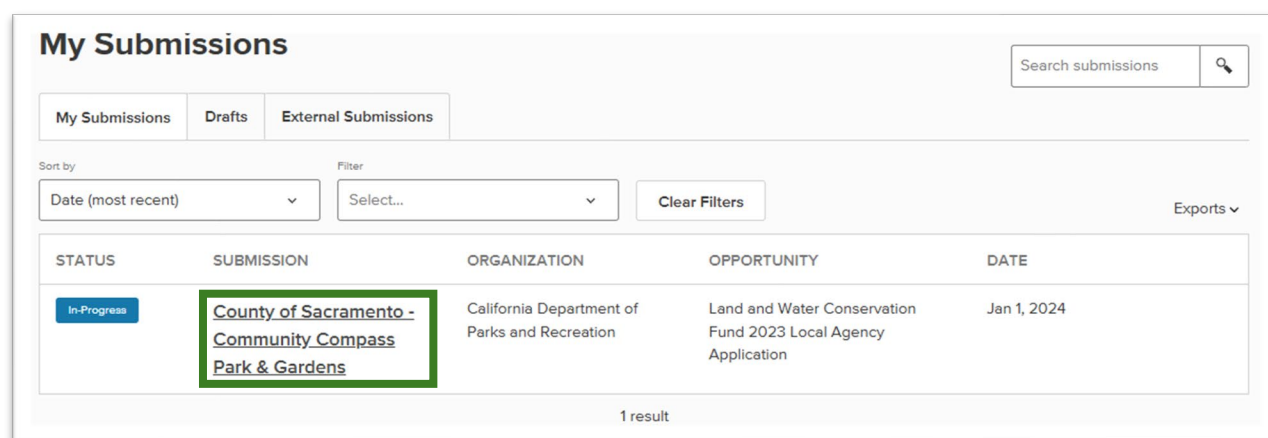
Sort by: Date (most recent) Filter: Select... Clear Filters Exports ▾

STATUS	SUBMISSION	ORGANIZATION	OPPORTUNITY	DATE
In-Progress	<u>County of Sacramento - Community Compass Park & Gardens</u>	California Department of Parks and Recreation	Land and Water Conservation Fund 2023 Local Agency Application	Jan 1, 2024

1 result

Step 2

Click on the Title of the project application you'd like to retrieve.



My Submissions

Search submissions 🔍

My Submissions Drafts External Submissions

Sort by: Date (most recent) Filter: Select... Clear Filters Exports ▾

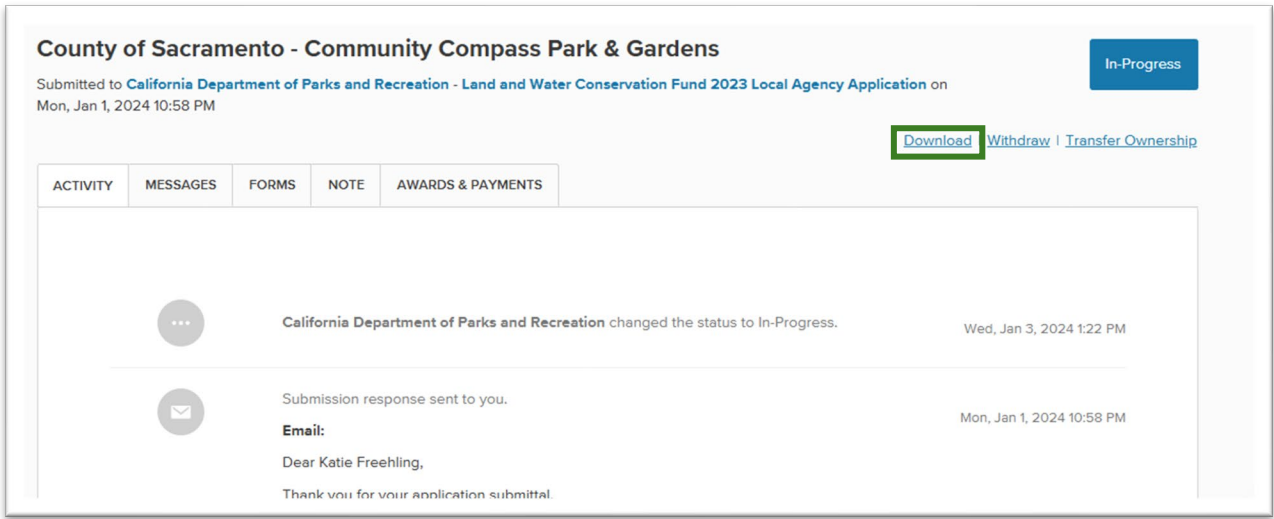
STATUS	SUBMISSION	ORGANIZATION	OPPORTUNITY	DATE
In-Progress	<u>County of Sacramento - Community Compass Park & Gardens</u>	California Department of Parks and Recreation	Land and Water Conservation Fund 2023 Local Agency Application	Jan 1, 2024

1 result

Step 3

A summary of your application submission will generate.

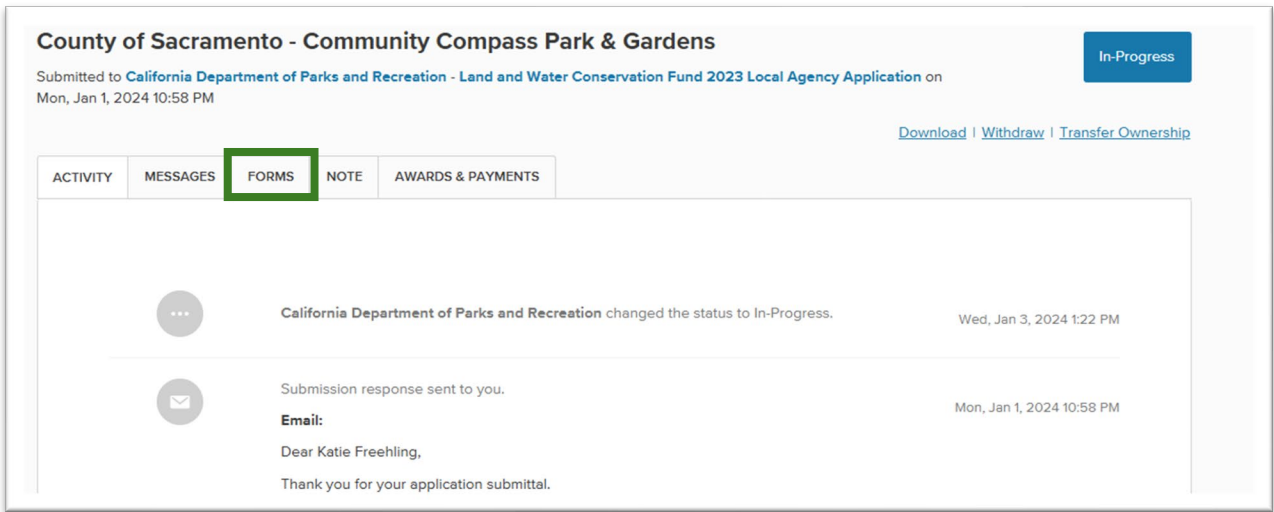
Click “Download” in the top right-hand corner of the screen.



A PDF version of your previous application will be available in your Downloads folder.

Step 4

To access application attachments, click the “Forms” tab.



Step 5

Open the “Initial Form:...”

County of Sacramento - Community Compass Park & Gardens

Submitted to [California Department of Parks and Recreation - Land and Water Conservation Fund 2023 Local Agency Application](#) on
Mon, Jan 1, 2024 10:58 PM

In-Progress

[Download](#) | [Withdraw](#) | [Transfer Ownershi](#)

ACTIVITY

MESSAGES

FORMS

NOTE

AWARDS & PAYMENTS

Eligibility Form

No form submitted

Initial Form: California Department of Parks and Recreation

✓

Land and Water Conservation Fund 2023 Local Agency Application
Submitted on January 1, 2024

⌵

Additional Forms

Title	Submission Date	State
No form submitted		

Step 6

Scroll through the application form.

As you scroll, you’ll be able to download any elements that were uploaded to your application as attachments.

Click the download icon to download.

The attachment will be available in your Downloads folder.

Application Checklist Items

The following sections are organized to follow the Application Checklist on [page 17 of the Application Guide](#). For Checklist Items that require a form be uploaded, forms are available on the [LWCF Competitive Program webpage](#).

Checklist Item #1 - LWCF Application Form

LWCF_Application_Form_CCPG_FINAL.pdf

⌵

Checklist Item #2 - Authorizing Resolution

CCPG_Authorizing_Resolution_200038.pdf

⌵

Checklist Item #3 - State Agency Certification Letter

This Checklist Item is not applicable to this Local Agency Competitive Cycle application.