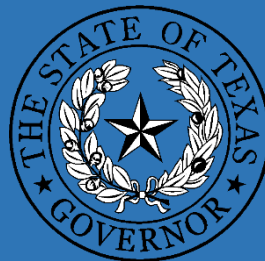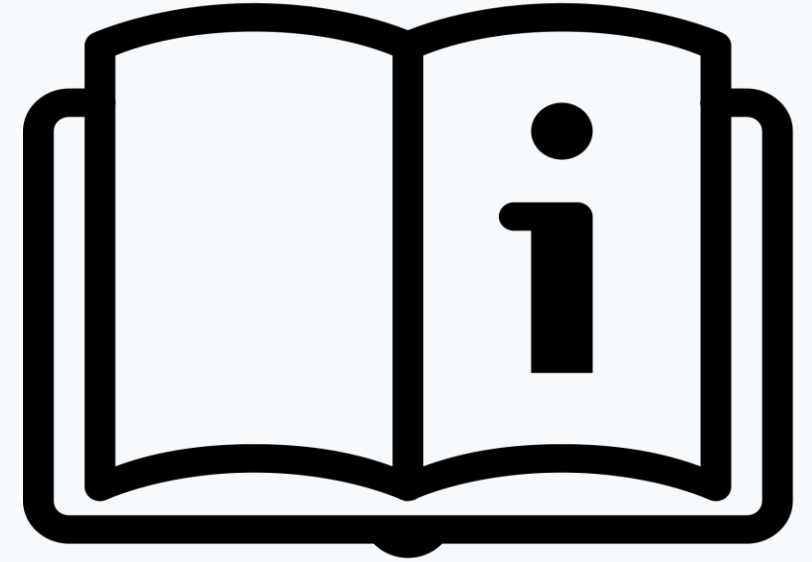# eGrants User Guide to Creating an Application

Office of the Governor
Public Safety Office (PSO)
December 2020

Cover by this Guide

- **Getting Started**

- **Introduction to eGrants**

- **Create an Application**

- **Navigating through eGrants**

- **eGrants Tabs**

- **Completing the Application**

- **Next Steps**

- **Contact Us**

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

Grant ID   **Grant Count ID**

Agency Name: PY21 TEST APP [CU21S06072V] Grant/App: 4175101
Project Title: Test Project Title   Status: Application Pending Submis
Current Grant Manager: Current Program Manager:

                                                      Original Award: $0.00
Current Budget: $0.00   Current Award: $0.00

Tabs

eGrants is organized by tabs

| Welcome | My.Home | My.Profile | My.Mail.Home | Apply | My.Password | Logout |

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"

⭐ 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.

Available Funding Opportunities

OOG is now accepting applications for the following opportunities.

Funding Opportunity RFA (if applicable)	Fund Source	Opportunity Open Date	Opportunity Close Date	Apply
SF21 PY21 State Criminal Justice Planning Fund - Criminal Justice	SF-State Criminal Justice Planning (421) Fund	11/25/2019	11/26/2019	Apply

Click "Apply"

State Payee Identification

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

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

Create a Continuation Project

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

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

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

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

Start Application

Click "Start Application" button

💡 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.

Success!

Navigating through eGrants

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.

PROFILE/DETAILS TAB

Eligibility | **Profile** | Na
Details | **Grant.Vendor**
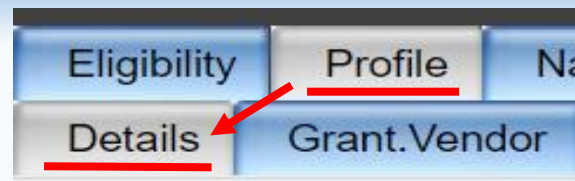
Identifying Information

Applicant Agency Name: ❓

Project Title: ❓

Division or Unit to Administer the Project: ❓

Agency Address Line 1: ❓

Agency Address Line 2:

City: **State:** Texas   **Zip Code:**

Start Date: ❓

End Date:

Plan Year:

❖ Project start dates must be the 1st of the month.
❖ Project end dates must be the last day of the month.

Target Area Information

Select Your Project's Geographic Impact:
◉ Local ○ Regional ○ Statewide

❖ 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.

Select Your Primary Service County:
The county in which the majority of services will be provided, or select **Impact is Statewide:** [--- Select One --- ▾]

Your project will provide services within: ❓
Not applicable

Select all of the counties within the project's service area: ❓
Click to View County List

View the list of counties you selected that are within the project's service area: ❓

Grant Officials Information

Authorized Official Email Address:

Financial Officer Email Address:

Project Director Email Address:

Grant Writer Email Address:

❖ 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.

Title:

Last Name: **First Name:**

Business Phone: **Fax Number:**

Position: **Salutation:**

Address Line 1:   **Address Line 2:**

City: **State:**

Zip Code:

PROFILE/GRANT.VENDOR TAB

Eligibility	Profile	Narrative
Details	Grant.Vendor	
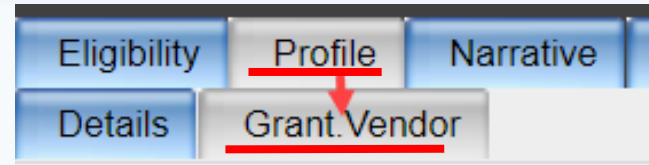
Vendor Identifying Information

Organization Type

Select your type of organization. Then, if prompted, select any additional organization information:

County ▼ ❓

● applying to provide homeland security services

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

Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID): ❓

Select matching payment information:

●

○ 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

---

Collapse Forms ⭐

To receive payments from the Office of the Governor (OOG), download, Documents area at the bottom of the Profile/Grant.Vendor tab.

o Texas Application for Payee Identification Number Form - 08/17/17
o Texas Direct Deposit Authorization Form - Feb '19
o 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.

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

> ❖ Select the file type to upload
> ❖ Choose File from local computer and click "Upload" button

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

| Choose File | No file chosen | | Upload |

Narrative Tab

Profile · **Narrative** · A
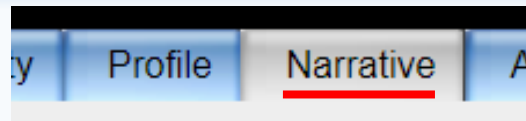
Fund Source Information and Requirements

Introduction

> The primary purpose of the funding opportunity will be described here.

Program Requirements

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

> **NOTE**
>
> ⭐ Applicants must click the "I certify to <u>all</u> the application content & requirements" check box prior to submitting the application.

Certifications

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

Overall Certification

Each applicant agency must certify to the specific requirements detailed above as well as to comply with all requirements within the PSO Funding Announcement, the *Guide to Grants*, the *Grantee Conditions and Responsibilities*, any authorizing or applicable state and federal statutes and regulations to be eligible for this program.

☐ **I certify to <u>all</u> of the application content and requirements.** ⭐

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.]

Narrative Tab (Homeland Security Grants Division)

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.]

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.]
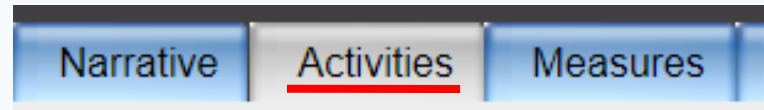
Target Group

[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.]

ACTIVITIES TAB

Narrative | **Activities** | **Measures**

OOG-Defined Project Activity Area

Select Your Project Activities ❓
Select one or more project activities that best describe your project. Once you have selected one or more project activities from the list, then click on the **Update Activity Selection** button to add those selections to your project. You will then be able to describe the project activities you selected and added to your project in the **Detailed Project Activity Area**. For a description of the eligible project activities, please click on the **View a Description of the Activities** button.

Collapse Activity List

☐ Community-Based Programs and Services
☐ Juvenile Case Manager
☐ Mental Health Services
☐ School Programs
☑ Truancy Prevention

> ❖ 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.

Update Activity Selection | **View a Description of the Activities**

> 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"

Detailed Project Activity Area

Describe Each Activity ❓
This section lists <u>all</u> of the items you selected for OOG and grantee-defined project activities.

Click on the 'pencil' icon next to each activity to enter the percentage of time spent on the activity as well as a brief description of how the activity is performed. Click on the 'diskette' icon to save the information entered for each activity.

Activity	Edit	Dedicated Percentage	Description of Activity	Delete
Truancy Prevention	✏️	0		✕

> Click the ✏️ to enter the "Dedicated Percentage" and "Description of Activity" fields.
>
> Click the 💾 to save the data in those fields.

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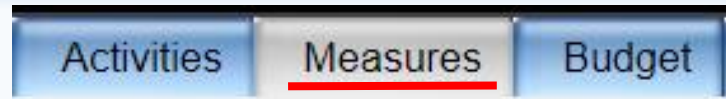
The OOG-Defined Output and Outcome Performance Measures are populated based on the activities selected on the Activities tab.

Entering the OOG-Defined Output Performance Measure Information

Please enter the required target levels for each output measure listed below.

Edit	Output Measures	Target Level
✎	Number of program youth served.	

Entering the OOG-Defined Outcome Performance Measure Information

Please enter the required target levels for each outcome measure listed below.

Edit	Outcome Measures	Target Level
✎	Number of program youth completing program requirements.	

Click the ✎ to enter the "Target Level" for each OOG-Defined Performance Measure

Click the 💾 to save the data in those fields.

❖ 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.

BUDGET/DETAILS TAB
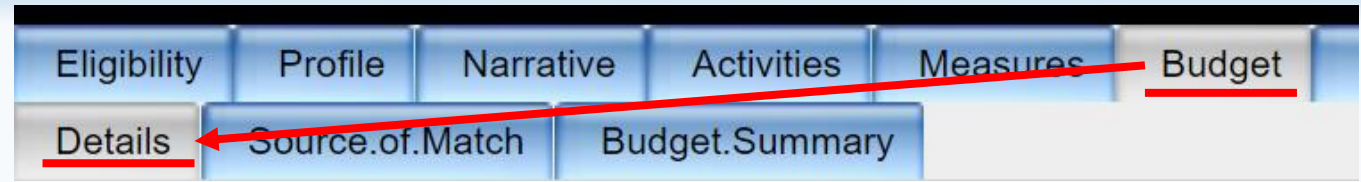
Creating Budget Line Items (BLI)

❖ 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.

Select and Enter Budget Line Item Details

New Budget Item	Budget Category		OOG Funds	Cash
📄	Personnel	**Click this icon to create a new budget line item**	$0.00	$0.00
📄	Contractual and Professional Services		$0.00	$0.00
📄	Travel and Training		$0.00	$0.00

Select an OOG-Defined Budget Line Item within a Sub Category:

- ⦿ Advocacy, Mental Health, and Treatment * Substance Abuse-Related Case M
- ◯ Advocacy, Mental Health, and/or Treatmen **Select the Radio Button for the applicable line item.** nce Abuse-Related Ca
- ◯ Advocacy, Mental Health, and Treatment * Drug Analysis or Employee Drug
- ◯ Advocacy, Mental Health, and Treatment * Mental Health Assessment Servic

NOTE

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

Enter the Grantee-Defined Budget Line Item Description:

Required for all budget line items

Enter the OOG Funds Amount:

Enter the Cash Match Amount:

Enter the In Kind Match Amount:

"Cash Match" and "In Kind Match" are only applicable for Funding Opportunities that require or allow matching funds

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

Percentage of Salary:

"Percentage of Salary" is only applicable to Personnel line items

Unit:

"Unit" is only applicable to Equipment line items

Add New Budget Item Cancel

Click "Add New Budget Item" once all required fields are complete

PERSONNEL – BUDGET/DETAILS TAB

Enter the Grantee-Defined Budget Line Item Description: ❓

> Program Counselor (Vacant- 1 FTE) 09/01/2020 - 08/31/2021: Licensed Chemical Dependency Counselor (LCDC) to educate incarcerated inmates with substance abuse problems, coordinate program efforts, and track program statistics. $80,000 per annum ($60,000 salary + $20,000 fringe benefits).

Enter the OOG Funds Amount: ❓
> 40000

Enter the Cash Match Amount: ❓

Enter the In Kind Match Amount: ❓

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

Percentage of Salary: ❓
> 50   **(OOG Funds + Match) / (Annual Salary + Fringe) = % of Salary**

[Add New Budget Item] [Cancel]

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

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)

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 –
BUDGET/DETAILS TAB

Enter the Grantee-Defined Budget Line Item Description: ❓

> XYZ Counseling Services LLC will provide outpatient counseling to crime victims. Psychologist LPC/Master Level Counselor will provide counseling to victims of crime and to assist in developing problem solving skills, grief management and coping skills. Rate of service is $65 per hour x 20 hours 1,300.

Enter the OOG Funds Amount: ❓
> 1300

Enter the Cash Match Amount: ❓

Enter the In Kind Match Amount: ❓

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

[Add New Budget Item] [Cancel]

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

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

Enter the Grantee-Defined Budget Line Item Description: ❓

Texas Association of Specialty Courts Conference. Dates/Location: April 12-14, 2021 in Corpus Christi, Texas. 4 staff members both new and tenured to gain the knowledge and skills to enhance the courts process and operations. The specific staff to attend the conference will be named at a later date. A total of $6,000 will be used for this conference. Cost relates to $1800 Hotel (4 attendee x $150 per night for 3 nights); $1200 Registration (4 attendee x $300 registration fee); $560 per diem (4 attendee x $140 GSA per diem rate for Nueces County, Texas x 3 days); $1840 mileage (4 attendee x $460).

Enter the OOG Funds Amount: ❓
6000

Enter the Cash Match Amount: ❓

Enter the In Kind Match Amount: ❓

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

[Add New Budget Item] [Cancel]

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 – BUDGET/DETAILS TAB

Enter the Grantee-Defined Budget Line Item Description: ❓

> 11 Units - High Power VHF digital mobile radio @ $5,100 each. Grand Total of $56,100. new radios will allow for interoperability among all law enforcement partners in the region.

Enter the OOG Funds Amount: ❓

> 56100

Enter the Cash Match Amount: ❓

Enter the In Kind Match Amount: ❓

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

Unit: ❓

> 11

[Add New Budget Item] [Cancel]

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

Enter the Grantee-Defined Budget Line Item Description: ❓

(5 Boxes) N95 masks are needed by first responders to prevent the spread of COVID-19 while performing life saving duties. Each box contains 1000 N95 masks @ $4,000 per box. Unit price per mask: $4. Grand total: $20,000.

Enter the OOG Funds Amount: ❓

20000

Enter the Cash Match Amount: ❓

Enter the In Kind Match Amount: ❓

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

[Add New Budget Item] [Cancel]

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

Enter the Grantee-Defined Budget Line Item Description: ❓

Approved Indirect Rate @ 13.99% (See Uploaded Document). Total Direct costs:
$50,000 @ 13.99%= $6,995.

Enter the OOG Funds Amount: ❓

6995

Enter the Cash Match Amount: ❓

Enter the In Kind Match Amount: ❓

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

[Add New Budget Item]   [Cancel]

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 Mimimis rate is not calculated from the correct MTDC.

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":

❖ **P**lanning costs
❖ **O**rganization costs
❖ **E**quipment costs
❖ **T**raining costs
❖ **E**xercise costs

New Budget Item	Budget Category	O
⊟ 🗋	Personnel	$

OOG-Defined Line Item

⊞ Analyst (Exercises)

Each OOG-Defined Line Item includes the applicable POETE category

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.

POETE Groupings

Planning:	Organization:	Equipment:	Training:	Exercises:	M & A:
$0.00	$0.00	$0.00	$0.00	$1,000.00	$0.00

[Expand Solution Area]

The total budgeted for each POETE Grouping must be distributed among the Solution Area Subcategories for that Grouping. Totals for each Solution Area must reconcile back to the POETE Grouping total from the budget.

[Expand Disciplines]

The total budgeted must also be distributed among the Discipline areas (such as Cyber Security, Emergency Management, Public Works, etc.). The Discipline total must reconcile back to the total budgeted amount.

📧 Contact the assigned GM for assistance with the POETE Groupings.

BUDGET/SOURCE.OF.MATCH TAB
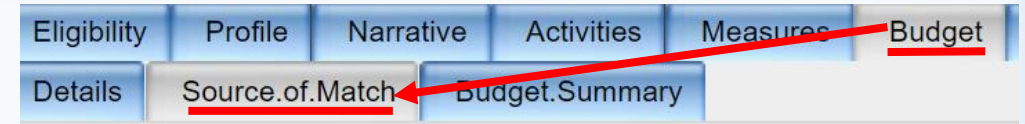
If match is included in the budget detail, then the source of that match must be entered on the Source.of.Match tab.

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

Enter the Source(s) of Match

Enter a Description for the Matching Funds: ❓

Enter the Amount for the Source(s) of Match: ❓

Select the Type of Matching Funds: ❓
- ○ Cash Match
- ○ In Kind Match

Add New Item

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.

DOCUMENTS TAB

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;
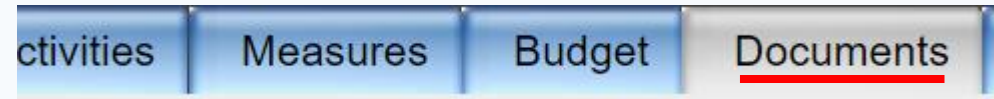3. A designation of the name and/or title of an authorized official who is given the authority to apply for, accept, reject, alter, or terminate a grant (Note: If a name is provided, you must update the PSO should the official change during the grant period.); and
4. A written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to PSO.

Upon approval from your agency's governing body, upload the approved resolution to eGrants by clicking on the **Upload Files** sub-tab located in the **Summary** tab.

Contract Compliance

Will PSO grant funds be used to support any contracts for professional services?

Select the appropriate response:

○ Yes
○ No

> **If the budget includes Contractual costs, the applicant must select "Yes" and describe the contract monitoring process. Otherwise, select "No".**

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:

[text box]

Lobbying

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

Select the appropriate response:

○ Yes
○ No
○ N/A

> **If this requirement does not apply select "N/A" for both questions.**

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

Select the appropriate response:

○ Yes
○ No
○ N/A

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]:

[text box]

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

[text box]

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

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:

[text box]

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

[text box]

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

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 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?

Select the appropriate response:

○ Yes
○ No

> **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:

[text box]

Equal Employment Opportunity Plan

Compliance
EEOP certification information must be submitted to the Office of Civil Rights, Office of Justice Programs through their on-line EEOP Reporting Tool within 120 days of the grant award date. For more information and guidance on how to complete and submit the federal EEOP certification information, please visit the US Department of Justice, Office of Justice Programs website at https://ojp.gov/about/ocr/eeop.htm.

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, or
- is receiving a single award of less than $25,000.

> **IMPORTANT: The EEOP requirements are only applicable to US Department of Justice (USDOJ) federal funds.**

Requirements
- The applicant agency is exempt from the requirement to prepare an EEOP 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; and
- the applicant must submit EEOP Certification information the Office for Civil Rights (OCR) to claim the exemption from developing an EEOP.

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 EEOP in accordance with 28 CFR 42.301, 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 OOG, OOG'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 EEOP information to the Office for Civil Rights (OCR) to claim the exemption from submitting an EEOP to OCR; and
- the EEOP is required to be on file with the applicant agency.

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

- 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; and
- the applicant must submit EEOP 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 USDOJ Certification Form.**

Debarment

Each applicant agency will certify that it and its principals (as defined in 2 CFR Part 180.995):
- 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 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.

> **IMPORTANT: The FFATA Certification is ONLY applicable to projects supported with federal funds.**

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?

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 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?

Select the appropriate response:

○ 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).

CONDITIONS.OF.FUNDING TAB

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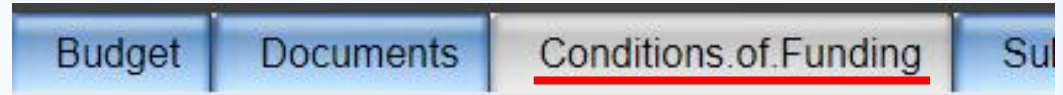
Conditions of funding represent outstanding items identified during the application review or a reminder of actions to be taken once the grant is awarded.

Current Condition(s) of Funding	Date Created	Date Met	Hold Funds-Project Level	Hold Funds-Line Item Level
Other Condition of Funding. Other Condition for Testing	11/19/2020 11:44:36 AM		✓	☐

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

Agency Name: Test Agency Name

Project Title: Test Project Title

Current Grant Manager: Angie Martin

Current Budget: $1.00

Grant/App: 4175101

Status: Application Pending Submission [FUND HOLD]

Current Program Manager: Angie Martin

Original Award: $0.00

Current Award: $0.00

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.
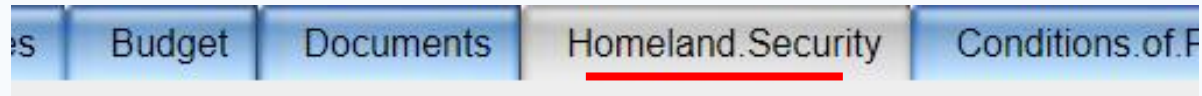
PURPOSE SPECIFIC TABS

Purpose Specific tabs will appear as required by the grant program and/or organization type.
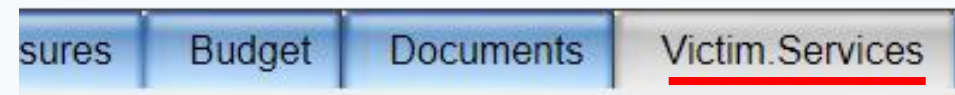
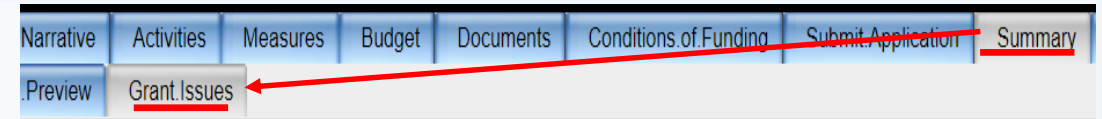**Fiscal.Capability Tab – Required for Non-Profit Organizations ONLY**

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/GRANT.ISSUES TAB

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

Summary of Grant Issues and Other Items

Click the tab name link to be directed to the tab with the note.

Item(s)	Tab Name	Item Description	Created By	Item Date
☐	Narrative	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.		

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.

1 Enter a description of the document to be uploaded.

Enter the Description of the File to be uploaded, then click the Browse button:

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

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.

| Choose File | No file chosen | Upload |

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

| | Budget | Documents | Conditions.of.Funding | Submit.Application | Su |

Fund Source Information and Instructions

List of Application Errors and Incomplete Information

Item(s) that Need to be Resolved	Tab Name

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

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

Submit Initial Application   **Withdraw Application**

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

| Documents | Conditions.of.Funding | Certify.Application |

Fund Source Information and Requirements

List of Application Errors and Incomplete Information

Item(s) that Need to be Resolved	Tab Name

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

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

Certify Official Application   **Withdraw Application**

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.

NEXT STEPS

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

❖ PSO **contact information and a contact us form is available at**
https://egrants.gov.texas.gov/contactpage.aspx

❖ Add 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

1. Go to: https://egrants.gov.texas.gov/contactpage.aspx.
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.