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.*

Contents

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

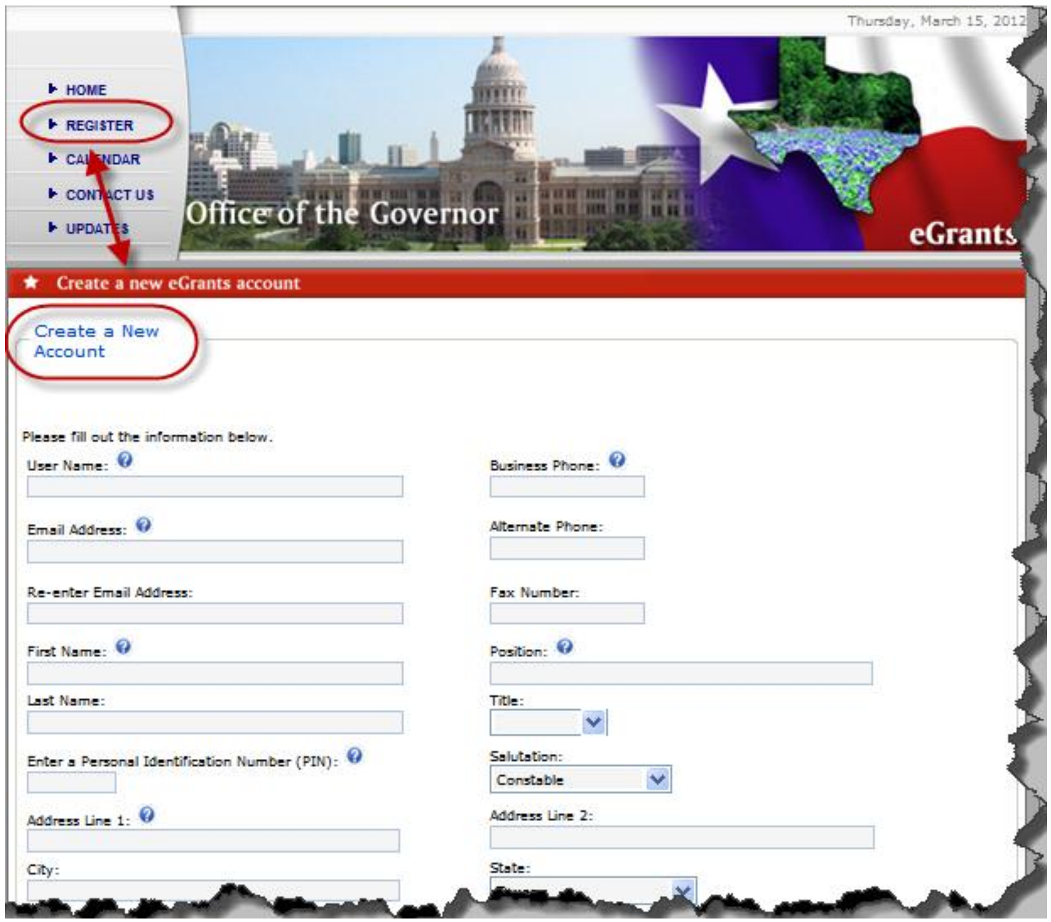
Begin Registration

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.

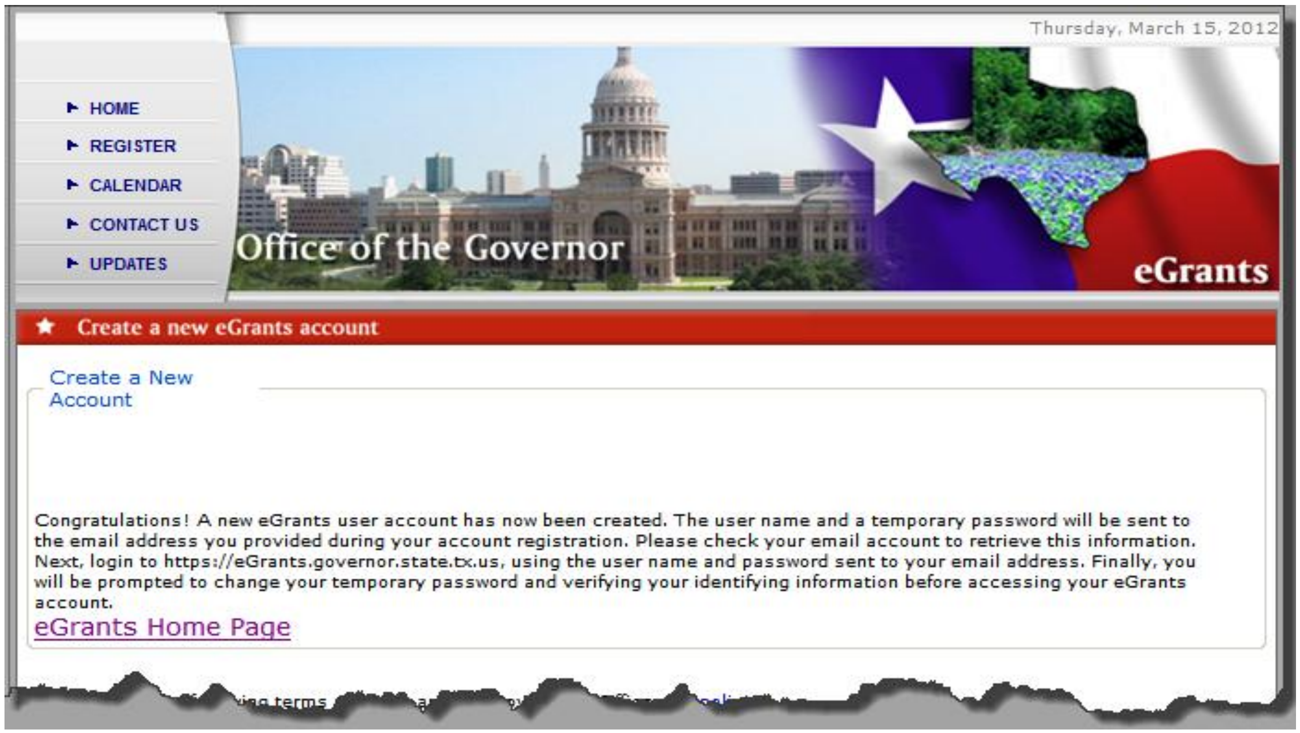
New Account Information

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.**



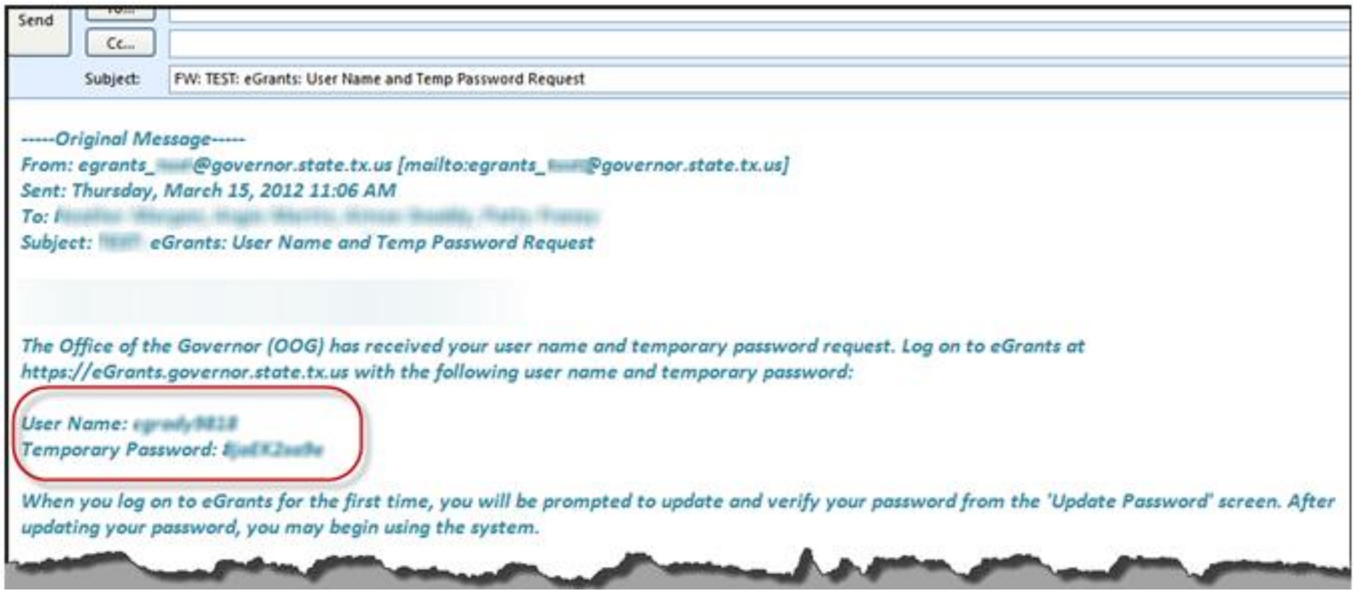
Registration Complete

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.

Password

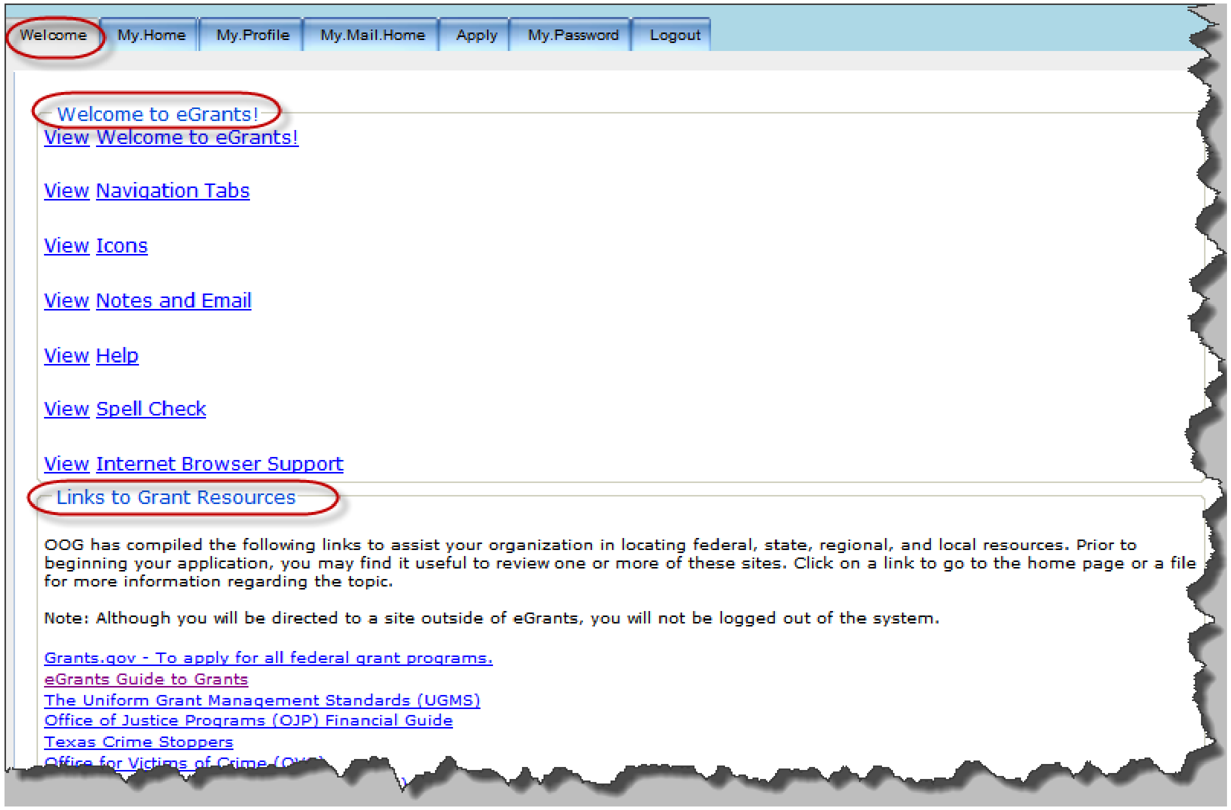
You should now be back on the eGrants Home page where you will log back in to the eGrants system with your user name and temporary password. You will then be directed to the ***My Password*** page where you will update your password.

- 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.

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.

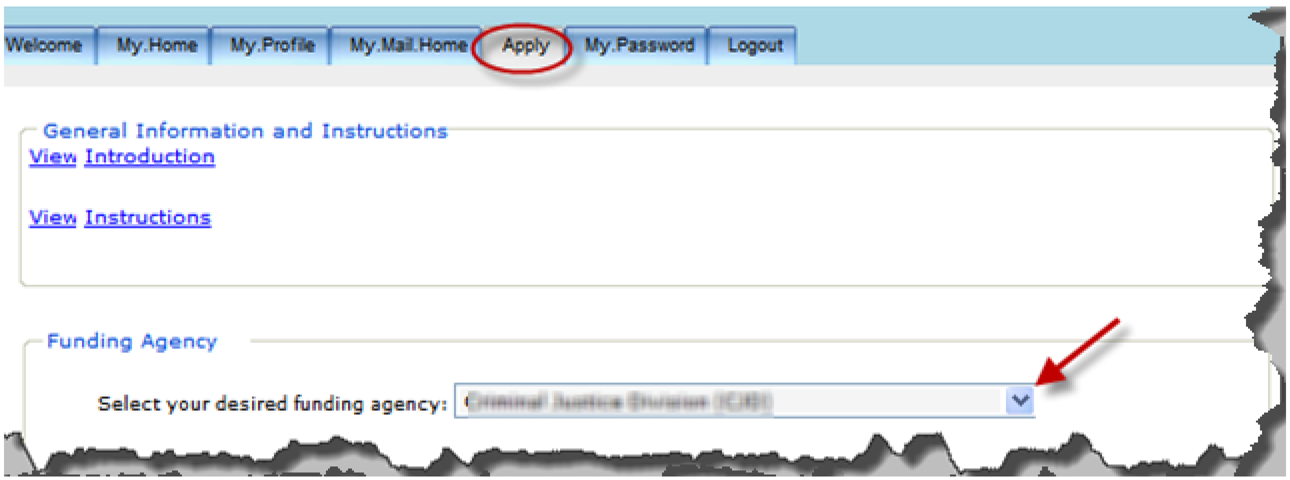


Creating an Application

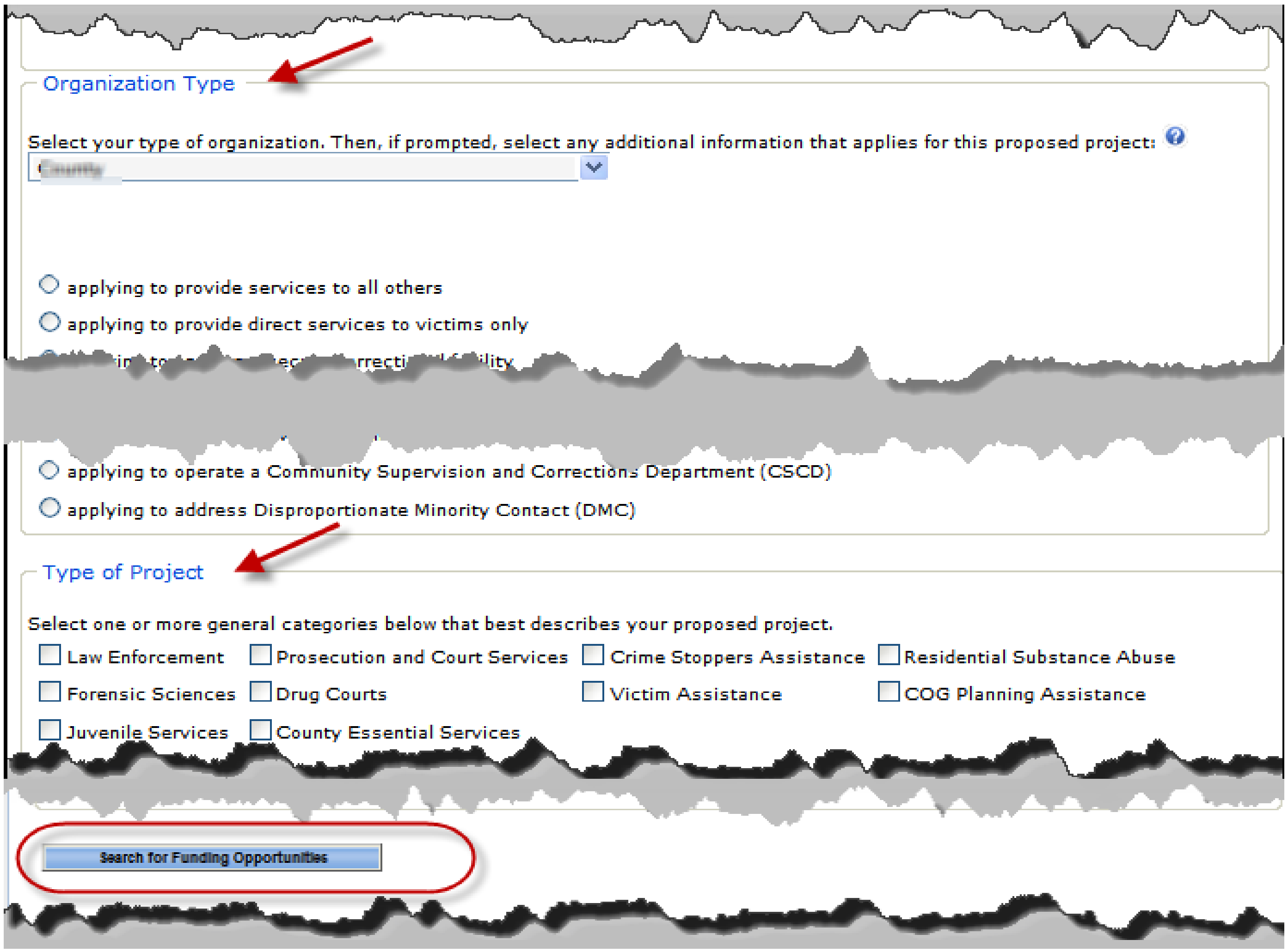
Step 1. Apply Tab

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

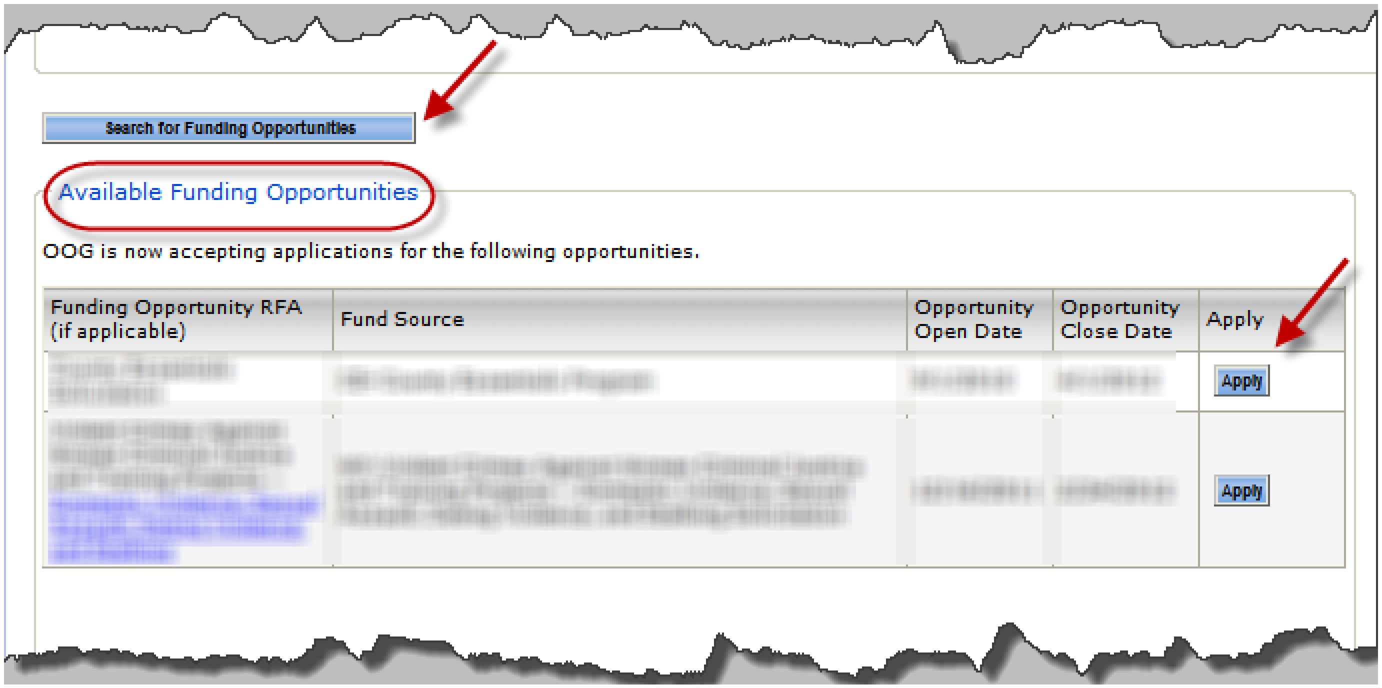
- Select the applicable ***Funding Agency*** from the drop-down menu.



- 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.



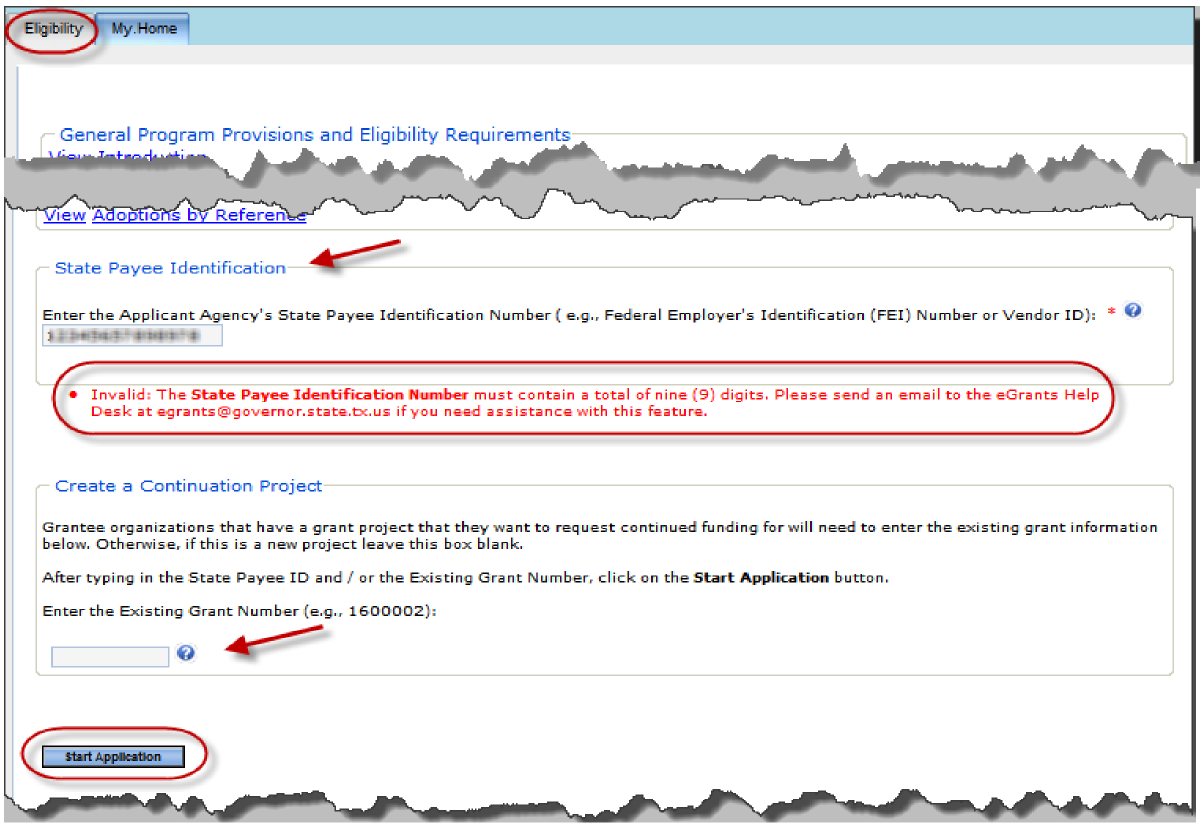
Upon clicking the '*Search for Funding Opportunities*' button the results for available funding opportunities will display at the bottom of the "Apply" page. Carefully review the funding opportunities and choose the applicable opportunity by clicking the '*Apply*' button.



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.



NAVIGATING GRANT-SPECIFIC TABS

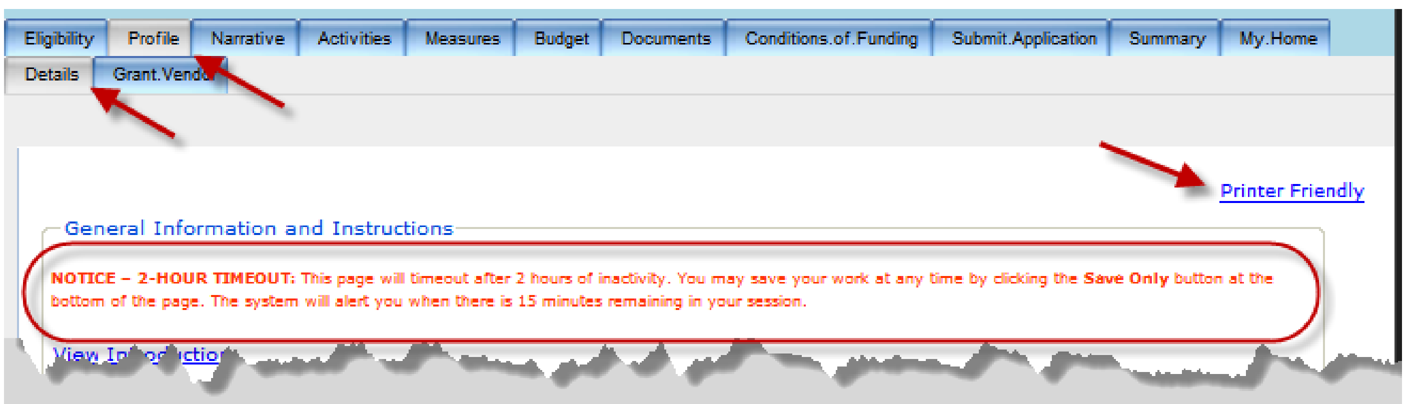
After starting the application, additional tabs display across the top of the page and relate to the application you are creating.

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.*



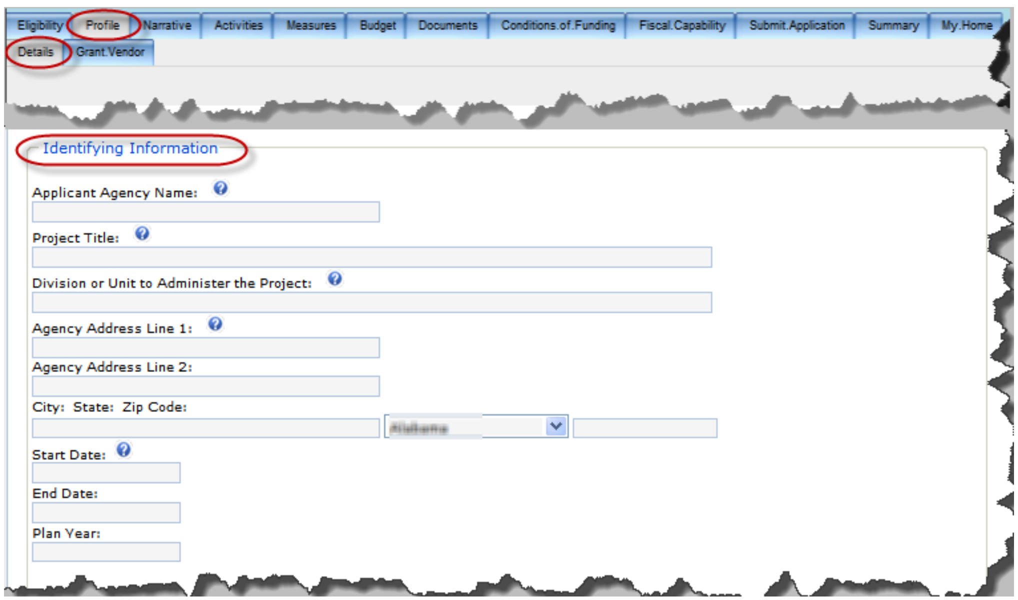
Step 3. Profile Tab

Profile/Details Sub Tab

IDENTIFYING INFORMATION

This area requests information regarding your Agency:

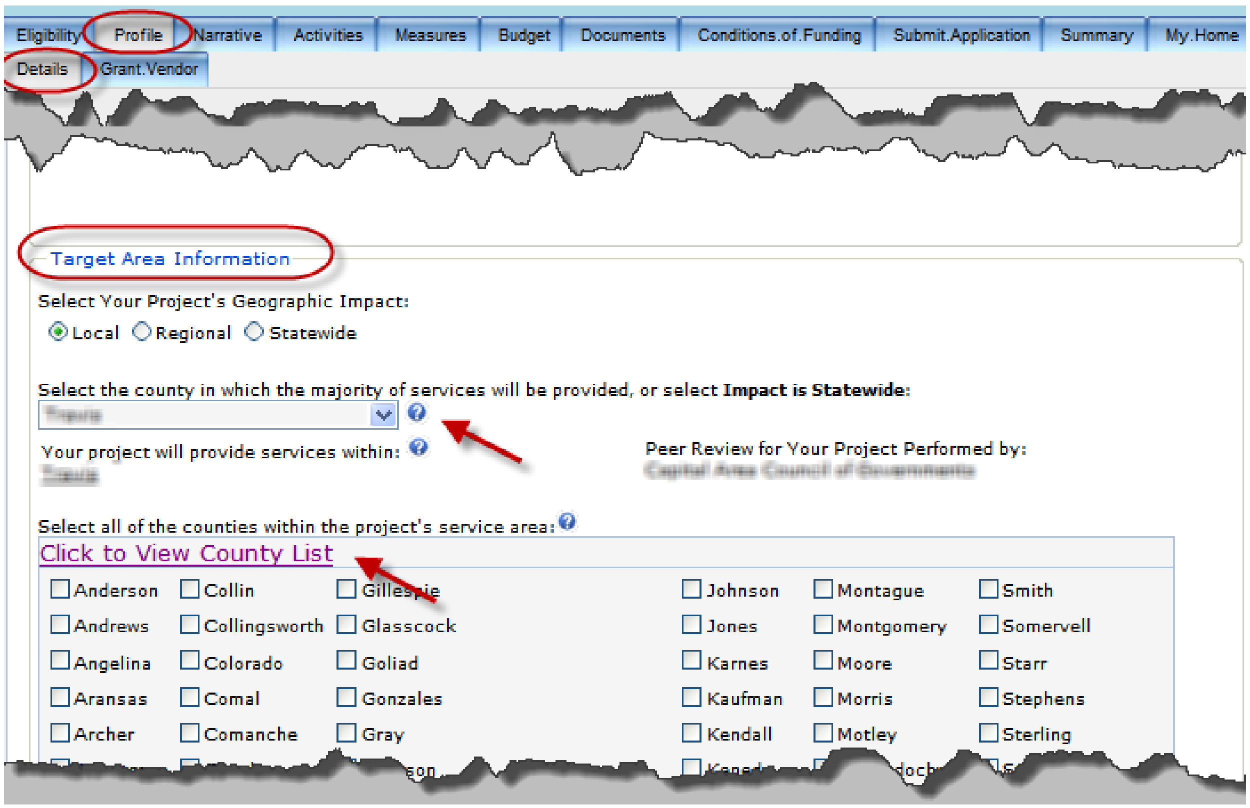
- **Applicant Agency Name** – Provide the legal name of the Agency requesting funding. Local governments should enter the legal name of the city or county government.
- **Project Title** – Name of the project. The title should provide a clear and concise description of what the project does.
- **Division 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.



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.



GRANT OFFICIALS INFORMATION

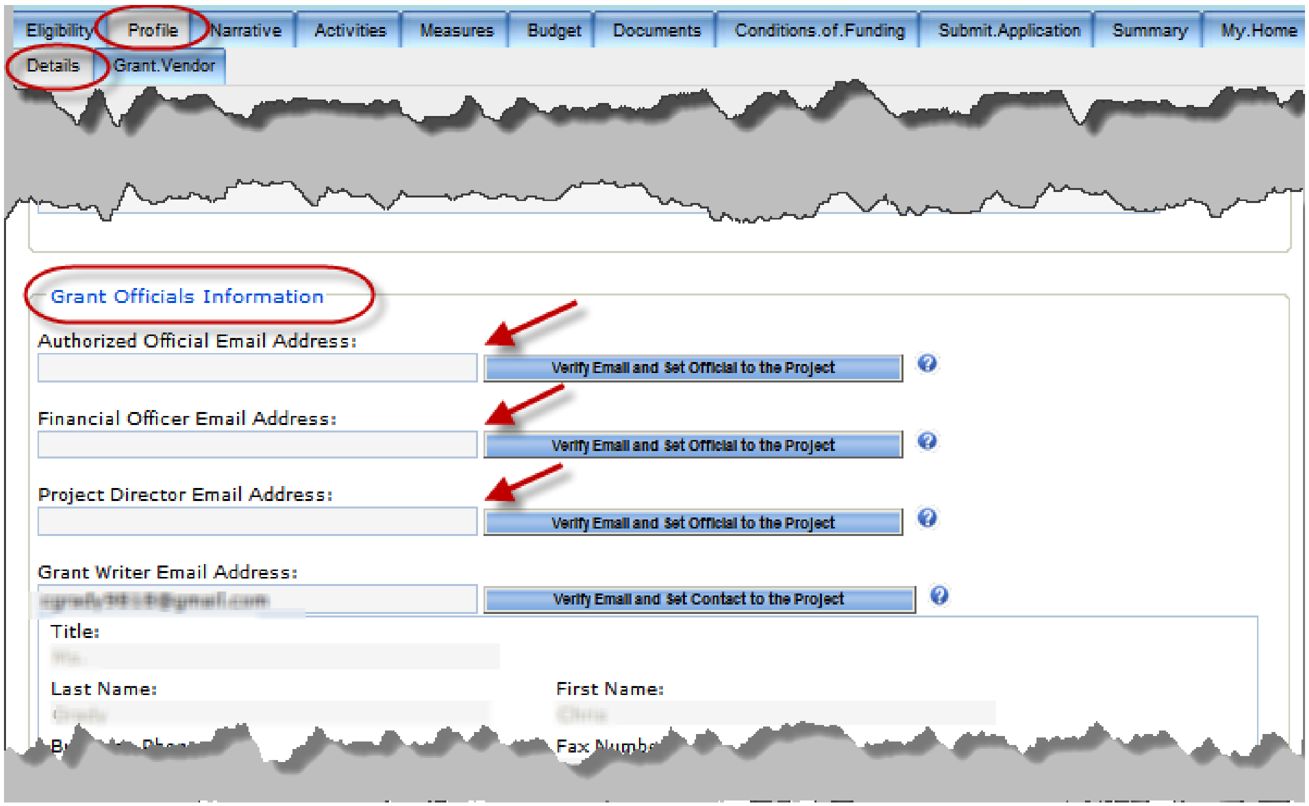
Designate officials for your application. ***Before this step, each official must register for an account in eGrants***. Otherwise, the eGrants system will not recognize them or allow them to be assigned to the project. Once the officials have registered, enter their email addresses in the proper line 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:

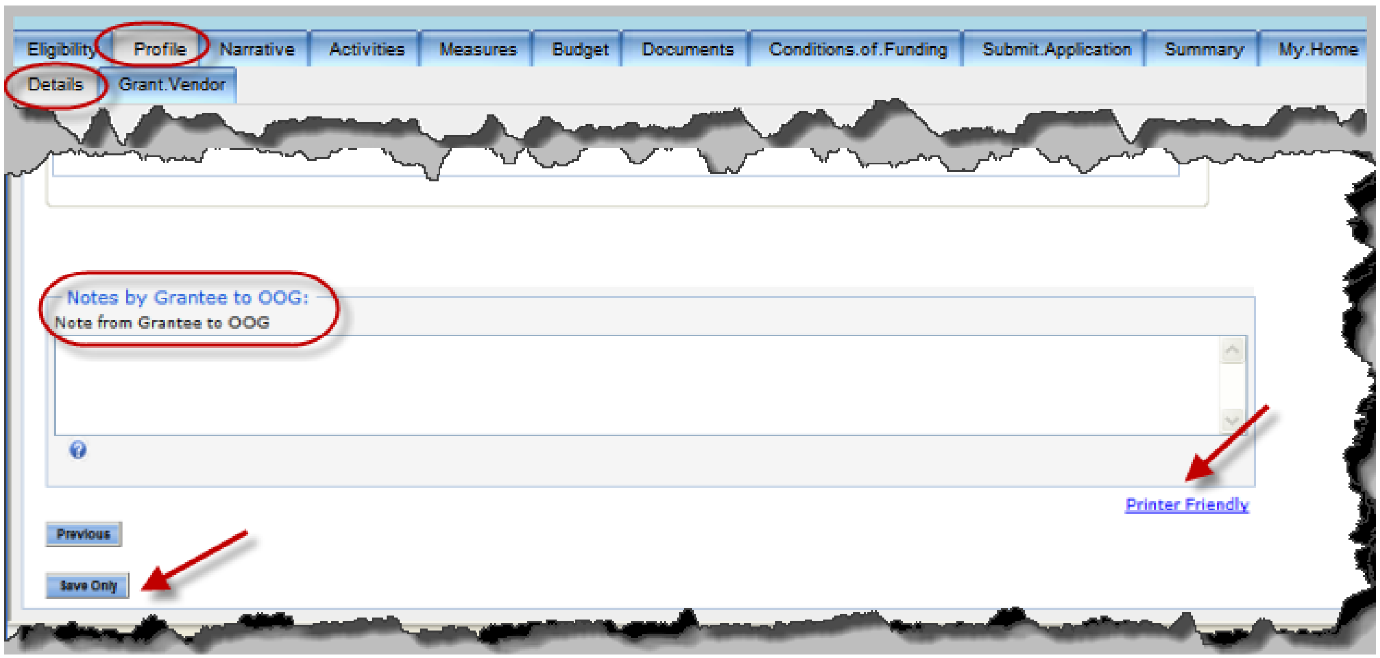
- **Authorized Official** The Authorized Official (AO) may perform all application and grant management processes in eGrants. If an application has been submitted by another grant official, the AO is responsible for certifying the application to complete the application submission process. The AO performs 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
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:

NOTES

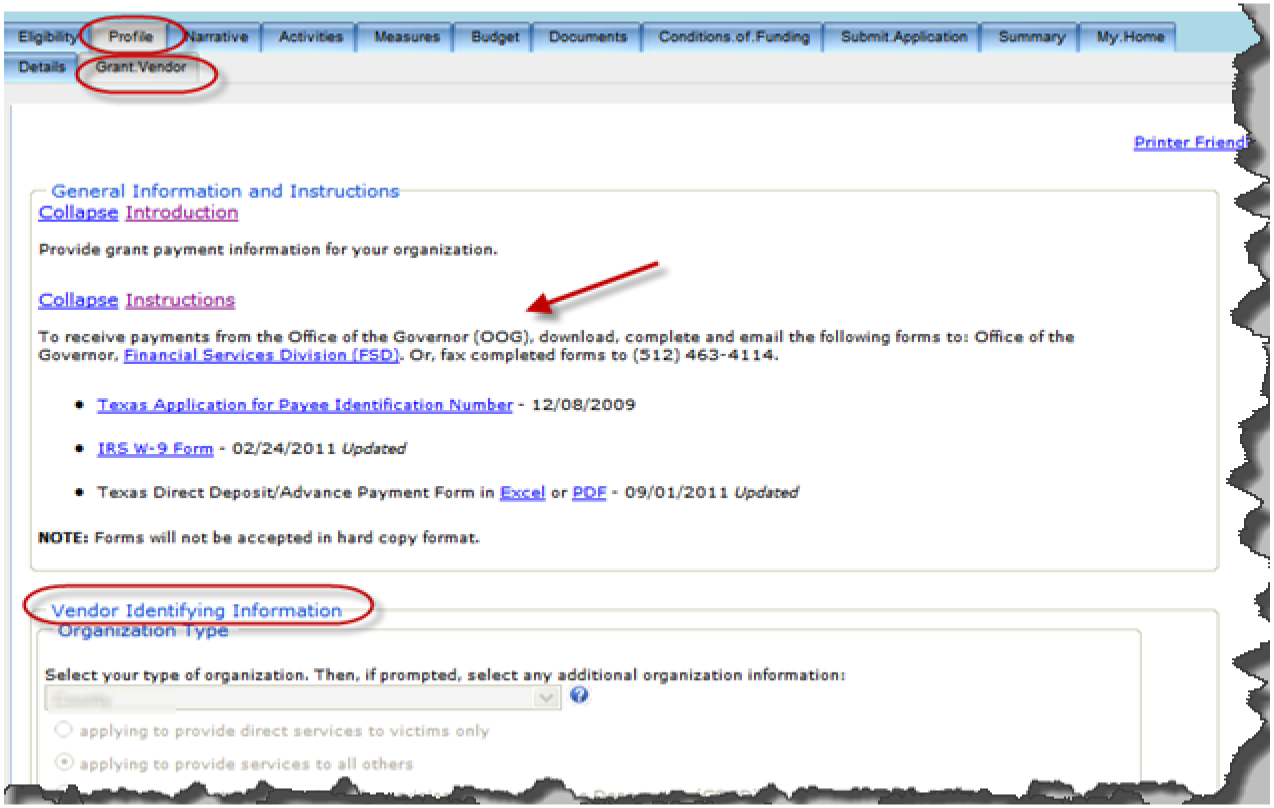
The message box is used to exchange notes with OOG. This box does not function like an Instant Message (IM) nor does it send a separate email to OOG. This box appears on multiple pages within the eGrants system.

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.



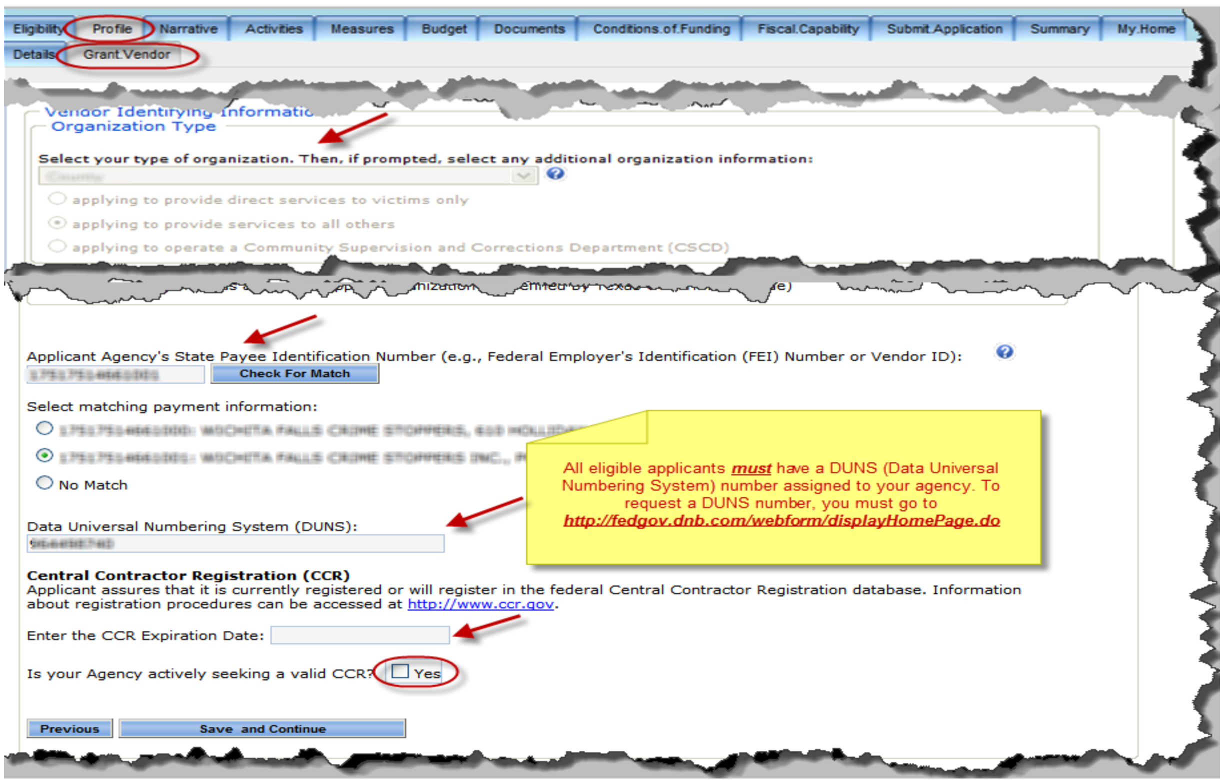
Profile/Grant Vendor Sub Tab

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.



VENDOR IDENTIFYING INFORMATION

- Organization type is auto-filled from previous information provided in eGrants.
- State Payee ID is auto-filled from previous information provided in eGrants.
- If the State Payee ID number is recognized by the eGrants system it will display with possible matches, you will be able to select the applicable payment address information.
- Data Universal Numbering System (DUNS) is required. The nine-digit number provides a unique numeric identifier for your entity. To request a DUNS you must go to *http://fedgov.dnb.com/webform/displayHomePage.do*.
- Central Contractor Registration (CCR) is required, but can be obtained during the application process. Registration information is available at *https://www.bpn.gov/ccr/*. If your organization does not have a CCR but are seeking one, click the "Yes" box next to "Is your Agency actively seeking a valid CCR?"



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.

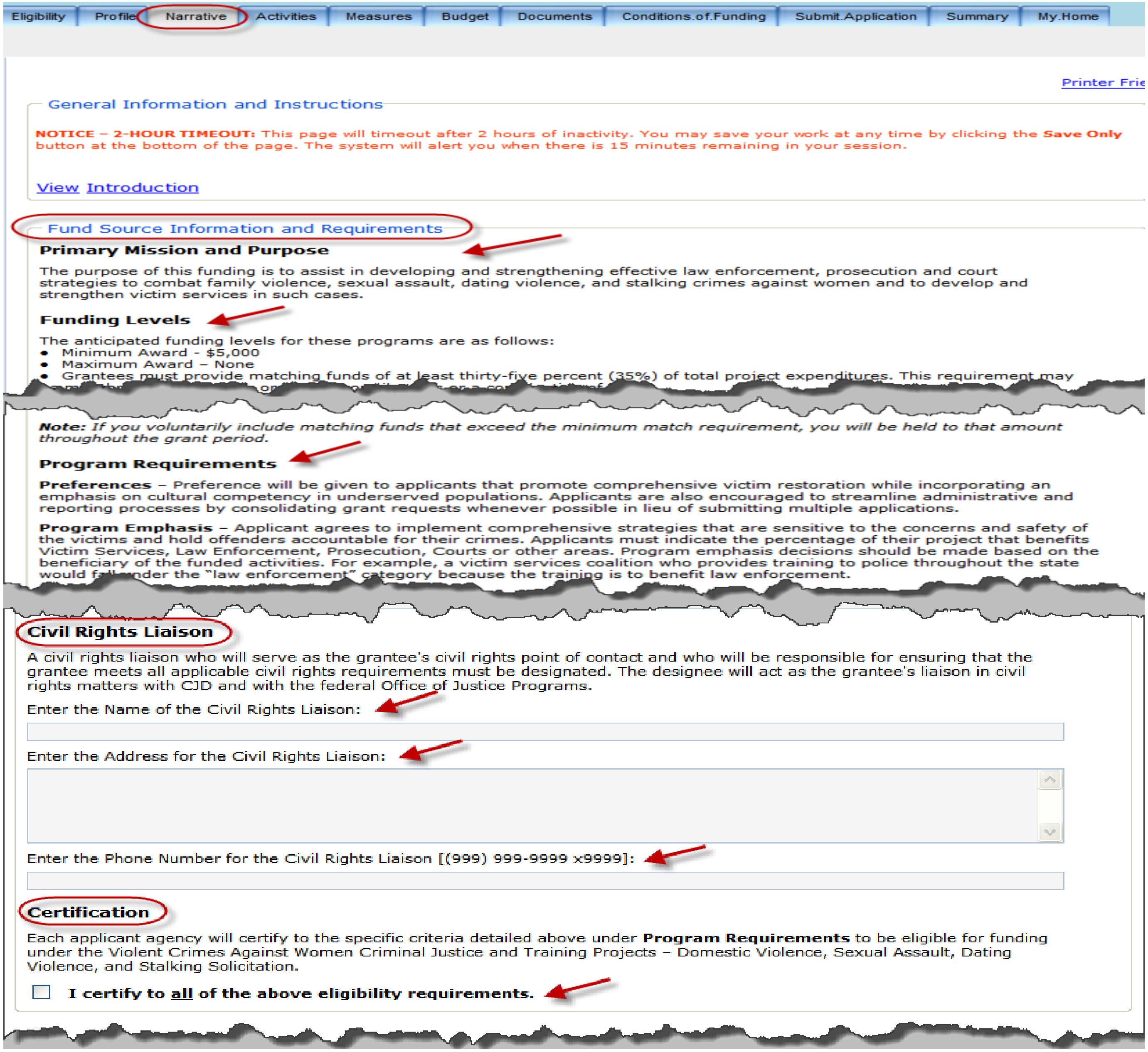
IMPORTANT REMINDER – 2-hour eGrants Session Timeout!!

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

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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]:

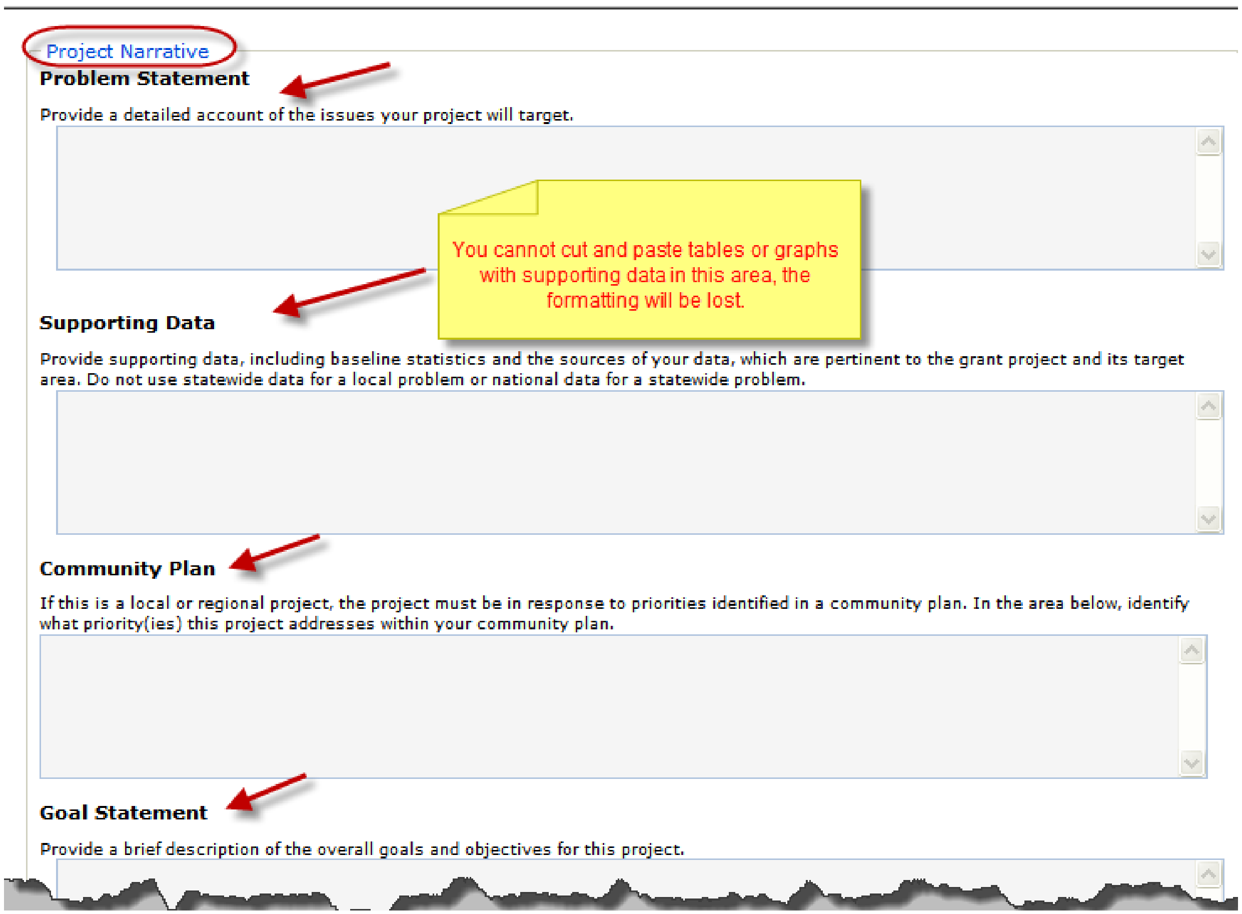
Certification

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.

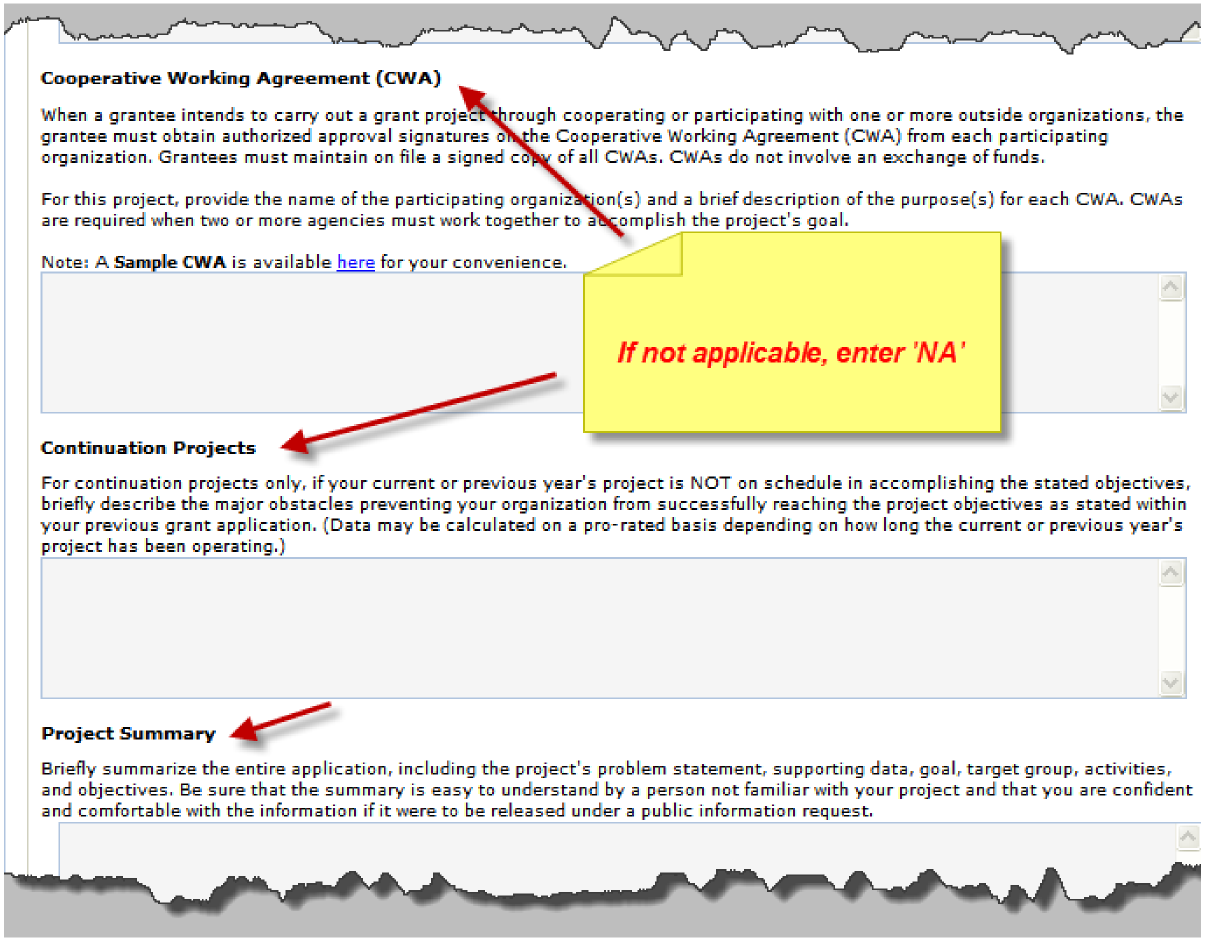
☐ **I certify to all of the above eligibility requirements.**

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.



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.



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:

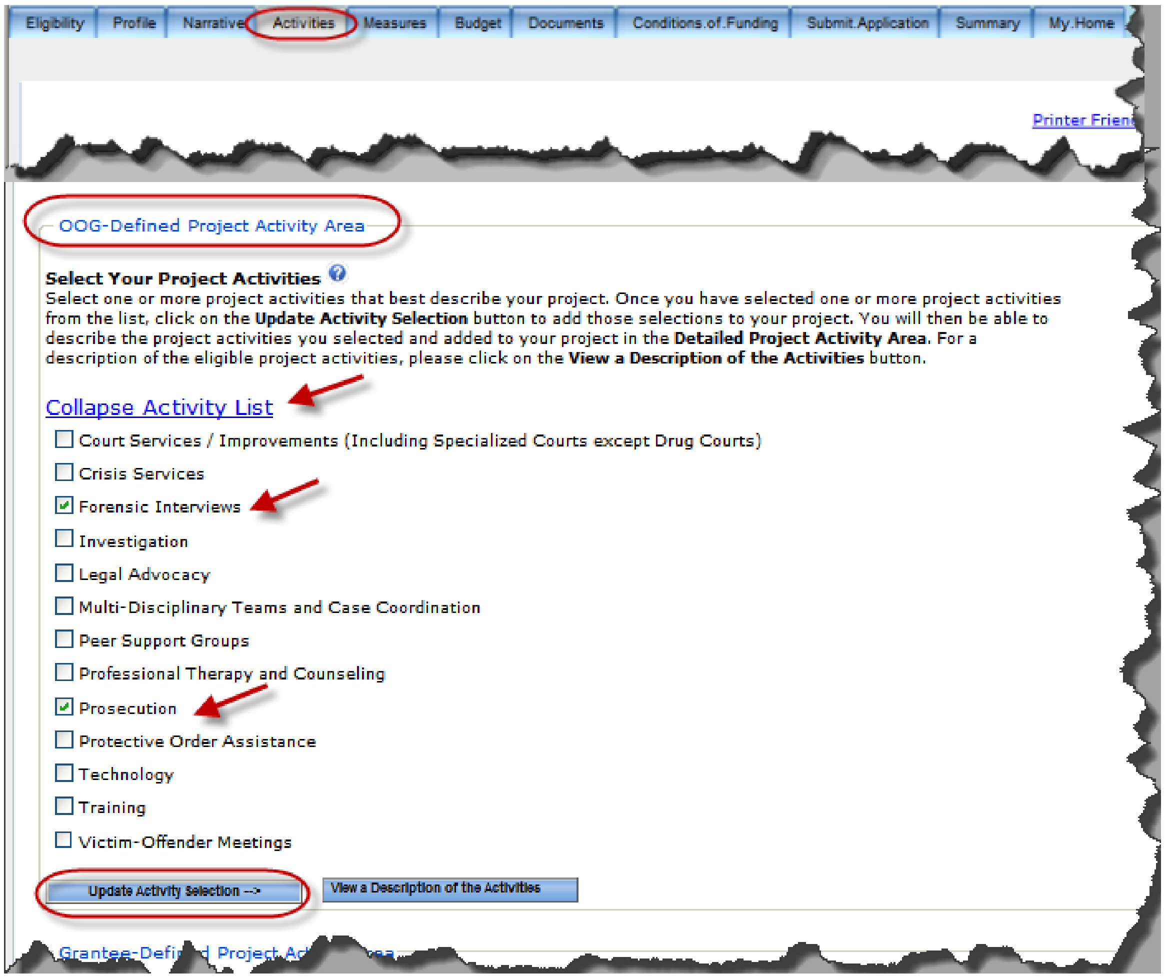
- Fund Source Information and Requirements
- OOG-Defined Project Activity Areas
- Create Grantee-Defined Project Activity Areas
- Review/Revise Information in the Detailed Project Activity Area
- Target Group and Population Area

Fund Source Information and Requirements

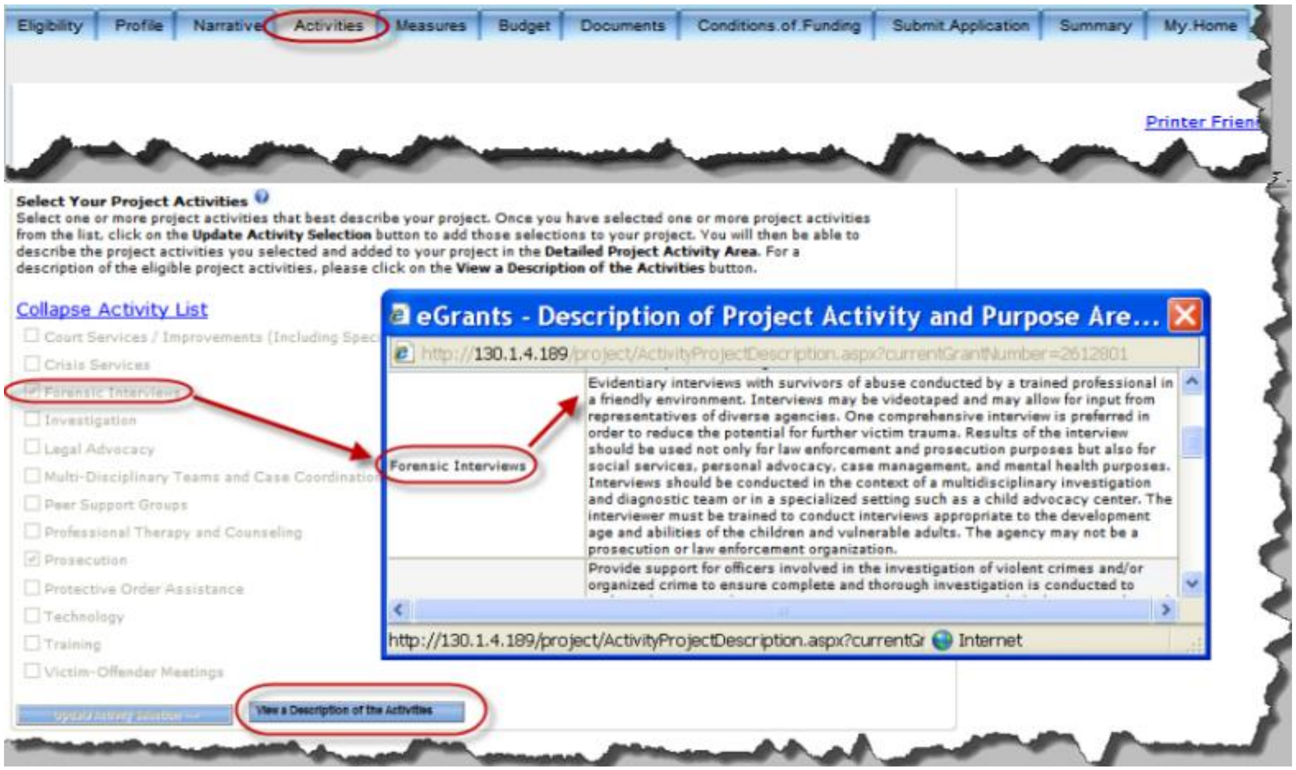
"Fund Source Information and Requirements" collects information specifically related to the fund source associated with your grant application. This area changes according to the associated fund source.

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.

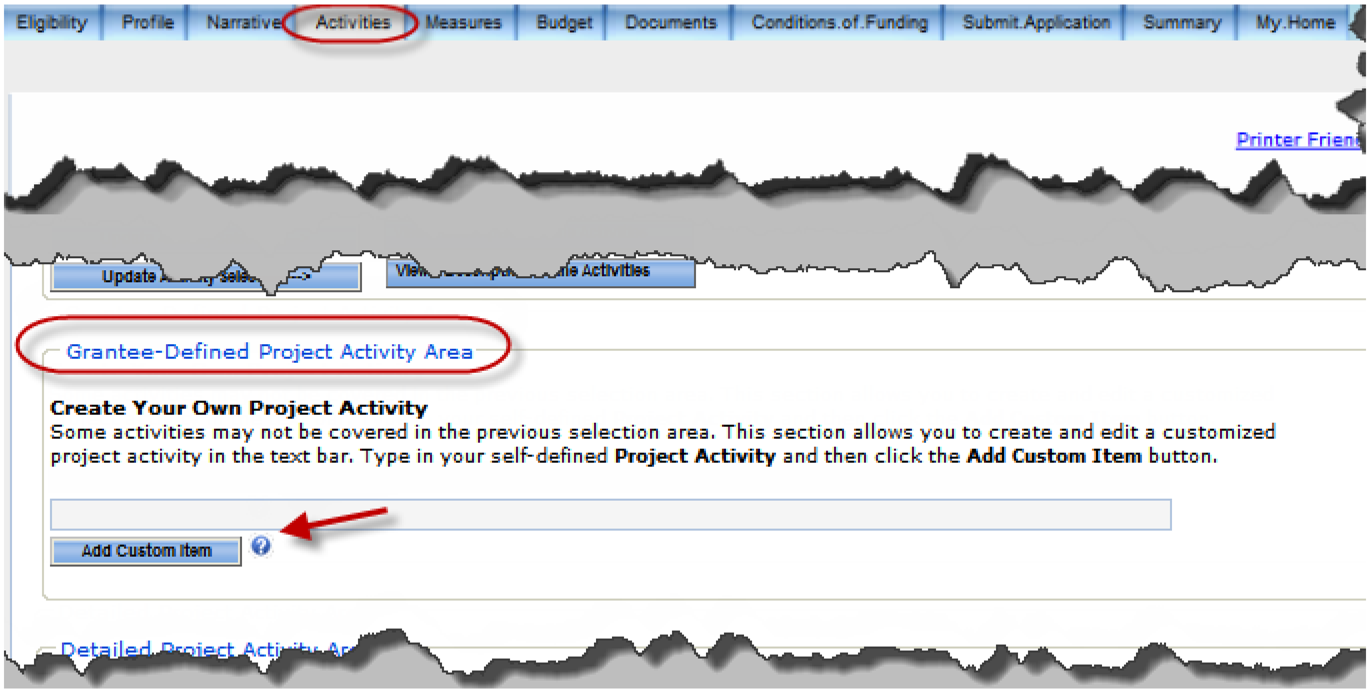


For detailed information on the description of the activity, click the '*View a Description of the Activities*' button. This is a handy tool to use when trying to determine the applicable activity(ies) for your project. The project description information can also be used when completing the description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

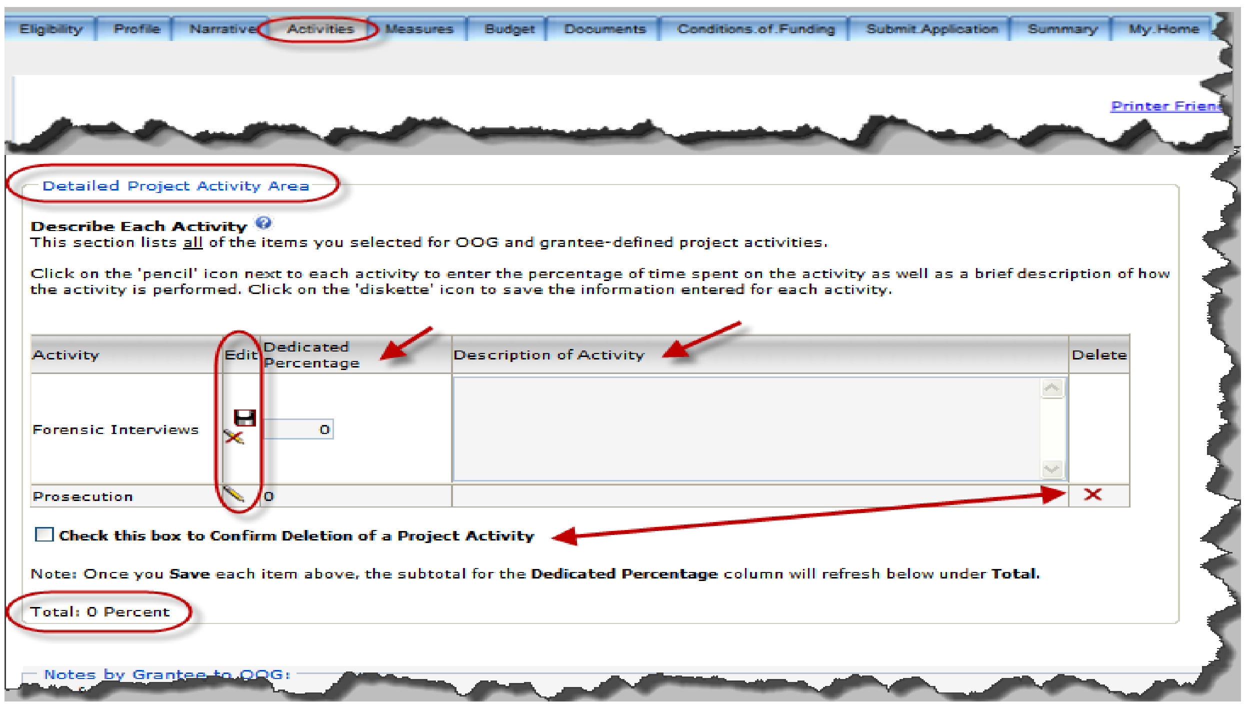


Detailed Project Activity Area

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.

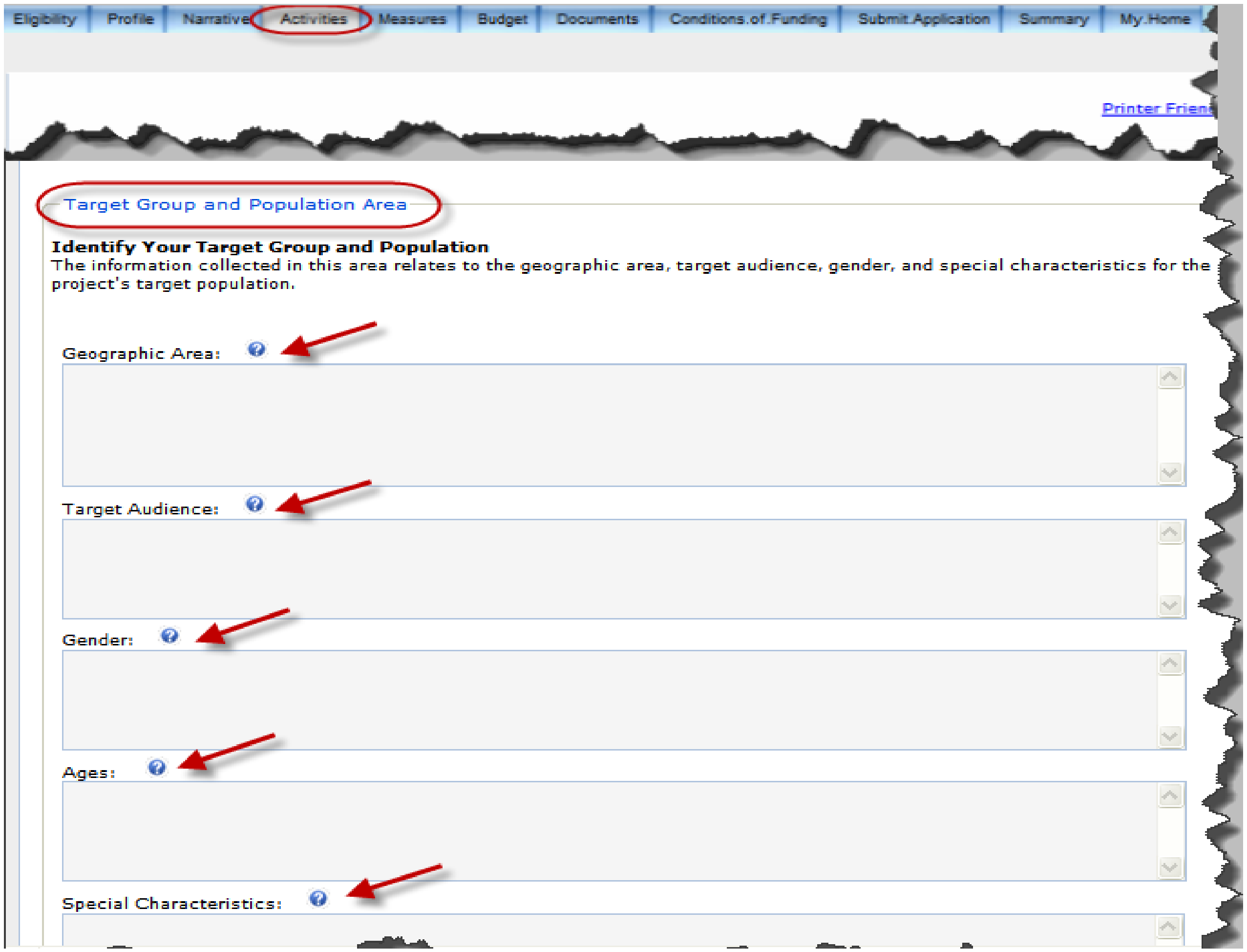
Save each entry before moving to the next by clicking the save icon. **If you do not click the save icon before moving to another activity, your information will not be saved.** Once you save each item, the subtotal for the Dedicated Percentage column will display as a 'Total' percentage. The Dedicated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



Step 6. Measures Tab

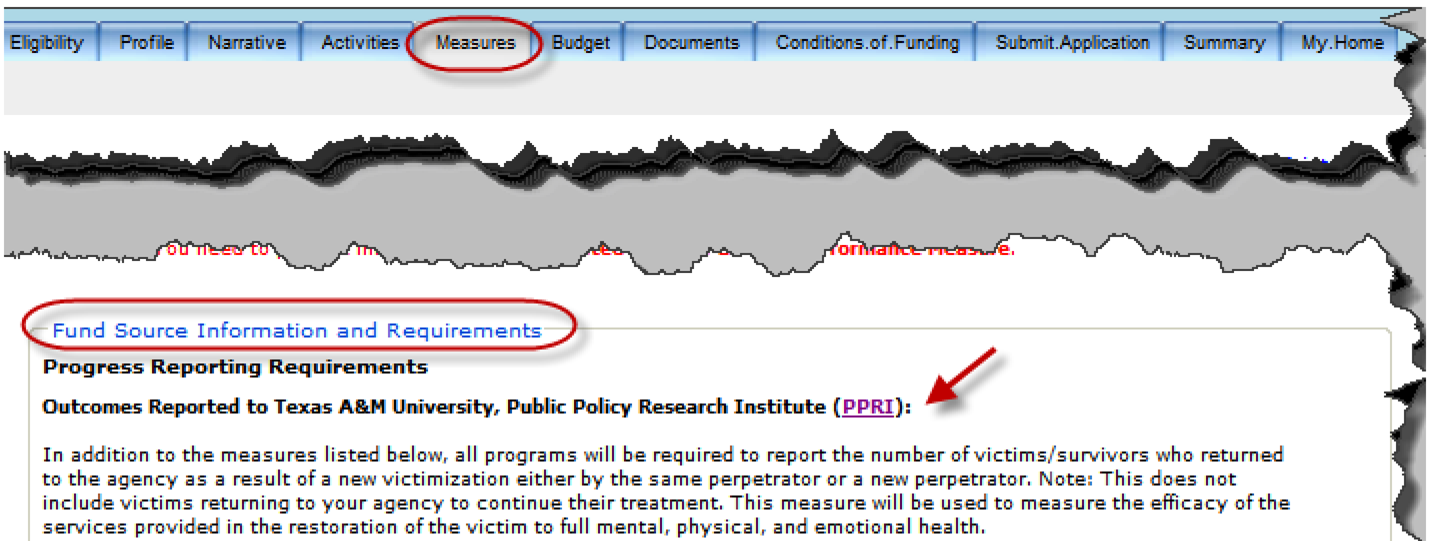
This Measures area collects data to track the performance of your proposed project toward its stated objectives.

"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

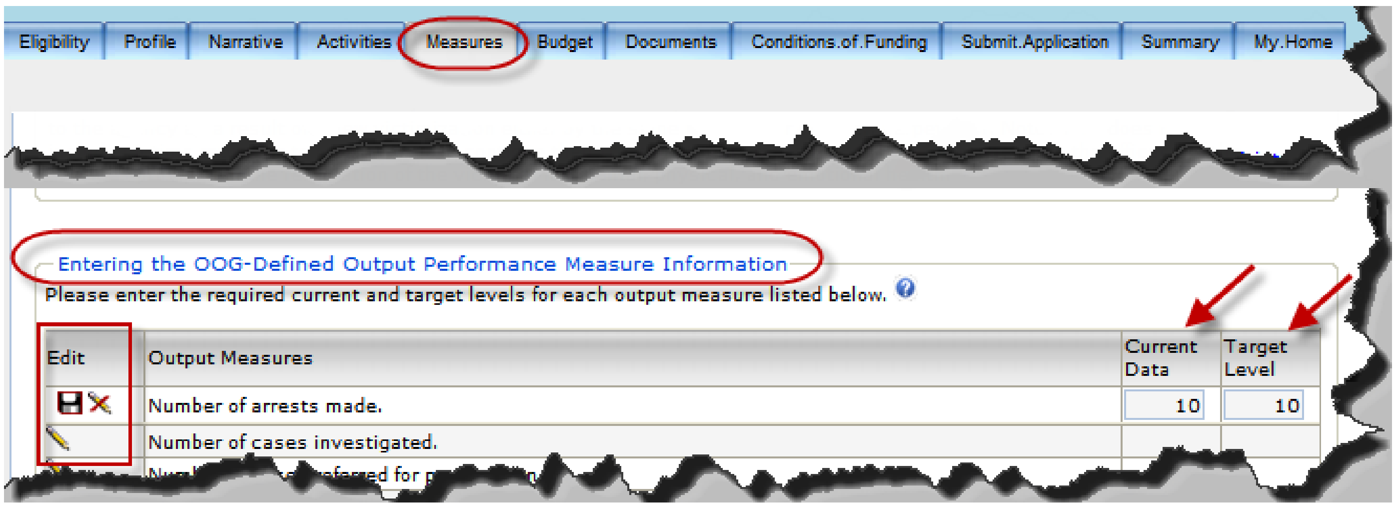
All programs funded by the Criminal Justice Division are required to report Output and Outcome measures to Texas A&M University, Public Policy Research Institute (PPRI). PPRI can be accessed online at https://cjd.tamu.edu.



Entering the OOG-Defined Output Performance Measure Information

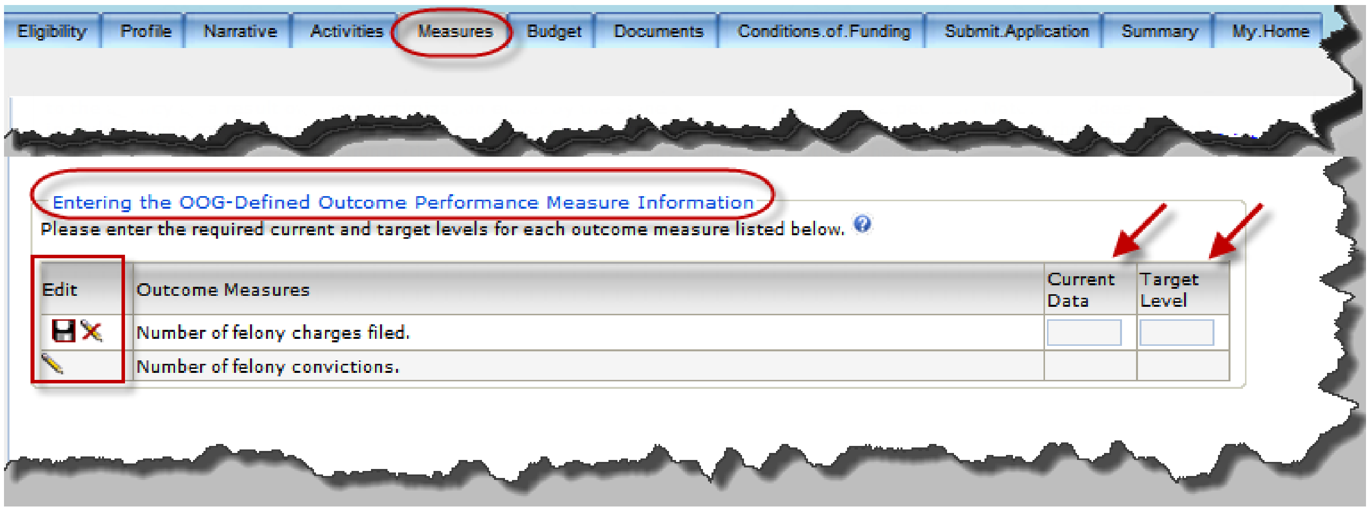
This section includes the OOG-defined Output Measures for this project based on your selections on the "Activities" tab.

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

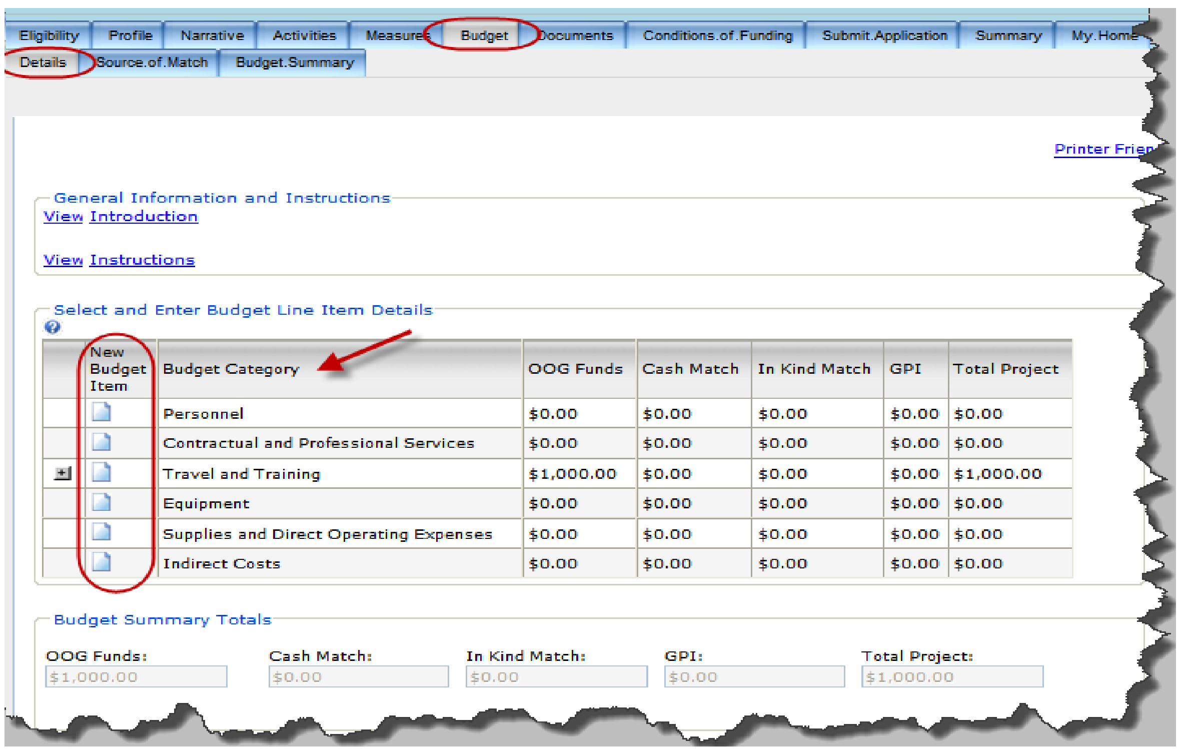
Budget/Details Sub Tab

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.



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

Details | Source.of.Match | Budget.Summary

Printer Frien

General Information and Instructions

View Introduction

View Instructions

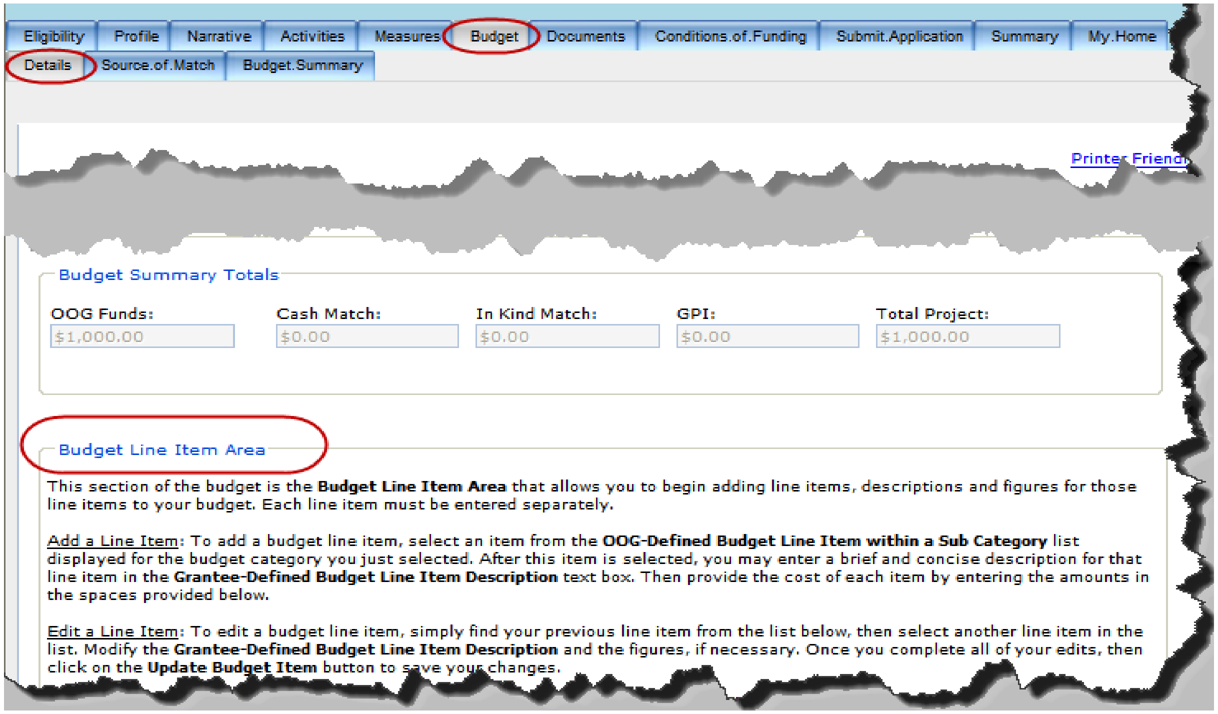
Select and Enter Budget Line Item Details

	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
		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: $1,000.00 | Cash Match: $0.00 | In Kind Match: $0.00 | GPI: $0.00 | Total Project: $1,000.00

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



- 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.

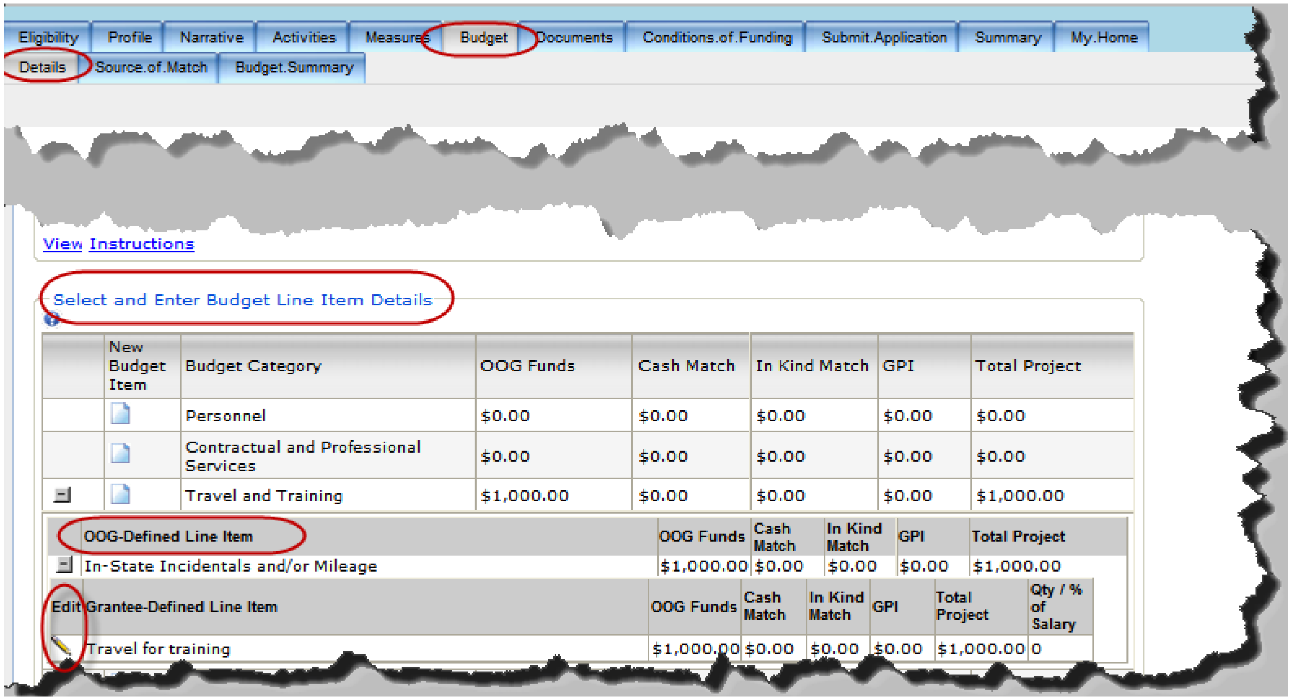
Detail a Budget Line Item

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.



- 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

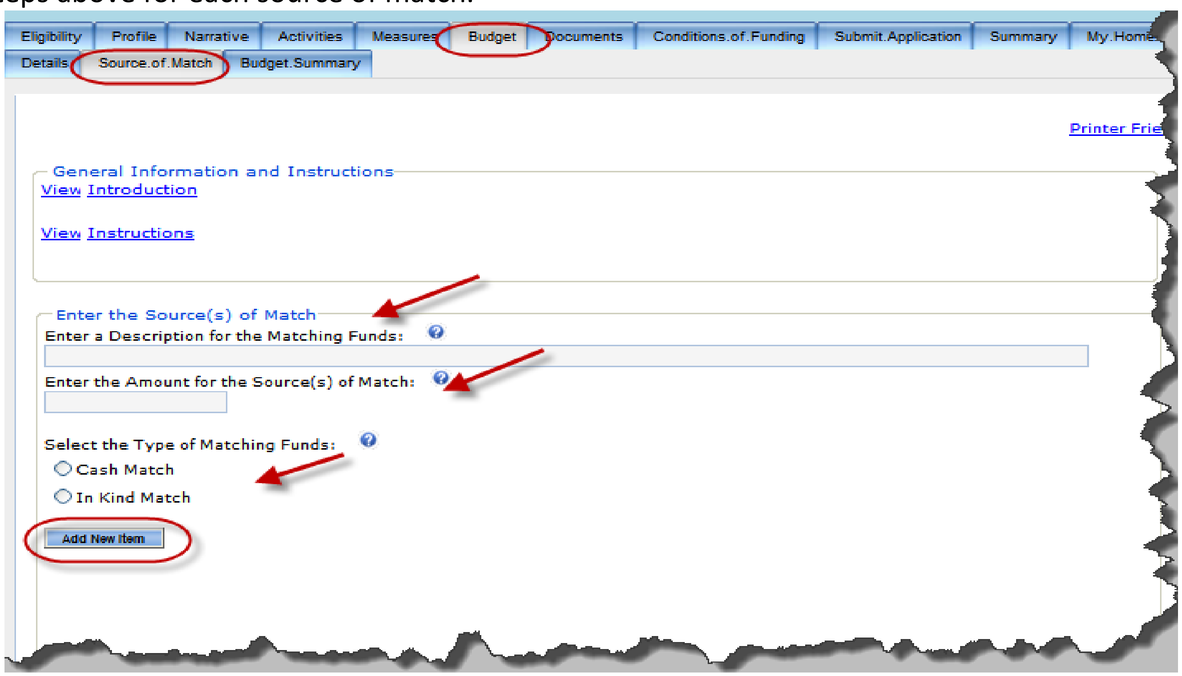
Create, edit or delete source(s) of match. Depending on the grant, match may be designated as Cash Match, In Kind, Generated Program Income (GPI) Court Forfeitures or GPI Other Sources. You can also export information to Excel, create internal notes and/or create Grantee/OOG notes.

NOTES:

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

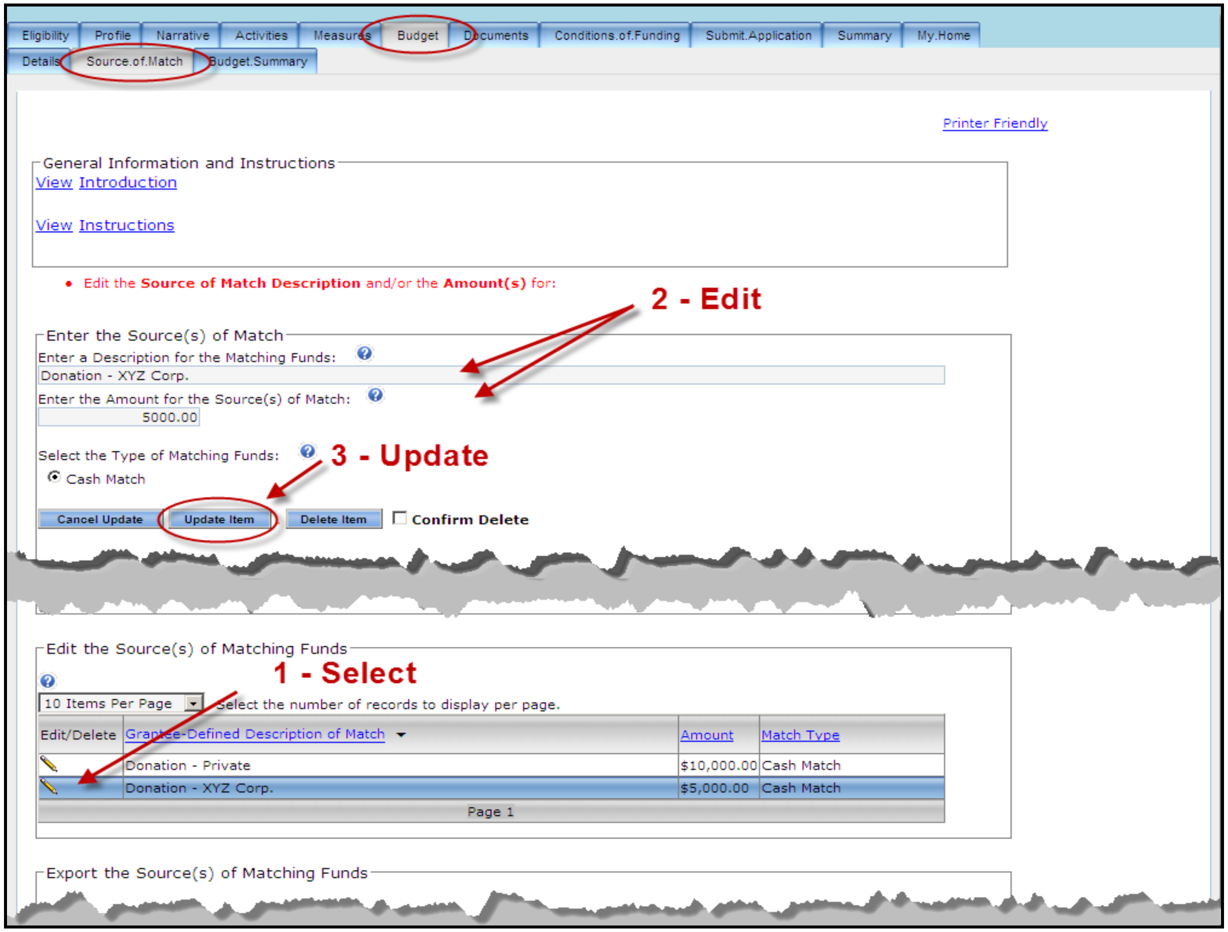
ADD MATCH

- 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.



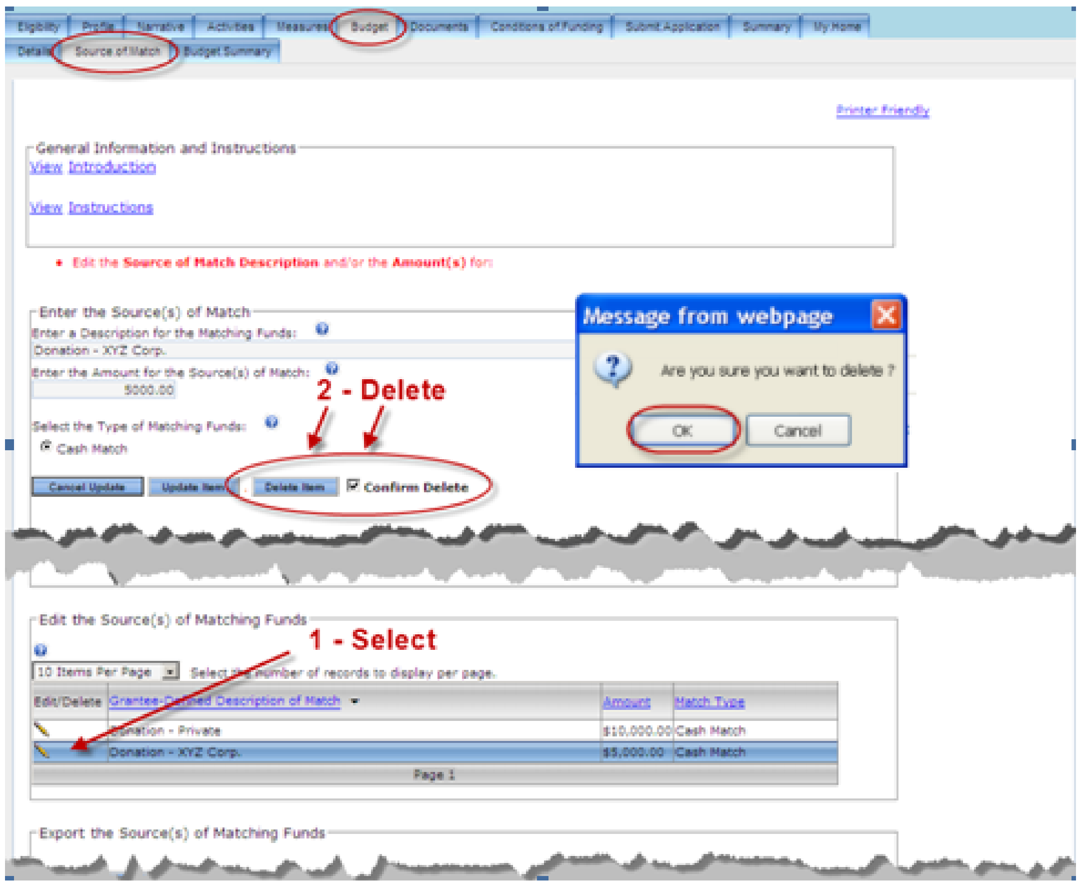
EDIT MATCH

- 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.



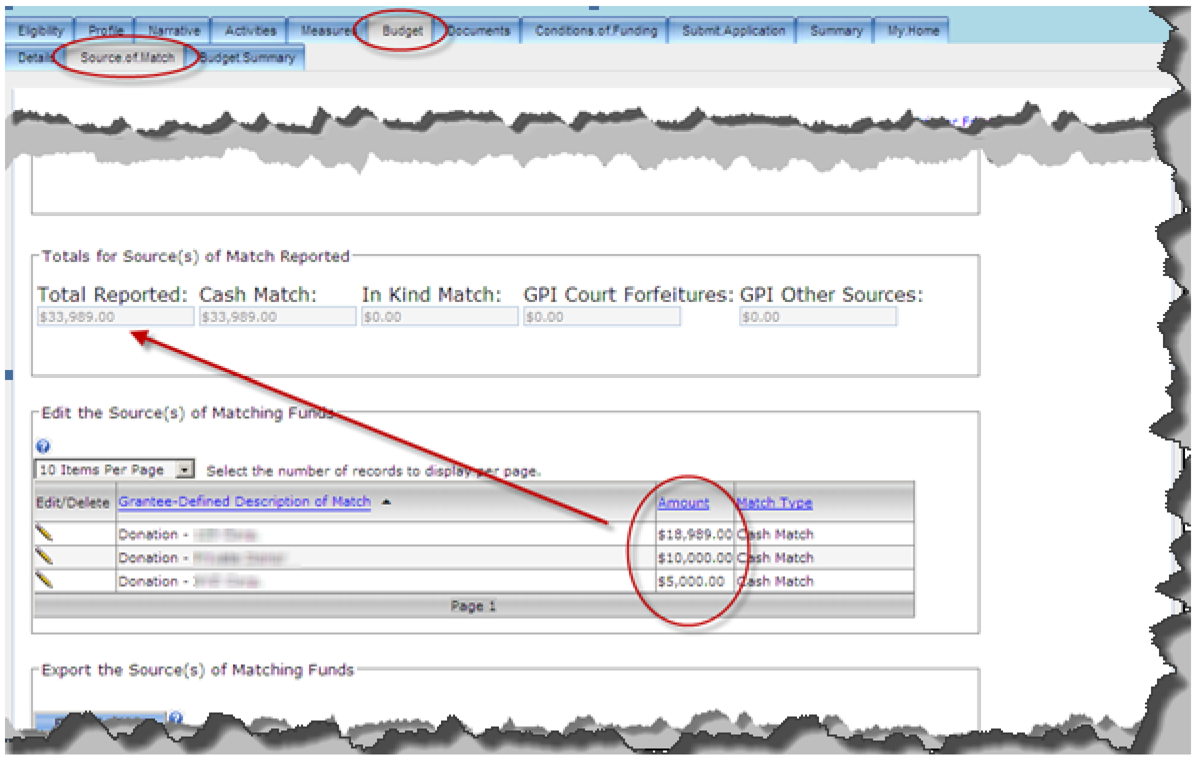
DELETE MATCH

- 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.



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.

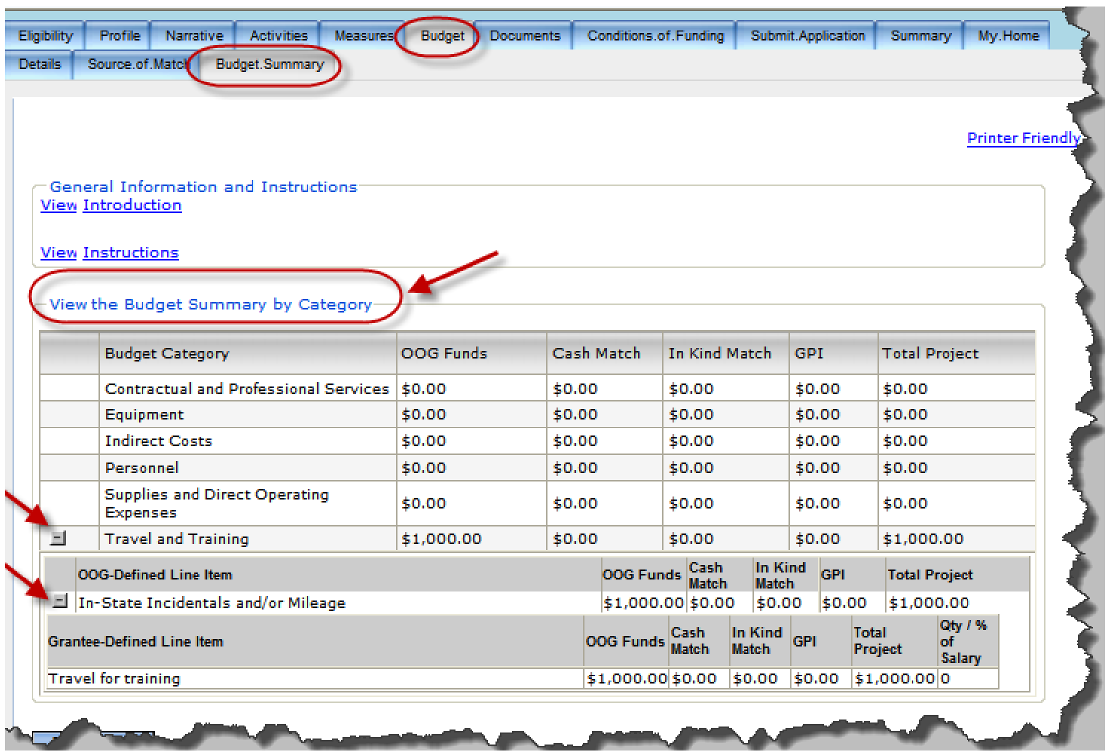


Budget/Budget Summary Sub Tab

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.

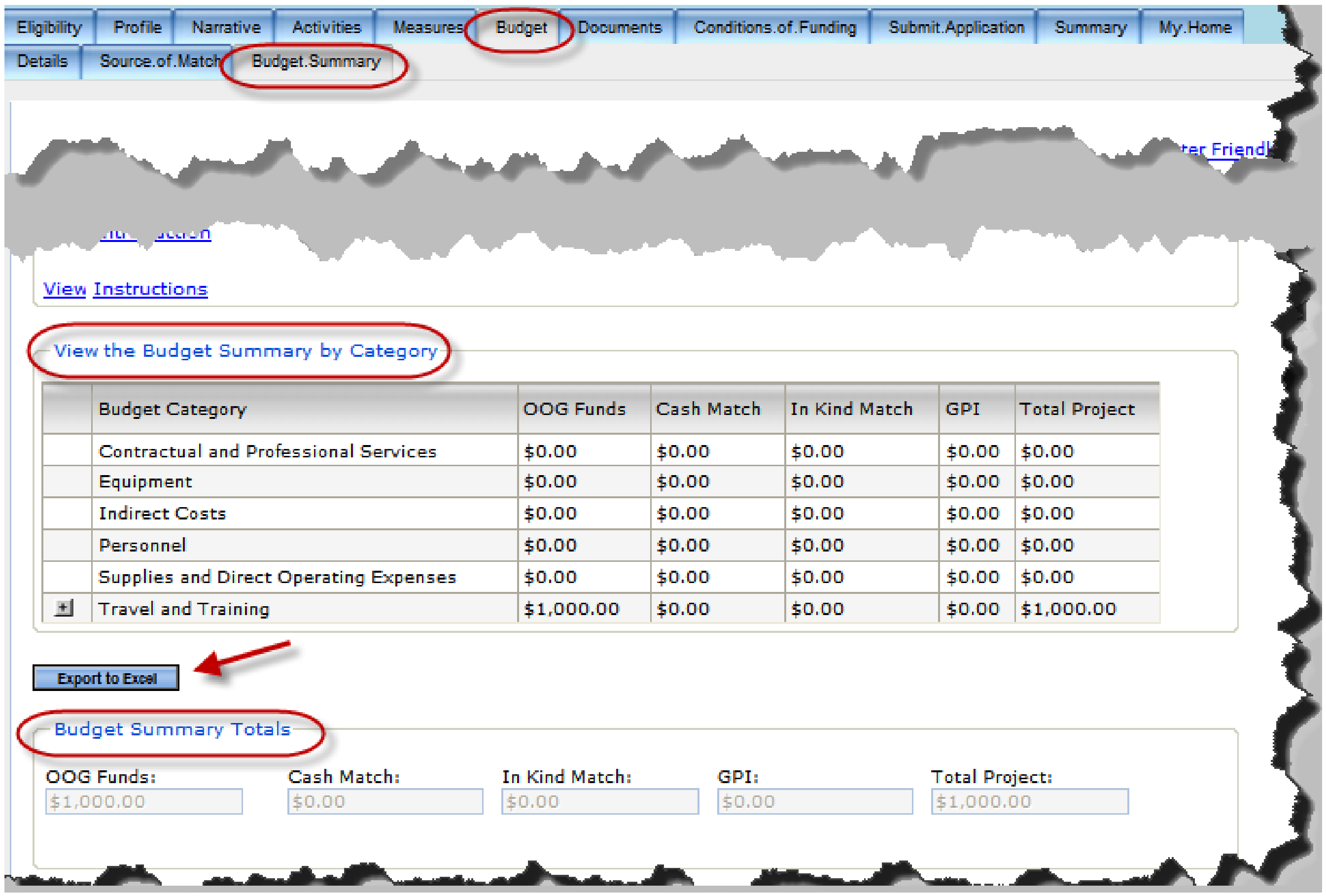
VIEW THE BUDGET SUMMARY BY CATEGORY

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.



BUDGET SUMMARY TOTALS

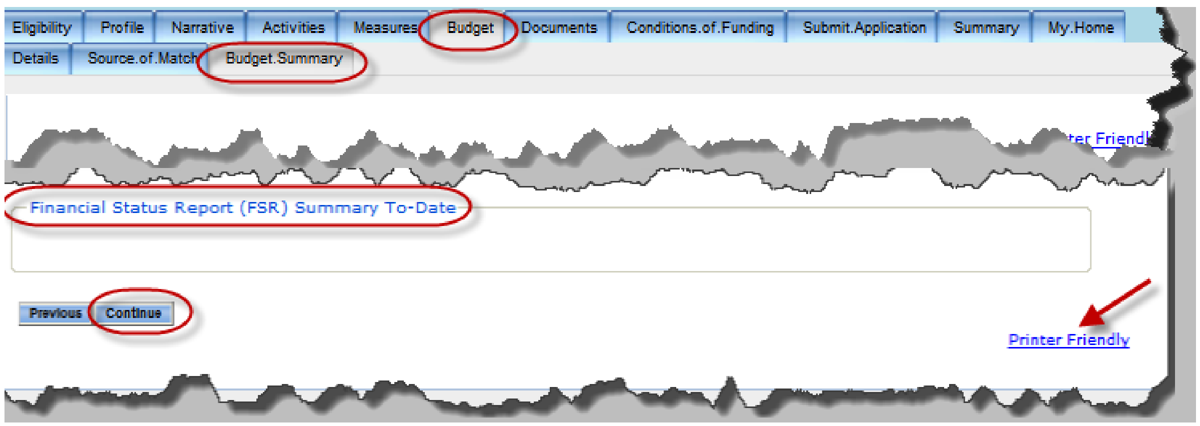
This area provides the budget summary totals for OOG Funds, Cash Match, In Kind Match, GPI and Total Project.



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.

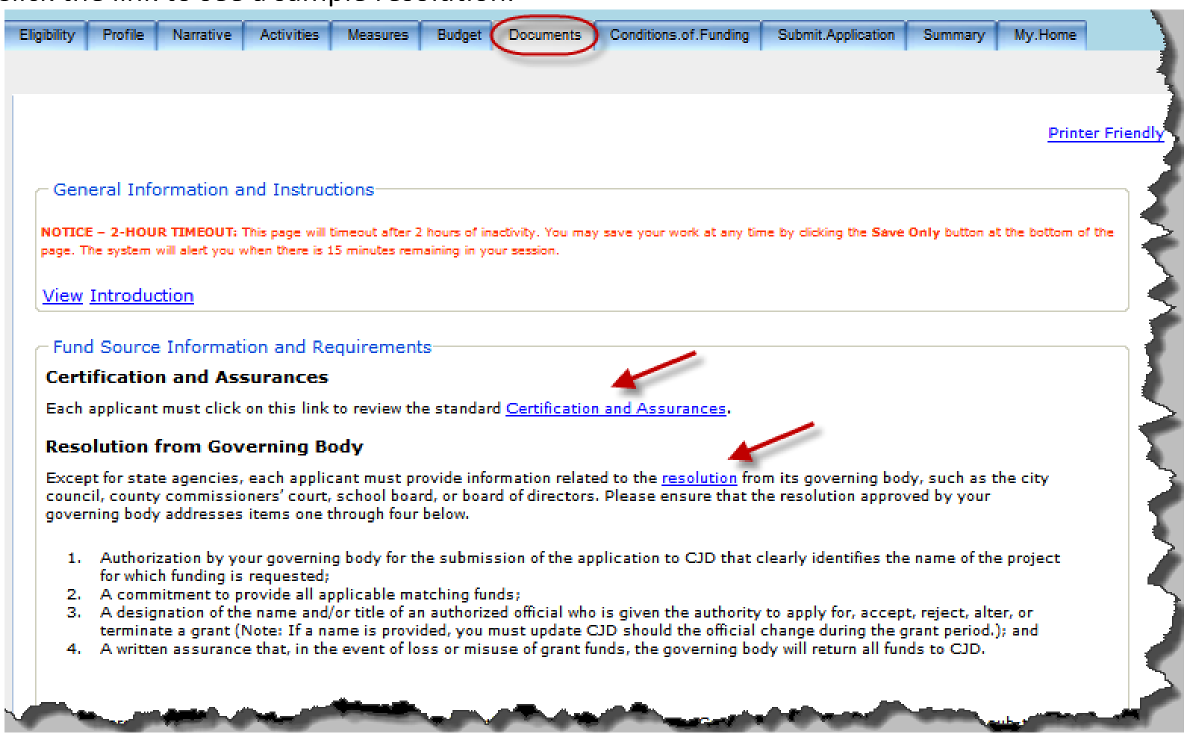


Step 8. Documents Tab

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

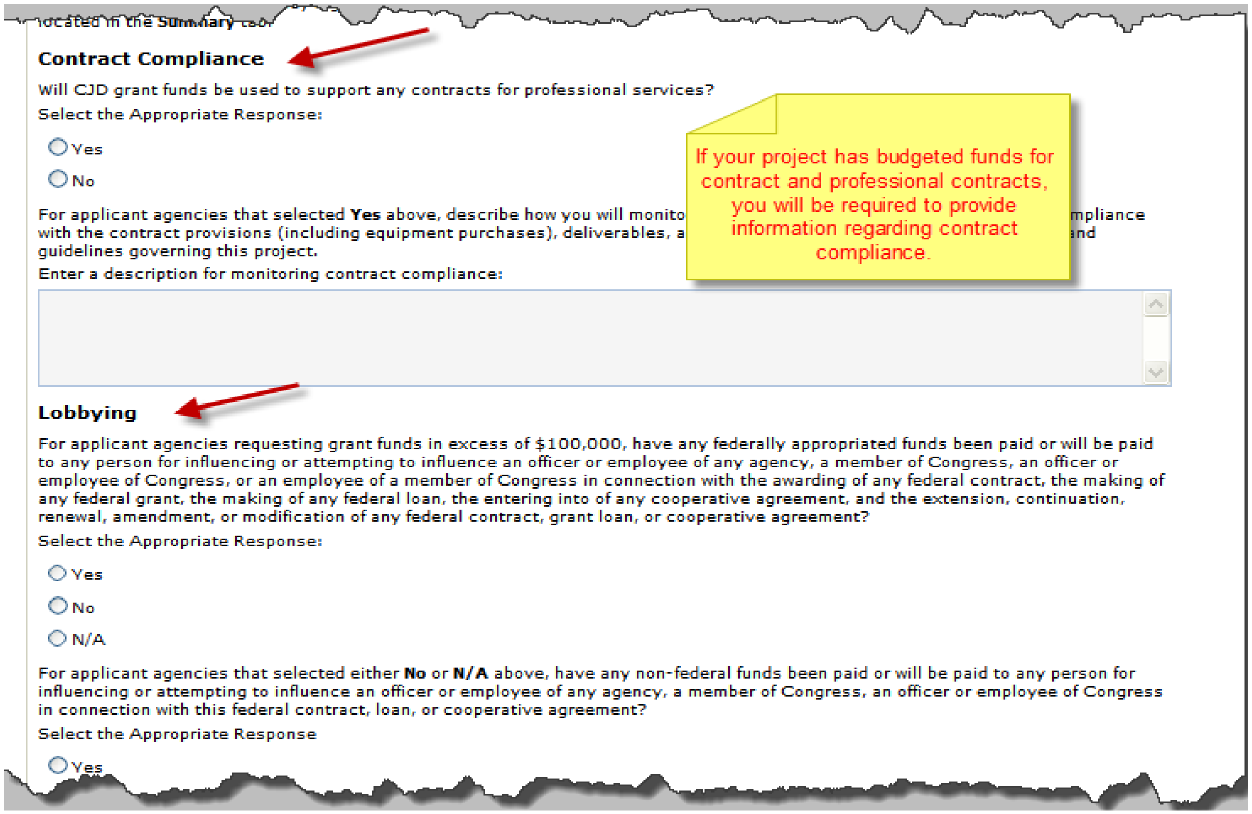
Each applicant must click on this link to review the standard Certification and Assurances.

Resolution from Governing Body

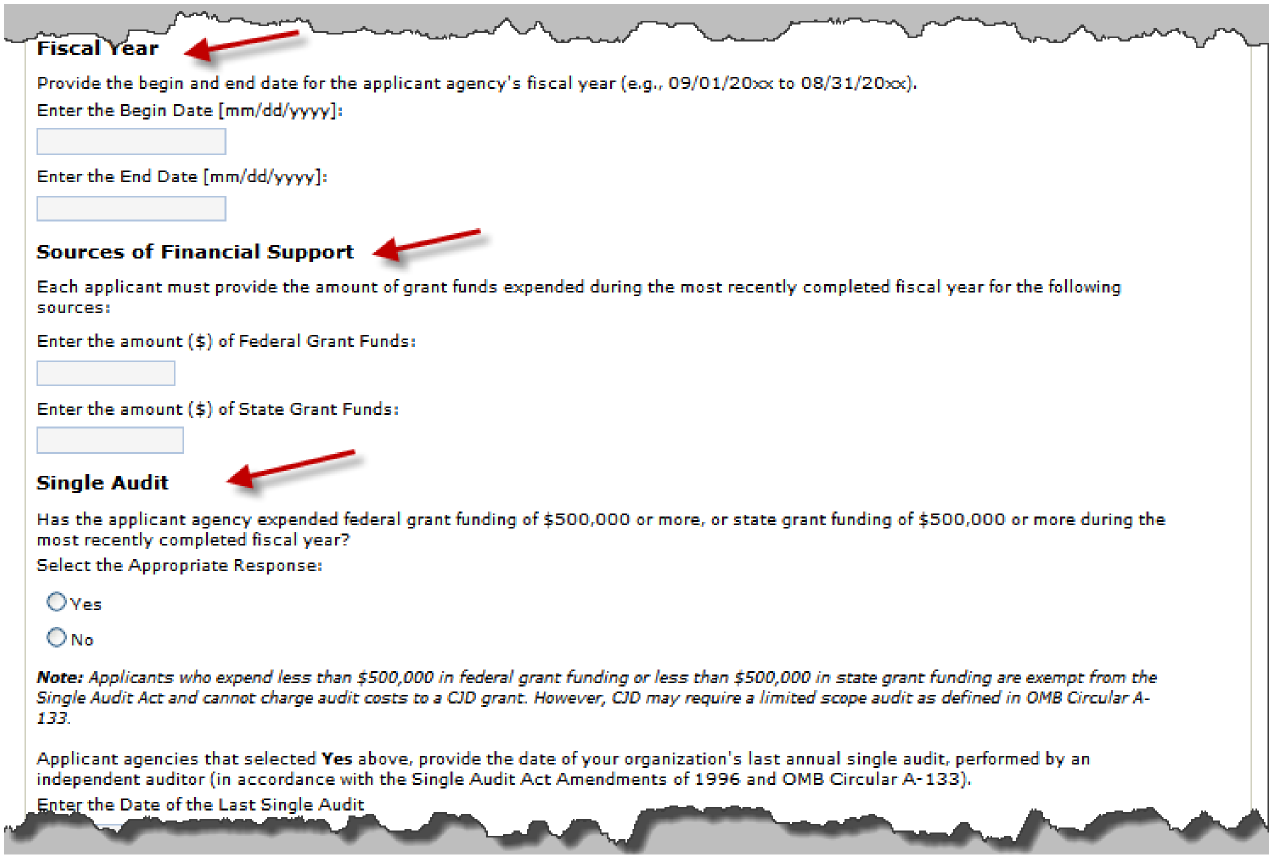
Except for state agencies, each applicant must provide information related to the resolution from its governing body, such as the city council, county commissioners' court, school board, or board of directors. Please ensure that the resolution approved by your governing body addresses items one through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



- 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.

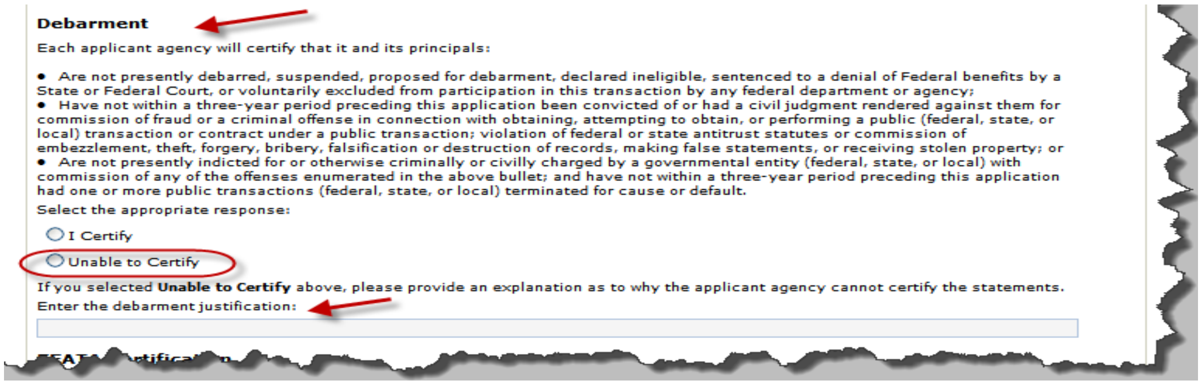
- The EEOP is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOP has been submitted to the Office of Civil Rights (OCR), Office of Justice Programs, U.S. Department of Justice and has been approved by the OCR, or it will be submitted to the 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:

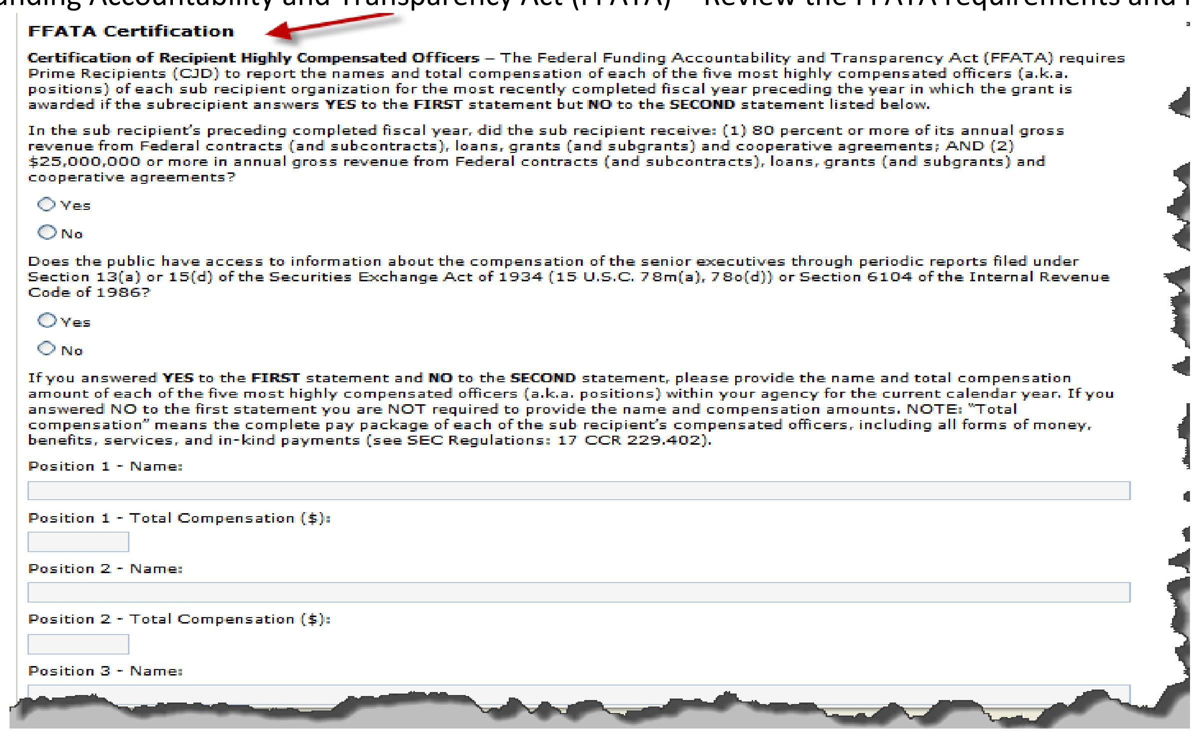
I Certify

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 ($):

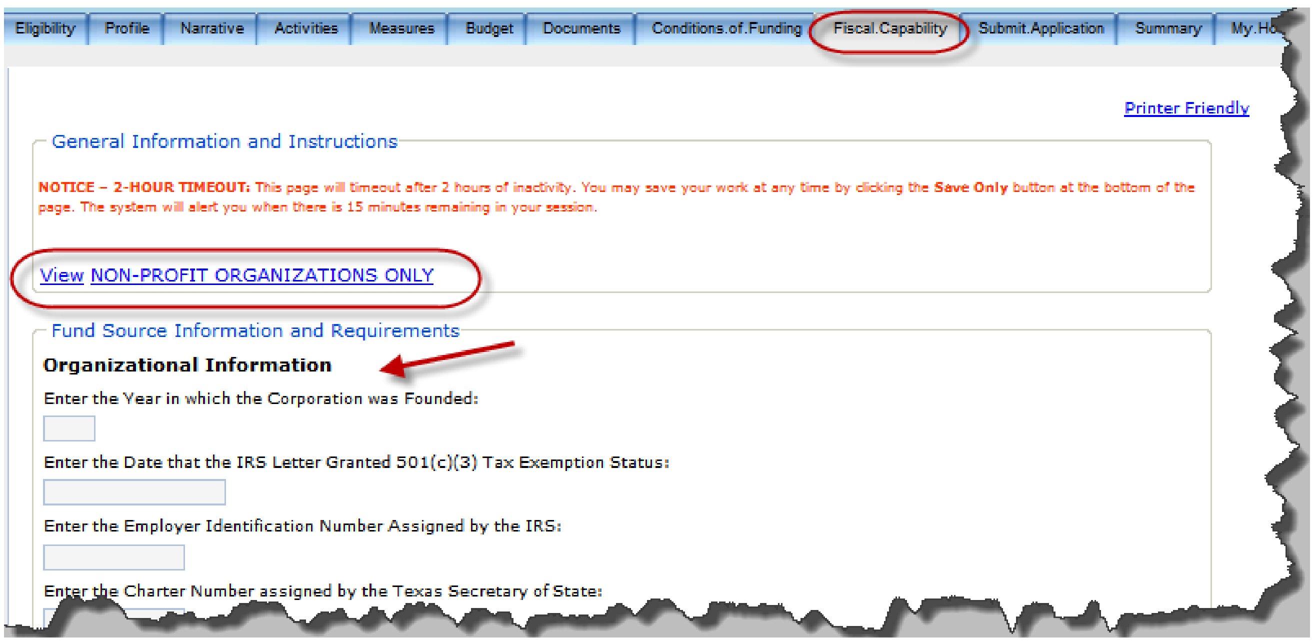
Position 3 - Name:

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

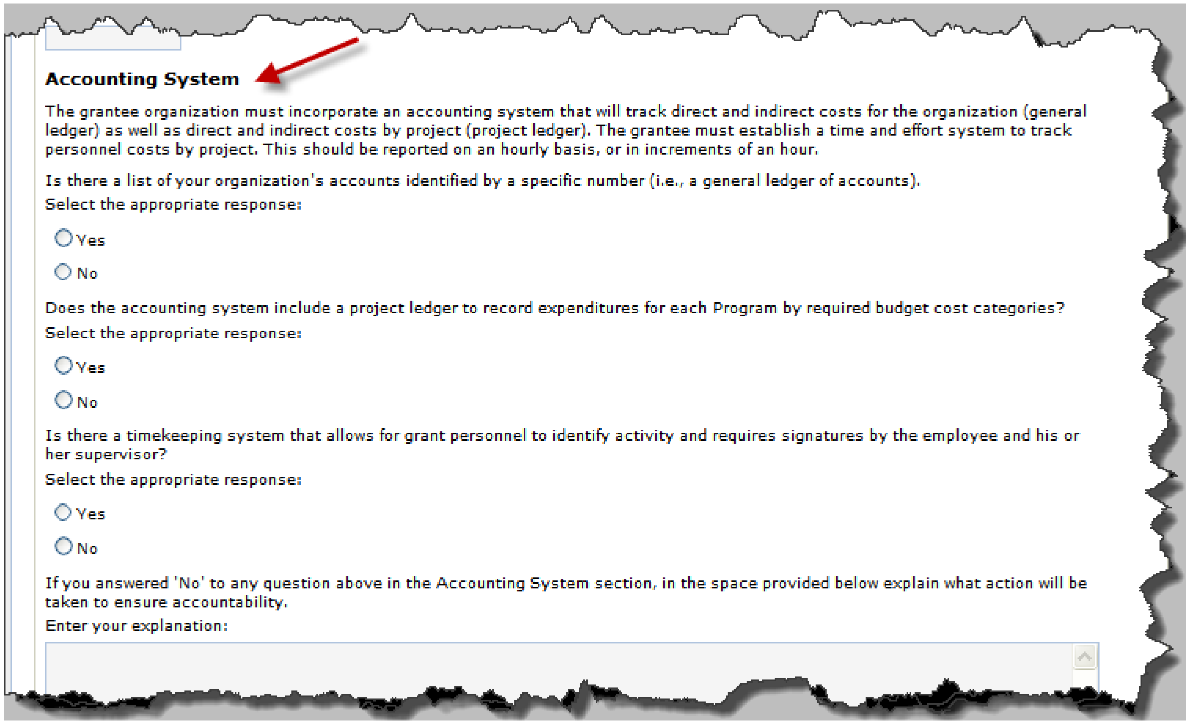
The Fiscal Capability area displays for non-profit applicants only. Read each section carefully and provide the requested information. When you have completed the page, click the '*Save Only*' button at the bottom of the page.

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.



- 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:

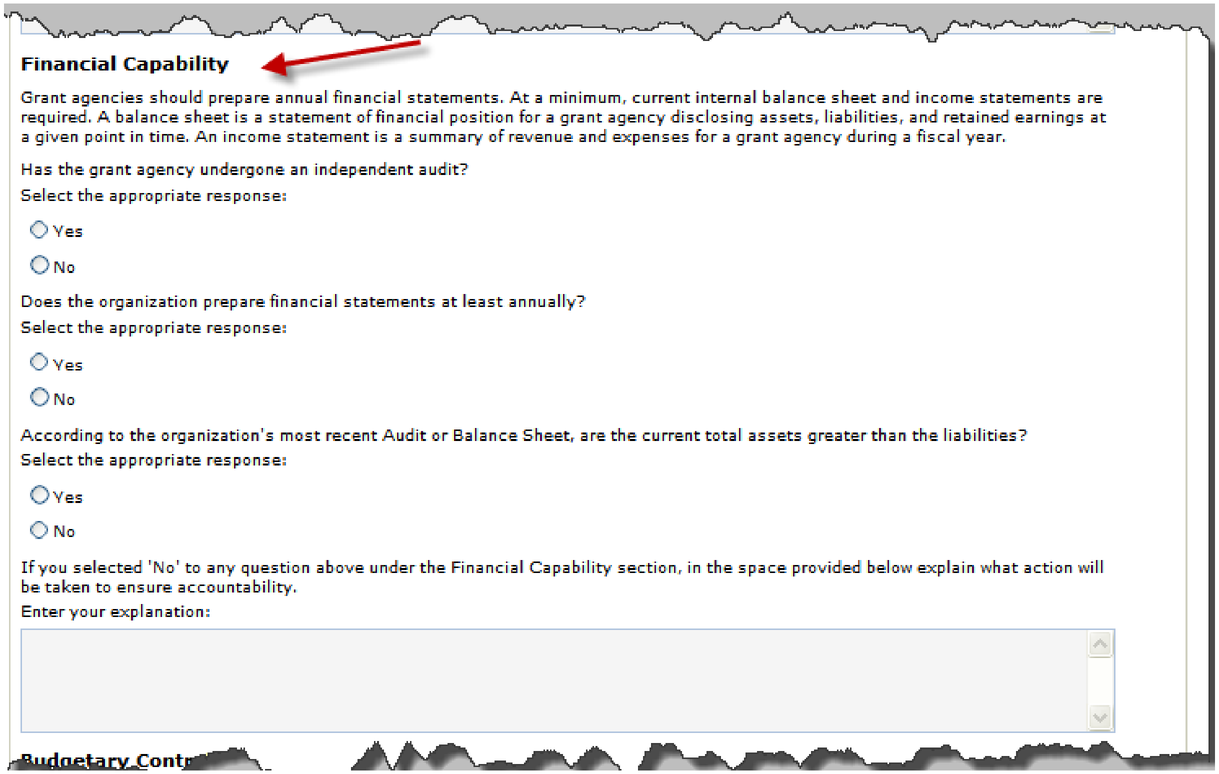
○ Yes

○ 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?

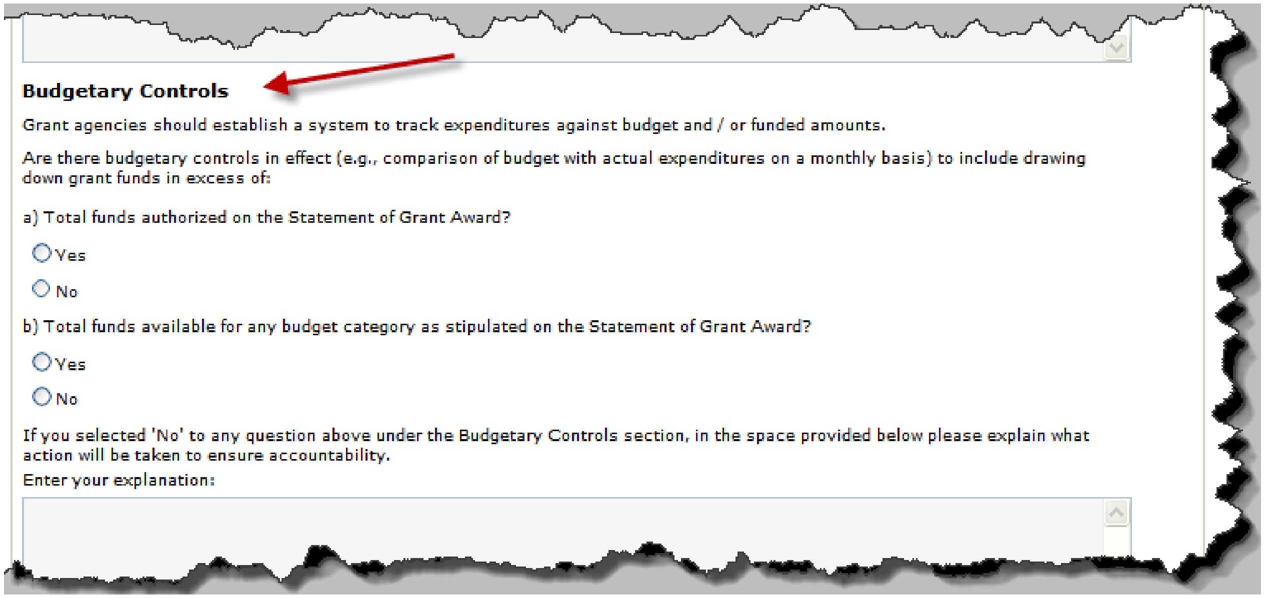
Select the appropriate response:

- 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 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?

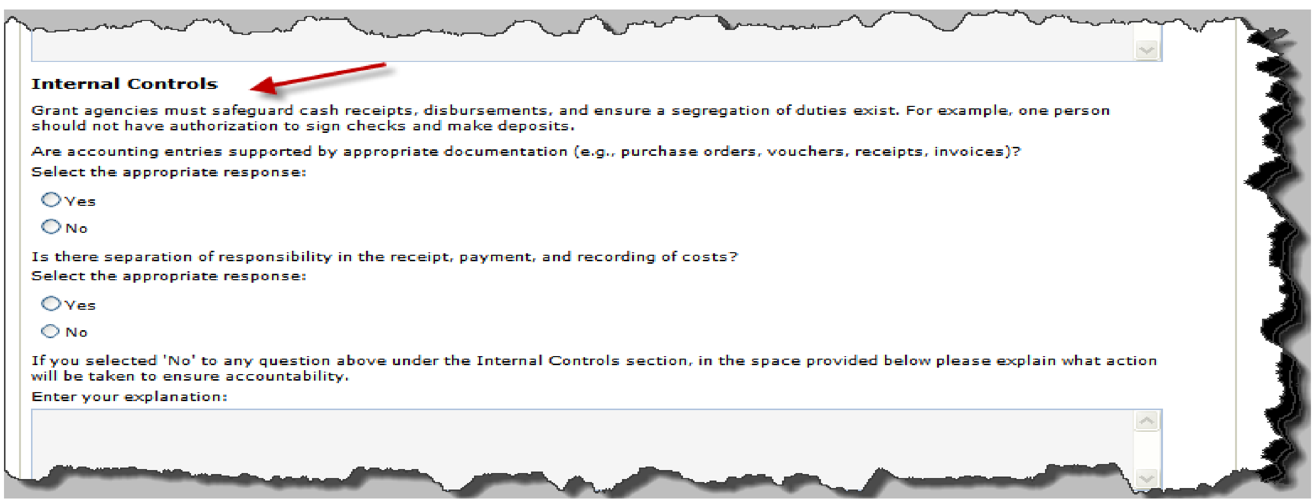
Yes

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:

- 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:

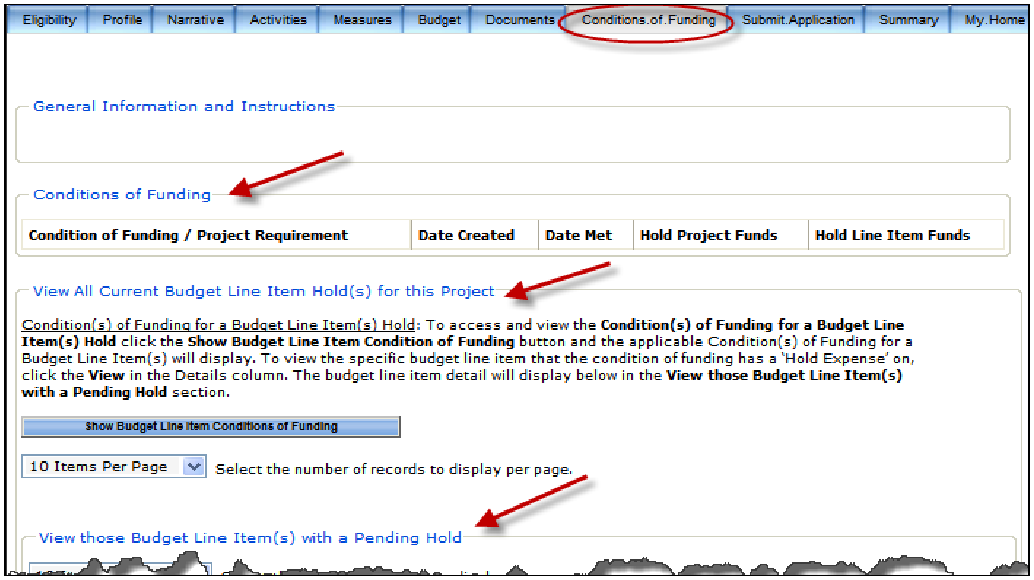
Step 10. Conditions of Funding Tab

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.

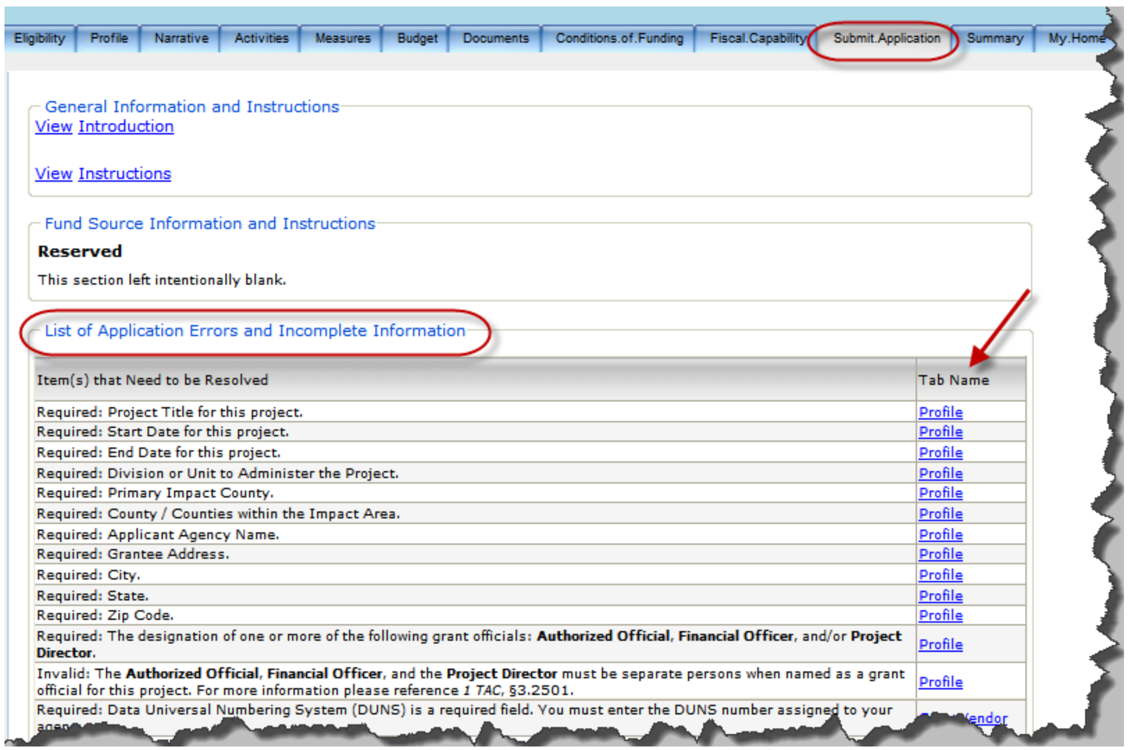


Step 11. Submit Application Tab

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

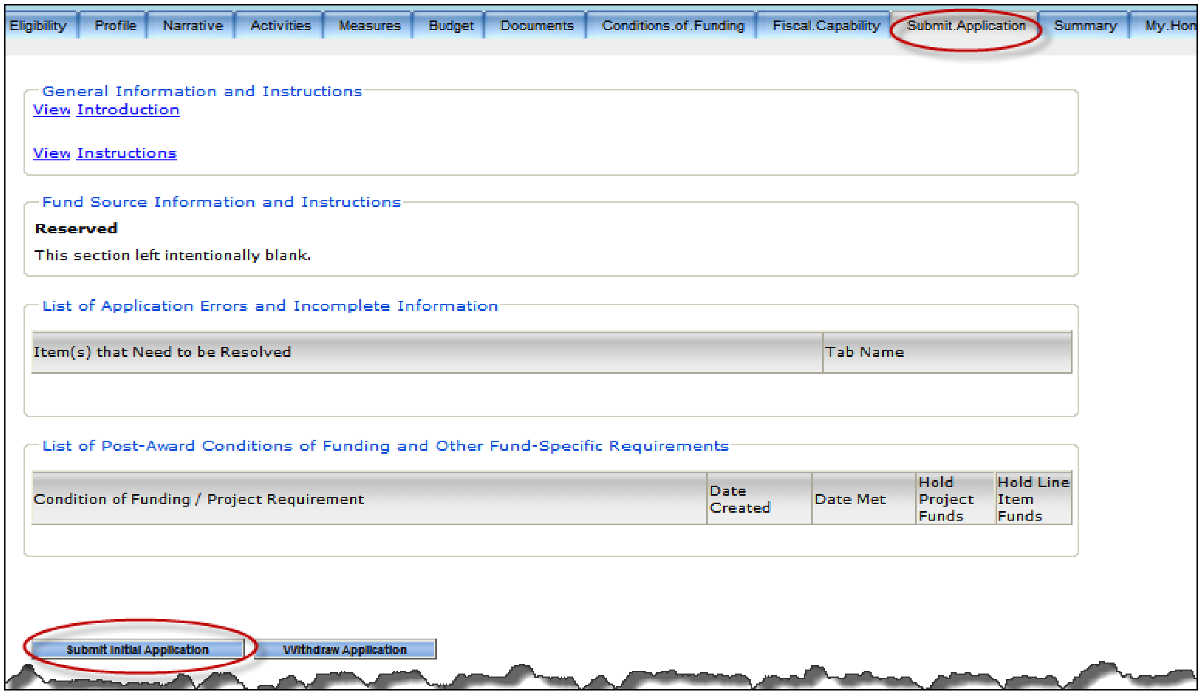
- REVIEW the notes regarding Errors and Incomplete Information on the left of the table. These are grouped by their location in eGrants.
- CLICK the link in the right column of the issue to be taken to the appropriate page.
- ADDRESS the issues and make sure you click the '*Save Only*' button or your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



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.

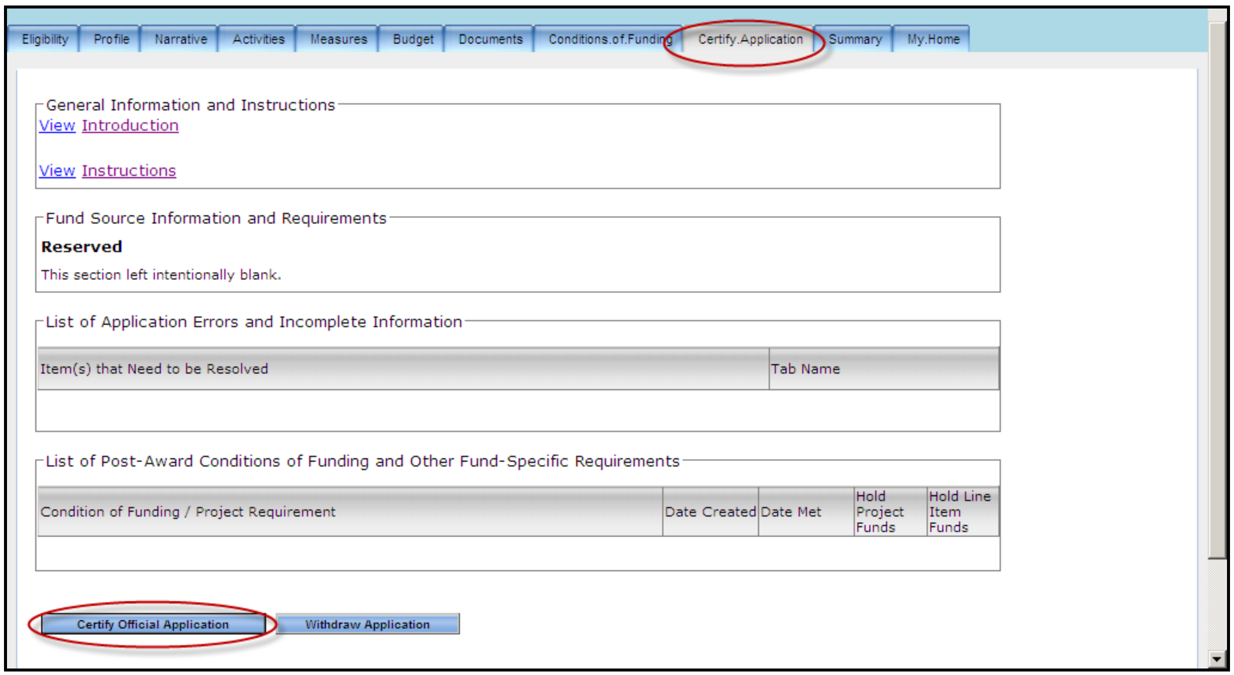
NOTE: After you have completed this section, your ***AUTHORIZED OFFICIAL MUST CERTIFY*** it before it will be reviewed by OOG.



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.

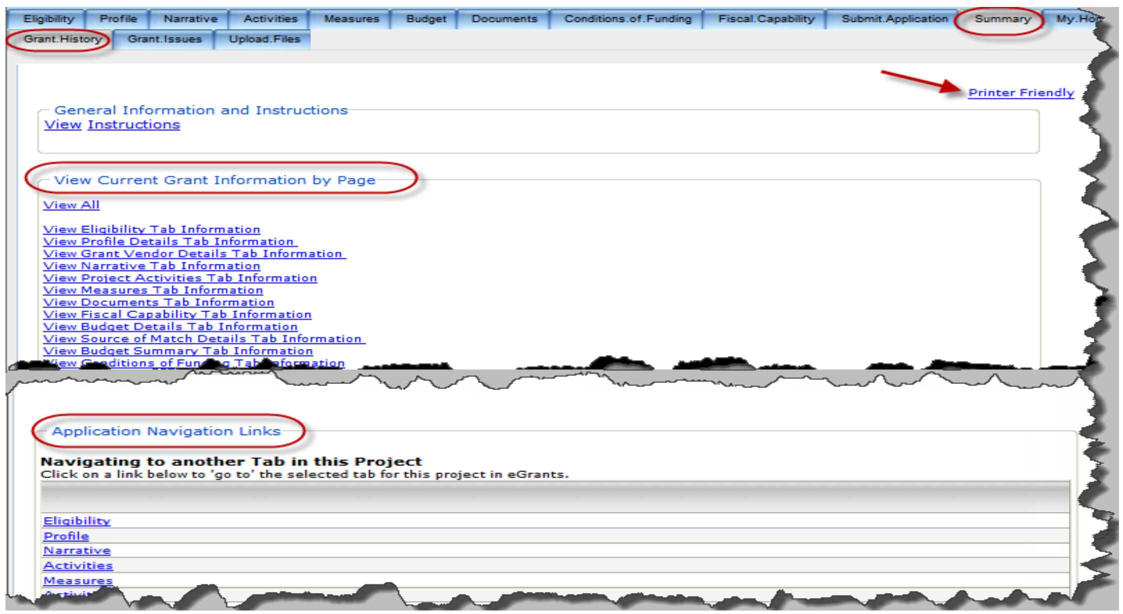
This page also has an area containing a "List of Post-Award Conditions of Funding and Other Fund-Specific Requirements" this area will remain empty during the application process.

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.

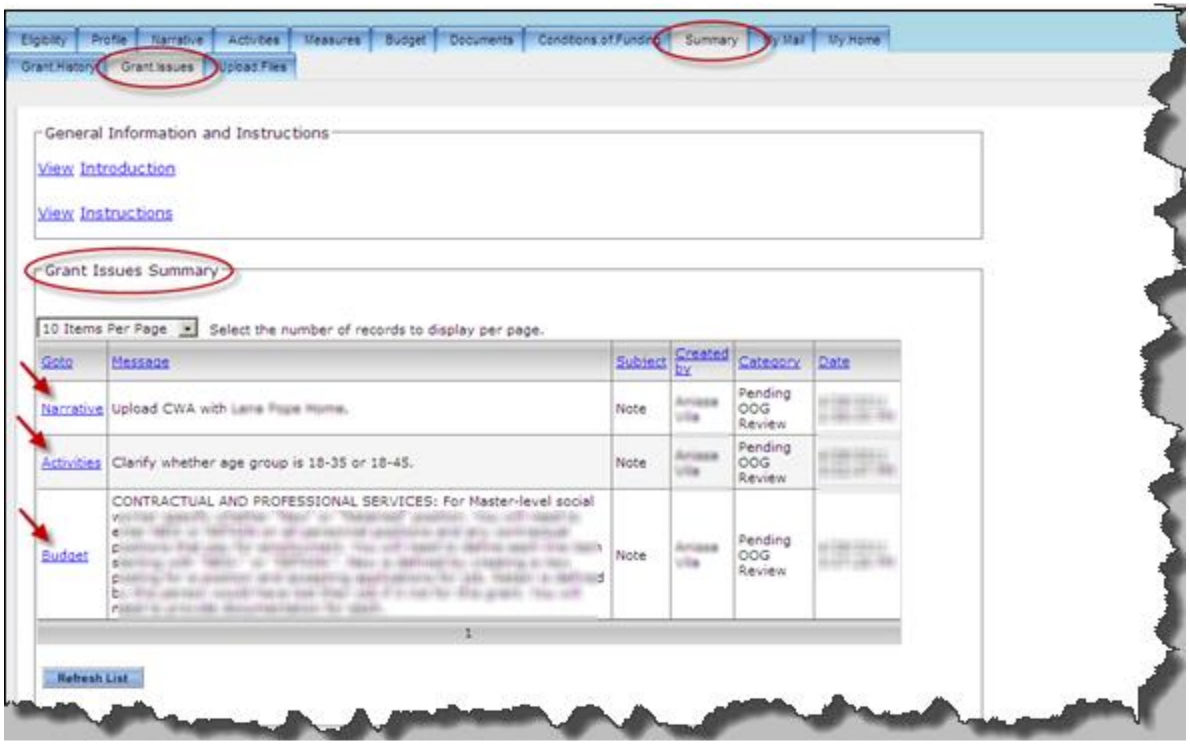
- ***View Current Grant Information by Page*** – You are able to view the individual pages of your application by clicking the appropriate link in the “View Current Grant Information by Page” area. Or you can view all of the pages simultaneously by clicking "View All" in the same area***.***
- ***Application 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.



Grant Issues Sub Tab

After the application has been submitted, this area presents items that require additional attention. Grantee officials are also notified through the eGrants Mail Message system when items need to be addressed. Click links in the "Goto" column to be sent to the page that requires attention.

NOTE: Failure to correct and resubmit the detailed items will result in loss of funding consideration or a delay in funding decision process.



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.

Congratulations! You have now completed the eGrants application process.

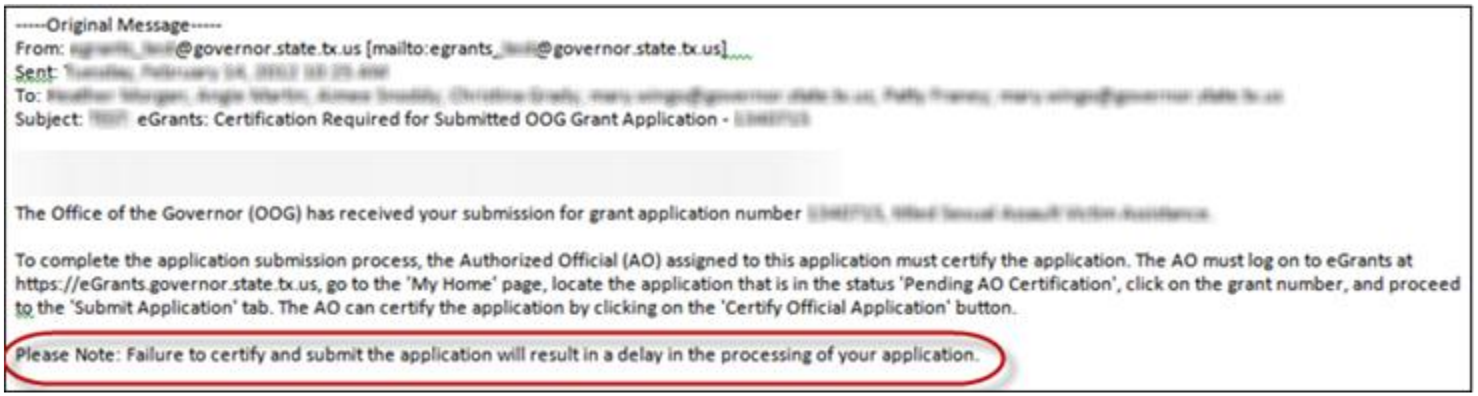
Email Messages

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.



-----Original Message-----
From: @governor.state.tx.us [mailto:egrants_@governor.state.tx.us]
Sent:
To:
Subject: eGrants: Certification Required for Submitted OOG Grant Application -

The Office of the Governor (OOG) has received your submission for grant application number

To complete the application submission process, the Authorized Official (AO) assigned to this application must certify the application. The AO must log on to eGrants at https://eGrants.governor.state.tx.us, go to the 'My Home' page, locate the application that is in the status 'Pending AO Certification', click on the grant number, and proceed to the 'Submit Application' tab. The AO can certify the application by clicking on the 'Certify Official Application' button.

Please Note: Failure to certify and submit the application will result in a delay in the processing of your application.

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.

-----Original Message-----
From: egrants_[illegible]@governor.state.tx.us [mailto:egrants_[illegible]@governor.state.tx.us]
Sent: [illegible]
To: [illegible]
Subject: [illegible] eGrants: Receipt of Certified OOG Grant Application - [illegible]

The Office of the Governor (OOG) has received your certified submission for grant application number [illegible] by your agency's Authorized Official.

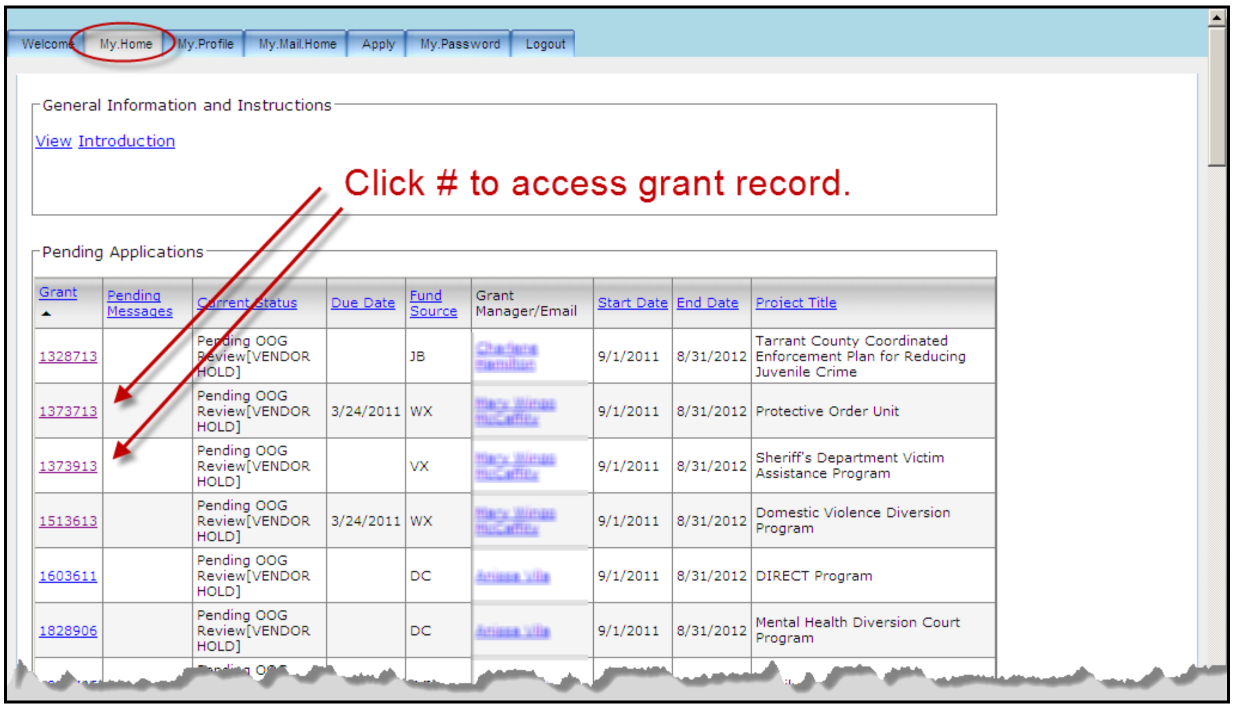
OOG will contact your agency via email if further information or revisions on your application are necessary. To access your user account and retrieve information related to this application request, please log on to eGrants at https://eGrants.governor.state.tx.us.

Please Note: All grant-funding decisions rest completely within the discretionary authority of OOG. The receipt of an application for grant funding does not obligate OOG to fund the project or to fund at the amount requested.

Overview eGrants Navigation Tabs

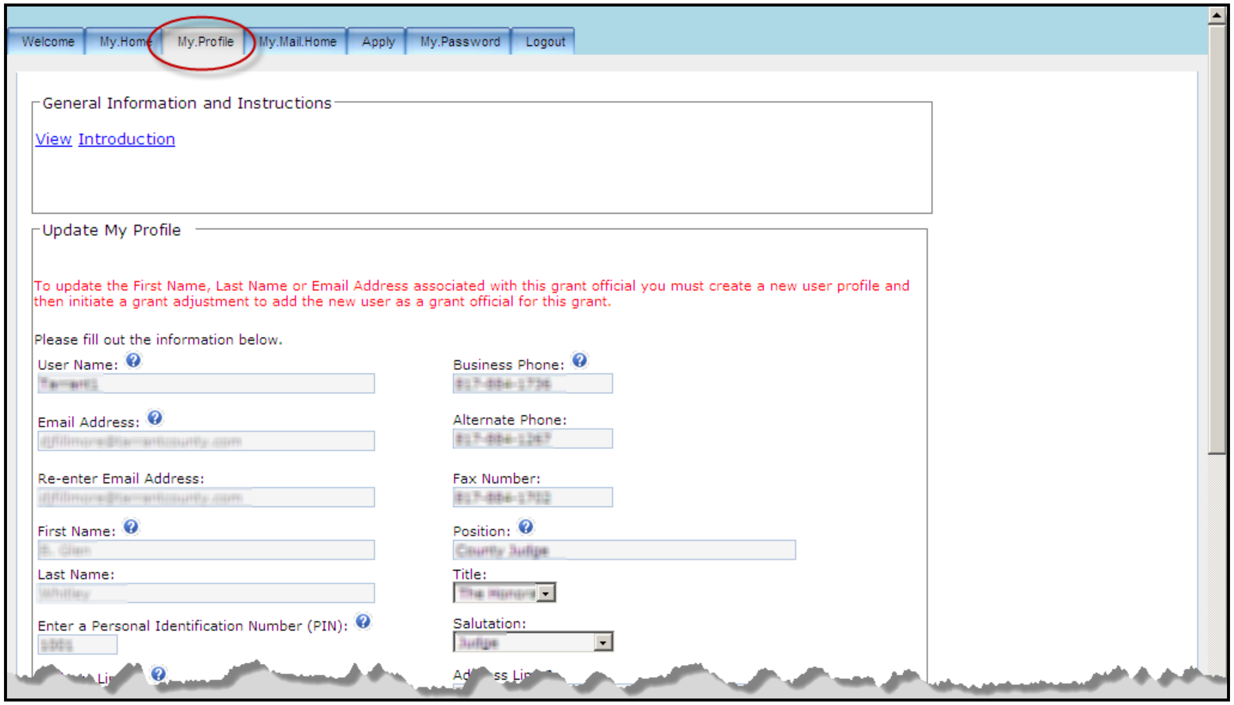
My Home

"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.



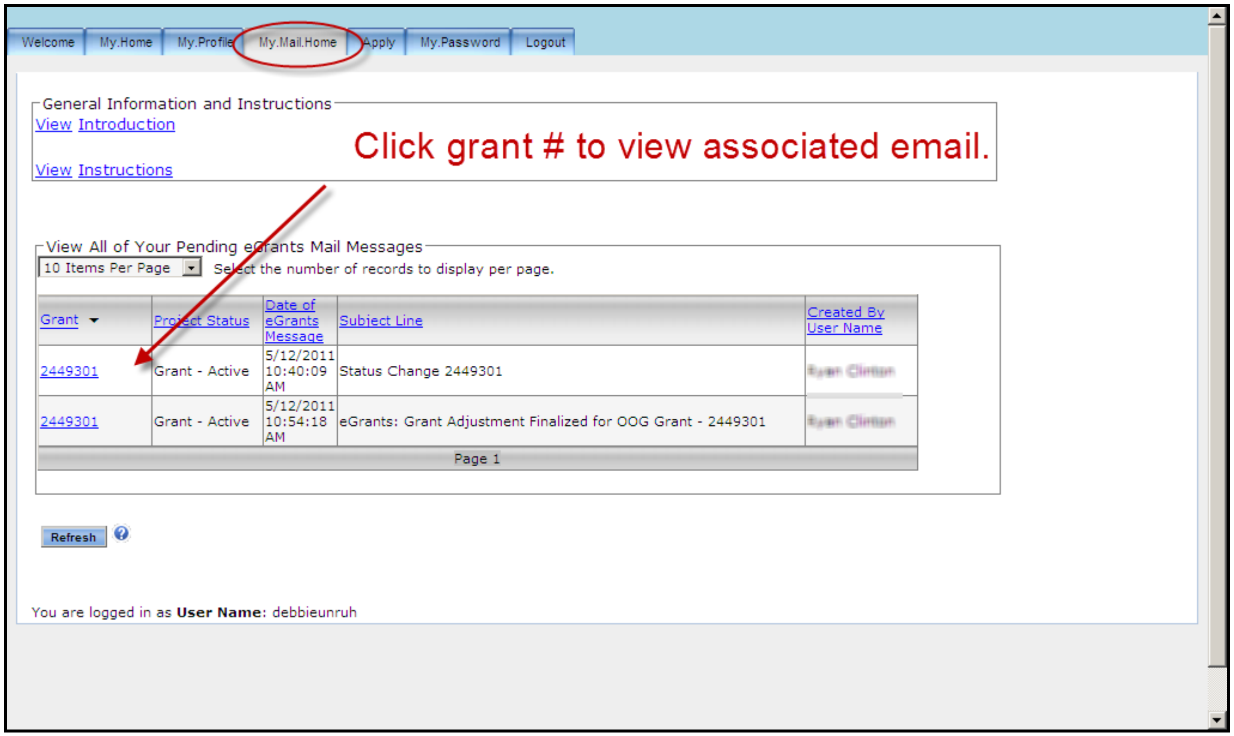
My Profile

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.

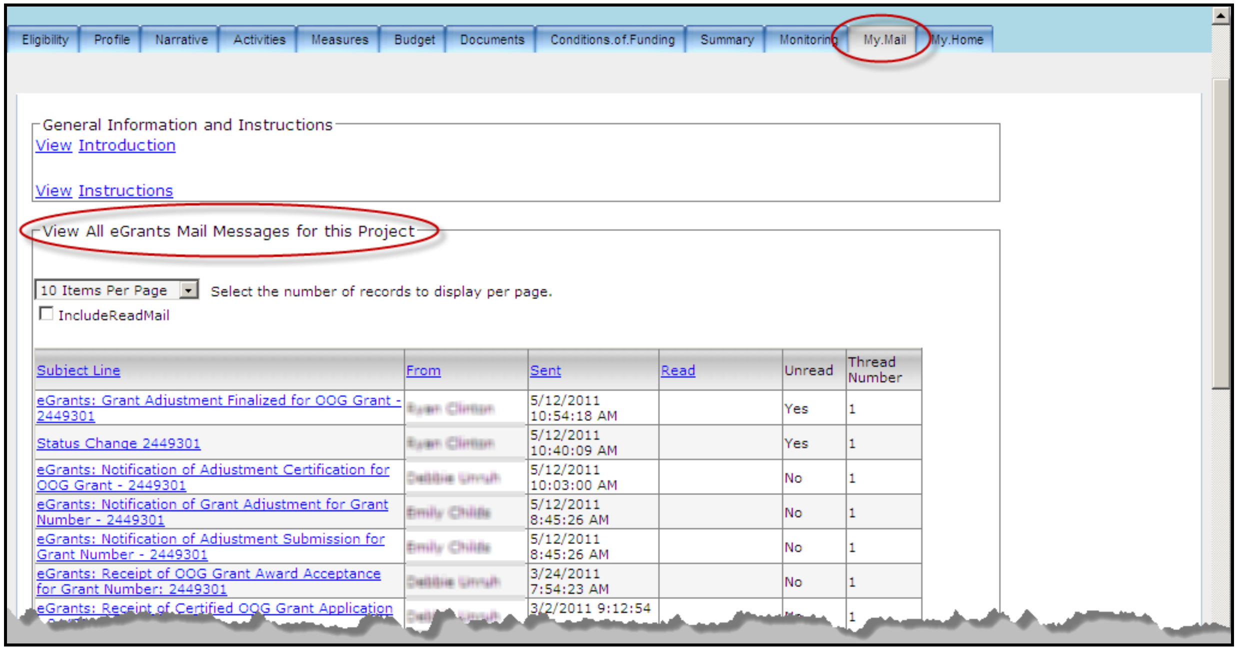


My Mail Home

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.



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



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.