

Community Resilience Partnership
MOCA Grants Portal
Frequently Asked Questions

Applications for Community Action Grants, Service Provider Grants, and the Nature-based Design Technical Assistance Opportunity must be submitted using the Maine Office of Community Affairs Submittable grants portal:

<https://maineofficeofcommunityaffairs.submittable.com/submit>.

Users will need to sign-up to use the portal and will then be able to access the application.

To sign-up, hit the “apply” button on the application that you would like to open and then you will be prompted to create an account.

Who should create and submit the application?

- The application should ideally be created and submitted by the primary point of contact for the project at the municipality, UT, or Tribal community. In Submittable, the person who opens the application becomes the account holder (owner). Only this account holder has the ability to submit the application, so it’s important to ensure the appropriate individual is assigned this role from the start. Additional collaborators can be added later on (see below) to work on the application.

If I create a Submittable account, can I add collaborators to the application so multiple municipal staff, service providers, and consultants can work on it together (for example, planning, sustainability, or town administration staff)?

- Yes, you can add collaborators in the application so that multiple individuals can work on the same application.
- To do this, click the “Manage Collaborators” button at the top of the program application page. This will prompt an “invite Collaborators” page to pop up. This is where you can enter in the email addresses for each collaborator. Once invited, the collaborators will be able to see each collaborator within the application and what sections they are working on. It’s important to note that whoever originally starts the application will need to be the person who submits it when it is complete. They are considered the “owner” of the application.
- This [help page](#) has some great visuals and tips on collaborative applications.

If multiple people are working through the same account login, is there any risk of work being overwritten if two people are editing the application at the same time?

- Yes, there is a risk of work being overwritten if multiple people are using the same account login and are editing the application at the same time. Submittable does not

support real-time collaborative editing within a single login, so simultaneous changes, especially within the same section, could overwrite one another.

- Using the “Manage Collaborators” feature is the recommended approach and helps reduce this risk. When collaborators are added, each person accesses the application through their own account rather than sharing a single login. Collaborators can see the full application, including responses entered by others, and they can also see who else has been invited to work on the application. This makes it easier to coordinate efforts across departments (such as planning, sustainability, or administration staff).
- **IMPORTANT:** To avoid overwriting work, applicants should coordinate on who is editing which sections and avoid working on the same sections at the same time.

How does the certification signature work if the account holder is not the person who ultimately needs to sign the application (for example, if a staff member prepares the application but the municipal manager or another official must certify it)?

- The certification signature is completed within the application at the time of submission and should be entered by the individual who is authorized to certify on behalf of the municipality (such as a municipal manager or other designated official).
- Even if a staff member prepares the application, the final step should involve the authorized signer reviewing the content and completing the certification section. Since the original account holder is required to submit the application, they should plan ahead to ensure the authorized signer is involved at the final stage—either by coordinating directly with the authorized signer (such as sitting together to review and sign within the account holder’s login) or by adding the authorized signer as a collaborator so they can review the application and sign prior to the account holder completing the submission.

Can I have multiple drafts active at the same time?

- No. Submittable allows only one active application per account, so multiple draft applications for a single grant or TA opportunity cannot be maintained under a single login. If you are working to support multiple communities, we recommend that each municipality create their own Submittable account, start the application, and add the relevant service provider/RC as a collaborator using the “Manage Collaborators” feature. Collaborators can see who is working on each section of the application and make edits as needed.
- This approach also ensures compliance with the certification requirement: the application must be submitted by the account holder, and the certification signature must be completed by an individual authorized to sign on behalf of the municipality (e.g., municipal manager or designated official). Towns can either have the authorized signer serve as the account holder or add them as a collaborator so they can review the application and complete the certification prior to submission.

Need assistance? A full tutorial on signing up for the Submittable platform and completing the Community Action Grant application can be found [here](#).

Office Hours: The Community Resilience Partnership is offering office hours and increased support for any communities with questions about the Submittable process. May 13th at 11 AM. Register Here: https://mainestate.zoom.us/meeting/register/42wEru5XRhK1eQ_uUZGZBg