



# eGrants User’s Guide to Creating an Application

**NOTE:** Changes to the eGrants system can occur at anytime. For the latest version of this and other eGrants documents, click the [Updates](#) link on the eGrants login page.

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## System Introduction

Welcome to the eGrants User’s Guide to Creating an Application. The Office of the Governor (OOG) has developed this central portal as a paperless grant system to efficiently and effectively provide grant application and management for Grantees and OOG. This guide is designed to assist users with the eGrants application process.

**NOTE:** Changes to the system can occur at anytime. Updated information can be found on the eGrants home page tab titled “Updates”.

### eGrants Home Page

The eGrants Home page, located at <https://egrants.governor.state.tx.us/> is your starting point for the eGrants system. Using the links on the upper left of the page, you can:

1. Register for a new account.
2. View a calendar of grant solicitation open and close dates.
3. Contact the OOG.
4. View Updates (Instructional links for PDF documents will be located here for any changes to the system).

Additional links provided as a quick reference to assist in grant funding include:

1. A “Grant Resources” link that provides additional links to federal and state grant resources.
2. A scrolling message bar titled “eGrants News” that will provide links to updates for the system and new funding opportunities.
3. A PDF link providing information about state / federal fund sources labeled [state and federal funding sources \[26KB PDF\]](#).
4. A link that provides a summary of the grant projects CJD administers labeled [Read More](#).



## eGrants Registration

### Begin Registration

To register for an account in eGrants and gain access to the system, click the “Register” tab or the “Register Here!” link in the login area.

The registration process need only be completed for first-time users. If you are a returning eGrants user you would log in to the eGrants Home page using your existing username and password.





***New Account Information***

A new page will display prompting you to fill in the required new account information. Your User Name must be between 6 and 20 characters – no special characters (such as # %) and no spaces. **Before completing this step, note your new User Name and keep it in a secure place.**

Thursday, March 15, 2012

- ▶ HOME
- ▶ REGISTER
- ▶ CALENDAR
- ▶ CONTACT US
- ▶ UPDATES

Office of the Governor eGrants

★ Create a new eGrants account

Create a New Account

Please fill out the information below.

User Name:

Business Phone:

Email Address:

Alternate Phone:

Re-enter Email Address:

Fax Number:

First Name:

Position:

Last Name:

Title:

Enter a Personal Identification Number (PIN):

Salutation:

Address Line 1:

Address Line 2:

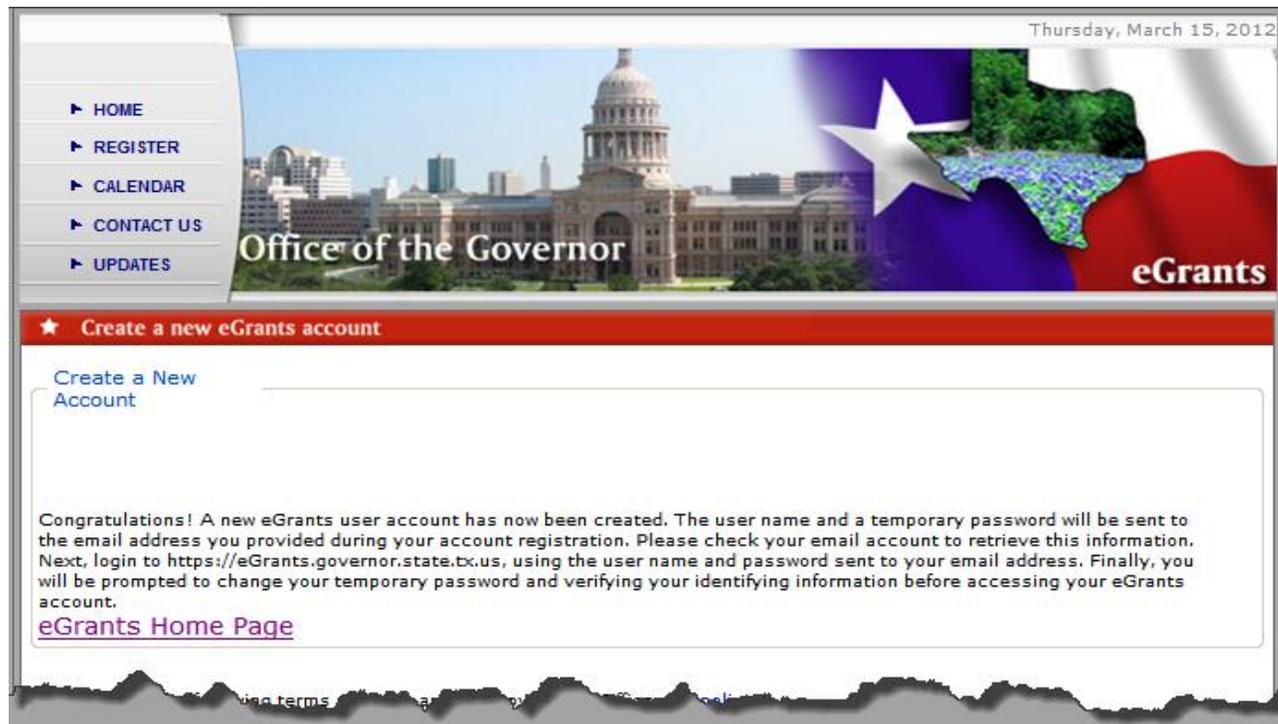
City:

State:



### **Registration Complete**

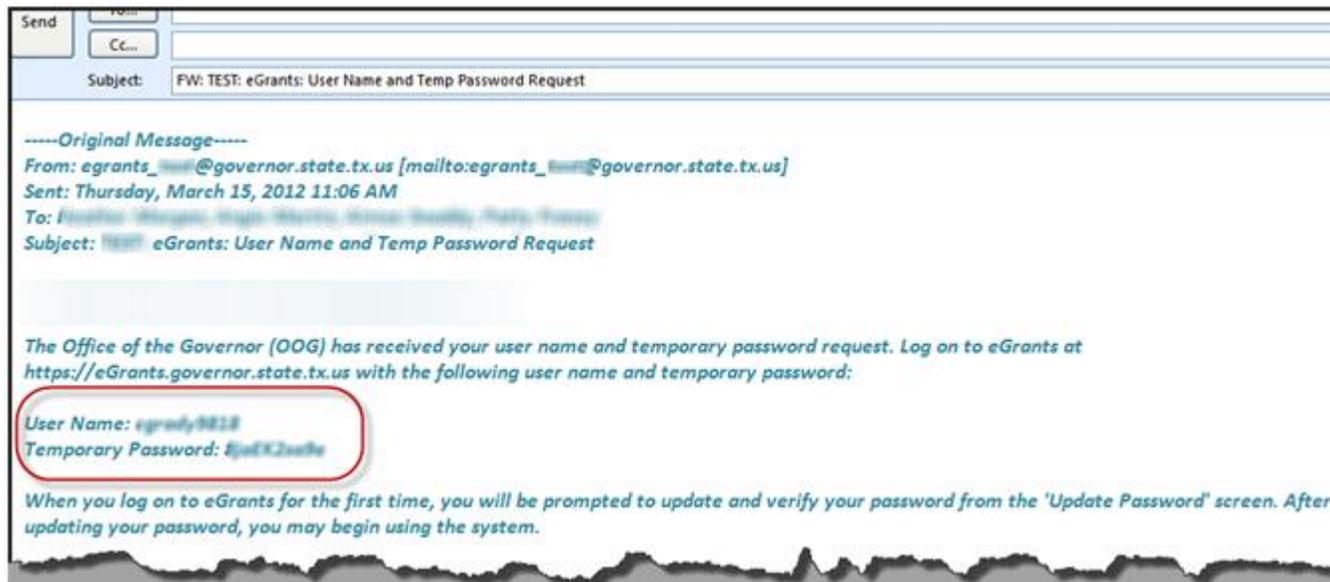
Once you have provided the required registration information and you have successfully registered for a new account in the eGrants system you will receive a *'Congratulations!'* message.





### Temporary Password

Upon successfully completing the registration process for creating a new account in eGrants you will receive an email notification from OOG with your User Name and Temporary Password.





Once you retrieve the OOG email notification with your eGrants user name and temporary password you will need to return to the eGrants Home page and use the information to log in to the eGrants system.





### ***Secret Question***

After logging in to the eGrants system you will be prompted to pick a secret question from the drop-down menu and enter an answer. Once you click the *'Update Secret Question'* button you will automatically be redirected back to the eGrants Home page.

The screenshot shows the 'Update Secret Question' page on the eGrants system. At the top right, the date 'Thursday, March 15, 2012' is displayed. On the left, a navigation menu includes links for HOME, REGISTER, CALENDAR, CONTACT US, and UPDATES. The main banner features a photograph of the Texas State Capitol building, the text 'Office of the Governor', a map of Texas, and the 'eGrants' logo. Below the banner, a message reads: 'Please pick a secret question and answer for your account. This is a security measure that will help us identify your account.' The form includes a dropdown menu for selecting a secret question, currently set to 'What is my favorite color?'. Below this is a text input field for the answer, containing the word 'red'. A blue 'Update Secret Question' button is positioned below the answer field. At the bottom of the page, a copyright notice states 'Copyright © 2006 Office of the Governor'.



## Password

You should now be back on the eGrants Home page where you will log back in to the eGrants system with your user name and temporary password. You will then be directed to the **My Password** page where you will update your password.

- Enter your temporary password in the **Enter Current Password** box.
- Create a new password. *Your password must be between 8 and 20 characters, must contain at least 1 uppercase letter, must contain at least 1 special character (i.e. #, %, \$, \*, etc), and must contain at least 1 numeric character.*
- Enter your new password in the **Enter New Password** box.
- Enter your new password in the **Confirm New Password** box.
- Make sure to note your new password and keep it in a secure place, OOG will not have access to your new password.
- Click the 'Change Password' button.

General Information and Instructions for Managing Your Password

[View Password Construction](#)

[View Secret Question](#)

[View 90-Day Reset](#)

[View Failed Attempts Lock-Out](#)

[View Website Policies](#)

**Update My Password**

We recently emailed you a temporary password. Please choose a new password for your account.

Enter current password  
\*\*\*\*\*

Enter new password  
\*\*\*\*

Confirm new password  
\*\*\*\*

- Password must be between 8 and 20 characters
- Password must contain at least 1 Uppercase letter
- Password must contain at least 1 special character (i.e. #, %, \$, &, \*, etc.)
- Password must contain at least 1 numeric character

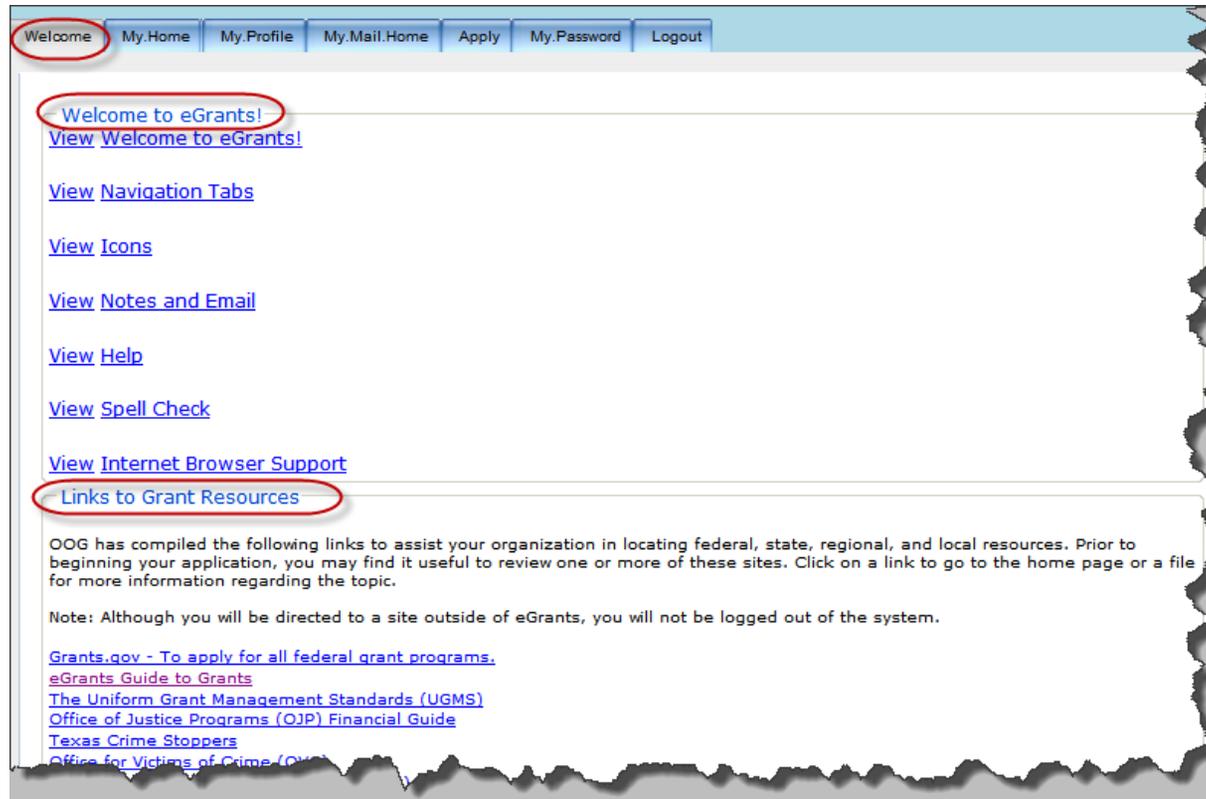
**Change Password**

**NOTE:** If your Organization is a first-time eGrants user, your Authorized Official, Financial Officer and Project Director must all create an account in eGrants before your Organization can apply for a grant!



## eGrants Welcome

After successfully logging in to the eGrants system, the eGrants “Welcome” page will display. The “Welcome” page, is designed to familiarize you with site-wide information, such as Icons and Notes and Email. In addition, the page contains links to federal, state, regional and local grant resources.





## Creating an Application

### Step 1. Apply Tab

To begin the application process, select the “Apply” tab and begin searching for available funding opportunities.

- Select the applicable **Funding Agency** from the drop-down menu.

The screenshot shows the eGrants application interface. At the top, there is a navigation bar with tabs: Welcome, My.Home, My.Profile, My.Mail.Home, Apply, My.Password, and Logout. The 'Apply' tab is highlighted with a red circle. Below the navigation bar, there is a section titled 'General Information and Instructions' with two links: 'View Introduction' and 'View Instructions'. Below this, there is a section titled 'Funding Agency' with a label 'Select your desired funding agency:' and a dropdown menu. The dropdown menu is currently set to 'Criminal Justice Division (CJD)' and has a red arrow pointing to it.



- Select your **Organization Type** and additional information that may be applicable to your project.
- Select the **Type of Project** that best describes your project (note: you may select one or more categories).
- After selecting the criteria, click the ‘*Search for Funding Opportunities*’ button.

**Organization Type**

Select your type of organization. Then, if prompted, select any additional information that applies for this proposed project: ?

County

applying to provide services to all others

applying to provide direct services to victims only

applying to operate a Community Supervision and Corrections Department (CSCD)

applying to address Disproportionate Minority Contact (DMC)

**Type of Project**

Select one or more general categories below that best describes your proposed project.

Law Enforcement     Prosecution and Court Services     Crime Stoppers Assistance     Residential Substance Abuse

Forensic Sciences     Drug Courts     Victim Assistance     COG Planning Assistance

Juvenile Services     County Essential Services

**Search for Funding Opportunities**



Upon clicking the ‘*Search for Funding Opportunities*’ button the results for available funding opportunities will display at the bottom of the “Apply” page. Carefully review the funding opportunities and choose the applicable opportunity by clicking the ‘*Apply*’ button.

**Search for Funding Opportunities**

**Available Funding Opportunities**

OOG is now accepting applications for the following opportunities.

Funding Opportunity RFA (if applicable)	Fund Source	Opportunity Open Date	Opportunity Close Date	Apply
[Faded text]	[Faded text]	[Faded text]	[Faded text]	<a href="#">Apply</a>
[Faded text]	[Faded text]	[Faded text]	[Faded text]	<a href="#">Apply</a>



## Step 2. Eligibility Tab

After selecting a funding opportunity, you are directed to the “Eligibility” tab. Only two tabs are displayed at the top of this page. Additional tabs will display as you progress through the application process.

- Enter your 9-digit State Payee Identification Number assigned to your Agency by the State Comptroller’s Office.
- If you are applying for a continuation of an existing grant, enter the existing grant number.
- Click the ‘*Start Application*’ button.

Eligibility My Home

General Program Provisions and Eligibility Requirements  
View Introduction

[View Adoptions by Reference](#)

State Payee Identification

Enter the Applicant Agency's State Payee Identification Number ( e.g., Federal Employer's Identification (FEI) Number or Vendor ID): \* ?

1 2 3 4 5 6 7 8 9

• Invalid: The **State Payee Identification Number** must contain a total of nine (9) digits. Please send an email to the eGrants Help Desk at [egrants@governor.state.tx.us](mailto:egrants@governor.state.tx.us) if you need assistance with this feature.

Create a Continuation Project

Grantee organizations that have a grant project that they want to request continued funding for will need to enter the existing grant information below. Otherwise, if this is a new project leave this box blank.

After typing in the State Payee ID and / or the Existing Grant Number, click on the **Start Application** button.

Enter the Existing Grant Number (e.g., 1600002):

?

Start Application



## NAVIGATING GRANT-SPECIFIC TABS

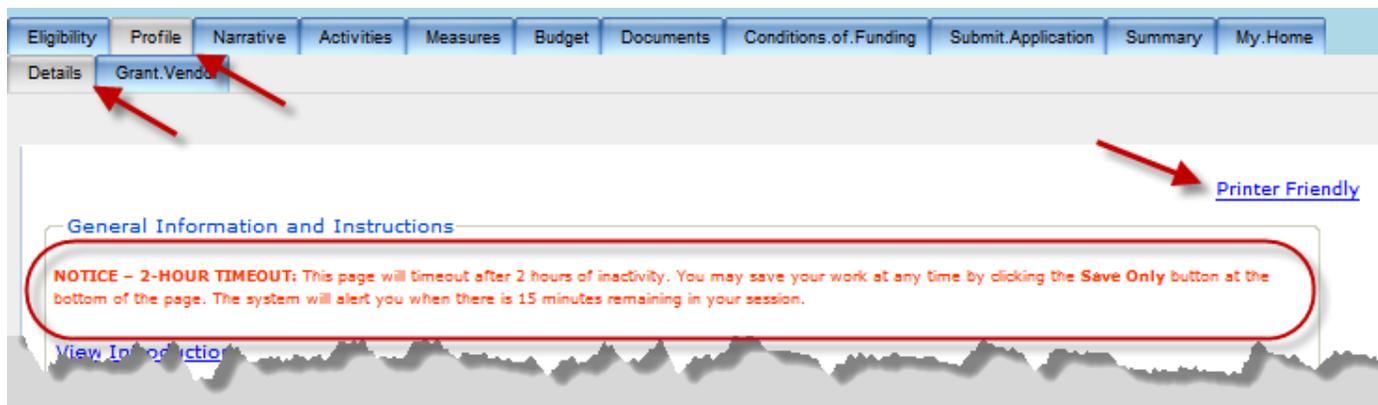
After starting the application, additional tabs display across the top of the page and relate to the application you are creating.

Tab(s) in gray indicate your current location in the eGrants system. Sub tabs on the second row are sub categories of the highlighted tab(s) above. The eGrants application process leads you through each of the relevant tabs—from left to right.

## PRINTER FRIENDLY

There is a “Printer Friendly” link on every page of the application. Click the link to view the information you provided on the page. Click the ‘*Print This Page*’ button on the resulting “Printer Friendly” page to print the information.

**Important Notice**—When you are working in the eGrants system each page will timeout after 2 hours or inactivity, make sure to save your work by clicking the ‘*Save Only*’ button at the bottom of each page.





### Step 3. Profile Tab

#### Profile/Details Sub Tab

#### IDENTIFYING INFORMATION

This area requests information regarding your Agency:

- **Applicant Agency Name** – Provide the legal name of the Agency requesting funding. Local governments should enter the legal name of the city or county government.
- **Project Title** – Name of the project. The title should provide a clear and concise description of what the project does.
- **Division or Unit to Administer the Project** – Name of the administering department, division, or unit.
- **Agency Address** – Physical address of the project. If the organization is required to keep this information confidential, enter a mailing address.
- **City/State/Zip** – City, State, and Zip that corresponds with the address provided. **NOTE:** the zip code must be in the zip + 4 digit format (i.e. XXXXX-XXXX).
- **Start/End Dates** – Prospective start and end date of the project.

The screenshot shows a web application interface with a navigation menu at the top containing tabs: Eligibility, Profile, Narrative, Activities, Measures, Budget, Documents, Conditions of Funding, Fiscal Capability, Submit Application, Summary, and My Home. Below this is a sub-menu with 'Details' and 'Grant Vendor'. The 'Details' sub-tab is selected and highlighted with a red circle. The main content area is titled 'Identifying Information' and contains several input fields: Applicant Agency Name, Project Title, Division or Unit to Administer the Project, Agency Address Line 1, Agency Address Line 2, City, State (a dropdown menu currently showing 'Alabama'), Zip Code, Start Date, End Date, and Plan Year. The 'Identifying Information' title is also highlighted with a red circle.



TARGET AREA INFORMATION

This area provides information on the geographic area served by the project.

- **Project’s Geographic Impact** – The project’s geographic scope – local, regional, statewide.
- **County Served/Statewide** – Select the *primary* county for project activities. If statewide, select “Impact is Statewide” from drop-down menu.
- **Services Location** – Click “Click to View County List”. Select *all* counties to be served by your project. If project has statewide impact, select “Impact is Statewide” from the list.

Eligibility Profile Narrative Activities Measures Budget Documents Conditions of Funding Submit Application Summary My Home

Details Grant Vendor

**Target Area Information**

Select Your Project's Geographic Impact:  
 Local  Regional  Statewide

Select the county in which the majority of services will be provided, or select **Impact is Statewide**:  
 Tarrant

Your project will provide services within: Tarrant

Peer Review for Your Project Performed by:  
 Capital Area Council of Governments

Select all of the counties within the project's service area:  
[Click to View County List](#)

<input type="checkbox"/> Anderson	<input type="checkbox"/> Collin	<input type="checkbox"/> Gillespie	<input type="checkbox"/> Johnson	<input type="checkbox"/> Montague	<input type="checkbox"/> Smith
<input type="checkbox"/> Andrews	<input type="checkbox"/> Collingsworth	<input type="checkbox"/> Glasscock	<input type="checkbox"/> Jones	<input type="checkbox"/> Montgomery	<input type="checkbox"/> Somervell
<input type="checkbox"/> Angelina	<input type="checkbox"/> Colorado	<input type="checkbox"/> Goliad	<input type="checkbox"/> Karnes	<input type="checkbox"/> Moore	<input type="checkbox"/> Starr
<input type="checkbox"/> Aransas	<input type="checkbox"/> Comal	<input type="checkbox"/> Gonzales	<input type="checkbox"/> Kaufman	<input type="checkbox"/> Morris	<input type="checkbox"/> Stephens
<input type="checkbox"/> Archer	<input type="checkbox"/> Comanche	<input type="checkbox"/> Gray	<input type="checkbox"/> Kendall	<input type="checkbox"/> Motley	<input type="checkbox"/> Sterling



### GRANT OFFICIALS INFORMATION

Designate officials for your application. **Before this step, each official must register for an account in eGrants.** Otherwise, the eGrants system will not recognize them or allow them to be assigned to the project. Once the officials have registered, enter their email addresses in the proper line then press ‘Verify Email and Set Official to the Project’ button.

*Per Texas Administrative Code (TAC) §3.2501:*

- Each grant must have a project director, financial officer, and authorized official. No person shall serve in more than one capacity.
- Each grant official must have an email address and access to the Internet.
- The grantee shall notify CJD within 20 calendar days of any change in the designated project director, financial officer, or authorized official; any change in the mailing address, email address, fax number, or telephone number of each grant official and any change in the grantee's physical address.

#### **Officials:**

- **Authorized Official** The Authorized Official (AO) may perform all application and grant management processes in eGrants. If an application has been submitted by another grant official, the AO is responsible for certifying the application to complete the application submission process. The AO performs key functions of the application process such as certifying and submitting Preliminary Review Report (PRR) responses, as well as withdrawing the application, and declining or accepting the award.
- **Financial Officer** – The Financial Official (FO) may modify and submit the application prior to certification by the Authorized Official.
- **Project Director** – The Project Director (PD) may create, edit, and submit applications prior to certification by the Authorized Official.
- **Grant Writer** – The Grant Writer may create, edit and submit applications prior to the certification by the Authorized Official.



Eligibility **Profile** Narrative Activities Measures Budget Documents Conditions.of.Funding Submit.Application Summary My.Home

Details Grant.Vendor

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**Grant Officials Information**

Authorized Official Email Address:  [Verify Email and Set Official to the Project](#) ?

Financial Officer Email Address:  [Verify Email and Set Official to the Project](#) ?

Project Director Email Address:  [Verify Email and Set Official to the Project](#) ?

Grant Writer Email Address:  [Verify Email and Set Contact to the Project](#) ?

Title:

Last Name:  First Name:

By:  Phone:  Fax Number:



**NOTES**

The message box is used to exchange notes with OOG. This box does not function like an Instant Message (IM) nor does it send a separate email to OOG. This box appears on multiple pages within the eGrants system.

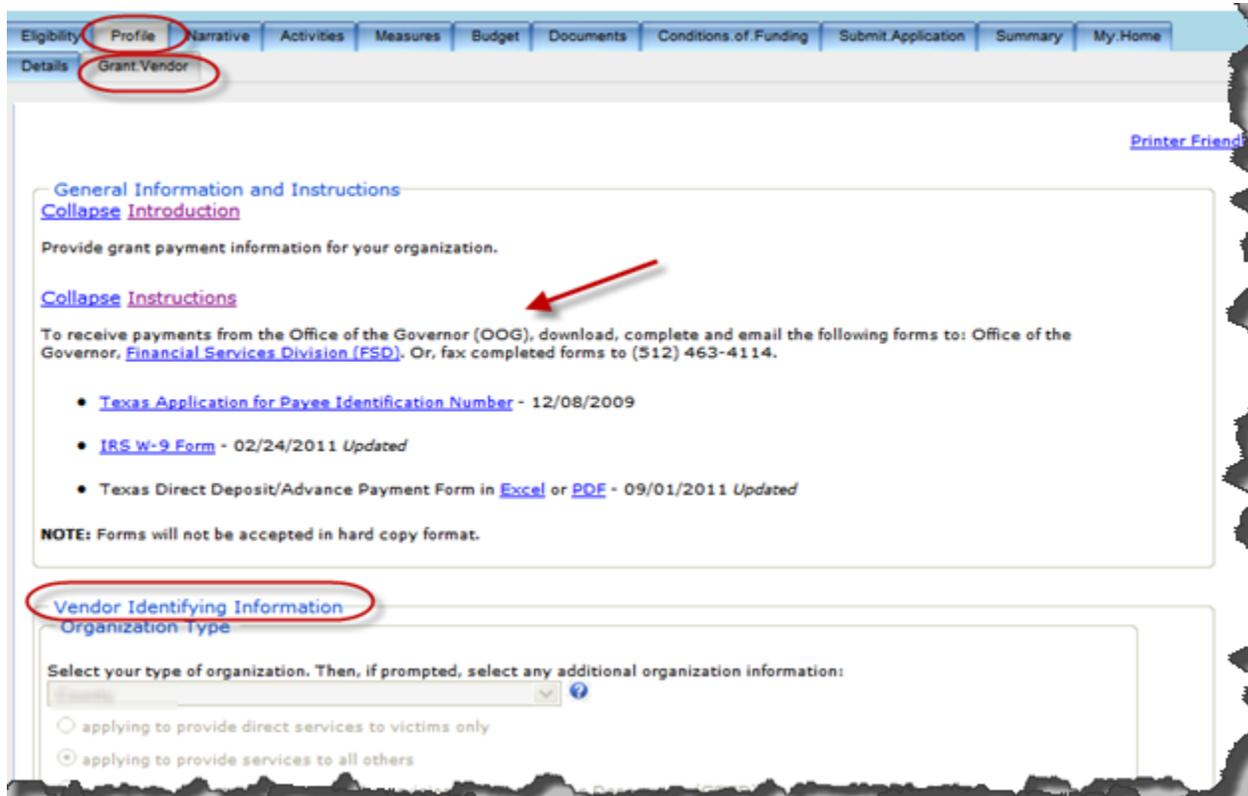
**Your note will be recorded on the page and only viewable to OOG staff when the record is open.** If you need to send an immediate message to OOG, use the “My Mail” tab.





**Profile/Grant Vendor Sub Tab**

This page collects information about your Organization for payment purposes. The Financial Officer is responsible for assuring the accuracy of the “Vendor Identifying Information” (i.e. State Payee ID Number, DUNS). Each applicant is also responsible for ensuring that the required direct deposit financial information is completed.







#### **Step 4. Narrative Tab**

The Narrative area provides fund specific information and is where you will provide a detailed description of your project. Make sure to take advantage of grammar and spell check options as you create your Narrative responses.

**TIP:** Some users create responses using an external word processing program, then cut-and-paste them into the appropriate boxes.

#### ***IMPORTANT REMINDER – 2-hour eGrants Session Timeout!!***

*The eGrants system will alert you when you have 15 minutes remaining in your session. Make sure to save your responses as you work by pressing the ‘Save Only’ button at the bottom of the page.*

#### ***Fund Source Information and Requirements***

The “Fund Source Information and Requirements” provides information for the funding source which you are applying for and fund source requirements that you will be required to provide responses for in order to be eligible for funding.

- Primary Mission and Purpose
- Funding Levels
- Match Requirements (if applicable)
- Program Requirements – Fund Source Requirements will vary.
- Civil Rights Liaison Point of Contact – Contact Name, Complete Address and Phone Number.
- Certification – Check the box to certify to all the eligible requirements.



- Eligibility
- Profile
- Narrative**
- Activities
- Measures
- Budget
- Documents
- Conditions of Funding
- Submit Application
- Summary
- My Home

[Printer Frie](#)

**General Information and Instructions**

**NOTICE – 2-HOUR TIMEOUT:** This page will timeout after 2 hours of inactivity. You may save your work at any time by clicking the **Save Only** button at the bottom of the page. The system will alert you when there is 15 minutes remaining in your session.

[View Introduction](#)

**Fund Source Information and Requirements**

**Primary Mission and Purpose**

The purpose of this funding is to assist in developing and strengthening effective law enforcement, prosecution and court strategies to combat family violence, sexual assault, dating violence, and stalking crimes against women and to develop and strengthen victim services in such cases.

**Funding Levels**

The anticipated funding levels for these programs are as follows:

- Minimum Award - \$5,000
- Maximum Award - None
- Grantees must provide matching funds of at least thirty-five percent (35%) of total project expenditures. This requirement may

*Note: If you voluntarily include matching funds that exceed the minimum match requirement, you will be held to that amount throughout the grant period.*

**Program Requirements**

**Preferences** – Preference will be given to applicants that promote comprehensive victim restoration while incorporating an emphasis on cultural competency in underserved populations. Applicants are also encouraged to streamline administrative and reporting processes by consolidating grant requests whenever possible in lieu of submitting multiple applications.

**Program Emphasis** – Applicant agrees to implement comprehensive strategies that are sensitive to the concerns and safety of the victims and hold offenders accountable for their crimes. Applicants must indicate the percentage of their project that benefits Victim Services, Law Enforcement, Prosecution, Courts or other areas. Program emphasis decisions should be made based on the beneficiary of the funded activities. For example, a victim services coalition who provides training to police throughout the state would fall under the "law enforcement" category because the training is to benefit law enforcement.

**Civil Rights Liaison**

A civil rights liaison who will serve as the grantee's civil rights point of contact and who will be responsible for ensuring that the grantee meets all applicable civil rights requirements must be designated. The designee will act as the grantee's liaison in civil rights matters with CJD and with the federal Office of Justice Programs.

Enter the Name of the Civil Rights Liaison:

Enter the Address for the Civil Rights Liaison:

Enter the Phone Number for the Civil Rights Liaison [(999) 999-9999 x9999]:

**Certification**

Each applicant agency will certify to the specific criteria detailed above under **Program Requirements** to be eligible for funding under the Violent Crimes Against Women Criminal Justice and Training Projects – Domestic Violence, Sexual Assault, Dating Violence, and Stalking Solicitation.

I certify to all of the above eligibility requirements.



## Project Narrative

“Project Narrative” allows you to provide clear and concise details about your project. When describing your project make sure the information is easy to understand by a person not familiar with your project. (i.e. Problem Statement, Supporting Data, Community Plan, Goal Statement, etc.). Provide only information that would be suitable for release in response to a public information request.

The screenshot shows a web form titled "Project Narrative" with four main sections, each with a red arrow pointing to its title:

- Problem Statement**: "Provide a detailed account of the issues your project will target." Below this is a large text area.
- Supporting Data**: "Provide supporting data, including baseline statistics and the sources of your data, which are pertinent to the grant project and its target area. Do not use statewide data for a local problem or national data for a statewide problem." Below this is a large text area.
- Community Plan**: "If this is a local or regional project, the project must be in response to priorities identified in a community plan. In the area below, identify what priority(ies) this project addresses within your community plan." Below this is a large text area.
- Goal Statement**: "Provide a brief description of the overall goals and objectives for this project." Below this is a large text area.

A yellow callout box with red text is positioned between the "Problem Statement" and "Supporting Data" sections, stating: "You cannot cut and paste tables or graphs with supporting data in this area, the formatting will be lost."



Within the program narrative area there may be sections (i.e. CWA, Continuation Projects, etc.) that will not be applicable to your project, make sure to type in 'NA'. After entering the information for your project for the Project Summary section you will need to click the 'Save Only' button to ensure that your information has been saved.

**Cooperative Working Agreement (CWA)**

When a grantee intends to carry out a grant project through cooperating or participating with one or more outside organizations, the grantee must obtain authorized approval signatures on the Cooperative Working Agreement (CWA) from each participating organization. Grantees must maintain on file a signed copy of all CWAs. CWAs do not involve an exchange of funds.

For this project, provide the name of the participating organization(s) and a brief description of the purpose(s) for each CWA. CWAs are required when two or more agencies must work together to accomplish the project's goal.

Note: A **Sample CWA** is available [here](#) for your convenience.

*If not applicable, enter 'NA'*

**Continuation Projects**

For continuation projects only, if your current or previous year's project is NOT on schedule in accomplishing the stated objectives, briefly describe the major obstacles preventing your organization from successfully reaching the project objectives as stated within your previous grant application. (Data may be calculated on a pro-rated basis depending on how long the current or previous year's project has been operating.)

**Project Summary**

Briefly summarize the entire application, including the project's problem statement, supporting data, goal, target group, activities, and objectives. Be sure that the summary is easy to understand by a person not familiar with your project and that you are confident and comfortable with the information if it were to be released under a public information request.



## Step 5. Activities Tab

The Activities area collects information about the type of activities your organization will perform as part of the grant-funded project. Information from the selected activity(ies) generates the measures.

This Activities area also provides and captures additional detailed fund source information to further define your project:

- Fund Source Information and Requirements
- OOG-Defined Project Activity Areas
- Create Grantee-Defined Project Activity Areas
- Review/Revise Information in the Detailed Project Activity Area
- Target Group and Population Area

### ***Fund Source Information and Requirements***

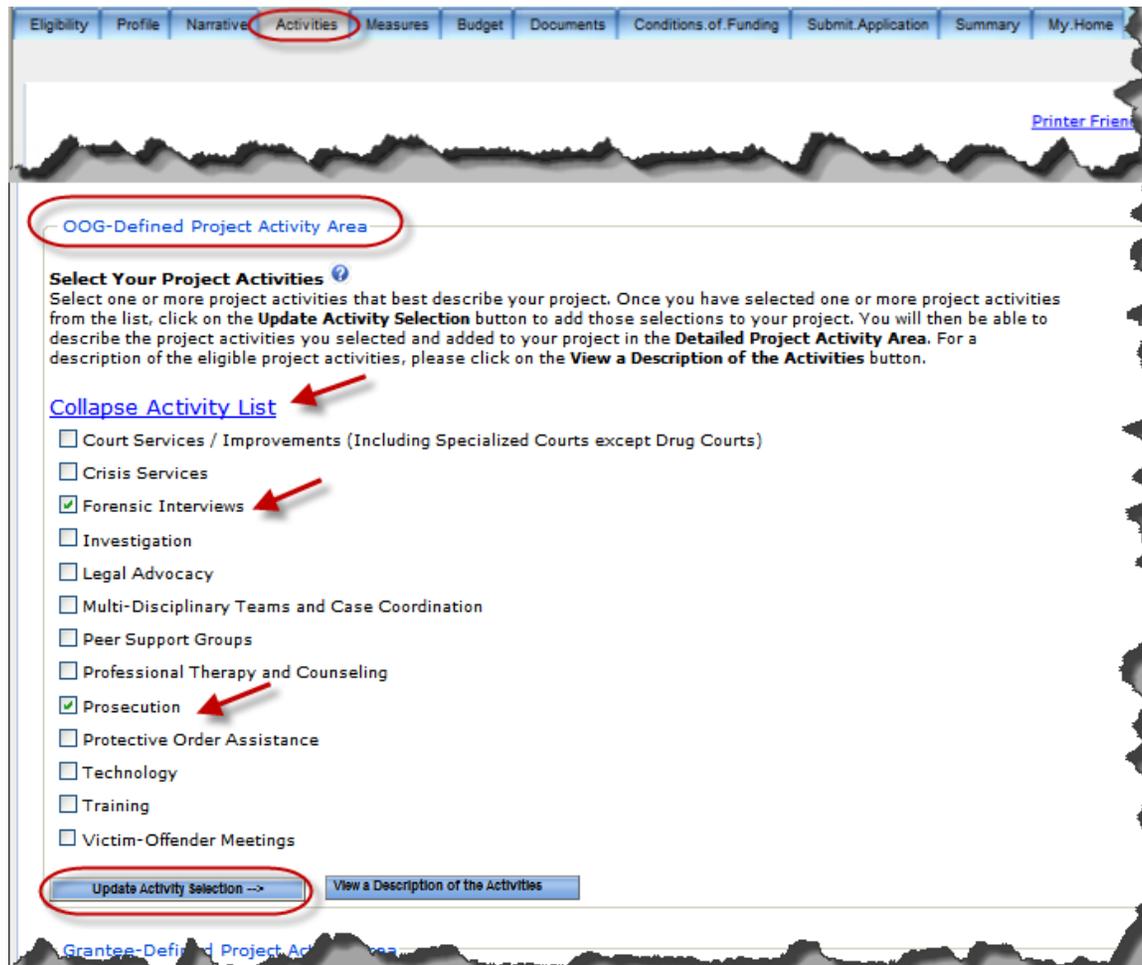
“Fund Source Information and Requirements” collects information specifically related to the fund source associated with your grant application. This area changes according to the associated fund source.

The screenshot displays the eGrants application interface. At the top, a navigation menu includes tabs for Eligibility, Profile, Narrative, Activities (highlighted with a red circle), Measures, Budget, Documents, Conditions of Funding, Submit Application, Summary, and My Home. Below the navigation menu, there is a section titled "Fund Source Information and Requirements" (also highlighted with a red circle). This section contains a "Type of Crime Victim" heading and instructions: "Select the type(s) of crime victim this project targets and provide the percentage of time dedicated to serving each category of crime victim. You may select more than one type; however, the sum of the percentages may not exceed 100%." Below this, there are two input fields: "Sexual Assault Percentage (%)" and "Domestic Abuse Percentage (%)", each with a small square input box. A "Printer Friendly" link is visible in the top right corner of the content area.



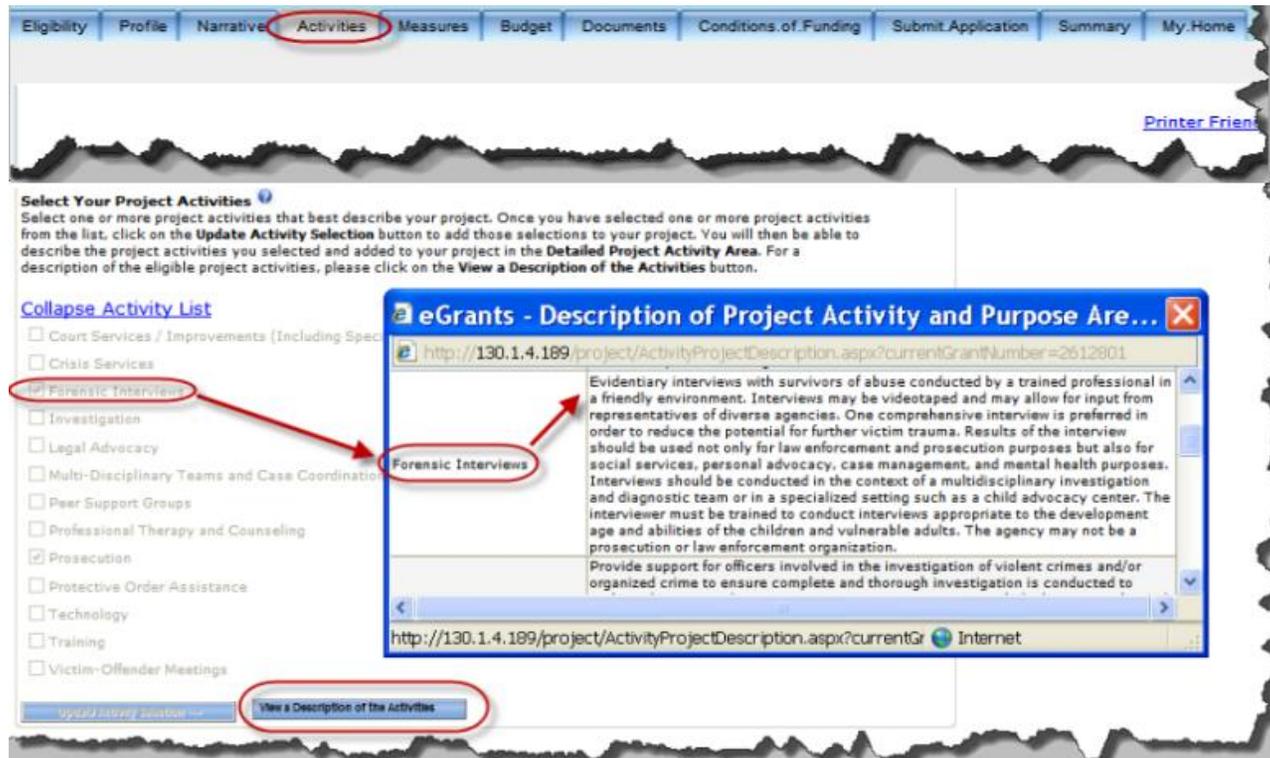
### ***OOG-Defined Project Activity Area***

The “OOG-Defined Project Activity Area” allows you to specify your project activities using an OOG-Defined list that corresponds with your selected funding source. You can collapse/expand the list by clicking “Collapse Activity List” or “Expand Activity List”. Select as many activities as you need to fully describe your project. When you click ‘*Update Activity Selection*’ button, your selections will be saved and the activities will auto-populate the “Detailed Project Activity Area”. There, you will be able to further describe each activity.





For detailed information on the description of the activity, click the ‘View a Description of the Activities’ button. This is a handy tool to use when trying to determine the applicable activity(ies) for your project. The project description information can also be used when completing the description of activity area.





### **Grantee-Defined Project Activity Area**

OOG encourages applicants to select from the OOG-Defined activity list. However, you may be conducting activities that do not fit into the provided categories. In this case, you can specify a customized activity in the “Create Your Own Project Activity” section. To add a custom project activity, enter the name of the custom item in the text bar. Then click on the ‘Add Custom Item’ button.

The screenshot displays the 'Activities' tab in the application interface. The 'Activities' tab is highlighted with a red circle. Below the navigation bar, there is a 'Printer Friendly' link. A red circle highlights the 'Grantee-Defined Project Activity Area' section. Under this section, the heading 'Create Your Own Project Activity' is followed by instructions: 'Some activities may not be covered in the previous selection area. This section allows you to create and edit a customized project activity in the text bar. Type in your self-defined Project Activity and then click the Add Custom Item button.' Below the text is a text input field and an 'Add Custom Item' button with a question mark icon. A red arrow points to the 'Add Custom Item' button. At the bottom of the section, there is a link for 'Detailed Project Activity Area'.

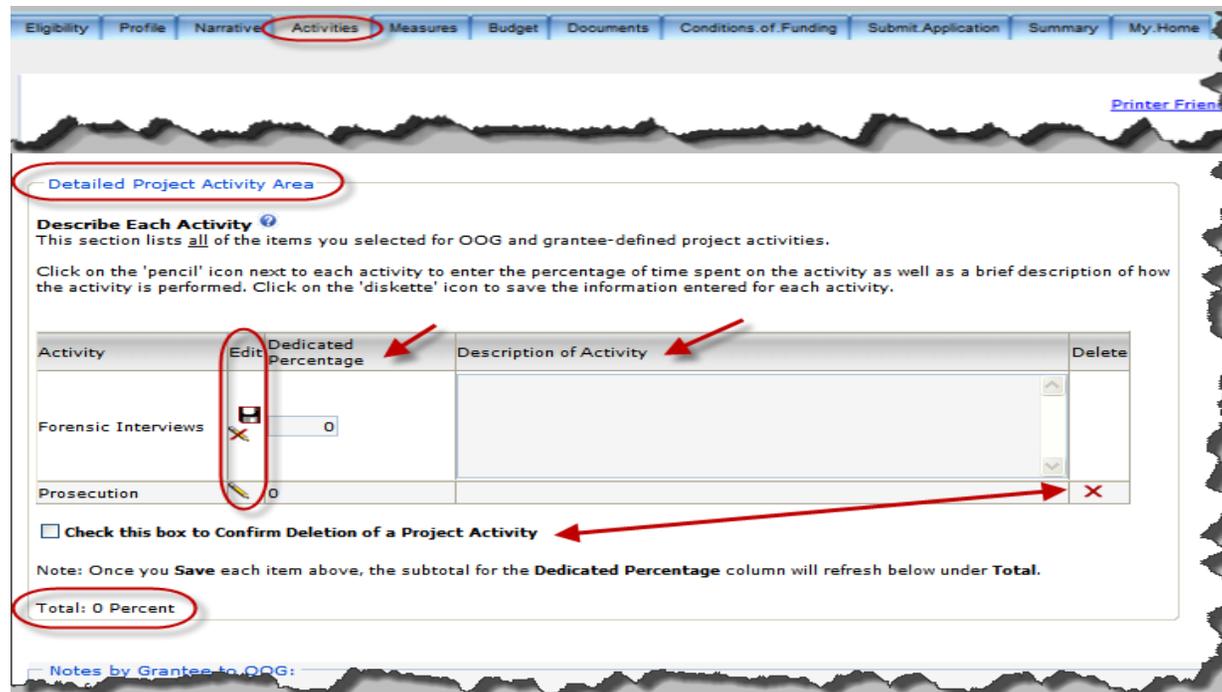


### Detailed Project Activity Area

This area allows you to detail your project’s specific activities by clicking the pencil icon  next to the activity to provide the percentage of project time that will be dedicated to that activity and description of the activity.

Save each entry before moving to the next by clicking the save icon . **If you do not click the save icon before moving to another activity, your information will not be saved.** Once you save each item, the subtotal for the Dedicated Percentage column will display as a ‘Total’ percentage. The Dedicated Percentage must total 100%.

To delete an activity, check the ‘Confirm Deletion of a Project Activity’ box, then click the delete icon  next to the activity.





### Target Group and Population Area

This area allows you to define the geographic area and target audience (i.e. gender, ages, special characteristics, etc.) for your project. The Help icons  provide additional information for each specific field.

Eligibility Profile Narrative **Activities** Measures Budget Documents Conditions of Funding Submit Application Summary My Home

[Printer Friendly](#)

**Target Group and Population Area**

**Identify Your Target Group and Population**  
The information collected in this area relates to the geographic area, target audience, gender, and special characteristics for the project's target population.

Geographic Area:  

Target Audience:  

Gender:  

Ages:  

Special Characteristics:  



## Step 6. Measures Tab

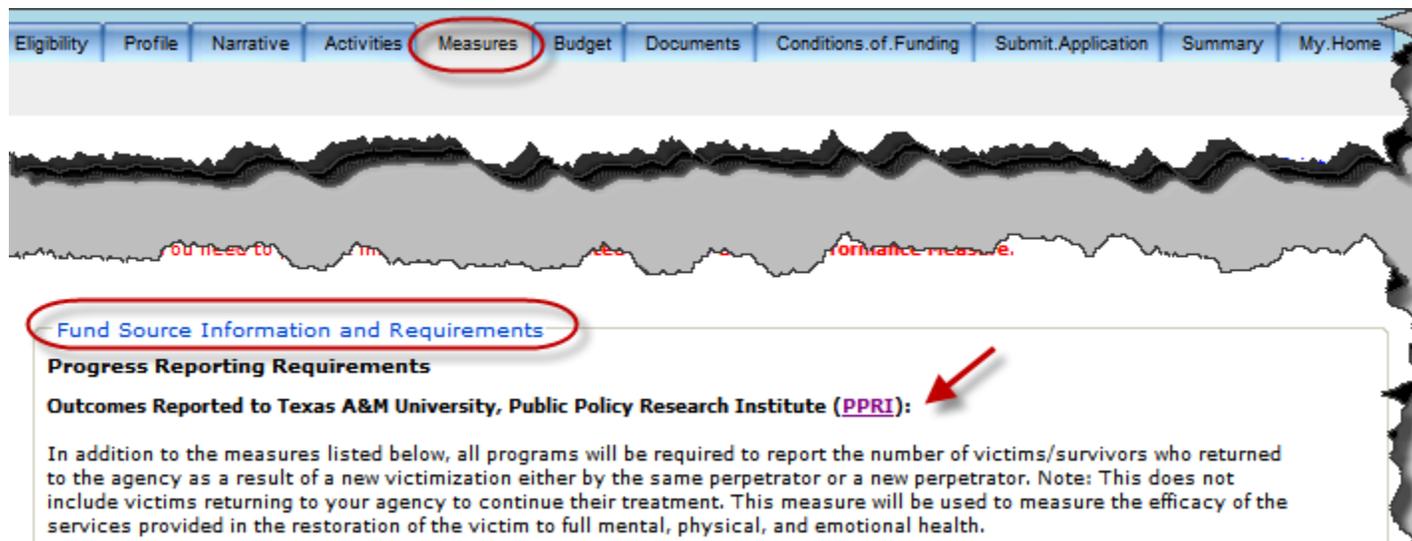
This Measures area collects data to track the performance of your proposed project toward its stated objectives.

“Output” and “Outcome” measures displayed on this page correspond to activities selected or created by your organization on the “Activities” page.

- “Output” measures demonstrate the level of activity of a project.
- “Outcome” measures demonstrate the impact of a project in a targeted area, reflecting the extent to which the goals and objectives of the project have been achieved.

### ***Fund Source Information and Requirements – Progress Reporting***

All programs funded by the Criminal Justice Division are required to report Output and Outcome measures to Texas A&M University, Public Policy Research Institute (PPRI). PPRI can be accessed online at <https://cid.tamu.edu>.

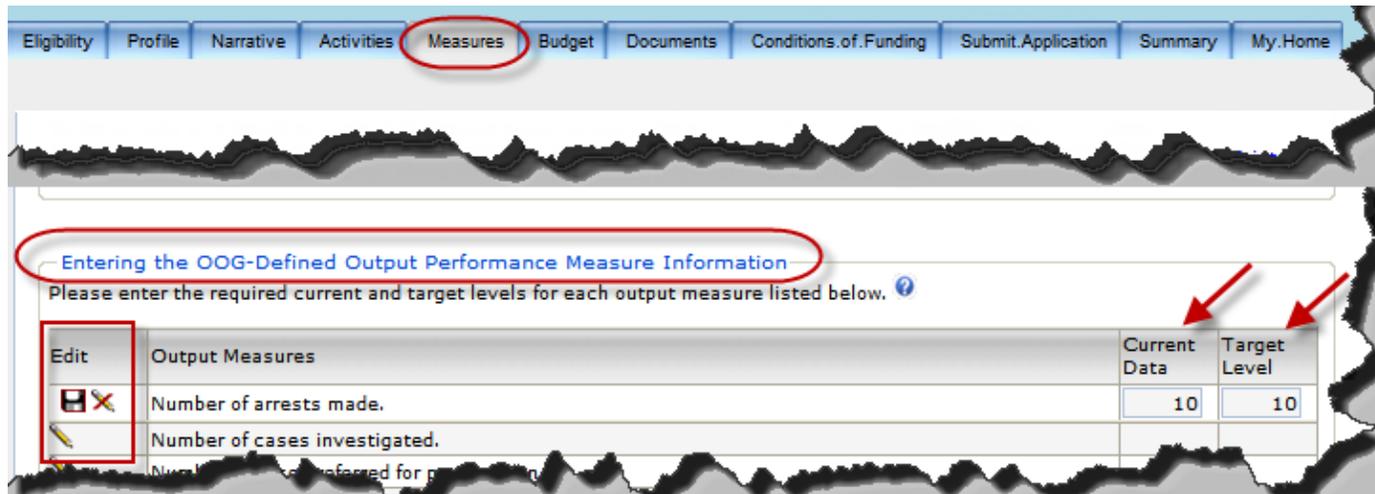




**Entering the OOG-Defined Output Performance Measure Information**

This section includes the OOG-defined Output Measures for this project based on your selections on the “Activities” tab.

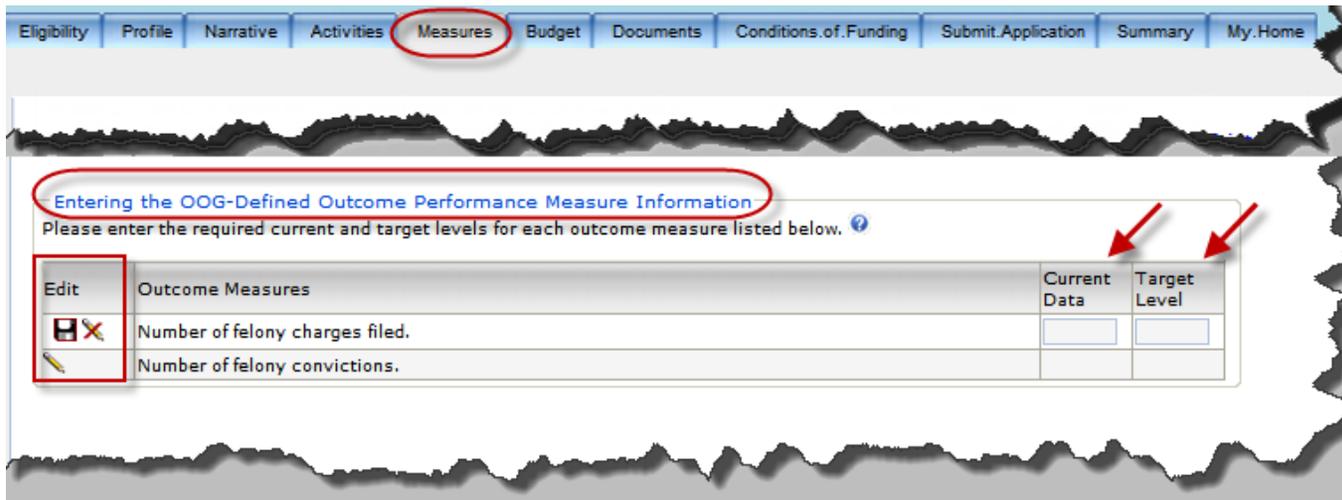
For each Output Measure, click the pencil icon  to enter the Current Data quantifying the project’s current level of activity; and presenting the Target Data detailing the project’s anticipated level of activity. Click the Save icon  before moving to the next Output Measure or your work for that Output Measure will not be saved.





**Entering the OOG-Defined Outcome Performance Measure Information**

Outcomes are the results or benefits expected from the operation of your project and may be quantifiable or qualitative. This section includes all of the Outcome Measures that OOG has defined for this project based on the selections you made on the “Activities Tab”. For each Outcome Performance Measure, click the pencil icon  to enter the Current Data quantifying the project’s current level of activity; and presenting the Target Data detailing the project’s anticipated level of activity. Click the Save icon  before moving to the next Outcome Measure or your work for that Outcome Measure will not be saved.





## Step 7. Budget Tab

### Budget/Details Sub Tab

#### BUDGET LINE ITEM DETAILS

The “Budget” section allows you to detail how your proposed project would spend grant funding. A Budget Category can be one of six general categories listed in the “Budget Category” column. A Line Item is a specific cost within a Budget Category. You can add as many line items as you need to accurately present your anticipated expenses. **NOTE:** CLICK Help icons  for additional information.

#### Add a Budget Line Item

- Click the New Budget Item icon  next to the appropriate Budget Category.

**Select and Enter Budget Line Item Details**

New Budget Item	Budget Category	OOG Funds	Cash Match	In Kind Match	GPI	Total Project
	Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Contractual and Professional Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Travel and Training	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
	Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Supplies and Direct Operating Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**Budget Summary Totals**

OOG Funds:     Cash Match:     In Kind Match:     GPI:     Total Project:



- This will open a “Budget Line Item Area” relevant to the category you selected.

Eligibility Profile Narrative Activities Measures **Budget** Documents Conditions of Funding Submit Application Summary My Home

**Details** Source of Match Budget Summary

[Printer Friendly](#)

**Budget Summary Totals**

OOG Funds:	Cash Match:	In Kind Match:	GPI:	Total Project:
\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00

**Budget Line Item Area**

This section of the budget is the **Budget Line Item Area** that allows you to begin adding line items, descriptions and figures for those line items to your budget. Each line item must be entered separately.

**Add a Line Item:** To add a budget line item, select an item from the **OOG-Defined Budget Line Item within a Sub Category** list displayed for the budget category you just selected. After this item is selected, you may enter a brief and concise description for that line item in the **Grantee-Defined Budget Line Item Description** text box. Then provide the cost of each item by entering the amounts in the spaces provided below.

**Edit a Line Item:** To edit a budget line item, simply find your previous line item from the list below, then select another line item in the list. Modify the **Grantee-Defined Budget Line Item Description** and the figures, if necessary. Once you complete all of your edits, then click on the **Update Budget Item** button to save your changes.

- FOLLOW the detailed instructions in the “Budget Line Item Area”. (See “[Detail a Budget Line Item](#)” below for more information.)
- CLICK the ‘Add New Budget Item’ button.
- REPEAT the steps above for each separate budget item.



### *Detail a Budget Line Item*

The “Budget Line Item Area” presents different information depending on the category selected.

- SELECT an OOG-Defined Budget Line Item from the available list. You can make only one selection per line item. To insert multiple line items within a category, repeat the process. Detailed in [“Add a Budget Line Item”](#) above.
- ENTER the Line Item description. Provide a brief but specific description of the Line Item. For example, “worker” is too general. “Entry-level receptionist to manage visitors, answer phones and respond to emails” is more acceptable.
- ENTER the OOG Funds Amount—funding you will be requesting OOG to reimburse your organization for this budget line item.
- ENTER the Cash Match Amount—cash your organization will contribute for this line item.
- ENTER the In-Kind Match Amount—volunteer hours, equipment, services, travel and training donated by a third party at no cost to your agency.
- ENTER the percentage of base salary for personnel budget line item. **NOTE:** Percent should include both OOG and any cash match funds.
- ENTER the quantity or number of each unit to be purchased for each equipment budget line item.

### *Delete a Line Item*

- RETURN to the “Select and Enter Budget Line Item Details” area.
- CLICK the plus icon  next to the appropriate category. It will become a minus icon  and another plus icon will appear below that next to the “OOG-Defined Line Item” area.
- CLICK that plus icon and pencil icon(s)  will display in the “Grantee-Defined Line Item” area.
- CLICK the pencil icon  next to the item you want to delete.



Eligibility Profile Narrative Activities Measures **Budget** Documents Conditions of Funding Submit Application Summary My Home

**Details** Source of Match Budget Summary

[View Instructions](#)

**Select and Enter Budget Line Item Details**

New Budget Item	Budget Category	OOG Funds	Cash Match	In Kind Match	GPI	Total Project
	Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Contractual and Professional Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Travel and Training	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00

OOG-Defined Line Item	OOG Funds	Cash Match	In Kind Match	GPI	Total Project
In-State Incidentals and/or Mileage	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00

Edit Grantee-Defined Line Item	OOG Funds	Cash Match	In Kind Match	GPI	Total Project	Qty / % of Salary
Travel for training	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0

Enter the Grantee-Defined Budget Line Item Description:

Enter the OOG Funds Amount:

Enter the Cash Match Amount:

Enter the In Kind Match Amount:

Enter the Generated Program Income (GPI) Amount (prior approval required):

Confirm Delete

- CLICK the pencil icon again.
- SCROLL to the bottom of the Budget Line Item Area.
- CHECK the “Confirm Delete” box.
- CLICK ‘Delete Budget Item’ button.



### *Edit a Line Item*

- As with line item deletion...
  - RETURN to the “Select and Enter Budget Line Item Details” area.
  - CLICK the plus icon  next to the appropriate category. It will become a minus icon  and another plus icon will appear below that next to the “OOG-Defined Line Item” area.
  - CLICK that plus icon and pencil icon(s)  will display in the “Grantee-Defined Line Item” area.
  - CLICK the pencil icon  next to the item you want to edit.
- EDIT item.
- CLICK ‘*Update Budget Item*’ button.



### ***Budget/Source of Match Sub Tab***

Create, edit or delete source(s) of match. Depending on the grant, match may be designated as Cash Match, In Kind, Generated Program Income (GPI) Court Forfeitures or GPI Other Sources. You can also export information to Excel, create internal notes and/or create Grantee/OOG notes.

#### **NOTES:**

- Source of Match totals must reconcile with the Budget Detail.
- Federal funds from another source cannot be used as match.

#### **ADD MATCH**

- ENTER the description and amount of the Matching Funds.
- SELECT the type of matching funds. Options are based on information you provided earlier in the application process (i.e. Cash Match, In Kind Match).
- CLICK 'Add New Item' button.
- REPEAT the steps above for each source of match.

The screenshot shows the 'Source of Match' sub-tab interface. The top navigation bar includes tabs for Eligibility, Profile, Narrative, Activities, Measures, Budget, Documents, Conditions of Funding, Submit Application, Summary, and My Home. The 'Budget' tab is selected. Below it, the 'Source of Match' sub-tab is active, showing a form with the following sections:

- General Information and Instructions:** Includes links for 'View Introduction' and 'View Instructions'.
- Enter the Source(s) of Match:** Contains two text input fields: 'Enter a Description for the Matching Funds:' and 'Enter the Amount for the Source(s) of Match:'. Red arrows point to these fields.
- Select the Type of Matching Funds:** Includes two radio button options: 'Cash Match' and 'In Kind Match'. A red arrow points to the 'Cash Match' option.
- Add New Item:** A button at the bottom of the form, circled in red.



**EDIT MATCH**

- SCROLL down to the “Edit the Source(s) of Matching Funds” box.
- CLICK the pencil icon to the left of the item you would like to edit.
- SCROLL up to “Enter the Source(s) of Match”.
- EDIT the item.
- CLICK ‘Update Item’ button.

Printer Friendly

General Information and Instructions  
[View Introduction](#)  
[View Instructions](#)

• Edit the **Source of Match Description** and/or the **Amount(s)** for:

Enter the Source(s) of Match  
 Enter a Description for the Matching Funds: ?  
 Donation - XYZ Corp.  
 Enter the Amount for the Source(s) of Match: ?  
 5000.00

Select the Type of Matching Funds: ?  
 Cash Match

[Cancel Update](#) [Update Item](#) [Delete Item](#)  Confirm Delete

2 - Edit

3 - Update

1 - Select

10 Items Per Page Select the number of records to display per page.

Edit/Delete	Grantee-Defined Description of Match	Amount	Match Type
	Donation - Private	\$10,000.00	Cash Match
	Donation - XYZ Corp.	\$5,000.00	Cash Match

Page 1

Export the Source(s) of Matching Funds



**DELETE MATCH**

- SCROLL down to Edit the Source(s) of Matching Funds.
- CLICK the pencil icon to the left of the item you would like to edit.
- SCROLL up to Enter the Source(s) of Match.
- CHECK “Confirm Delete” box.
- CLICK ‘Delete Item’ box.
- CLICK “OK” in the confirmation box.

The screenshot displays the 'Source of Match' section of the application. At the top, the 'Budget' tab is selected. Below the navigation tabs, there are links for 'View Introduction' and 'View Instructions'. A red arrow points to the 'Source of Match' tab. The main section is titled 'Enter the Source(s) of Match' and includes fields for 'Enter a Description for the Matching Funds' (Donation - XYZ Corp.), 'Enter the Amount for the Source(s) of Match' (9000.00), and 'Select the Type of Matching Funds' (Cash Match). A 'Delete Item' button is circled in red, with a red arrow pointing to it from the text '2 - Delete'. A 'Confirm Delete' checkbox is checked. A 'Message from webpage' dialog box is open, asking 'Are you sure you want to delete?' with 'OK' and 'Cancel' buttons. Below this, the 'Edit the Source(s) of Matching Funds' section contains a table with columns for 'Edit/Delete', 'Grantee-Defined Description of Match', 'Amount', and 'Match Type'. The table has two rows: 'Donation - Private' and 'Donation - XYZ Corp.'. A red arrow points to the pencil icon next to 'Donation - XYZ Corp.', with the text '1 - Select' next to it. The 'Delete Item' button and 'Confirm Delete' checkbox are also circled in red.



**MATCH TOTALS**

As you enter new Match items, the Match totals will appear in the “Totals for Source(s) of Match Reported” area. This area cannot be edited directly but will automatically update when you edit individual Match entries.

The screenshot shows the 'Budget' tab selected in the top navigation bar. Below it, the 'Source of Match' sub-tab is active. The main content area is divided into three sections:

- Totals for Source(s) of Match Reported:** A summary box containing five input fields:
 

Total Reported:	Cash Match:	In Kind Match:	GPI Court Forfeitures:	GPI Other Sources:
\$33,989.00	\$33,989.00	\$0.00	\$0.00	\$0.00
- Edit the Source(s) of Matching Funds:** A section with a dropdown menu set to '10 Items Per Page' and a table of matching funds. The 'Amount' column is circled in red.
 

Edit/Delete	Grantee-Defined Description of Match	Amount	Match Type
	Donation - 1000-1000	\$18,989.00	Cash Match
	Donation - 1000-1000	\$10,000.00	Cash Match
	Donation - 1000-1000	\$5,000.00	Cash Match
- Export the Source(s) of Matching Funds:** A section with an 'Export' button.

A red arrow points from the circled 'Amount' column in the table to the 'Total Reported' field in the summary box.



**Budget/Budget Summary Sub Tab**

The Budget Summary area provides a view only of your budget by Budget Category and Budget Totals. You will not be able to add/delete information in this area. Other options in this area are the "Printer Friendly" link to print the information and the 'Export to Excel' button to export the budget information.

**VIEW THE BUDGET SUMMARY BY CATEGORY**

Expand an area by clicking the plus icon  to view OOG-Defined Line Items and Grantee-Defined Line Items. Click the minus icon  to retract the information.

Printer Friendly

General Information and Instructions  
[View Introduction](#)  
[View Instructions](#)  
[View the Budget Summary by Category](#)

Budget Category	OOG Funds	Cash Match	In Kind Match	GPI	Total Project
Contractual and Professional Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies and Direct Operating Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
 Travel and Training	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00

OOG-Defined Line Item	OOG Funds	Cash Match	In Kind Match	GPI	Total Project
 In-State Incidentals and/or Mileage	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00

Grantee-Defined Line Item	OOG Funds	Cash Match	In Kind Match	GPI	Total Project	Qty / % of Salary
Travel for training	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0



**BUDGET SUMMARY TOTALS**

This area provides the budget summary totals for OOG Funds, Cash Match, In Kind Match, GPI and Total Project.

Navigation tabs: Eligibility, Profile, Narrative, Activities, Measures, **Budget**, Documents, Conditions of Funding, Submit Application, Summary, My Home

Sub-navigation tabs: Details, Source of Match, **Budget Summary**

[View Instructions](#)

[View the Budget Summary by Category](#)

Budget Category	OOG Funds	Cash Match	In Kind Match	GPI	Total Project
Contractual and Professional Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies and Direct Operating Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel and Training	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00

[Export to Excel](#)

**Budget Summary Totals**

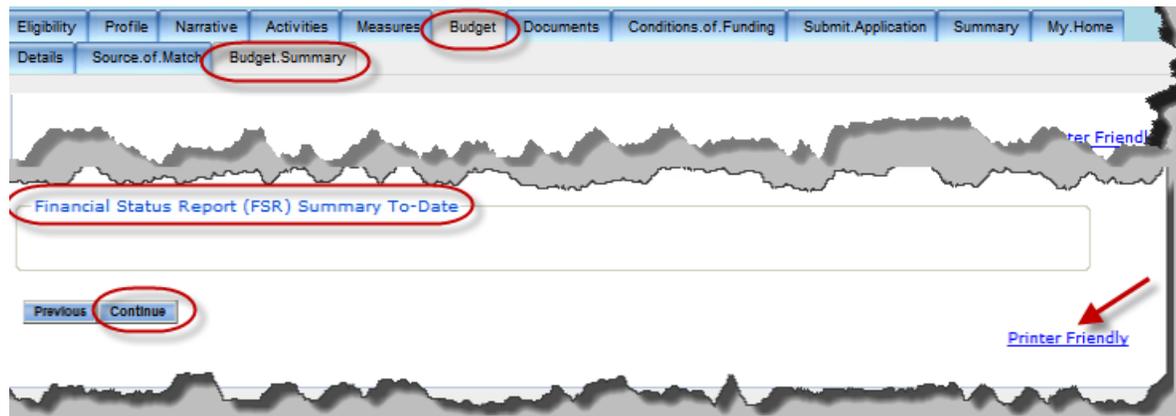
OOG Funds:	Cash Match:	In Kind Match:	GPI:	Total Project:
\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00



*FINANCIAL STATUS REPORT (FSR) SUMMARY-TO-DATE*

For the application process, this area will be empty.

If your grant is awarded this area will provide a summary of grant expenditures reported by your agency throughout the life of the award.





## Step 8. Documents Tab

The Documents area contains additional general information and grant funding requirements. Some areas will allow you to provide additional responses. Read this section carefully and provide the requested information. When you have completed the page, click the *'Save Only'* button on the bottom of the page.

The items included for certification or that request additional information are as follows:

- Certification and Assurances – Click on the link to review the certifications and assurances.
- Resolutions – Click the link to see a sample resolution.

Eligibility Profile Narrative Activities Measures Budget **Documents** Conditions of Funding Submit Application Summary My Home

[Printer Friendly](#)

**General Information and Instructions**

**NOTICE – 2-HOUR TIMEOUT:** This page will timeout after 2 hours of inactivity. You may save your work at any time by clicking the **Save Only** button at the bottom of the page. The system will alert you when there is 15 minutes remaining in your session.

[View Introduction](#)

**Fund Source Information and Requirements**

**Certification and Assurances**

Each applicant must click on this link to review the standard [Certification and Assurances](#).

**Resolution from Governing Body**

Except for state agencies, each applicant must provide information related to the [resolution](#) from its governing body, such as the city council, county commissioners' court, school board, or board of directors. Please ensure that the resolution approved by your governing body addresses items one through four below.

1. Authorization by your governing body for the submission of the application to CJD that clearly identifies the name of the project for which funding is requested;
2. A commitment to provide all applicable matching funds;
3. A designation of the name and/or title of an authorized official who is given the authority to apply for, accept, reject, alter, or terminate a grant (Note: If a name is provided, you must update CJD should the official change during the grant period.); and
4. A written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to CJD.



- Contract Compliance – If your agency is going to use grant funds for contracts or professional services, you must select ‘Yes’ and provide a description for monitoring contract compliance.
- Lobbying – If your agency is requesting funds in excess of \$100,000 make sure to review and provide the correct response. If your agency is requesting less than \$100,000 then select N/A.

located in the Summary

**Contract Compliance** ←

Will CJD grant funds be used to support any contracts for professional services?  
Select the Appropriate Response:

Yes  
 No

For applicant agencies that selected **Yes** above, describe how you will monitor with the contract provisions (including equipment purchases), deliverables, a compliance and guidelines governing this project.  
Enter a description for monitoring contract compliance:

←

**Lobbying** ←

For applicant agencies requesting grant funds in excess of \$100,000, have any federally appropriated funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant loan, or cooperative agreement?  
Select the Appropriate Response:

Yes  
 No  
 N/A

For applicant agencies that selected either **No** or **N/A** above, have any non-federal funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress in connection with this federal contract, loan, or cooperative agreement?  
Select the Appropriate Response:

Yes

If your project has budgeted funds for contract and professional contracts, you will be required to provide information regarding contract compliance.



- Fiscal Year – Provide the start/end date for your agency’s fiscal year.
- Sources of Financial Support – Provide the total amount of grant funds (Federal and State) expended during the most recently completed fiscal year.
- Single Audit – If your agency expended \$500,000 or more in either federal grant funds or state grant funds, you will be required to select ‘Yes’ and provide the date of when the last single audit was conducted.

**Fiscal Year**

Provide the begin and end date for the applicant agency's fiscal year (e.g., 09/01/20xx to 08/31/20xx).

Enter the Begin Date [mm/dd/yyyy]:

Enter the End Date [mm/dd/yyyy]:

**Sources of Financial Support**

Each applicant must provide the amount of grant funds expended during the most recently completed fiscal year for the following sources:

Enter the amount (\$) of Federal Grant Funds:

Enter the amount (\$) of State Grant Funds:

**Single Audit**

Has the applicant agency expended federal grant funding of \$500,000 or more, or state grant funding of \$500,000 or more during the most recently completed fiscal year?

Select the Appropriate Response:

Yes

No

**Note:** Applicants who expend less than \$500,000 in federal grant funding or less than \$500,000 in state grant funding are exempt from the Single Audit Act and cannot charge audit costs to a CJD grant. However, CJD may require a limited scope audit as defined in OMB Circular A-133.

Applicant agencies that selected **Yes** above, provide the date of your organization's last annual single audit, performed by an independent auditor (in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133).

Enter the Date of the Last Single Audit



- Equal Employment Opportunity Plan (EEOP) – Review the 3 EEOP entity types and ensure you select the appropriate Type. If you select Type II, provide the responsible person and address.

**Equal Employment Opportunity Plan (EEOP)**

Type I Entity: Defined as an applicant that meets one or more of the following criteria:

- the applicant has less than 50 employees;
- the applicant is a non-profit organization;
- the applicant is a medical institution;
- the applicant is an Indian tribe;
- the applicant is an educational institution, or
- the applicant is receiving a single award of less than \$25,000.

Requirements for a Type I Entity:

- The applicant is not required to prepare an EEOP because it is a Type I Entity as defined above, pursuant to 28 CFR 42.302; and
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Type II Entity: Defined as an applicant that meets the following criteria:

- the applicant has 50 or more employees, and
- the applicant is receiving a single award of \$25,000 or more, but less than \$500,000.

Requirements for a Type II Entity: Federal law requires a Type II Entity to formulate an EEOP and keep it on file.

- The applicant agency is required to formulate an EEOP in accordance with 28 CFR 42.301, et seq., subpart E;
- the EEOP is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOP is available for review by the public and employees or for review or audit by officials of CJD, CJD's designee, or the Office of Civil Rights, Office of Justice Programs, U.S. Department of Justice, as required by relevant laws and regulations;
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services; and
- the EEOP is required to be on file in the office of (enter the name and address where the EEOP is filed below):

Enter the name of the person responsible for the EEOP and the address of the office where the EEOP is filed:

Type III Entity: Defined as an applicant that is NOT a Type I or Type II Entity. Requirements for a Type III Entity: Federal law requires a Type III Entity to formulate an EEOP and submit it for approval to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

- The EEOP is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOP has been submitted to the Office of Civil Rights (OCR), Office of Justice Programs, U.S. Department of Justice and has been approved by the OCR, or it will be submitted to the OCR for approval upon award of the grant, as required by relevant laws and regulations; and
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Based on the definitions and requirements above, the applicant agency certifies to the following entity type:  
Select the appropriate response:

Type I Entity  
 Type II Entity  
 Type III Entity



- Debarment – If your agency is Unable to Certify, you must enter a justification.

**Debarment**

Each applicant agency will certify that it and its principals:

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal Court, or voluntarily excluded from participation in this transaction by any federal department or agency;
- Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in the above bullet; and have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

Select the appropriate response:

I Certify

Unable to Certify

If you selected **Unable to Certify** above, please provide an explanation as to why the applicant agency cannot certify the statements.

Enter the debarment justification:

- Federal Funding Accountability and Transparency Act (FFATA) – Review the FFATA requirements and respond.

**FFATA Certification**

**Certification of Recipient Highly Compensated Officers** – The Federal Funding Accountability and Transparency Act (FFATA) requires Prime Recipients (CJD) to report the names and total compensation of each of the five most highly compensated officers (a.k.a. positions) of each sub recipient organization for the most recently completed fiscal year preceding the year in which the grant is awarded if the subrecipient answers **YES** to the **FIRST** statement but **NO** to the **SECOND** statement listed below.

In the sub recipient's preceding completed fiscal year, did the sub recipient receive: (1) 80 percent or more of its annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; AND (2) \$25,000,000 or more in annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements?

Yes

No

Does the public have access to information about the compensation of the senior executives through periodic reports filed under Section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or Section 6104 of the Internal Revenue Code of 1986?

Yes

No

If you answered **YES** to the **FIRST** statement and **NO** to the **SECOND** statement, please provide the name and total compensation amount of each of the five most highly compensated officers (a.k.a. positions) within your agency for the current calendar year. If you answered **NO** to the first statement you are **NOT** required to provide the name and compensation amounts. NOTE: "Total compensation" means the complete pay package of each of the sub recipient's compensated officers, including all forms of money, benefits, services, and in-kind payments (see SEC Regulations: 17 CCR 229.402).

Position 1 - Name:

Position 1 - Total Compensation (\$):

Position 2 - Name:

Position 2 - Total Compensation (\$):

Position 3 - Name:

## Step 9. Fiscal Capability Tab (Non-Profit Organizations Only)

The Fiscal Capability area displays for non-profit applicants only. Read each section carefully and provide the requested information. When you have completed the page, click the 'Save Only' button at the bottom of the page.

The areas include:

- Organizational Information
  - Enter the year your corporation was founded.
  - Enter the date of the IRS letter granting the 501(c)(3) Tax Exemption Status.
  - Enter the employer ID number assigned by IRS.
  - Enter the Charter number assigned by Texas Secretary of State.

Eligibility Profile Narrative Activities Measures Budget Documents Conditions of Funding **Fiscal.Capability** Submit.Application Summary My.H...

[Printer Friendly](#)

[View NON-PROFIT ORGANIZATIONS ONLY](#)

**Fund Source Information and Requirements**

**Organizational Information**

Enter the Year in which the Corporation was Founded:

Enter the Date that the IRS Letter Granted 501(c)(3) Tax Exemption Status:

Enter the Employer Identification Number Assigned by the IRS:

Enter the Charter Number assigned by the Texas Secretary of State:



- Accounting System – Your agency must have a viable accounting system.

**Accounting System** 

The grantee organization must incorporate an accounting system that will track direct and indirect costs for the organization (general ledger) as well as direct and indirect costs by project (project ledger). The grantee must establish a time and effort system to track personnel costs by project. This should be reported on an hourly basis, or in increments of an hour.

Is there a list of your organization's accounts identified by a specific number (i.e., a general ledger of accounts).  
Select the appropriate response:

Yes  
 No

Does the accounting system include a project ledger to record expenditures for each Program by required budget cost categories?  
Select the appropriate response:

Yes  
 No

Is there a timekeeping system that allows for grant personnel to identify activity and requires signatures by the employee and his or her supervisor?  
Select the appropriate response:

Yes  
 No

If you answered 'No' to any question above in the Accounting System section, in the space provided below explain what action will be taken to ensure accountability.  
Enter your explanation:



- Financial Capability – Your agency should have the financial capability to prepare financial statements, balance sheets, and income statements.

**Financial Capability** 

Grant agencies should prepare annual financial statements. At a minimum, current internal balance sheet and income statements are required. A balance sheet is a statement of financial position for a grant agency disclosing assets, liabilities, and retained earnings at a given point in time. An income statement is a summary of revenue and expenses for a grant agency during a fiscal year.

Has the grant agency undergone an independent audit?  
Select the appropriate response:

Yes  
 No

Does the organization prepare financial statements at least annually?  
Select the appropriate response:

Yes  
 No

According to the organization's most recent Audit or Balance Sheet, are the current total assets greater than the liabilities?  
Select the appropriate response:

Yes  
 No

If you selected 'No' to any question above under the Financial Capability section, in the space provided below explain what action will be taken to ensure accountability.  
Enter your explanation:

**Budgetary Contr**



- Budgetary Controls – Your agency should have an established system to track expenditures.

**Budgetary Controls**

Grant agencies should establish a system to track expenditures against budget and / or funded amounts.

Are there budgetary controls in effect (e.g., comparison of budget with actual expenditures on a monthly basis) to include drawing down grant funds in excess of:

a) Total funds authorized on the Statement of Grant Award?

Yes  
 No

b) Total funds available for any budget category as stipulated on the Statement of Grant Award?

Yes  
 No

If you selected 'No' to any question above under the Budgetary Controls section, in the space provided below please explain what action will be taken to ensure accountability.

Enter your explanation:

[Text input area]

- Internal Controls – Your agency must have safeguards for cash receipts, disbursements, and ensure segregation of duties.

**Internal Controls**

Grant agencies must safeguard cash receipts, disbursements, and ensure a segregation of duties exist. For example, one person should not have authorization to sign checks and make deposits.

Are accounting entries supported by appropriate documentation (e.g., purchase orders, vouchers, receipts, invoices)?

Select the appropriate response:

Yes  
 No

Is there separation of responsibility in the receipt, payment, and recording of costs?

Select the appropriate response:

Yes  
 No

If you selected 'No' to any question above under the Internal Controls section, in the space provided below please explain what action will be taken to ensure accountability.

Enter your explanation:

[Text input area]



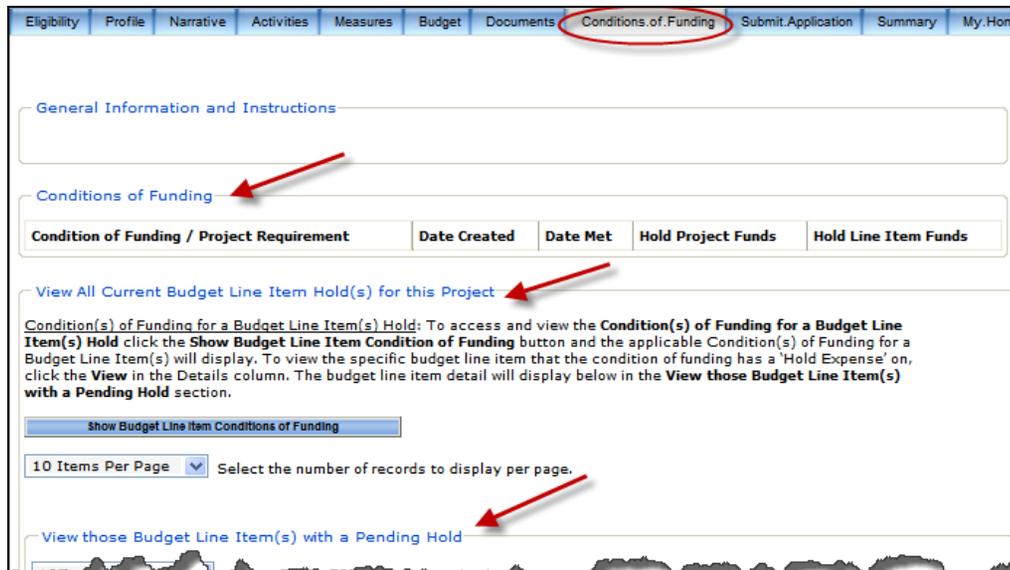
## Step 10. Conditions of Funding Tab

The Conditions of Funding area allows you to review condition(s) of funding/project requirement(s). Review the date a condition was created, date it was met and whether project funds or line item funds have been held pending condition resolution.

The page contains three designated areas:

- Conditions of Funding
- View All Current Budget Line Item Hold(s) for this Project
- View those Budget Line Item(s) with a Pending Hold

These areas will remain empty as you create your application. They may become populated during the application review process and the grant award process.





## Step 11. Submit Application Tab

The Submit Application area is where you will review any “List of Application Errors and Incomplete Information” for your application. In the right column, links are provided to the pages that contain errors or may require additional information.

### Review and Revise

- REVIEW the notes regarding Errors and Incomplete Information on the left of the table. These are grouped by their location in eGrants.
- CLICK the link in the right column of the issue to be taken to the appropriate page.
- ADDRESS the issues and make sure you click the ‘Save Only’ button or your work on each relevant page will not be saved.

The screenshot shows the 'Submit Application' tab selected in the navigation menu. The main content area is divided into sections: 'General Information and Instructions', 'Fund Source Information and Instructions', and 'List of Application Errors and Incomplete Information'. The 'List of Application Errors and Incomplete Information' section contains a table with two columns: 'Item(s) that Need to be Resolved' and 'Tab Name'. A red arrow points to the 'Profile' link in the 'Tab Name' column of the first row.

Item(s) that Need to be Resolved	Tab Name
Required: Project Title for this project.	<a href="#">Profile</a>
Required: Start Date for this project.	<a href="#">Profile</a>
Required: End Date for this project.	<a href="#">Profile</a>
Required: Division or Unit to Administer the Project.	<a href="#">Profile</a>
Required: Primary Impact County.	<a href="#">Profile</a>
Required: County / Counties within the Impact Area.	<a href="#">Profile</a>
Required: Applicant Agency Name.	<a href="#">Profile</a>
Required: Grantee Address.	<a href="#">Profile</a>
Required: City.	<a href="#">Profile</a>
Required: State.	<a href="#">Profile</a>
Required: Zip Code.	<a href="#">Profile</a>
Required: The designation of one or more of the following grant officials: <b>Authorized Official, Financial Officer, and/or Project Director.</b>	<a href="#">Profile</a>
Invalid: The <b>Authorized Official, Financial Officer, and the Project Director</b> must be separate persons when named as a grant official for this project. For more information please reference 1 TAC, §3.2501.	<a href="#">Profile</a>
Required: Data Universal Numbering System (DUNS) is a required field. You must enter the DUNS number assigned to your organization.	<a href="#">Vendor</a>



**Submit Initial Application**

- CLICK the ‘Submit Initial Application’ button when all of the items have been addressed. The ‘Submit Initial Application’ button will not be active until all of the items have been addressed.

**NOTE:** After you have completed this section, your **AUTHORIZED OFFICIAL MUST CERTIFY** it before it will be reviewed by OOG.

The screenshot shows a web application interface with a navigation bar at the top containing the following tabs: Eligibility, Profile, Narrative, Activities, Measures, Budget, Documents, Conditions of Funding, Fiscal Capability, **Submit Application** (circled in red), Summary, and My Home.

The main content area is divided into several sections:

- General Information and Instructions:** Contains links for [View Introduction](#) and [View Instructions](#).
- Fund Source Information and Instructions:** Labeled **Reserved** with the text "This section left intentionally blank."
- List of Application Errors and Incomplete Information:** Contains a table with the following structure:
 

Item(s) that Need to be Resolved	Tab Name
- List of Post-Award Conditions of Funding and Other Fund-Specific Requirements:** Contains a table with the following structure:
 

Condition of Funding / Project Requirement	Date Created	Date Met	Hold Project Funds	Hold Line Item Funds

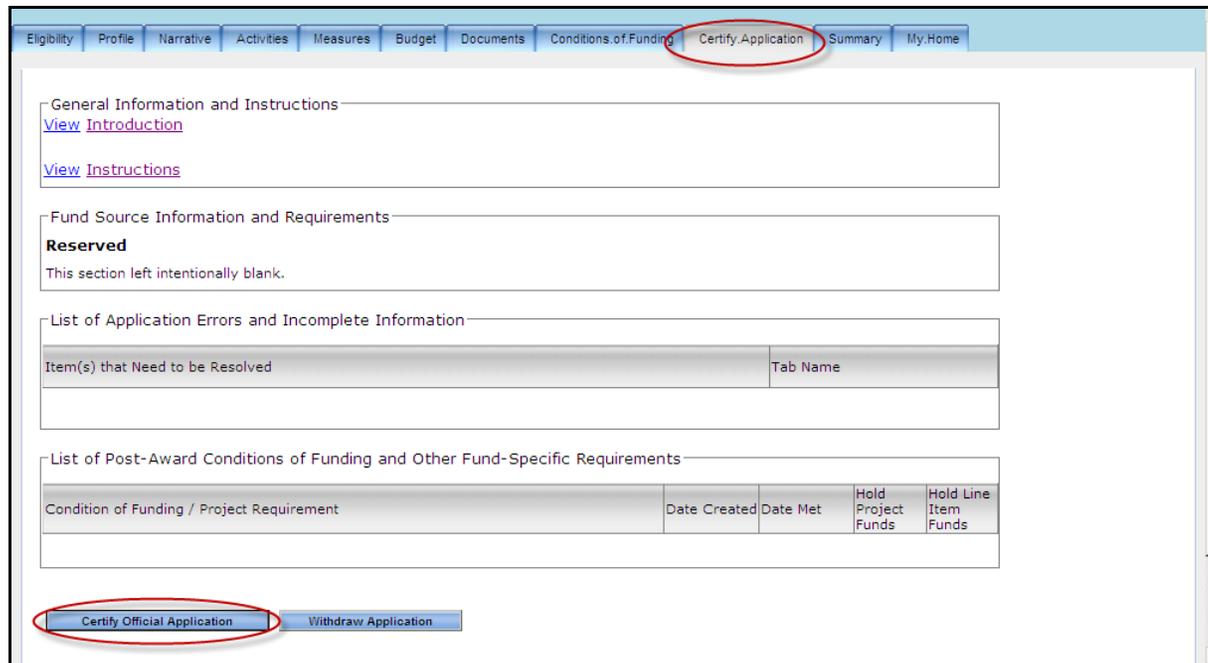
At the bottom of the page, there are two buttons: **Submit Initial Application** (circled in red) and **Withdraw Application**.



**AO Submit and Certify Application**

- After the initial submission, your officers will receive an email confirming receipt.
- On the Authorized Official's "My.Home" page, the grant is listed in the "Pending Applications" table with "Pending AO Certification" status. The following steps are taken by the Authorized Official:
  - CLICK the number of the grant pending certification.
  - CLICK the "Certify.Application" tab.
  - CLICK 'Certify Official Application' button.

**NOTE:** The application can **only** be certified by the Authorized Official. The Application is held in the OOG eGrants system without action until the Authorized Official certifies it.





***Withdraw Application***

- CLICK the '*Withdraw Application*' button if your agency does not want to apply for grant funding.
- CLICK the '*OK*' button in the confirmation box. **WARNING:** If you click this button, you will not be able to modify the application or submit it to CJD.

This page also has an area containing a “List of Post-Award Conditions of Funding and Other Fund-Specific Requirements” this area will remain empty during the application process.

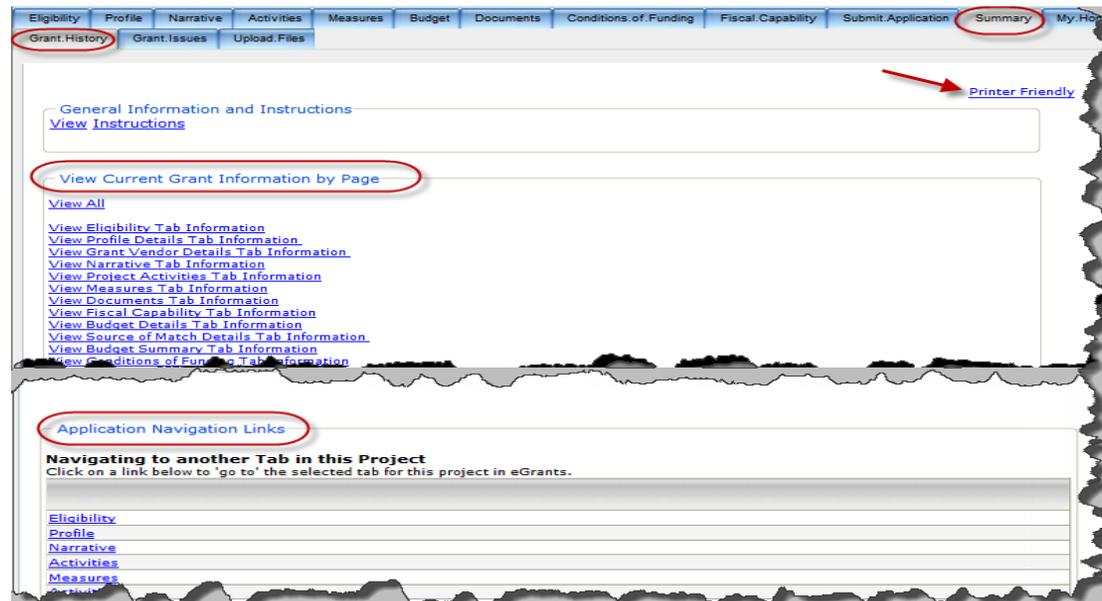


## Summary Tab

### Grant History Sub Tab

In the Grant History area you are able to view your application in a few different ways and have the option to print the application.

- **View Current Grant Information by Page** – You are able to view the individual pages of your application by clicking the appropriate link in the “View Current Grant Information by Page” area. Or you can view all of the pages simultaneously by clicking "View All" in the same area.
- **Application Navigation Links** – You are able to view your application by clicking one of the navigation links.
- **Print the Application** – You can print your application by clicking the "Printer Friendly" link on the top right of this page and clicking "Print This Page" on the upper left of the resulting screen.







## Upload Files Sub Tab

This page allows you to upload files to support your application.

To upload:

- TYPE a description of the document. Give the file a name that OOG can easily locate and identify.
- BROWSE your computer for the file by clicking the *'Browse'* button and navigating to the appropriate location.
  - Your file must have one of the following extensions: .doc, .xls, .pdf, .bmp, .jpg. At this time, .docx files are not accepted. Extensions must be lower case. For example, .jpg is acceptable, .JPG is not.
  - Documents are limited to 1 mb. If your document is larger, it can be split into more than one document and labeled accordingly.
- DOUBLE-CLICK the file.
- UPLOAD the file by clicking the *'Upload'* button.
- CONFIRM that your document has uploaded correctly by going to the bottom of the Uploaded Documents table and clicking Refresh List. Your document should appear at the top of the table.

The screenshot displays the 'Upload Files' sub-tab in the eGrants application. The navigation menu at the top includes 'Eligibility', 'Profile', 'Narrative', 'Activities', 'Measures', 'Budget', 'Documents', 'Conditions of Funding', 'Fiscal Capability', 'Submit Application', 'Summary', and 'My Home'. The 'Upload Files' tab is selected. Below the navigation, there is a section titled 'Select Document to Upload' with a text input field for 'Resolution', a 'Browse...' button, and an 'Upload' button. Below this is an 'Uploaded Documents' section with a table showing columns for 'Click to View', 'File Description', 'Uploaded By User Name', 'Date / Time File Uploaded', and 'Size of File'. The table currently shows one item.

***Congratulations!*** You have now completed the eGrants application process.



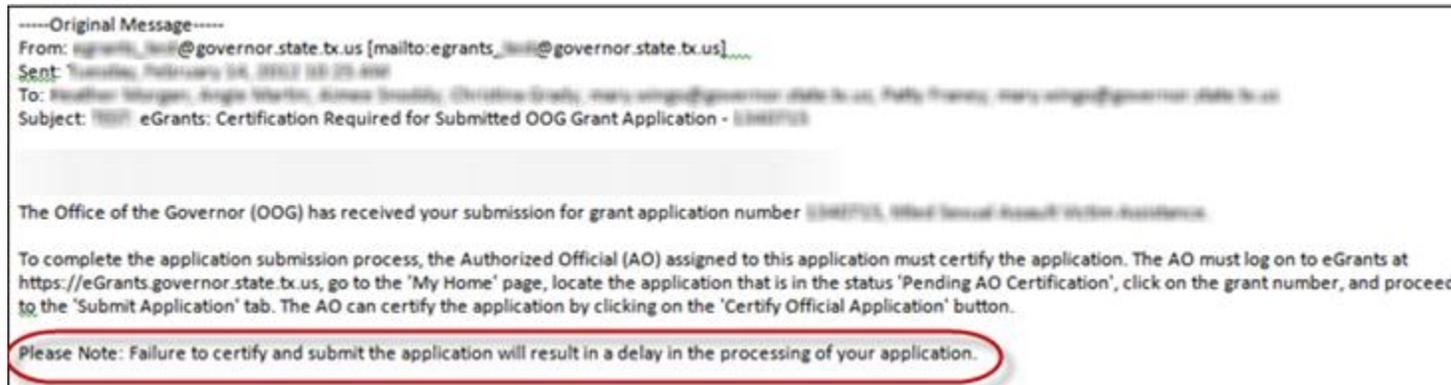
## Email Messages

Below are a series of emails you may receive after submitting your application to CJD.

### After Submission – Application Not Certified

The Project Director has the authority to *submit* an application but cannot *certify* it. The email below is sent if an application has been received but not certified by the Authorized Official.

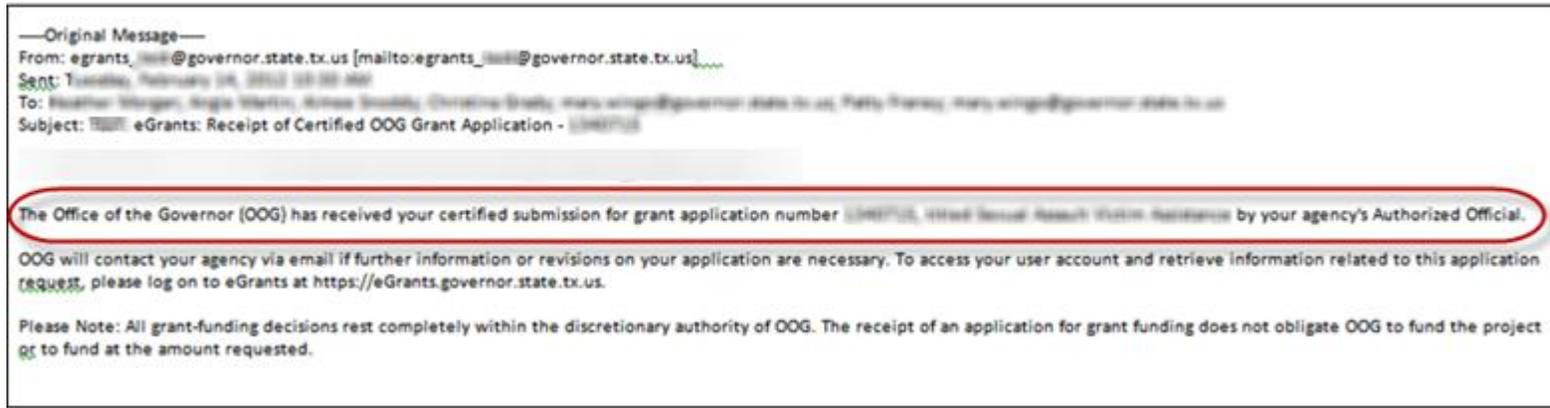
**NOTE:** It is your Agency's responsibility to ensure that your application is certified by the Authorized Official before the funding opportunity's close date.





## After Certification – Receipt Confirmation

Once your Authorized Official has certified the application in eGrants, the following message will be sent to your regular email account and eGrants gmail account.

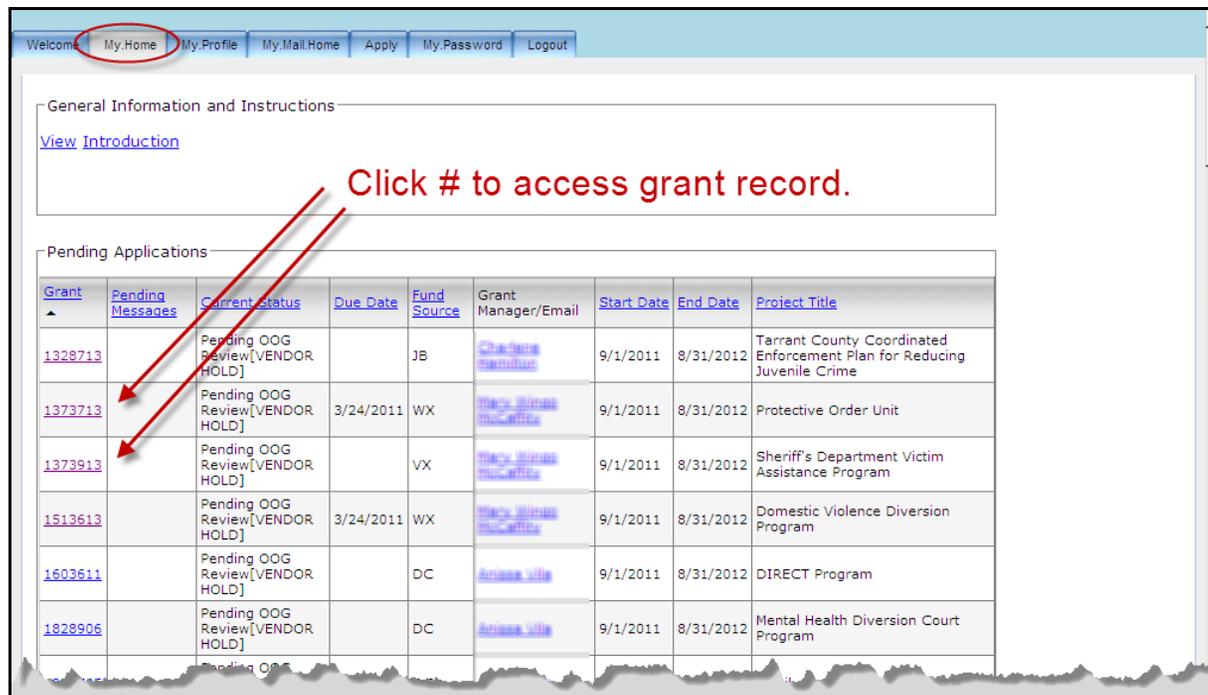




## Overview eGrants Navigation Tabs

### My Home

“My Home” is your central location for activity of all pending applications, active grants, and archived grants. Items can be sorted by clicking the blue column headers. To view a grant record, click on the grant number displayed. After clicking on a grant number, additional tabs associated with that grant record will display. These tabs are detailed earlier in this document.



General Information and Instructions

[View Introduction](#)

Pending Applications

<a href="#">Grant</a>	<a href="#">Pending Messages</a>	<a href="#">Current Status</a>	<a href="#">Due Date</a>	<a href="#">Fund Source</a>	<a href="#">Grant Manager/Email</a>	<a href="#">Start Date</a>	<a href="#">End Date</a>	<a href="#">Project Title</a>
<a href="#">1328713</a>		Pending OOG Review[VENDOR HOLD]		JB	<a href="#">Charles Beaman</a>	9/1/2011	8/31/2012	Tarrant County Coordinated Enforcement Plan for Reducing Juvenile Crime
<a href="#">1373713</a>		Pending OOG Review[VENDOR HOLD]	3/24/2011	WX	<a href="#">Mica Simas McCaffie</a>	9/1/2011	8/31/2012	Protective Order Unit
<a href="#">1373913</a>		Pending OOG Review[VENDOR HOLD]		VX	<a href="#">Mica Simas McCaffie</a>	9/1/2011	8/31/2012	Sheriff's Department Victim Assistance Program
<a href="#">1513613</a>		Pending OOG Review[VENDOR HOLD]	3/24/2011	WX	<a href="#">Mica Simas McCaffie</a>	9/1/2011	8/31/2012	Domestic Violence Diversion Program
<a href="#">1603611</a>		Pending OOG Review[VENDOR HOLD]		DC	<a href="#">Aimee Vile</a>	9/1/2011	8/31/2012	DIRECT Program
<a href="#">1828906</a>		Pending OOG Review[VENDOR HOLD]		DC	<a href="#">Aimee Vile</a>	9/1/2011	8/31/2012	Mental Health Diversion Court Program



## My Profile

The “My Profile” page allows you to update your personal information. **NOTE:** This update does not replace submitting an Adjustment to OOG for updating an Authorized Official, Financial Officer, or Project Location. New grant officials must create a new user profile then initiate a grant adjustment. More information on submitting an Adjustment can be found on the Request.Adjustment tab and in the *eGrants Guide to Grants*. When changes have been made, click the “Update Profile” button.

The screenshot shows a web browser window with a navigation menu at the top containing: Welcome, My Home, My Profile (circled in red), My Mail Home, Apply, My Password, and Logout. Below the menu is a section titled "General Information and Instructions" with a link for "View Introduction". The main content area is titled "Update My Profile" and contains a red warning message: "To update the First Name, Last Name or Email Address associated with this grant official you must create a new user profile and then initiate a grant adjustment to add the new user as a grant official for this grant." Below this is the instruction "Please fill out the information below." followed by a form with the following fields:

User Name: <input type="text" value="tamara"/>	Business Phone: <input type="text" value="817-884-1726"/>
Email Address: <input type="text" value="offilmura@tamartolounty.com"/>	Alternate Phone: <input type="text" value="817-884-1247"/>
Re-enter Email Address: <input type="text" value="offilmura@tamartolounty.com"/>	Fax Number: <input type="text" value="817-884-1702"/>
First Name: <input type="text" value="B. Glen"/>	Position: <input type="text" value="County Judge"/>
Last Name: <input type="text" value="Mittler"/>	Title: <input type="text" value="The Honorable"/>
Enter a Personal Identification Number (PIN): <input type="text" value="12345"/>	Salutation: <input type="text" value="Judge"/>

At the bottom of the form, there are partially visible fields for "Address Line" and "Address Line 2".



## My Mail Home

My.Mail.Home allows you to exchange email with OOG. **NOTE:** “My.Mail.Home” is not a mail server. It will only transmit emails between Grantees and OOG. eGrants mail messages are listed on this page by grant number. To read a message, click the number in the “Grant” column.

General Information and Instructions  
[View Introduction](#)  
[View Instructions](#)

Click grant # to view associated email.

View All of Your Pending eGrants Mail Messages  
 10 Items Per Page Select the number of records to display per page.

Grant	Project Status	Date of eGrants Message	Subject Line	Created By User Name
<a href="#">2449301</a>	Grant - Active	5/12/2011 10:40:09 AM	Status Change 2449301	Ryan Clinton
<a href="#">2449301</a>	Grant - Active	5/12/2011 10:54:18 AM	eGrants: Grant Adjustment Finalized for OOG Grant - 2449301	Ryan Clinton

Page 1

[Refresh](#)

You are logged in as **User Name:** debbieunruh



From the “My.Mail.Home” tab you will be redirected to the “My.Mail” tab for that grant.

General Information and Instructions  
[View Introduction](#)  
[View Instructions](#)  
[View All eGrants Mail Messages for this Project](#)

10 Items Per Page Select the number of records to display per page.  
 IncludeReadMail

Subject Line	From	Sent	Read	Unread	Thread Number
<a href="#">eGrants: Grant Adjustment Finalized for OOG Grant - 2449301</a>	Ryan Clinton	5/12/2011 10:54:18 AM		Yes	1
<a href="#">Status Change 2449301</a>	Ryan Clinton	5/12/2011 10:40:09 AM		Yes	1
<a href="#">eGrants: Notification of Adjustment Certification for OOG Grant - 2449301</a>	Debbie Umuh	5/12/2011 10:03:00 AM		No	1
<a href="#">eGrants: Notification of Grant Adjustment for Grant Number - 2449301</a>	Emily Childs	5/12/2011 8:45:26 AM		No	1
<a href="#">eGrants: Notification of Adjustment Submission for Grant Number - 2449301</a>	Emily Childs	5/12/2011 8:45:26 AM		No	1
<a href="#">eGrants: Receipt of OOG Grant Award Acceptance for Grant Number: 2449301</a>	Debbie Umuh	3/24/2011 7:54:23 AM		No	1
<a href="#">eGrants: Receipt of Certified OOG Grant Application</a>	Debbie Umuh	3/2/2011 9:12:54		No	1

Once you review a message, it will no longer be displayed in the “My Mail” section. The email will automatically transfer to the associated grant number as a permanent record for that grant. To view the email again, return to the “My Home” tab, select the grant number, and open the “My Mail” tab associated with that grant record.