Using the CORE-CT Grant Application System

School Construction Priority List, Non-priority List, and HVAC Indoor School Air Quality Grant Applications.
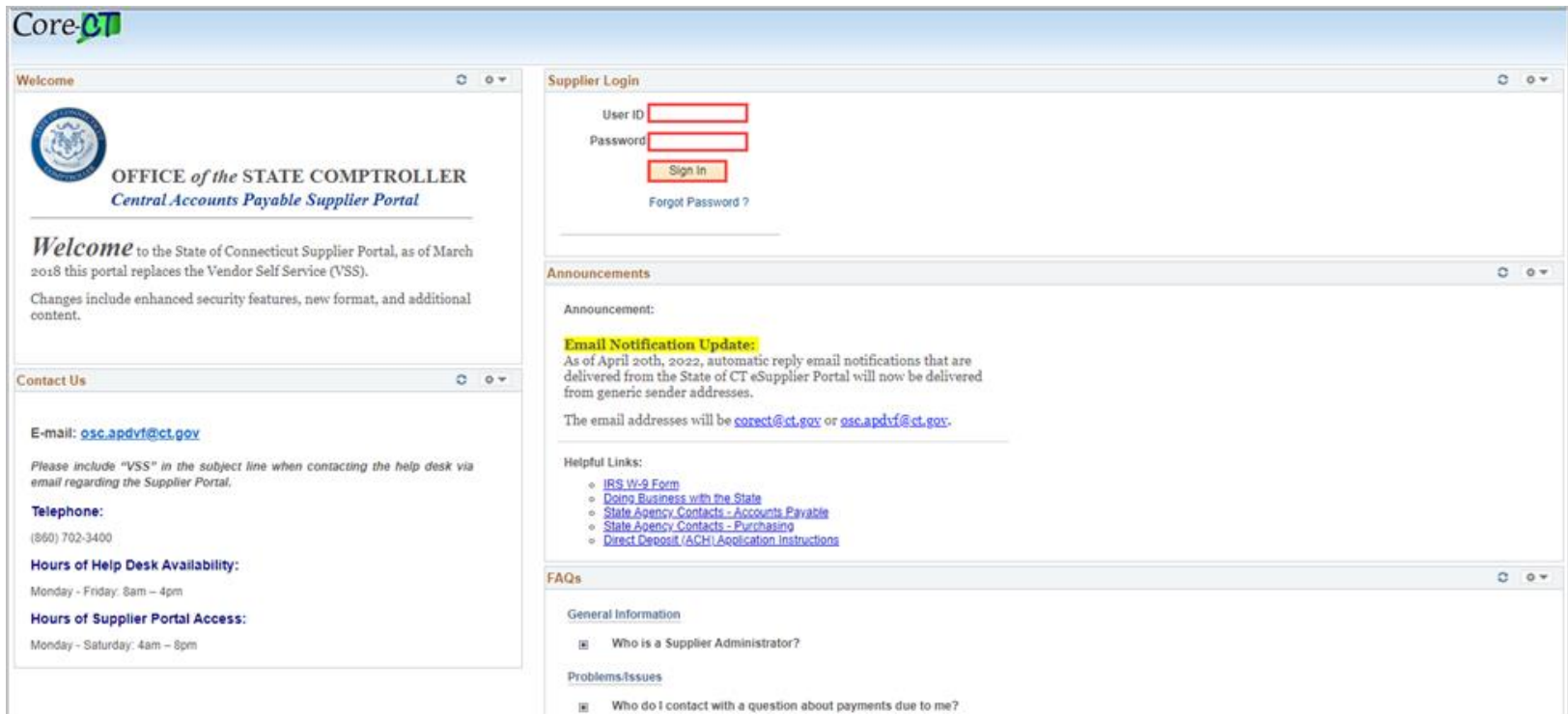
Superintendent User Accounts

- All applications are submitted in CORE-CT.

- Each municipality has a CORE-CT administrator who can create an account for the Superintendent.

- After the Superintendent account is created, the municipality is to send the account username to the Office of Grants Administration at DAS.GrantsAdministration@ct.gov. DAS Office of Grants Administration will add the correct permissions to the account. Our office will notify you once the permissions are added.

- Applications for School Construction Grants may be submitted by Superintendent CORE-CT accounts only.

- Do not wait! It can take two weeks or more to get an account set up to use.

Logging in

- Website: https://corevss.ct.gov/

Password reset

User ID [ ]

Password [ ]

Sign In

Forgot Password ?

- *"Forgot password"* leads to a page to trigger a reset email.

Supplier Login

Reset and Send Forgotten Password

Enter your UserID and click send to reset your password and have it sent to you via email.

*User ID [ ]

Send

Navigating to the Application

- Click **Supplier Homepage**.

Navigating to the Application

- Then click **My Event Activity.**
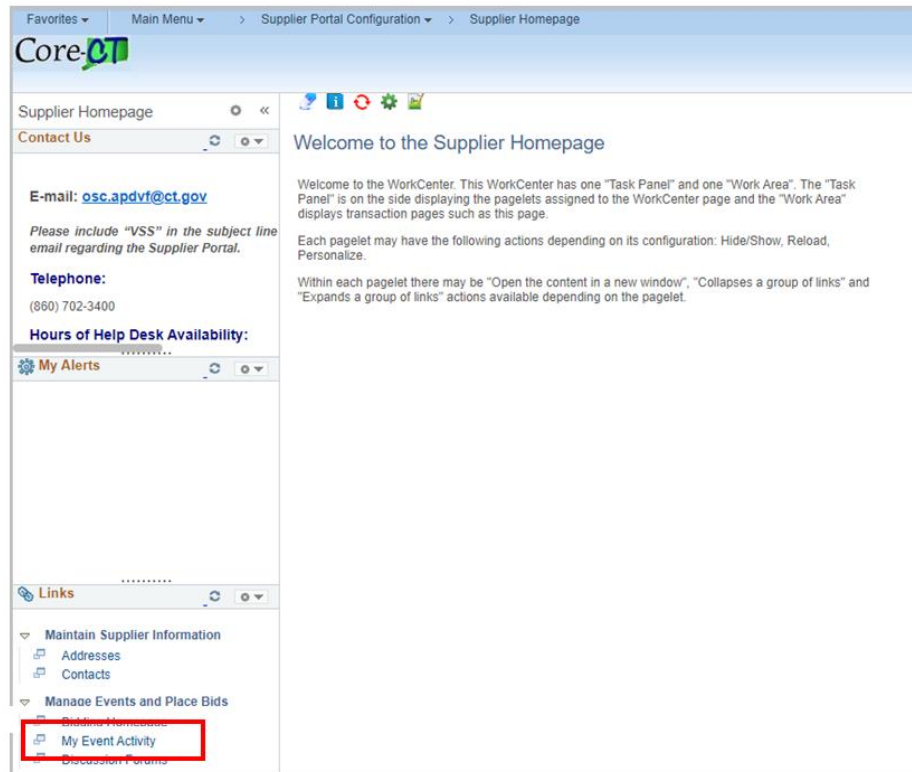
Navigating to the Application

Click on the yellow *"Search"* button.

At the bottom of the list, select the application event you intend to apply to.

Starting an Application
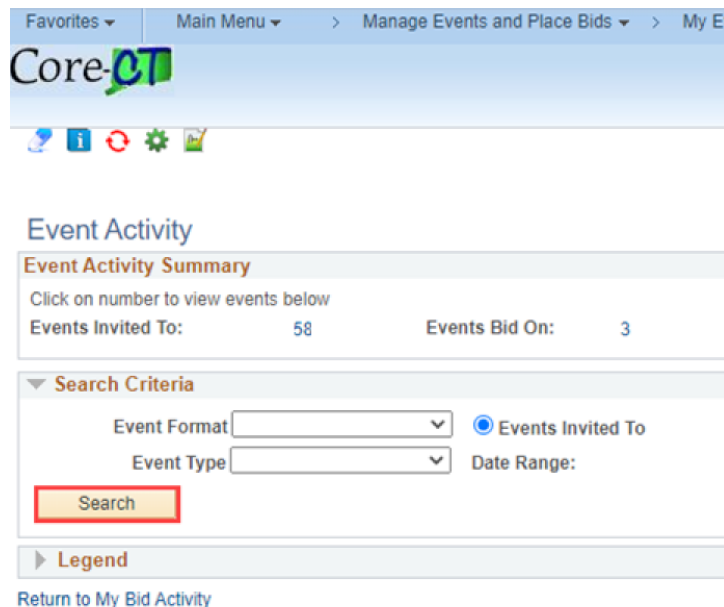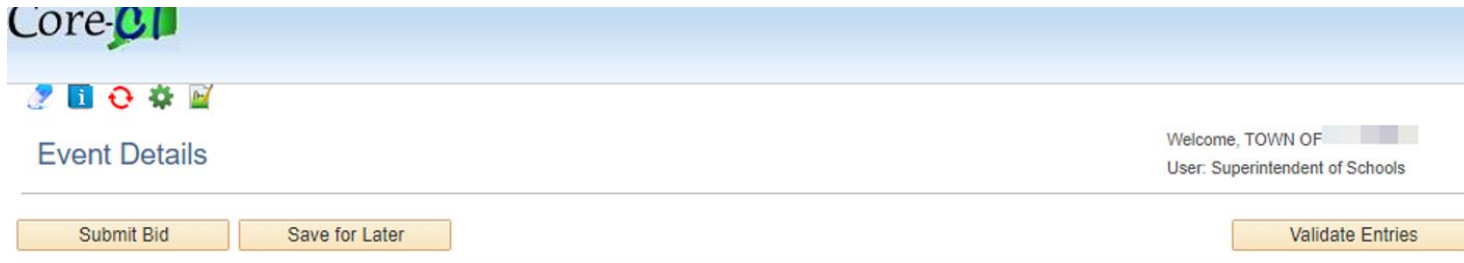
Click **Save for Later**.

- This causes your draft application to exist in the system.

- You will see a pop-up saying that the application is incomplete and a list in red of questions on this page that you need to complete. This is normal and expected.

- You can follow the steps up to this one more than once to create applications for more than one school facility.

Question Types

Menu selection.

Question Types

Choice options.

Question Types

Date selection.

4. What is the date that the Superintendent grant application resolution was passed?

Response [   ] 📅   Add Comments or Attachments

Calendar   ×

September ∨   2022   ∨

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

◀ Current Date ▶

Question Types

File upload.

Two pages of application

Accessing the second page.

Step 2: Enter Line Bid Responses

This event contains one or more individual lines that await your bid response. Some or all lines may require your bid in order for consideration by the Event Administrator.

Lines in This Event	1
Lines That Require a Response	1
Lines Responded To	0
Your Total Line Pricing	100,000.0000 USD

Hide Line Detail

★ Bid Required   💬 Line Comments/Files

Lines   Personalize | 🗗   First ◀ Previous Lines **1** of **1** Next Lines

Line		Item ID	Description	Unit	Your Unit Bid Price	Your Total Bid Price		
1	★		HVAC Application	EA	100000.000000	100,000.0000 USD	Bid	💬

Event Comments and Attachments

At any point in the bid response process you may save an in-progress bid and resume completion at later time. When your bid response is complete, submit for consideration.

Submit Bid   Save for Later   Validate Entries
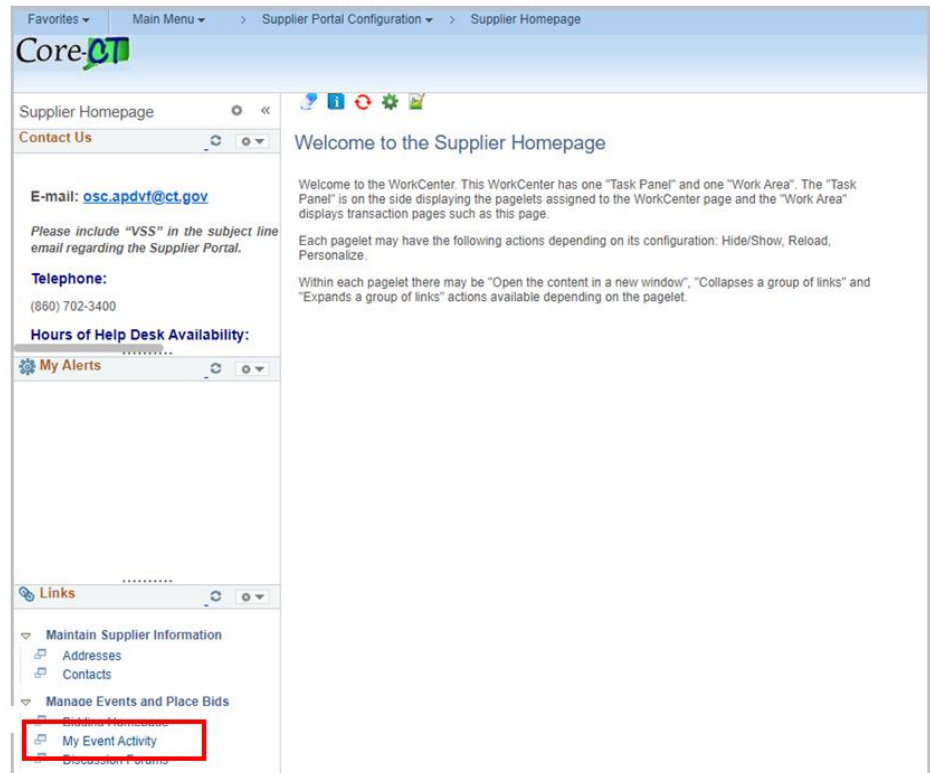
Return to Event Search

Two pages of application

Returning to the first page.

Submitting the application

Click *"Submit Bid"* to submit your application.

Note: The CORE-CT system will allow you to edit applications you have already submitted until the end of the application deadline. However, if you make changes to an already submitted application, click "Submit Bid" and not "Save for Later" since doing that will revert your application to unsubmitted draft status.

If you do not receive a confirmation that your application was submitted, please contact DAS.GrantsAdministration@ct.gov.
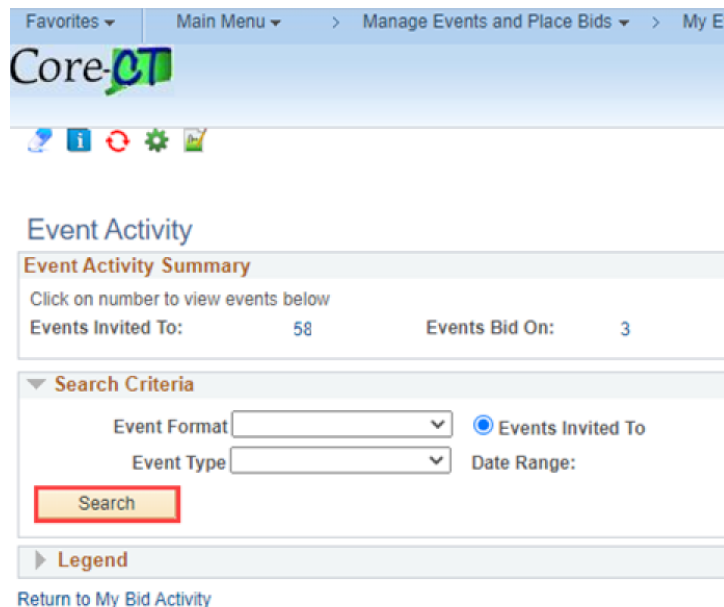
Returning to Draft Applications

- You can return to a draft (or already submitted) application for further edits during a later sitting.

- To do that, go back to the step where you clicked **My Event Activity**, and do so again.

Returning to Draft Applications

Click on the yellow *"Search"* button.

At the bottom of the list, select the event for your type of application.

Returning to Draft Applications

Click where it says *"X-in-Process..."*

Returning to Draft Applications

Click *"View/Edit"* in the row for whichever of your applications you wish to edit.

Questions and Contact Information

- Please contact DAS.GrantsAdministration@ct.gov for questions or additional support.