



State of Georgia Grant Management System

System Login

Calendar

State of Georgia Grant Management System for The Governor's Office of Highway Safety and The Criminal Justice Coordinating Council

Welcome to the State of Georgia Grant Management System for The Governor's Office of Highway Safety and The Criminal Justice Coordinating Council. Please choose from the list of options below:

- . Go to the GOHS home page
 - . Go to the NHTSA home page
- . Go to the CJCC home page

New Users/How to get started:

Because this is a new online management system, all users will need to register with the system.

As a new user:

- The initial registration must be completed by an Agency Administrator of your organization. Once they complete registration, they will receive email notification of access approval. Click the New User link above to register.
- · Only one Agency Administrator per organization is required to sign on as a new user.
- Once the Agency Administrator receives access, the official can designate access to your organizational account to other staff members as they see appropriate.

This is a government agency grant management system. It is a system that requires authorization for access. If you have any questions or if you need assistance registering, please contact:

- For GOHS chamilton@gohs.ga.gov or 404-656-6996
- For CJCC 404-657-1956

Powered by IntelliGrants ®

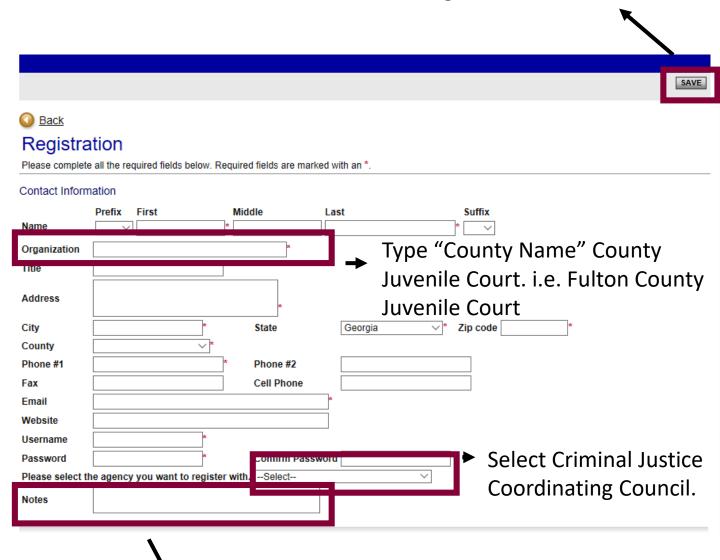
Login
Username
Password

New User
Torgot occurrence/Password?

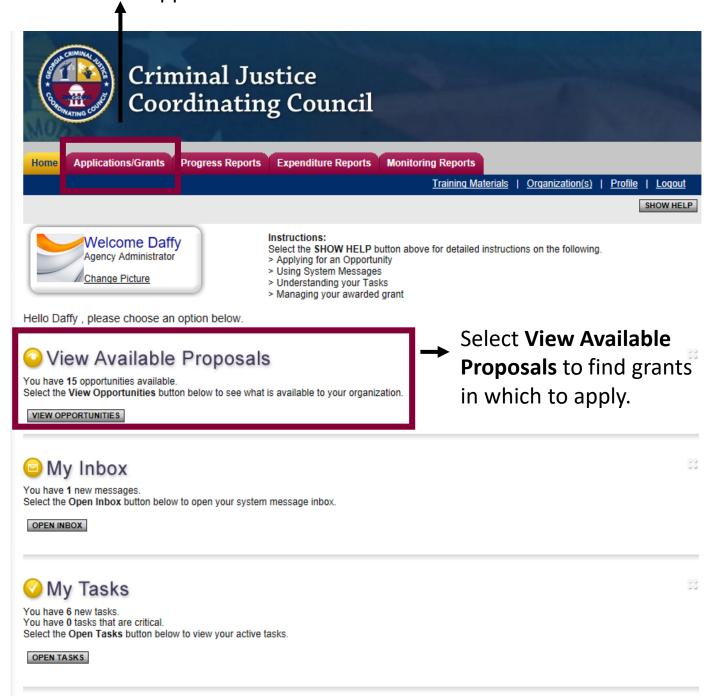
© Copyright 2000-2019 Agate Software, Inc.

Website: http://georgia.intelligrants.com/

Select **SAVE** once all information has been completed on the Registration section.



In the Notes section, type which Board of Commissioners you are associated with. i.e. Fulton County Board of Commissioners Select **Applications/Grants** if you have already began an application or submitted application.



This year, the grant year will be:

STJJ Application 2020



STJJ Application 2019 for CJCC TEST

GAGOHS_CJCC

CJCC Applications Availability Dates:

01/01/2018-open ended

CJCC Applications Period:

not set

CJCC Applications Due Date:

Description:



NOT INTERESTED

Select Apply Now.

This status will change throughout the application process.

Document Information: <u>STJJ-2019-0016</u>

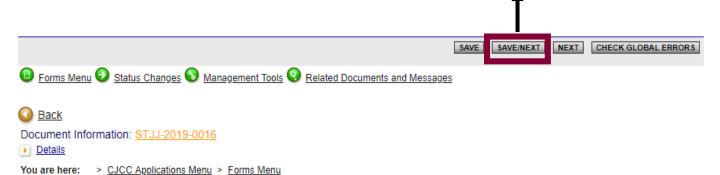
Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	CJCC Applications	CJCC TEST	Agency Administrator	Application in Process	N/A - N/A N/A

Forms

Status	Page Name	Note Created By	Last Modified By
Application	n Forms		
	Applicant Agency		
	<u>Designation</u>		
	Primary Service		
	Agency Description		
	Project Activities		
	Project Narrative		
Budget Fo	rms		
	Personnel		
	Employee Benefits		
	<u>Travel</u>		
	Equipment		
	Supplies & Operating		
	Consultants and Contractors		
	Other		
	<u>Agency Budget</u>		
	Budget Summary		
	Attachments		
	Required Attachments		

Always click **Save/Next** to find any error that may be present on each form.



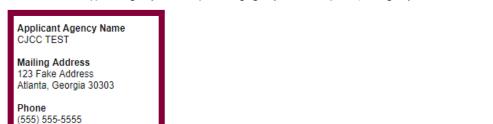
APPLICANT AGENCY

Instructions:

Fax

- All required fields are marked with an *
- . Use the SAVE button to save information and calculate data on each page.
- · To add additional rows, click the SAVE button.
- · Save at least every 30 minutes to avoid losing data.
- . To proceed to the next page, you may use the SAVE/NEXT or NEXT buttons above.
- To return to the Forms menu, click the Forms Menu link above.

Please include basic information about the applicant agency and its main points of contact for the application. Please note that the actual physical address of the agency must be submitted in addition to the mailing address, and that the physical address will be kept confidential and securely stored in CJCC's database. If the applicant agency has an implementing agency as a fiscal sponsor, that agency's name and address must be provided as well.



Is the Implementing Agency for this project the same as the Applicant Agency?*

The implementing agency is defined as the entity actually administering the program or project and/or providing the service(s)

○ Yes ○ No

Is your agency registered in SAM?*
System for Award Management

O Yes O No O Not Applicable

Your agency must be registered in System for Award Management (SAM) Database before it will be allowed to draw down funding. To register your agency please visit www.sam.gov before the deadline of July 31, 2017.

Please read the directions carefully to identify the correct individuals for each position.

DESIGNATION OF GRANT OFFICIALS

Instructions:

- · All required fields are marked with an *.
- Use the SAVE button to save information and calculate data on each page.
- . To add additional rows, click the SAVE button.
- · Save at least every 30 minutes to avoid losing data.
- To proceed to the next page, you may use the SAVE/NEXT or NEXT buttons above.
- · To return to the Forms menu, click the Forms Menu link above.

Please fill in the name, title, address, and phone number for the requested officials for the grant. No two officials can be the same person.

Project Director

This official must be an employee of the applicant agency or from a contractor organization, at the applicant's option, who will be directly responsible for operation of the project. This person will be the primary contact for the application and the post-award phase.

Financial Officer

This official must be the chief financial officer of the applicant agency such as the county auditor, city treasurer, or controller.

Authorized Official

This official is authorized to apply for, accept, decline or cancel the grant for the applicant agency. This person must be the executive director of a state agency, chairperson of the county Board of Commissioners, mayor, or chairperson of the City Council. All official correspondence regarding the grant and the application (assurances, disclosures, certifications, award documentation, subgrant expenditure reports, subgrant adjustment reports) must be signed by the authorized official. Once an award has been made, the authorized official may designate someone to sign this documentation by submitting a letter on agency letterhead to the Council.

Executive Director

Project Director

If the Executive Director is not listed as the Project Director or the Authorized Official please provide his/her contact information.

Name Prefix First Name Last Name Address City State Zip Phone Fax Email

PRIMARY SERVICE AREA AND CONGRESSIONAL DISTRICT

Instructions:

- All required fields are marked with an *.
- Use the SAVE button to save information and calculate data on each page.
- To add additional rows, click the SAVE button.
- Save at least every 30 minutes to avoid losing data.
- . To proceed to the next page, you may use the SAVE/NEXT or NEXT buttons above.
- To return to the Forms menu, click the Forms Menu link above.

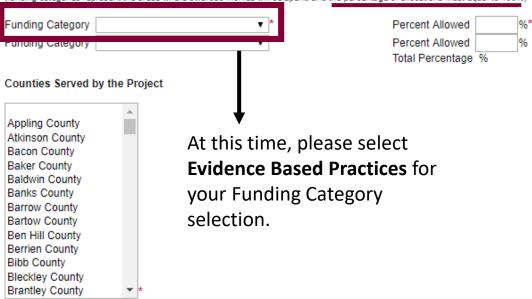
Indicate the counties served by the agency as well as funding categories during the grant year.

Project Title

For the purpose of this grant, the project title is:
Juvenile Justice
Incentive Grant

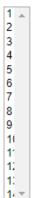
Please select the all funding categories that apply, and the anticipated percentage funding allocations against each.

(funding categories represent the areas where awarded monies will be spent, and the percentage of allocations must equal to 100%)



NOTE: To select more than one county, hold control (CTRL) and select multiple counties from the drop box.

Congressional District(s) to be served



NOTE: To select more than one congressional district, hold control (CTRL) and select multiple congressional districts from the drop box.

AGENCY DESCRIPTION

Instructions:

- · All required fields are marked with an *.
- . Use the SAVE button to save information and calculate data on each page.
- To add additional rows, click the SAVE button.
- . Save at least every 30 minutes to avoid losing data.
- To proceed to the next page, you may use the SAVE/NEXT or NEXT buttons above.
 To return to the Forms menu, click the Forms Menu link above.

Non-F		•	For the Juvenile Justice Incer Grant, please select Not Applicable .	ntive
Has your	agency eve	er had an approv	ved federally-negotiated indirect cost rate?*	
O Yes	O No	Not Applica	able	
Please inc	O No	her or not the ag	gency has a current Limited English Proficiend	cy (LEP) plan?*

PROJECT ACTIVITIES

Instructions:

- · All required fields are marked with an *.
- Use the SAVE button to save information and calculate data on each page.
- . To add additional rows, click the SAVE button.
- · Save at least every 30 minutes to avoid losing data.
- . To proceed to the next page, you may use the SAVE/NEXT or NEXT buttons above.

Please indicate which priority area you are applying for, the purpose of the project, and how funds will primarily be used.

. To return to the Forms menu, click the Forms Menu link above.

Select the services to be provided through this funded project:*

Project Purpose

The purpose of this grant opportunity is to provide funding for local programs designed to serve youth in the community who would otherwise be committed to DJJ. Applicants are encouraged to examine their local data from the previous fiscal year in order to understand the profiles of youth who were committed to DJJ, and who, with appropriate community-based services, could have received services while remaining in their community. Recipients of this grant opportunity will be employing evidenced-based programming appropriate to the needs of youth in the community.

☐ Thinking for a Change (T4C)
Aggression Replacement Training (ART)
Multisystemic Therapy (MST)
Functional Family Therapy (FFT)
Seven Challenges (7C)
☐ Brief Strategic Family Therapy (BSFT)
Other:
Select whether you request transportation assistance to and/or from program services.*
Yes, I request transportation assistance
No, I do not request transportation assistance
What target educational levels will be served?*
☐ Middle School
High School
Middle and High School
Other:
What age range will be served?*
0 of 100
What genders will be served?*
Male
Female
Other

PROJECT NARRATIVE

Instructions:

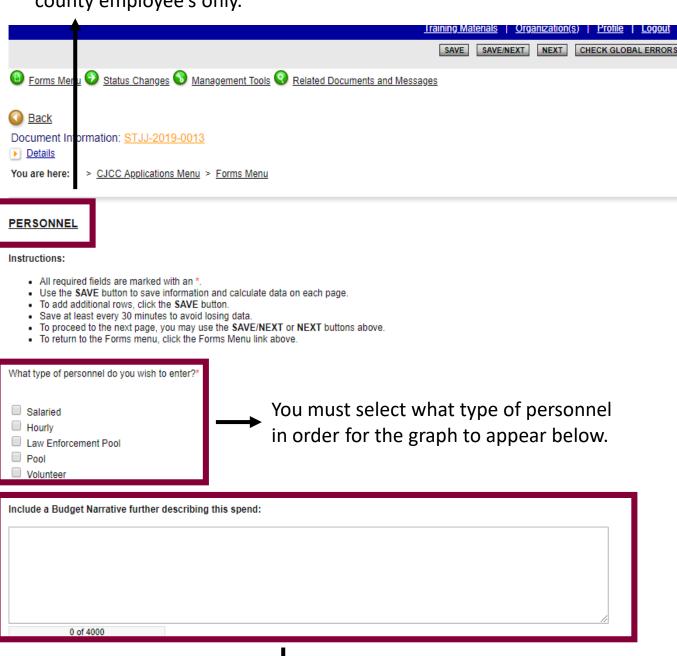
· All required fields are marked with an *.

0 of 1000

- . Use the SAVE button to save information and calculate data on each page.
- To add additional rows, click the SAVE button.
 Save at least every 30 minutes to avoid losing data.
- . To proceed to the next page, you may use the SAVE/NEXT or NEXT buttons above.
- . To return to the Forms menu, click the Forms Menu link above.

Complete each question in full, all questions are required
Administration 1. Provide brief description of the implementing agency. Additionally, provide the agency's qualifications and experience with managing grants.
0 -/ 1000
0 of 1000
2. After the initial allotment, this grant will transition to a reimbursement-only grant. Does the fiscal agent have the ability to maintain a positive cash-flow once reimbursements are provided on a quarterly or monthly basis?
once reinibulsements are provided on a quarterly of monthly basis?
0 of 1000
Needs Statement
 Provide a clear and concise statement of need, including the following: (1) At-risk population, (2) New instances of secure detention (RYDC), (3) Cases resulting in commitment to DJJ, and (4) New instances of confinement in secure juvenile correctional facilities (YDC). This information for each county car
be found here: http://juveniledata.georgia.gov/DataReports.aspx?report=RRIDataEntryReport.
0 of 1000
2. Provide a description of how the problem relates to the mission of the implementing agency as well as an overview of the target population to be served
2. Provide a description of now the problem relates to the mission of the implementing agency as well as an overview of the target population to be served

Personnel section is for county employee's only.



The Budget Narrative is required if funding is being requested from Personnel.

*Please note, Employee Benefits will be entered in the next section.

EMPLOYEE BENEFITS

Instructions:

- · All required fields are marked with an *.
- . Use the SAVE button to save information and calculate data on each page.
- . To add additional rows, click the SAVE button.
- · Save at least every 30 minutes to avoid losing data.
- . To proceed to the next page, you may use the SAVE/NEXT or NEXT buttons above.
- . To return to the Forms menu, click the Forms Menu link above.
- Benefit Percentage is the percentage of benefit to be paid by the grant.

<u>Name</u>	Position	Employee Type	Fund Type	<u>Benefit Type</u>	Benefit Percentage	Cost
•			•	▼	96	
•			•	•	%	
•			•	•	96	
•			•	•	%	
•			•	•	%	
					Employee Benefits - Total:	

nclude a Budget Narrative further describing this spend:						
0 of 4000						

1

The Budget Narrative is required if funding is being requested from Employee Benefits.

TRAVEL

Instructions:

- . All required fields are marked with an *.
- . Use the SAVE button to save information and calculate data on each page.
- . To add additional rows, click the SAVE button.
- · Save at least every 30 minutes to avoid losing data.
- To proceed to the next page, you may use the SAVE/NEXT or NEXT buttons above.
- . To return to the Forms menu, click the Forms Menu link above.

Number of Travelers	Purpose of Travel	Location of Travel	<u>Travel Expense</u>	Fund Type	Number of Days/Miles/Items	Cost Per Day, Item, or Mile	<u>Percentage</u>
	•		•	•			%
	•		•	•			%
	•		•	•			%
	•		•	•			%
	•		•	•			%
					Travel (Including T	raining) - Grant	Period Total:

clude a Budget Narrative further describing this spend:						
0 of 4000						



The Budget Narrative is required if funding is being requested from Travel.

EQUIPMENT

Instructions:

- All required fields are marked with an *.
- . Use the SAVE button to save information and calculate data on each page.
- To add additional rows, click the SAVE button.
- Save at least every 30 minutes to avoid losing data.
- To proceed to the next page, you may use the SAVE/NEXT or NEXT buttons above.
- To return to the Forms menu, click the Forms Menu link above.
- Equipment is defined as tangible personal property having per unit acquisition threshhold greater than or equal to \$5,000.

Equipment Item	Fund Type	Number of Units	Price Per Item	<u>Vendor</u>	Cost
	•				
	•				
	•				
	•				
	•				
				Equipment - Total:	

clude a Budget Narrative further describing this spend:						
0 of 4000						

1

The Budget Narrative is required if funding is being requested from Equipment.

SUPPLIES

Instructions:

- All required fields are marked with an *.
- . Use the SAVE button to save information and calculate data on each page.
- . To add additional rows, click the SAVE button.
- Save at least every 30 minutes to avoid losing data.
- To proceed to the next page, you may use the SAVE/NEXT or NEXT buttons above.
- . To return to the Forms menu, click the Forms Menu link above.
- Supplies are defined as tangible personal property having per unit acquisition threshhold of less than \$5000.

Supply Item	Fund Type	Number of Units	Price Per Unit	<u>Vendor</u>	Cost
	•				
	•				
	•				
	•				
	•				
				Supplies Expenses - Total:	

Include a Budget Narrative further	describing this spend:
0 of 4000	

Ţ

The Budget Narrative is required if funding is being requested from Supplies.

CONSULTANTS AND CONTRACTORS

Instructions:

- · All required fields are marked with an *.
- Use the SAVE button to save information and calculate data on each page.
- . To add additional rows, click the SAVE button.
- Save at least every 30 minutes to avoid losing data.
- To proceed to the next page, you may use the SAVE/NEXT or NEXT buttons above.
- . To return to the Forms menu, click the Forms Menu link above.
- Consultant is defined as an individual or sole proprietorship who provides professional advice or services needed to carry out the project or program.
- Contractor is defined as a business organization that provides professional services via a contract needed to carry out the project or program.

Consultant Fees & Expenses

<u>Name</u>	Service Provided	Fund Type	Hourly Rate	Number of Hours	<u>Percentage</u>	Cost
		•			%	
		•			%	
		▼			%	
		•			%	
		•			%	
		_		Consu	Itant - Total:	

Contracts

Name / Position	Service Provided	Fund Type	Compensation	<u>Percentage</u>	Cost
		•		%	
		•		%	
		•		%	
		•		<u></u> %	
		▼		%	
			Contrac	ctors - Total:	

Include a Budget Narrative further des	cribing this spend:	
0 of 4000		

The Budget Narrative is required if funding is being requested from Consultants and Contractors.

OTHER

Instructions:

- · All required fields are marked with an *.
- . Use the SAVE button to save information and calculate data on each page.
- . To add additional rows, click the SAVE button.
- · Save at least every 30 minutes to avoid losing data.
- . To proceed to the next page, you may use the SAVE/NEXT or NEXT buttons above.
- To return to the Forms menu, click the Forms Menu link above.
- Other Costs refer to List items (e.g., real property lease, repairs/maintenance, utilities, copier rental/lease, postage meter, insurance & bonding, dues & subscriptions, advertising, registration fees, film processing, notary services, public relations, communications services indicate if DOAS is provider). Show budget calculation. For example, provide the office space square footage and the lease rate or provide the monthly lease amount and the number of months leased. For unit enter time period as applicable (i.e. "month" for utility costs) or leave blank for items such as registration that require a one-time fee.

Other Costs

Description	<u>Quantity</u>	<u>Basis</u>	Cost	Length of Time	Cost
				Other - Total:	

Include a Budget Narrative further de	escribing this spend:
0 of 4000	

The Budget Narrative is required if funding is being requested from Other.

AGENCY BUDGET

Instructions:

- · All required fields are marked with an *.
- . Use the SAVE button to save information and calculate data on each page.
- To add additional rows, click the SAVE button.
- · Save at least every 30 minutes to avoid losing data.
- To proceed to the next page, you may use the SAVE/NEXT or NEXT buttons above.
- . To return to the Forms menu, click the Forms Menu link above.

Please indicate the agency's fiscal year.

The total agency budget will automatically calculate.

Fiscal Year: Start Date	Fiscal Year: End Date
*	*
Total Agency Budget Requested	
*	

BUDGET SUMMARY

Instructions:

- · All required fields are marked with an *.
- . Use the SAVE button to save information and calculate data on each page.
- . To add additional rows, click the SAVE button.
- · Save at least every 30 minutes to avoid losing data.
- . To proceed to the next page, you may use the SAVE/NEXT or NEXT buttons above.
- . To return to the Forms menu, click the Forms Menu link above.

TOTAL BUDGET BY CATEGORY

BUDGET CATEGORY	AMOUNT
PERSONNEL	\$0
EMPLOYEE BENEFITS	\$0
TRAVEL (INCLUDING TRAINING)	\$0
EQUIPMENT	\$0
SUPPLIES	\$0
CONSULTANTS AND CONTRACTORS	\$0
OTHER	\$0
INDIRECT	\$0
TOTAL	\$0



FUND SOURCE	AMOUNT]
GRANT]
MATCH	\$0	-
Cash		1
In-Kind]
Undesignated Match		1
TOTAL	\$0	

Both of these fields will auto-populate from information provided from the budget documents.

Approved Award Amount:	
Approved Match:	
TOTAL:	·

REQUIRED ATTACHMENTS

Instructions:

- All required fields are marked with an *.
- . Use the SAVE button to save information and calculate data on each page.
- · To add additional rows, click the SAVE button.
- Save at least every 30 minutes to avoid losing data.
- To proceed to the next page, you may use the SAVE/NEXT or NEXT buttons above.
- To return to the Forms menu, click the Forms Menu link above.

The required attachments listed below must be correctly completed and uploaded with the application submission. The online application system will only upload one attachment for each field. So if an applicant has multiple documents, it will be necessary to combine them or submit under separate attachment fields. Please carefully read and follow the instructions on all forms.

- Personnel Documents
- Supporting Documentation for Budgeted Items
- 70/30 Split Budget Breakdown
- Program Policies/ Enrichment Policies
- Program Timeline
- Cohort Schedule

Personnel Documents: e.g. job descriptions, personnel action form, etc.	Choose File No file chosen *
Supporting Documentation for Budgeted Items: E.G. service provider(s) MOU, contracts etc.	Choose File No file chosen *
70/30 Budget Breakdown: Please note that 70% of the requested funding will need to be allocated to direct services.	Choose File No file chosen *
Program Policies/Enrichment Policies: Applicable for group based therapy only.	Choose File No file chosen
Program Timeline: Applicable for group based therapy only.	Choose File No file chosen
Cohort Schedule: Applicable for group based therapy only.	Choose File No file chosen
Other Documents: E.G. Letters of Support, etc.	Choose File No file chosen
	e, phone number, and email of up to two points of contact for this application. Only omitted. They will also be the persons contacted in the event of any questions
Point of Contact(s) for this Application	
Name ▼ Prefix First Name Last Name	Title/Position
Phone	Email
Do you want to add an alternative point of contact?*	
○ Yes ○ No	

Certify the application entry by selecting the checkbox below. <u>Please be sure to click submit so that the online application is received</u>. The application must be submitted by the deadline to be considered for an award. If more than one application is submitted for the same project, CJCC will only accept the most

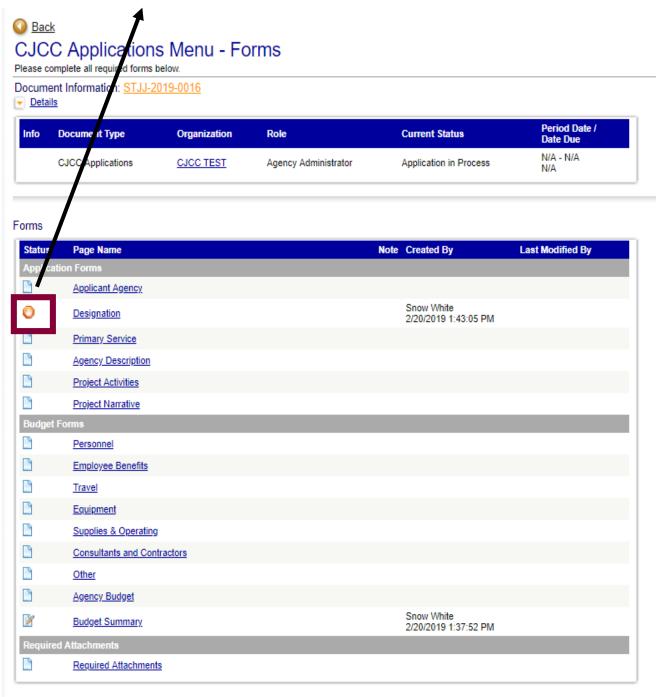
By selecting this checkbox, I certify to the best of my knowledge and belief, all statements and data in this application are true and correct, the document has been duly authorized by the authorized official of the governing body of the applicant and the applicant will comply with

Name: Date:

the attached assurances.*

recent application.

This symbol will indicate that an error was indicated on the specified form.





CJCC Applications Menu - Status Options

Select a button below to execute the appropriate status push.

Document Information: STJJ-2019-0016

Details

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	CJCC Applications	CJCC TEST	Agency Administrator	Application in Process	N/A - N/A N/A

Possible Statuses
APPLICATION CANCELLED
APPLY STATUS

APPLICATION SUBMITTED
[APPLY STATUS]

Select **Application Submitted** to submit the application.



Home

Applications/Grants

Progress Reports

Expenditure Reports

Monitoring Reports

Training Materials | Organization(s)

I Pro

Profile | Logout

SHOW HELP

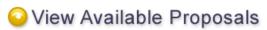


Instructions:

Select the SHOW HELP button above for detailed instructions on the following.

- > Applying for an Opportunity
- > Using System Messages
- > Understanding your Tasks
- > Managing your awarded grant

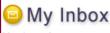
Hello Daffy, please choose an option below.



You have 15 opportunities available.

Select the View Opportunities button below to see what is available to your organization.

VIEW OPPORTUNITIES



You have 1 new messages.

Select the Open Inbox button below to open your system message inbox.

OPEN INBOX



You have 6 new tasks.

You have 0 tasks that are critical.

Select the Open Tasks button below to view your active tasks.

OPEN TASKS

99

90

,

oc