2015

LED Online Application Instruction Manual

Good for business

BUSINESS IS GOOD FOR WEST VIRGINIA - AND WEST VIRGINIA IS GOOD FOR BUSINESS. BUSINESS IS GOOD FOR WEST VIRGINIA - AND WEST VIRGINIA IS GOOD FOR BUSINES

Good for business

Dear Economic Development Colleagues,

It was my pleasure to see many of you at the legislative meeting of the West Virginia Economic Development Council. At this meeting, we noted that Governor Tomblin had just completed his third year in office. In many respects, we were approaching the half-way point of this journey. Therefore, as a coach would address his team at half-time, I took the opportunity to offer a pep talk to the team.

If this were half-time in the big game, I would tell the team: *We're an old school. We've been around the block a few times. For many years, we could never win against a higher ranked team. Some would say, we've never been invited to play in the big leagues. For years, we didn't compete well. Our statistics were miserable in every category.*

Until we realized: *We had to rebuild. We had to focus on fundamentals. We had to accept the fact that it would take time. And patience. And determination. It would be hard, and there would be critics along the way.*

But to be successful, we had to: *Invest in a strategy. Focus. Persevere and keep the faith. Look at each other as a team, rather than competitors. Be nimble and responsive. Persevere and keep the faith.*

During the first half of this game: *We realized it wasn't going to be easy. We have to do more with less. We have to be be more creative. We're not the superstars. We're not always the best equipped team on the court. There are still those that think we don't belong.*

However: *We are headed in the right direction and we're winning. We have home court advantages. Our cost of living is lower. Our electric costs are lower. Our employees are consistently loyal. Our credit rating is strong. We're not flashy, but we're winning with good, solid teamwork.*

In closing, my half-time message to the team is: *We must play offense. If we only play defense, we are going to lose. We are going to take shots. Sometimes, we will miss. When we look at each other as a team, rather than competitors, we have resources we didn't have before. Our bench may not be deep, but it's strong. If you play like a team and take the shot…we'll win this game in the second half!*

On the following page, you will find an update on the Local Economic Development (LED) and Certified Development Community (CDC) programs for the Fiscal Year 2015 program year. As indicated above, challenges are a constant; however, this program remains a vital part of our economic development strategy.

Good for business

As you know, current economic conditions have made it necessary to adjust the budgets of numerous programs and initiatives, and the LED program is no exception. The FY 2015 allocation to the LED program was reduced to $1,650,000, resulting in an allocation of $30,000 per county.

As in FY 2014, the online application must be submitted. The LED online application and client management system is part of an initiative to integrate business processes within the Development Office through the development of a State and Federal Economic Development System (SAFEDS). **A complete reference manual and list of Frequently Asked Questions can be found at www.wvdo.org/downloads.**

When fully developed, this system will improve efficiency in the LED program, and more importantly, provide a tool for more efficient management of economic development data.

The SAFEDS system features a Local Economic Development Authority site that will provide a platform for data sharing and assist in the partnership between State and Local economic development professionals. The SAFEDS Local Economic Development Authority Website provides the ability to:

- View company and contact information maintained by WVDO.
- Fulfill retention and expansion visitation reporting requirements.
- Submit the LED Application online.

The deadline for submission of your LED Grant application is at the end of April each year.

When fully developed, the SAFEDS system will also include the CDC certification. We will continue developing the system throughout the year. **For the current program year, it remains necessary to complete the CDC Certification through the traditional, paper-based process.**

In closing, I wish you great success in the coming year and appreciate your contribution to Team West Virginia. Please do not hesitate to contact me directly if I can assist you in any way.

Sincerely,

J. Keith Burdette
Executive Director
West Virginia Development Office

FREQUENTLY ASKED QUESTIONS (FAQs)

Q: How do I access the SAFEDS – Local EDA Site?

The website address is: http://SAFEDSLocalEDA.wv.gov

The first time you access the site, you must register. Click on the word "Register" at the bottom of the page. Fill in all the appropriate boxes on the registration page, then click "Submit." You will be able to log in after you receive an email approving your new account.

Q: What do I do if I forget my password to the SAFEDS – Local EDA site?

To reset your password click on the "Forgot Password" link located at the bottom of the page, when prompted, enter your username (e-mail) and click submit. You will be prompted to provide an answer for the security question you provided upon registering. Once you have successfully answered your security question, you will receive an email with a new password.

Q: How do I change my password to the SAFEDS – Local EDA site?

After you have successfully logged into the SAFEDS – Local EDA site, navigate to the top right hand corner of the web page and click the option "Change Password." When prompted, enter your current password and your new password in the required fields. Passwords must be at least seven (7) characters long with at least one (1) number and one (1) symbol.

Q: Who do I call if I have questions or issues regarding SAFEDS – Local EDA Site?

OT Service Desk	**servicedesk@wv.gov**	**304-558-9966**
Kevin Meadows	**Kevin.M.Meadows@wv.gov**	**304-957-2055**
Kelly Workman	**Kelly.A.Workman@wv.gov**	**304-957-2077**

Q: What is the graphic image at the bottom of the login page?

At the bottom of the login page, you will see a CAPTCHA (Completely Automated Public Turing test to tell Computers and Humans Apart). This is a graphic image with a series of distorted letters on an equally distorted or multicolored background. The purpose of a CAPTCHA is to protect the site from spammers and hackers attempting to create automated free accounts. Additionally, by having a CAPTCHA on your login screen, automated hackers will not be able to log in using your username and password.

Q: What browser may I use with SAFEDS – Local EDA Site?

The SAFEDS – Local Economic Development Authority site is compatible with all versions of Internet Explorer, Firefox and Safari.

Q: How do I submit the CDC Certification application?

The CDC component will be added to the SAFEDS system. However, at this time, the CDC certification process remains paper-based. Therefore, you must submit the certification through the traditional, paper-based method until further notice.

Q: Will I be able to view SAFEDS – Local EDA Site with my iPad, iPhone or Android device?

Your mobile device may be used in a limited capacity to view the information on this site. (Currently, you may not upload files with your mobile device.)

Q: What features and enhancements are planned for the future of the SAFEDS – Local EDA Site?

The ability for the Local EDA to enter and track their companies and contacts online was incorporated on June 1, 2013. Further enhancements within the SAFEDS – Local EDA site will allow for improved efficiency and communication between the Local EDA and the West Virginia Development Office (WVDO).
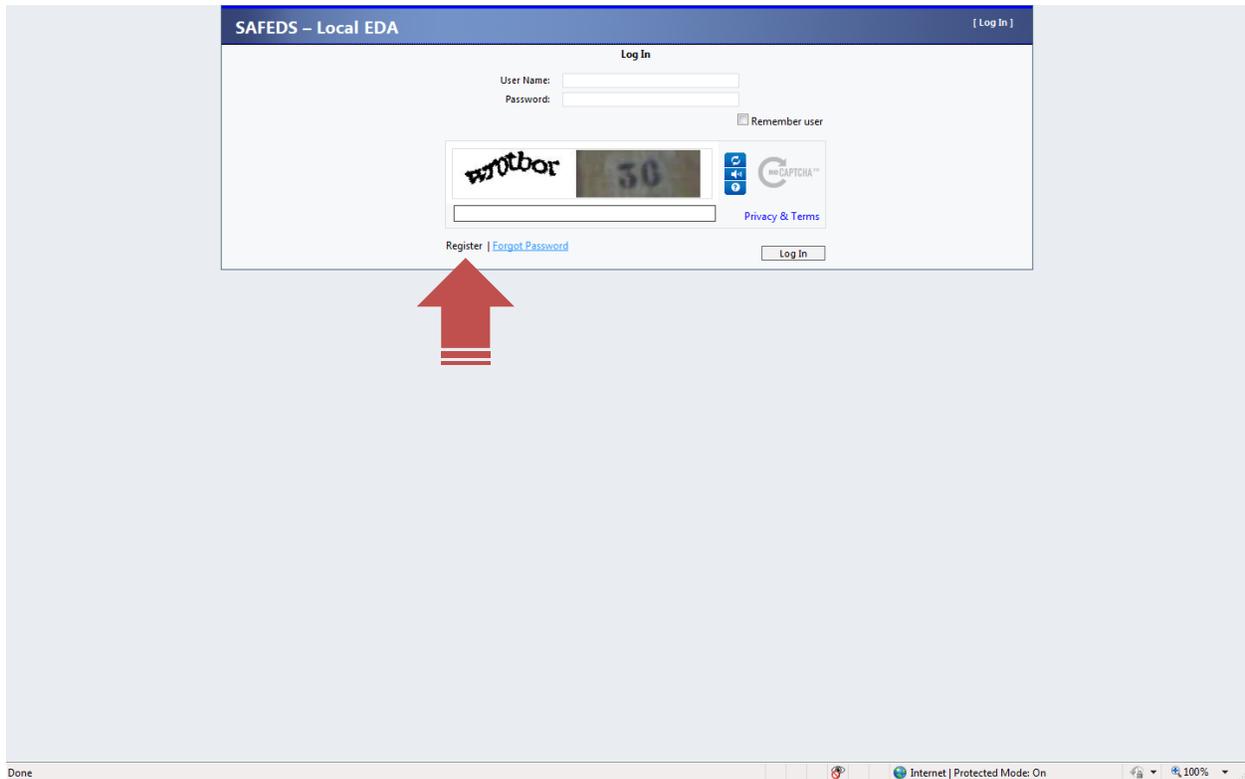
Q: How do I submit suggested improvement for the SAFEDS – Local Economic Development Authority site?

You may e-mail any suggestions for the SAFEDS – Local EDA site to Kevin Meadows.

Kevin Meadows   Kevin.M.Meadows@wv.gov   304-957-2055

Login Page

1. Above is the page you will see after entering the following URL: http://safedslocaleda.wv.gov.
2. Before using the site, you must register. **Click** on the word **Register**.

_____

_____

_____

_____

_____

_____

_____

_____

Registration Screen

1. Fill in all the requested information on the registration page and **click Submit**.
    *You can create your own security question and answer.
2. After submission and approval of your information, you will receive an account approval e-mail.
3. You are now an authorized user of the system and may log into SAFEDS – Local EDA site.

Enter Login Information

1. Enter your user name, usually your e-mail address, your password, and the CAPTCHA (**C**ompletely **A**utomated **T**uring test to tell **C**omputers and **H**umans **A**part) exactly as seen. Make sure there is a space between the two words or word/number.
2. If you are unable to read the CAPTCHA, you may click on the blue refresh button on the right-hand side of the screen above the Privacy and Terms link.
3. Click **Log In** after you have entered the information.
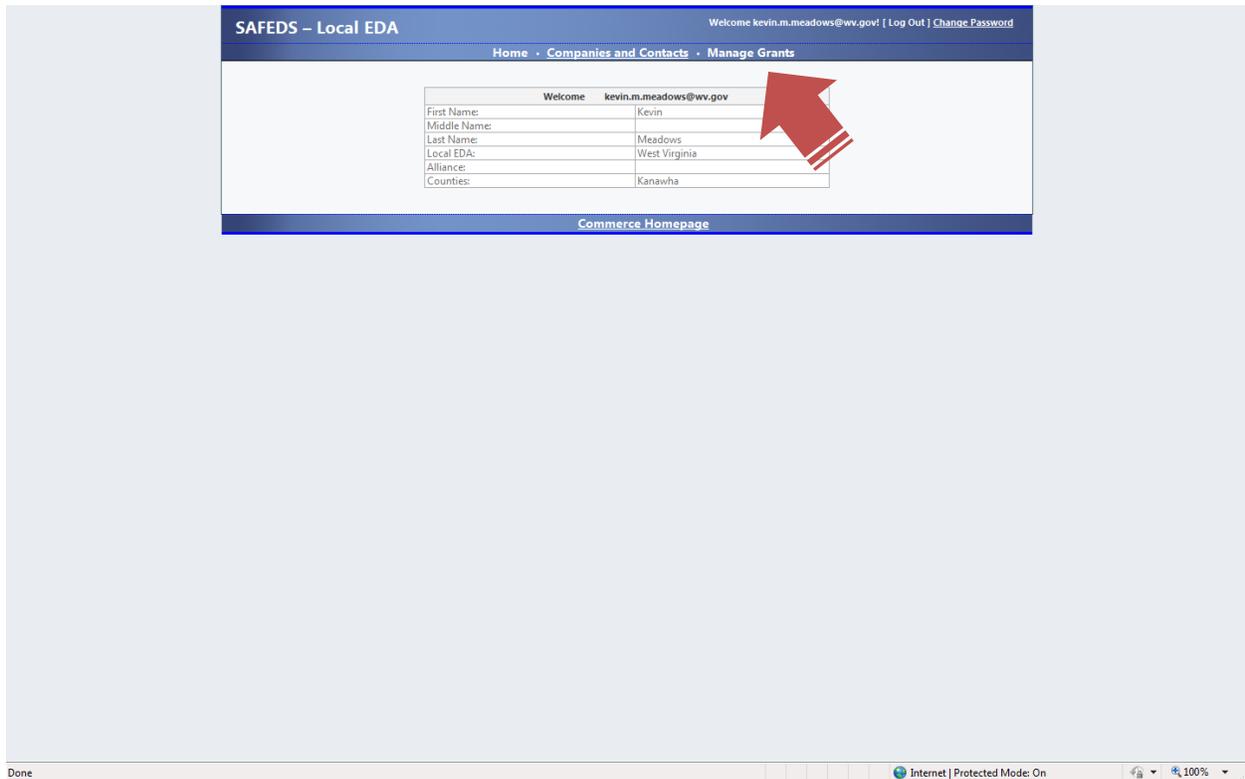
Home Page

1. Once you have successfully logged in, you will be presented with the screen above. This is considered your home screen.
2. To begin a new application, click the **Manage Grants** link at the top of the page.
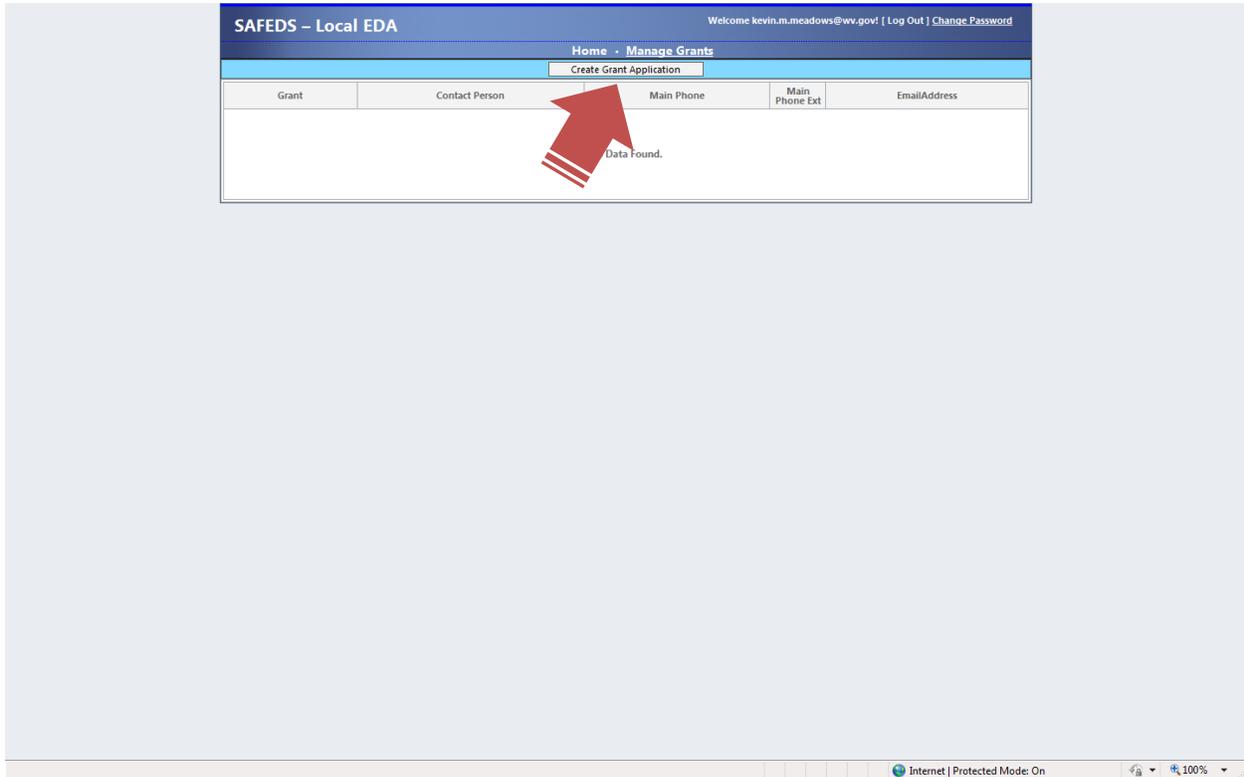
Initial Application Page

1. After clicking the **Manage Grants** link on the previous page, you will see this page.
2. Click the **Create Grant Application** button to begin a new online application.

_____

_____

_____

_____

_____

_____

_____

_____

Create a Grant Application Page

1. Enter as much information as possible to create a complete application
2. All required information regarding your organization is noted by an asterisk - *.
3. Please note in the *Grant Information* section that the dollar amounts should be entered without a comma or you will receive an error message.

_____

_____

_____

_____

_____

_____

1. The application can now be saved.
2. Click **Save**.
3. After saving the application, boxes containing the phrase "Record must be Saved to enable content." will be able to accept data and uploaded files.

Grant Successfully Saved

1. If all information was entered correctly, you will see a message in green at the top of the application page.
2. If a data entry error occurs, your application will not be saved and you will not receive a message.
3. Scrolling through the page, you will see a message in red or a red asterisk where the error occurred.
4. Correct any errors as noted.
5. Scroll to the bottom of the page and click the **Save** button again.

Certified Community Development Requirement

1. Information regarding your CDC eligibility will be recorded in this section. Completion, recertification date or estimated recertification date will be requested.
2. A document showing your certification may also be uploaded.
3. The process on how to upload documents is covered later in this manual.

Adding Information to Fields

1. After successfully saving the application, more data entry is required.
2. Go to the Professional Development portion of the page.
3. Click the **Add** button.

Professional Development Form

1. This section allows you, the applicant, to state and upload information showing proof of the 30 hours of training required to maintain your certified status.
2. A Proof of Attendance file may be uploaded. The maximum is 20 MB per document.
3. To upload a file, click the **Browse** button and find the requested file. File uploads are covered later in this manual in greater detail.

_____

_____

_____

_____

_____

_____

_____

Professional Development Form - Save

1. After all information has been entered and uploaded, click the **Save** button.
2. Confirm the save by clicking **Yes** when prompted.

Professional Development Form – Confirm Save

1. Confirm the document saved by looking for the message in green at the top of the page.

Professional Development Form – Close document

1. To return to the Create Grant Application Page, click the **Close** button.
2. When prompted to confirm the close, click **Yes.**

Professional Development Form – Confirm Save

1. After confirming the close of the page, you will be prompted to save before closing.
2. Click **Yes** to ensure the document has been saved.
3. You will be returned to the Create a Grant Application Page.

1. After returning to the Update Grant Application page, scroll to the Professional Development Form and confirm the document is listed in the box.
2. You are ready to move on to the Industrial Building Form. Click **Add**.

Industrial Building Form

1. Enter as much information as possible to create a complete application
2. All required information regarding your organization is noted by an asterisk - *.

_____

_____

_____

_____

_____

_____

_____

_____

1. After all information has been entered, click the **Save** button.

1. Confirm the save by clicking **Yes** when prompted.

Industrial Building Form - Confirm Save

1. Confirm the document saved by looking for the message in green at the top of the page.

Industrial Building Form – Close

1. To return to the Create Update Grant Application Page, click the **Close** button.
2. When prompted to confirm the close, click **Yes.**

Industrial Building Form – Save

1. After confirming the close of the page, you will be prompted to save before closing.
2. Click **Yes** to ensure the document has been saved.
3. You will be returned to the Update Grant Application Page.

1. After returning to the Update Grant Application page, scroll to the Industrial Building Form box and confirm the document is listed.
2. You are ready to move on to the Industrial Park Form. Click **Add**.

Industrial Park Form

1. Enter as much information as possible to create a complete application
2. All required information regarding your organization is noted by an asterisk - *****.

Industrial Park Form Continued – Save

1. After all information has been entered, click the **Save** button.

Industrial Park Form – Save

1. Confirm the save by clicking **Yes** when prompted.

Industrial Park Form – Confirm Save

1. Confirm the document saved by looking for the message in green at the top of the page.

Industrial Park Form – Close

1. To return to the Create Update Grant Application Page, click the **Close** button.
2. When prompted to confirm the close, click **Yes.**

Industrial Park Form – Save

1. After confirming the close of the page, you will be prompted to save before closing.
2. Click **Yes** to ensure the document has been saved.
3. You will be returned to the Update Grant Application Page.

Industrial Park Form – Return to Update Grant Form

1. After returning to the Update Grant Application page, scroll to the Industrial Park Form box and confirm the document is listed.
2. You are ready to move on to the Industrial Site Form. Click **Add**.

Industrial Site Form

1. Enter as much information as possible to create a complete application
2. All required information regarding your organization is noted by an asterisk - *.

1. After all information has been entered, click the **Save** button.

1. Confirm the save by clicking **Yes** when prompted.

Industrial Site Form – Confirm Save

1. Confirm the document saved by looking for the message in green at the top of the page.

Industrial Site Form – Close

1. To return to the Create Update Grant Application Page, click the **Close** button.
2. When prompted to confirm the close, click **Yes.**

Industrial Site Form – Save

1. After confirming the close of the page, you will be prompted to save before closing.
2. Click **Yes** to ensure the document has been saved.
3. You will be returned to the Update Grant Application Page.

1. After returning to the Update Grant Application page, scroll to the Industrial Site Form box and confirm the document is listed.
2. You are ready to move on to the Office Building Form. Click **Add**.

Office Building Form

1. Enter as much information as possible to create a complete application
2. All required information regarding your organization is noted by an asterisk - *.

_____

_____

_____

_____

_____

_____

_____

Office Building Form Continued – Save

1. After all information has been entered, click the **Save** button.

1. Confirm the save by clicking **Yes** when prompted.

Office Building Form – Confirm Save

1. Confirm the document saved by looking for the message in green at the top of the page.

Office Building Form – Close

1. To return to the Create Update Grant Application Page, click the **Close** button.
2. When prompted to confirm the close, click **Yes.**

Office Building Form – Save

1. After confirming the close of the page, you will be prompted to save before closing.
2. Click **Yes** to ensure the document has been saved.
3. You will be returned to the Update Grant Application Page.

Office Building Form – Return to Update Grant Form

1. After returning to the Update Grant Application page, scroll to the Industrial Site Form box and confirm the document is listed.

Uploading Documents

Applicants may now upload documents as part of their application. We will use Organizational Budget as an example in this manual.

1. Find the *Organizational Budget* item near the bottom of the Update Grant Application page.
2. Click **Browse**.

Uploading Documents – Browse

1. After clicking **Browse**, a Choose File to Upload window will appear.
2. Select the folder containing your file and click **Open.**

Uploading Documents – Select

1. Find and select the file in the list of documents within the folder.
2. Click **Open**.
3. Only Microsoft Word, Excel, PowerPoint and Adobe PDF files will be accepted.

1. After clicking **Open** the second time, you will return to the Update Grant Application Page.
2. If uploaded correctly, you will see a file path in the Upload box. This is your document.
3. The same process is used for the remaining documents that must be uploaded to complete the application.

Submitting Application
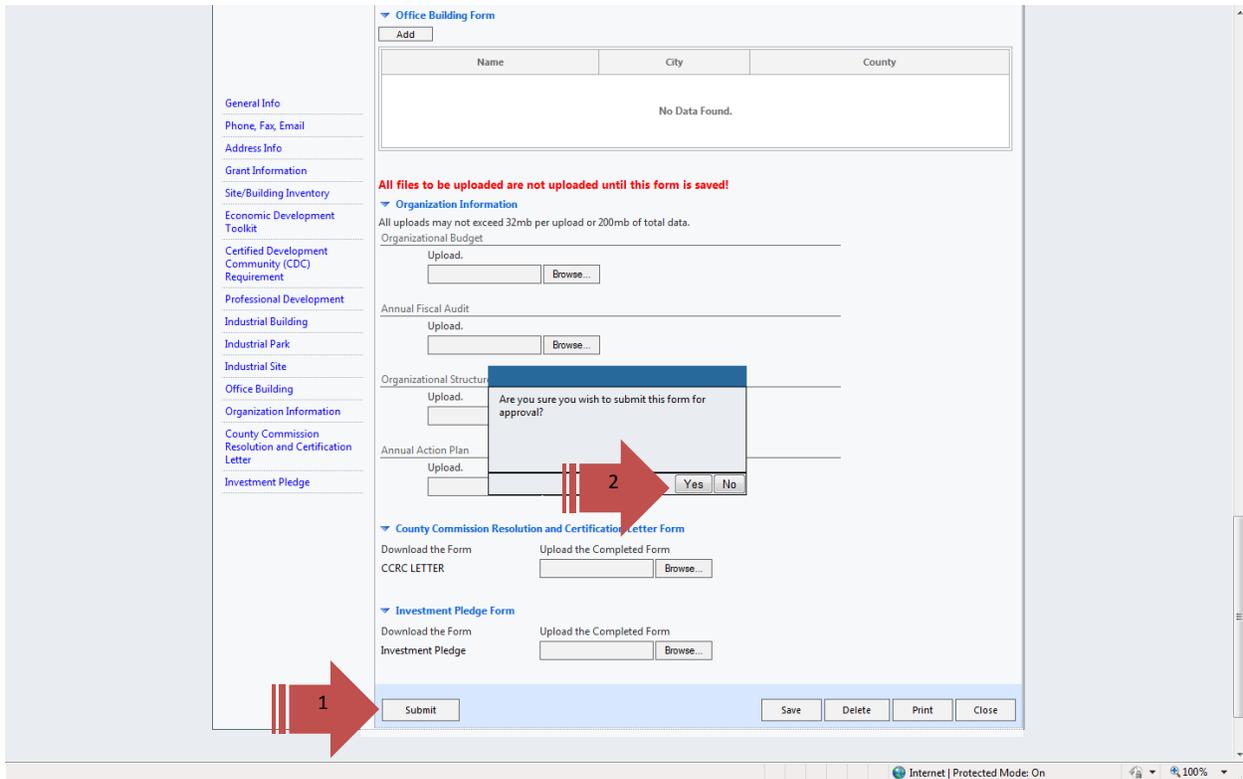
1. To submit the application, click **Submit**.
2. When prompted to confirm the submission, click **Yes**.

1. When asked to save the application before submitting, click **Yes**.

Return to Manage Grants Screen

1. An e-mail will be sent to your organization and Kevin Meadows after submitting the application.
2. Click on the **Home** link at the top of the screen to return to the Home Page.
3. Applications may be reviewed or edited by clicking on the Manage Grants link on this screen.

_____

_____

_____

_____

_____

_____

_____

Return to Companies and Contacts Page – Update

1. To update Retention and Expansion Notes, click on the Companies and Contacts link at the top of any screen.
2. To search, enter the Company or Contact name in the box provided and click the **Search** button.
3. The Company or Contact may also be found alphabetically by clicking one of the corresponding letters.
4. To scroll through the results, click the right arrow button.

1. Select your company by clicking on the **Name** of the company.

1. The selected Company's individual page will appear.

1. Scroll to the very bottom of the page.
2. You will see the Retention and Expansion Notes Section.
3. Enter the notes you feel are necessary in the box provided.
4. Click **Save Notes.**

_____

_____

_____

_____

_____

_____

_____

1. After saving the note, you will return to the top of the Company's Page.
2. Scroll back down to the bottom of the page and confirm the note was saved. All notes will be stamped with the individual's username and date the note was created.
3. Click **Close**.

1. Confirm close by clicking **Yes**.

Logout

1. After confirming close, the search page will appear.
2. Click **Log Out**.