eGrants User Guide to Creating an Application

Office of the Governor
Public Safety Office (PSO)
December 2020
**Cover by this Guide**

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- Create an Application
- Navigating through eGrants
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- Completing the Application
- Next Steps
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GETTING STARTED

1. Funding Announcement. The funding announcement is an important resource document that provides all eligibility and allowability requirements for each program. Located at: https://egrants.gov.texas.gov/fundopp.aspx

2. eGrants Account. Register for an account if you don’t already have one.

3. SAM.GOV. Applicants must have an active registration in the federal System for Award Management. Located at: https://www.sam.gov/SAM/

4. Tax ID Number. Have your agency’s nine-digit Tax ID number assigned by the IRS available.

5. Continuation Project. If applying for continuation funding, make note of your existing seven-digit grant number.

6. Grant Officials. Identify the three individuals that will serve as the Authorized Official, Financial Officer, and Project Director. Individuals may only serve in a single capacity.

Contact the eGrants Help Desk at https://egrants.gov.texas.gov/contactpage.aspx for technical assistance.

Add eGrants@gov.texas.gov as a Safe Sender or Contact in your email program to prevent eGrants emails from being delivered to a junk/spam folder.
INTRODUCTION TO eGRANTS

eGrants is a web-based application accessible from any internet browser at https://eGrants.gov.texas.gov. All users must register for an account with a valid email address.

New Users
- Register for an account
- Use temporary password to log-in for the first time
- Pick a Secret Question
- Change password after initial log-in

Returning Users
- Enter User Name and Password then click “Sign In”
- Click the “Forgot your Username?” or “Forgot your Password?” links if you cannot remember this information.

NOTE: Before a user can view a grant or application in the system, the user’s account must first be assigned to the grant, using the email address associated with the user’s profile.
Grant Number

- Seven-digits consisting of a five-digit Grant ID and a two-digit Grant Count ID.
- Grant Count ID of “01” indicates a first year project.
- Grant Count ID greater than “01” indicates the project is a continuation of a previously funded project.

Tabs

eGrants is organized by tabs.

- Shows Applications and Grants Assigned to the User
- Contains the Users Contact Information
- eGrants Application Creation Process Begins Here
- Update Password Before it Expires in 90 Days
CREATE AN APPLICATION

The Office of the Governor’s Public Safety Office (PSO) accepts applications for a wide range of State and Federal grant programs. To search and apply for available funding opportunities in eGrants, please follow these steps below:

1. Click “Apply”

2. Select the applicable Funding Agency from the Drop Down list

3. Select the applicable Organization Type from the Drop Down list

4. Select one or more types of projects

5. Click “Search for “Funding Opportunities”

6. Search for Funding Opportunities

The Funding Agency refers to the PSO division that manages the state or federal fund source. The applicable PSO “Funding Agency” for each funding opportunity is identified on the title page of the Funding Announcement located here: https://egrants.gov.texas.gov/fundopp.aspx
A list of available grant programs display at the bottom of the page, based on the Funding Agency, Organization Type, and Type of Project selections.

If no grant programs display, click Clear Search Criteria and try different selections on the “Type of Project” categories. Also, review the Funding Announcement to verify the program sought is currently open.

CREATE AN APPLICATION

Click “Apply”

Enter the agency’s 9-digit Federal Tax ID Number

NOTE: State Agencies and State Universities should enter their 3-digit State Agency code three times

Enter the 7-digit grant number for the existing Active grant for which you are applying to continue, OR leave blank if applying for new funding

Click "Start Application" button

Success!
Work can be saved in eGrants using the **Save Only** / **Save and Continue** buttons or using the edit icons shown below.

The eGrants system uses the following icons:

- Expand List
- Collapse List
- Add Item
- Edit
- Cancel Edits
- Delete
- Save (When this icon appears, save your work or it will be lost.)
- Help

**Used on the Budget Tab to create and edit budget line items**

**Used on the Activities and Measures Tab to enter and save data in to the appropriate fields**

**Notes Box (bottom of each tab):**
To view all Notes on the grant, go to the Summary/Grant.Issues tab. The Notes feature is used for multiple purposes:
1. During application review, the Grant Manager (GM) may use this box to type a question or describe an item needing correction;
2. Provide decisions regarding eligibility/allowability of activities or costs;
3. Document changes made to entries on the tab; or
4. An area for applicant’s to respond to inquiries made by the GM.

The eGrants Notes boxes are not the most effective method of communicating with a PSO GM when you are seeking technical assistance or in need of prompt information. GM’s do not receive notification when Notes are entered and will not see your note until the next time they open your application. A more effective method for routine communications is to send an email to the GM.
Project start dates must be the 1st of the month.
Project end dates must be the last day of the month.

Refers to the geographical area the project is targeting.
NOTE: If Local, list only one County in Service Area. If Regional, multiple counties should be listed.

Insert the email address linked to the designated official’s eGrants account and click “Assign”. If the designated official does not have an account, one will need to be established for them prior to assignment.
Ensure the contact information in the official’s profile is correct. This is the information the PSO will use to contact them.
PROFILE/GRANT.VENDOR TAB

Vendor Identifying Information

Organization Type
Select your type of organization. Then, if prompted, select any additional organization information:
- County
- applying to provide homeland security services

Applicant Agency’s State Payee Identification Number (e.g., Federal Employer’s Identification (FEI) Number or Vendor ID):
Select matching payment information:
- Match
- No Match
- Data Universal Numbering System (DUNS):

System for Award Management (SAM)
Applicant assures that it is currently registered or will register in the federal System for Award Management (SAM) database. Information about registration procedures can be accessed at https://www.sam.gov/
Enter the SAM Expiration Date:
Is your agency actively seeking a valid SAM registration? [ ] Yes

Upload Banking Documents

Complete this section to upload banking documents to this project in eGrants.
Choose file type to upload:
- Direct Deposit
- Texas Payee ID
- W9

When the Name of the File displays in the box below, click on the Upload button:
Choose File [ ] No file chosen

Auto-filled from information used to search for Funding Opportunities. Verify pre-populated data is correct.

Collapse Forms
To receive payments from the Office of the Governor (OG), download Documents area at the bottom of the Profile/Grant Vendor tab.
- Texas Application for Payee Identification Number Form - 08/17/17
- Texas Direct Deposit Authorization Form - Feb ’19
- IRS W-9 Form - Oct ’18

NOTE: Forms will not be accepted in hard copy format.

Blank copies of the banking documents are located in the Forms link at the top of the tab.

Do not upload a copy of a blank check or the State of Texas tax exemption certificate.

Select the file type to upload
Choose File from local computer and click "Upload" button
The primary purpose of the funding opportunity will be described here.

Includes a list of requirements specific to the funding opportunity or fund source.

Describes rules, laws, guidelines, and other requirements to which the agency must certify for adherence.

Applicants must click the “I certify to all the application content & requirements” check box prior to submitting the application.
**Narrative Tab (Criminal Justice Division)**

### Project Narrative

#### Project Abstract

[Briefly summarize the proposed project.]

#### Problem Statement

[Describe the nature and scope of the underlying problem the proposed project will address.]

#### Supporting Data

[Provide supporting data for the Problem Statement that is relevant to the project and its Target Group.]

#### Project Approach & Activities

[Describe the methodology, approaches, and activities to be used by the project that tie back to the Problem Statement.]

### Capacity & Capabilities

[Describe the applicant organization’s background and staff capabilities necessary to carry out the proposed project.]

### Performance Management

[Describe how the success of the project will be measured.]

### Target Group

[Describe the agencies, individuals, or other groups who will be served by the proposed project.]

### Evidence-Based Practices

[Describe the research or evidence used to select the methods, approach, and activities described in the other Narrative fields.]

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### Project Narrative

**Project Summary**

[Briefly summarize the proposed project.]

**Problem Statement**

[Describe the nature and scope of the underlying problem the proposed project will address.]

**Existing Capability Levels**

[Describe the existing capability levels, including resources in place to support the proposed project prior to the use of grant funds.]

**Capability Gaps**

[Describe the capability gaps that will be addressed by the proposed project.]

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### Impact Statement

[Describe the project objectives and how the project will maintain capabilities and reduce capability gaps.]

**Homeland Security Priority Action**

[Identify the Texas Homeland Security Priority Action most closely aligned with the propose project.]

**Target Group**

[Identify the target group and population to benefit from the propose project.]

**Long-Term Approach**

[Describe how the applicant agency will sustain the capabilities supported by the project without additional federal or state funds.]
Select the activity(ies) that best fit the proposed project. Click the “Update Activity Selection” button to populate the Detailed Project Activity Area shown below. A description of the activities will display in a table grid by clicking this button.

Homeland Security Grant Program (HSGP) Applicants

Select ONLY ONE (1) project activity.

NOTE: eGrants will allow multiple selections, but HSGP projects must fit into one and only one activity under the “Activity List”.

Edit the “Dedicated Percentage” and “Description of Activity”. Click the to save the data in those fields.
MEASURES TAB

The OOG-Defined Output and Outcome Performance Measures are populated based on the activities selected on the Activities tab.

- If this tab is blank, first check that an Activity was selected on the Activities tab.
- If an Activity is selected and Measures are still blank, it is possible this funding opportunity does not require measures.
- If a particular measure does not apply, enter zero (0) for the target number.
- When determining the appropriate target level consider the requested amount and project period.

Click the to enter the “Target Level” for each OOG-Defined Performance Measure.

Click the to save the data in those fields.

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Budget/Details Tab

Creating Budget Line Items (BLI)

- The Budget is organized by Budget Category, Budget Sub-Category, and Budget Line Item. Each funding opportunity is preloaded with a list of allowable budget line items.
- Each budget line item is saved individually on this tab.

**NOTE**
The radio button defaults to the first BLI in the list, and the Sub-Category and BLI are separated by an asterisk.

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Positions listed in Personnel must be employees (current/future) of the applicant agency, not contractors or positions within another organization.

**Line Item Descriptions must include:**
- Position Title
- Full-time/part-time status
- Time period/date range
- Description of duties or tasks related to the grant
- Unique Identifier (if multiple positions) i.e. #1, #2

**Overtime.**
- Overtime must be a separate line-item from salary
- Percentage of salary should be listed as 100%
- Overtime can be grouped by activity with multiple individuals

**Common Issues**
- The description(s) lack detail and/or information that would help the OOG determine if the cost is reasonable or necessary to achieve the proposed project activities.
Contractual and Professional Services include services and assistance obtained from other organizations to support the project scope of work.

**Line Item Descriptions must include:**
- A detailed description of services in order to link the service being provided to the grant activity.
- How the payment for services is calculated (NOTE: contract costs should be pro-rated to fit within the grant period).
- Line items must be separated by vendor or contract/service provider.

**Common Issues**
- Not enough information on the purpose of the contract
- Direct Operating Expenses placed in this area
- Personnel/employees of the Grantee placed in this budget category
TRAVEL AND TRAINING – BUDGET/DETAILS TAB

This category is for travel/training costs for Grantee Agency Personnel only. Costs for non-agency personnel should be placed under operating expenses or contractual, as applicable.

Line Item Descriptions must include:
- Conference name, dates, and/or location of travel (if known)
- Number of personnel traveling
- Other detail to help convey the cost budgeted is reasonable and necessary (i.e. number of days/nights for lodging, per diem, estimated trip cost per person, etc)
- Out-Of-State Travel Justification (if applicable)
- Applicants should use two separate line items for training registration/course fees and mileage/incidental costs

HSGP (HS) and NSGP (NP) Applications ONLY:
- When a line item includes any training, a GM will place a special Training Review Condition hold on the item. This hold requires the Applicant to submit a Training Review form and receive approval prior to attending training. (NOTE: Applicants should use two separate line items for registration/course fees and mileage/incidental costs.)

Common Issues
- Line item descriptions do not contain enough information to determine the reasonableness or benefit of the travel/training.
Equipment is tangible personal property having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the applicant agency, or $5,000. Items that are considered Controlled Assets (as identified by the Comptroller’s Office) and radios must also be listed under Equipment.

**Line Item Descriptions must include:**
- Detailed equipment description to easily understand what the item is and how it benefits the overall project
- Per Unit Cost

**Unit:**
- The quantity (number of units to be purchased with OOG and Matching Funds) must go in the Unit field of the line item.

**Common Issues**
- Line item descriptions do not contain the per unit costs.
- The equipment cannot be tied back to the purpose of the project.
**Supplies and Direct Operating Expenses – Budget/Details Tab**

Supplies are tangible personal property valued less than $5,000. NOTE: The State of Texas recognizes computing devices that exceed $499 as Equipment NOT a Supply.

Direct Operating Expenses include other direct costs such as leases for space, rental costs, project supplies, advertising costs for staff vacancies, etc.

**Line Item Descriptions must include:**
- Detailed description of the supply or direct operating expenses to easily understand what the item is and how it benefits the overall project
- Quantities for items in this budget area should be included in the line item description if applicable or known
- Costs for rent shall include the cost per square foot and the number of square feet used for the project

**Common Issues**
- Line item descriptions do not contain the quantity or per unit costs.
- The supply item cannot be tied back to the purpose of the project.
INDIRECT COSTS – BUDGET/DETAILS TAB

Indirect costs are costs without a direct link to a single project or activity. These are frequently aggregated into an overhead cost pool and allocated to various activities.

Rate Information:
- Indirect costs must include the Applicant’s indirect rate as established by their cognizant agency for indirect costs.
- Applicants that have negotiated an Indirect Cost Rate shall upload to the grant record a copy of the letter from the cognizant agency that states the approved rate.

De Minimis
The applicant may elect to charge a De Minimis rate of 10% of modified total direct costs (MTDC). Applicants using the De Minimis rate must confirm that they do not have an approved indirect cost rate AND they are NOT a state, local government, or Native American tribe receiving over $35 million in direct federal funding. More information on how to calculate the De Minimis rate can be found in the PSO’s Guide to Grants.

Common Issues
- The approved Indirect Cost Rate letter is not uploaded to eGrants.
- The approved indirect rate is not listed in the line item description.
- The De Minimis rate is not calculated from the correct MTDC.

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POETE GROUPINGS (ONLY APPLICABLE TO HSGP (HS) AND NSGP (NP) FUNDS) – BUDGET/DETAIL TAB

FEMA requires states to track expenditures at a detailed level, including within the following categories referred to as “POETE”:
- Planning costs
- Organization costs
- Equipment costs
- Training costs
- Exercise costs

Applicants must also classify budgeted costs within each POETE category to a Solution Area and identify the Disciplines associated with those costs. If an Applicant needs assistance, they are encouraged to contact their Grant Manager.

Contact the assigned GM for assistance with the POETE Groupings.
If match is included in the budget detail, then the source of that match must be entered on the Source.of.Match tab.

**Required Information:**
- Description of the Match
- The amount of match for that source
- Whether match is Cash Match or In Kind Match

**Important:** Each unique source of matching funds must be entered as a separate item on the Budget/Source.of.Match tab.

**Note:**
- The amount of Cash and In Kind match must equal the amounts in the Budget Detail.
- Federal funds from other sources CANNOT be used to meet PSO matching funds requirements.
Resolution from Governing Body

Applications from nonprofit corporations, local units of governments, and other political subdivisions must include a resolution that contains the following:

1. Authorization by your governing body for the submission of the application to the Public Safety Office (PSO) 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 the PSO 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 the PSO.

Upon approval from your agency’s governing body, upload the approved resolution to eGrants by clicking on the Summary tab.

Contract Compliance

If the budget includes Contractual costs, the applicant must select “Yes” and describe the contract monitoring process. Otherwise, select “No”.

Lobbying

For applicant agencies that selected Yes above, describe how you will monitor the activities of the sub-contractor(s) for compliance with the contract provisions (including equipment purchases), deliverables, and all applicable statutes, rules, regulations, and guidelines governing this project.

Enter a description for monitoring contract compliance:

If this requirement does not apply select “N/A” for both questions.

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

Fiscal Year

IMPORTANT: The is the applicant agency’s annual accounting cycle, NOT the project’s start and end dates.

Enter the total amounts of grant funding expended by (not awarded to) the applicant agency at the close of the last FY.

Enter the total amounts of State Grant Funds expended:

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 (in Whole Dollars $) of Federal Grant Funds expended:

Enter the amount (in Whole Dollars $) of State Grant Funds expended:

Single Audit

Applicants who expend less than $750,000 in Federal grant funding or less than $750,000 in state grant funding are exempt from the Single Audit Act and cannot charge audit costs to a PSO grant. However, PSO’s may require a limited scope audit as defined in 2 CFR Part 200, Subpart F - Audit Requirements.

Has the applicant agency expended Federal grant funding of $750,000 or more, or state grant funding of $750,000 or more during the most recently completed fiscal year?

Applicants meeting $750,000 threshold must submit their Single Audit Report to the Federal Audit Clearinghouse.

Applicants not meeting threshold must submit a Single Audit Exemption form to the OOG’s Office of Compliance and Monitoring (OCM).

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 State of Texas Single Audit Circular, or CFR Part 200, Subpart F - Audit Requirements.

Enter the date of your last annual single audit:
Equal Employment Opportunity Plan

Compliance
EOE Certification information must be submitted to the Office of Civil Rights, Office of Justice Programs through their on-line EEOC Certification Web site within 120 days of the grant award date. For more information and guidance on how to complete and submit the federal EEOC certification information, please visit the US Department of Justice, Office of Justice Programs website at https://www.usdoj.gov/oeo/.

Type I Entity
Defined as an applicant that meets one or more of the following criteria:
• has less than 50 employees;
• is a non-profit organization;
• is a medical institution;
• is an Indian tribe;
• is an educational institution;
• is receiving a single award of less than $25,000.

Requirements
• The applicant agency is exempt from the requirement to prepare an EEOC because it is a Type I Entity as defined above, pursuant to 28 CFR 42, subpart E;
• the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services;
• the applicant must submit EEOC Certification information to the Office for Civil Rights (OCR) to claim the exemption from developing an EEOC.

Type II Entity
Defined as an applicant that meets the following criteria:
• has 50 or more employees, and
• is receiving a single award of $25,000 or more, but less than $500,000.

Requirements
• The applicant agency is required to formulate an EEOC in accordance with 28 CFR 42.301, subpart E;
• the EEOC is required to be formulated and signed into effect within the past two years by the proper authority;
• the EEOC is available for review by the public and employees or for review or audit by officials of ODO, OOS’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;
• the applicant must submit EEOC information to the Office for Civil Rights (OCR) to claim the exemption from submitting an EEOC to OCR;
• and
• the EEOC is required to be on file with the applicant agency.

Enter the name of the person responsible for the EEOC and the address of the office where the EEOC is filed.

Type III Entity
Defined as an applicant that is NOT a Type I or Type II Entity.

Requirements
• The EEOC is required to be formulated and signed into effect within the past two years by the proper authority;
• the EEOC 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;
• the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services;
• and
• the applicant must submit EEOC information to the Office for Civil Rights (OCR).

Certification
Based on the definitions and requirements above, the applicant agency certifies to the following entity type:
- Type I Entity
- Type II Entity
- Type III Entity

Applicants must select the radio button applicable to their entity type and complete either section A, B, or C of the USDOD Certification Form.

Debarment
Each applicant agency will certify that it and its principals (as defined in 2 CFR Part 195.995):
• 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 or for 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.

FFATA Certification
Certification of Recipient Highly Compensated Officers
The Federal Funding Accountability and Transparency Act (FFATA) requires Prime Recipients (CIA) to report the names and total compensation of each of the five most highly compensated officers (or equivalent) of each subrecipient 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 question but NO to the SECOND question listed below.

In the subrecipient’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) or loans, grants (and subgrants) and cooperative agreements; and (2) $25,000,000 or more in annual gross revenue from Federal contracts (and subcontracts) or loans, grants (and subgrants) and cooperative agreements?

Select the appropriate response:
- Yes
- No

Does the public have access to information about the compensation of the senior executives through periodic reports filed under Section 15(a) or 15(c) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78n(d)) or Section 604 of the Internal Revenue Code of 1986?

Select the appropriate response:
- Yes
- No

If you answered YES to the FIRST question and NO to the SECOND question, please provide the name and total compensation amount of each of the five most highly compensated officers (and equivalent positions) within your agency for the current calendar year. If you answered NO to the first question but you are NO to required to provide the name and compensation amounts. NOTE: Total compensation means the complete pay package of each of the subrecipient’s compensated officers, including all forms of money, benefits, services, and in-kind payments (see 2 CFR Regulations 2206.400).

IMPORTANT: The FFATA Certification is only applicable to projects supported with federal funds.

IMPORTANT: The EEOC requirements are only applicable to US Department of Justice (USDOD) federal funds.
**Conditions of Funding Tab**

Conditions of funding represent outstanding items identified during the application review or a reminder of actions to be taken once the grant is awarded.

<table>
<thead>
<tr>
<th>Current Condition(s) of Funding</th>
<th>Date Created</th>
<th>Date Met</th>
<th>Hold Funds Project Level</th>
<th>Hold Funds-Line Item Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Condition of Funding, Other Condition for Testing</td>
<td>11/19/2020 11:44:36 AM</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

When the condition is met the Date Met field will show the date the condition was cleared.

The project “Status” will be appended to show [FUND HOLD], [BLI HOLD], or [VENDOR HOLD] when a hold is place on the project.

**NOTE**

A [VENDOR HOLD] indicates there is a compliance or other outstanding issue on an existing Active grant. While on Vendor Hold, all activity on active grants and pending applications with an agency are suspended in eGrants until the issue is resolved.
Purpose Specific tabs will appear as required by the grant program and/or organization type.

**Fiscal.Capability Tab – Required for Non-Profit Organizations ONLY**

**Homeland.Security Tab – Required for federal HSGP (HS) and NSGP (NP) projects ONLY**

**Victim.Services Tab – Required for VOCA (VA), VAWA (WF), SASP (KF) and other Victim Service programs ONLY**
**SUMMARY/GRAINT.ISSUES TAB**

This tab contains a list of all Notes in the project and shows the tab name and date the note was entered.

In the table below, each row represents a note. Click the tab name link to be directed to the tab with the note.

<table>
<thead>
<tr>
<th>Item(s)</th>
<th>Tab Name</th>
<th>Item Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Narrative</td>
<td>OOG staff will enter notes in the Notes field at the bottom of each tab to communicate information specific to the project. The notes may describe an action the applicant needs to take, or may be entered as information comments to document a change made to the project by OOG.</td>
</tr>
</tbody>
</table>

**NOTE**

Reminder: Notes are only viewable when logged in to a specific application or grant; therefore, questions requiring a prompt response should be directed to the assigned GM by email or phone.
UPLOAD.FILES TAB

Upload Documents

Complete this section to upload documents to this project in eGrants.
Enter the Description of the File to be uploaded, then click the Browse button:

1. Enter a description of the document to be uploaded.

When the Name of the File displays in the box below, click on the Upload button:

2. Click the “Choose File” button to locate the document to be uploaded.

3. Double click the file to upload then clicked the “Upload” button.

Do NOT upload banking documents on this tab.
Completing the Application

Submitting an application in eGrants is a TWO-STEP process. Both steps must be taken in eGrants prior to the deadline for your application to be considered for funding.

**Step 1: Submit the Initial Application**

**Fund Source Information and Instructions**

<table>
<thead>
<tr>
<th>Item(s) that Need to be Resolved</th>
<th>Tab Name</th>
</tr>
</thead>
</table>

**List of Application Errors and Incomplete Information**

**List of Post-Award Conditions of Funding and Other Fund-Specific Requirements**

Any Grant Officer can click the “Submit Initial Application” button to complete Step 1 of the application submission process. **NOTE:** If this button is disabled check that all application errors have been resolved.

**Step 2: Certify the Official Application**

**Fund Source Information and Requirements**

<table>
<thead>
<tr>
<th>Item(s) that Need to be Resolved</th>
<th>Tab Name</th>
</tr>
</thead>
</table>

**List of Post-Award Conditions of Funding and Other Fund-Specific Requirements**

Only the Authorized Officer can click the “Certify Official Application” button to complete Step 2 of the application submission process. **NOTE:** If this button is disabled check that the person accessing the application is logged in as the Authorized Official.

**NOTE**

Once the application is Certified it will be in a “Pending OOG Review” status and will be locked for updates unless the GM reopens the application for edits.
The application creation and submission is now complete.

**OOG Application Review**

- The Grant Manager performs an initial review of your application and may either move the application forward to the next review step or return the application to you in eGrants for corrections. The correction part of the Review process is known as the PRR – Preliminary Review Report. Please respond to the PRR in a timely manner.
- The Office of the Governor will make final funding decisions after considering overall funds availability, State government priorities and strategies, cost effectiveness of the project, and other factors.
- Once funding decisions are made, the applicant will receive either an award or an unfunded notice.

**Helpful Links/Hints**

- Information about **funding opportunities** is available at [https://egrants.gov.texas.gov/fundopp.aspx](https://egrants.gov.texas.gov/fundopp.aspx)
- PSO **contact information and a contact us form** is available at [https://egrants.gov.texas.gov/contactpage.aspx](https://egrants.gov.texas.gov/contactpage.aspx)
- Add [eGrants@gov.texas.gov](mailto:eGrants@gov.texas.gov) as a Safe Sender or Contact in your email program to prevent eGrants notification emails from being delivered to a junk/spam folder.
**CONTACT US**

**eGrants Help Desk**
2. Phone: 512-463-1919
3. Email: eGrants@gov.texas.gov

**Assigned Grant Manager**

- From the My.Home tab click on the name-link to general an email to the GM.
- If an email is not automatically generated, right click on the link, copy, then paste the email address into your email program.

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**Pending Applications**

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<th>Current Status</th>
<th>Due Date</th>
<th>Fund Source</th>
<th>Grant Manager/Email</th>
<th>Start Date</th>
<th>End Date</th>
<th>Project Title</th>
<th>Grantee Name</th>
<th>OOG Solicitation</th>
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<td>Angie Martin</td>
<td>9/1/2020</td>
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