

FAQs:

How do I submit an Application?

- Scroll to the bottom of the website, and click on “Here” to access the online portal.
- Click “Select” to access the application.
- Click “Apply Online”
- Click “Sign Up” to create an account
- After creating an account, the application form will open to Step 1 of 12.
- All steps must be completed, which includes uploading the required documents.

Will I be able to add more information to my Application?

- The application can be saved and reentered at any time by selecting the “Save/Exit” option. Saving the application will allow the applicant to review, submit additional information, or finish and create a record.
- Once the “Create Record” option is selected, the application is submitted and will be reviewed by the COJ internal team for decisioning.

Should I have all documents before submitting an Application?

Yes. It is best to have all of the documents listed on the checklist before completing the application.

When should I reach out to a Contractor?

You should begin the process to select a contractor before submitting an application.

How much funding can I qualify for?

- Applicants can apply for up to \$30,000.
- Each application will be reviewed on a per-project basis.

When is the deadline to apply?

The application opened on July 1, 2022, and will remain open until the funds are exhausted.

Can I reapply if I am denied?

If your application is denied, you can reapply after 30 calendar days have expired from the denial letter date.

Can I submit a paper application?

No. This application can only be submitted online via the portal.

Can I bring my documents to a location?

No. This application can only be submitted online via the portal.

How long before I receive a status update?

The application review process is 90 calendar days.

When can my Contractor start?

- The Contractor can not start until COJ issues a written Notice to Proceed.
- Any monies spent by the applicant or the contractor before the NTP is issued will not be reimbursed.

Will more or corrected documents be requested?

No. We will not request additional or corrected documents. The application is considered final and complete once the applicant has selected “Create a Record”.

Can I appeal a denial decision?

No. You may resubmit an application 30 calendar days from the denial letter date.